

USING THUNDERBIRD TO ACCESS EXCHANGE - PC

INTRODUCTION

Use these instructions if you are using Thunderbird and would like to access Microsoft Exchange.

VIRTUAL PRIVATE NETWORK (VPN)

To set up an account from an off-campus location, or from the wireless network, you must be connected to the VPN. For more information, visit <http://www.csun.edu/it/services/vpnmain.html>.

SETUP INSTRUCTIONS

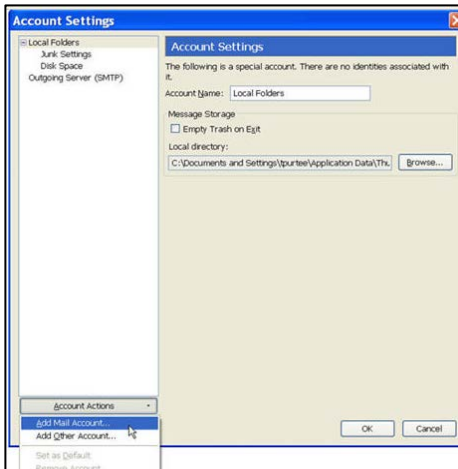
1. Select the Thunderbird application.



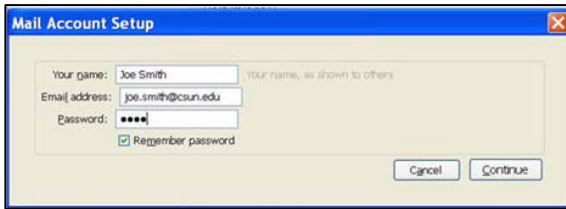
2. Select **Tools**.
3. Select **Account Settings**.



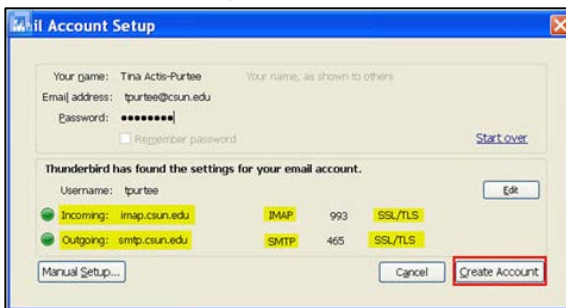
4. Use the drop-down arrow on the bottom left-hand corner to select **Add Mail Account**.



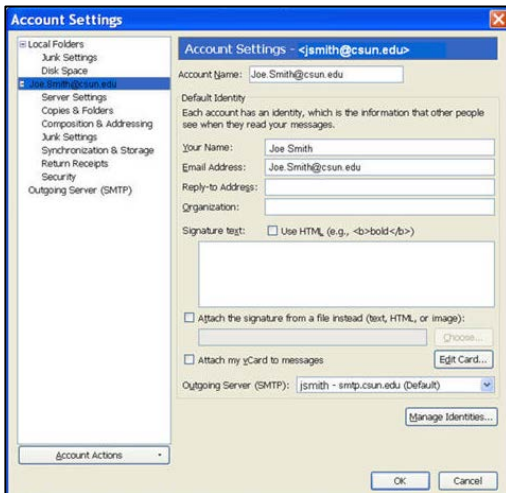
5. Enter **Your Name**, **CSUN Email address** and **Password**.
6. Select **Continue**.



7. The **Mail Account Setup Window** displays your information.
8. Verify **Your name** and **Email address**.
NOTE: Verify that the **Incoming** mail is set to **imap.csun.edu**, **IMAP**, **SSL/TLS** and **Outgoing** mail is set to **smtp.csun.edu**, **SMTP**, **SSL/TLS**. To edit this information, select **Edit**.



9. Select **Create Account**.
 - Thunderbird will process and indicate that it has located your account.
 - The final screen verifies your account information.
10. Your Email account will now appear in the **Account Settings** window in the left-hand pane.



Manual Settings Verification

1. The **Outgoing Server (SMTP)** reads **Your name – smpt.csun.edu (Default)** in the **Account Settings** window.
2. Select **Server Settings** from the **Email Account** that appears on the **left-hand** pane.
3. The Server Name should read **imap.csun.edu**.
4. The **Security Settings** section should read **SSL/TLS** for the **Connection Security**.
5. Select **OK**.

Your Thunderbird email client is now configured for accessing Exchange via IMAP.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).