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](http://www.csun.edu/it/services/vpnmain.html).

SETUP INSTRUCTIONS

1. Select the **Thunderbird** application from your **Dock** or from the **Applications Folder** on your hard disk.

2. Select the **Tools** menu.

3. Select **Account Settings**.

4. Select **Add Account**.
5. Select the Email account option in the New Account Setup window.
6. Select Continue.

![New Account Setup](image)

7. Enter Your Name and Email Address in the Identity window.
8. Select Continue.

![Identity](image)

9. Select IMAP as your server option in the Server Information widow.
   Note: IT does not recommend establishing a connection via POP.
10. Enter `exchangeweb.csun.edu` under Incoming Server.
11. Select Continue.
   Note: If have not previously set the SMTP server option, you may be asked for an outgoing server choice. If so, enter `smtp.csun.edu`. See the manual settings verification section in this document to check whether your outgoing server information is correct.

![Server Information](image)
12. On the **Account Name** window, make sure that you select the appropriate descriptive label for this account preference, such as Home Account, Work Account, or Exchange Account.

13. Select **Continue**.

14. On the **User Names** window, make sure that the Thunderbird Account Wizard has recognized your **Incoming User name**.

15. Select **Continue**.

16. The final window **displays** your account information. Verify that all your information is correct.

17. Select **Done**.
Manual Settings Verification

1. Select **Account Settings** from the **Tools** drop-down menu.
2. Select **Server Settings** and verify that **SSL** is selected under **Use secure connection**.

![Server Settings](image)

3. Select the **Outgoing Server (SMTP)** from the **left-hand** pane.

![Outgoing Server](image)

4. Select the **Edit** button in the **right-hand** pane.

![Edit SMTP](image)

5. Verify that **SSL** is selected under **Use secure connection**.

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).