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.


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](http://techsupport.csun.edu) or in person in (Oviatt Library, Room 33).