

Configuring Thunderbird on a Macintosh (for New Thunderbird Users)

Overview

This help sheet explains how to acquire and configure the Thunderbird e-mail client and install it on a Macintosh-based computer. Thunderbird can be used on computers running Mac OS X 10.2 or later versions.

About Mozilla Thunderbird

Some of the features of Thunderbird include the following:

- **Quick message searches** within a mailbox
- **Spell checking** as you type
- **Automatic Updates** that prompt you when new security updates are available
- **Optional Customization tools** that allow new button controls for your toolbars and the installation of extensions to add new features
- Compatibility with the **University LDAP Directory** to enable you to automatically look up the e-mail addresses of other users

Downloading Thunderbird

An Internet connection is required to download Thunderbird via a Web browser. Thunderbird is also included on the *Software Toolkit CD*, available in campus computing labs and Software Licensing Services (105 Bellefield Hall). To download Thunderbird, complete the following steps.

1. Open a Web browser to **software.pitt.edu** and click the **Connect** button.
2. Log in using your University Computer Account username and password, then click **OK**.
3. Select **Mozilla**, then **E-Mail**, and then **Macintosh** from the Vendors menu and click **GO**.
4. Click on **Thunderbird**.
5. Click the **Thunderbird.dmg** application file.

Note: Depending on your Web browser, you may be prompted for a location to which to save the file.

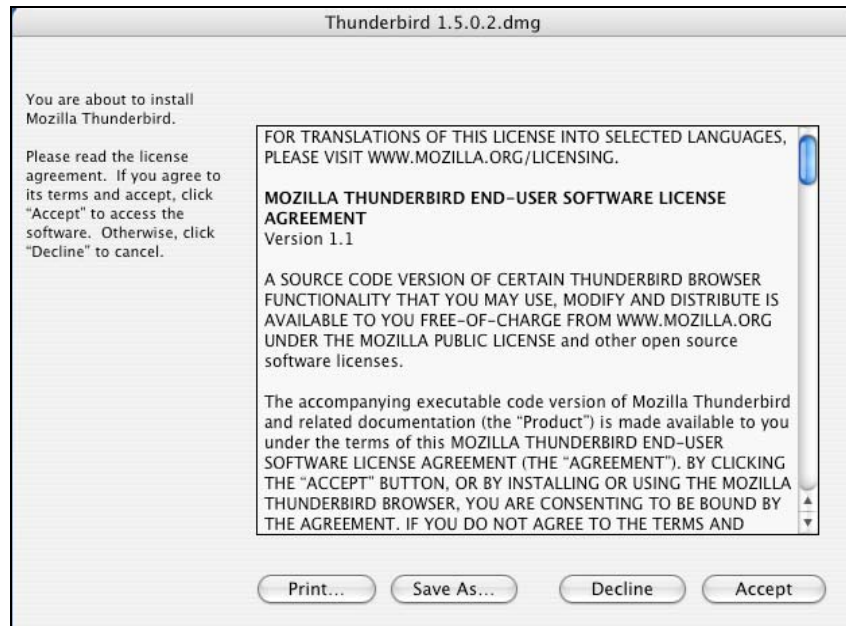
Installing Thunderbird

1. If you are installing Thunderbird from the *Software Toolkit CD*, please proceed to step 3. If you have downloaded Thunderbird from software.pitt.edu, double click the **Thunderbird** disk image that you saved to a folder or to your desktop. This will launch the Thunderbird setup process.

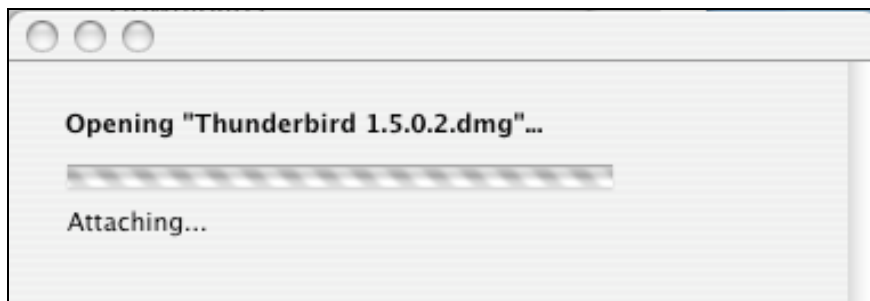
2. Double click the **Thunderbird disk image**.



3. Read the Software License Agreement. Click the **Accept** button to accept the terms of the agreement.



4. The **Installation** screen will display indicating that the program is being installed and opened in Finder.



5. The Thunderbird e-mail program is now mounted on your system as a temporary directory.



- Click and drag the Thunderbird application file out of the disk image to the Applications folder on your hard disk. **DO NOT** double click the icon on the disk image.



- Double click the **Thunderbird** icon to launch the program and complete the configuration.



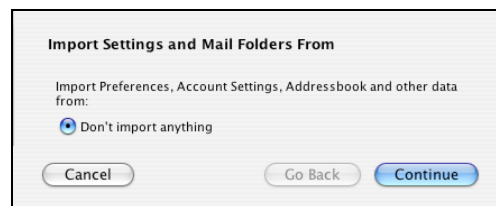
Note: Drag the icon to your Dock if you want it to display there.

Configuring Thunderbird for IMAP

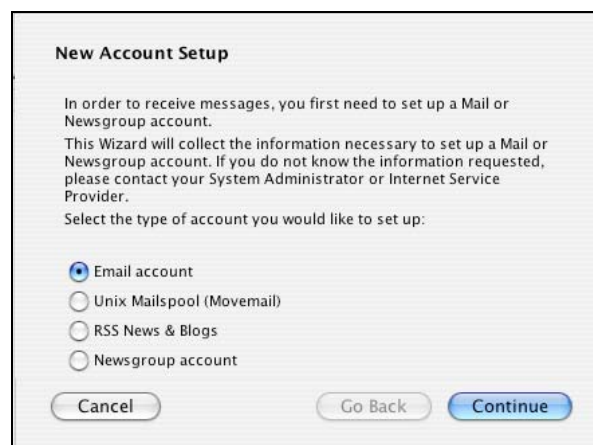
After launching Thunderbird, you will be prompted to create a new e-mail account. The Import Wizard screen will display.

- Select the **Don't import anything** option and click **Continue**.

Note: Please see the *Importing Local Mulberry Mail Folders to Thunderbird on a Macintosh* document for more information.



- The **New Account Setup** window will display. Select the **Email account** option and click **Continue**.



3. The **Identity** window will display. Enter your name and University e-mail address (*username@pitt.edu*) in the appropriate fields and click **Continue**.

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

4. The **Server Information** window will display. Select **IMAP** for the incoming server type. In the **Incoming Server field**, enter **imap.pitt.edu**.
5. In the **Outgoing Server** field, the information you enter will depend on how you are connecting to the University's network. If you are connecting from an on-campus location, enter **smtp.pitt.edu** in the **Outgoing Server** field. If you are connecting from an off-campus location through an outside Internet Service Provider (ISP), use one of the following options:
- Enter your Internet Service Provider's SMTP information in the **Outgoing Server** field. You may have to contact your ISP to obtain this information.
 - Enter **smtp.pitt.edu** in the **Outgoing Server** field. If you select this option, you will need to use the University's Secure VPN Service to connect to the University's IMAP server. Contact the Technology Help Desk at 412 624-**HELP** [4357] and ask for their help configuring your computer to use the Secure VPN Service in Network Connect Mode.

Note: If you connect using the University's dial-up modem pool, you will enter **smtp.pitt.edu** in the **Outgoing Server** field but you will *not* need to use the Secure VPN Service.

Note: If you plan to use Thunderbird to access your mail both while on campus and while connecting from off-campus via an outside Internet Service Provider, you should create a separate account for each. To create separate accounts for on-campus and off-campus use, refer to the document *Configuring Thunderbird to Use IMAP on a Macintosh (For Existing Thunderbird Users)*.

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

6. The **Account Name** window will display. Enter a name for the account and click **Continue**.



Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

7. Once the new account has been created, the following window will display summarizing your account information. If you need to make changes to the information, click **Back**. If all the information is correct, click **Done**.



Congratulations!

Please verify that the information below is correct.

Account Name: Pitt IMAP Account
Email Address: johns@pitt.edu
Incoming User Name: johns
Incoming Server Name: imap.pitt.edu
Incoming Server Type: IMAP
Outgoing User Name: johns
Outgoing Server Name (SMTP): smtp.pitt.edu

Click Finish to save these settings and exit the Account Wizard.

8. The following window will display asking if you want to use Thunderbird as the default mail application. Click **Yes** or **No**.

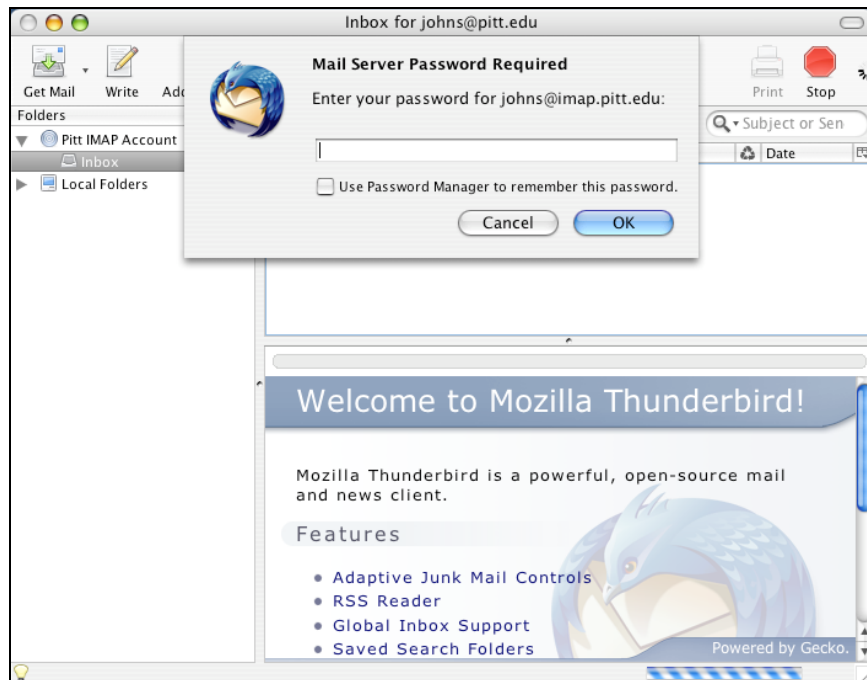


 **Thunderbird**

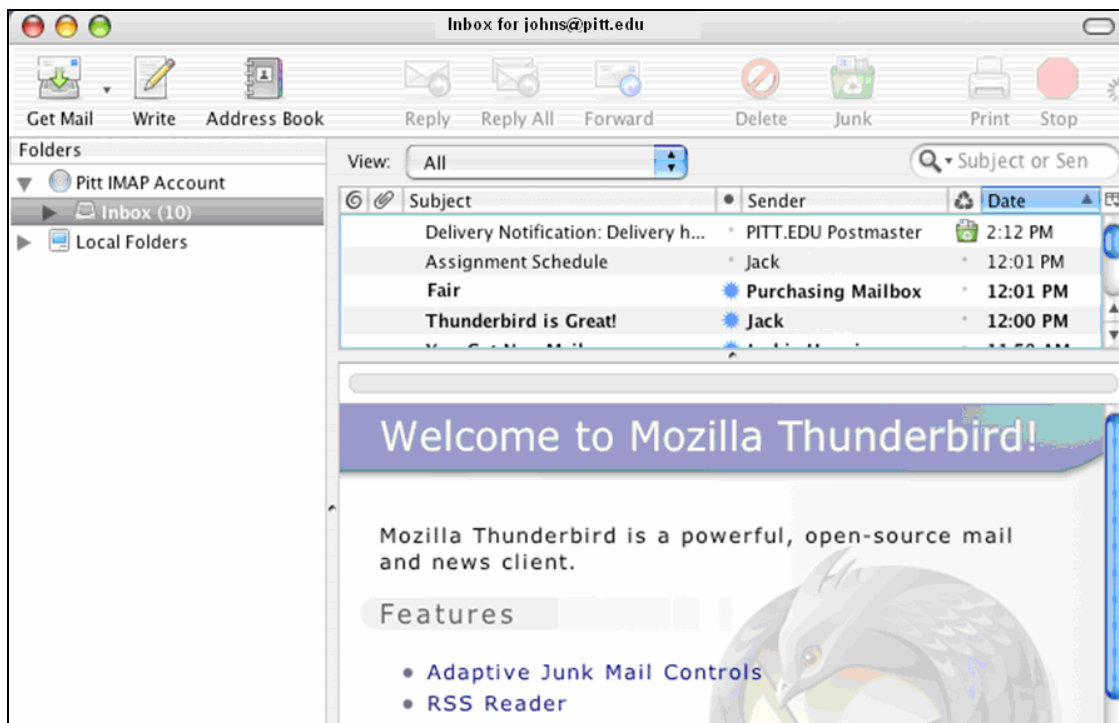
Do you want to use Thunderbird as the default mail application?

Do not display this dialog again

9. Enter your University Computer Account password as prompted and click **OK**.

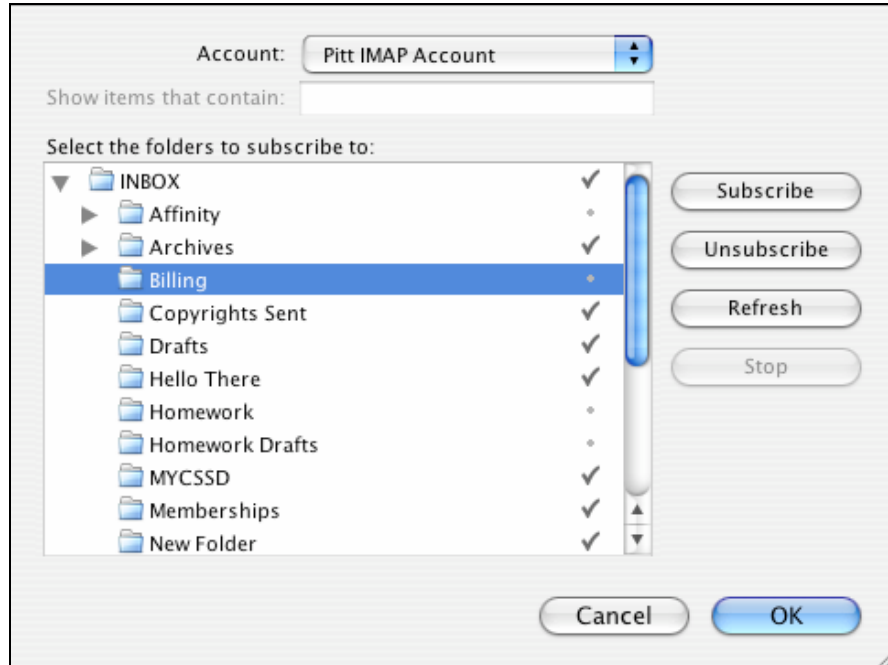


10. Click **Get Mail** to download IMAP mail folders and contained messages.



11. If all mailboxes do not display, select **File**, then **Subscribe** from the toolbar menu. A subscribe window will display.

12. Select the checkbox next to the desired folder and click **OK**.



Get Help

The Technology Help Desk at 412 624-**HELP** [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at technology.pitt.edu.