

Configuring Thunderbird on a Windows Computer (for New Thunderbird Users)

Overview

This document explains how to install the Thunderbird e-mail client on a Windows-based computer and configure it to access your University e-mail account (*username@pitt.edu*). Thunderbird can be used on computers running Windows 2000 or Windows XP, provided the computers meet the following hardware requirements: Pentium 233 MHz, 64 MB RAM, and 52 MB hard drive space.

About Mozilla Thunderbird

Some of the features of Mozilla Thunderbird version 1.5 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**, such as new button controls for your toolbars or different themes that you can apply.
- 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.

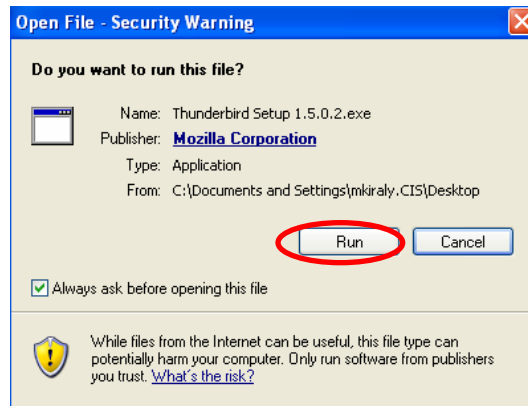
1. Open a Web browser to **software.pitt.edu** and click the **Connect** button.
2. Log in using your University Computer Account username and password, then click **OK**.
3. Select **Mozilla** from the **Vendors** menu and click **Search this site**.
4. Click on **Thunderbird**.
5. Click on the **Thunderbird.exe**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

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

Installing Thunderbird

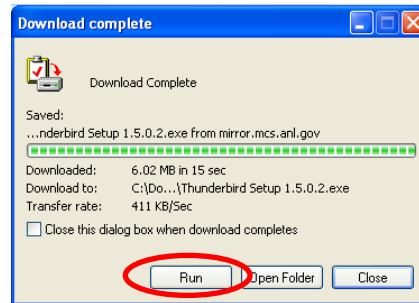
1. If you are installing Thunderbird from the *Software Toolkit CD*, please proceed to step 3. If you have downloaded Thunderbird from software.pitt.edu, double click the **Thunderbird.exe** executable file that you saved to a folder or to your desktop. This will launch the Thunderbird setup process.

2. The **Open File** screen will appear as shown below. Click **Run**.

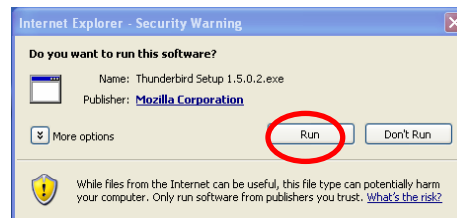


3. Select the location and save the file as prompted. The file will then be downloaded onto your computer.

4. A **Download complete** window will display. Click the **Run** button again.



5. A **Security Warning** window may display. Click the **Run** button.

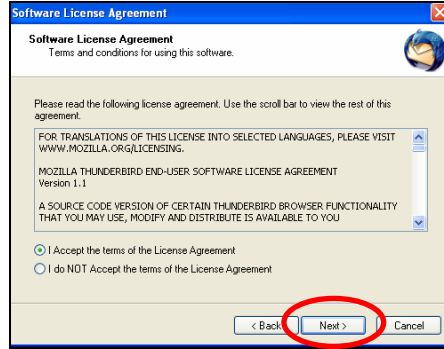


6. The Mozilla Thunderbird Setup window will display. Click **Next**.

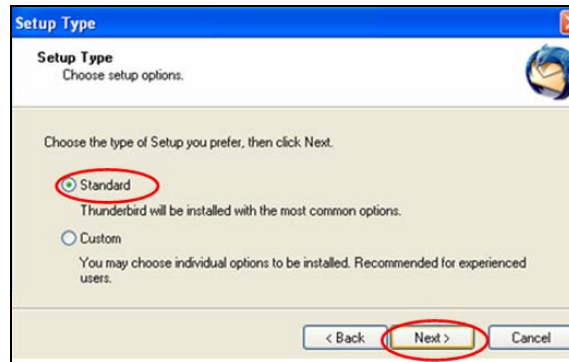


Note: You should close any open programs before continuing with the setup.

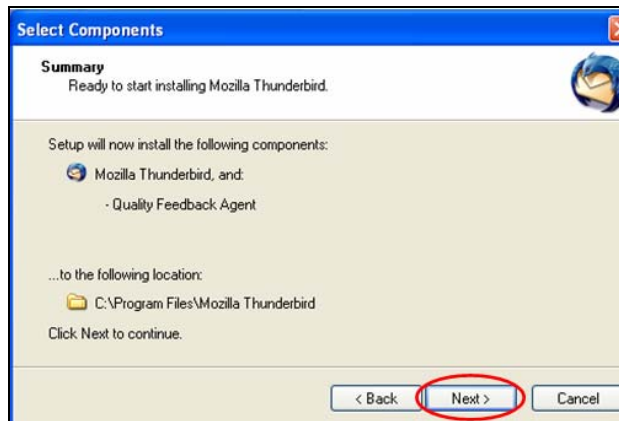
7. Read the Software License Agreement. Indicate that you accept the terms of the agreement and then click **Next**.



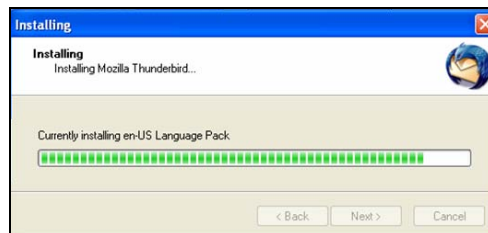
8. The **Setup Type** screen will display with **Standard** selected by default. Click **Next** to continue.



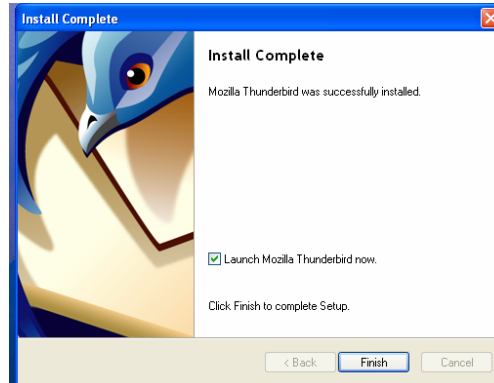
9. The **Select Components** screen will indicate the location where the software will be installed. Click **Next** to continue.



10. The Installation screen will appear indicating the program is being installed.



11. After the installation has completed, the following screen will display. Click **Finish**.

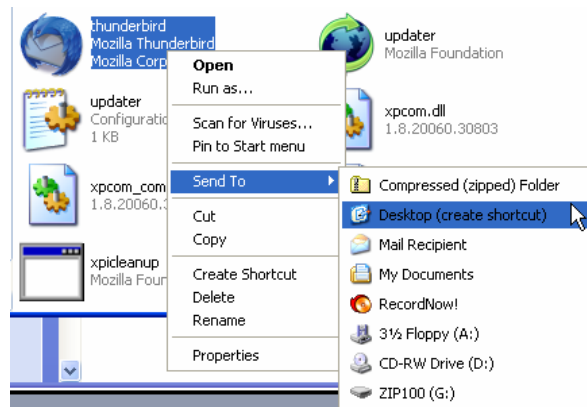


12. The Thunderbird e-mail program is now installed on your computer. You must launch Thunderbird to complete the configuration process. You can launch Thunderbird by leaving the **Launch Mozilla Thunderbird now** box checked, or you can launch the program at another time from the **Start** menu.

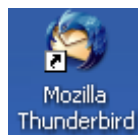
Creating a Shortcut on Your Desktop

You may wish to create a shortcut to Thunderbird on your desktop by completing the following steps.

1. Go to the **\Program Files\Mozilla Thunderbird** directory on your computer.



2. Right click on the Thunderbird application icon and select **Send To, Desktop (create shortcut)**. A shortcut icon will display on your desktop that can be used to launch the Thunderbird application.



Configuring Thunderbird for IMAP

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

1. Select the **Don't import anything** option and click **Next**.

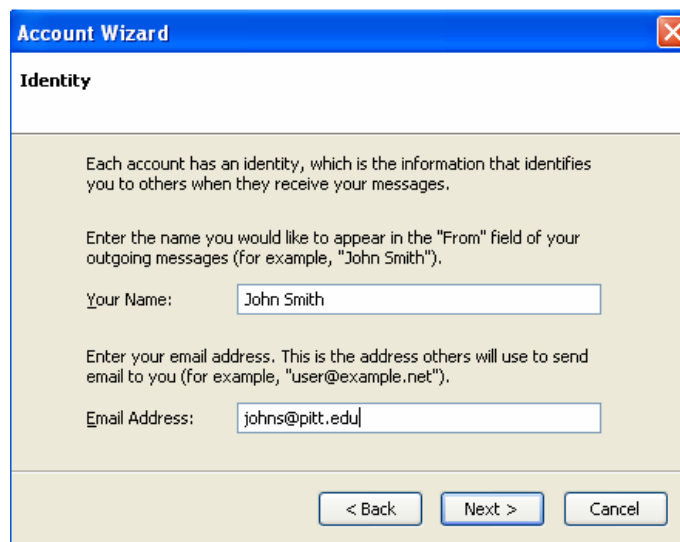
Note: Please see the document titled *Importing Local Mulberry Mail Folders to Thunderbird* for more information about importing existing Mulberry files into Thunderbird.



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



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



4. The **Server Information** window will display. Select **IMAP** for the incoming server type. In the **Incoming Server** field, enter **imap.pitt.edu**.

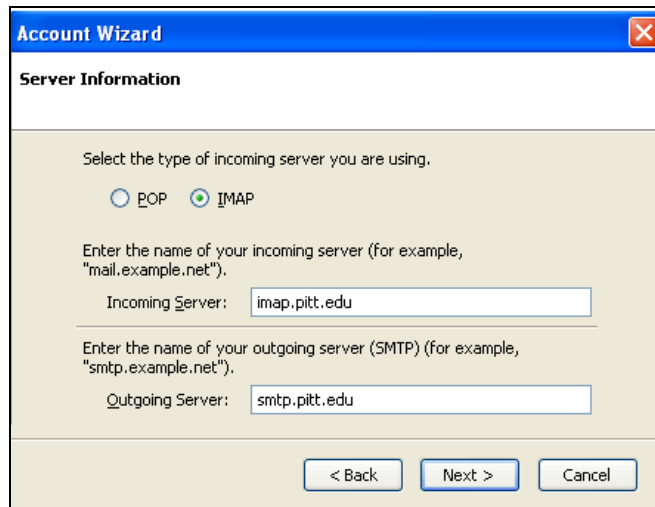
5. In the **Outgoing Server** field, the information you enter will depend on how you are connecting to the University's network. If you are connecting from an on-campus location, enter **smtp.pitt.edu** in the **Outgoing Server** field. If you are connecting from an off-campus location through an outside 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 *Setting Up Mozilla Thunderbird to Use IMAP on a Windows Computer for Existing Users*.

6. After you have entered the appropriate information in the **Outgoing Server** field, click **Next**.



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. It contains the following elements:

- Header: 'Account Wizard' with a close button (X).
- Section: 'Server Information'.
- Text: 'Select the type of incoming server you are using.'
- Radio buttons: 'POP' (unselected) and 'IMAP' (selected).
- Text: 'Enter the name of your incoming server (for example, "mail.example.net").'
- Text input field: 'Incoming Server:' with the value 'imap.pitt.edu'.
- Text: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").'
- Text input field: 'Outgoing Server:' with the value 'smtp.pitt.edu'.
- Buttons: '< Back', 'Next >', and 'Cancel'.

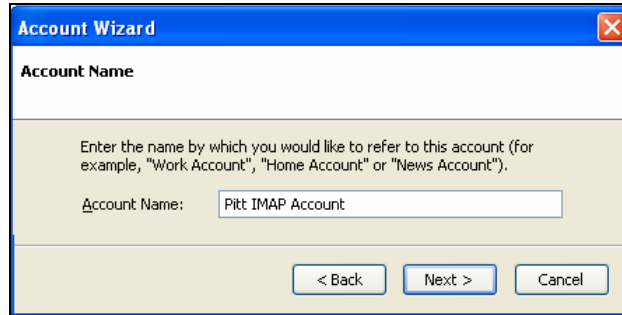
7. The **User Names** screen will display. Enter your University Computer Account username in the **Incoming** and **Outgoing User Name** fields.



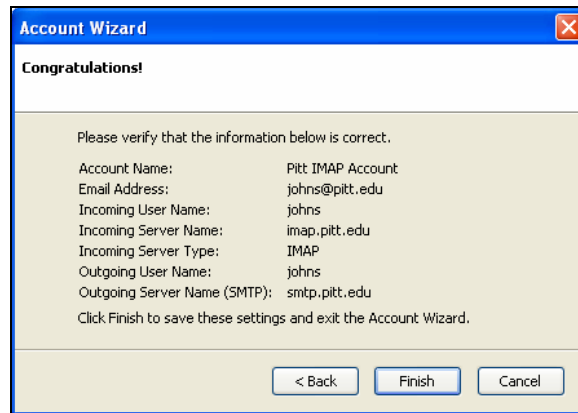
The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. It contains the following elements:

- Header: 'Account Wizard' with a close button (X).
- Section: 'User Names'.
- Text: 'Enter the incoming user name given to you by your email provider (for example, "jsmith").'
- Text input field: 'Incoming User Name:' with the value 'johns'.
- Text: 'Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).'
- Text input field: 'Outgoing User Name:' with the value 'johns'.
- Buttons: '< Back', 'Next >', and 'Cancel'.

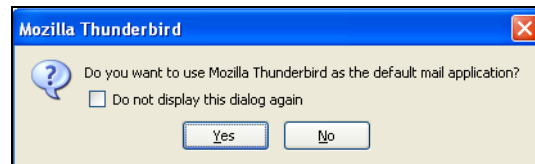
8. The **Account Name** screen will display. Enter a name for the account and click **Next**.



9. 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 **Finish**.



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



11. Enter your University Computer Account password as prompted and click **OK**. Once you are connected, your mail account folders and e-mail messages will be downloaded.



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.