Connecting to Microsoft Exchange Labs Using Thunderbird

Users wishing to use other email clients, such as Mozilla Thunderbird, may use this procedure. The recommended connection is via IMAP.

a. Launch the Thunderbird client. You will see the window below. Select ‘Email account’, then click ‘Next’.

![Account Wizard](image_url)

In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up:

- [ ] Email account
- [ ] RSS News & Blogs
- [ ] Gmail
- [ ] Newsgroup account
b. Enter your name and email address. Then click ‘Next’.

Account Wizard
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: New Student

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

Email Address: new.student@student.shu.edu
c. Choose IMAP and Enter the incoming and outgoing servers. The same caveats apply here as in Section on setting up Outlook to connect to Exchange Labs. Click ‘Next’ when the entries are made.
d. The correct setting for Exchange Labs is shown. The second setting will be specified by your ISP. If you are using the smtp.shu.edu server, leave the setting as is.

![Account Wizard](image)

Enter the incoming user name given to you by your email provider (for example, "smith").

**Incoming User Name:** new.student@student.exchangelabs.com

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

**Outgoing User Name:**
e. Enter a name you like, and then click ‘Next’.

<table>
<thead>
<tr>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the name by which you would like to refer to this account (for example, &quot;Work Account&quot;, &quot;Home Account&quot; or &quot;New Account&quot;).</td>
</tr>
<tr>
<td>Account Name: Email - New Student</td>
</tr>
</tbody>
</table>

< Back  Next >  Cancel
f. Verify that the correct settings were made, and then click ‘Finish’.

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Account Wizard

Congratulations!

Please verify that the information below is correct.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>Email - New Student</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:new.student@student.shu.edu">new.student@student.shu.edu</a></td>
</tr>
<tr>
<td>Incoming User Name</td>
<td><a href="mailto:new.student@student.shu.edu">new.student@student.shu.edu</a></td>
</tr>
<tr>
<td>Incoming Server Name</td>
<td>imap.exchangelabs.com</td>
</tr>
<tr>
<td>Incoming Server Type</td>
<td>IMAP</td>
</tr>
<tr>
<td>Outgoing User Name</td>
<td><a href="mailto:new.student@student.shu.edu">new.student@student.shu.edu</a></td>
</tr>
<tr>
<td>Outgoing Server Name (SMTP)</td>
<td>smtp.shu.edu</td>
</tr>
</tbody>
</table>

Click Finish to save these settings and exit the Account Wizard.
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g. After Thunderbird opens, you will receive an Alert Error, stating that you need to connect via ssl or TLS, click ok. Click on Tools – Account Settings – Server Settings. Change the settings for imap.exchangelabs.com to SSL, Port 993. Click ‘OK’. Close out of the Thunderbird client and reopen it.
h. An initial options box opens up prompting to use thunderbird as the default program choose e-mail and check the box to not remind you again.

i. Enter your password, check the box to remember the password if desired. Click ‘OK’
j. When thunderbird re-opens, click on ‘Get Mail’ at the upper left. Your mail will open. Enjoy!