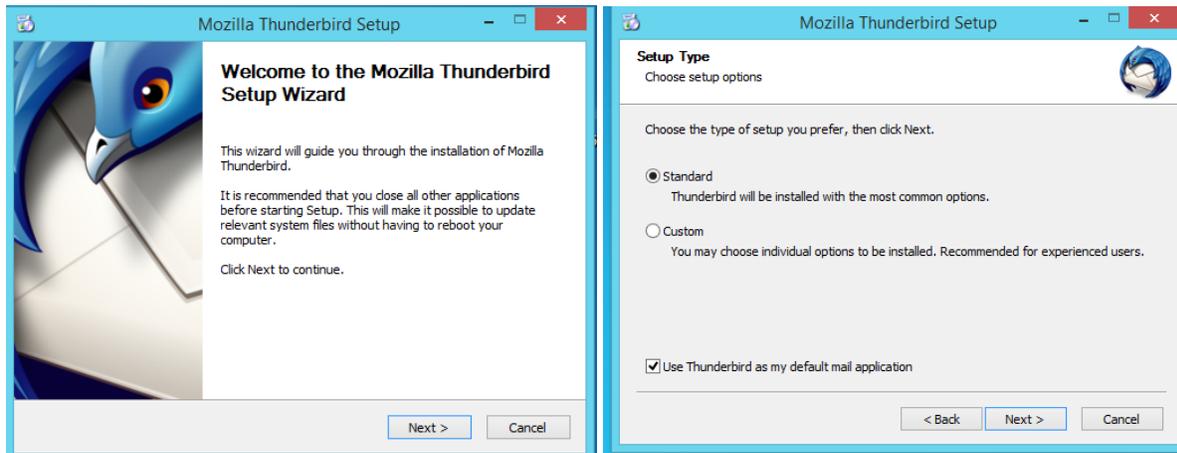


Setting Up CUNET Email in Thunderbird (IMAP)

Note: When sending an email, we strongly recommended using the Global Address Book (GAL) to select the recipient instead of using cached/stored email address in your list. Sometimes a cached email address can point to the wrong location and fail to deliver. If you don't have access to the GAL then entering the users full email i.e. johnDoe@cunet.carleton.ca instead of the alias is also the better option.

1. Download Mozilla Thunderbird from <http://www.mozillamessaging.com/>
2. Install with the default settings (you can decide during install if you want to set it as your default e-mail client). When finished click 'Finish' to launch Thunderbird

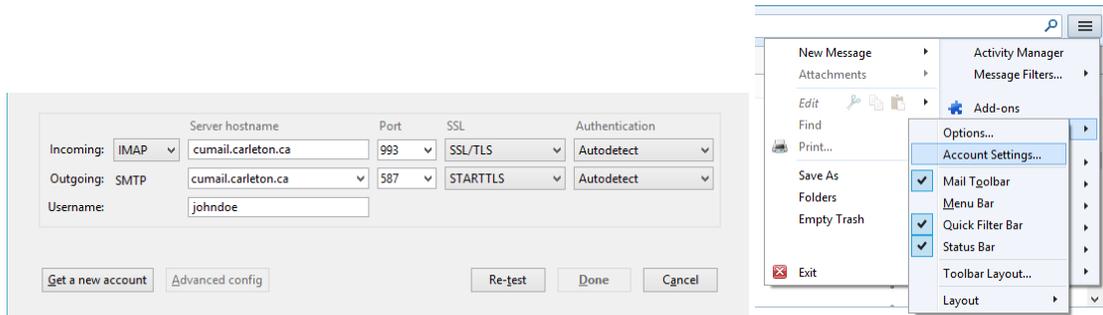


3. The first few screen will ask you to make thunderbird your default client and also ask if you want to setup a 'new' email address. Click the 'Skip this and us my existng email' button.
4. The Mail Account Setup window should appear at this stage (if a new install). If you already have Thunderbird installed then select File=>New=>Mail Account to open the new email setup screen.
5. In the Mail Account setup window enter your name as you want it displayed in your emails, your email address and password. Please note that your email address is the full address ie **username@cunet.carleton.ca**
6. Thunderbird will then attempt to look up the configuration for the email. This process will fail after a few minutes or you can click 'Manual Config' to manually enter them.
7. Make sure that both the incoming and outgoing servers are set to **cumail.carleton.ca** - Manually enter the following details:

**In the Incoming type enter IMAP and port 993 and SSL/TLS (Auth – Autodetect)
In the Outgoing type enter SMTP and port 587 and STARTTLS (Auth – Autodetect)**

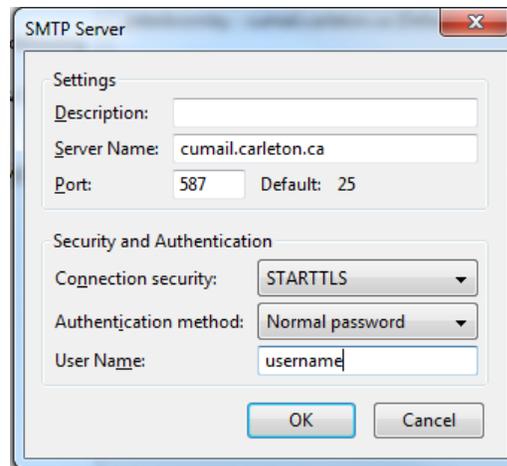
The username should be your normal MyCarletonOne username i.e johndoe.

- Click on the Re-test configuration button and you it should detect the correct settings. Click Create Account to finish the setup and display the inbox window.



- Finally to double-check the Outgoing SMTP settings go to the 'Three bars' icon in the top right corner and select Tools=>Account Settings and the select "Outgoing Server (SMTP)" on the left hand side of the menu. Select the cumail server and click "Edit". You need to make sure that the following details are correct:

Server Name: cumail.carleton.ca
 Port: 587
 Connection Security : **STARTTLS**
 Authentication Method : **Normal Password**
 User Name: <your username>



If all are correct, click OK and OK again in the next window to return to your inbox. Thunderbird should now be setup to send and receive your cunet emails.