Setting Up Carleton E-mail in Thunderbird (IMAP)

 There are two methods for accessing your new mailbox. You can either login to the Carleton Portal (<u>http://www.carleton.ca/portal</u>) with your normal login details and click the 'Carleton Email' link or go to <u>https://login.microsoftonline.com/</u>. This is the standard Microsoft Outlook Live webmail portal that will link to your Carleton Email account. Use the full email address to login i.e. username@cmail.carleton.ca



2. Once you have logged into the mailbox, click on the 'Options' link in the top right hand corner and then select the 'See All Options'

Find Someone Options -	General Display name:	Use these settings to access your e-mail using POP, IMAP, or SMTP.
Options	User ID: @cmail.carleton.ca	POP setting
Set Automatic Replies Create an Inbox Rule	Mailbox Usage	Server name: pod51009.outlook.com Port: 995 Execution method: 551
Select a Theme	24.66 MB of mailbox space used. At 24.75 GB you won't be able to send mail. Contact Numbers Work phone: Mobile phone: Settings for POP, IMAP, and SMTP access.	Encryption method: SSL IMAP setting Server name: pod51009.outlook.com Port: 993 Encryption method: SSL SMTP setting Server name: pod51009.outlook.com Port: 587 Encryption method: TLS

- 3. In the Account Settings menu, click on the 'Settings for POP, IMAP and SMTP access... link. This will then display a pop-up window with your specific account settings in. Take a note of all of these settings.
- 4. Once this is done you can then 'sign out' of your email account and then continue with the steps below.
- 5. Download Mozilla Thunderbird from http://www.mozillamessaging.com/
- 6. Install Thunderbird 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.
- If this is the first time running Thunderbird, the Import Wizard should appear where you can select "Don't Import Anything" and click next. If you already have Thunderbird installed you can select File=>New=>Mail Account.



8. In the Mail Account setup window enter your name as you want it displayed in your emails, your <u>full</u> email address, in the format of firstnamelastname@cmail.carleton.ca and your MyCarletonOne password. Click 'Remember Password' and Continue.

Import Wizard			
Import Settings and Mail Folders			
Import Options, Account Settings, Address Book, Filters and other data from:			
Qutlook	x		
Don't import anything	Mail Account Setup		
	Your <u>n</u> ame:	firstname lastname	Your name, as shown to othe
	Email address:	firstlast@cmail.carleton.c	
	<u>P</u> assword:	•••••	
		Remember password	
< <u>B</u> ack <u>N</u> ext > Cancel			

- 9. Thunderbird will then check and fail to find the account settings, it will allow you to manually enter them. In the next Mail Account setup window enter the **IMAP** information that you noted from Step.3 of this guide. Note: You can type in the grey box fields to change details:
 - a. Incoming: IMAP=> <info from Step.3>=> 995=> SSL/TLS=>Normal Password
 - b. Outgoing: SMTP=> <info from Step.3>=> 587=> STARTTLS=>Normal Password
 - c. Username: firstnamelastname@cmail.carleton.ca

If you are using your own service provider i.e Rogers to send outgoing emails then you can enter the outgoing SMTP details here (smtp.rogers.broadband.com). Your service provider can provide the details.

10. Once you have entered the connection details you can click on the 'Re-test' button to confirm settings are correct. If you get confirmation that the settings are correct you can then click 'Create Account'

		Server hostname	Port		SSL		Authentication
Incoming:	IMAP 👻	pod51009.outlook.com	993	•	SSL/TLS	•	Normal password
Outgoing:	SMTP	pod51009.outlook.com	587	•	STARTTLS	•	Normal password
Jsername:		firstnamelastname@cmail.carle					

- 11. Decide if you want Thunderbird as the default client and if you want to make your emails searchable within windows (choice is up to you). Click OK
- 12. You should now be taken to the e-mail window. You can click on the Get Mail icon to retrieve any current new emails messages.

	😋 Inbox - Mozilla Thunderbird				• ×	
	File Edit View Go Missage Tools Help	Rie Tag -	Search all messages < Ctrl+ K>		َ م	
	🛔 Inbox				Q	
	All Folders 🔹 🖌 🕨	🙊 Quick Filter 🔸 🔅 🔒 🤌	Filter these messages++ <	Ctrl+F>	F= P	
	4월년 parleton.r.a 전 Trash 4 및 Local Folders 전 Trash 한 Outbox	Ta 😂 & Subject	ou From	\varTheta Date	a ~	
System Integration Use Thunderbird as the default client for: E-Mail						
Newsgroups Feeds						
Allow Windows Search to search messages Always perform this check when starting Thunderbird Control Control Control						
OK Cancel	Mozilla Thunderbird is free and open source	software from the non-profit Mozilla Foundation.	(Know your rig	hts x	
	There are no new messages on the server.			Unreach 0	Fotal: 0	