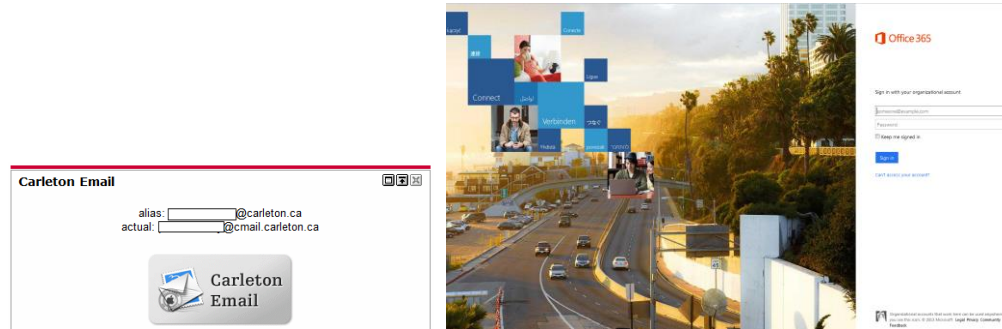
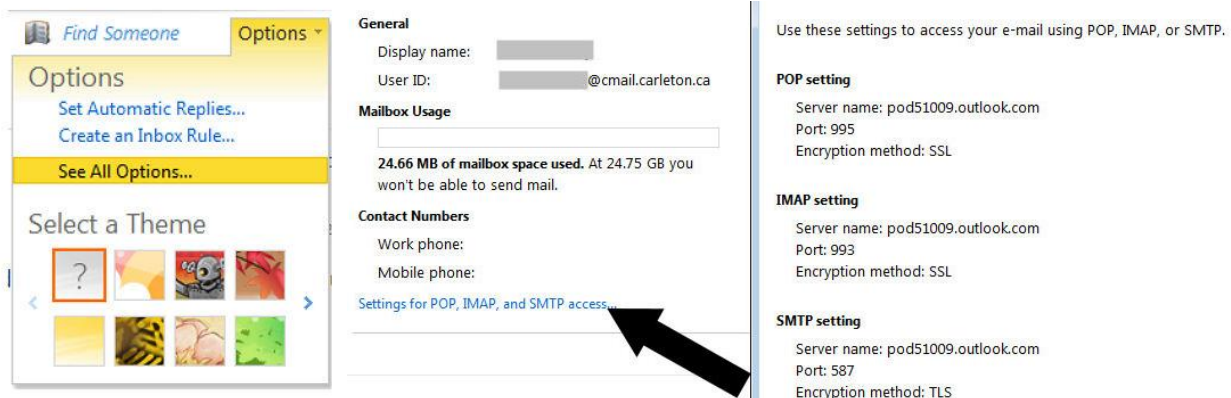


Setting Up Carleton E-mail in Thunderbird (IMAP)

1. There are two methods for accessing your new mailbox. You can either login to the Carleton Portal (<http://www.carleton.ca/portal>) with your normal login details and click the 'Carleton Email' link or go to <https://login.microsoftonline.com/>. 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



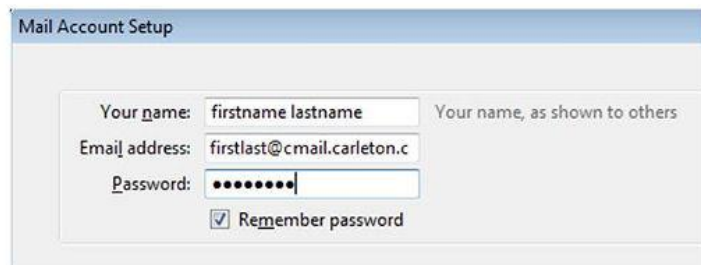
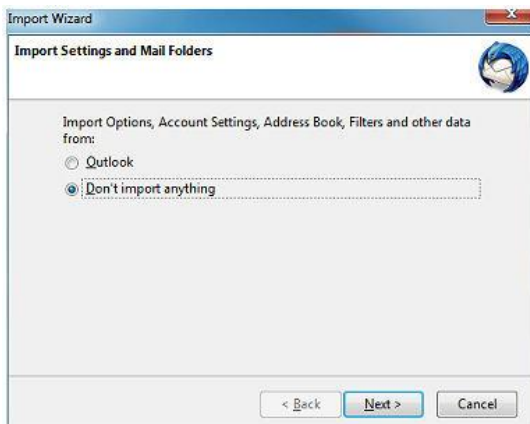
2. Once you have logged into the mailbox, click on the 'Options' link in the top right hand corner and then select the 'See All Options'



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.
7. 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 full email address, in the format of firstnamelastname@cmail.carleton.ca and your MyCarletonOne password. Click 'Remember Password' and Continue.



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'

The following settings were found by probing the given server

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

Advanced config Re-test Create Account Cancel

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.

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

OK Cancel

