

## Initial Set Up of Thunderbird with IMAP

### Concept


This process document describes the settings that must be made in the Thunderbird email client in order for it to download CWRU Google Mail through an IMAP server.

The directions in this document are intended for users who have installed Thunderbird and are setting it up for the first time. For directions on how to update your existing Thunderbird client to download from CWRU Google Mail instead of iPlanet, please see the process document called Editing Settings in Thunderbird from iPlanet to Google.

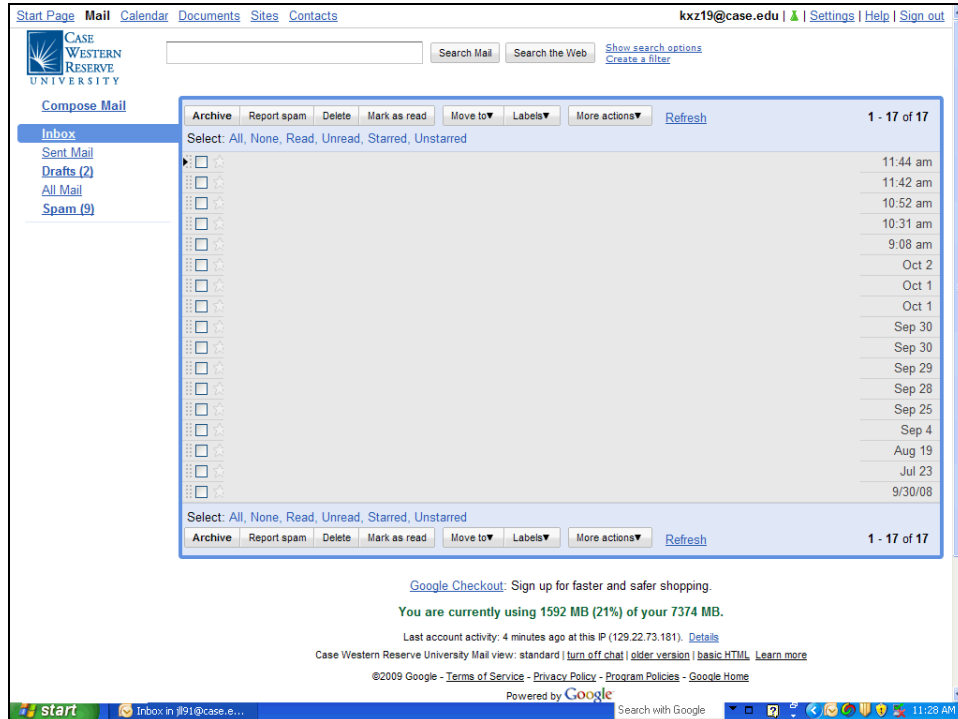
Please note: This documentation uses Thunderbird v2.0. Instructions may differ depending on the version of the software being used.


### Procedure

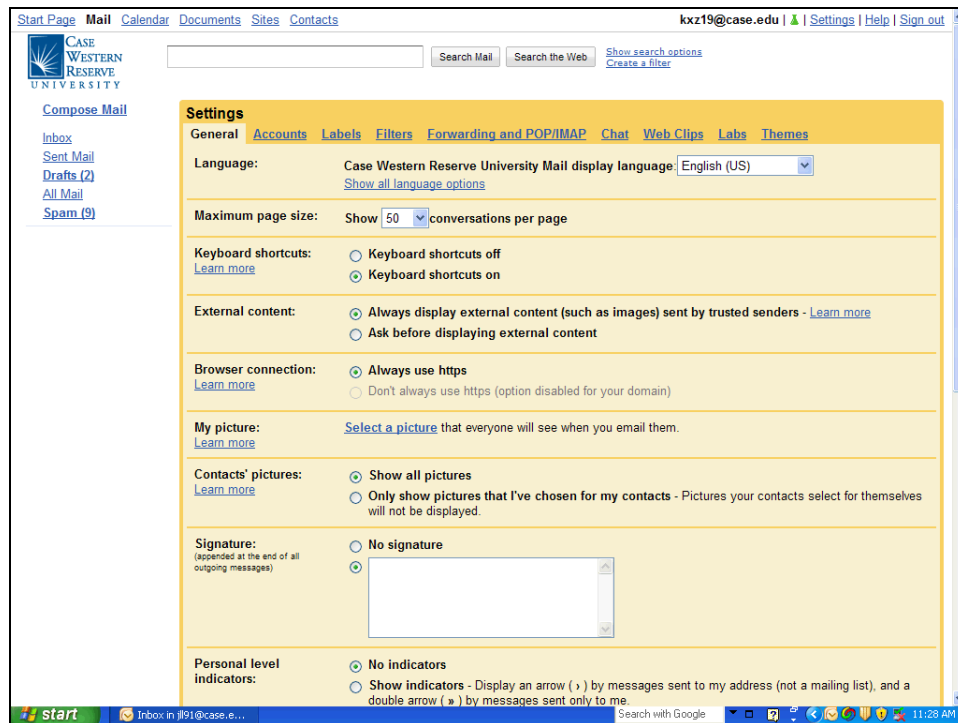
Use this process to set up Thunderbird for the first time so that an IMAP server can be used to receive emails from your CWRU Google Mail account.


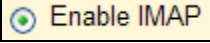
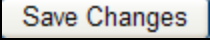
Step	Action
1.	Begin by logging into your CWRU Google Mail at <a href="http://webmail.case.edu">http://webmail.case.edu</a> . 

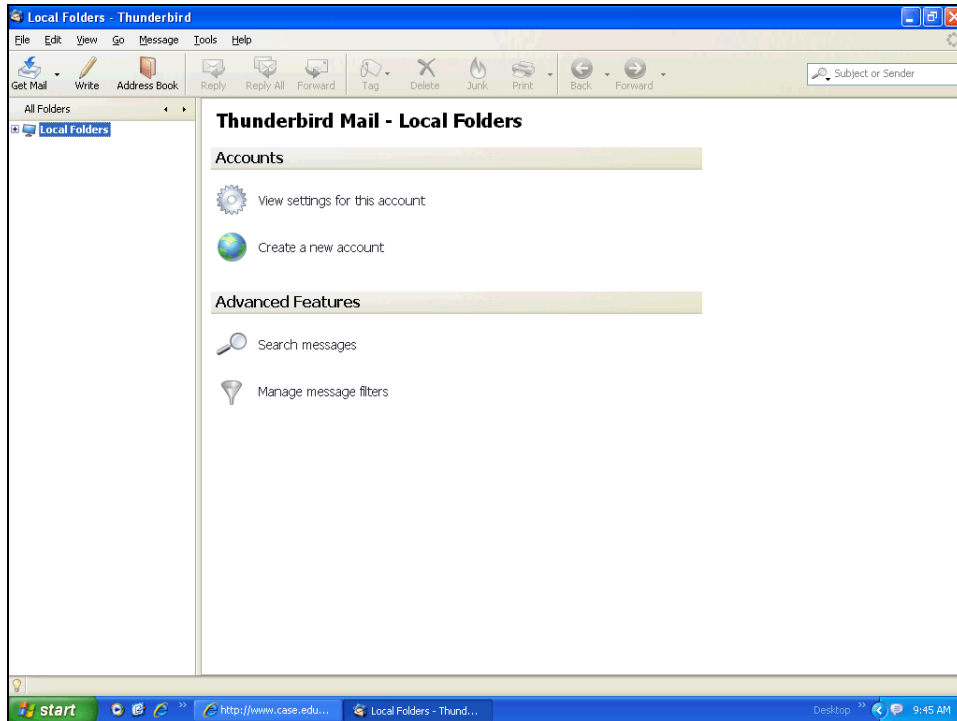
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
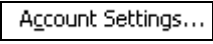
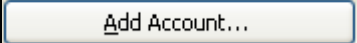


Step	Action
2.	Click on the <b>Settings</b> link in the top right corner of the window. 

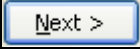


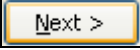




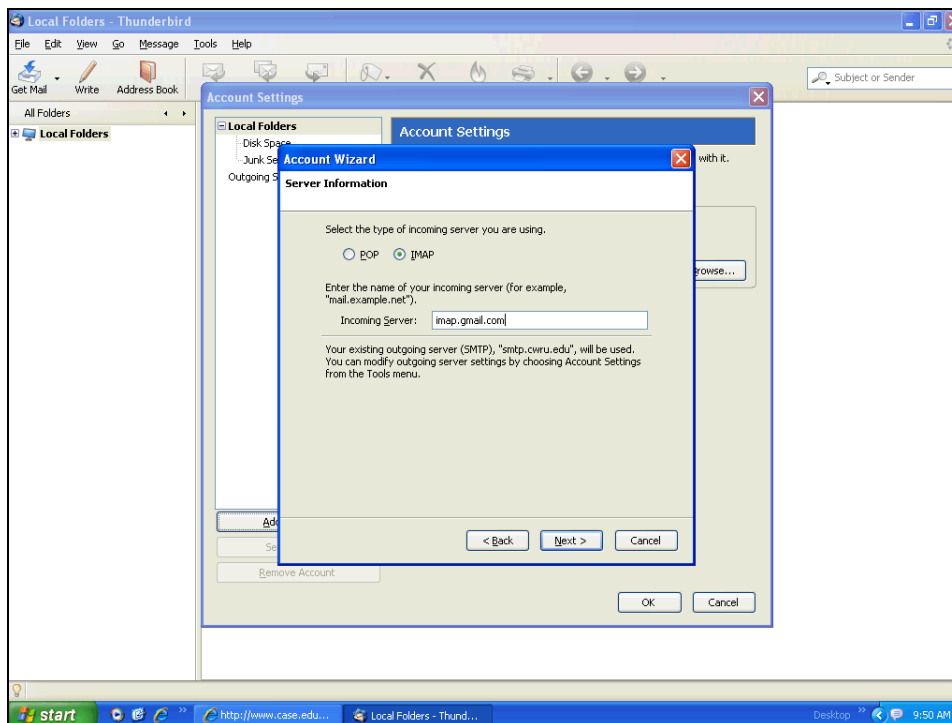
Step	Action
3.	Click on the <b>Forwarding and POP/IMAP</b> tab. 
4.	Locate the section titled <b>IMAP Access:</b> , click the <b>Enable IMAP</b> radio button. 
5.	Click the <b>Save Changes</b> button at the bottom of the screen. 



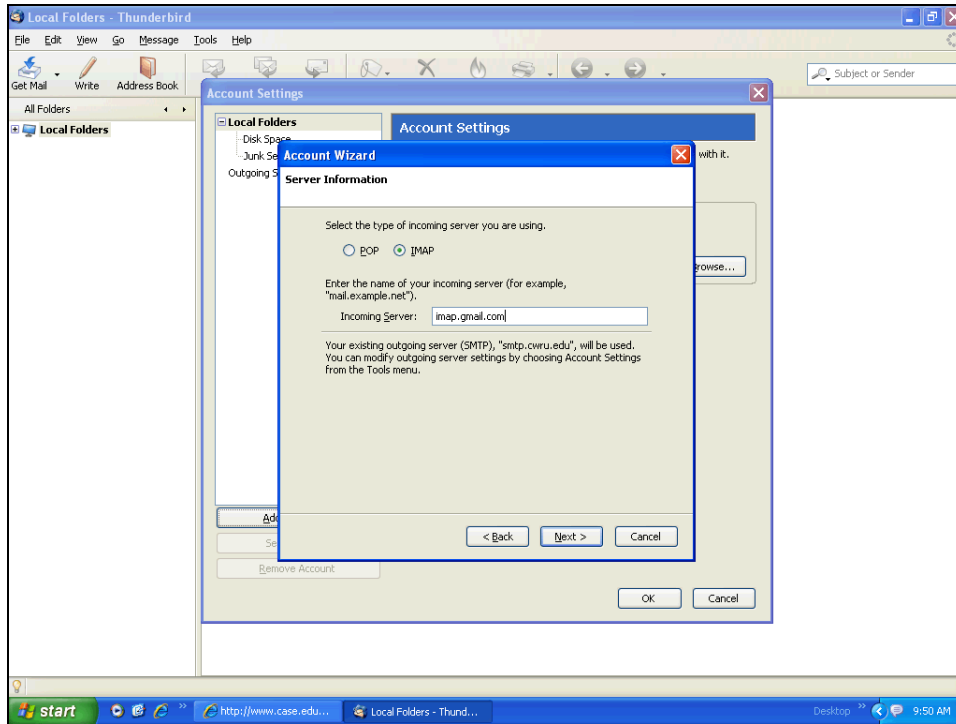
Step	Action
6.	Open Thunderbird.  Click the <b>Tools</b> menu. 
7.	Select the <b>Account Settings</b> list item. 
8.	The Account Settings window appears.  Click the <b>Add Account...</b> button. 

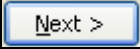

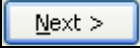


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Step	Action
9.	The Account Wizard window appears.  Click the <b>Email account</b> checkbox option.  <b>Important:</b> DO NOT select Gmail.
10.	Click the <b>Next &gt;</b> button. 
11.	Enter your name as you would like it to appear in your email recipients' inboxes into the <b>Your Name:</b> field. 
12.	Enter your " <i>first.last@case.edu</i> " CWRU email address into the <b>Email Address:</b> field. 
13.	Click the <b>Next &gt;</b> button. 
14.	Click the <b>IMAP</b> radiobutton. 
15.	Enter " <b>imap.gmail.com</b> " into the <b>Incoming Server:</b> field. 

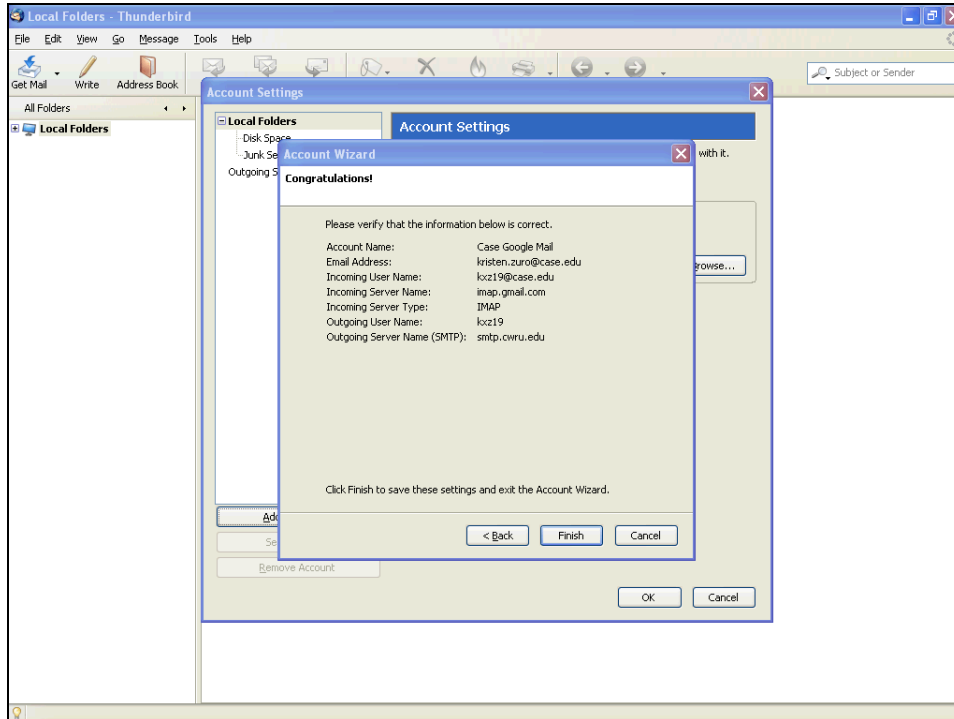


Step	Action
16.	If prompted for an <b>Outgoing Server</b> , enter " <b>smtp.cwru.edu</b> " into the field.

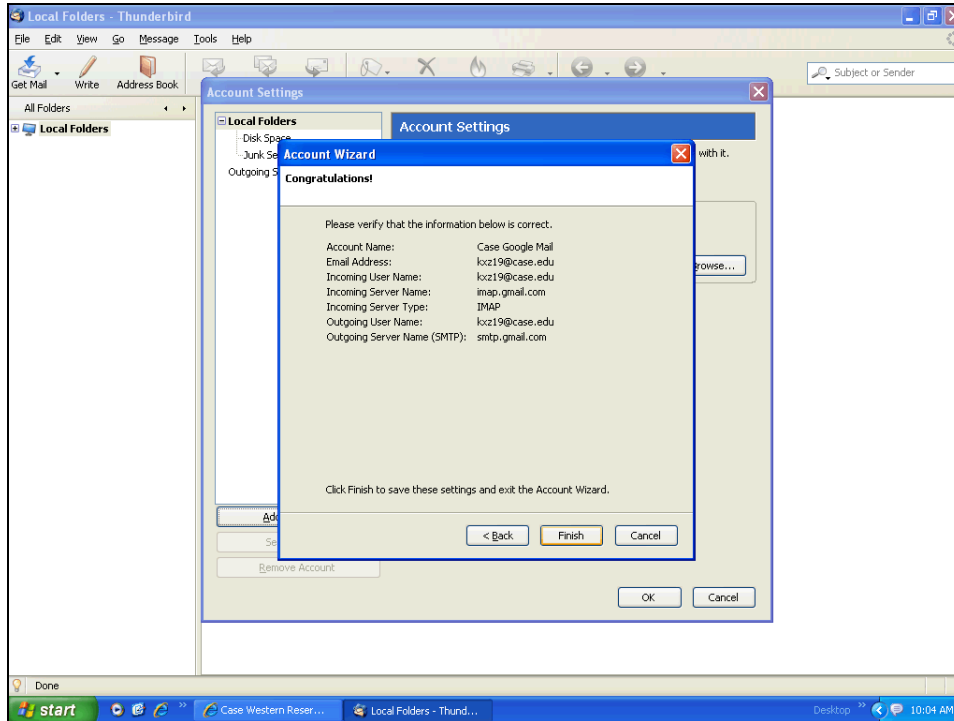



Step	Action
17.	Click the <b>Next &gt;</b> button. 
18.	Your CWRU Network ID appears in the <b>Incoming User Name:</b> field. Enter " <b>@case.edu</b> " immediately following your ID, as in "qxg98@case.edu." 
19.	Your CWRU Network ID appears in the <b>Outgoing User Name:</b> field. Do not append "@case.edu" after it.
20.	Click the <b>Next &gt;</b> button. 
21.	In the <b>Account Name:</b> field, enter a name of your preference, such as " <b>CWRU Google Mail</b> " or " <b>CWRU Mail</b> ". 
22.	Click the <b>Next &gt;</b> button. 

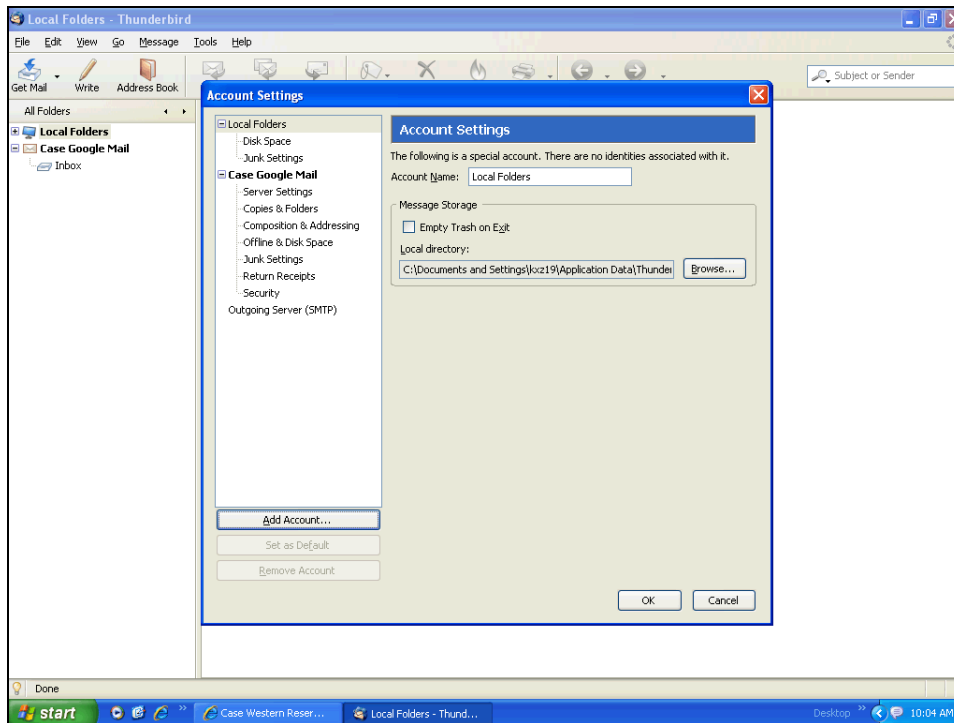
## Initial Set Up of Thunderbird with IMAP




Step	Action
23.	<p>A summary of your settings appears. Verify that your settings look the same as in this image.</p> <p>If an incorrect setting is found, click the <b>Back</b> button to find the appropriate screen and change it.</p>

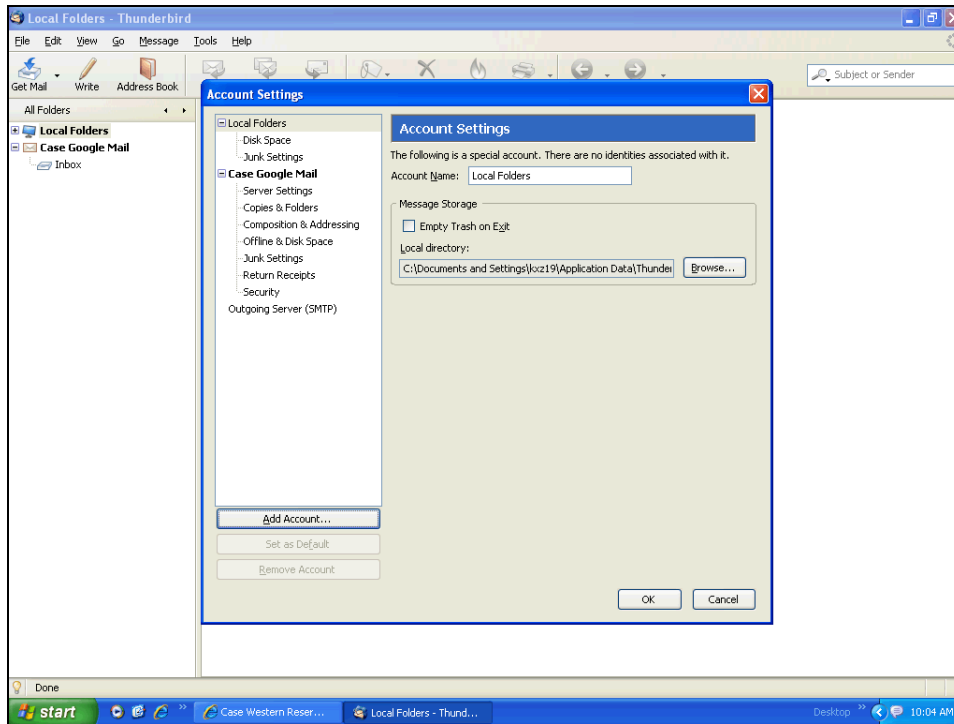


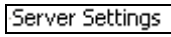

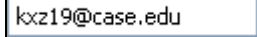

Step	Action
24.	Click the <b>Finish</b> button. 

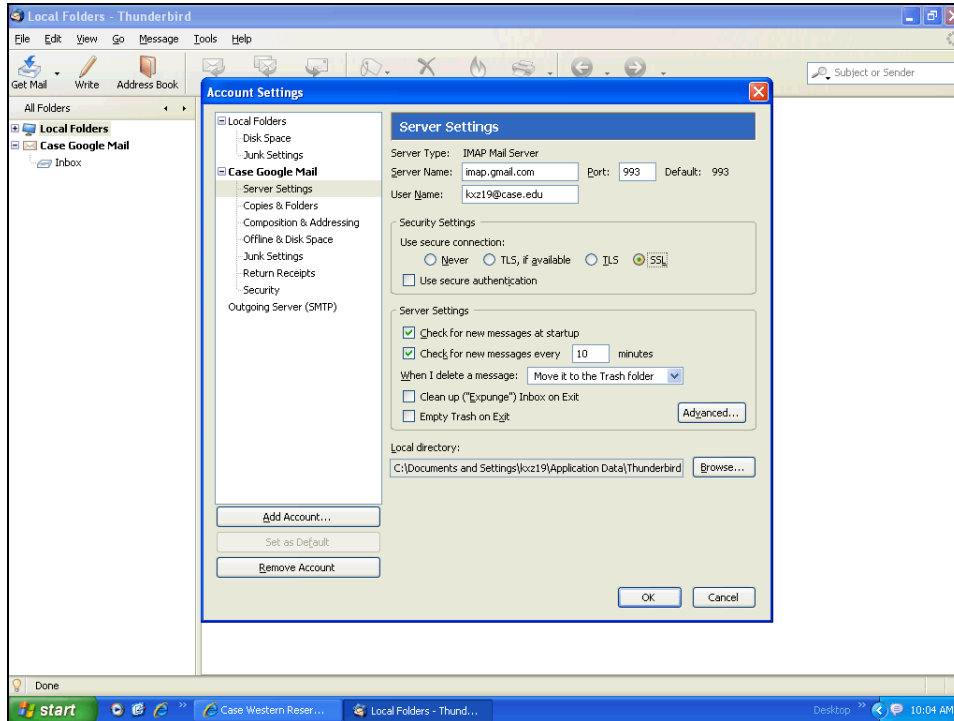


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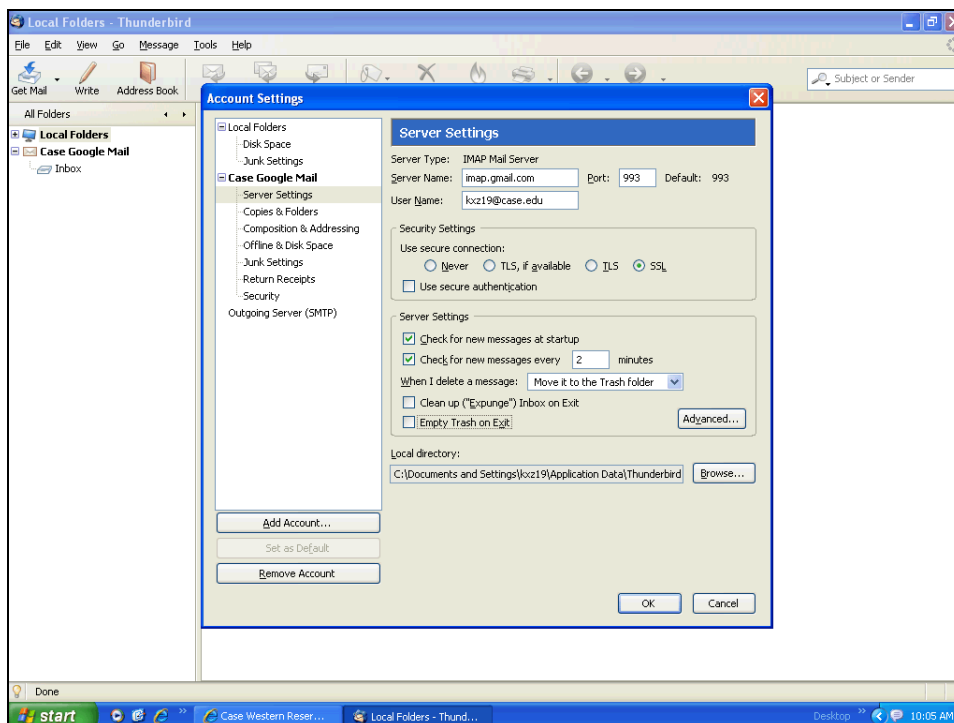
Step	Action
25.	<p>Thunderbird will try to connect to the Google IMAP server but will not be able to do so, because the proper ports and passwords have not been set. Thunderbird will time-out in about 30 seconds. When the box displaying that the connection was not available appears, dismiss it by clicking the <b>OK</b> button.</p> 

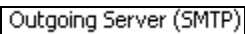
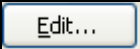



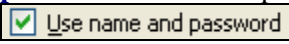




Step	Action
26.	<p>The Account Settings window appears.</p> <p>Click the <b>Server Settings</b> tree item.</p> 
27.	<p>Enter "993" into the <b>Port:</b> field.</p> 
28.	<p>Verify that your CWRU Network ID and @case.edu appear in the <b>User Name:</b> field. For example, "qrg12@case.edu."</p> 
29.	<p>Under Security Settings, click the <b>SSL</b> option.</p> 



Step	Action
30.	<p>The values selected in the Server Settings box tell Thunderbird when to check for new mail and what to do with deleted messages.</p> <p>Review the settings and make changes as desired.</p>

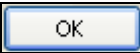


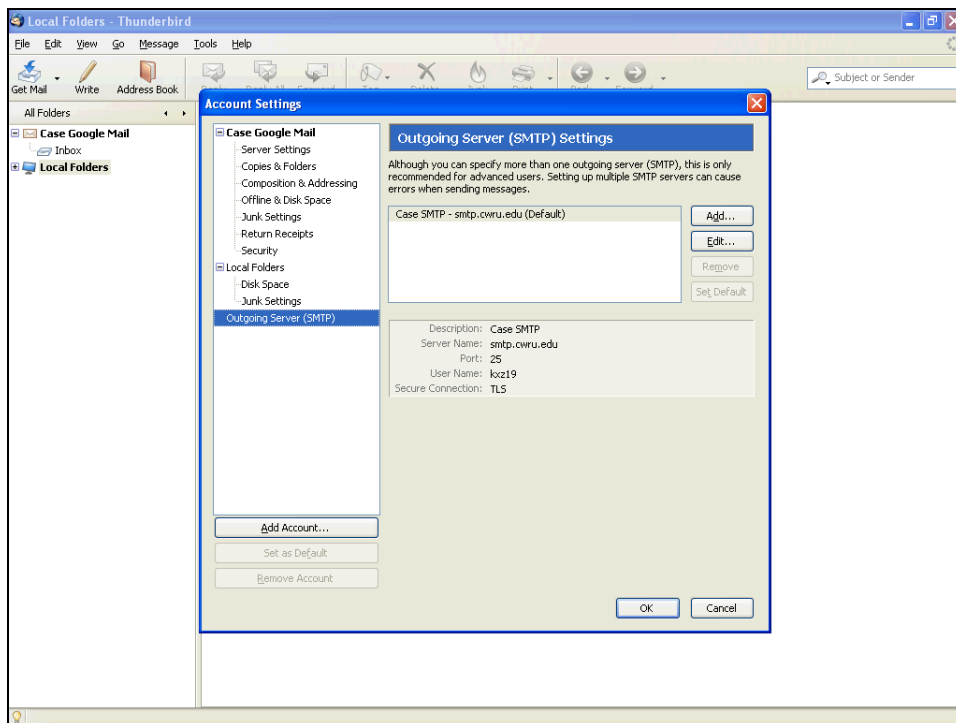
Step	Action
31.	Click the <b>Outgoing Server (SMTP)</b> tree item. 
32.	The smtp.cwru.edu server should be highlighted in the Outgoing Server Settings field. If it is not, click on it once.  Click the <b>Edit...</b> button. 
33.	The SMTP Server window appears.  In the Settings group, enter " <b>CWRU SMTP</b> " into the <b>Description:</b> field. 
34.	The server " <b>smtp.cwru.edu</b> " should appear in the <b>Server Name:</b> field. 
35.	The <b>Port:</b> field should contain " <b>25</b> ". 
36.	In the Security and Authentication group, ensure that the <b>Use name and password</b> checkbox option is checked. 
37.	Verify that the <b>User Name:</b> field contains only your CWRU Network ID (no @case.edu). 
38.	Select the <b>TLS, if available</b> radiobutton. 



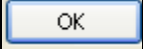
Users of Thunderbird 3.0 should select the STARTTLS option from the **Connection security** dropdown box.

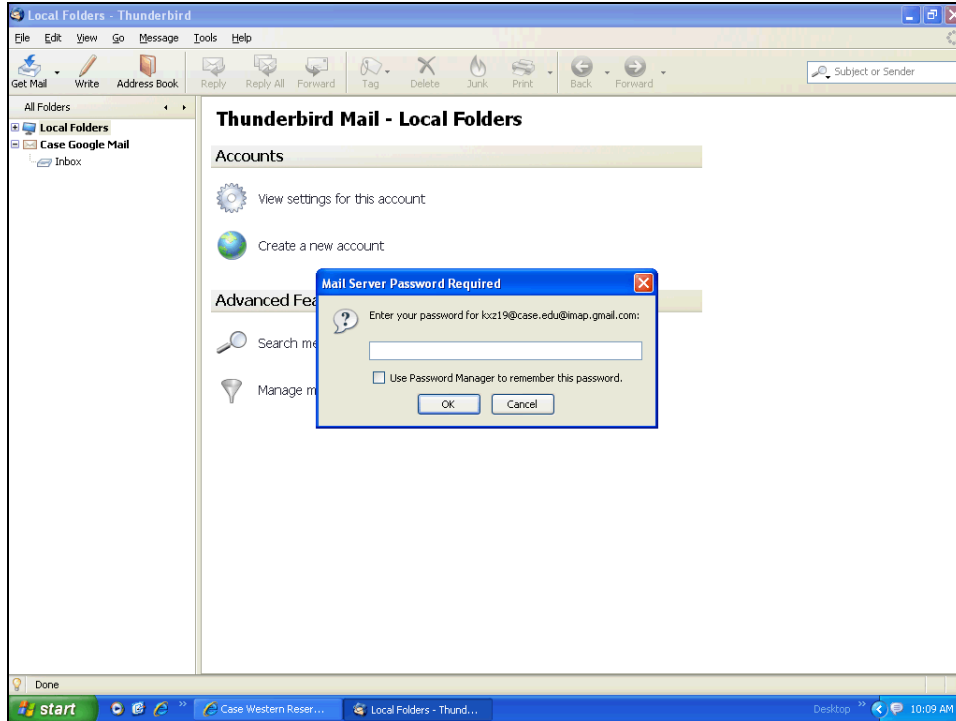



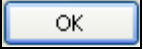
Step	Action
39.	Click the <b>OK</b> button. 

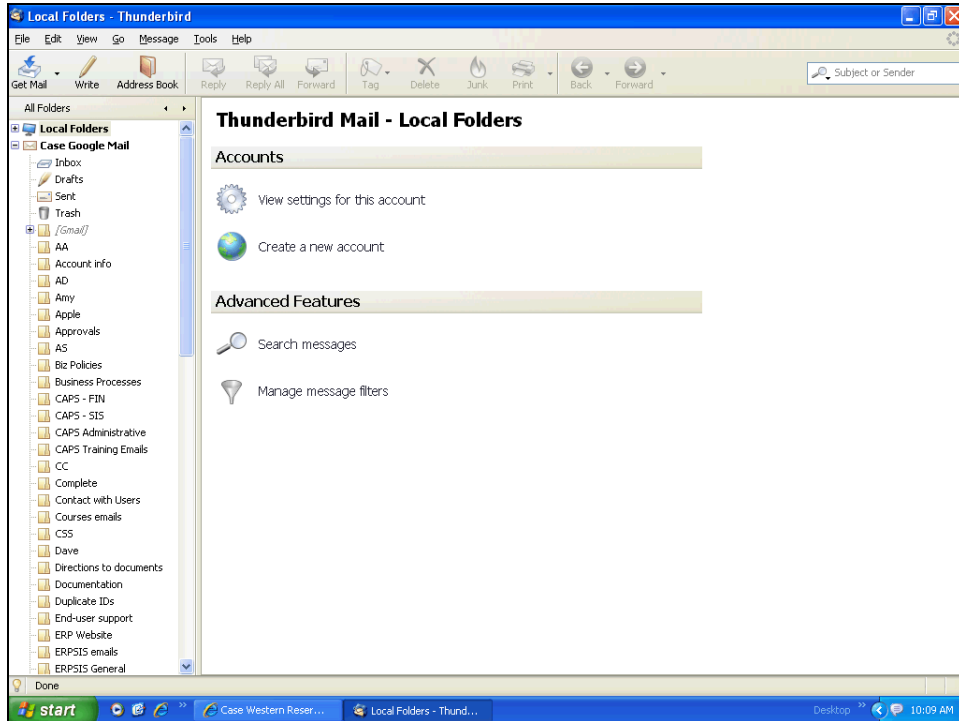


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Step	Action
40.	Click the <b>OK</b> button. 



Step	Action
41.	Thunderbird will ask for your Google Apps password before downloading your email. This password may be different from your CWRU Network ID password. If necessary, go to <a href="http://www.case.edu/its/services/GoogleApps.htm">http://www.case.edu/its/services/GoogleApps.htm</a> to reset your password for Google Apps only.  <b>Please note:</b> the first time you send a message from Thunderbird, the program will ask you for your CWRU Network ID password before sending mail. 
42.	Click the <b>OK</b> button. 



Step	Action
43.	<p>Your CWRU Google Mail will appear in the Folder pane to the left of the Thunderbird window.</p> <p>If you utilized Labels in your CWRU Google inbox, those labels will become folders beneath the CWRU Google Mail inbox.</p>
44.	<p>This completes the process of setting up Thunderbird to read your CWRU Google Mail through an IMAP server.</p> <p><b>End of Procedure.</b></p>