

Initial Set Up of Thunderbird with POP

Concept

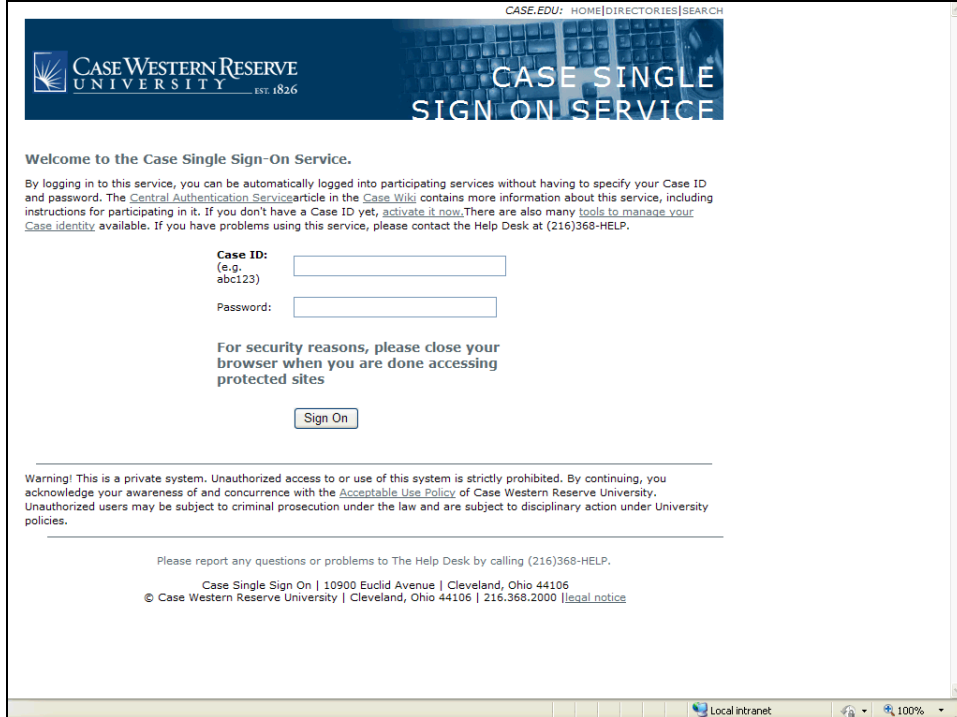
This process document describes the settings that must be made in the Thunderbird email client in order for it to download CWRU Google Mail through a POP server.

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 a POP server can be used to receive emails from your CWRU Google Mail account.



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By logging in to this service, you can be automatically logged into participating services without having to specify your Case ID and password. The [Central Authentication Service](#) article in the [Case Wiki](#) contains more information about this service, including instructions for participating in it. If you don't have a Case ID yet, [activate it now](#). There are also many [tools to manage your Case identity](#) available. If you have problems using this service, please contact the Help Desk at (216)368-HELP.

Case ID:
(e.g.
abc123)

Password:

For security reasons, please close your browser when you are done accessing protected sites

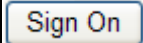
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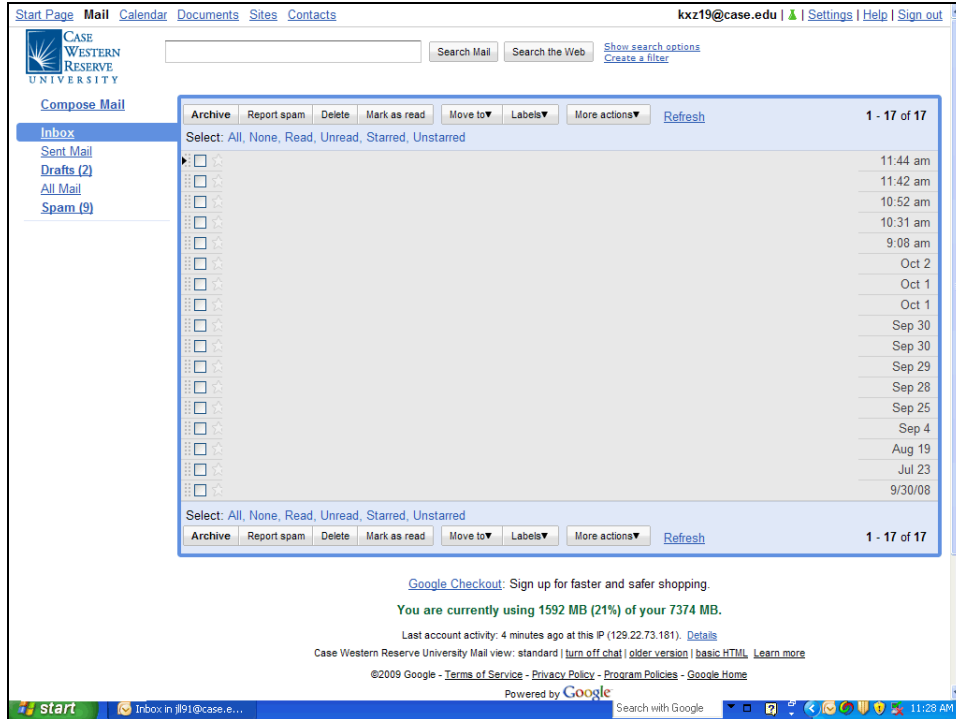
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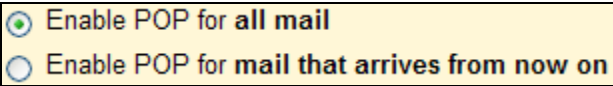
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Local intranet 100%

Initial Set Up of Thunderbird with POP

Step	Action
1.	Begin by logging into your CWRU Google Mail at http://webmail.case.edu . 



Step	Action
2.	Click on the Settings link in the top right corner of the window. 
3.	Click on the Forwarding and POP/IMAP tab. 
4.	Locate the section titled POP Download: and select the appropriate action. Select Enable POP for all mail to have the entire contents of CWRU Google Mail downloaded to your desktop client. The contents of the All Mail folder will be downloaded. Select Enable POP for mail that arrives from now on to download only new email to your desktop client. Only email received from this moment forward will be downloaded. 



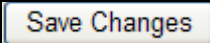
IMPORTANT: If you have been directing your emails to BOTH iPlanet

and Google Mail (many users selected this option when provisioning their Google accounts), it is important that the following protocols be followed to ensure that your first POP download goes smoothly.

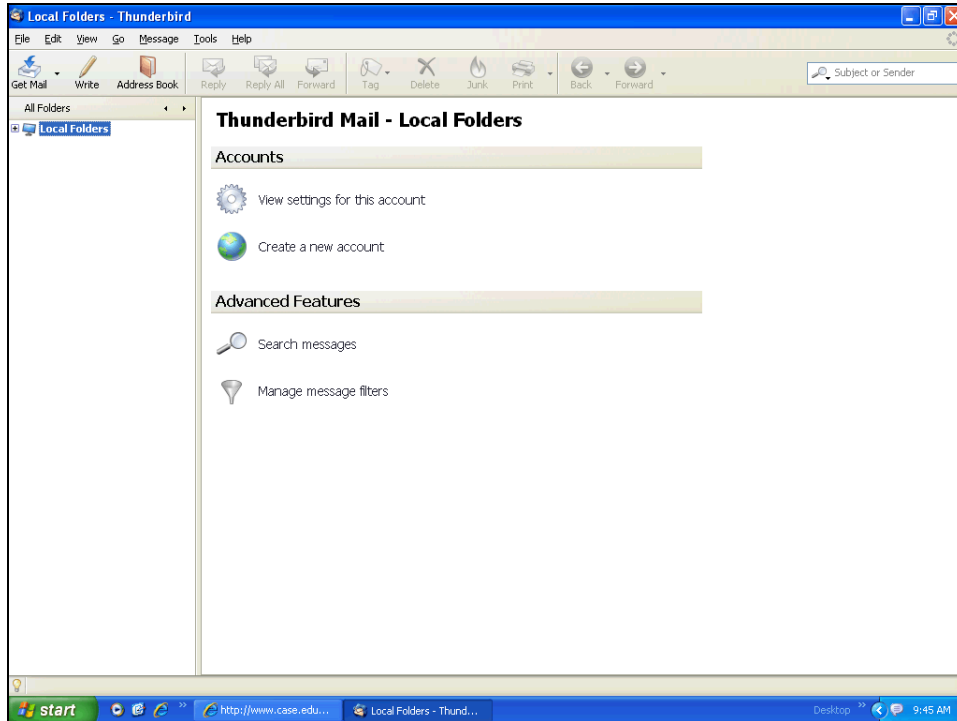
1. Delete ALL EMAILS from the GOOGLE account.
2. Use the Mail Migration Tool to move your email from iPlanet to Google (see the document **Moving Mail from iPlanet to Google** for more information).
3. Set up Google to "Enable POP for all mail."
4. Set up the POP server to download email from the Google account.
5. The moved messages are recognized by the POP server as downloaded or not downloaded, and only not-downloaded messages are accepted into the client, thus preventing duplicate emails.


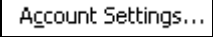



If it is not possible to delete all email from the Google account, another way to prevent the flooding of your client with duplicated emails is to do the following:





1. Set up Google to "Enable POP for mail that arrives from now on"
2. Set up the client to use the POP server to download email from the Google account.
3. Only mail that arrives on the Google server from that point on will be downloaded into the email client.

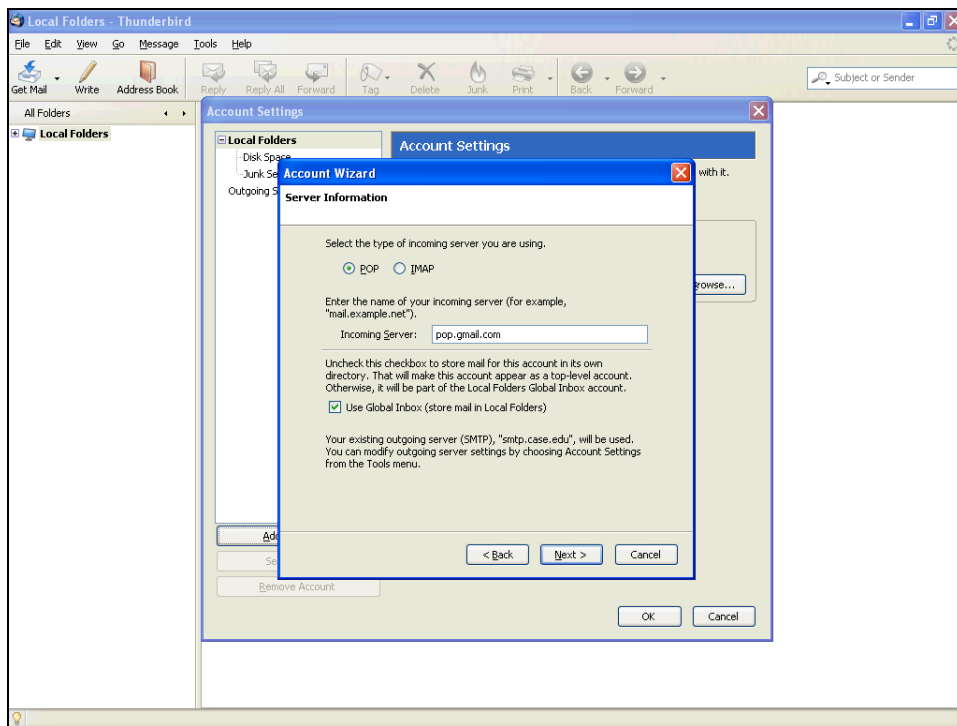
Step	Action
5.	<p>In the 2. dropdown list, select what should happen to your CWRU email when it is downloaded to your desktop client. The options are:</p> <p>keep Case Western Reserve University Mail's copy in the Inbox</p> <p>archive Case Western Reserve University Mail's copy</p> <p>delete Case Western Reserve University Mail's copy</p>
6.	<p>Click the Save Changes button to enable POP.</p> 


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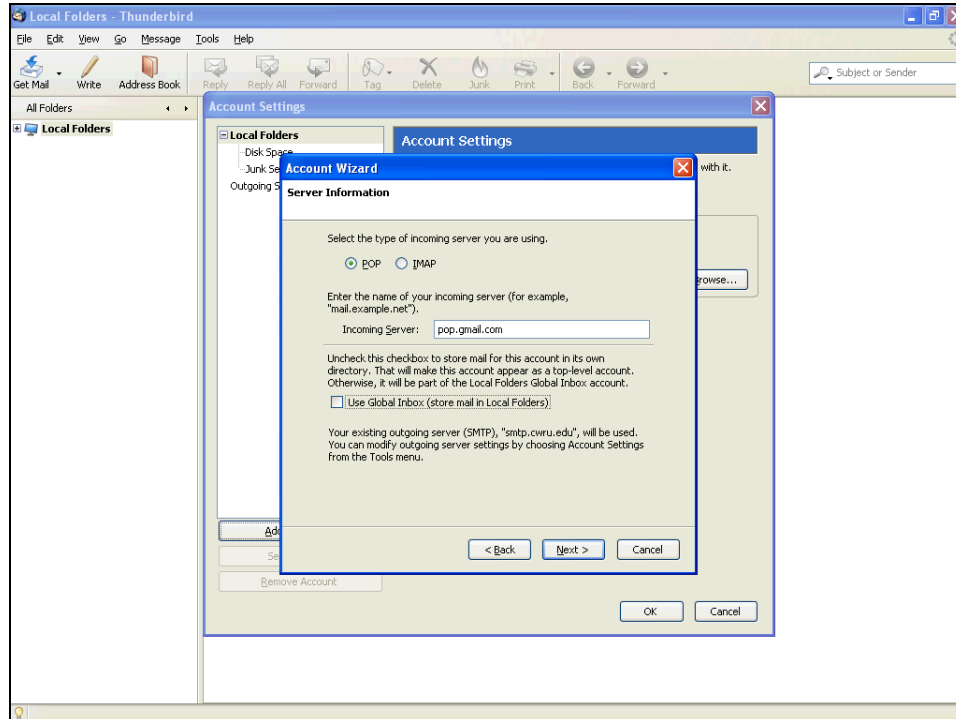
Step	Action
7.	<p>Open Thunderbird.</p> <p>Click the Tools menu.</p> 
8.	<p>Select the Account Settings list item.</p> 
9.	<p>The Account Settings window appears.</p> <p>Click the Add Account... button.</p> 
10.	<p>The Account Wizard window appears.</p> <p>Click the Email account checkbox option.</p> <p>Important: DO NOT select Gmail.</p>
11.	<p>Click the Next > button.</p> 
12.	<p>Enter your name as you would like it to appear in your email recipients' inboxes into the Your Name: field.</p> 

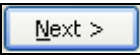

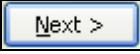

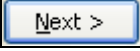
Step	Action
13.	Enter your " <i>first.last@case.edu</i> " CWRU email address into the Email Address: field. 
14.	Click the Next > button. 
15.	Click the POP radiobutton. 
16.	Enter " pop.gmail.com " into the Incoming Server: field. 

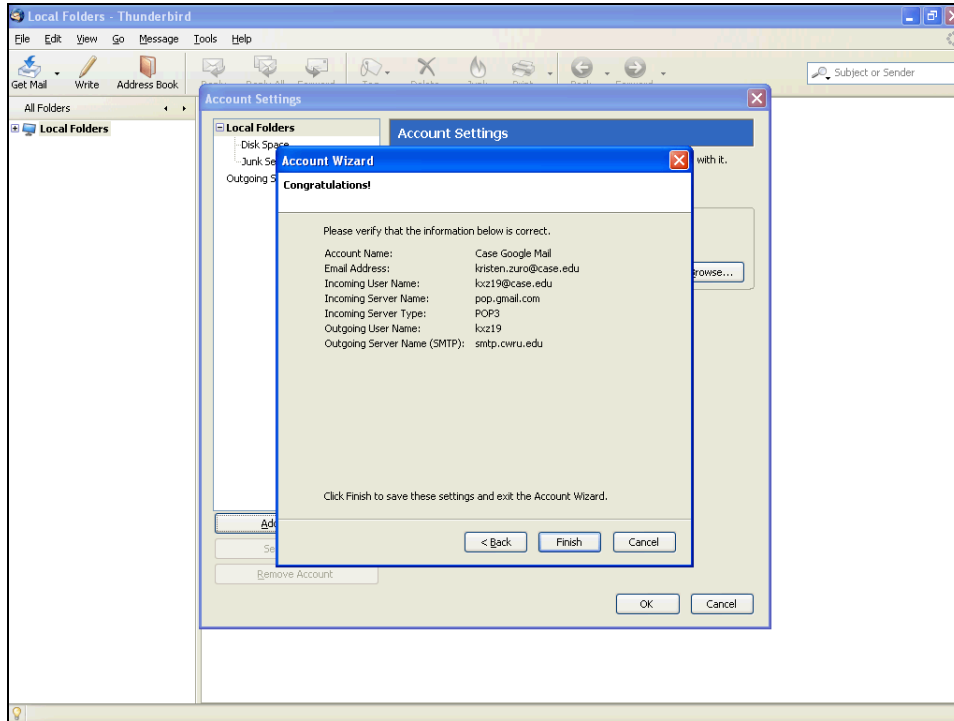


Step	Action
17.	By default, the Use Global Inbox checkbox option is selected. This will cause your email to be stored in the Local Folders of Thunderbird. Uncheck this option if you prefer to have your CWRU email appear in its own folder above the Local Folders. 
18.	If prompted for an Outgoing Server , enter " smtp.cwru.edu " into the field.

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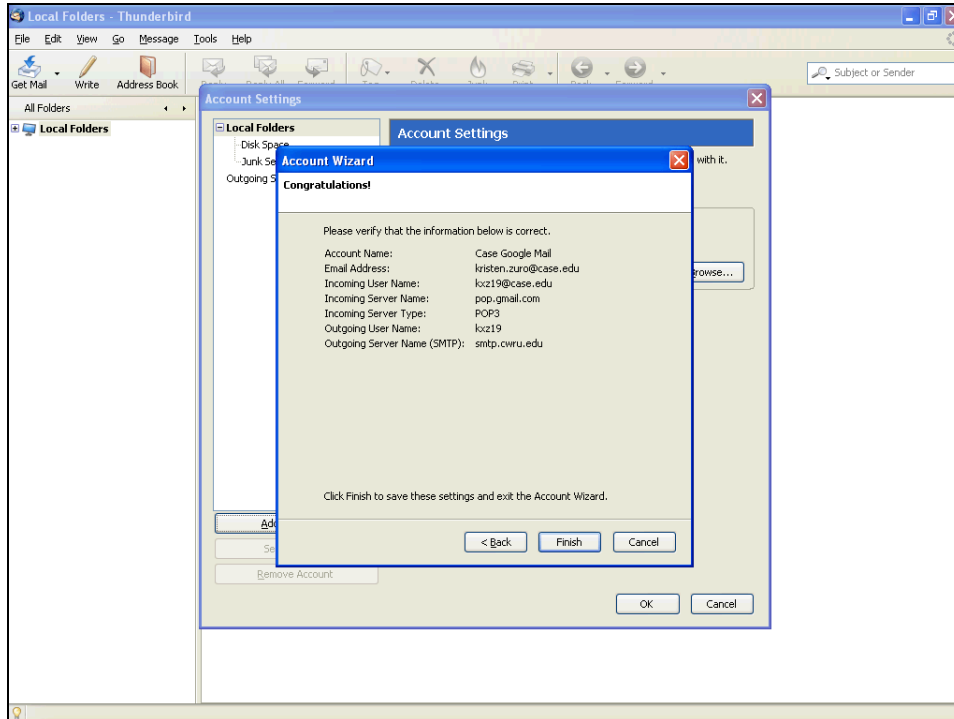



Step	Action
19.	Click the Next > button. 
20.	Enter your CWRU Network ID into the Incoming User Name: field with " @case.edu " immediately following it, as in "qxg98@case.edu". 
21.	Enter your CWRU Network ID into the Outgoing User Name: field. Do not append " @case.edu " after the ID.
22.	Click the Next > button. 
23.	In the Account Name: field, enter a name of your preference, such as " CWRU Google Mail " or " CWRU Mail ". 
24.	Click the Next > button. 

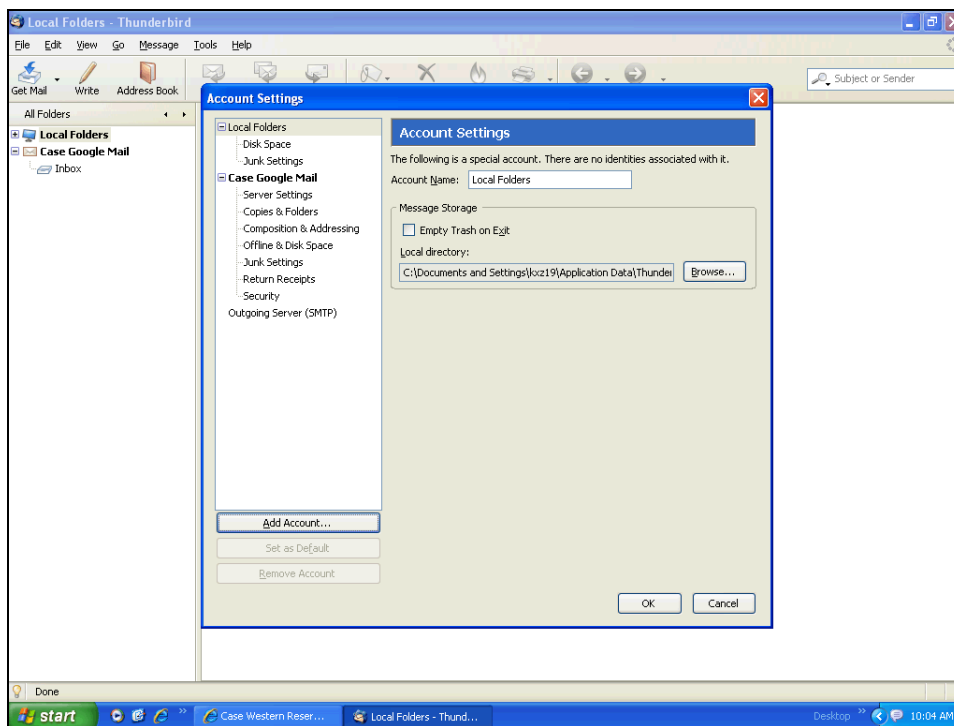


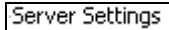



Step	Action
25.	<p>A summary of your settings appears. Verify that your settings are the same as in this image.</p> <p>If an incorrect setting is found, click the Back button to find the appropriate screen and change it.</p> <p>If the option Download Messages Now appears in the window, make sure that the checkbox is NOT checked.</p>

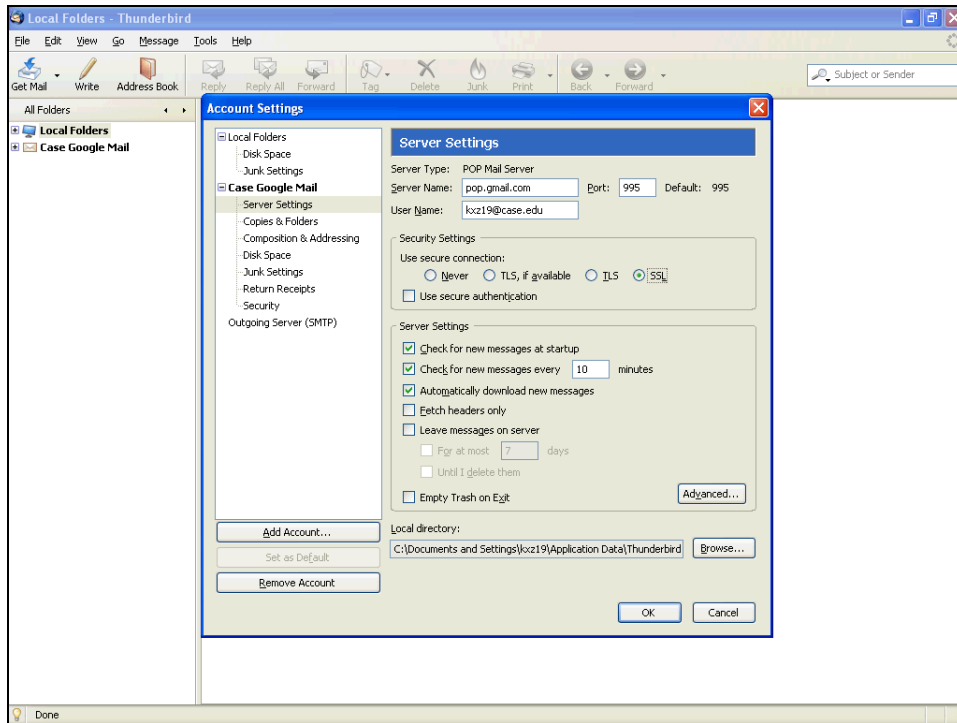
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Step	Action
26.	Click the Finish button. 

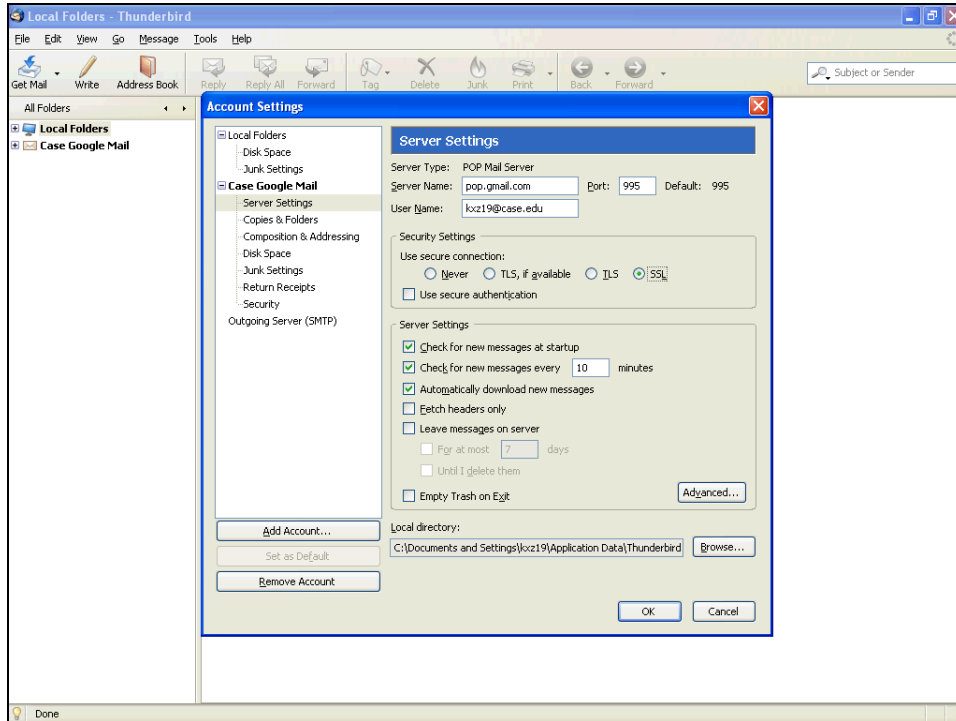


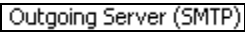

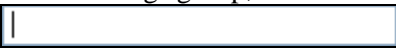

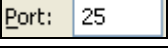
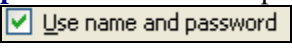

Step	Action
27.	The Account Settings window appears. Click the Server Settings tree item. 
28.	Enter "995" into the Port: field. 
29.	Verify that your CWRU Network ID appears in the User Name: field, followed by "@case.edu." 
30.	Under Security Settings, click the SSL option. 




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

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Step	Action
32.	Click the Outgoing Server (SMTP) tree item. 
33.	The smtp.cwru.edu server should be highlighted in the Outgoing Server Settings field. If it is not, click on it once. Click the Edit... button. 
34.	The SMTP Server window appears. In the Settings group, enter " CWRU SMTP " into the Description: field. 
35.	Verify that " smtp.cwru.edu " appears in the Server Name: field. 
36.	The Port: field should contain " 25 ". 
37.	In the Security and Authentication group, ensure that the Use name and password checkbox option is checked. 
38.	Enter your CWRU Network ID into the User Name: field. 



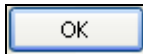
Step	Action
39.	Select the TLS radiobutton. 

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

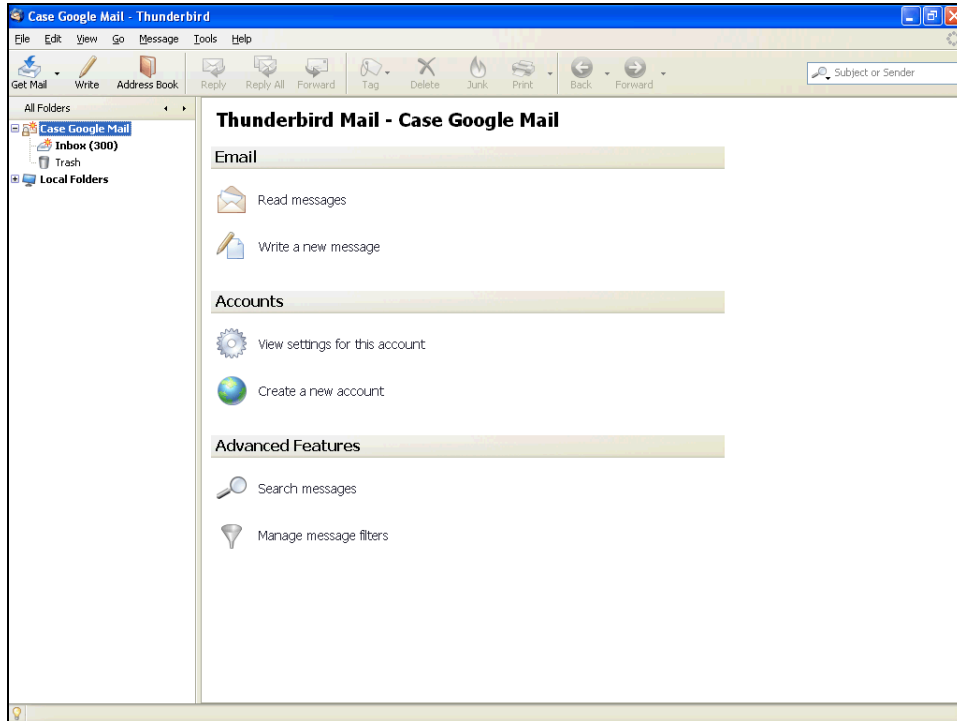


The screenshot shows the 'SMTP Server' dialog box with the following settings:

- Description: Case SMTP
- Server Name: smtp.cwru.edu
- Port: 25 (Default: 25)
- Security and Authentication:
 - Use name and password
 - User Name: dak
 - Use secure authentication
 - Connection security: STARTTLS (dropdown menu)

Step	Action
40.	Click the OK button. 
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 http://www.case.edu/its/services/GoogleApps.htm to reset your password for Google Apps only. Please note: 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 OK button. 

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Step	Action
43.	Your CWRU Google Mail will appear in the Folder pane to the left of the Thunderbird window, and your email messages will begin to appear according to the POP settings you made in your CWRU Google Mail account.
44.	This completes the process of setting up Thunderbird to read your CWRU Google Mail through a POP server. End of Procedure.