

How to Install and Configure Thunderbird for The College of Science and Math's Email

1.) To install Thunderbird go to <http://www.mozilla.org> and Click on download the latest version of Thunderbird

Get Thunderbird

The [Thunderbird](#) e-mail client makes emailing safer, faster, and easier than ever before with new features like intelligent spam filters, saved search folders, RSS support, privacy protection and [much more](#).

Download Thunderbird 1.0.2 for Windows, English (5.8MB)

Save the file to the desktop.

Once the download is completed run the program and Click “**Next**”

Choose the “**I Accept**” option at the Software Agreement page and Click “**Next**”

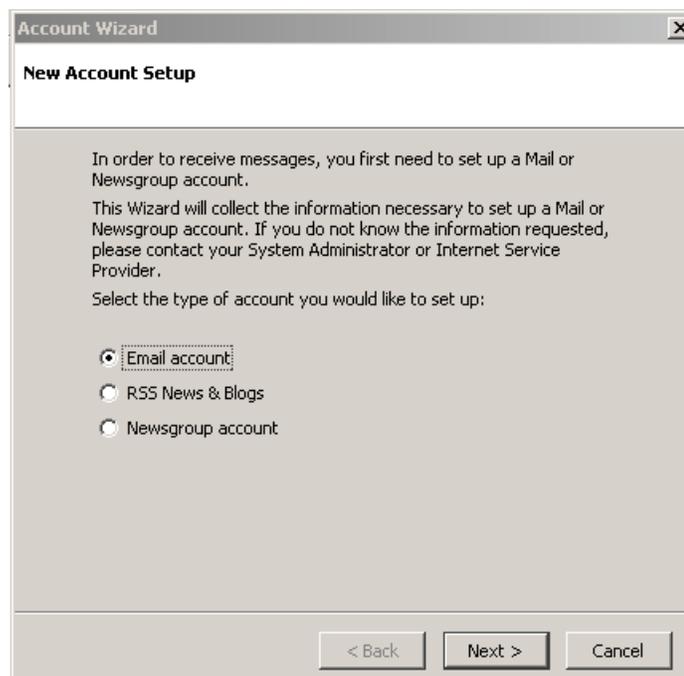
Choose the **standard installation** and Click “**Next**”

After the program is installed it will give you the option to launch thunderbird, make sure this is selected and Click “**Finish**”

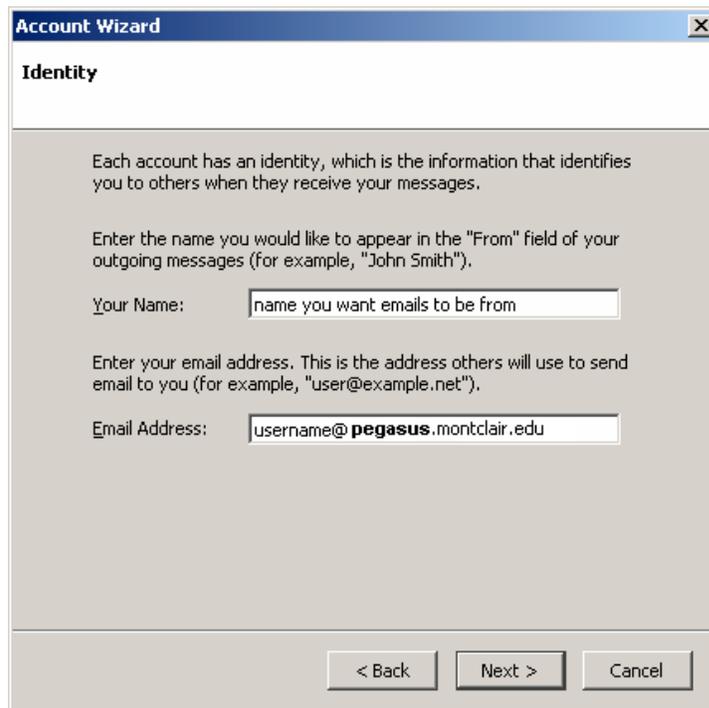
If an import wizard pops up, select “**Don't Import Anything**” and Click “**Next**”

2.) Next you will now configure you account.

The account wizard should pop up. Select the “**Email account Option**” and Click “**Next**”

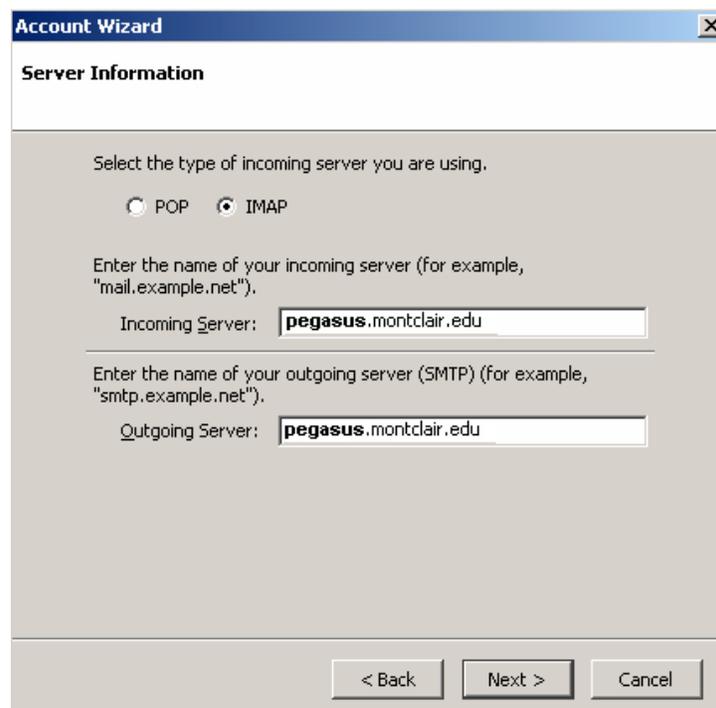


Fill out what you want your outgoing email name to be as well as your email address and Click “Next”



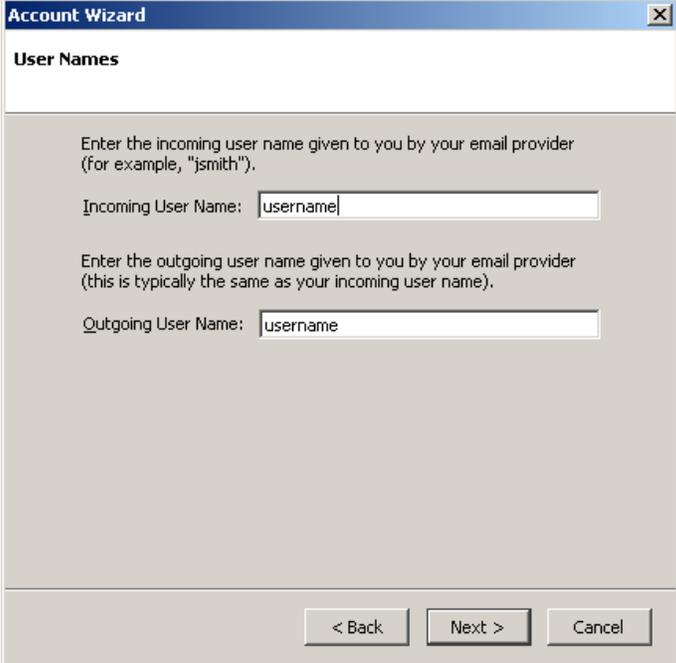
The screenshot shows a window titled "Account Wizard" with a close button (X) in the top right corner. The window has a title bar and a main content area. The title bar is blue with the text "Account Wizard" and a close button (X) in the top right corner. The main content area has a white background with the title "Identity" in bold. Below the title, there is a paragraph of text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." This is followed by another paragraph: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." Below this is a label "Your Name:" followed by a text input field containing "name you want emails to be from". Another paragraph follows: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." Below this is a label "Email Address:" followed by a text input field containing "username@ pegasus.montclair.edu". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Next you will enter the server settings for the pegasus email server.
The type of incoming server will be **IMAP** the incoming server is
“**pegasus.montclair.edu**”
The name of the outgoing server will be “**pegasus.montclair.edu**”
Click “Next”



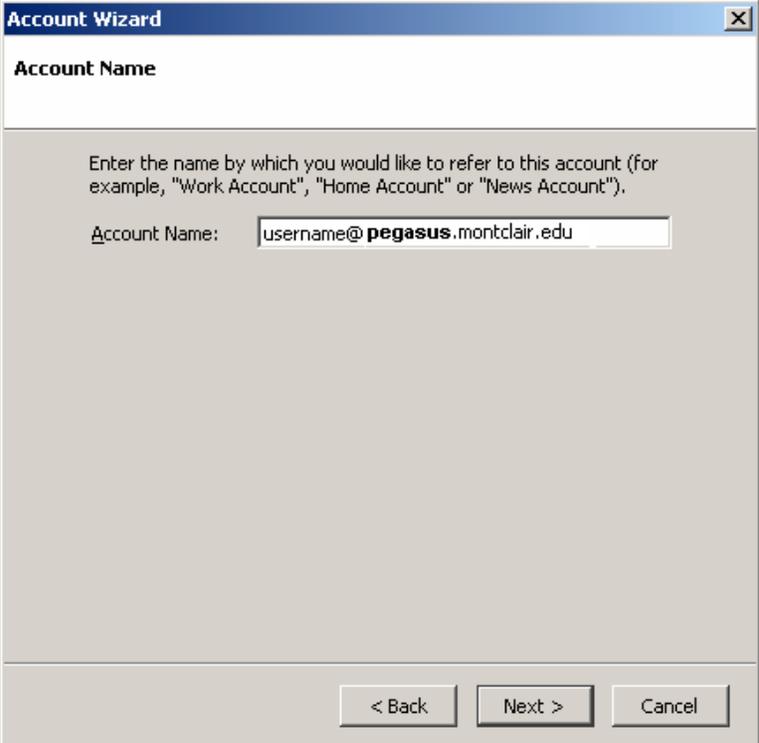
The screenshot shows a window titled "Account Wizard" with a close button (X) in the top right corner. The window has a title bar and a main content area. The title bar is blue with the text "Account Wizard" and a close button (X) in the top right corner. The main content area has a white background with the title "Server Information" in bold. Below the title, there is a paragraph of text: "Select the type of incoming server you are using." This is followed by two radio buttons: "POP" and "IMAP", with "IMAP" selected. Below this is another paragraph: "Enter the name of your incoming server (for example, 'mail.example.net')." Below this is a label "Incoming Server:" followed by a text input field containing "pegasus.montclair.edu". Another paragraph follows: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." Below this is a label "Outgoing Server:" followed by a text input field containing "pegasus.montclair.edu". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Enter in the your login information, for pegasus the **Incoming User Name** and **Outgoing User Name** will be your account login .
Click “Next”



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "User Names". Below this, there is instructional text: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by a text input field labeled "Incoming User Name:" containing the text "username". Below that is another line of instructional text: "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by a text input field labeled "Outgoing User Name:" also containing "username". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Use the default setting for the **Account Name**.
Click “Next”



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "Account Name". Below this, there is instructional text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." followed by a text input field labeled "Account Name:" containing the text "username@ pegasus.montclair.edu". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

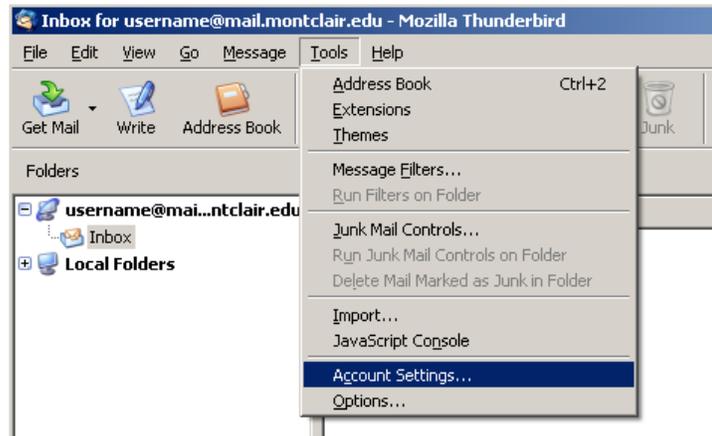
The next window displays a summary of the information you just entered.
Verify that the information is correct and Click **“Finish”**

3.) *Next you need to configure Thunderbird's outgoing email.*

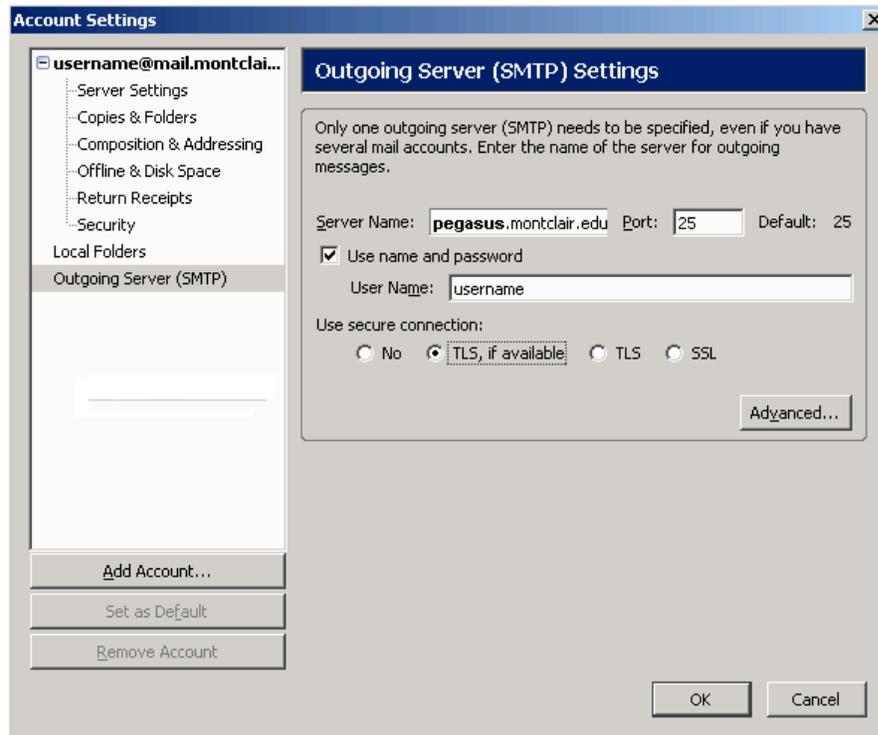
Open Thunderbird, if you are asked if you want to make this program your default mail application select **“Do not display this dialog again”**
Click **“Yes”**



On the menu bar go to **Tools** and select **Account Settings**.



Select **“Outgoing Server (SMTP)”**
Under **“User secure connection:”**
switch the connection from **“No”** to **“TLS, if available”**
Click **“Ok”**



You are now configured to send and receive Pegasus email through Thunderbird