**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*



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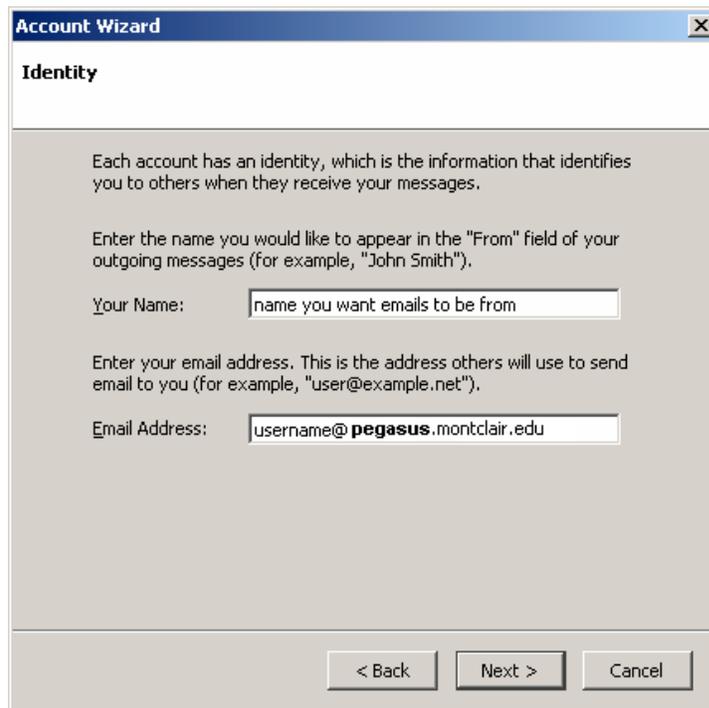
If an import wizard pops up, select "**Don't Import Anything**" and Click "**Next**"

*2.) Next you will now configure you account.*

The account wizard should pop up. Select the "**Email account Option**" and Click "**Next**"
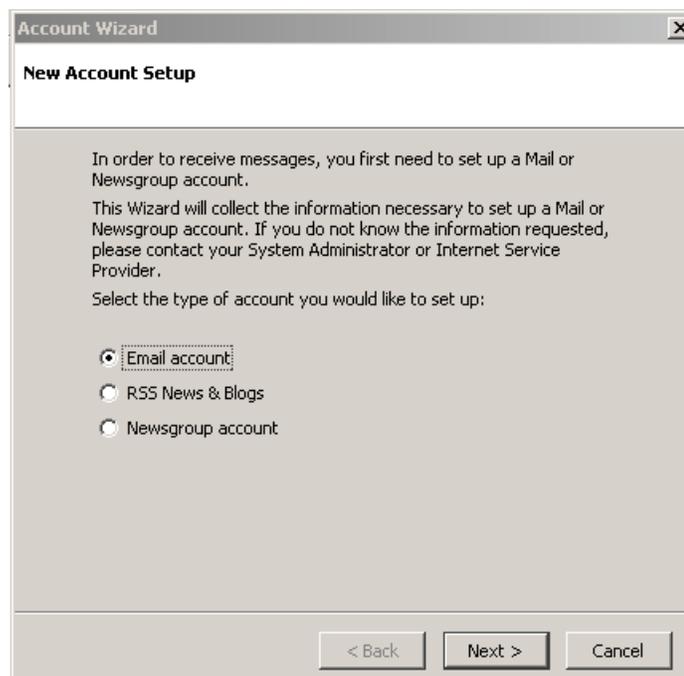
Fill out what you want your outgoing email name to be as well as your email address and
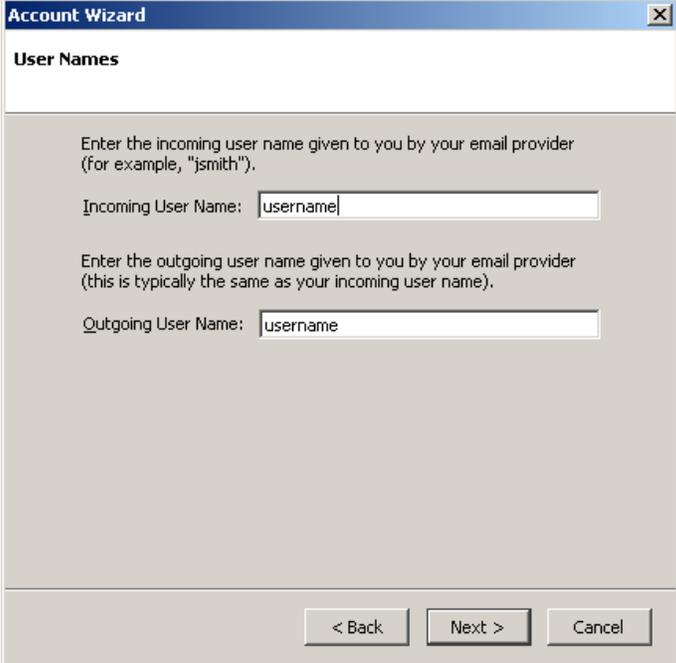Click "**Next**"

**Account Wizard**

**Identity**

Each account has an identity, which is the information that identifies
you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your
outgoing messages (for example, "John Smith").

Your Name:        name you want emails to be from

Enter your email address. This is the address others will use to send
email to you (for example, "user@example.net").

Email Address:    username@ **pegasus**.montclair.edu

< Back        Next >        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**"
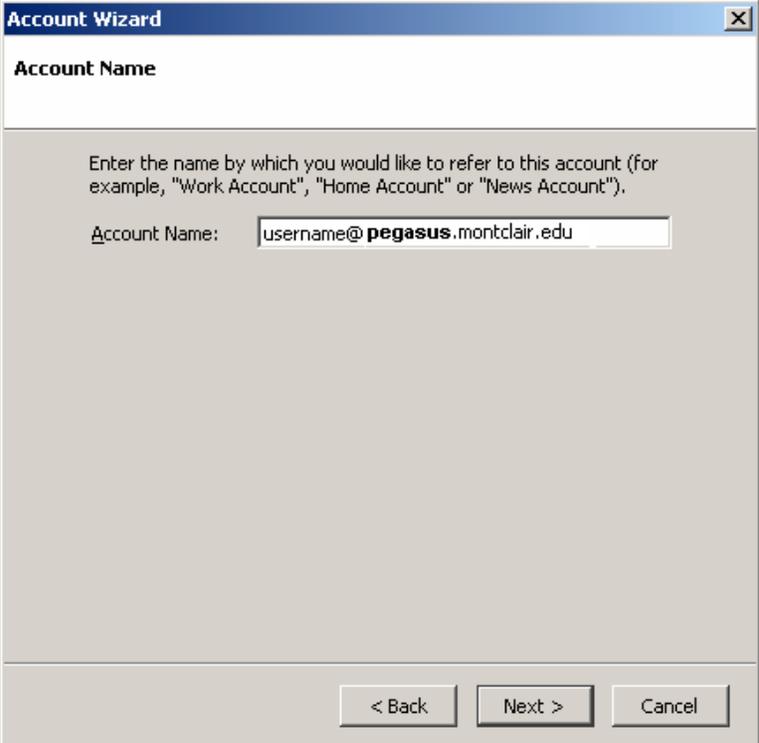The name of the outgoing server will be "**pegasus.montclair.edu**"
Click "**Next**"
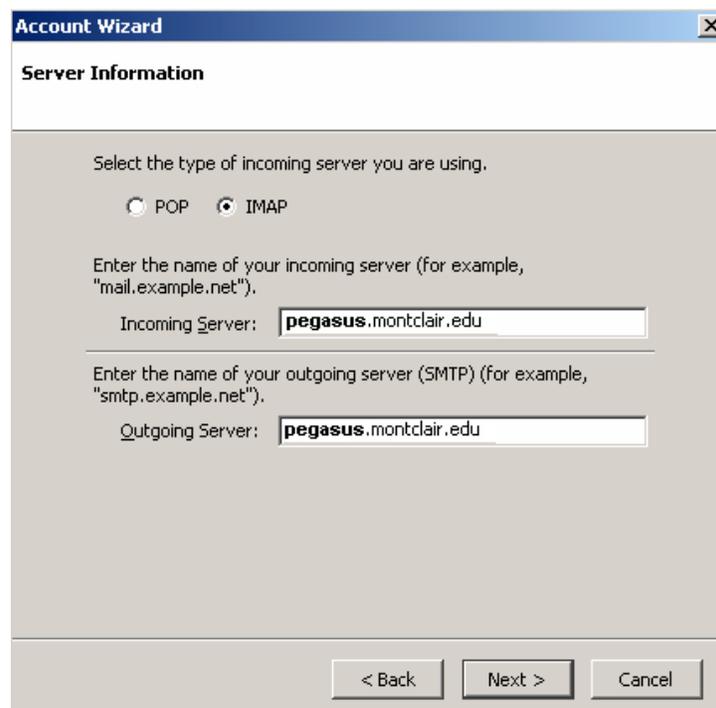
**Account Wizard**

**Server Information**

Select the type of incoming server you are using.

○ POP    ● IMAP

Enter the name of your incoming server (for example,
"mail.example.net").

Incoming Server:    **pegasus**.montclair.edu

Enter the name of your outgoing server (SMTP) (for example,
"smtp.example.net").

Outgoing Server:    **pegasus**.montclair.edu

< Back        Next >        Cancel

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



Use the default setting for the **Account Name.**
Click "**Next**"

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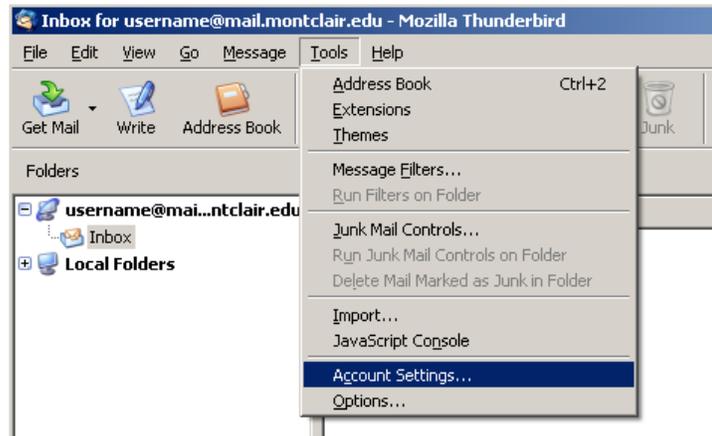
Select "**Outgoing Server (SMTP)**"
Under "**User secure connection:**"
switch the connection from "No" to "**TLS, if available**"
Click "**Ok**"
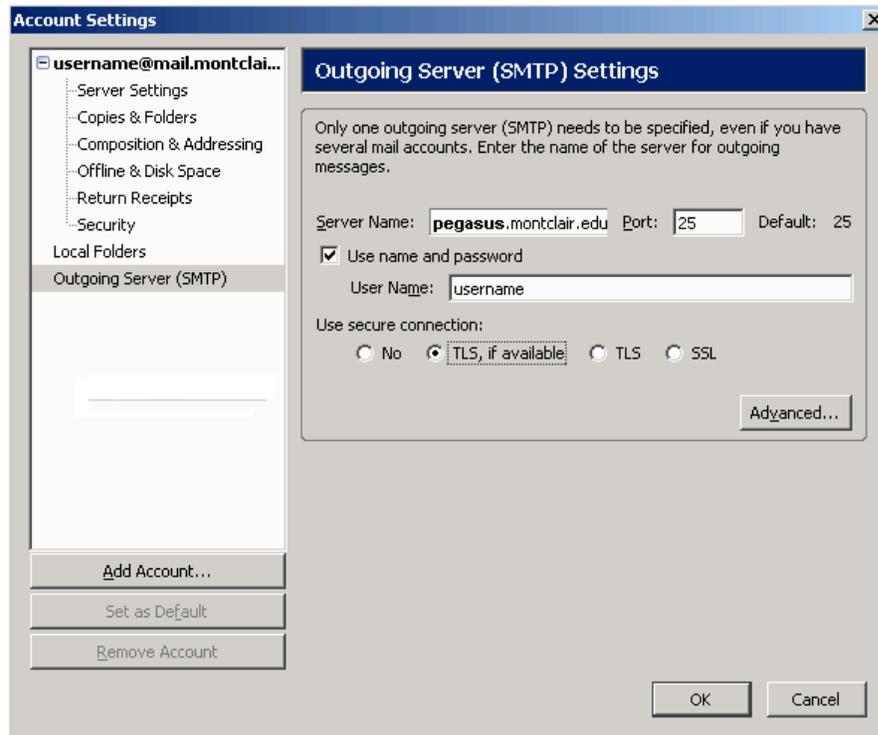


You are now configured to send and receive Pegasus email through Thunderbird