# Email Client Setup Manual (Thunderbird)

Version 1.0

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## 1. Introduction

### 1-1. Purpose of This Document

This document is targeted at the Office 365 users to describe how to use the email service.

Screenshots used in this manual were valid as of the creation date of this manual (August 1 2018).

### ■ Characteristics of POP and IMAP

Two major protocols to receive emails are POP and IMAP. Each has the following characteristics:

#### <IMAP>

This protocol "connects to the server and read emails on the server." Since the email data itself resides on the server, emails can be read from multiple PCs. However, once connection with the server is lost, you cannot read them. In addition, when a large number of emails are manipulated (e.g., moved or copied) at once, the server is put under a heavy load and its response may get slow. Divide a large amount of emails into small batches when manipulating them.

#### <POP>

This protocol "downloads emails from the server and reads them on the PC." Emails are moved to the PC (in a folder of the email software) once received, and deleted from the server unless you specify to leave received emails on the server. Therefore, if the PC goes faulty, downloaded emails can be lost forever. In addition, if the same email address is used on multiple PCs, emails received on one

PC may not be viewed on another PC.

If you are using the same email address from multiple locations (e.g., university and home), it is recommended to use IMAP or WebMAIL.

## 2. Email Software Setup Procedure (Thunderbird)

#### Overview

This chapter describes how to set up the email software, using

#### Mozilla Thunderbird under the Windows 10 environment.

\* The version of Thunderbird used here is 52.8.0, which is the latest as of June 6 2018.

#### ■ Note

Ensure that you are connected to the Internet before starting the procedure.

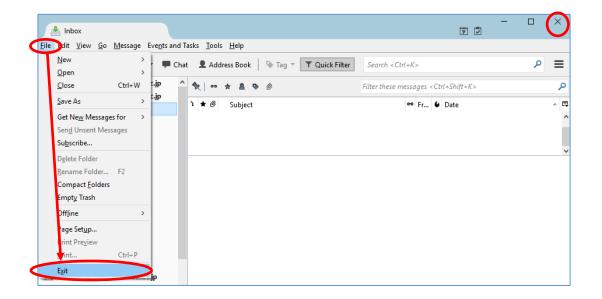
#### ■ Launching Thunderbird

Launch Thunderbird by double-clicking the desktop icon or choosing from the [Start] menu.



#### Exiting Thunderbird

Click [x] at the upper-right corner of the window or choose [Exit] from the [File] menu.

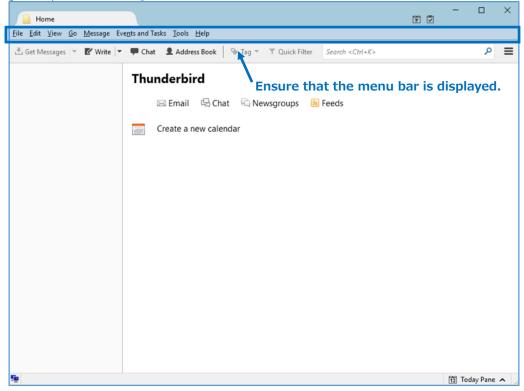


## 2-1. Adding Account (Thunderbird)

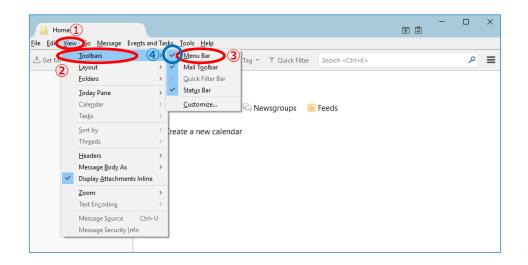
#### (1) Launch Thunderbird.

\* When the [System Integration] dialog box appears, click [Skip Integration].

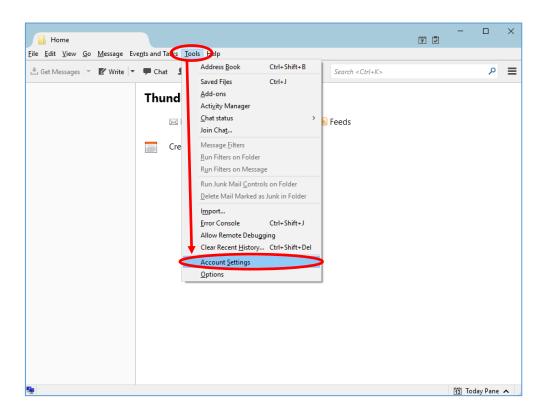
\* When the message "Would you like a new email address?" appears, click [I think I' Il configure my account later.].



\* If the menu bar is not displayed, press the **Alt** key to show it, and click [View], [Toolbars], and [Menu bar], and then check [Menu bar].



(2) Choose [Tools] and [Account Settings].



#### (3) The [Account Settings] screen opens.

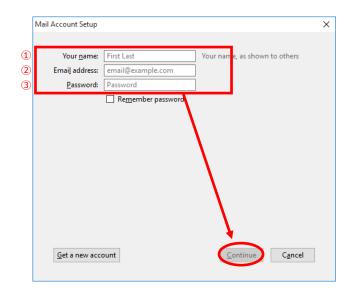
Account Settings	>	<
Outgoing Server (SMTP)	Outgoing Server (SMTP) Settings	
	When managing your identities you can use a server from this list by selecting it as the Dutgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".	
	A <u>d</u> d	
	<u>E</u> dit	
	Re <u>m</u> ove	
	Se <u>t</u> Default	
	Details of selected server:	
	Description: Server Name:	
	Port:	
	User Name: Authentication method:	
Account Actions •	Connection Security:	
	OK Cancel	

 $\ast$  If settings already exist, some fields may have been already filled in.

(4) Click [Account Actions] and [Add Mail Account].

Account Settings		×
Outgoing Server (SMTP)	Outgoing Server (SMTP) Settings	
	When managing your identities you can use a server from this list by select it as the Outgoing Server (SMTP), or you can use the default server from th list by selecting "Use Default Server".	
	A <u>d</u> d Edit	_
Add Mail Account	Re <u>m</u> ov Se <u>t</u> Defa	_
Add <u>C</u> hat Account	Details of selected server:	
Add <u>F</u> eed Account Add <u>O</u> ther Account	Description: Server Name:	
Set as <u>D</u> efault <u>R</u> emove Account	Port: User Name: Authentication method:	
Account Actions	Connection Security:	4
	OK	

(5) Set up your email account.



① Your name	An arbitrary text string (This will be the sender.)
② Email address	Your email address (Also enter the string following "@.")
③ Password	Your password

Check that entered information is correct and click [Continue].

(6) The screen changes in a while. Click [Manual config] without regard to the result.

Mail Account Setup			>
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Taro Cloud cloud_taro@o365.ritsumei.a 	Your name, as shown to	) others
Configuration f	iound in Mozilla ISP database	mail on your computer)	
Outgoing: S	MAP, imap-mail.outlook.com, SMTP, smtp-mail.outlook.com, :loud_taro@o365.ritsumei.ac.jp	SSL STARTTLS	

#### (7) [Configuring IMAP]

Enter or choose values in the fields ① Incoming server, ② Incoming server hostname, ③ Outgoing server hostname, ④ Port number, ⑤ SSL, ⑥ Authentication method, and ⑦ Username as shown below, and then click [Done] or [Create Account].

\* Note that if you click [Re-test], the account will not be created. Do not click this button.

\* Refer to "1. Introduction" for the difference between IMAP and POP.

Mail Account Setup	×
Your name;     Taro Cloud     Your name,       Email address:     cloud_taro@o365.ritsumei.e     assword       Password:     •••••••     assword	as shown to others
Configuration found in Mozilla ISP database	4 Port     SSL 5     6 Juthentication       993 v     SSL/TLS     Normal password
Outgoing: SMTP 3smtp.office365kcom Vsername: Incoming: cloud_taro@o365.ritsumei.ac.j	v         587         v         STARTTLS         V         Normal password         v           p         Outgoing:         cloud_taro@o365.ritsume
Get a new account Advanced config	Re-test Done Cancel
Incoming server	IMAP
Incoming server hostname	outlook.office365.com
Outgoing server hostname	smtp.office365.com
Port number	002 (for incoming convor) E97 (f

© ••••j••••j •••••••••••				
Port number	993 (for incoming server), 587 (for outgoing			
	server)			
5 SSL	SSL/TLS (for incoming server), STARTTLS (for			
	outgoing server)			
6 Authentication method	Normal password			
⑦ Username	Your email address (Also enter the string			
	following "@.")			

#### (8) [Configuring POP3]

Enter ① Incoming server, ② Incoming server hostname, ③ Outgoing server hostname, ④ Port number, ⑤ SSL, ⑥ Authentication method, and ⑦ Username as shown below, and then click [Done] or [Create Account].

\* Note that if you click [Re-test], the account will not be created. Do not click this button.

\* Refer to "1. Introduction" for the difference between IMAP and POP.

il Account Setup								
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Taro Cloud o365t518@st.ritsume •••••••	i.ac.jp	ie, as shown ti	o othe	215			
Configuration f	ound in Mozilla ISP dat	tabase						
			(4) Port	(5)	SSL	6	Authentication	
1 Incoming: P	2 Server hos		4 Port 995	( <b>5</b> ~	SSL SSL/TLS	<b>(6</b>	Authentication	~
_	2 Server hos	tname ffice365.com		$\neg$				~
	2 Server hos POP3 v outlook.co MTP 3 smtp.offic	tname ffice365.com	995	~	SSL/TLS	~	Normal password	~

1 Incoming server	POP3
<ol> <li>Incoming server hostname</li> </ol>	outlook.office365.com
<b>③ Outgoing server hostname</b>	smtp.office365.com
Port number	995 (for incoming server), 587 (for outgoing
	server)
5 SSL	SSL/TLS (for incoming server), STARTTLS (for
	outgoing server)
6 Authentication method	Normal password
⑦ Username	Your email address (Also enter the string
	following "@.")

## 2-2. Configuring Subscription Setting (Folder Display Setting)

Configure the subscription setting if you have configured IMAP. It is not required if you have configured POP.

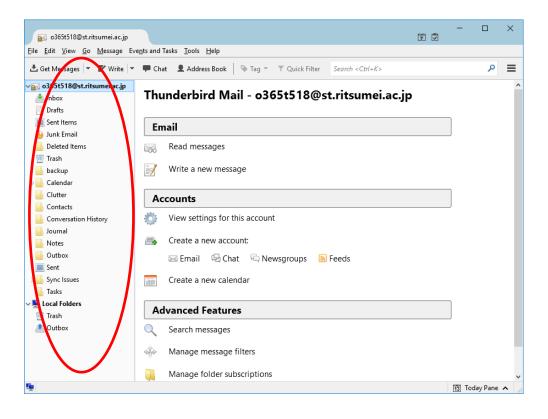
### (1) Click [File] and [Subscribe…].

🛐 o365t518@st.ritsume	i.ac.jp		5 5	-		×
odit <u>V</u> iew <u>G</u> o <u>M</u> ess	sage Eve <u>n</u> ts and	Tasks <u>T</u> ools <u>H</u> elp				
<u>N</u> ew <u>O</u> pen	> 🗭 Ch	at <b>1</b> Address Book Tag - T Quick Filter Search <ctrl+k></ctrl+k>			م	Ξ
<u>C</u> lose Ctrl Save As	<sup>I+W</sup> Thu	ınderbird Mail - o365t518@st.ritsumei.ac.jp	<b>,</b>			
Get Ne <u>w</u> Messages for Send Upsent Messages	> En	nail				
Su <u>b</u> scribe D <u>e</u> lete Folder		Read messages		5		
<u>R</u> ename Folder F2 Compact <u>F</u> olders		Write a new message				
Empty Trash	A	counts		]		
Off <u>l</u> ine Page Set <u>u</u> p	→	View settings for this account				
Print Preview Print Ctrl	I+ P	Create a new account:				
Exit		🖂 Email 🛛 🗟 Chat 🖓 Newsgroups 🛛 🔊 Feeds				
Sync Issues		Create a new calendar				

(2) Check folders to subscribe and click [OK].

Subscribe		×
<u>A</u> ccount: Sh <u>o</u> w items that contain: Folder List	o365t518@st.ritsumei.ac.jp	`` م
Select the folders to sub Calendar Clutter Contacts Conversation Hist Deleted Items Drafts Journal Journal Junk Email		Subscribe Unsubscribe Refresh Stop

#### (3) Ensure that checked folders have been added to your subscription.



This concludes the subscription setting.