

# **Email Client Setup Manual (Thunderbird)**

**Version 1.0**

**August 1 2018**

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# 1 . Introduction

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## 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)

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### ■ 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.

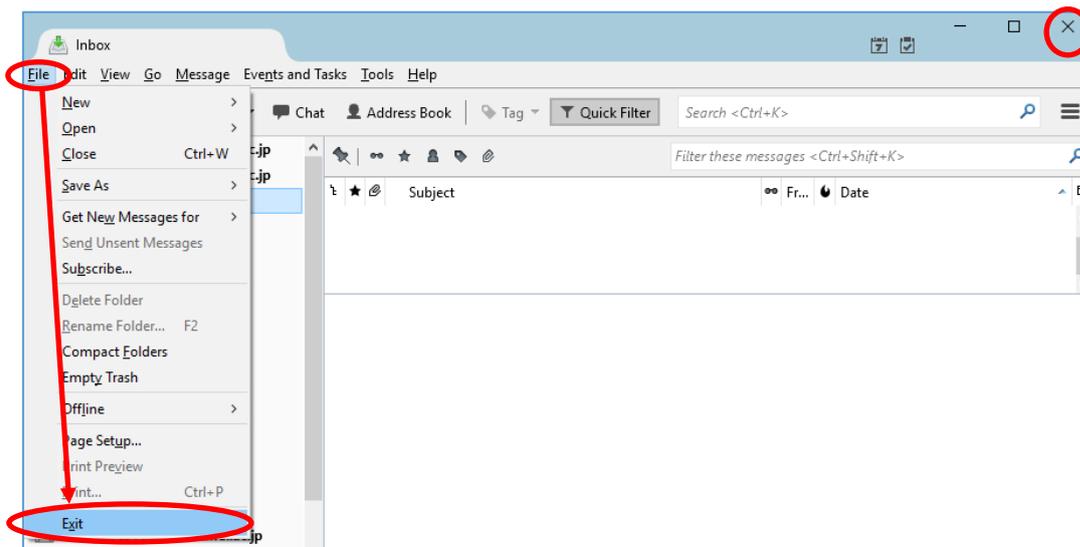
### ■ Launching Thunderbird

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.

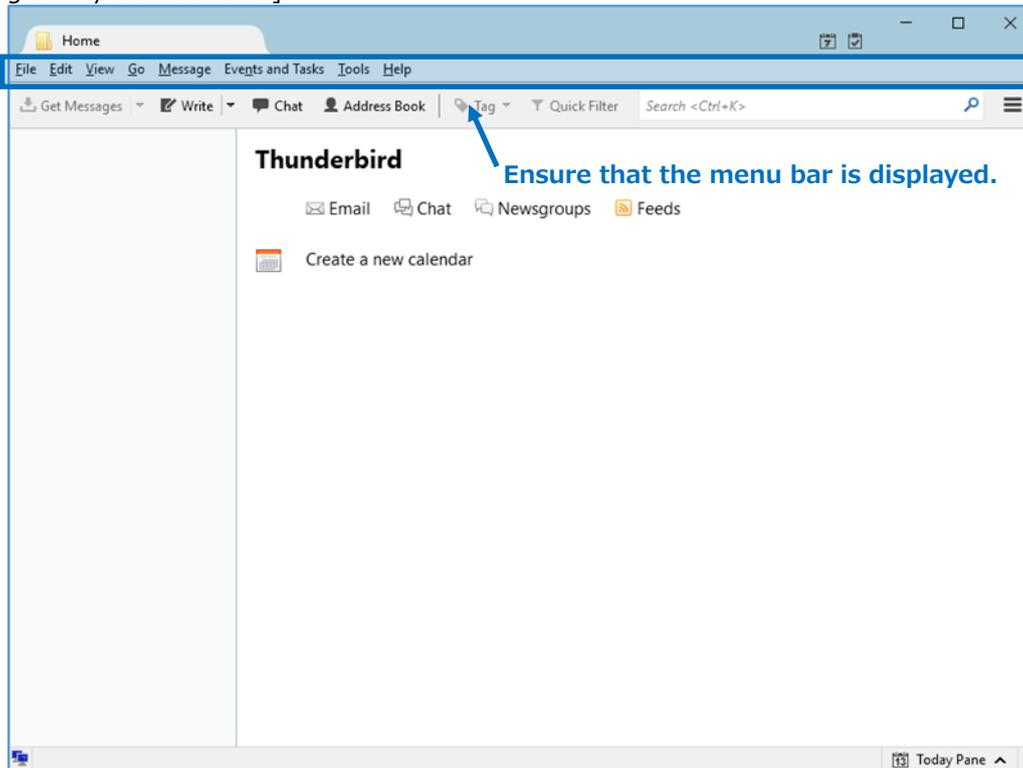


## 2 - 1 . Adding Account (Thunderbird)

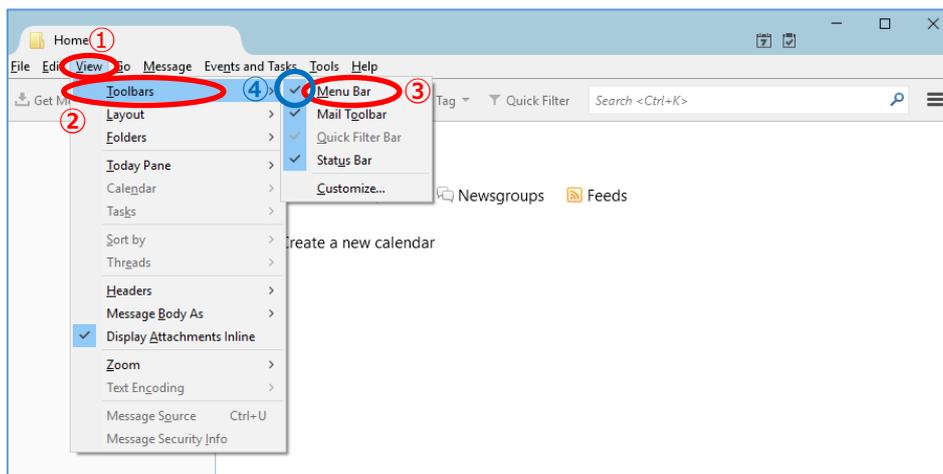
### (1) Launch Thunderbird.

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

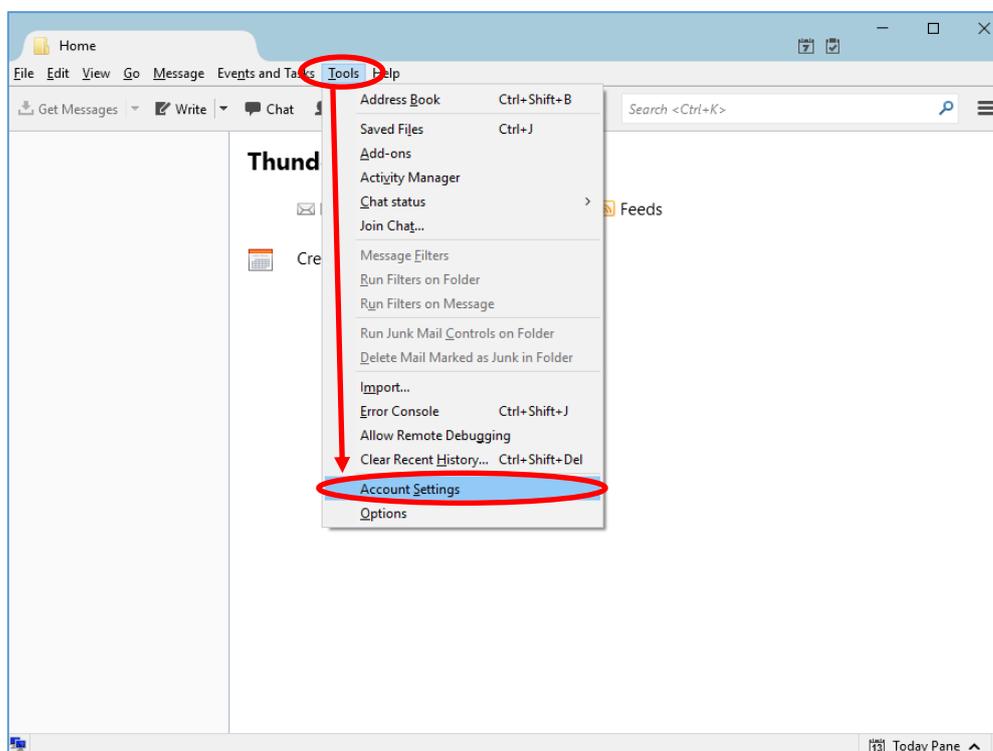
\* When the message “Would you like a new email address?” appears, click [I think I’ ll configure my account later.].



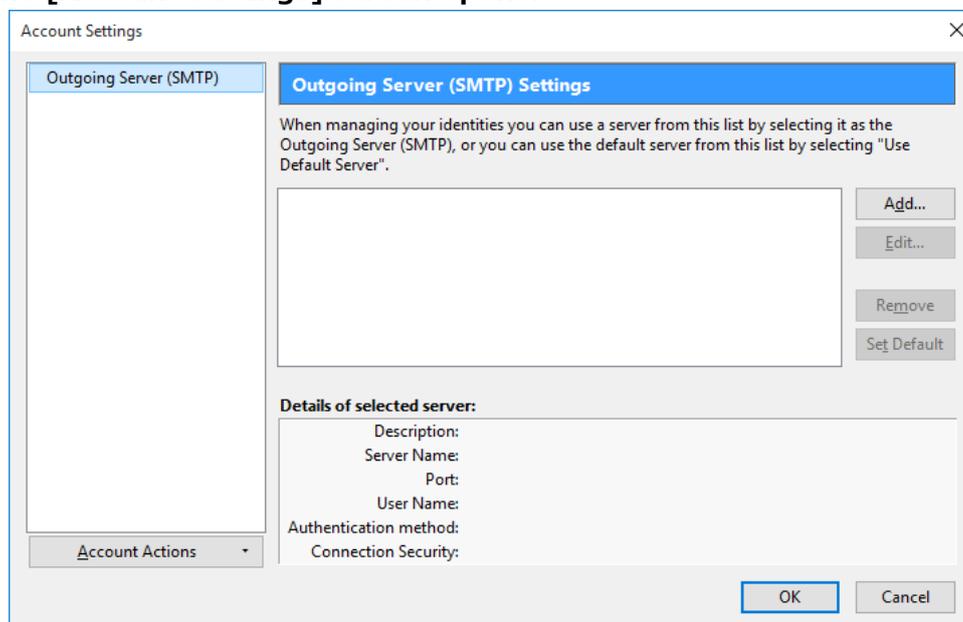
\* If the menu bar is not displayed, press the **Alt** key to show it, and click [View], [Toolbars], and [Menu bar], and then check [Menu bar].



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

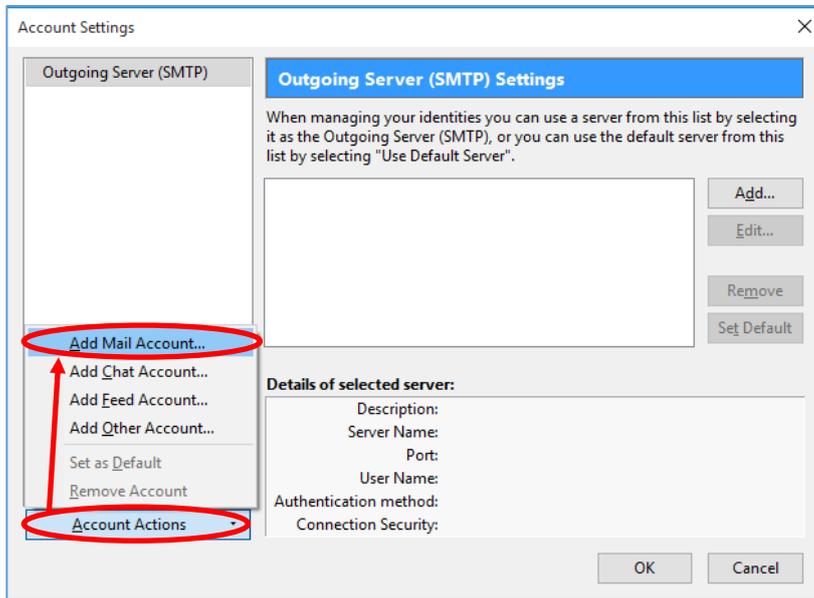


(3) The [Account Settings] screen opens.

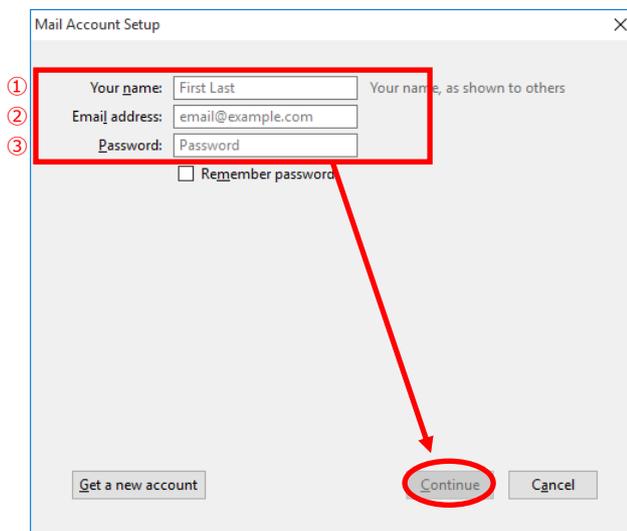


\* If settings already exist, some fields may have been already filled in.

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



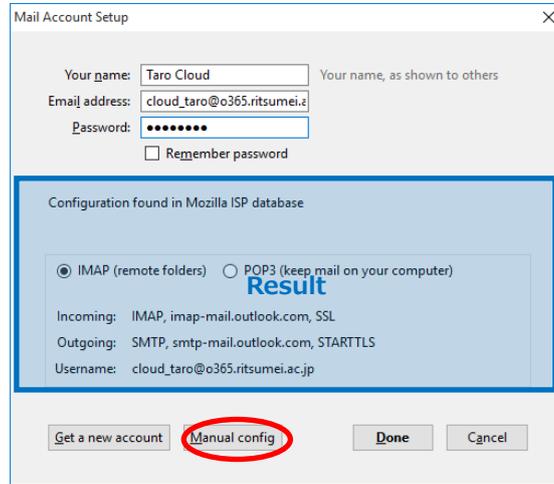
(5) Set up your email account.



① <b>Your name</b>	An arbitrary text string (This will be the sender.)
② <b>Email address</b>	Your email address (Also enter the string following “@.”)
③ <b>Password</b>	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.

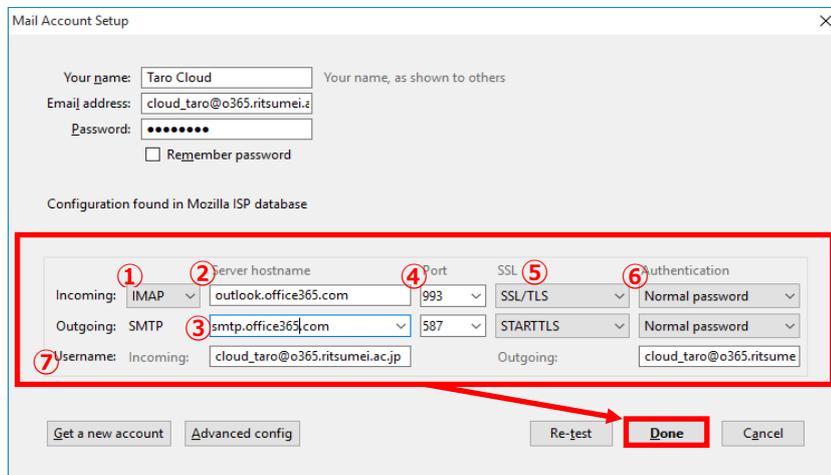


(7) [Configuring IMAP]

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.



① Incoming server	IMAP
② Incoming server hostname	outlook.office365.com
③ Outgoing server hostname	smtp.office365.com
④ 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.

Mail Account Setup

Your name: Taro Cloud Your name, as shown to others

Email address: o365t518@st.ritsumei.ac.jp

Password: ●●●●●●

Remember password

Configuration found in Mozilla ISP database

① Incoming: POP3 ② Server hostname: outlook.office365.com ④ Port: 995 ⑤ SSL: SSL/TLS ⑥ Authentication: Normal password

Outgoing: SMTP ③ smtp.office365.com 587 STARTTLS Normal password

⑦ Username: Incoming: o365t518@st.ritsumei.ac.jp Outgoing: o365t518@st.ritsumei.ac.jp

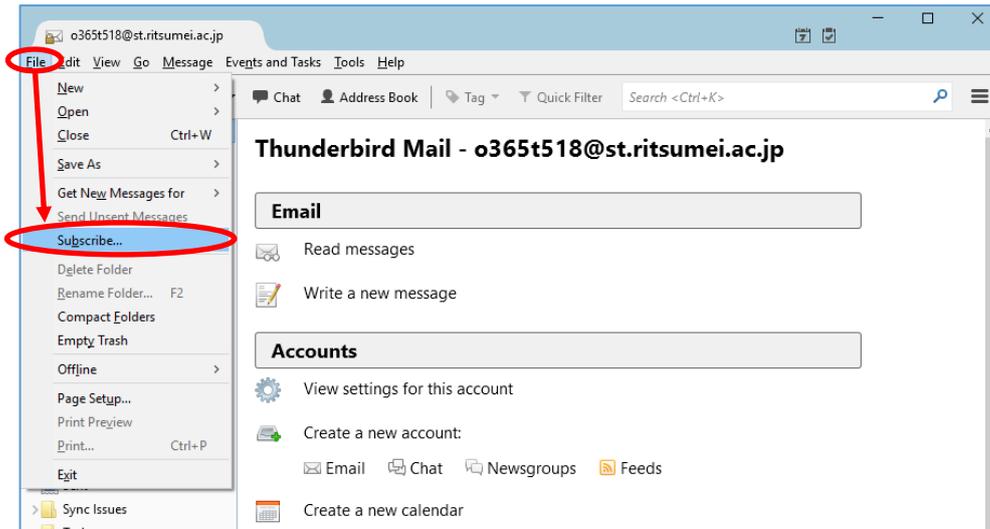
Get a new account Advanced config Re-test Done Cancel

① Incoming server	POP3
② Incoming server hostname	outlook.office365.com
③ Outgoing server hostname	smtp.office365.com
④ 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 “@.”)

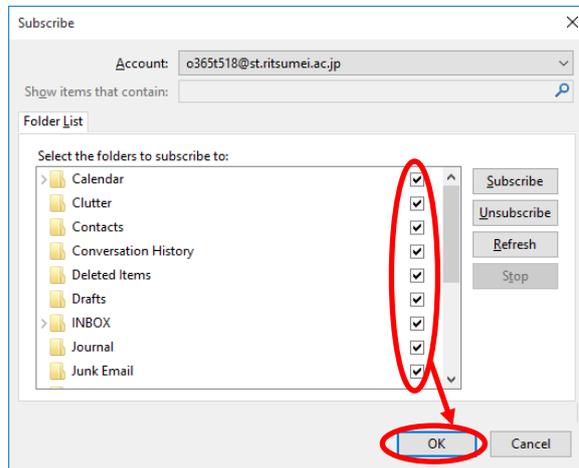
## 2 - 2 . Configuring Subscription Setting (Folder Display Setting)

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

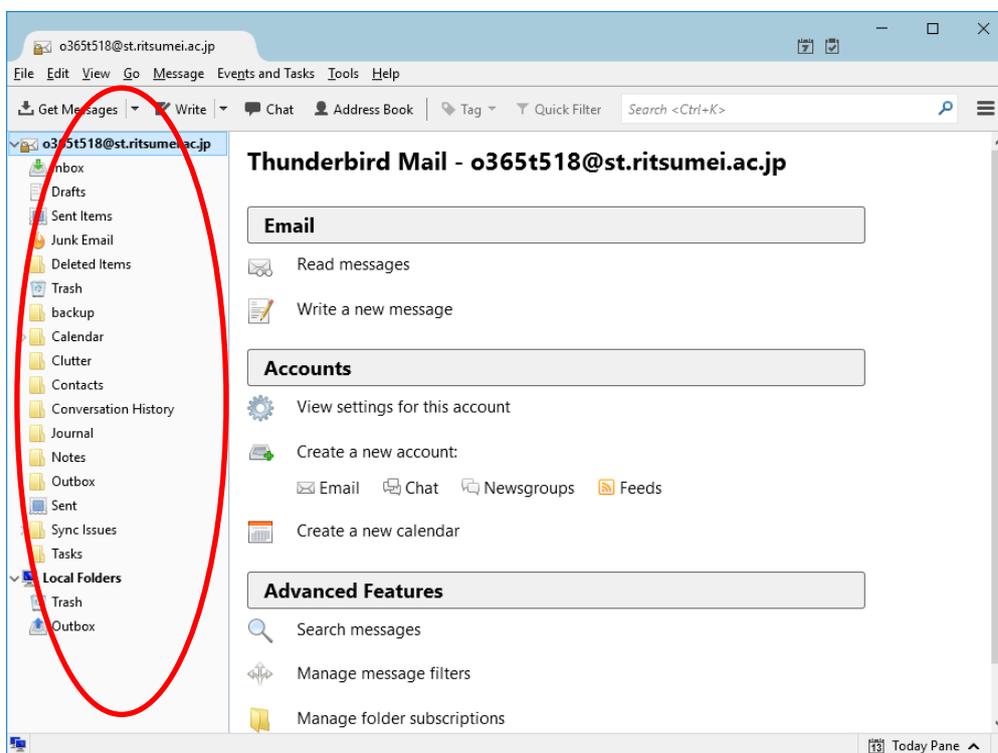
(1) Click [File] and [Subscribe...].



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



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



This concludes the subscription setting.