Configuring Thunderbird for Flinders Mail at home.

Downloading

Thunderbird can be downloaded from the Mozilla web site located at http://www.mozilla.org/download.html

This web site also contains links to system requirements, installation instructions and frequently asked questions.

New Account Setup

When Thunderbird is started for the first time the account wizard will start.

If the wizard has been closed, it can be restarted from the ‘Tools’ menu, clicking on ‘Account Settings’ and then click the ‘Add Account’ button.

When the wizard starts the window below will appear. Click the ‘Next’ button to begin the account setup.

For Macintosh users the ‘Next’ button will be replaced with ‘Continue’.
Enter your personal details in the appropriate fields as below. Click ‘next’ when details have been entered.

Choose the ‘IMAP’ radio button option.

For Flinders University email, the Incoming Server is ‘post.flinders.edu.au’.

If you are using the Flinders modem pool to connect to the internet the Outgoing Server will also be ‘post.flinders.edu.au’.
If you are not using the Flinders University modem pool to connect to the internet, the **Outgoing Server** will be provided by your Internet provider. Check your internet provider’s web site for this information.

Click ‘next’ when the server details have been entered.

Enter your Flinders Authentication Name in the username field and click ‘next’
Enter a name for the account as shown below. This is a personal preference and anything can be entered here to identify the account. Click ‘next’ to continue.

![Account Name window]

A summary will be provided at the end of the wizard. Check that the details are correct and click ‘finish’ to complete the account wizard.

Macintosh users will see ‘Done’ instead of ‘finish’ to complete the account wizard.

![Congratulations window]

Click Finish to save these settings and exit the Account Wizard.
At the completion of the account wizard Thunderbird will attempt to connect to the Flinders incoming mail server. The alert window will pop up as shown below.

This is because Flinders email uses a secure connection and we will need to tell Thunderbird about this. Click ‘OK’ to continue set up.

From the ‘Tools’ menu choose ‘Account Settings’

The window will appear as below with your personal details entered.
Highlight the ‘Server Settings’ in the left pane.
Choose the ‘SSL’ radio button option under security settings in the right pane.
Tick the ‘Expunge’ checkbox under server settings in the right pane.
Click the ‘Advanced’ button and another window will appear.

The Advanced Account Settings window will appear as below.

Enter ‘INBOX.’ in the IMAP server directory (Don’t forget to enter the full stop)
Un-tick the ‘Show only subscribed folders’ option.
Click ‘OK’ to continue.
Highlight ‘Composition & Addressing’ in the left pane
In the right pane choose ‘start the reply above the quote’ from the drop down menu
Then click OK when done

Windows users choose ‘Options’ from the ‘Tools’ menu to configure the functionality.

Macintosh users choose ‘Preferences’ from the ‘Thunderbird’ menu.
To set Thunderbird as the default mail client you must have Administrator privileges. If you do not have Administrator privileges you can still set the option, although the option will not be saved.

If you use the Flinders Modem Pool to connect to the internet you will need to configure the proxy settings to view mail that contains web content.

If you connect to the internet via a different Internet provider, **DO NOT** complete this step. Proceed to ‘Composition’ options

Click the ‘Connection Settings’ button to configure the proxy settings

Choose the radio button as below and enter ‘http://www.flinders.edu.au/proxy.pac’

Click ‘OK’ when details have been entered
Choose ‘Composition’ from the icons along the top of the window
Choose ‘Inline’ from the drop down menu
Click the ‘Send Options’ button and a window will appear

Choose the option below from the drop down menu and then click OK.
This will return you to the previous window
Choose the ‘Addressing’ tab and change the outgoing email addresses to ‘Collected Addresses’. This will save any addresses that are typed when sending new mail to the collected address book.

Click OK and this will save and complete the option settings.

For Macintosh users closing the window will save the option settings.

Click the ‘Get Mail’ button and this will prompt you for a password. Enter your password and click OK.
Ensure you have a Sent, Drafts and Templates folder. If you do not then you will need to create these to store your sent mail and save drafts.

If you do have these folders then your set up is complete.

From the ‘File’ menu choose ‘New > Folder’ and a pop up window will appear
Enter ‘Sent’ in the folder name, ensuring that an Uppercase ‘S’ is used. Also ensure that the correct account is selected in the drop down menu. Click OK to create the folder.

![New Folder dialog](image)

Repeat these steps for ‘Drafts’ and ‘Templates’

The folders should appear as below with special icons.

If they do not, try refreshing the folder list by compressing and expanding the folders (click on the ‘-’ icon and it will change to ‘+’ click again to open folders)

![Thunderbird interface](image)

This completes the configuration for Thunderbird at home