UTMAIL+ SETUP INSTRUCTIONS

THUNDERBIRD

⚠️ If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl If everything is ok, you should see the message: “Your UTORid and password have been checked and should work.”

1. If you are using Thunderbird for the first time, you may see the Import Wizard window. Select **Skip this and use my existing email**. You should then see the **Mail Account Setup** window. If you don’t, you can add a new account by going to File > New > Mail Account.

2. Under the “Mail Account Setup” window (shown below), enter the following info:

   ![Mail Account Setup window](image)

   - Fill in your name, e-mail address ([firstname.lastname@mail.utoronto.ca](mailto:firstname.lastname@mail.utoronto.ca)) & password in the fields shown above.
   - Click “Continue” to proceed.

3. Make sure your settings are the same as the ones shown below:

   ![Mail Account Setup window](image)

4. Click on “Re-test” to verify the settings are correct, then click “Done”.

---

BV487 | LIBRARY | IC35
416-287-4357 (HELP)