**THUNDERBIRD**

For campus or desktop use

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**EMAIL INSTRUCTIONS**

**STEP 1**
Launch Thunderbird and click on Tools, Account Settings, Account Actions and Add mail account.
If it is a new Thunderbird setup, you will be prompted for this by default.

**STEP 2**
Type in your name, email address and password. Then press Continue.

**STEP 3**
1. Change the incoming server: mailhost.utsc.utoronto.ca
   a. Change the account type to: IMAP
   b. Change the port number to: 143
   c. Change the security type to: STARTTLS
2. Change the outgoing server: postbox.utsc.utoronto.ca
   a. Change the port number to: 587
   b. Change the security type to: STARTTLS

Re-test the configuration. You will end with the green and orange indicators shown here. Now press Create Account.

**STEP 4**
Click on Tools, Account Settings and select Outgoing server (SMTP) from the left column. Select postbox.utsc.utoronto.ca and click on Edit.

3. Change the port number to 587
   a. Change the security to STARTTLS
   b. Change authentication to Normal Password
   c. Type in your UTSCID in the “User Name” field

Now click OK. You will be back at the Accounts Setting window. Click on Copies & Folder. Enable Place a copy in: Sent