

User Guide: Configure Exchange on Thunderbird for Windows (POP)

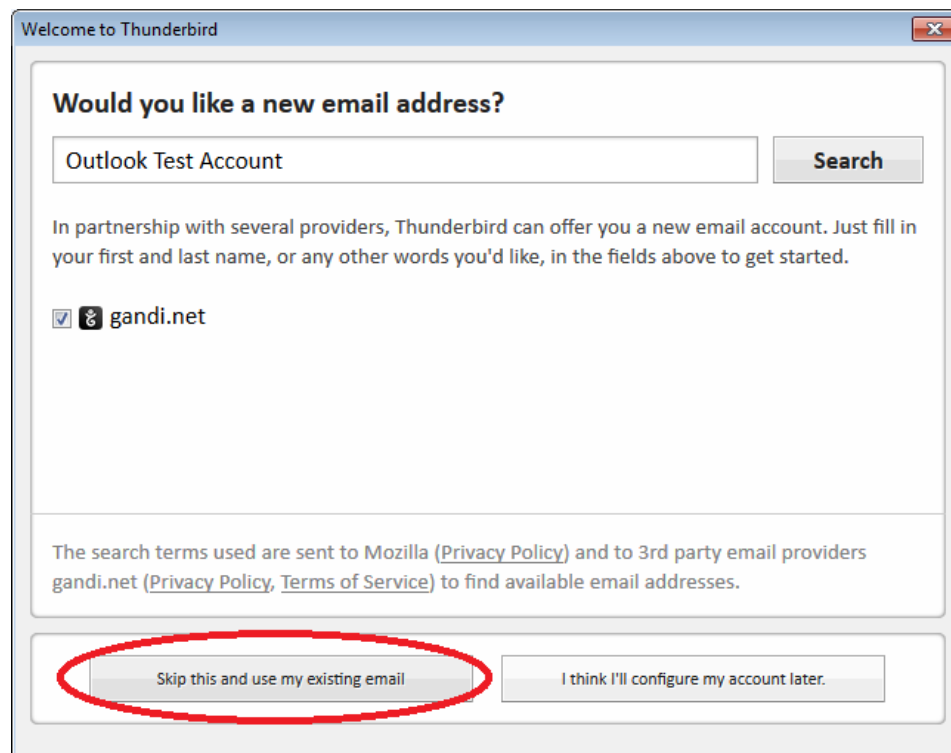


Note that POP configuration will download emails from MacMail inbox to your Thunderbird Inbox on your local computer and delete them from MacMail server after 14 days by default.

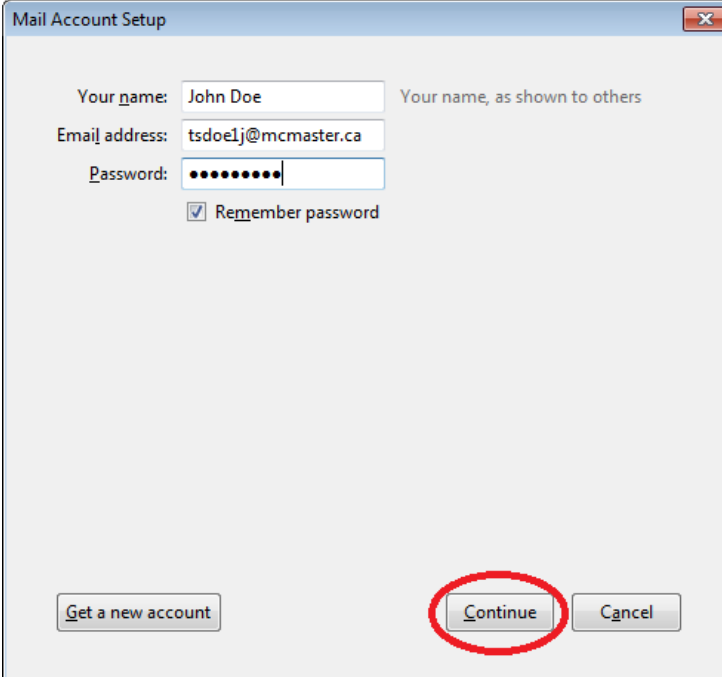
1. Open **Thunderbird**



2. On the **Welcome Screen** skip the setup by clicking on **Skip this and use my existing email**



1. Enter **Your name** at Your name:
2. Enter your tsdoe1j@mcmaster.ca at Email address.
3. Enter your **MAC ID password** at Password.
4. Click on **Continue**



Mail Account Setup

Your name: John Doe Your name, as shown to others

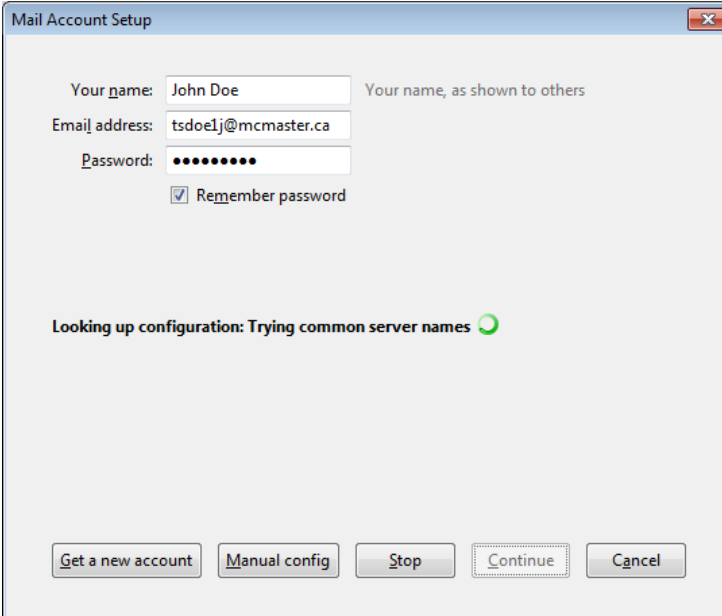
Email address: tsdoe1j@mcmaster.ca

Password: ●●●●●●

Remember password

Get a new account Continue Cancel

5. Wait for the search to complete




Mail Account Setup

Your name: John Doe Your name, as shown to others

Email address: tsdoe1j@mcmaster.ca

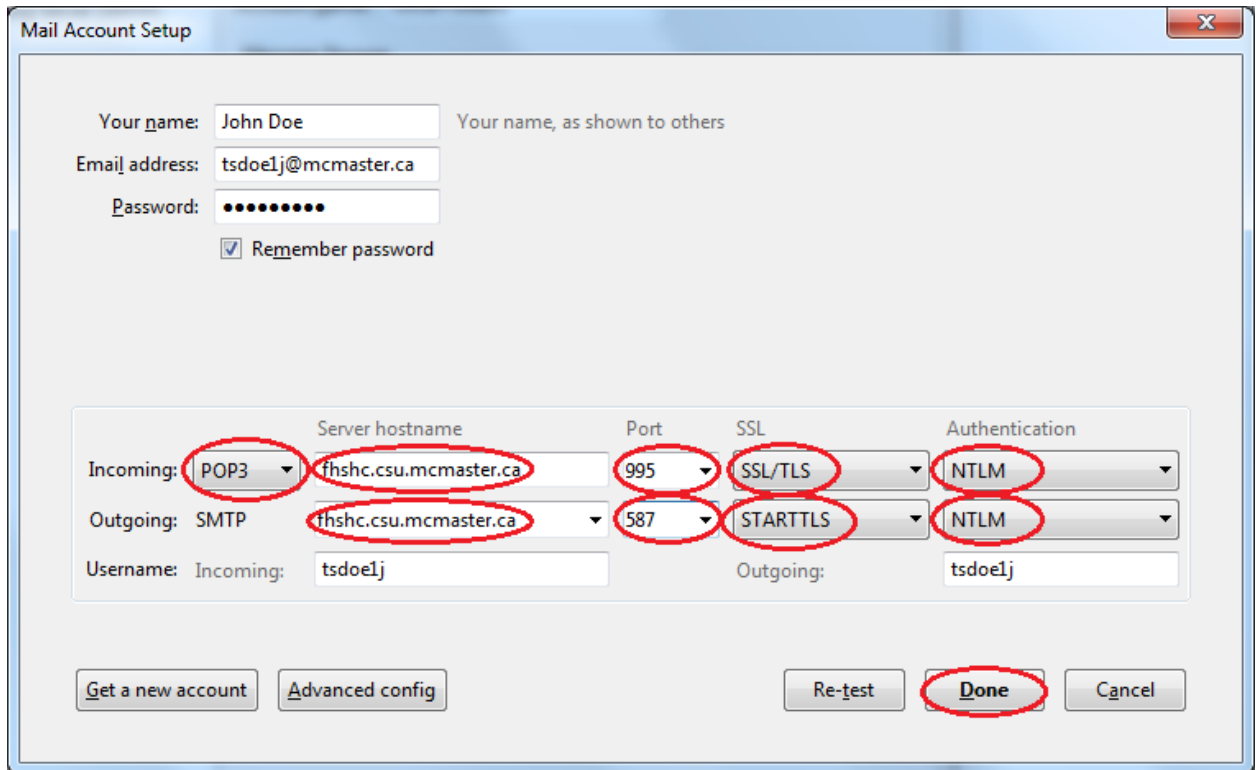
Password: ●●●●●●

Remember password

Looking up configuration: Trying common server names 

Get a new account Manual config Stop Continue Cancel

6. Under the **Server Hostname** for each **IMAP** and **SMTP** type in **FHSHC.CSU.MCMASTER.CA**
 - a. For **IMAP** select port **995**, and SSL select **SSL/TLS**
 - b. For **SMTP** select port **587**, and SSL select **STARTTLS**
 - c. Change the authentication for both **IMAP** and **SMTP** to **NTLM**
7. Click on **Done** to confirm the settings and save the account



8. Click on the **Account Name** and click on **Get Messages**

