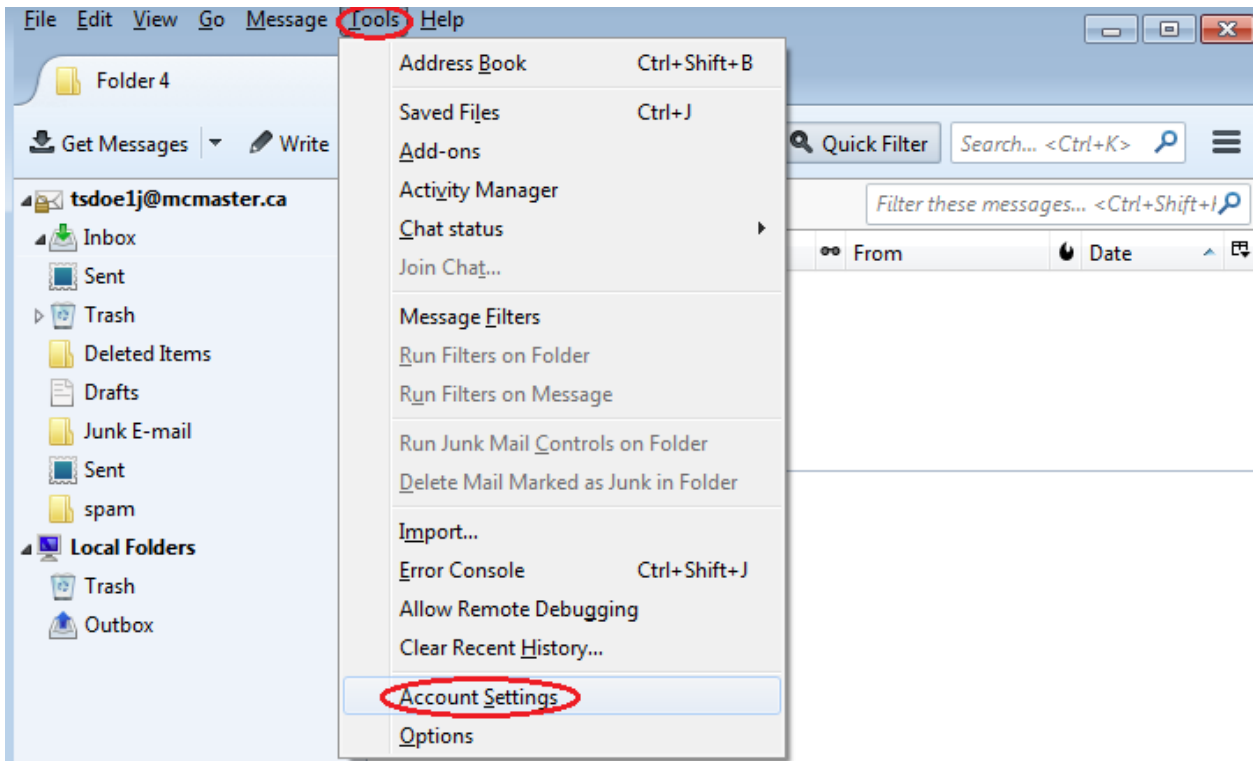


# User Guide: Reconfigure Thunderbird for Windows (IMAP)

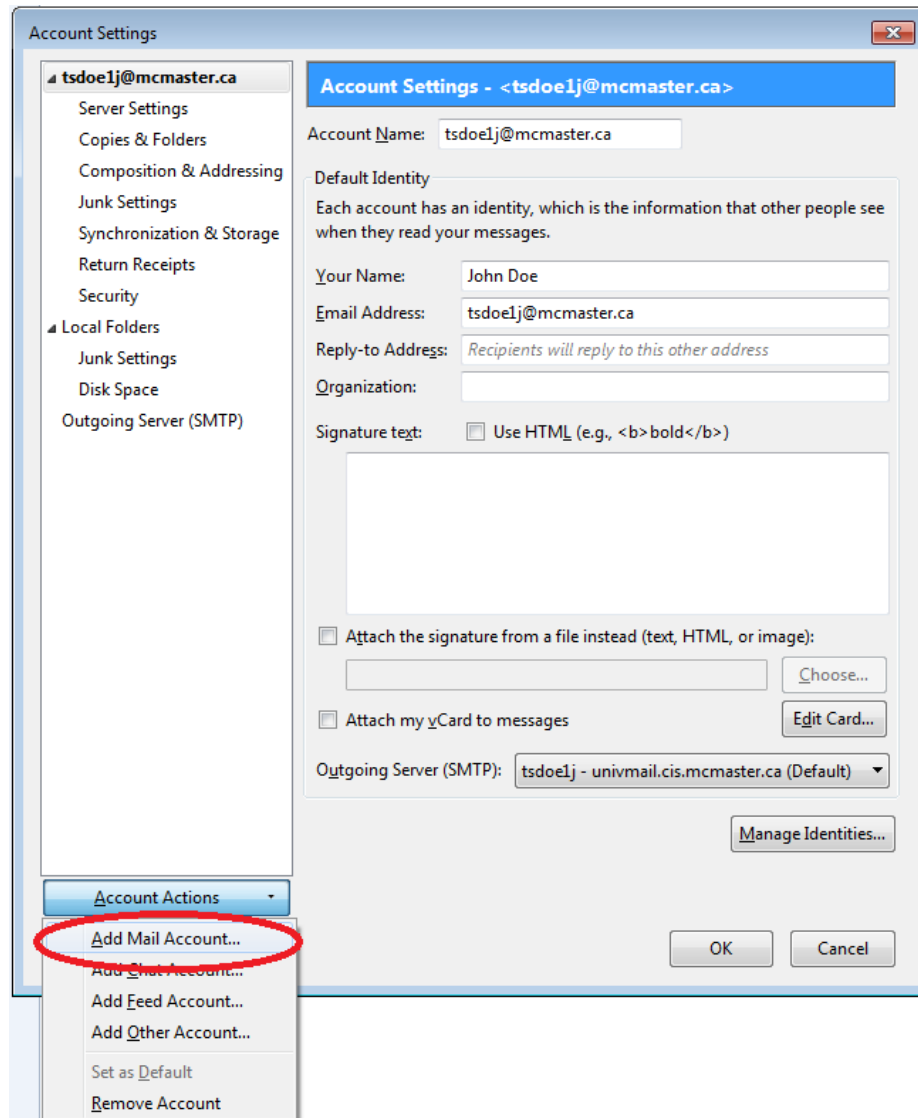
1. Open Thunderbird



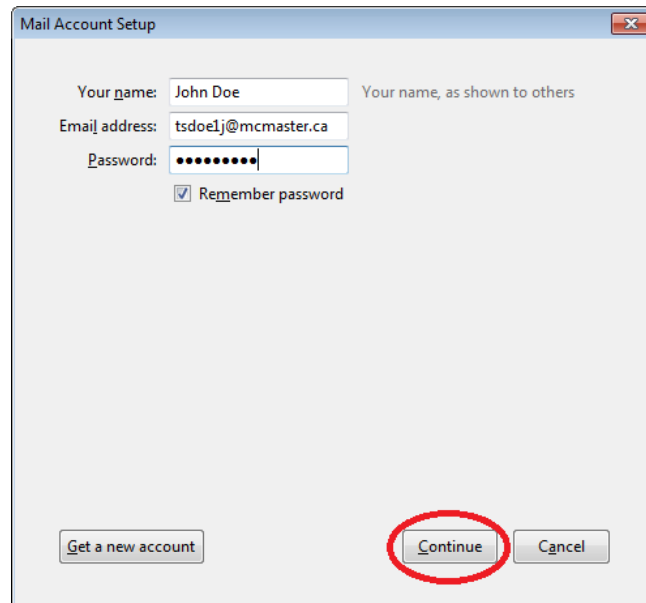
2. If the menu bar is not visible press the ALT button to display it. On the Menu bar click on **Tools** and click on **Account Settings**.



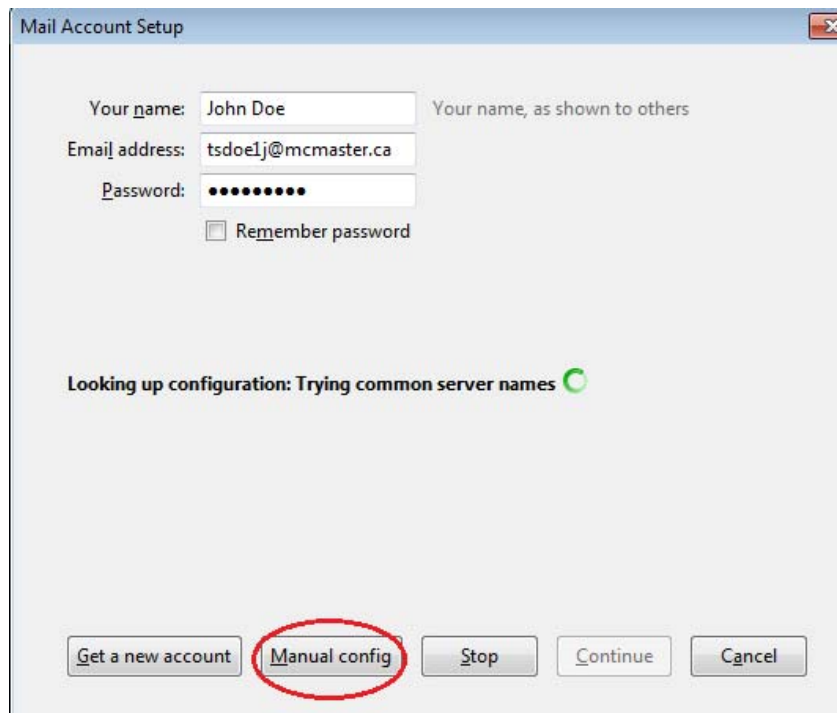
4. Click on **Account Actions** and select **Add Mail Account**.



5. Enter **Your name** at Your name:
6. Enter your [macid@mcmaster.ca](mailto:macid@mcmaster.ca) at Email address.
7. Enter your **MAC ID password** at Password.
8. Remove the check mark beside Remember password and click on **Continue**.



9. Click on **Manual config**.



10. In the Mail Account Setup Window

- a. **Next to Incoming: IMAP** enter **fhshc.csu.mcmaster.ca** as the **Server hostname**, under **Port** select **993**, under **SSL** select **SSL/TLS**, under **Authentication** select **NTLM**.
- b. **Next to Outgoing: SMTP** enter **fhshc.csu.mcmaster.ca** as the **Server hostname**, under **Port** select **587**, under **SSL** select **STARTTLS**, under **Authentication** select **NTLM**.
- c. Click on **Done**.

Mail Account Setup

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

Email address: tsdoelj@mcmaster.ca

Password: ●●●●●●●●

Remember password

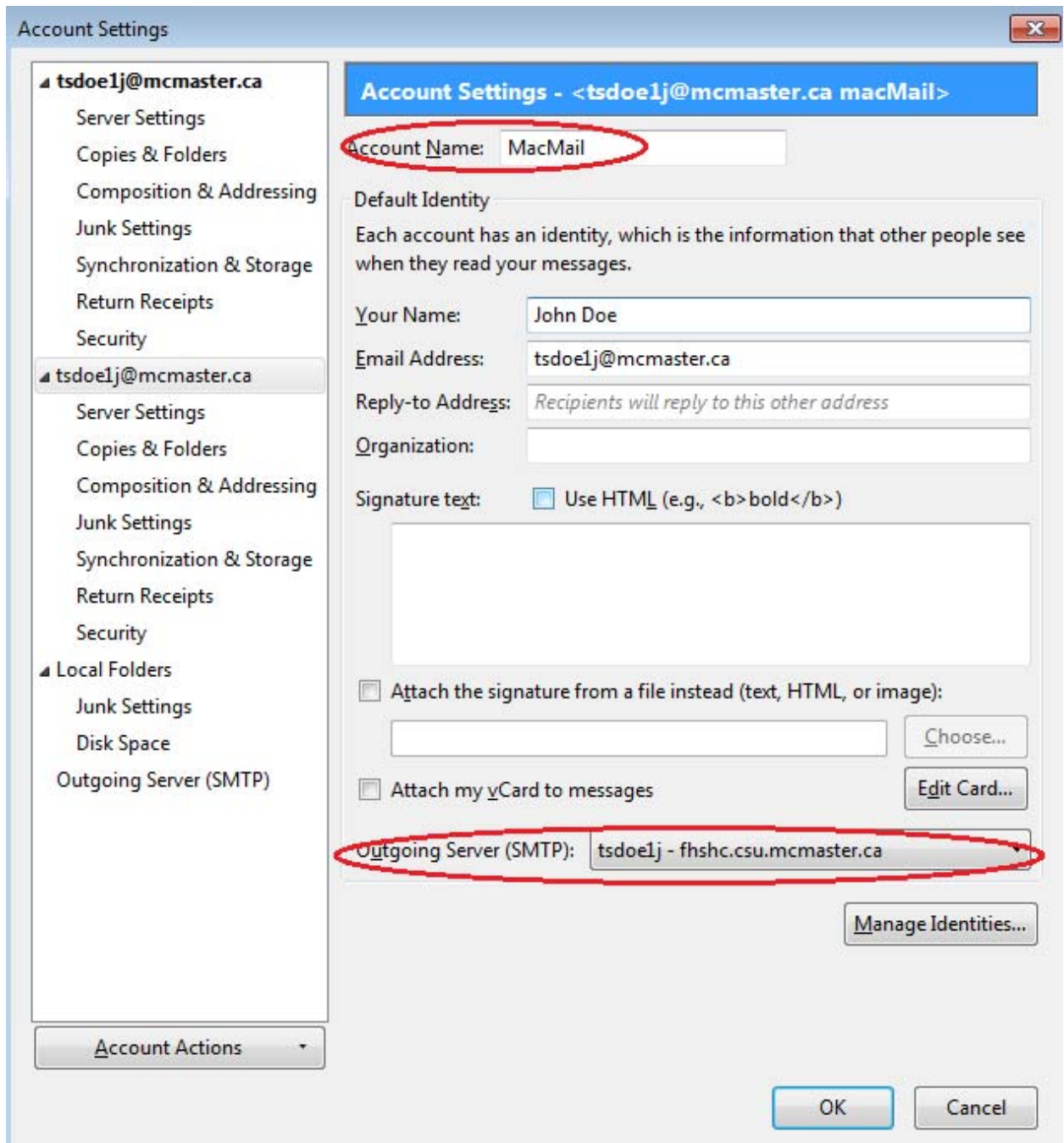
**⚠ Thunderbird failed to find the settings for your email account.**

|                | Server hostname       | Port | SSL      | Authentication |
|----------------|-----------------------|------|----------|----------------|
| Incoming: IMAP | fhshc.csu.mcmaster.ca | 993  | SSL/TLS  | NTLM           |
| Outgoing: SMTP | fhshc.csu.mcmaster.ca | 587  | STARTTLS | NTLM           |

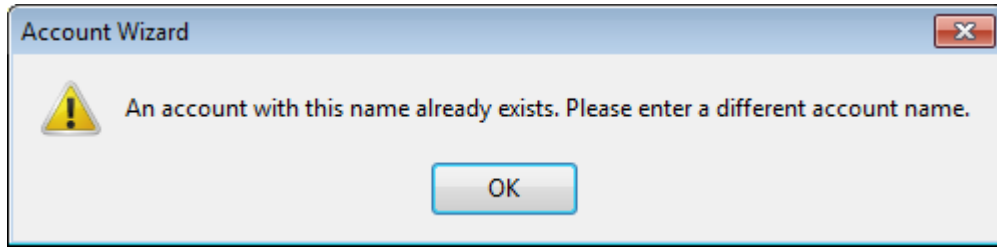
Username: Incoming: tsdoelj      Outgoing: tsdoelj

Get a new account    Advanced config    Re-test    **Done**    Cancel

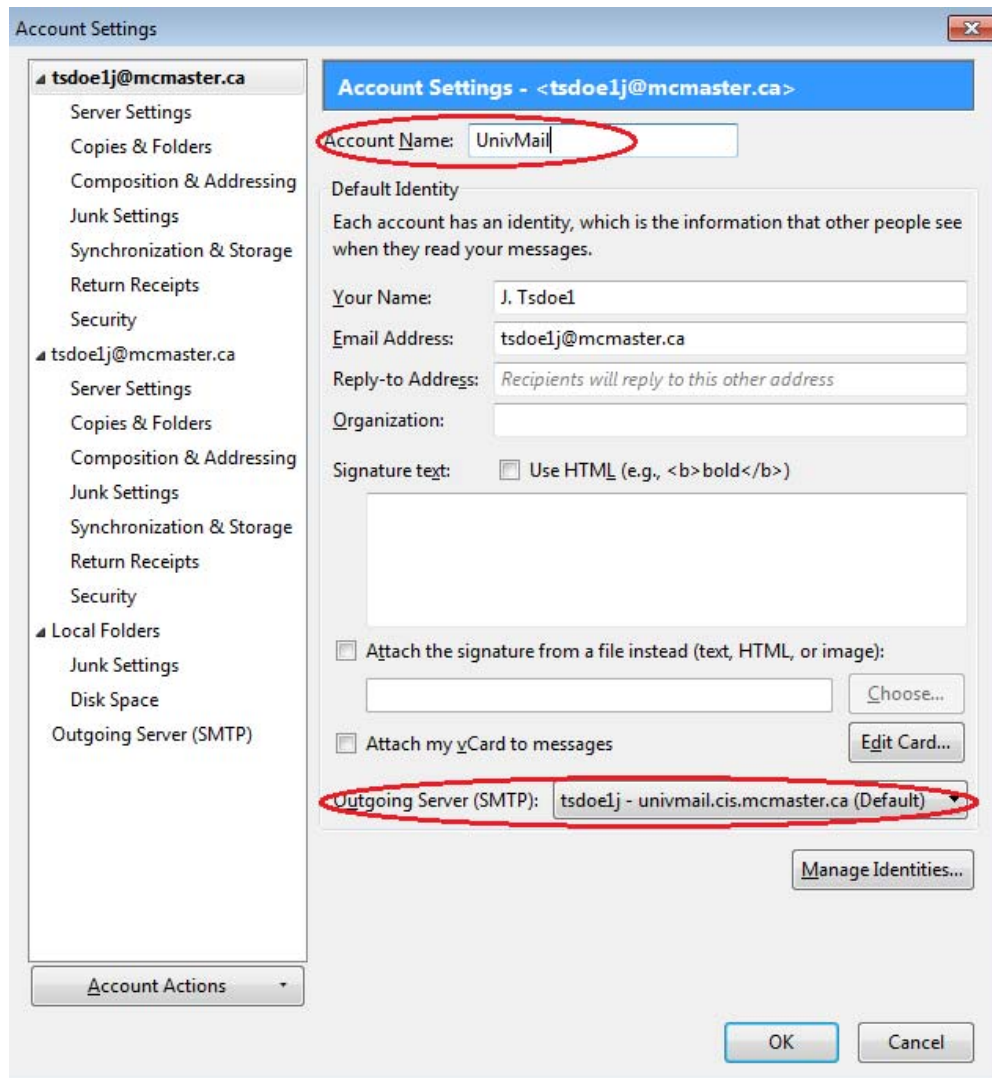
12. In **Account Settings** select the **MacMail Account** (identified by the Outgoing Server (SMTP) tsdoe1j – fhshc.csu.mcmaster.ca). Change the **Account Name** to **MacMail**.



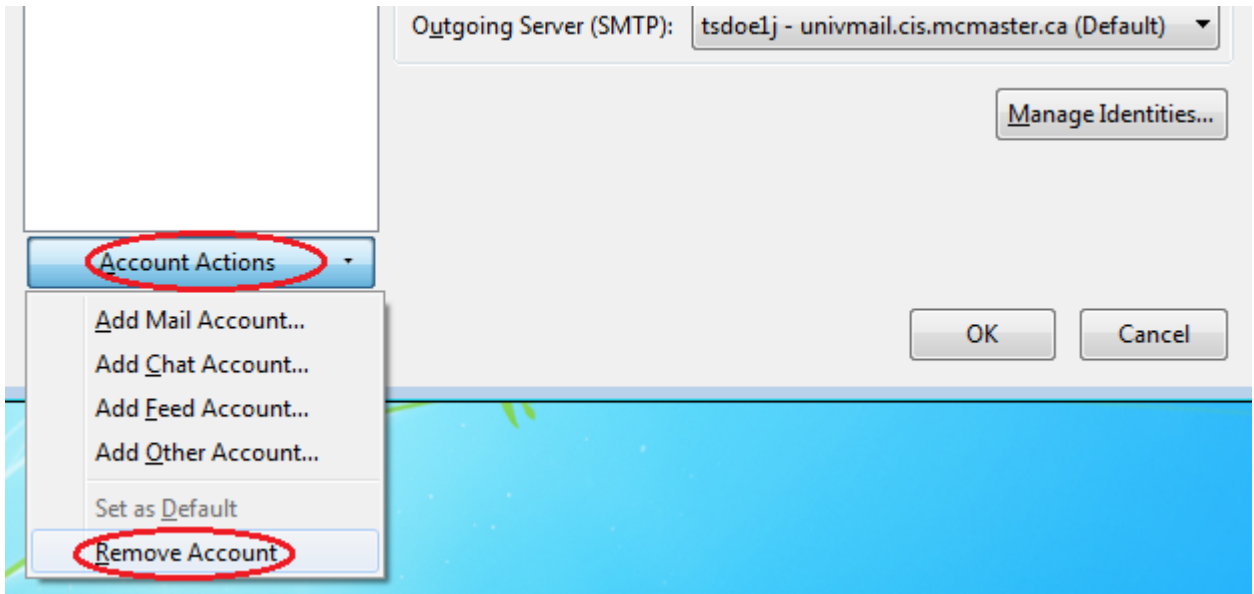
Click on **OK**, if the message an account with this name already exists. Rename the UnivMail account to remove the conflict.



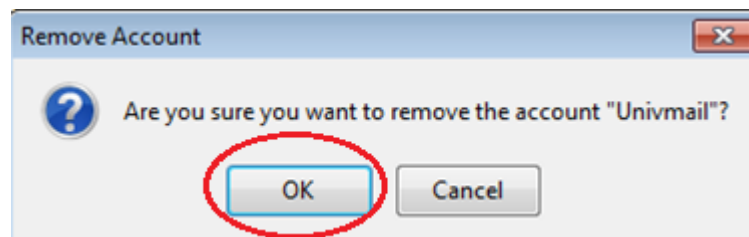
13. In **Account Settings** select the **Univmail Account** (identified by the Outgoing Server (SMTP) tsdoe1j – univmail.mcmaster.ca). Change the **Account Name** to **UnivMail**.



14. Click on **Account Actions** and select **Remove Account**.



15. Click on **OK**.



16. Click on **OK**.

