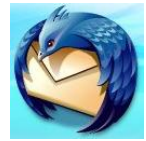




Mozilla Thunderbird 2.0 Settings



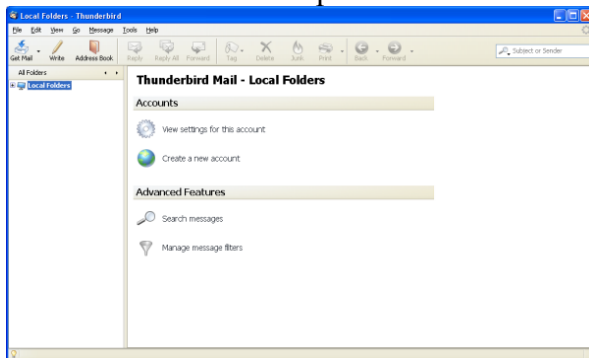
Mozilla Thunderbird 2.0 Account Settings

Thunderbird can be downloaded from the following URL:
<http://www.mozillamessaging.com/en-US/thunderbird/>

Electronic mail is a computing resource that is available for sharing Maricopa business related information or announcements. Individual accounts are provided upon request to Maricopa employees. Service accounts are provided upon request for departments or organizations. New technologies have made it possible to access your email account over a secure connection. The steps to setup Mozilla Thunderbird 2.0 as your email client are the same for an individual or a service account.

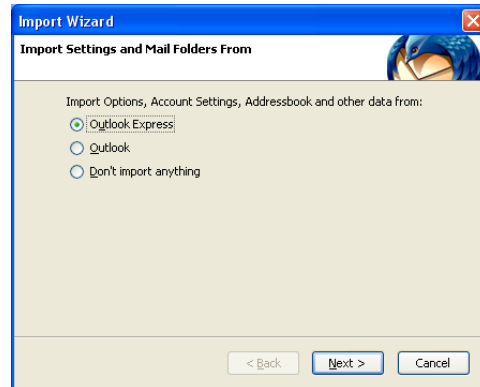
Set Up Your Profile

1. Open Mozilla Thunderbird 2.0.
2. Skip to step 3 if you see the following screen. If you've used Mozilla Thunderbird before the following screen will display. Select "Create a new account". Go to step 5.



3. From the Import settings and mail folders from window select "Don't import anything".

4. Click **Next**.

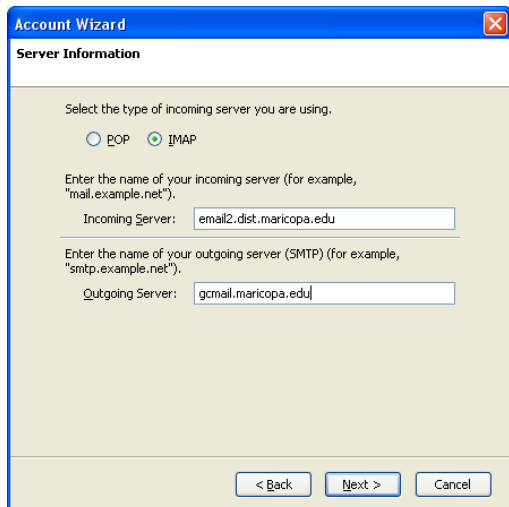


5. At the New Account Setup window, click in the radio button next to Email account.
6. Click **Next**.
7. At the Identity window, enter your full name.
8. Enter your full e-mail address in their respective fields.



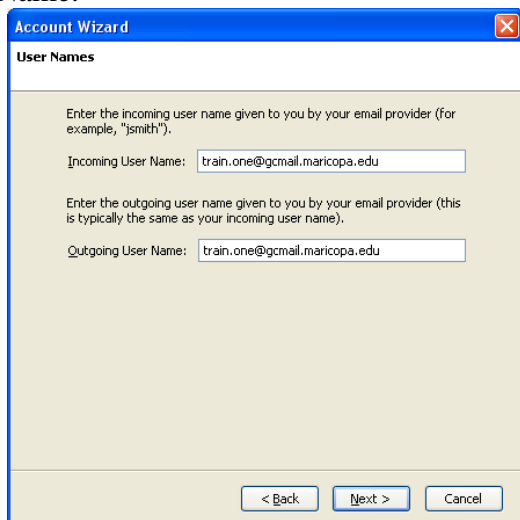
9. Click **Next**.
10. At the Server Information window, click in the radio button next to IMAP.
11. At the Server Information window, in the Incoming Mail Server field, enter **email2.dist.maricopa.edu**,

12. Enter **gmail.maricopa.edu** for the outgoing server.



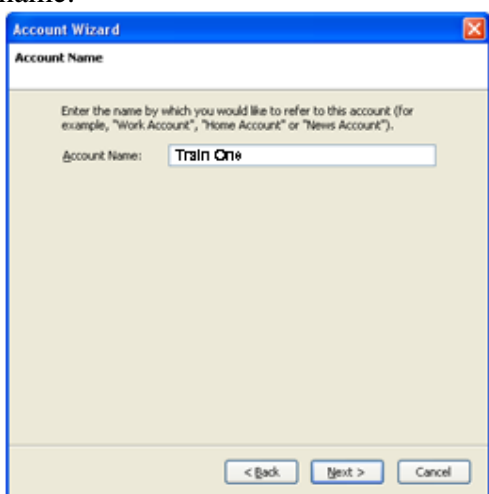
13. Click **Next**.

14. At the User Name window, enter your full email address for both incoming and outgoing User Name.



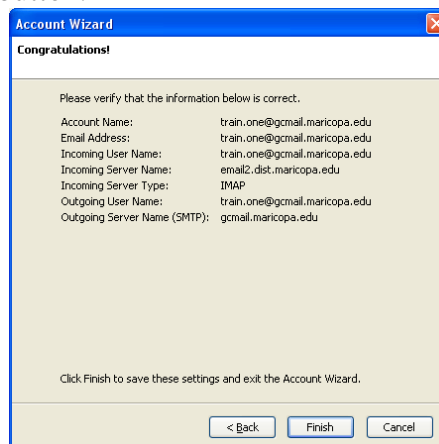
15. Click **Next**

16. At the Account Name window enter your full name.



17. Click **Next**.

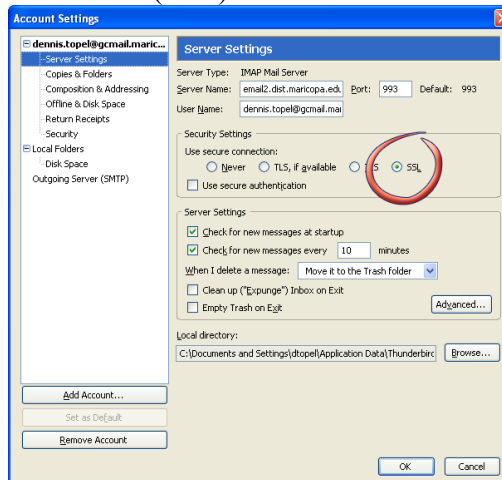
18. At the Congratulations window, click the **Finish** button.



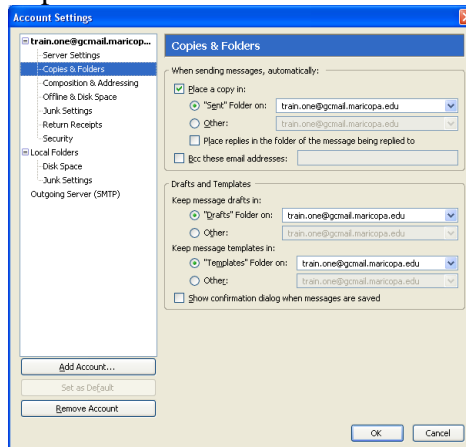
19. From the **Tools** menu, select **Account Settings**.

20. From the category pane on the left side, select **Server Settings**.

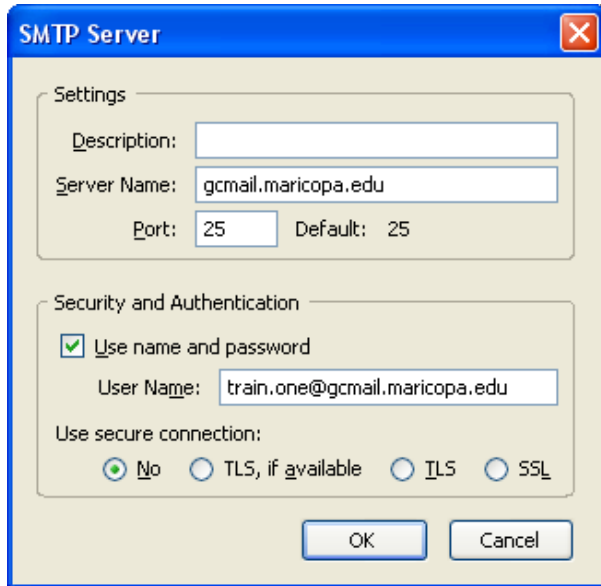
21. From the Server Settings window on the right side, click in the checkbox next to “Use secure connection (SSL).”



22. From the category pane on the left side, select **Copies & Folders**. Verify the Sent, Draft, and Template messages are being stored in the respective folders.



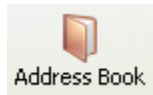
23. From the category pane on the left side, select **Outgoing Server**.
24. Select **Edit**, then in the Port field, enter the number **25**.
25. Verify the appropriate outgoing server name **gmail.maricopa.edu** is displayed in the Server Name field.
26. Verify the full email address is displayed in the User Name field.



27. Click **OK**.
28. Click **OK**.
29. From the **File** menu, select **Exit**.
 - The next time you log in to your email account, the incoming mail server icon will display a “lock” that indicates SSL is in place.
 - You will need to set up the Address Book for each new profile created.

Set Up the Maricopa Directory

1. Launch Mozilla Thunderbird 2.0.
2. Click the **Address Book icon** at the top left of the screen to open the Address Book window.

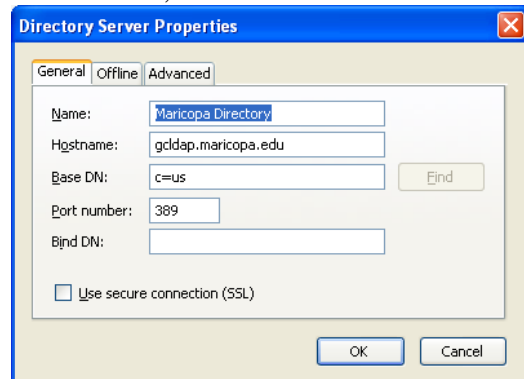


3. From the **Tools** menu, select **Options**.
4. Click on the **Composition** button
5. Select the **Addressing** tab.
6. Click the checkbox for Directory server.

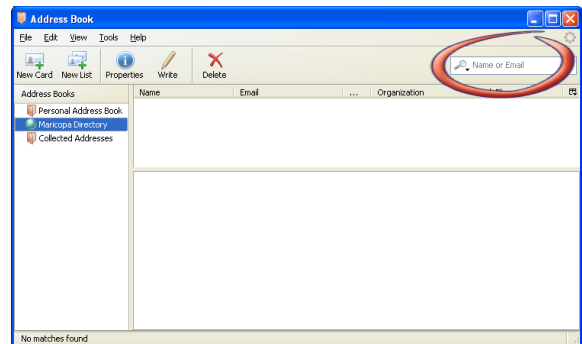
7. Select **Edit Directories...**



8. Select **Add**.
9. At Name, enter **Maricopa Directory**
10. At Hostname, enter **gldap.maricopa.edu**
11. At Base DN, enter **c=us**.

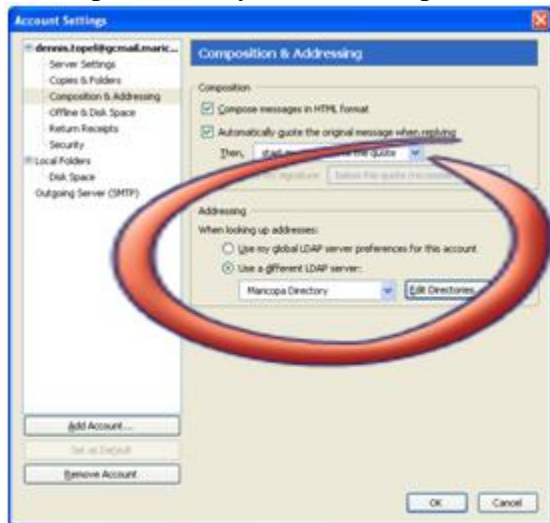


12. Click **OK**
13. Click **OK**
14. Click **OK** you should now be back at the address book.
15. It is recommended that you test your Maricopa Directory: Click **Maricopa Directory** (left side of window). At “Name or Email” (upper right corner of screen.) enter the last name of a Maricopa employee to search the Maricopa Directory for that person. It should display all the matches for the last name.



16. Close the Address Book.
17. Click on **Tools** in the menu bar.
18. Click on **Account Settings...**
19. From the category pane on the left side, select **Composition & Addressing**.

20. Select Use a different LDAP server then select Maricopa Directory from the dropdown box.



21. Click **OK** to close the Account Settings window.
22. Verify the Maricopa Directory is accessible in the To: field by composing a test message and sending it to yourself.