

Memo Set Up Thunderbird

1. Download Thunderbird at <http://www.mozilla.org/>
2. Open the Installer and Select the Standard set up.
3. On the Account Wizard
 - a. Select Email Account
 - b. Enter your Name and Full Email address
 - c. Select IMAP
 - d. Incoming Server: **pvmail.maricopa.edu**
 - e. Outgoing Server: **email1.dist.maricopa.edu**
 - f. Enter your full email address for your incoming username and outgoing user name
 - g. Click Next until you get to the final page
 - h. Verify your setting are spelt correct & your outgoing SMTP server is **email1.dist.maricopa.edu**

(If this is not correct use the back button to make corrections)

4. Click Finish, your Thunderbird window will open. (You will get an connection error) Click OK
5. Under Tools menu Select Account Settings
 - a. Select Server Settings on the left side of your screen
 - b. Select **SSL**
 - c. This will change the port number to 993

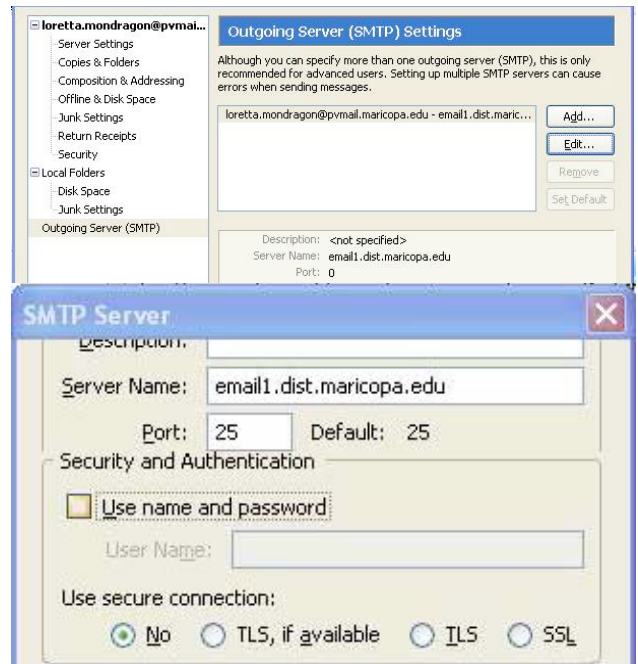
The screenshot shows the 'Account Wizard' window with the 'New Account Setup' tab. It contains the following information:

- Account Type:** Email account, RSS News & Blogs, Gmail
- Your Name:** Loretta Mondragon
- Email Address:** loretta.mondragon@pvmail.maricopa.edu
- Server Type:** POP, IMAP
- Incoming Server:** pvmail.maricopa.edu
- Outgoing Server:** email1.dist.maricopa.edu
- Summary:**
 - Account Name: loretta.mondragon@pvmail.maricopa.e
 - Email Address: loretta.mondragon@pvmail.maricopa.e
 - Incoming User Name: loretta.mondragon@pvmail.maricopa.e
 - Incoming Server Name: pvmail.maricopa.edu
 - Incoming Server Type: IMAP
 - Outgoing User Name: loretta.mondragon@pvmail.maricopa.e
 - Outgoing Server Name (SMTP): email1.dist.maricopa.edu

The screenshot shows the 'Server Settings' window for the account 'loretta.mondragon@pvmail...'. It contains the following information:

- Server Type:** IMAP Mail Server
- Server Name:** pvmail.maricopa.edu
- Port:** 993 (Default: 993)
- User Name:** loretta.mondragon@pvm
- Security Settings:**
 - Use secure connection: Never, TLS, if available, TLS, SSL
 - Use secure authentication

- d. Select Outgoing Server (SMTP) on the left side of your screen
 - e. Click on the Edit button (to the right)
6. In the SMTP Server box
- a. Uncheck the use name and password box
 - b. Verify your server name is **email1.dist.maricopa.edu**



Email Directory (to look up a Maricopa email address)

7. Select the Address book Icon
 - a. Under the File menu, Select New and select LDAP Directory
 - b. Name: **Maricopa Directory**
 - c. Hostname: **pvldap.maricopa.edu**
 - d. Base DN: **o=maricopa community college district, c=us**
- e. Click the OK Button
- f. To verify the settings are working Click on the Maricopa Directory on the left side of your screen
- g. Type your last name in the Search box (upper right corner)
- h. Your name should appear in the dialog box
- i. Close the Address book window
- j. Under the Tools menu Select Account Settings
- k. Select Composition & Addressing
- l. In the Addressing Section Select Use a Different LDAP Server
- m. In the drop down menu Select Maricopa Directory. Click OK
- n. Send a message to your self to make sure your email is configured correctly.

