



E-mail clients communicate with the mail server through network protocols. There are two different protocols that you can choose when setting up an e-mail client. This documentation provides the basic setup of the Thunderbird email client with the UA Statewide mail server.

E-mail clients provide an easy graphical interface for you to access your e-mail over the internet. This documentation provides the basics of how to set up the Outlook e-mail client to work with the mail server.

Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the email server. Since the mail messages are stored on the server, you can read your e-mail from multiple computers or e-mail clients which use IMAP. If you use the Pine mail system or Web Mail you will want to use IMAP. The IMAP protocol is the one you will select in the majority of cases

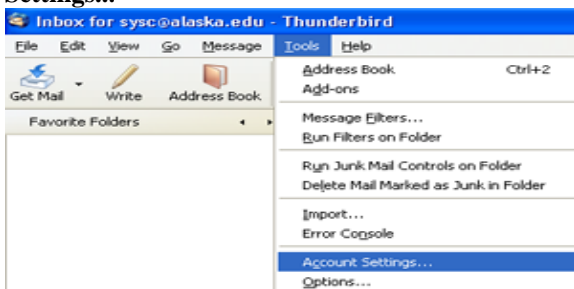
Post Office Protocol (POP)

POP copies all of your messages to your local computer. By default POP clients will delete your messages off of the mail server. If you only use a single computer to read e-mail, or you reside in a rural area with a slow internet connection, you will want to use POP.

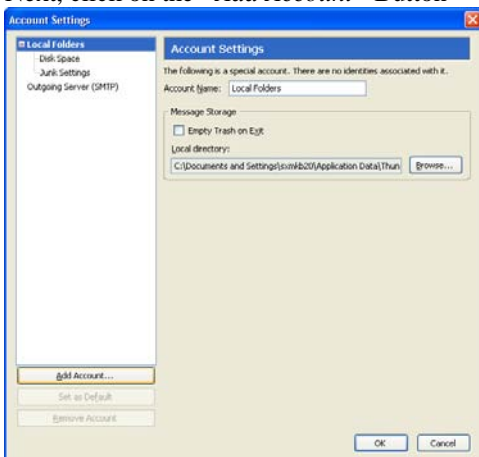
If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Thunderbird e-mail client

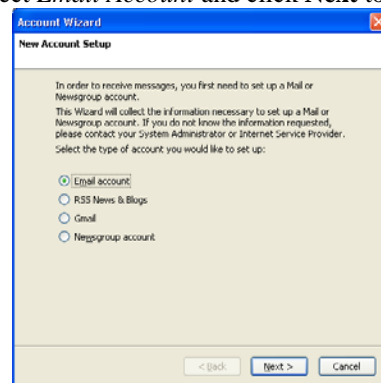
1. Open Thunderbird . Go to the **Tools** menu and select **Account Settings...**



2. Next, click on the "Add Account" Button

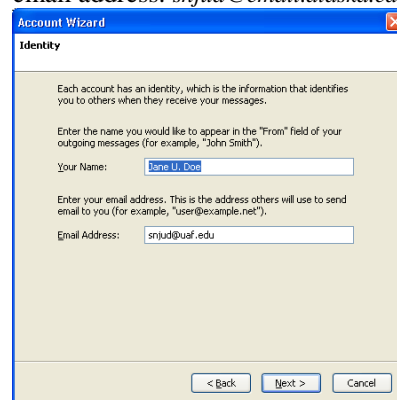


3. Select **Email Account** and click **Next** to continue

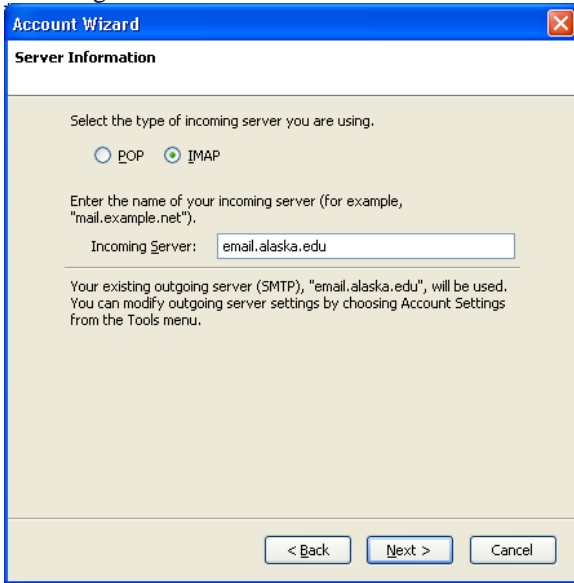


4. Fill in the required information, for example than click Next

Your Name: *Jane U. Doe*
email address: *snjud@email.alaska.edu*



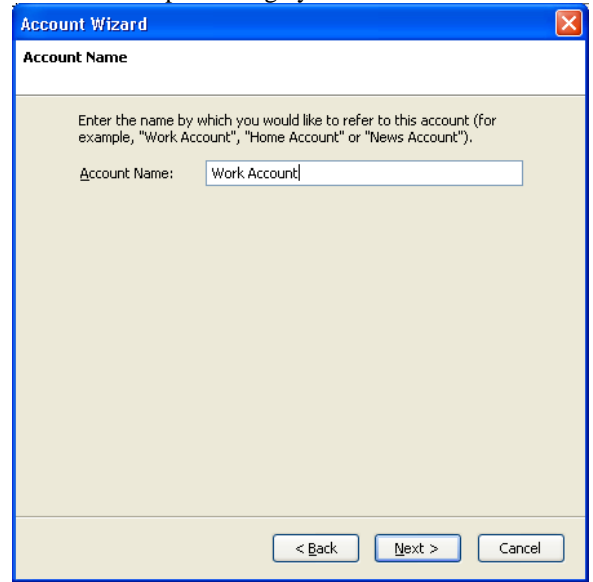
5. Select the *IMAP* server type.
Incoming server: email.alaska.edu



6. Incoming/Outgoing User Name should be the email username: (example) snjud



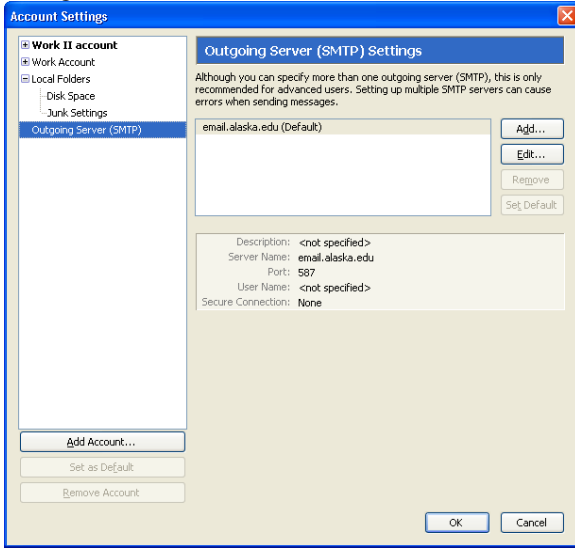
7. You can either keep or change your **Account Name**



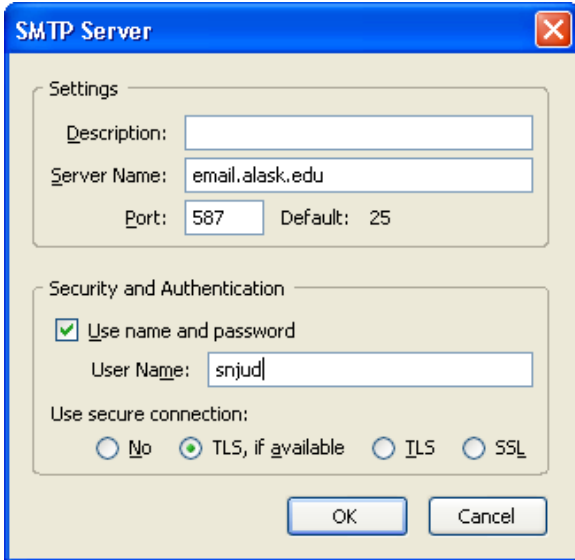
8. **Account Wizard** should now be at the **Congratulations!** page. Verify the information is correct then click **Finish**



- Now back at the **Account Settings** window, scroll down and select **Outgoing Server (SMTP)** then click *the Edit* button on the right hand side of the screen



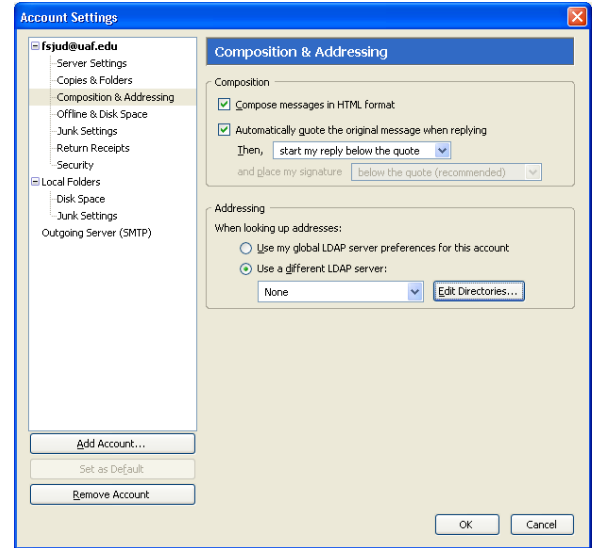
- The **SMTP Server** window will open. Under the settings section change the **Port** to **587**. Under the **Security and Authentication** section, check the box **Use name and password** and ensure your email username is in the **User Name** field.



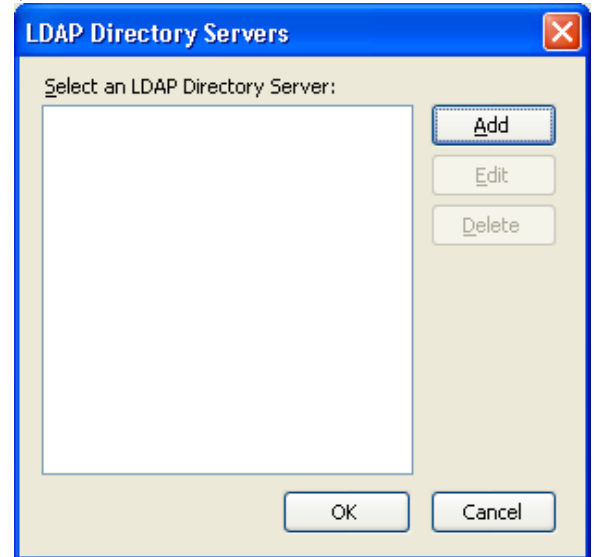
- Click **OK**, and then click **OK** again. Your email account setup is complete.

Configuring Thunderbird to use Enterprise Directory (EDIR) Addressing

- Go to **Tools** → **Account Settings** → select **Composition & Addressing**. On the right, under the **Addressing** section, select **“Use a different LDAP Server”** then click on the **Edit Directories** button.



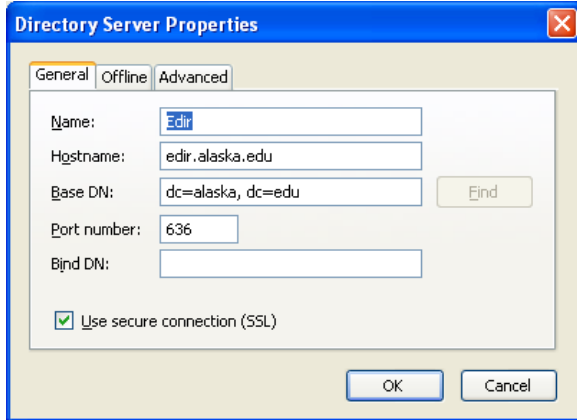
- Next, click the **Add** button



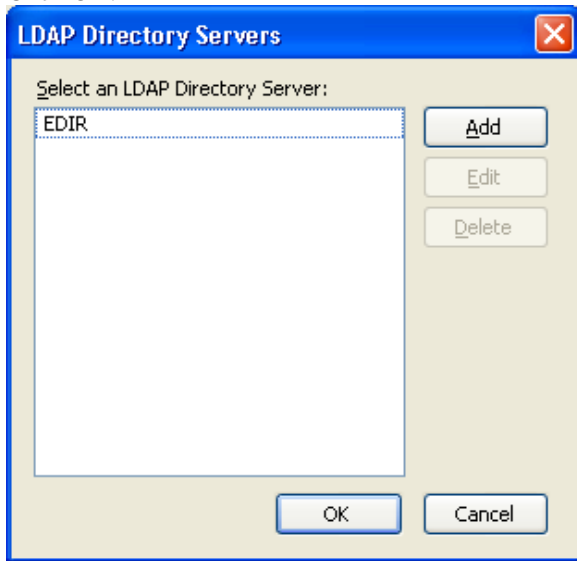
3. The *Directory Server Properties* window will open. The setting should be:

Name: Edir
Hostname: edir.alaska.edu
Port number: 636
Base DN: dc=alaska, dc=edu
Check, Use secure connection (SSL)

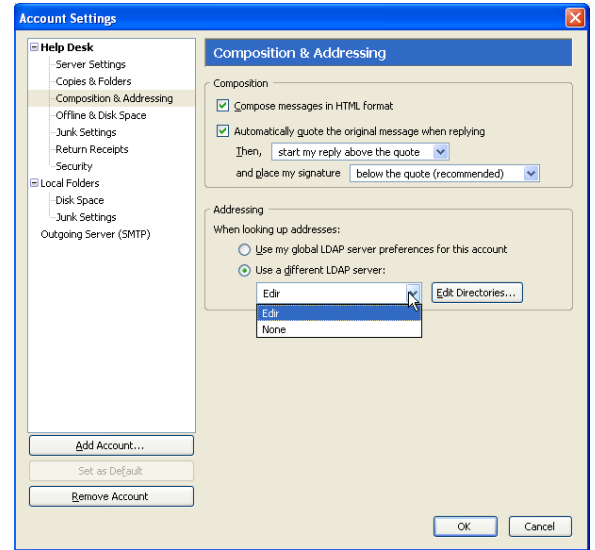
Click **OK**



4. EDIR should now show up in the LDAP Directory Server. Click **OK**.



5. Now navigate to **Drop-Down Menu** and select “EDIR” and click **OK**



6. To use the Enterprise Directory LDAP server, type all or part of a name into the To: field of an email. A list of names that exist in EDIR will be returned. Select the appropriate address.

