



E-mail clients communicate with the mail server through 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 UAF 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

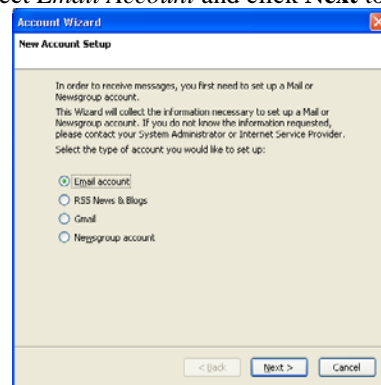
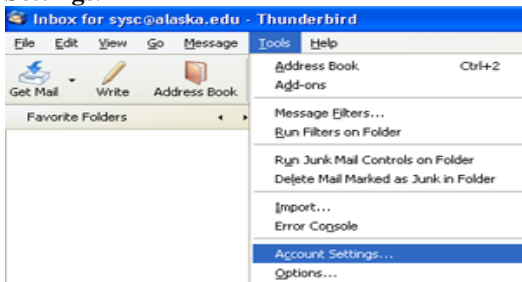
Post Office Protocol (POP)

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.

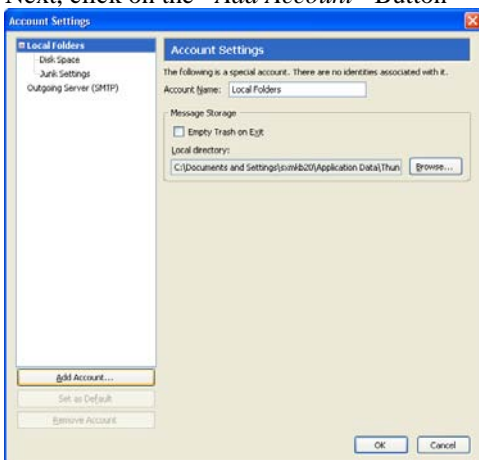
If you're unsure about which e-mail protocol to choose, you may contact the OIT Help Desk for assistance. Call 450-8300 locally, or write helpdesk@alaska.edu. Rural areas may dial 1-800-478-8226.

Setting up your Mozilla Thunderbird e-mail client

1. Open **Thunderbird**. Go to the **Tools** menu and select **Account Settings**.
3. Select **Email Account** and click **Next** to continue



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

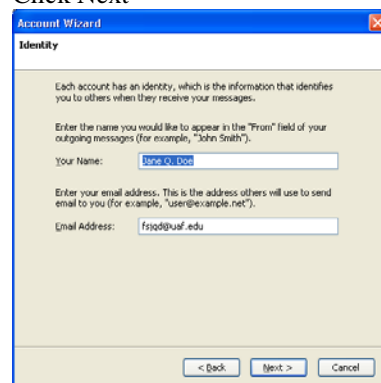


4. Fill in the required information:

Your Name: *Jane U. Doe*

Email Address: *fsjud@uaf.edu*

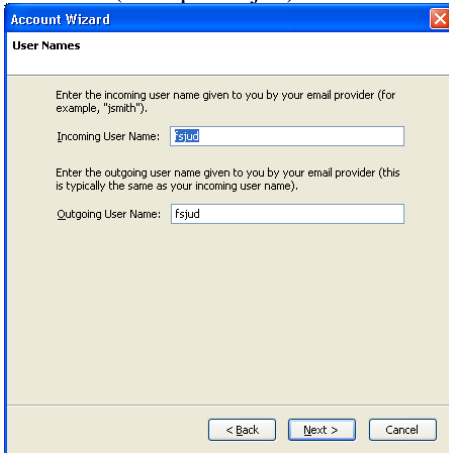
Click Next



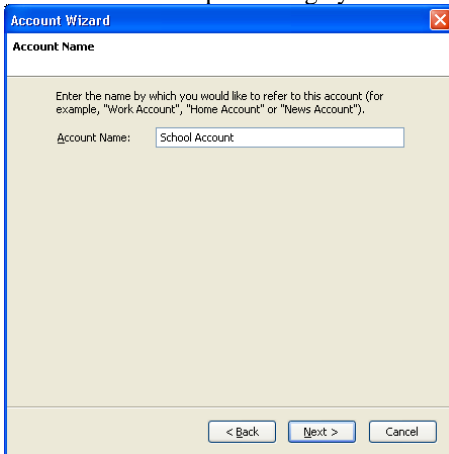
5. Select either *POP* or *IMAP* for the server type. Set the Incoming Server as *youusername.email.uaf.edu* (Example) *fsjud.email.uaf.edu*



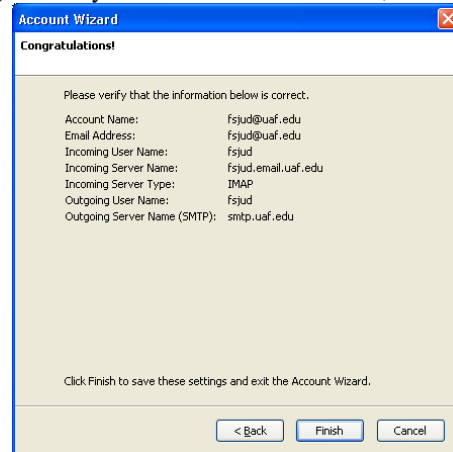
6. **Incoming/Outgoing User Name** should still be the email username (example: fsjud)



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

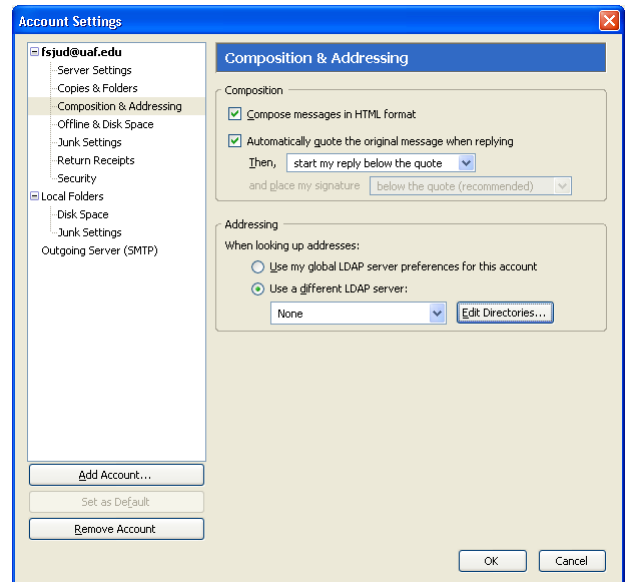


8. **Account Wizard** should now be at the **Congratulations!** page. Verify the information is correct, then click **Finish**

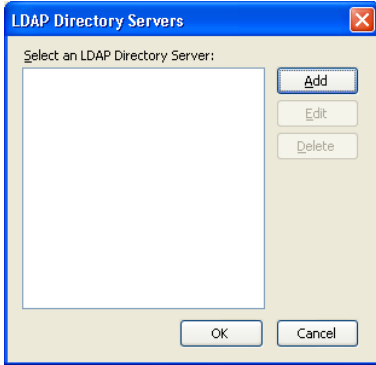


Configuring Thunderbird to use Enterprise Directory (EDIR) Addressing

1. Go to **Tools** → **Account Settings**. Select “*Composition & Addressing*.” Select “*Use a different LDAP server*” and click the **Edit Directories** button.



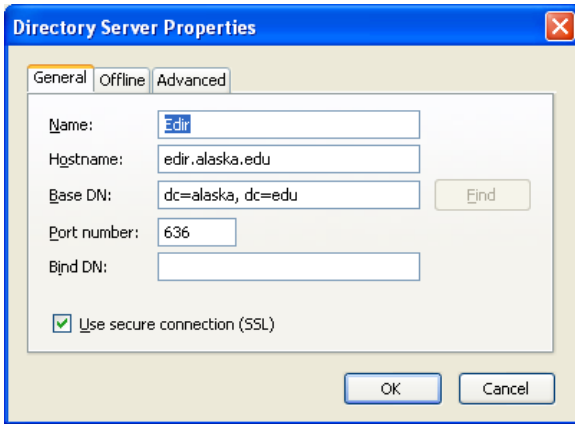
2. Select the Add button.



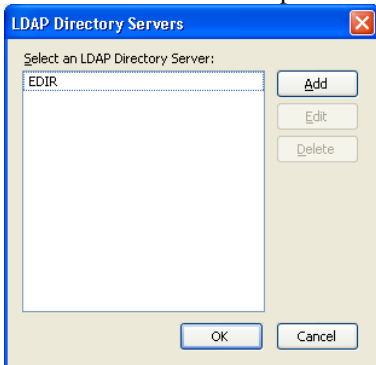
3. Directory Server Properties

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

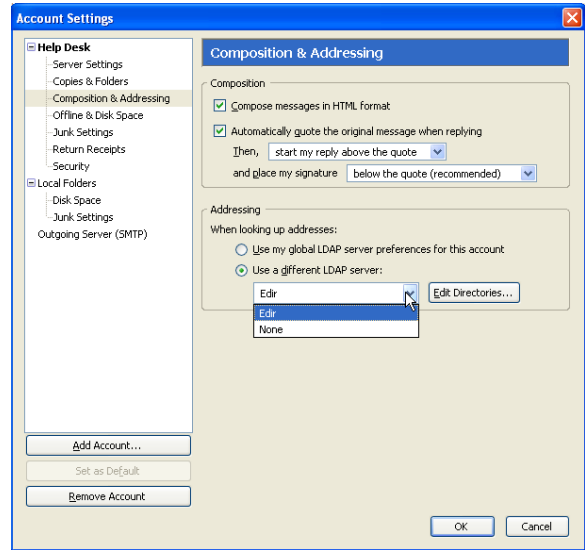
Click **OK**



4. EDIR should now show up as a LDAP Directory Server



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



6. To use the Enterprise Directory (LDAP) search, type all or part of a name in the **To:** field. A list of names that exist in EDIR will be returned. Select the appropriate address.

