



The Help Desk is located at: 401 Rasmuson Library • 474-6564 • email: fxhelp@uaf.edu

*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 Thunderbird e-mail client on the Windows XP/2000 operating systems, to work with the UAF mail server.*

E-mail clients communicate with the UAF mail server through protocols. There are two different protocols that you can choose when setting up an e-mail client.

### Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the mail 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 UAF 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.

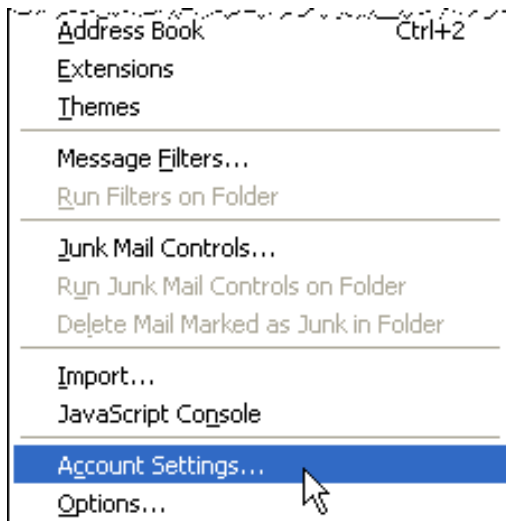
If you are unsure about which choice of e-mail protocol to choose, you may contact the UAF Help Desk for assistance. (See the black banner above for contact information. Rural areas may dial 1-800-478-4667.)

## Windows: Setting up your Thunderbird account

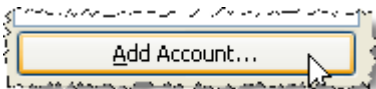
1. Open **Thunderbird**. The program may be downloaded for free from Mozilla's web site at this URL:

<http://www.mozilla.org/products/thunderbird/>

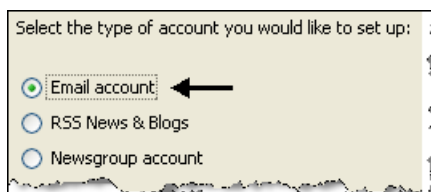
2. Go to the **Tools** menu and select **Account Settings...**



3. The *Account Settings...* window opens. Click the **Add Account...** button on the lower left side of the window.



4. In the *Account Type* window, choose **Email account**. Click **Next**.



5. The **Identity** window opens. Enter your name and email address, as pictured below. (New students may find out their user names online at:

<http://weblookup.uaf.edu/>

and their e-mail address will be the user name followed by '@uaf.edu' -- fsabc@uaf.edu is used in the example.)



Click **Next**.

6. The **Server Information** window appears. You will provide information about the *Incoming* Server as well as the *Outgoing* server.

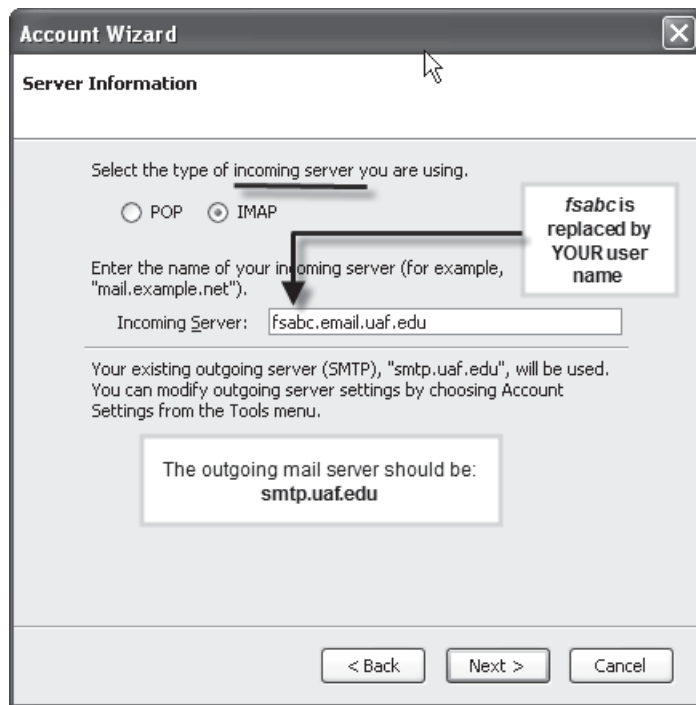
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## Account Setup - continued

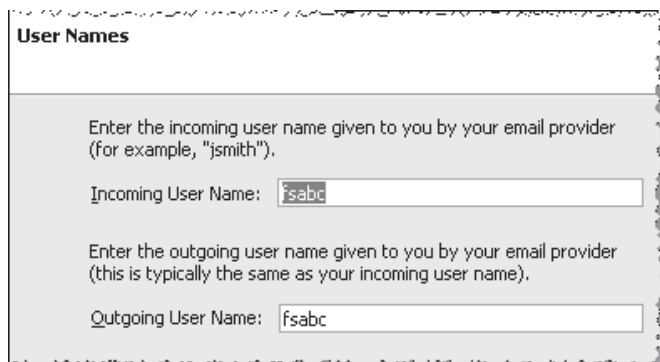
First, select **IMAP** or **POP**. In most cases you will want to select **IMAP**, as explained at the beginning of this document.

The **Incoming Server** field must be filled in accurately. Replace "fsabc" with **your** username: **fsabc.email.uaf.edu**

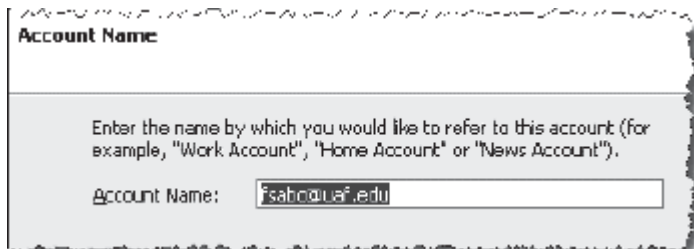
The **Outgoing Server** should be **smtp.uaf.edu**.



7. Click **Next** and the **User Names** window appears. Click **Next**.



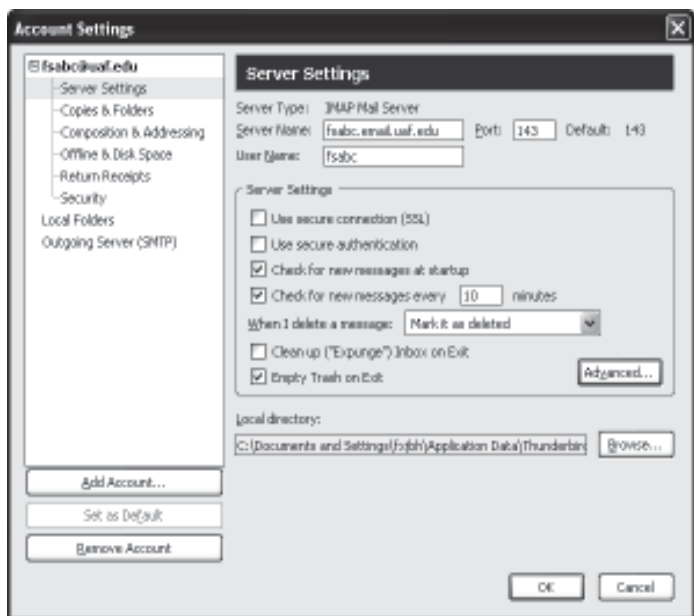
8. The **Account Name** window appears; click **Next**.



9. The **Congratulations** window appears. Review your information and then click **Finish**.



You'll then see the *account settings* window which will now display your e-mail account on the left side, along with options listed below for easy access. (Or, you may go to **Tools** --> **Account Settings...** on the program menu.) Select **Server Settings** to set choices for handling new e-mail and trash. It's a good idea to make sure trash is deleted when you exit the program as this helps lessen the size of your mailbox.

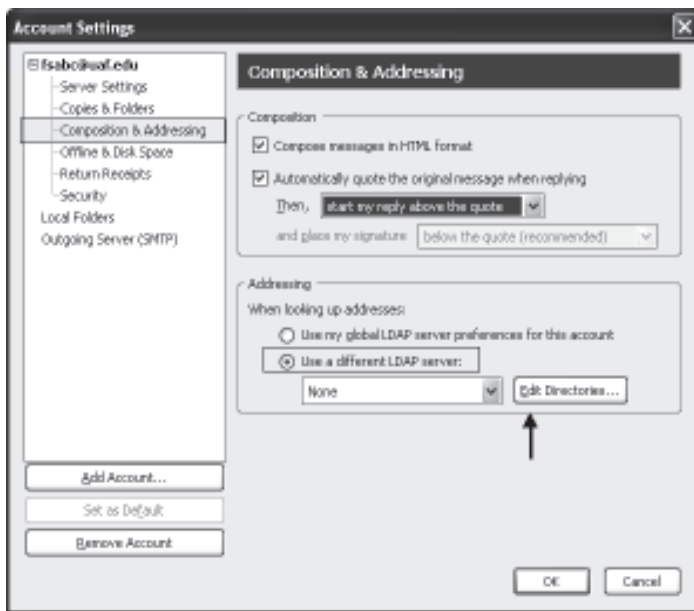


## Configuring Thunderbird to Use Enterprise Directory (EDIR) Addressing

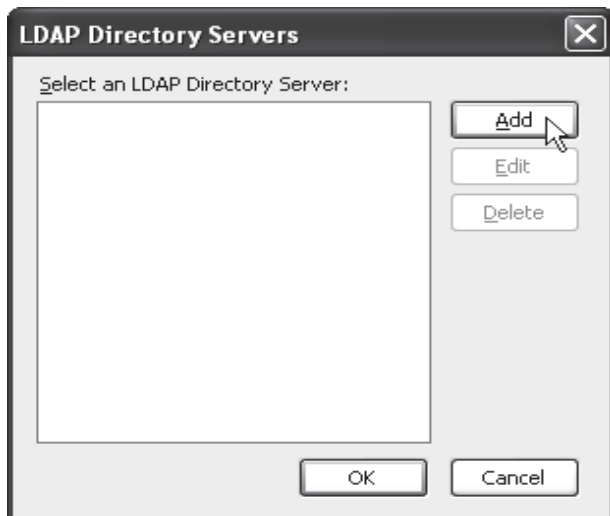
**Note:** By configuring your e-mail client to use the LDAP/EDIR addressing capability, you may then type in a portion of a user name in the TO field, and you'll see a list of possible accounts with that name appear. Using this feature assumes that you are within UAF network space -- or that you have established a VPN connection from off campus.

1. Access your Account Settings by either clicking on the **View Settings** icon (pictured below) or by going to **Tools --> Account Settings...** from the Menu.

2. Select **Composition and Addressing** from below your account folder. On the Addressing portion of the window, select **"Use a different LDAP server"** and click the **Edit Directories...** button.

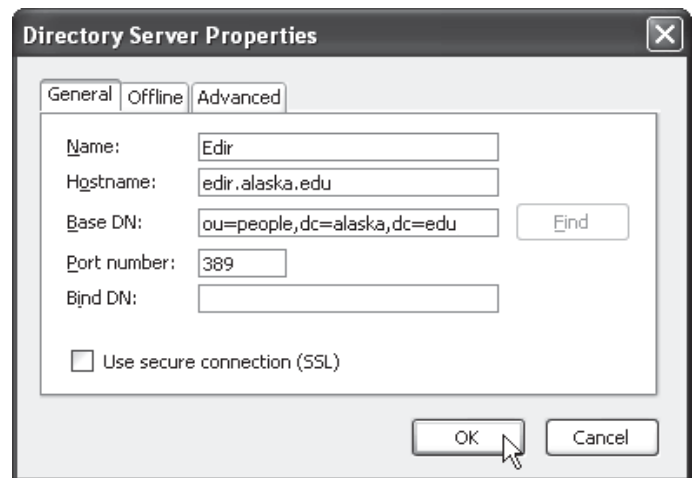


3. The LDAP Directory Servers window opens. Click **Add**, as pictured below:



4. Then, on the General tab of the window, fill in the following information:

Name: Edir  
 Hostname: edir.alaska.edu  
 Base DN: ou=people,dc=alaska,dc=edu  
 Port number will be automatically filled in.  
 Then, click **OK**.



5. "Edir" will now appear in the LDAP Directory Servers window. Click **OK**.



6. The Composition and Addressing window reappears. Under the *Addressing* section (where you checked "Use a different LDAP server," select "Edir" in the dropdown list.

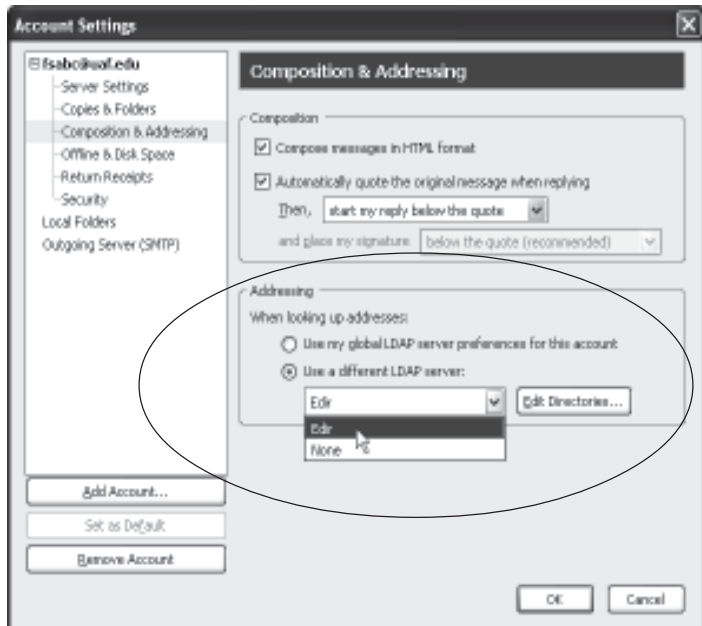
(See next page for illustration.)



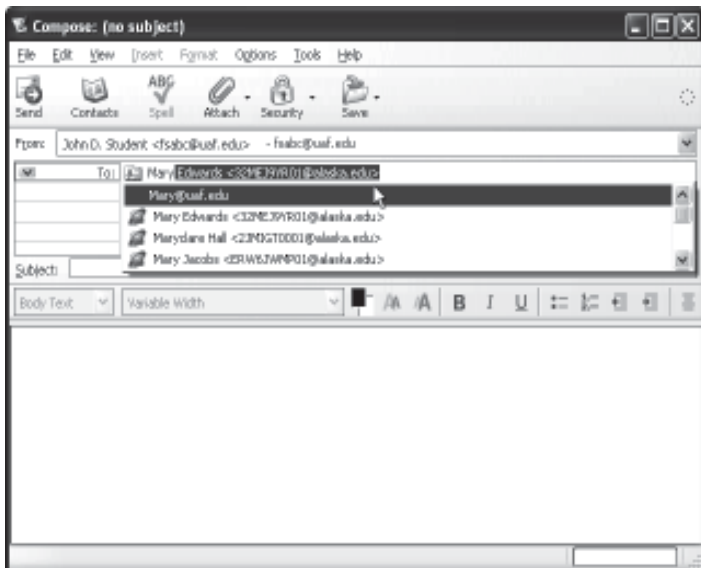
## Configuring Thunderbird to Use Enterprise Directory (EDIR) Addressing - continued

(Continued from page 3.)

Select **Edir** from the dropdown list in the Addressing section of the window.



7. To use the LDAP/Enterprise Directory, type all or part of a name in the **To** field of a composition. A list of names that exist in EDIR is returned. Select the appropriate choice.



Need assistance? If so, contact the UAF Computing Help Desk. Contact information is listed below.

## For additional information

### UAF WebMail

<https://webmail.uaf.edu>

### WebLookUp

<http://weblookup.uaf.edu/>

If you are new to UAF, here's where you can find out your UAF user name, and set up a password for your account.

### Usermin E-mail Utilities

<https://fsabc.email.uaf.edu/>

(Where "fsabc" is replaced with YOUR user name)

Usermin makes it easy to set up e-mail forwarding, vacation messages, and is a handy place to check your disk quotas before your Inbox is too big!

### On Line Documentation

<http://www.uaf.edu/dcc/helpdesk/>

(Then, follow the **Documentation** link.)

### DCC Main Web Page

<http://www.uaf.edu/dcc/>

### Supported Software

<http://www.uaf.edu/dcc/services/software.html>

### Download Software

<http://www.uaf.edu/dcc/ftp/>

### Computer Labs

<http://www.uaf.edu/dcc/labs/>

Labs open to UAF-affiliated faculty, staff and students are located at the Rasmuson Library Node (by the 24-Hour Study Area), and 319 Bunnell Building.

### Free Training Seminars

<http://www.uaf.edu/dcc/training/>

Free training is available to UAF affiliated faculty, staff and students.

Electronic registration is required.

### Computing Policies and FAQ

<http://www.uaf.edu/dcc/faq.html>