

Thunderbird for Exchange 2010

These instructions were tested in Thunderbird version 17.0.2 and may differ for other versions. The full version of Outlook and/or Outlook Web App are recommended over Thunderbird for users who prefer to have built-in functionality for calendaring, folder management, and access to the global address book.

Follow the instructions below to set up Thunderbird to receive your FCNet email.

1. Open **Thunderbird**
2. Go to **Options** and click on **Account Settings**
3. Under **Account Actions** on the bottom-left, select '**Add Mail Account**'
4. Fill in the Name field (This part is just a matter of personal preference)
5. Enter in your **FCNet email address** into the **Email** field and type in your **password** below.
6. Click on the '**Continue**' Button on the bottom-right and then on **Manual Config**
 1. **Incoming** settings:
 - Select **IMAP** from the dropdown menu
 - Type **exchange.fullcoll.edu** in the **server hostname** box
 - Select **993** from the **Port** dropdown menu
 - Select **SSL/TLS** from the **SSL** dropdown menu
 - Select **NTLM** from the **Authentication** dropdown menu
 2. **Outgoing** settings:
 - Type **exchange.fullcoll.edu** in the **server hostname** box
 - Select **587** from the **Port** dropdown menu
 - Select **STARTTLS** from the **SSL** dropdown menu
 - Select **NTLM** from the **Authentication** dropdown menu
 3. **Username** field:
 - Enter your **FCNet username**
7. Click the **Advanced Config** button. This will open up the Thunderbird settings window
 8. Select the **Outgoing Server** option from the left-hand menu
 9. Make sure the outgoing server you just created (**exchange.fullcoll.edu**) is set to default and selected
 10. Click the **Edit** button
 11. Remove everything in the User Name field and put in your **FCNet user name** instead:
 12. Click **OK** when you are finished, then **OK** again to close the main settings window