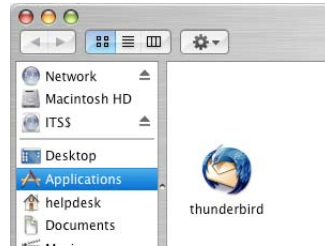


## Thunderbird Email Setup - OS X

- 1) Double click on the Thunderbird icon in the Applications folder after you've installed the program.



- 2) Choose Don't import anything. Click Next.



- 3) Verify that Email account is selected and click Next.



- 4) Enter your full name and email address and click next. If you are student, your email address is formatted as [username@uas.alaska.edu](mailto:username@uas.alaska.edu). As a staff or faculty, you can either use the format [username@uas.alaska.edu](mailto:username@uas.alaska.edu) or [firstname.lastname@uas.alaska.edu](mailto:firstname.lastname@uas.alaska.edu).



**Identity**

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

- 5) Select IMAP. Enter the incoming and outgoing server fields with mail.uas.alaska.edu.



**Server Information**

Select the type of incoming server you are using.

POP  IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

- 6) Verify you're your username is shown and click Next,



**User Names**

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your outgoing (SMTP) server, "mail.uas.alaska.edu", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

- 7) Click Next at your account name. If you have multiple accounts configured, you may want to rename the account for ease of use.




**Account Name**

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

- 8) Verify all settings shown and click Finish.



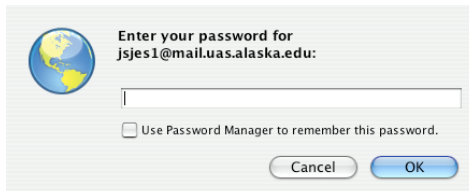
**Congratulations!**


Please verify that the information below is correct.

Account Name:	jsjes1@uas.alaska.edu
Email Address:	jsjes1@uas.alaska.edu
Incoming User Name:	jsjes1
Incoming Server Name:	mail.uas.alaska.edu
Incoming Server Type:	IMAP
Outgoing User Name:	jsjes1
Outgoing Server Name (SMTP):	mail.uas.alaska.edu

Click Finish to save these settings and exit the Account Wizard.

- 9) You will be prompted immediately for your UAS password. Once you enter it, you should see your UAS email in Thunderbird!



 **Enter your password for  
jsjes1@mail.uas.alaska.edu:**

Use Password Manager to remember this password.