E-mail Setup for Mozilla Thunderbird

Mozilla Thunderbird is a free e-mail client available with the Mozilla Firefox browser at http://www.mozilla.org/. For users who do not wish to use WebMail, this is among your many email client options in addition to Eudora, Outlook Express, and Outlook. Please note that support is not available for Thunderbird by the CNS Staff.

Some important notes for using Mozilla Thunderbird:
1. It is a POP3 client, which means that unlike WebMail, it does NOT maintain a constant connection to the mail server. This means that Thunderbird users must manually click the “Send/Receive” button, or configure it to check mail automatically at a specific interval.

2. Messages retrieved with POP3 clients are removed from the server and are no longer available through WebMail or other computers, UNLESS they are explicitly configured to “Leave Messages on the Server”. More information can be found later in this guide.

How to Configure Thunderbird to access Muskingum College Email:

1. Open Thunderbird by double-clicking the icon found on the desktop. If you do not see it here for some reason, it can be found on the Start menu, under Programs.

2. The first time you run the program you are prompted for setup information. (If not, click Tools menu, then Accounts. Then click the New button.)

3. For the first prompt, enter your full name and email address. For example ahall@muskingum.edu or joem@muskingum.edu, etc.

4. Click Next.
5. On this page, select POP from the options.

6. The Incoming Mail Server address is:

mailsrv.muskingum.edu

(Do not enter any other characters!)

7. Click Next.

8. Enter your username as the part of your email BEFORE the @ sign... for example, ahall or joem.

9. Click Next.

10. Leave the Account name settings alone and click Next.

11. You should see the “Congratulations” page. Click Finish.