On Mac Thunderbird: Tools --> Add Mail Account

Mail Account Setup

Your name: `Jane Gaucho` — Your name, as shown to others

Email address: `jane.gaucho@ucsb.edu` → `physicsusername@physics.ucsb.edu`

Password: `••••••••••••••`

☐ Remember password

Configuration found in Mozilla ISP database

⦿ IMAP (remote folders)   ○ POP3 (keep mail on your computer)

Incoming: ~~IMAP, imap-mail.outlook.com, SSL~~
Outgoing: ~~SMTP, smtp-mail.outlook.com, STARTTLS~~
Username: `jane.gaucho@ucsb.edu`

[Get a new account] [Manual config]   [Done] [Cancel]

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6. Type **imap.gmail.com** for the Incoming and **smtp.gmail.com** for the Outgoing server hostnames. Select port **993** and **SSL/TLS** for Incoming. Select port 587 and **SSL/TLS** for Outgoing. Select **Normal password** for both Incoming and Outgoing.

   NOTE: For the Username field enter your **Connect Address**, which is **UCSBnetID@ucsb.edu**. Click **Re-test**.

Mail Account Setup

Your name: `Jane Gaucho` — Your name, as shown to others

Email address: `jane.gaucho@ucsb.edu` → `physicsusername@physics.ucsb.edu`

Password: `••••••••••••••`

☐ Remember password

Configuration found in Mozilla ISP database

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	imap.gmail.com	993	SSL/TLS	Normal password
Outgoing: SMTP	smtp.gmail.com	587	SSL/TLS	Normal password
Username:	janegaucho@ucsb.edu			

[UCSBnetID@ucsb.edu]

[Get a new account] [Advanced config]   [Re-test] [Done] [Cancel]

7. You are successful when you see the message "The following settings were found by probing the given server". Click **Done.**
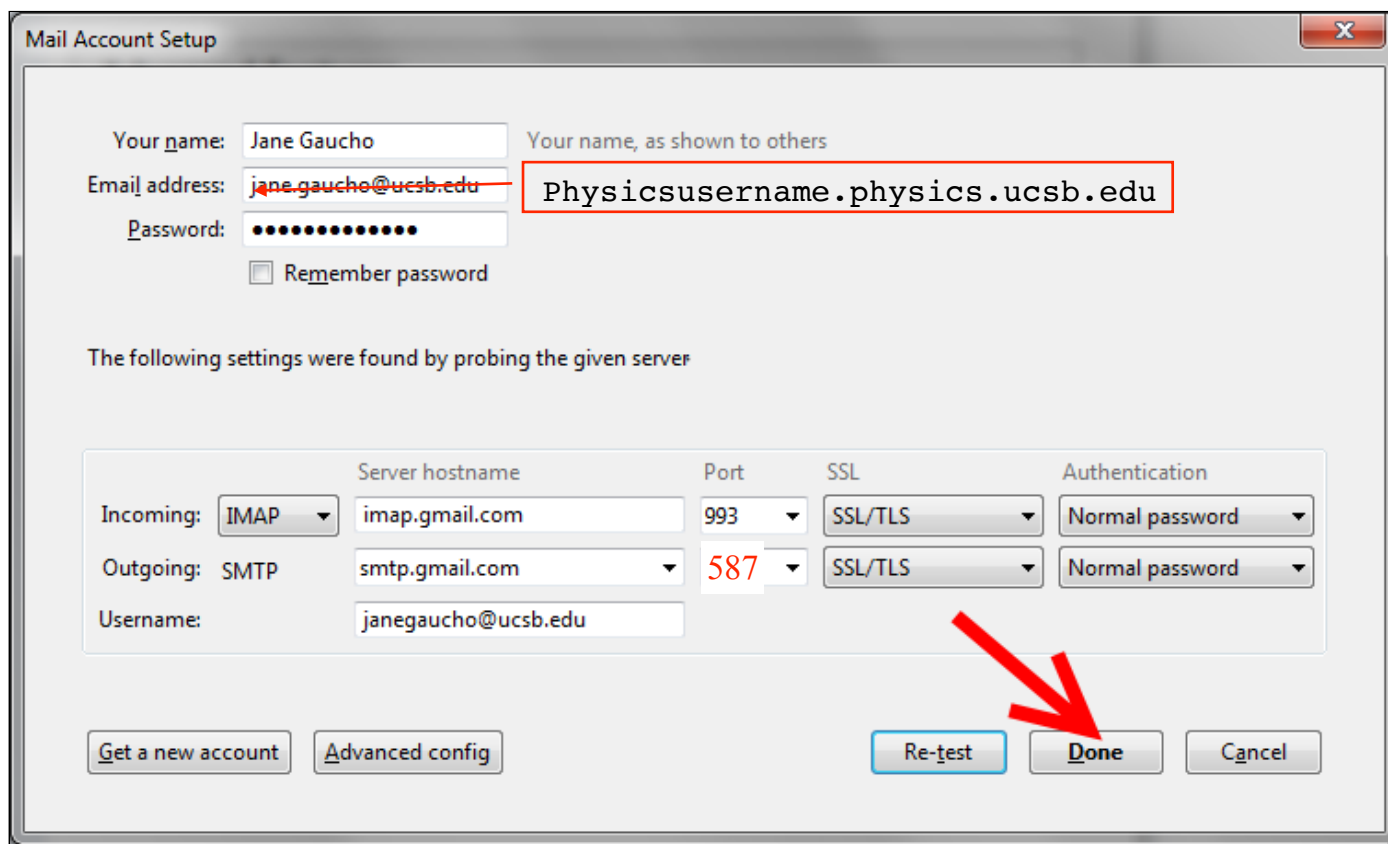
8. Click **OK** to close the Account settings window and click on your **Inbox** to download your messages and folders- this can take hours, depending on the amount of email you have. Once your folders appear you can continue with this configuration guide by right-clicking on your email address at the top of the left column and selecting **Settings**.
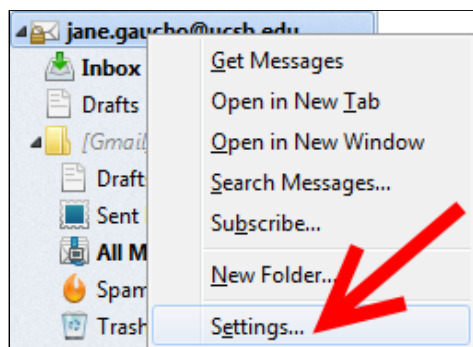
9. Click on your email address in the left column. In the **Signature text** box, type the text you would like at the bottom of each outgoing message.

Account Settings - <jane.gaucho@ucsb.edu>

Account Name: jane.gaucho@ucsb.edu

Default Identity

Each account has an identity, which is the information that other people see when they read your messages.

Your Name: Jane Gaucho

Email Address: ~~jane.gaucho@ucsb.edu~~

Reply-to Address: *Recipients will reply to this other address*

Organization:

Signature text: ☐ Use HTML (e.g., bold)

```
Jane Gaucho
jane.gaucho@ucsb.edu
```

☐ Attach the signature from a file instead (text, HTML, or image):

[Choose...]

☐ Attach my vCard to messages   [Edit Card...]

Outgoing Server (SMTP): Microsoft Live Hotmail - smtp.gmail.com ▾

[Manage Identities...]

[OK] [Cancel]

`physicsusername@physics.ucsb.edu`

10. Under **Server Settings**, confirm that **Trash** is selected for the **Move it to this folder** setting.
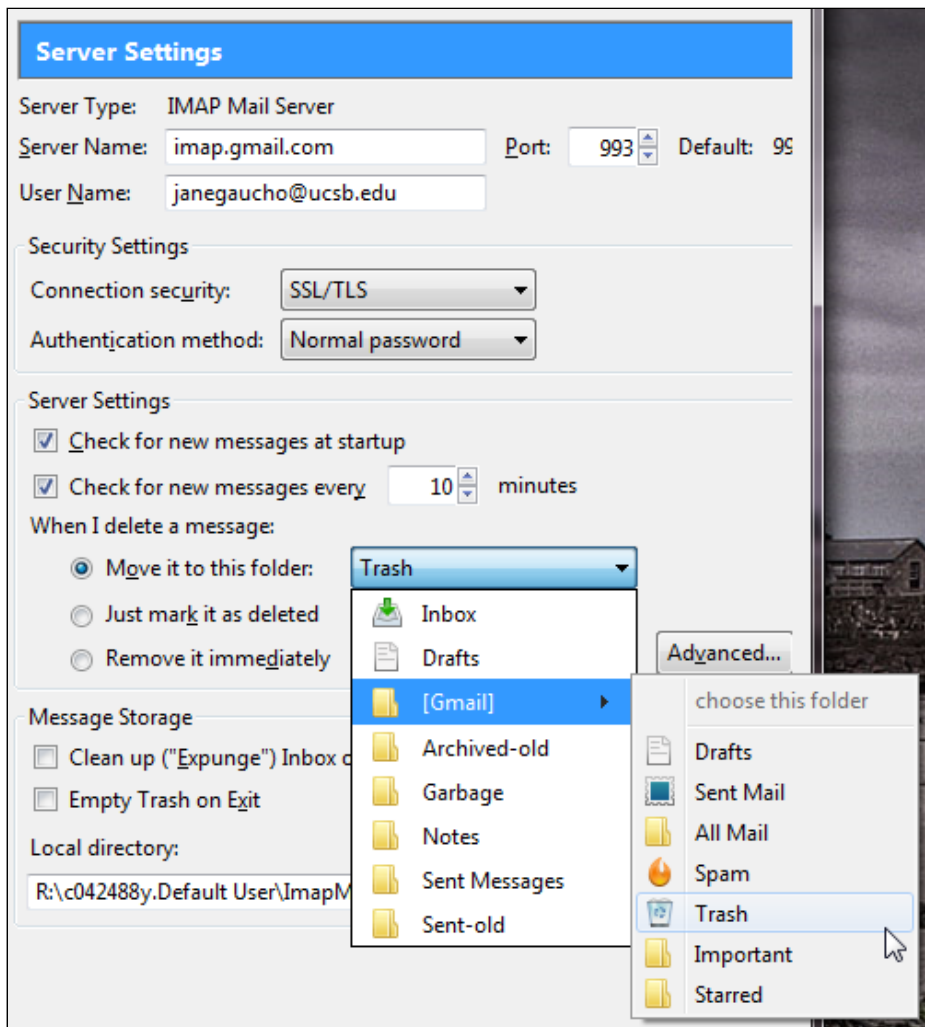
11. Under **Copies & Folders** you need to set where Sent, Archived and Draft messages are stored. Under **When sending messages**, click on **Other,** and from the drop-down menus, click your address, and select the **Sent Mail** folder underneath the **[Gmail]** parent folder.
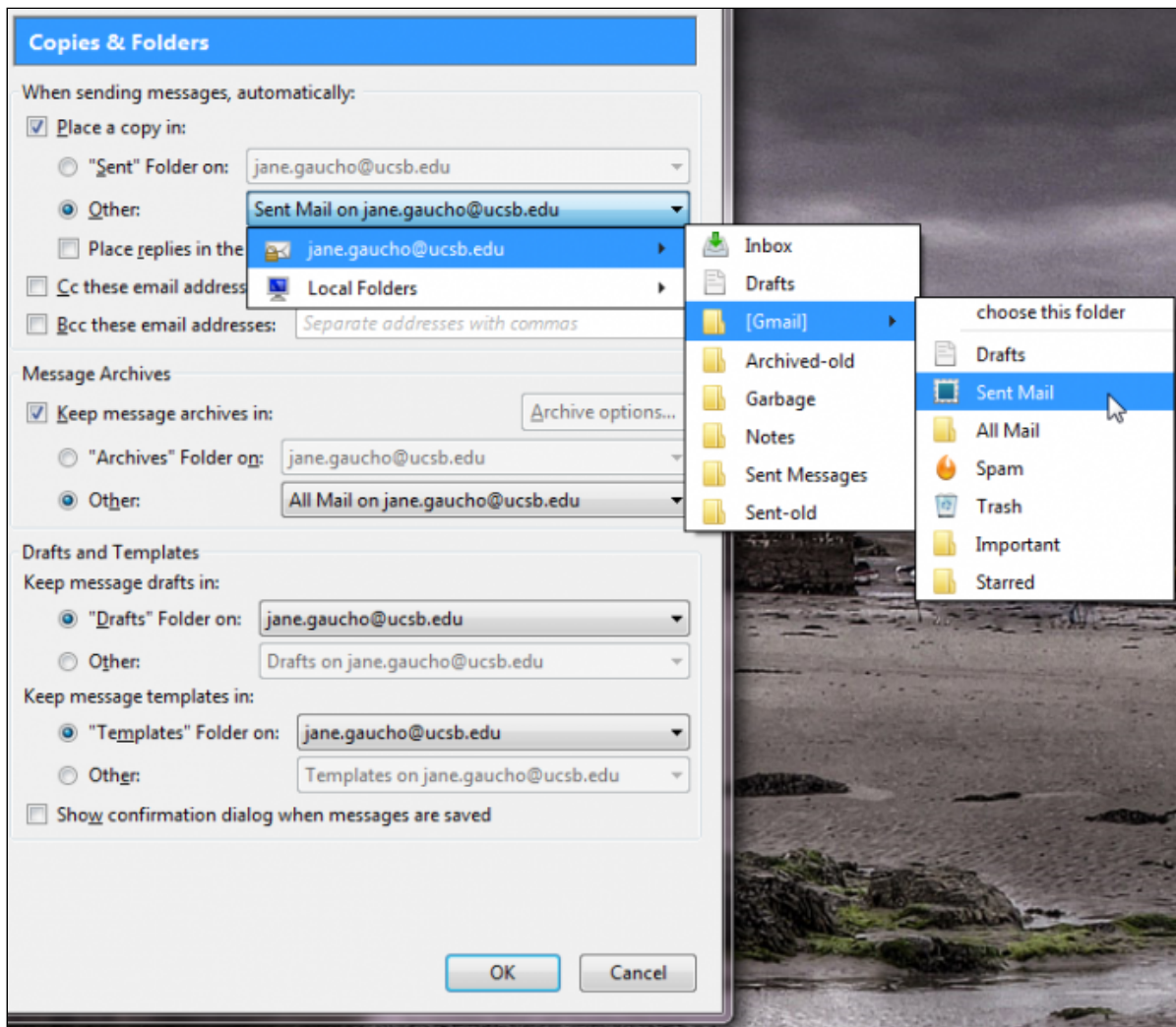
Under **Message Archives**, check **Keep message archives in**, click **Other**, and from the drop-down menus, click your address, **[GMail]** and **All Mail**.
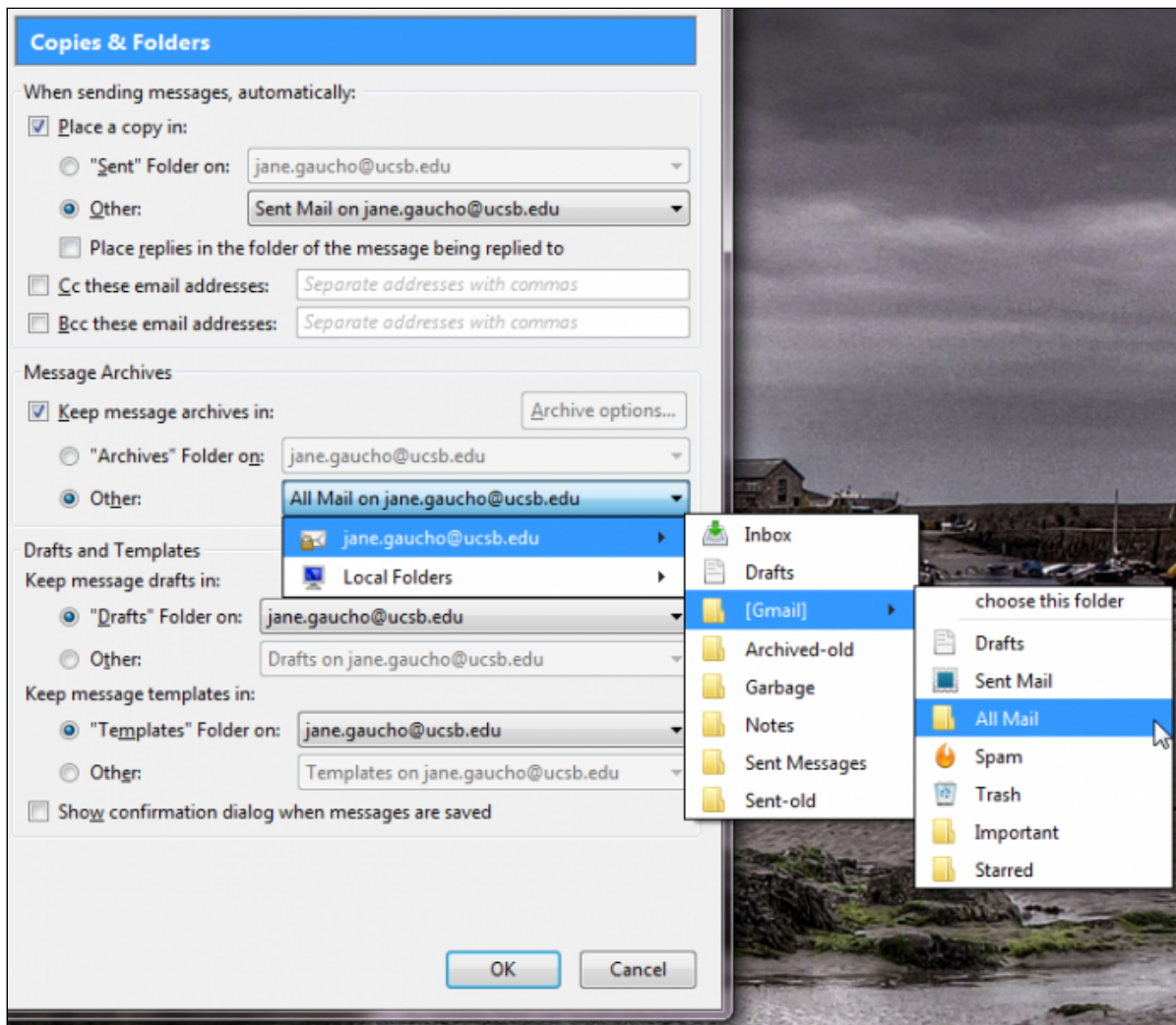
Under **Drafts and Templates** in the Keep message drafts in section, click **Other**, and from the drop-down menus, click your address, **[GMail]** and select the **Drafts** folder underneath the **[Gmail]** parent folder. You can leave the **Keep message templates in** at the default setting.
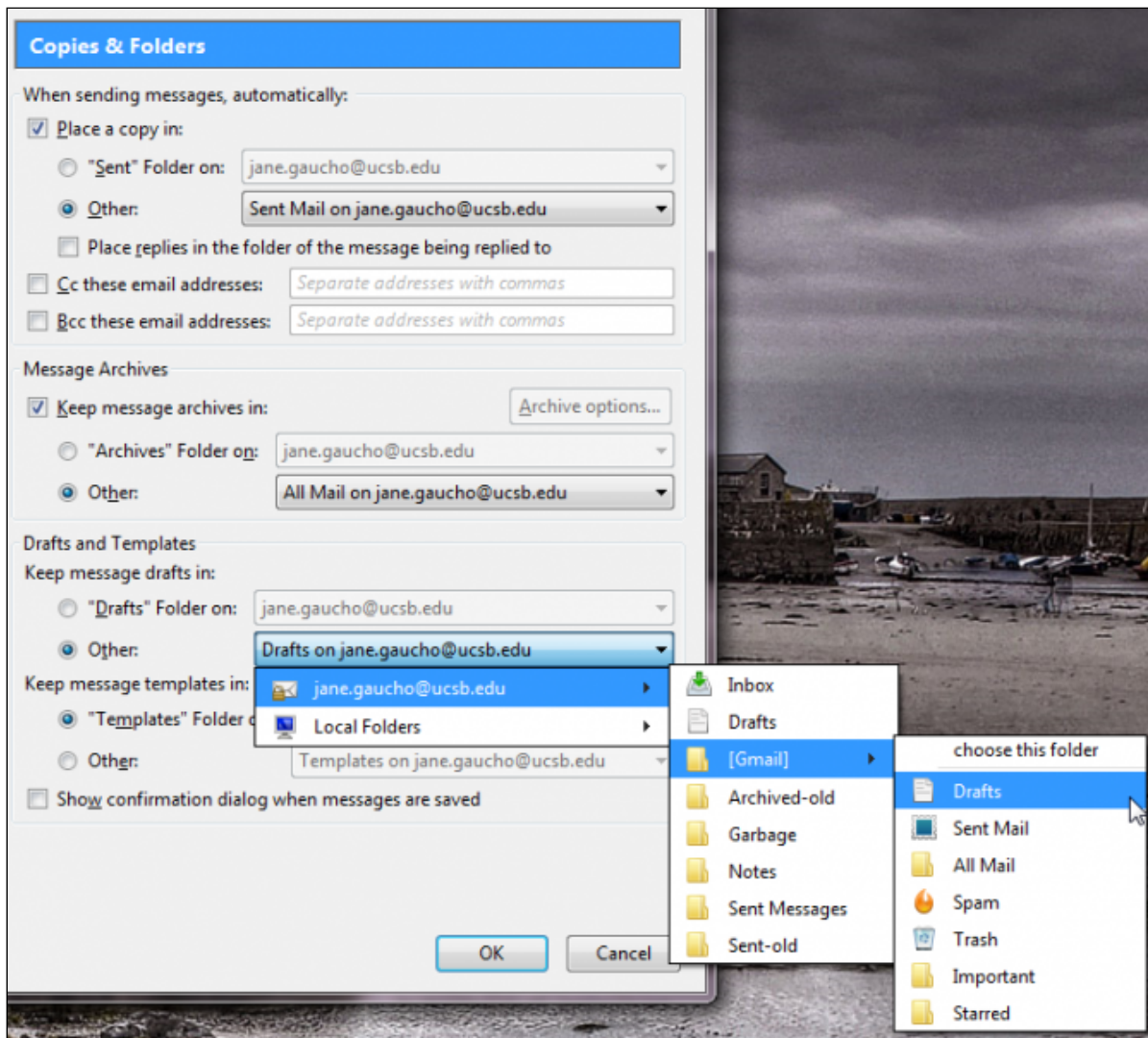
Here is what your **Copies & Folders** settings should look like once you're done:
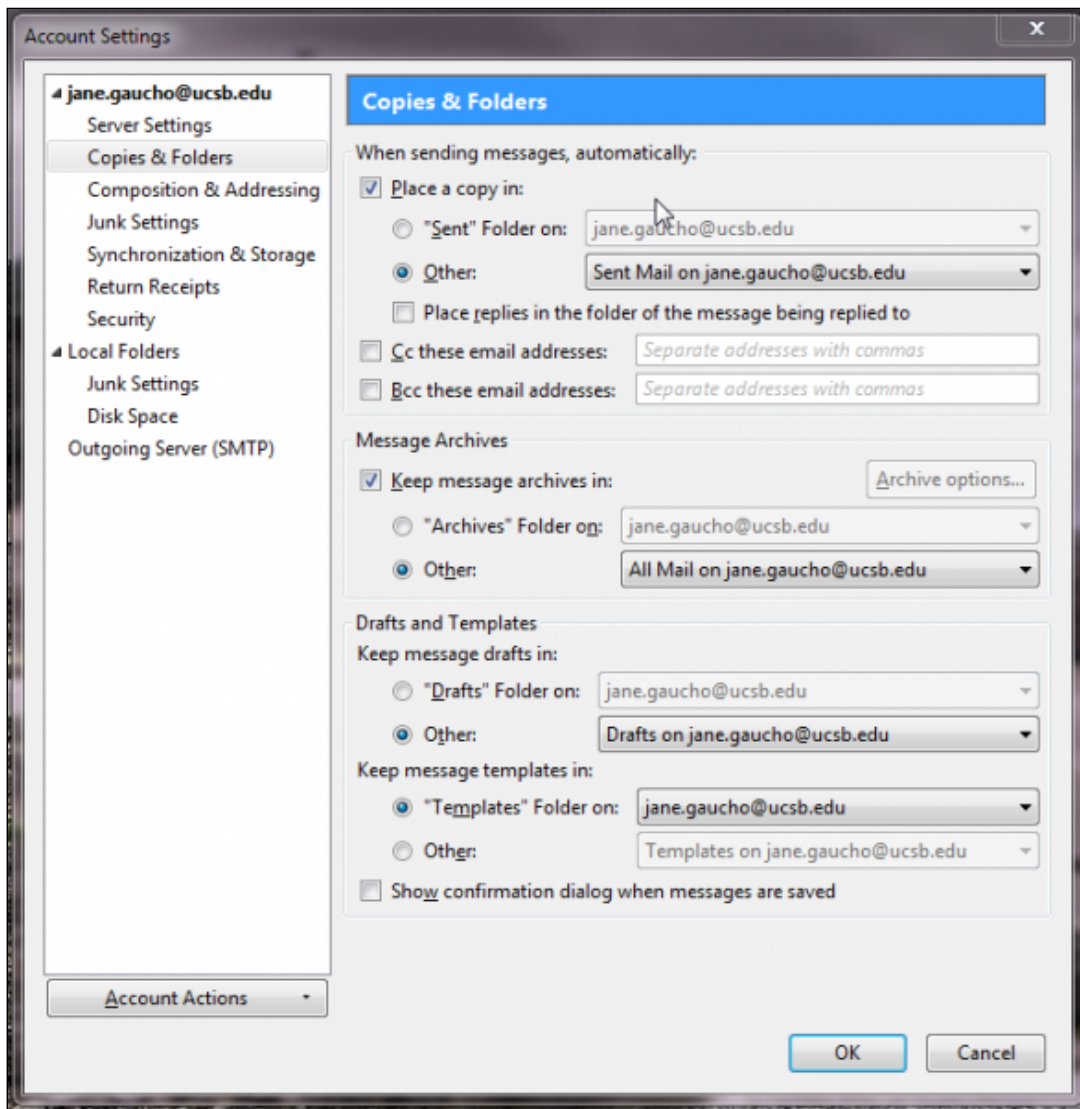
12. Click on **Composition & Addressing**, select your defaults for composing messages and optionally configure Thunderbird to use The UCSB Directory (for instructions, go to http://www.identity.ucsb.edu/customers/email_clients/thunderbird/). Note that this applies only to those on the UCSB campus network. The UCSB Directory is not availble to Thunderbird from off-campus locations.
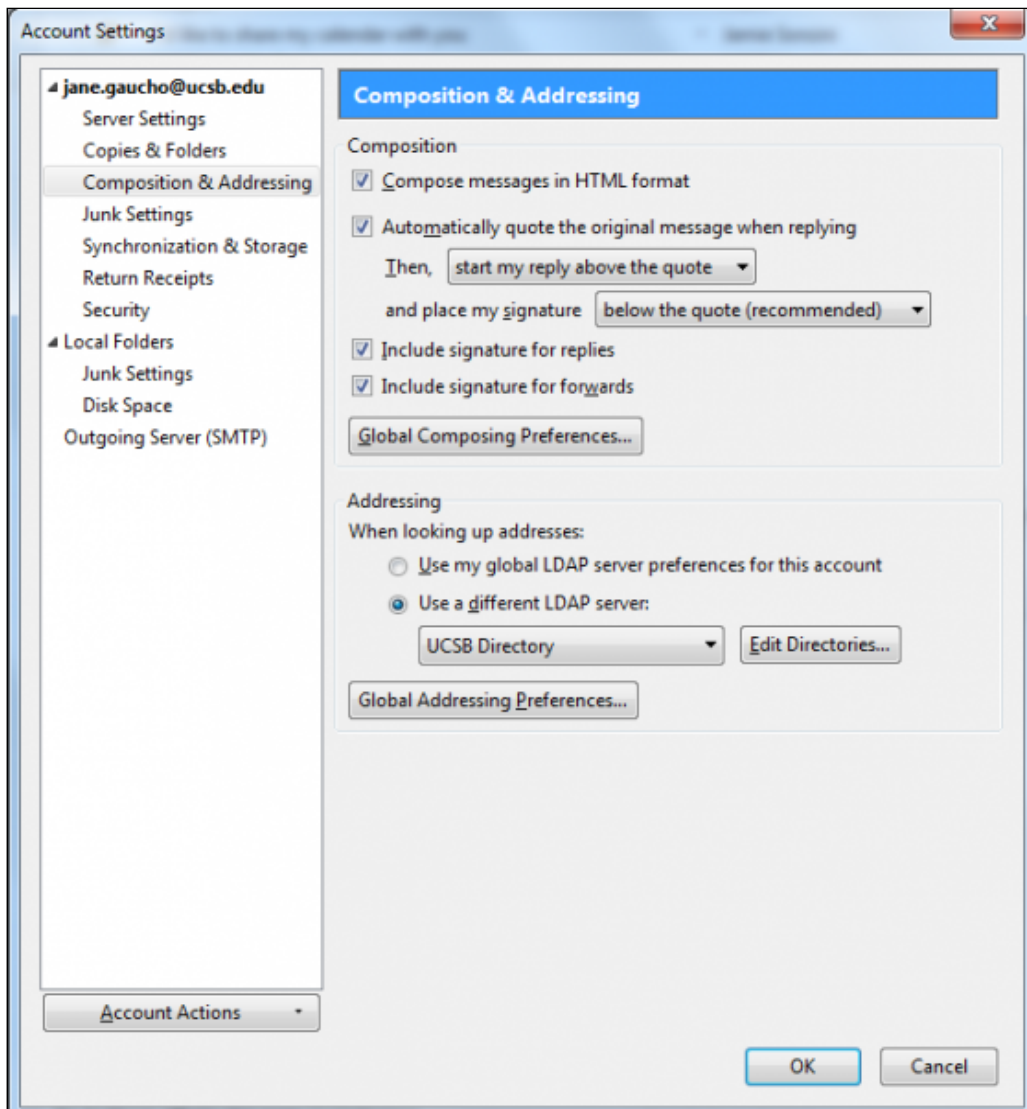
13. Under **Junk Settings**, un-check **Enable adaptive junk mail controls for this account**. Click **OK**. You may now begin using Thunderbird with your Connect/Google Apps account.
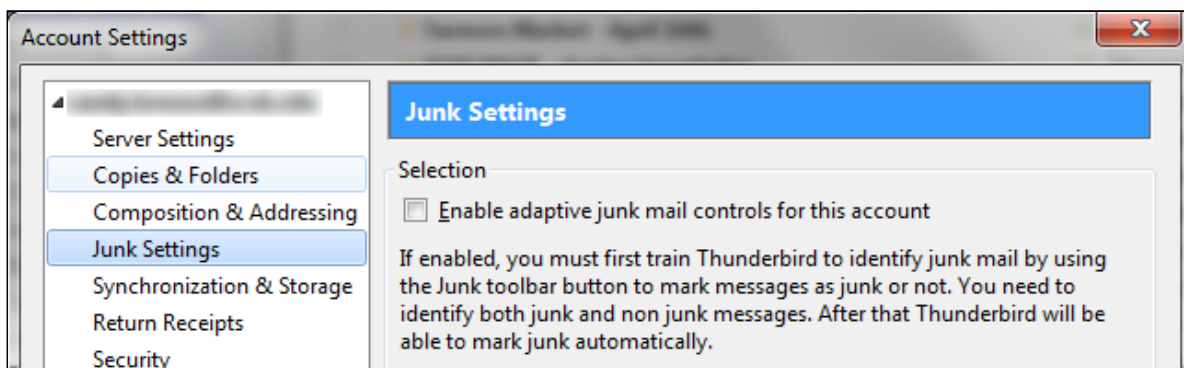
Alternate Configuration

Our Alternate Configuration is best for accounts that will be used only with Thunderbird and not with other clients. This configuration will result in slightly better performance and will not result in duplicate messages showing up in a search. However, any messages that are "archived" using the Google Web or Mobile apps will NOT BE VISIBLE within