Mail Account Setup	×				
Your <u>n</u> ame: Emai <u>l</u> address:	Jane Gaucho Your name, as shown to others				
Password:					
Configuration f	ound in Mozilla ISP database				
 IMAP (remote folders) POP3 (keep mail on your computer) Incoming: Outgoing: 					
Get a new acc	ount Manual config Done C <u>a</u> ncel				

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 <u>n</u> ame:	Jane Gauc	ho Your nar	me, as shown to othe	ers	
Email address:	jane.gaue	ho@ucsb.edu phys	icsusername	e@physics.	ucsb.edu
Password:	•••••	••••			
	Re <u>m</u> er	nber password			
Configuration fo	ound in Mo	zilla ISP database			
		Server hostname	Port	SSL	Authentication
Incoming: IN	MAP 🔻	imap.gmail.com	993 👻	SSL/TLS	▼ Normal password ▼
Outgoing: SN	MTP	smtp.gmail.com	• 587 •	SSL/TLS	▼ Normal password ▼
Username:		janegaucho@ucsb.edu			
		[UCSBnetID@ucsb.e	du]	•	
Get a new acco	ount <u>A</u> o	lvanced config		Re- <u>t</u> est	Done Cancel

On Mac Thunderbird: Tools --> Add Mail Account

7. You are successful when you see the message "The following settings were found by probing the given server". Click **Done.**

Mail Account Setup					_	×
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword: The following s	Jane Gauc j ane.gauc •••••• Re <u>m</u> en	iho ho@ucsb.edu •••••• nber password e found by probir	Your name, as si Physics	nown to othe ISernam	rs e.physics.uc	sb.edu
_		Server hostname	2	Port	SSL	Authentication
Incoming: I	MAP 🔻	imap.gmail.com	n	993 🔻	SSL/TLS 🔻	Normal password 🔹
Outgoing: SI	мтр	smtp.gmail.com	1 -	587 -	SSL/TLS 🔻	Normal password 🔹
Username:		janegaucho@u	csb.edu		• • • •	
<u>G</u> et a new acco	ount	dvanced config			Re- <u>t</u> est	Done C <u>a</u> ncel

8. Click **OK** to close the Account settings window and click on your **Inbox** to download your messages and foldersthis 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**.

4 ane.gaucho@ucsh.edu						
📥 Inbox	<u>G</u> et Messages					
🖹 Drafts	Open in New <u>T</u> ab					
▲ [Gmail	Open in New Window					
🖹 Draft	Search Messages					
Sent 📃	Su <u>b</u> scribe					
🛓 All M	New Folder					
🔒 Spam	IN EW FOIDEI					
🔯 Trash	S <u>e</u> ttings					

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 Settin	gs - <jane.gaucho@ucsb.edu></jane.gaucho@ucsb.edu>	
Account <u>N</u> ame: ja	ane.gaucho@ucsb.edu	
Default Identity Each account has a when they read yo	an identity, which is the information that other people see ur messages.	
Your Name:	Jane Gaucho	nhugi ggugornamo(nhugi gg uggh odu
Email Address:	jane.gaucho@ucsb.edu	physicsusername@physics.ucsb.edu
Reply-to Address:	Recipients will reply to this other address	
Organization:		
Signature text:	Use HTML (e.g., bold)	
Attach the sign Attach my vCa Outgoing Server (S	hature from a file instead (text, HTML, or image): Choose ird to messages Edit Card SMTP): Microsoft Live Hotmail - smtp.gmail.com	
	Manage Identities	
	OK Cancel]

10. Under Server Settings, confirm that Trash is selected for the Move it to this folder setting.

Server Set	ttings					
Server Type:	IMAP Mail Server					
Server Name:	imap.gmail.com		Port: 9	993 🌲 🛛	Default: 99	
User <u>N</u> ame:	janegaucho@ucsb	.edu				
Security Settin	ngs					
Connection s	ec <u>u</u> rity: SSL/TL	.S	•			
Authent <u>i</u> catio	n method: Norma	al pass	word 👻			
Server Setting	s					Sertifica .
Check for	new messages at st	artup				
Check for	new messages ever	γ	10 🚔 minutes			
When I delete	a message:					
Move	it to this folder:	Trash	1	-		winter.
🔘 Just m	nar <u>k</u> it as deleted	للله	Inbox	_		
💿 Remo	ve it imme <u>d</u> iately	=	Drafts	A	d <u>v</u> anced	and the
Message Stora	age		[Gmail]	•	choose thi	s folder
Clean up	(" <u>E</u> xpunge") Inbox o		Archived-old		Drafts	
Empty Tra	ash on E <u>x</u> it		Garbage		Sent Mail	
Local director	y:		Notes		All Mail	
R:\c042488y.I	- Default User∖ImapM		Sent Messages		Spam	
			Sent-old		Trash	
					Important	13
					Starred	

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.

Copies & Folders							
When sending messages, auto	matically:						
Place a copy in:							
Sent" Folder on: jar	ne.gaucho@ucsb.edu	-					
Other: Se	nt Mail on jane.gaucho@ucs	ib.edu 👻					
Place replies in the	🔀 jane.gaucho@ucsb.edu	•	٢	Inbox	1		
Cc these email address	Local Folders	•	Ē	Drafts	22		1
<u>B</u> cc these email addresses	Separate addresses with	commas		[Gmail] 💦 🕨		choose this	tolder
Message Archives				Archived-old		Drafts	
Keep message archives in:		Archive options		Garbage		Sent Mail	hr
C "Archiver" Folder en:	linne nausha@useh adu			Notes		All Mail	
Archives Folder on:	Jane.gaucho@ucsb.edu			Sent Messages	6	Spam	
Other:	All Mail on jane.gaucho@u	ucsb.edu 🔻		Sent-old	12	Trash	
Drafts and Templates				and a state of the		Important	
Keep message drafts in:				A showing the		Starred	
"Drafts" Folder on: ja	ane.gaucho@ucsb.edu	-			120		
Other:	Drafts on jane.gaucho@ucsb.	.edu 👻		Service Side	-		and the second
Keep message templates in:				and the state	-	57 121	
Templates" Folder on	jane.gaucho@ucsb.edu	•		Carponen 127		6. 6. 6	
Other:	Templates on jane.gauch	no@ucsb.edu 👻		AND THE OWNER		as and	
Show confirmation dialog when messages are saved				Contraction of the second			-
	OK	Cancel]				

Under Message Archives, check Keep message archives in, click Other, and from the drop-down menus, click your address, [GMail] and All Mail.

Copies & Folders						
When sending messages, auto	matically:					
Sent" Folder on: jan	ne.gaucho@ucsb.edu	Ŧ				
Other: Ser	nt Mail on jane.gaucho@ucs	b.edu 🔻				
Place replies in the fold	der of the message being rep	lied to				
C these email addresses:	Separate addresses with a	commas				
<u>B</u> cc these email addresses:	Separate addresses with a	commas				
Message Archives						
Keep message archives in:		Archive options				
"Archives" Folder on:	jane.gaucho@ucsb.edu	Ψ		-		
Other:	All Mail on jane.gaucho@u	icsb.edu 🔹				
Drafts and Templates	📷 jane.gaucho@ucsb.e	edu 🕨		Inbox		and the part of the second
Keep message drafts in:	Local Folders	•		Drafts	700.0	choose this folder
"Drafts" Folder on: ja	ane.gaucho@ucsb.edu	-		[Gmail] 🔹 🕨		choose this folder
Other: D)rafts on jane.gaucho@ucsb.	edu 👻		Archived-old		Drafts
Keep message templates in:				Garbage		Sent Mail
Templates" Folder on:	jane.gaucho@ucsb.edu	-		Notes		
Other:	Templates on jane.gauch	no@ucsb.edu 👻		Sent Messages		Spam
Show confirmation dialog	when messages are saved		-	Sent-old	10	Irash
				Real Plan		Important
			- 1	all the		Starred
				Stand Street P		Mart
	ОК	Cancel		and the second second		and the second s
				And Sheet	Same.	and the second

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.

Conjec & Folders				
Copies & Poiders		-		
When sending messages, auto	omatically:			
Place a copy in:			Section and States	
"Sent" Folder on: ja	ne.gaucho@ucsb.edu			
<u>O</u> ther:	ent Mail on jane.gaucho@ucsb.edu	•		
Place replies in the fo	lder of the message being replied to			
Cc these email addresses	Separate addresses with commas		And the state	
Bcc these email addresses	Separate addresses with commas			
Message Archives			-	
Keep message archives in	Archive options			
"Archives" Folder on:	iane gaucho@ucsh.edu	i I		
Archives Folder on				
Ot <u>h</u> er:	All Mail on Jane.gaucho@ucsb.edu			
Drafts and Templates			And the other	Manager July 1991
Keep message drafts in:			ALL AND ALL AND	
"Drafts" Folder on:	jane.gaucho@ucsb.edu			Des and the second
Other:	Drafts on jane.gaucho@ucsb.edu		and the second	
Keep message templates in:	🛃 jane.gaucho@ucsb.edu 🔹 🕨	ک	Inbox	
Templates" Folder of the second se	Local Folders		Drafts	and the stand of the
Other:	Templates on jane.gaucho@ucsb.edu		[Gmail] 🛛 🕨	choose this folder
Show confirmation dialog	g when messages are saved		Archived-old	Drafts
			Garbage	Sent Mail
			Notes	🔒 All Mail
			Sent Messages	🔒 Spam
	OK Cancel		Sent-old	🔯 Trash
		_	San Star	Important
	-		Salar Salar	Starred

Here is what your **Copies & Folders** settings should look like once you're done:

4 jane.gaucho@ucsb.edu	Copies & Folders	
Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	When sending messages, automatically: Place a copy in:	
	Oth <u>e</u> r: Templates on jane. Templates on jane. Sho <u>w</u> confirmation dialog when messages are sa	.gaucho@ucsb.edu ved
Account Actions •		

12. Click on Composition & Addressing, select your defaults for composing messages and optionally configure Thunderbird to use The UCSB Directory (for instructions, go to <u>http://www.identity.ucsb.edu/customers/email_clients/thunderbird/</u>). Note that this applies only to those on the UCSB campus network. The UCSB Directory is not available to Thunderbird from off-campus locations.

₄ jane.gaucho@ucsb.edu	Composition & Addressing
Server Settings	Composition
Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	Composition Compose messages in HTML format Automatically quote the original message when replying Then, start my reply above the quote and place my signature below the quote (recommended) finclude signature for replies for Include signature for forwards Global Composing Preferences Addressing When looking up addresses: Use a glifferent LDAP server preferences for this account Use a glifferent LDAP server: UCSB Directory Global Addressing Preferences
Account Actions *	

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.

A	ccou	nt Settings	
	4	and the second second second	Junk Settings
		Server Settings	
		Copies & Folders	Selection
		Composition & Addressing	Enable adaptive junk mail controls for this account
		Junk Settings	If enabled, you must first train Thunderbird to identify junk mail by using
		Synchronization & Storage	the Junk toolbar button to mark messages as junk or not. You need to
L.		Return Receipts	identify both junk and non junk messages. After that Thunderbird will be
		Security	able to mark junk automatically.

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