Thunderbird 1.0.7

1. Open Thunderbird application.

2. Select **Tools > Account Settings**...
3. Click the **Add Account** button.

4. Select the **Email account** radio button. Click **Next**.
5. Enter in **Your Name** and (TC) **Email Address**. Use the image below as reference.

6. Click **Next**.
7. Select the **POP** radio button. For the **Incoming Server** and **Outgoing Server**, enter `tcmail1.tc.columbia.edu`, as shown below.

   ![Server Information](image)

8. Click **Next**.
9. Accept the **Incoming User Name** by clicking **Next**.

10. Accept the **Account Name** by clicking **Next**.
11. Click **Finish**.

12. Select **Server Settings** and check the **Use secure connection (SSL)** box. Also check the **Leave messages on server** box. See image below for reference.
13. Select **Outgoing Server (SMTP)** and select the **TLS, if available** radio button (in the **Use secure connection** section), as shown below. Click **OK**.