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 **IMAP** radio button. For the **Incoming Server** and **Outgoing Server**, enter tcmail1.tc.columbia.edu, as shown below.

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

10. Accept the **Account Name** by clicking **Next**.

   Please verify that the information below is correct:
   - **Account Name**: Doe@tc.columbia.edu
   - **Email Address**: Doe@tc.columbia.edu
   - **Incoming User Name**: Doe
   - **Incoming Server Name**: tcmail1.tc.columbia.edu
   - **Incoming Server Type**: IMAP
   - **Outgoing User Name**: Doe
   - **Outgoing Server Name (SMTP)**: tcmail1.tc.columbia.edu

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

12. Select **Server Settings** and check the **Use secure connection (SSL)** box, as shown below.
13. Select **Outgoing Server (SMTP)** and select the **TLS, if available** radio button (in the **Use secure connection** section), as shown below. Click **OK**.