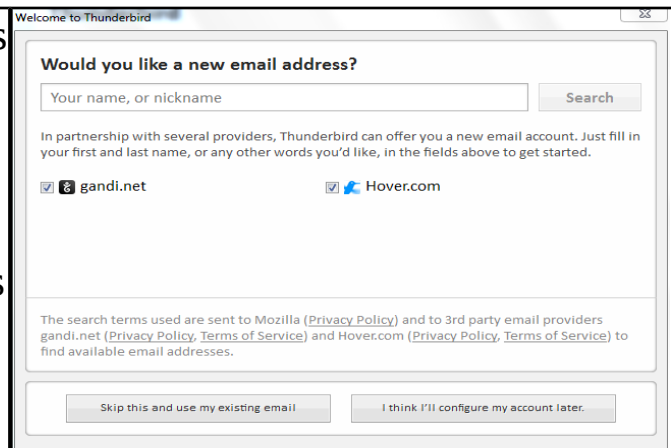


# Configuring Thunderbird for use with CSU's new engage365 Email system.

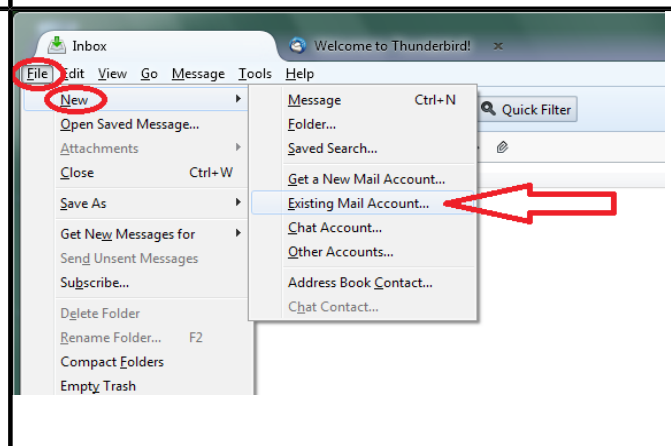
Over the weekend of June 15, 2013, CSU will transition its Email system from the existing Lotus Notes servers to engage365. Beginning on June 17, 2013, all new Email sent to CSU addresses will be routed to engage365.

In order to continue to use Thunderbird to access Email it will need to be configured to access the new Email system by creating a new account.

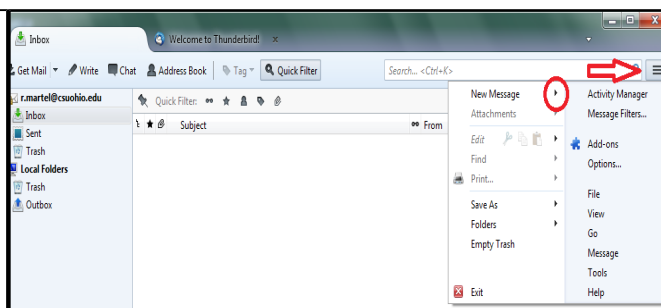
Begin by opening Thunderbird. If this is a new installation with no Email account configured you will be presented with a screen asking if you would like a new Email address. Click on the button marked "Skip this step and use my existing email."



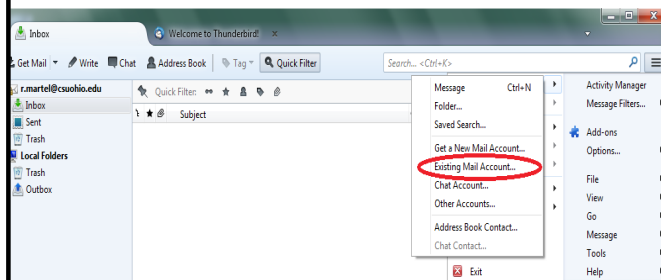
If you already have Email account(s) configured in Thunderbird you can begin the set-up of your new account by clicking on "File" in the upper left hand corner of the screen, then "New", then "Existing Account"



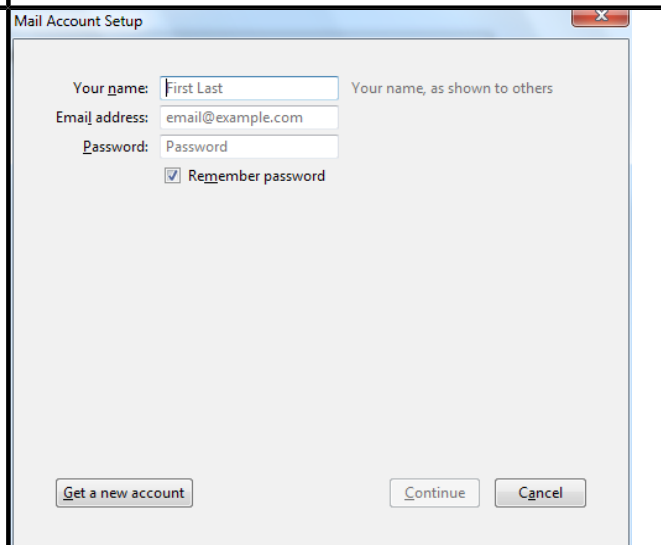
If no menu is present at the top of your screen, start by clicking on the Menu button on the left side of your screen (red arrow in image points top the button) then click on the small arrow next to “**New Message**” (red circle in image.)



Now click on “**Existing Email Account...**”

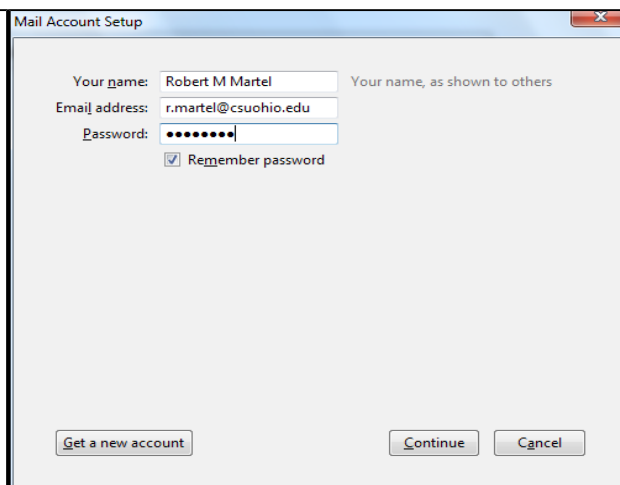


One of the above methods will bring you to the “**Mail Account Setup**” Screen.

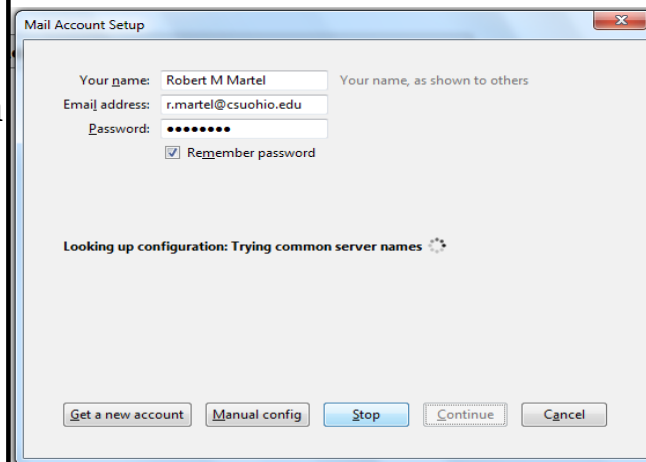


Fill in the boxes with **your** name, **your** CSU Email address, and **your** Campusnet password.  
To save yourself typing later you may check the “**Remember password**” check box.

Then click on the “**Continue**” button.



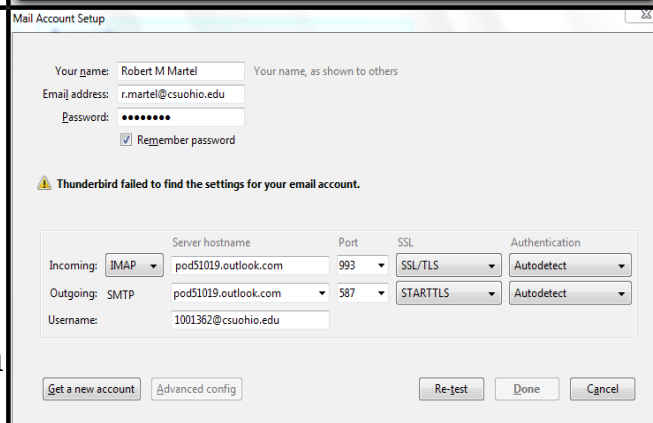
Thunderbird will attempt to figure out what your server settings should be on its own. It will fail as computers so often do when they try to be helpful. If you have the opportunity to click on the “**Manual Config**” button you should do so.



In this setup screen we will enter the information for the incoming (IMAP) and outgoing (SMTP) Email servers

The incoming server should be **IMAP** on the pull down menu. The server hostname is **pod51019.outlook.com** the port is **993**, and the SSL pull down should say **SSL/TLS**, Authentication should be left as **Autodetect**.

The Outgoing server hostname is **pod51019.outlook.com** the port is **587**, and the SSL pull down should



	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	pod51019.outlook.com	993	SSL/TLS	Autodetect
Outgoing:	SMTP	pod51019.outlook.com	587	STARTTLS	Autodetect
Username:	1001362@csuohio.edu				

say **STARTTLS**, Authentication should be left as **Autodetect**.

### **IMPORTANT**

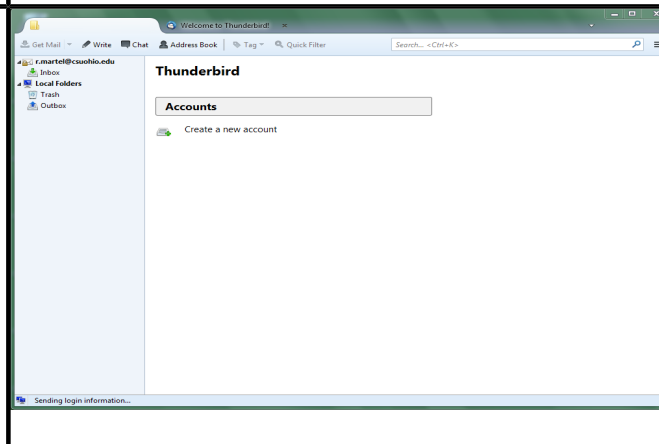
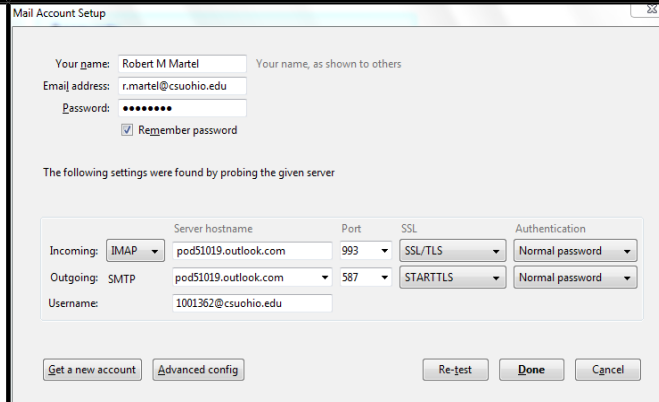
Your Username is your campusnet ID number followed by “@csuohio.edu”  
Do not use your Email address, do not use your campusnet ID by itself as neither will work.

Click in the “**Re-test**” button.

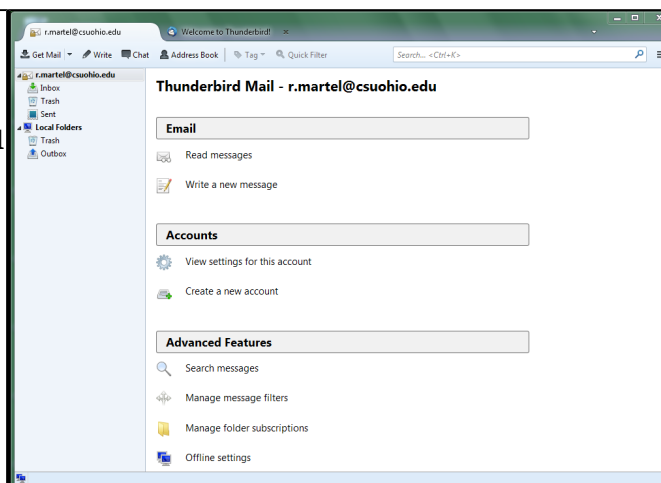
If all your information was entered correctly the setup screen will display a message that Thunderbird found settings by probing the servers, and you will be able to click on the “**Done**” button.

The account should now be set-up.

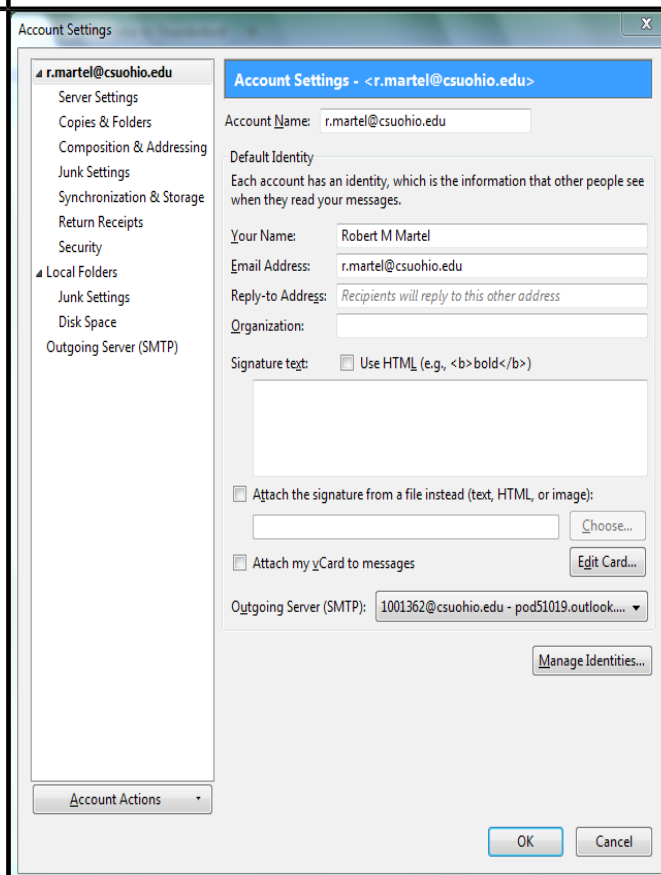
There are still a few more things that ought to be configured before using the account: Cleaning up the Inbox, emptying the trash, and a signature (if so desired.)



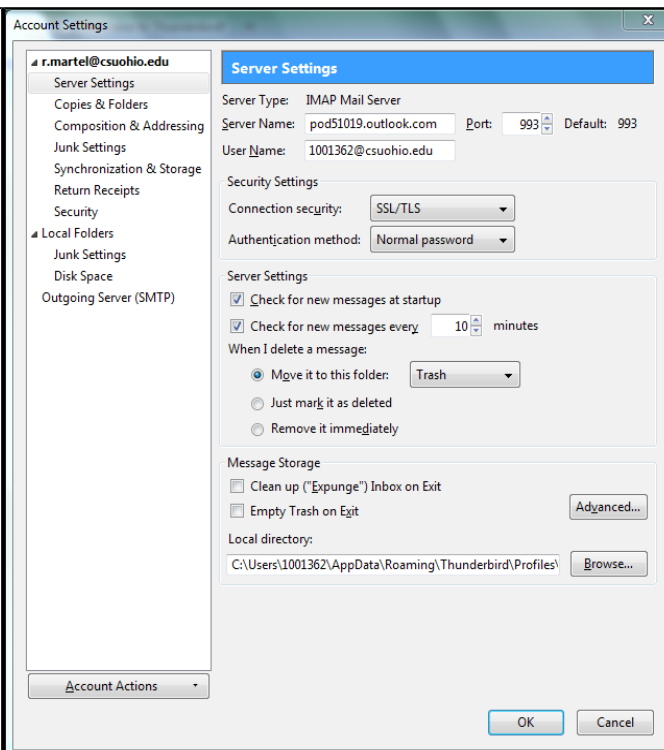
Click on the name of the account you just created in the left hand side of the screen, then on the right hand side you should click on “**View settings for this account**” under the “Accounts” section.



In the first screen you see you will find a block in which you can create a signature which will be appended to your Email messages.

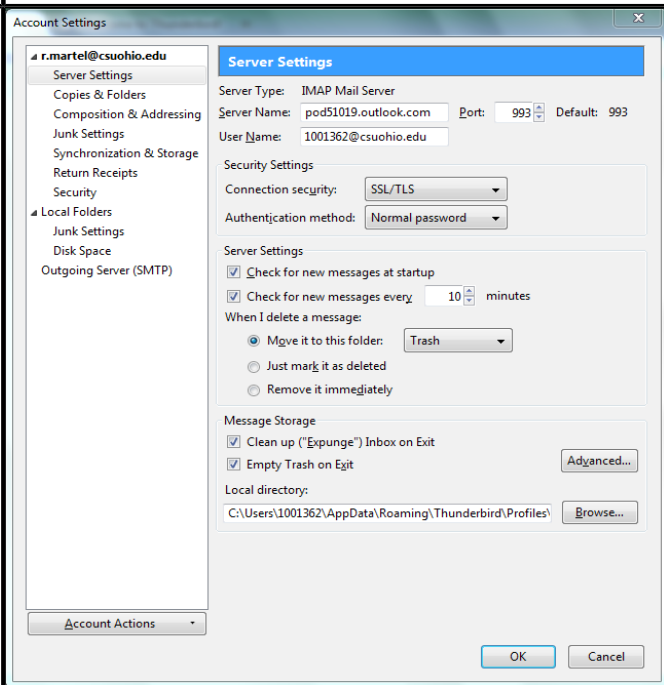


Click on “**Server Settings**” in the left hand panel to bring up the options for Inbox clean-up and emptying trash.



Check the boxes for “**Clean-up (\"Expunge\") Inbox on Exit**” and “**Empty Trash on Exit**” both of which will automate some housekeeping tasks which you would otherwise have to remember to perform on your own.

Click on “**OK**” and you are done.



This completes basic configuration of Thunderbird to allow it to work with the new **engage365** Email system at Cleveland State University.

If you have questions about or problems with Thunderbird please contact Robert Martel at x2214 (r.martel@csuohio.edu) IS&T’s help desk does not

support Thunderbird and will be unable to assist you.