Configuring Mozilla Thunderbird to Access Your SAS Email Account

1. When you launch Thunderbird for the first time, the Import Wizard will appear:

If Thunderbird detects that another email program was previously configured on your computer, you will be given the option to import your settings. You should select the option **Don’t Import Anything**, since your old email settings may no longer be correct.

2. Click **Next**, and you will see the New Account Setup Wizard:
3. Make sure **Email account** is selected then click on the **Next** button to open the Identity dialog.

![Account Wizard Identity](image)

Enter the following information in the appropriate boxes:

**Your Name:** Enter your name as you would like it to appear on outgoing emails.

**Email Address:** Enter your full email address in the form `yourname@sas.rutgers.edu`, replacing "sas" with your department name if necessary.

4. Click **Next** and the Server Information dialog box will appear:

![Account Wizard Server Information](image)
Make sure the the **IMAP** button is selected and enter the following information in the appropriate boxes:

**Incoming Server:** imap.fas.rutgers.edu  
**Outgoing Server:** smtp.fas.rutgers.edu

5. **Click Next** to open the User Names dialog box:

![User Names Dialog Box](image)

The incoming and outgoing user names should already be filled in, but verify that they are both the portion of your email address before the @ sign.
6. Click **Next** and the Account Name dialog box will open. Leave the account name unchanged:

![Account Name Dialog Box](Image)

7. Click **Next** and a Congratulations! dialog box with a summary of your new account information should be displayed:

![Congratulations Dialog Box](Image)

Review the entries carefully; your email will not work properly if any information is mistyped. Use the **Back** button to navigate to any dialog box where you may need to correct the information.
8. Once you have confirmed that all information is correct, click Finish. You will be presented with the following dialog box:

![Mozilla Thunderbird dialog box](image)

Check the box that says Do Not Display this dialog again and click Yes. Thunderbird will launch and prompt you for your email password. At this point, you should click Cancel because you need to configure further settings.

9. In the main Thunderbird window, click on Tools-Account Settings to open the Account Settings window:
10. In the left pane, click on **Server Settings** and make sure the following options are set:

**Security Settings:**
- Use secure connection: click the SSL button
- Clear out the box next to "Use secure authentication."

**Server Settings:**
- Check the box next to "Clean Up (Expunge) Inbox on Exit"

11. In the left pane, click on **Copies & Folders**. Here you will specify where you would like your Sent Items and Drafts to be stored:

If you wish to keep a copy of all your sent messages, make sure that the box next to "**Place a copy in:**" is checked. If you wish to blind copy another email address for all your sent messages, check the box for **Bcc these email addresses:** and enter the email address(es) in the box. If you are entering more than one address, separate them with commas.

In most cases, the rest of the default settings on this page are appropriate.
12. Next, click on **Composition & Addressing** in the left pane:

We recommend that you compose all messages in plain text format to ensure compatibility with all email clients. Therefore you should **clear out the box** next to **Compose messages in HTML format**.

Also, check the box next to **Automatically quote the original message when replying** and select **start my reply above the quote**. Click **OK** to exit the account settings dialog.
13. You are now ready to access your mailbox. Click the **Get Mail** icon in the upper-left hand corner to retrieve your email. The first time you connect to the email server, you will receive a message asking you to accept a certificate:

![Website Certified by an Unknown Authority](image)

Unable to verify the identity of imap.fas.rutgers.edu as a trusted site.

Possible reasons for this error:
- Your browser does not recognize the Certificate Authority that issued the site's certificate.
- The site's certificate is incomplete due to a server misconfiguration.
- You are connected to a site pretending to be imap.fas.rutgers.edu, possibly to obtain your confidential information.

Please notify the site's webmaster about this problem.

Before accepting this certificate, you should examine this site's certificate carefully. Are you willing to accept this certificate for the purpose of identifying the Web site imap.fas.rutgers.edu?

- [ ] Accept this certificate permanently
- [ ] Accept this certificate temporarily for this session
- [ ] Do not accept this certificate and do not connect to this Web site

Click the button next to **Accept this certificate permanently**, and click **OK**.

14. Enter your email password at the prompt. The first time you access your mailbox, Thunderbird will need to download your message headers, so it may take a few moments before you can access your inbox.