Configuring Thunderbird for POP3 Connections –
Windows Edition

VERSION 2.0
Configuring Thunderbird for IMAP Connections Overview

Like most email clients, Thunderbird offers several methods to connect to an email account. While we highly recommend that all users choose an email client that supports Exchange, this may not always be possible. If you use Thunderbird, IMAP is the preferred method of connecting to your UAConnect account, as Thunderbird does not support Exchange connections. However, some people prefer to use POP3.

Be aware that using POP3 to connect to your email account will only give you access to your email; a POP3 connection will not allow you to view your UAConnect calendar. In addition, there can be other issues when using POP3. There is a risk of locking the mail box if you access it too often via POP3. In this case, the mail box is unavailable for a certain period of time. There is also a risk of misconfiguring the account, so that all of your emails are downloaded to a single computer. This will make it impossible to see those emails via OWA or on another device.

Complete the Mail Account Setup in Thunderbird
- If this is the first time you have used Thunderbird, it will automatically open the Mail Account Setup dialog box. If not, click Tools > Account Settings.

- Click the Account Actions drop down menu, and then choose Add Mail Account...
• In the **Mail Account Setup** dialog box, fill in the **Your name**, **Email address** and **Password** text boxes. Click the **Continue** button.
  
  o **Email address**: Takes the form of *your_netid@email.arizona.edu*
  
  o **Password**: Your UA NetID password

![Mail Account Setup Dialog Box]

• The program will automatically try to set up the servers for the account. This automatic configuration attempt will fail. Click the **Manual config** button immediately (see Figure 1), or wait until after the automatic configuration fails to edit the server settings (see Figure 2). This button will not appear until after clicking the **Continue** button in the **Mail Account Setup**.
The program will automatically fill in the **Server hostname**, **Port**, **SSL**, and **Authentication** values for both the incoming and outgoing servers. All of these need to be changed. The other fields that are auto-filled should be left with the default values.

- **Incoming server**
  - **Server hostname**: email.arizona.edu
  - **Port**: Auto
  - **SSL**: Autodetect
  - **Authentication**: Autodetect

- **Outgoing server**
  - **Domain**: smtp.arizona.edu
  - **Port**: Auto
  - **SSL**: Autodetect
  - **Authentication**: Autodetect
- Dropdown box: POP3
- **Server hostname**: mail.catnet.arizona.edu
- **Port**: 995
- **SSL**: SSL/TLS
- **Authentication**: Normal password
  - Outgoing server
    - **Server hostname**: smtpgate.email.arizona.edu
    - **Port**: 587
    - **SSL**: SSL/TLS
    - **Authentication**: Normal password

- If you wish to test the settings, click the **Re-test** button. Click the **Advanced config** button.

- Find the account you just created in the pane on the left. If necessary, click the arrow next to it to expand the list. Click **Server Settings**.
- Find the **Server Settings** section in the left pane.
  - Change the value in the **Check for new messages every <10> minutes** box to 15.
  - Uncheck the box labeled **For at most <14> days**.
- Click the **OK** button.

- Thunderbird should automatically download all folders and emails that are on the server. If all email messages are not downloaded, click the **Get Mail** button to get messages. If recent messages appear to be missing, click on any other folder in the folder list, then click on the **Inbox**.