

ALES Thunderbird HOWTO

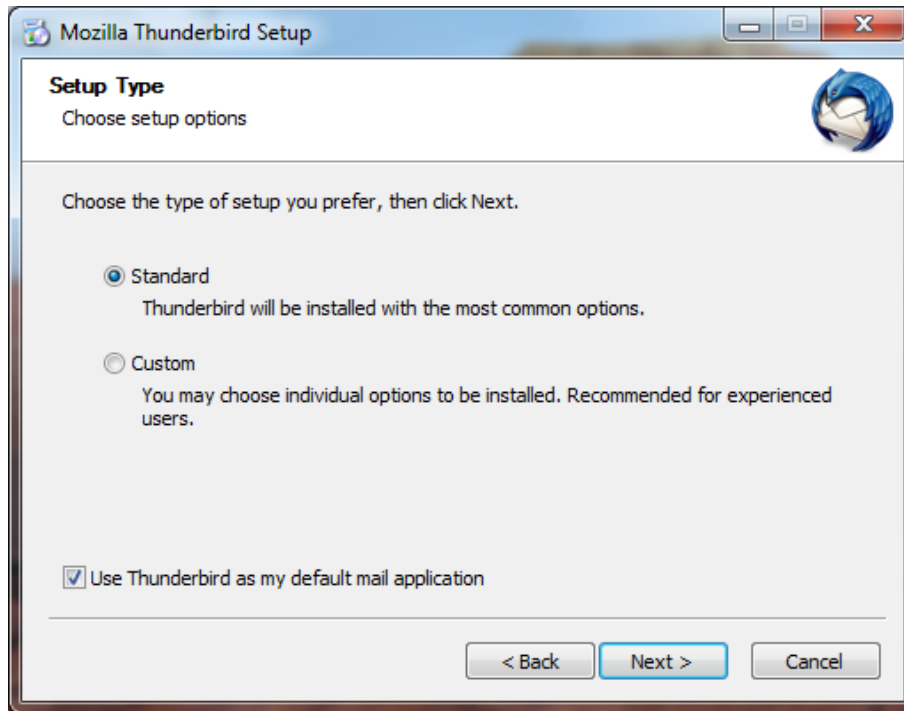
First get the latest Thunderbird here:

<http://www.mozilla.org/en-US/thunderbird/>

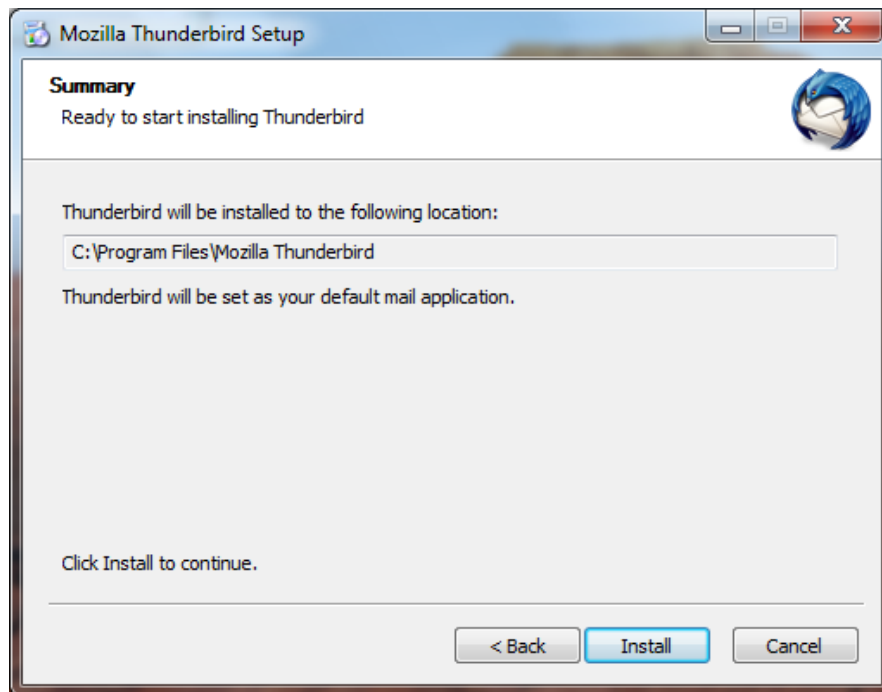
Run the installer you just downloaded and Thunderbird will be installed.



Click "Next".



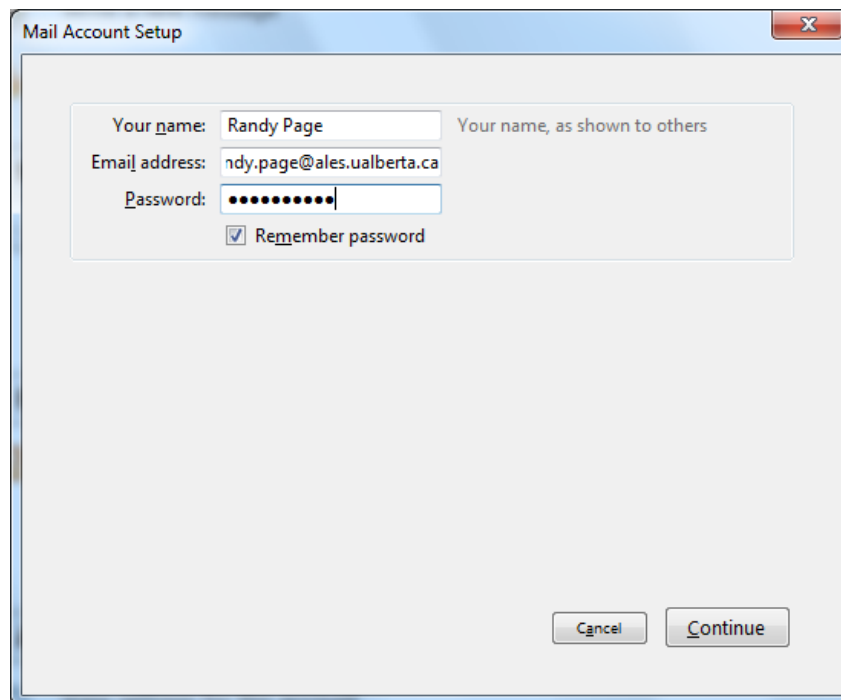
Accept the default “Standard” install and click “Next”



Click “Install”. Thunderbird will be installed and set as the default mail client.

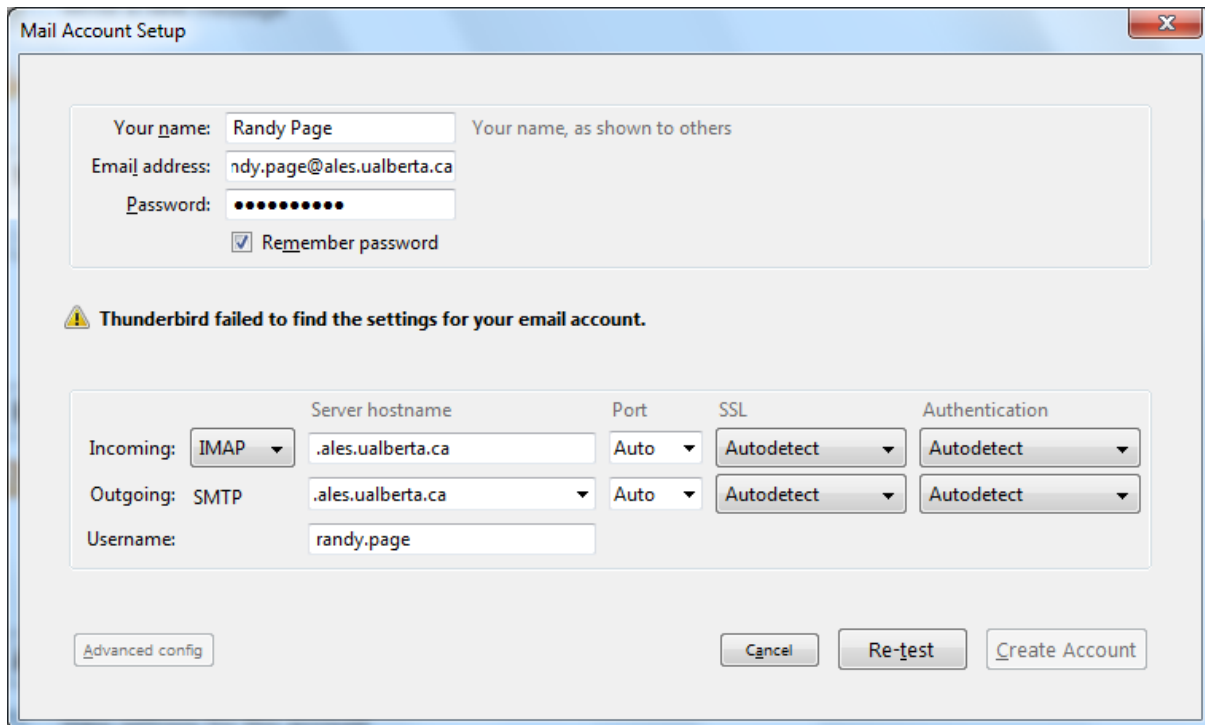


Click "Finish". Thunderbird will launch and begin setup.



Enter your information. If you are unsure, please contact your SysAdmin or Helpdesk. If you don't wish Thunderbird to remember your password, uncheck the "Remember password" checkbox.

Thunderbird will then attempt to autoconfigure. This will fail, and return the following screen:

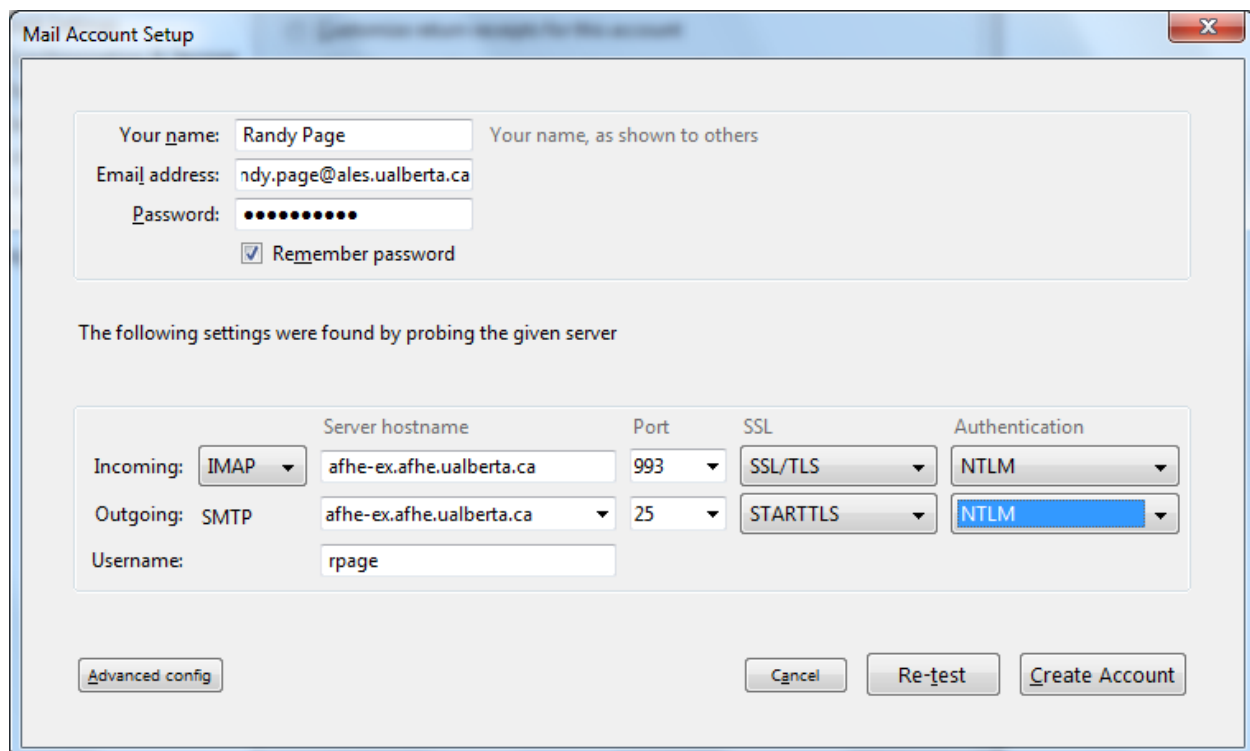


The screenshot shows the 'Mail Account Setup' dialog box. At the top, there are fields for 'Your name' (Randy Page), 'Email address' (ndy.page@ales.ualberta.ca), and 'Password' (masked with dots). A 'Remember password' checkbox is checked. Below this, a yellow warning icon is followed by the text: 'Thunderbird failed to find the settings for your email account.' Underneath, there is a table of settings for incoming and outgoing mail. The 'Incoming' section is set to IMAP, with server hostname .ales.ualberta.ca, port Auto, SSL Autodetect, and Authentication Autodetect. The 'Outgoing' section is set to SMTP, with server hostname .ales.ualberta.ca, port Auto, SSL Autodetect, and Authentication Autodetect. The 'Username' field contains 'randy.page'. At the bottom, there are buttons for 'Advanced config', 'Cancel', 'Re-test', and 'Create Account'.

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	.ales.ualberta.ca	Auto	Autodetect	Autodetect
Outgoing: SMTP	.ales.ualberta.ca	Auto	Autodetect	Autodetect

Username: randy.page

Change the settings to the following, (substituting your own username)



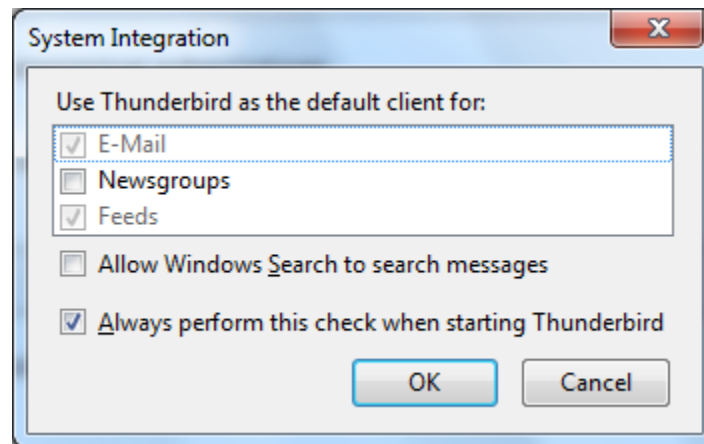
The screenshot shows the 'Mail Account Setup' dialog box after successful autoconfiguration. The fields for 'Your name', 'Email address', and 'Password' are the same as in the previous screenshot. The 'Remember password' checkbox is still checked. Below the failure message, a new message reads: 'The following settings were found by probing the given server'. The settings table is updated as follows:

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	afhe-ex.afhe.ualberta.ca	993	SSL/TLS	NTLM
Outgoing: SMTP	afhe-ex.afhe.ualberta.ca	25	STARTTLS	NTLM

Username: rpage

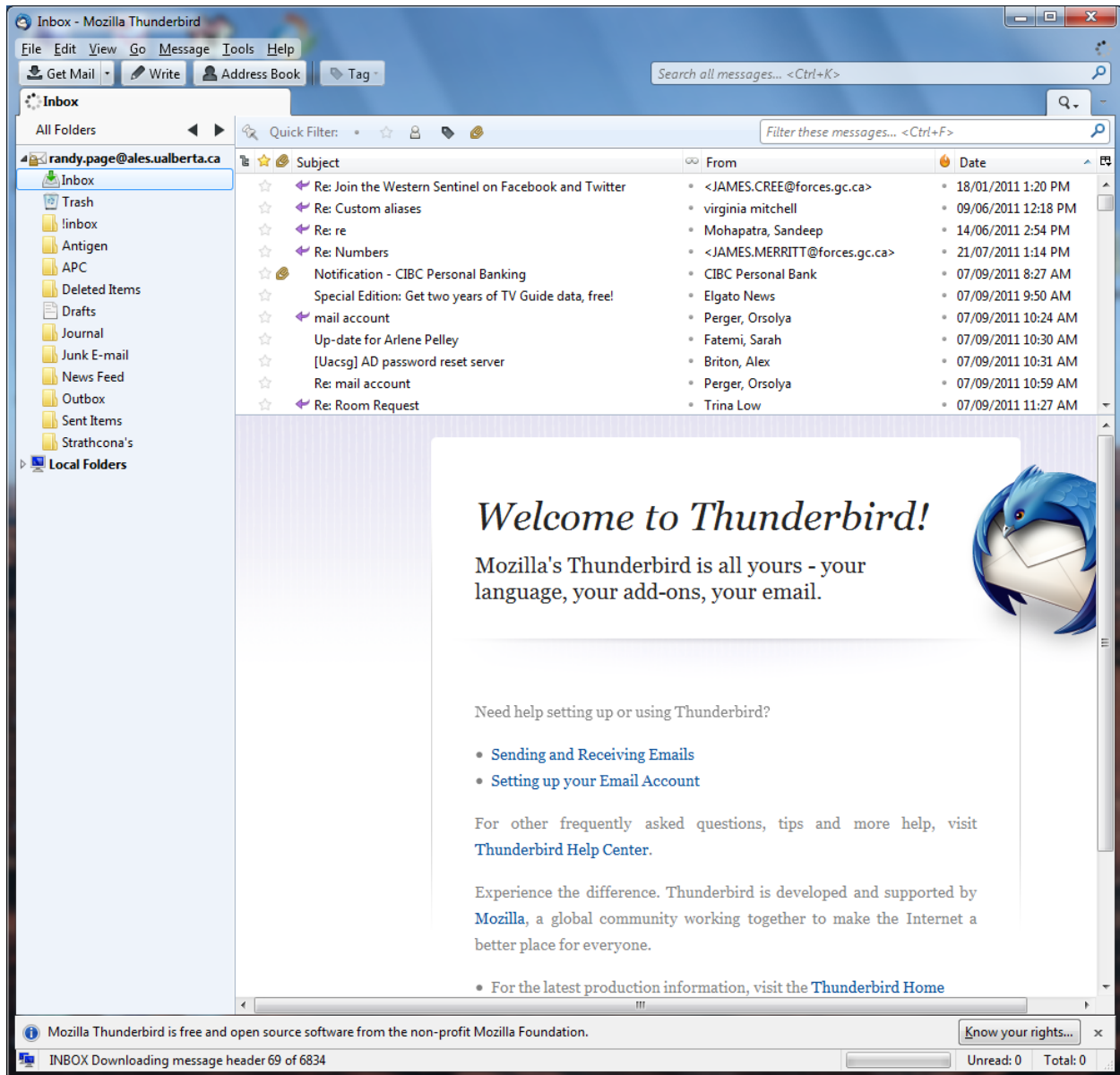
click “Create Account”.

The account will now be created, and you`ll then be presented with the following dialogue box:

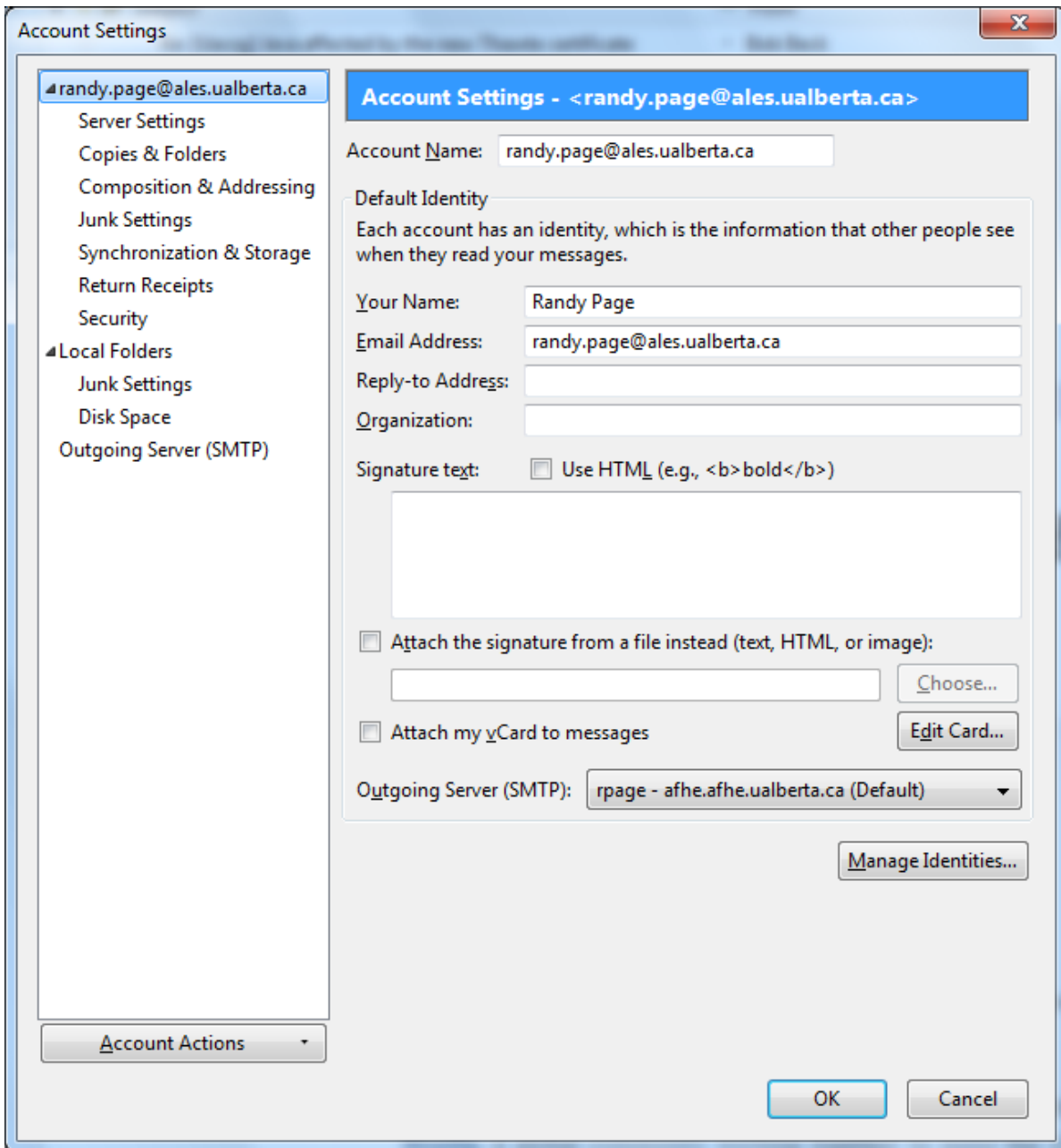


If you wish to use Thunderbird to read Usenet newsgroups, check the “Newsgroups” box. If you don` t know what this is, leave it as-is. You can allow Windows to search your messages for better integration with the desktop by checking the appropriate box. Uncheck the last box to stop seeing this dialogue every time you start Thunderbird.

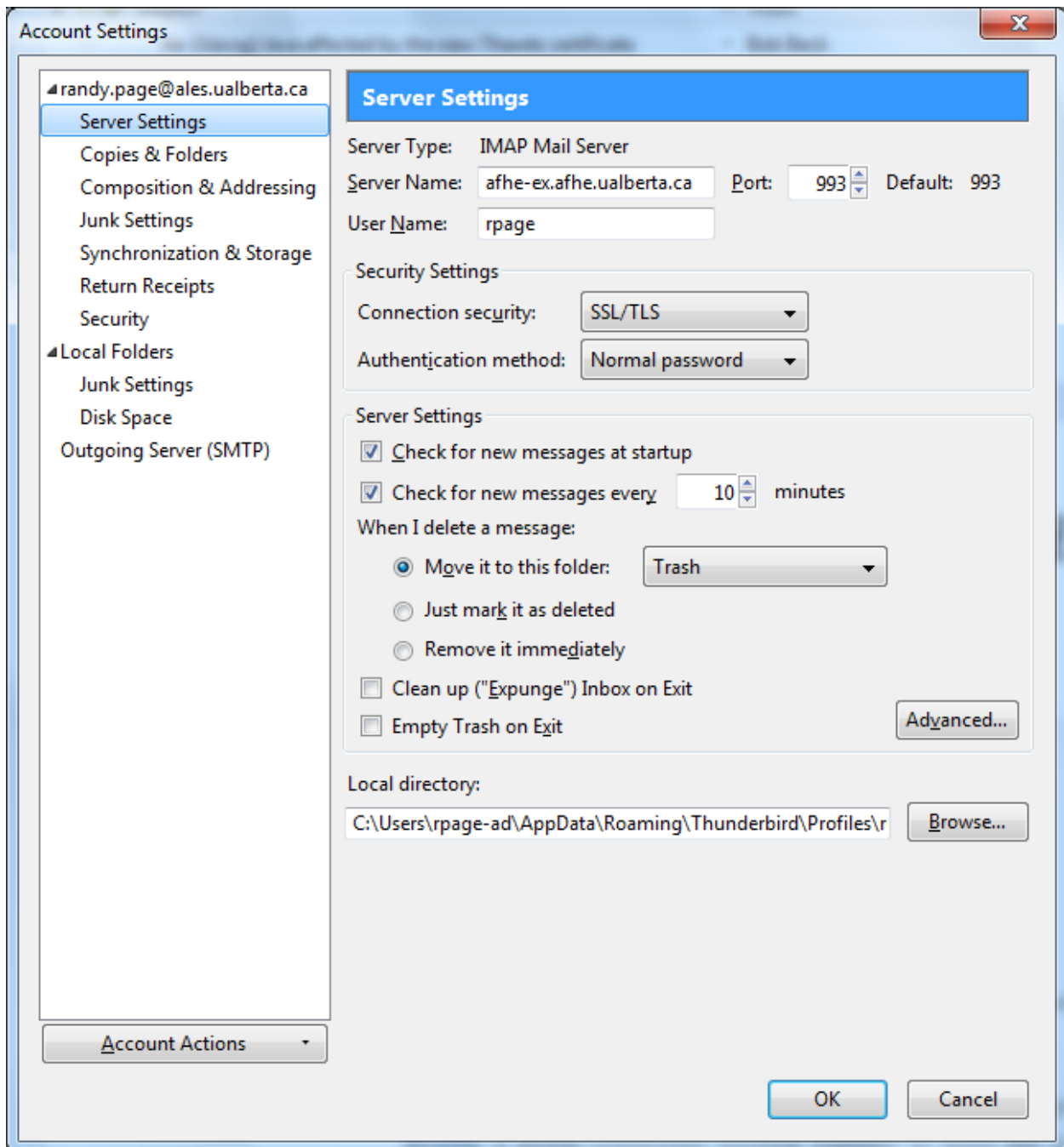
If everything is correct, you should now see Thunderbird synchronizing your mailbox:



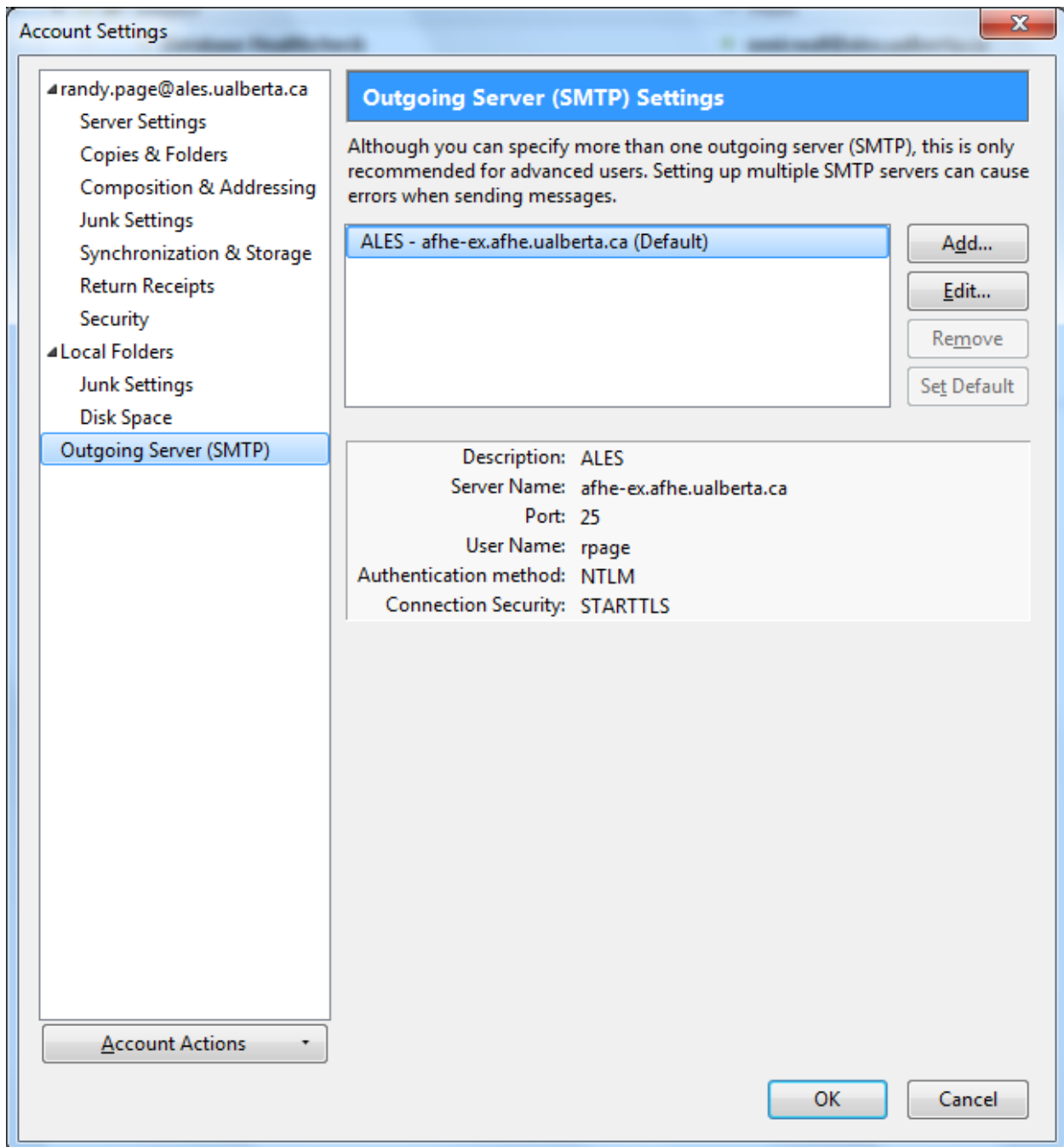
If there is an error, check your settings by right-clicking on the account name in the left pane and selecting "Settings". You`ll be presented with the following screen:



Check your settings here for any typos.



Also check your Server Settings.

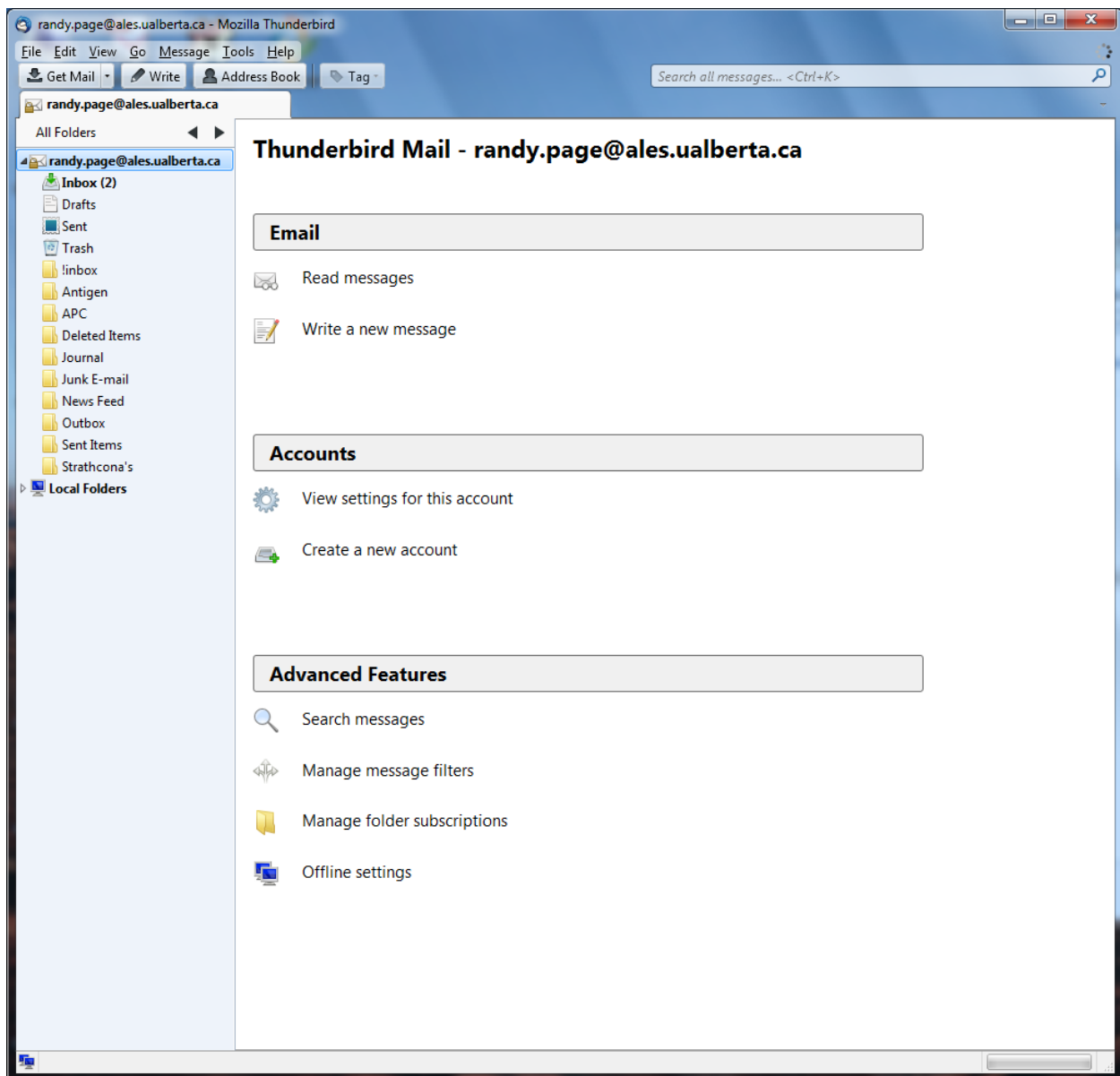


And finally the Outgoing Server (SMTP) Settings.

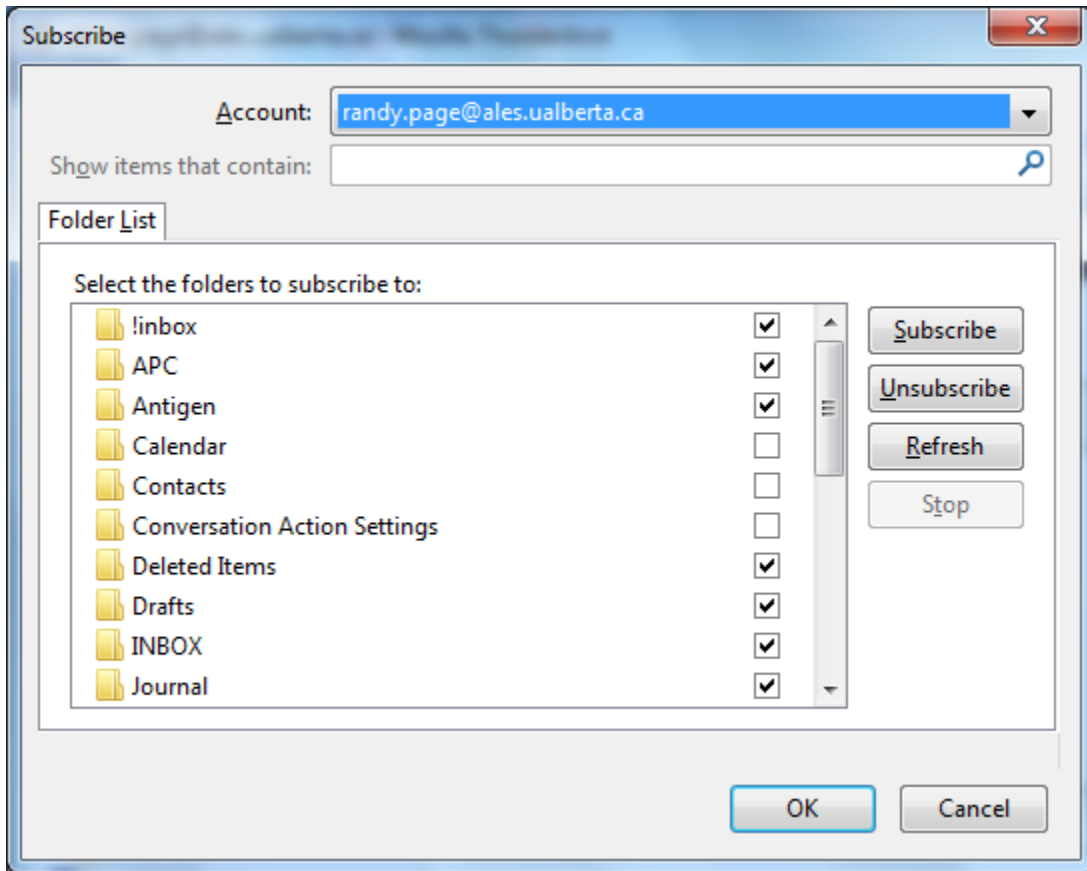
If no errors are found, and it still doesn't work, call your IT people.

Once Thunderbird has synchronized your mail folders, you should make sure that sending mail works by sending a test email to another account. If this is successful you are ready to continue setup.

The first thing we want to do is manage our folders, and ensure that sent mail, drafts, spam, etc all go to the correct folders. We'll start by clicking "Manage Folder Subscriptions" on the main screen. You can get to the main screen by clicking on the account name in the left pane.



This dialogue will appear:

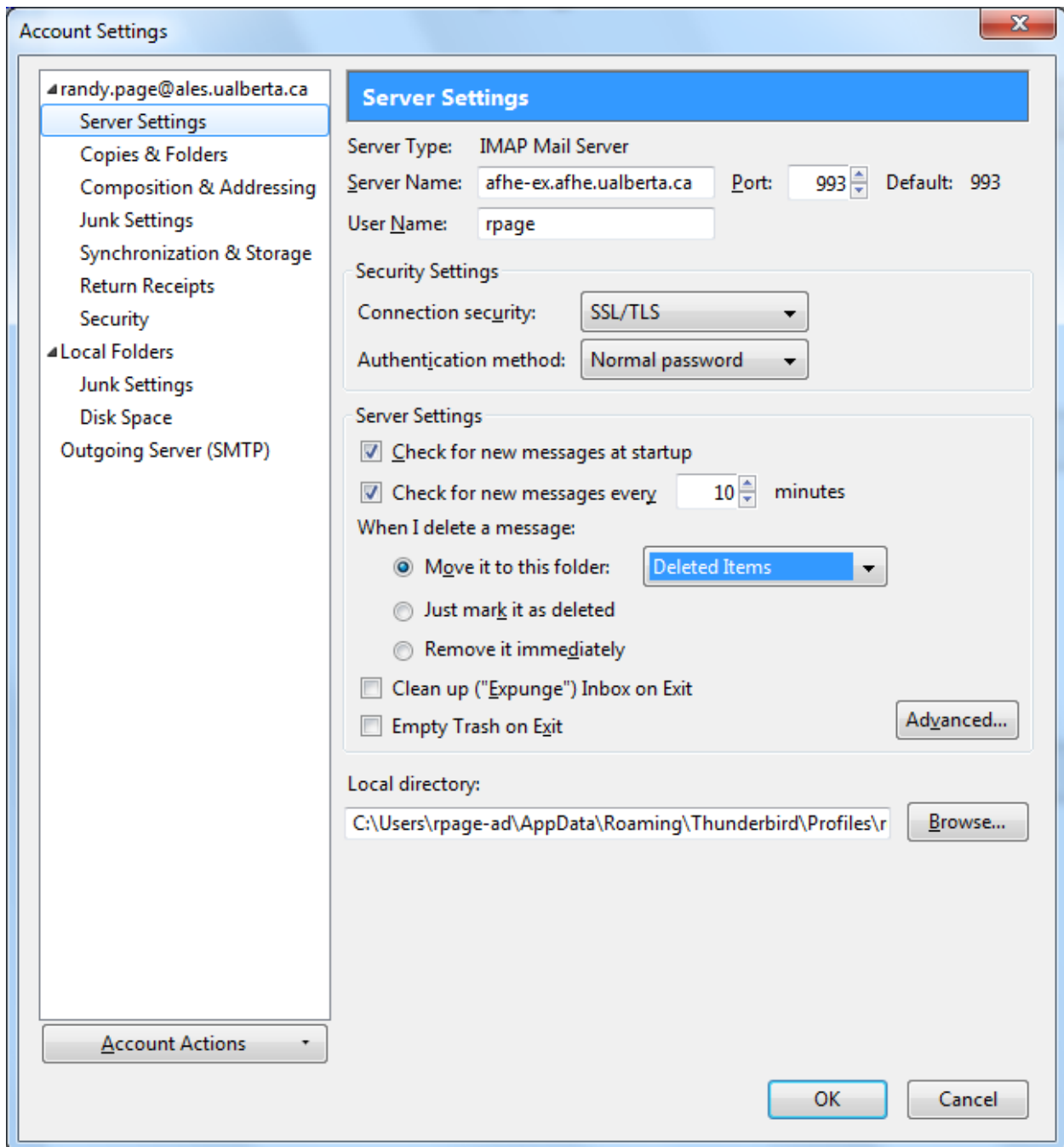


Check or uncheck folders as required. I suggest you ensure Inbox, Drafts, Deleted Items, Junk E-mail, & Sent Items, as well as any other folders you may have created in Outlook. Click Refresh, and then OK.

Back on the main screen you should now see these folders in the left pane.

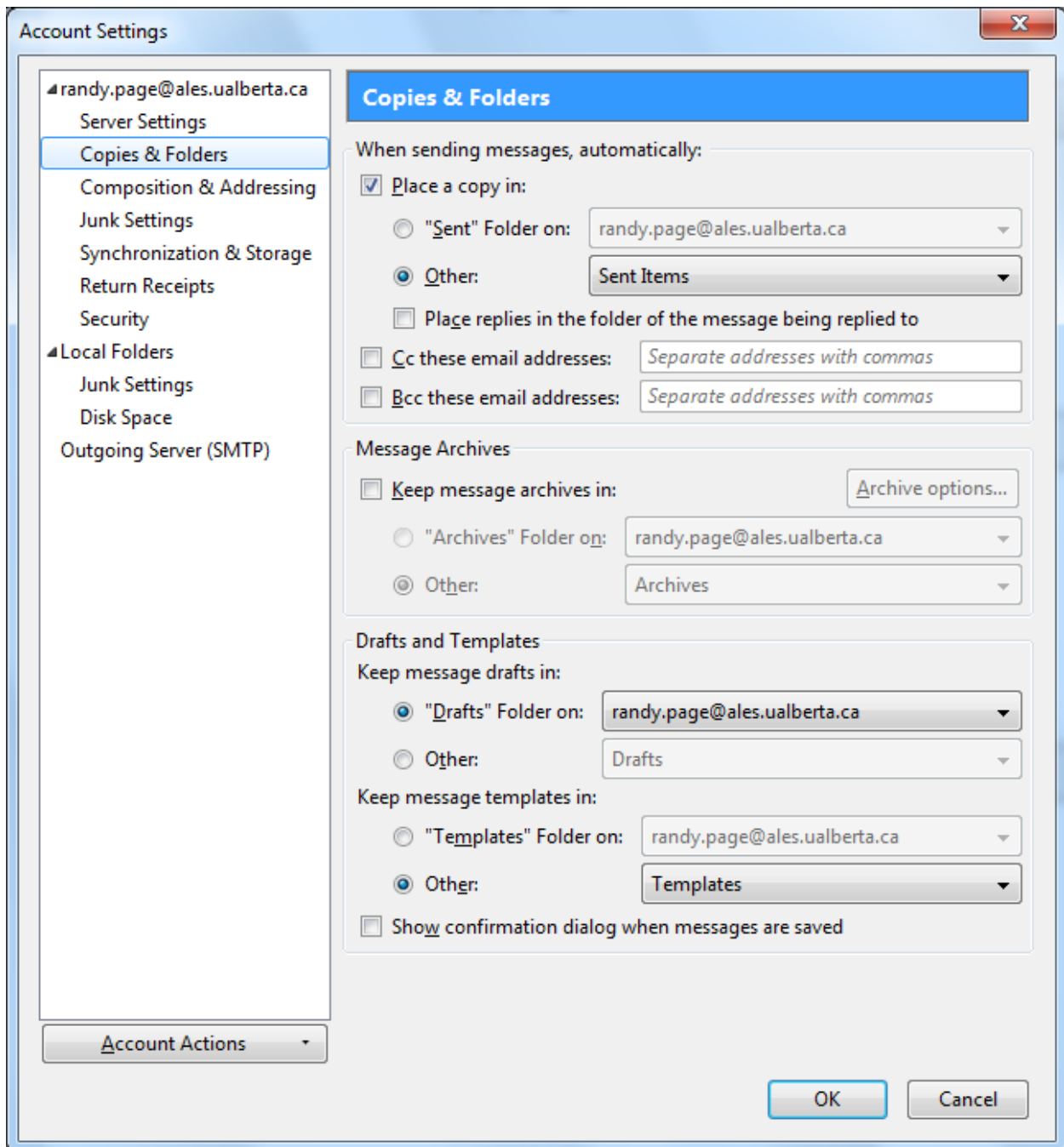
Now we're going to ensure Thunderbird uses these folders by default so that you don't have mail scattered all over in different folders for Outlook, OWA, & Thunderbird.

Start by right-clicking on the account name and selecting "Settings", then "Server Settings" in the left pane.



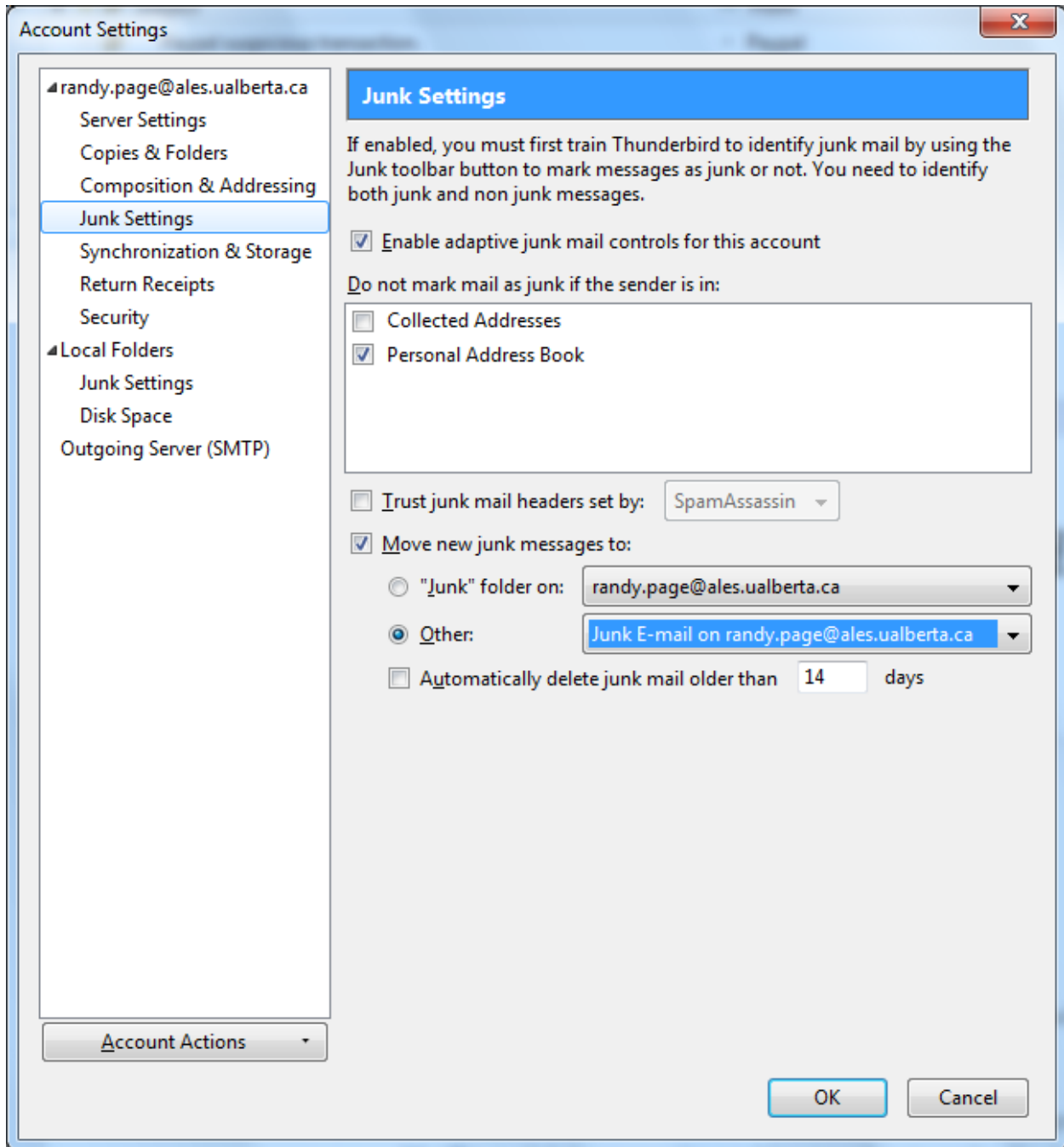
Change “When I delete a message Move it to this folder:” from Trash to “Deleted Items”.

Now click “Copies & Folders” in the left pane.



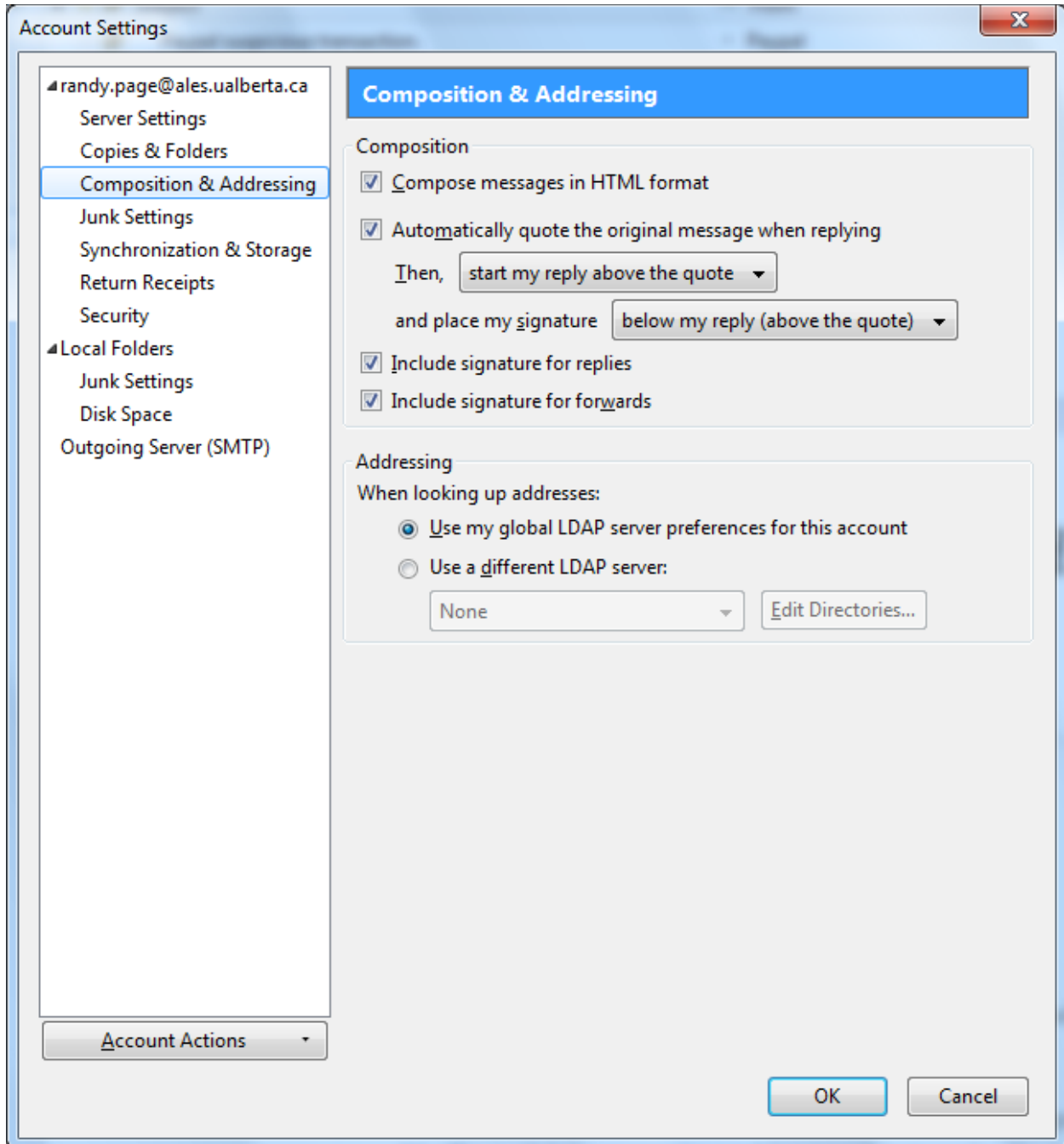
Change the location of sent messages to "Sent Items", and drafts to Drafts on the server. Uncheck "Keep message archives in:".

Now let's take care of where SPAM will go by default:



While we have settings open, let's do a couple of tweaks to make things a little easier to use, such as top-quoting and top signature.

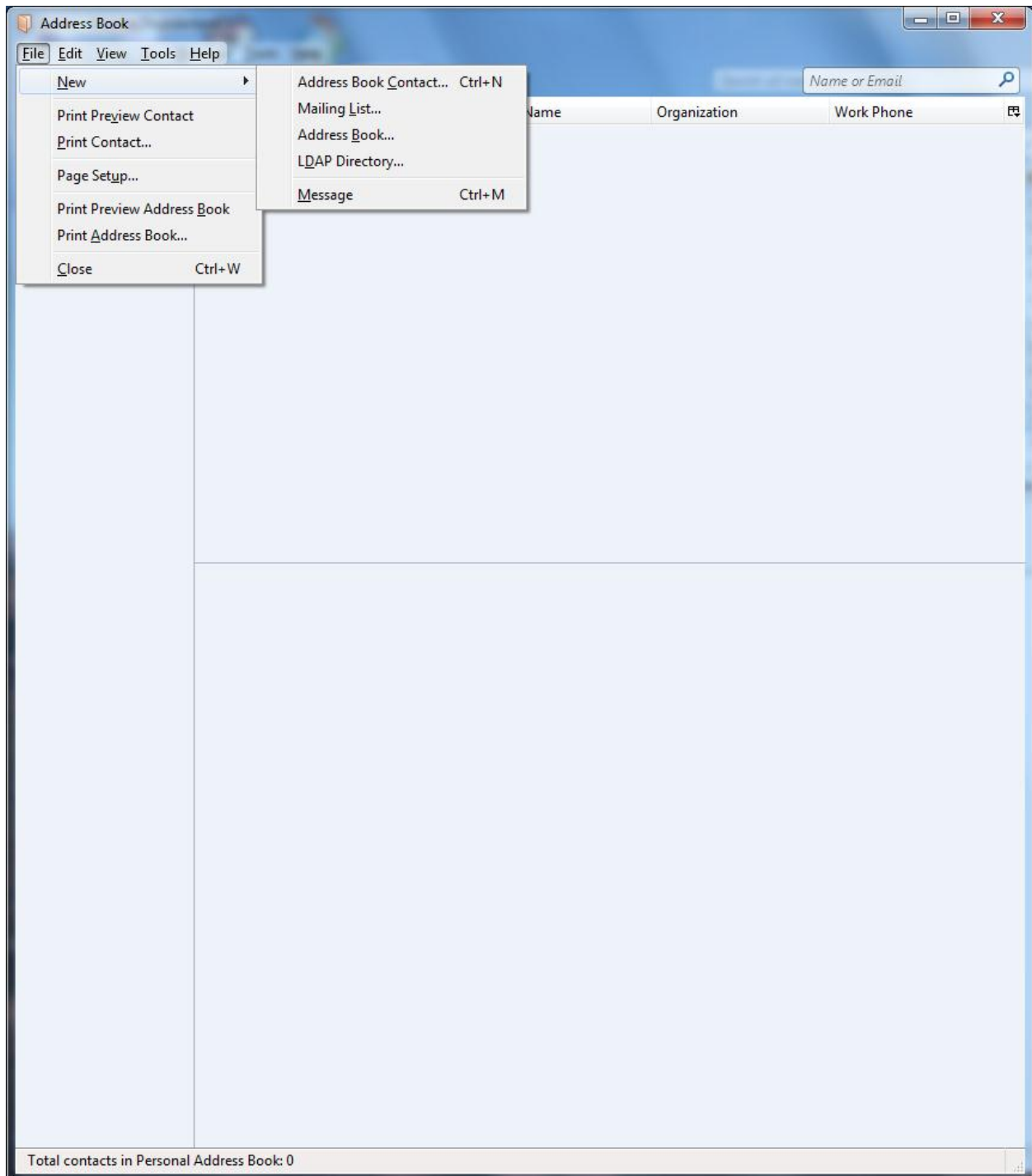
Click “Composition and addressing in the left pane, and change the location replies begin to “start my reply above the quote”, and the location of your signature to “below my reply (above the quote)”.



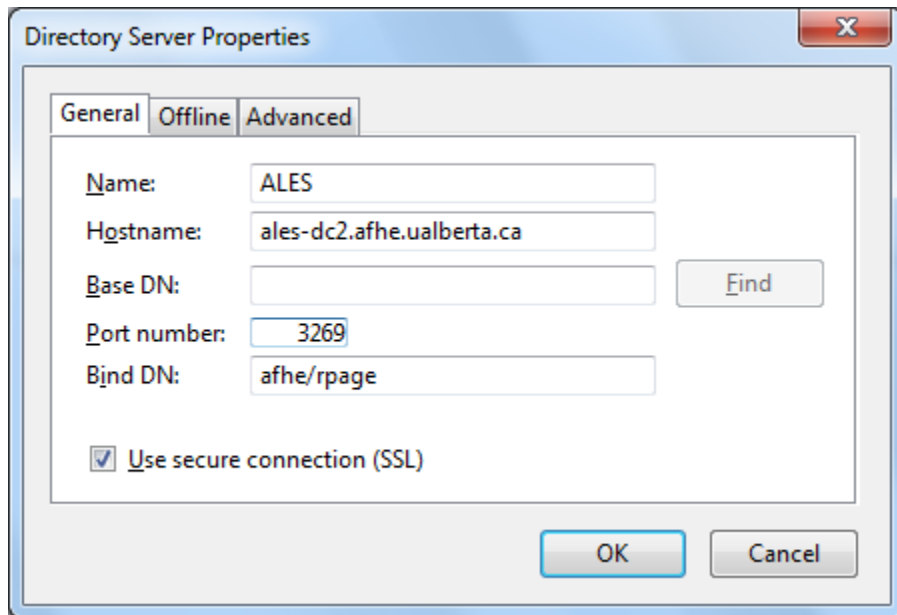
Click “OK”

Next we'll setup the address book.

Click on Address book from the main screen, and then go to File → New → LDAP Directory.



Then in the dialogue that comes up enter the following information:



Directory Server Properties

General Offline Advanced

Name: ALES

Hostname: ales-dc2.afhe.ualberta.ca

Base DN: Find

Port number: 3269

Bind DN: afhe/rpage

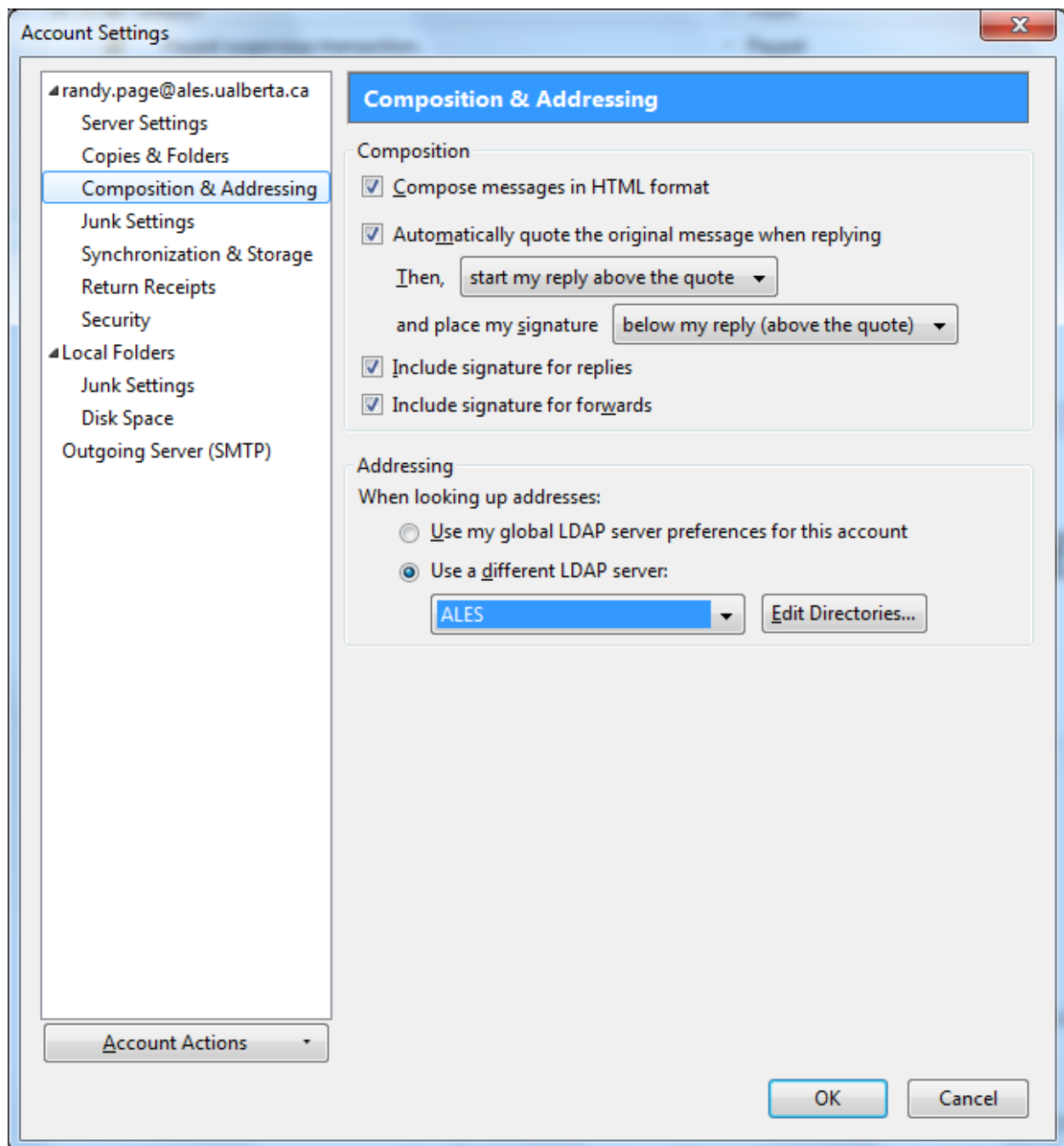
Use secure connection (SSL)

OK Cancel

Enter the port number after checking the “Use secure connection (SSL)” box.
Click OK.

Try it. Type a name in the search box. You’ll be prompted for your password.
Enter it (and allow Thunderbird to remember it if you wish) and you should see
the LDAP information for the person you searched for.

Now let's setup address autocompletion. Open the settings dialogue and go to "Composition and addressing" again. Change the settings to look like this:



And that's it for a basic Thunderbird setup.