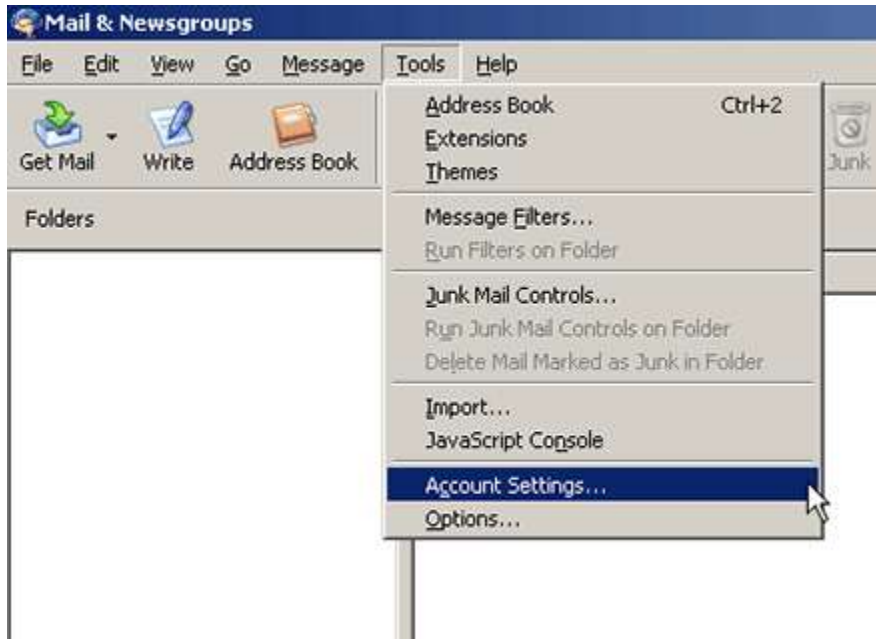
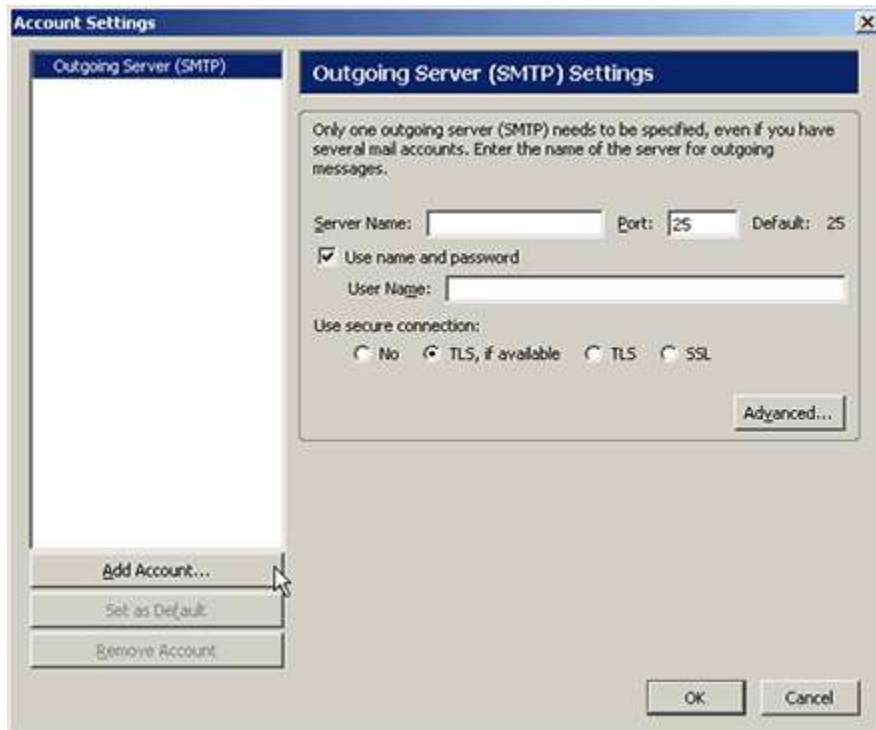


Thunderbird connection to AFHE Exchange

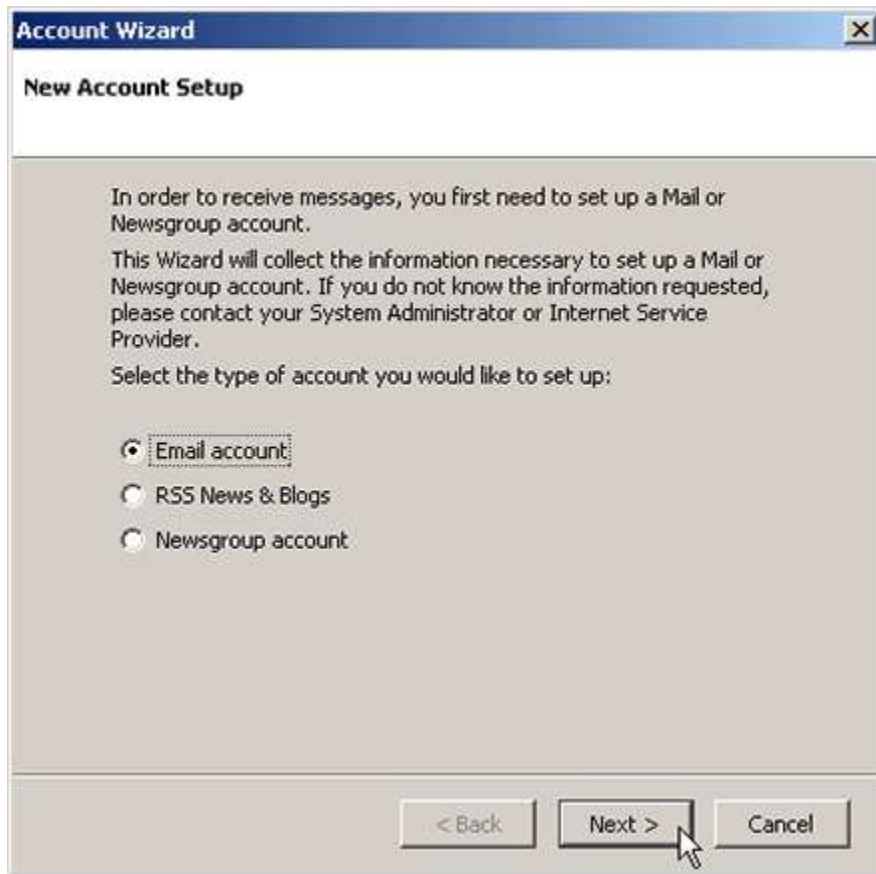
Select **Account Settings** from the **Tools** menu



Select **Add Account**



Select **Email Account**, then **Next**



Enter your **name** and **email address** as `firstname.lastname@afhe.ualberta.ca`, then **Next**

Account Wizard [X]

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

Select **IMAP** and enter **afhe-ex.afhe.ualberta.ca** as both Incoming and Outgoing server, then **Next**

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

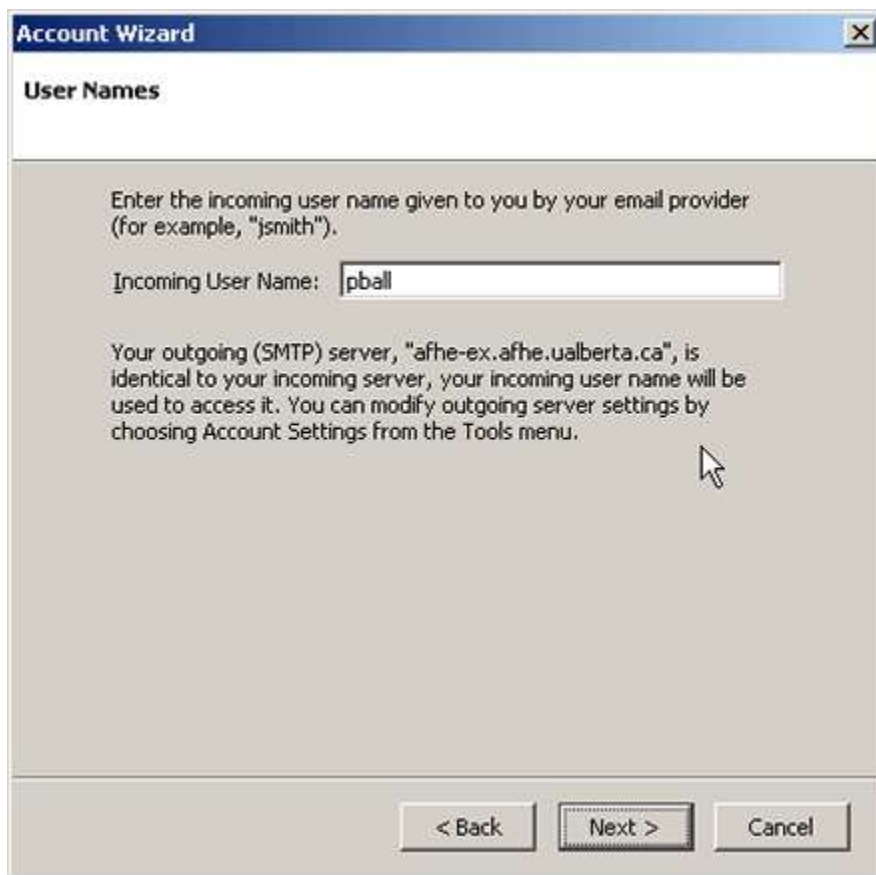
Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

Enter you **username** as Incoming user, then **Next**



Name the **account**, then **Next**

Account Wizard [X]

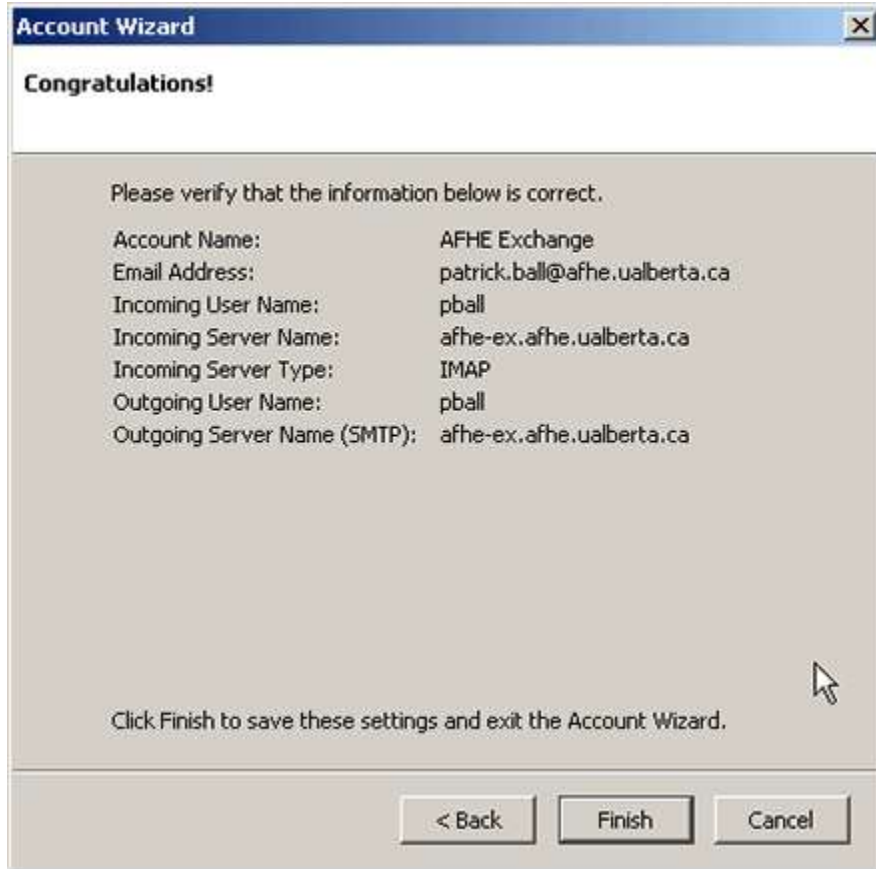
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

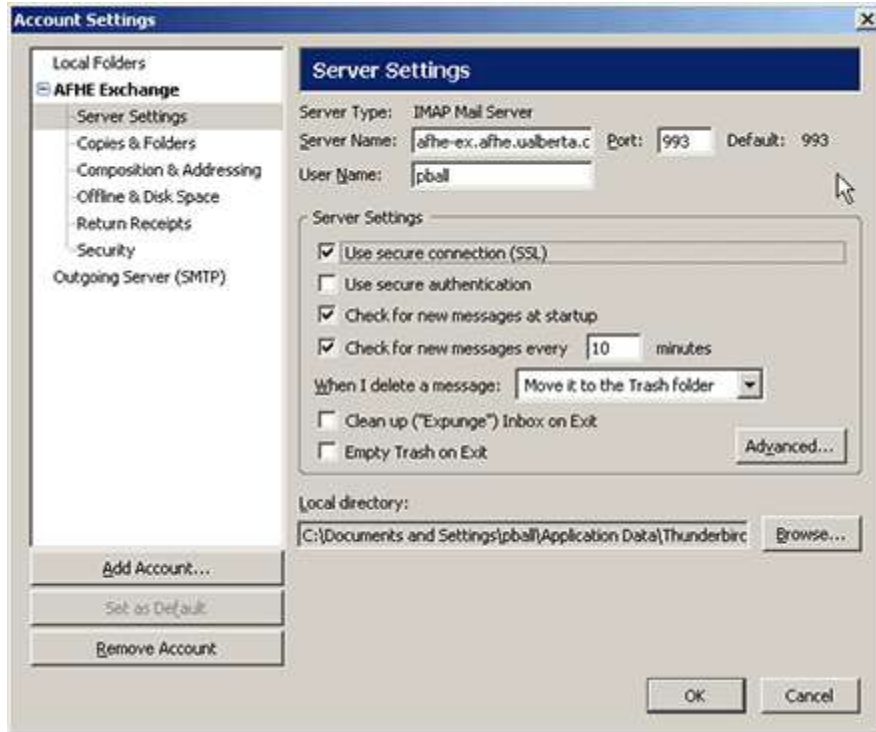
Account Name:

< Back Next > Cancel

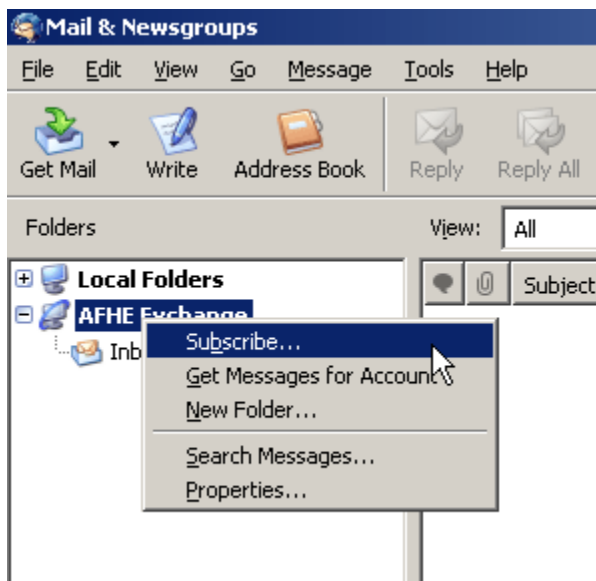
Check that everything is correct, then **Finish**



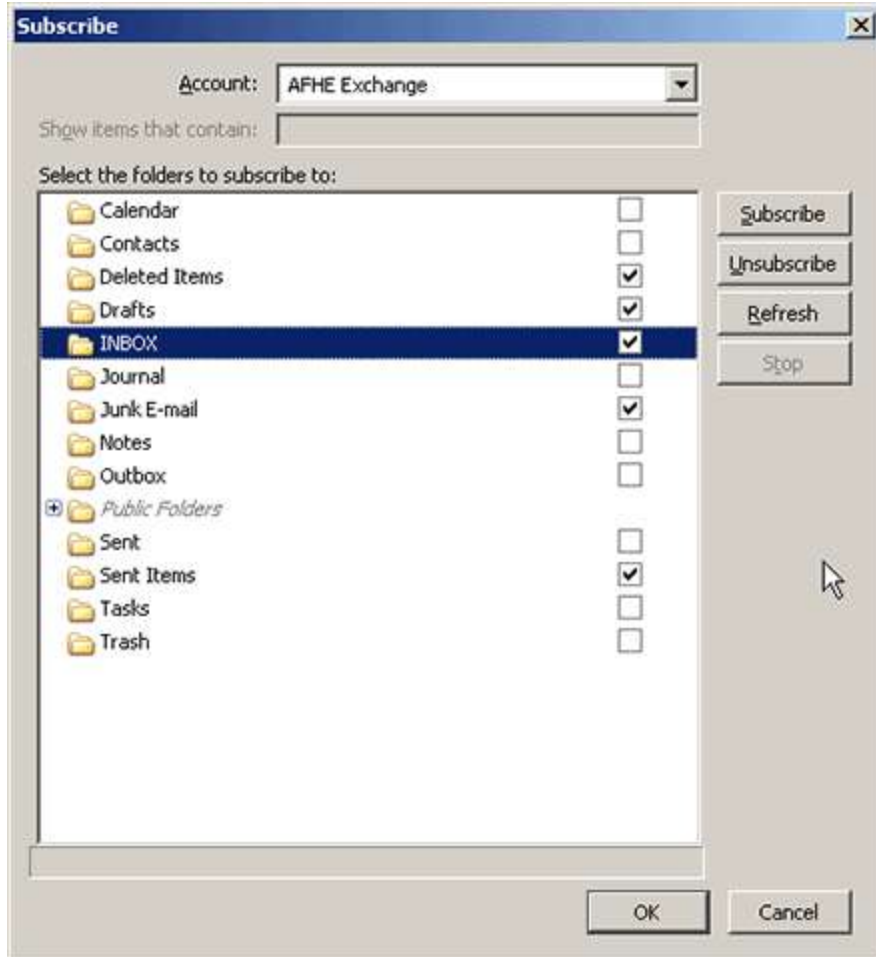
Select the **Server Setting** sheet and **check Use SSL**, then **OK** to close window



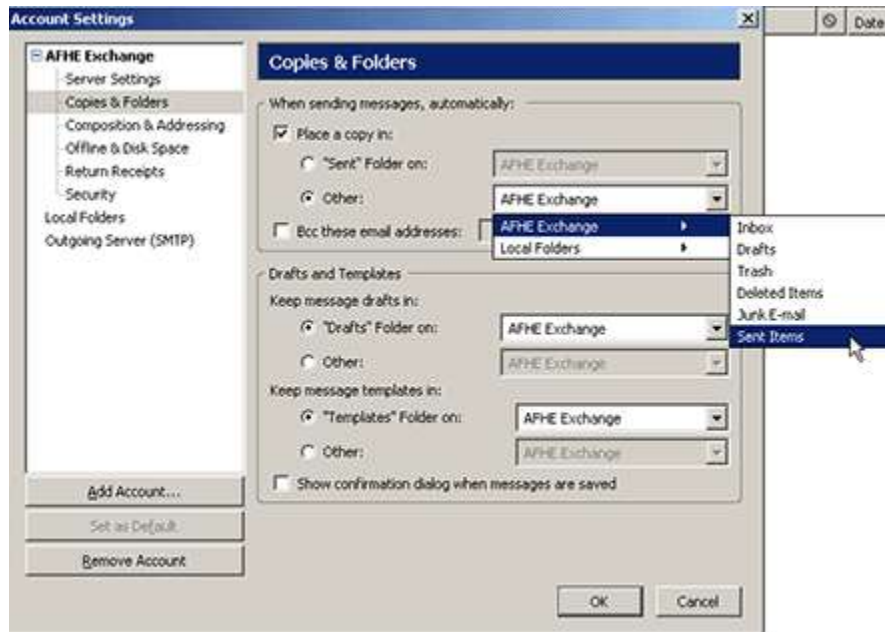
Right click on the **new Account** and choose **Subscribe**



Check the folders as shown, then **OK** to close window



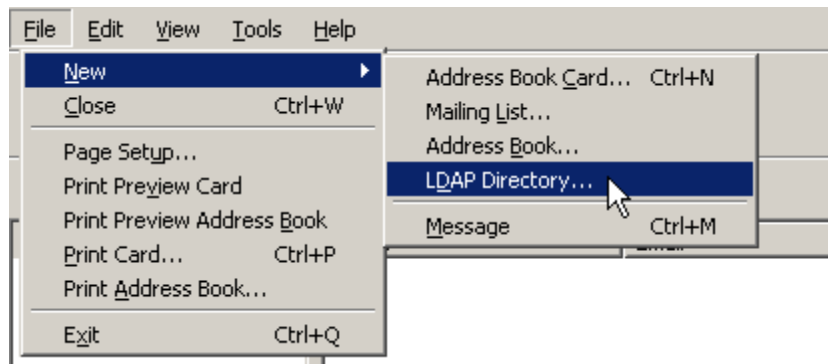
Re-open **Account Settings** (under Tools menu) and **redirect the Sent folder**



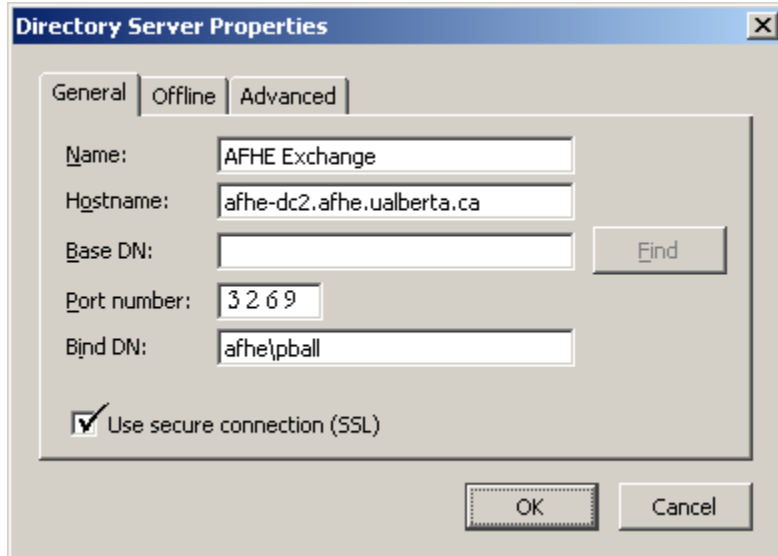
Click **OK** to close window
Account is setup and ready

Setup for Global Address List

Click on the AddressBook icon to open it.
Select File -> New -> LDAP Directory



Fill the settings as shown below, use your username in the **Bind DN** field, select **OK** to finish



Close the AddressBook and choose **Tools -> Options** in the main Thunderbird window. **Open** the **Composition** Tab and check the **Directory Server** for autocompletion, click **OK** to finish.

