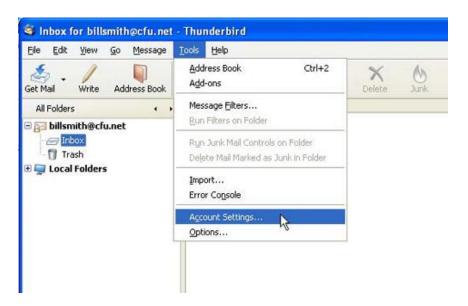
MOZILLA THUNDERBIRD

Follow these steps to update a Mozilla Thunderbird account to send and receive e-mail using CFU's new mail settings.

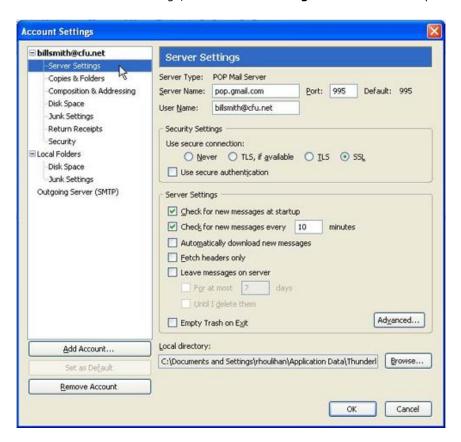
Before you start, make sure your CFU e-mail password is at least eight characters long. If it is less than eight characters, <u>click here</u> to continue to the screen below. Enter your current CFU e-mail address and password, then the new password of your choice. Enter the scrambled words in the box indicated then click the **Change Password** button.



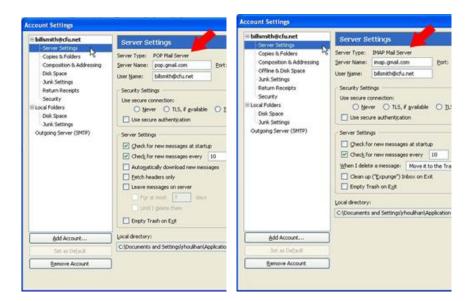
STEP 1 In Mozilla Thunderbird go to **Tools > Account Settings.**



STEP 2 In Account Settings, click **Server Settings** in the left window pane.

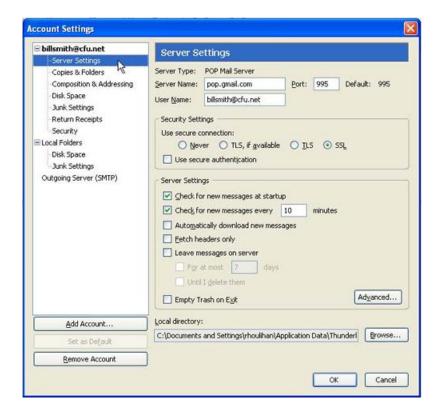


STEP 3 If your Server Type reads **POP3**, **follow the POP3 directions below**. If it reads **IMAP**, **follow the IMAP** directions below.

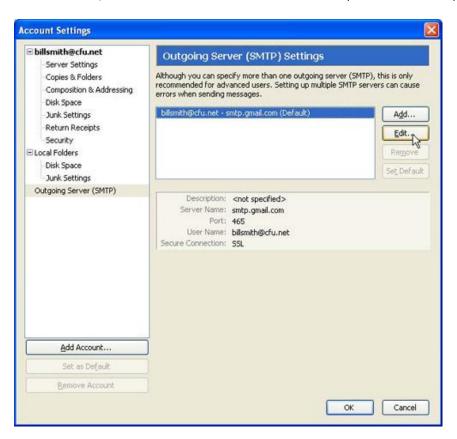


POP3 SETTINGS

STEP 4 In Server Settings, change the Server Name to **pop.gmail.com**. Change the Port to **995**. Add **@cfu.net** to the end of your username, then select **SSL** for the secure connection type under Security Settings. Click on the Outgoing Server (SMTP) tab from the left window pane in the screen below.



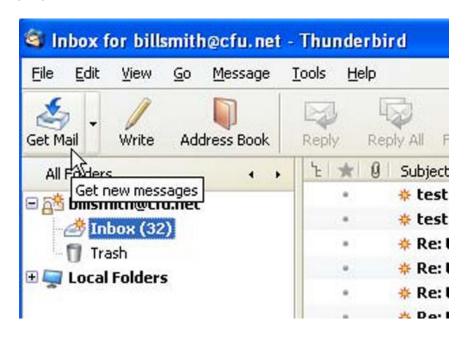
STEP 5 In the Outgoing Server (SMTP) Settings, highlight your CFU account and click **Edit.** If multiple CFU accounts exists, each one will need to be edited individually. Follow these steps for each CFU account.



STEP 6 Change the Server Name to **smtp.gmail.com**. Change the Port to **465**. Add **@cfu.net** to the end of your username and select **SSL** for secure connection type, then click **OK**.



STEP 7 Click **OK** on the Account Settings window to get back to Thunderbird, then click the **Get Mail** button to test your account settings. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time you press the **Get Mail** button.

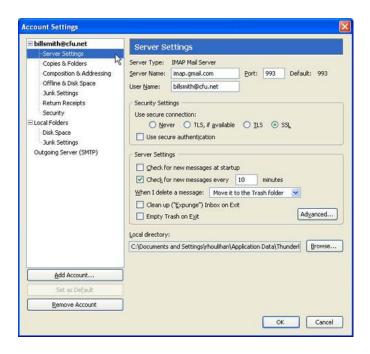


Click here if an error message appears.

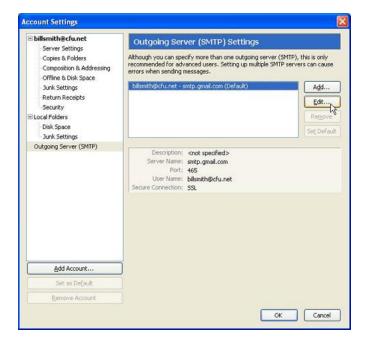
CONGRATULATIONS You are now able to send and receive e-mail from your cfu.net account using Mozilla Thunderbird.

IMAP SETTINGS

STEP 4 In Server Settings, change the Server Name to **imap.gmail.com**. Change the Port to **99**3. Add **@cfu.net** to the end of your username, then select **SSL** for the secure connection type under Security Settings. Click on the Outgoing Server (SMTP) tab from the left window pane in the screen below.



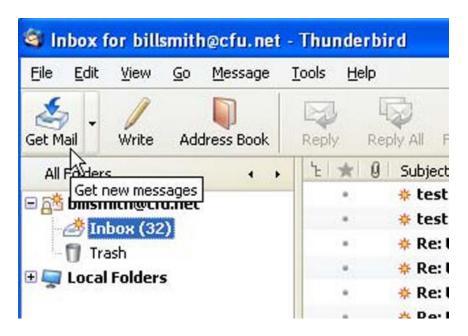
STEP 5 In the Outgoing Server (SMTP) Settings, highlight your CFU account and click **Edit.** If multiple CFU accounts exists, each one will need to be edited individually. Follow these steps for each CFU account.



STEP 6 Change the Server Name to **smtp.gmail.com**. Change the Port to **465**. Add **@cfu.net** to the end of your username and select **SSL** for secure connection type, then click **OK**.



STEP 7 Click **OK** on the Account Settings window to get back to Thunderbird, then click the **Get Mail** button to test your account settings.



Click here if an error message appears.

CONGRATULATIONS You are now able to send and receive e-mail from your cfu.net account using Mozilla Thunderbird.