

Setting up IMAP in Thunderbird

Thunderbird is a free email program created by the makers of Firefox. It is a fully functional program with contacts and a calendar and has the same functionality of Outlook.

To download the program to install it on your computer, go to:

<https://www.mozilla.org/en-GB/thunderbird/>

Once you have downloaded it you need to run the installer, which is very straight forward. You just need to choose the default options.

At the end of the installation it will ask you to set your email up. Here is the process:

1. The first screen will ask for your name, Email address and Password.
 - The name field is literally just that and is what will display in your recipients inbox to show them who sent the message.
 - Email is the Council email you are setting up.
 - Password is the password you have been given for the email address (remember the password is case sensitive). Leave the Remember Password box ticked.
2. Click on Continue and Thunderbird will now attempt to set the account up. If it succeeds then all well and good, select IMAP and click on Done. If, however, it doesn't find the mail server you will need to manually configure the account.
3. Click on the Manual Config button and these are the settings you want:

	Server Hostname	Port	SSL	Authentication
Incoming: IMAP	secure.emailsrvr.com	993	SSL/TLS	Normal Password
Outgoing: SMTP	secure.emailsrvr.com	465	SSL/TLS	Normal Password
Username:	Incoming: Full email address		Outgoing: Full email address	

Click on Done when you have entered the above settings and it will set your account up for you.
4. You can now set Thunderbird up to display your messages how you like. Personally I choose:
 - Right Click on the Title Bar and make sure Menu Bar is ticked
 - In the View Menu – Layout I choose Vertical view as this works best for me
 - In the Inbox, the message display has loads of unnecessary columns. You can remove them by right clicking on the column headers and unticking the ones you don't want. I use Attachments, Correspondents and Date. I haven't yet had a need for the others. You will want to do this across all of the folders.
 - By default the folders show the oldest message first, all you need to do is left click on the date column header and it will reorder the messages for you to latest first (the little arrow head will point down).
 - I hide the appointments area (bottom left click on Today Pane)
5. Thunderbird is now set up to use.