

Installing and configuring Mozilla Thunderbird 2.0 (Lehigh Customized version)

These instructions apply to both Windows and Mac versions of Thunderbird. For more information about using Thunderbird 2.0, see

<http://www.lehigh.edu/computing/docs/thunderbird20/thunderbirdmail.htm>

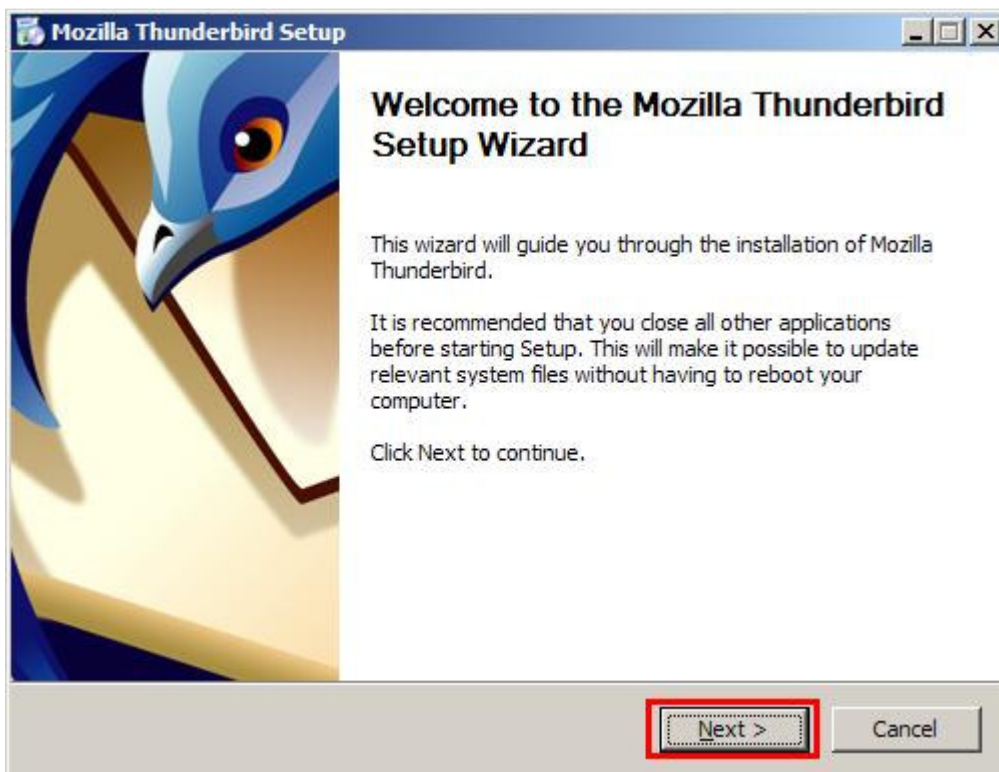
- [Install Thunderbird](#)
- [Set up your mail account](#)

Install Thunderbird 2.0

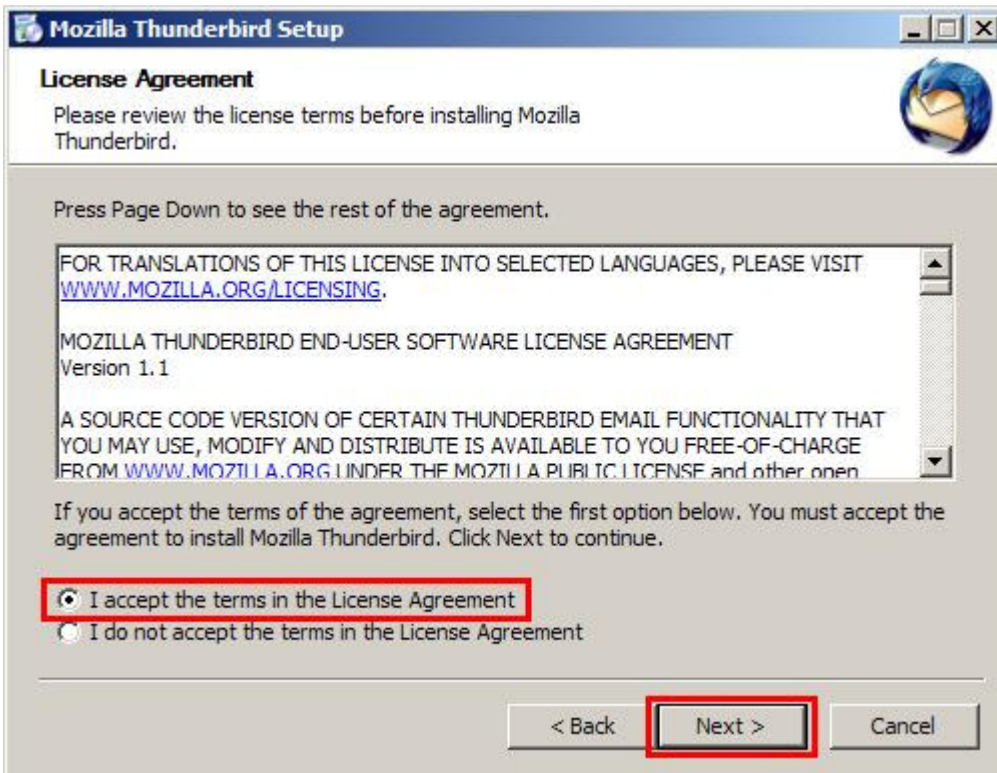
To install Thunderbird, double-click the Thunderbird Setup program:



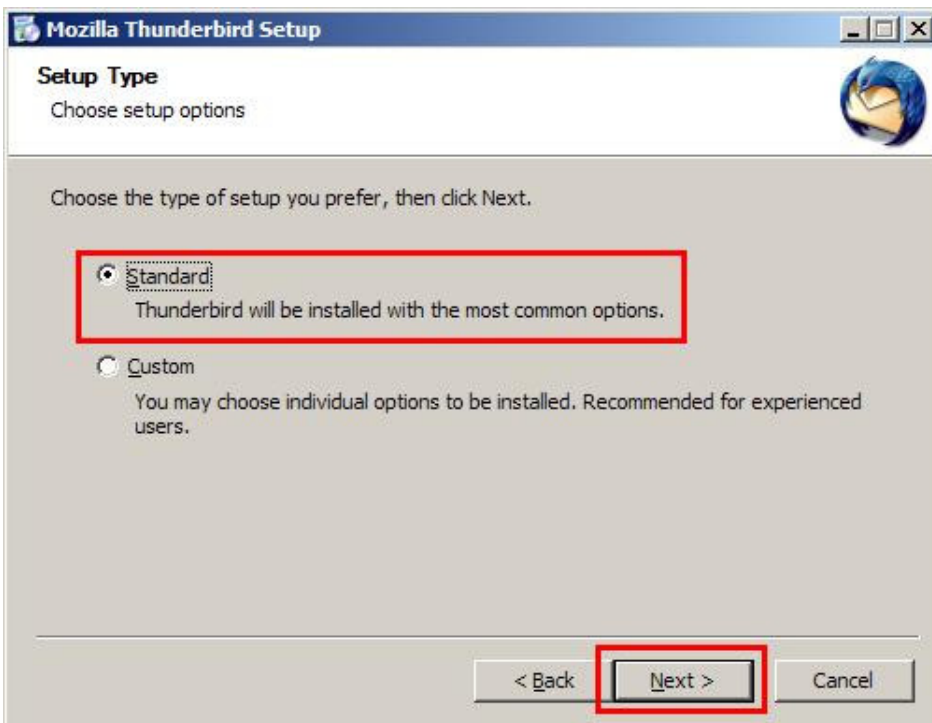
Click **Run** to begin. The setup window will open. Click **Next** to begin the installation..



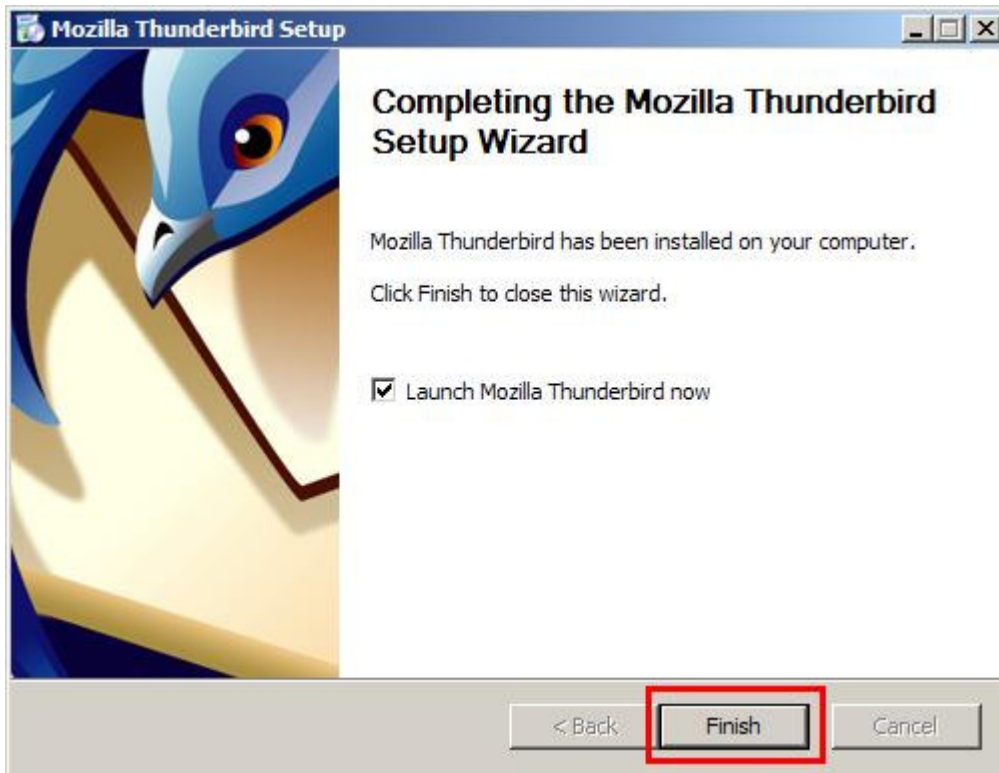
Choose **"I Accept the terms of the License Agreement,"** then click **Next.**



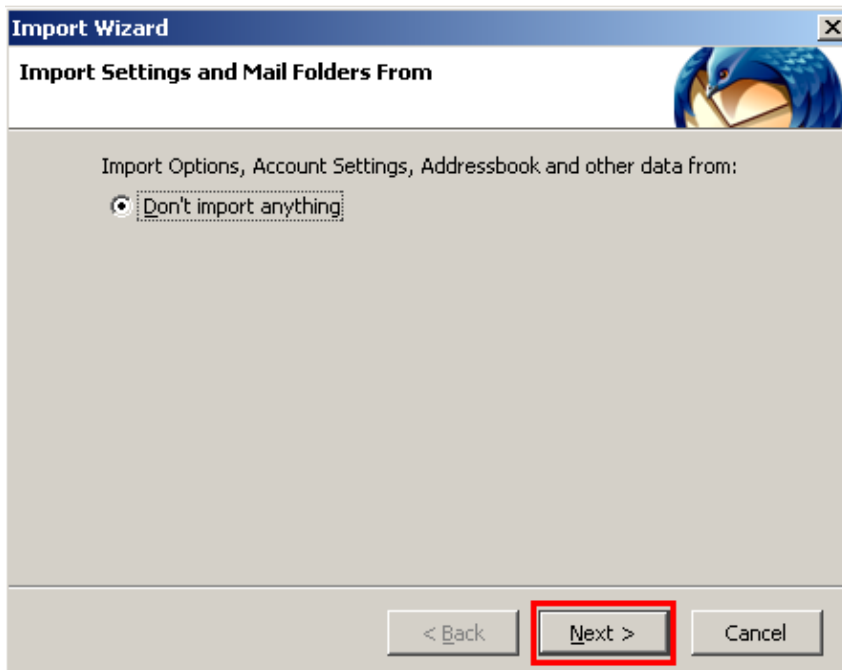
Choose **Standard** setup type, then click **Next.**



The Installer will show a progress window for a minute or two, and then display this page. When you click **Finish**, Thunderbird will open.

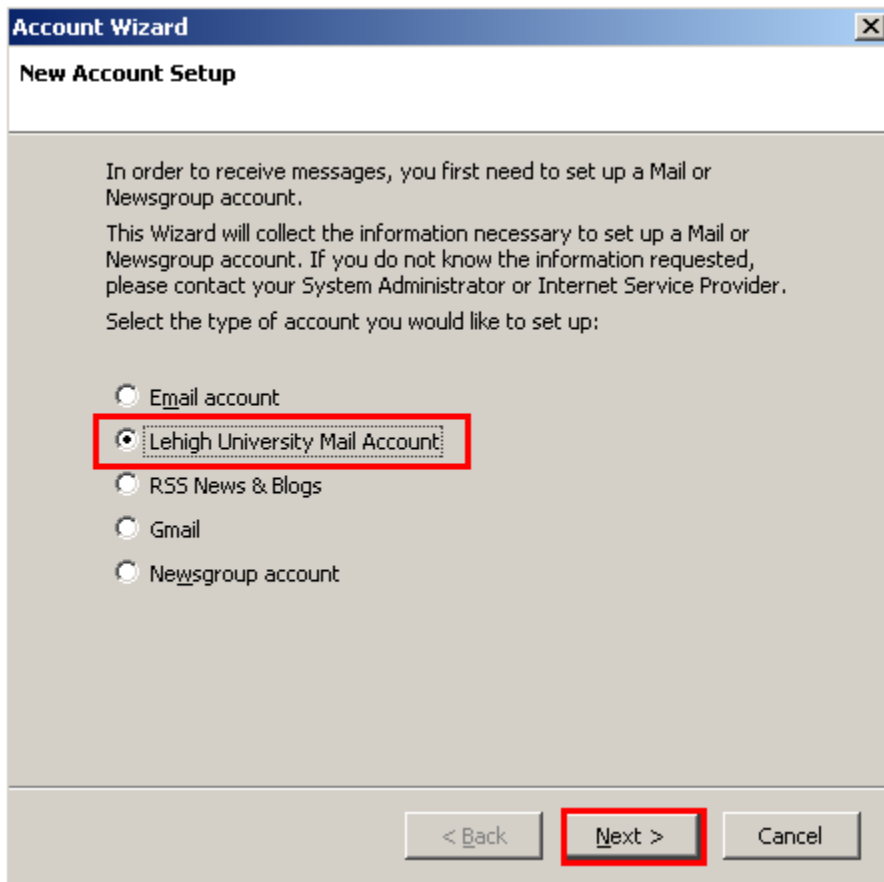


You can import mail and settings from other applications, or don't import anything. Click **Next**.



Setting up your mail account

Choose **Lehigh University Mail Account** and click **Next**.



Account Wizard [X]

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- Email account
- Lehigh University Mail Account**
- RSS News & Blogs
- Gmail
- Newsgroup account

< Back **Next >** Cancel

In the **Your Name** field, type in the name you want associated with this account.
In the **Email Address** field, type in your full Lehigh email address, including @lehigh.edu

Click **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:

Do not use a mail alias here. You MUST use your 4-digit or 6-digit Lehigh ID followed by @lehigh.edu

< Back **Next >** Cancel

Account Wizard [X]

Congratulations!

Please verify that the information below is correct.

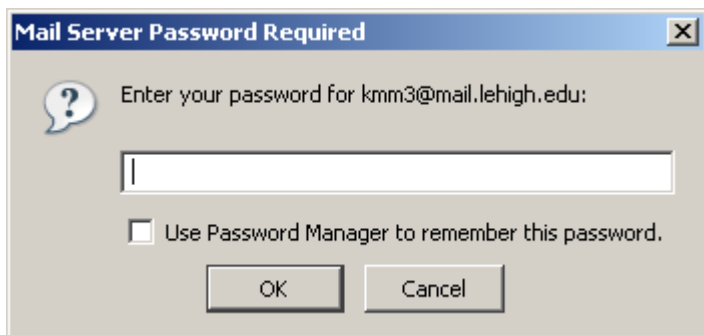
Account Name: Lehigh Mail - kmm3
Email Address: kmm3@lehigh.edu
User name: kmm3
Outgoing User Name: kmm3

Click Finish to save these settings and exit the Account Wizard.


< Back **Finish** Cancel

Click **Finish**.

Thunderbird asks you to login. Enter your password and click **OK** or press **Enter**.



Recommended Setting

Folder Pane View: You can customize Thunderbird to show expanded columns in the folder pane (upper left area of your screen). Turning this feature on creates a new heading above your mail folder list . When you click it, you can choose characteristics of folders that you want to appear next to each folder, such as the total number of read and unread messages and the folder's total size. To enable this feature, click **Tools > Options > Advanced > General**. Check the box "Show expanded columns in the folder pane" and click **OK**.

