
Configuring Mozilla Thunderbird 12 to Access the UoM Email

GUIDE



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A. Introduction

This guide contains step-by-step instructions for staff & students to download, install and configure Mozilla Thunderbird 12 (POP or IMAP) on their office/home computers in order to be able to access their UoM email.

B. Downloading & Installing Mozilla Thunderbird 12

1. Download Mozilla Thunderbird 12, available here:

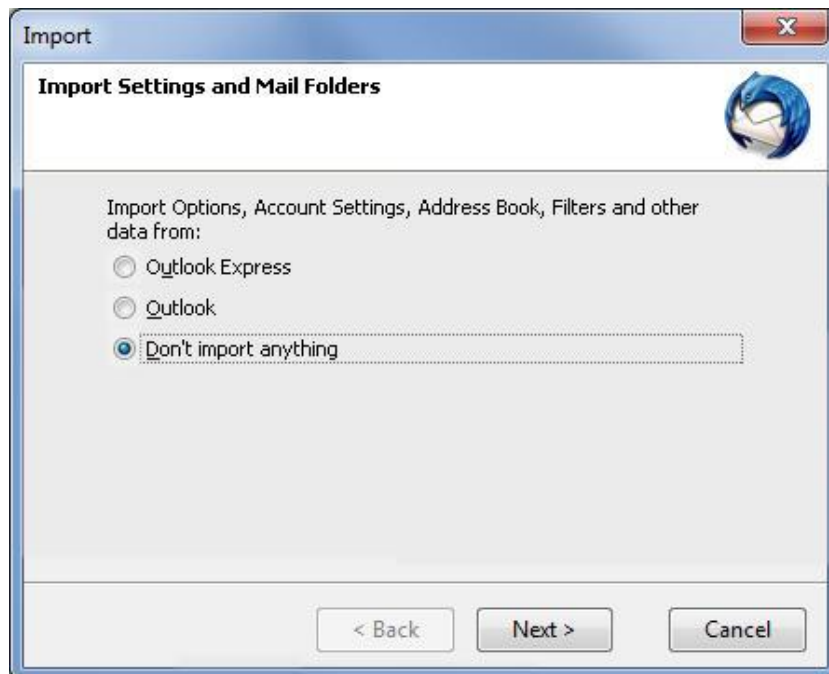
<http://www.mozillamessaging.com>

2. Run the downloaded file (**Thunderbird Setup 12.0.x**) to start setup wizard.
3. Follow the onscreen instructions to install Thunderbird choosing **Standard** Setup.
4. Click **Finish** button to launch and configure Thunderbird.

C. Configuring Mozilla Thunderbird 12

After installing Thunderbird you will need to configure this to be able to access messages sent to your UoM email address.

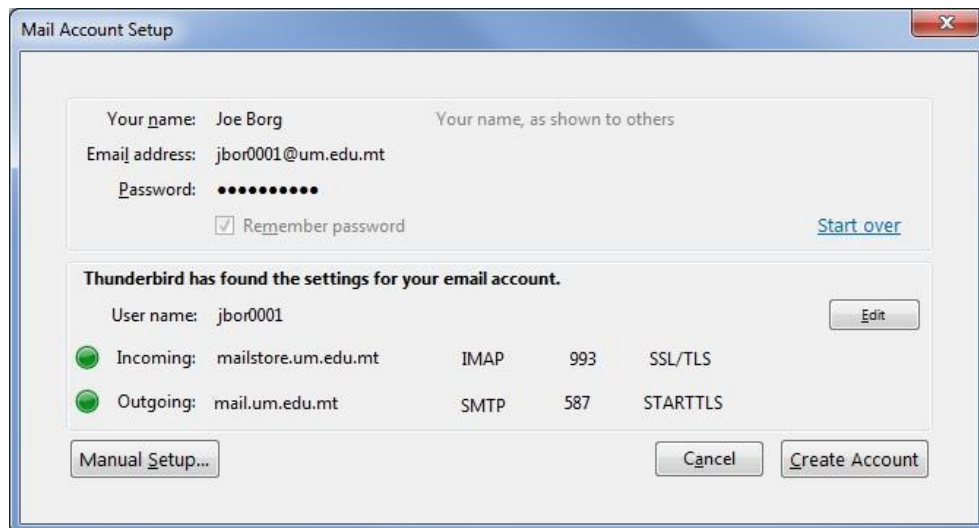
1. The underlying screen might be displayed after step 4 (previous section). Outlook Express and Outlook users are able to move all email & settings to Thunderbird by selecting the appropriate option. It is assumed that you will not import any settings. Select **Don't import anything**. Click the **Next** button.



- In **Your name:** field, type the name that you wish to be displayed when you send mail: e.g. Joe Borg.



- In **Email address:** field, type your UoM email address:
 - e.g. jbor0001@um.edu.mt (UoM student email address format)
 - jbor0001@jc.um.edu.mt (JC student email address format)
 - john.borg@um.edu.mt (staff email address format)
 - jborg01@um.edu.mt (casual staff email address format)
- In **Password:** field, type your UoM IT Account password.
- Click **Continue**. Thunderbird will now automatically try and discover the incoming and outgoing mail server, including ports and security settings.



- Click the **Edit** button to modify these settings.
- Confirm that the **User name:** field is correct:
 - e.g. jbor0001 (student user name)
 - jbor1 (staff user name – **Note:** joe.borg is not a valid user name)
 - jborg01 (casual staff user name)

8. Enter server information, as indicated below:

Incoming:

- **mailstore.um.edu.mt**
- **POP** or **IMAP** (see note below*)
- **995** (if POP is selected above) or **993** (if IMAP is selected above)
- **SSL/TLS**

*Mozilla Thunderbird can be configured to access email via POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). The choice between these two protocols depends on the user's preferences to access email on the server.

POP - Choosing POP means that Thunderbird will be configured to download all messages from the mail server to the user's system, removing them from the server and making them available only on the computer the user is working on. This means that these messages can no longer be accessed from other computers through the UoM Webmail facility or otherwise. It is possible for users to set POP in Thunderbird and apply a setting to leave the email messages on the server but if there is a requirement to do so, then such users should consider IMAP.

IMAP - Choosing IMAP means that all active (both read & unread) email will remain available on the mail server and will therefore be accessible from different computers and locations. This is particularly useful for users who need access to all their email from different locations e.g. when on campus, at home, abroad etc. IMAP users should monitor that messages do not use all the mailbox storage space on the mail server. The email quota can be monitored at:

<http://www.um.edu.mt/go/mailquota>

Outgoing:

- **mail.um.edu.mt**
- **SMTP**
- **587**
- **STARTTLS**

Thunderbird has found the settings for your email account.

User name: jbor0001 Re-test Configuration

Incoming: mailstore.um.edu.mt IMAP 995 SSL/TLS

Outgoing: mail.um.edu.mt SMTP 587 STARTTLS

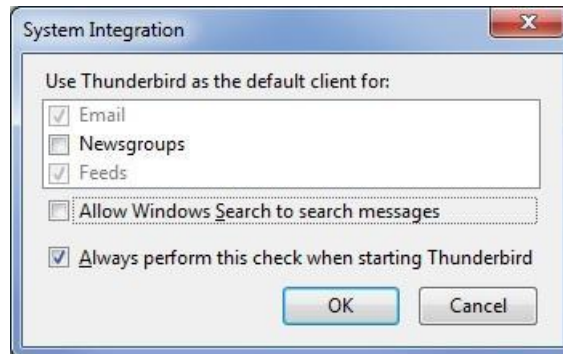
Manual Setup... Cancel Create Account

9. Click **Re-test Configuration**.

10. Click the **Create Account** button.

11. Tick **Allow Windows Search to search messages** if you wish to be able to search for email messages using Windows Search.

This feature is only available in Windows 7/Vista.



12. Click the **OK** button.

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