

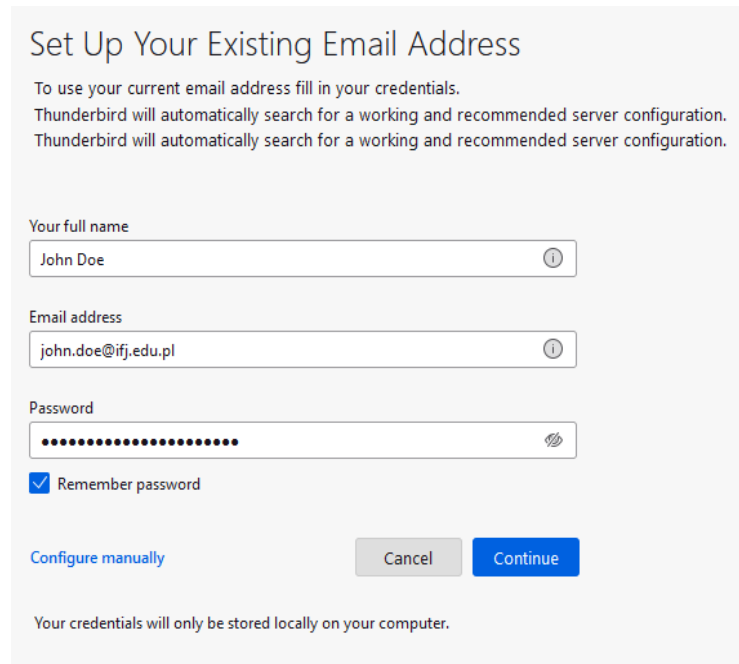
Thunderbird – E-Mail Client installation and configuration guide

Step 1 – Install Thunderbird client

1. Go to [Thunderbird](#) site and download the installer.
2. Run the installer and follow its instructions.

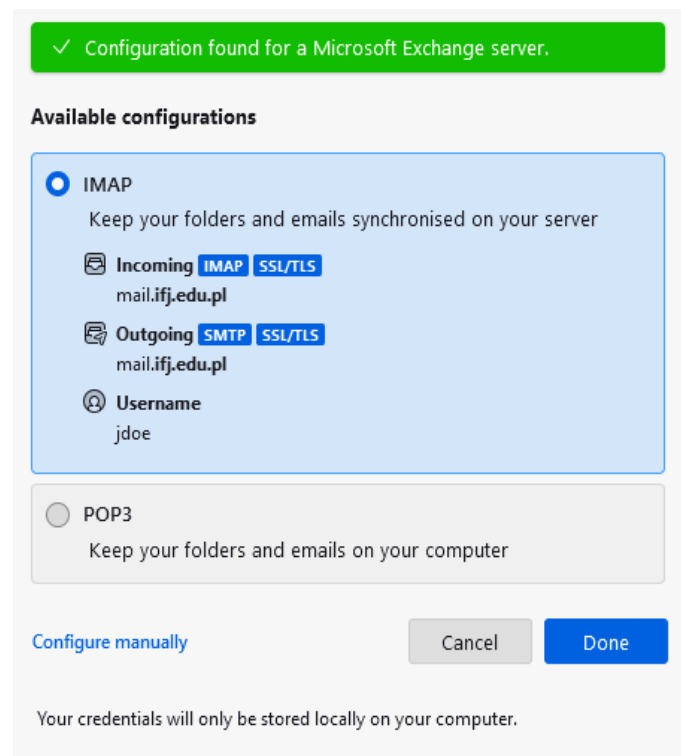
Step 2.a – Thunderbird client configuration within the Institute (or using VPN)

1. Enter your E-Mail login credentials.



The screenshot shows the 'Set Up Your Existing Email Address' window. It contains instructions to use current email credentials and a note that Thunderbird will search for server configurations. The form has three input fields: 'Your full name' (John Doe), 'Email address' (john.doe@ifj.edu.pl), and 'Password' (masked with dots). There is a 'Remember password' checkbox which is checked. At the bottom, there are links for 'Configure manually', 'Cancel', and 'Continue'. A footer note states: 'Your credentials will only be stored locally on your computer.'

2. Click *Continue* button.



The screenshot shows the 'Available configurations' window. At the top, a green banner says '✓ Configuration found for a Microsoft Exchange server.' Below, there are two main options: 'IMAP' (selected with a radio button) and 'POP3'. The IMAP section is expanded, showing 'Incoming' (IMAP, SSL/TLS, mail.ifj.edu.pl) and 'Outgoing' (SMTP, SSL/TLS, mail.ifj.edu.pl) settings, along with a 'Username' field containing 'jdoe'. The POP3 section is collapsed, showing 'Keep your folders and emails on your computer'. At the bottom, there are links for 'Configure manually', 'Cancel', and 'Done'. A footer note states: 'Your credentials will only be stored locally on your computer.'

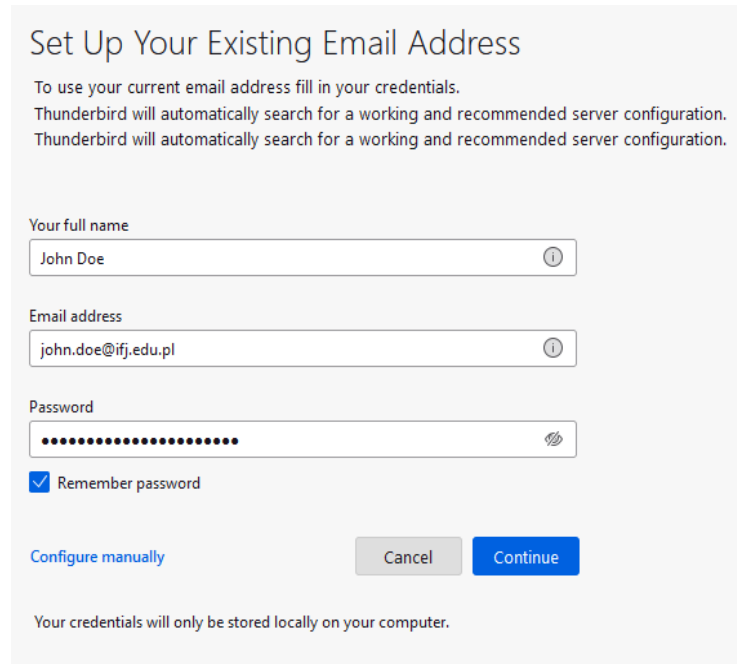
3. Choose which protocol you want to use: IMAP or POP3

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1. IMAP – E-Mails will be downloaded to Thunderbird and they will be kept synchronised. Any changes made to them within Thunderbird will be reflected on the mailing server and vice-versa.
2. POP3 – E-Mails will be downloaded to Thunderbird and will be **deleted** from the mailing server. They will be available **only locally**.
4. Click *Done* button. Client has been successfully configured. You should now see your E-Mails within Thunderbird.

Step 2.b – Thunderbird client configuration outside the Institute (without VPN)

1. Enter your E-Mail login credentials and click *Configure manually* link.



The screenshot shows the 'Set Up Your Existing Email Address' window. It contains the following fields and options:

- Your full name:** A text box containing 'John Doe'.
- Email address:** A text box containing 'john.doe@ifj.edu.pl'.
- Password:** A password field with masked characters (dots) and a toggle icon on the right.
- Remember password:** A checked checkbox.
- Buttons:** 'Configure manually' (a link), 'Cancel', and 'Continue'.
- Footer:** A note stating 'Your credentials will only be stored locally on your computer.'

2. A configuration form will be displayed. Fill it with the following:
 1. Incoming Server
 1. **Protocol** – IMAP or POP3
 2. **Hostname** – mail.ifj.edu.pl
 3. **Port** – 993 (IMAP) or 995 (POP3)
 4. **Connection security** – SSL/TLS
 5. **Authentication method** – Normal password
 6. **Username** – short login (first letter of the name and whole surname, e.g. Joe Doe → jdoe)
 2. Outgoing Server
 1. **Hostname** – mail.ifj.edu.pl
 2. **Port** – 465
 3. **Connection security** – SSL/TLS
 4. **Authentication method** – Normal password
 5. **Username** – short login

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5. Filled form should look like this:

The screenshot shows the 'Server settings' dialog box in Thunderbird. It is divided into two sections: 'INCOMING SERVER' and 'OUTGOING SERVER'. The 'INCOMING SERVER' section has the following fields: Protocol (IMAP), Hostname (mail.ifj.edu.pl), Port (993), Connection security (SSL/TLS), Authentication method (Normal password), and Username (jdoe). The 'OUTGOING SERVER' section has the following fields: Hostname (mail.ifj.edu.pl), Port (465), Connection security (SSL/TLS), Authentication method (Normal password), and Username (jdoe). At the bottom right of the dialog is a link for 'Advanced config'. At the bottom are three buttons: 'Re-test', 'Cancel', and 'Done'.

Server settings	
INCOMING SERVER	
Protocol:	IMAP
Hostname:	mail.ifj.edu.pl
Port:	993
Connection security:	SSL/TLS
Authentication method:	Normal password
Username:	jdoe
OUTGOING SERVER	
Hostname:	mail.ifj.edu.pl
Port:	465
Connection security:	SSL/TLS
Authentication method:	Normal password
Username:	jdoe
Advanced config	
Re-test Cancel Done	

6. Click *Done* button. Client has been successfully configured. You should now see your E-Mails within Thunderbird.