Thunderbird – E-Mail Client installation and configuration guide
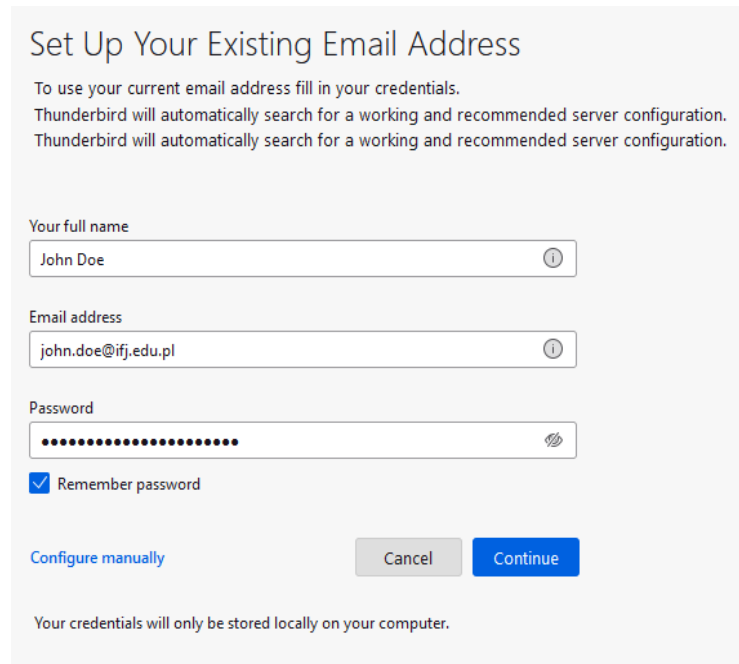
Step 1 – Install Thunderbird client

1. Go to Thunderbird site and download the installer.
2. Run the installer and follow its instructions.
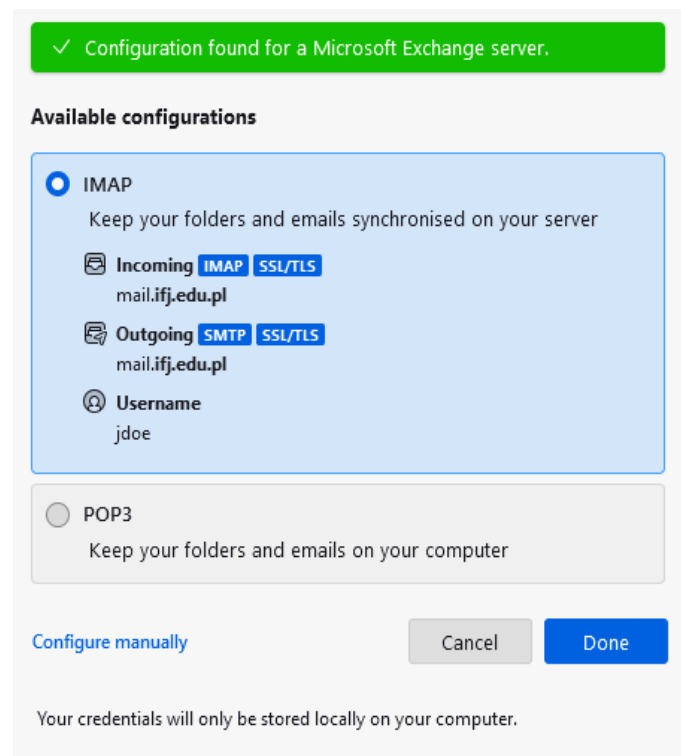
Step 2.a – Thunderbird client configuration within the Institute (or using VPN)

1. Enter your E-Mail login credentials.
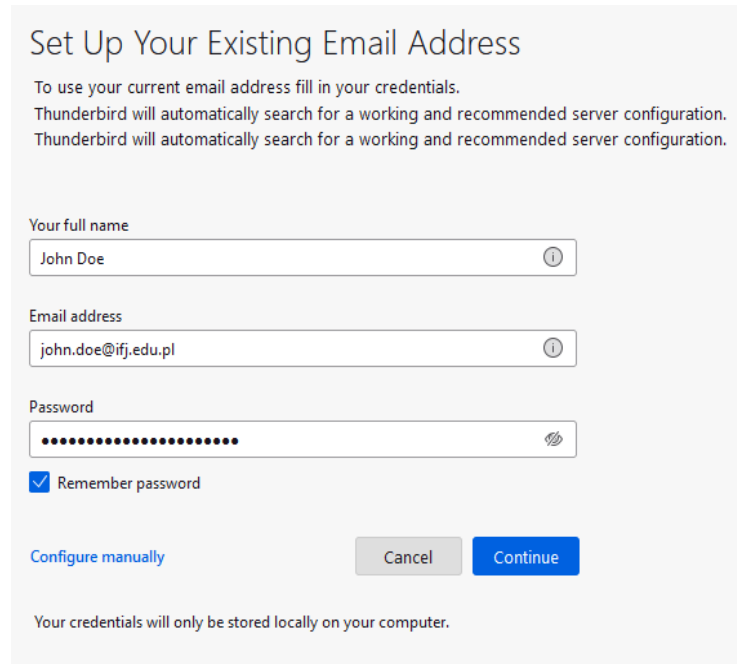

2. Click *Continue* button.

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

Thunderbird – E-Mail Client installation and configuration guide

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.

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

Thunderbird – E-Mail Client installation and configuration guide

5. Filled form should look like this:

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