

# Thunderbird – E-Mail Client installation and configuration guide

## Step 1 – Install Thunderbird client

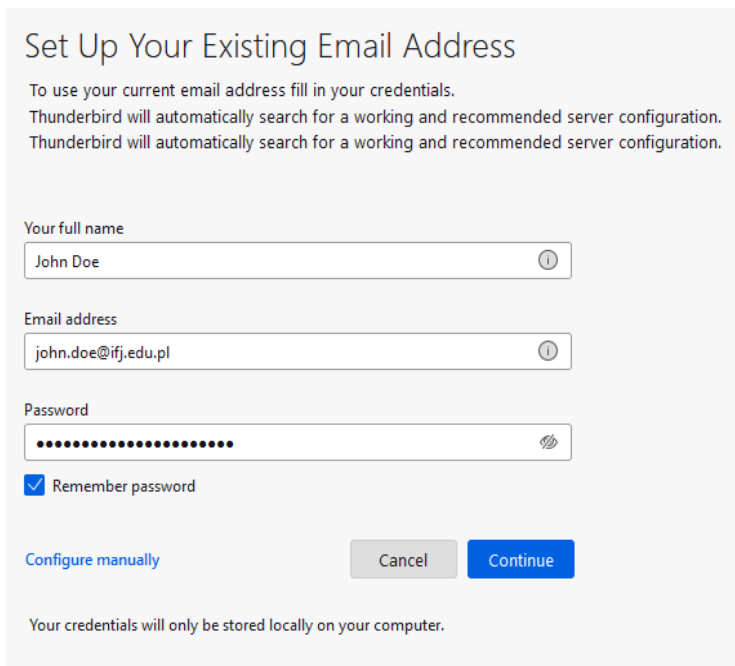
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1. Go to [Thunderbird](#) site and download the installer.
2. Run the installer and follow its instructions.

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

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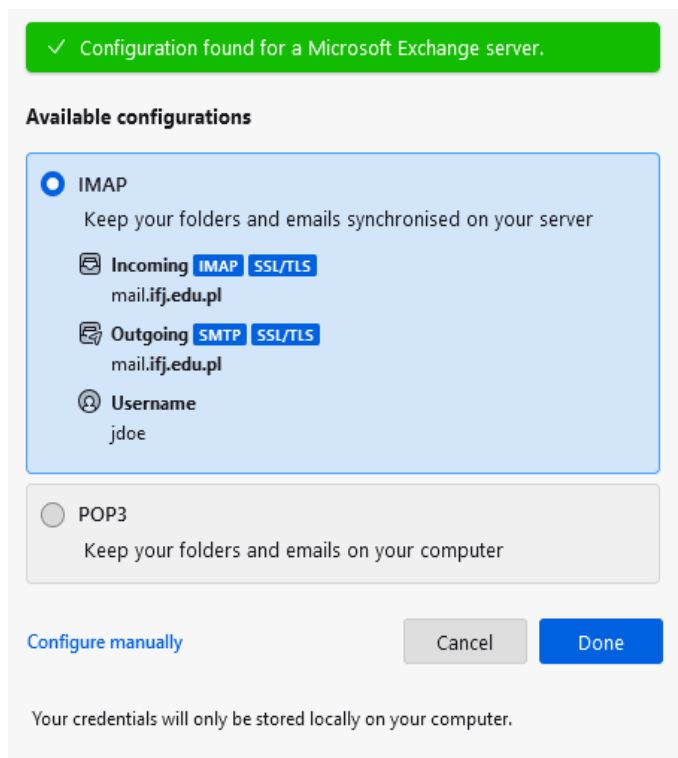
1. Enter your E-Mail login credentials.



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

- Your full name:** John Doe
- Email address:** john.doe@ifj.edu.pl
- Password:** A masked password field with a strength indicator icon.
- Remember password
- Buttons: [Configure manually](#), [Cancel](#), [Continue](#)
- Footer: Your credentials will only be stored locally on your computer.

2. Click *Continue* button.



The screenshot shows the 'Available configurations' dialog box. It features a green success banner at the top and two configuration options:

- IMAP (Selected):** Keep your folders and emails synchronised on your server. Includes Incoming (IMAP, SSL/TLS) and Outgoing (SMTP, SSL/TLS) settings for mail.ifj.edu.pl, and a Username field with 'jdoe'.
- POP3:** Keep your folders and emails on your computer.

Buttons: [Configure manually](#), [Cancel](#), [Done](#)

Footer: Your credentials will only be stored locally on your computer.

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

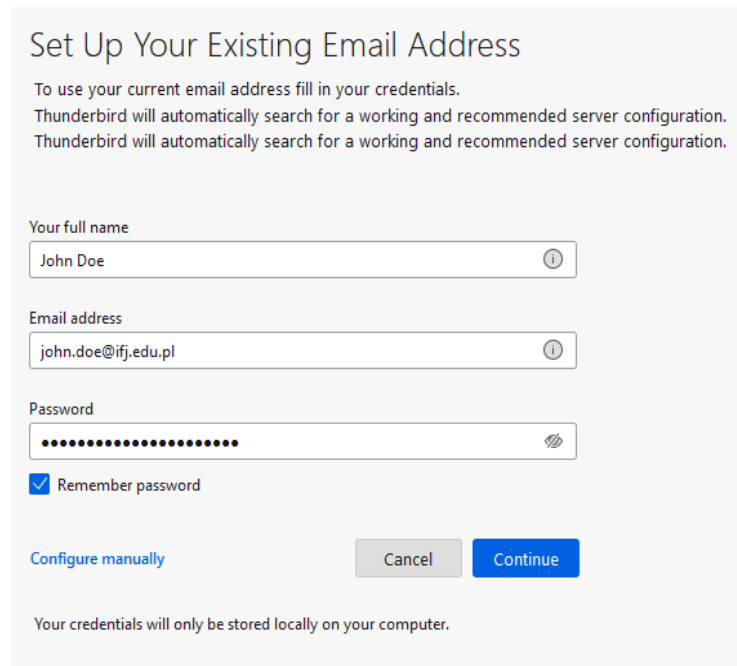
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1. IMAP – E-Mails will be downloaded to Thunderbird and they will be kept synchronised. Any changes made to them within Thunderbird will be reflected on the mailing server and vice-versa.
2. POP3 – E-Mails will be downloaded to Thunderbird and will 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)

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



The screenshot shows the 'Set Up Your Existing Email Address' dialog box in Thunderbird. It contains the following fields and options:

- Your full name:** John Doe
- Email address:** john.doe@ifj.edu.pl
- Password:** A masked password field with 12 dots.
- Remember password
- Buttons: [Configure manually](#), [Cancel](#), [Continue](#)
- Footer: 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
    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: 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'.

Section	Field	Value
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

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