1. Open **Thunderbird** by double clicking the icon.

2. At the **Import Settings and Mail Folders Form**, select the **Don't import anything** radio button and then click on the **Continue/Next** button.

3. Select the **Email account** radio button and then click the **Continue/Next** button.
4. Type in your name and UH email address (do not use your UH alias email address) then click on the **Continue/Next** button.

![Identity](image1)

5. Select the **IMAP** radio button, type in the following server information then click on the **Continue/Next** button.

   **Incoming Server:** mail.hawaii.edu  
   **Outgoing Server:** mail.hawaii.edu

![Server Information](image2)
6. Type in your UH username in the *Incoming User Name* text boxes then click on the *Continue/Next* button.

7. Type in your UH account name and then click on the *Continue/Next* button.
8. Verify that your account information is correct and then click on the **Done/Finish** button.

9. Now you are in Thunderbird and need to finish the configuration steps in order to access your Email.
10. Select *Tools > Account Settings*.

11. Type in your *Reply-to Address* and your *Organization*. Do not use your UH alias for your *Email Address*. 
12. Click on **Server Settings**, then under **Security Settings > Use secure connection**, select the SSL radio button. Verify that the following **IMAP Mail Server** information is correct.

   **Server Name:** mail.hawaii.edu  
   **Port:** 993  
   **Use secure connection:** SSL

   Also, make sure that **Move it to the Trash Folder** is selected for **When I delete a message**. This will make recovering unintentionally deleted messages easier.

13. Click on **Outgoing Server (SMTP)**, and then click on the **Edit** button.
14. Type **UH** in the *Description* textbox and **587** the *Port* textbox. Under *Security and Authentication* verify that the *Use name and password* checkbox is checked and that your UH Username is in the *User name* field, select the **TLS** radio button for *Use secure connection*, and then click the on the **OK** button.

15. Verify your Outgoing Server settings.
16. Click on *Copies & Folders*, and then verify that *Sent, Drafts & Templates Folders* point to your UH Account.

17. Click on *Composition & Addressing*, and uncheck *Compose message in HTML format*. Select your *Automatically quote the original message when replying* preference from the drop menu. Then select the *Use a different LDAP server* radio button and then click on the *Edit Directories* button.
18. Click on the **Add** button.

19. Select the **General** tab and type in the following:
   - Name: **UH LDAP**
   - Hostname: **ldap1.its.hawaii.edu**
   - Base DN: **ou=people,dc=hawaii,dc=edu**
   - Port number: **636**
   - Checkmark **Use secure connection (SSL)** then click on the **OK** button.

20. Click on the **OK** button.
21. Select **UH LDAP** from the *Use a different LDAP server* drop down menu and then click on the **OK** button.

22. Select **Thunderbird > Preferences** (Mac) or **Tools > Options** (PC)
23. Select *Composition* and then the *General* tab. Then select *Inline* from the *Forward message* drop down menu.

![Composition settings](image1.png)

24. Click on the *Spelling* tab and verify that *Enable spell check as you type* is checked. Save your settings (PC Click the *OK* button) and exit Thunderbird.

![Spelling settings](image2.png)
25. Re-launch Thunderbird. Click the OK button at the *Use Thunderbird as the default client for* E-Mail screen.

26. Type your UH password in the *Mail Server Password Required* textbox and verify that the *Use password Manager to remember this password* is unchecked, then click on the OK button.

27. Now you are in Thunderbird and able to access your UH Email.

STOP! Only continue if you have old messages in your HCC account that you want to view. Make sure the first 27 steps have been completed before proceeding to step 28.
28. Setup HCC account to view Old messages: Click on the **Create a new account** link.

![Setup HCC account](image)

29. Select the **Email account** radio button and then click the **Continue/Next** button.
30. Type in your name and HCC email address then click on the **Continue/Next** button.

31. Select the **IMAP** radio button, type **imaps.hcc.hawaii.edu** in the Incoming Server textbox then click on the **Continue/Next** button.
32. Type in your HCC username in the *Incoming User Name* text boxes then click on the *Continue/Next* button.

33. Type in your HCC account name and then click on the *Continue/Next* button.
34. Verify that your account information is correct and then click on the **Done/Finish** button.

![Congratulations dialog box showing account information]

35. Now you are in Thunderbird and need to finish the configuration steps in order to access your HCC Email.

![Thunderbird window showing email inbox and options]
36. Select **Tools > Account Settings**.

![Image of Thunderbird interface with Account Settings highlighted]

37. Click on your HCC account and type in your **UH email address** for the **Email Address** and **Reply-to Address** fields. Do not use your UH alias for your **Email Address**. Then type in **Honolulu Community College** for **Organization**. Verify that **UH - mail.hawaii.edu (Default)** is set as the **Outgoing Server (SMTP)**. The UH SMTP server can be used even when connecting thunderbird from home or other non UH networks.

![Image of Thunderbird interface showing account settings with values filled in]
38. Click on your HCC *Server Settings*, then under *Security Settings > Use secure connection*, select the SSL radio button. Verify that the following IMAP Mail Server information is correct and then click on the *Advanced* button.

   **Server Name:** imaps.hcc.hawaii.edu  
   **Port:** 993  
   **Use secure connection:** SSL

39. Type **mail** in the *IMAP server directory* textbox.
40. Click on your HCC *Copies & Folders*, and then verify that *Sent, Drafts & Templates Folders* point to your UH Account.

41. Click on your HCC *Composition & Addressing*, and uncheck *Compose message in HTML format*. Select your *Automatically quote the original message when replying* preference from the drop menu. Then select the *Use a different LDAP server* radio button and select *UH LDAP* from the *Use a different LDAP server* drop menu and then click on the **OK** button. Exit Thunderbird.
42. Re-launch Thunderbird, type in your UH password when prompted, then click on your HCC Inbox. When prompted with the following window click on the **Examine Certificate** button.

![Examine Certificate dialog box](image1.png)

43. Verify the certificate’s **Fingerprints** and it is **Issued To** and **Issued By** Honolulu Community College Information Technology Center then click on the Close button.

![Certificate details](image2.png)
44. Select the *Accept this certificate permanently* radio button and then click the *OK* button.

45. Type in your HCC account password and then click the *OK* button.

46. Select *Tools > Account Settings* and verify that your UH account is set as your default account.
47. To view your UH account quota right click (Control + Click on a Mac) on your UH Inbox or any UH folder.

48. Select Properties.

49. Click on the Quota tab.