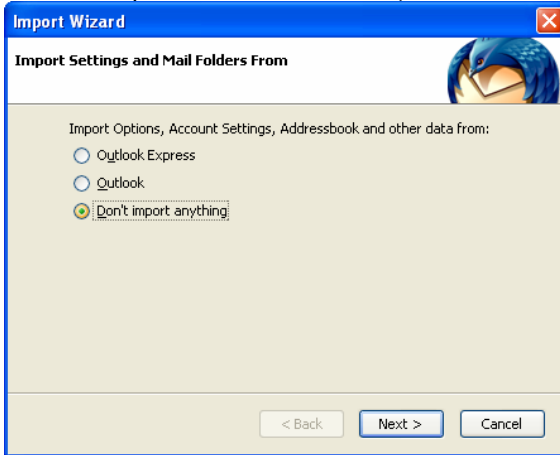


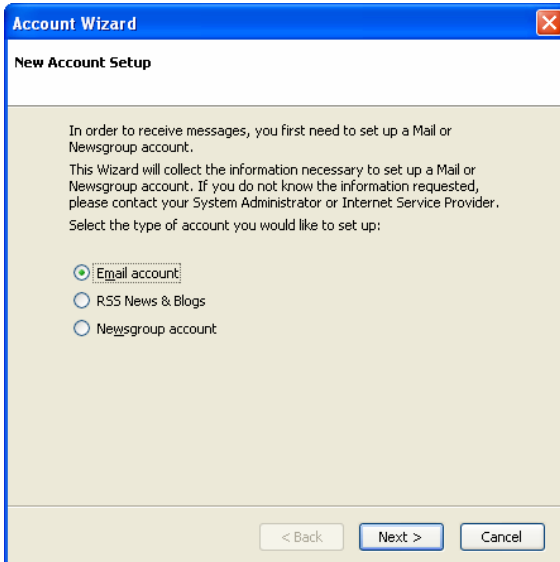
Setting up Thunderbird to download email via IMAP

First download and install Thunderbird from <http://www.mozilla.com/en-US/thunderbird/> It is written by the same people who wrote the Firefox browser (a pretty good alternative to Internet Explorer). Run the install with all the default settings.

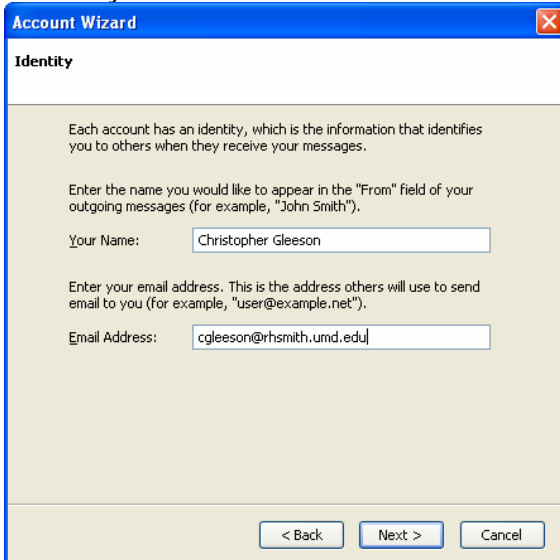
1. You will then have to setup your RHS account. When the Import Wizard starts, click **Don't Import anything** and then click **Next** (unless you want to bring data from Outlook or Outlook Express into Thunderbird).



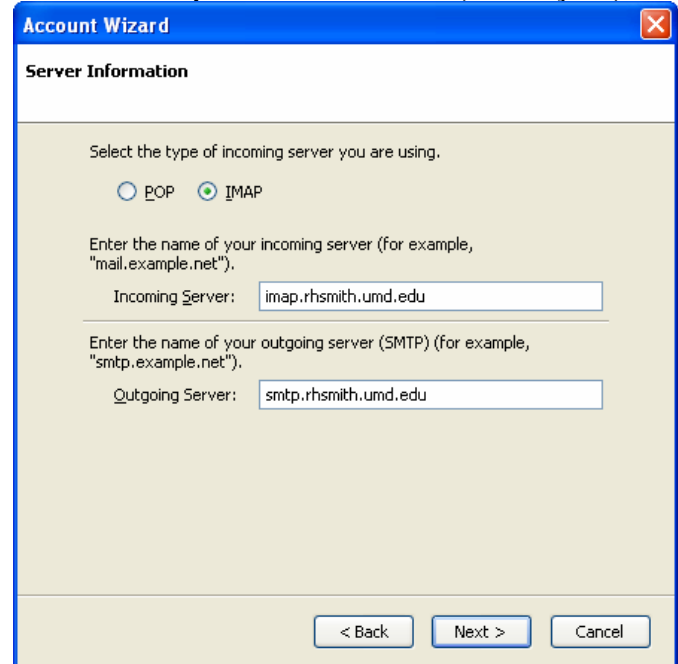
2. Choose **Email account** and click **Next**.



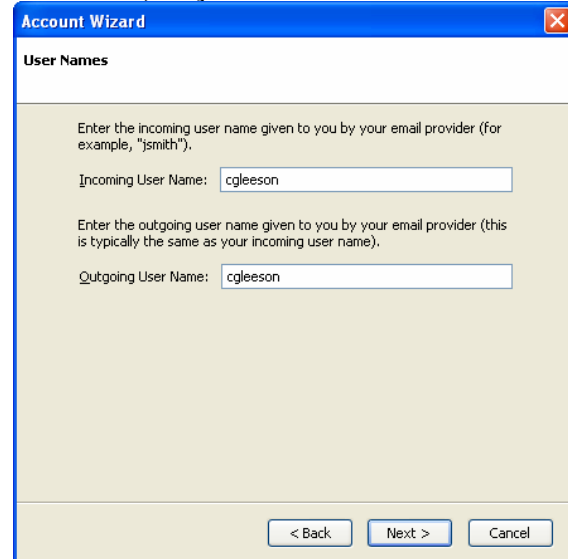
3. Enter your name and email address and click **Next**.



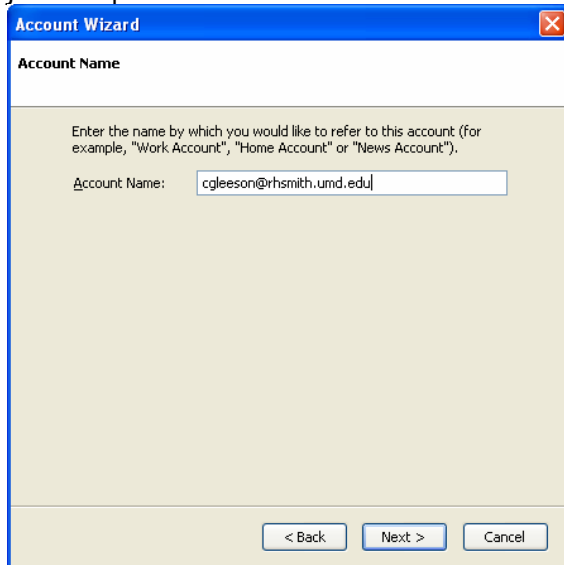
4. Choose **IMAP** and set **Incoming Server** as **facstaff.rhsmith.umd.edu** for staff/faculty or **students.rhsmith.umd.edu** for students, and **Outgoing Server** as **smtp.rhsmith.umd.edu** (for everyone).



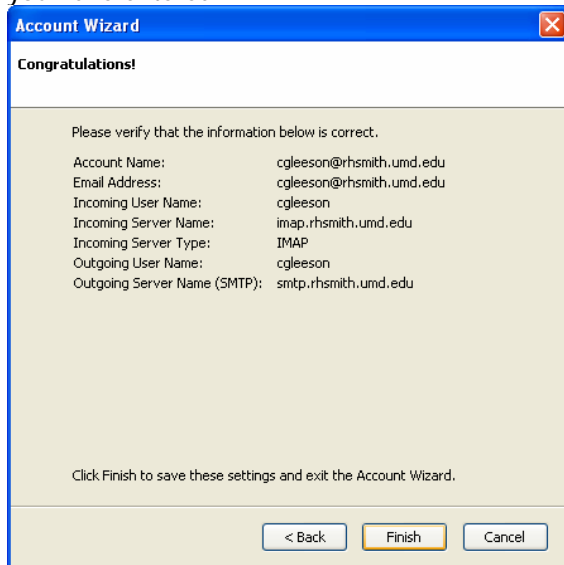
5. Your username will be the same for both and is your Smith username (aka your iNotes/Sametime/Webmail login name).



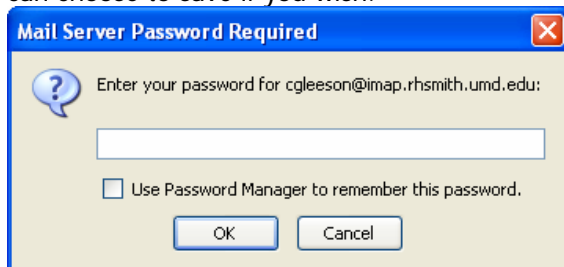
6. Give an account name to this account, can be anything or just accept the default.



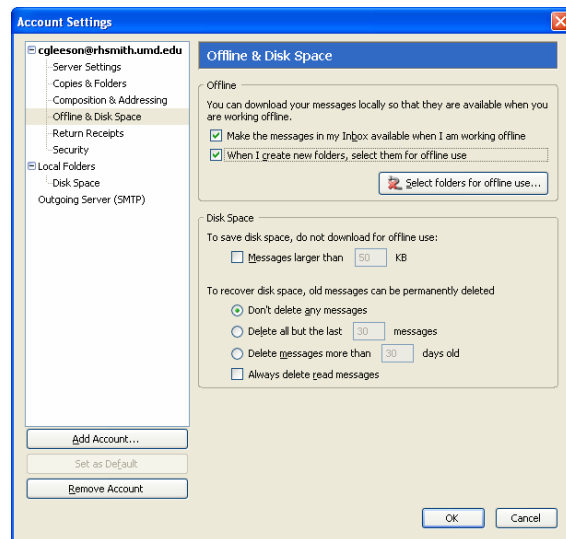
7. The wizard will complete and summarize the information you have entered.



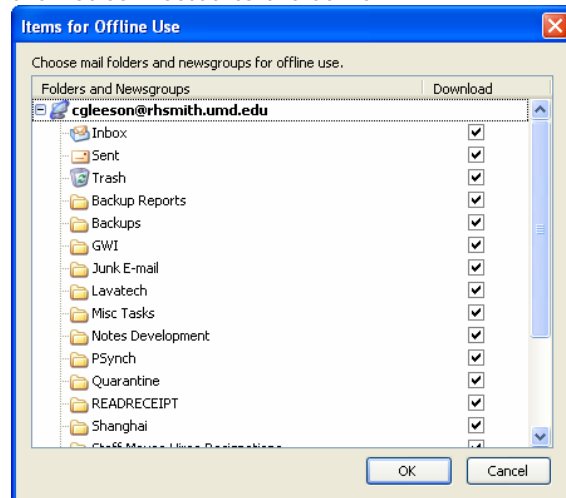
8. You will then be prompted for your password which you can choose to save if you wish.



9. Thunderbird will now create all your local folders and download all the message headers for your Inbox. When that has completed, click on **Tools > Account Settings**. In the window that appears click the **Offline & Disk Space** as shown below. Check the boxes for **Make the messages in my Inbox available when I am working offline** and also the **When I create new folders, select them for offline use**. Now click the button labelled **Select folders for offline use**.



10. Put a checkmark in all the boxes next to your folders, including any subfolders and click **OK**. This is telling Thunderbird to download all messages including subfolders to your local computer, rather than just the headers (which is a smaller part of your email and would not contain attachments for example). This makes your data available to you when you are not connected to the server.



11. Click **OK** to return to your mailbox. You will now need to select each folder in your mailbox in turn so that Thunderbird connects to the server and downloads the emails for each folder. Depending on the number and complexity of the emails, it may take a few minutes for the mail server to convert each message to IMAP format and deliver to your client. You can monitor the process on the Status bar at the bottom of the Thunderbird client to see how far it has to go for each email.

