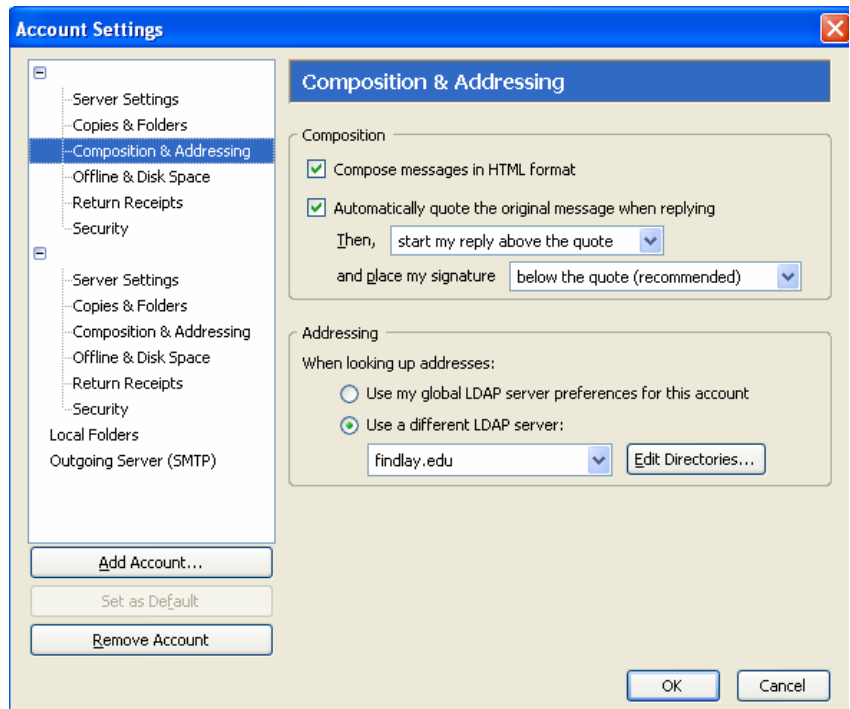


Configuring POP and IMAP E-mail

1. Launch Mozilla Thunderbird and select Tools, Account Settings
2. Choose “Add Account”
3. Choose “*Email account*”, Click Next
4. Select POP or IMAP
5. Fill in Incoming Server as mail.findlay.edu
6. Type in your “*username*” for Incoming User Name (usually your last name or last name followed by first initial)
7. Enter your account name (example: lastname@findlay.edu)
8. Click *Finish*
9. Go to the “*Server Settings*” tab under your newly created account
10. On the Account Settings page check “*check for new messages at startup*” and “*check for new messages every (30) minutes*” (the time can be changed to your preference).
11. If using “*POP*” make sure you DO NOT have the “*Leave messages on server*” checked.
12. Click *OK* to close.

13. If you wish for your message to be above the quoted message when you reply to an e-mail, go to *Tools, Account Settings*, choose the account you would like to change and click on *“Composition and Addressing”*. Check the *“Automatically quote the original message when replying”* and then use the drop down arrow and change to *“Start my reply above the quote”* and place my signature *“below the quote”*.



14. To access the University directory (so it automatically looks for addresses as you type in an address), go to the *“Composition and Addressing”* page and click on the *“Use a different LDAP server”* radio button. Choose *findlay.edu* or if needed click on the *“Edit directories”* button. Click *“Add”*. Under the *“General”* tab type in:
Name: findlay.edu
Hostname: ldap.findlay.edu
Base DN: dc=findlay,dc=edu
Port Number: 389

