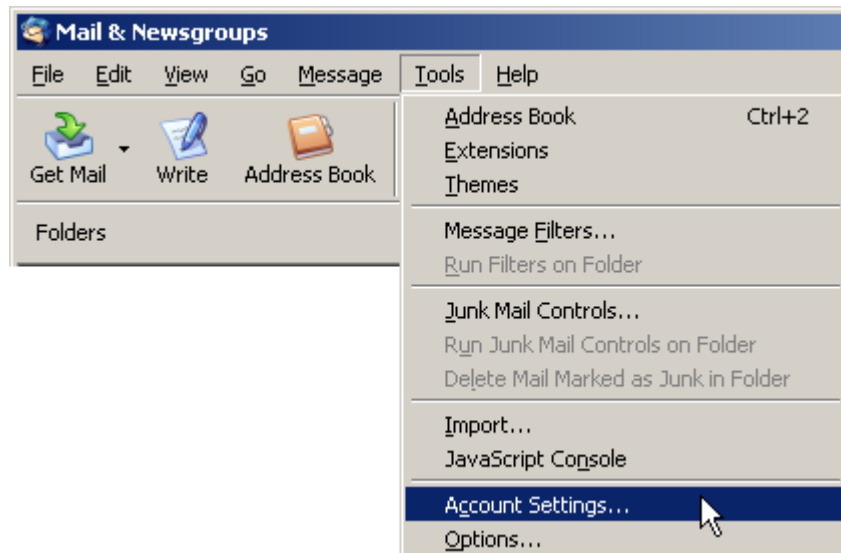


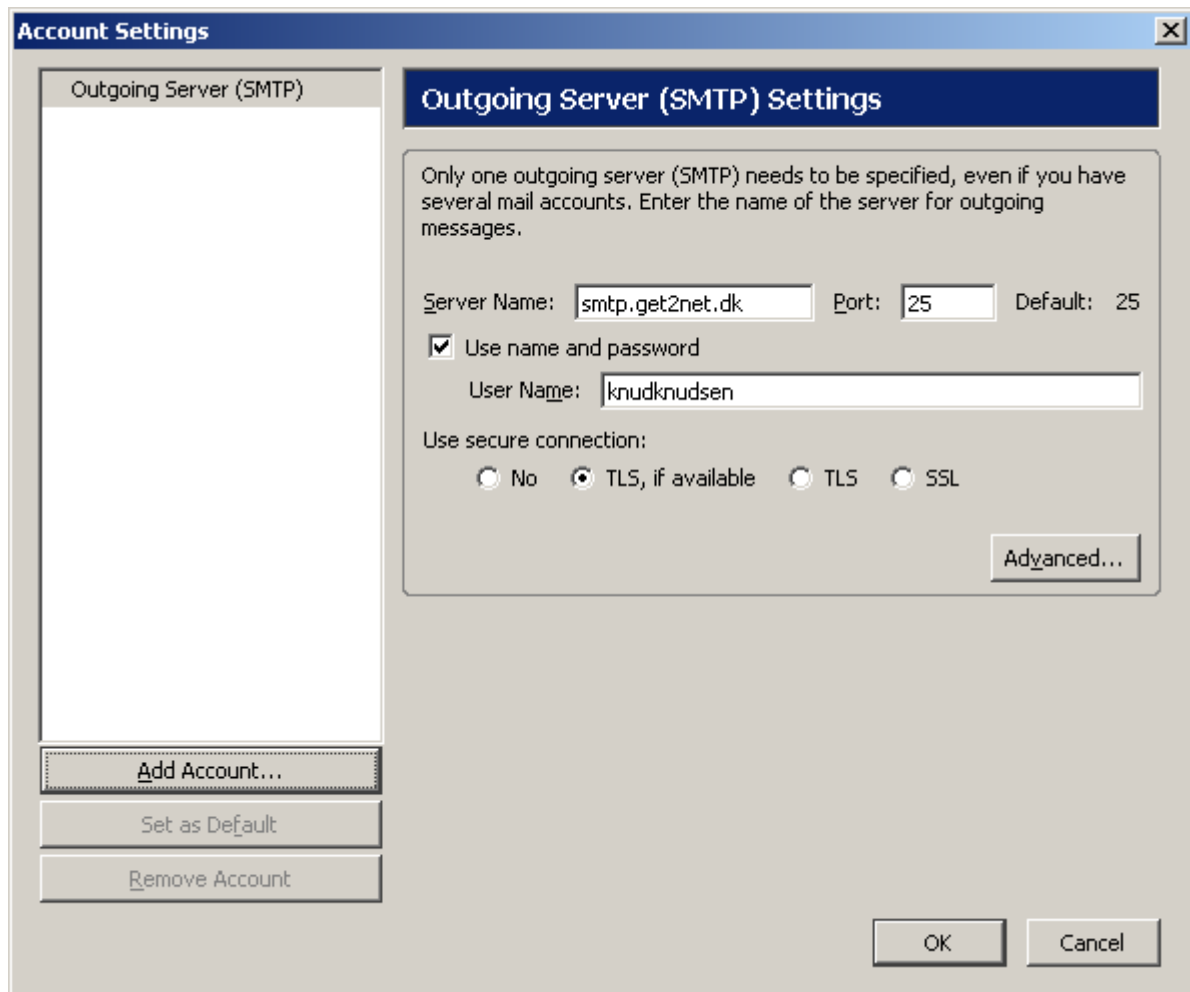
How to set up

Mozilla Thunderbird

to check email from the University of Aarhus

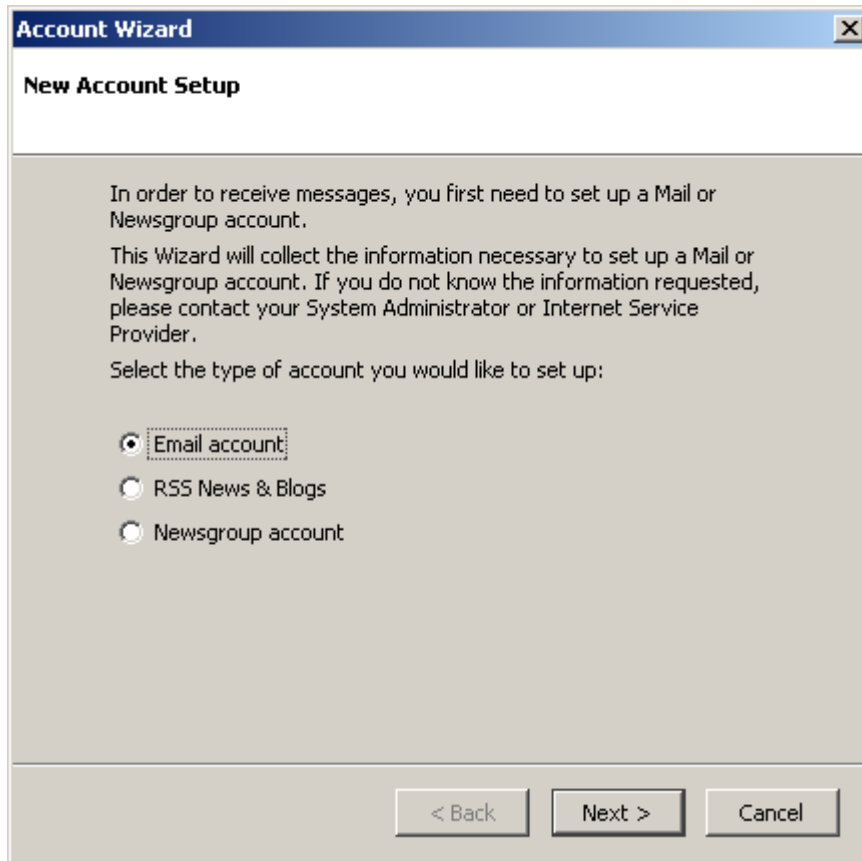


Choose Tools and Account Settings...



If you have previously set up Thunderbird to check another email address then your SMTP information should already be filled out. In that case, just leave it as it is. If the information has not previously been entered then you must contact your Internet Service Provider to get the name of their SMTP server (which is used for outgoing email). As a general rule this server will be named something like smtp.name_of_your_ISP.dk.

Click Add Account...



Choose Email account and then click Next >

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

Write the name that you want the recipient to see when receiving mail from you. This could either be your real name or perhaps an email alias based on your name.

Then write the email address that you want to use as your sender and reply-to address. You might want to consider using your more memorable name-based alias (e.g. your.name@post.au.dk).

Then click Next >

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

You will be connecting to an IMAP server to receive your email, so choose IMAP.

The Incoming Server is called post.au.dk. As the Outgoing Server enter the address of your ISP's SMTP server (as mentioned earlier). You cannot send email through the SMTP server at the University of Aarhus. If you do not know the SMTP address check to see if it has been entered for any of your other email accounts. If not, contact your ISP to get the information.

Click Next >

Account Wizard [X]

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back Next > Cancel

Both your Incoming User Name and your Outgoing User Name are your email address or any alias that you may have created.

Click Next >

Account Wizard

Account Name

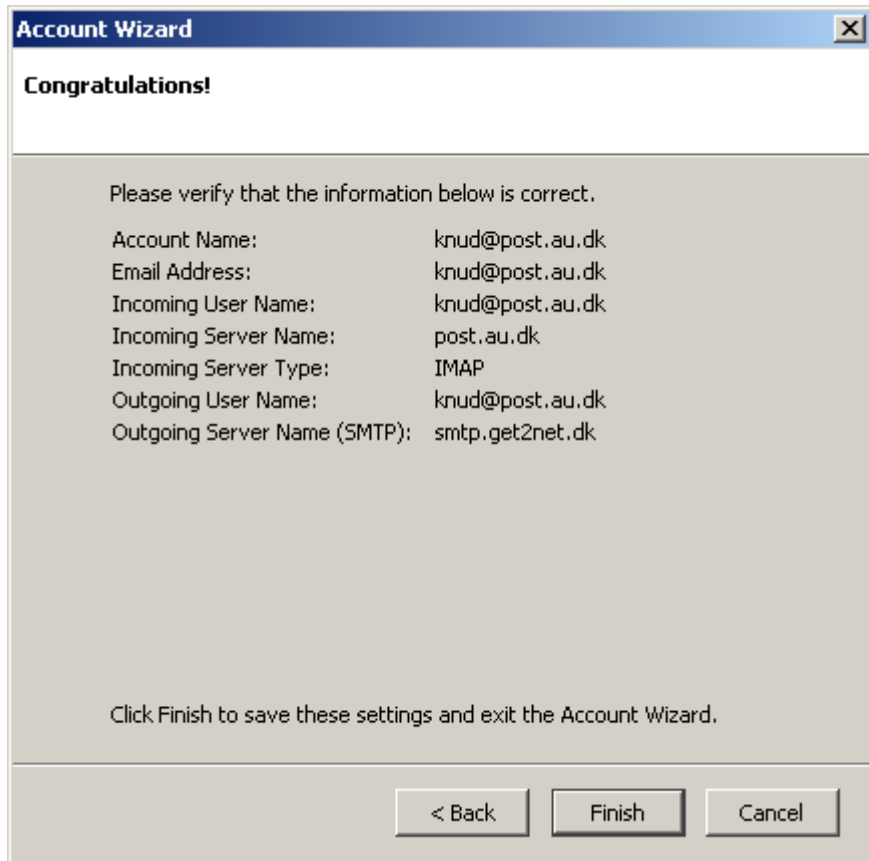
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back Next > Cancel

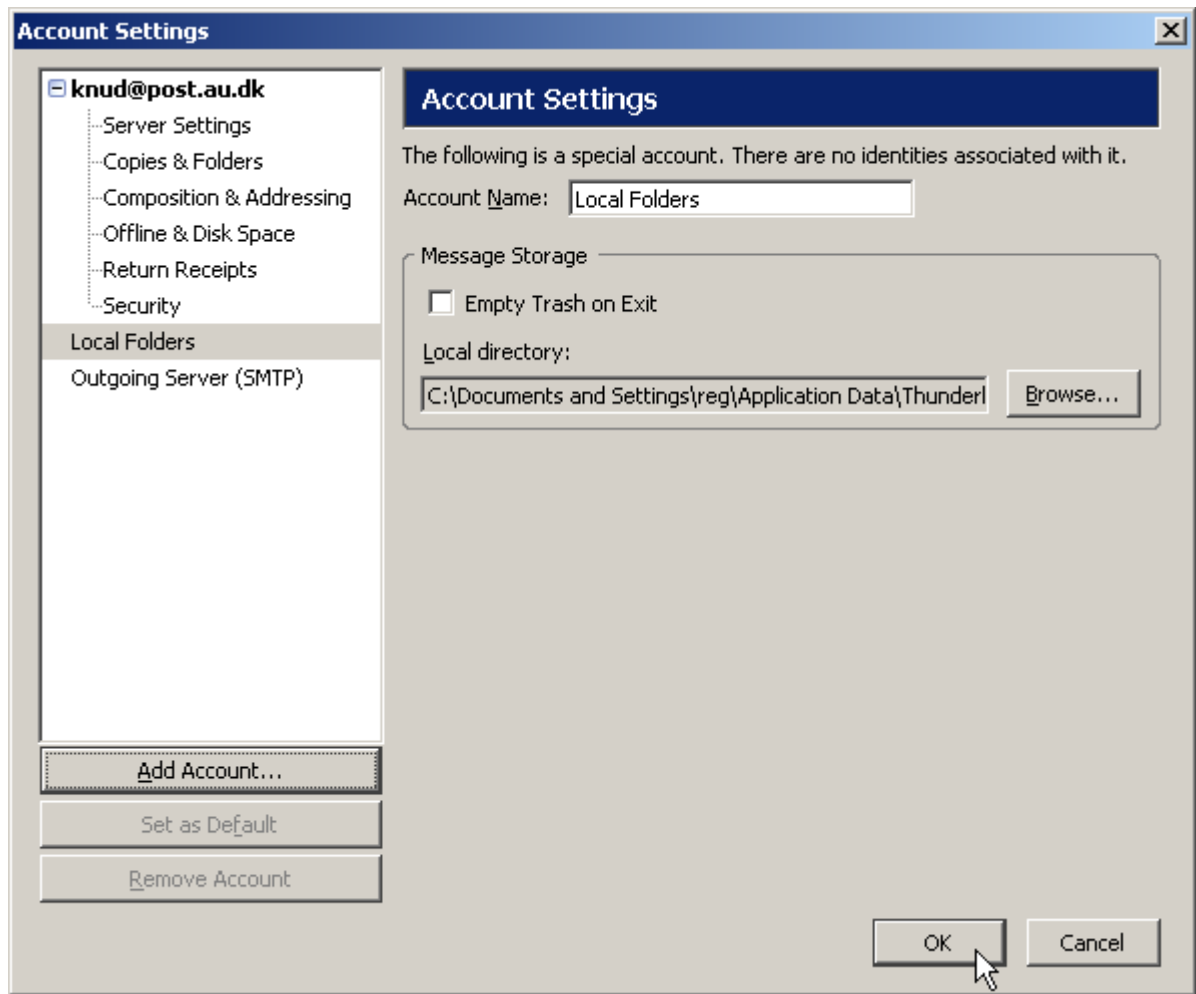
Your Account Name is your email address or any alias that you may have created.

Click Next >

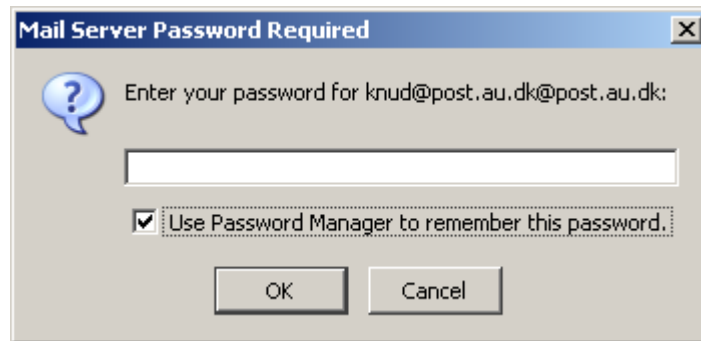


Check the information you have entered. If you find any mistakes then use the Back button to go back and correct it.

If everything is correct then click Finish.



Click OK



The first time you try to download new email you will be prompted to enter your password.

Your password is the same one that you use to log on to the online Self-service.

If you would like to avoid having to enter this password every time you check your email then check the box called Use Password Manager to remember this password.

Happy emailing!