

# Mozilla Thunderbird

## IMAP Setup Guide

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## A. Introduction

This document shows the step by step instructions on how to configure your NUS email account in **Mozilla Thunderbird** using **IMAP**.

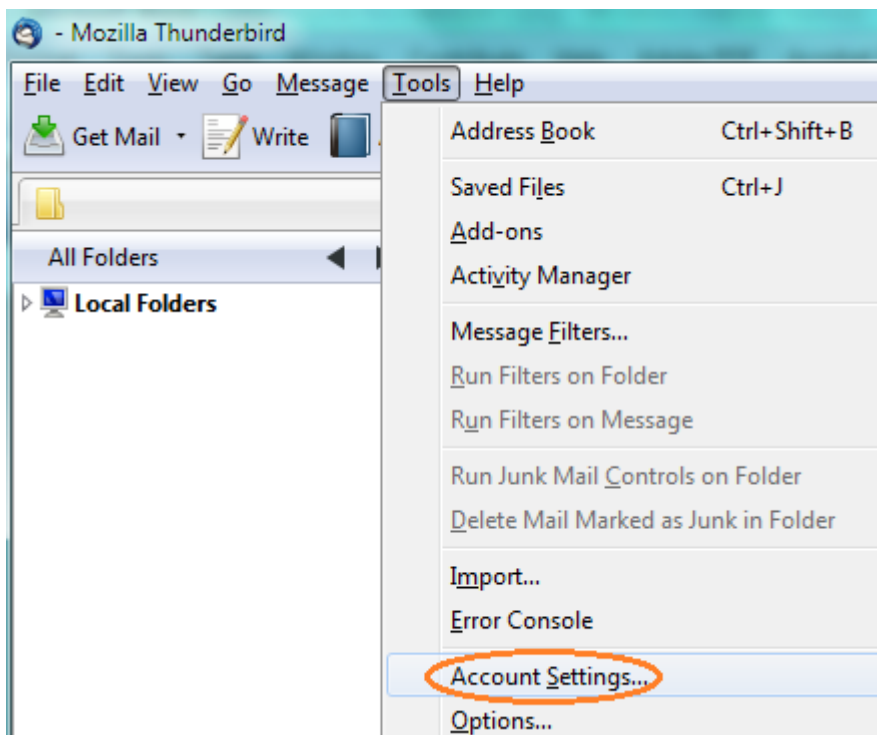
**IMAP** stands for Internet Message Access Protocol. It is a method of accessing electronic mails that are kept on a mail server. In other words, it permits an email program to access remote message stores directly without downloading them to the your desktop.

For example, email stored on an IMAP server can be manipulated from a desktop computer at home, a workstation at the office, and a notebook computer while travelling, without the need to transfer messages or files back and forth between these computers.

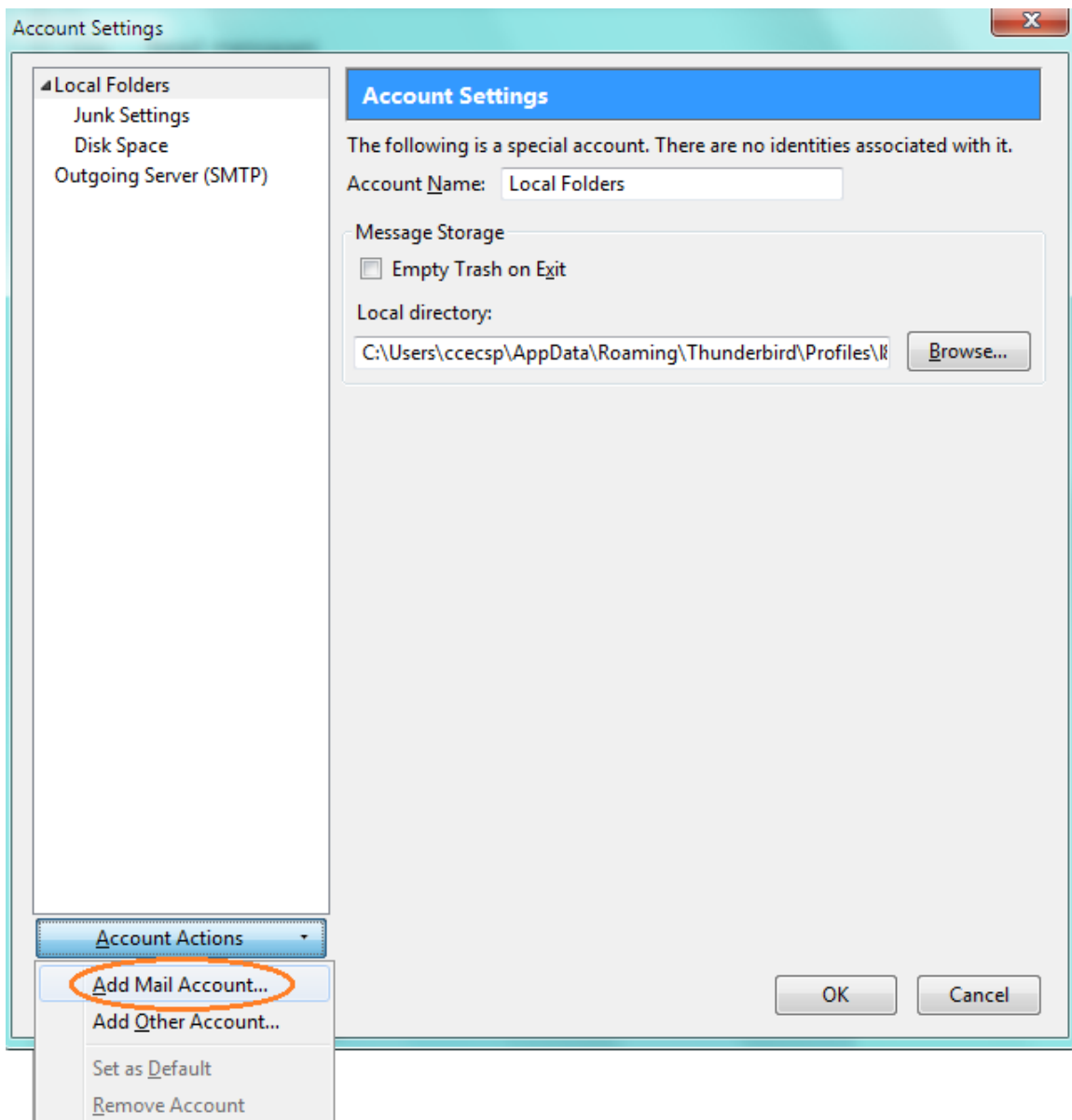
## B. Configure IMAP on Mozilla Thunderbird

1. Please ensure that you have access to the internet first.

Then from Mozilla Thunderbird, click on **Tools > Account Settings...**

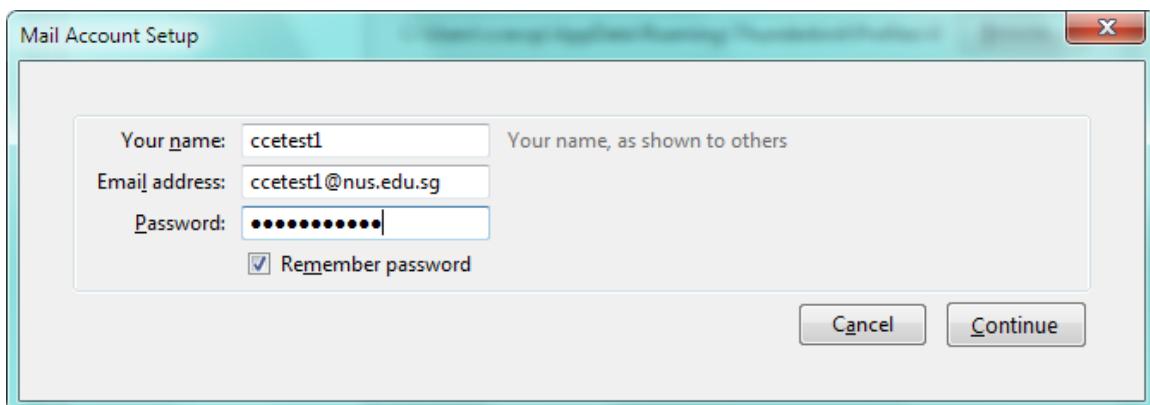


2. Click on **Account Actions** on the bottom left, and select **Add Mail Account...**



3. Enter your name, NUS Email address and email password as required.

Click **Continue**.

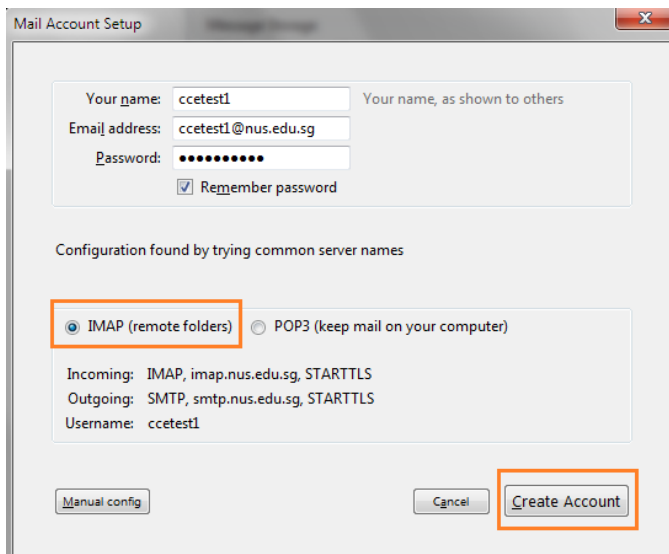


4. Thunderbird will attempt to look for the server settings automatically:

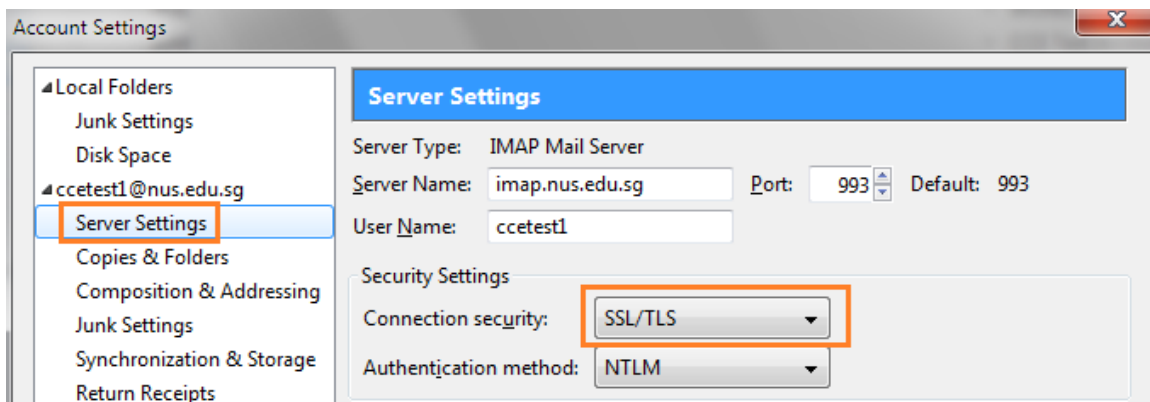
Incoming: imap.nus.edu.sg

Outgoing: smtp.nus.edu.sg

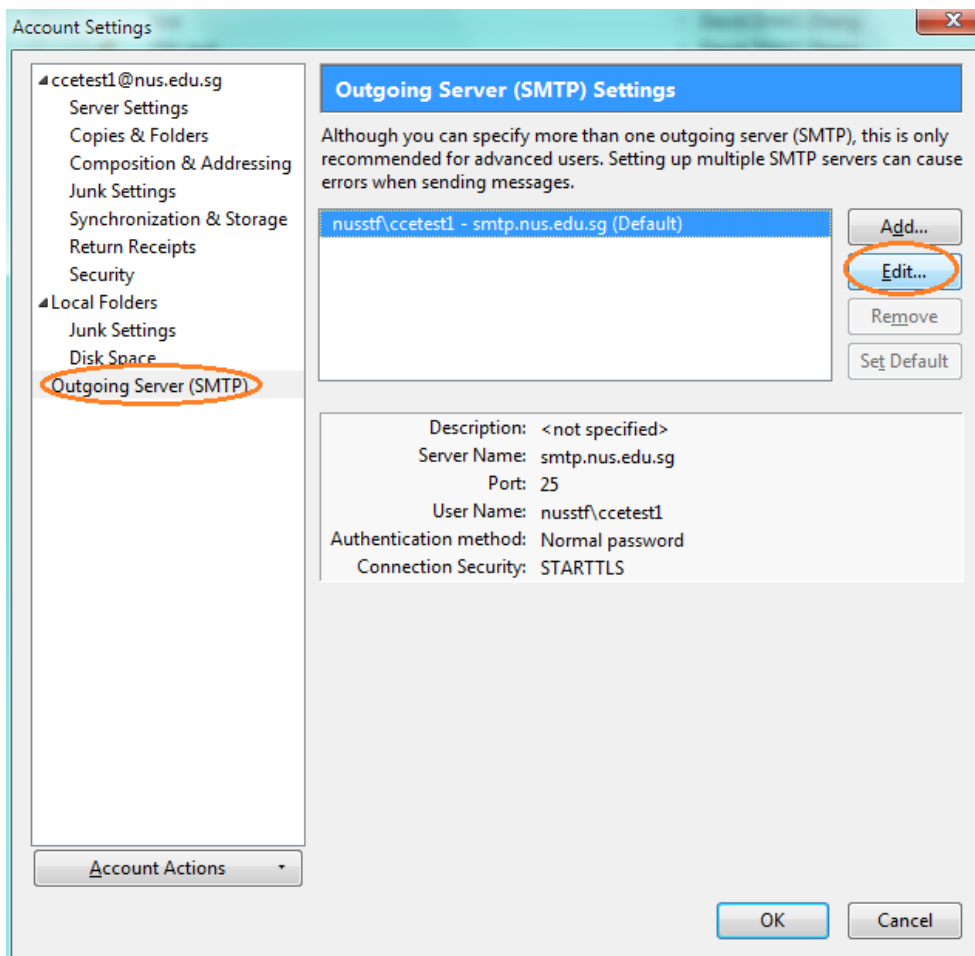
Select **IMAP (remote folders)** and click **Create Account**.



5. Under Account Settings, select **Server Settings** and change the **Connection security** to **SSL/TLS** to change the port number to **993**.



6. Under Account Settings, select **Outgoing Server (SMTP)** on the left and click **Edit**.



7. Please enter the following accordingly:

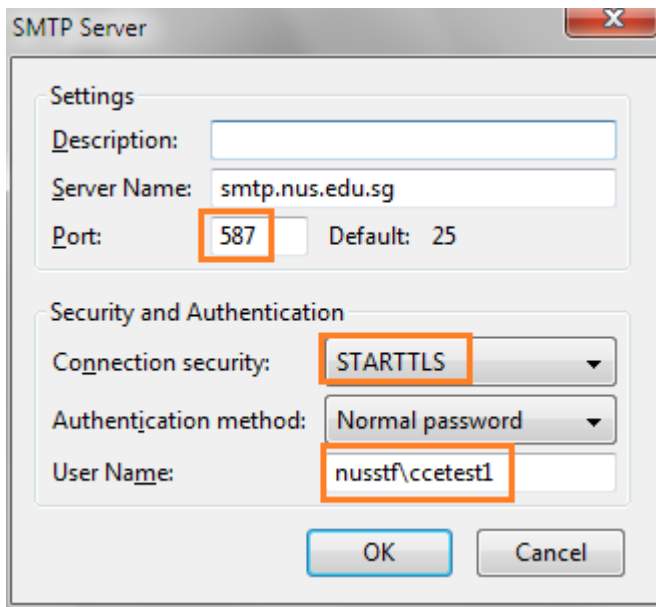
Under **Port**, change to **587**

Under **Connection security**, change to **STARTTLS**

Under **User Name**, enter: domain\your email UserID

For example, if you are a staff, enter nusstf\ccetest1  
if you are a student, enter nusstu\a0012345  
if you are a visitor, enter nusext\ccev123

Click **OK**.



8. You could now start using Mozilla Thunderbird to receive and send emails with your NUS account.