



# Mozilla Thunderbird

## POP 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 **POP**.

**POP** is the acronym for Post Office Protocol which defines a method for mail retrieval.

POP allows you to either:

- **Leave messages on the server** - this keeps a copy of your mail on the server so you can access your mail from any client that connects to the server
- **Remove messages from server** - this downloads your mail to the local hard disk where your client resides and deletes the messages from the server. This will clear up your disk space on the server. Note that for this option the messages are not accessible from anywhere else except your local hard disk.

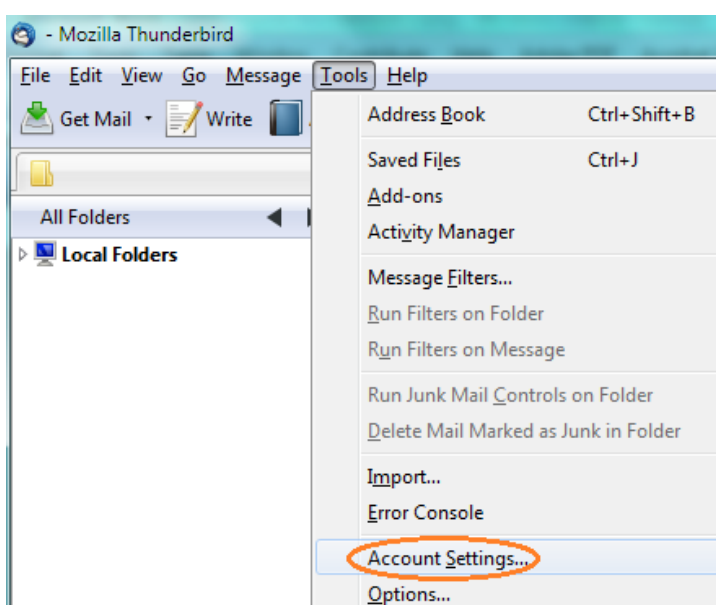
Limitations of POP3:

- Messages are not accessible from another client once they are downloaded to the local hard disk, therefore it is ideal when only one workstation is used for mail retrieval.
- Not able to manage folders other than the Inbox folder
- Not able to transfer only selected parts of a message (e.g. the text portion of a multimedia mail message)

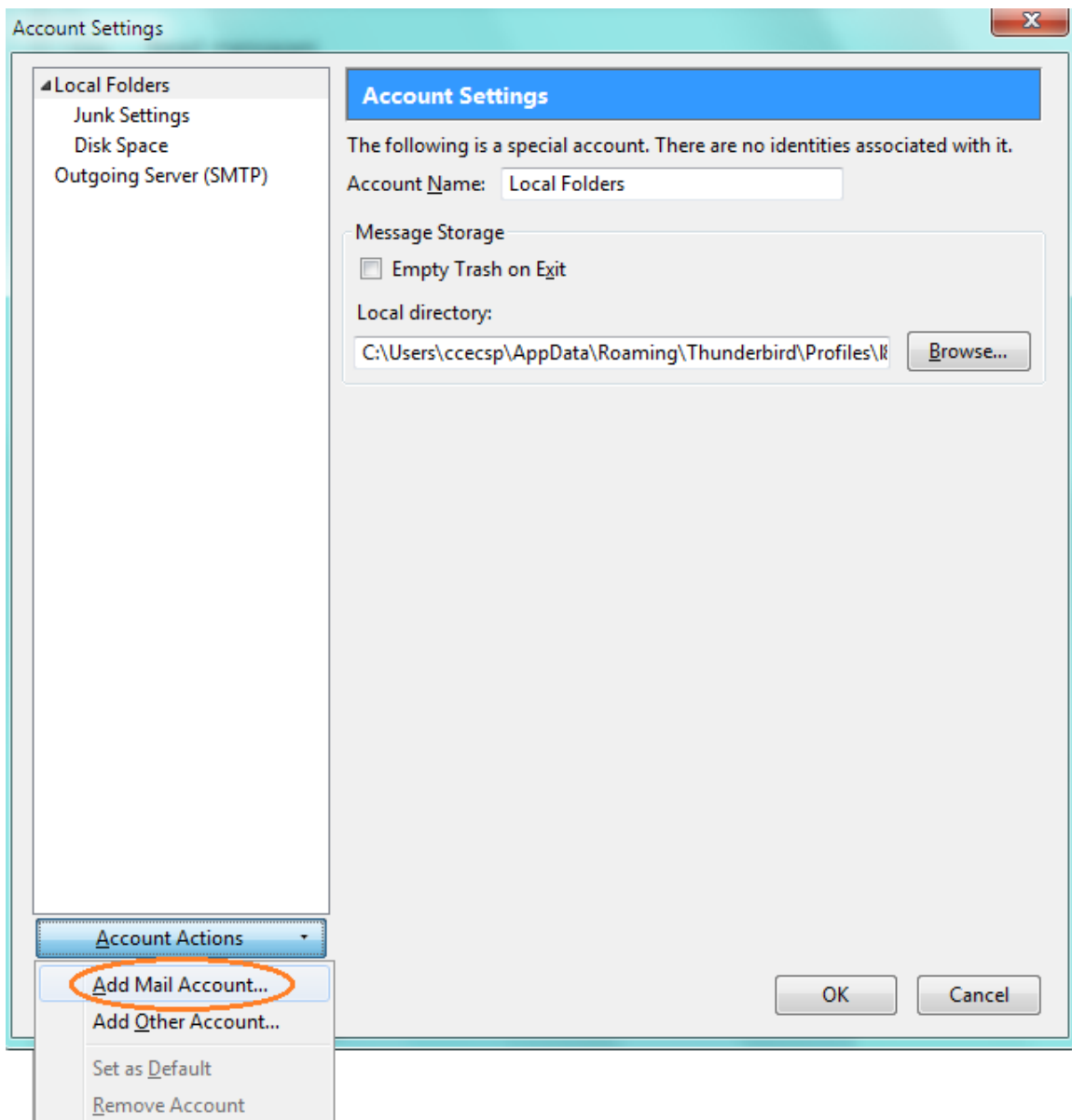
## B. Configure POP on Mozilla Thunderbird

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

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

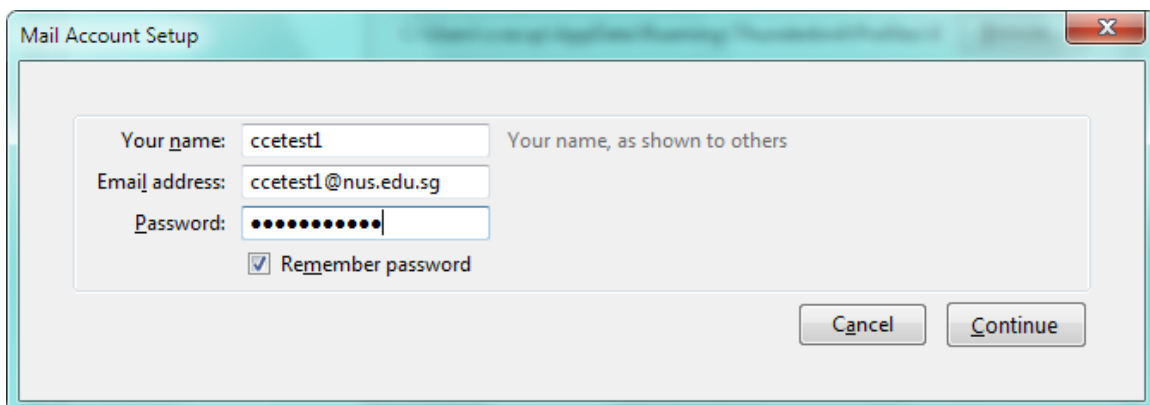


2. Click on **Account Actions** on the bottom left, and select **Add Mail Account...**



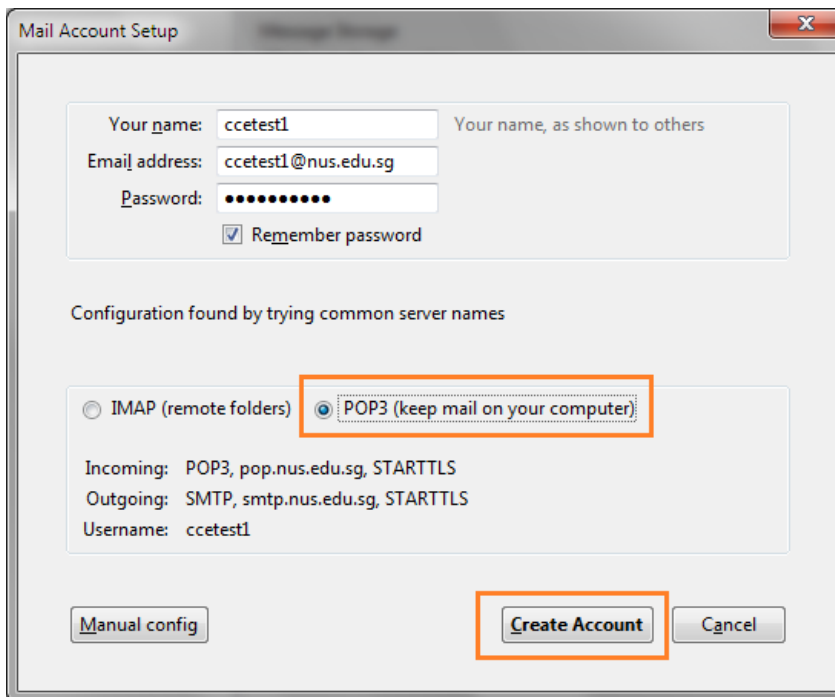
3. Enter your name, NUS Email address and email password as required.

Click **Continue**.



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

Select **POP3 (keep mail on your computer)** and click **Create Account**.



5. Under Account Settings, select **Server Settings**.

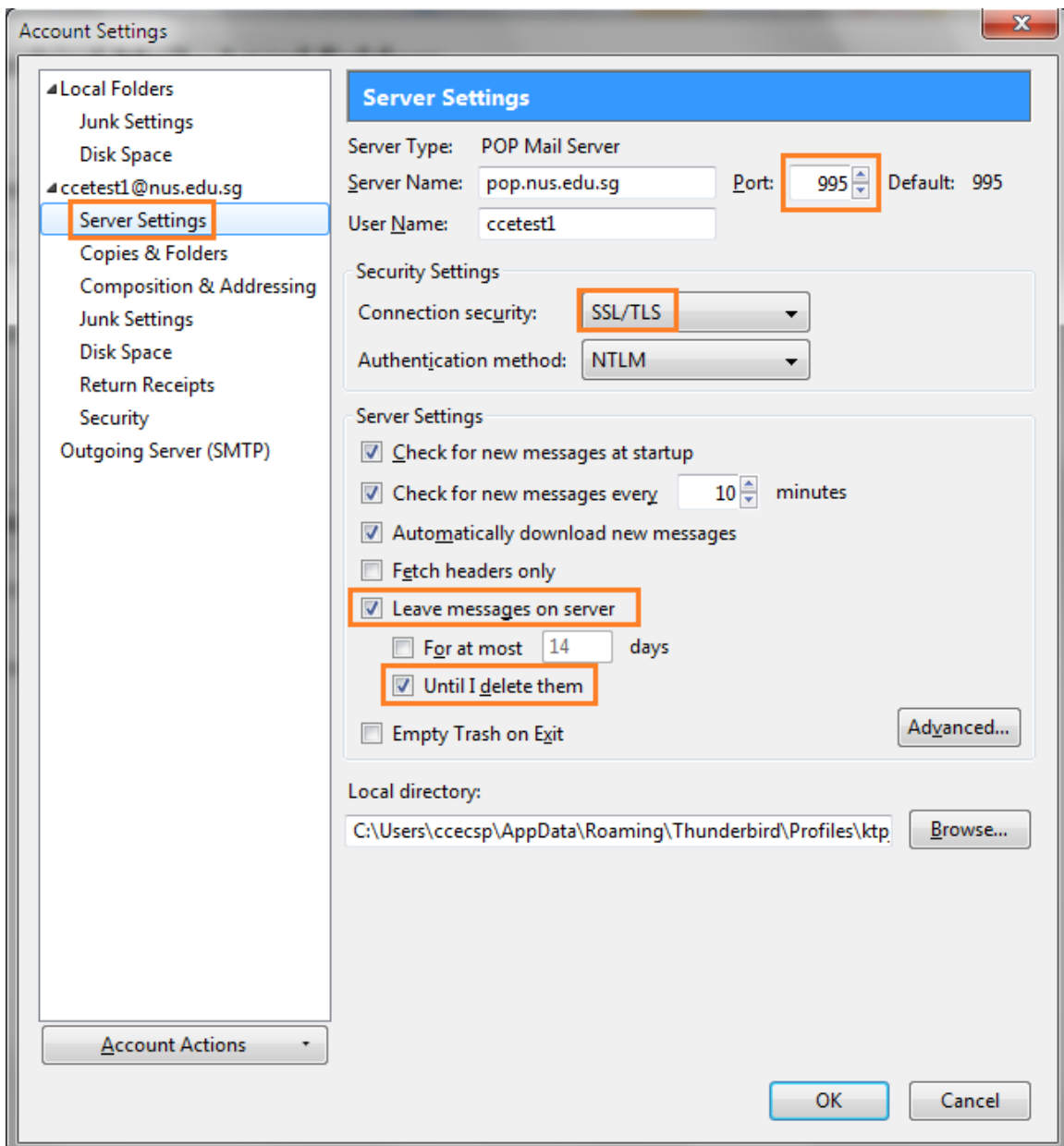
Change the **Connection security** to **SSL/TLS** to change the port number to **995**.

You may want to tick on the following options:

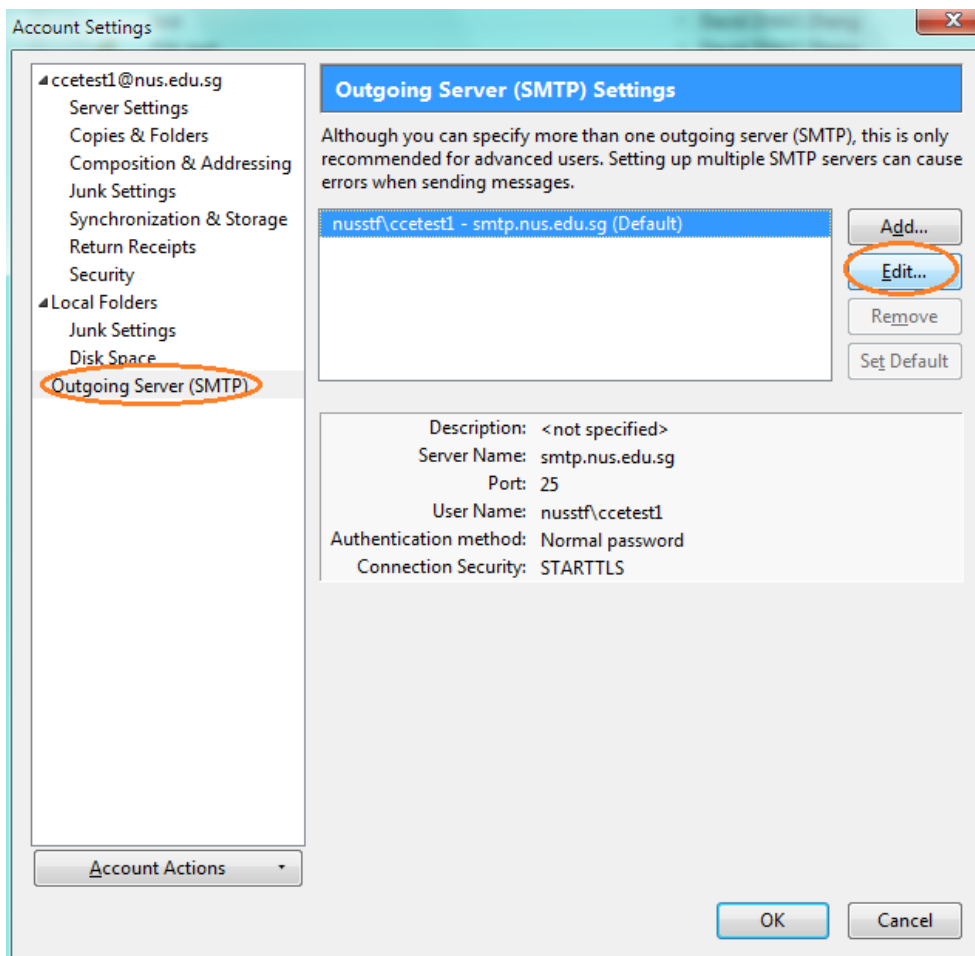
***Leave messages on server*** - This keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.

Note: If your mailbox on the server is full, you will not be able to receive new emails.

***Until I delete them*** - This will remove the copy of your email from the server after its local copy on your computer has been deleted.



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



7. Please enter the following accordingly:

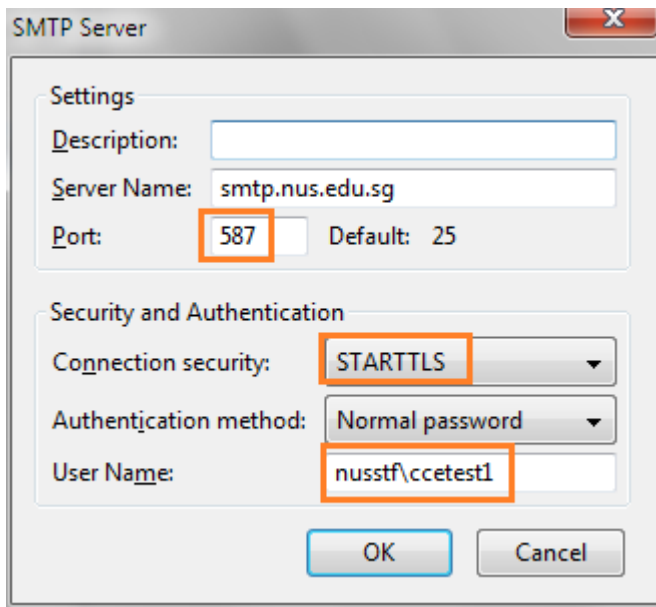
Under **Port**, change to **587**

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.