



Sydney Mail – Off-Campus Mozilla Thunderbird Mail Server Setup

Document Description: General Sydney Mail setup instructions for students wishing to set up Mozilla Thunderbird to handle their Sydney Mail emails. . For **off-campus access only**. This method is not applicable across the university's wireless network.

For use by: Students wishing to set up Mozilla Thunderbird to handle their Sydney Mail emails.

Quick Start:

E-mail Address: Your Sydney Mail email address, following the Sydney Mail email naming conventions: UniKey@uni.sydney.edu.au

Account Type: IMAP

Incoming mail server: outlook.com on SSL port 993

SMTP Server: pod51000.outlook.com on TLS port 587

Password: Your UniKey password.

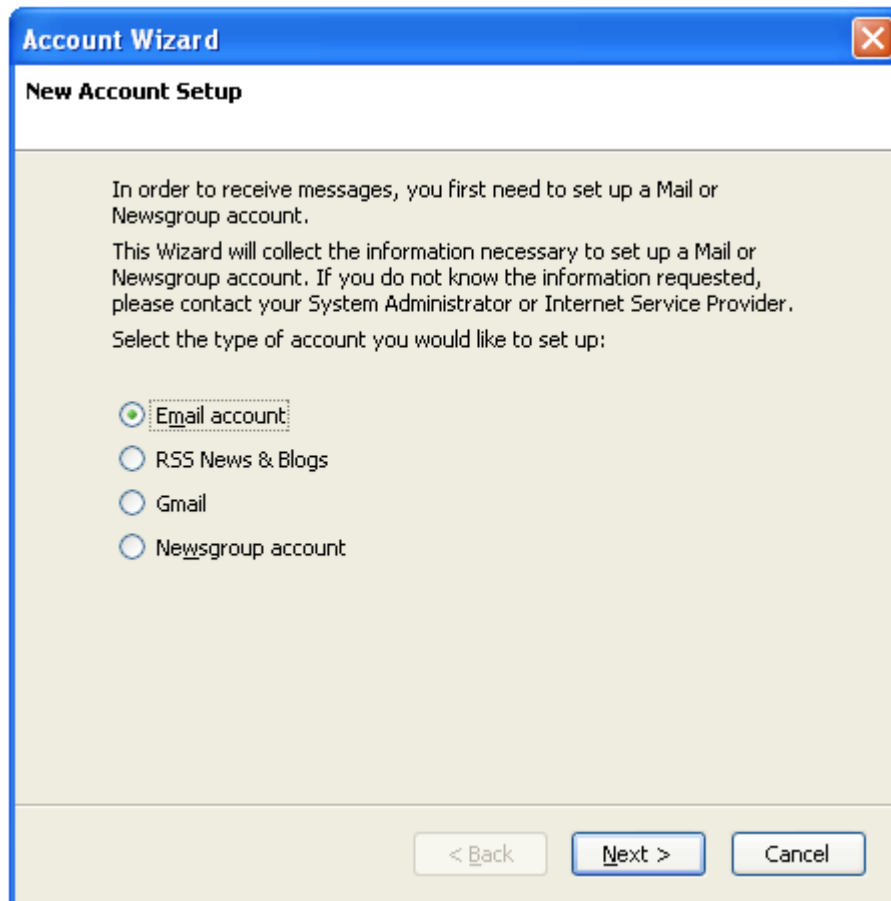


Background

These details show what to enter into Mozilla Thunderbird in order to set up a profile for Sydney Mail.

Instructions

1. Open Mozilla Thunderbird. If the **Account Wizard** does not run when you first open Thunderbird, do the following:
 - a. On the **Tools** menu, click **Account Settings**.
 - b. On the **Account Settings** page, click **Add Account**.
 - c. In the **Account Wizard**, on the **New Account Setup** page, select **Email account**, and then click **Next** or **Continue**.



This form is produced by ICT Helpdesk Services

Website: <http://itassist.usyd.edu.au> Email: support@usyd.edu.au Ph: 9351-6000 Fax: 9351-6004



2. On the **Identity** page, in the **Your Name** box, enter the name that you want to appear in the "From" field of your outgoing messages. In the **Email Address** box, enter your Sydney Mail email address in the format unikey@uni.sydney.edu.au. 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

3. Next, on the **Server Information** window, state the following:
 - a. Select the **IMAP** radio button
 - b. Enter the **Incoming Server** as **outlook.com**
 - c. Enter the **Outgoing Server** as **pod51000.outlook.com**



Account Wizard [Close]

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

- Next, on the **User Names** window, enter your Syney Mail address in the **Incoming User Name** and **Outgoing User Name** boxes, and then click **Next**.
- On the **Account Name** page, enter the name you want to use to refer to this e-mail account, and then click **Next**.
- On the **Congratulations** page, review your configurations, and then click **Finish** or **Done** to exit the wizard.
- The setup is not complete yet! Whilst Thunderbird is open, go to the **Tools** menu and select **Account Settings**.



Account Settings

Sydney Mail

- Server Settings
- Copies & Folders
- Composition & Addressing
- Offline & Disk Space
- Junk Settings
- Return Receipts
- Security

Local Folders

- Disk Space
- Junk Settings

Outgoing Server (SMTP)

Server Settings

Server Type: IMAP Mail Server

Server Name: outlook.com Port: 993 Default: 993

User Name: unikey@uni.sydney.edu

Security Settings

Use secure connection:

Never TLS, if available TLS SSL

Use secure authentication

Server Settings

Check for new messages at startup

Check for new messages every 10 minutes

When I delete a message: Move it to the Trash folder

Clean up ("Expunge") Inbox on Exit

Empty Trash on Exit

Advanced...

Local directory:
C:\Documents and Settings\rishil\Application Data\Thunderbird\F Browse...

Add Account...
Set as Default
Remove Account

OK Cancel

8. Select **Server Settings** on the left had pane and make sure:
 - a. The **IMAP** server port is set as **993**
 - b. **SSL** is selected to **Use secure connection**



Account Settings

Sydney Mail

- Server Settings
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Local Folders

- Disk Space
- Junk Settings
- Outgoing Server (SMTP)**

Outgoing Server (SMTP) Settings

Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.

unikey@uni.sydney.edu.au - pod51000.outlook.com (Default)

Add... Edit... Remove Set Default

SMTP Server

Settings

Description: Sydney Mail

Server Name: pod51000.outlook.com

Port: 587 Default: 25

Security and Authentication

Use name and password

User Name: unikey@uni.sydney.edu.au

Use secure connection:

No TLS, if available TLS SSL

OK Cancel

9. Select **Outgoing Server (SMTP)** on the left had pane and click on **Edit**. When the **SMTP Server** windows pops up, make sure:
 - a. The **Port** is set to **587**
 - b. Under **Security and Authentication**, the **Use name and password** box is ticked and your Sydney Mail email stated
 - c. **TLS** is selected to **Use secure connection**



10. Click **OK** to apply these settings and start using Thunderbird as your email client.

What else do I need to know?

You need the Windows Live ID that your administrator gave you to use with Sydney Mail and your password to access Sydney Mail. Your Windows Live ID account is also your primary e-mail address and includes the name of the domain, for example, fran2377@uni.sydney.edu.au.