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# **NCMail: Mozilla Thunderbird 1.5 Configuration Guide**



Revision 1.0  
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This document covers the configuration of Mozilla Thunderbird 1.5 for use with the NCMail email system. Thunderbird 1.5 is one of many email clients supported by NCMail.

The syntax used in this document is as follows:

**Boldface** = Names of input fields such as text and check box names.

**Boldface and Italics** = Input expected from user.

If you have any questions please direct them to your local Customer Service Center, Helpdesk or Local NCMail administrator

If your questions cannot be answered by your local contact, your local contact can open a ticket with the ITS Customer Service Center by telephone at 919.754.6000 or 1-800-722-3946 or email at [ITS.incidents@ncmail.net](mailto:ITS.incidents@ncmail.net).

Our staff will be happy to answer any of your questions.

## Configuring Thunderbird 1.5

Mozilla Thunderbird 1.5 is part of the Mozilla family of products. It is one of many ways you can access your email from the NCMail email servers. You must have an NCMail account to continue with these instructions. The first step in setting up Thunderbird 1.5 is opening the program. To accomplish this you will need to navigate to the Thunderbird 1.5 icon on your computer and click the icon/menu as shown in Figure 1.

### Open Thunderbird 1.5

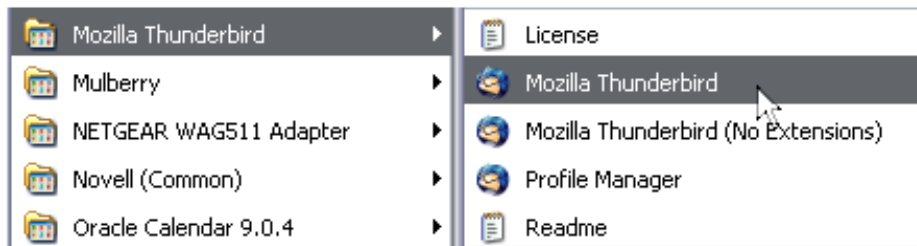


Figure 1

### Setting up a New Account

To add a new account in Thunderbird 1.5 click on **Tools, Account Settings** as shown in Figure 2. In Thunderbird 1.0 click on **Edit, Account Settings**.

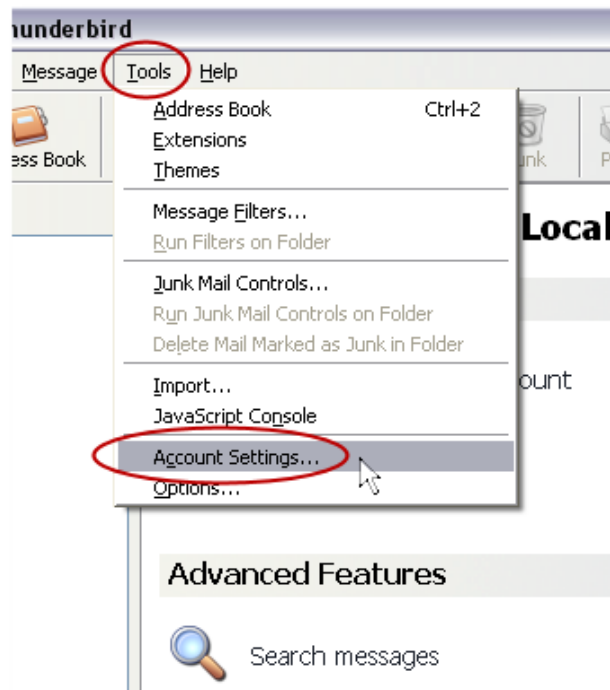


Figure 2

Click on the **Add Account** button as shown in Figure 3.

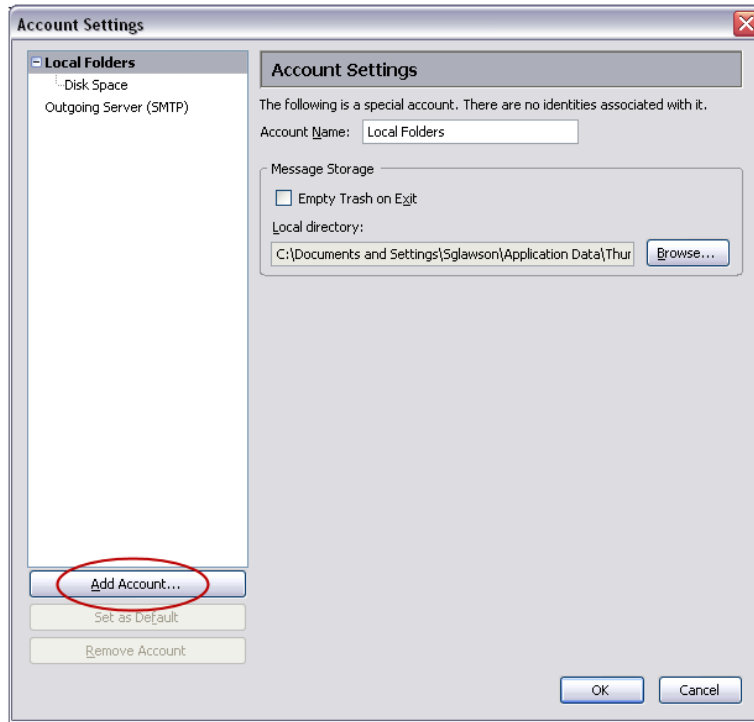


Figure 3

Click on the **Email Account** radio button then click **Next** as shown in Figure 4.



Figure 4

The **Identity** screen will appear as shown in Figure 5. Fill in the boxes with the settings given to you by your local NCMail administrator. Some examples are given below. Click the **Next** button.

### ***User Information:***

**Your Name:** Your real name like Betty Rubble or Jane Jetson

**E-mail address:** Your email address assigned to you by your local NCMail administrator. It is normally in the form of

[FirstName.LastName@ncmail.net](#). For example:

[Fred.Flintstone@ncmail.net](#).



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

**Figure 5**

## Server Information:

Click the **IMAP** radio button then enter the following information.

**Incoming Server:** *cms.ncmail.net*

**Outgoing Server:** *smtp.ncmail.net*

Click the **Next** button to continue.



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The dialog contains the following elements:

- A title bar with 'Account Wizard' and a close button.
- A section header 'Server Information'.
- Text: 'Select the type of incoming server you are using.'
- Two radio buttons: 'POP' (unselected) and 'IMAP' (selected and circled in red).
- Text: 'Enter the name of your incoming server (for example, "mail.example.net").'
- Text input field: 'Incoming Server:' with the value 'cms.ncmail.net' (circled in red).
- Text: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").'
- Text input field: 'Outgoing Server:' with the value 'smtp.ncmail.net' (circled in red).
- Buttons at the bottom: '< Back', 'Next >' (circled in red), and 'Cancel'.

Figure 6

Enter your email address for both the **Incoming** and **Outgoing User Names** as shown in Figure 7. Click the **Next** button.



The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. The dialog contains the following elements:

- A title bar with 'Account Wizard' and a close button.
- A section header 'User Names'.
- Text: 'Enter the incoming user name given to you by your email provider (for example, "jsmith").'
- Text input field: 'Incoming User Name:' with the value 'george.jetson@ncmail.net'.
- Text: 'Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).'
- Text input field: 'Outgoing User Name:' with the value 'george.jetson@ncmail.net'.
- Buttons at the bottom: '< Back', 'Next >' (circled in red), and 'Cancel'.

Figure 7

Your email address should appear in the **Account Name** text box, if not enter your email address. Click the **Next** button to continue.



**Figure 6**

Verify your settings are correct on the Congratulations screen as shown in Figure 7 then click on the **Finish** button.



**Figure 7**

To complete your setup you must enable Secure IMAP. Complete the following steps to accomplish this.

## Setting Up Secure IMAP (IMAPS)

Click on **Tools, Account Settings** as shown in Figure 8.

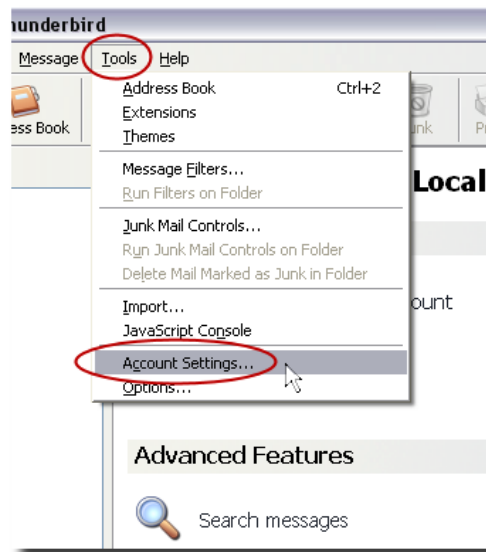


Figure 8

Click on **Server Settings** just below your account name. Click on **SSL**, under the **Use secure connection** section. This will change the port to **993**. Thunderbird 1.5 also supports TLS over port 143 (known as StartTLS). Check the policies of your agency. Click on the **OK** button.

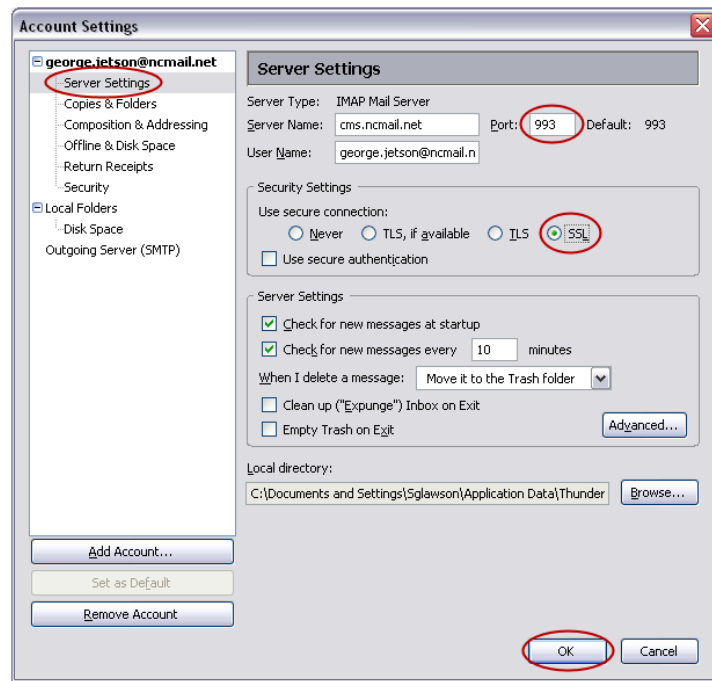


Figure 9

**Congratulations!** You have successfully created your NCMail account in Thunderbird 1.5.