Summary: this document will walk you through setting up Thunderbird for your ODU Faculty or Staff email account. This document does not apply to student email accounts.

Prerequisites: in order to send email, you will need to log into MIDAS (https://midas.odu.edu), and then enable the SMTP service for your account. This service will allow you to send authenticated email through the outbound SMTP server: smtp-auth.odu.edu. You should do this before you attempt to setup Thunderbird, and then give everything at least 15 minutes to sync up after activating the SMTP service.

1) Start the mail account setup. If this is the first time you start Thunderbird, this will come up automatically. Otherwise, go to Tools, then Account Settings, then Account Actions, and Add Mail Account.

2) On the Mail Account Setup window, enter in your name, your email address, and your MIDAS password. Then click continue.
3) The Mail Account Setup wizard will then attempt to auto-discover your settings. This will fail.
4) You will need to manually enter in the server info:

**Incoming server settings:**
- **Service type:** IMAP (POP is not supported)
- **Server Hostname:** webmail.odu.edu
- **Port:** 993
- **SSL:** SSL/TLS
- **Authentication:** Normal Password

**Outgoing server settings:**
- **Service type:** SMTP
- **Server Hostname:** smtp-auth.odu.edu
- **Port:** 465
- **SSL:** SSL/TLS
- **Authentication:** Normal Password

5) Then click create account, and the setup will complete.
6) After the account is configured, there are still some settings to change in order for Thunderbird to sync all your folders. Bring up the Account Settings window by going to Tools, then Account Settings.

7) Click on the Server Settings page, then click on the Advanced button.
8) On the Advanced Account Settings page, uncheck “Show only subscribed folders”, and then click OK.
9) Then go to the Outgoing Server (SMTP) setting in the Account Settings window, and make sure that smtp-auth.odu.edu is set as the default SMTP server.

10) If smtp-auth.odu.edu is not your default mail server, then when you try to send email, the ODU mail system will reject your messages.