

How to set up Thunderbird

Introduction

About Email Receiving Settings

You can choose either the **POP** or **IMAP** protocol for receiving emails. Please configure the settings according to your environment and purpose.

POP Protocol

Emails stored on the mail server are downloaded to your PC, and you view and manage the email data saved on your device. During the download process, emails can be deleted from the server, which helps save server storage space. (*You can also configure the settings to keep emails on the server.*) This is suitable when accessing emails with a single PC.

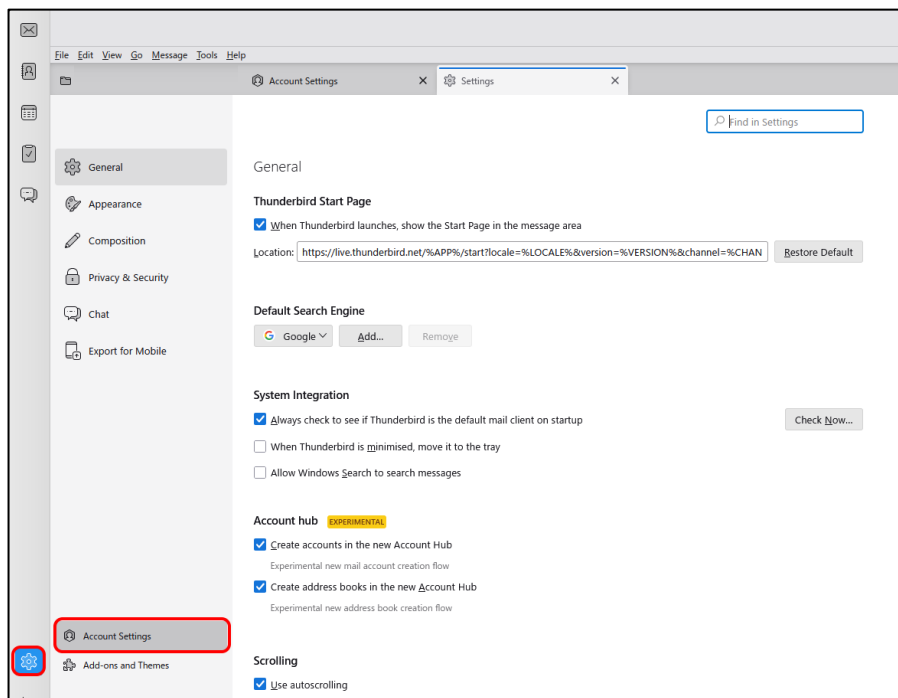
IMAP Protocol

You view and manage email data directly from the mail server. This method is suitable when accessing emails from multiple devices. Since emails remain on the server, if the server reaches its storage limit, new messages cannot be received.

We recommend regularly deleting unnecessary emails to free up space.

Email Configuration Procedure

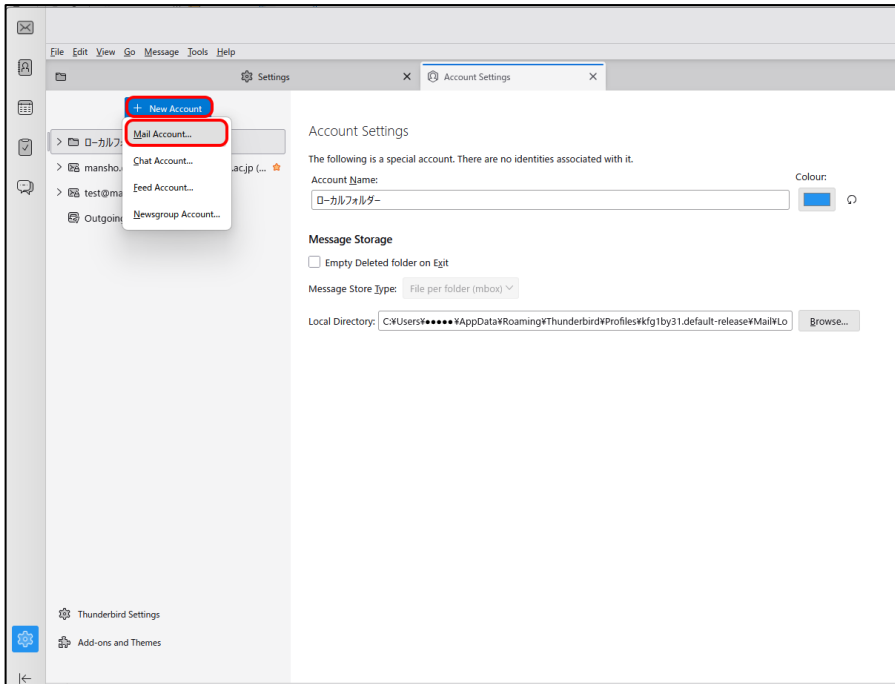
1. Launch Thunderbird, then click the [gear icon] → [Account Settings].



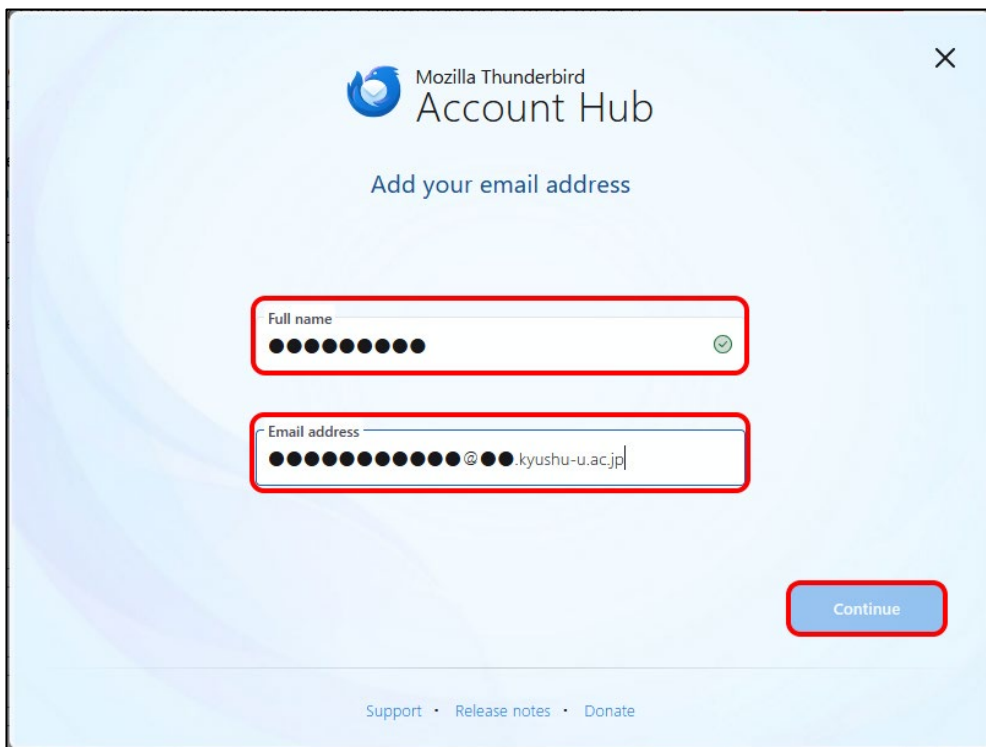
※When Thunderbird is launched for the first time, it may start from the screen shown in Step 3.

Note: The reference screenshots in this manual are based on the IMAP configuration.

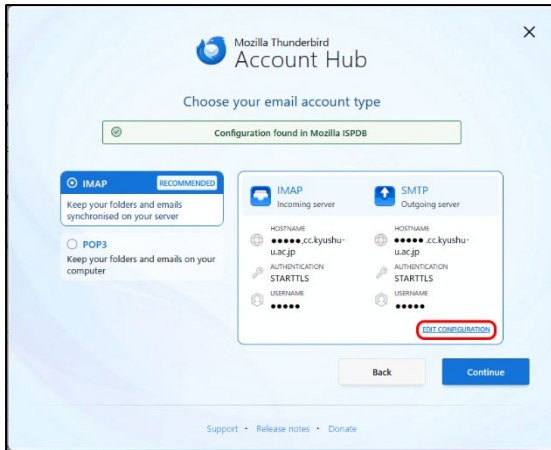
2. Click [+ New Account] → [Mail Account ...].



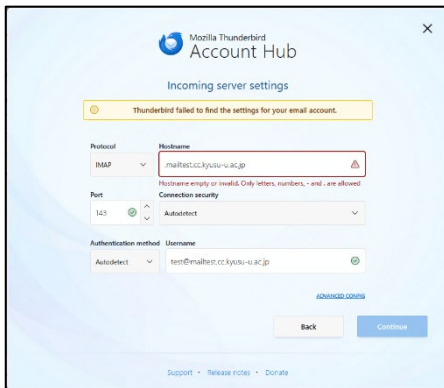
3. Enter name and Email address and then click [Continue].



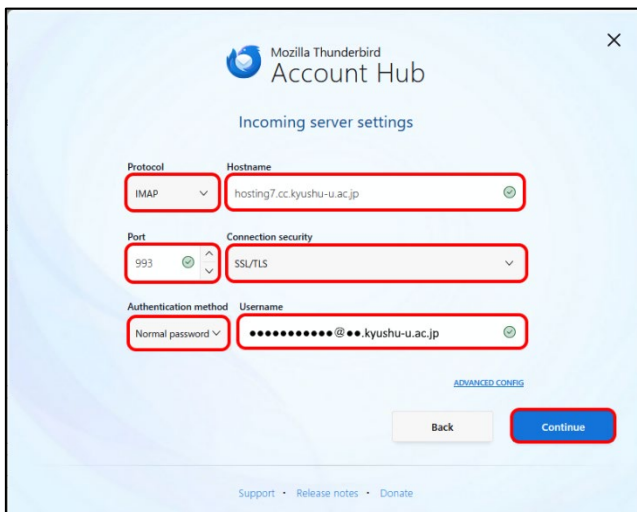
4. Click [EDIT CONFIGURATION].



Occasionally, the following screen may appear. In that case, please make the same adjustments as in Step 5.

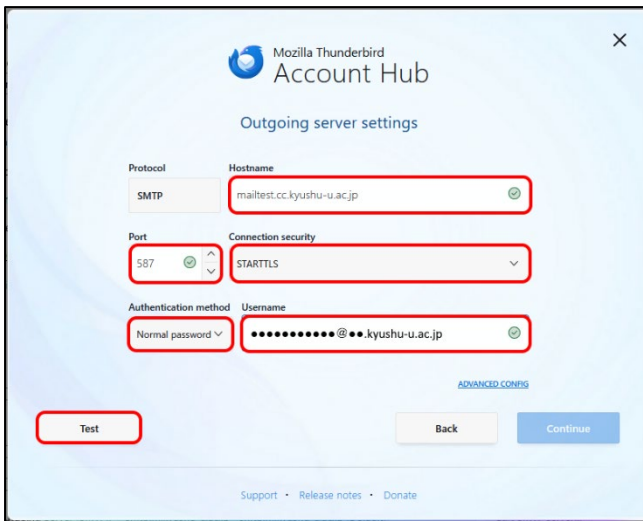


5. Configure the incoming mail server settings as shown below and then click [Continue].



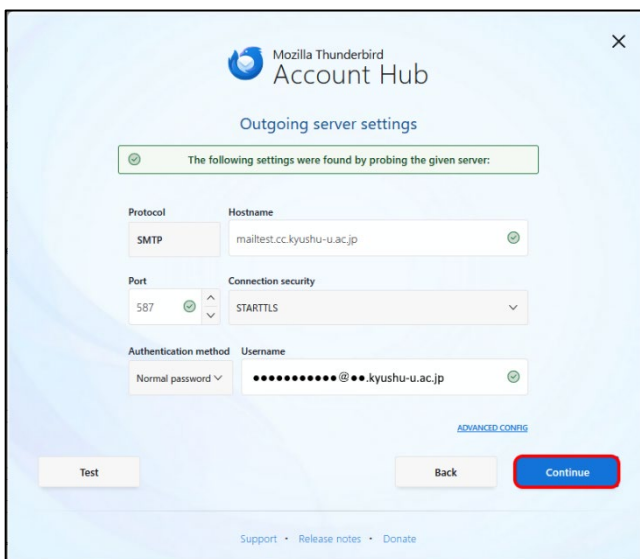
Protocol : IMAP or POP3
Hostname : hosting7.cc.kyushu-u.ac.jp
Port : 993(IMAP) / 995(POP)
Connection security : SSL/TLS
Authentication method : Normal password
Username : Email address

6. Configure the outgoing server settings as shown below and then click [Test].

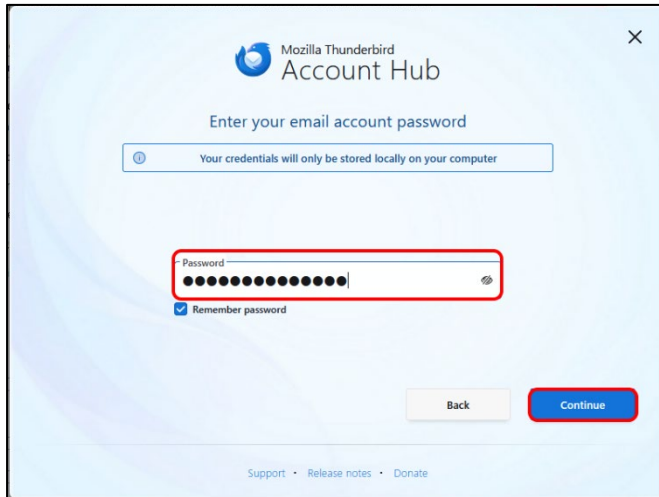


Hostname : hosting7.cc.kyushu-u.ac.jp
Port : 587
Connection security : STARTTLS
Authentication method : Normal password
Username : Email address

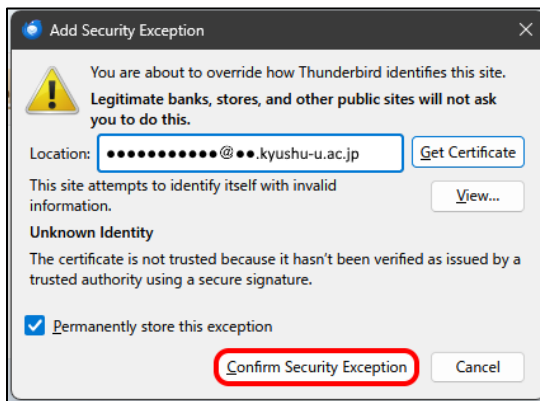
7. If everything is set up correctly, the following screen will appear. Click [Continue] to proceed.



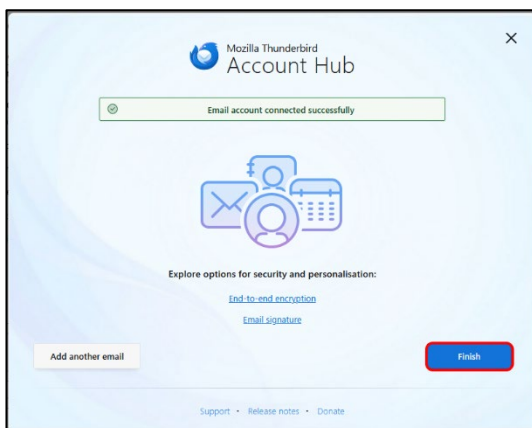
8. Enter the password, and then click [Continue].



9. Click [Confirm Security Exception].
When this window is not displayed, skip to 10.



10. Click [Finish].

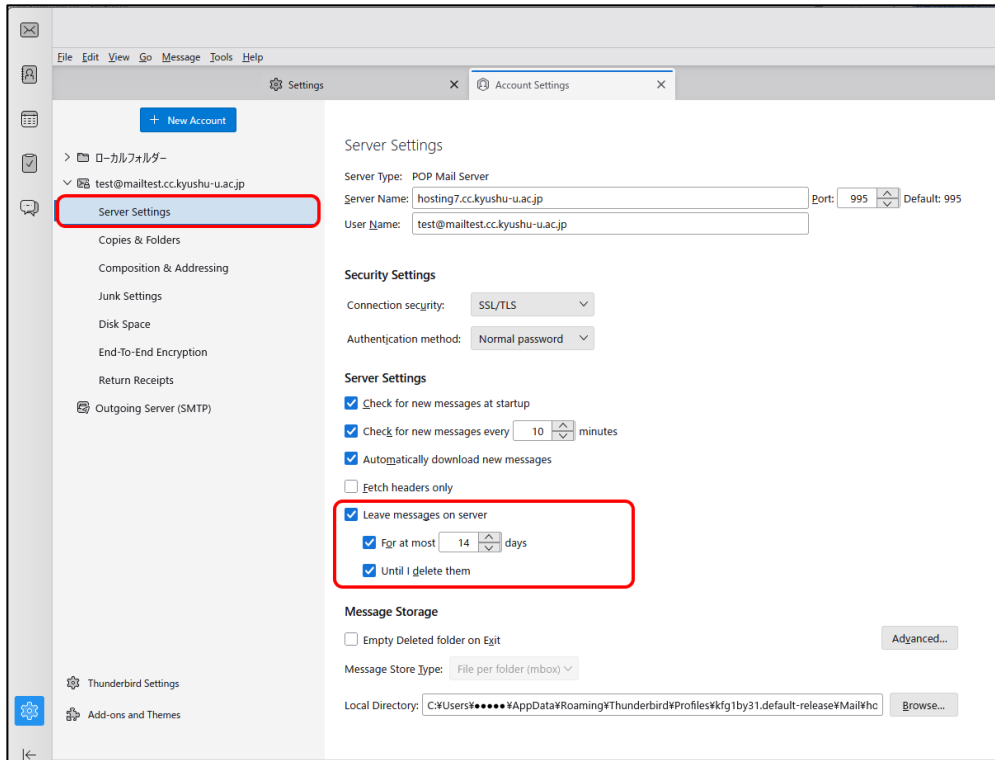


11. 【POP setting only】

In POP settings, if you use the default configuration, emails on the mail server will be automatically deleted after a certain period (default: 14 days).

This setting is useful for saving server storage space, but if you prefer to keep emails on the server, please follow the steps below to change the configuration.

Click "Server Settings" under the added account. Set [Leave messages on server] settings as you needed.



Note:

If the mail server reaches its storage limit, you will no longer be able to receive new emails.

If you choose not to automatically delete emails from the server, it is recommended to regularly delete unnecessary emails. Additionally, you can delete emails directly from the server by using the webmail interface: <https://webmail.hosting7.cc.kyushu-u.ac.jp/>