

Configure Thunderbird for Brandeis Gmail

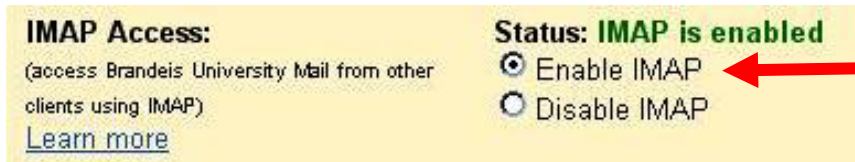
These instructions detail how to configure Mozilla Thunderbird to access Brandeis Gmail.

Note: You may need to change your UNet password before configuring your email client for Gmail.

If you're using an older version of Thunderbird, we recommend upgrading to version 2.0 or higher.

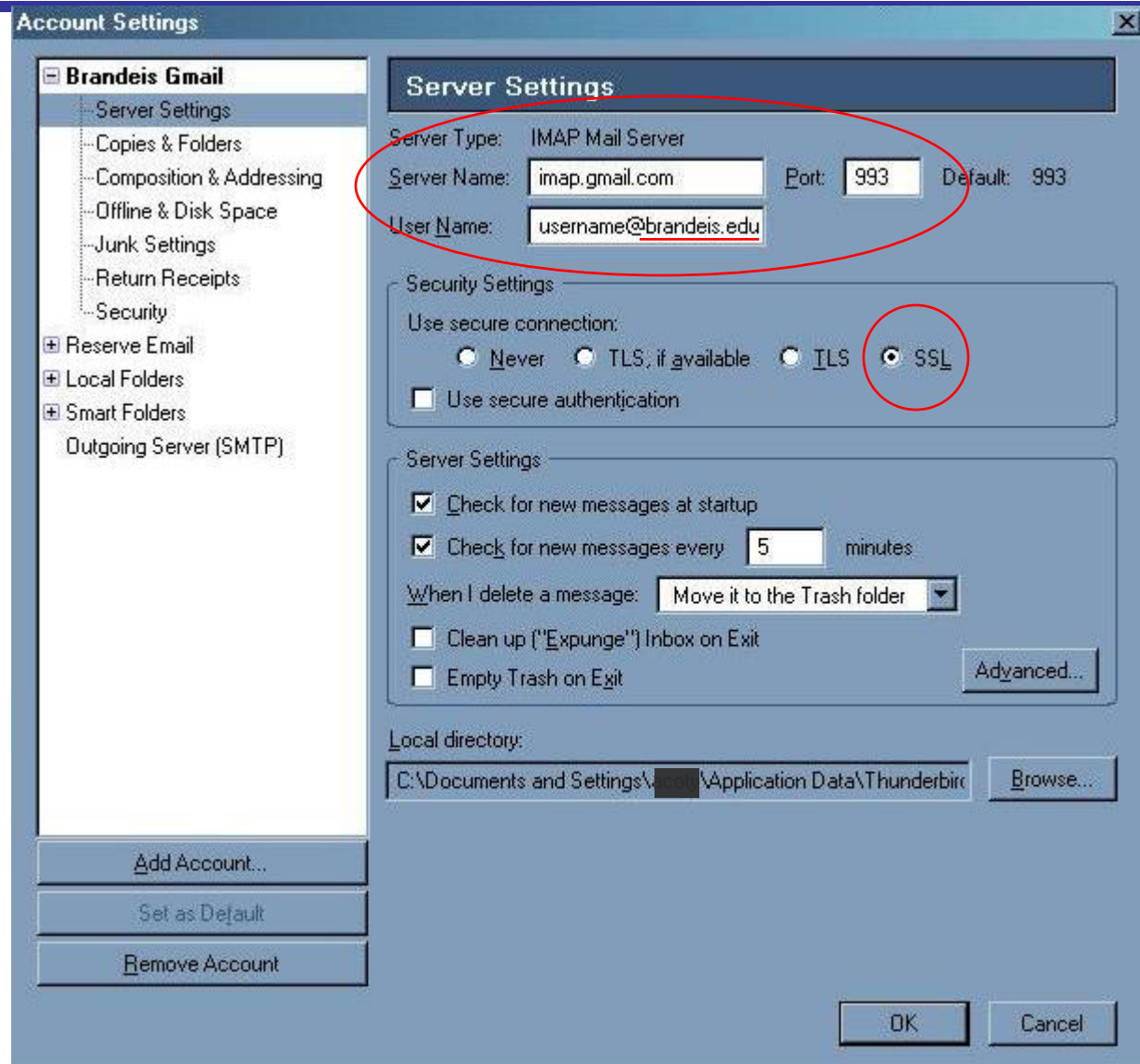
Enable IMAP in your Brandeis Gmail Account

- Log in to your Brandeis Gmail account.
 - go.brandeis.edu/gmail
 - Use your UNet username & password.
- Click **Settings** at the top of the page.
- Click **Forwarding & POP/IMAP**.
- Select **Enable IMAP**.
- Click **Save Changes** at the bottom of the page.



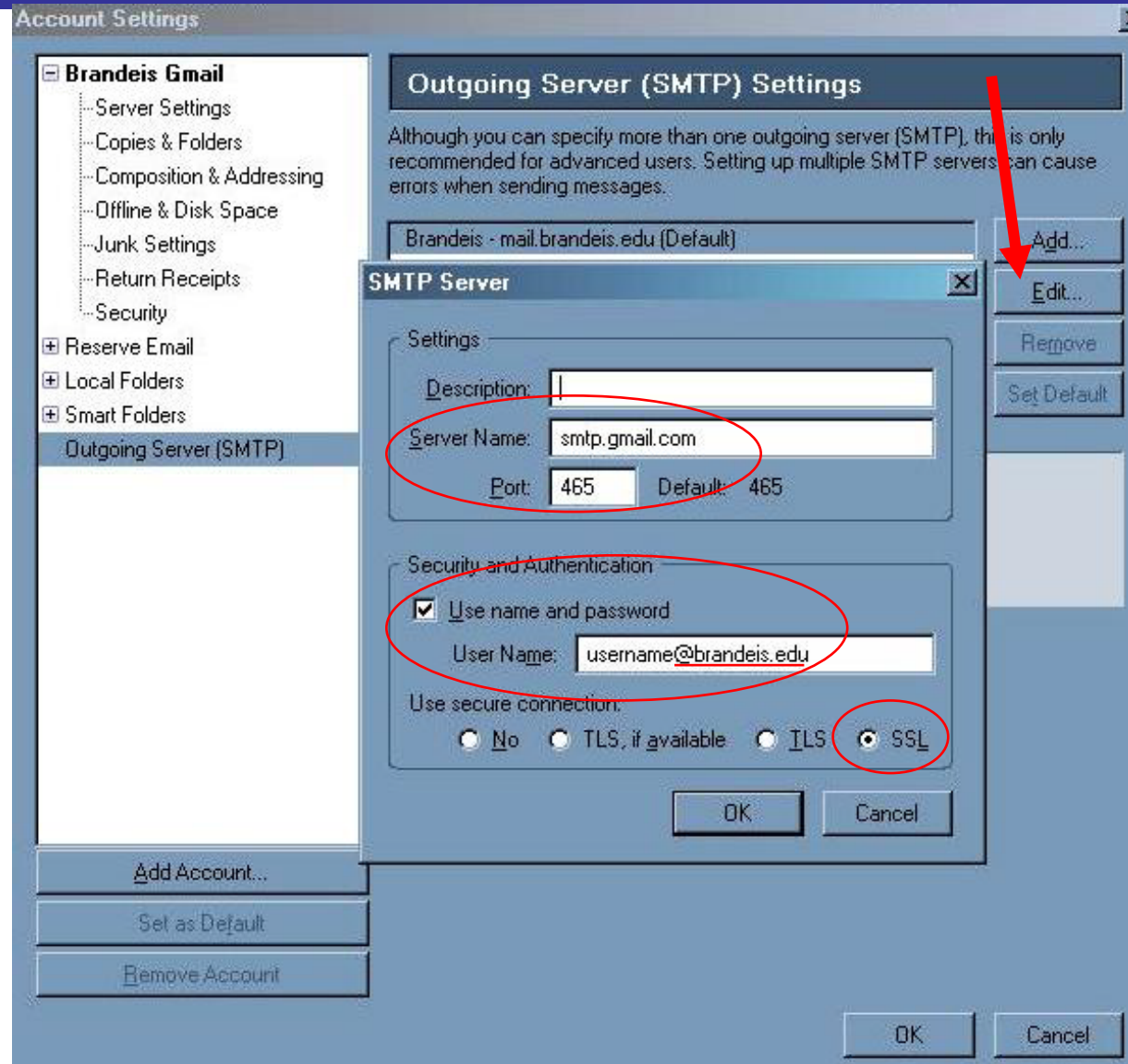
Adjust Your Thunderbird Settings

- Open Thunderbird, click on the **Tools** menu & select **Account Settings**.
- Click on **Server Settings**.
 1. Change the Server Name to **imap.gmail.com**.
 2. Set the Port to **993**.
 3. Add **@brandeis.edu** to your User Name.
 4. Set the Security Settings to **SSL**.



Adjust Your Thunderbird Settings

- Click on **Outgoing Server (SMTP)**.
 1. Click the **Edit** button.
 2. Change the Server Name to **smtp.gmail.com**.
 3. Set the Port to **465**
 4. Check the **Use name & password** box.
 5. Add **@brandeis.edu** to your User Name.
 6. Set the Security Settings to **SSL**.
 7. Click the **OK** button.

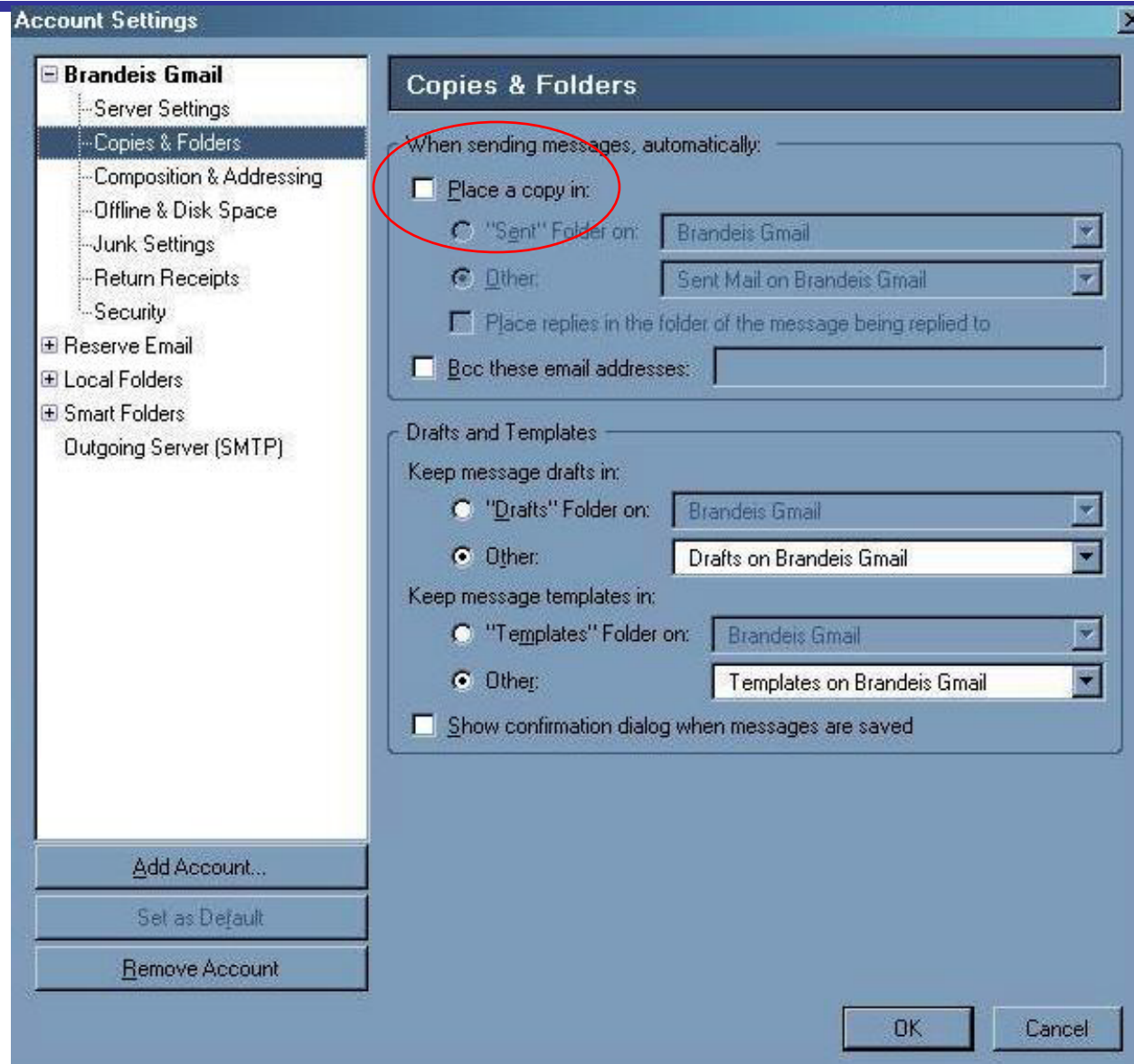


It's time to get your Brandeis Gmail!

- Click the **Get Mail icon**.
- Enter your **UNet password** when prompted & click **OK**.
 - Thunderbird will ask for your Unet password twice: once when you send e-mail, and again when you receive e-mail.
- Your mail folders should populate with your Brandeis Gmail.

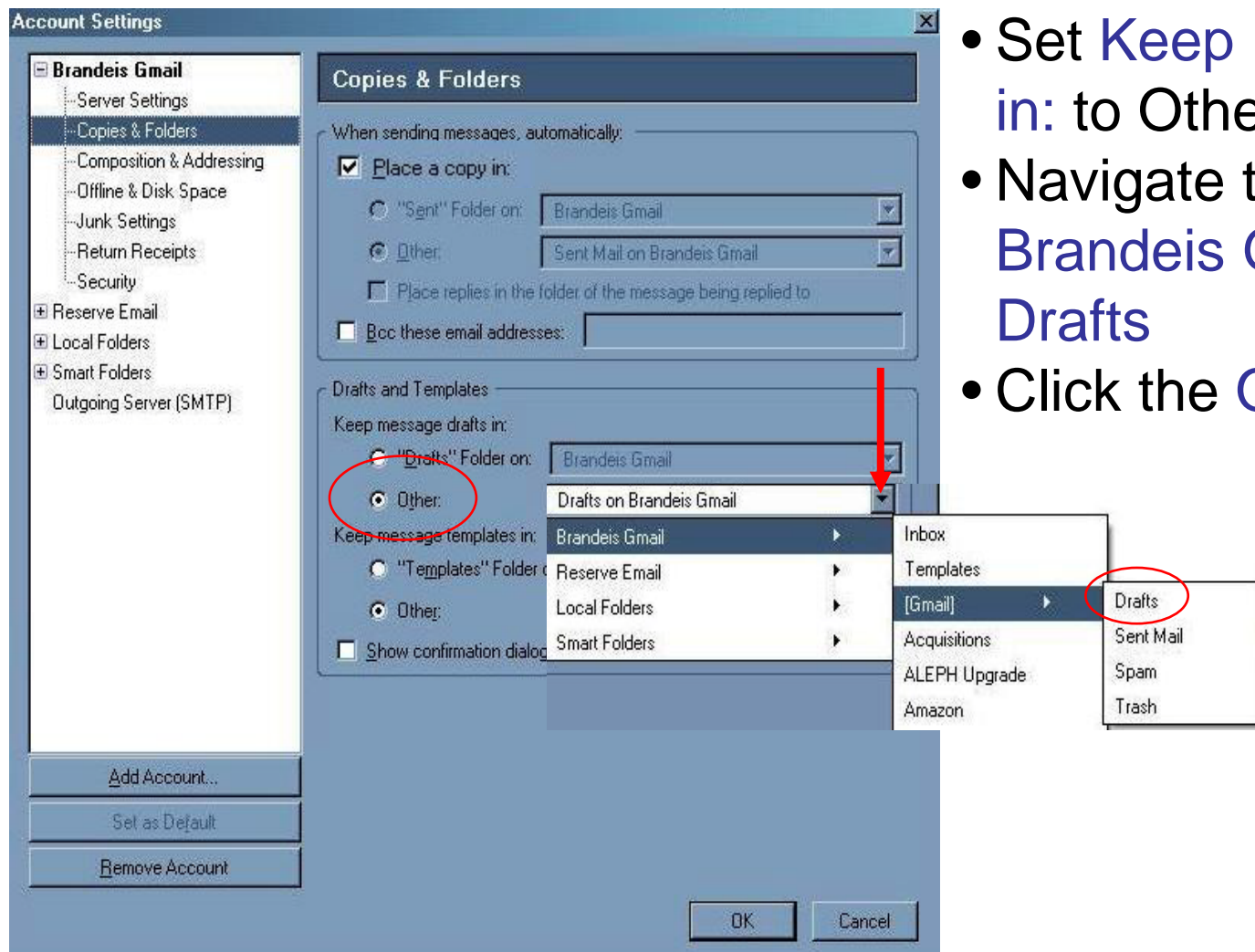
Fine-tune Your Thunderbird Settings - Copies

- Open Thunderbird, click on the **Tools** menu & select **Account Settings**.
- Click on **Copies & Folders**. Keep this window open for the next few steps.
- Uncheck the box labeled **Place a copy in:**.
- Your sent message are automatically saved in the [Gmail/Sent Mail] folder, so it is no longer necessary to save a copy of your sent messages on the server.



Fine-tune Your Thunderbird Settings - Copies

- Set Keep message drafts in: to Other
- Navigate to the folder Brandeis Gmail > [Gmail] > Drafts
- Click the OK button.



Fine-tune Your Thunderbird Settings - Filters

- If you filter messages, New Message notification for your folders has to be set.
- To do so: highlight the folder.
 - Right-click on the folder & select **Properties**.
 - Check the box **Check this folder for new messages**.
 - Click **Ok**.
 - Repeat the process for additional folders.

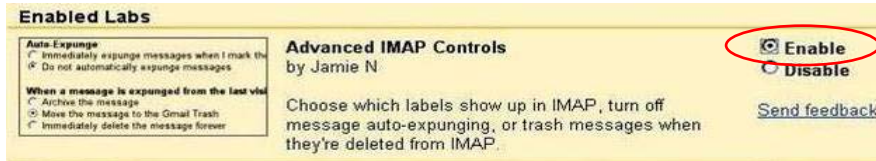


Fine-tune Your Thunderbird Settings – Deleting Messages

- Folders in Bmail are labels in Gmail.
 - If you delete a message in Thunderbird it simply removes that folder's label from the message, archiving it in the All Mail folder.
- To permanently delete a message from Gmail using Thunderbird, you need to move it to the [Gmail]/Trash folder.
 - It is recommended that you do not do this as Gmail only keeps a single copy of a message with multiple labels. If you delete a message this way, you're telling to delete the same message from any other folder (label) that has that message.
- If you want to permanently delete messages from Gmail using Thunderbird, you can manually move them to the [Gmail]/Trash folder, or enable the *Advanced IMAP Controls* lab (see next page for instructions).

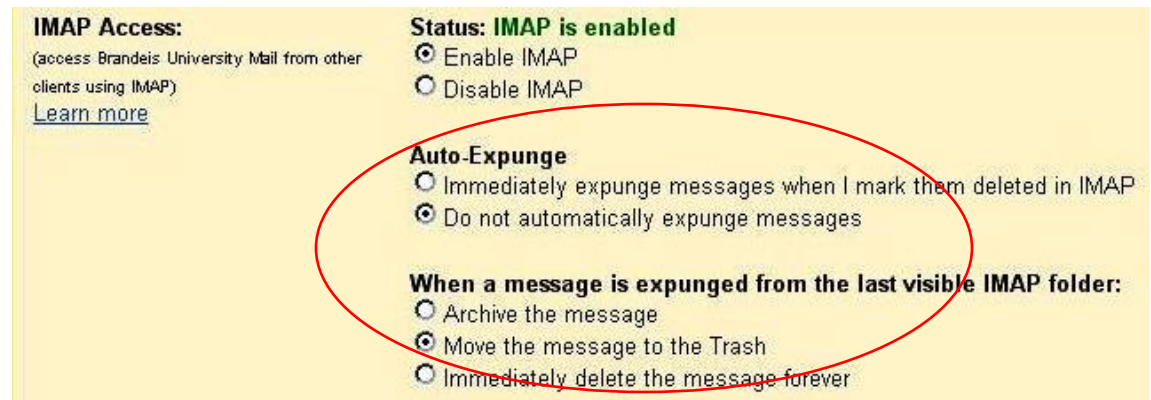
Fine-tune Your Thunderbird Settings – Deleting Messages

- Log in to your Brandeis Gmail account (go.brandeis.edu/gmail)
- Click **Settings** at the top of the page.
- Click **Labs**.
- Under **Advanced IMAP Controls**, select **Enable**.



- Click **Save Changes** at the bottom of the page.
- Go back to **Settings** at the top of the page.
- Click **Forwarding & POP/IMAP**.
- Under IMAP Access, select:

- Auto-expunge: **Do not automatically expunge messages**
- When a message is expunged...: **Move the message to Trash**



Fine-tune Your Thunderbird Settings – The “All Mail” Folder

- The All Mail folder contains a copy of all messages for the Gmail account. Viewing it in Thunderbird can cause performance issues.
- To hide a gmail folder (label):
- Log in to your Brandeis Gmail account (go.brandeis.edu/gmail)
- Click **Settings** at the top of the page.
- Click **Labels**.
- Uncheck the “**Show in IMAP**” box next to All Mail.

