

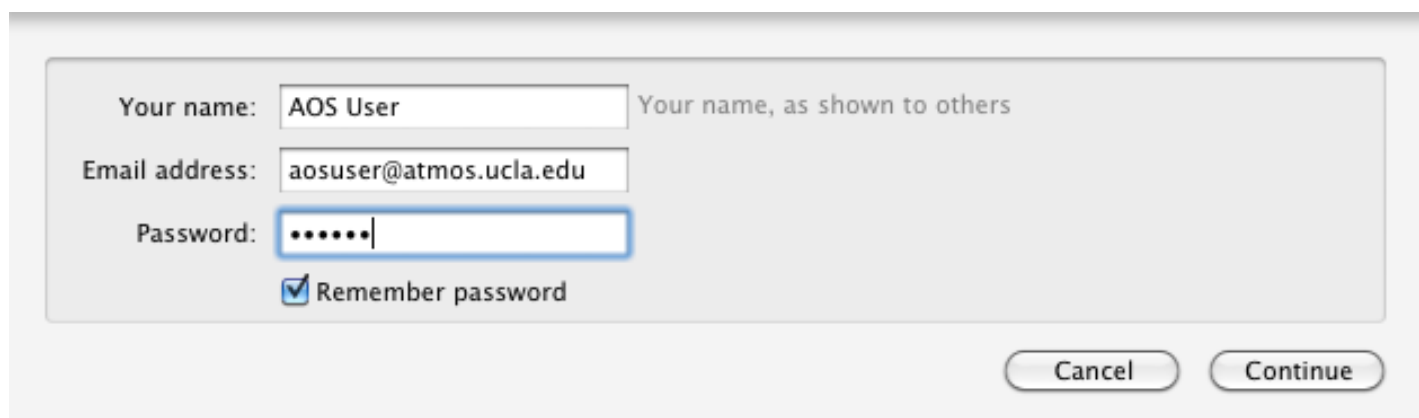
## AOS E-mail Setup - Thunderbird

### Account setup

Before you configure your e-mail client you will need to know your *UCLA Logon ID* and password (also known as you BOL username & password). You can lookup your *UCLA logon ID* at [logon.ucla.edu](http://logon.ucla.edu)

If you were given a temporary *EM* password, you will also need to change that password. Visit [www.atmos.ucla.edu/static/computing/changetemppass.pdf](http://www.atmos.ucla.edu/static/computing/changetemppass.pdf) for information about changing your temporary *EM* password.

When opening Thunderbird for the first time, you should be greeted by a screen that resembles this:

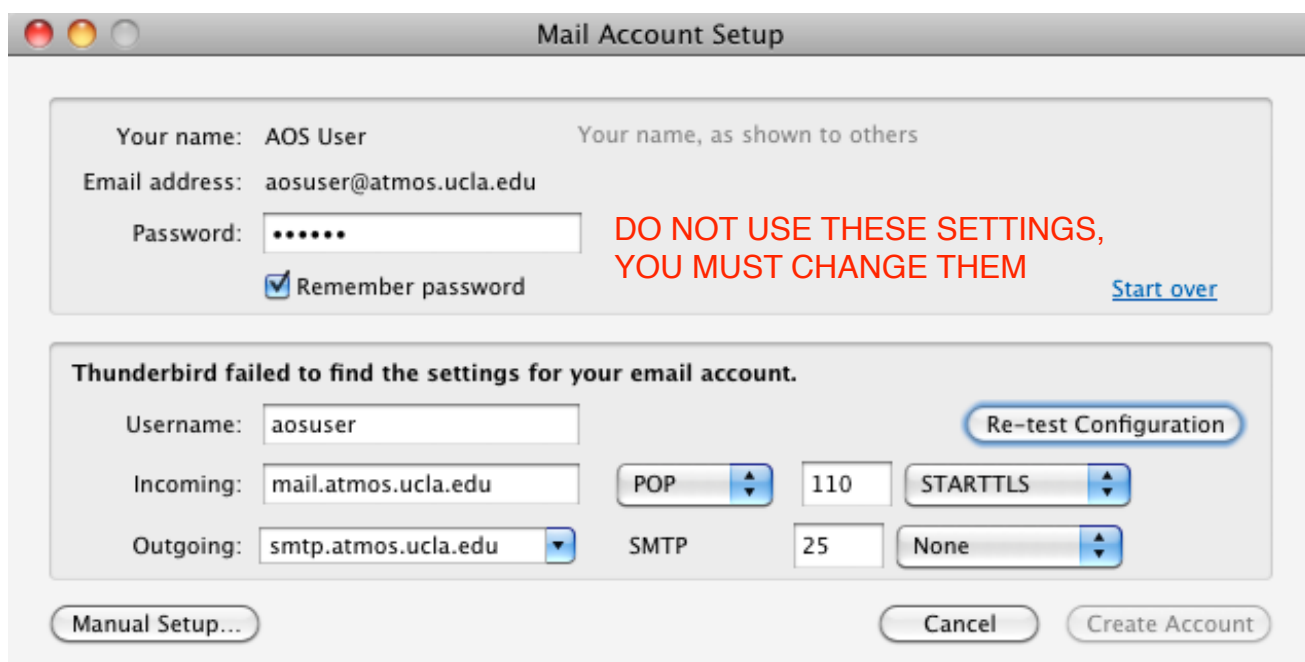


The screenshot shows the 'Account Setup' dialog box in Thunderbird. It contains the following fields and options:

- Your name:** AOS User (with the subtitle 'Your name, as shown to others')
- Email address:** aosuser@atmos.ucla.edu
- Password:** A field with six dots, indicating a masked password.
- Remember password
- Buttons:** Cancel and Continue.

If you are not, go to the **Tools** menu on Macs or Windows, or the **Edit** menu on Linux, and select *Account Settings*.

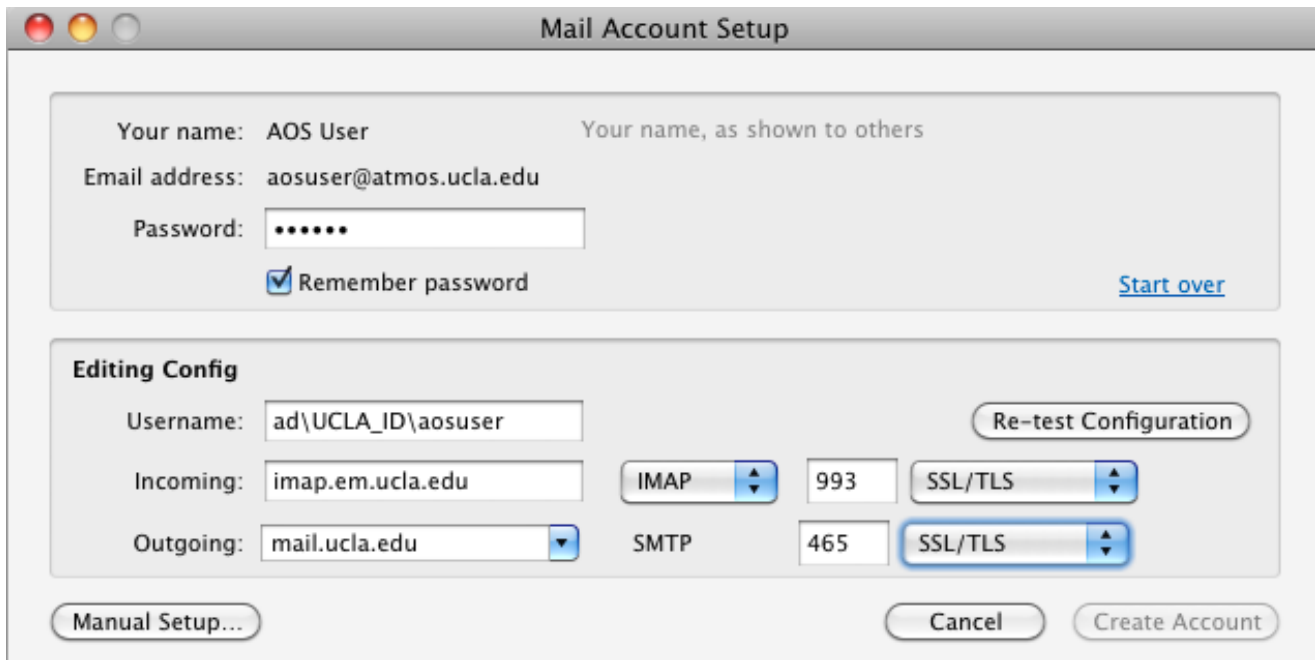
- 1) Enter your name, email address and password, then click *Continue*
- 2) Thunderbird will attempt to determine the correct settings. When it fails, your window will look like this: (NOTE: DO NOT CLICK MANUAL SETUP YET)



The screenshot shows the 'Mail Account Setup' dialog box in Thunderbird. It contains the following fields and options:

- Your name:** AOS User (with the subtitle 'Your name, as shown to others')
- Email address:** aosuser@atmos.ucla.edu
- Password:** A field with six dots, indicating a masked password.
- Remember password
- Message:** DO NOT USE THESE SETTINGS, YOU MUST CHANGE THEM (in red text)
- [Start over](#) (in blue text)
- Thunderbird failed to find the settings for your email account.**
- Username:** aosuser
- Incoming:** mail.atmos.ucla.edu (with a dropdown menu showing POP and 110)
- Outgoing:** smtp.atmos.ucla.edu (with a dropdown menu showing SMTP and 25)
- STARTTLS:** None (with a dropdown menu)
- Buttons:** Manual Setup..., Re-test Configuration, Cancel, and Create Account.

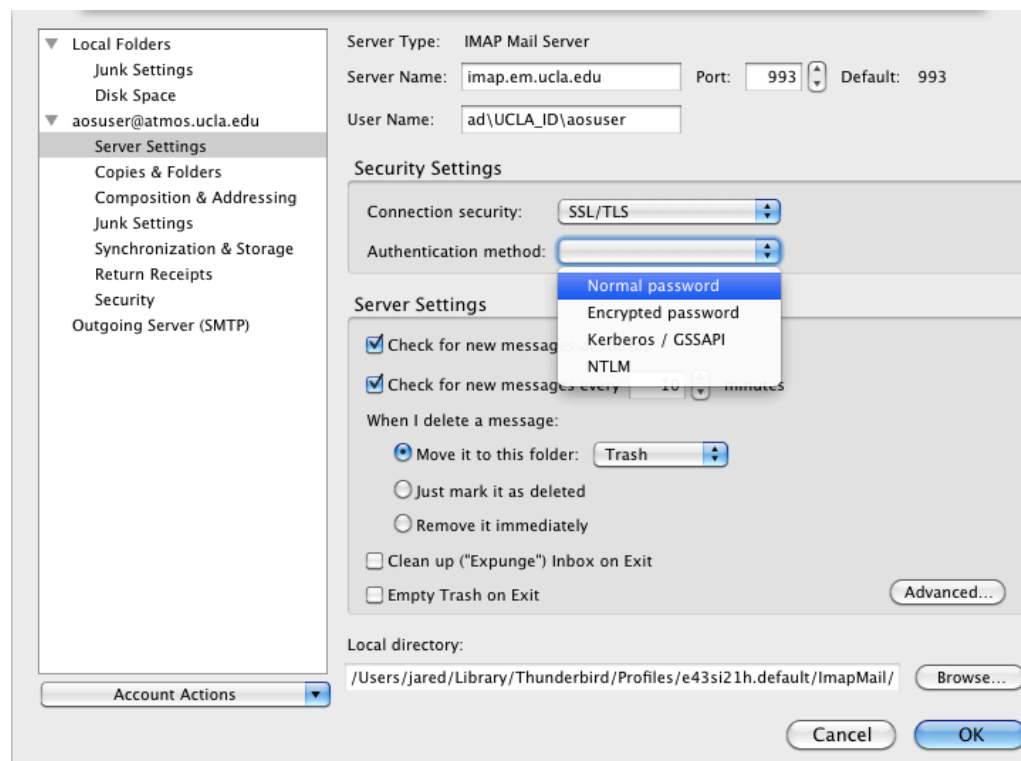
- 3) Next, change it to reflect these settings
  - Username: ad\Your\_UCLA\_Logon\_ID\Your\_AOSUsername
  - Incoming: imap.ucla.edu
  - Outgoing: mail.ucla.edu
- 4) Choose either IMAP or POP protocol. If you don't know the difference, feel free to ask Jared, Prashant or James to explain.
- 5) Enter the port into the blank which corresponds to the protocol. 993 for IMAP, 995 for POP
- 6) Choose SSL/TLS from the two drop-downs on the right side.



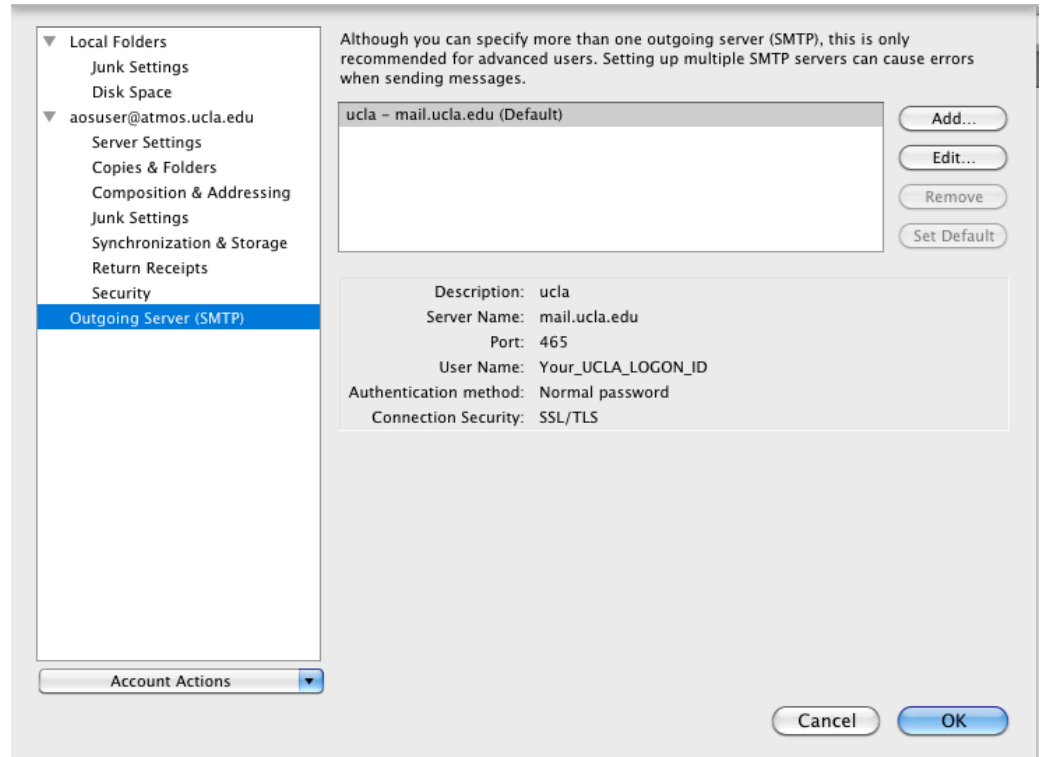
- 7) ***NOW*** Click the *Manual Setup* button.

- 8) For **Authentication Method**, choose *Normal Password*

- 9) Click on the **Outgoing Server (SMTP)** section



- 10) Select the server, and click the **Edit** button



- 11) Check the settings  
12) Click OK to close this window, then OK to close the main window.



- 13) You will need to enter your UCLA\_ID password (also known as your BOL password) when you send an email the first time. There will be a checkbox to remember your password if you do not wish to enter it every time you send email.