1) Launch the Thunderbird application. If you are launching Thunderbird for the first time, you will encounter one of the following messages:

1a) If given the option to Cancel or Open, choose Open.

1b) The default security setting on some versions of Mac OS will prevent Thunderbird and many other third party applications from opening. Administrative access is required to override this setting. If you have an administrative account, click OK, then proceed to the next step.
1c) From the “Apple” menu, select **System Preferences**...

![Apple menu with System Preferences selected](image1)

1d) From the System Preferences pane, select **Security & Privacy**...

![System Preferences pane with Security & Privacy highlighted](image2)
1e) From the **General** tab, click **Open Anyway**. You will be prompted to enter your administrative credentials.

1f) Relaunch Thunderbird. Proceed to step 3.
2) If this is not your first time setting up Thunderbird, click **Local Folders**. Under “Create a new account” select **Email**...
3) In the new account window select **Skip this and use my existing email**...
4) Enter your name and SSU email address. Replace SeawolfID with your own username and fill in the Password field. Make sure Remember password is checked. Click Continue...

5a) Thunderbird will not be able to automatically detect the SSU Exchange server settings, so you will need to enter them manually.
5b) Under **Server Hostname**, enter `exchange.sonoma.edu` in both fields. Replace SeawolfID with your own username in both **Username** fields. Under **Incoming**, make sure **IMAP** is selected in the drop-down menu. Click **Re-test**.

5c) Click **Done**. Your account should now be configured and you will automatically be taken to your inbox.

6) If you encounter any errors sending or receiving mail, try the following steps:

From the upper left corner, click **Thunderbird**, and choose **Preferences**. Click the **Advanced** tab. Under “General” click **Config Editor**. A warning dialog box will pop up. Click **I’ll be careful, I promise!**. In the search box, type “send_client_info” without the quotation marks. Double-click the preference name. This will change the value to “false”. Close the Config Editor window. Close the Preferences window. Close and then relaunch Thunderbird.
Folder Management

Thunderbird will not automatically sync to your custom folders. To import Exchange folders, click the email address in the left-hand pane. Under **Advanced Features**, click **Manage Folder Subscriptions**. Check the box next to each folder that you would like Thunderbird to access. Click **OK**.

Folder Size Note

Individual folders in Thunderbird are not capable of containing more than 4GB of mail.