1a) If this is your first time launching Thunderbird you will be asked to set up system integration. Select the settings that you would like and choose Set as Default or choose Skip Integration to proceed.

1b) If this is not your first time launching Thunderbird then click the Email link in the Create a new account on the Thunderbird Home page.
2) Thunderbird will ask you if you would like to set up a new email account. Choose **Skip this and use my existing email**.

3) Enter your information in the **Mail Account Setup** window and click **Continue**.
4) Thunderbird will be unable to detect our server’s settings. Change both **Incoming** and **Outgoing** to “exchange.sonoma.edu”. Click the **Re-test** button.

If set up correctly it should give you the following settings.

You can now Click the **Done** button and Thunderbird will be configured. This will synchronize your Inbox but not any subfolders.
5) To synchronize your subfolders right click on your **Inbox** and choose **Subscribe...** from the menu. This will bring up a window allowing you to choose which folders you would like the client to check for mail.

**Folder Size Note**

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