Using Thunderbird in CMS

This documentation is intended to illustrate the basic common use case for the Thunderbird email client in the CMS userbase. If you have questions regarding alternate email client software, please address your questions to the CMS help queue at help@cms.caltech.edu. While we endeavor to support the users' preferred software, please be aware that not every piece of software will be fully compliant with standards, and we cannot guarantee that it will all function optimally with the CMS infrastructure.

Basic Configuration

Assuming you are currently using Thunderbird and CS email, you will need to make the following changes to connect to the new email infrastructure:

Step One: Changing your basic settings

Open up Thunderbird, and choose the “Tools” menu, and the “Account Settings” option. You will see the following window. Change your email address as indicated (with your own email address, of course).
Step Two: Incoming Mail Server Settings

To change your incoming mail server settings, click on the “Server Settings” option in the left-hand side of the window. This will show you the following screen:

You should ensure that all of the settings in your Server Settings window match the settings above.

Step Three: Outgoing Mail Server Settings

To change your outgoing mail server settings, click on the “Outgoing Server (SMTP)” option in the left hand side of the window. This will show you to the following screen:
Select the outgoing server marked as (Default) – in your case it will likely be mailhost.cs.caltech.edu – and hit the “Edit” button. You will see the following screen:
You should change your outgoing server settings to match those in the picture above. Then simply choose “OK” and back out into Thunderbird.