Thunderbird & Gmail Sync

To configure your Thunderbird client to work with Gmail:

- 1. Sign in to Gmail
- 2. Click the Settings link located in the upper-right corner (may also look like a gear icon)
- 3. Click the Forwarding and POP/IMAP tab
- 4. Select Enable IMAP
- 5. Click Save Changes



- 6. Open Thunderbird
- 7. Click the File menu and select New → Mail Account...

Scal Folders - Mozil	la Thunderbird			
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u>	essage Eve <u>n</u> ts and Ta	asks <u>T</u> ools	Help	*** ***
New	Message	Ctrl+N	Search all m	essages <ctrl+k> 🔎</ctrl+k>
<u>O</u> pen Attachments	 Event Task 	Ctrl+D		
 ⊆lose Ctrl+V	V Eolder			•
<u>S</u> ave As	<u>S</u> aved Search		d Mail - Lo	ocal Folders
Get Ne <u>w</u> Messages for	Mail <u>A</u> ccount			
Sen <u>d</u> Unsent Messages	Other Accounts	;		
	Cale <u>n</u> dar			
D <u>e</u> lete Folder Bename Folder 52	Address Book ⊆	ontact	as for this accou	nt
Compact Folders				
Empty Trash		Create a ne	ew account	
Offline	•			
Page Setup	349 300	Create a ne	ew calendar	
Print Pre <u>v</u> iew				
Print Ctrl+P				
E <u>x</u> it				
	Adva	nced Fe	atures	
	Q	Search me	ssages	
		Manage me	essage filters	
2				🚮 Today Pane 🔺 💡

8. A Mail Account Setup window will appear. In the Name field, enter the name you wish recipients to see when you send an email. For Email address enter your WOU username followed by @mail.wou.edu (For example: testuser@mail.wou.edu) Enter your pawprint password in the Password field and click Continue.

Mail	Account Setup			\mathbf{X}
	Your <u>n</u> ame:	Test User	Your name, as shown to others	
	Emai <u>l</u> address:	testuser@mail.wou.edu		
	Password:	•••••		
		Remember password		

9. Thunderbird will now query the Gmail servers and automatically configure the appropriate IMAP and SMTP connection settings for your account. When complete, Thunderbird will display a confirmation dialog. Confirm that the connection settings are the same as those shown below and click **Create Account**.

Mail I	lccou	unt Setup						×
		Your <u>n</u> ame:	Test User	Your name, as s	shown to oth	iers		
	Em	ai <u>l</u> address:	testuser@mail.wou.edu					
		<u>P</u> assword:	•••••					
			✓ Remember password				Start over	
	() T	MAP - Acces	folders and messages from	multiple comput	ters (recom	mended)		
	O P	OP - Downlo	ad all messages onto this co	omputer, folders	are local only	y		
	The	following s	ettings were found from	n: Mozilla ISP d	latabase			
		Username:	testuser@mail.wou.edu				Edit	
		Incoming:	imap.googlemail.com	IMAP	993	SSL/TLS		
		Outgoing:	smtp.googlemail.com	SMTP	465	SSL/TLS		
	-							
(Manu	ual <u>S</u> etup]			Cancel	Create Account	

10. The Mail Account Setup window will now close. From your Thunderbird home screen, rightclick on your newly created account and select **Settings...**

🍳 testuser@mail.wou.	edu - Mozilla Thunde	erbird
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>N</u>	<u>M</u> essage Eve <u>n</u> ts and Ta:	sks <u>T</u> ools <u>H</u> elp
📥 Get Mail 🔹 📝 Write	• 🧾 Address Book	≫ Tag ▼
🛛 🔤 testuser@mail.wou.	edu	
All Folders	Thur	darkird Mail taatusar@roail.urau adu
🗉 墨 Local Folders	Inun	iderbird Mail - testuser@mail.wou.edu
🗉 💽 testuser@mail.wou.	edu 🕴	
	<u>G</u> et Messages	
	Open	
	Open in New Tab	
	Search	ead messages
	Subcribe	ů ř
	SCHDE	_
	<u>N</u> ew Folder	/rite a new message _
	S <u>e</u> ttings	
		_

- 11. An Account Settings dialog will appear. Change the **Account Name** to anything you like. Change the **Email Address** field to your WOU username followed by **@wou.edu** (For example, testuser@wou.edu) **NOTE: Do NOT use @mail.wou.edu**
- 12. Click the **OK** button to save the changes.

Account Settings	
 Local Folders Junk Settings Disk Space testuser@mail.wou.edu Server Settings Copies & Folders 	Account Settings - <testuser@mail.wou.edu> Account Name: My WOU Email Default Identity Each account has an identity, which is the information that other people see when they read your messages.</testuser@mail.wou.edu>
Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Outgoing Server (SMTP)	Your Name: Test User Email Address: testuser@wou.edu Reply-to Address:
Account Actions •	Manage Identities
	OK Cancel

Congratulations, your WOU Gmail account will now synchronize with Thunderbird.