

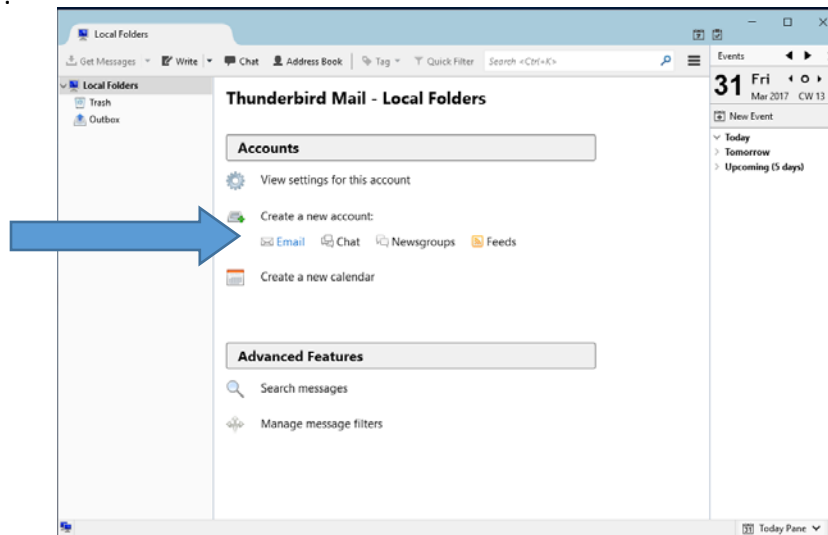
# Connecting Ship Email to Thunderbird

After installing Mozilla Thunderbird (<https://www.mozilla.org/en-US/thunderbird/>) for your respective system, follow these directions:

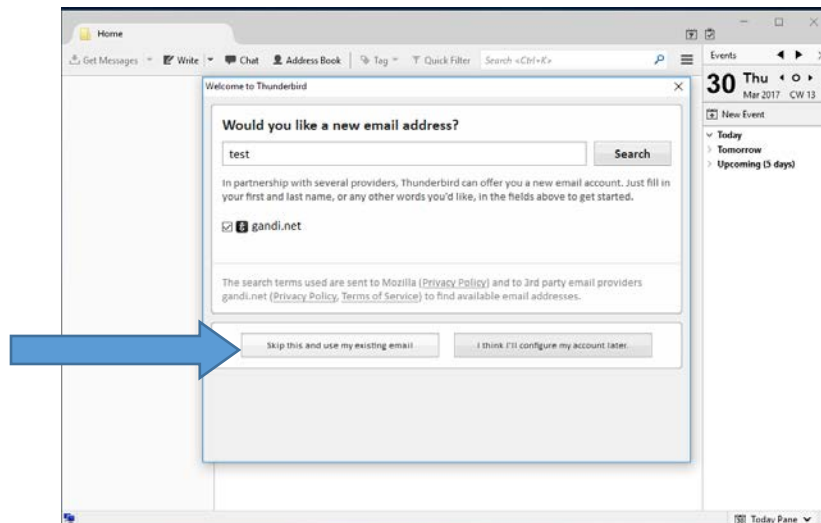
1. Open Thunderbird on your system by double-clicking on the icon.



2. If you have previously used Thunderbird, you can add a new account by clicking on **Local Folders**, then choosing **Email** from the Create a new account heading. Otherwise the create account dialog will show automatically.

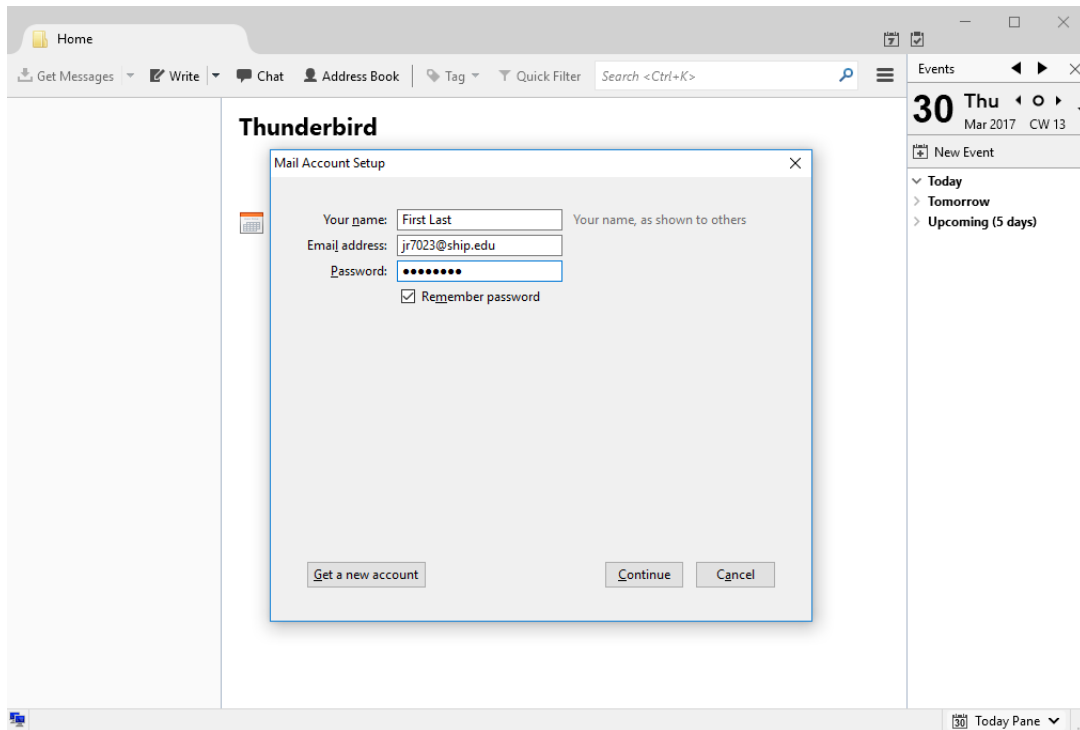


Click the button that says **Skip this and use my existing email.**

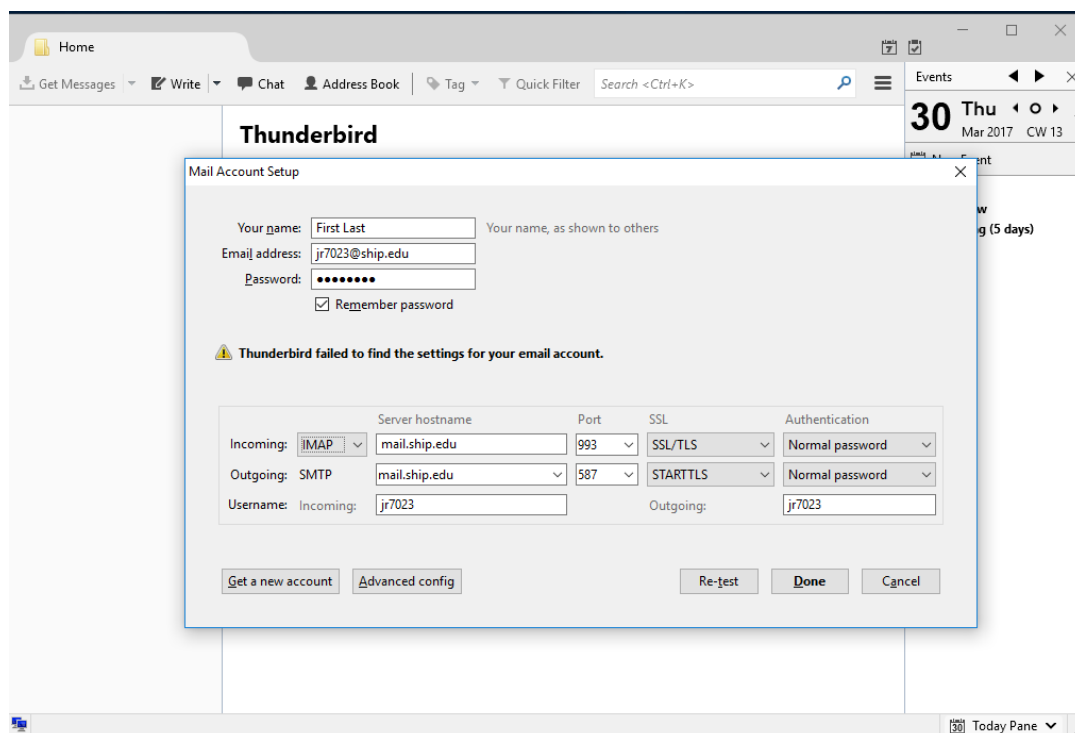


## Shippensburg University – Thunderbird Email Setup

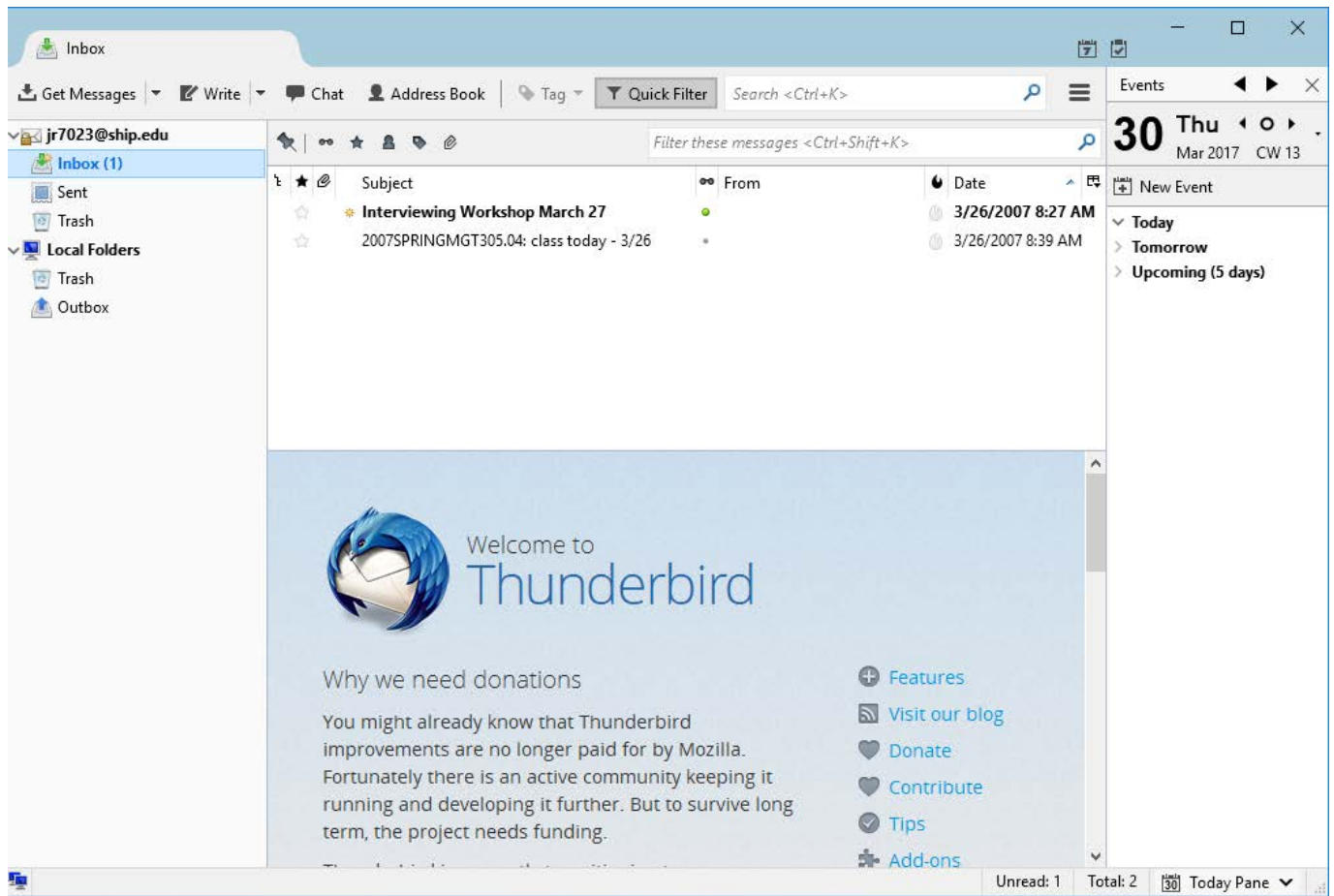
- When prompted, enter your first and last name, email address, and password. Then click **Continue**.



- Select **IMAP** as the incoming server and enter **mail.ship.edu** for both the Incoming and Outgoing Server hostnames. Under the Port column, select **993** for Incoming, and **587** for Outgoing. Under the SSL column, choose **SSL/TLS** for Incoming, and **STARTTLS** for Outgoing. Under Authentication, choose **Normal Password** for both Incoming and Outgoing. Once the settings are entered, click on the **Done** button.



5. At this point, you are back at the Inbox, and you will begin to see email messages appear as they synchronize to Thunderbird.



## Need Help?

The Technology Help Desk can assist you with adding your mail account!  
Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) and we can help you install Microsoft Office.

717-477-HELP (x4357)  
helpdesk@ship.edu