

Changing Thunderbird Settings

Problem: The email conversion requires you to change your Thunderbird settings to point to a different email server and use a different username and email address.

Solution: Edit your current Thunderbird settings by following the steps below.

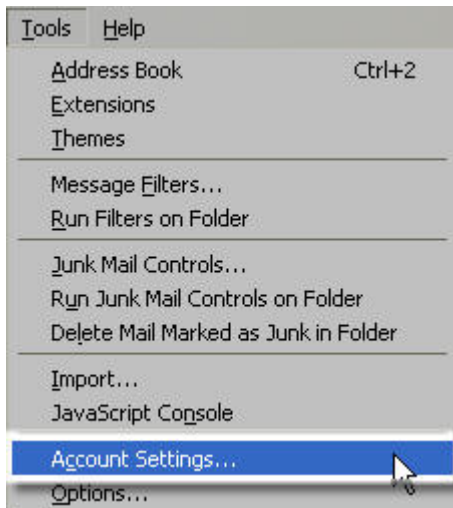
These steps assume that you already have Thunderbird set up but it is pointing to the old mail server. These steps won't work until after the conversion is complete. Making this change will not affect email you already have downloaded from the old mail server.

*****Before you change your settings in Outlook, you will need to login to the OneTech portal to synchronize your password with the new mail system. The web address for the OneTech portal is <http://onetech.atu.edu>. If you are told that your password has been changed outside of the system you can either enter your old password which is probably your six digit birthday (mmddyy) or you can click on "Start Recovery Session".**

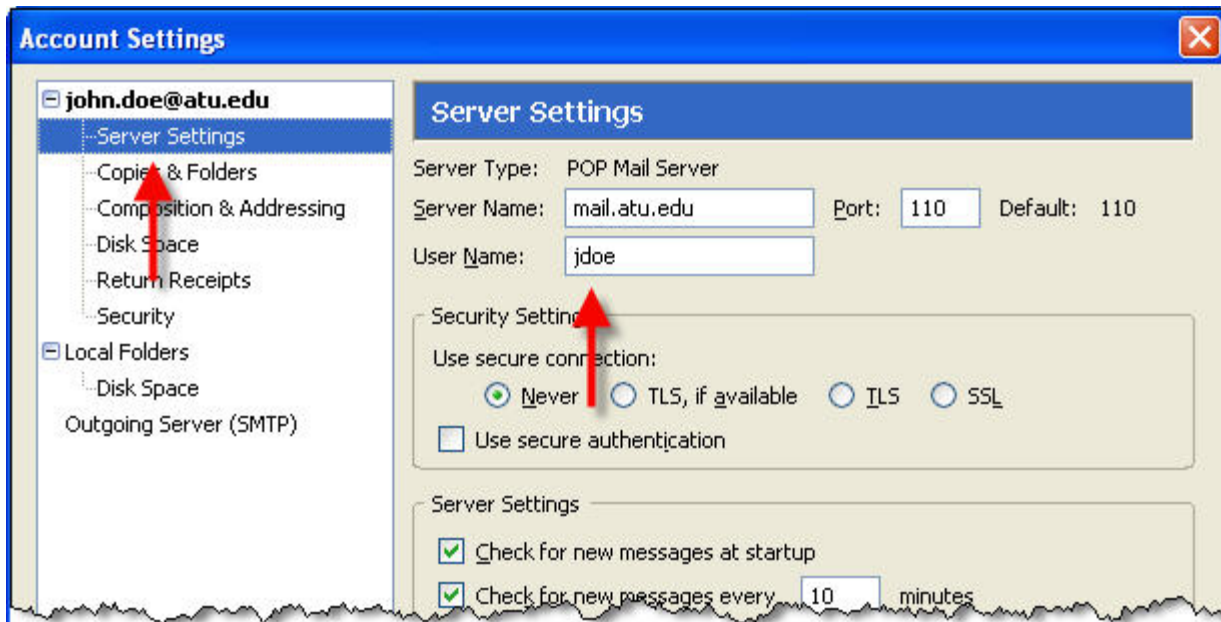
Step 1 – Retrieve all mail received before the changeover

With Thunderbird open:

1) Click "Tools" and Click "E-mail Accounts..."



2) Select "Server Settings" and change your User Name to your OneTechID (ex. jdoe). Click "OK"

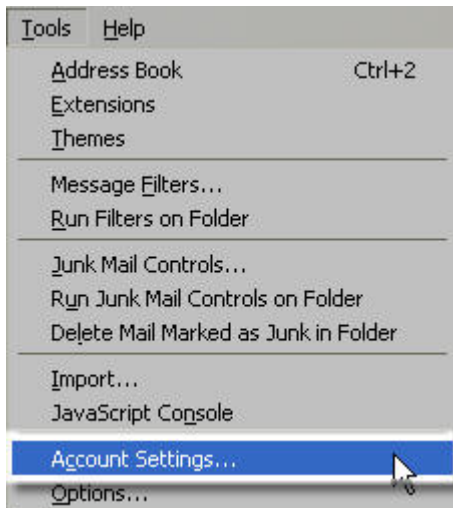


3) Click “Get Mail” and enter your password when prompted.

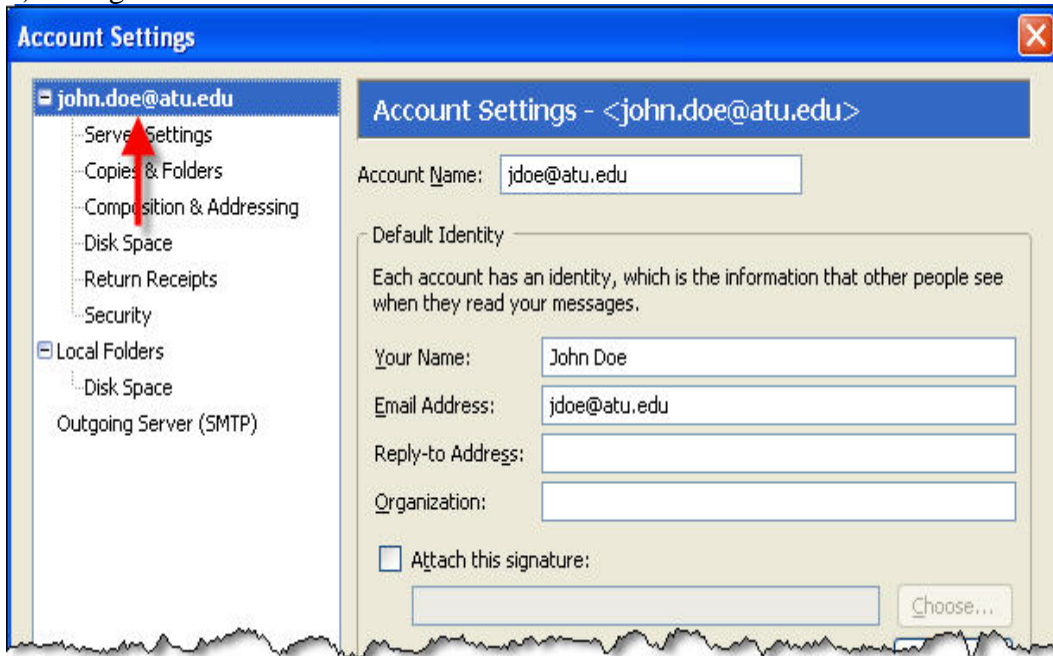


Step 2 – Change the server settings to reflect the new server.

1) Click “Tools” and Click “E-mail Accounts...”



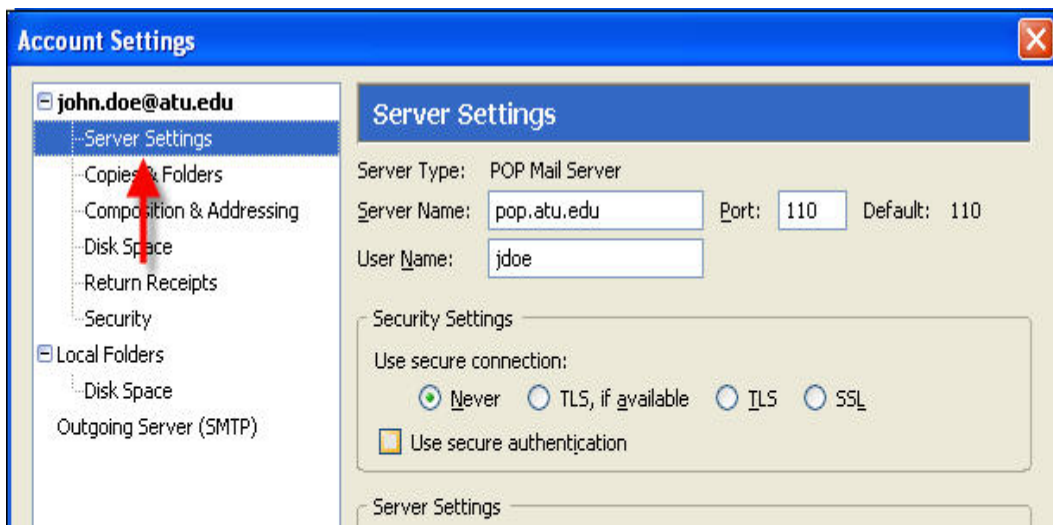
2) Change the Server Information to reflect the new server



On the Account Settings Page:

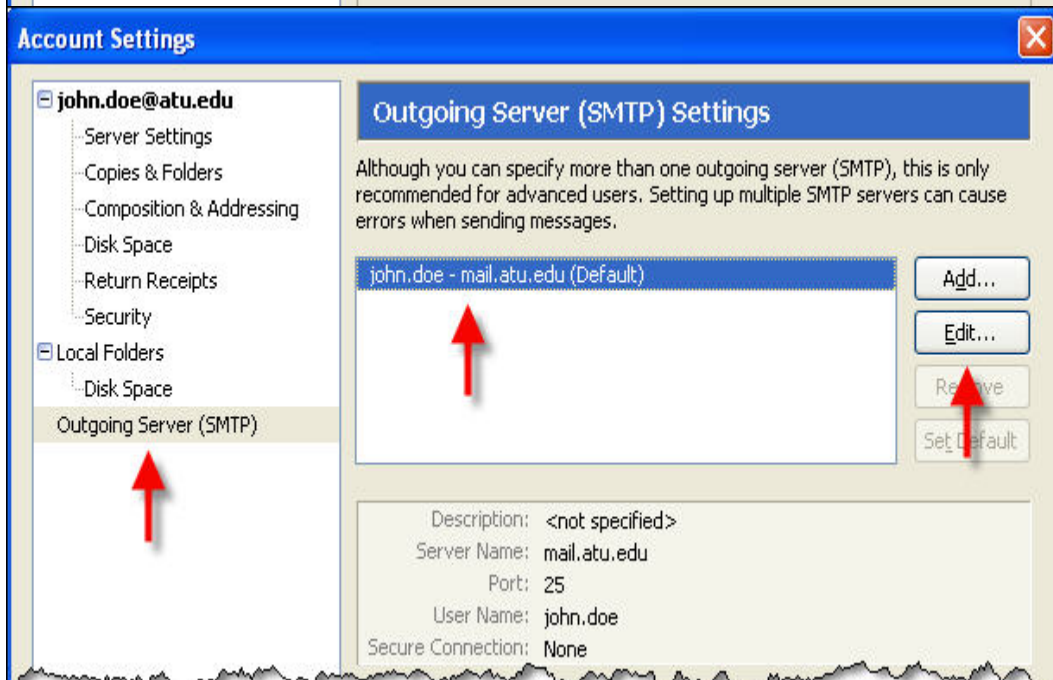
Account Name:
OneTechID@atu.edu

Email Address:
OneTechID@atu.edu



On the Server Settings Page:

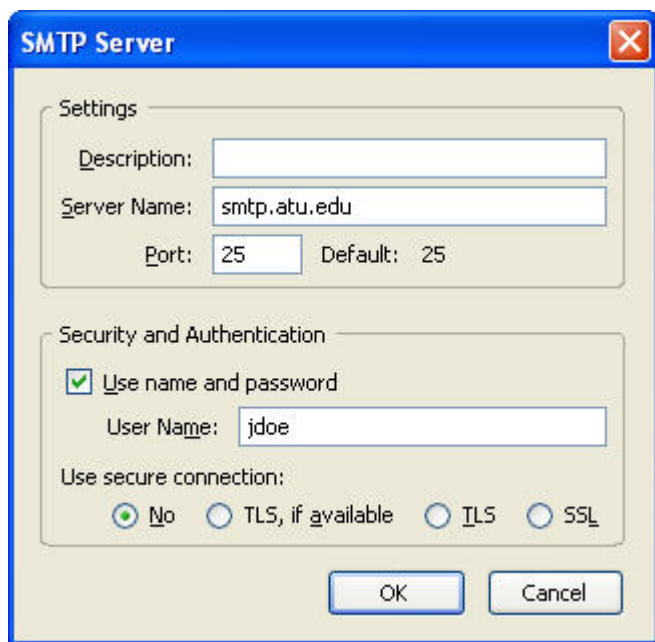
Server Name:
pop.atu.edu



On the Outgoing Server page:

Settings after email conversion
Arkansas Tech University
1/2/2007 SMC

Select the mail.atu.edu outgoing server and click “Edit”



On the SMTP Server Page:

Server Name: smtp.atu.edu

User Name: OneTechID (ex. jdoe)

Click “OK”

Click “OK” on the Account Settings Page

You should now be able to send and receive email using the new server.