How To Setup Mozilla Thunderbird to Access Your Delaware Tech Email

**STEP 1:** After installing Mozilla Thunderbird, the first time you run the program, you will be asked to create a new account. Choose **Email account** and click **Next**.
**STEP 2:** Enter your full name and email address and click **Next**.
STEP 3: Select **IMAP** as your mail server type. Enter **imap.dtcc.edu** for incoming and **smtp.dtcc.edu** for outgoing. Click **Next**.
STEP 4: Enter your Delaware Tech username (what comes before the @dtcc.edu) for both the incoming and outgoing user name fields. Click Next.
STEP 5: Enter a name for this account. It is fine to leave the default value. Click **Next**.
**STEP 6:** Click **Finish** to close the Account Wizard.
STEP 7: IMPORTANT! You will be prompted for your password, hit cancel. Do not enter your password yet. First we will setup encryption so that your data is secured when communicating with Delaware Tech’s servers. After hitting cancel when prompted for your password, click on the Tools menu and then click on Account Settings.
**STEP 8:** Click on **Server Settings** on the left hand side. Then click the SSL bullet under security settings. As a personal preference, you may want to set your mail to be marked for deletion or set to move to a trash folder when deleted. Click the **Advanced** button.
STEP 9: In the Advanced Account Settings, uncheck the Show only subscribed folders checkbox. Click OK to close the Advanced Account Settings window.
STEP 10: Click on **Outgoing Server (SMTP)** in the left hand column. Click the **Edit** button.
**STEP 11:** Change the secure connection type at the bottom to **TLS**. Change the **Port** to **587**. Optionally, you can change the server description. When done, click **OK** to close the **SMTP Server** window. Click **OK** again to close the **Account Settings** window.
STEP 12: Click Get Mail to be prompted for your password again and to download your mail.