

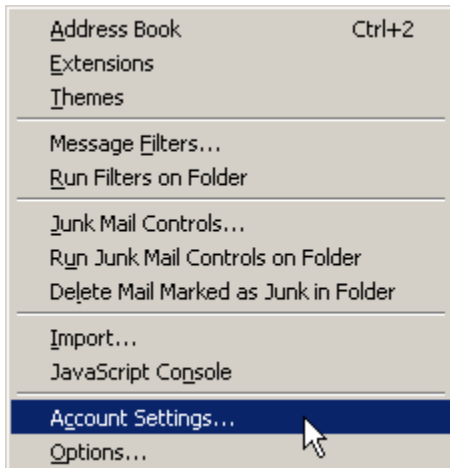
## Setting Up Your Email

### For Thunderbird

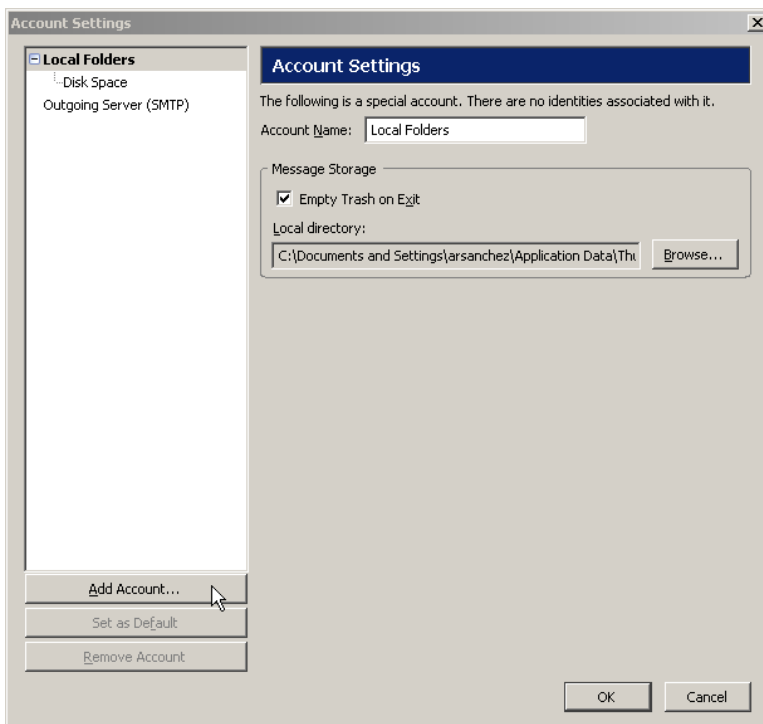
If you would like to check your email at home without setting up an email client, you can use [Webmail](#), Boalt's web-based email system.

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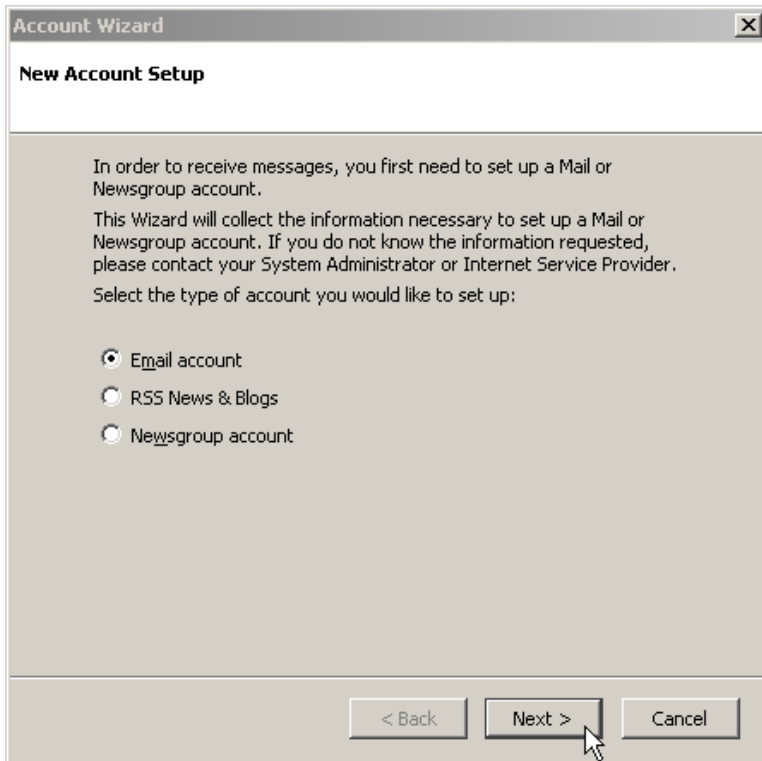
1. From the **Tools** menu select **Account Settings...**



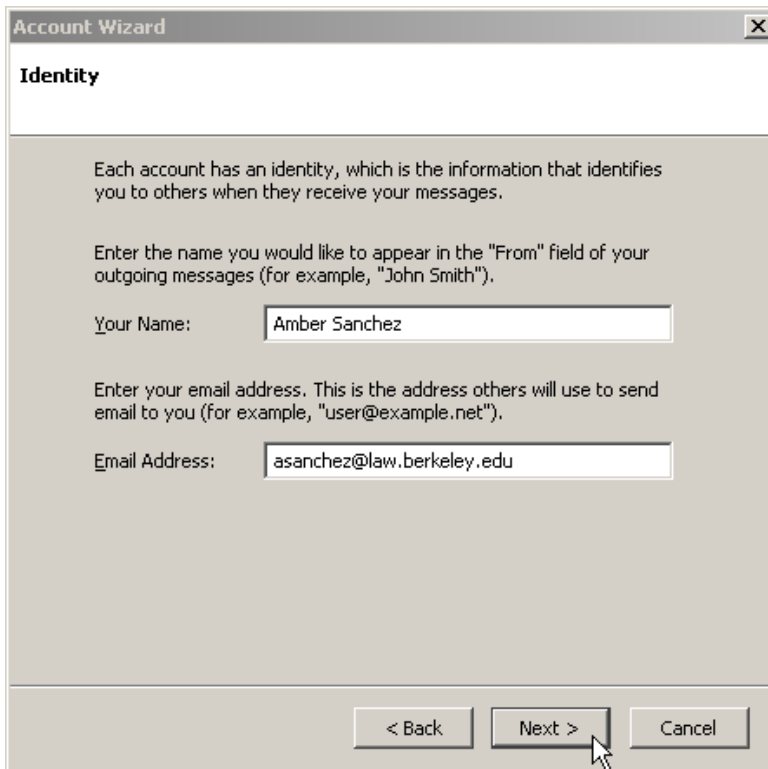
2. Click **Add Account...**



3. The New Account Setup wizard will open. Make sure that the **Email** account radio button is selected. Click **Next**.



4. Enter your name and your full email address. Click Next.



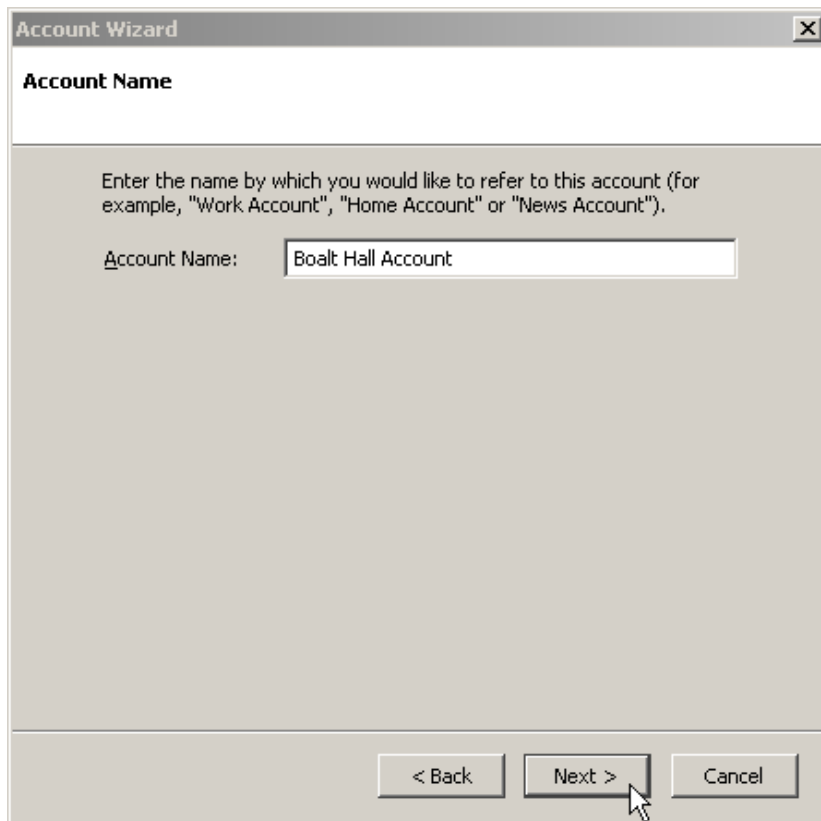
5. Make sure the radio button for **IMAP** is selected. The incoming mail server is **mailhost.law.berkeley.edu**. Click Next.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below the heading, there is a text prompt: "Select the type of incoming server you are using." This is followed by two radio buttons: "POP" (unselected) and "IMAP" (selected). Another text prompt asks to "Enter the name of your incoming server (for example, 'mail.example.net')." Below this is a text input field labeled "Incoming Server:" containing the text "mailhost.law.berkeley.edu". A paragraph of text explains that the existing outgoing server (SMTP), "mailhost.law.berkeley.edu", will be used and that settings can be modified via the Tools menu. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

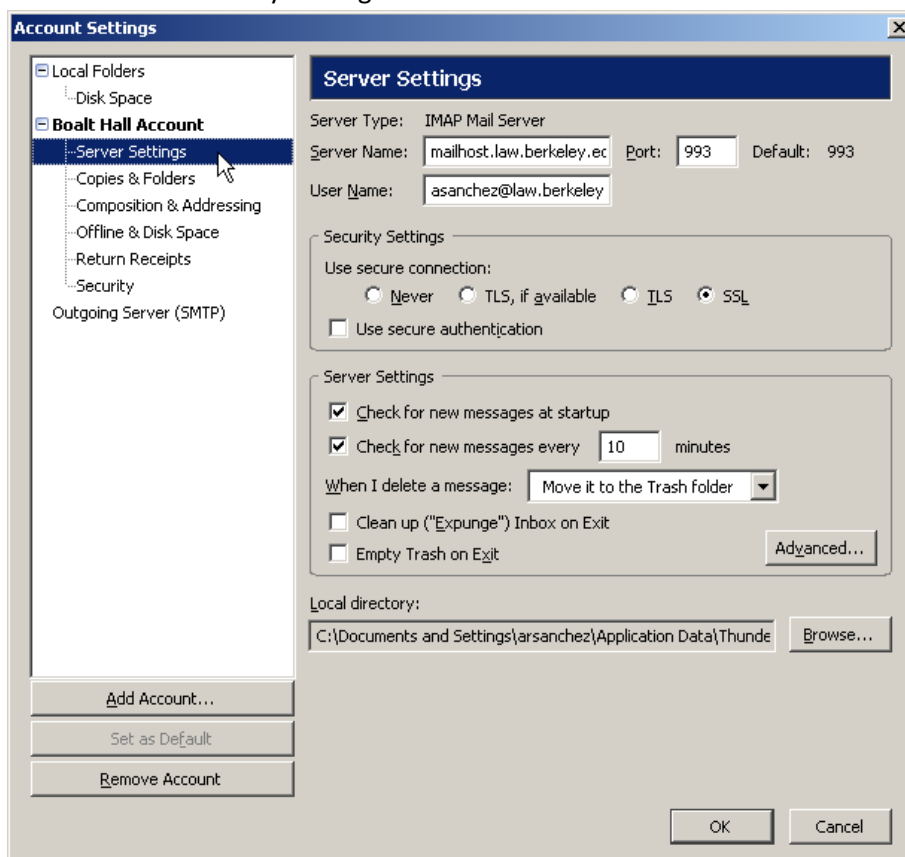
6. Enter your full email address as the Incoming User Name. Click **Next**.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below the heading, there is a text prompt: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." This is followed by a text input field labeled "Incoming User Name:" containing the text "asanchez@law.berkeley.edu". A paragraph of text explains that the existing outgoing (SMTP) username, "asanchez@law.berkeley.edu", will be used and that settings can be modified via the Tools menu. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

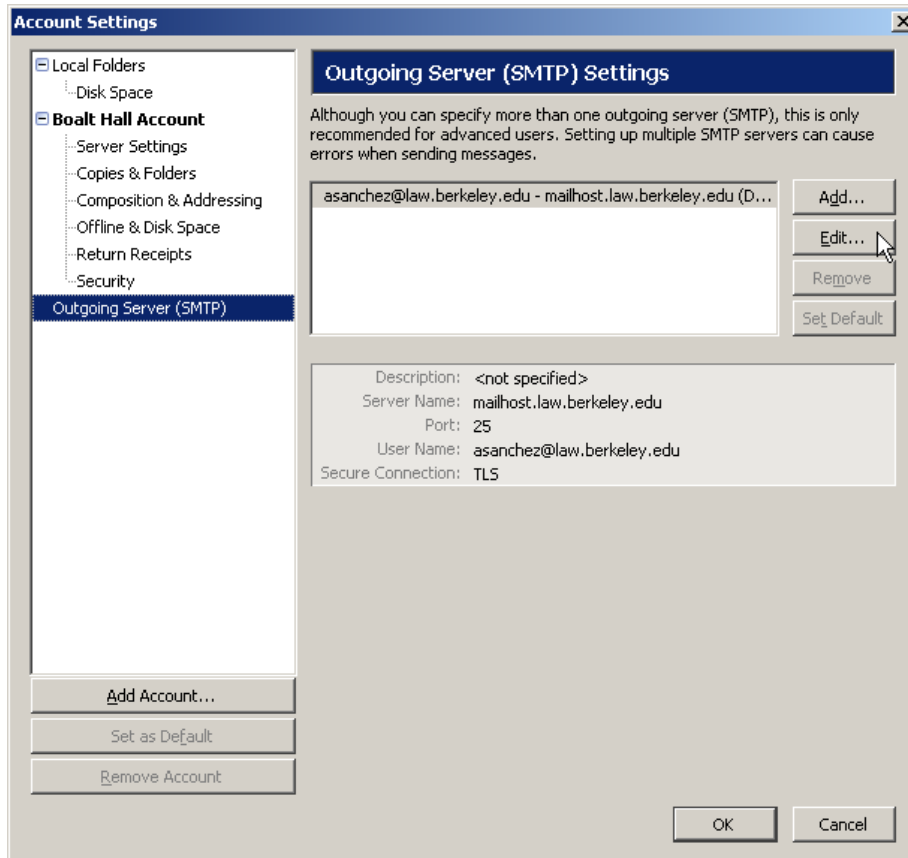
7. Enter Boalt Hall Account for the Account Name. Click Next.



8. Verify your settings and click **Finish**.
9. In the accounts list select Server Settings under Boalt Hall Account. Make sure the radio button next to **SSL** for Security Settings is selected.



10. Click on the **Outgoing Server (SMTP)** on the left-hand side. Click the **Edit** button.



11. The SMTP Server window will open. Enter **Boalt** in the Description field. Make sure the radio button next to **TLS** for Security and Authentication is selected. Click **Ok**.

