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.

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

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.

![Account Settings](image1)

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**.

![SMTP Server](image2)