Configuring ICEMail for Mozilla Thunderbird on Windows 7 using IMAP

Once you have received notification that your SEAS email account has been migrated to the ICEMail server and verified it is working by logging on at https://icemail.harvard.edu, please follow the instructions below to configure your Thunderbird application with the new account settings.

**Step 1.** Launch Thunderbird

**Step 2.** In the top right corner of the window, click on the three horizontal lines (Figure 1, A), then choose Options > Account Settings (Figure 1, B).

**Step 3.** In the bottom left corner of the window, click on ‘Account Actions’ then ‘Add Mail Account’ (Figure 2).
Step 4. Complete your information in the fields. (Figure 3)

A) Enter your name as you want it displayed on your email.
B) Enter your SEAS email address.
C) Enter your ICEMail password
D) Make sure ‘Remember password’ is checked.
E) Click ‘Continue’

Step 5. Thunderbird will attempt to contact the server and eventually return an error and ask you to manually configure your server settings (Figure 4).

Step 6. Enter the server information to match the settings found in Figure 4. For the ‘Username’ fields, enter your ADID*.

*NOTE: If you do not know your ADID, please contact the HUIT Service Desk at (617) 495-9050 and ask them for your university ADID and password.
Step 7. If you previously used Thunderbird to check your email you now need to remove your old SEAS email account. Select your old SEAS exchange account from the list on the left of the window from Step 2. In the bottom left corner, click on ‘Account Actions’ then ‘Remove Account’ (Figure 2). Your old account should now be removed.

Your ICEMail account is now configured. If you have difficulty, please contact the HUIT Service Desk at help@seas.harvard.edu or (617) 495-9050.