

How to configure the Biopolis mail account on Thunderbird

ITU User Documentation

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1. Open Thunderbird software

- 1.1. Click **Start** => Search **Thunderbird** => **Open**

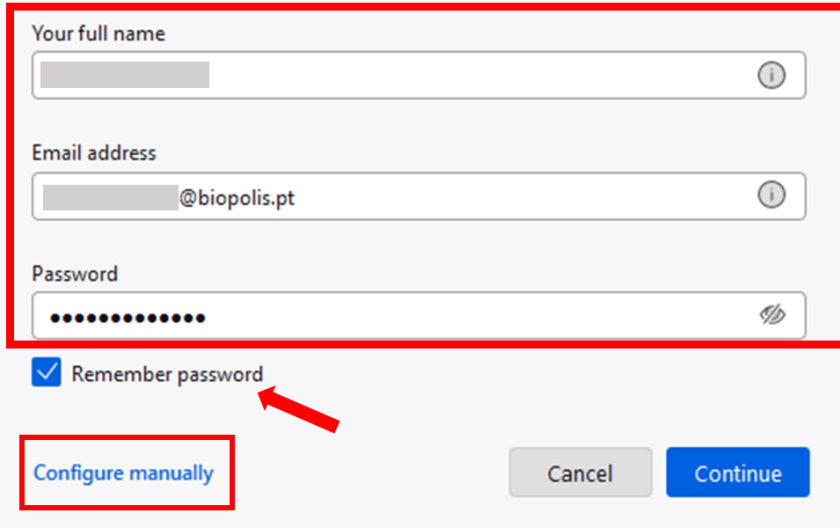
2. Insert email address

- 2.1. Once Thunderbird is open, fill in **Your full name** field with your Biopolis mail address
- 2.2. Fill in the **Email Address** field with your Biopolis mail address
- 2.3. Fill in the **Password** field with your Biopolis mail password
- 2.4. Mark **Remember password** option and click **Configure manually**

Set Up Your Existing Email Address

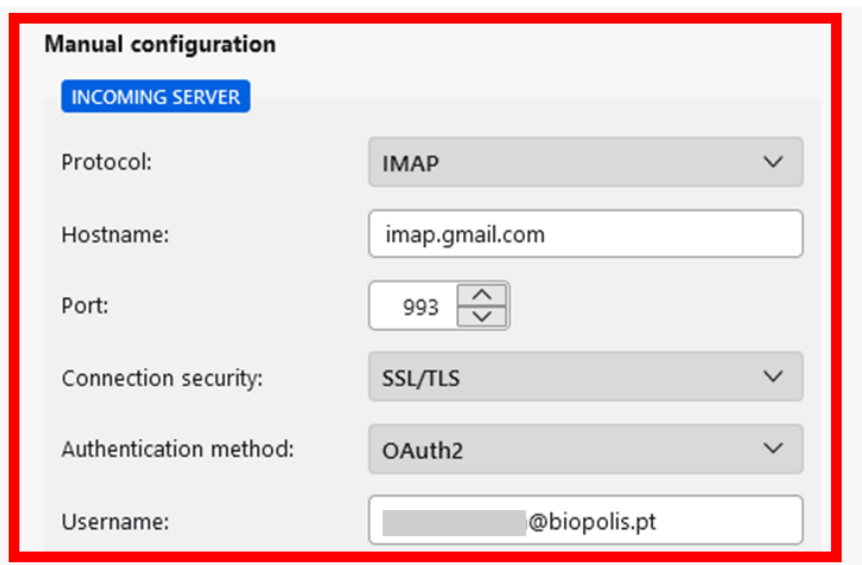
To use your current email address fill in your credentials.

Thunderbird will automatically search for a working and recommended server configuration.



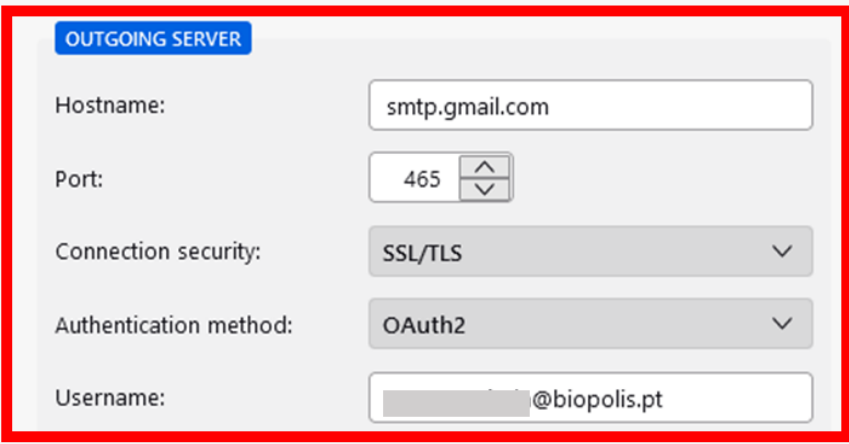
3. Incoming Server configuration

- 3.1. Once expanded manual configuration fields select **IMAP** in the **Protocol** option
- 3.2. Insert **imap.gmail.com** in the **Hostname** field
- 3.3. Insert **993** in the **Port** field
- 3.4. Select **SSL/TLS** in the **Connection security** option
- 3.5. Select **OAuth2** in the **Authentication method** option
- 3.6. Insert Biopolis **mail Address** in the **Username** field



4. Outgoing Server configuration

- 4.1. Insert **smtp.gmail.com** in the **Hostname** field
- 4.2. Insert **465** in the **Port** field
- 4.3. Select **SSL/TLS** in the **Connection security** option
- 4.4. Select **OAuth2** in the **Authentication method** option
- 4.5. Insert Biopolis **mail Address** in the **Username** field
- 4.6. Click **Re-test** and then **Done** button



OUTGOING SERVER

Hostname: smtp.gmail.com

Port: 465

Connection security: SSL/TLS

Authentication method: OAuth2

Username: [redacted]@biopolis.pt

Advanced config

Re-test Cancel Done

Thunderbird will attempt to auto-detect fields that are left blank.

Your credentials will only be stored locally on your computer.

5. Success Confirmation

- 5.1. Once you receive the successful confirmation, your Biopolis is ready to be used on Thunderbird after you click on the **Finish** button

✓ Account successfully created

You can now use this account with Thunderbird.

You can improve the experience by connecting related services and configuring adva

 @biopolis.pt

IMAP

 Account settings

 End-to-end encryption

 Add a signature

 Download dictionaries

Connect your linked services

Thunderbird detected other services linked to your email account.

Address Books

Thunderbird found one address book linked to your email account.

CALDAV Address Book

Connect

 Connect to a CardDAV address book

 Connect to an LDAP address book

Calendars

Thunderbird found 3 calendars linked to your email account.

CALDAV

✓ Connected

CALDAV Birthdays

✓ Connected

CALDAV Holidays in Portugal

✓ Connected

[Connect all calendars](#)

 Connect to a remote calendar

Finish