

## **Create an email account in Thunderbird**

**Note:** You may be asked if you want to import settings from other email software, such as Outlook Express. This guide shows you how to set up a new mailbox from scratch.

Step 1: Open Thunderbird

**Step 2:** The **Account Wizard** will open, If the wizard does not open automatically, click **Account Settings** in the Tools menu.



Step 3: Click the Add Account button.

Account Settings	X
■ Local Folders —Disk Space —Junk Settings Outgoing Server (SMTP)	Account Settings     The following is a special account. There are no identities associated with it.     Account Name:   Local Folders     Message Storage
Add Account	
Set as Default	
Remove Account	OK Cancel

**Step 4:** Select the **Email account** radio button, then click Next.

Account Wizard
New Account Setup
In order to receive messages, you first need to set up a Mail or Newsgroup account.
This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.
Select the type of account you would like to set up:
Email account
< Back Next > Cancel

**Step 5:** Enter your name in the **Your Name** text-box. This is what most people will see when you send them an email. Then enter your **email address** in the Email Address text-box, then click the Next button.

Account Wizard		
Identity		
Each account has a you to others when	n identity, which is the information that identifies they receive your messages.	
Enter the name you outgoing messages	would like to appear in the "From" field of your (for example, "John Smith").	
<u>Y</u> our Name:	John Smith	
Enter your email ad email to you (for ex	dress. This is the address others will use to send ample, "user@example.net").	
<u>E</u> mail Address:	jsmith@example.net	
	< <u>B</u> ack <u>N</u> ext > Canc	el

**Step 6:** Depending upon your favored connection type, check either **POP** or IMAP as the incoming server type.

Step 7:

- **Incoming server:** Enter mail.example.com (replacing example.com with your domain name)
- **Outgoing Server:** Enter mail.example.com (replacing example.com with your domain name). You will only see this option if this is the first mailbox you've setup in Thunderbird.

Account Wizard	×
Server Information	
Select the type of incoming server you are using.	
Enter the name of your incoming server (for example, "mail.example.net").	
Incoming Server: mail.example.com	
Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.	
Use Global Inbox (store mail in Local Folders)	
Enter the name of your outgoing server (SMTP) <sup>.</sup> (for example, "smtp.example.net").	
OutgoingServer: smtp.example.com	
< <u>B</u> ack <u>N</u> ext > Cancel	

**Step 9:** Enter your full email address in the **Incoming User Name** and **Outgoing User Name** text-boxes.

You will only see the Outgoing User Name text box if this is the first account you've set up in Thunderbird.

Account Wizard	×
User Names	
Enter the incoming user name given to you by your email provider (for example, "jsmith").	
Incoming User Name: jsmith	
Your existing outgoing (SMTP) username, " jmith@example.com ", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.	
< <u>B</u> ack <u>N</u> ext > Cancel	

**Step 11:** Use the **Account Name** text-box to enter the name you want to use to identify this account, then click Next. This name will only be visible to you.

Account Wizard		×
Account Name		
Enter the name by w example, "Work Acco	which you would like to refer to this account (for ount", "Home Account" or "News Account").	
<u>A</u> ccount Name:	jsmith@example.com	
	< <u>B</u> ack <u>N</u> ext > Canc	el

**Step 12:** Confirm the details you have entered, click **Finish**, then click OK to close the Account Settings window.

Account Wizard	×
Congratulations!	
Please verify that the information	n below is correct.
Account Name: Email Address: Incoming User Name: Incoming Server Name: Incoming Server Type: Outgoing User Name: Outgoing Server Name (SMTP):	jsmith@example.com jsmith@example.com jsmith mail.example.com POP3 jsmith@example.com mail.example.com
Click Finish to save these setting	s and exit the Account Wizard.
(	< Back Finish Cancel

**Step 13:** (optional) If this was not the first account you have set up in Thunderbird, you need to set up your SMTP server. Click on the Tools menu, then Account Settings.

**Step 14:** (optional) Select Outgoing Server (SMTP) from the list on the left, and then click the Add button to the right of the window.

Account Settings	
Local Folders Disk Space Junk Settings Server Settings Copies & Folders Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security Outgoing Server (SMTP)	Outgoing Server (SMTP) Settings     Athough you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.     mailexample.com - mailexample.com     Add     Edk     Remove     Sety Default     Description:   mailexample.com     Server Name:   mailexample.com     Port:   25     User Name:   jsmith@example.com     Secure Connection:   None
Add Account Set as Default Remove Account	OK Cancel

Step 15: (optional)

Enter the following details for your outgoing (SMTP) server:

- **Description:** Enter a description to identify this SMTP server. This can be anything, but it's a good idea to enter the email address.
- **Server Name:** smtp.example.com (replacing example.com with your domain name).
- **Port:** Non SSL = 587 SSL = 465
- Use name and password: Should be selected.
- User Name: Enter the email address.
- Use secure connection: Select No.

SMTP Ser	ver	
_ Settings		
Descri	ption:	mail.example.com
<u>S</u> erver f	Name:	mail.example.com
	Port:	25 Default: 25
Security	and Auth	hentication
Use	er Na <u>m</u> e:	; jsmith@example.com
Use sec	ure conne No	ection: ) TLS, if <u>a</u> vailable () <u>T</u> LS () SSL
		OK Cancel

When you have entered everything click **OK**, then **OK** again to close the Account Settings window.

Note: The first time you access your mailbox, Thunderbird will ask for the password you chose when the mailbox was created.