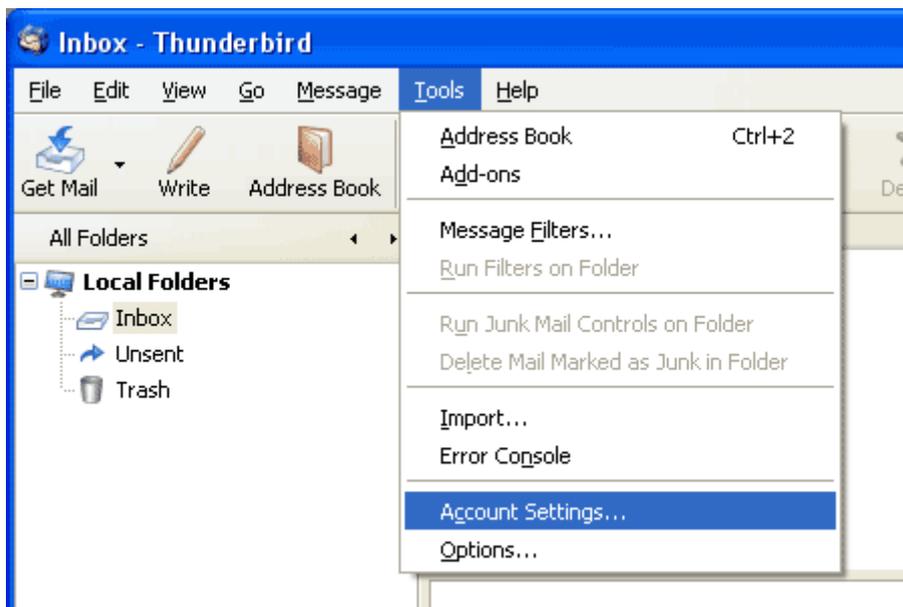


Create an email account in Thunderbird

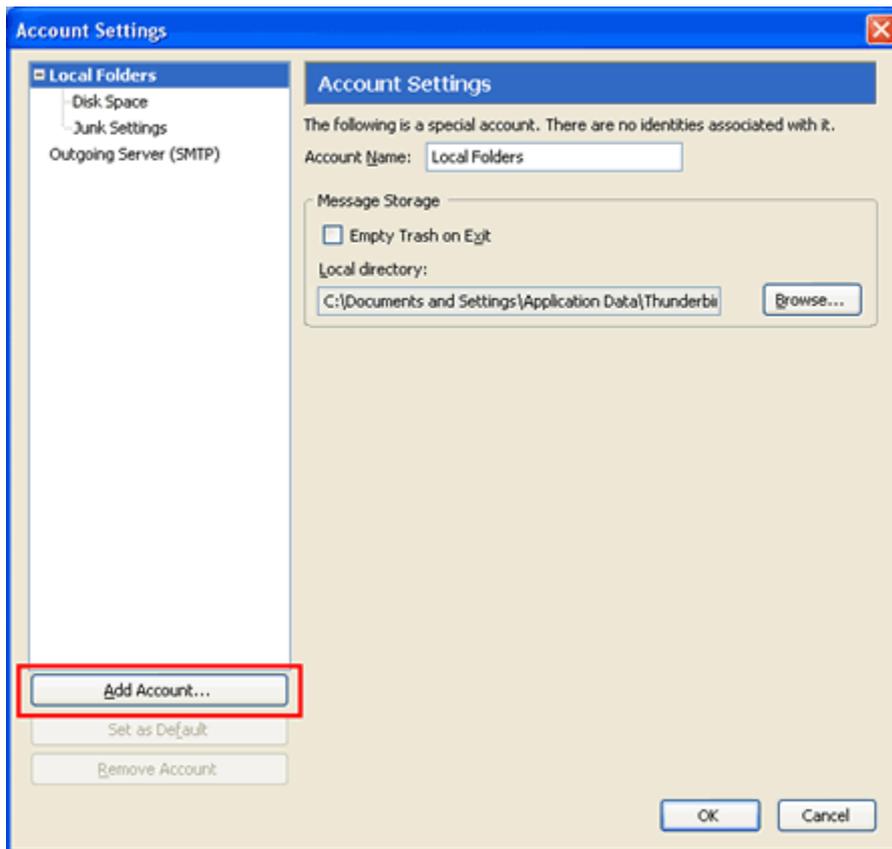
Note: You may be asked if you want to import settings from other email software, such as Outlook Express. This guide shows you how to set up a new mailbox from scratch.

Step 1: Open Thunderbird

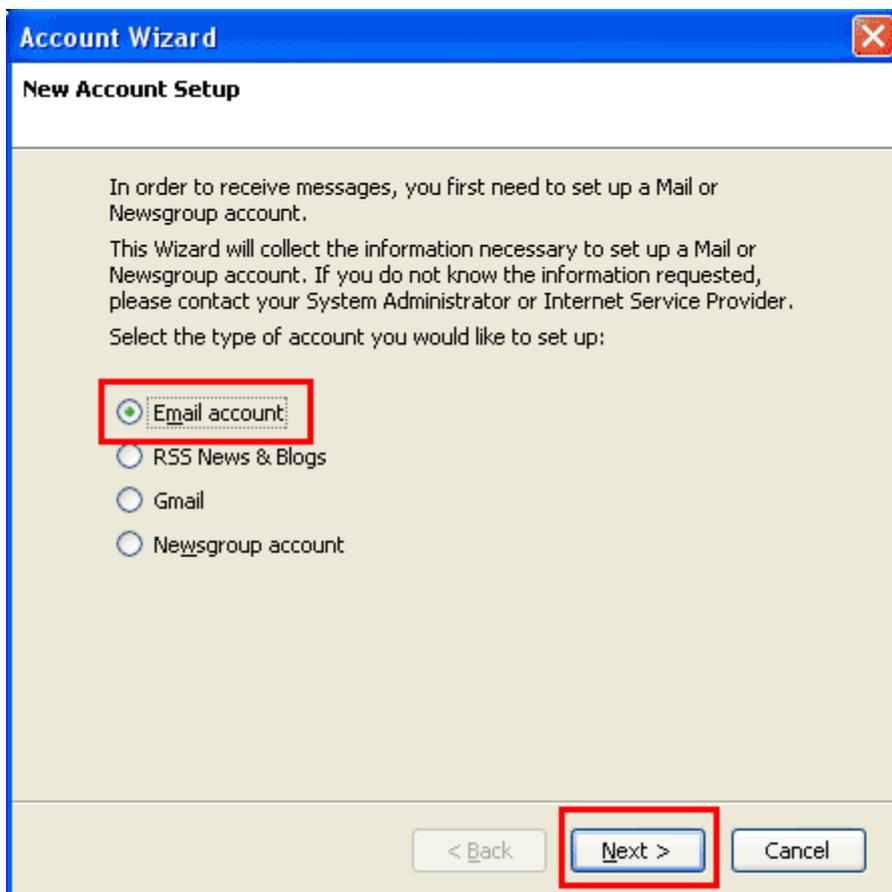
Step 2: The **Account Wizard** will open, If the wizard does not open automatically, click **Account Settings** in the Tools menu.



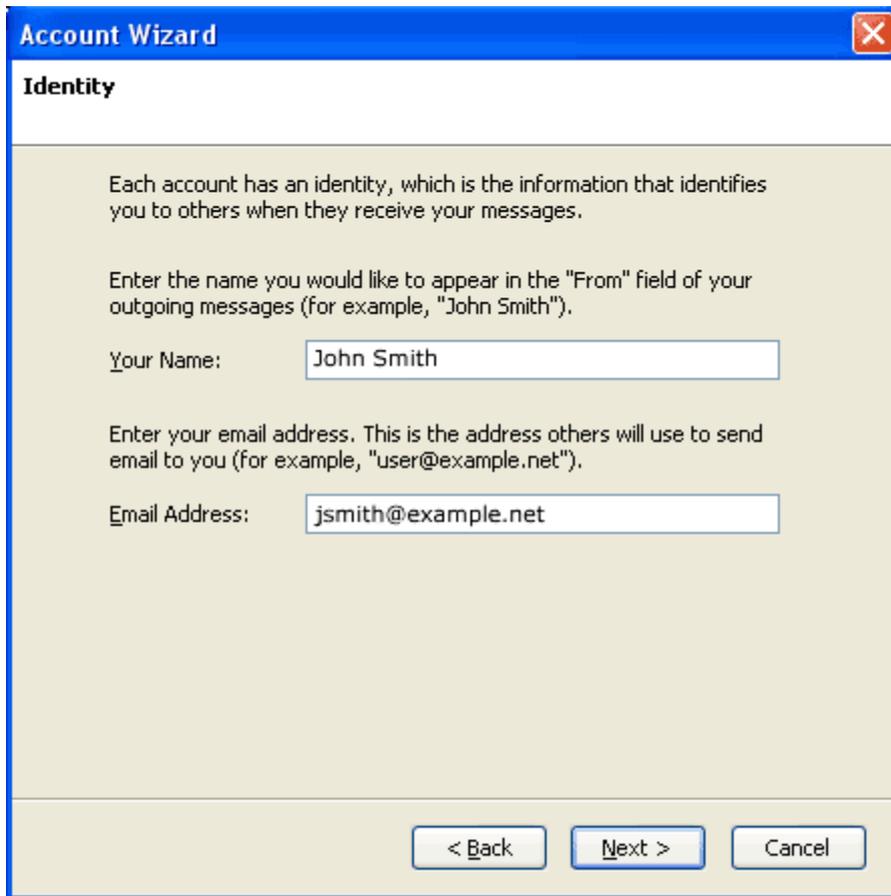
Step 3: Click the **Add Account** button.



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



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.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Identity". Below the heading, there is a paragraph of text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." This is followed by another paragraph: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." Below this is a text input field labeled "Your Name:" containing the text "John Smith". Another paragraph follows: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." Below this is a text input field labeled "Email Address:" containing the text "jsmith@example.net". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

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.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

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) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > 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:

Your existing outgoing (SMTP) username, " jsmith@example.com ", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

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

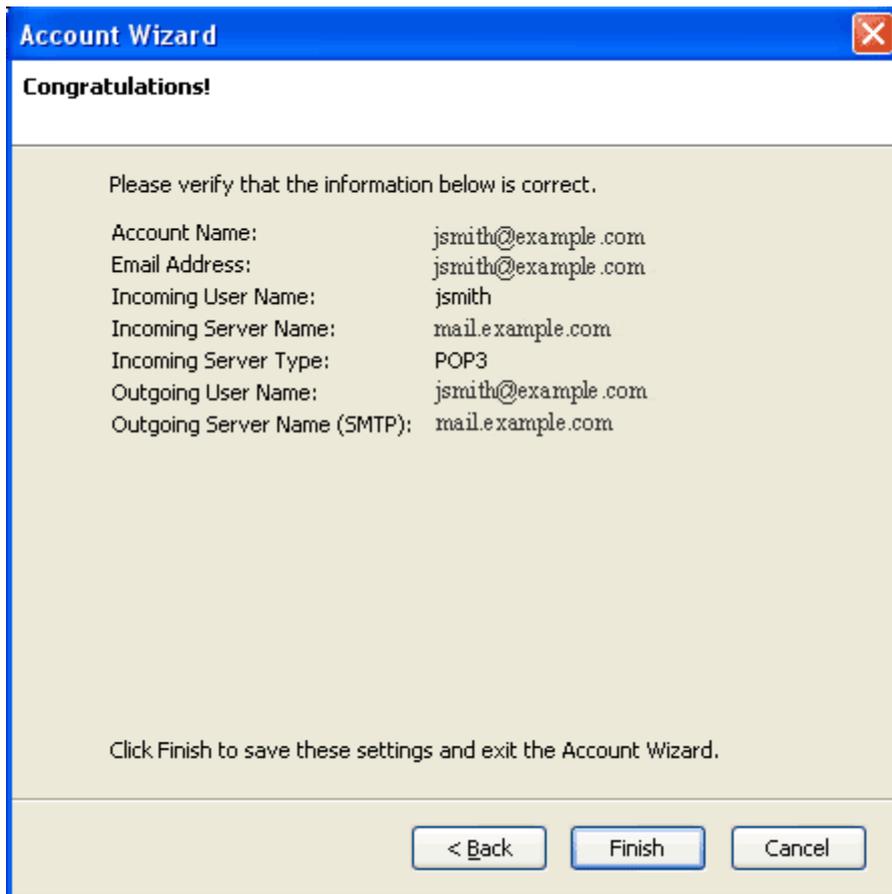
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

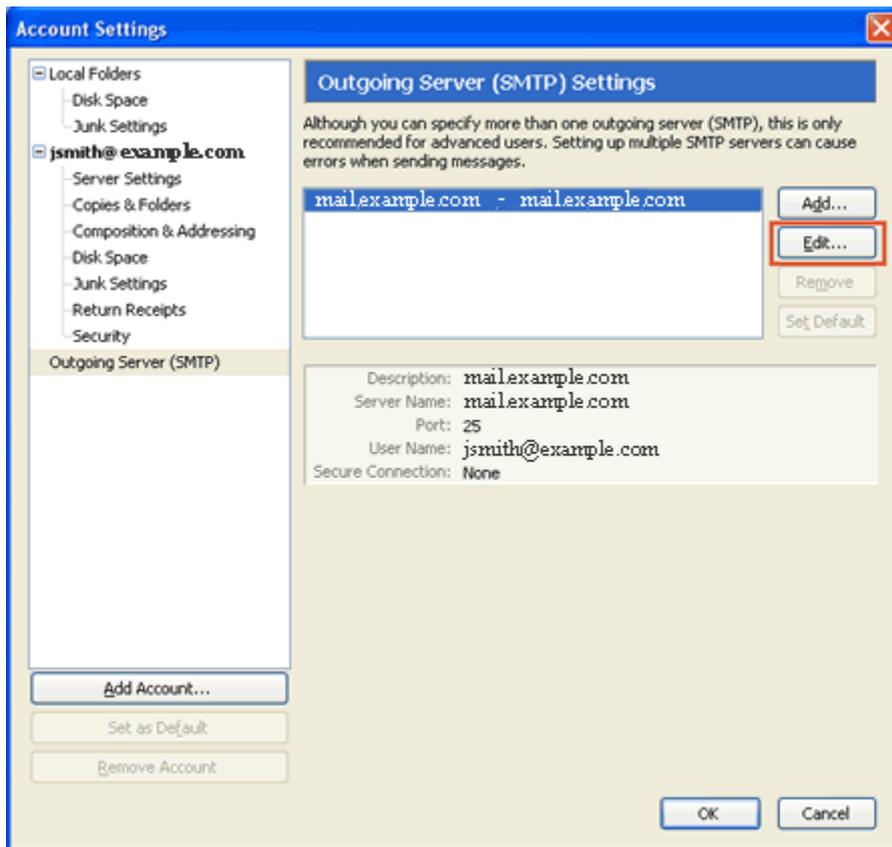
< Back Next > Cancel

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



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.

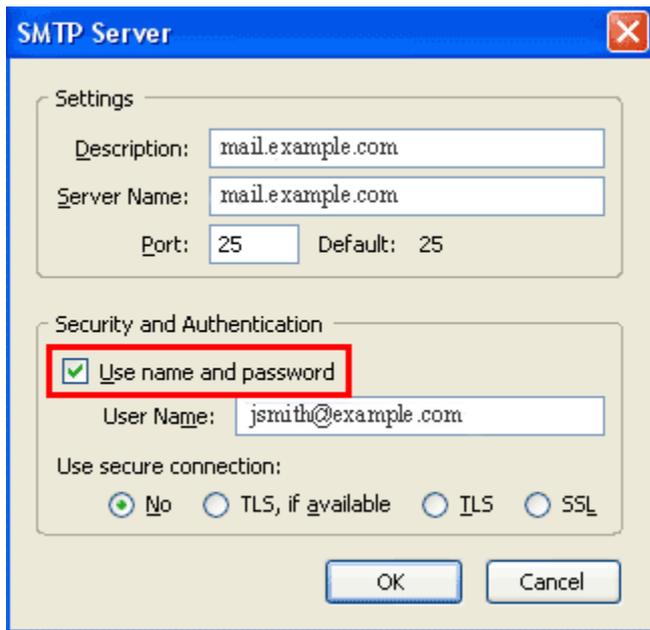
Step 14: (optional) Select Outgoing Server (SMTP) from the list on the left, and then click the Add button to the right of the window.



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**.



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.