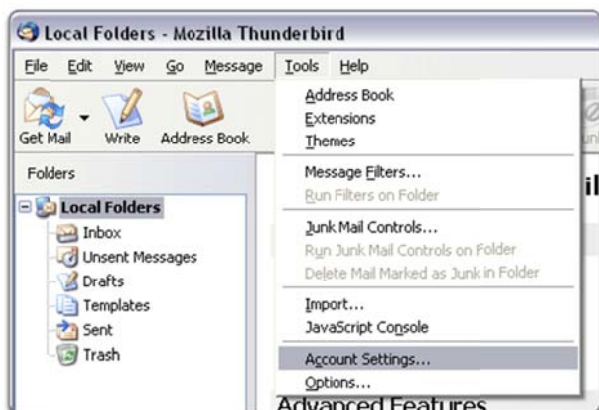
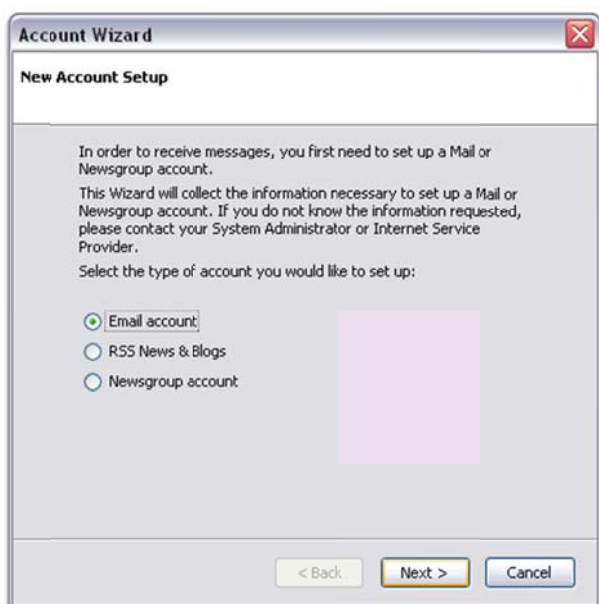


Setting Up Mozilla Thunderbird

1. In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**.



2. Select **Email account**, and then click Next.



3. Enter your **name** and **e-mail address**.



4. Select the Account Type **POP3/IMAP**. Click **Next**.



'Which one to pick, IMAP or POP3?'

'IMAP' (Internet Message Access Protocol):

- IMAP copies the email from mail server. This protocol does not erase/download until you specify.
- IMAP is better than POP3, if you require access to your emails while you are away from your personal computer. It leaves a copy of all emails, you will receive all the emails available as long as you do not delete them manually.
- If you are on a new PC or using any email client software for the first time, this protocol will copy all the emails to your new PC. Once the download is done, it simply imports the new emails and will automatically synchronize with the new mail server.
- IMAP does not delete any emails from the server, so you may reach to your **email space quota**, if you do not delete your emails manually. Reaching your email space quota can have an effect on receiving emails.

'POP3' (Post Office Protocol):

- POP3 always downloads new emails from the mail server to your computer. It does not leave any copies unless you specify.
- POP3 is suitable if you only access your email from one computer and if you do not need to access emails while you are away from your personal computer.
- If you are on a new PC or using any email client software for the first time, this protocol will download only the new emails and you will not get any previous emails unless you arrange a backup.
- POP3 will erase all of your emails automatically from the server after they are downloaded. If you use POP3, you do not have to worry about email space as long as you are using the default settings.

5. Enter your full e-mail address for the **Incoming User Name**, and **Outgoing User Name**. Click **Next**.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a title bar and a main content area. The title bar contains the text "Account Wizard" and a red "X" icon. The main content area has a header "User Names" and a sub-header "User Names". Below the sub-header, there is a text box with the instruction "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by a text input field containing "jsmith@coolexample.com". Below this, there is another text box with the instruction "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by a text input field containing "jsmith@coolexample.com". At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted in yellow), and "Cancel".

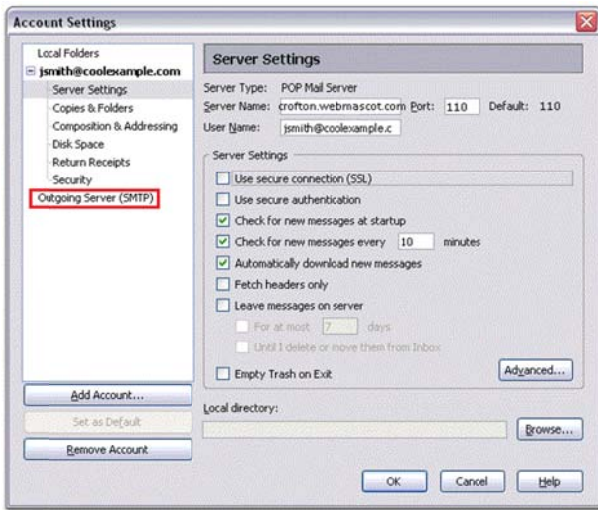
6. Enter a name for your email account and click **Next**.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a title bar and a main content area. The title bar contains the text "Account Wizard" and a red "X" icon. The main content area has a header "Account Name" and a sub-header "Account Name". Below the sub-header, there is a text box with the instruction "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." followed by a text input field containing "My E-mail". Below this, there is a large, empty, light purple rectangular area. At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted in yellow), and "Cancel".

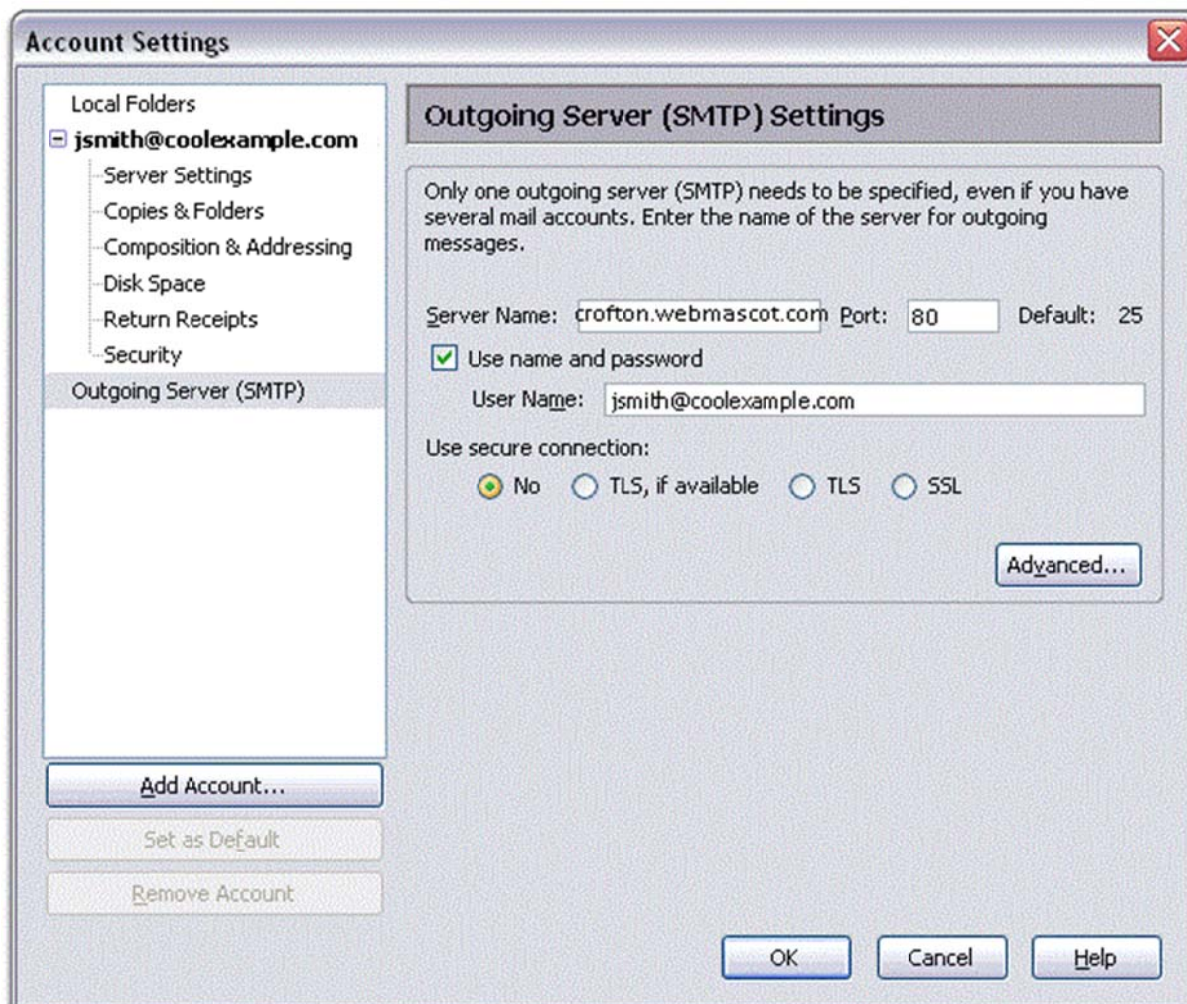
7. Verify your account information and click **Finish**.

8. In the Account Settings window, select **Outgoing Server** listed below your new account.



9. Type **mail.example.com** for the **Server Name** and change the **Port** setting to **26**.

10. Select **Use name and password** and enter your e-mail address. Thunderbird will ask you for your password the first time you try to send mail. Click **OK**.



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