Mozilla Thunderbird

- 1. Open Mozilla Thunderbird
- 2. On the "Home" tab, look under "Accounts" and click "Email" under "Set up an account:"

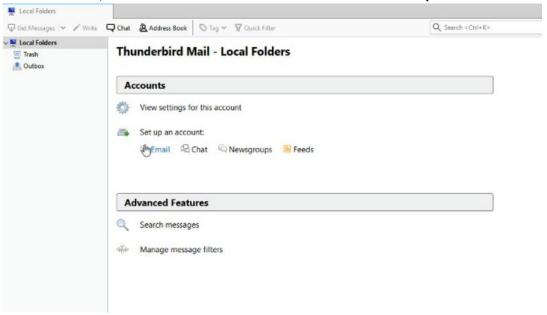


Fig. 2-1: Add a New E-Mail Account

3. Fill in the information and click "Continue"

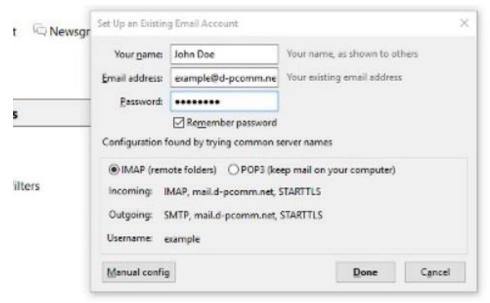


Fig. 2-2: Fill in Credentials

4. Once Thunderbird finishes fetching information, click "Manual config"

- 5. For incoming server, select IMAP if you access your e-mail from multiple device or POP3 if this is the only device you use for e-mail
- 6. "Server hostname" should be "mail.(your e-mail's domain)"
 - ex: an e-mail of "example@d-pcomm.net" would have a mail server of "mail.d-pcomm.net" an e-mail of "example@cass.net" would have a mail server of "mail.cass.net" an e-mail of "example@tc3net.com" would have a mail server of "mail.tc3net.com"
- 7. Set "**SSL**" to "**None**" for incoming and outgoing servers—leaving SSL enabled can cause e-mail to come into your account or keep you from sending e-mail.

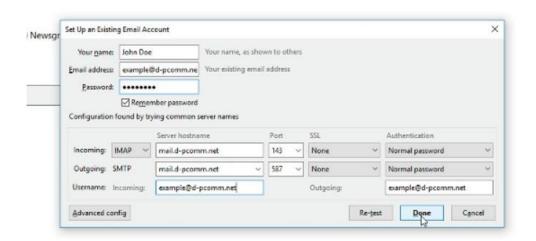


Fig. 2-3: Entering Manual Server Settings

- 8. Make sure the Username for incoming and outgoing is your full e-mail address
- 9. Set authentication for incoming and outgoing to "Normal password"
- 10. Click "Re-test" to make sure there are no issues found, then click "Done"
- 11. A pop-up window may have you confirm the security settings since SSL is not turned on. Check the box next to "I understand the risks." and click "Done"