1. Open Mozilla Thunderbird and go to Tools -> Account Settings.

🛎 Mozilla Th	underbi	rd			
<u>File E</u> dit <u>V</u> i	ew <u>G</u> o	<u>M</u> essage	<u>T</u> ools	<u>H</u> elp	
Get Mail 🗸 🕺	rite Add	ress Book	<u>A</u> ddı A <u>d</u> d	ress Book -ons	Ctrl+2
All Folders		4 +	Mes: <u>R</u> un	sage <u>Filters</u> Filters on Folde	er
			R <u>u</u> n Deļe	Junk Mail Cont te Mail Marked	rols on Folder as Junk in Folder
			<u>I</u> mpo Erro	ort r Co <u>n</u> sole	
			A <u>c</u> co Opti	ount Settings ons	

2. Choose Email account; then click Next.

Account Wizard	X			
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				
RSS News & Blogs				
💿 Gmail				
Newsgroup account				
< <u>B</u> ack <u>N</u> ext > Cancel				

## Setting Up Mozilla® Thunderbird

#### IMAP EMAIL ACCOUNT SETUP (cont.)

- Then, type your email address in the field labeled Email Address.
- Click Next to continue.
- Account Wizard Identity Each account has an identity, which is the information that you to others when they receive your messages. Enter the name you would like to appear in the "From" field outgoing messages (for example, "John Smith"). Your Name: John Smith Enter your email address. This is the address others will use email to you (for example, "user@example.net"). Email Address: john@example.com < Back Next >
- 4. In the Server Information window select the radio button labeled IMAP.
  - Enter imap.emailhosting.com in the field labeled Incoming Server.
  - Enter smtp.emailhosting.com in the field labeled Outgoing Server.
  - Click Next to continue.

A	ccount Wizard 🗙
S	erver Information
entifies	Select the type of incoming server you are using.
your	
	Enter the name of your incoming server (for example, "mail.example.net").
o send	Incoming Server: imap.emailhosting.com
	Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").
	Outgoing Server: smtp.emailhosting.com
Cancel	
	< Back Next > Cancel

Note: If you have already used Thunderbird in the past the Outgoing Server will not be listed.

**EMAILHOSTING** 

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# Setting Up Mozilla® Thunderbird

### IMAP EMAIL ACCOUNT SETUP (cont.)

- 5. In the User Names window, the fields should already be filled out correctly.
  - Confirm that both fields match your EmailHosting username.
  - Click Next to continue.

Account Wizard 🛛 🗙	Account Wizard
User Names	Account Name
Enter the incoming user name given to you by your email provider (for example, "jsmith"). Incoming User Name: john@example.com	Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account"). <u>Account Name:</u> john@example.com
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name). Outgoing User Name: john@example.com	<ul> <li>&lt; Back Next &gt; Cancel</li> <li>7. You will be prompted for your password. If you'd like to save your password, make sure Use Password Manager to remember this password is checked before clicking on OK to continue.</li> </ul>
	Mail Server Password Required
< Back Next > Cancel	Enter your password for
Note: The field Outgoing Server is only visible during the setup of Mozilla Thunderbird's first email account. If you already have an email account set up, you will not see this field.	Use Password Manager to remember this password.

### 6. Click Next on the Account Name page to accept the default Account Name.

- In the Congratulations window, verify that all information is correct.
- Then click Finish.

Note: You may see a dialog box describing how the Password Manager works. Click **OK** to continue.

Cancel

OK

**EMAILHOSTING** 

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### **IMAP EMAIL ACCOUNT SETUP (cont.)**

The next step is to configure Mozilla Thunderbird to place messages in the correct folders.

1. Right click on the new account in the left window pan, and choose Properties.



- 2. In the left pan, click on Copies & Folders (image show to right).
  - Below the check box labeled "Place a copy in:", choose Other.
  - Click on the drop-down arrow to the right of Other, and choose **Inbox**. A sub-menu should appear, choose **Sent Items**.
  - Below the text "Keep message drafts in:" choose Other.
  - Click on the drop-down arrow to the right of Other, and choose Inbox. A sub-menu should appear again, choose Drafts.
- 3. Thunderbird is now setup to check your Emailhosting account.
  - Click OK to return to your Inbox.

Place a copy in:	
C "Sent" Folder on:	john@example.com
• Other:	Sent Items on john@example.com
Place replies in the	folder of the message being replied to
Bcc these email address	ses:
<ul> <li>Other:</li> <li>Keep message templates in:</li> <li>Templates" Folder</li> </ul>	drafts on john@example.com
C Othe <u>r</u> :	john@example.com
	when messages are saved
Templates Folder     O Other:	john@example.com

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