Setting Up **Mozilla® Thunderbird**
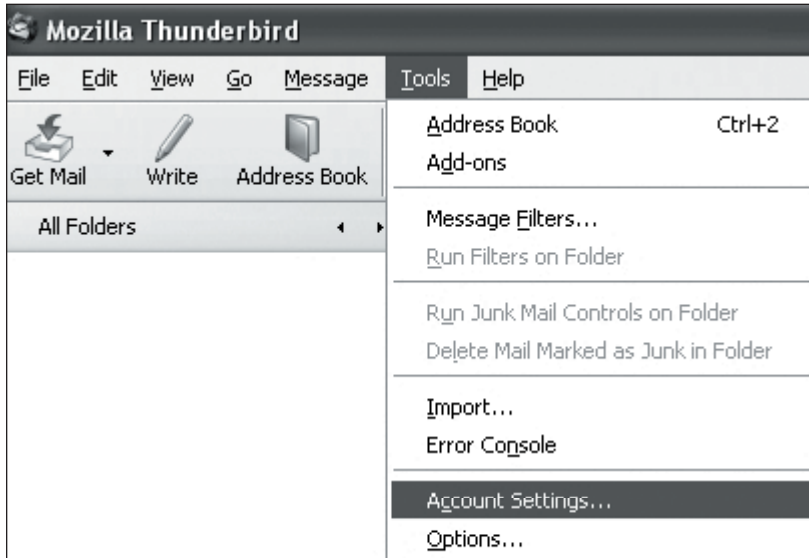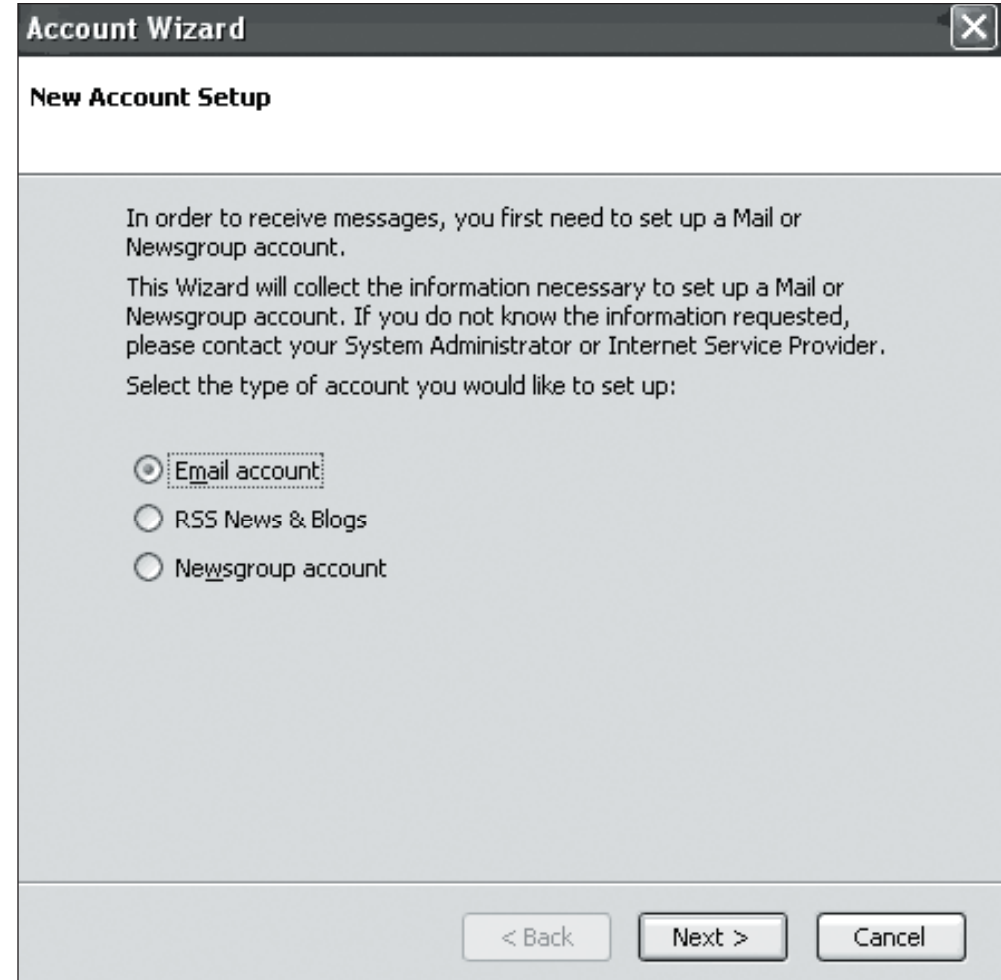
1. Open Mozilla **Thunderbird** and go to **Tools** -> **Account Settings**.

2. Choose **Email account**; then click **Next**.

Setting Up **Mozilla® Thunderbird**

EMAILHOSTING

3. In the **Identity** window type your name as you want it to appear on outgoing emails.
- Then, type your email address in the field labeled **Email Address**.
- Click **Next** to continue.

Account Wizard

Identity

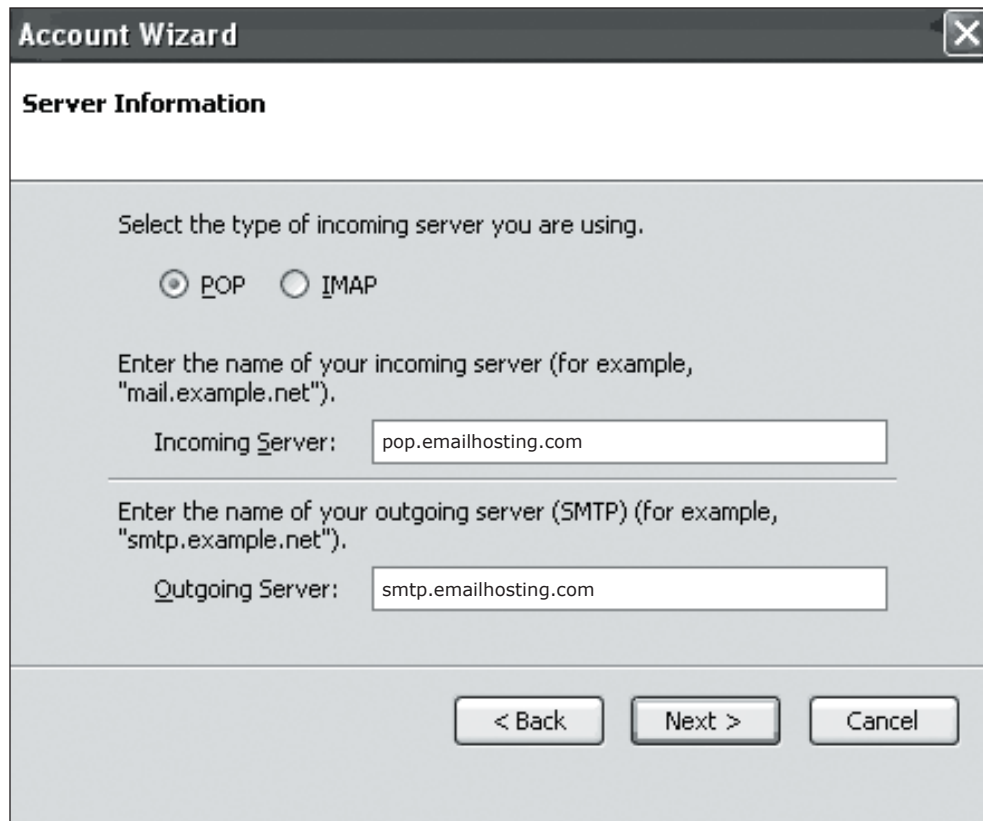Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name: | John Smith

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address: | john@example.com

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4. In the **Server Information** window select the radio button labeled **POP**.
- Enter **pop.emailhosting.com** in the field labeled **Incoming Server**.
- Enter **smtp.emailhosting.com** in the field labeled **Outgoing Server**.
- Click **Next** to continue.

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: | pop.emailhosting.com

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

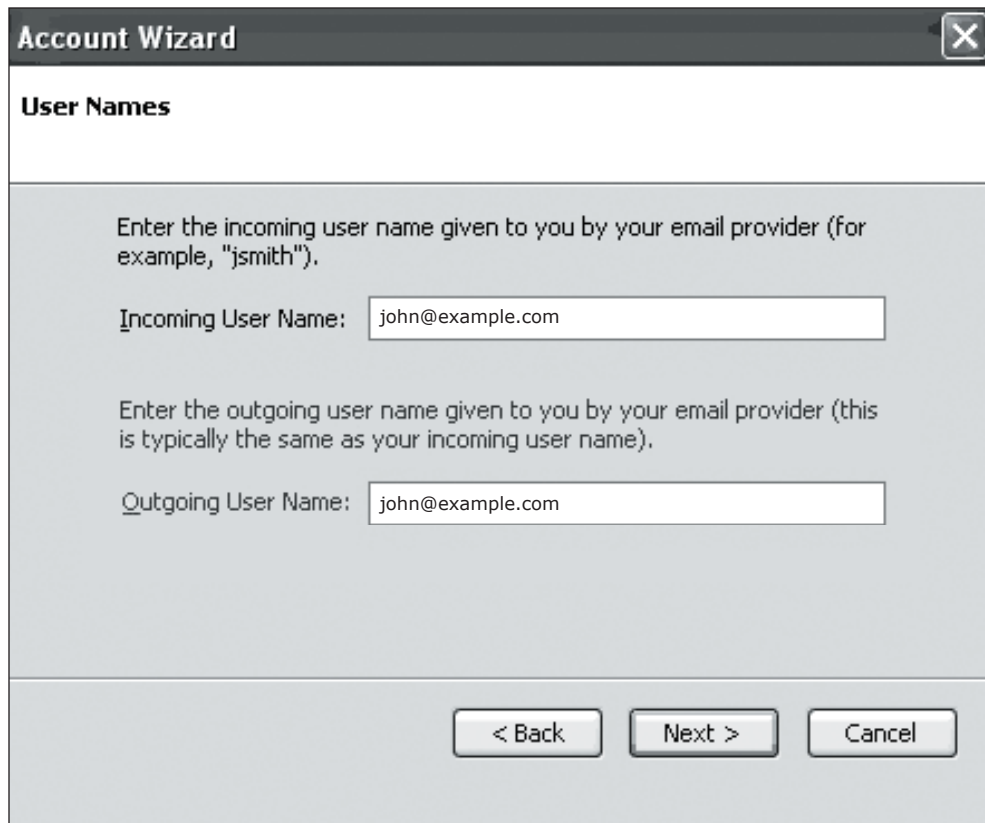Outgoing Server: | smtp.emailhosting.com

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Note: If you have already used Thunderbird in the past the Outgoing Server will not be listed, and will have text explaining that you are using your previous smtp server.

↘ POP 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 ✕

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

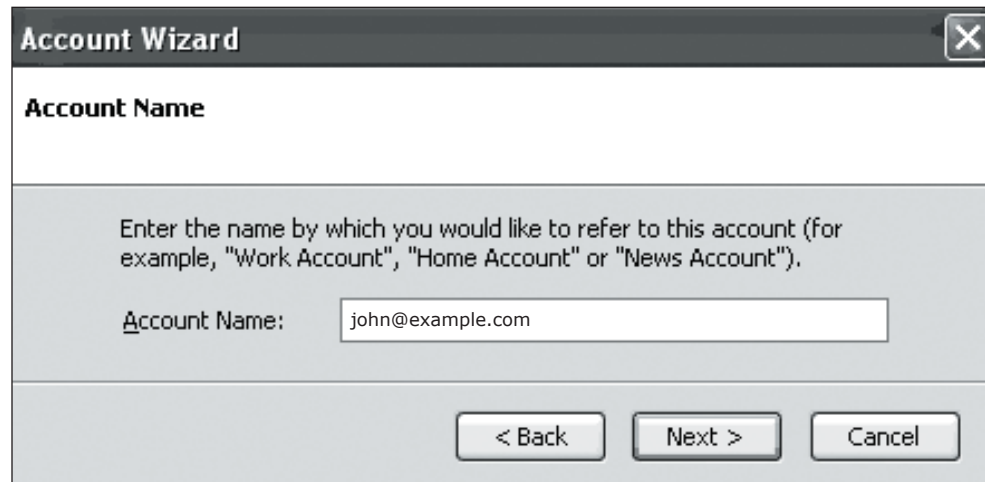Incoming User Name: | john@example.com

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

[< Back] [Next >] [Cancel]

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.

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**.
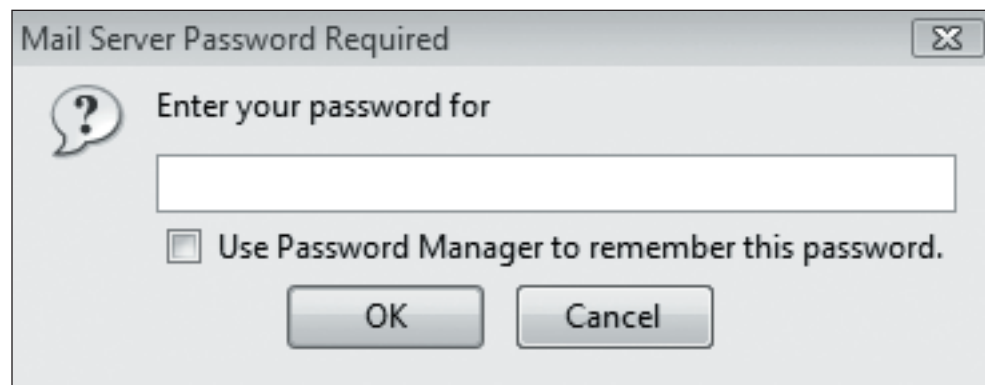
Account Wizard ✕

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: | john@example.com

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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. ✦

Mail Server Password Required ✕

(?) Enter your password for

☐ Use Password Manager to remember this password.

[OK] [Cancel]