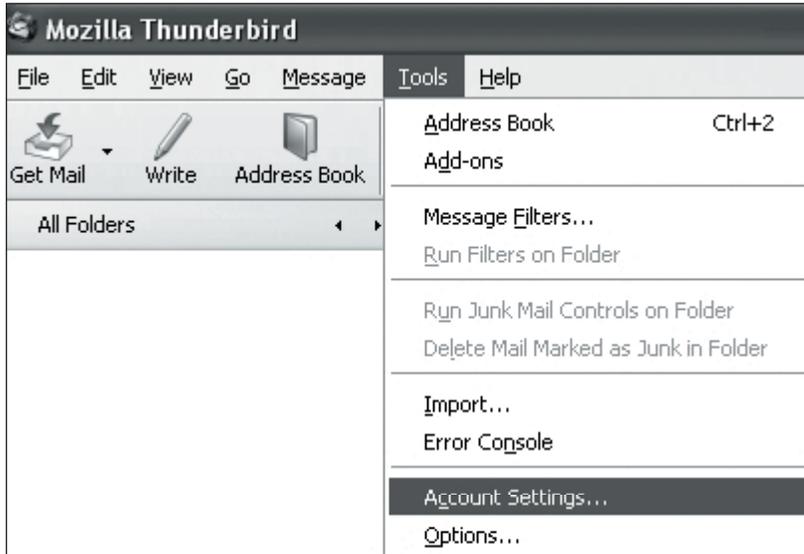


Setting Up Mozilla® Thunderbird

IMAP EMAIL ACCOUNT SETUP

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



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



Setting Up Mozilla® Thunderbird

IMAP EMAIL ACCOUNT SETUP (cont.)

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.



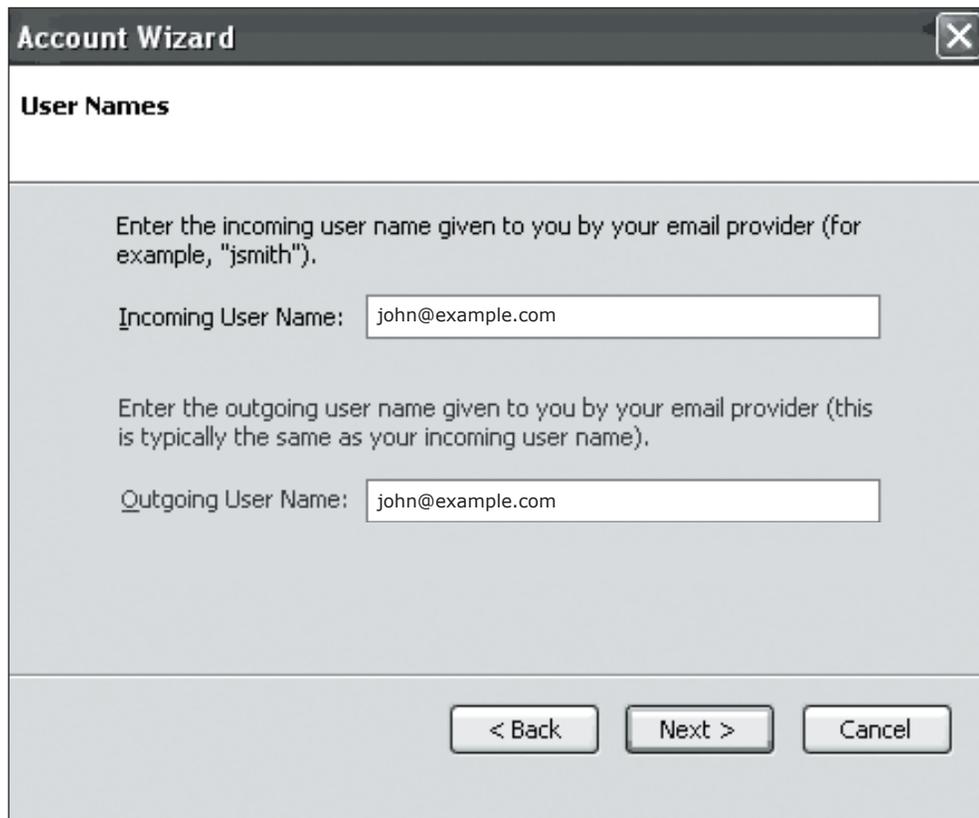
4. In the **Server Information** window select the radio button labeled **IMAP**.
 - Enter **imap.emailhosting.com** in the field labeled **Incoming Server**.
 - Enter **smtp.emailhosting.com** in the field labeled **Outgoing Server**.
 - Click **Next** to continue.



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

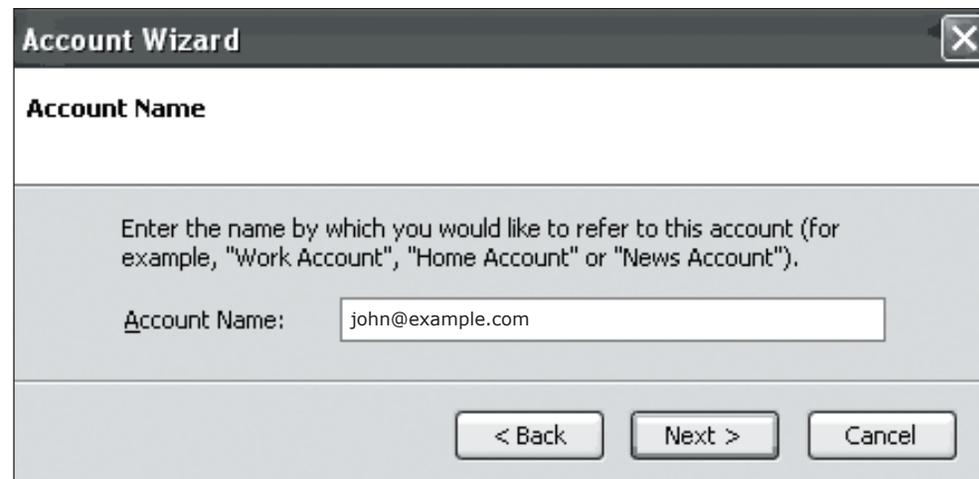
IMAP EMAIL ACCOUNT SETUP (cont.)

- 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.

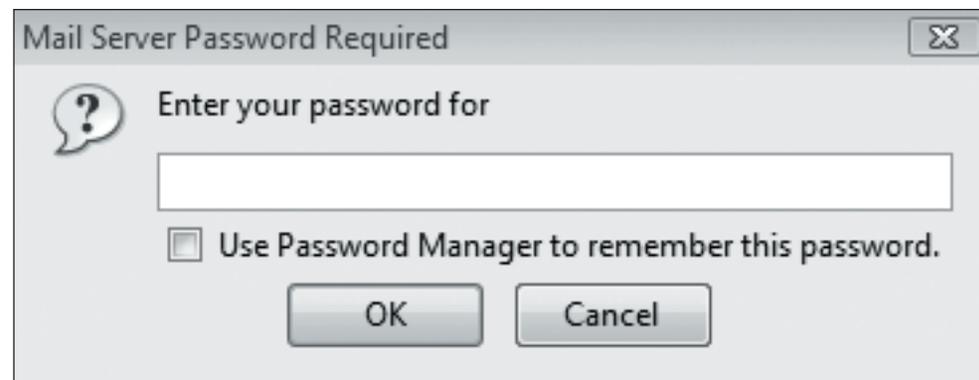


Note: The field Outgoing Server is only visible during the setup of Mozilla Thunderbird's first email account. If you already have an email account set up, you will not see this field.

- 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**.



- 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.



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

Setting Up Mozilla® Thunderbird

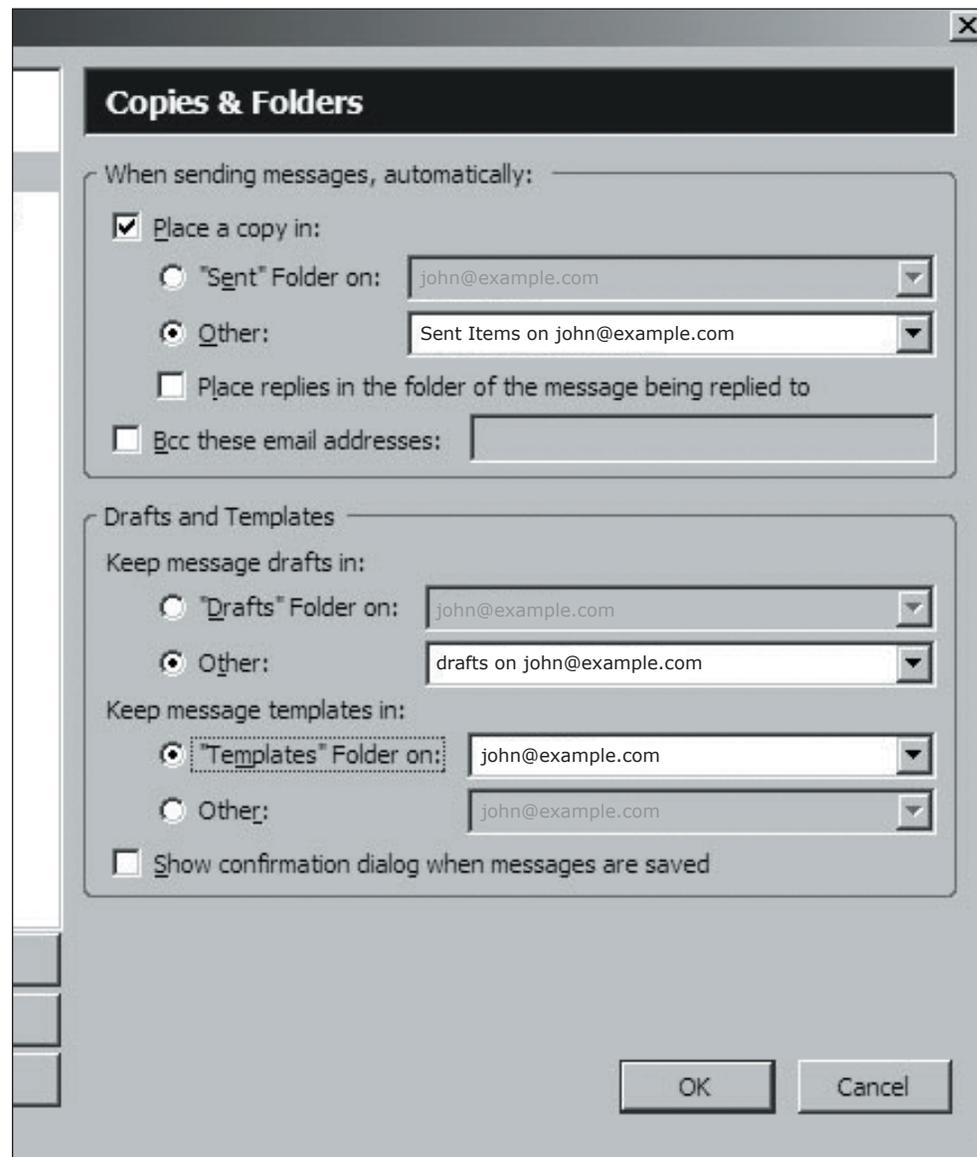
IMAP EMAIL ACCOUNT SETUP (cont.)

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. 



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