

How to set up a mail client: Thunderbird 2.0

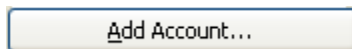
You can send and receive mail on your PC using a POP or IMAP mail client. This article explains how to set up Thunderbird 2.0 to connect to your mailbox:

To set up Thunderbird to work with Webmail:

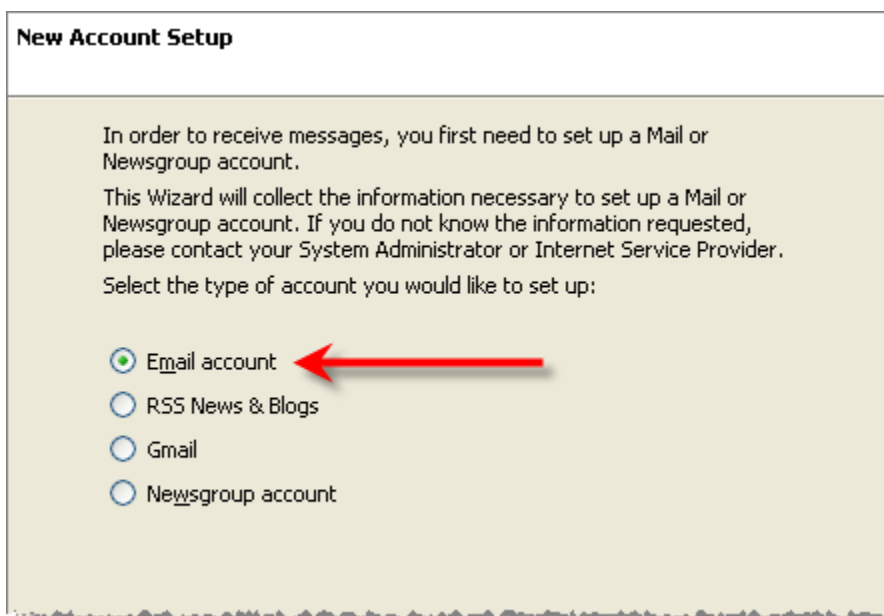
1. Open Thunderbird. On the Start menu, select Mozilla Thunderbird.



2. On the Tools menu, select Account Settings, and then click Add Account.



3. Select E-mail account as the type of account and then click Next.



4. For Display name, enter your full name, and then enter your full e-mail address (including @yourdomain.com). Then, click Next.

Your display name is used as the "from" name on messages you send from your mailbox via Thunderbird.

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:

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

Email Address:

5. Now you need to set up your mail servers – incoming (POP or IMAP) and outgoing (SMTP).

Make sure the incoming mail server starts with the correct prefix – “pop” or “imap” and that you replace *yourdomain.com* with *your actual* domain name. If your website is **www.example.com**, enter **pop.example.com** or **imap.example.com**.

Incoming Server, either:	pop.yourdomain.com imap.yourdomain.com
Outgoing Server:	smtp.yourdomain.com

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:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

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

Outgoing Server:

6. Click Next and enter your e-mail address as the user name for accessing the incoming (getting mail) and outgoing (sending mail) servers.

Incoming User Name:	Your full e-mail address (include @yourdomain.com)
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Outgoing User Name: Your full e-mail address (include @yourdomain.com)

User Names

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

Incoming User Name:

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:

7. Click Next and enter a descriptive name for the mailbox. This will appear in your Accounts list.

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:

8. Click Next and review your mailbox settings. Then click Finish.

Congratulations!

Please verify that the information below is correct.

Account Name:	JSmith Mailbox
Email Address:	jsmith@yourdomain.com
Incoming User Name:	jsmith@yourdomain.com
Incoming Server Name:	pop.yourdomain.com
Incoming Server Type:	POP3
Outgoing User Name:	jsmith@yourdomain.com
Outgoing Server Name (SMTP):	smtp.yourdomain.com

Download messages now

Click Finish to save these settings and exit the Account Wizard.

Additional settings for sending mail (SMTP)

There are two additional steps for setting up Thunderbird to send mail:

Set up authentication for sending mail. *This is required.*

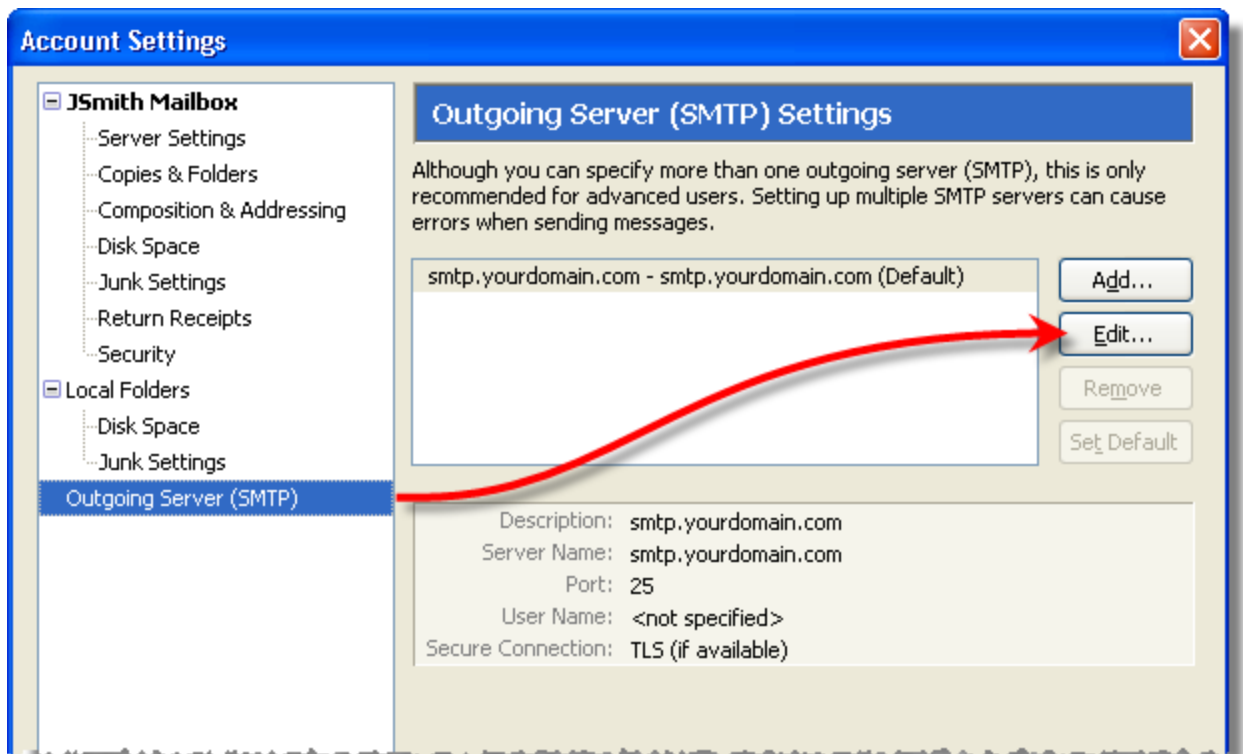
Your Webmail account requires that you sign in to your mailbox (with e-mail address and password) before sending mail from a mailbox.

Change the outgoing mail port to 587. *This is optional.*

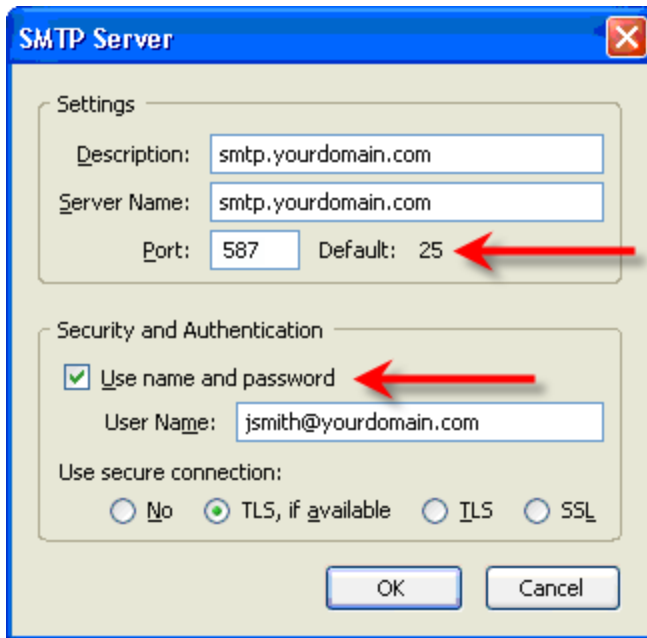
All e-mail sent via the Internet is routed through port 25. Some Internet service providers (ISPs) block port 25 to cut down on the amount of spam that is sent from their networks. If your ISP blocks port 25, your messages will not get through. To ensure that the messages you send are delivered, change the port number for your outbound mail server to port 587 – it is a valid, unassigned port number.

To complete SMTP settings:

1. On the Account Settings dialog box, select Outgoing Server (SMTP), and then click Edit.



2. Optional. In the Settings section, enter 587 as the Port.
3. In the Security and Authentication section, select Use name and password and enter your e-mail address as the username.

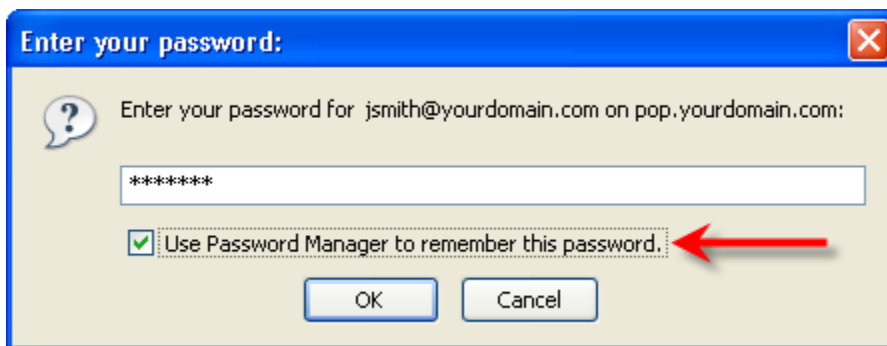


4. Click OK.

Congratulations! You're done configuring your client to send and retrieve Webmail messages.

Where do you enter your password?

When you click Get Mail or send a message, Thunderbird prompts you for your password. Enter your mailbox password and select the Use Password Manager option to store the password. You won't have to enter your password again.



1. Click OK.