

# Step-by-Step Instructions

*Created for you by*

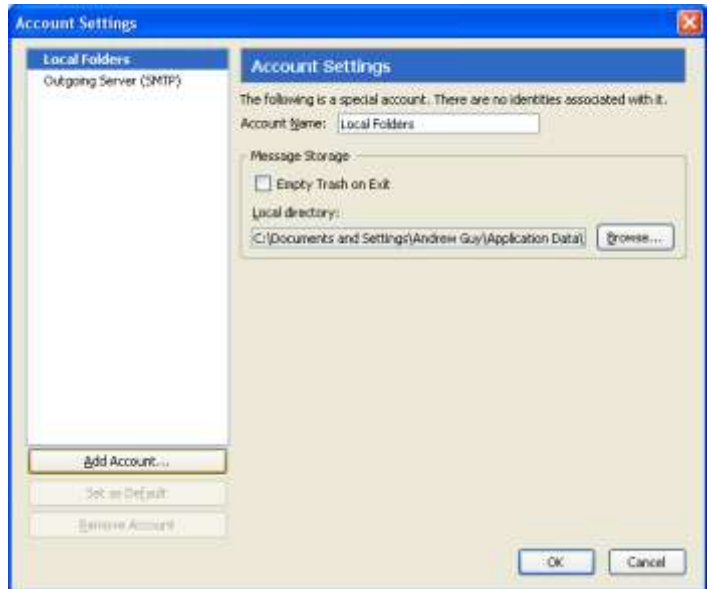


*Setting Up Thunderbird for Email*

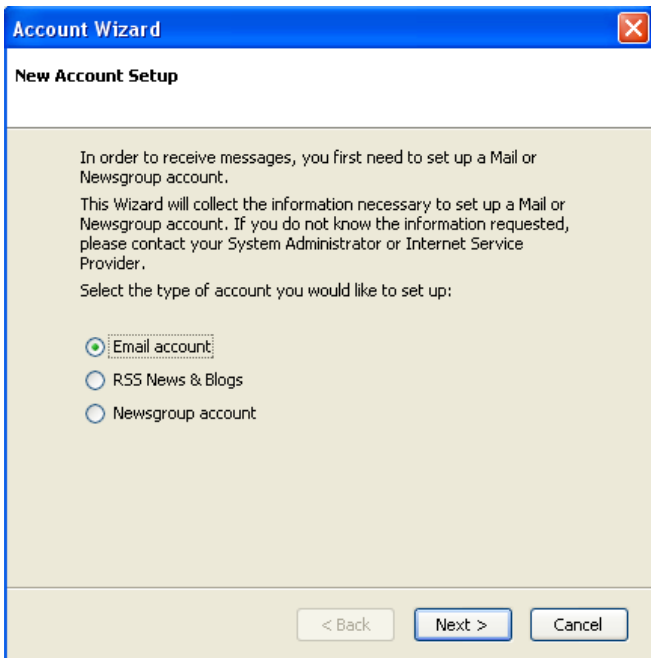
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1. Start Mozilla Thunderbird. From the “Tools” menu select the “Account Settings” option

2. The following dialog box will be displayed. Select the “Add Account” button on the bottom left of the dialog box



3. The following dialog box will be displayed. Make sure the default option of “Email Account” is selected, then press the “Next” button.



4. Set the “Your Name” field to the name you want to display to other people (e.g usually your first & last name or business).
5. In the “Email Address” field type the full email address for this account. Once this is done, press the “Next” button.





6. Make sure the radio button is set to “POP” (the default).

7. In the “Incoming Server” field type the details we have provided you in this space. (Eg. “mail.yourdomain.com.au”). Once this is done, press the “Next” button.

8. In the “Incoming User Name” field, type the full email address relating to this account. Once this is done, press the “Next” button.



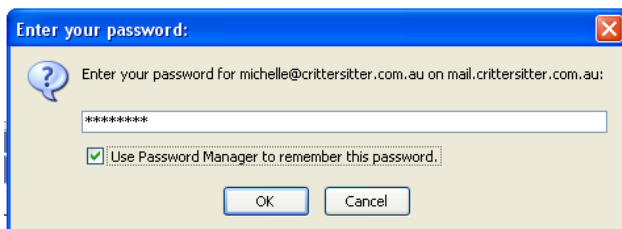
9. In the “Account Name” field type either the email address or the name you’d like the account known by. Once this is done, press the “Next” button.



10. Check all the details on the next screen. If anything is incorrect, use the “**Back**” button to fix it. Otherwise, press the “**Finish**” button.



11. The next time Thunderbird checks mail, the following dialog box will be displayed. Enter the password for your account and click on the “**Use Password Manager to remember this password**” tick box. Then click “**OK**”



12. You should now be receiving mail from your email account.