

Configuring Mozilla Thunderbird 2 to use your new e-mail account

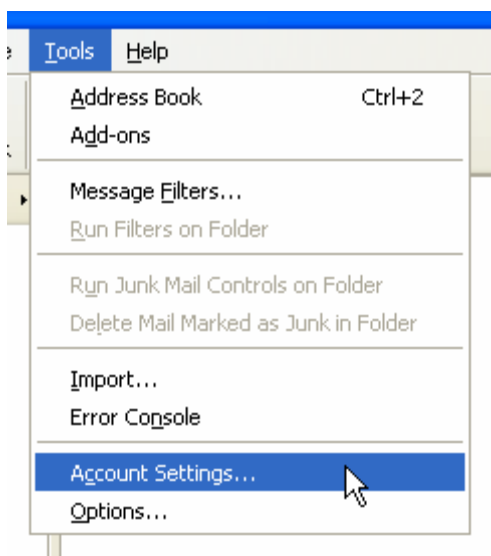
Mozilla Thunderbird 2 is the popular free e-mail software available for Windows, Mac and Linux. The following instructions provide a walk through on setting up Thunderbird 2 to use your e-mail account.

What you need to know:

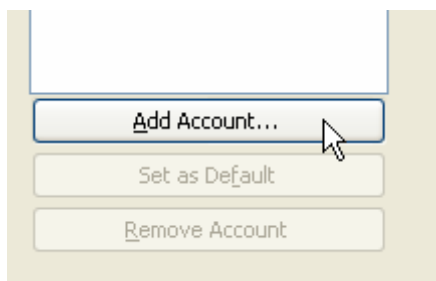
- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.

1. Start Thunderbird.
2. Go to the Tools menu and choose Account Settings.



3. Click the add account button at the bottom left.



4. Choose Email account from the list and click next.

5. Enter your name as you would prefer people to see it when they receive e-mail. The most common thing to enter is your first name followed by your last name.

Enter your e-mail address, and then click next to continue.

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:

6. Select POP from the options at the top of the screen.

Enter your e-mail server address into the incoming server field. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

If you would like your e-mail to be placed in the main Thunderbird folder tree, tick the option for use global inbox. If you would prefer that any e-mail received from this address is kept in separate folders to any other account, then un-tick this box.

You have two options for your outgoing server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

Click next to continue.

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:

7. Enter your full e-mail address as your incoming user name, and click next to continue.

If you did not use your ISP's outgoing mail server you should also see the notice regarding your outgoing mail server and your incoming name will also be used to access it.

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

Incoming User Name:

Your outgoing (SMTP) server, "mail.mydomain.com.au", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

8. Enter a description for your account name. This is for personal reference and is what Thunderbird will show when listing the e-mail accounts.

Leave as your e-mail address if you are unsure, then click next to continue.

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

9. A summary of your account details will now be displayed. Click finish to complete the setup and then click OK at the Account Settings window.

You are now ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then press get mail to see your test e-mail arrives in your inbox.

Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in Thunderbird (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of Thunderbird must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.