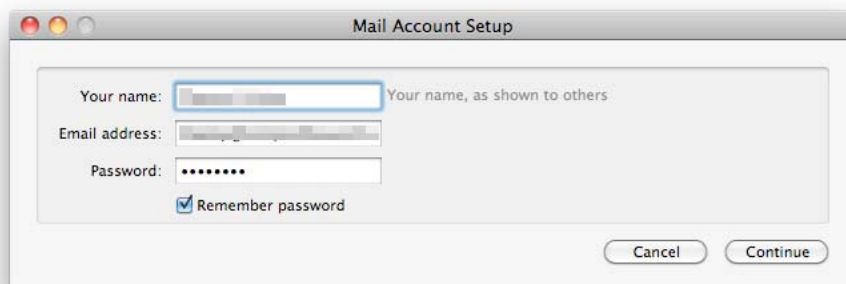




Configure Mozilla Thunderbird

1. Please make sure your Macintosh computer is switched on and connected to the internet. These instructions assume you are using MacOS X though the principle will be the same to configure Mozilla Thunderbird on other computer systems. These instructions are based on version 3 of Mozilla Thunderbird and may differ significantly on other versions.
2. You will require the settings sheet which contains the settings that you received from Tech Support when your account was first created.
3. Open the Thunderbird program and select **Account Settings** from the **Tools** menu. A settings window will appear which will enable you to enter the settings.
4. On the lower left hand side, press the **Account Actions** popup menu and select **Add Account** to activate the new account option:



Please enter your full name in the box marked **Full Name**. This is the name that the recipient of your eMail messages will see in their "Sender" column. Similarly, enter your eMail address in the **Email Address** box as you would like it to appear to the recipient. Thereafter, enter your eMail password in the **Password** box. Finally, tick the box to save your password to avoid having to enter it manually each time.

5. Press the **Continue** button.

6. Unless there is a problem with the details entered, you will see a box appear that looks similar to the following:



7. Almost all of these settings are wrongly deduced by the setup wizard! To correct the settings, press the **Edit** button to change the settings:



8. Correct the eMail username in the box marked **User Name** and then correct the incoming and outgoing server names to the names shown in your settings sheet.
9. Correct the outgoing mail server type to **POP** and set the port to 110 as shown followed by selecting None in the popup box.
10. Correct the incoming mail server type to **SMTP** if available and set the port to 25 as shown followed by selecting None in the popup box.
11. When these settings have been corrected, press the **Create Account** button.

- The Thunderbird software will display a summary box similar to the one shown:



- Double check that the settings match the settings on your Settings Sheet and press the **Create Account** button.
- It is possible that Thunderbird will display some error messages. These are based on the wrong assumptions it has previously made and can be ignored as long as you ensured the settings on your Settings Sheet have been correctly entered.
- You are now ready to send and received your eMail using Thunderbird!
- In general, you should ensure that you manually delete your old eMail from your eMail software as part of your routine maintenance operations. Overfilling your mail folders can cause the eMail software to fail and you could potentially lose all eMail messages stored inside the mail folders. Important messages should be stored outside of your eMail software and form part of your regular backup process. If you need guidance on backup procedures, please contact Tech Support.
- For more information about Mozilla Thunderbird software, please contact Mozilla directly via the Internet at <http://www.mozilla.org> for the latest updates.

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