

Email: How do I setup my email in Mozilla Thunderbird?

1. Firstly, choose **'Tools'** then **'Account Settings'**;

2. Click on the **'Add Account'** button under the tree menu on the left.

3. Select **'Email Account'** and then click **'Next'**

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4. Enter **Your Name** here and the **Email Address** you are setting up, then click **Next**;

5. Enter your mail server details in the **Incoming Server** field. Ensure to select POP as we do not support IMAP.

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? You may or may not wish to use the **Global Inbox** – if you are setting up multiple email accounts, they can be easier to manager when each has its own inbox.

Once you are ready to move on, click **'Next'**;

You may be asked to setup an SMTP server, if you do not already have one configured in Thunderbird. It is preferable to use your Internet Provider's SMTP service, as some ISPs will block your use of an external SMTP mail server.

6. Enter you user name in the correct syntax, **'mailbox@yourdomain.com'**, then click **'Next'**;

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7. Enter a name to identify this particular account on your computer. Click '**Next**', review the summary on the next screen, then click '**Finish**'

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Unique solution ID: #1012

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Last update: 2009-04-27 15:13