

Quick Start Guide

Thunderbird: Guidelines for email account setup

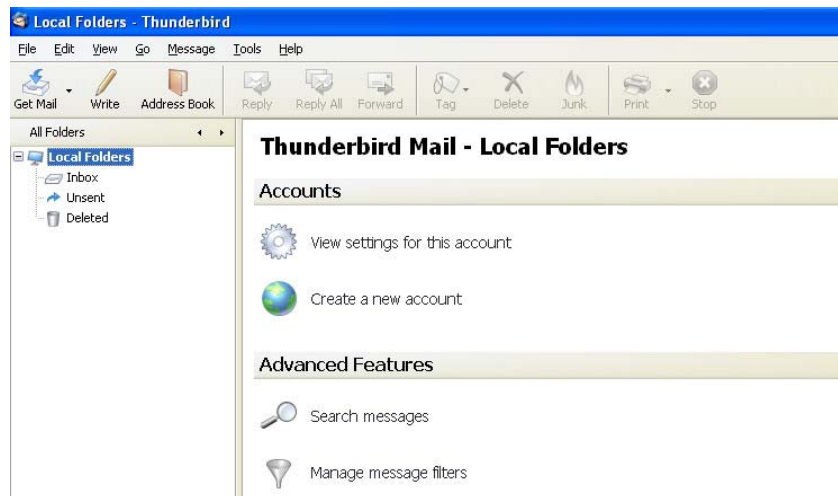
Website: <http://www.mozilla.com/en-US/thunderbird/>

License: Shareware

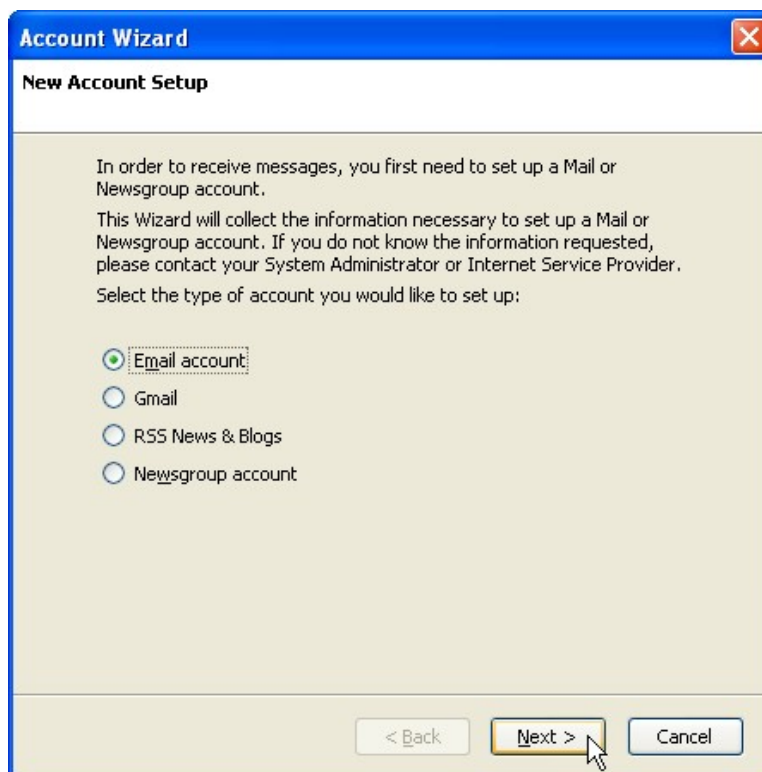
Download: <http://www.mozilla.com/en-US/thunderbird/>

Guidelines for new email account setup:

1. Launch Mozilla Thunderbird



2. Select 'File' from the top menu bar
3. Select 'New' and 'Account...'
4. On the pop-up, select 'Email account' and click 'Next'



5. Enter your name (display name) and email address in the appropriate places; click 'Next'



The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing the placeholder text 'Name Surname'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing the placeholder text 'user@your-domain.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. Enter you mail server settings:
 - a. Select 'POP' as the type of incoming server you are using
 - b. In the 'Incoming Server' field, enter pop.your-domain.com
 - c. Tick the box 'Use Global Inbox (store mail in Local Folders)' on and click 'Next'
 - d. In the 'Outgoing Server' field, enter smtp.your-domain.com

(where 'your-domain.com' is the name of your registered domain with Hetzner)



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Select the type of incoming server you are using.' There are two radio buttons: 'POP' (selected) and 'IMAP'. Below this, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the placeholder text 'pop.your-domain.com'. Below that, it says: 'Untick this box 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.' There is a checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing the placeholder text 'smtp.your-domain.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

7. Click 'Next'

Quick Start Guide

Thunderbird: Guidelines for email account setup

8. In the 'Account Name' field, enter your email address, for example [user@your-domain.com](#)
9. Click 'Next'



The screenshot shows the 'Account Wizard' dialog box with the title bar 'Account Wizard' and a close button. The main heading is 'Account Name'. Below it, there is a text box with the instruction: 'Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").' Underneath, the 'Account Name:' label is followed by a text input field containing 'user@your-domain.com'.

10. Verify that the information you've entered is correct; click 'Finish'

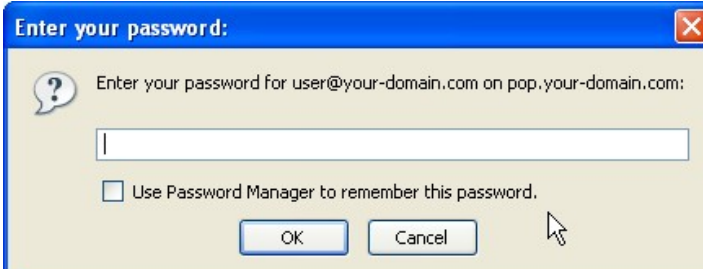


The screenshot shows the 'Account Wizard' dialog box with the title bar 'Account Wizard' and a close button. The main heading is 'Congratulations!'. Below it, there is a text box with the instruction: 'Please verify that the information below is correct.' Underneath, there is a list of settings:

Account Name:	user@your-domain.com
Email Address:	user@your-domain.com
Incoming User Name:	user@your-domain.com
Incoming Server Name:	pop.your-domain.com
Incoming Server Type:	POP3
Outgoing User Name:	user@your-domain.com
Outgoing Server Name (SMTP):	smtp.your-domain.com

Below the list, there is a checkbox labeled 'Download messages now' which is checked. At the bottom, there is a text box with the instruction: 'Click Finish to save these settings and exit the Account Wizard.' Below that, there are three buttons: '< Back', 'Finish', and 'Cancel'.

11. Enter the password for your email account when prompted; select the checkbox for the Password Manager to remember the password; click 'OK'.



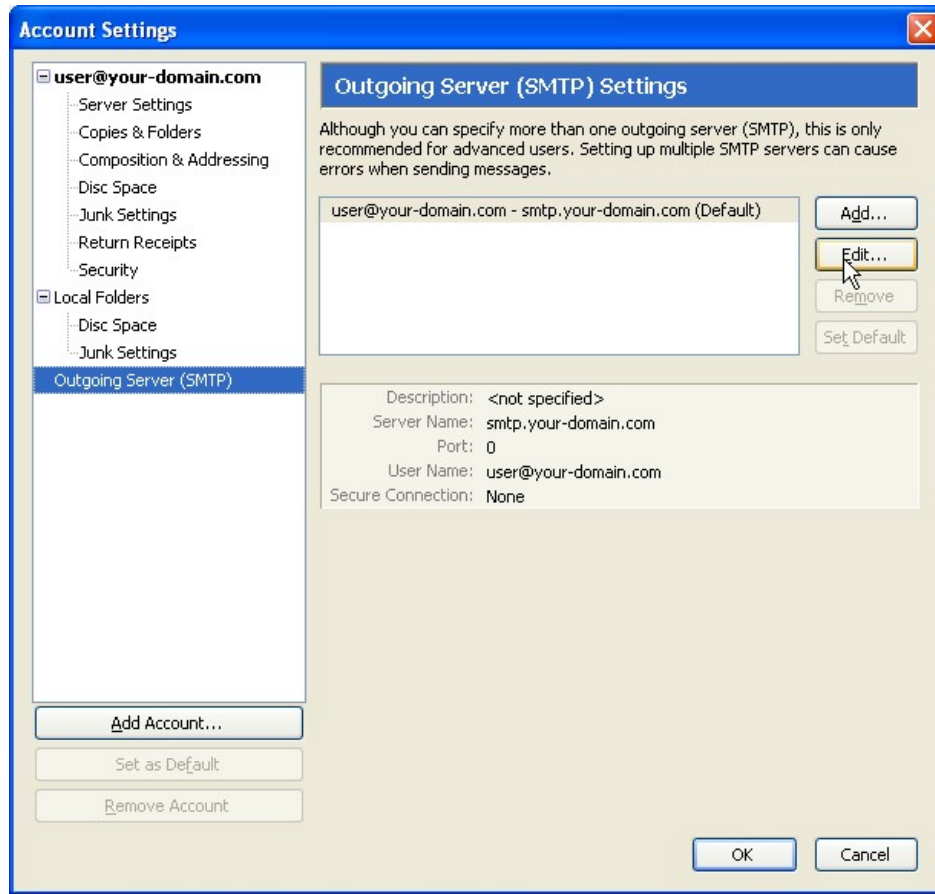
The screenshot shows the 'Enter your password:' dialog box with the title bar 'Enter your password:' and a close button. Below the title bar, there is a question mark icon and a text box with the instruction: 'Enter your password for user@your-domain.com on pop.your-domain.com:'. Underneath, there is a text input field for the password. Below that, there is a checkbox labeled 'Use Password Manager to remember this password.' At the bottom, there are two buttons: 'OK' and 'Cancel'.

Quick Start Guide

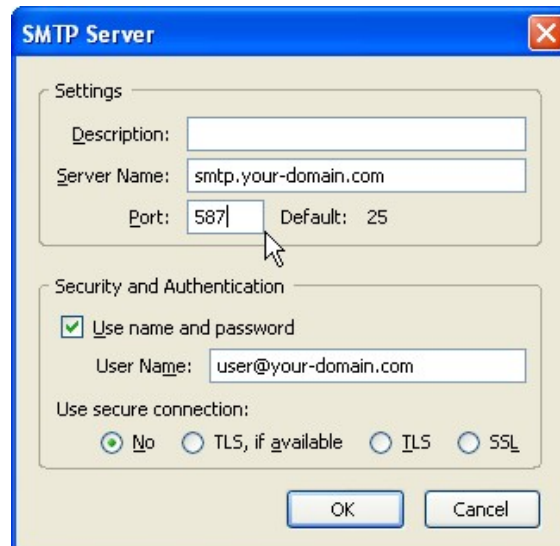
Thunderbird: Guidelines for email account setup

Enabling SMTP Authentication:

1. From the 'Tools' menu, select 'Account Settings'
2. Select 'Outgoing Server (SMTP)' from the menu on the right of the pop-up screen



3. Click 'Edit'
4. In the 'Port' field, enter 587



Quick Start Guide

Thunderbird: Guidelines for email account setup



-
5. Tick the box 'Use name and password' on and enter your email address in the 'User Name' field
 6. It is optional to use the secure connection
 7. Click 'OK'

Note: If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).