

Thunderbird

To set up my Thunderbird client to work with my domain email address:

- Open Thunderbird.
- From the Tools menu, select Account Settings...
- Click Add Account...
- Select the Email account radio button and click Next.
- Fill in all necessary fields to include the following information; click Next at each stage.

User Information

Your Name: my name as I would like it to appear in the From: field of outgoing messages.
Email Address: my domain email address.

Server Information

Incoming mail server type POP
Use Global Inbox No (remove tick)
Incoming mail server (POP3): mail.mydomain
Outgoing mail server (SMTP): mail.mydomain

Login Information

Incoming User Name: my domain email address.
Outgoing User Name: my domain email address.

Thunderbird Account Name

Account Name: my domain email address.

- Verify your account information in the dialog box, and click Finish.
- Click Outgoing Server (SMTP) at the bottom of the folder list.
- Click Add...

- Enter Description and Server Name as shown.

- User Name is my domain email address.

- Click OK.

SMTP Server

Settings

Description: My Domain

Server Name: mail.mydomain

Port: 25 Default: 25

Security and Authentication

☒ Use name and password

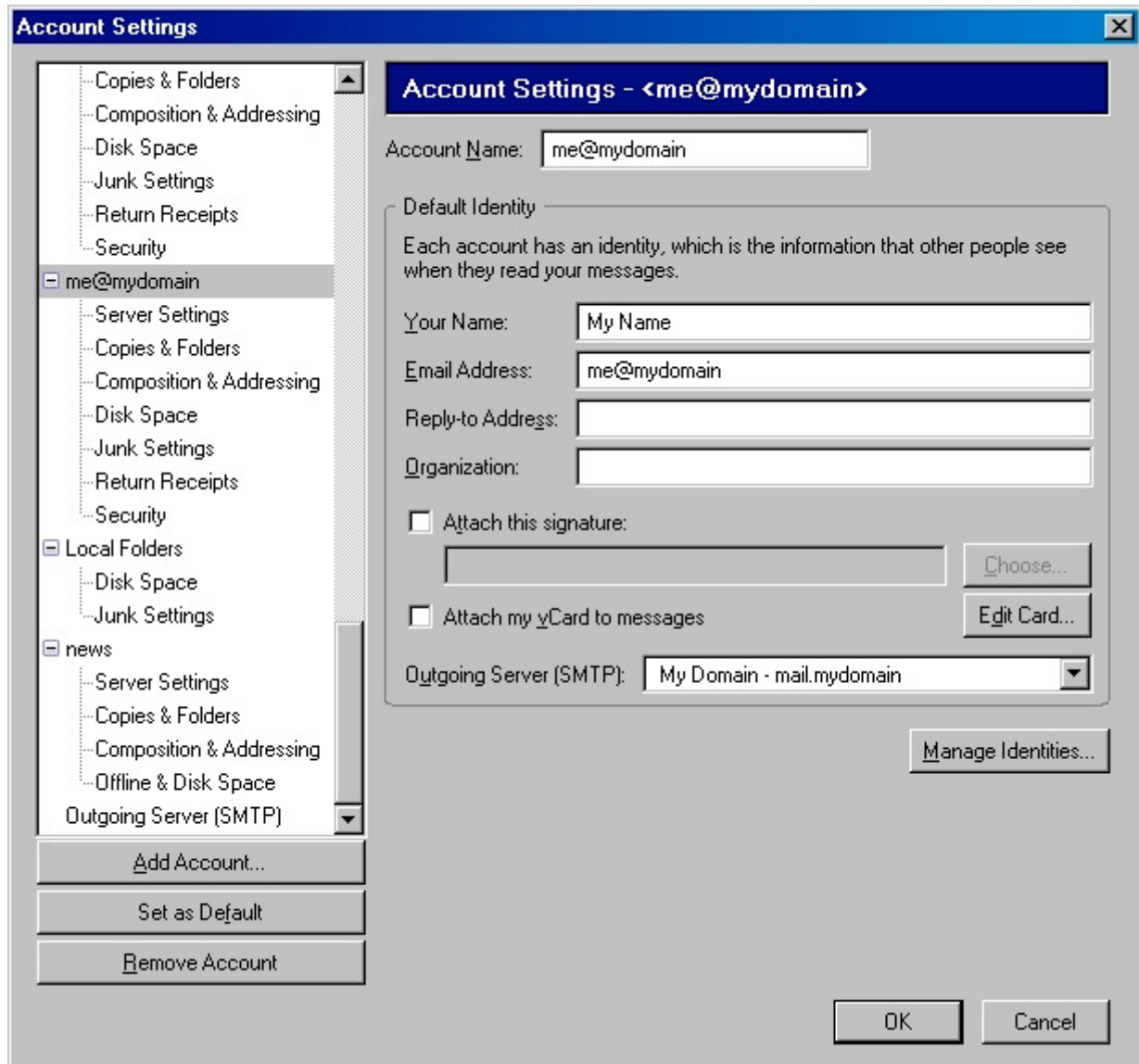
User Name: me@mydomain

Use secure connection:

☐ No ☒ TLS, if available ☐ TLS ☐ SSL

OK Cancel

- Click on the Account Name me@mydomain.



- From the Outgoing Server (SMTP): droplist, select My Domain – mail.mydomain

- Select Server Settings from the folder list below your new account.

- Select "Check for messages at startup"
- Select "Check for new messages every 10 (or desired number) minutes"
- Select "Automatically download new messages"
- Select "Empty Trash on Exit"
- Click OK to save your changes and exit the Account Settings dialog.

When you first send, **and** when you first receive email, you will be presented with a Password dialog box.

Password: the current password.

Use Password Manager to remember this password Yes