

# How to Setup Email in Mozilla Thunderbird

information for macrobatix customers

The following is a step-by-step tutorial showing you how to setup email in Mozilla Thunderbird. Brought to you by Macrobatix, LLC.



# Before you begin...

When you launch Thunderbird for the first time the "Account Wizard" window may appear automatically. In which case, skip to step 3. If it does not automatically appear, begin at step 1.

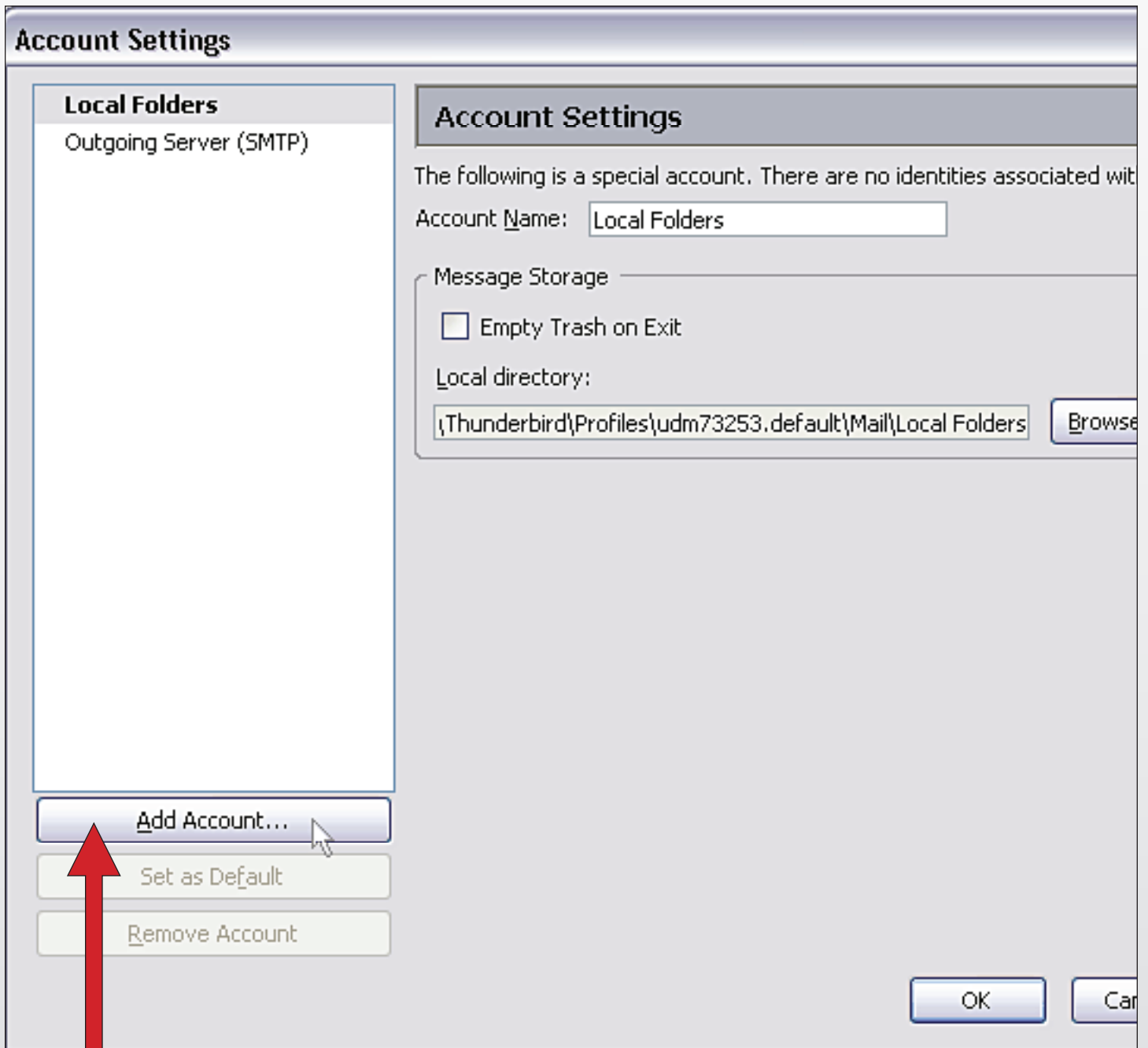
## STEP 1

From the Mozilla Thunderbird menu select "Tools", then "Account Settings".



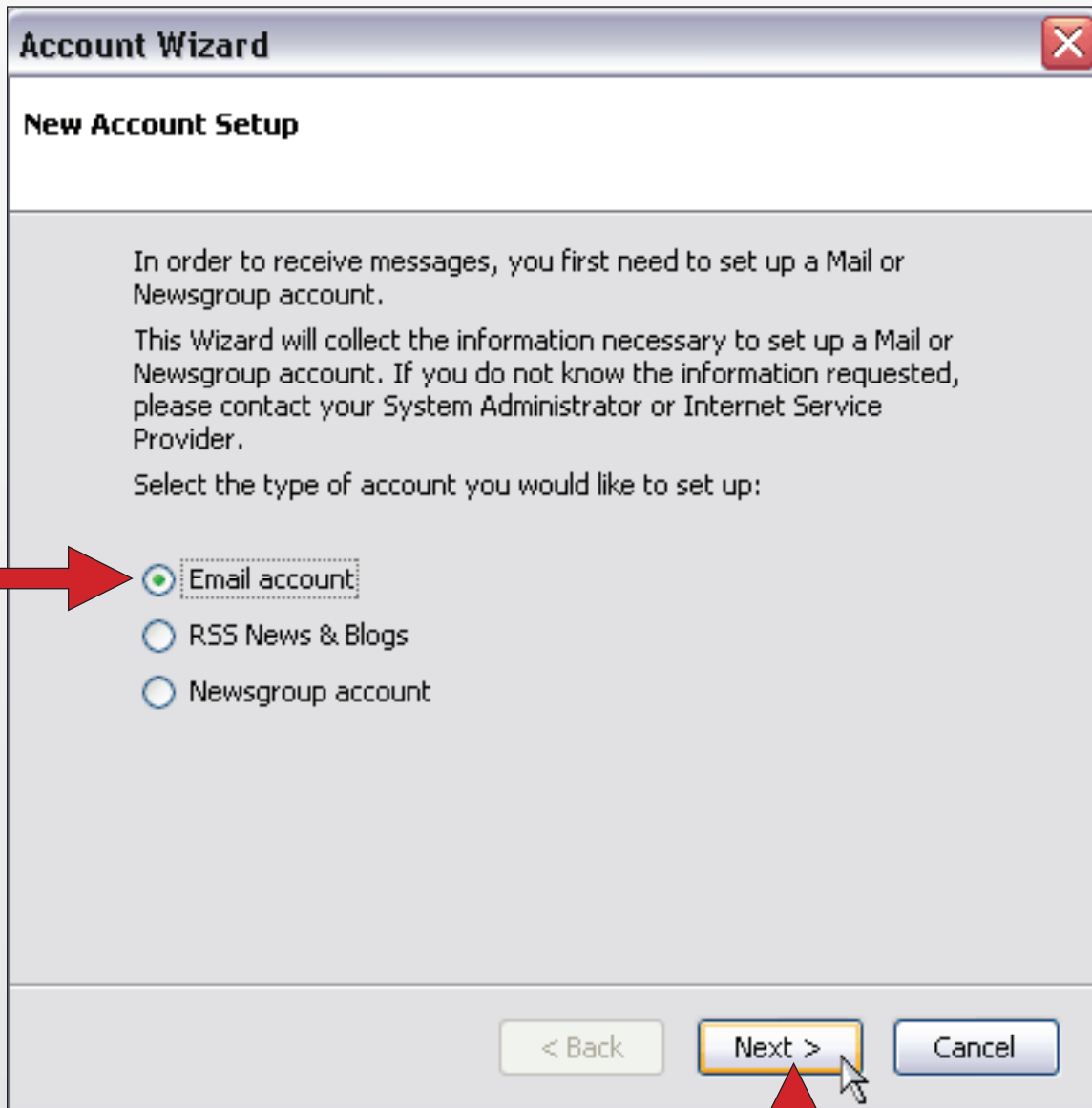
# STEP 2

In the "Account Settings" window, click "Add Account."



# STEP 3

In the "Account Wizard" window, select "Email Account."



# STEP 4

Click "Next".

# STEP 5

Enter your name and your email address in the appropriate fields.

**Account Wizard**

**Identity**

Each account has an identity, which is the information that identifies you to others when they receive your messages.

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:

< Back   **Next >**   Cancel

# STEP 6

Click "Next".

# STEP 7

Select "IMAP" as the type of incoming server. In the "incoming server" field enter the domain name for your incoming mail server.

**Account Wizard**

**Server Information**

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)

Your existing outgoing server (SMTP), "smtp.yourisp.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back   **Next >**   Cancel

# STEP 8

Click "Next".

# STEP 9

Enter your username in the "Incoming User Name" and the "Outgoing User Name" field.

**Account Wizard**

**User Names**

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

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Otgoing User Name:

< Back   **Next >**   Cancel

# STEP 10

Click "Next".

# STEP 11

In the "Account Name" field enter your email address. This name is just for your reference.

**Account Wizard**

**Account Name**

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

Account Name:

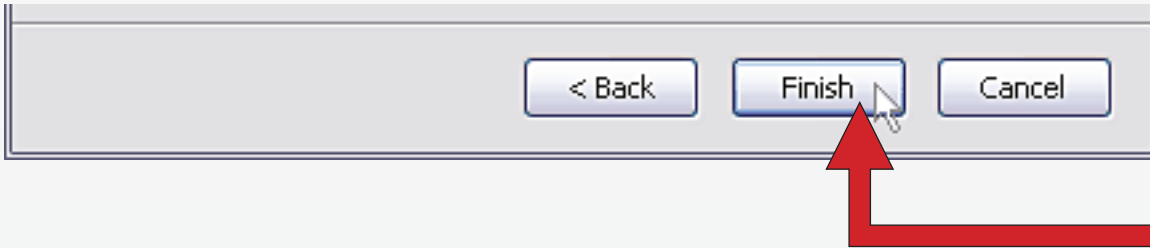
< Back    Next >    Cancel

# STEP 12

Click "Next".

# STEP 13

Click "Finish".



## Setup Complete

Congratulations! You have successfully set up your email account in Mozilla Thunderbird.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to [support@macrobatix.com](mailto:support@macrobatix.com). Please visit [www.macrobatix.com/tutorials](http://www.macrobatix.com/tutorials) to see other information and tutorials.