

Mozilla Thunderbird

1. Open Mozilla Thunderbird
2. On the “**Home**” tab, look under “**Accounts**” and click “**Email**” under “**Set up an account:**”

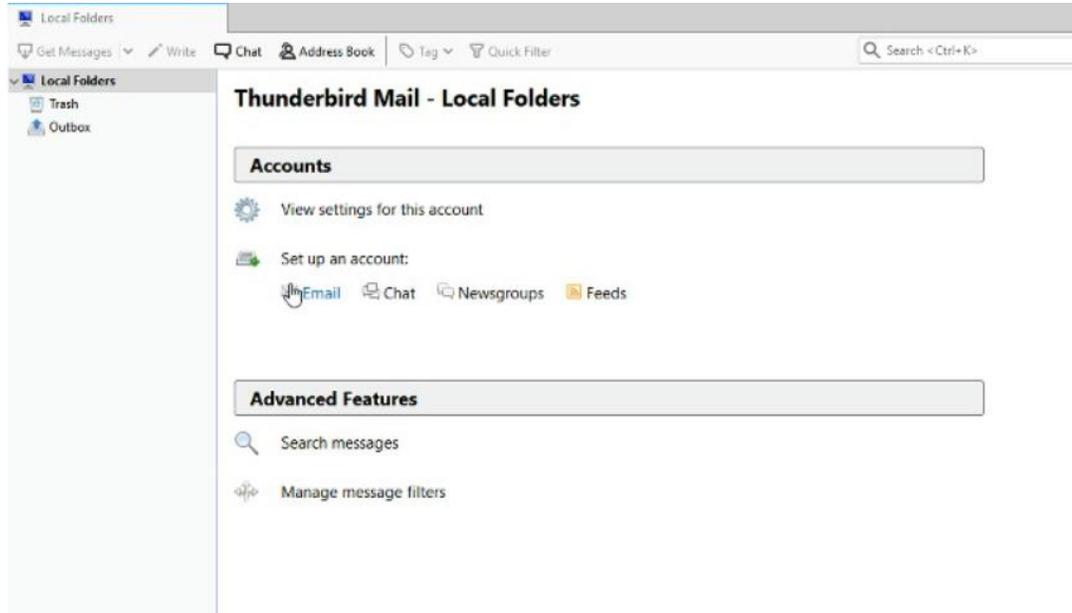


Fig. 2-1: Add a New E-Mail Account

3. Fill in the information and click “**Continue**”

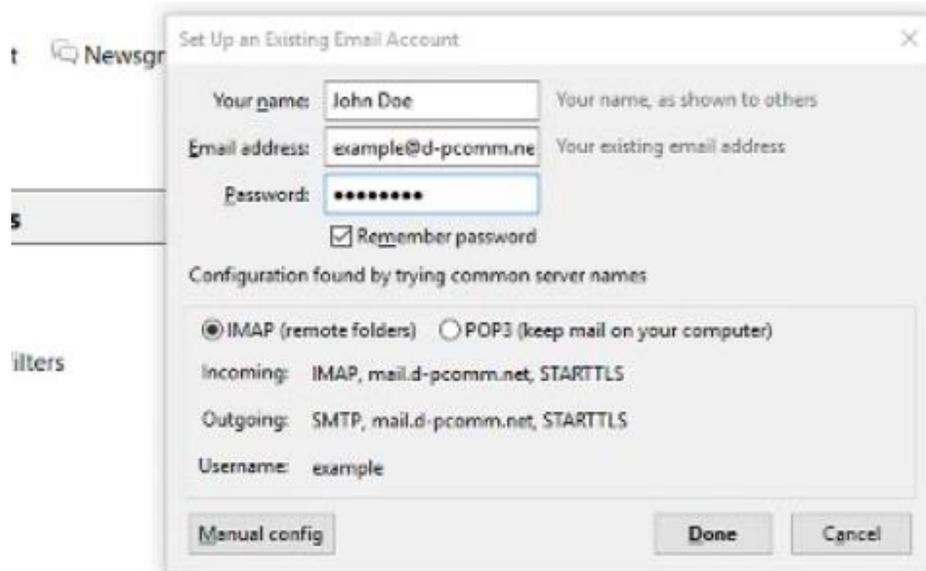


Fig. 2-2: Fill in Credentials

4. Once Thunderbird finishes fetching information, click “**Manual config**”

5. For incoming server, select IMAP if you access your e-mail from multiple device or POP3 if this is the only device you use for e-mail
6. **“Server hostname”** should be “mail.(your e-mail’s domain)”
 ex: an e-mail of “example@d-pcomm.net” would have a mail server of “mail.d-pcomm.net”
 an e-mail of “example@cass.net” would have a mail server of “mail.cass.net”
 an e-mail of “example@tc3net.com” would have a mail server of “mail.tc3net.com”
7. Set **“SSL”** to **“None”** for incoming and outgoing servers—leaving SSL enabled can cause e-mail to come into your account or keep you from sending e-mail.

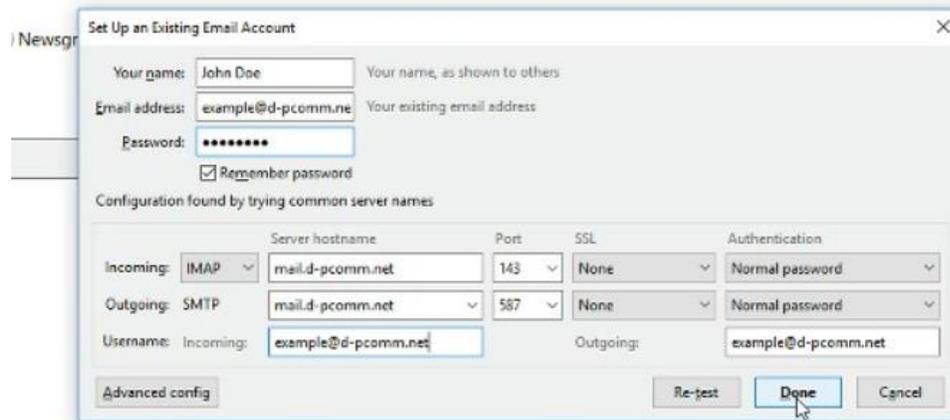


Fig. 2-3: Entering Manual Server Settings

8. Make sure the Username for incoming and outgoing is your full e-mail address
9. Set authentication for incoming and outgoing to **“Normal password”**
10. Click **“Re-test”** to make sure there are no issues found, then click **“Done”**
11. A pop-up window may have you confirm the security settings since SSL is not turned on. Check the box next to **“I understand the risks.”** and click **“Done”**