



Work Instruction

Set up Email Account in Mozilla Thunderbird

**Implementation
Approval:**

**Process Owner:
Ronald Rogers
Manager WEBY
Systems**

Implementation:

Prepared by WEBY Systems PO Box 1001 Mount Ommaney QLD 4074
ABN 99 896 374 064

TABLE OF CONTENTS

1. PREPARATION4
2. INITIAL SETUP.....4
3. DOCUMENT CONTROL SHEET12

1. PREPARATION

Before Setting up your account you will need the following information:

Email Address:

Password:

Incoming Server (POP3):

Outgoing Server (SMTP):

For the purposes of this example we will use the following information, when you set up your account just replace the demo info with the real info.

Email Address: **email@company.com.au**

Password: **mypassword**

Incoming Server (POP3): **mail.company.com.au**

Outgoing Server (SMTP): **mail.company.com.au**

This setup takes into account that you wish to both send and receive mail through our server.

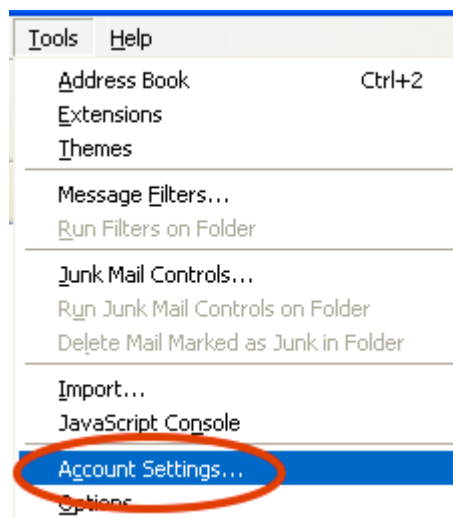
You will also already have your computer setup to access the internet with an account from an ISP like Telstra.

2. INITIAL SETUP

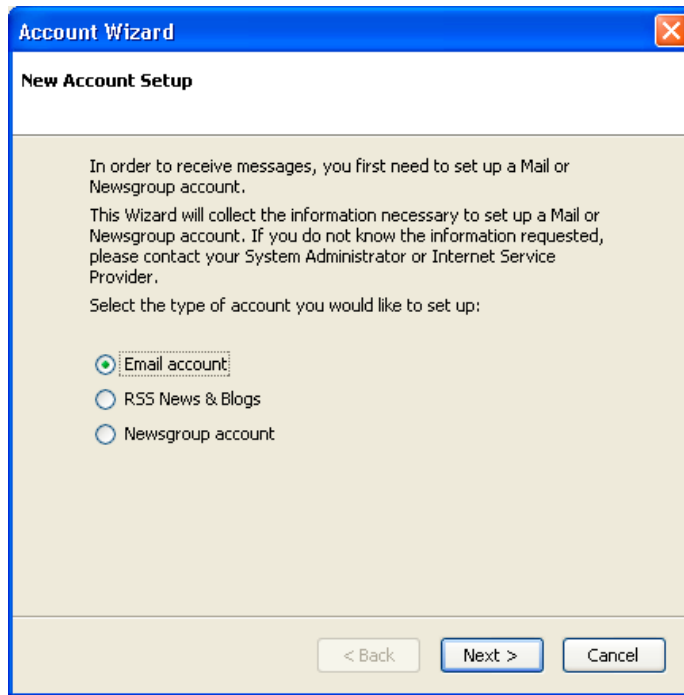
First thing to do is setup the new account, in Outlook Express on the toolbar select **Tools**,



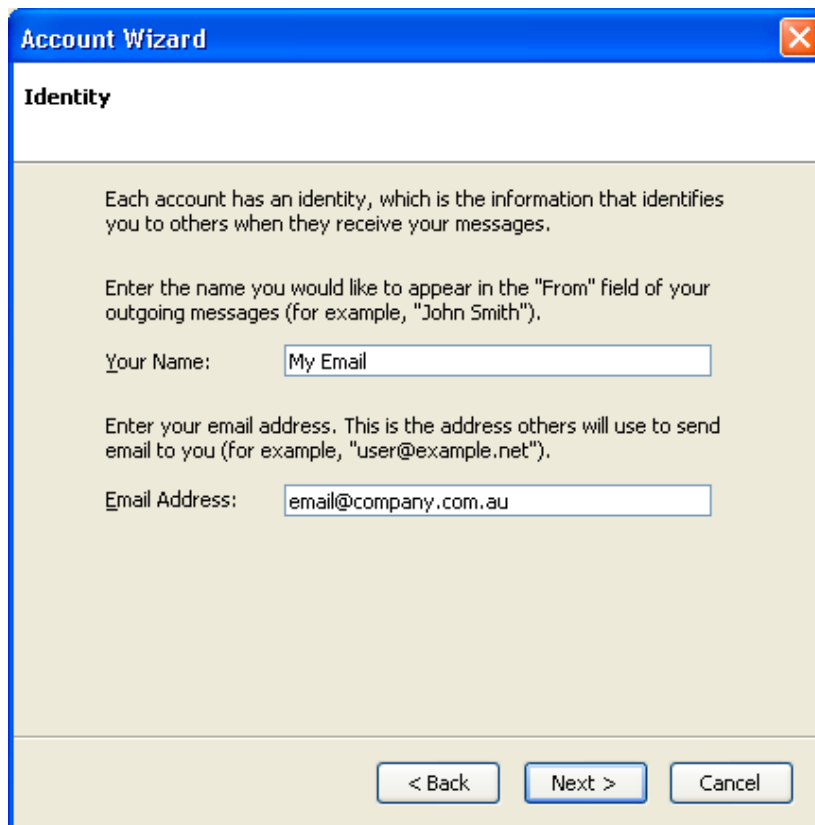
then **Account Settings**.



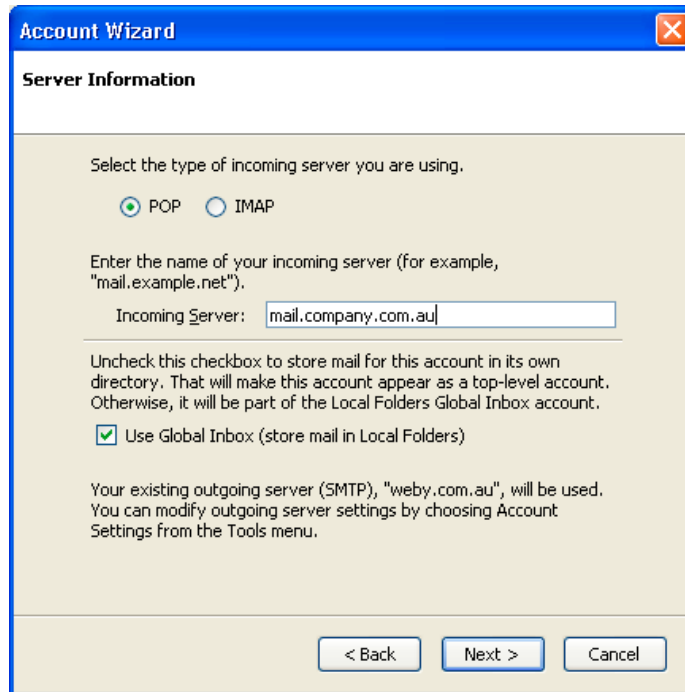
To add a new Email account Click on the **Add Account** button and then select Email from the options and click on Next.



You now need to enter your Account information, First thing is to enter your name as you would like it to be displayed and your email address. Then click on **Next**.



Select POP, and enter the incoming mail server, you may select to create a separate folder structure for this email account or have the emails grouped with the existing global inbox. Then click on **Next**.

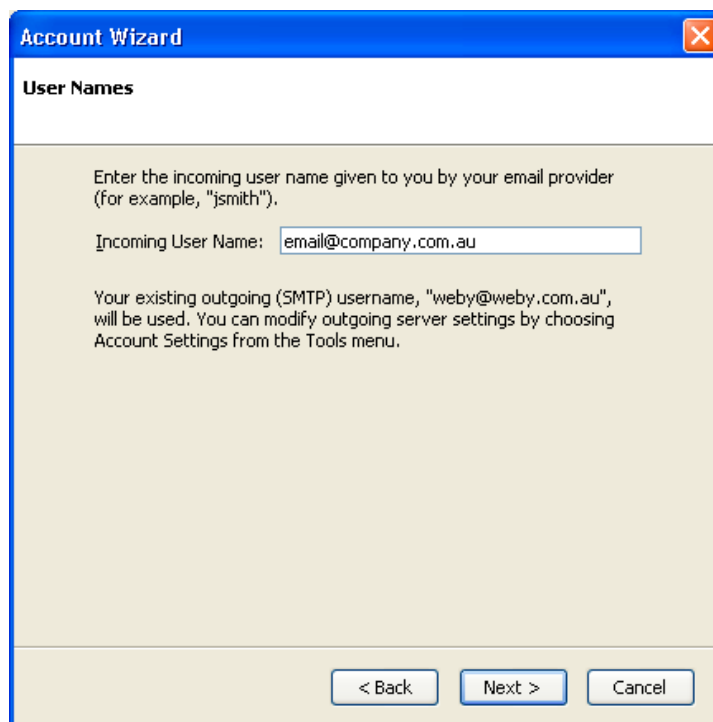


The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main content area is titled 'Server Information' and contains the following text and controls:

- 'Select the type of incoming server you are using.'
- Two radio buttons: 'POP' (selected) and 'IMAP'.
- 'Enter the name of your incoming server (for example, "mail.example.net").'
- 'Incoming Server:' label followed by a text input field containing 'mail.company.com.au'.
- '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.'
- A checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'.
- 'Your existing outgoing server (SMTP), "weby.com.au", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.'

At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

Add the username; in this case use your full email address as this is used to identify your account when retrieving email from the server. Then click **Next**.

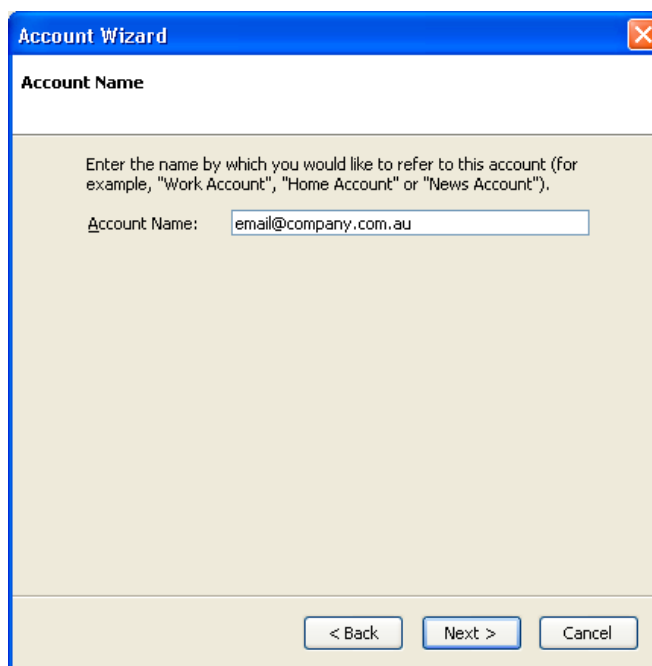


The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main content area is titled 'User Names' and contains the following text and controls:

- 'Enter the incoming user name given to you by your email provider (for example, "jsmith").'
- 'Incoming User Name:' label followed by a text input field containing 'email@company.com.au'.
- 'Your existing outgoing (SMTP) username, "weby@weby.com.au", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.'

At the bottom of the dialog box are three buttons: '< Back', 'Next >', and 'Cancel'.

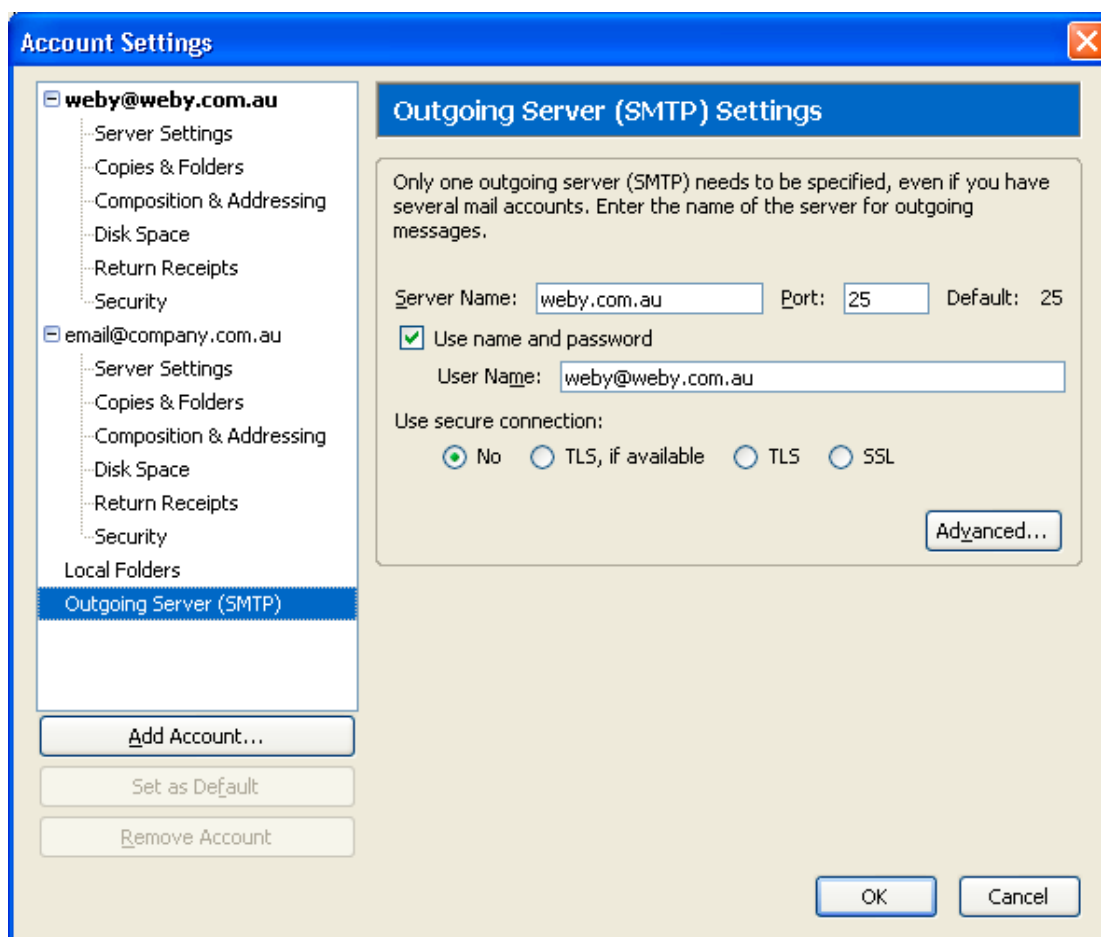
Enter the account name that you would like this to be known as on your PC. Then click on **Next**.



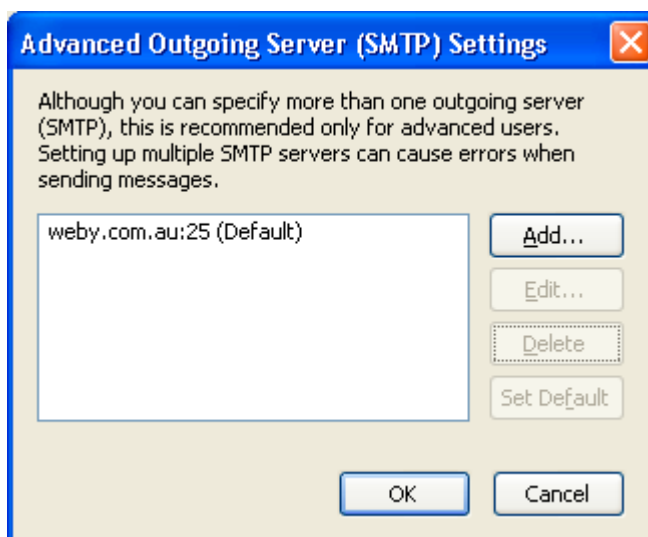
Confirm all your details and click on Finish, in your case Thunderbird will have used the information from your Main email account to populate the Outgoing server information.

You can send all emails out through your ISP email account including emails from your hosted account, if you wish to that then Click on Ok and you are done.

To change your account settings so that you send emails out through the server first you need to enter the information for the outgoing server, select Outgoing Server (SMTP) in the list on the left.



Then click on the **Advanced** button.



Your existing server/s will be listed you will need to add a new one so click on **Add...**

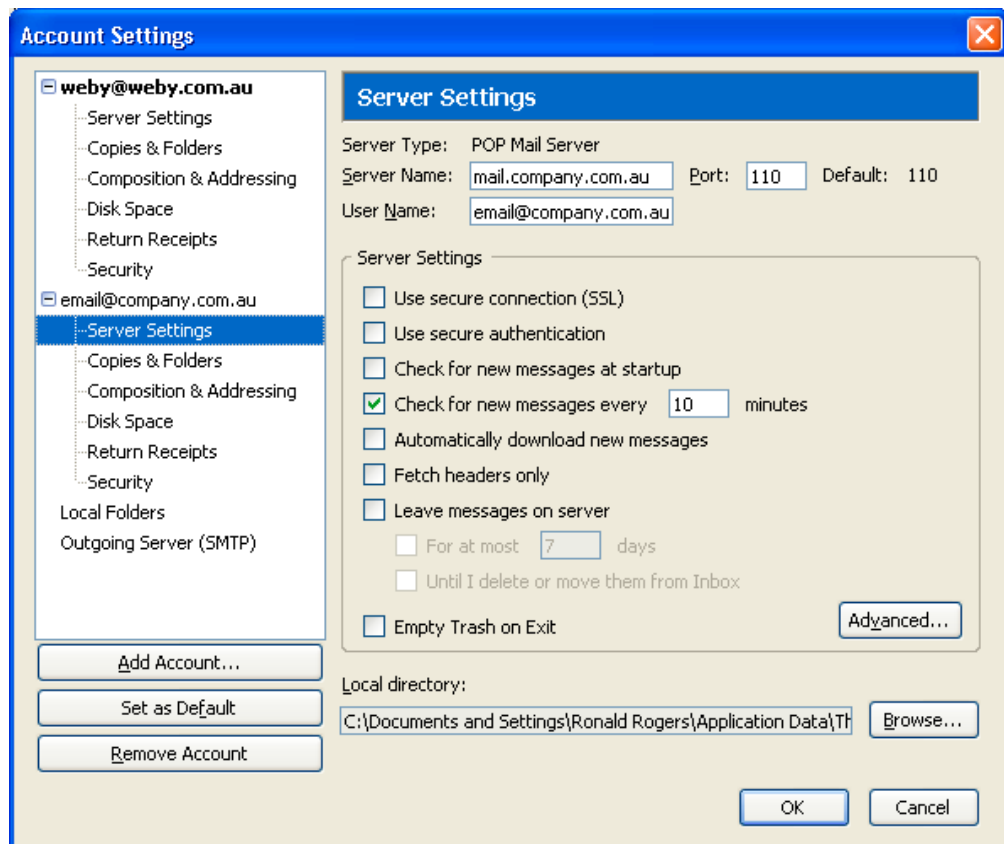
Then enter the server name, the port number (as most ISP's are now blocking port 25 we recommend that you use port 26). Make sure the **Use name and password** check box is ticked, enter the User Name, in this case the full email address and change the Use Secure connection to No.



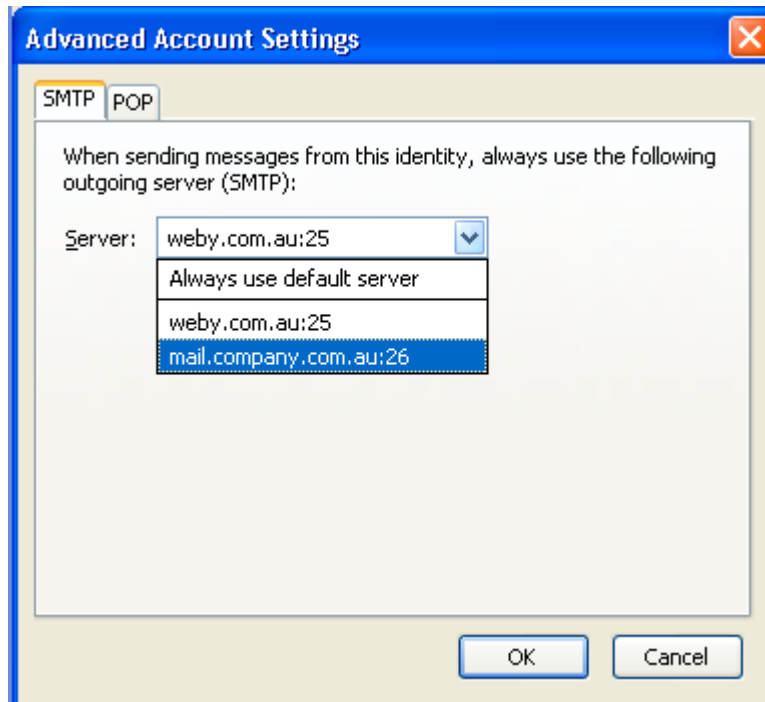
Once you have entered all the information click on OK to save the information. You will now see it listed with the other SMTP information, click on OK to close the settings window.

That done you have to set the account to use the Outgoing server just setup.

Find the account that you set up and click on Server Settings.



Then click on the **Advanced** button, select the SMTP tab and then select the Outgoing server you just entered.



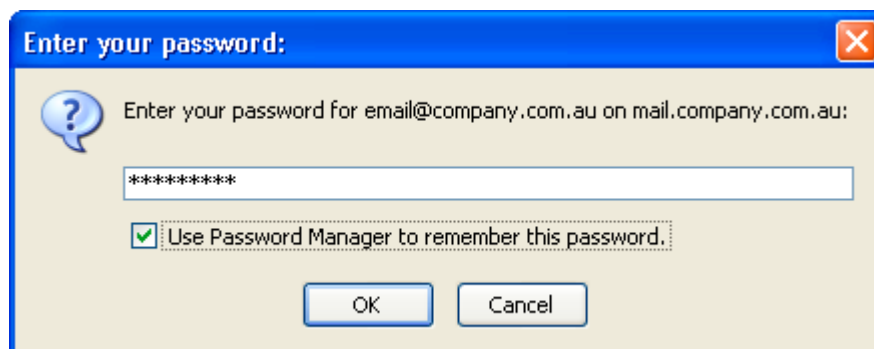
Then click on Ok to save the changes.

Click Ok to close the Account Settings window.

Click on the Get Mail button.



You will be asked for the password for this account, enter the password and check the Use Password Manager to remember password. Then click on OK.



That's it every thing is now setup, happy emailing.

