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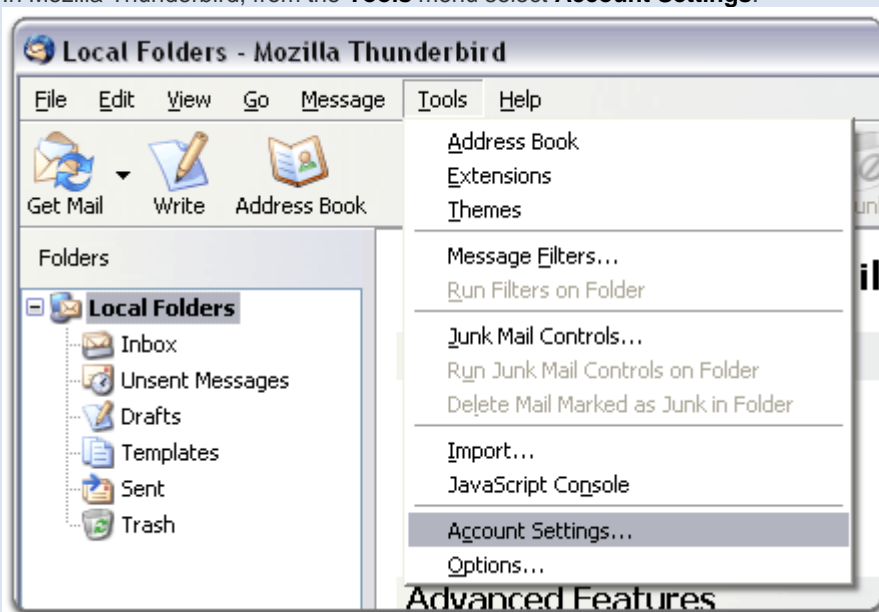
WebExpressions Web Design

Setting Up Your POP or IMAP Email Address with Mozilla Thunderbird

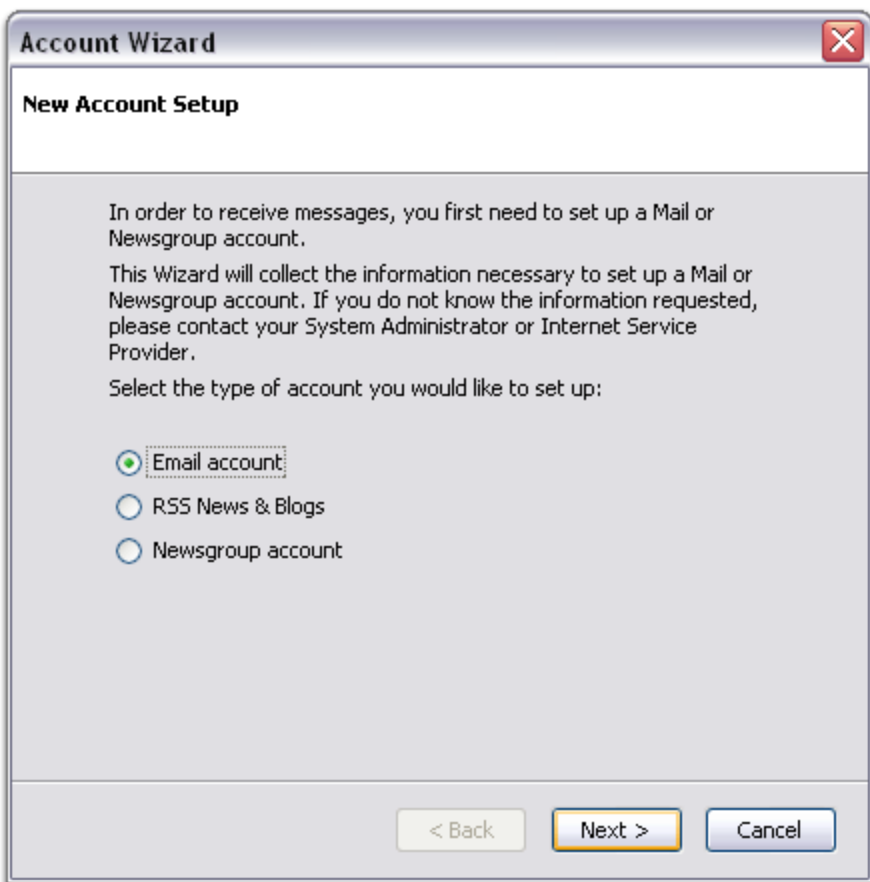
This tutorial will help you set up the Mozilla Thunderbird™ e-mail client to work with your e-mail account.

To Set Up Your E-mail Account in Mozilla Thunderbird

1. In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**.



2. Select **Email account**, and then click Next.



Account Wizard

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account

RSS News & Blogs

Newsgroup account

< Back Next > Cancel

3. Enter your **name** and **e-mail address**.



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

4. Select **POP** or **IMAP** as the type of incoming server you are using. Your incoming server is **pop.secureserver.net** for POP, or **imap.secureserver.net** for IMAP. Click **Next**.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a text prompt: "Select the type of incoming server you are using." followed by two radio button options: "POP" (which is selected) and "IMAP".

Below the radio buttons is another text prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field labeled "Incoming Server:" containing the text "pop.secureserver.net".

Below the input field is a paragraph of text: "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." followed by a checked checkbox labeled "Use Global Inbox (store mail in Local Folders)".

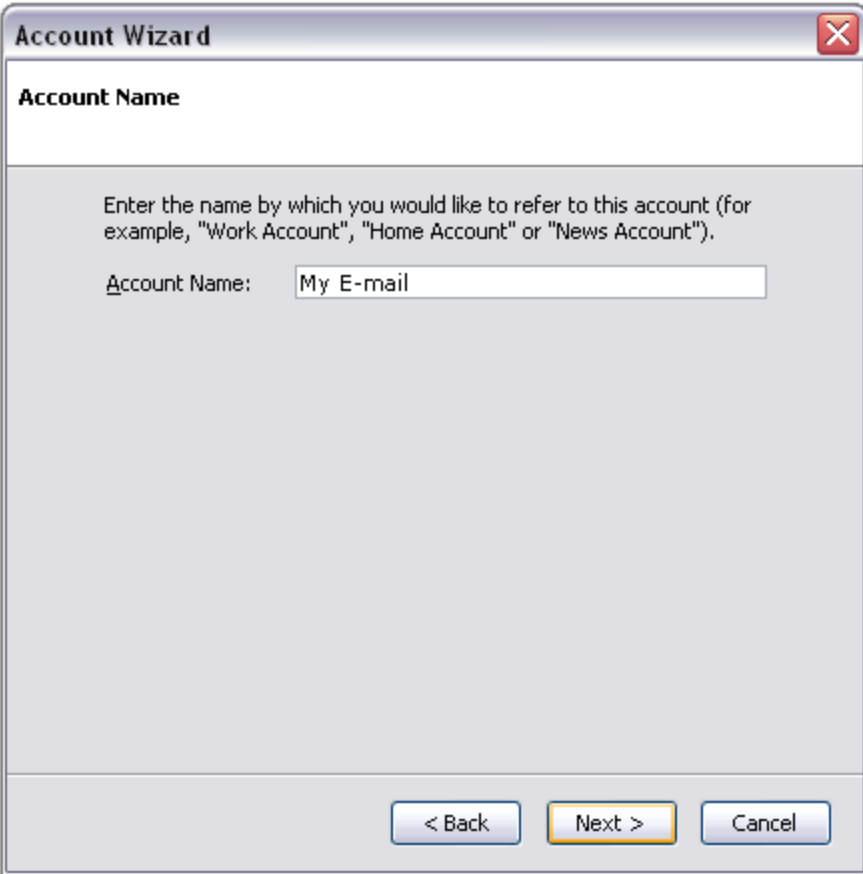
At the bottom of the dialog box is a paragraph of text: "Your existing outgoing server (SMTP), 'smtp', will be used. You can modify outgoing server settings by choosing Mail & Newsgroups Account Settings from the Edit menu." Below this text are three buttons: "< Back", "Next >" (highlighted in yellow), and "Cancel".

5. Enter your e-mail address for the **Incoming User Name**, and **Outgoing User Name**. Click **Next**.



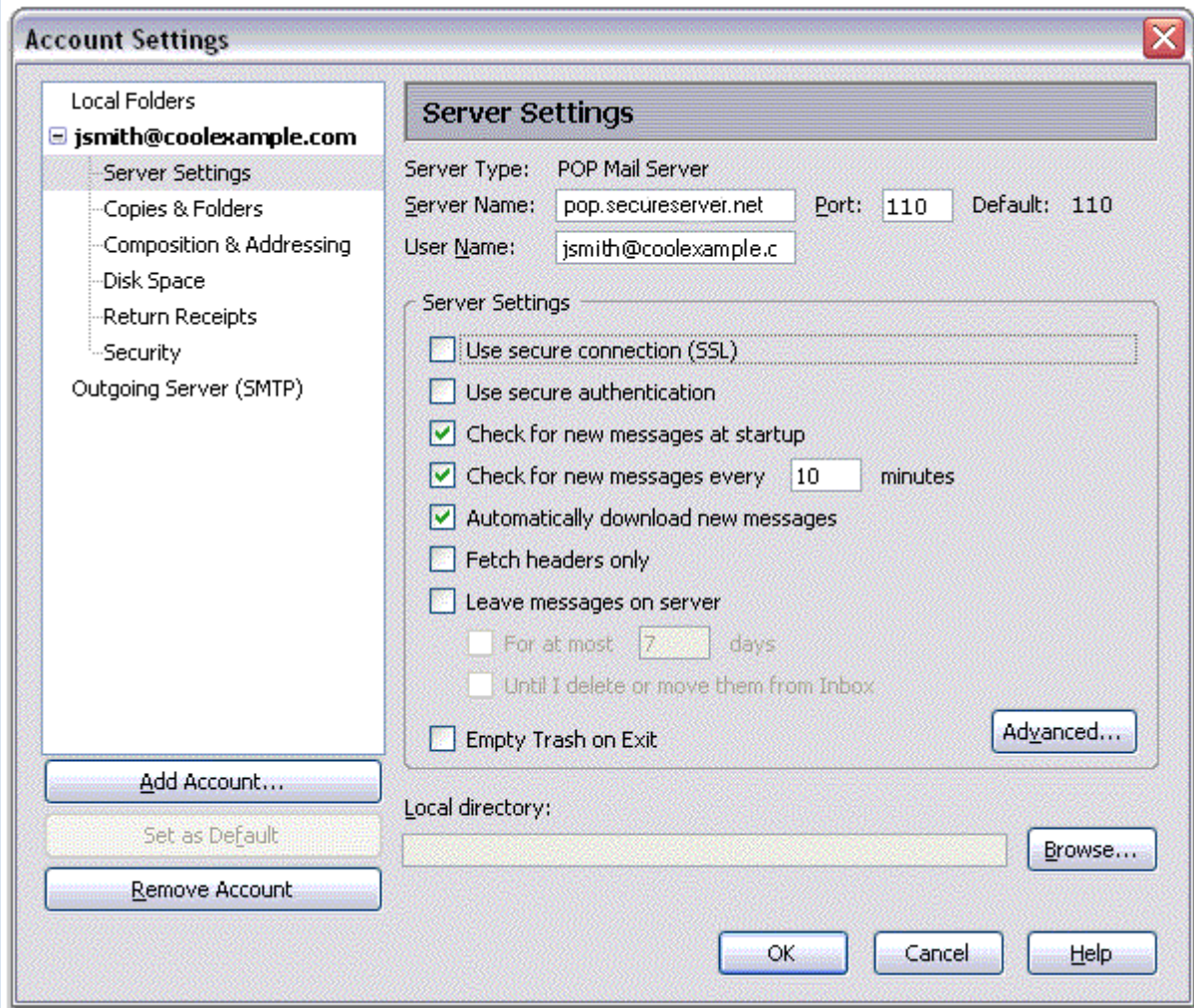
The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there are two instructions: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." and "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)". Each instruction is followed by a text input field. The "Incoming User Name" field contains "jsmith@coolexample.com" and the "Outgoing User Name" field also contains "jsmith@coolexample.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a yellow border), and "Cancel".

6. Enter a name for your email account and click **Next**.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is an instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." This is followed by a text input field labeled "Account Name:" which contains the text "My E-mail". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a yellow border), and "Cancel".

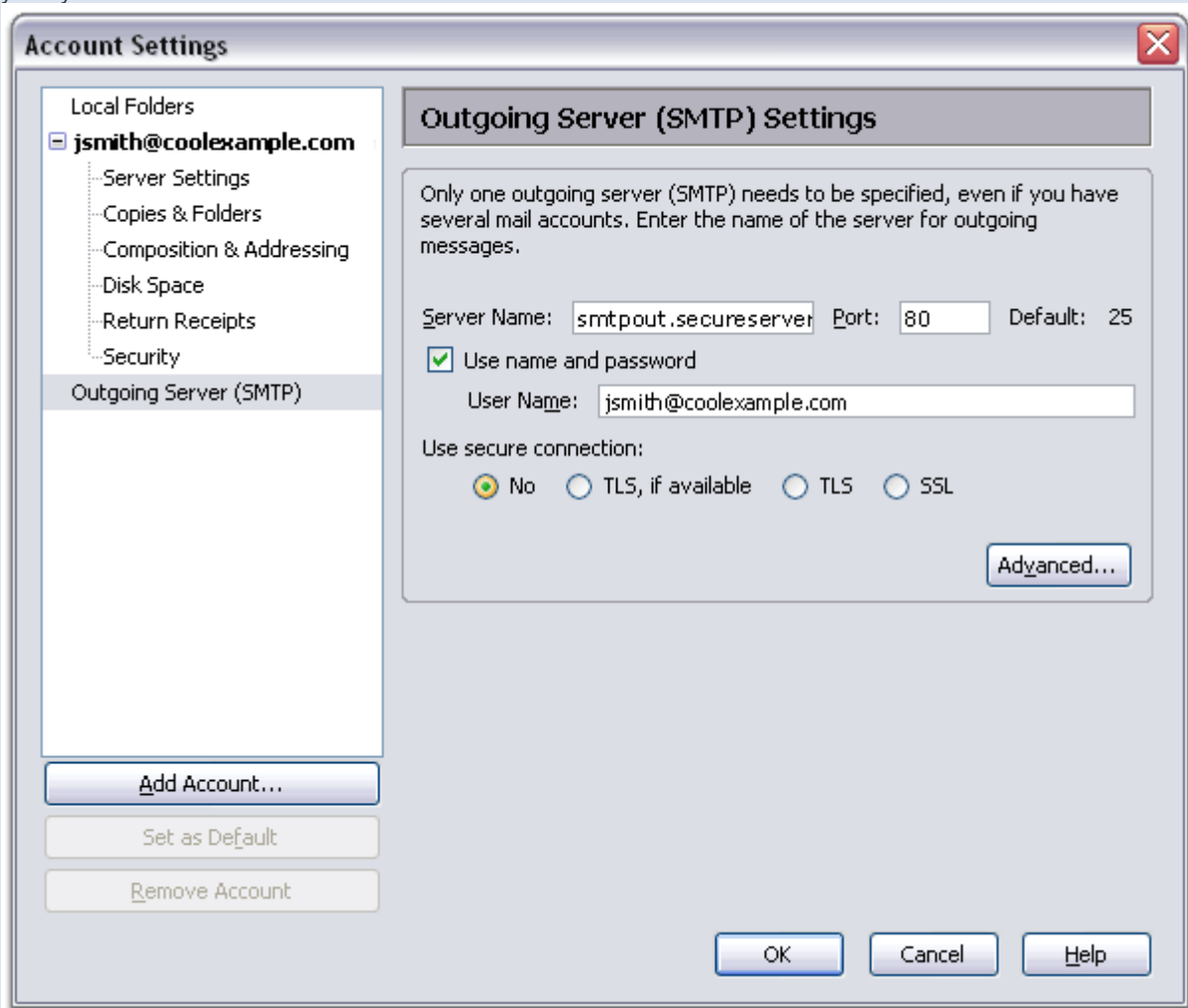
7. Verify your account information and click **Finish**.
8. In the Account Settings window, select **Outgoing Server** listed below your new account.



9. Type **smtpout.secureserver.net** for the **Server Name** and change the **Port** setting to **80**.

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

10. Select **Use name and password** and enter your e-mail address. Thunderbird will ask you for your password the first time you try to send mail. Click OK.



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