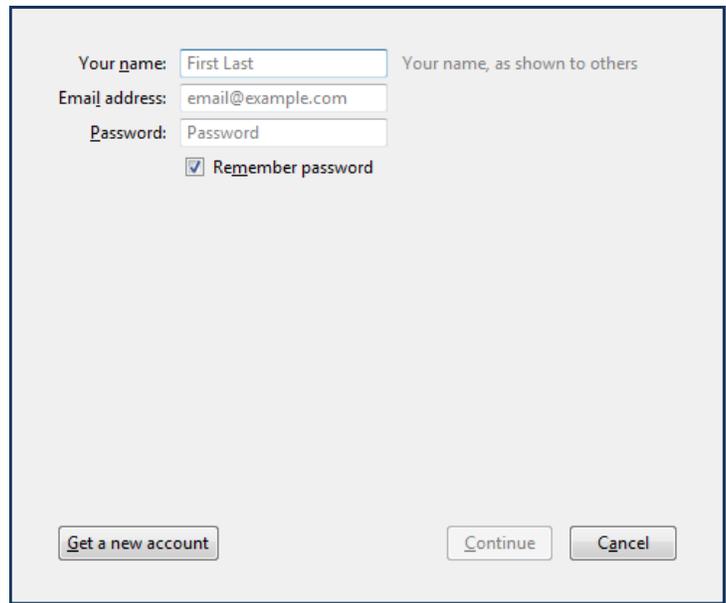


Setting Up Mozilla Thunderbird

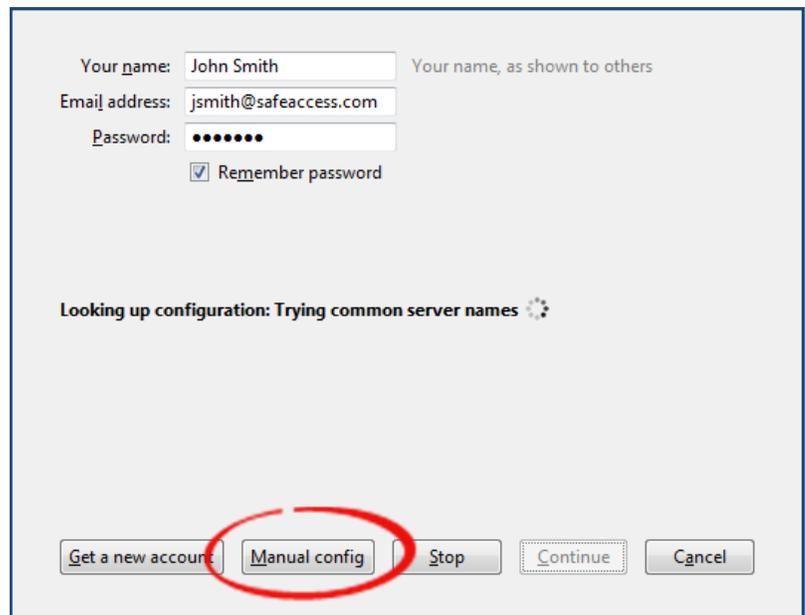
When you first open up Thunderbird it will ask you if you want to get a new account. Choose no, as you already have an account. It will also ask you if you want Thunderbird to be your default email client.

The first step of setting up your email in Thunderbird is to fill in your name, email address, and email password as shown to the right.



This screenshot shows the initial account setup dialog box in Thunderbird. It contains three input fields: 'Your name' with the placeholder text 'First Last', 'Email address' with the placeholder 'email@example.com', and 'Password' with the placeholder 'Password'. A checkbox labeled 'Remember password' is checked. At the bottom, there are three buttons: 'Get a new account', 'Continue', and 'Cancel'.

After choosing "Continue" Thunderbird will attempt to automatically configure itself. This will fail. You will need to manually setup the servers by clicking on the "Manual config" button.



This screenshot shows the same account setup dialog box, but now with the 'Manual config' button highlighted by a red circle. The 'Your name' field is filled with 'John Smith', the 'Email address' field with 'jsmith@safeaccess.com', and the 'Password' field with a masked password '••••••'. The 'Remember password' checkbox is still checked. Below the input fields, the text 'Looking up configuration: Trying common server names' is displayed with a loading spinner icon. At the bottom, the buttons are 'Get a new account', 'Manual config', 'Stop', 'Continue', and 'Cancel'.

POP3 Option

Choose this option to download a copy of all your email onto your computer. By default, this will pull off all the email on the server and open up space in your mailbox on the server while keeping copies of all your email on your personal computer. Once you are done, choose **“Re-Test”** then **“Done”**. Congratulations, you are done!

The screenshot shows the account configuration window for POP3. The 'Incoming' protocol is set to POP3, which is circled in red. The outgoing protocol is SMTP. The server hostname is secure.emailsvr.com, the port is 995, and SSL is enabled. The authentication is set to Autodetect. The user name is John Smith, the email address is jsmith@safeaccess.com, and the password is masked with dots. The 'Remember password' checkbox is checked. At the bottom, there are buttons for 'Get a new account', 'Advanced config', 'Re-test', 'Done', and 'Cancel'.

	Server hostname	Port	SSL	Authentication
Incoming:	secure.emailsvr.com	995	SSL/TLS	Autodetect
Outgoing: SMTP	secure.emailsvr.com	465	SSL/TLS	Autodetect

Username: jsmith@safeaccess.com

IMAP Option

Choose this option if you want to leave all your email on the server so you can get to it through the web interface, or through another email client. This option DOES NOT save a copy of your email on your personal computer as it interacts directly with the server. Once you are done, choose **“Re-Test”** then **“Done”**. Congratulations, you are done!

The screenshot shows the account configuration window for IMAP. The 'Incoming' protocol is set to IMAP, which is circled in red. The outgoing protocol is SMTP. The server hostname is secure.emailsvr.com, the port is 993, and SSL is enabled. The authentication is set to Autodetect. The user name is John Smith, the email address is jsmith@safeaccess.com, and the password is masked with dots. The 'Remember password' checkbox is checked. At the bottom, there are buttons for 'Get a new account', 'Advanced config', 'Re-test', 'Done', and 'Cancel'.

	Server hostname	Port	SSL	Authentication
Incoming:	secure.emailsvr.com	993	SSL/TLS	Autodetect
Outgoing: SMTP	secure.emailsvr.com	465	SSL/TLS	Autodetect

Username: jsmith@safeaccess.com

Notes on saving messages on the server

If you chose the POP3 option and want to leave copies of email messages on the server for a period of time, right-click on your email address on the left side and choose “**Settings**”.

Click on “**Server Settings**” on the left, then on the right configure the section for “**Leave messages on server**”. Check the box “**For at most XX days**” and choose how many days you want it left on the server. Most people like to leave at least the past 2 months on the server so you could set this to 60 days.

Setting this setting will allow you to retrieve recent emails off the server, but still allow old emails to be removed so your mailbox never gets full. This options also allows for you to retrieve the same emails from both your computer and smart phone or tablet.

