

How to Setup Email in Mozilla Thunderbird for Mac OS X

information for macrobatix customers

The following is a step-by-step tutorial showing you how setup email in Mozilla Thunderbird on Mac OS X. 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, begin at step 1. If it does not automatically appear, open the "File" menu, select "New", then "Account".

STEP 1

The first window that appears is the "New Account Setup" window. The default account that is selected is "Email account". Make sure the default is selected,

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

Newsgroup account

Cancel < Back 1 Next >

STEP 2

Click "Next".

STEP 3

In the "Identity" window, type your name and email address in the appropriate fields.

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:

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STEP 4

Click "Next".

STEP 5

In the "Server Information" window, select "IMAP" as the incoming server type.

Enter the domain names of your incoming and outgoing servers in the appropriate fields.

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:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

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STEP 6

Click "Next".

STEP 7

In the "User Names" window, enter your email address in both fields.

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).

Outgoing User Name:

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STEP 8

Click "Next".

STEP 9

In the "Account Name" window, enter your account name. Good account names to use are: Work Account or Personal Account. This name is just for your reference.

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:

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STEP 10

Click "Next".

STEP 11

On the final screen, verify that your account name, etc. is correct.

Congratulations!

Please verify that the information below is correct.

| | |
|-----------------------|--------------------------------|
| Account Name | youremail@your-domain-name.com |
| Email Address | youremail@your-domain-name.com |
| Incoming User Name | youremail@your-domain-name.com |
| Incoming Server name | mail.your-domain-name.com |
| Incomming Server Type | IMAP |
| Outgoing Server Name | mail.your-domain-name.com |

Click Finish to save these settings and exit the Account Wizard.

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STEP 12

Click "Finish".