

# How to Setup Email in Mozilla Thunderbird

information for macrobatix customers

The following is a step-by-step tutorial showing you how  
setup email in Mozilla Thunderbird on a Windows PC.  
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# Before you begin...

When you launch Thunderbird for the first time the "Account Wizard" window may appear automatically. In which case, skip to step 3. If it does not automatically appear, begin at step 1.

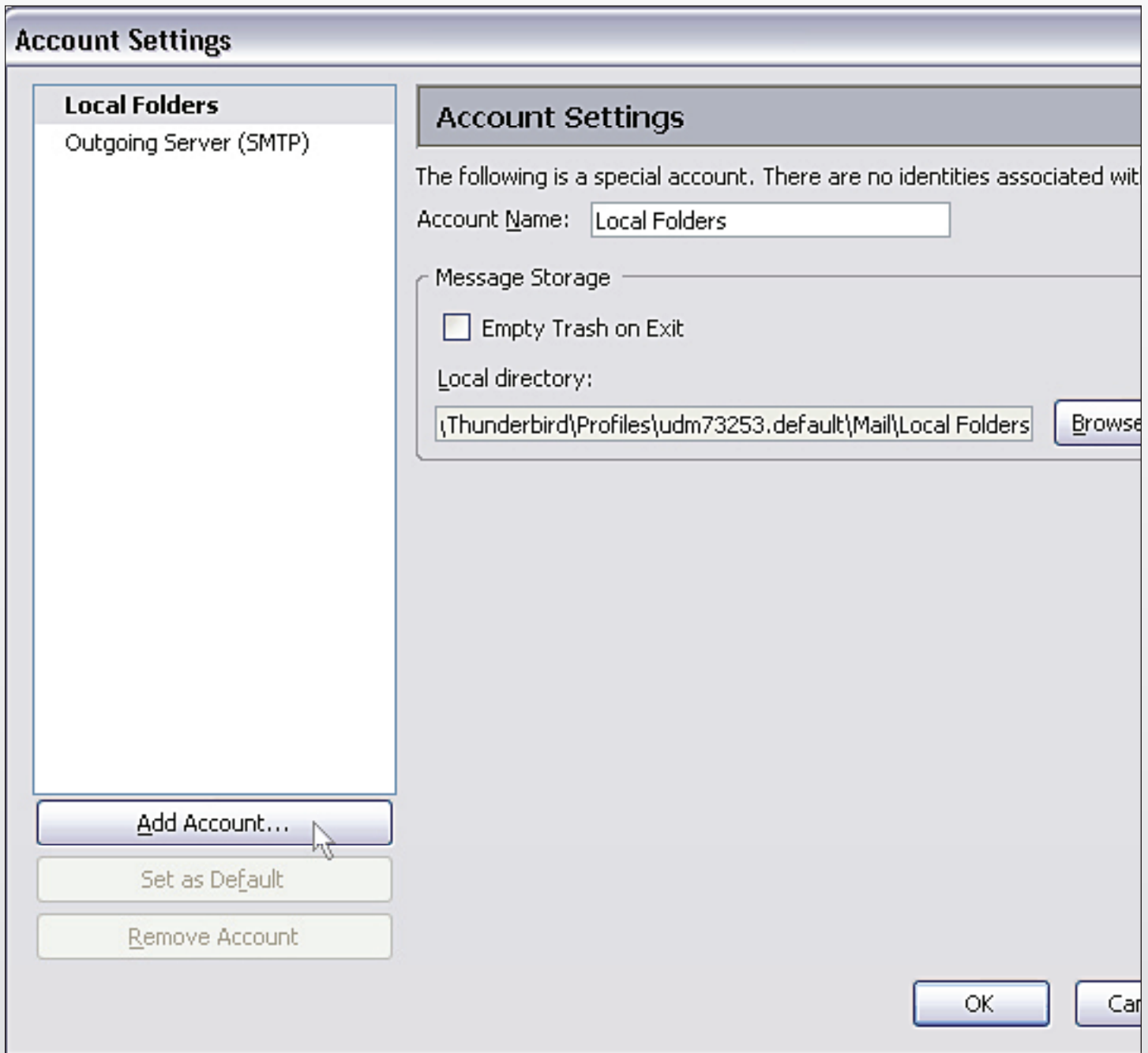
## STEP 1

From the Mozilla Thunderbird menu select "Tools", then "Account Settings".



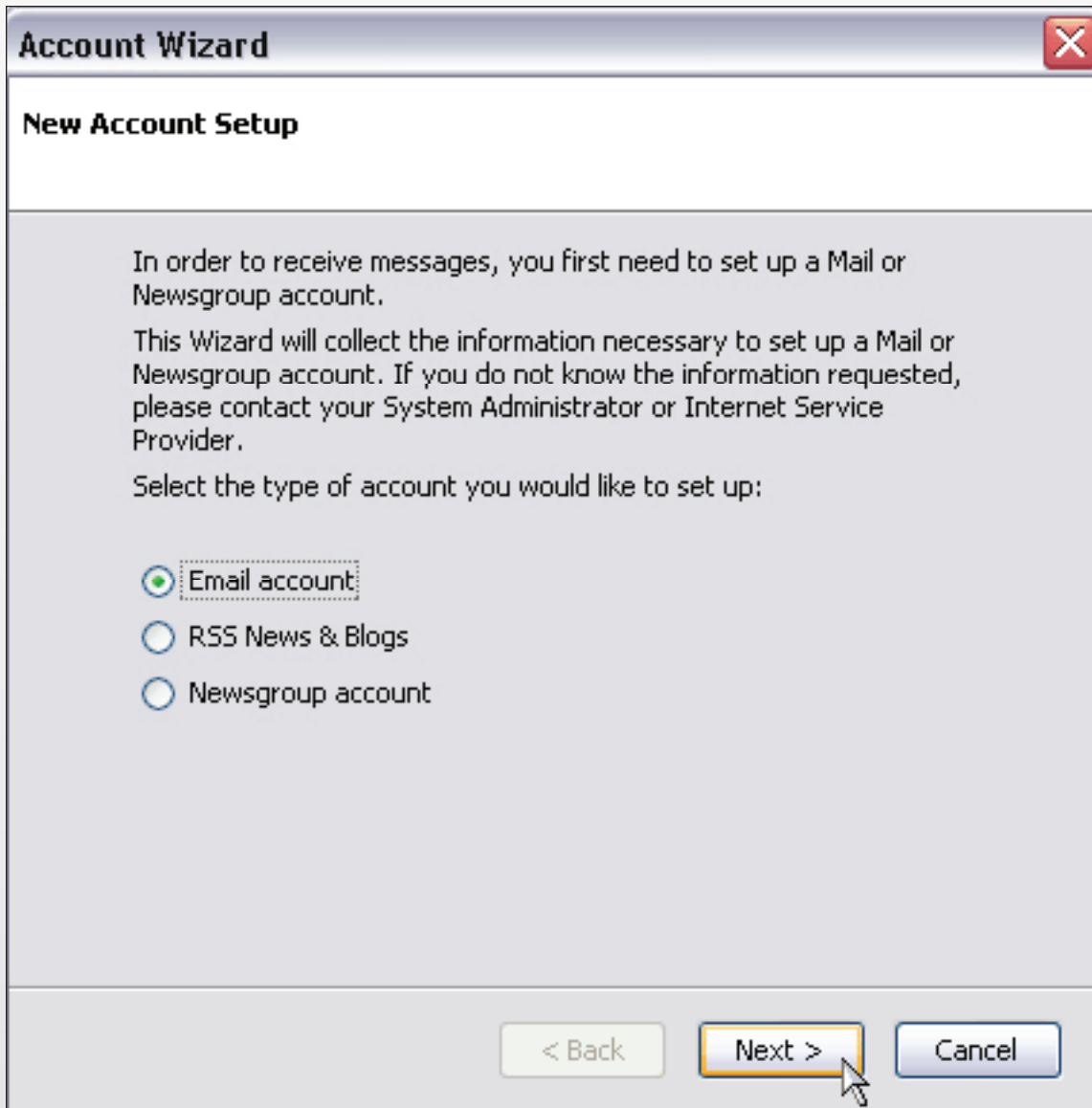
# STEP 2

In the "Account Settings" window, click the "Add Account" button.



# STEP 3

In the "Account Wizard" window, select "Email Account."



# STEP 4

Click "Next".

# STEP 5

Enter your name and your full email address (example: youremail@your-domain-name.com) in the appropriate fields.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into sections. The first section is titled "Identity". Below the title, there is a paragraph of text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." This is followed by another paragraph: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." Below this is a label "Your Name:" followed by a text input field containing the text "Your Name". Another paragraph follows: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." Below this is a label "Email Address:" followed by a text input field containing the text "youremail@your-domain-name.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button, which is highlighted with a yellow border.

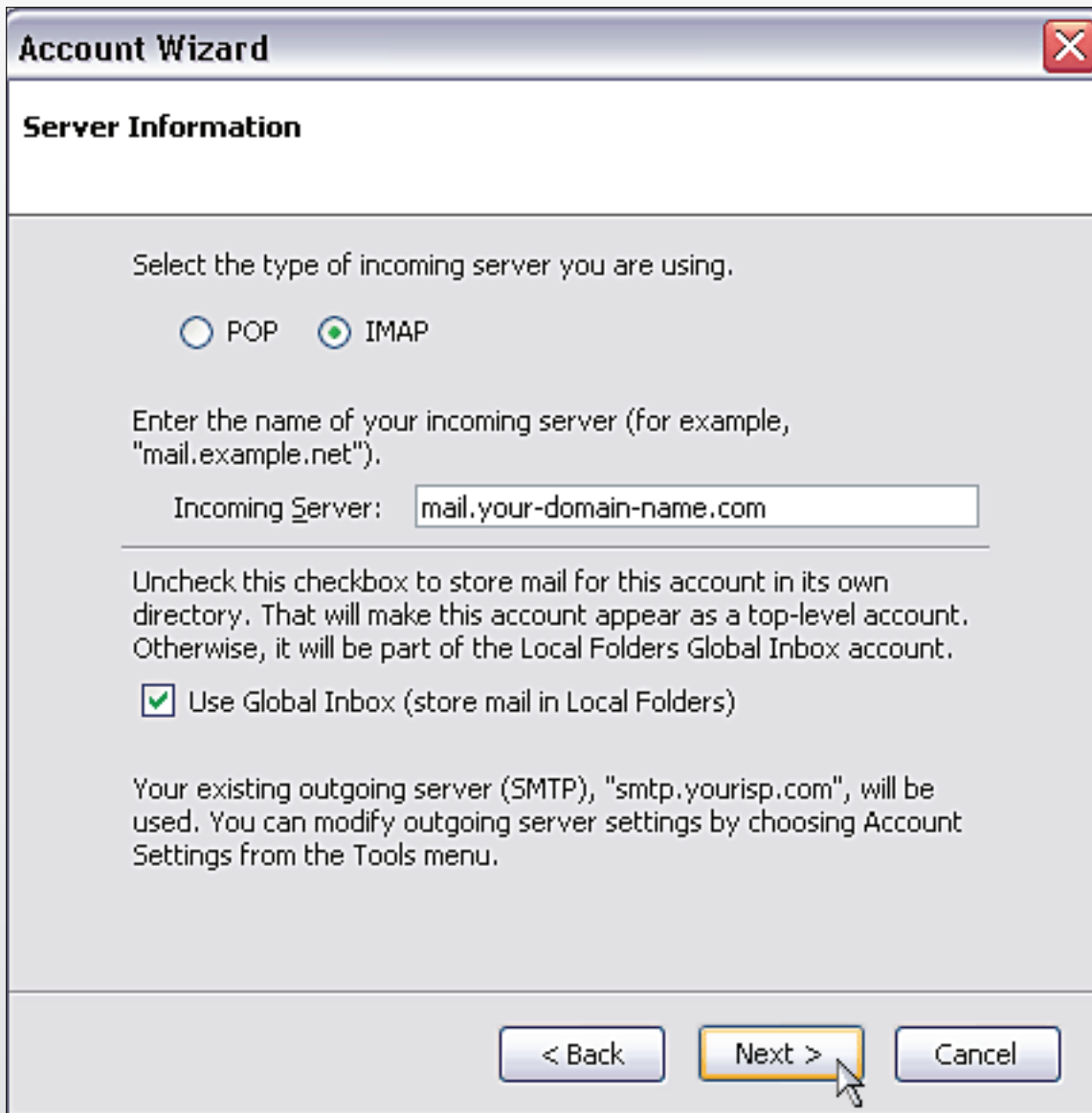
# STEP 6

Click "Next".

# STEP 7

Select "IMAP" as the type of incoming server.

In the "incoming server" field enter the domain name for your incoming mail server.



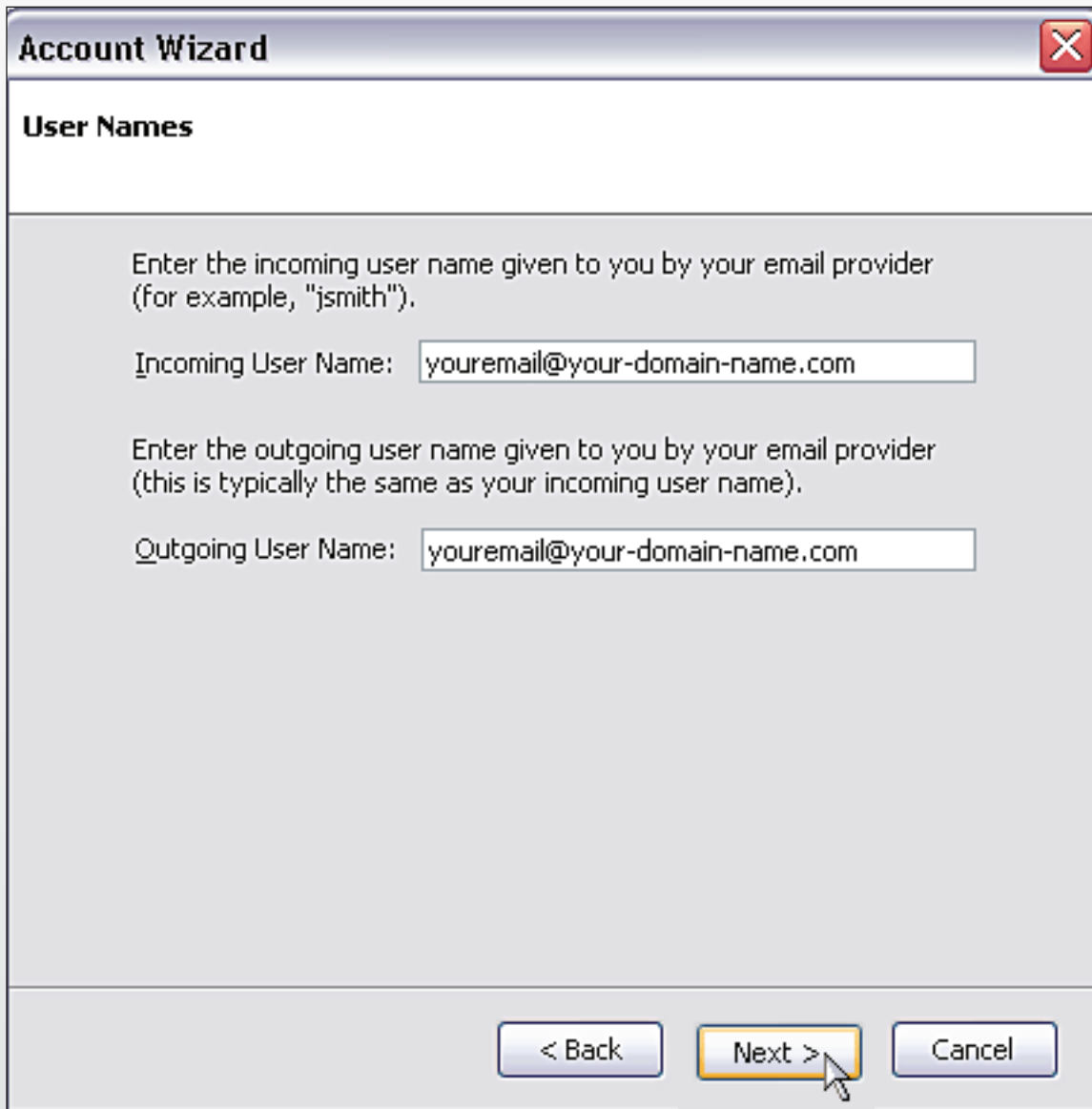
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into sections. The first section is titled "Server Information". Below this, there is a prompt: "Select the type of incoming server you are using." There are two radio buttons: "POP" (unselected) and "IMAP" (selected). Below this, there is a prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." There is a text input field labeled "Incoming Server:" containing the text "mail.your-domain-name.com". Below this, there is a checkbox labeled "Use Global Inbox (store mail in Local Folders)" which is checked. Below this, there is a paragraph of text: "Your existing outgoing server (SMTP), 'smtp.yourisp.com', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted with a yellow border and a mouse cursor), and "Cancel".

# STEP 8

Click "Next".

# STEP 9

Enter your username in the "Incoming User Name" and the "Outgoing User Name" field.



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 sections of instructions and input fields. The first section says "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." and has an input field containing "youremail@your-domain-name.com". The second section says "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." and has an input field also containing "youremail@your-domain-name.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button, which is highlighted with a yellow border.

**Account Wizard**

**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:

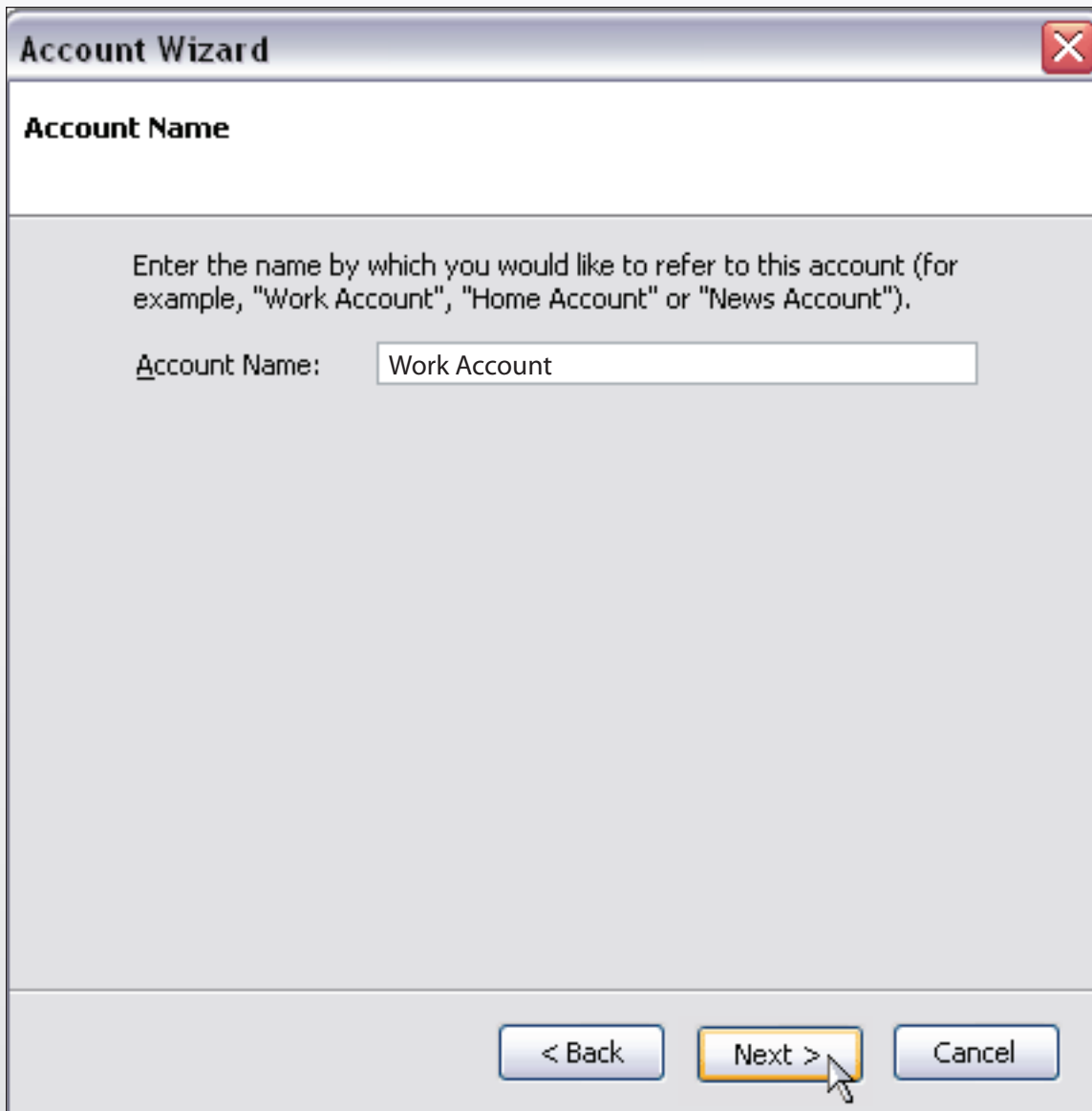
< Back    Next >    Cancel

# STEP 10

Click "Next".

# STEP 11

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 Wizard** [Close]

**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:

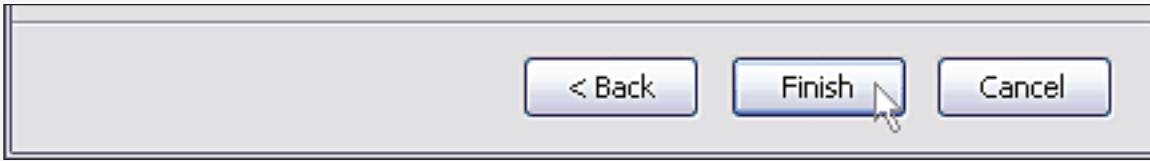
< Back   **Next >**   Cancel

# STEP 12

Click "Next".

# STEP 13

Click "Finish".



## Setup Complete

Congratulations! You have successfully set up your email account in Mozilla Thunderbird.

If you have any questions or need help with this or any other Macrobatix tutorial please send email to [support@macrobatix.com](mailto:support@macrobatix.com). Please visit [www.macrobatix.com/tutorials](http://www.macrobatix.com/tutorials) to see other information and tutorials.