

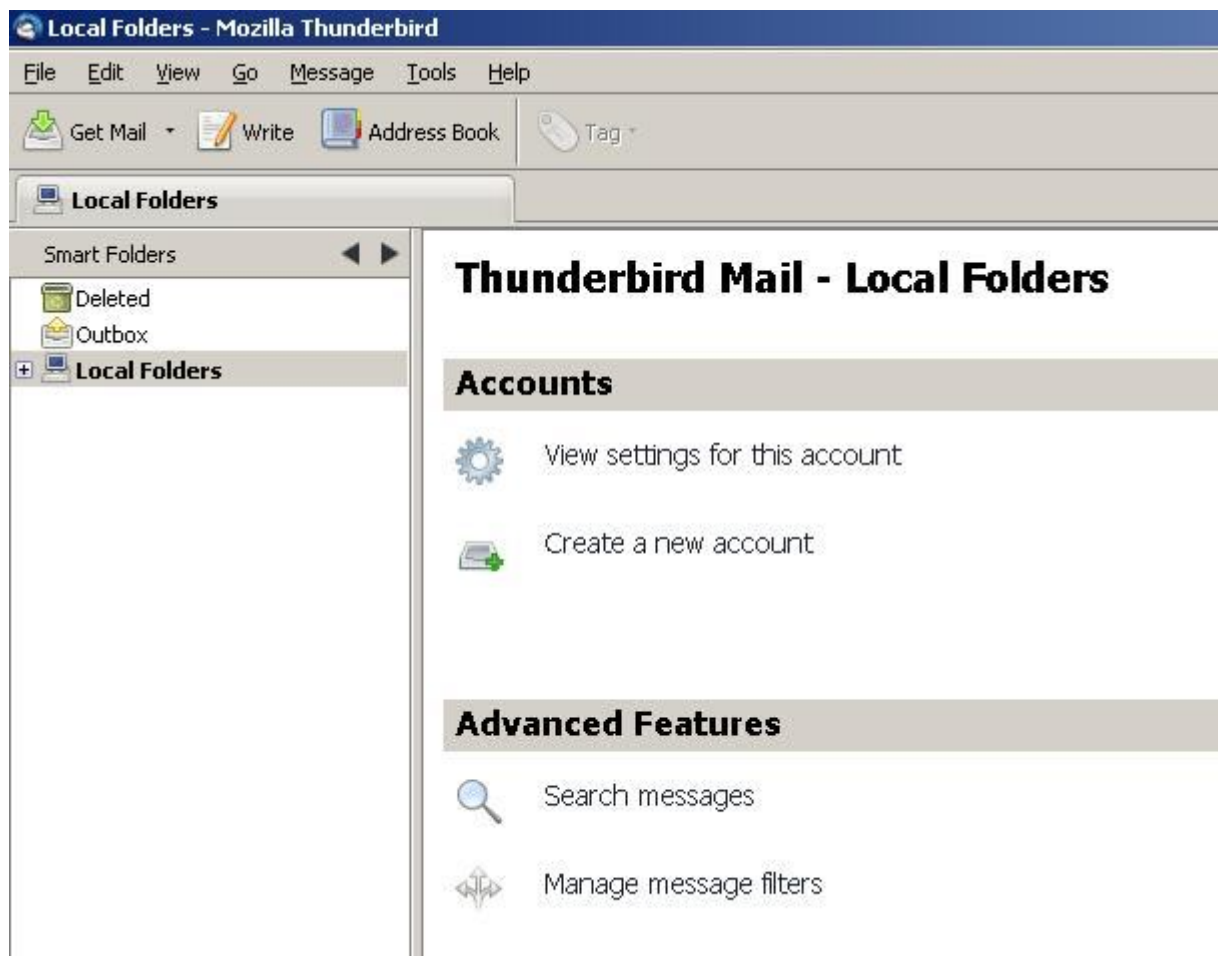


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Setting up a new account for Mozilla Thunderbird

- **Launch Mozilla Thunderbird**

1. Launch Mozilla Thunderbird

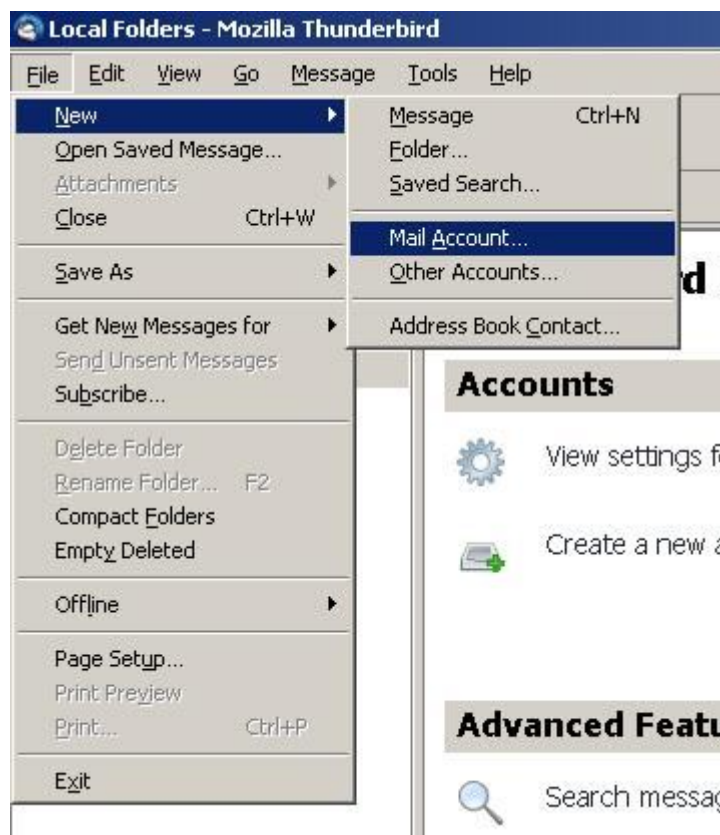


- **Add a new email account**



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2. Select **File** from the top menu bar and then **New** and **Mail Account**



- **Mail Account Setup**

3. Enter your **name** (which will appear the "From" field in your emails), **email address** and **password**, then click **Continue**



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Mail Account Setup

Your name: Your name, as shown to others

Email address:

Password:

Remember password

Cancel Continue

- **Automatic settings check**

4. Thunderbird will automatically search for mail server settings related to your account. This information is displayed on the same screen and a green light indicates that the search was successful.

5. Click **Manual Setup**

Mail Account Setup

Your name: Name Surname Your name, as shown to others

Email address: you@your-domain.com

Password: ●●●●●●●●

Remember password [Start over](#)

Thunderbird has found the settings for your email account.

User name: you@your-domain.com [Edit](#)

<input checked="" type="checkbox"/>	Incoming:	pop.your-domain.com	IMAP	993	SSL/TLS
<input checked="" type="checkbox"/>	Outgoing:	smtp.your-domain.com	SMTP	465	SSL/TLS

Manual Setup... Cancel Create Account



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- **Manual Setup**

6. On the next screen (Server Settings), adjust the **Server Name** to pop.your-domain.co.za and ensure that the **Port** is set to the 110. **User name** should be your full email address i.e. you@your-domain.com.

7. Ensure that the **Use secure authentication** checkbox is NOT ticked

Account Settings

Local Folders

- Junk Settings
- Disc Space

you@your-domain.com

- Server Settings**
- Copies & Folders
- Composition & Addressing
- Junk Settings
- Disc Space
- Return Receipts
- Security
- Outgoing Server (SMTP)

Server Settings

Server Type: POP Mail Server

Server Name: Port: Default: 110

User Name:

Security Settings

Connection security:

Use secure authentication

Server Settings

Check for new messages at startup

Check for new messages every minutes

Automatically download new messages

Fetch headers only

Leave messages on server

For at most days

Until I delete them

Empty Deleted folder on Exit

Local directory:

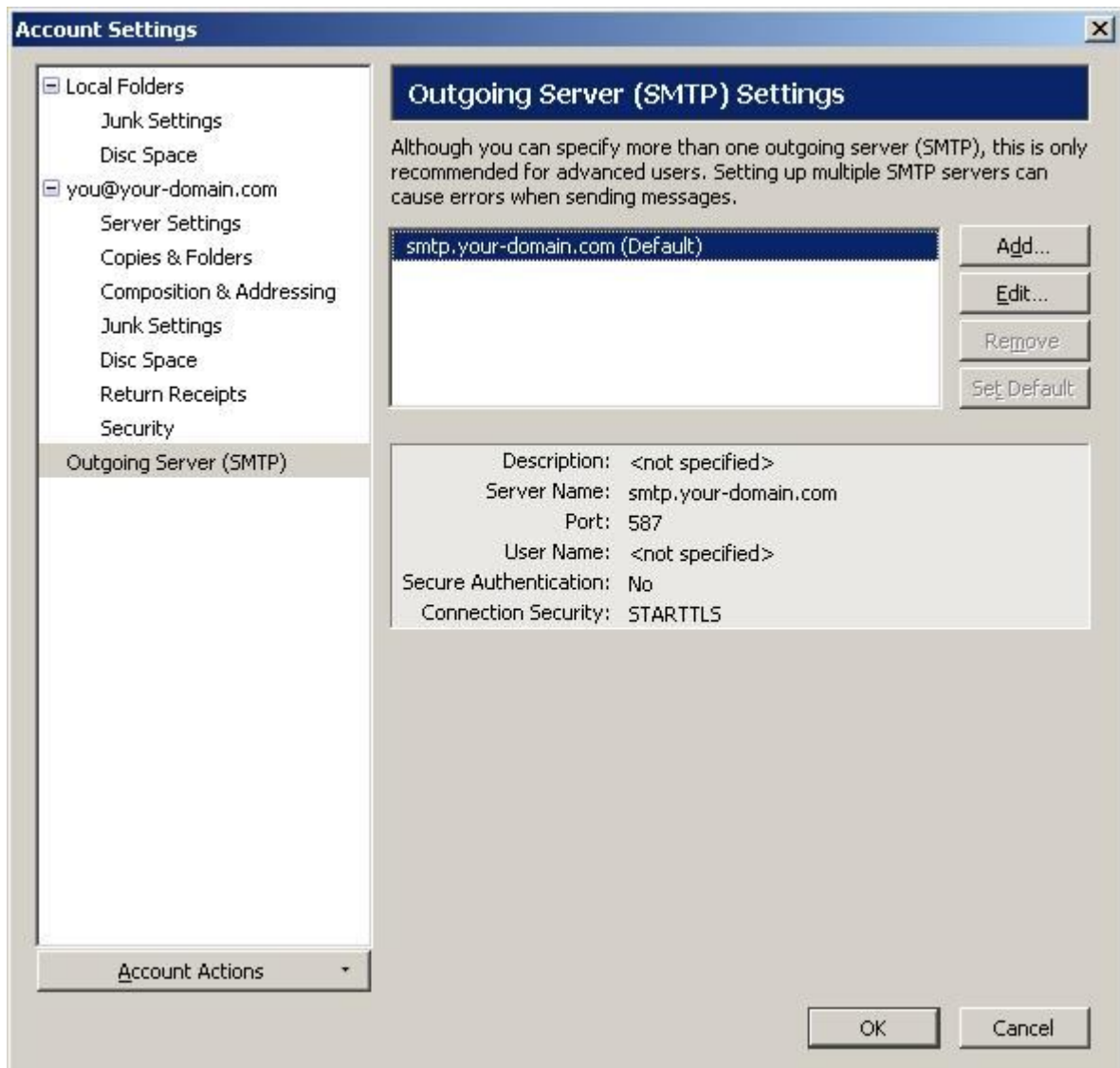


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- **Outgoing Server Settings**

8. Click **Outgoing server (SMTP)** in the menu on the left hand side and ensure that the outgoing server is selected for the correct account/email address, then click **Set Default** (if not already the default).

9. Click **Edit**





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- **SMTP Server**

10. Ensure that **Server Name** is smtp.your-domain.com and that the **Port** is set to 587.

11. Click **OK**

12. Your Thunderbird homepage will now display and you should now be set up to send and receive mail.

