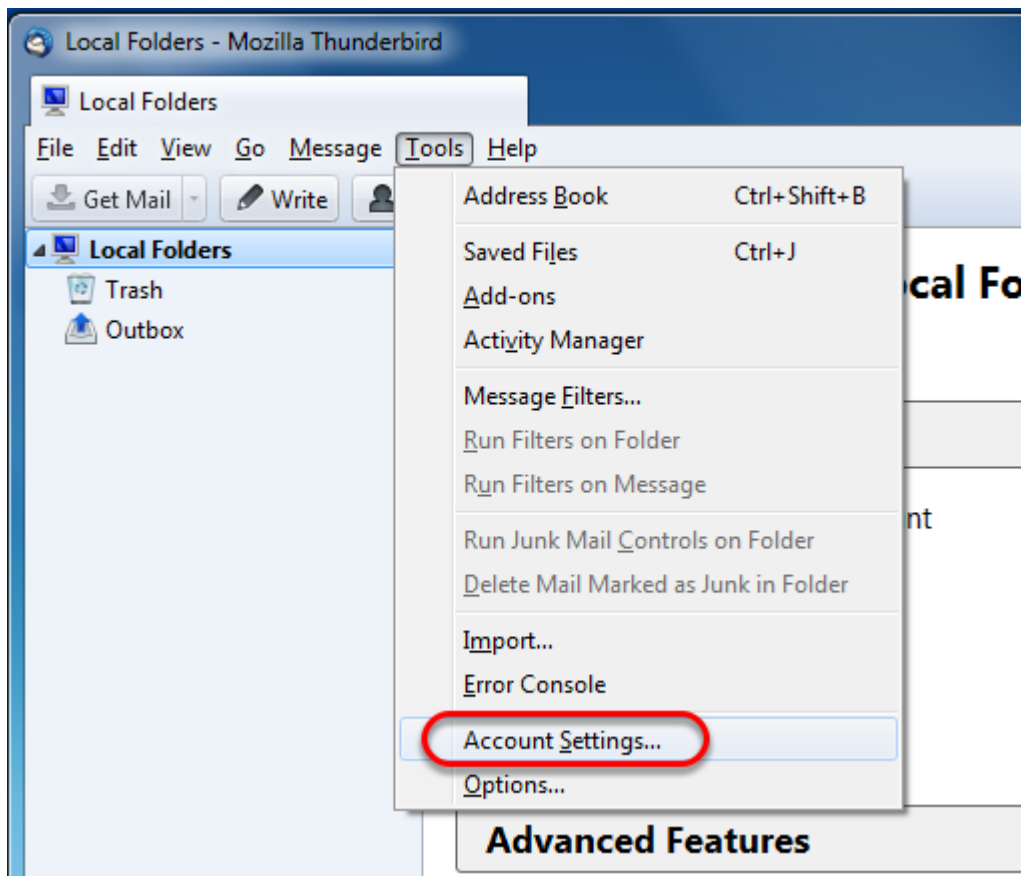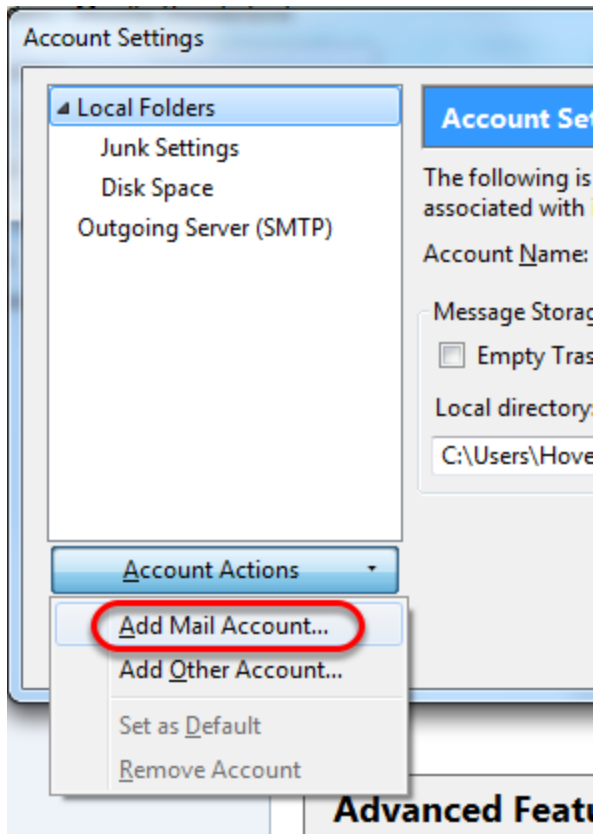# EMAIL SETUP FOR
MOZILLA THUNDERBIRD

(Updated October, 2018)

This tutorial will step you through configuring your email address in Mozilla Thunderbird for Windows.

1. **Open Mozilla Thunderbird. Click on the Tools menu and select Account Settings.**

2. **Click on Account Actions and select Add Mail Account.**

3. **Enter the following:**

   Your name: Type your name as you wish it to appear when you send email.
   Email address: Type your email address
   Password: Type your email password.

   Click Continue.

4. **Thunderbird will try to configure settings automatically using its ISP database. Click on the Manual Config button.**

5. **Enter the following settings, as pictured below:**

   Username: Enter your full email address
   Incoming: my.serverhost.com.au
   Outgoing: my.serverhost.com.au

   Select IMAP after the Incoming mail server name. Although we recommend using IMAP, POP3 can also be used.

   Incoming port number: 993 (995 if you are using POP3 instead of IMAP)
   Outgoing port number: 465

   Incoming security: SSL/TLS
   Outgoing security: SSL/TLS

   Authentication needs be set to Normal password for both incoming and outgoing mail.

   Once these settings have been entered, click on Done.

Note - Thunderbird 13 users may receive an error if they try to re-test these settings even after the settings are entered perfectly. The settings above should work after clicking on Create Account. It is not necessary to re-test the settings. Please ignore any errors when testing the settings prior to creating the account.

6. Thunderbird has been configured for your email account and ready for use.