

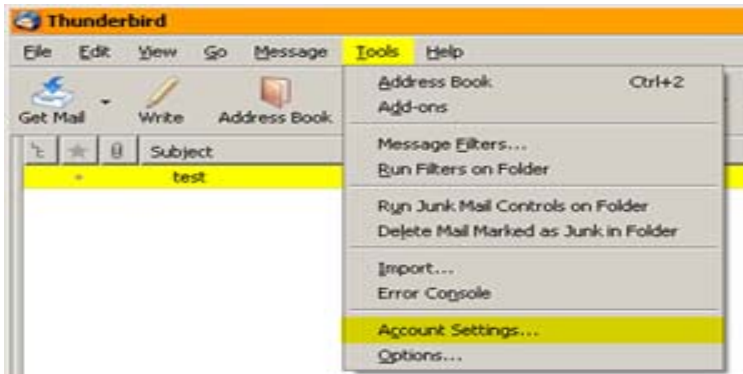
# Configuring Your Mail Client - Thunderbird

## Configuring your Local Email Client:

Follow the instructions below to configure Thunderbird for use with your Mail Server account.

### Configuration Steps

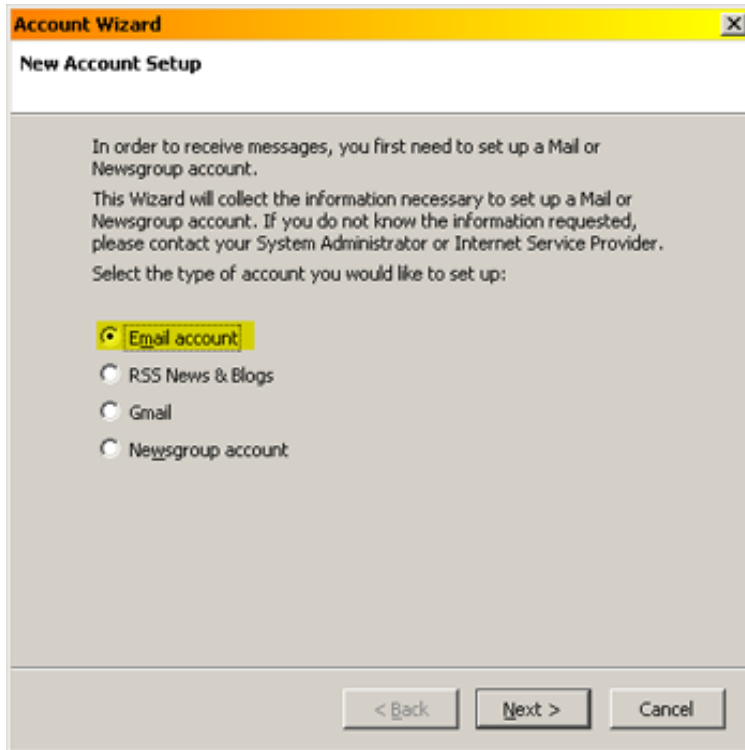
1. Start Thunderbird
2. When the main Thunderbird screen appears, click on the Tools option on the top menu bar then choose the Account Settings option.



3. From the Account Settings screen, select Add Account option.



4. Next select the Email account option and click "next".



5. Enter details:

#### **Your Name**

Whatever you enter here will appear in the "From" field when someone receives email from you. You can use your full name, or Webmaster, or anything you like.

#### **Email Address**

This is your new email address

**Account Wizard** [X]

### 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:

< Back   Next >   Cancel

6. Select POP or IMAP. In most cases POP should be selected as default unless IMAP was specifically mentioned by us.

Enter the Incoming Server as provided by us.

**Account Wizard** [X]

### 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:

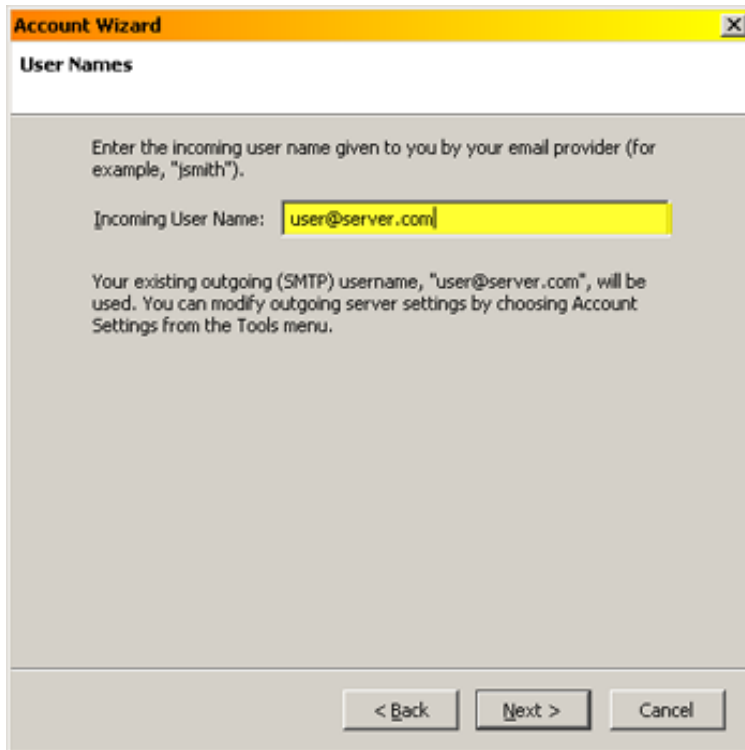
Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Your existing outgoing server (SMTP), "mail.cybermash.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

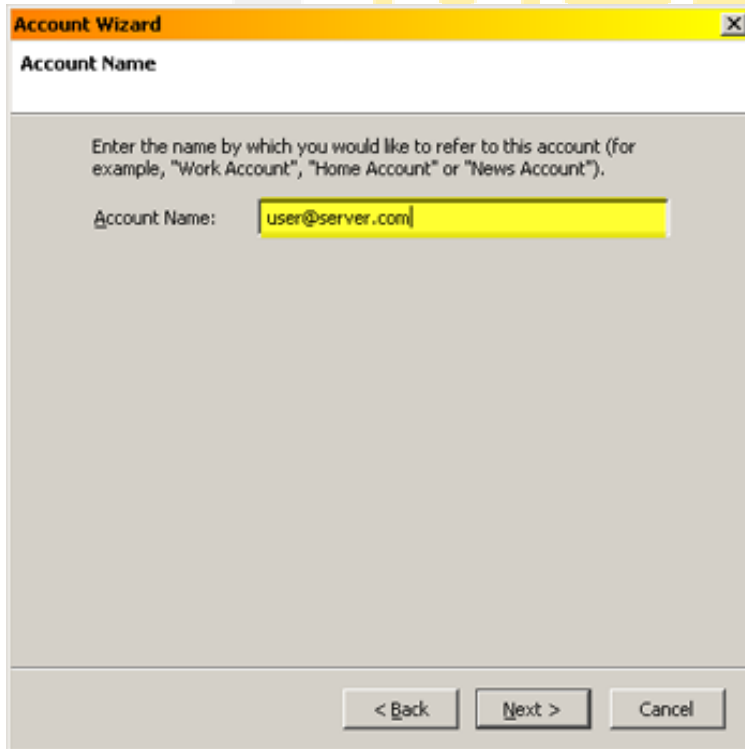
< Back   Next >   Cancel

7. Enter the user name. This will be your full email address.



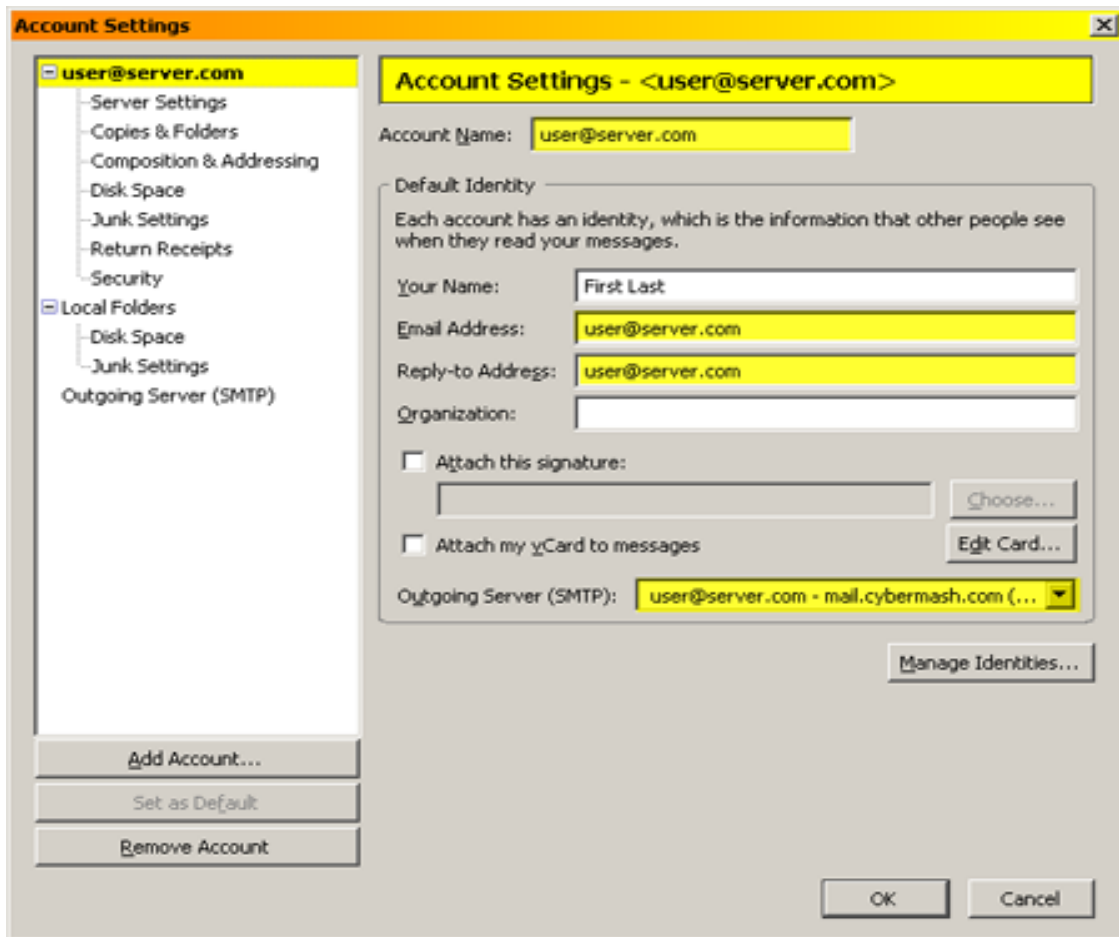
The screenshot shows a dialog box titled "Account Wizard" with a yellow header bar. The main title is "User Names". The text inside reads: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below this is a text input field labeled "Incoming User Name:" containing the text "user@server.com". Further down, it says: "Your existing outgoing (SMTP) username, 'user@server.com', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

8. Enter the name you would like to use for this setup. This could be anything you like.



The screenshot shows a dialog box titled "Account Wizard" with a yellow header bar. The main title is "Account Name". The text inside reads: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this is a text input field labeled "Account Name:" containing the text "user@server.com". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

9. Once you are completed you will see the interface listed below.

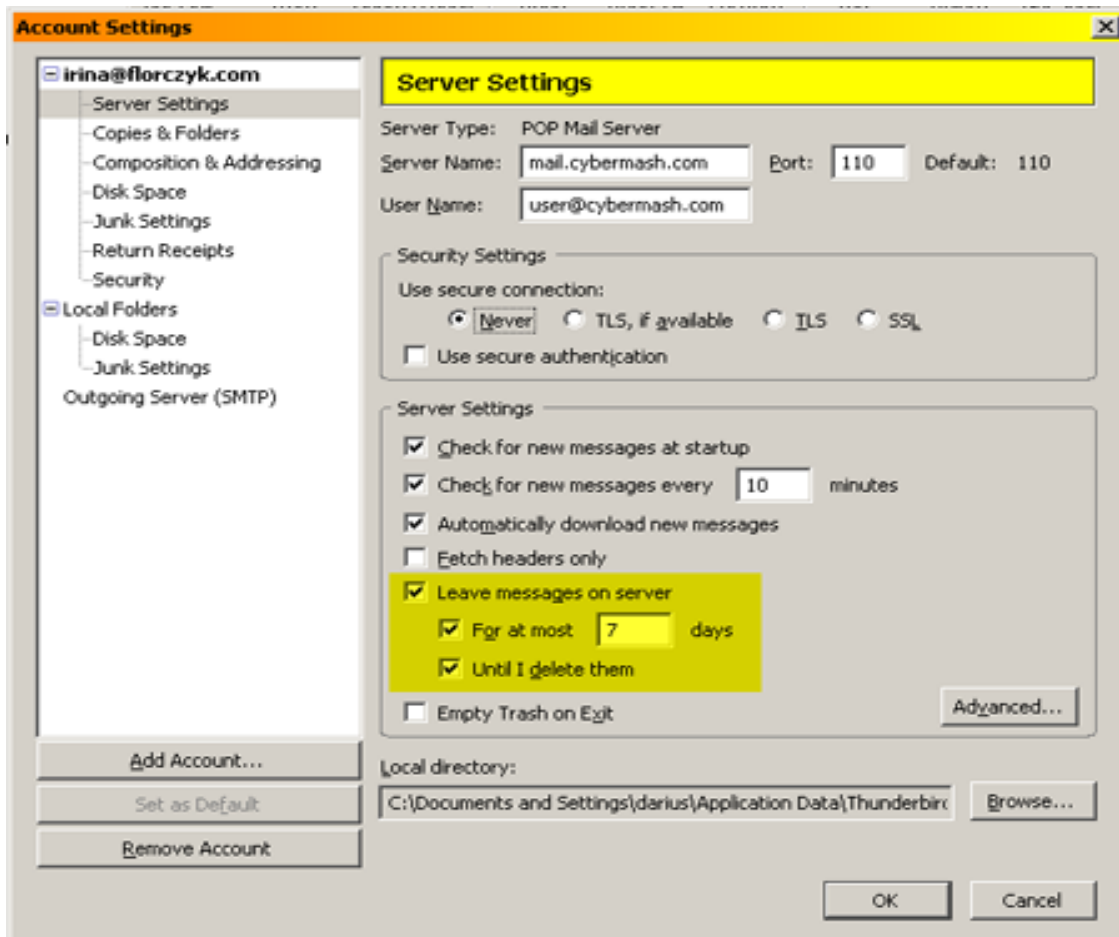


Confirm your Email Address and Reply Address is correct. You may enter Organization name if you like and attaché signature file to be used in the bottom of your email.

The Outgoing Server (SMTP) should be correctly selected to the one you entered in the previous steps.

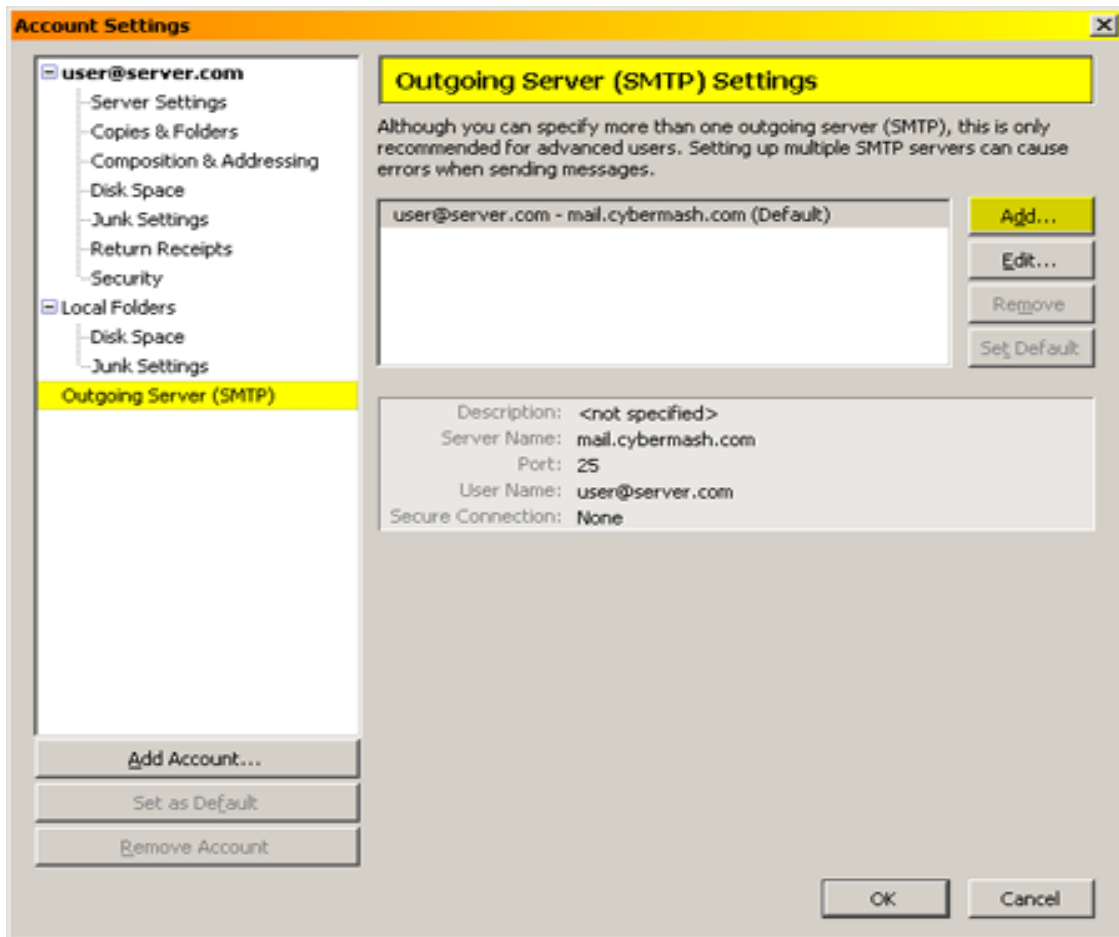
10. Click on the Server Settings in the left menu.
  - a. This is the configuration for the Incoming Mail Server (POP3)
  - b. Make sure the server name is matching the one provided by us.
  - c. Enter your full email address as the User Name.
  - d. Make sure you select the Leave messages on the server option and the sub options as indicated in the image below.
  - e. You may choose to Empty Trash on Exit if you like and specify Advanced options if needed.

**Specifying the time limit for the emails to stay on the server is important and will ensure that you will not over use your accounts drive space limit. If the accounts drive space limit is reached you will not be able to receive any new email until old emails are deleted on the server.**



## 11. Configure your Outgoing Mail server (SMTP)

- a. Select the Outgoing Server (SMTP) option from the menu.
- b. Select the existing SMTP server configuration and click Edit or Add if one does not exist



12. Make sure the SMTP Server details are correct and match the ones we provided.

**Description:** This could be anything you like.

**Server Name:** This is the SMTP server address we provided

**Port:** The standard Port used for SMTP server communication is 25.

**In some cases some Internet Service Providers choose to block this port for your Internet connection with out any notification.**

**This is typically done to try to stop the spread of SPAM emails as some Internet users with poor computer security might harbor Malware / Virus programs that are sending SPAM emails with out the knowledge of the user.**

**The blocking of the port 25 will result in not being able to send out emails.**

**If port 25 is blocked, you may request to get it unblocked from your Internet Service Provider or you may use the alternative port 587 that we have provided.**

**Security and Authentication:**

Make sure the Use name and password is checked.

**User Name:** Enter your full email address

**Use secure connection:** Select No, unless specifically instructed to use other.

**SMTP Server** [X]

Settings

Description:

Server Name:

Port:  Default: 25

Security and Authentication

Use name and password

User Name:

Use secure connection:

No  TLS, if available  TLS  SSL

OK Cancel

Configuration is complete!

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