

Connecting your email account to Thunderbird

Version 1.1

This easy guide will help you set up your Thunderbird email program to receive and send email using your new email account settings.

1. Open Thunderbird. Click your email address in the left column, and then click **View settings for this account**.

The Account Settings dialog box will appear.





- 2. Click Server Settings.
- 3. Edit the Server Name to:

mail.domain.com (where "domain.com" is your email domain)

Before editing the **Port**, look for the **Server Type** near the top of the dialog box.

- If **POP3**, edit the **Port** to "110".
- If IMAP, edit the Port to "143".

Enter your username (full email address).

| Account Settings | X |
|--|--|
| ▲ neotest1@ritterbuat.com | Server Settings |
| Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP) | Server Type: IMAP Mail Server Server Name: mail.domain.com Port: 143 ★ Default: 143 User Name: neotest1@rittrbuat.com Port: 143 ★ Default: 143 Security Settings ✓ Port: 143 ★ Default: 143 Server Settings ✓ Port: Port: |
| | Message Storage Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Local directory: C:\Users\cloudsupport\AppData\Roaming\Thunderbird\Pr Browse |
| Account Actions • | |
| | OK Cancel |



4. Select **Outgoing Server (SMTP)** from the left column.

Click your email address so it becomes highlighted, and then click Edit.



The SMTP Server dialog box appears.



5. Enter the **Server Name** as:

smtp.domain.com (where "domain.com" is the last part of your e-mail address)

Set the **Port** to 25.

Ensure the **Connection Security** is set to **None**.

Click OK.

| SMTP Server | | × |
|--|-------------|------------------------|
| Settings Description: | ento doma | in com |
| Port: | 25 | Default: 25 |
| Security and Au | thenticatio | on |
| Connection security: Authentication method: | | None Normal password |
| User Na <u>m</u> e: | | neotest1@rittrbuat.com |
| | | OK Cancel |



6. Select your email from the left column.

Click the **Outgoing Server (SMTP)** dropdown and select the option that begins with your email and ends with **smtp.domain.com** (where "domain.com" is the last part of your e-mail address)

Click OK. Your email is now set up. Congratulations!

| | Account Settings - <neotest1@rittrbuat.com></neotest1@rittrbuat.com> |
|--|--|
| Junk Settings Disk Space | Account <u>N</u> ame: neotest1@rittrbuat.com |
| neotest1@rittrbuat.com Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Outgoing Server (SMTP) | Default Identity Each account has an identity, which is the information that other people see when they read your messages. Your Name: Ritter Test POP Email Address: neotest1@rittrbuat.com Reply-to Address: Recipients will reply to this other address Organization: |
| | Attach the signature from a file instead (text, HTML, or image): |