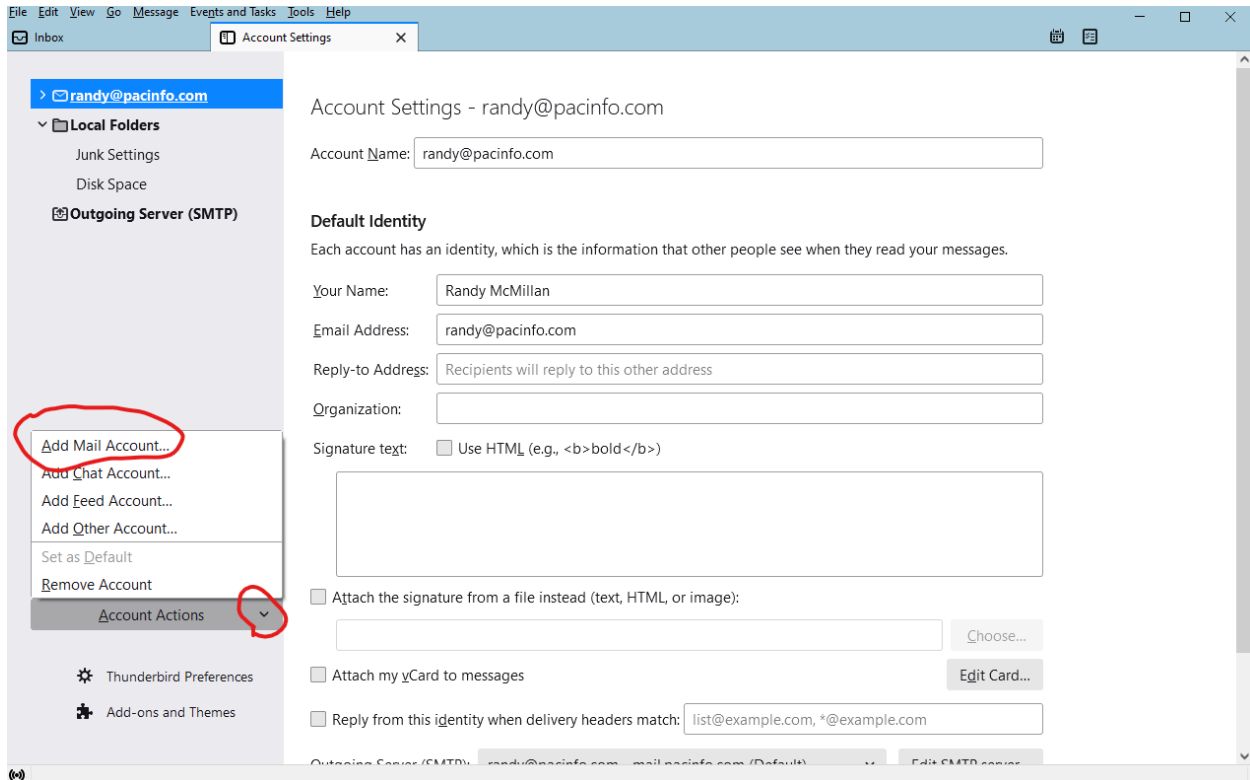


Setting up Thunderbird email.

If it is a new installation, then it may start up the new account wizard first thing.

However, if you want to add an account, go into account settings by clicking “Tools” → “Account Settings”. It will open up a new tab for it.

Then click the down arrow next to Account Actions to display the list, and then click on “Add Mail Account”.



Enter your name and email address and password. And click continue. It will try to figure out the configuration for you. It is usually close, but sometimes doesn't get everything.

File Edit View Go Message Events and Tasks Tools Help

Inbox Account Settings Account Setup

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
Randy McMillan


Email address
randy2@pacinfo.com

Password
.....

Remember password

[Configure manually](#)

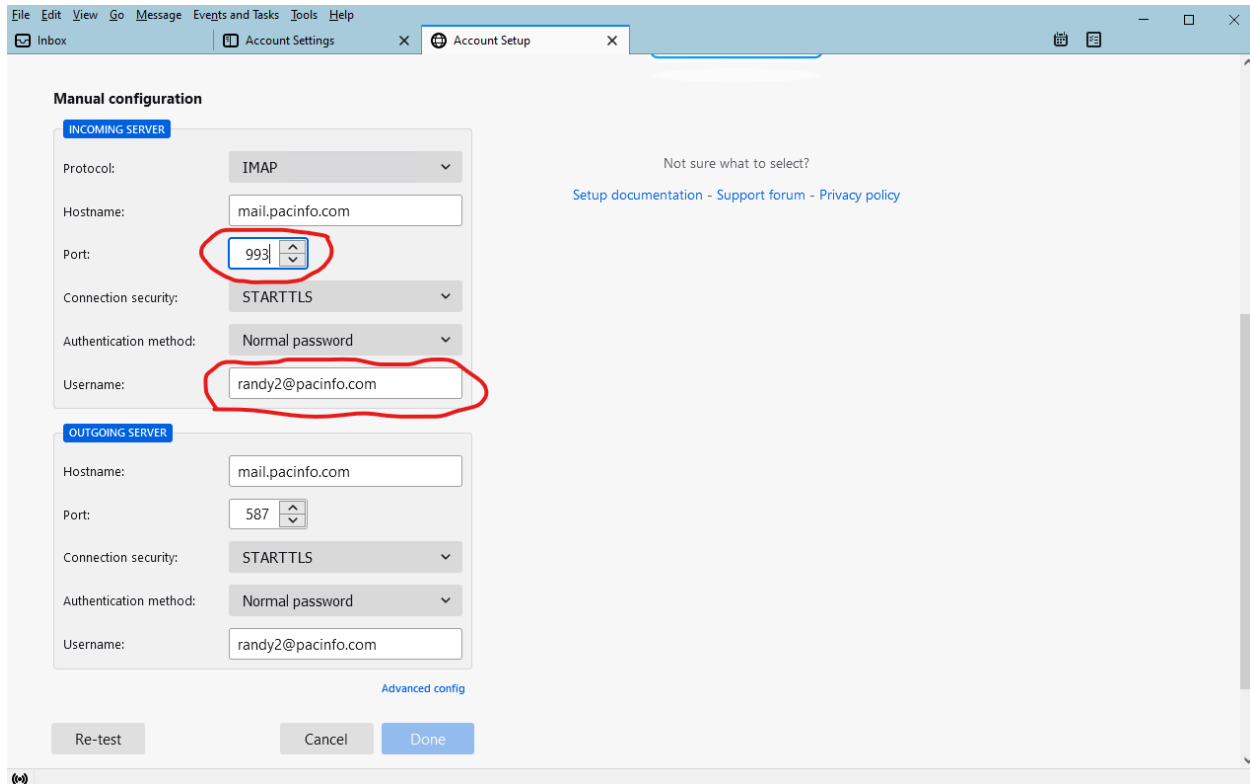
Your credentials will only be stored locally on your computer.



Often it only puts in the username as the left side of the email address. So in the username field, enter your entire email address.

Then change the port for the incoming server to be 993 to make sure it is on a secure connection.

Click Done at the bottom and then click Finish on the next screen.



✓ Account successfully created

You can now use this account with Thunderbird.
You can improve the experience by connecting related services and configuring advanced account settings.

Randy McMillan randy2@pacinfo.com IMAP

- ⚙ Account settings
- 🔒 End-to-end encryption
- ✍ Add a signature
- 📖 Download dictionaries



Connect your linked services

Setup other services to get the most out of your Thunderbird experience.

- 📅 Connect to a CardDAV address book
- 📅 Connect to an LDAP address book
- 📅 Connect to a remote calendar

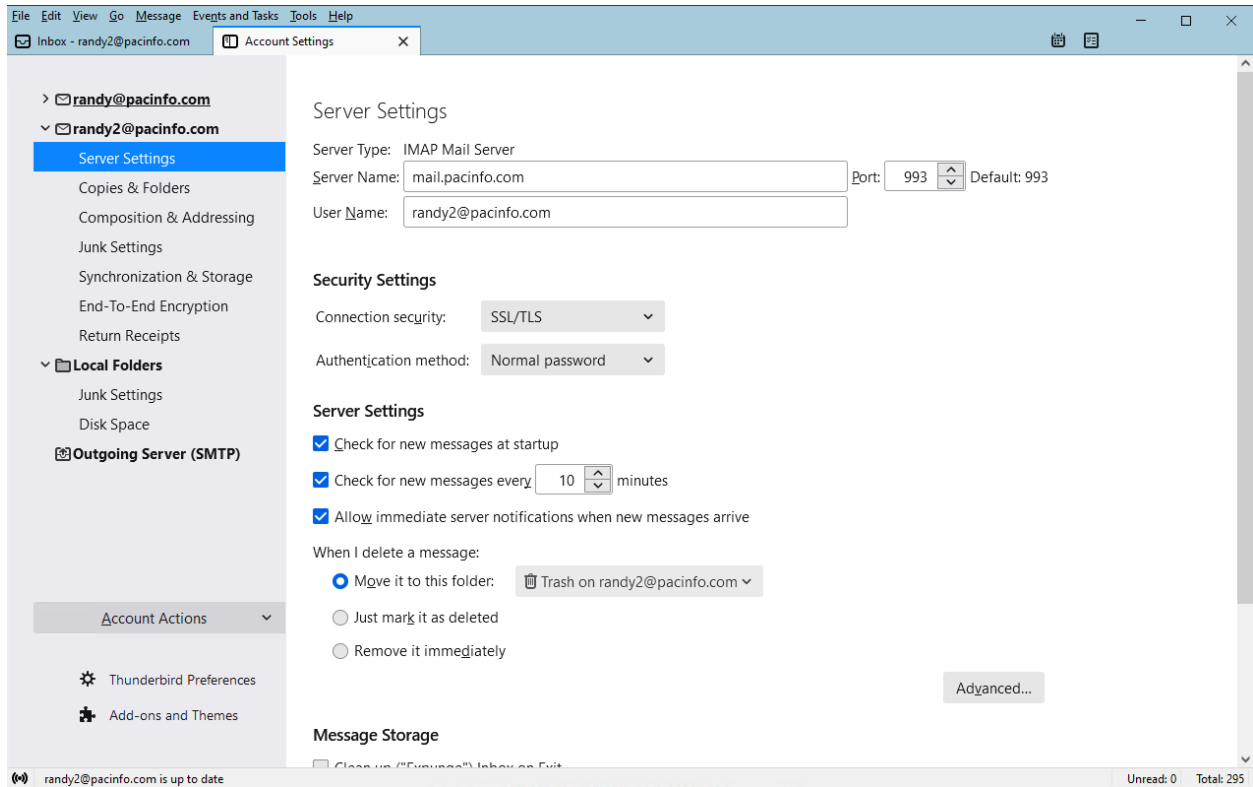
Finish

Not sure about your next steps?

[Getting started](#) - [Support forum](#) - [Privacy policy](#)

Should you need to change something, you can get back into the account settings.

Under the account on the left, click on “Server Settings” to make changes to the incoming server settings.



If you need to make changes on the outgoing server or SMTP settings, click on “Outgoing Server (SMTP)” on the bottom of the left side list. Then select the outgoing server and click “Edit” on the right.

SMTP Server ✕

Settings

Description:

Server Name:

Port:
 Default:587

Security and Authentication

Connection security: ▼

Authentication method: ▼

User Name: