

Thunderbird Tutorial

How to set up the Thunderbird email client

OnYourMark, LLC

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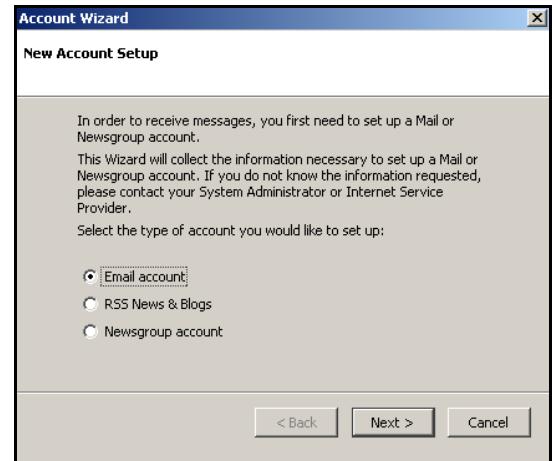
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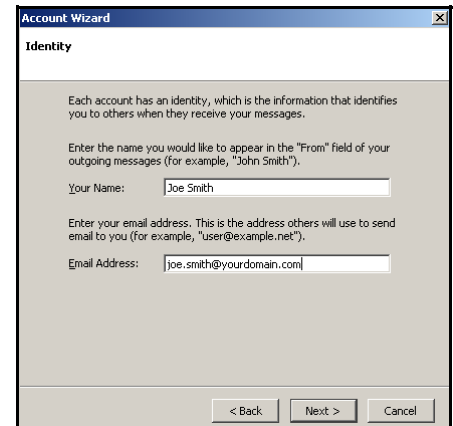
1. After installing Thunderbird, open the program and click **File > New > Account**.

2. Thunderbird will ask what type of account you wish to set up. Select the default option of **Email account**. Click on **Next>** at the bottom of the screen to continue.



3. You will now be on the **Identity** screen. In the **Your Name** field, enter a full name for the account (i.e. Joe Smith, ABC Co. Human Resources). This name will appear as the "From" name in the recipient's email client.

Type your entire email address in the **E-mail Address** box. Click on **Next>** at the bottom of the screen.



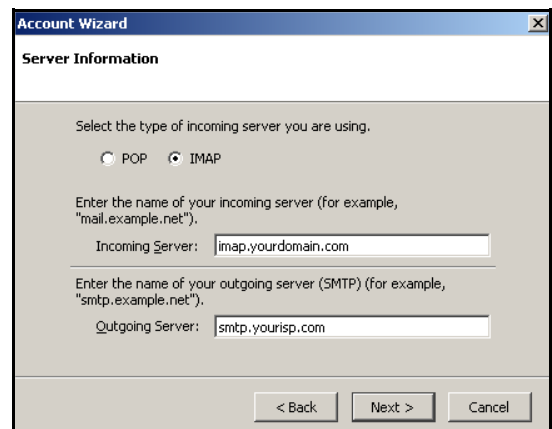
4. You will now enter server information into Thunderbird. Set the "type of server" option to **IMAP**. In the **Incoming Server** field, enter imap.yourdomain.com, replacing "yourdomain.com" with the domain of your website. For example, if your domain is "xyzinc.com," you would enter "imap.xyzinc.com."

Make sure a checkmark appears in the **Use Global Inbox** checkbox.

In the **Outgoing Server** box, enter in the SMTP server for your Internet Service Provider in the **Outgoing Server** box. A list of some ISP's SMTP servers can be found at:

<http://www.onyourmark.com/tutorials/email/index.html>. You may also contact your Internet Service Provider for your SMTP settings.

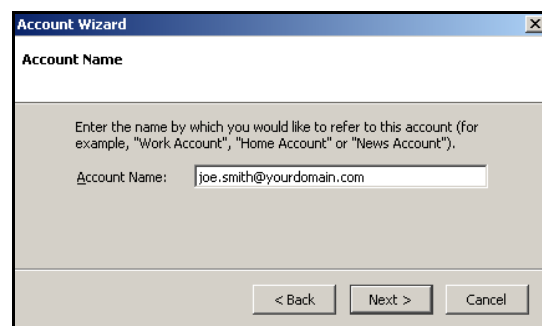
Click on **Next>** at the bottom of the screen.



5. Thunderbird will now prompt you for your Account user names. Enter your entire email address in the both the **Incoming User Name** and **Outgoing User Name** boxes (you@yourdomain.com). Click on **Next>** at the bottom of the screen to continue.



6. You will now enter a name for this email account. We advise leaving this as the default, which is your email address. Click on **Next>** to continue.



7. Mailbox setup is now complete! Thunderbird will present a screen reviewing the details of your account. You may click **Finish** to start using Thunderbird. The program will now download your email messages.

We recommend taking time to explore the features of Thunderbird to acclimate yourself with the program. Assistance with Thunderbird features is provided within the program under the **Help** tab. More Thunderbird tools and tutorials can be found at:

<http://www.mozilla.org/products/thunderbird/>

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.

