

How to setup Thunderbird eMail

When you open Thunderbird for the first time you may be asked if you wish to run import. This is up to you as a personal preference. On this next screen you will be asked the type of account choose “Email account”.

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account

Unix Mailspool (Movemail)

RSS News & Blogs

Newsgroup account

Cancel Go Back Continue

Next enter the name you wish to have show up as the “From” to the person you are sending the eMail under “Full Name” [i.e. John Smith], and your “Email Address” [i.e. John_Smith@ipinc.net] . Note make the case of each the way you want to as eMail addresses are not case sensitive.

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:

Cancel Go Back Continue

Now enter the “Incoming Server”, and “Outgoing Server” information. Note please review your “User Information” you received as to how this is setup, or contact us. New accounts should use “atlas.ipinc.net” as the “Outgoing Mail Server”. Old account may still use “mail.ipinc.net” for the “Outgoing Server”.

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)

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

Now enter your “User Name” from the “User Information” sheet. It should be the same for “Incoming” and “Outgoing”.

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

On this page you can just leave the default, or change it you want.

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

This page shows the information you have entered so far.

Congratulations!

Please verify that the information below is correct.

Account Name:	ipnewuser@ipinc.net
Email Address:	ipnewuser@ipinc.net
Incoming User Name:	ipnewuser
Incoming Server Name:	mail.ipinc.net
Incoming Server Type:	POP3
Outgoing User Name:	ipnewuser
Outgoing Server Name (SMTP):	atlas.ipinc.net

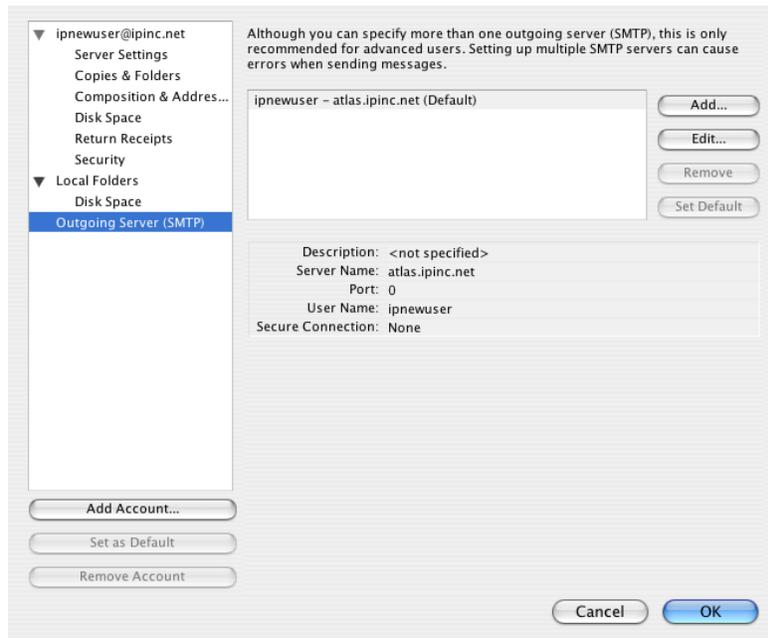
Download messages now

Click Finish to save these settings and exit the Account Wizard.

You will now be asked if you want to make Thunderbird your default eMail program.



We are now looking to make changes to "Outgoing Server (SMTP)" if "atlas.ipinc.net" is that server



Need to change the port to 587

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

Now close the program, and then open it again and if it has not done so already it will ask you to enter your password.

Enter your password:

Enter your password for ipnewuser on mail.ipinc.net:

Use Password Manager to remember this password.

If “atlas.ipinc.net” is the eMail server you may be asked again to enter a password the first time you send a message.

Mail Server Password Required

Enter your password for ipnewuser on atlas.ipinc.net:

Use Password Manager to remember this password.

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