



Thunderbird

Setting up Email Account with Thunderbird

Before starting:

1. Make sure you can view your website in a web browser to make sure your domain name is active and your hosting account is working. If it doesn't load your email account won't work.
2. Make sure you have setup your email accounts at `yourdomain.com/cpanel` (where `yourdomain.com` is replaced with your actual domain name). If you're not sure about this, contact Griffin Web Design at 1-877-WEB-0050.
3. If you have previously attempted to set up your account using IMAP, delete that account before beginning to set up the account as a POP account.

You are now ready to begin setting up your email accounts.

Open Thunderbird. Click the **File** menu, hover over **New** and select **Existing Mail Account**.

On the Mail Account Setup window, enter your information as follows:

Your Name

Enter your first and last name, including capitalization and spaces as you'd like people to see it when they read who the email is from.

E-mail Address

Enter your e-mail address that you are setting up.

Password

Enter the password for that e-mail account. Be careful; it is case-sensitive. If you don't want to type it in every time, leave the box checked to Remember Password.

Click **Continue**.

Click **Manual Config**.

Where it currently says *Incoming: IMAP*, click the arrows and change IMAP to **POP3**.

On that same line, change the server hostname to **mail.yourdomain.com** (change "yourdomain.com" to your actual website address).

On the same line, change the port number to **110**.

On the same line, change SSL to **None**.

On the same line, change Authentication to **Normal Password**.

Move down to the next line and change the Outgoing SMTP server to hostname to **mail.yourdomain.com** (change "yourdomain.com" to your actual website address).

On that same line, change the outgoing port number to **26**.

On the same line, change SSL to **STARTTLS**.

On the same line, change Authentication to **Normal Password**.

Click **Advanced Config**.

In the right column, under Server Settings, deselect the checkbox to Leave Messages on Server (or change it to at most 3 days). Do NOT enable the checkbox to keep a copy on the server until you delete it, or it will fill up the server.

Click **OK**.

You are done with the initial setup. Click **Get Messages** (or the down arrow to select the new account for which you wish to get messages).

A window will pop up saying you are about to override how Thunderbird identifies the site. The essence of this warning is that the security certificate is a shared certificate, so the name on the certificate is the server name rather than your individual company domain name.

Click **Confirm Security Exception**.