# How To:

## Set Up E-mail in Mozilla Thunderbird for Mac





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#### Introduction

This guide takes you step-by-step through the process of setting up a new email account in Mozilla Thunderbird for Mac.

Note: This guide defaults to IMAP and No SSL.

#### Which Setup do I Use?

Thunderbird's **Automatic Account Configuration** option is the recommended option to use, as it is quick and easy.

However, if you want to use **POP**, or if this is a new hosing account and domain propagation has not been completed, you need to use **Manual setup**.

#### **Automatic Account Configuration**

- 1. Launch Mozilla Thunderbird.
- 2. If the Accounts form opens, select **Create a new account > Email**, and proceed to step 4.

🛃 Get Messages 💌 🖉 Write 💌	Chat Address Book Tag  Tag  Quick Filter Search < Ctrl+K>	2 م
می المالی الم	Thunderbird Mail	
<ul> <li>[2] Trash</li> <li>△ 9 Local Folders</li> </ul>	Email	
💿 Trash 🚵 Outbox	Read messages	
	Write a new message	
	Accounts	
	View settings for this account	
	Create a new account:	
	🖾 Email 🖓 Chat 🖓 Newsgroups 🔊 Feeds	
	Create a new calendar	



Or

From the Tools menu, select Account Settings...

Tools	Window	Help
Add- Activ	ons ity Manager	
Mess Run f Run f	age Filters. Filters on Fo Filters on M	 blder essage
Run J Delet	unk Mail Co e Mail Mark	ontrols on Folder (ed as Junk in Folder
Impo Error	rt Console	
Acco	unt Settings	5

3. Click the Account Action drop-down list and select Add Mail Account from the list.





4. Ignore this option and select Skip this and use my existing email.

Name Surname	Search
In partnership with several providers, Thunderbird can offer you a in your first and last name, or any other words you'd like, in the f gandi.net	a new email account. Just fii ields above to get started.
The search terms used are sent to Mozilla ( <u>Privacy Policy</u> ) and to gandi.net ( <u>Privacy Policy</u> ) and to gandi.net ( <u>Privacy Policy, Terms of Service</u> ) to find available email	3rd party email providers addresses.

- 5. Enter the following details:
  - Your name (which will appear in the "From" field in your emails)
  - Email address
  - Password
  - Click **Continue**

• • •	Mail Account Setup
Your name:	Name Surname Your name, as shown to others
Email address:	email@example.com
Password:	Password
	Remember password
Get a new acc	ount Cancel Continue
Get a new act	Cancer

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Thunderbird will automatically check your email settings. Ignore the warning message, select the "I understand the risks" check box and click **Done**.

Mail Account Setup
Warning!
Technical Details     Outgoing settings: smtp.example.com does not use encryption.     Technical Details
Thunderbird can allow you to get to your mail using the provided configurations. However, you should contact your administrator or email provider regarding these improper connections. See the Thunderbird FAQ for more information.
✓ I understand the risks.
Change Settings Done

If your settings are correct and found by Thunderbird, your setup is complete. This form appears.

• • •	Mail Accou	nt Setup	
Your name: Email address: Password: Configuration four	Name Surname name@example.com Remember password at email provider	Your name, as shown	to others
Incoming: Outgoing: Username: Get a new acc	IMAP, imap.example.com SMTP, smtp.example.com name@example.com	No Encryption No Encryption	Done

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If you have problems with the Automatic configuration, you can try to manually set up the new account.

#### **Manual Account Setup**

1. Follow the steps for Automatic configuration. After you have clicked the **Done** button, click the **Manual Config** button.

Mail Account Setup			X
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Name Surname name@example.com	Your name, as shown to others	
	Remember password		
Configuration fo	ound at email provider AP, imap.example.com, No E	incryption	
Outgoing: SN	/TP, smtp.example.com, No	Encryption	
Username: na	me@example.com		
<u>G</u> et a new acco	ount Manual config	Done Cancel	

Make sure that your settings are correct, as shown in the picture below.
 Note: these are default settings – replace with your own name and domain.



Your name:	Name Surname	Your name, as shown to othe	rs			
mail address:	name@example.com	n				
Password:						
	Remember passv	vord				
e following set	tinas were found by pr	obing the given server				
s tonowing sou	ingo noro iouna by pr	obing the given server				
		Server hostname	Port	SSL	Authentication	
Incoming:	IMAP 📀	imap.example.com	143 🔽	None	Normal password	0
Outgoing:	SMTP	smtp.example.com 🔽	587	None	Normal password	
		name@example.com				
Username:						
Username:						
Username:	Advanced	eenfie		Canad	Po tost	Dana

- 3. Select POP or IMAP.
  - IMAP incoming port is 143, outgoing port is 587.
  - POP incoming port is 110, outgoing port is 587
- 4. Ensure the following:
  - The user name must be the full email address. For new hosing accounts, you can temporarily use the IP address instead of Incoming and Outgoing mail servers.
  - SSL is None
  - Authentication is the **password** you specified.
- 5. Click Re-test to check that the settings are correct.
- 6. Click Done.

Congratulations! Your email setup is complete.