

# How To:

Set Up E-mail in Mozilla  
Thunderbird





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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.

**Note:** This guide defaults to **IMAP** and **No SSL**.

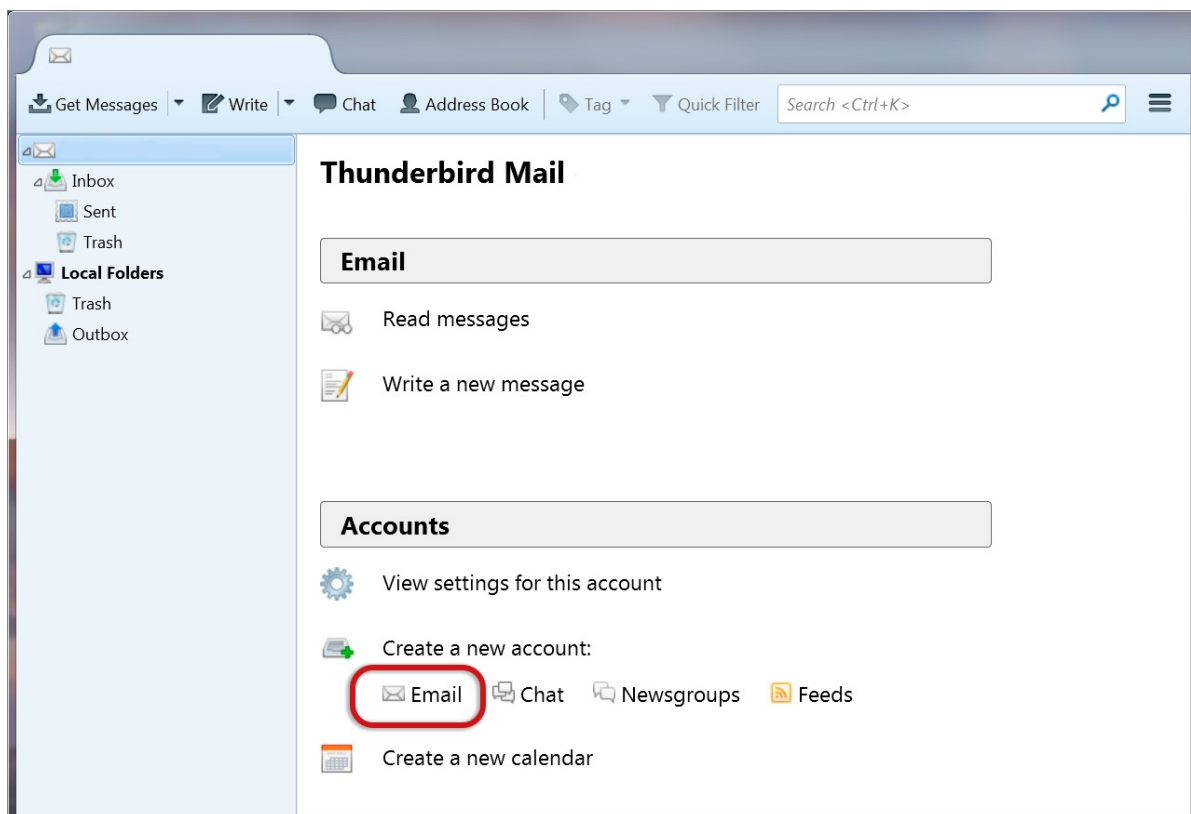
### Which Setup do I Use?

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 hosting account and domain propagation has not been completed, you need to use **Manual setup**.

## Automatic Account Configuration

1. Launch Mozilla Thunderbird.
2. Select **Create a new account > Email**.






3. Select Skip this and use my existing email

**Would you like a new email address?**

Name Surname  Search

In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

 gandi.net

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers gandi.net ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

4. 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:  Your name, as shown to others

Email address:

Password:

Remember password



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



If your settings are correct and found by Thunderbird, your setup is complete

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.

The screenshot shows the 'Mail Account Setup' dialog box. It contains the following fields and options:

- Your name:** Name Surname (with a tooltip: 'Your name, as shown to others')
- Email address:** name@example.com
- Password:** A field with 10 black dots, and a checked checkbox for 'Remember password'.
- Configuration found at email provider:** A text box containing:
  - Incoming: IMAP, imap.example.com, No Encryption
  - Outgoing: SMTP, smtp.example.com, No Encryption
  - Username: name@example.com
- Buttons:** 'Get a new account', 'Manual config' (circled in red), 'Done' (circled in red), and 'Cancel'.

2. 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.



**Mail Account Setup** [Close]

Your name:  Your name, as shown to others

Email address:

Password:

Remember password

Configuration found at email provider

	Server hostname	Port	SSL	Authentication
Incoming: <input type="text" value="IMAP"/>	<input type="text" value="mail.example.com"/>	<input type="text" value="143"/>	<input type="text" value="None"/>	<input type="text" value="Normal password"/>
Outgoing: <input type="text" value="SMTP"/>	<input type="text" value="smtp.example.com"/>	<input type="text" value="587"/>	<input type="text" value="None"/>	<input type="text" value="Normal password"/>
Username: Incoming:	<input type="text" value="name@example.com"/>	Outgoing:	<input type="text" value="name@example.com"/>	

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 hosting 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 **Done**.

Congratulations! Your email setup is complete.

If your email is still not working, refer to our Troubleshooting Guide.