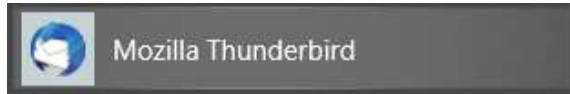


## II. Setting up on Mozilla Thunderbird

1. Open the Mozilla Thunderbird app by clicking the Windows Start menu and choosing **Mozilla Thunderbird**.

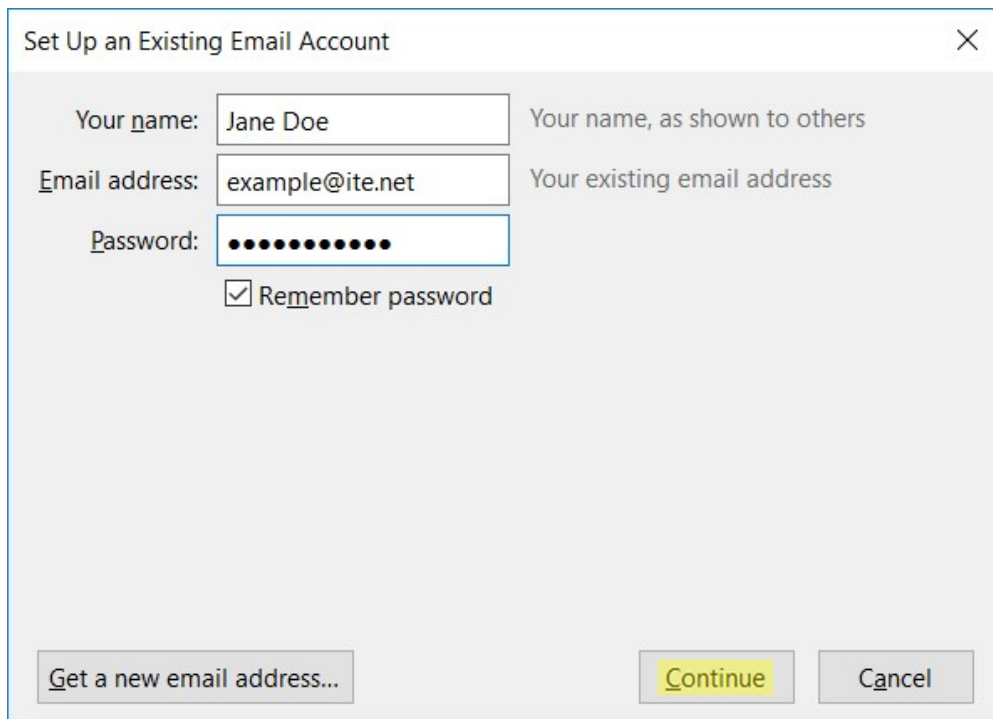


2. Under Accounts, **click on Email** to begin setting up your account.



3. Enter your name in the "Your name" box, your IT&E email address in the "Email address" box, and your email password in the "Password" box.

**Check the box** for "Remember password." Click **Continue**.

A screenshot of a dialog box titled "Set Up an Existing Email Account" with a close button (X) in the top right corner. The dialog contains three input fields: "Your name:" with the text "Jane Doe" and the label "Your name, as shown to others"; "Email address:" with the text "example@ite.net" and the label "Your existing email address"; and "Password:" with a masked password of ten dots. Below the password field is a checked checkbox labeled "Remember password". At the bottom left is a button labeled "Get a new email address...". At the bottom right are two buttons: "Continue" (highlighted in yellow) and "Cancel".

4. Click **Manual config**.

Set Up an Existing Email Account

Your name: Jane Doe Your name, as shown to others

Email address: example@ite.net Your existing email address

Password: ●●●●●●●●

Remember password

Configuration found by trying common server names

IMAP (remote folders)  POP3 (keep mail on your computer)

Incoming: IMAP, mail.ite.net, STARTTLS

Outgoing: SMTP, mail.ite.net, STARTTLS

Username: example

Manual config Done Cancel

5. Configure based on your account type preference.

#### **POP3 Account Type**

With POP3 as your account type, select **POP3** for Incoming.

Enter your **Incoming server hostname** as **mail.ite.net** and the **Port** as **995**.

Select **SSL/TLS** for **SSL** and **Normal password** for **Authentication**.

Enter your **Outgoing server hostname** as **mail.ite.net** and the **Port** as **587**.

Select **None** for **SSL** and **Normal password** for **Authentication**.

Enter your email address as the **Username** for both **Incoming** and **Outgoing**.

Click **Done**.

Set Up an Existing Email Account

Your name: Jane Doe Your name, as shown to others

Email address: example@ite.net Your existing email address

Password: ●●●●●●●●

Remember password

Configuration found by trying common server names

	Server hostname	Port	SSL	Authentication
Incoming: POP3	mail.ite.net	995	SSL/TLS	Normal password
Outgoing: SMTP	mail.ite.net	587	None	Normal password

Username: Incoming: example@ite.net Outgoing: example@ite.net

Advanced config Re-test Done Cancel

### IMAP Account Type

With IMAP as your account type, select **IMAP** for Incoming.

Enter your **Incoming server hostname** as **mail.ite.net** and the **Port** as **995**.

Select **SSL/TLS** for **SSL** and **Normal password** for **Authentication**.

Enter your **Outgoing server hostname** as **mail.ite.net** and the **Port** as **587**.

Select **None** for **SSL** and **Normal password** for **Authentication**.

Click **Done**.

Set Up an Existing Email Account

Your name: Jane Doe Your name, as shown to others

Email address: example@ite.net Your existing email address

Password: ●●●●●●●●

Remember password

Configuration found by trying common server names

	Server hostname	Port	SSL	Authentication
Incoming: IMAP	mail.ite.net	993	SSL/TLS	Normal password
Outgoing: SMTP	mail.ite.net	587	None	Normal password

Username: Incoming: example@ite.net Outgoing: example@ite.net

Advanced config Re-test Done Cancel

6. Click **Done**.