

THUNDERBIRD 2 – 9.01

1. **Open** Thunderbird.
2. Click the **Tools** menu, and select **Account Settings...** (Note: If this is a new Thunderbird install, it may start with Step 4)
3. Click the **Add Account...** button to launch Account Wizard.
4. Select **E-mail Account**, and click **Next**.
5. Fill in the necessary fields to include the following information:
 - **Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.
 - **Email Address:** Enter your **full e-mail address** (user@yourdomainname.com).

Then, click **Continue**.

6. Server Information
 - Choose **POP** as the server type
 - Enter **mail.yourdomainname.com** as the **Incoming Server**
 - Enter **mail.yourdomainname.com** as the **Outgoing Server** (if present)
 - Click **Continue**.
7. User Names
 - Enter your **full e-mail address** as the **incoming user name:** user@yourdomainname.com
 - Click **Continue**.
8. Account Name

This is simply a descriptive name for the account. Enter any text you wish and click **Continue**.

9. Click **Finish**, then click **OK** to exit the Account Settings screen

Congratulations! You're done configuring your client to send and retrieve messages. The first time you click Get Mail, you will be asked to enter your password. You will be asked again the first time you Send mail.