

Configuring Thunderbird for your email account hosted by EIS

The following instructions provide an easy to follow procedure that will empower you to configure Mozilla Mail to send and receive email.

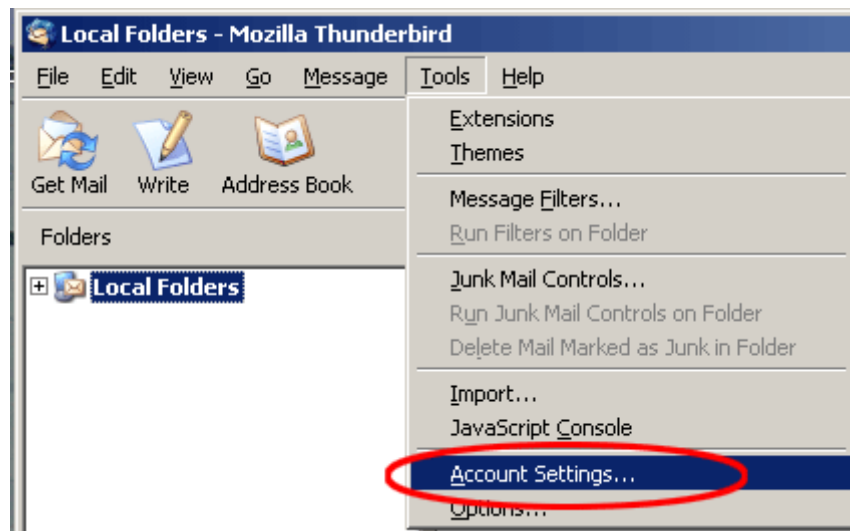
To setup your account you will first need to be furnished with the following information.

Mail Server – for this example we will use *mail.mydomain.com*

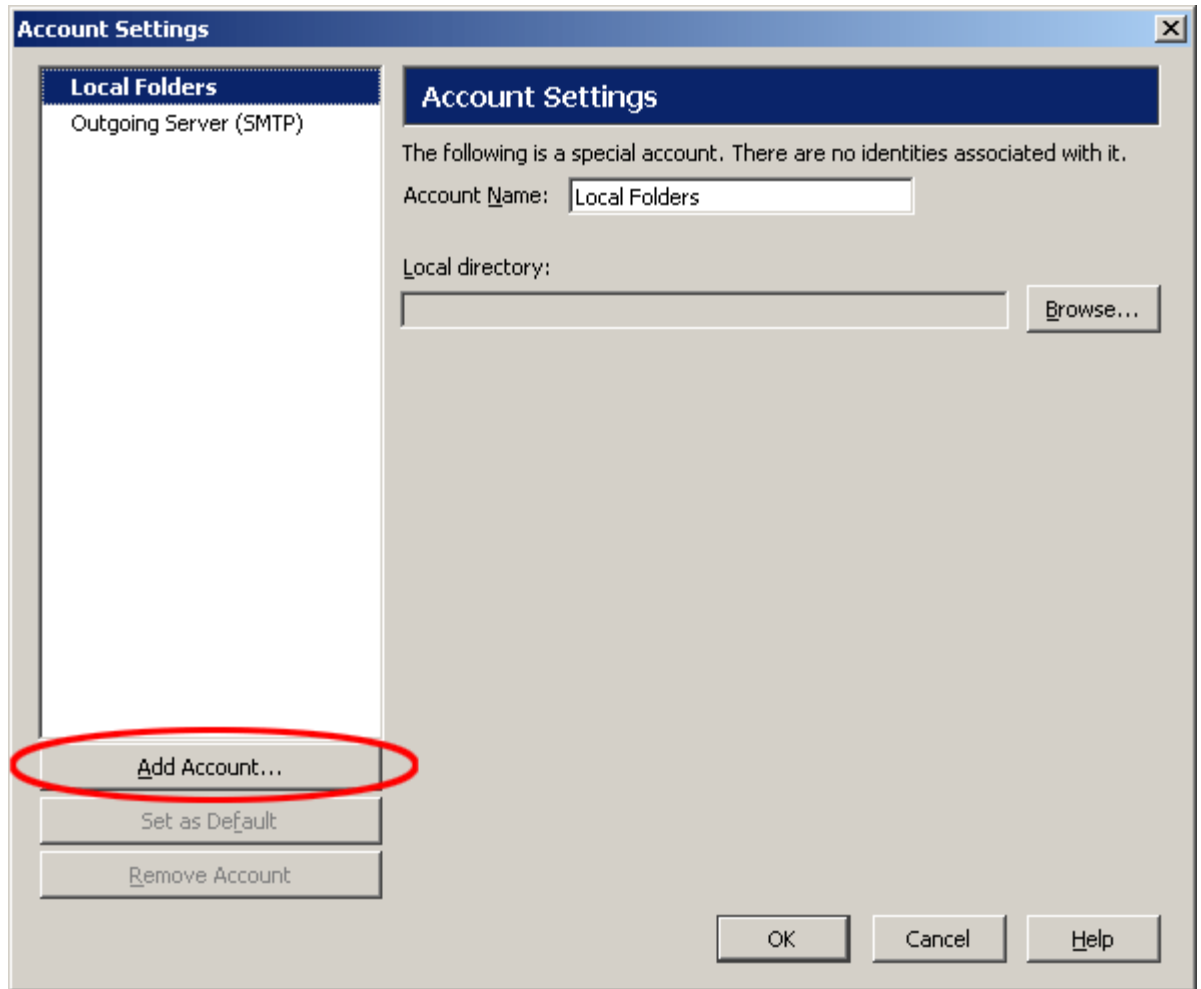
Email Address – for this example we will use jdoe@mydomain.com

Password – for this example we will use *Pass789*

1. Start Mozilla Thunderbird.
2. From the **Tools** menu, select the menu item **Account Settings...**



3. A window labeled *Account Settings* will appear. In the bottom left, select **Add Account** to open the Account Wizard.

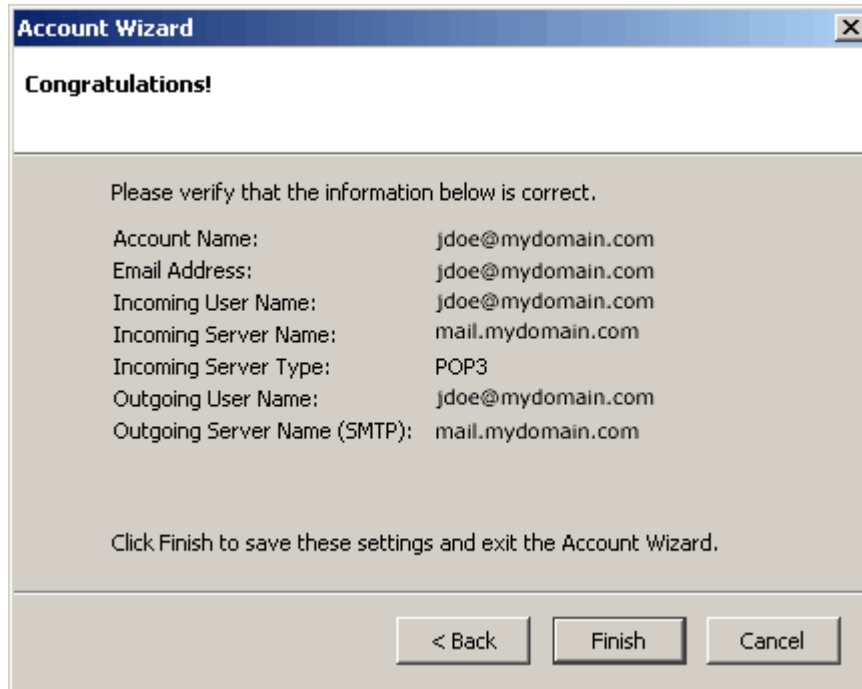


4. The *Account Wizard* takes you through a series of windows that asks for the following information. In the first window select **email account** as the type of account to setup.

Information asked for in Account Wizard:

- Your Name: **John Doe**
- Email Address: **jd@mydomain.com**
- Select the type of Incoming server you are using: **POP**
- Name of incoming server: **mail.mydomain.com**
- Name of Outgoing server: **mail.mydomain.com**
- Incoming User Name: **jd@mydomain.com**
- Outgoing User name: **jd@mydomain.com**
- Account Name: **jd@mydomain.com**

At the end of the wizard, the entered information is redisplayed to allow you to verify its correctness.



5. After finishing the account wizard, modifications to the settings are still needed. In the *Account Settings* window, select **Server Settings** on the left. In the **Server Settings** window on the right make the following changes:
 - The box to the left of **Leave messages on server** should be left **unchecked**.

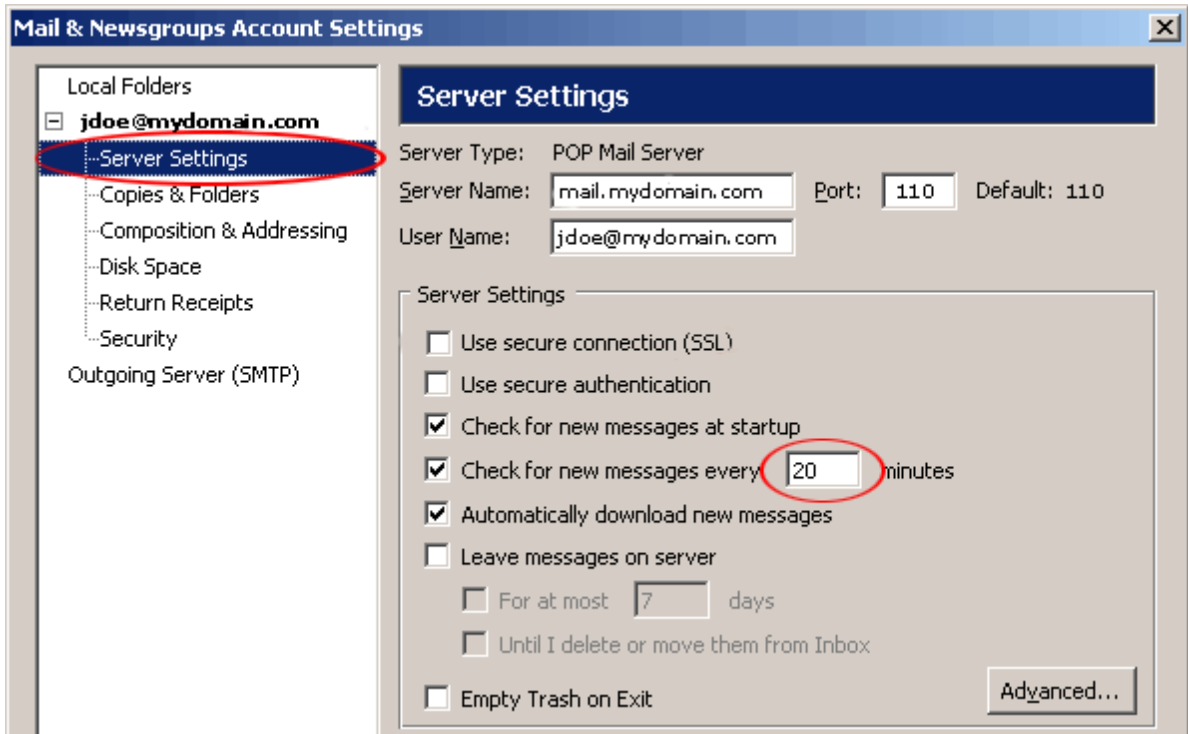
Option:

Unchecking the **Leave messages on server** box allows Mozilla Thunderbird to download messages from the server to your local drive.

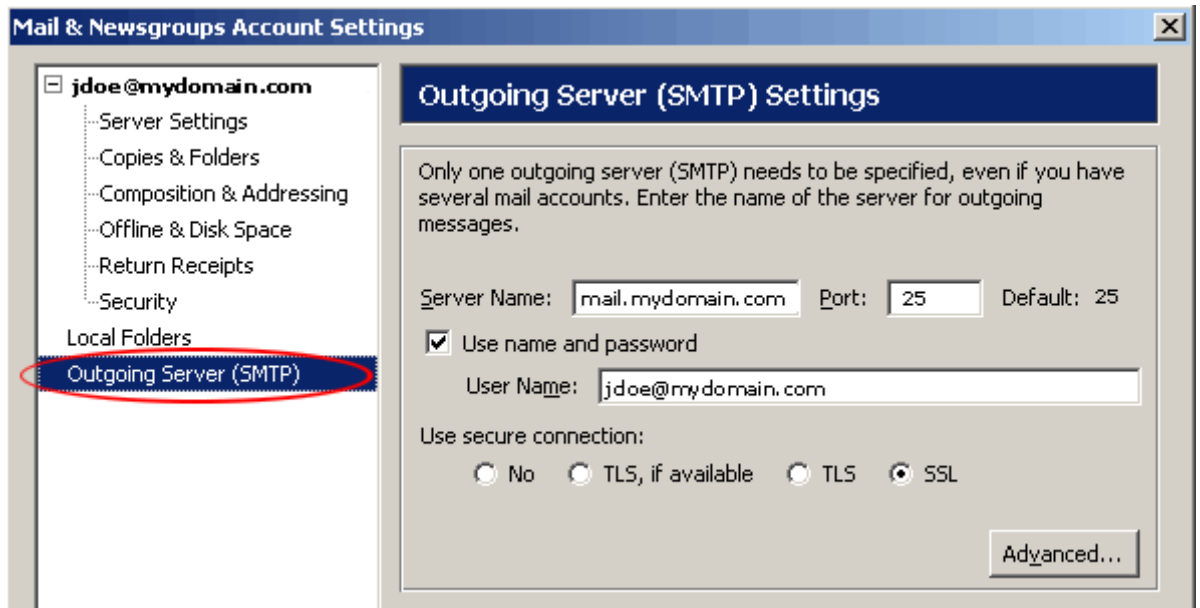
If you **check** this box your incoming mail messages remain on the server, the result is that each time you check your email, all messages in your inbox are downloaded from the server. For those users who have large inboxes, you are impacting the mail server while increasing your wait time for these messages.

If you decide to leave mail on the server, make sure that you **check** the box to the left of **Remove from server after X days**. In place of the 'X', put the number of days you wish to leave the email on the server. Specifying a value of 5 will keep messages on the server for 5 days. After that period of time, the message will be removed from the server.

If you read your mail from multiple locations this may be a good solution for you.



6. On the left click on **Outgoing Server (SMTP)**. Under the options in the right window of "Use Secure connection:" select **SSL**.



7. Click **OK**, check your mail and enter your mail password in the window that pops up. The results should look similar to this:

