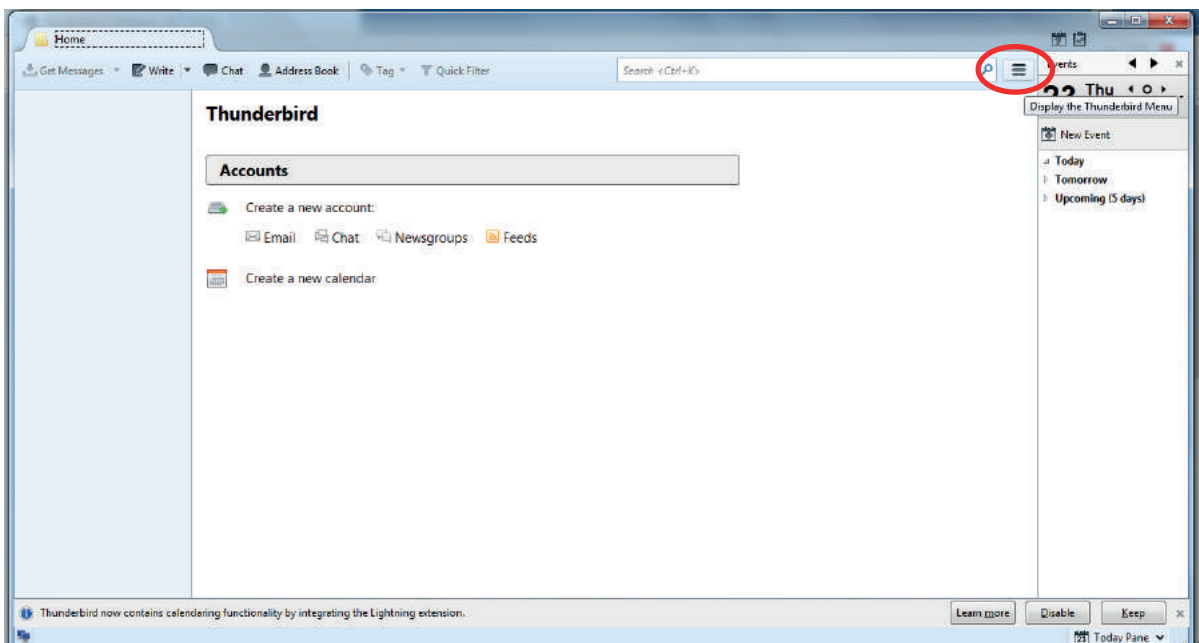


How to add your new email account to Thunderbird on your PC

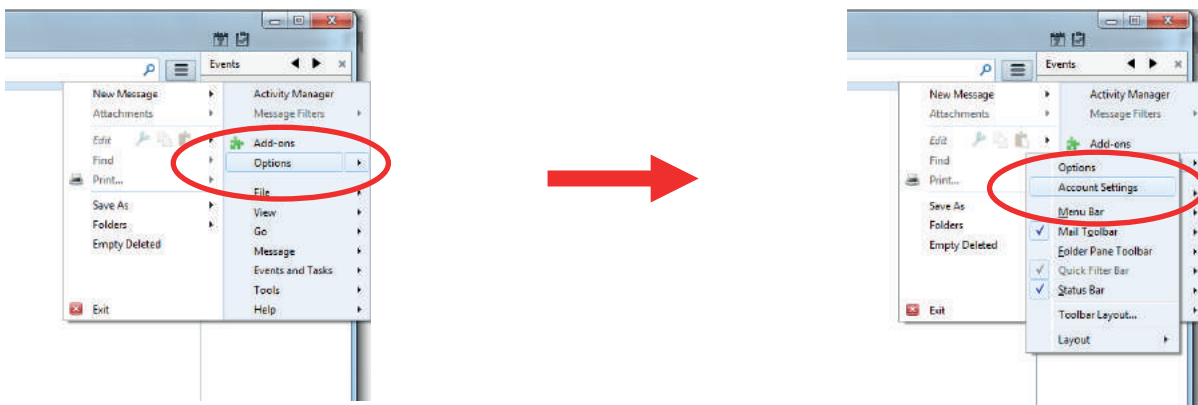
This document explains how to set up a connection between Thunderbird on your computer and your new email address, so that you can use Thunderbird to send and receive emails.

Please Note: You will need to be connected to the internet on your computer

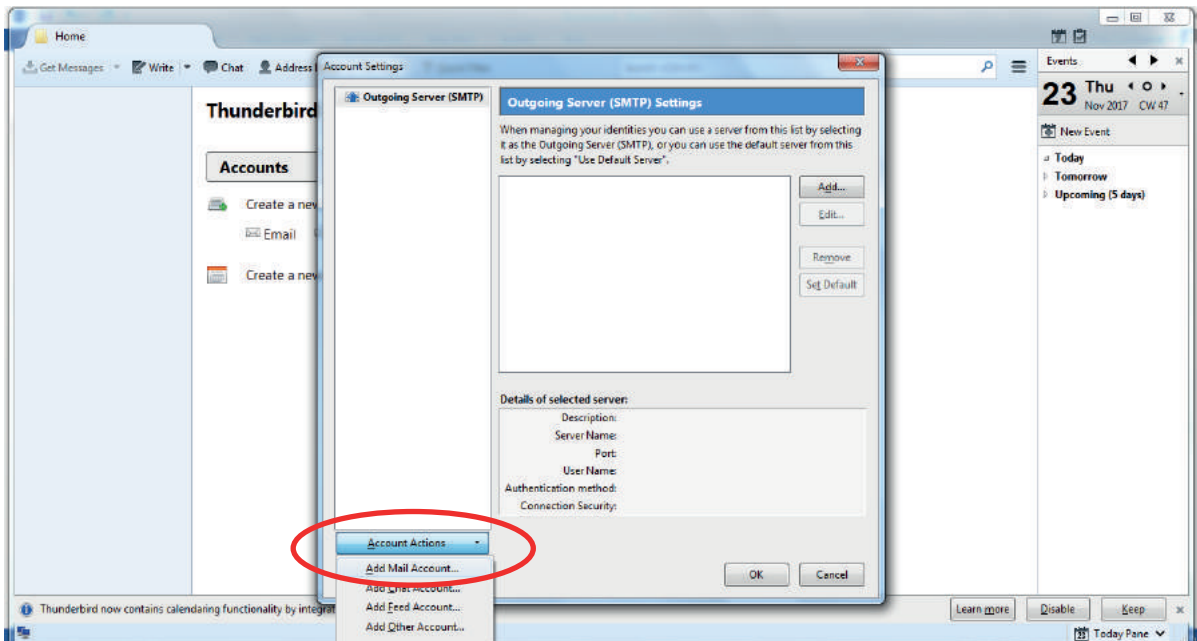
- 1: Go to the Mozilla Thunderbird program on your computer and select the "Menu" icon in the top right-hand corner.



- 2: From the Menu, select "Options" and then select "Account Settings".

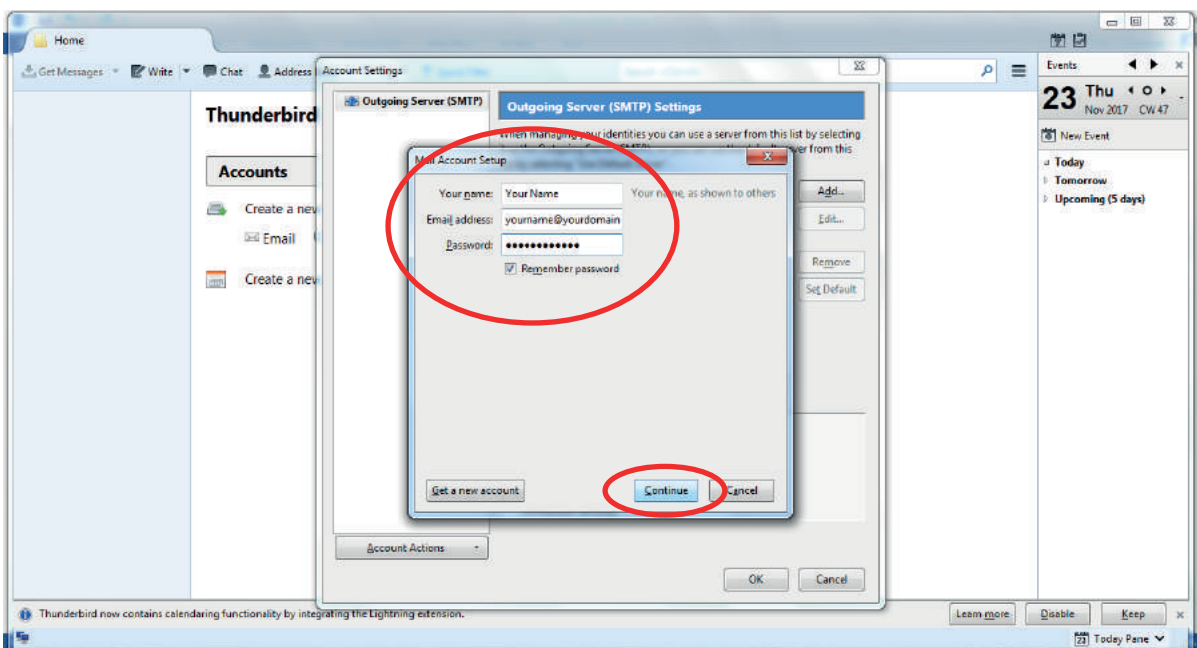


3: A pop-up window should now appear. Select "Account Actions" and then select "Add Mail Account..."



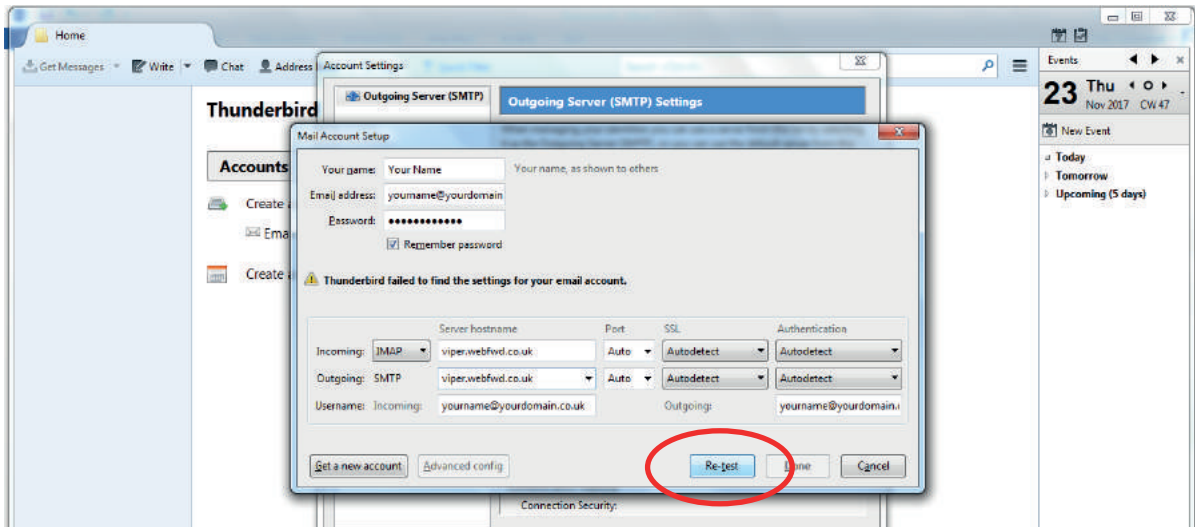
4: Another pop-up window should appear. Fill in your details and select "Continue".

- **Your Name:** This is the display name that your email recipients will see.
- **Email address:** Enter the email address of the account you would like to add.
- **Password:** Enter the password of the email address you would like to add.

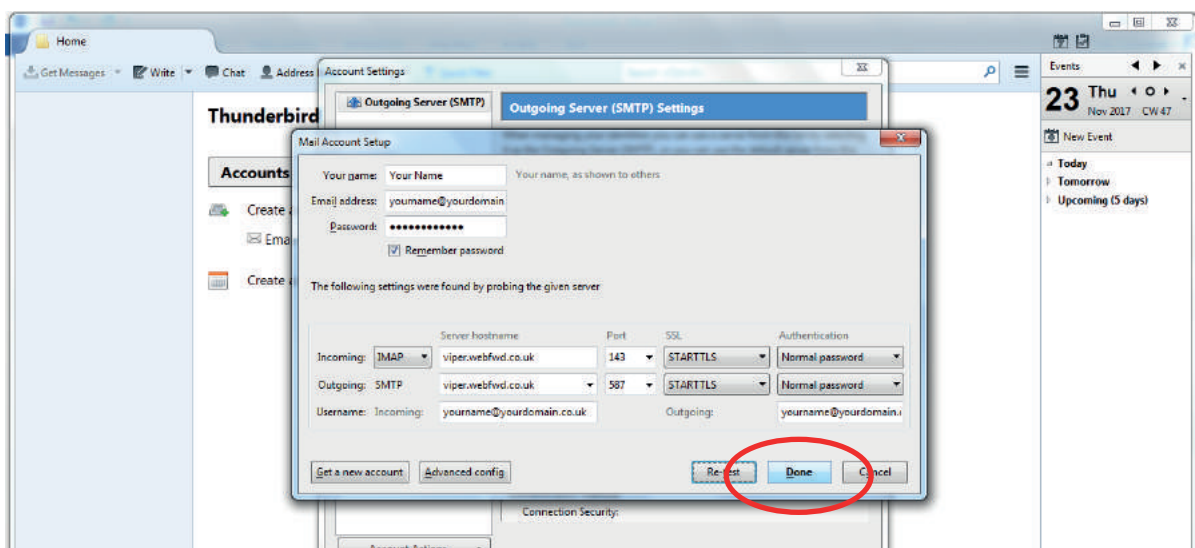


5: The system may not recognise the email account immediately so you will have to fill in some more details. Fill in these details and select "Re-test". Please note, your IMAP Server/SMTP information may differ from the example given below, please check with the Webforward team before entering these details.

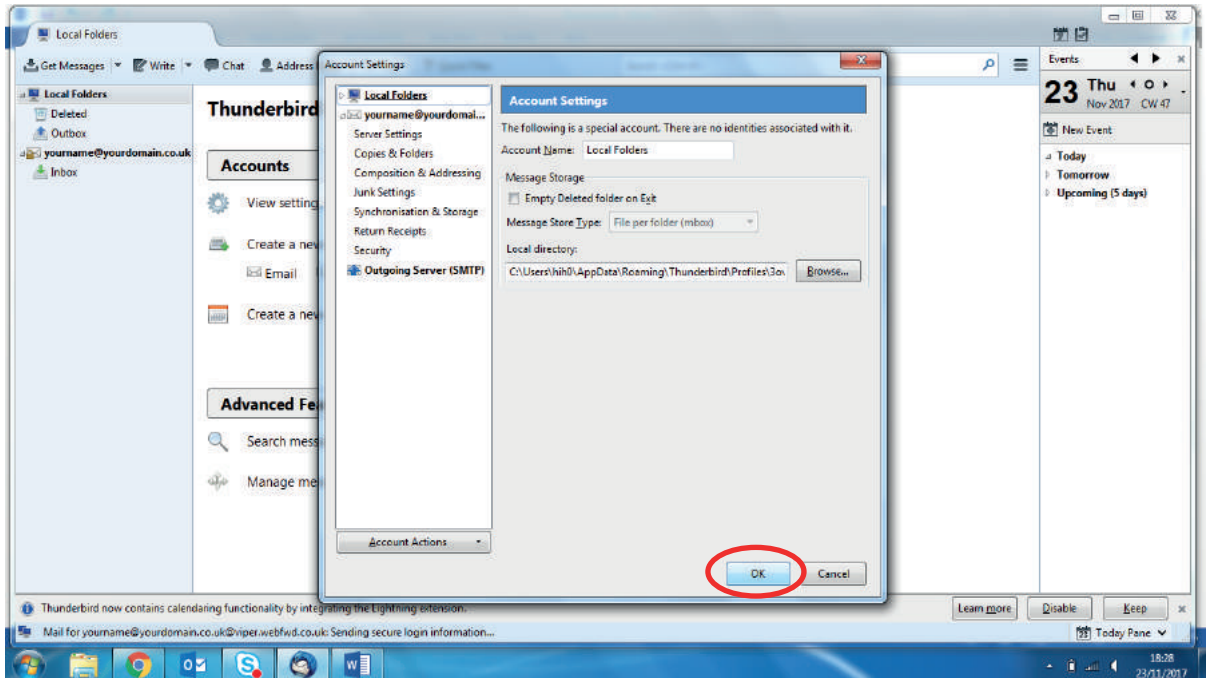
- **Incoming Mail Server:** Enter "viper.webfwd.co.uk".
- **Outgoing Mail Server (SMTP):** Enter "viper.webfwd.co.uk"
- **User Name:** Enter the email address of the account you would like to add.



6: The system should now recognise the email address and will automatically populate the rest of the fields. You can now select "Done".



- 7: The setup is now complete. Select "OK" and you can now find your email account within the Mozilla Thunderbird program.



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