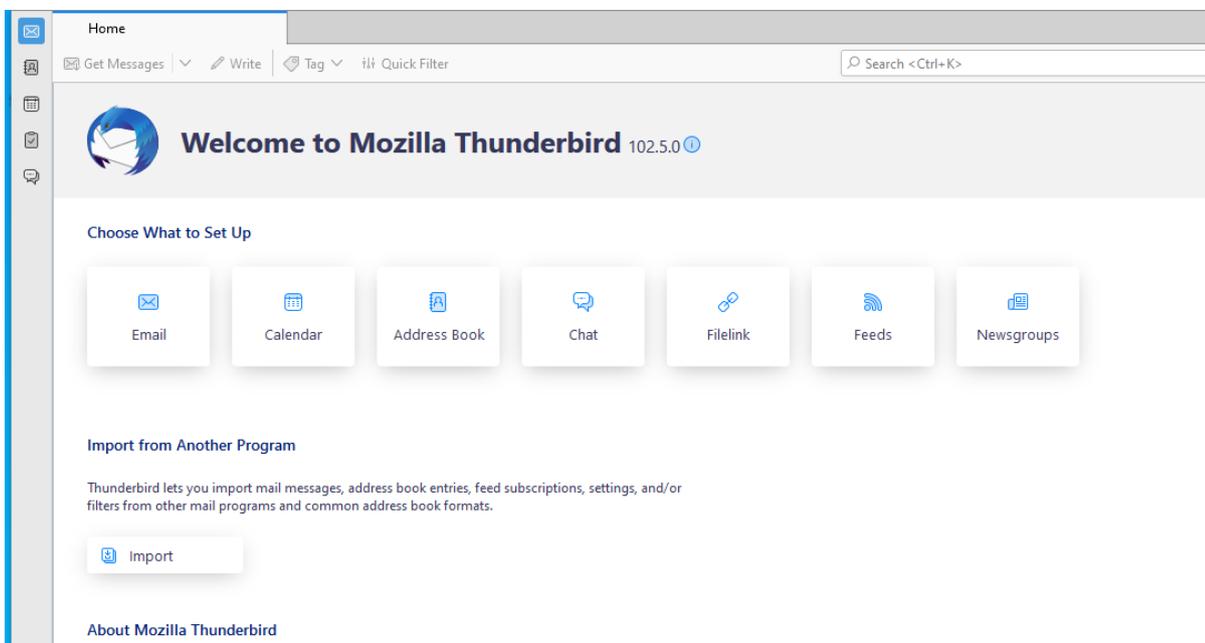


How to add your new email account to Thunderbird on your PC

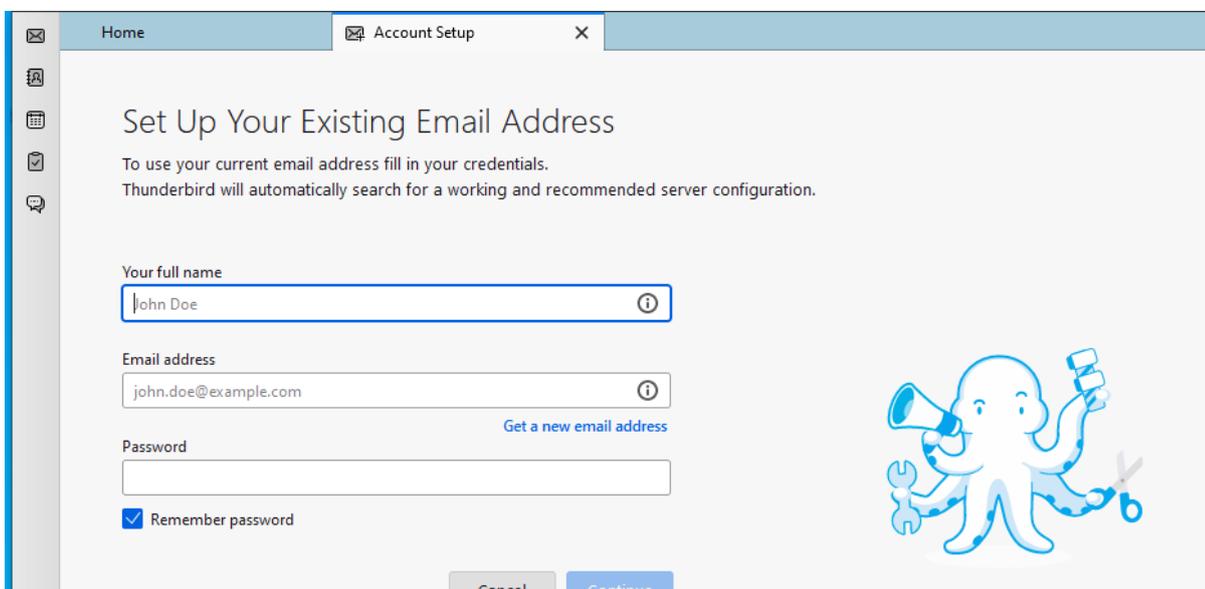
This document explains how to set up a connection between Thunderbird on your computer and your new email address, so that you can use Thunderbird to send and receive emails.

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 **"Email"** icon under **"Choose What to Set Up"**



- 2: You will be prompted to enter the details for your email account



2 Continued:

- **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.

The screenshot shows the Thunderbird 'Account Setup' window. The title bar includes 'Home' and 'Account Setup'. The main heading is 'Set Up Your Existing Email Address'. Below the heading, there is a sub-heading: 'To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration.' The form contains the following fields: 'Your full name' (with 'John Doe' entered), 'Email address' (with 'john.doe@example.com' entered), and 'Password' (empty). There is a 'Remember password' checkbox which is checked. A blue link 'Get a new email address' is located below the email address field. To the right of the form is a cartoon octopus character holding a megaphone, a wrench, and a pair of scissors. At the bottom of the window are 'Cancel' and 'Continue' buttons.

3: Thunderbird will now scan the details you have entered. If it is able to match your details with our server, the setup will auto complete. You can now access your emails.

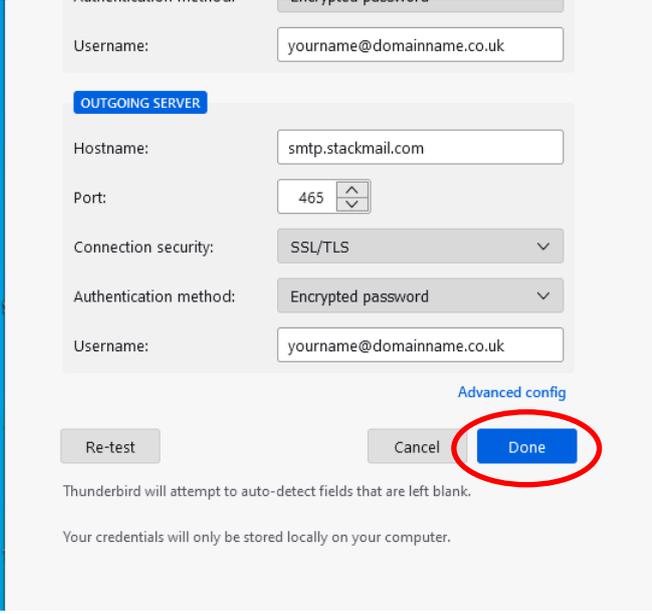
If the server does not automatically detect your information, you can enter the following information:

Incoming Server: **imap.stackmail.com**
 Username: **your email address**
 Outgoing Server: **smtp.stackmail.com**

The system should now recognise the email address and will automatically populate the rest of the fields. You can now select "Re-test".

The screenshot shows the 'Manual configuration' section of the Thunderbird setup. It includes the following fields: 'Your full name' (with 'Your Name' entered), 'Email address' (with 'yourname@yourdomainname.co.uk' entered), and 'Password' (with masked characters). The 'Remember password' checkbox is checked. Below this, the 'Manual configuration' section is divided into two parts: 'INCOMING SERVER' and 'OUTGOING SERVER'. The 'INCOMING SERVER' section has the following settings: Protocol: IMAP, Hostname: imap.stackmail.com, Port: 993, Connection security: SSL/TLS, Authentication method: Autodetect, and Username: yourname@yourdomainname.co.uk. The 'OUTGOING SERVER' section has the following settings: Hostname: smtp.stackmail.com, Port: 465, Connection security: SSL/TLS, and Authentication method: Autodetect.

4: Once the system has accepted your settings, you can press "Done".



The screenshot shows the 'OUTGOING SERVER' configuration window in Mozilla Thunderbird. The 'Username' field is filled with 'yourname@domainname.co.uk'. The 'OUTGOING SERVER' section includes the following fields: 'Hostname' (smtp.stackmail.com), 'Port' (465), 'Connection security' (SSL/TLS), and 'Authentication method' (Encrypted password). The 'Username' field is also filled with 'yourname@domainname.co.uk'. At the bottom right, the 'Done' button is highlighted with a red circle. Other buttons include 'Re-test', 'Cancel', and 'Advanced config' (a link).

Thunderbird will attempt to auto-detect fields that are left blank.
Your credentials will only be stored locally on your computer.

5: The setup is now complete. You can now find your email account within the Mozilla Thunderbird program.