



Setting up a new e-mail account with Mozilla Thunderbird 6

This fact sheet will take you through the steps required to set up a new e-mail account in Mozilla Thunderbird 6. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Account Settings..." (see Figure 1)

Step 2:

On the accounts screen click "Add Account..." (see Figure 2)

Step 3:

On the "New Account Setup Screen" select "Email account" then click "Next >"

Step 4:

On the "Identity" screen enter the name you want all e-mails sent using this account to display in the "You Name" field, the E-mail address people should use to reply to your messages into the "E-mail Address" field and then click "Next >"

Step 5:

Set the type of incoming server to "POP3" and set the "Incoming mail server" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld" then click "Next >" (see Figure 3)

Step 6:

On the "User Names" screen set the "Incoming User Name" field to the user name supplied for your email account then click "Next >" (see Figure 4)

Step 7:

On the "Account Name" screen set the "Account Name" field to a name you want to refer to this email account by then click "Next >" (see Figure 5)

Step 13:

Click "Finish"

You have now completed setting up your new e-mail account.

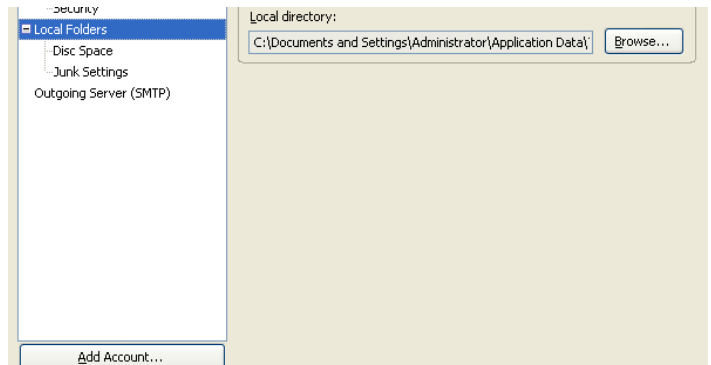


Figure 2

Server Information

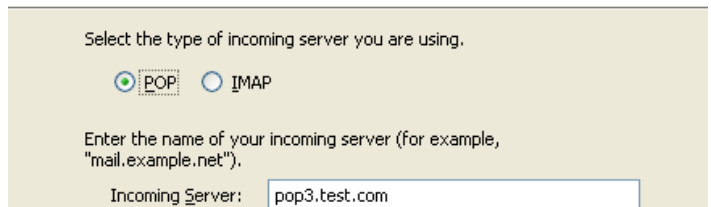


Figure 3

User Names

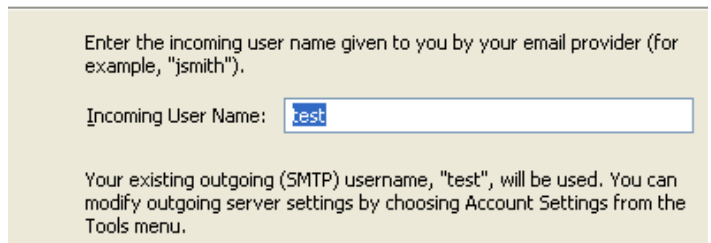


Figure 4

Account Name

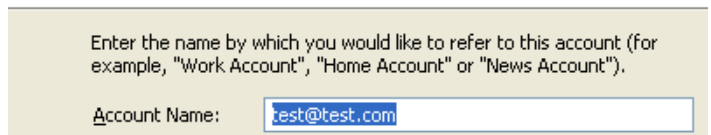


Figure 5

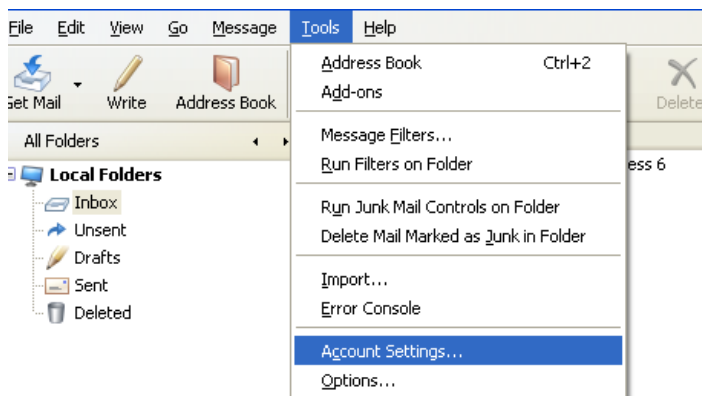
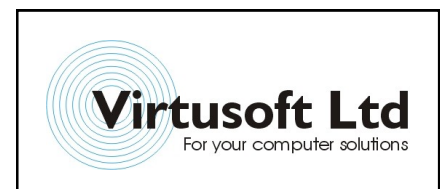


Figure 1





Changing an e-mail account with Mozilla Thunderbird 6

This fact sheet will take you through the steps required to change an existing e-mail account in Mozilla Thunderbird 6. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Account Settings..." (see Figure 1)

Step 2:

On the accounts screen click on the name of the account you wish to change in the panel on the right hand side. (see Figure 2)

Step 3:

The left hand portion of the screen now allows you to change the display name for the account, the email address for others to reply to and the account name. (see Figure 2)

Step 4:

Clicking on the "Server Settings" link in the panel on the right hand side allows you to change the server settings for the account. (see Figure 3)

Step 5:

The left hand portion of the screen now allows you to change the incoming server and the account username. (see Figure 3)

Step 6:

Click "Ok" to save your settings and return to Mozilla Thunderbird or "Cancel" to discard changes.

You have now changed your e-mail account.

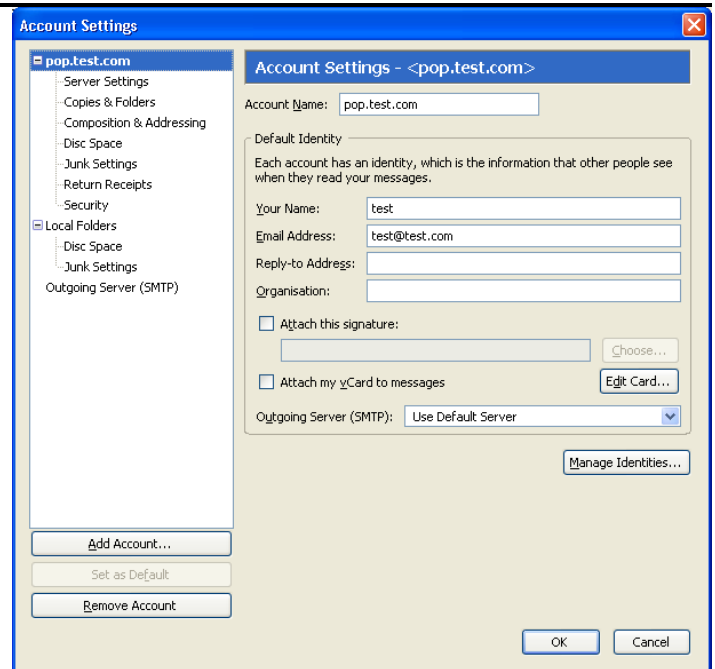


Figure 2

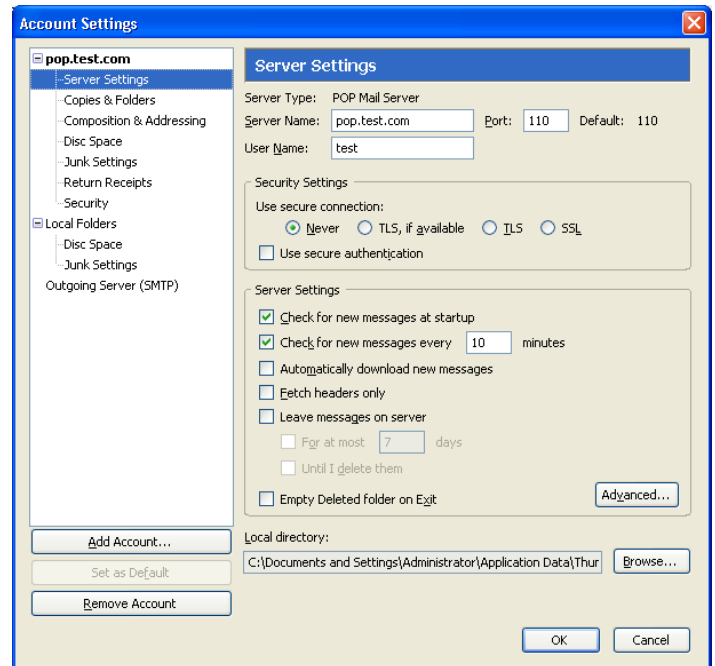


Figure 3

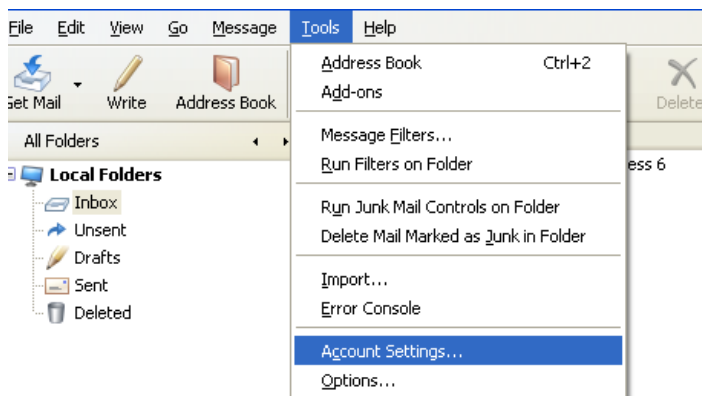


Figure 1

