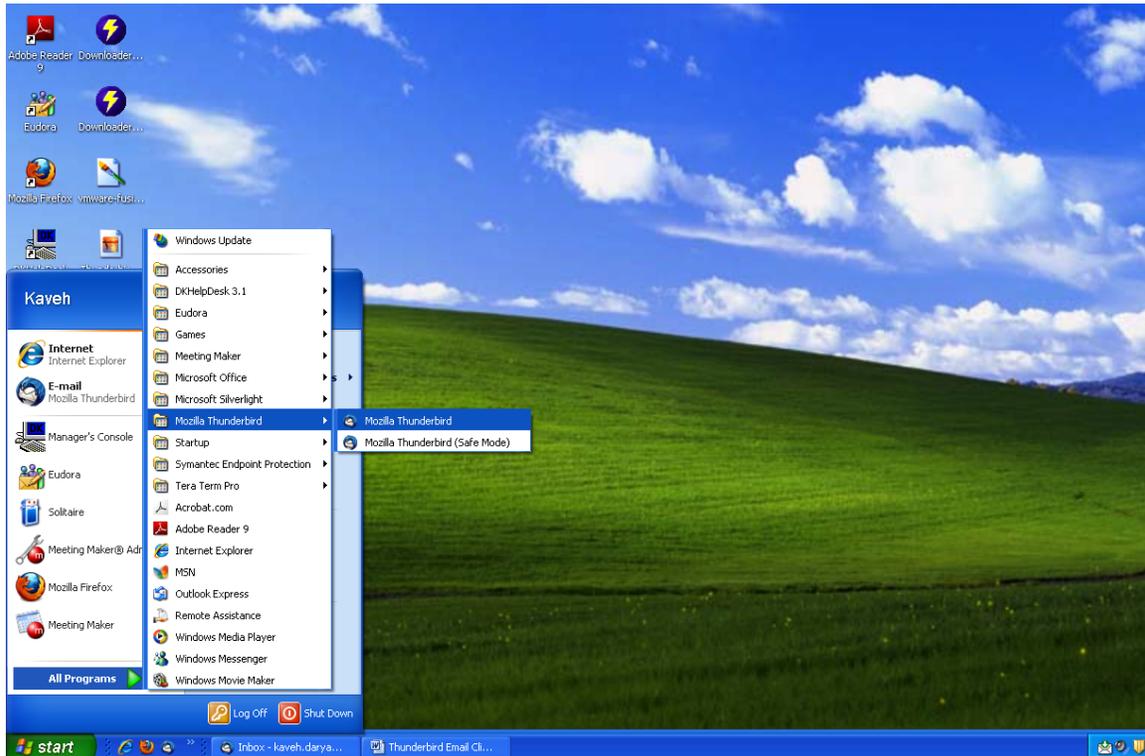


Creating a new Email Account in Thunderbird

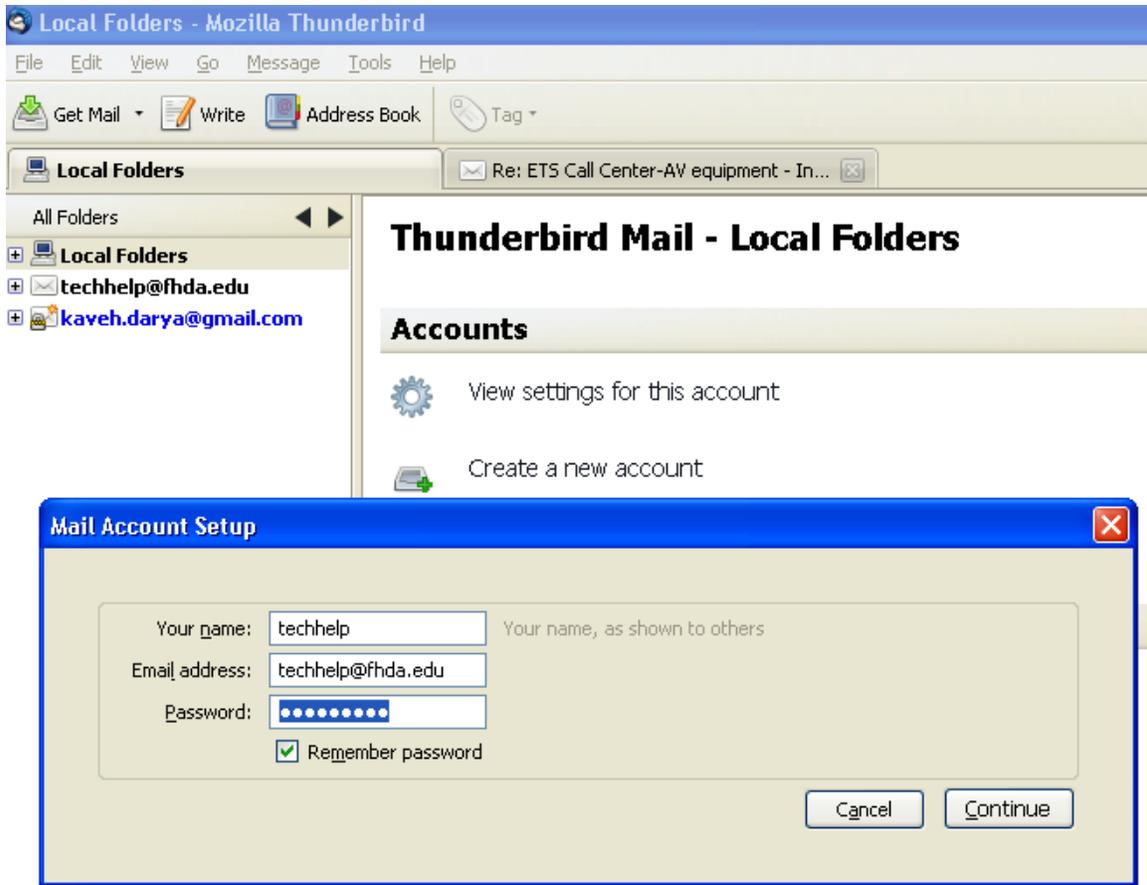
1. To start up the Thunderbird email client on a PC computer, click on the Thunderbird application on your desktop, or go to **Start-All Programs-Mozilla Thunderbird-Mozilla Thunderbird**.



2. Click on **Create a new account**, and input your information.

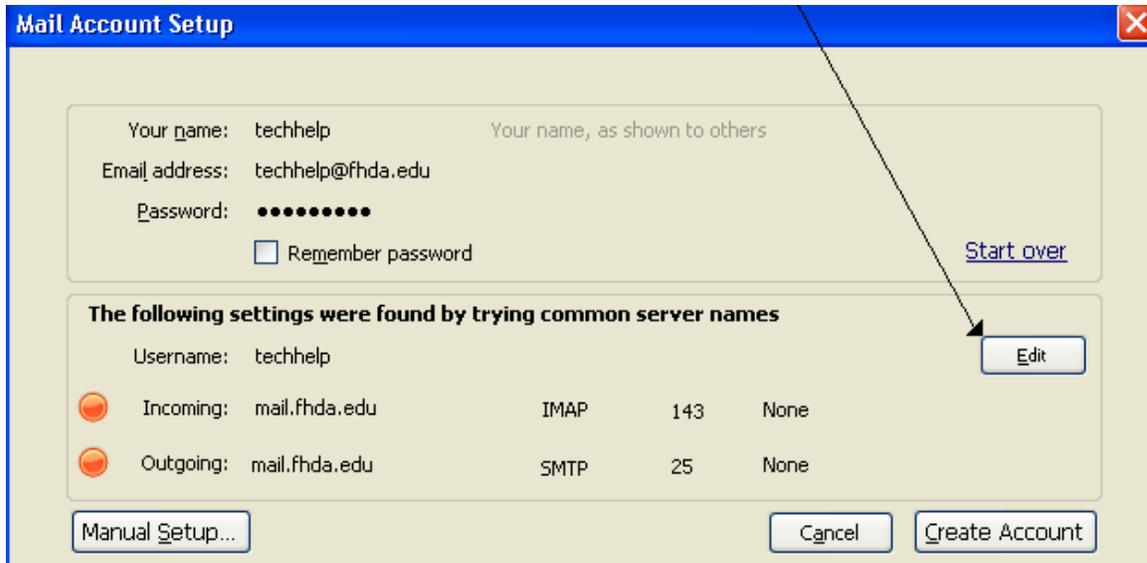
- If you choose to keep the *Remember password* box checked, you won't be asked to enter your password every time you launch Thunderbird.
- For security purposes you might want to uncheck the *Remember password* box.

Click Continue.

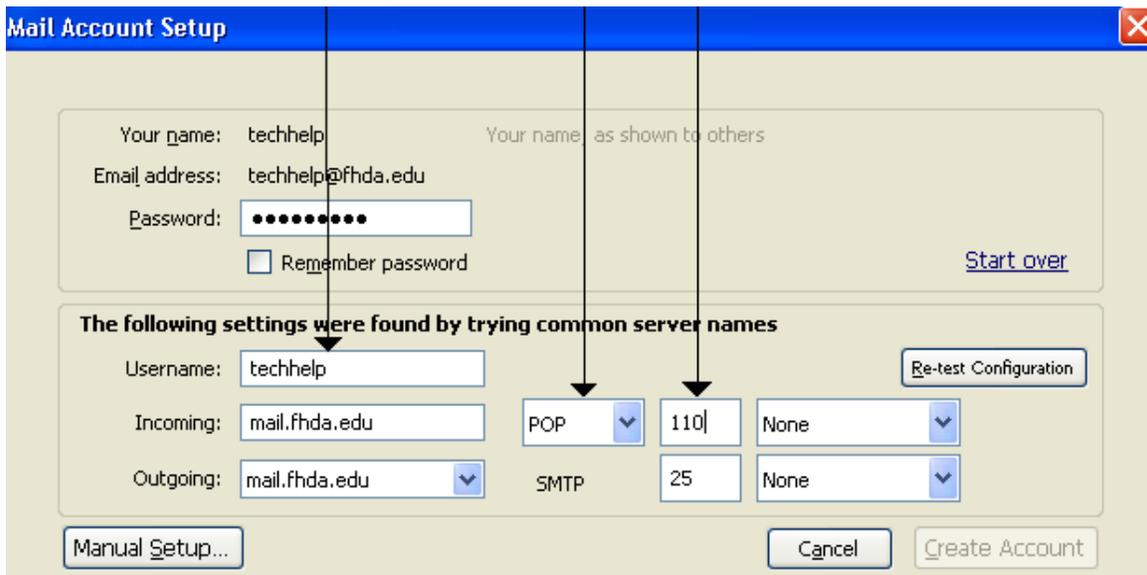


3. Allow Thunderbird to finish searching for your servers incoming and outgoing information.

4. After the search is completed click on the **Edit** button.

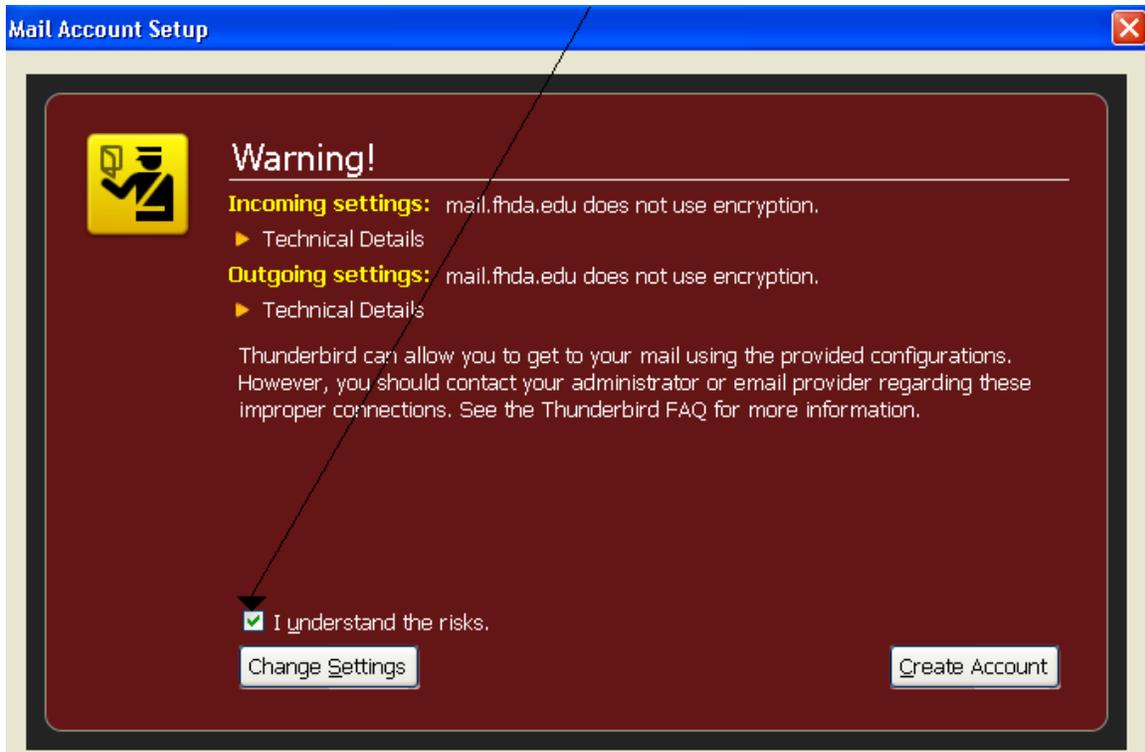


5. Change the Incoming from **IMAP** to **POP**, and port number 143 to 110. Type in your **username**, and click **Re-Test Configuration**.

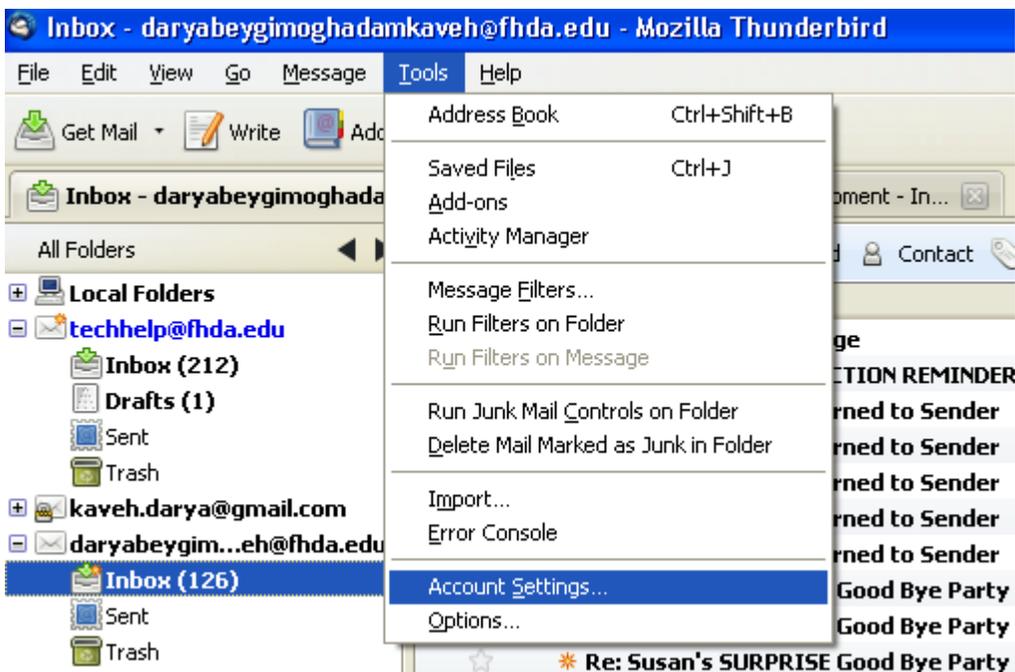


6. After the Re-Test is completed, click the **Create Account** button.

7. Warning! Message: check the, *I understand the risks* box, and click the **Create Account** button.



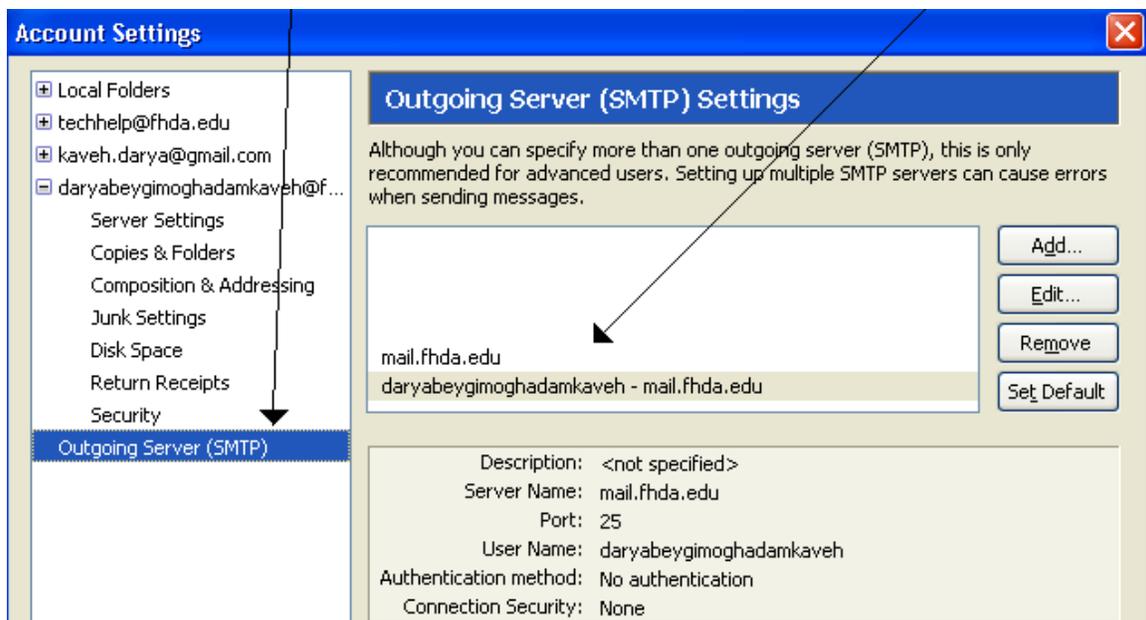
8. Go back to Thunderbird, and click on **Tools** pull down menu and select **Account Settings**.



9. Click on **Account Settings**. Make sure Authentication method field is set to *Password, transmitted insecurely*, or the field is *empty*.

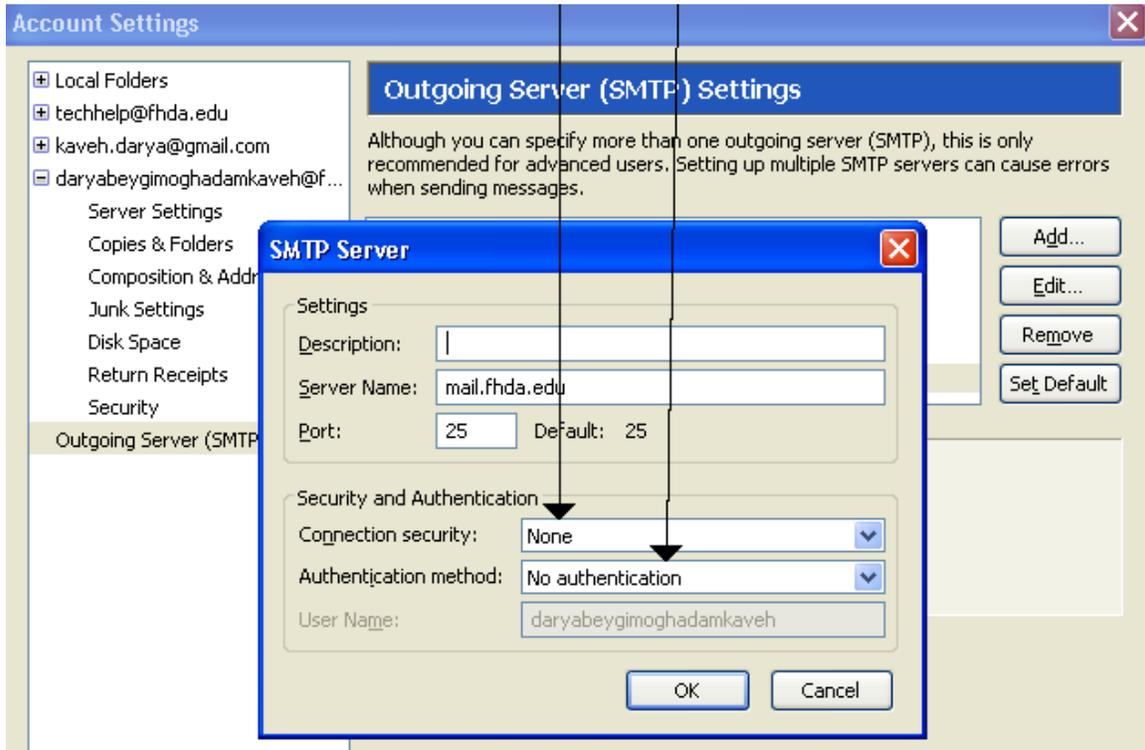


- If there is no setting present, revert back to step 2 and repeat the process.



11. Double click one of the SMTP servers (**mail.fhda.edu**), and make sure the Security and Authentication is as follows:

Connection security: None
Authentication method: No authentication



12. Click **OK** to complete your changes. Now send yourself a test email to make sure your **outgoing SMTP** is set up correctly. You should also be able to click on your Inbox to view your email. *FYI, your Inbox messages might take a few minutes to load.*