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.

Local Folders - Mozilla Thunderbird									
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u>	; <u>E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> ools <u>H</u> elp								
🖄 Get Mail 🔹 📝 Write 📃 Addre	ss Book Tag *								
🗏 Local Folders	Re: ETS Call Center-AV equipment - In 🖂								
All Folders	Thunderbird Mail - Local Folders								
🗄 🛋 kaveh.darya@gmail.com	Accounts								
	View settings for this account								
	Create a new account								
Mail Account Setup									
Your <u>n</u> ame: techhelp	Your name, as shown to others								
Emai <u>l</u> address: techhelp@	⊋fhda.edu								
Password:	II								
✓ Rement	mber password								
	Cancel 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.

Mail Acco	unt Setup						2
	Your <u>n</u> ame:	techhelp	Your name, as s	hown to oth	iers		
Er	mai <u>l</u> address:	techhelp@fhda.edu			\		
	Password:	•••••			,		
		Remember password				Start over	
The	e following s	ettings were found by	trying common	server na	mes		
	Username:	techhelp				Edit	
9	Incoming:	mail.fhda.edu	IMAP	143	None		
	Outgoing:	mail.fhda.edu	SMTP	25	None		
Mar	nual <u>S</u> etup]			Cancel	<u>Create Account</u>	

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

Aail Account Setup						
Your <u>n</u> ame:	techhelp	Your name	as shown b	o others		
Email address:	techhelp@fhda.edu					
Password:	•••••					
	Remember password				6	Start over
The following s	ettings were found by t	rying com	mon serve	r names		
Username:	techhelp				<u>R</u> e-test	Configuration
Incoming:	mail.fhda.edu	POP	✓ 11	0 None	*	
Outgoing:	mail.fhda.edu 💽	SMTP	25	None	~	
Manual <u>S</u> etup]			Can	cel <u>C</u> rea	te Account

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.

Mail Account Setup		×
	Warning!	
	Incoming settings: mail.fhda.edu does not use encryption.	
	Iechnical Details	
	 Technical Details 	
	Thunderbird can allow you to get to your mail using the provided configurations. However, you should contact your administrator or email provider regarding these improper connections. See the Thunderbird FAQ for more information.	
	I understand the risks.	
	Change Settings	

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

🍳 Inbox - daryabeygimoghada	mkave	h@fhda.edu -	Mozilla Thunde	erbird
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage	<u>T</u> ools	<u>H</u> elp		
🖄 Get Mail 🔹 📝 Write 🔲 Add		ress <u>B</u> ook	Ctrl+Shift+B	_
All Folders	Saved Files Ctrl+J <u>A</u> dd-ons Acti <u>v</u> ity Manager			oment - In 🖂
 ■ Local Folders 	Mes <u>R</u> un R <u>u</u> n	sage Eilters Filters on Folder Filters on Messa	ge TION REMINDER	
Drafts (1)	Run Junk Mail <u>C</u> ontrols on Folder Delete Mail Marked as Junk in Folder I <u>m</u> port Error Console			rned to Sender rned to Sender rned to Sender rned to Sender rned to Sender
 ■ Kaveh.darya@gmail.com ■ Maryabeygimeh@fhda.edu 				
🚔 Inbox (126) 🛄 Sent	Acc Opt	ount <u>S</u> ettings ions		Good Bye Party Good Bye Party
🐻 Trash		😭 🛛 卷 Re:	Susan's SURPRIS	E Good Bye Party

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

A	ccount Settings		X				
	 Local Folders Eschbelo@fbda.edu 	Server Settings					
	i kaveh.darya@gmail.com	Server Type: POP Mail Server					
	🖃 daryabeygimoghadamkaveh@f	Server Name: mail.fhda.edu Port: 110 🗘 Default: 110					
	Server Settings						
	Copies & Folders	User Mame: Kuulozz					
	Composition & Addressing	Security Settings					
	Junk Settings	Connection security: None					
	Disk Space						
	Return Receipts						
	Security	Server Settings					
	Outgoing Server (SMTP)	Check for new messages at startup					

• 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 <u>Security</u> <u>and Authentication</u> is as follows:

Connection security: Authentication method:

<u>None</u> No authentication

A	ccount Settings								×
				Out	going (Serv	er (SMT	F) Settings
	 kaveh.darya@gmail.cor daryabeygimoghadamk. Server Settings 	n avel	n@f	Althoug recomm when se	h you car ended foi ending me	i spe r adv ssag	cify mo anced es.	ore tha users.	an one outgoing server (SMTP), this is only . Setting up multiple SMTP servers can cause errors
	Copies & Folders Composition & Addr	S₩	ITP S	erver					
	Junk Settings	ſ	Setting	js					
	Return Receipts		<u>D</u> escrij Server	Name:	ı mail.fhd	a.ed	ψ		Set Default
	Outgoing Server (SMTP		<u>P</u> ort:		25	De	fault:	25	
		ſ	Securit	y and Au	thenticati	on T	-		
			Conne	ction secu ntication r	urity: method:	Nor	ne auther	oticatio	
			User N	la <u>m</u> e:		dar	yabey	gimogh	phadamkaveh
									OK Cancel

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.*