

**BLAKECOMMS**  
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# Setting up Email in Mozilla Thunderbird 1.5

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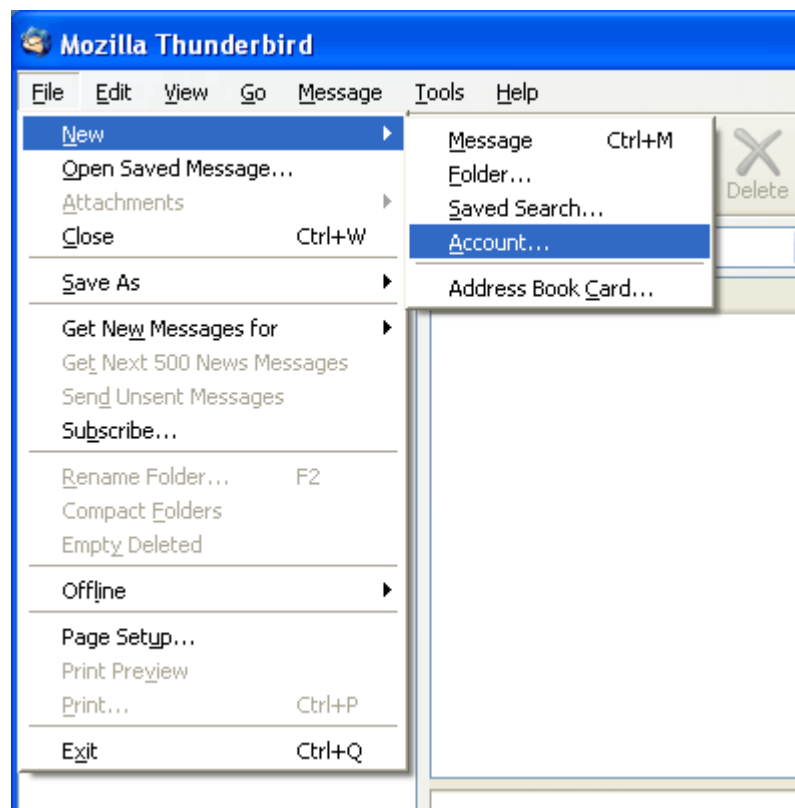
Page 1 of 9

## Setting up Mozilla Thunderbird 1.5

To configure email accounts in Mozilla Thunderbird 1.5 please follow these simple 8 step-by-step instructions.

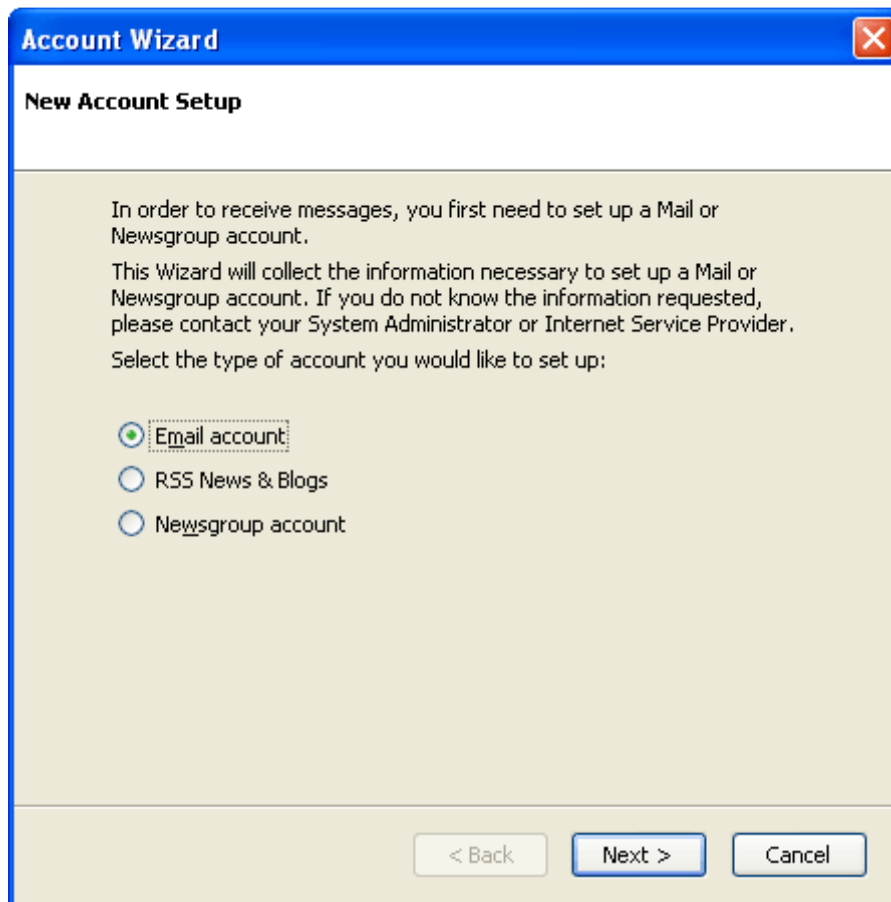
### Step 1

Go to the top menu 'file' and click on the link 'new' and then 'account'.



## Step 2

Select the option 'Email Account'



**Account Wizard**

**New Account Setup**

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account

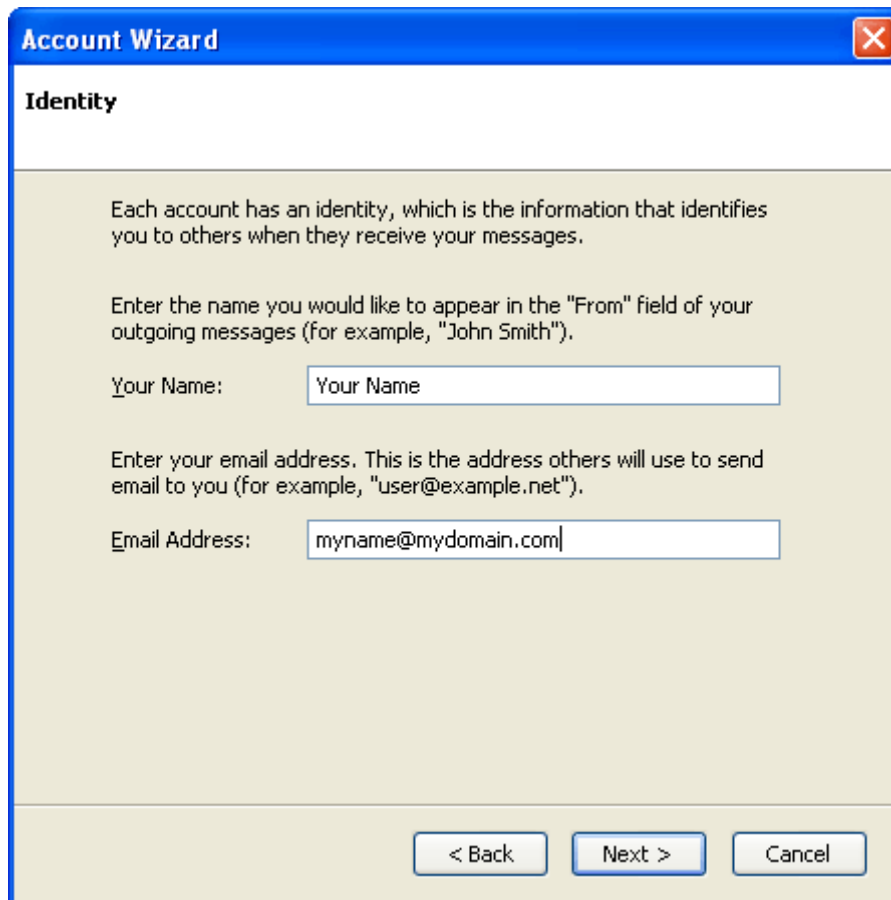
RSS News & Blogs

Newsgroup account

< Back    Next >    Cancel

### Step 3

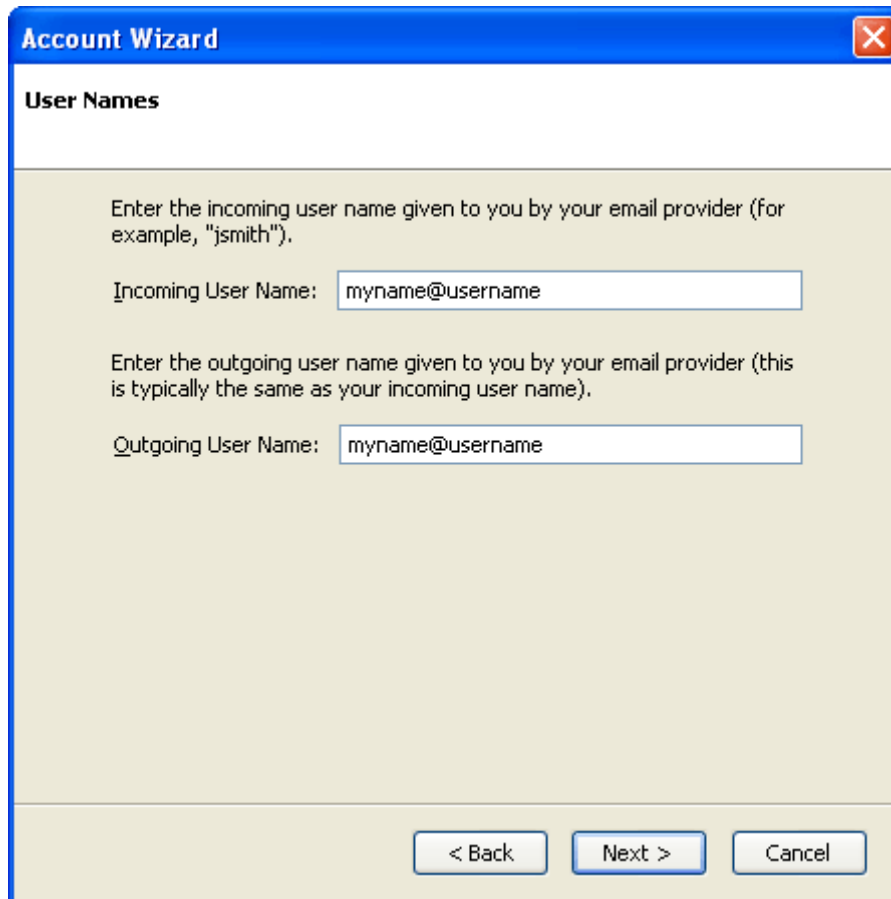
Enter your full name and email address. This is how you will appear to people you send emails to.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into a header section and a main content area. The header section is titled "Identity". The main content area has a light beige background and contains the following text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." Below this is another line of text: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." This is followed by a label "Your Name:" and a text input field containing "Your Name". Below that is another line of text: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." This is followed by a label "Email Address:" and a text input field containing "myname@mydomain.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

#### Step 4

Enter your account username and password for the mailbox you are working with. You need to make sure that this has been created in your control panel first, and will take the form of myname@username (eg for the address [joe@joebloggs.com](mailto:joe@joebloggs.com) with the username of joebloggs it would look something like joe@joebloggs, but full confirmation can be found in your control panel in the mailbox section). It is important you have the same in the outgoing username field as in the top incoming field. This is for secure password authentication needed to use our smtp servers.



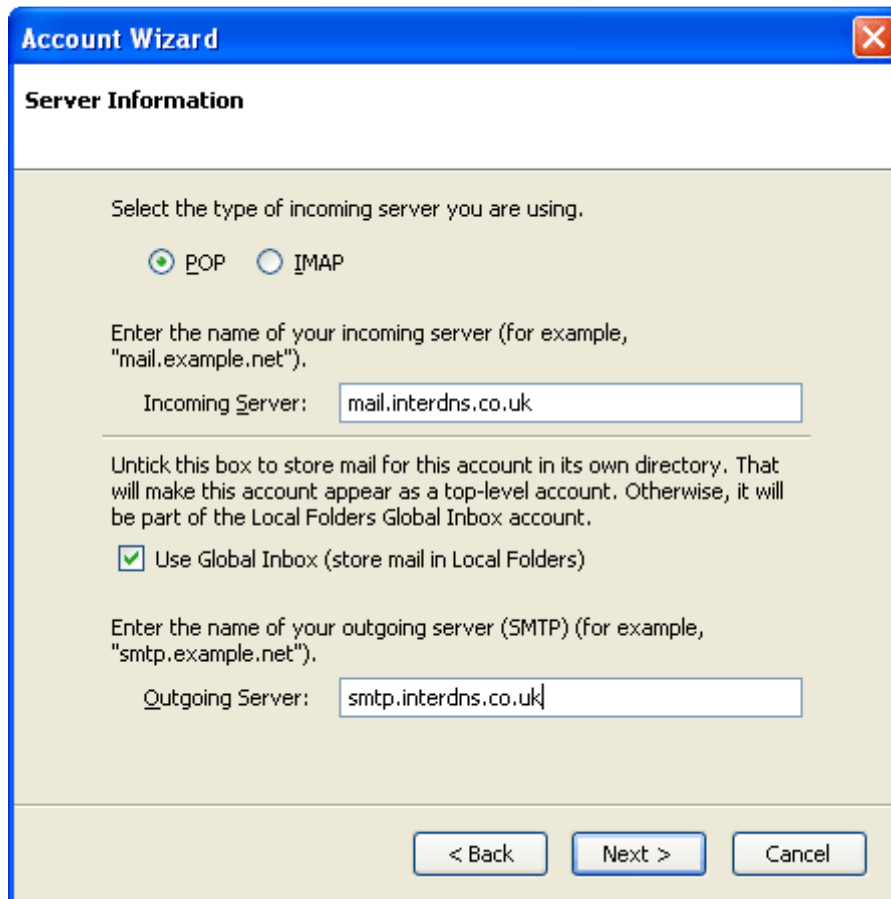
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into a header section and a main content area. The header section is titled "User Names". The main content area contains two instructions and two input fields. The first instruction says "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by an input field labeled "Incoming User Name:" containing the text "myname@username". The second instruction says "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by an input field labeled "Outgoing User Name:" containing the text "myname@username". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

## Step 5

Next, ensure you have selected the incoming server type as 'POP'.

Enter the incoming server address as confirmed in your control panel.

Enter the outgoing server address as confirmed in your control panel.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a section for selecting the incoming server type, with "POP" selected and "IMAP" unselected. A text box for the incoming server name contains "mail.interdns.co.uk". Below that, there is a checkbox for "Use Global Inbox (store mail in Local Folders)" which is checked. A text box for the outgoing server name contains "smtp.interdns.co.uk". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Account Wizard

**Server Information**

Select the type of incoming server you are using.

POP  IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Untick this box to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

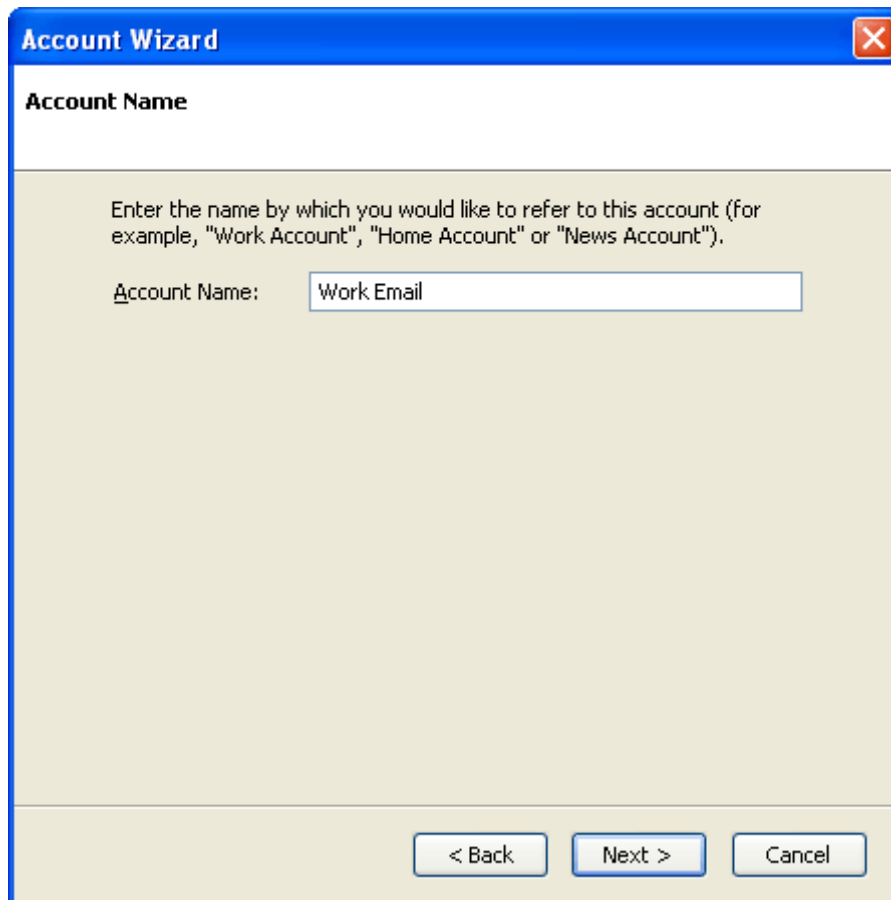
Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back   Next >   Cancel

## Step 6

Enter a name which will help you identify this account in Thunderbird again at a later date.



**Account Wizard**

**Account Name**

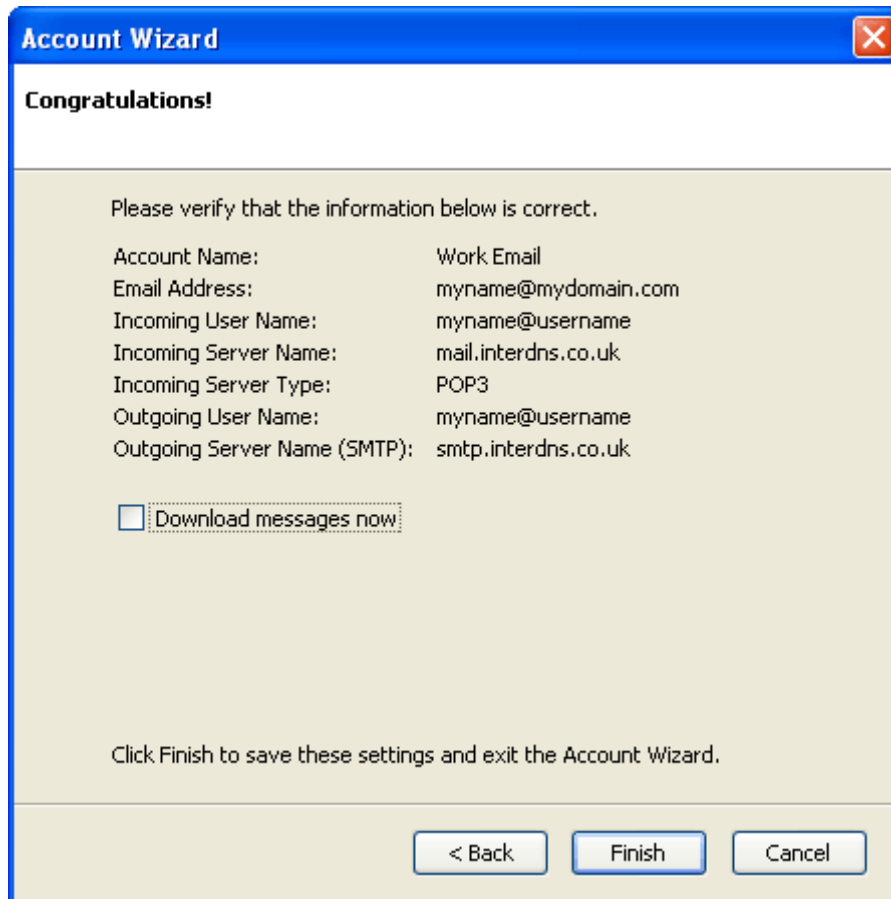
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back   Next >   Cancel

## Step 7

The next step summarises what you have entered into the signup page so far. This concludes the wizard guide.



**Account Wizard** [Close]

**Congratulations!**

Please verify that the information below is correct.

Account Name:	Work Email
Email Address:	myname@mydomain.com
Incoming User Name:	myname@username
Incoming Server Name:	mail.interdns.co.uk
Incoming Server Type:	POP3
Outgoing User Name:	myname@username
Outgoing Server Name (SMTP):	smtp.interdns.co.uk

Download messages now

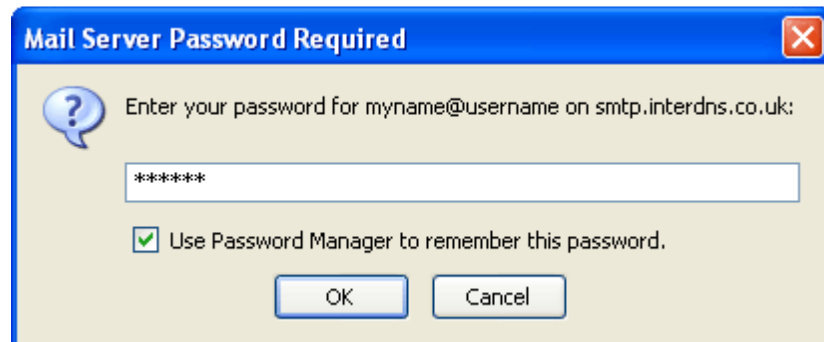
Click Finish to save these settings and exit the Account Wizard.

< Back   Finish   Cancel

## Step 8

In order to send via our SMTP servers you are required to authenticate your username and password to prevent unauthorised usage.

When you go to send an email for the first time you will see this box pop-up. Please enter the password for the mailbox and tick the box to remember it. The same will occur when you receive mail and as long as you tick the remember password box you won't be asked for it again.



## Finish

Your setup is now complete.