

THUNDERBIRD SETUP (STEP-BY-STEP) ©

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Thunderbird_Setup.lwp

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(Tested with Thunderbird version 3.0.1) (Note: Version 3 has an automated wizard that helps figure out settings)

This document contains **step-by-step** instructions to set up Thunderbird for various e-mail providers. For the most part, these e-mail providers can all be set up to run at the same time, in the same instance of Thunderbird including multiple accounts from the same provider. Using multiple identities can be problematic, but I think my recommendations will steer you through the worst. I suggest you print out the pages that you need before attempting to set up Thunderbird.

CONTENTS:

- * [DOWNLOAD & INSTALL T-BIRD](#)
- * [MULTIPLE ACCOUNTS~IDENTITIES](#)
- * [EARTHLINK MAIL \(POP\)](#)
- * [GMAIL Setup \(IMAP & POP\)](#)
- * [JUNO Mail Setup \(POP\)](#)
- * [IMAP OR POP?](#)
- * [AOL MAIL Tips & Setup \(IMAP & POP\)](#)
- * [ROADRUNNER Mail Setup \(POP\)](#)
- * [HOTMAIL or LIVE Mail \(POP\)](#)
- * [YAHOO! MAIL PLUS Setup \(POP\)](#)
- * [GENERAL SETUP PREFERENCES](#)

DOWNLOAD & INSTALL THUNDERBIRD

- To download Thunderbird, you can either Google the word thunderbird, or go directly to: <http://www.mozilla.com/en-US/thunderbird/>, and click the "Download Thunderbird" button.
- To install Thunderbird, simply double-click the downloaded file.
- Automatic setup: Thunderbird can set up your mail account settings automatically if you are currently using Outlook, Outlook Express, or Eudora. When the setup wizard asks you about importing mail and settings, select your current e-mail client. If you do not currently use one of them, select "Do not import anything".

IMAP OR POP? Some mail providers offer you the choice of using either IMAP Mail or POP Mail protocol. What's the difference? It really boils down to just one thing. Do you want your mail kept on the provider's server or on your local PC? Here are some details:

- **IMAP:** E-mail is stored on the provider's server and can be accessed from any PC anywhere. You can set up Thunderbird on several different PC's to access the same IMAP Account or use a Browser from remote locations. Although some providers offer you a lot of storage space, once it fills up, either your mail stops working or they will start deleting your oldest mail. Thunderbird does allow you to selectively move mail to your PC, thus saving mail that may be deleted by the provider. See my Tips at the end of this guide. Note: When first installing a new IMAP Account on Thunderbird (or any IMAP client), it takes extra time to initially synchronize all the folders. Be patient.
- **POP:** E-mail is stored on your PC. Each time you log-in, all the e-mail on the server downloads to your local PC. Once on your PC, mail cannot be accessed from any other location. Mail that has not yet been downloaded is available via other PC's using a Browser. E-mail storage is limited only by the size of your hard drive. At some point your built up mail will start slowing down Thunderbird. You can resolve this by archiving old mail. See my Tips at the end of this guide.

CONTACT LISTS (ADDRESS BOOKS)

- Thunderbird allows you to have your contact list on the server, or on your local PC, or both. This can be easy or difficult depending on the provider. AOL makes it very difficult. Every provider has a different process for importing and exporting your Address Book.

MULTIPLE ACCOUNTS AND IDENTITIES

- You can set up multiple e-mail addresses (accounts) with the same provider or different providers all in the same instance of Thunderbird. Just set them up one at a time. My checklist takes this into account. *(If you find errors, please let me know).*

AOL MAIL TIPS

DO YOU WANT TO STOP PAYING AOL FOR YOUR E-MAIL ACCOUNT?

Are you a paying member of AOL who no longer needs the various AOL services, but wants to keep your AOL e-mail address active? Do you want to stop paying them a monthly fee? See the solution in my article "How to Stop Paying AOL" at www.jimopi.net.

EXPORT AOL CONTACTS:

For a trick to get your AOL e-mail contact addresses exported to another e-mail Account or e-mail client, see my article "How to Stop Paying AOL" at www.jimopi.net

AOL MAIL Setup (IMAP Mail) *(Note: If setting up multiple AOL Accounts, you need to create an unique "Outgoing Server" entry for each account).*

1) ADD ACCOUNT WIZARD *(Tools > Account Settings > Add Account)*

- a. Select "Ⓞ E-mail Account", then <Next>.
- b. Identity Screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it.
 - Enter your full AOL e-mail address. ie: xxxxx@aol.com (or xxxxx@aim.com)
 - Click Next
- c. Select IMAP
- d. Enter an Incoming Server = imap.aol.com (or imap.aim.com It must match your address).
- e. If asked, enter an Outgoing Server = smtp.aol.com (or smtp.aim.com)
- f. Incoming User Name: Enter just your screen name ie: xxxxx *(not including "@aol.com")*.
- g. If asked about Outgoing User Name: Same as Incoming User Name.
- h. Account Name: I suggest using your AOL e-mail address + IMAP. ie: "xxxxx@aol.com IMAP"
- i. Click Next, then click Finish to go back to the Account Settings Window.

2) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Outgoing Server (SMTP): *(At the very bottom of the Account settings column on the left)*

Click Add.

Description = AOL SMTP xxxxx SERVER (xxxxx = user name)

Server Name = smtp.aol.com and Port = 587

Use name and password.

User Name = ie: xxxxx *(your AOL screen name (not including @aol.com))*,

Use Secure connection = "Ⓞ No" *(You will be asked for the password later)*.

Click <OK>

xxxxx@aol.com IMAP. Select your newly created AOL Account (on the left)

Make sure the outgoing server is the "AOL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit, if there is already one there).

In the "Your Name" box, enter your name. (shown in outgoing mails)

E-mail address = ie: xxxxx@aol.com or xxxxx@aim.com

Verify that the Outgoing Server (SMTP) shows the "AOL SMTP xxxxx SERVER" for this account.

Click OK, then on the "Multiple Identities Support" window, make sure the AOL identity is selected & click OK.

Server Settings *(Below your new AOL Account)*. Verify the following:

Server Type = IMAP

Server name: imap.aol.com (or imap.aim.com) Port = 143

User Name = ie: xxxxx *(your AOL screen name (not including @aol.com))*,

Use secure connection: "Ⓞ Never"

Check for new messages at startup

Check for new messages every 10 min .

When I delete a message, select: Move it to the Trash Folder.

Copies & Folders *(Below your new AOL Account)*.

a. Under the section "When sending messages, automatically:", check the box: Place a copy in Ⓞ "Sent" Folder on: xxxxx@aol.com IMAP".

b. Leave the Drafts and Templates items set as default.

Off-line & Disk Space Ⓞ Don't delete any messages.

Junk Settings *(Below your new AOL Account)*. If desired set the following to:

Move new junk messages to: "Ⓞ Other: Junk on Local Folders".

Verify: Again click the ie: **xxxxx@aol.com IMAP** Account on the left of the window and make sure the Outgoing Server shows the correct "AOL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click OK to exit the Account Settings Window.

THUNDERBIRD SETUP (STEP-BY-STEP)

If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 143 and the outgoing server is port 587.

NOTE: You cannot manually add messages to the "Inbox" or "Sent Items" folders. Messages will only be added to these folders when an e-mail is received or sent by the AOL IMAP Server.

BE AWARE that the first time you log on to an AOL Account set up as IMAP, it will take some time to download all your email headers from the AOL Server. Also, the first time you click on your various mail folders, it may take some time to download the headers in those folders. This only happens once for a new account and is normal.

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

AOL MAIL Setup (POP Mail)

1) THUNDERBIRD "ADD ACCOUNT" WIZARD (*Tools > Account Settings > Add Account*)

- a. Select " E-mail Account", then Next.
- b. Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it..
 - In e-mail address, enter your full AOL address, ie: xxxxx@aol.com
 - Click Next
- c. Select POP and an incoming server of: pop.aol.com
- d. If asked, enter an outgoing server of: smtp.aol.com
- e. UN-CHECK " Use Global Inbox", and click <Next>.
(Be sure to do this. If not, your mail will get messed up before you can fix it.)
(To fix it: Tools > Account Settings > Server Settings > Advanced...)
- f. Incoming User name = Your address ie: xxxxx *(not including @aol.com)*
- g. If asked, enter Outgoing User name = ie: xxxxx *(not including @aol.com)*
- h. Account Name: I suggest using your AOL address + POP = ie: xxxxx@aol.com POP
- i. Click <Next>, then click <Finish> to go back to the Account Settings Window.

2) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Outgoing (SMTP) server: (*It's at the very bottom of the Account settings column on the left*)

Click Add.

Description = AOL SMTP xxxxx SERVER (xxxxx = user name)

Server Name = smtp.aol.com and Port = 587

Check " Use name and password", User Name = ie: xxxxx *(not including @aol.com)*

Use secure connection = select " No". (*You will be asked for the password later*).

Click OK

xxxxx@aol.com POP: Select your newly created AOL Account (on the left)

Make sure the outgoing server is the "AOL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (*To be shown in outgoing e-mail's*)

E-mail address = ie: xxxxx@aol.com

Verify that the Outgoing Server (SMTP) shows the "AOL SMTP xxxxx SERVER for this account & click OK

On the "Multiple Identities" window, make sure the AOL identity is selected & click OK.

Server Settings: (*Below your new AOL POP Account.*) Verify the following:

Server Type = POP

Server Name = pop.aol.com Port = 110

User Name = xxxxx *(not including @aol.com)*

Security Settings, Use secure connection, select: " Never"

Server settings: Select the following boxes as shown:

Check for new messages at startup"

Check for new messages every 10 min"

Automatically download new messages" (*recommended*).

Leave messages on server". **MUST BE UN-CHECKED!**

Copies & Folders: (*Below your new AOL POP Account.*) Verify settings:

Under the section "When sending messages, automatically:", check the box " Place a copy in "Sent"

Folder on xxxxx@aol.com POP"

Keep message drafts in "Drafts" Folder on xxxxx@aol.com POP

Keep message templates in ☉ "Templates" Folder on xxxxx@aol.com POP

If these settings are wrong, first make sure that the " Use Global Inbox" is UNCHECKED in (*Tools > Account Settings > Server Settings > Advanced...*)

Junk Settings: (*Below your new AOL POP Account.*) Check the following:

Move new junk messages to "☉ Junk folder on xxxxx@aol.com POP".

Verify: Again click the **xxxxx@aol.com POP** AOL Account on the left of the window and make sure the Outgoing Server shows the correct "AOL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click **OK** to exit the Account Settings Window.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 110 & Secure connection = "☉ Never". Verify the Outgoing server is port 587 and SMTP Secure connection = "☉ No".*

BE AWARE that the first time you log on to an AOL Account set up as POP, it may take some time to download all your existing email from the AOL Server to your PC.

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

EARTHLINK MAIL (POP Mail)

- See this earthlink knowledgebase page: <http://kb.earthlink.net/case.asp?article=127339>

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

ROADRUNNER MAIL Setup (POP Mail)

1) ADD ACCOUNT WIZARD (*Tools > Account Settings > Add Account*)

- Select "☉ E-mail Account", then Next.
- Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it.
 - In e-mail address, enter your full Roadrunner address, ie: xxxxx@ca.rr.com
 - Click <Next>.
- Select POP and an Incoming Server name: pop-server.ca.rr.com
- If asked, enter an Outgoing Server name: smtp-server.ca.rr.com
- UN-CHECK " Use Global Inbox", and click <Next>.
 - *Be sure to do this. If not, your mail will get messed up before you can fix it.*
 - *(To fix it: Tools > Account Settings > Server Settings > Advanced...)*
- Incoming user name = Your full address (ie: xxxxx@ca.rr.com)
- Outgoing user name = (If box shows up, enter same address (ie: xxxxx@ca.rr.com))
- Account Name: I suggest using your Roadrunner address + POP = ie: xxxxx@ca.rr.com POP
- Click Next, then Finish to go back to the Account Settings Window.

2) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Outgoing Server (SMTP): (*At the very bottom of the Account settings column on the left*)

Click Add.

Enter a Description = RR SMTP xxxxx SERVER (where xxxxx identifies this Account)

Server Name = smtp-server.ca.rr.com and Port = 25

Check " Use name and password", User Name = ie: xxxxx@ca.rr.com

Use Secure connection, select "☉TLS, if available". Click OK. (*You will be asked for the password later*)

xxxxx@ca.rr.com POP Select your newly created ROADRUNNER Account (*on the left*)

Make sure the outgoing server is the "RR SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (*To be shown in outgoing e-mail's*)

E-mail address = ie: xxxxx@ca.rr.com

Verify that the Outgoing Server (SMTP) shows the "RR SMTP xxxxx SERVER" for this account

Click OK

On the "Multiple Identities Support" window, make sure the ROADRUNNER identity for this account is selected, and click OK.

Server Settings (*Below your new Roadrunner Account*). Verify the following:

Server Type = POP

THUNDERBIRD SETUP (STEP-BY-STEP)

Server Name = pop-server.ca.rr.com Port = 110.

User Name = xxxxx@ca.rr.com

Security Settings, under Use secure connection, select: "☉ TLS, if available"

Server settings: Select the following boxes as shown:

Check for new messages at startup"

Automatically download new messages" (*recommended*).

Leave messages on server" (UN-CHECKED!)

Copies & Folders (*Below your new ROADRUNNER account*). Verify settings:

Place a copy in ☉ "Sent" Folder on xxxxx@ca.rr.com POP

Keep message drafts in ☉ "Drafts" Folder on xxxxx@ca.rr.com POP

Keep message templates in ☉ "Templates" Folder on xxxxx@ca.rr.com POP

If these settings are wrong, greyed out, or missing, make sure that the " Use Global Inbox" is UNCHECKED in (*Tools > Account Settings > Server Settings > Advanced...*)

Disk Space ☉ Don't delete any messages.

Junk Settings (*Below your new ROADRUNNER account*). Check the following:

Move new junk messages to "☉ Junk folder on xxxxx@ca.rr.com.com POP".

Verify: Again click the **xxxxx@ca.rr.com POP** Roadrunner Account on the left of the window and make sure the Outgoing Server shows the "RR SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click <OK> to exit the Account Settings Window.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 110 and the outgoing server is port 25.*

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

GMAIL Setup (IMAP Mail)

1) GMAIL WEBSITE: Before configuring Thunderbird, you must verify IMAP is enabled on your GMAIL Account:

- a. Log on to your GMAIL account.
- b. Click "Settings" (*at the top*).
- c. At the top of the window, click "Forwarding & POP/IMAP".
- d. Click "Enable IMAP".
- e. Click "Save Changes".

2) THUNDERBIRD "ADD ACCOUNT" WIZARD (*Tools > Account Settings > Add Account*)

- a. Select "☉ E-mail Account", then Next.
- b. Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it.
 - In e-mail address, enter your full GMAIL address, ie: xxxxx@GMAIL.com, & click Next.
- c. Select IMAP and an incoming server of: imap.GMAIL.com
- d. If asked, enter an outgoing server of: smtp.GMAIL.com
- e. Incoming user name = Your address ie: xxxxx@GMAIL.com
- f. If asked, enter Outgoing user name = Same as Incoming User name.
- g. Account Name: I suggest using your GMAIL address + IMAP = ie: xxxxx@GMAIL.com IMAP
- h. Click Next, then Finish to go back to the Account Settings Window.

3) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Outgoing Server (SMTP): (*It's at the very bottom of the Account Settings column on the left*)

Click Add.

Description = GMAIL SMTP xxxxx SERVER (xxxxx = username)

Server Name = smtp.GMAIL.com and Port = 587

Use name and password. User Name = ie: xxxxx@GMAIL.com

Use secure connection = "☉ TLS, if available". (*You will be asked for the password later*).

Click <OK>

xxxxx@GMAIL.com IMAP Select your newly created GMAIL Account (*on the left*)

Make sure the outgoing server is the desired "GMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit, if there is already one there).

In the "Your Name" box, enter your name. (*shown in outgoing e-mails*)

E-mail address = ie: xxxxx@GMAIL.com

Verify that the Outgoing Server shows the "GMAIL SMTP xxxxx SERVER" for this account.

Click OK, then on the "Multiple Identities Support" window, make sure the GMAIL Identity is selected & click OK.

Server Settings (under your new GMAIL IMAP Account). Verify the following:

Server Type = IMAP

Server name = imap.GMAIL.com Port = 993

User Name = ie: xxxxx@GMAIL.com

Use secure connection = " SSL"

Check for new messages at startup

Check for new messages every 10 min

When I delete a message: "Move it to the Trash Folder".

Copies & Folders (*Below your new GMAIL Account*).

a. Under the section "When sending messages, automatically:", un-check the box: " Place a copy in.....". (*The GMAIL server will automatically put a copy of your sent mail in the Sent Mail folder*).

b. Leave the Drafts and Templates items set as default

Off-line & Disk Space Don't delete any messages.

Junk Settings (under your new GMAIL IMAP Account). If desired, set the following to:

Move new junk messages to: " Other: Junk on Local Folders".

Verify: Again click the xxxxx@GMAIL.com IMAP ACCOUNT on the left of the window and make sure the Outgoing Server shows the correct "GMAIL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click OK to exit the Account Settings Window.

*If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 993 and Security is set to " SSL". Verify the Outgoing server is port 587 and Security is set to " TLS (If available)".*

Note: You cannot manually add messages to the "Inbox" or "Sent Mail" folders. Messages will only be added to these folders when an e-mail is received or sent by the GMAIL IMAP Server.

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

GMAIL Setup (POP Mail)

1) GMAIL WEBSITE: Before configuring Thunderbird, you must first enable POP on your GMAIL Account:

- Log on to your GMAIL account
- Click "Settings" (*at the top*).
- At the top of the window, click "Forwarding & POP/IMAP".
- Click "Enable POP for all mail".
- Where it says "When messages are accessed with POP": Choose your preference.
- Click "Save Changes"

2) THUNDERBIRD "ADD ACCOUNT" WIZARD (*Tools > Account Settings > Add Account*)

- Select " E-mail Account", then Next.
- Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it..
 - In e-mail address, enter your full GMAIL address, ie: xxxxx@GMAIL.com
 - Click Next
- Select POP and an incoming server of: pop.GMAIL.com
- If asked, enter an outgoing server of: smtp.GMAIL.com
- UN-CHECK " Use Global Inbox", and click <Next>.
(*Be sure to do this. If not, your mail will get messed up before you can fix it.*)
(*To fix it: Tools > Account Settings > Server Settings > Advanced...*)
- Incoming User name = Your address ie: xxxxx@GMAIL.com
- If asked for Outgoing user name, enter same as Incoming User name.
- Account Name: I suggest using your GMAIL address + POP = ie: xxxxx@GMAIL.com POP

THUNDERBIRD SETUP (STEP-BY-STEP)

- i. Click Next, then Finish to go back to the Account Settings Window.

3) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Outgoing (SMTP) server: *(It's at the very bottom of the Account Settings column on the left)*

Click Add.

Description = GMAIL SMTP xxxxx SERVER (xxxxx is for this username)

Server Name = smtp.GMAIL.com and Port = 587

Check "Use name and password", User Name = ie: xxxxx@GMAIL.com

Use secure connection, select "TLS, if available". *(You will be asked for the password later).*

Click OK

xxxxx@GMAIL.com POP: Select your newly created GMAIL Account (on the left)

Make sure the outgoing server is the "GMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (shown in outgoing e-mails)

E-mail address = ie: xxxxx@GMAIL.com

Verify that the Outgoing Server (SMTP) shows the "GMAIL SMTP xxxxx SERVER" for this account and click OK.

On the "Multiple Identities" window, make sure the GMAIL identity is selected & click OK.

Server Settings: *(Below your new GMAIL POP Account.)* Verify the following:

Server Type = POP

Server Name = pop.GMAIL.com Port = 995

User Name = xxxxx@GMAIL.com

Security Settings, Use secure connection. Select: "SSL"

Server settings: Select the following boxes as shown:

"Check for new messages at startup"

"Automatically download new messages" *(recommended).*

"Leave messages on server". **MUST BE UN-CHECKED!**

Copies & Folders: *(Below your new GMAIL POP Account.)* Verify settings:

Place a copy in "Sent" Folder on xxxxx@GMAIL.com POP

Keep message drafts in "Drafts" Folder on xxxxx@GMAIL.com POP

Keep message templates in "Templates" Folder on xxxxx@GMAIL.com POP

If these settings are wrong, first make sure that the "Use Global Inbox" is UNCHECKED in *(Tools > Account Settings > Server Settings > Advanced...)*

Disk Space Don't delete any messages.

Junk Settings: *(Below your new GMAIL POP Account.)* Check the following:

Move new junk messages to "Junk folder on xxxxx@GMAIL.com POP".

Verify: Again click the **xxxxx@GMAIL.com POP** GMAIL Account on the left of the window and make sure the Outgoing Server shows the "GMAIL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click **OK** to exit the Account Settings Window.

NOTE: *If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 995 & Security is "SSL". Verify the Outgoing server is port 587 and Security is "TLS (If available)".*

BE AWARE that the first time you log on to a GMAIL Account set up POP, it may take some time to download all your existing email from the GMAIL Server to your PC.

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

HOTMAIL / "Windows Live Mail" Setup *(POP Mail)*

1) THUNDERBIRD "ADD ACCOUNT" WIZARD *(Tools > Account Settings > Add Account)*

a. Select "E-mail Account", then Next.

b. Identity screen:

• In the "Your Name" box, enter your name as you want e-mail recipients to see it..

• In e-mail address, enter your full HOTMAIL address, ie: xxxxx@hotmail.com (or @live.com)

• Click Next

c. Select POP and an incoming server of: pop3.live.com

- d. If asked, enter an outgoing server of: smtp.live.com
- e. **UN-CHECK** "Use Global Inbox", and click <Next>.
 - (Be sure to do this. If not, your mail will get messed up before you can fix it.)
 - (To fix it: Tools > Account Settings > Server Settings > Advanced...)
- f. Incoming User name = Your address ie: xxxxx@hotmail.com
- g. If asked for Outgoing user name, enter same as Incoming User name.
- h. Account Name: I suggest using your HOTMAIL address + POP = ie: xxxxx@hotmail.com POP
- i. Click Next, then Finish to go back to the Account Settings Window.

2) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Outgoing (SMTP) server: *(It's at the very bottom of the Account Settings column on the left)*

Click Add.

Description = HOTMAIL SMTP xxxxx SERVER (where xxxxx is the username for this account)

Server Name = smtp.live.com and change Port to = 25 or 587

Check "Use name and password", User Name = ie: xxxxx@hotmail.com

Under Use secure connection, select "TLS". *(You will be asked for the password later).*

Click OK

xxxxx@hotmail.com POP: Select your newly created HOTMAIL Account (on the left)

Make sure the outgoing server is the "HOTMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (shown in outgoing e-mails)

E-mail address = ie: xxxxx@hotmail.com

Verify that the Outgoing Server (SMTP) shows the "HOTMAIL SMTP xxxxx Server" for this account and click OK

On the "Multiple Identities" window, make sure the HOTMAIL identity is selected & click OK.

Server Settings: *(Below your new HOTMAIL POP Account.)* Verify the following:

Server Type = POP

Server Name = pop3.live.com Port = 995

User Name = xxxxx@hotmail.com (Must be full the e-mail address)

Security Settings:

Use secure connection: Select: "SSL"

Make sure "Use Secure Authentication" is UNCHECKED.

Server settings: Select the following boxes as shown:

"Check for new messages at startup"

"Automatically download new messages" *(recommended).*

"Leave messages on server". **MUST BE UN-CHECKED!**

Copies & Folders: *(Below your new HOTMAIL POP Account.)* Verify settings:

Place a copy in "Sent" Folder on xxxxx@hotmail.com POP

Keep message drafts in "Drafts" Folder on xxxxx@hotmail.com POP

Keep message templates in "Templates" Folder on xxxxx@hotmail.com POP

If these settings are wrong, first make sure that the "Use Global Inbox" is UNCHECKED. See *(Tools > Account Settings > Server Settings > Advanced...)*

Disk Space Don't delete any messages.

Junk Settings: *(Below your new HOTMAIL POP Account.)* Check the following:

Move new junk messages to "Junk folder on xxxxx@hotmail.com POP".

Verify: Again click the **xxxxx@hotmail.com POP** Account on the left of the window and make sure the Outgoing Server shows the "HOTMAIL SMTP xxxxx Server" for this account in the window at the lower part of the screen. Click **OK** to exit the Account Settings Window.

NOTE: *If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up.*

Verify Incoming server is using port 995 & Security is "SSL". Verify the Outgoing server is port 25 or 587 and Security is "SSL".

BE AWARE that the first time you log on to a HOTMAIL Account set up POP, it may take some time to download all your existing email from the HOTMAIL Server to your PC.

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

JUNO MAIL Setup (POP Mail) NOTE: JUNO FREE is not available to any mail clients other than the JUNO Program. (1-1-2008). The following setup is for "PAID" JUNO customers only:

THUNDERBIRD SETUP (STEP-BY-STEP)

1) THUNDERBIRD "ADD ACCOUNT" WIZARD (*Tools > Account Settings > Add Account*)

- a. Select "☉ E-mail Account", then click <Next>.
- b. Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it.
 - In e-mail address, enter your full JUNO address, ie: xxxxx@juno.com
 - Click <Next>.
- c. Select POP, and an incoming server name: pop.juno.com
- d. If asked, enter an Outgoing Server Name: authsmtp.juno.com
- e. UN-CHECK " Use Global Inbox", and click <Next>.
 - *(Be sure to do this. If not, your mail will get messed up before you can fix it.)*
 - *(To fix it: Tools > Account Settings > Server Settings > Advanced...)*
- f. Incoming User name = Your address ie: xxxxx@juno.com
- g. If asked, enter Outgoing User name same as Incoming User name.
- h. Account Name: I suggest using your JUNO address + POP = ie: xxxxx@juno.com POP
- i. Click Next, then Finish to go back to the Account settings window.

2) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Outgoing Server (SMTP): (*At the very bottom of the Account settings column on the left*)

Click Add.

Description = JUNO SMTP xxxxx SERVER (where xxxxx is the username for this account)

Server Name = authsmtp.juno.com and Port = 25

Check " Use name and password", User Name = ie: xxxxx@juno.com

Under Use Secure connection, select "☉ TLS, if available" & click OK. (*Password is later*)

xxxxx@juno.com POP Select your newly created JUNO Account (*on the left*)

Make sure the outgoing server is the "JUNO SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit if your JUNO identity is listed).

In the "Your Name" box, enter your name. (*This is shown in outgoing e-mails*)

E-mail address = ie: xxxxx@juno.com

Verify that the Outgoing Server (SMTP) shows "JUNO SMTP xxxxx SERVER" for this account & click <OK>

On the "Multiple Identities Support" window, make sure JUNO identity is selected.

Click <OK>

Server Settings (below your new JUNO Account on the left) Verify the following:

Server Type = POP

Server Name = pop.juno.com and Port = 110.

User Name = xxxxx@juno.com

Use secure connection, select: "☉ TLS, if available"

Server settings: Select the settings shown below:

Check for new messages at startup"

Automatically download new messages" (*recommended*).

Leave messages on server" (UN-CHECKED)

Copies & Folders under your new JUNO Account. Verify the settings are as follows:

Place a copy in "☉ Sent" Folder on xxxxx@juno.com POP

Keep message drafts in "☉ Drafts" Folder on xxxxx@juno.com POP

Keep message templates in "☉ Templates" Folder on xxxxx@juno.com POP

NOTE: If these settings are wrong, first make sure that the " Use Global Inbox" is UNCHECKED in (*Tools > Account Settings > Server Settings > Advanced...*)

Disk Space ☉ Don't delete any messages.

Junk Settings: under your new JUNO Account, make sure the following are checked:

Move new junk messages to "☉ Junk folder on xxxxx@juno.com POP".

Verify: Again click the **xxxxx@juno.com POP** Account on the left of the window and make sure the Outgoing Server shows the "JUNO SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click <OK> to exit.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 110 and the outgoing server is port 25.*

NOW GO TO Page 11 and complete the GENERAL SETUP PREFERENCES >>>

YAHOO! MAIL PLUS Setup (POP Mail)

NOTE: Yahoo FREE mail will not work with any mail clients other than the Yahoo Webmail on your Browser (12-4-2008). If you have a paid "Yahoo! Mail Plus" Account, they do allow you to set up your favorite e-mail client to access Yahoo mail using POP.

The following info is from the Yahoo mail site to help you set up a "YAHOO! MAIL PLUS" POP Account on Thunderbird. I have not yet had the opportunity to configure this myself, since I am not a paid user. Re: <http://help.yahoo.com//us/yahoo/mail/original/mailplus/pop/pop-35.html>

POP Yahoo! Mail Plus with Another Email Client

Here are the basic server settings for Yahoo! Mail:

Incoming Mail (POP3) Server: plus.pop.mail.yahoo.com (Use SSL, port: 995)

Outgoing Mail (SMTP) Server: plus.smtp.mail.yahoo.com (Use SSL, port: 465, use authentication)

Account Name/Login Name: Your Yahoo! Mail ID (your email address without the "@yahoo.com")

Email Address: Your Yahoo! Mail address (e.g., user@yahoo.com)

Password: Your Yahoo! Mail password

Your other email program will give you the option of either deleting your Yahoo! messages from the Yahoo! server after downloading them, or leaving them on the Yahoo! server so you can see them online in your Yahoo! account, too.

THUNDERBIRD SETUP (STEP-BY-STEP)

GENERAL SETUP PREFERENCES

Tools > Account Settings - Verify the following boxes and bullets are set exactly as shown for **EACH** of your e-mail Accounts.

Composition & Addressing:

- Compose in HTML or uncheck it to compose in plain text.
- Automatically quote original message when replying then:
Then, "start my reply above the quote"
and place my signature "below my reply (above the quote)" (*If using a Signature*).

When looking up addresses

- use my global LDAP server preferences for this Account.

Junk Settings:

- Enable adaptive junk mail controls.
- Do not mark mail as junk if sender is in Personal Address Book.
- Trust junkmail headers set by: Spam Assassin (*optional*)
- Automatically delete junk mail older than "180" days.

Tools > Options - Verify the following boxes and bullets are set. This is done only once and is the same for all e-mail Accounts.

General (ICON)

- Always check Thunderbird is the default mail client
- Thunderbird start page. (*Uncheck this box if blank preview window is desired.*)

When new messages arrive Play a sound:

- Use the following sound file. (*Browse and pick a WAV file*)

Display (ICON) - The default settings are usually OK for this window.

Composition (ICON)

General Tab

- Forward messages: **Inline**.
- HTML Font = Arial Size = Medium

Configure text format behavior: Click the <Send Options> Button. If you use HTML, choose: "Send the message in both plain text and HTML". If you desire to send all messages in plain text, choose "Convert the message to Plain Text".

Addressing Tab

- When addressing messages, look for matching entries in Local Address Books.
- Un-check the box: " Automatically add outgoing addresses to my....."

Privacy (ICON)

Junk Tab

- When I mark messages as junk: " move them to the account's 'Junk' folder".
- Mark messages determined to be junk as read.

Anti-Virus Tab

- Allow antivirus clients to quarantine individual incoming messages.

Attachments (ICON) Ask me where to save every file

Advanced (ICON)

General Tab

- Open new messages in a new message window.
- Configuration Editor = **DO NOT USE THIS FEATURE!** *You can totally mess up things.*

Network & Disk SpaceTab

- Disk Space: compact folders when it will save over 5000 KB.

Click OK to exit. Note: A "Junk" folder should magically show up at this point.

