

Accessing E-mail – Thunderbird Edition

Assuming you have already read the original document, “Accessing E-mail”. We will get straight into setting up an E-mail account in Mozilla Thunderbird.

1/ Getting Started

Before we get started, we will need the basic information before we proceed, which is a username and password for the E-mail account you wish to send and receive E-mail from.

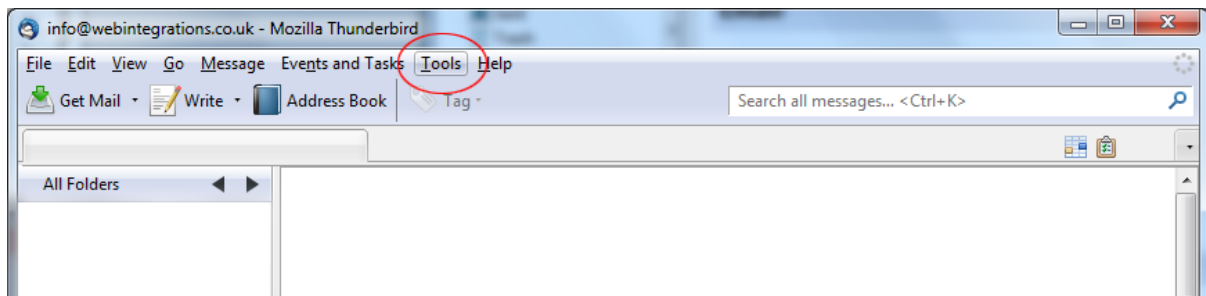
If you are unsure what these are, please **contact us** for them.

If you already have these details, please continue to step 2.

2/ Setting up an Account

You can download Mozilla Thunderbird [here](#).

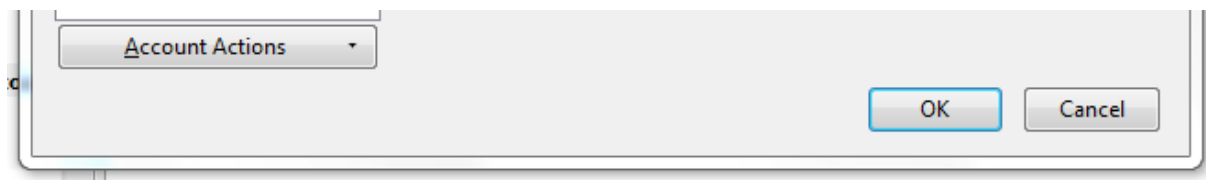
Upon opening Thunderbird, you will be presented with an interface like this:



To set up add an account for use in Thunderbird, you will need to go to the Tools section in the taskbar at the top of the window.

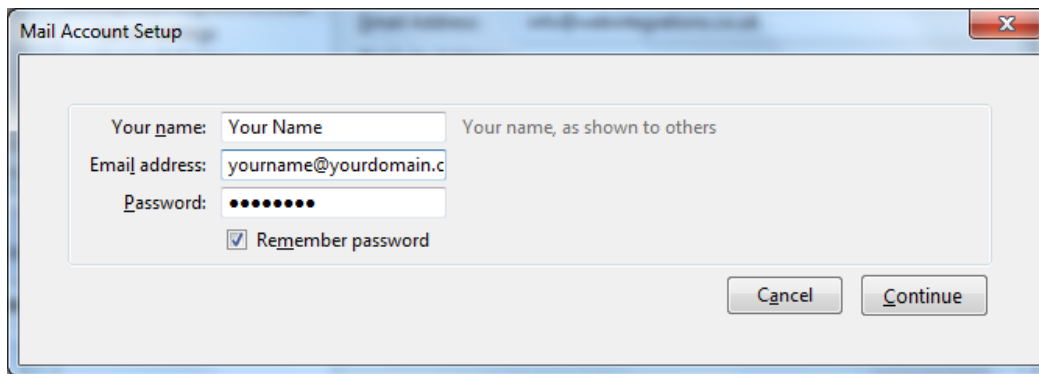
In the Tools section, go down to Account Settings.

A window will open up, look at the bottom left for the “**Account Actions**” button.



Click on it and go to “**Add Mail Account**”.

The window below will appear



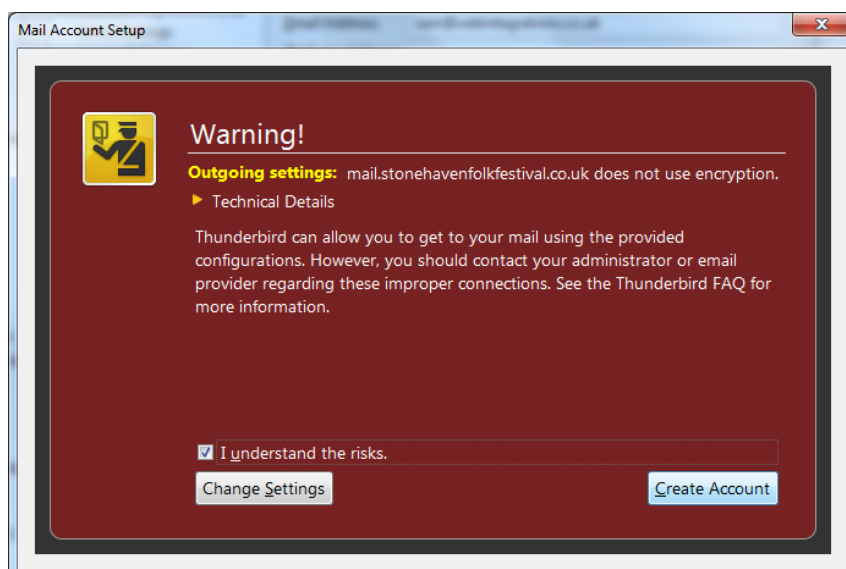
Put in your name and the details we supplied you with, and click “**Continue**”.

Thunderbird will now try and detect the correct settings for the Incoming and Outgoing servers.

If any errors occur, check the username field **which will appear after you attempt to test the settings**.

NOTE: Thunderbird will automatically fill in this field with what comes before the @ symbol in your email address. This is not always correct, check the username we supplied you with.

Once you have checked over all the settings click **Create**.



You will be shown a security notification.

Check “I Understand the risks” and click “**Create Account**”.

3/ Finish

Thunderbird should now start to download any mail from the server to your local folders and you should now be able to send and receive E-mail via Mozilla Thunderbird!

Additional information

1. You may access webmail at <https://yourwebsiteaddress.co.uk:20000> using the username and password provided.
2. Web Integrations Ltd takes no responsibility for email that you leave on the server. Email left on Web Integrations servers is left at your own risk.