

Quick Start Guide

Thunderbird: Guidelines for email account setup



Website: <http://www.mozilla.com/en-US/thunderbird/>

License: Shareware

Download: <http://www.mozilla.com/en-US/thunderbird/>

Server Information:

Incoming (Secure POP3) mail server: mail.mitra.net.np (port 995)

Outgoing (Secure SMTP) server: mail.mitra.net.np (port 465)

Incoming IMAP server: mail.mitra.net.np (port 993)

Guidelines for new email account setup:

1. Launch Mozilla Thunderbird



2. Select 'File' from the top menu bar
3. Select 'New' and 'Account...'
4. On the pop-up, select 'Email account' and click 'Next'



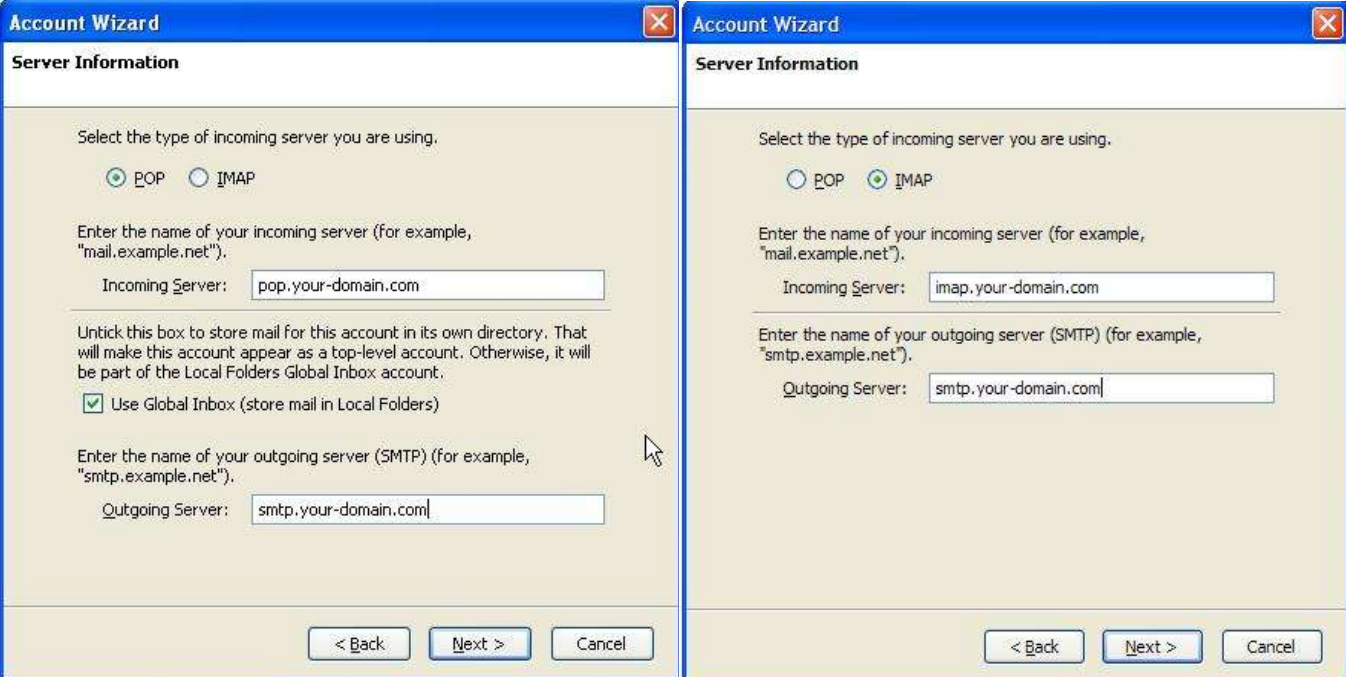
5. Enter your name (display name) and email address in the appropriate places; click 'Next'



The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing the text 'Name Surname'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing the text 'user@your-domain.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. Enter you mail server settings:
 - a. Select 'POP or IMAP' as the type of incoming server you are using
 - b. In the 'Incoming Server' field, enter pop.your-domain.com
 - c. Tick the box 'User Global Inbox (store mail in Local Folders)' on in the case of POP server and click 'Next'
 - d. In the 'Outgoing Server' field, enter smtp.your-domain.com

(where 'your-domain.com' is the name of your registered domain with Hetzner)



The image shows two side-by-side screenshots of the 'Account Wizard' dialog box, both with the 'Server Information' tab selected. The left screenshot shows the 'POP' radio button selected. The text reads: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' (selected) and 'IMAP'. Below that, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the text 'pop.your-domain.com'. Below that, it says: '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.' There is a checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing the text 'smtp.your-domain.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The right screenshot shows the 'IMAP' radio button selected. The text reads: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' and 'IMAP' (selected). Below that, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the text 'imap.your-domain.com'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing the text 'smtp.your-domain.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button in both screenshots.

7. Click 'Next'

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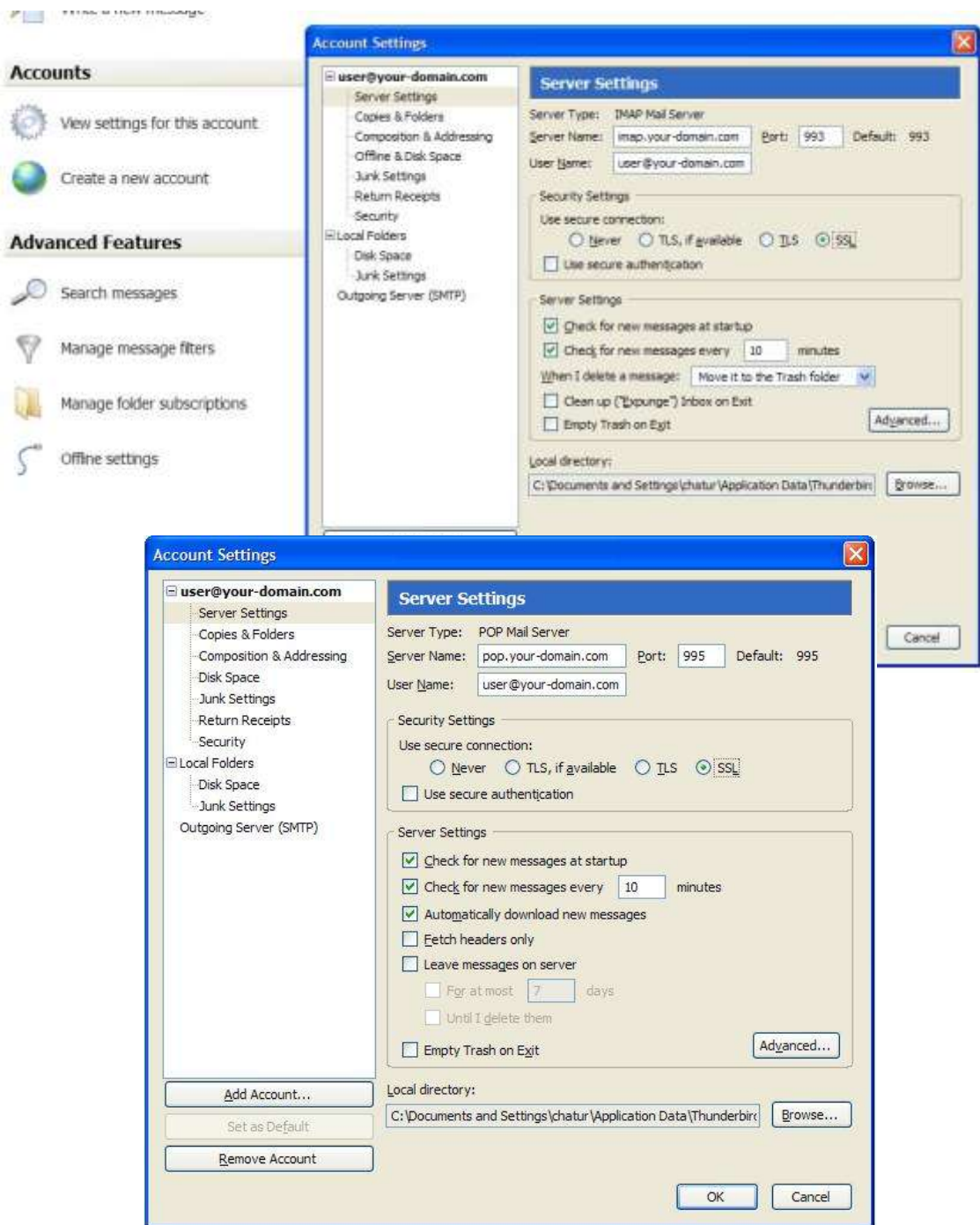
8. In the 'Account Name' field, enter your email address, for example user@your-domain.com
9. Click 'Next'

A screenshot of the 'Account Wizard' dialog box. The title bar says 'Account Wizard'. Below the title bar, the text 'Account Name' is displayed. The main area contains the instruction: 'Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").' Below this, there is a label 'Account Name:' followed by a text input field containing the email address 'user@your-domain.com'.

10. Verify that the information you've entered is correct; click 'Finish'

Two side-by-side screenshots of the 'Account Wizard' dialog box, both showing the 'Congratulations!' screen. The left screenshot shows a list of account settings: Account Name: user@your-domain.com, Email Address: user@your-domain.com, Incoming User Name: user@your-domain.com, Incoming Server Name: pop.your-domain.com, Incoming Server Type: POP3, Outgoing User Name: user@your-domain.com, and Outgoing Server Name (SMTP): smtp.your-domain.com. There is a checked checkbox for 'Download messages now!'. The right screenshot shows the same settings but with the Incoming Server Name changed to 'imap.your-domain.com' and the Incoming Server Type changed to 'IMAP'. Both screenshots have buttons for '< Back', 'Finish', and 'Cancel' at the bottom.

11. Click Finish
12. Now click on "View Settings for the Account" and Change the Values in the Server Settings according to the values given above in the server information section and please turn on the SSL setting.



13. Enter the password for your email account when prompted; select the checkbox for the Password Manager to remember the password; click 'OK'.



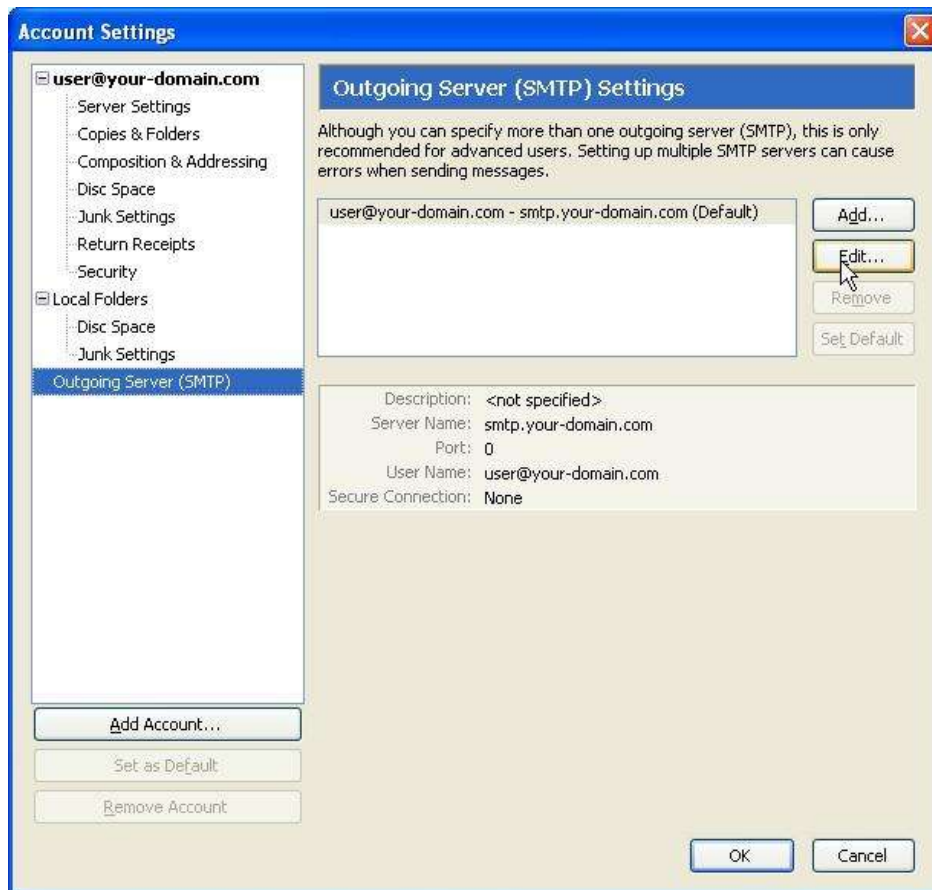
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Enabling SMTP Authentication:

1. From the 'Tools' menu, select 'Account Settings'
2. Select 'Outgoing Server (SMTP)' from the menu on the right of the pop-up screen



3. Click 'Edit'
4. In the 'Port' field, enter 465



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5. Tick the box 'Use name and password' on and enter your email address in the 'User Name' field
 6. It is optional to use the secure connection
 7. Click 'OK'