Setting Up Mozilla® Thunderbird

Technical Manual: Configuration and Setup

Setting Up Mozilla Thunderbird

1. To set up your mail account, open Mozilla Thunderbird.

2. Select File / New / Account.

3. The Account Wizard will appear. Navigate through the following wizard windows:

New Account Setup Window

Click the Email account button.

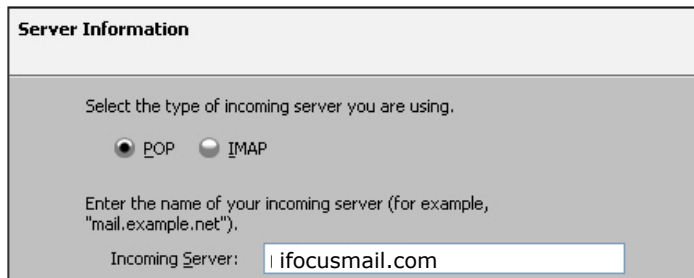### Identity Window

1. Enter your name in the Your Name box. This is the name that will appear in the From field of the messages you send.

2. Enter your email address in the Email Address box (e.g., *myname@mydomain.com*).

Server Information Window

To use the POP server:

1. Click the POP button.

2. In the Incoming Server box, enter the name of the POP server: ifocusmail.com

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: | ifocusmail.com

This guide is to assist you in setting up your iFocus Mail E-Mail Account. There are many different versions of Thunderbird, so this guide is generalized as much as possible to be compatible. The configuration operations will be the same across all versions of Thunderbird, however the screens may appear different.

Outgoing Server Information

If the Outgoing Server box is available, enter the name of the SMTP server: ifocusmail.com

If the field is not available, Mozilla Thunderbird will use the default outgoing server.

User Names Window

1. Enter your email address in the Incoming User Name box. Please note that your user name is your entire email address (e.g., *myname@mydomain.com*).

2. Enter the same email address in the Outgoing User Name box, if available.

Account Name Window

Enter a descriptive name for your mail account. For example, Work Mail or Home Mail.

Congratulations Window

Review the information provided. To make changes, click the Back button to return to previous windows in the Account Wizard. Click the Finish button.