

Setting Up Yours and Other Mailboxes in Thunderbird

The first time you use Thunderbird you'll be prompted to setup a new account; otherwise you can use Tools -> Account Settings... -> Add Account... to add additional mailboxes.

Choose 'Email account'

Your Name: *whatever you want mail to appear from*
Email Address: *the full email address*

Select 'IMAP'
Incoming Server: *server*
Outgoing Server: *server (you'll only be asked this for the first account you setup and it will henceforth be known by this name)*

Incoming user name: *the full email address*

When you first use the mailbox you'll be asked for the password, you should choose to have it remembered (you can remove this and try again if you happen to put the wrong password in).

After adding the first mailbox, when you first send out an email you'll be asked

- if you want to setup Enigmail. Say 'No', Enigmail will be explained later
- for the outgoing mail password, enter the mail password corresponding to the mail account you're sending out as, and choose to have it remembered

Note: do not use Local Folders or 'sync' your email because they store mail in your Windows profile.