## Thunderbird 3 Set up

 If this is the first time you've opened Thunderbird, the Mail Account Setup window will appear automatically (continue to step 2). Otherwise, go to File on the top bar and select Mail Account.

For newer version, see this guide.

O Local Folders - Mozilla Thunderbird	
<u>File E</u> dit <u>V</u> iew <u>G</u> o <u>M</u> essage <u>T</u> oo	ols <u>H</u> elp
New       Open Saved Message       Attachments	<u>M</u> essage Ctrl+N <u>F</u> older <u>S</u> aved Search
<u>C</u> lose Ctrl+W <u>S</u> ave As ▶	Mail <u>A</u> ccount Other Accounts
Get Ne <u>w</u> Messages for  Sen <u>d</u> Unsent Messages Subscribe	Address Book <u>C</u> ontact ACCOUNTS

2. Fill in your name, email address and password.

Mail A	ccount Setup		×
	Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	Remember password	Your name, as shown to others
			C <u>a</u> ncel <u>C</u> ontinue

• Your Name: Enter your full name (or the name you'd like people to see when you send them email from this account).

- Email Address: Enter the SpinTel email address you're setting up.
- **Password**: Enter the password for the email address you're setting up.

Then click on **Continue**.

3. Now Thunderbird will try and detect your mail settings. **This won't work** so you'll need to enter them yourself (see information below the screenshot if you need help with this).

Your name:		Your name, as shown to	others
Password:			
<b>—</b>	Remember password		Start over
Thunderbird fa	ailed to find the settings for	r your email account.	
Username:		1	Re-test Configuration
Incoming:		POP - 110	None 👻

• Username: Enter the username (without @spin.net.au) and password for the email address you're setting up.

- **Incoming**: Enter pop3.spintel.net.au
- **Outgoing**: Enter smtp.spintel.net.au

When you've finished, click on **Re-test Configuration**.

4. Thunderbird will take a minute to check the settings you've entered.

Account Setup					
Your <u>n</u> ame:		Your name, a	s shown to	others	
Email address:					
Password:					
	✓ Remember password				Start over
Username:	settings were found by tryi	ng common se	rver name	5	Edit
Incoming:		POP	110	None	
Outgoing:		SMTP	25	None	
Manual Setup.				Cancel	Create Account

• If your settings are correct, it'll say **The following settings were found by trying common server names** or **Thunderbird has found the settings for your account**, click on **Create Account** and move to the next step

• If there's a problem, make sure your settings match the screenshot in step 3 and click on **Re-test Configuration.** 

5. You'll see a warning screen like the one below. To continue you'll need to tick **I understand the risks** and click on **Create Account**.

	Warning!
Ľ2	Incoming settings: mail does not use encryption.
	Technical Details
	Outgoing settings: relay does not use encryption.
	Technical Details
	Thunderbird can allow you to get to your mail using the provided configurations. However, you should contact your administrator or email provider regarding these improper connections. See the Thunderbird FAQ for more information.
	☑ I <u>u</u> nderstand the risks.
	Change Settings

6. Select **Tools** and click on **Account Settings**.



7. Select **Outgoing Server (SMTP)** on the left hand menu, choose the SMTP account (smtp.spintel.net.au) and click **Edit** on the right.



8. Make sure the settings match those shown below the screenshot.

Settings		
Description:		
Server Name:		
Port:	25	Default: 25
Connection co	curity:	None
connection se		
Authentication	n method:	No authentication 🗸

- Server Name should be <u>smtp.spintel.net.au</u> and the **Port** should be 25.
- Connection Security is set to None.

• Authentication method is set to No authentication (this will grey out the User Name box, so you can't edit it)

Click on **OK** once you've finished entering these details.

9. That's everything you need to do. Click **OK** again to finish. Click **Get Mail** and your email will be downloaded to your Inbox.

Congratulations, you have successfully set up your email address.

Online URL: <u>https://articles.spintel.net.au/article/thunderbird-3-set-up.html</u>