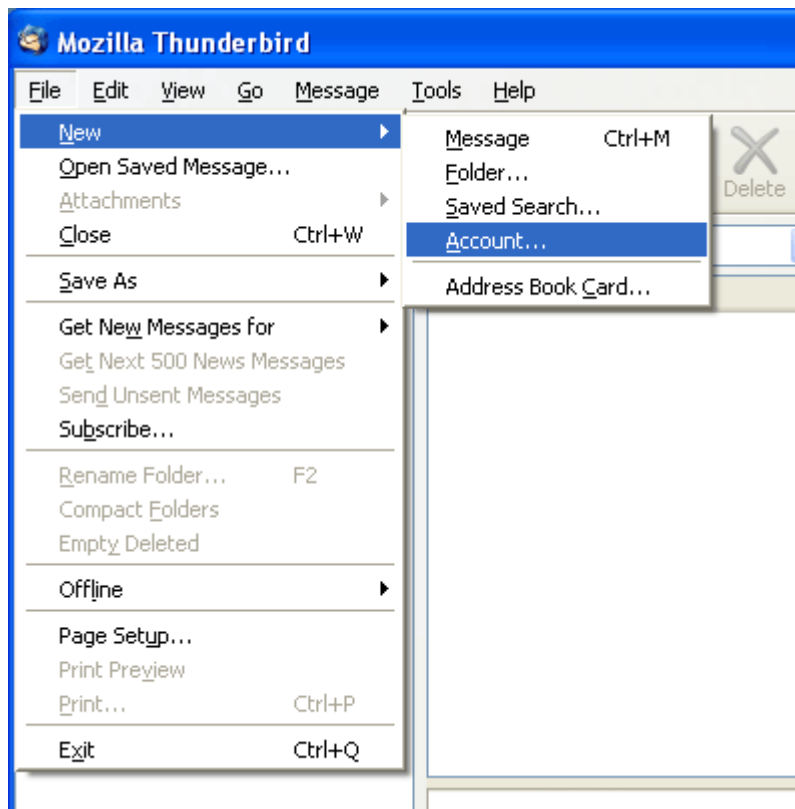


## Setting up Mozilla Thunderbird 1.5

To configure email accounts in Mozilla Thunderbird 1.5 please follow these simple 8 step-by-step instructions.

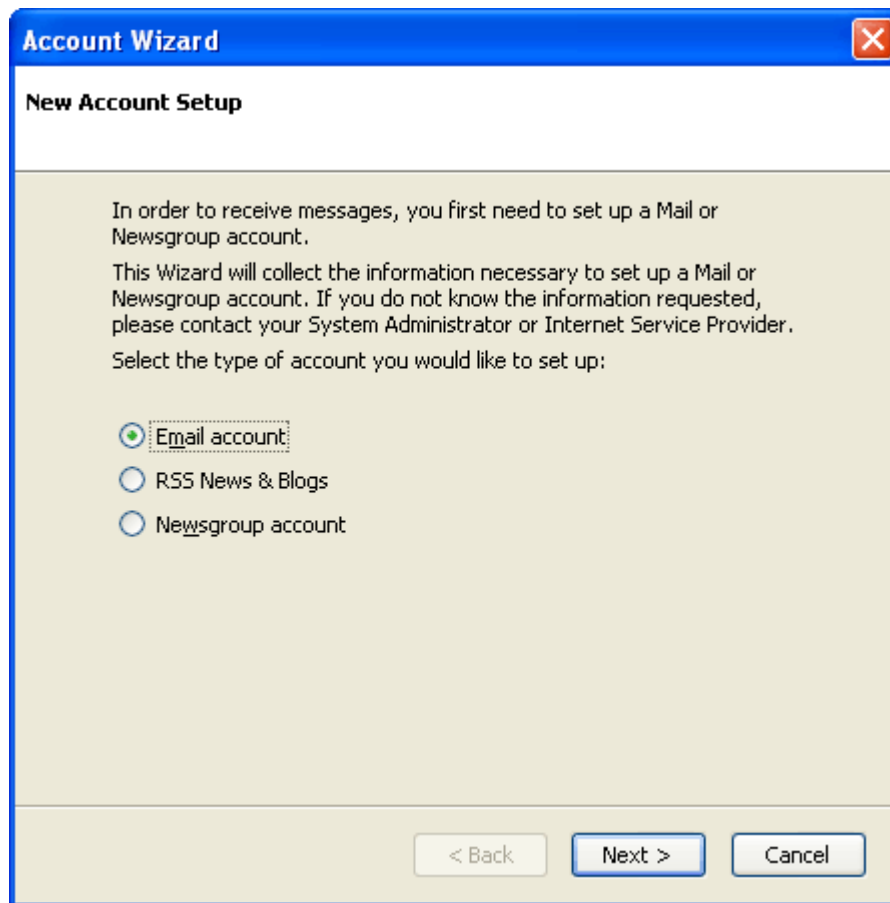
### Step 1

Go to the top menu 'file' and click on the link 'new' and then 'account'.



## Step 2

Select the option 'Email Account'



The image shows a Windows-style dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "New Account Setup". The text inside the dialog reads: "In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up:". Below this text are three radio button options: "Email account" (which is selected), "RSS News & Blogs", and "Newsgroup account". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

**Account Wizard**

**New Account Setup**

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

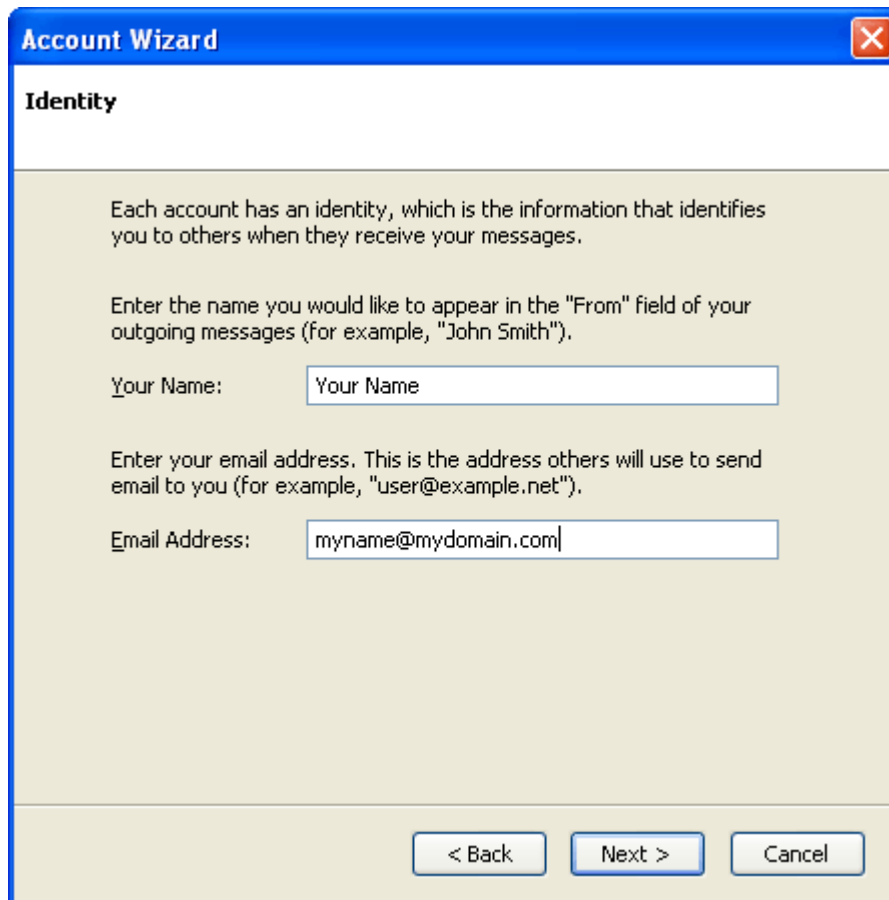
Select the type of account you would like to set up:

- Email account
- RSS News & Blogs
- Newsgroup account

< Back    Next >    Cancel

### Step 3

Enter your full name and email address. This is how you will appear to people you send emails to.



The image shows a screenshot of a software dialog box titled "Account Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the word "Identity" is displayed in bold. The main content area has a light beige background and contains the following text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." followed by "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." Below this is a label "Your Name:" followed by a text input field containing "Your Name". The next line of text says "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." Below this is a label "Email Address:" followed by a text input field containing "myname@mydomain.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

**Account Wizard** ✕

**Identity**

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back    Next >    Cancel

#### Step 4

Enter your account username and password for the mailbox you are working with. You need to make sure that this has been created in your control panel first, and will take the form of myname@username (eg for the address [joe@joebloggs.com](mailto:joe@joebloggs.com) with the username of joebloggs it would look something like joe@joebloggs, but full confirmation can be found in your control panel in the mailbox section). It is important you have the same in the outgoing username field as in the top incoming field. This is for secure password authentication needed to use our smtp servers.

**Account Wizard**

**User Names**

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

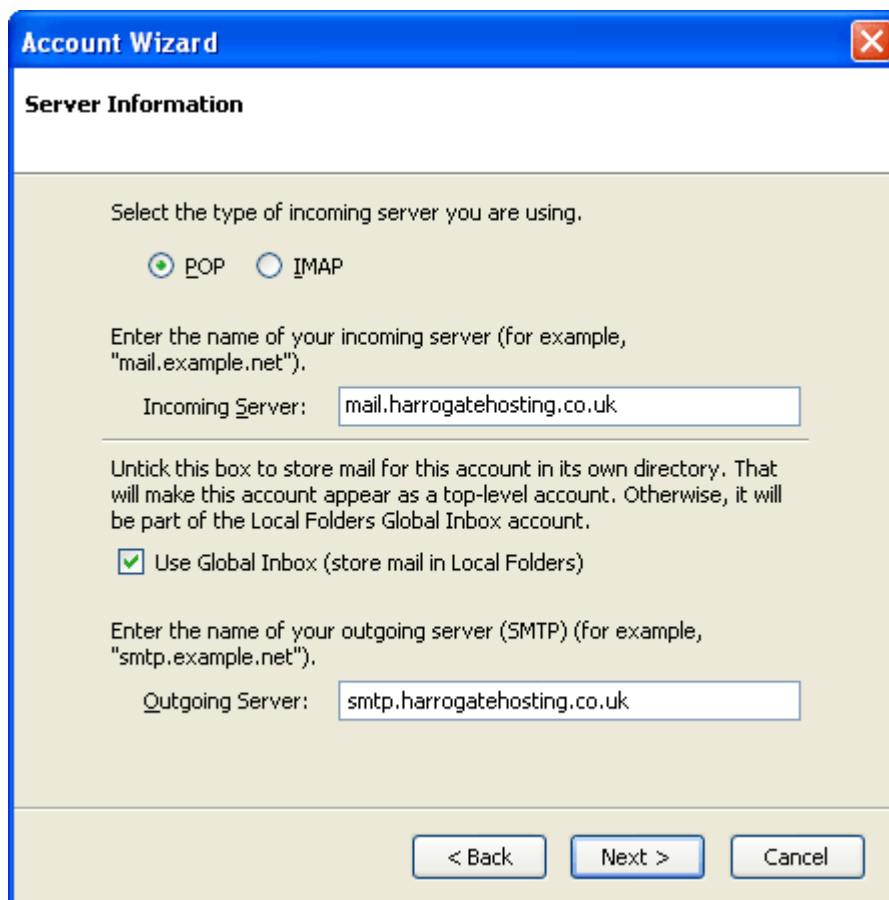
< Back    Next >    Cancel

## Step 5

Next, ensure you have selected the incoming server type as 'POP'.

Enter the incoming server address as confirmed in your control panel.

Enter the outgoing server address as confirmed in your control panel.



The screenshot shows a Windows-style dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a section titled "Select the type of incoming server you are using." with two radio button options: "POP" (which is selected) and "IMAP".

Below the radio buttons, there is a text prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field labeled "Incoming Server:" containing the text "mail.harrogatehosting.co.uk".

Next is another text prompt: "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." followed by a checked checkbox labeled "Use Global Inbox (store mail in Local Folders)".

Finally, there is a text prompt: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." followed by a text input field labeled "Outgoing Server:" containing the text "smtp.harrogatehosting.co.uk".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

### Step 6

Enter a name which will help you identify this account in Thunderbird again at a later date.

**Account Wizard**

**Account Name**

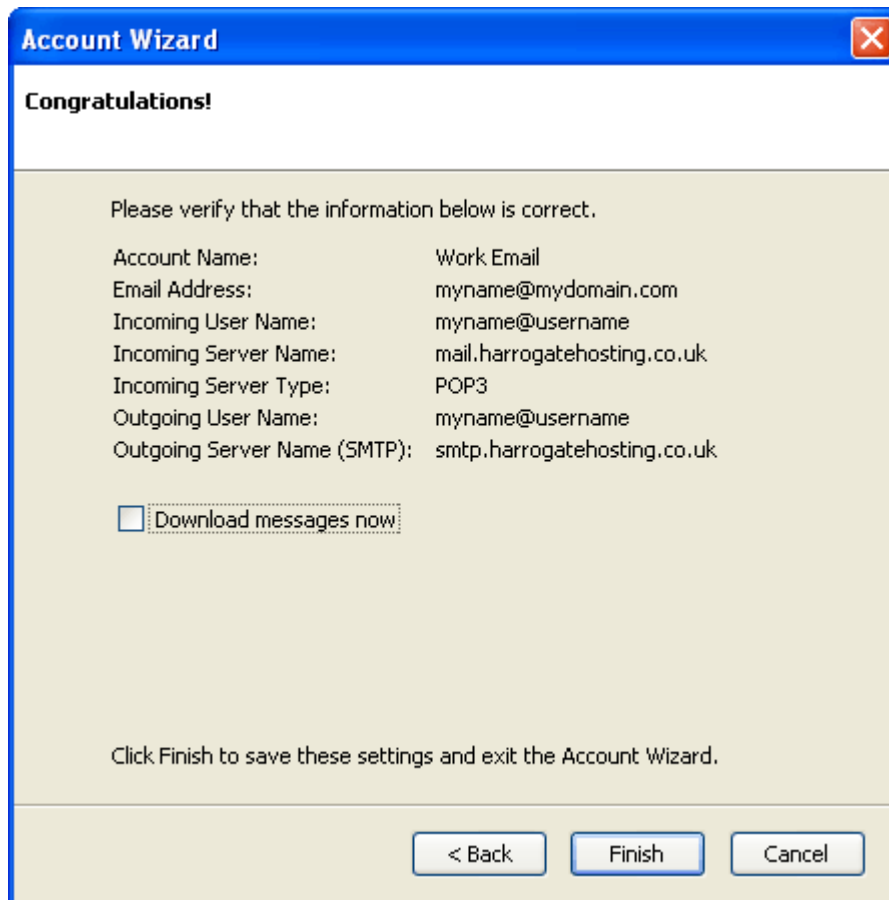
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back   Next >   Cancel

## Step 7

The next step summarises what you have entered into the signup page so far. This concludes the wizard guide.



**Account Wizard** [Close]

**Congratulations!**

Please verify that the information below is correct.

Account Name:	Work Email
Email Address:	myname@mydomain.com
Incoming User Name:	myname@username
Incoming Server Name:	mail.harrogatehosting.co.uk
Incoming Server Type:	POP3
Outgoing User Name:	myname@username
Outgoing Server Name (SMTP):	smtp.harrogatehosting.co.uk

Download messages now

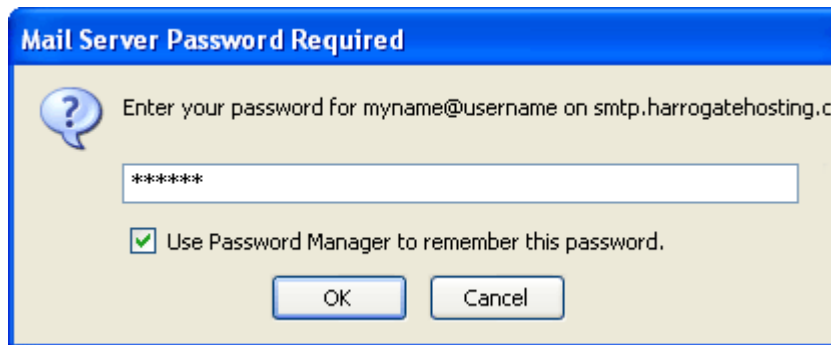
Click Finish to save these settings and exit the Account Wizard.

< Back   Finish   Cancel

### Step 8

In order to send via our SMTP servers you are required to authenticate your username and password to prevent unauthorised usage.

When you go to send an email for the first time you will see this box pop-up. Please enter the password for the mailbox and tick the box to remember it. The same will occur when you receive mail and as long as you tick the remember password box you won't be asked for it again.



### Finish

Your setup is now complete.