



## Thunderbird

The following instructions will help you set up your email account if you use Thunderbird.

### Instructions to Add an Account

1. Click on "Local Folders"
2. Click on "Create New Account"
3. Select "Email Account" and click "Next"
4. Enter "Your Name" and "Your E-mail Address" (for example, [user-id@yourdomainname.com](mailto:user-id@yourdomainname.com)), click "Next"
5. Here you have the option to pick a server type. Your options include "IMAP" and "POP3". "IMAP" leaves all emails on one server. "POP3" will allow you to delete an email from the server if you are the same PC. Click either "IMAP" or "POP3"
6. Enter your "Incoming mail server" (for example, mail.yourdomainname.com)
7. Enter your "Outgoing mail server" (for example, mail.yourdomainname.com) and click "Next"
8. Enter "User Name"
9. Enter "Account Name"
10. Click "Finish"

You should now have set up multiple accounts setting up your email. If you still require assistance please call 717-975-1926.