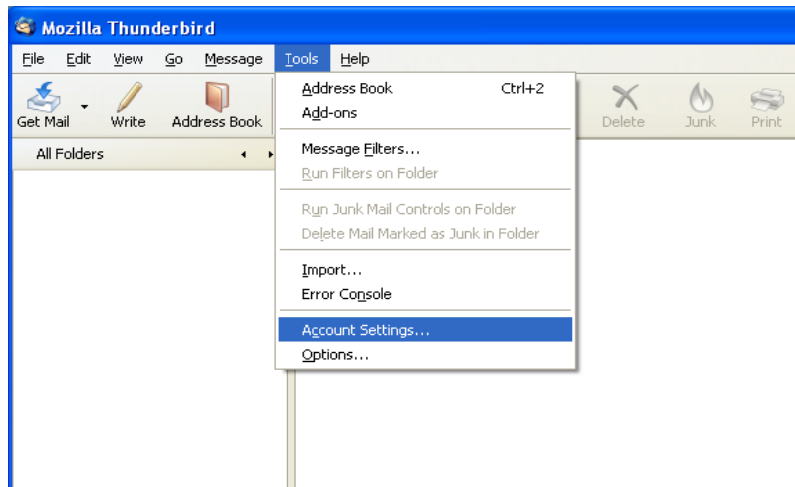


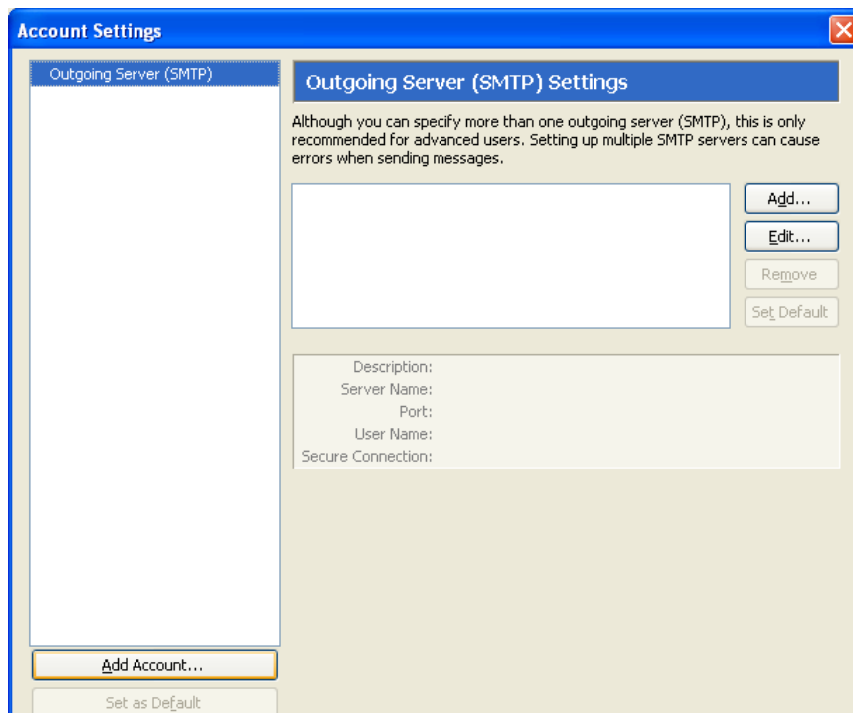
Setting up an E-Mail account using Thunderbird

NOTE: This guide has been designed using screenshots of Thunderbird however; you should find that there are many similarities if you are using different versions. In addition it is specifically aimed for the use of AwebZ clientele.

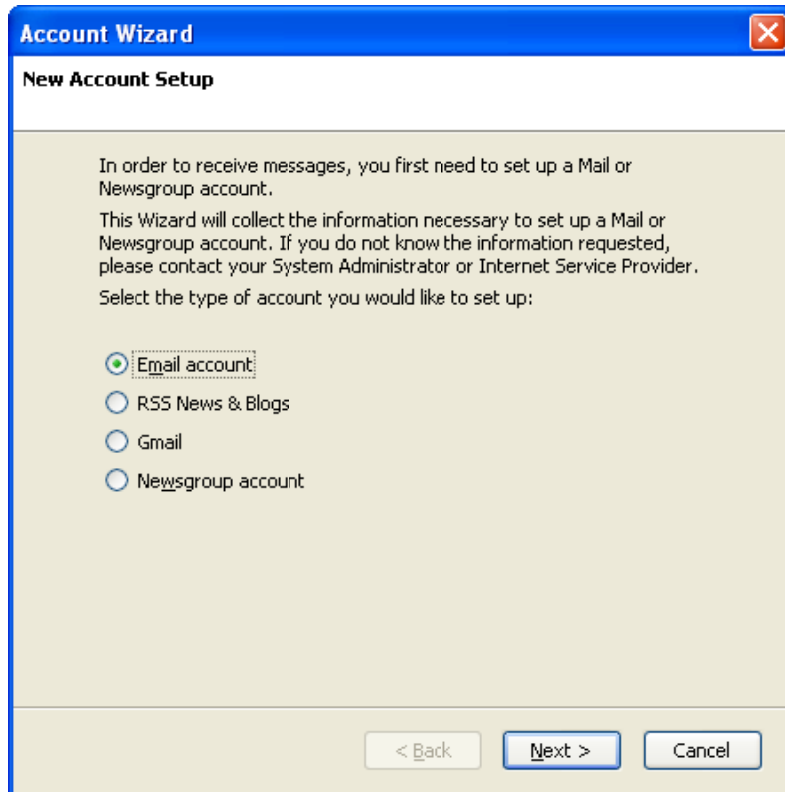
1. Locate Thunderbird, select *Tools* and then *Account Settings...*



2. Select *Add Account...*

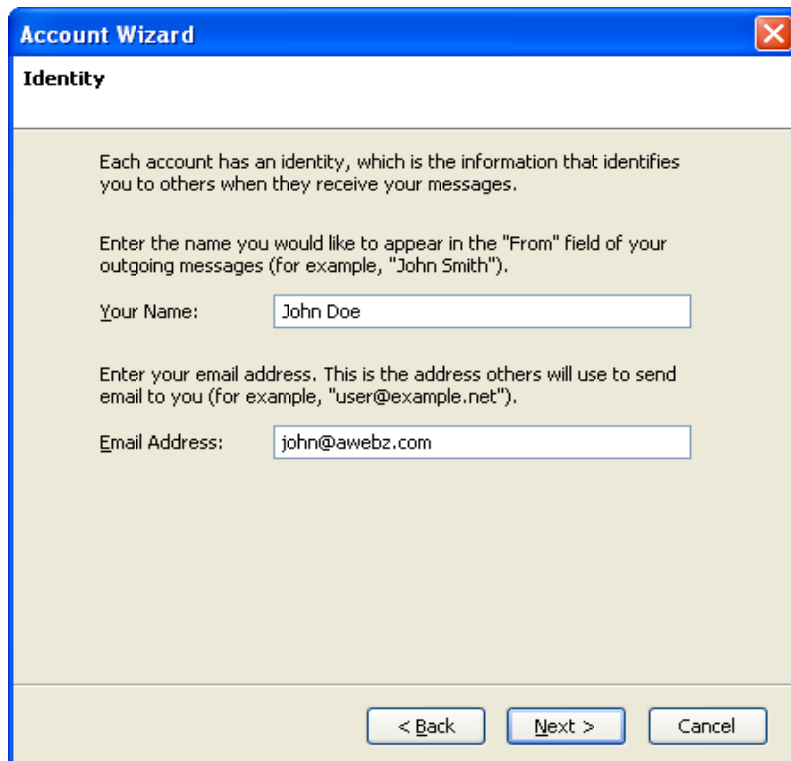


3. Select *Email Account* and *Next*.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "New Account Setup". Below the heading, there is instructional text: "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:". There are four radio button options: "Email account" (which is selected), "RSS News & Blogs", "Gmail", and "Newsgroup account". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

- 4.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Identity". Below the heading, there is instructional text: "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')." There is a text input field labeled "Your Name:" with the value "John Doe". Below that, there is another instructional text: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." There is a text input field labeled "Email Address:" with the value "john@awebz.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

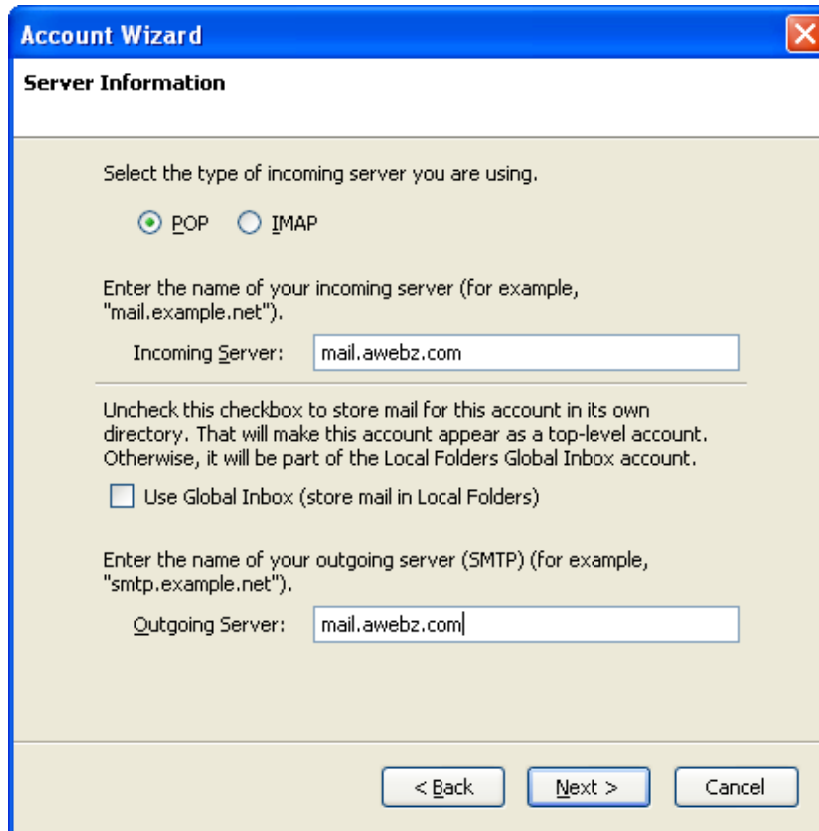
Complete the Identity screen as follows:

Your Name: Enter the name that will be displayed when you send an email.

E-mail Address: Enter your e-mail address: AwebZ clients would have been provided this address.

Click *Next*.

5.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a blue header bar. Below the header, the title "Server Information" is displayed. The main content area is light beige and contains the following text and controls:

- "Select the type of incoming server you are using."
- Two radio buttons: "POP" (selected) and "IMAP".
- "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field containing "mail.awebz.com". The label "Incoming Server:" is positioned to the left of the field.
- "Uncheck this checkbox 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."
- A checkbox labeled "Use Global Inbox (store mail in Local Folders)" which is currently unchecked.
- "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." followed by a text input field containing "mail.awebz.com". The label "Outgoing Server:" is positioned to the left of the field.
- At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

Select *POP*.

Incoming Server: AwebZ clients enter the following using your specific domain name:

mail.yourdomain.com (an example would be mail.awebz.com)

You **MUST UNCHECK** the box 'Use Global Inbox'

Outgoing Server: AwebZ clients enter the following using your specific domain name:

mail.yourdomain.com (an example would be mail.awebz.com)

Click *Next*.

5.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below the heading, there is a text instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below this instruction is a text input field labeled "Incoming User Name:" containing the text "john@awebz.com". Further down, there is another text instruction: "Your outgoing (SMTP) server, 'mail.awebz.com', is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Incoming User Name: Enter your e-mail address: AwebZ clients would have been provided this address

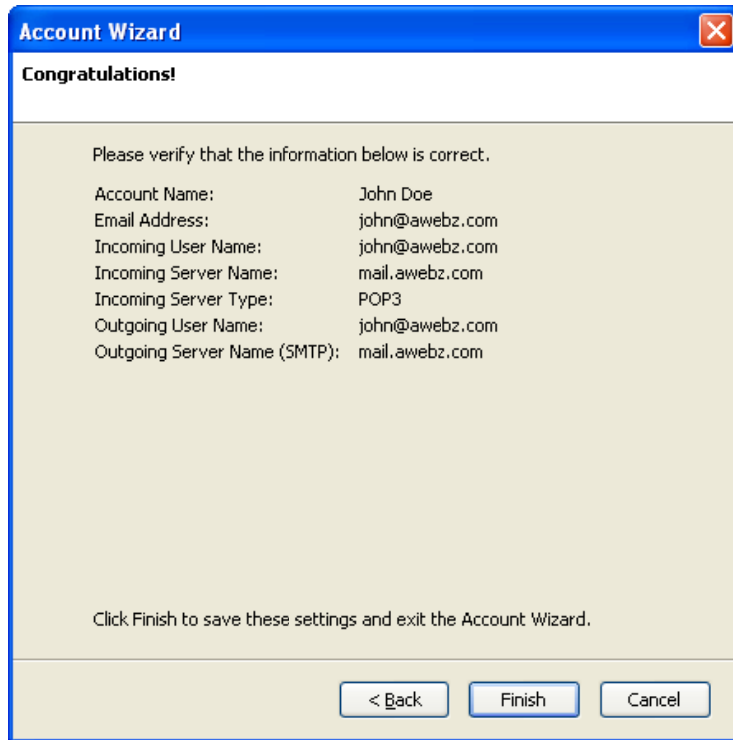
Click *Next*.

6.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below the heading, there is a text instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this instruction is a text input field labeled "Account Name:" containing the text "John Doe". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Enter **Account Name:** Enter the name that will be displayed when you send an email

7.



This is now displaying your account summary details

Select *Finish*

This completes the process to set up your email account through Thunderbird. Should you have any queries regarding the setting up of your account, please do not hesitate to contact us.