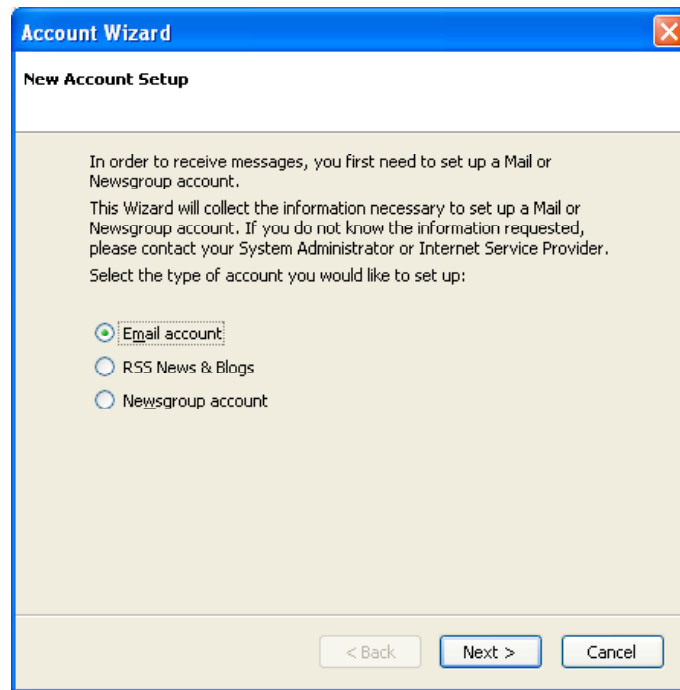


Email Setup for Mozilla Thunderbird

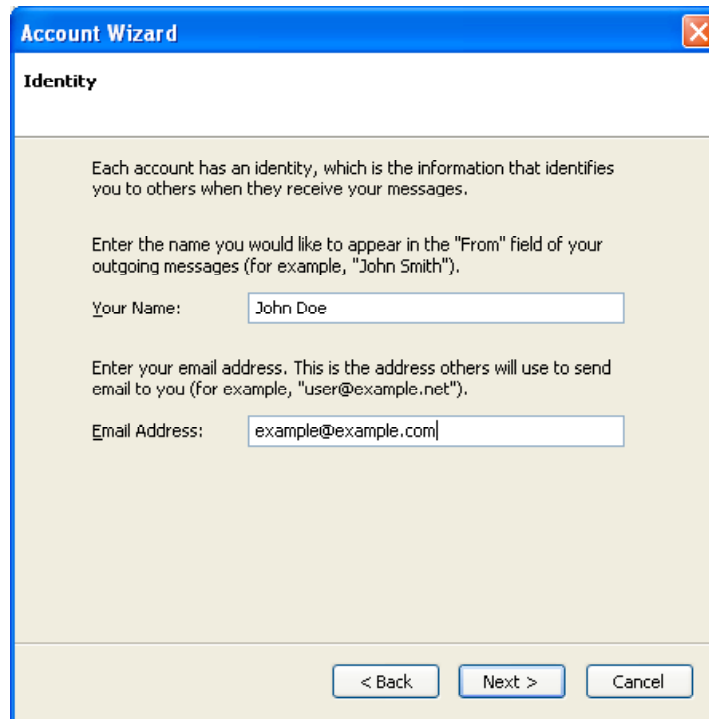


This document provides step-by-step instructions on how to set up your email account within Mozilla Thunderbird.

1) If you haven't set up an email account within Thunderbird, it will bring up the Account Wizard screen upon opening. Otherwise go to Tools→Account Settings and then click the "Add Account" button. Select "Email Account" and click "Next".



2) Enter your full name and email address into the boxes provided. Click "Next".



3) Select “POP” and enter your incoming and outgoing mail servers. The value for “Incoming Server” will be given to you by ArrowQuick Solutions. The “Outgoing Server” is based on your Internet service provider (ISP). Please check with the company that provides your Internet service for the information to use in this field. Then click “Next”.

The screenshot shows a 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 buttons: "POP" (selected) and "IMAP".

Below the radio buttons, there is a text input field for the "Incoming Server" with the value "mail.example.com". Above this field is the instruction: "Enter the name of your incoming server (for example, 'mail.example.net')." Below the field is the label "Incoming Server:".

Below the "Incoming Server" field, there is a checkbox labeled "Use Global Inbox (store mail in Local Folders)" which is checked. Above this checkbox is the instruction: "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."

Below the checkbox, there is a text input field for the "Outgoing Server" with the value "mail.example.com". Above this field is the instruction: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." Below the field is the label "Outgoing Server:".

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

4) Enter the user name for your email account. *Your user name will be your entire email address.* Click “Next”.

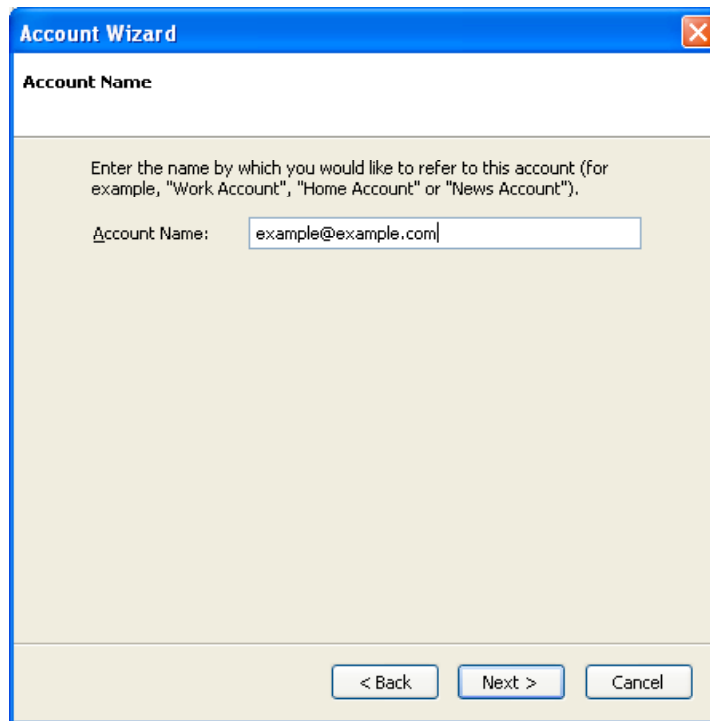
The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names".

Below this, there is a text input field for the "Incoming User Name" with the value "example@example.com". Above this field is the instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below the field is the label "Incoming User Name:".

Below the "Incoming User Name" field, there is a paragraph of text: "Your outgoing (SMTP) server, 'mail.example.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."

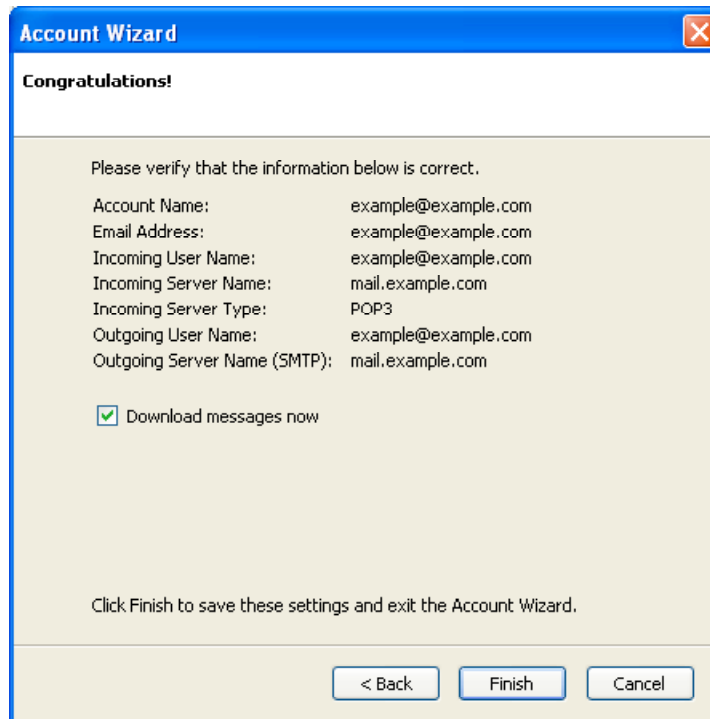
At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

5) Enter a name that you wish this email account to be referred as on your machine (e.g. "Work").



The screenshot shows the 'Account Wizard' dialog box with the title bar 'Account Wizard' and a close button. 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").'. A text input field is labeled 'Account Name:' and contains the text 'example@example.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6) Verify all of the information and click Finish.



The screenshot shows the 'Account Wizard' dialog box with the title bar 'Account Wizard' and a close button. The main heading is 'Congratulations!'. Below the heading, there is a text instruction: 'Please verify that the information below is correct.'. A list of account settings is displayed:

Account Name:	example@example.com
Email Address:	example@example.com
Incoming User Name:	example@example.com
Incoming Server Name:	mail.example.com
Incoming Server Type:	POP3
Outgoing User Name:	example@example.com
Outgoing Server Name (SMTP):	mail.example.com

Below the list, there is a checked checkbox labeled 'Download messages now'. At the bottom of the dialog, there is a text instruction: 'Click Finish to save these settings and exit the Account Wizard.'. At the bottom of the dialog, there are three buttons: '< Back', 'Finish', and 'Cancel'.

7) Click the “Get Mail” button to retrieve your messages.

