

THUNDERBIRD SETUP (STEP-BY-STEP) ©

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Thunderbird_Setup.lwp

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(Note: Not all sections have been updated for the latest version of Thunderbird available at the time I verified it. Each section is dated)

(Note: Thunderbird now has an automated wizard that helps figure out settings for you. Try it first to get the mail going, then use this sheet to fine-tune and customize settings.)

This document contains **step-by-step** instructions to set up Thunderbird for various e-mail providers. For the most part, these e-mail providers can all be set up to run at the same time, and in the same instance of Thunderbird including multiple accounts from the same provider. Using multiple identities can be problematic, but I think my recommendations here will steer you through the worst. I suggest you print out just the pages that you need before attempting to set up Thunderbird. Everyone needs pages 13/14.

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DOWNLOAD & INSTALL THUNDERBIRD

- To download Thunderbird, you can either Google the word thunderbird, or go directly to: <http://www.mozilla.com/en-US/thunderbird/>, and click the "Download Thunderbird" button.
- To install Thunderbird, simply double-click the downloaded file.
- Automatic setup: Thunderbird can set up your mail account settings automatically if you are currently using Outlook, Outlook Express, or Eudora. When the setup wizard asks you about importing mail and settings, select your current e-mail client. If you do not currently use one of them, select "Do not import anything".

IMAP OR POP? Some mail providers offer you the choice of using either IMAP Mail or POP Mail protocol. What's the difference? It really boils down to just one thing. Do you want your mail kept on the provider's server or on your local PC? Here are some details:

- **IMAP:** E-mail is stored on the provider's server and can be accessed from any PC anywhere. You can set up Thunderbird on several different PC's to access the same IMAP Account or use a Browser from remote locations. Although some providers offer you a lot of storage space, once it fills up, either your mail stops working or they will start deleting your oldest mail. Thunderbird does allow you to selectively move mail to your PC, thus saving mail that may be deleted by the provider. See my Tips at the end of this guide. Note: When first installing a new IMAP Account on Thunderbird (or any IMAP client), it takes extra time to initially synchronize all the folders. Be patient.
- **POP:** E-mail is stored on your PC. Each time you log-in, all the e-mail on the server downloads to your local PC. Once on your PC, mail cannot be accessed from any other location. Mail that has not yet been downloaded is available via other PC's using a Browser. E-mail storage is limited only by the size of your hard drive. At some point your built up mail will start slowing down Thunderbird. You can resolve this by archiving old mail. See my Tips at the end of this guide.

CONTACT LISTS (ADDRESS BOOKS)

- Thunderbird allows you to have your contact list on the server, or on your local PC, or both. This can be easy or difficult depending on the provider. AOL makes it very difficult. Every provider has a different process for importing and exporting your Address Book.

MULTIPLE ACCOUNTS

- You can set up multiple e-mail addresses (accounts) with the same provider or different providers all in the same incidence of Thunderbird. Just set them up one at a time. My checklist takes this into account. *(If you find errors, please let me know).*

MULTIPLE IDENTITIES

- The "Manage Identities" button in Account Settings allows you to reply to a forwarded email using the same address that the email was originally sent to. (*Tools > Account Settings > choose the desired account on the left > click Manage Identities*).
- This can be challenging to set up and needs trial and error to get it running perfectly.
- GMAIL WARNING: The GMAIL servers override your Thunderbird Identity settings when replying to mail forwarded to a GMAIL account. To make the proper Identity show up on a reply, you must log in to the GMAIL website, then click: Settings > Accounts > "Add another email address" and add the desired addresses to the Gmail account. (*I recommend selecting the GMAIL SMTP server option when asked, or your sent mail may fail if you are traveling.*)

AOL MAIL TIPS

DO YOU WANT TO STOP PAYING AOL FOR YOUR E-MAIL ACCOUNT?

Are you a paying member of AOL who no longer needs the various AOL services, but wants to keep your AOL e-mail address active? Do you want to stop paying them a monthly fee? See the solution in my article "How to Stop Paying AOL" at www.jimopi.net.

EXPORT AOL CONTACTS:

For a trick to get your AOL e-mail contact addresses exported to another e-mail Account or e-mail client, see my article "How to Stop Paying AOL" at www.jimopi.net

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AOL MAIL Setup (*IMAP Mail*) (This Section was updated 12-23-2011 Thunderbird 9.0)

(Note: If setting up multiple AOL Accounts, you need to create an unique "Outgoing Server" entry for each account).

1) THUNDERBIRD ADD ACCOUNT WIZARD (Tools > Account Settings > Account Actions)

- a. Click "Add Mail Account".
- b. Identity Screen:
 - In the "Your name" box, enter your name as you want e-mail recipients to see it.
 - Enter your full AOL e-mail address. ie: xxxxx@aol.com (or xxxxx@aim.com)
 - Enter your AOL Password
 - Click "Continue"
- c. Click Edit > Choose IMAP if not already there. Click "Retest configuration" if any changes were made.
- d. Select "Create Account" or click "Manual Setup" and continue.

2) ACCOUNT SETTINGS MAIN WINDOW (Tools > Account Settings)

Account Name: Select your newly created AOL Account (on the left) and add the letters IMAP to the name. (IE: xxxxxx@aol.com IMAP). Click OK to set the new Account Name, then re-select Tools > Account Settings.

Outgoing Server (SMTP): (At the very bottom of the Account settings column on the left)

Click Add.

Description = AOL SMTP xxxxx SERVER (xxxxx = user name)

Server Name = smtp.aol.com and Port = 587

Security and Authentication

Connection Security: STARTTLS

Authentication method: Normal password

User Name: ie: xxxxx (your AOL screen name (NOT including @aol.com)).

xxxxx@aol.com IMAP. Select your newly created AOL Account (on the left)

Make sure the outgoing server is the "AOL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit, if there is already one there).

- ✓ In the "Your Name" box, enter your name. (shown in outgoing mails)
- ✓ E-mail address = ie: xxxxx@aol.com or xxxxx@aim.com
- ✓ Verify that the Outgoing Server (SMTP) shows the "AOL SMTP xxxxx SERVER" for this acct & click OK.
- ✓ On the "Multiple Identities Support" window, make sure the AOL identity is selected & click OK.

Server Settings (Below your new AOL Account). Verify the following:

Server Type = IMAP Mail Server

Server name: imap.aol.com (or imap.aim.com) Port = 143

User Name = ie: xxxxx (your AOL screen name (NOT including @aol.com)),

Security Settings

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Connection Security: STARTTLS
Authentication method: Normal password

Server settings

- Check for new messages at startup. (should be checked).
- Check for new messages every 10 minutes.
- When I delete a message "☉ Move it to this folder: Trash".

Copies & Folders (*Below your new AOL Account*).

- a. "When sending messages automatically:", check the box:
"☑ Place a copy in ☉ "Sent" Folder on: xxxxx@aol.com IMAP".
- b. Message Archives: Your choice
- c. Drafts and Templates. Leave the items set to defaults.

Junk Settings - Unique to this account. (*Located below your new AOL Account*). If desired set the following to:

- Enable adaptive junk mail controls for this account
- Move new junk messages to: "☉ Junk folder on: "xxxxx@aol.com IMAP".

NOTE: Other Junk mail settings will be set later in this sheet.

Verify: Again click the ie: **xxxxx@aol.com IMAP** Account on the left of the window and make sure the Outgoing Server shows the correct "AOL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click OK to exit the Account Settings Window.

*If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 143 and the outgoing server is port 587.*

NOTE: You cannot manually add messages to the "Inbox" or "Sent Items" folders. Messages will only be added to these folders when an e-mail is received or sent by the AOL IMAP Server.

BE AWARE that the first time you log on to an AOL Account set up as IMAP, it can take a very long time to download all your email headers from the AOL Server. Also, the first time you click on your various mail folders, it may take some time to download the headers in those folders. This only happens once for a new account and is normal. Once this is done your mail will run at a normal speed.

NOW GO TO Page 13 and complete the GENERAL SETUP PREFERENCES >>>

AOL MAIL Setup (POP Mail) (*This Section was updated 12-23-2011 Thunderbird 9.0*)

1) THUNDERBIRD ADD ACCOUNT WIZARD (*Tools > Account Settings > Account Actions*)

- a. Click "Add Mail Account".
- b. Identity Screen:
 - In the "Your name" box, enter your name as you want e-mail recipients to see it.
 - Enter your full AOL e-mail address. ie: xxxxx@aol.com (or xxxxx@aim.com)
 - Enter your AOL Password
 - Click "Continue"
- c. Click Edit > Choose POP if not already there. Click "Retest configuration" if any changes were made.
- d. Select "Create Account" or "Manual Setup" and continue.

2) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Account Name: Select your newly created AOL Account (on the left) and add the letters POP to the name. (IE: xxxxxx@aol.com POP). Click OK to set the new Account Name, then re-select Tools > Account Settings.

Outgoing (SMTP) server: (*It's at the very bottom of the Account settings column on the left*)

Click Add.

Description = AOL SMTP xxxxx SERVER (xxxxx = user name)

Server Name = smtp.aol.com and Port = 587

Security and Authentication

Connection Security: STARTTLS

Authentication method: Normal password

User Name: ie: xxxxx (*your AOL screen name (NOT including @aol.com)*), Click OK

xxxxx@aol.com POP: Select your newly created AOL Account (on the left)

Make sure the outgoing server is the "AOL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

- ✓ In the "Your Name" box, enter your name. *(To be shown in outgoing e-mail's)*
- ✓ E-mail address = ie: xxxxx@aol.com
- ✓ Verify that the Outgoing Server (SMTP) shows the "AOL SMTP xxxxx SERVER for this acct & click OK
- ✓ On the "Multiple Identities Support" window, make sure the correct AOL identity is selected & click OK.

Server Settings: *(Below your new AOL POP Account.)* Verify the following:

Server Type = POP Mail Server

Server Name = pop.aol.com Port = 110

User Name = xxxxx *(not including @aol.com)*

Security Settings

Connection Security: STARTTLS

Authentication method: Normal password

Server settings: Select the following boxes as shown:

Check for new messages at startup"

Check for new messages every 10 minutes"

Automatically download new messages" *(recommended).*

Leave messages on server". **MUST BE UN-CHECKED!**

"Advanced" button: Make sure the following is selected: "☉ Inbox for this Server's account"

Copies & Folders: *(Below your new AOL POP Account.)* Verify settings:

Under the section "When sending messages, automatically:", check the box Place a copy in ☉ "Sent" Folder on xxxxx@aol.com POP"

Message archives: Your choice

Drafts and Templates

Keep message drafts in ☉ "Drafts" Folder on xxxxx@aol.com POP

Keep message templates in ☉ "Templates" Folder on xxxxx@aol.com POP

NOTE: If these settings are wrong, greyed out, or missing, make sure that the "Global Inbox" is NOT selected in *(Tools > Account Settings > Server Settings > Advanced...)*

Junk Settings - Unique to this account: *(Located below your new AOL POP Account.)* Check the following:

Enable adaptive junk mail controls for this account

Move new junk messages to "☉ Junk folder on xxxxx@aol.com POP".

NOTE: Other Junk mail settings will be set later in this sheet.

Disk Space ☉ Don't delete any messages.

Verify: Again click the **xxxxx@aol.com POP** AOL Account on the left of the window and make sure the Outgoing Server shows the correct "AOL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click **OK** to exit the Account Settings Window.

NOTE: *If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 110 & Secure connection = "☉ Never". Verify the Outgoing server is port 587 and SMTP Secure connection = "☉ No".*

BE AWARE that the first time you log on to an AOL Account set up as POP, it may take some time to download all your existing email from the AOL Server to your PC.

NOW GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>

EARTHLINK MAIL (POP Mail only; earthlink.net address)

- Set up Thunderbird per these instructions from Earthlink *(Note: These instructions are for T-Bird version 2. Instructions for T-Bird version 3.x is still not available as of 12-2011):*
<http://support.earthlink.net/articles/browsers/how-to-set-up-mozilla-thunderbird-to-send-and-receive-emails-v2.php>
- Server Notes: Incoming Server = pop.earthlink.net , Port = 110
Outgoing Server = smtpauth.earthlink.net , Port = 587.
- **THEN, GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>**

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GMAIL Setup (IMAP Mail) *(This Section was updated 12-23-2011 Thunderbird 9.0)*

1) GMAIL WEBSITE: Before configuring Thunderbird, you must verify IMAP is enabled on your GMAIL Account:

- a. Log on to your GMAIL account.
- b. Click "Settings" *(at the top)*.
- c. At the top of the window, click "Forwarding & POP/IMAP".
- d. Click "Enable IMAP".
- e. Click "Save Changes".

2) THUNDERBIRD ADD ACCOUNT WIZARD *(Tools > Account Settings > Account Actions)*

- a. Click "Add Mail Account".
- b. Identity Screen:
 - In the "Your name" box, enter your name as you want e-mail recipients to see it.
 - Enter your full GMAIL e-mail address. ie: xxxxx@gmail.com.
 - Enter your GMAIL Password
 - Click "Continue"
- c. Click Edit > Choose IMAP if not already there. Click "Retest configuration" if any changes were made.
- d. Select "Create Account" or click "Manual Setup" and continue.

3) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Account Name: Select your newly created GMAIL Account (on the left) and add the letters IMAP to the name. (IE: xxxxxx@gmail.com IMAP). Click OK to set the new Account Name, then re-select Tools > Account Settings

Outgoing Server (SMTP): *(It's at the very bottom of the Account Settings column on the left)*

Click Add/Edit.

Description = GMAIL SMTP xxxxx SERVER (xxxxx = username)

Server Name = smtp.gmail.com and Port = 587 (or smtp.googlemail.com and Port 465)

Connection Security: STARTTLS (for smtp.googlemail.com, use: SSL/TLS)

Authentication method: Normal password

User Name: xxxxx@gmail.com

Click OK

xxxxx@GMAIL.com IMAP Select your newly created GMAIL Account *(on the left)*

Make sure the outgoing server is the desired "GMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit, if there is already one there).

In the "Your Name" box, enter your name. *(shown in outgoing e-mails)*

E-mail address = ie: xxxxx@gmail.com

Verify that the Outgoing Server shows the "GMAIL SMTP xxxxx SERVER" for this account & click OK.

On the "Multiple Identities Support" window, make sure the correct GMAIL Identity is selected & click OK.

Server Settings (under your new GMAIL IMAP Account). Verify the following:

Server Type = IMAP Mail Server

Server name = imap.gmail.com Port = 993

User Name = ie: xxxxx@gmail.com

Security Settings

Connection security, select: "SSL/TLS"

Authentication Method, select "Normal password"

Server settings: Select the following boxes as shown:

Check for new messages at startup"

Check for new messages every 10 minutes"

When I delete a message: "☉ Move it to this folder: "Trash"

Copies & Folders *(Below your new GMAIL Account).*

a. Under the section "When sending messages, automatically:", un-check the box: " Place a copy in: ". *(The GMAIL server will automatically put a copy of your sent mail in the GMAIL "Sent Mail" folder).*

b. Leave the Drafts and Templates items set as default

Junk Settings - Unique to this account: *(Located below your new GMAIL IMAP Account.)*

Enable adaptive junk mail controls for this account

Move new junk messages to: "☉ Junk folder on: Local Folders" if desired.

NOTE: Other Junk mail settings will be set later in this sheet.

Verify: Again click the **xxxxx@GMAIL.com IMAP ACCOUNT** on the left of the window and make sure the Outgoing Server shows the correct "GMAIL SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click OK to exit the Account Settings Window.

*If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 993 and Security is set to "SSL". Verify the Outgoing server is port 587 and Security is set to "TLS (If available)".*

Note: You cannot manually add messages to the "Inbox" or "Sent Mail" folders. Messages will only be added to these folders when an e-mail is received or sent by the GMAIL IMAP Server.

NOW GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>

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GMAIL Setup (POP Mail) V2 (not verified) *(This Section was updated 12-23-2011 Thunderbird 9.0)*

1) GMAIL WEBSITE: Before configuring Thunderbird, you must first enable POP on your GMAIL Account:

- a. Log on to your GMAIL account
- b. Click "Settings" *(at the top)*.
- c. At the top of the window, click "Forwarding & POP/IMAP".
- d. Click "Enable POP for all mail".
- e. Where it says "When messages are accessed with POP": Choose your preference. ????
- f. Click "Save Changes"

2) THUNDERBIRD ADD ACCOUNT WIZARD *(Tools > Account Settings > Account Actions)*

- a. Click "Add Mail Account".
- b. Identity Screen:
 - In the "Your name" box, enter your name as you want e-mail recipients to see it.
 - Enter your full GMAIL e-mail address. ie: xxxxx@gmail.com
 - Enter your GMAIL Password
 - Click "Continue"
- c. Click Edit > Choose POP if not already there. Click "Retest configuration" if any changes were made.
- d. Select "Create Account" or "Manual Setup" and continue.

3) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Account Name: Select your newly created GMAIL Account (on the left) and add the letters POP to the name. (IE: xxxxxx@gmail.com POP). Click OK to set the new Account Name, then re-select Tools> Account Settings

Outgoing (SMTP) server: *(It's at the very bottom of the Account Settings column on the left)*

Click Add.

Description = GMAIL SMTP xxxxx SERVER (xxxxx is for this username)

Server Name = smtp.gmail.com and Port = 587 (or smtp.googlemail.com and Port 465)

Connection Security: STARTTLS (for smtp.googlemail.com, use: SSL/TLS)

Authentication method: Normal password

User Name: xxxxx@gmail.com *(You will be asked for the password later).*

Click OK

xxxxx@GMAIL.com POP: Select your newly created GMAIL Account (on the left)

Make sure the outgoing server is the "GMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (shown in outgoing e-mails)

E-mail address = ie: xxxxx@gmail.com

Verify that the Outgoing Server (SMTP) shows the "GMAIL SMTP xxxxx SERVER" for this acct & click OK.

On the "Multiple Identities Support" window, make sure the correct GMAIL identity is selected & click OK.

Server Settings: *(Below your new GMAIL POP Account.)* Verify the following:

Server Type = POP Mail Server

Server Name = pop.GMAIL.com Port = 995

User Name = xxxxx@gmail.com

HOTMAIL / "Windows Live Mail" Setup (POP Mail)

(This Section was updated 12-23-2011 Thunderbird 9.0)

1) THUNDERBIRD "ADD ACCOUNT" WIZARD *(Tools > Account Settings > Add Account)*

- a. Select "☉ E-mail Account", then Next.
- b. Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it..
 - In e-mail address, enter your full HOTMAIL address, ie: xxxxx@hotmail.com (or @live.com)
 - Click Next
- c. Select POP and an incoming server of: pop3.live.com
- d. If asked, enter an outgoing server of: smtp.live.com
- e. UN-CHECK " Use Global Inbox", and click <Next>.
(Be sure to do this. If not, your mail will get messed up before you can fix it.)
(To fix it: Tools > Account Settings > Server Settings > Advanced...)
- f. Incoming User name = Your address ie: xxxxx@hotmail.com
- g. If asked for Outgoing user name, enter same as Incoming User name.
- h. Account Name: I suggest using your HOTMAIL address + POP = ie: xxxxx@hotmail.com POP
- i. Click Next, then Finish to go back to the Account Settings Window.

2) ACCOUNT SETTINGS MAIN WINDOW *(Tools > Account Settings)*

Outgoing (SMTP) server: *(It's at the very bottom of the Account Settings column on the left)*

Click Add.

Description = HOTMAIL SMTP xxxxx SERVER (where xxxxx is the username for this account)

Server Name = smtp.live.com and change Port to = 25 or 587

Connection Security: STARTTLS

Authentication method: Normal password

User Name: xxxxx@hotmail.com *(You will be asked for the password later).*

Click OK

xxxxx@hotmail.com POP: Select your newly created HOTMAIL Account (on the left)

Make sure the outgoing server is the "HOTMAIL SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

In the "Your Name" box, enter your name. (shown in outgoing e-mails)

E-mail address = ie: xxxxx@hotmail.com

Verify that the Outgoing Server (SMTP) shows the "HOTMAIL SMTP xxxxx Server" for this account and click OK

On the "Multiple Identities" window, make sure the HOTMAIL identity is selected & click OK.

Server Settings: *(Below your new HOTMAIL POP Account.)* Verify the following:

Server Type = POP

Server Name = pop3.live.com Port = 995

User Name = xxxxx@hotmail.com (Must be full the e-mail address)

Security Settings:

Connection security: Select: SSL/TLS

Authentication method: Normal password.

Server Settings: Select the following boxes as shown:

Check for new messages at startup"

Automatically download new messages" *(recommended).*

Leave messages on server". **MUST BE UN-CHECKED!**

Copies & Folders: *(Below your new HOTMAIL POP Account.)* Verify settings:

Place a copy in ☉ "Sent" Folder on xxxxx@hotmail.com POP

Message Archives: Select as desired.

Drafts and Templates

✓ Keep message drafts in ☉ "Drafts" Folder on xxxxx@hotmail.com POP

✓ Keep message templates in ☉ "Templates" Folder on xxxxx@hotmail.com POP

✓ If these settings are wrong, first make sure that the " Use Global Inbox" is UNCHECKED. See *(Tools > Account Settings > Server Settings > Advanced...)*

Disk Space ☉ Don't delete any messages.

Junk Settings: *(Below your new HOTMAIL POP Account.)* Check the following:

Enable adaptive junk mail controls for this account

Do not mark mail as junk if the sender is in:

Personal Address Book.

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Move new junk messages to "☉ Junk folder on xxxxx@hotmail.com POP".

NOTE: Other Junk mail settings will be set later in this sheet.

Verify: Again click the **xxxxx@hotmail.com POP** Account on the left of the window and make sure the Outgoing Server shows the "HOTMAIL SMTP xxxxx Server" for this account in the window at the lower part of the screen. Click **OK** to exit the Account Settings Window.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify Incoming server is using port 995 & Security is "☉ SSL". Verify the Outgoing server is port 25 or 587 and Security is "☉ SSL".*

BE AWARE that the first time you log on to a HOTMAIL Account set up POP, it may take some time to download all your existing email from the HOTMAIL Server to your PC.

NOW GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>

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JUNO MAIL Setup (POP Mail)

(This Section was updated 3-29-2012 Thunderbird 11.0)

1) JUNO.COM

- a. Log into your webmail at www.juno.com.
- b. Click the "Settings" button.
- c. Under Preferences, click "POP Mail".
- d. Select "ON", then "Save", then "Sign Out".

2) THUNDERBIRD "ADD ACCOUNT" WIZARD

- a. Go to: (*Tools > Account Settings > Account Actions > Add Mail Account*)
- b. Select "☉ E-mail Account", then click <Next>.
- c. Identity screen:
 - In the "Your Name" box, enter your name as you want e-mail recipients to see it.
 - In e-mail address, enter your full JUNO address, ie: xxxxx@juno.com
 - Click <Next>.
- d. The Wizard should find the following: pop.juno.com and smtp.juno.com. If so, click "Add account". Continue on this list to verify all settings.
- e. Account Name: I suggest using your JUNO address + POP = ie: xxxxx@juno.com POP
- f. Click Next, then Finish to go back to the Account settings window.

3) ACCOUNT SETTINGS MAIN WINDOW (*Tools > Account Settings*)

Outgoing Server (SMTP): (*At the very bottom of the Account settings column on the left*)

Click Add/Edit.

Description = JUNO SMTP xxxxx SERVER (where xxxxx is the username for this account)

Server Name = smtp.juno.com and Port = 465

Security and Authentication

Connection Security: SSL/TLS

Authentication Method: Encrypted Password

User Name: xxxxx (*do not add juno.com*)

xxxxx@juno.com POP Select your newly created JUNO Account (*on the left*)

Make sure the outgoing server is the "JUNO SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add (or Edit if your JUNO identity is listed).

In the "Your Name" box, enter your name. (*This is shown in outgoing e-mails*)

E-mail address = ie: xxxxx@juno.com

Verify that the Outgoing Server (SMTP) shows "JUNO SMTP xxxxx SERVER" for this account & click <OK>

On the "Multiple Identities Support" window, make sure JUNO identity is selected.

Click <OK>

Server Settings (below your new JUNO Account on the left) Verify the following:

Server Type = POP

Server Name = pop.juno.com and Port = 995.

User Name = xxxxx (*do not include @juno.com*)

Connection Security, select: "SSL/TLS"
Authentication Method: Normal Password
Server settings: Select the settings shown below:
 Check for new messages at startup"
 Automatically download new messages" (*recommended*).
 Leave messages on server" (UN-CHECKED)

Copies & Folders under your new JUNO Account. Verify the settings are as follows:

Place a copy in "☉ Sent" Folder on xxxxx@juno.com POP
Keep message drafts in "☉ Drafts" Folder on xxxxx@juno.com POP
Drafts and Tempaltes
Keep message Drafts in "☉ Drafts" Folder on xxxxx@juno.com POP
Keep message templates in "☉ Templates" Folder on xxxxx@juno.com POP
NOTE: If these settings are wrong, first make sure that the " Use Global Inbox" is UNCHECKED in (Tools > Account Settings > Server Settings > Advanced...)

Disk Space ☉ Don't delete any messages.

Junk Settings: under your new JUNO Account, make sure the following are checked:

Enable adaptive junk mail controls for this account
 Do not mark mail as junk if the sender is in: Personal Address Book plus choose all that apply.
 Move new junk messages to "☉ Junk folder on xxxxx@juno.com POP".
 NOTE: Other Junk mail settings will be set later in this sheet.

Verify: Again click the **xxxxx@juno.com POP** Account on the left of the window and make sure the Outgoing Server shows the "JUNO SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click <OK> to exit.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 110 and the outgoing server is port 25.*

NOW GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>



THUNDERBIRD SETUP (STEP-BY-STEP) ©

ROADRUNNER MAIL Setup (*POP Mail*) (This Section was updated 12-23-2011 Thunderbird 9.0)

1) THUNDERBIRD ADD ACCOUNT WIZARD (Tools > Account Settings > Account Actions)

- a. Click "Add Mail Account".
- b. Identity Screen:
 - In the "Your name" box, enter your name as you want e-mail recipients to see it.
 - In e-mail address, enter your full Roadrunner address, ie: xxxxx@ca.rr.com.
 - Enter your Roadrunner Password.
 - Click "Continue"
- c. Click Edit > Choose POP if not already there. Click "Retest configuration" if any changes were made.
- d. Select "Create Account" or "Manual Setup" and continue.

2) ACCOUNT SETTINGS MAIN WINDOW (Tools > Account Settings)

Account Name: Select your newly created RR Account (on the left) and add the letters POP to the name. (IE: xxxxxx@ca.rr.com POP). Click OK to set the new Account Name, then re-select Tools > Account Settings.

Outgoing Server (SMTP): (At the very bottom of the Account settings column on the left)

Click Add

Enter a Description = RR SMTP xxxxx SERVER (where xxxxx identifies this Account)

Server Name = smtp-server.ca.rr.com and Port = 587 (or 25)

Security and Authentication

Connection Security: None

Authentication method: No authentication

xxxxx@ca.rr.com POP Select your newly created ROADRUNNER Account (on the left)

Make sure the outgoing server is the "RR SMTP xxxxx SERVER" for this account.

Click Manage Identities, then click Add or Edit.

- ✓ In the "Your Name" box, enter your preferred name to be shown in outgoing emails.
- ✓ E-mail address = ie: xxxxx@ca.rr.com
- ✓ Verify that the Outgoing Server (SMTP) shows the "RR SMTP xxxxx SERVER" for this acct & click OK.
- ✓ On the "Multiple Identities Support" window, make sure the ROADRUNNER identity for this account is selected, and click OK.

Server Settings (Below your new Roadrunner Account). Verify the following:

Server Type = POP

Server Name = pop-server.ca.rr.com Port = 110.

User Name = xxxxx@ca.rr.com

Security Settings

Connection security, select: "None"

Authentication method: Password, transmitted insecurely..

Server settings: Select the following boxes as shown:

"Check for new messages at startup"

"Check for new messages every 10 minutes"

"Automatically download new messages" (recommended).

"Leave messages on server" (UN-CHECKED!)

"Advanced" button: Make sure the following is selected: "Inbox for this Server's account"

Copies & Folders (Below your new ROADRUNNER account). Verify settings:

Place a copy in "Sent" Folder on xxxxx@ca.rr.com POP

Message archives: As desired

Drafts and Templates

✓ Keep message drafts in "Drafts" Folder on xxxxx@ca.rr.com POP

✓ Keep message templates in "Templates" Folder on xxxxx@ca.rr.com POP

✓ NOTE: If these settings are wrong, greyed out, or missing, make sure that the "Global Inbox" is NOT SELECTED in (Tools > Account Settings > Server Settings > Advanced...)

Junk Settings - Unique to this account: (Located below your new RR POP Account.). Check the following:

Enable adaptive junk mail controls for this account

Move new junk messages to "Junk folder on xxxxx@ca.rr.com.com POP".

NOTE: Other Junk mail settings will be set later in this sheet.

Disk Space Don't delete any messages.

Verify: Again click the **xxxxx@ca.rr.com POP** Roadrunner Account on the left of the window and make sure the Outgoing Server shows the "RR SMTP xxxxx SERVER" for this account in the window at the lower part of the screen. Click <OK> to exit the Account Settings Window.

*NOTE: If problems occur, recheck the **Manage Identities** Window and make sure all the info is correctly set up. Verify incoming server is using port 110 and the outgoing server is port 25.*

NOW GO TO Pages 13/14 and complete the GENERAL SETUP PREFERENCES >>>

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YAHOO! MAIL PLUS Setup (POP Mail)

NOTE: Yahoo FREE mail will not work with any mail clients other than the Yahoo Webmail on your Browser (12-4-2008). If you have a paid "Yahoo! Mail Plus" Account, they do allow you to set up your favorite e-mail client to access Yahoo mail using POP.

The following info is from the Yahoo mail site to help you set up a "YAHOO! MAIL PLUS" POP Account on Thunderbird. I have not yet had the opportunity to configure this myself, since I am not a paid user. Re: <http://help.yahoo.com//us/yahoo/mail/original/mailplus/pop/pop-35.html>

POP Yahoo! Mail Plus with Another Email Client

Here are the basic server settings for Yahoo! Mail:

Incoming Mail (POP3) Server: plus.pop.mail.yahoo.com (Use SSL, port: 995)
Outgoing Mail (SMTP) Server: plus.smtp.mail.yahoo.com (Use SSL, port: 465, use authentication)
Account Name/Login Name: Your Yahoo! Mail ID (your email address without the "@yahoo.com")
Email Address: Your Yahoo! Mail address (e.g., user@yahoo.com)
Password: Your Yahoo! Mail password

Your other email program will give you the option of either deleting your Yahoo! messages from the Yahoo! server after downloading them, or leaving them on the Yahoo! server so you can see them online in your Yahoo! account, too.

NOW GO TO Page 13/14 and complete the GENERAL SETUP PREFERENCES >>>

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THUNDERBIRD SETUP (STEP-BY-STEP) ©

GENERAL SETUP PREFERENCES *(This Section revised 12-23-2011 ver 9.0)*

Tools > Account Settings

Notes:

- Verify the following boxes and bullets are set exactly as shown for **EACH** of your e-mail Accounts.
- Settings not mentioned here are correct by default.
- These settings are common to all Accounts, but must be set for each Account!:

Composition & Addressing

- Compose in HTML (You can uncheck this to compose in plain text).
 - Automatically quote original message when replying then:
Then, "start my reply above the quote"
and place my signature "below my reply (above the quote)" *(If using a Signature)*.
 - Include signature for replies *(If using a Signature)*.
 - Include signature for forwards *(If using a Signature)*.
- Addressing: When looking up addresses
- use my global LDAP server preferences for this Account.

Junk Settings *(Settings are common to all Accounts, but must be set for each Account):*

- Enable adaptive junk mail controls.
- Do not mark mail as junk if sender is in: Personal Address Book.
- Trust junkmail headers set by: Spam Assassin *(optional)*
 - Automatically delete junk mail older than "180" days.

Tools > Options

Notes:

- Verify the following boxes and bullets are set.
- This is done only once, but these settings affect all e-mail Accounts.
- Settings not mentioned here are correct by default

General (ICON)

Thunderbird start page.

- When Thunderbird launches, show the start page. Uncheck this box if blank message area is desired *(when no email is selected)*

When new messages arrive.

- Show an alert
- Play a sound:
 - Use the following sound file. *(Browse and pick a WAV file)*

Display (ICON) - Formatting tab:

The default settings are usually OK for this window.

If the text of messages is too small to read easily, select a Default font size of 18 or 20.

Composition (ICON)

General Tab

Forward messages: **Inline**. Add extension to file name

HTML Font = Arial Size = Medium

Configure text format behavior: Click the <Send Options> Button. If you use HTML, choose: "Send the message in both plain text and HTML". If you desire to send all messages in plain text, choose "Convert the message to Plain Text".

Addressing Tab

When addressing messages, look for matching entries in Local Address Books.

Un-check the box: Automatically add outgoing addresses to my xxxxxxxx"

Security (ICON)

Junk Tab

- When I mark messages as junk: "☉ move them to the account's 'Junk' folder".
- Mark messages determined to be junk as read. (This is optional)
- Enable junk filter logging

Anti-Virus Tab

- Allow antivirus clients to quarantine individual incoming messages.

Attachments (ICON) ☉ Always ask me where to save files.

Advanced (ICON)

General Tab

System Integration

- Always check to see if Thunderbird is the default mail client on startup.

Advanced configuration

- Enable Global Search and Indexer

"Config Editor" button = **DO NOT USE THIS FEATURE!** You can totally mess up Thunderbird.

Reading & Display tab

Reading:

- Automatically mark message as read.
- "☉ Immediately on display" or you can add a 1 second delay (*I do*).

Open messages in:

- "☉ A new tab" (*I prefer it this way but you can choose*)
- "☉ A new message window". (*This will make Thunderbird 3.x behave like ver 2.x*).

Network & Disk Space tab

Disk Space:

- Use up to 50 MB of space for the cache.
- compact folders when it will save over 5 MB.

Click OK to exit. Note: A "Junk" folder should magically show up at this point.

Help > Migration Assistant -

Notes:

- These settings are my personal preferences, as I do not like the new features, but you can of course choose to use them.
- This is done only once and is the same for all e-mail Accounts.

Disk Space:

- ✓ Choose "☉ Do not synchronize" and all mail stays on the Server.
- ✓ Choose "☉ Synchronize" and copies of all mail is downloaded to the PC to speed up reading. (*You are only asked this for IMAP accounts and this can be selected separately for each IMAP account you have set up*)
- ✓ Click "Next".

New Message Toolbar

- ☉ "Keep your original Toolbar buttons", and click "Next".

Compact Header: Do NOT select "Install Compact Header", just click "Next".

Advanced Folder Columns. I do not use these, but try them if you wish. Click "Close"

Main Window "Folder Pane" (Left Hand Column) -

By default, Thunderbird 9.0 installs the Folder Pane in "All Folders" mode. You can choose Unified or other views.
Note: Unified mode combines folders from multiple Accounts under common headings: "Inbox", "Sent", etc. I prefer the "All Folders" mode which shows each Account's Folders separately under the Account Name. If it looks wrong, you can get to "All Folders" mode by clicking View > Folder > All.

Today Pane: If you have the "Lightning" Calendar add-on installed, click View > Today Pane or press F-11 to see the Today Pane.