

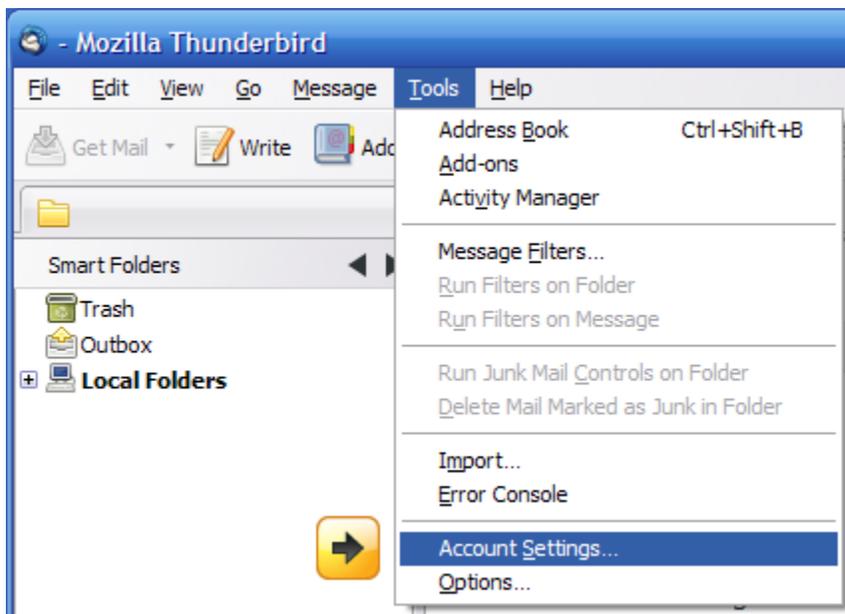
Creating an Email Account – Thunderbird

The following guide contains steps to creating a new Email Account in Thunderbird. Before you begin you will need 4 pieces of information:

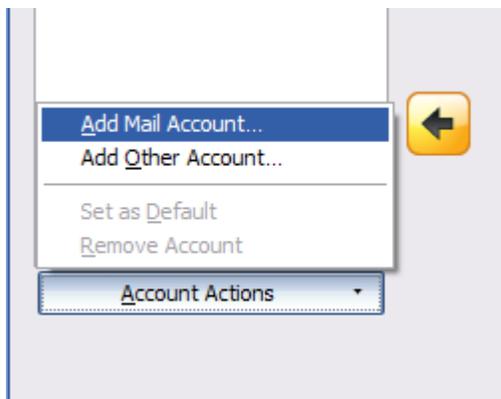
- 1 – Username. Your username is the email address provided to you by Uniserve.
- 2 – Password. This is the password associated with your Username.
- 3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain ([link here](#)) to find this.
- 4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

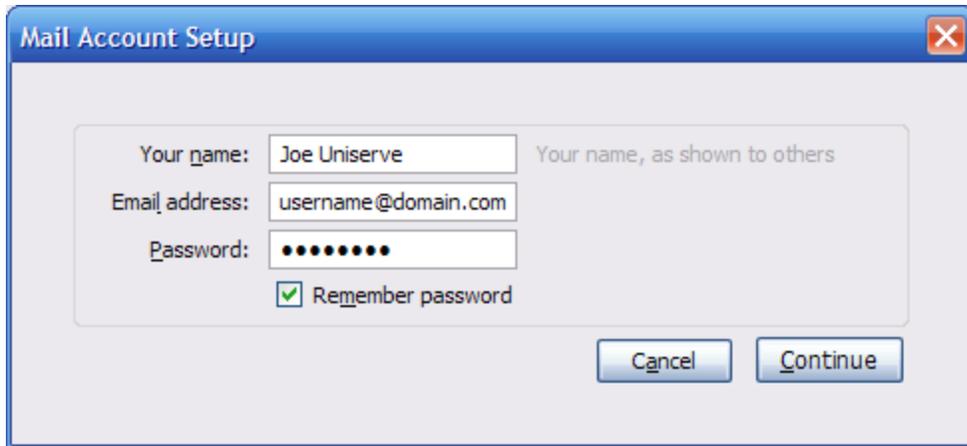
Once you have those pieces of information we are ready to begin.

To create a new Account, click on Tools and then E-mail Accounts, this will open a new window.



On the lower left click the Account Actions button, and then “Add Mail Account...” to start the Mail Account Setup wizard.

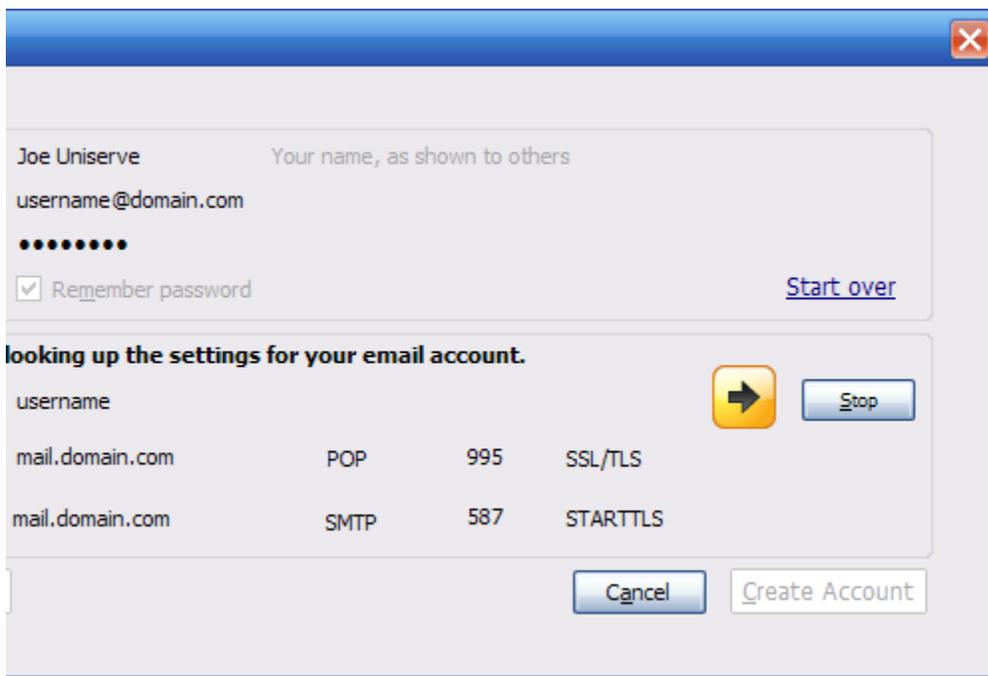




The dialog box is titled "Mail Account Setup" and contains the following fields and controls:

- Your name:** Text box containing "Joe Uniserve". To the right, the text "Your name, as shown to others" is displayed.
- Email address:** Text box containing "username@domain.com".
- Password:** Text box containing ten black dots.
- Remember password
- Buttons:** "Cancel" and "Continue" buttons are located at the bottom right.

Enter your name in the "Your name" field. Enter the full email address and password in the appropriate fields then click the Continue button.

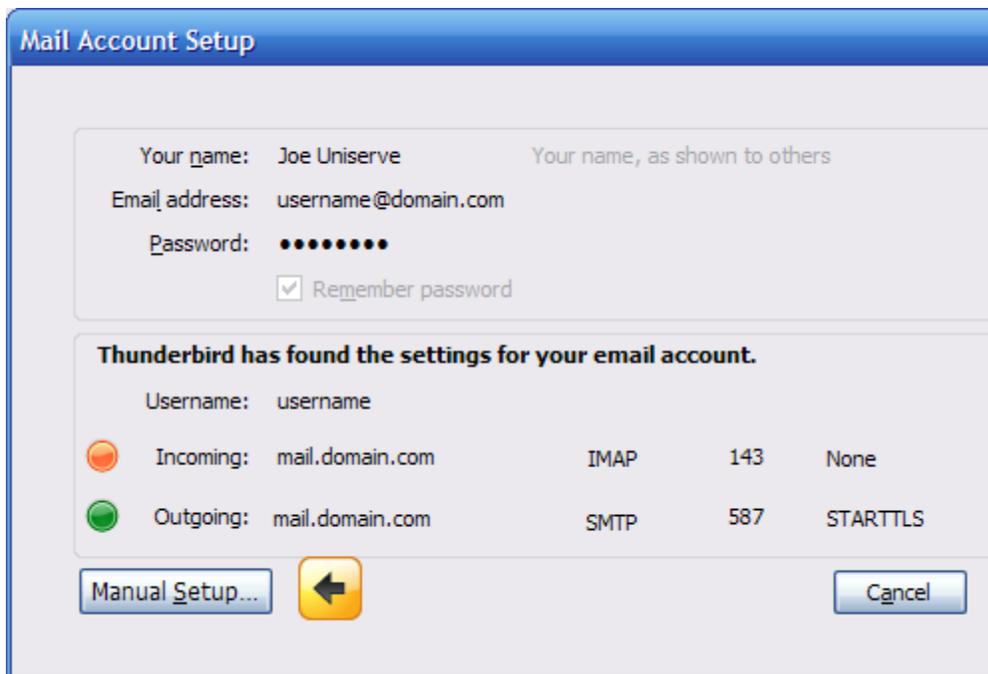


The dialog box shows the account information and the server lookup process:

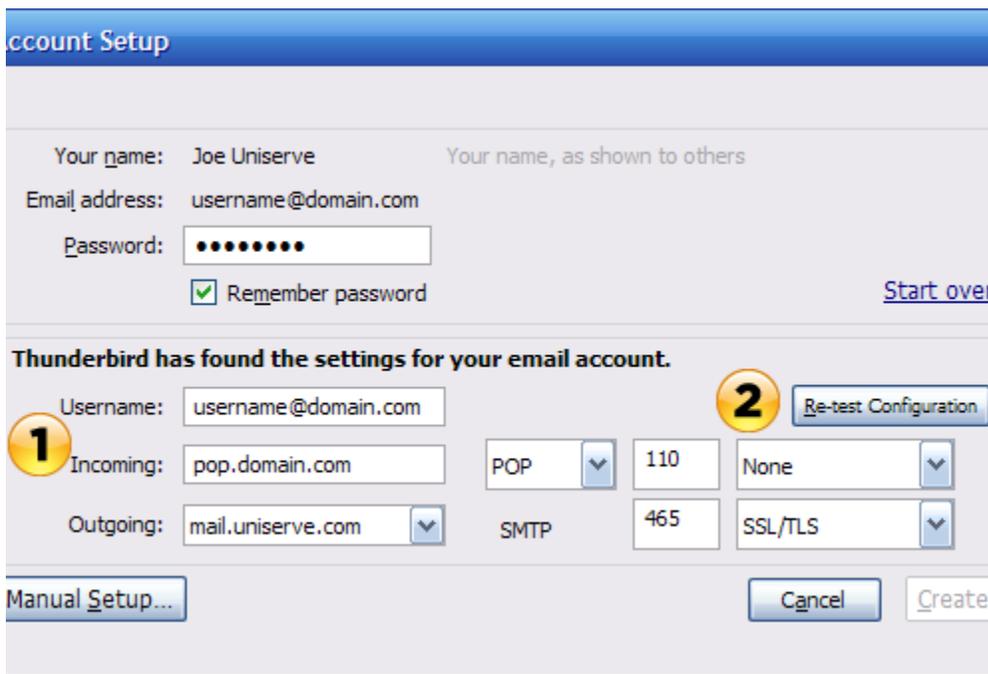
- Account Information:** "Joe Uniserve" (Your name, as shown to others), "username@domain.com", and a password field with ten black dots. The "Remember password" checkbox is checked. A "Start over" link is on the right.
- Server Lookup:** A section titled "looking up the settings for your email account." contains a table with the following data:

username					<input type="button" value="Stop"/>
mail.domain.com	POP	995	SSL/TLS		
mail.domain.com	SMTP	587	STARTTLS		
- Buttons:** "Cancel" and "Create Account" buttons are at the bottom.

Thunderbird will attempt to contact the mail servers at this time. Click the Stop button.

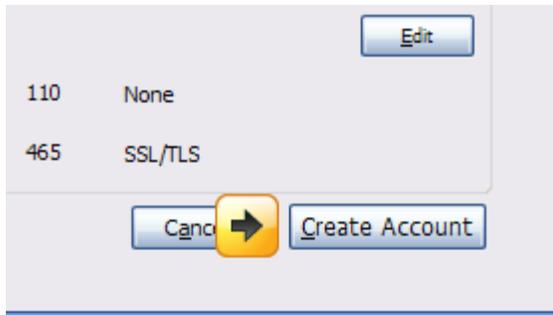


After clicking the Stop button, the Manual Setup button will be available, click the Manual Setup button to proceed.



Enter your full email address in Username field. In the Incoming server field, enter the POP server you found earlier. Select POP from the drop down box. In the Outgoing field enter mail.uniserve.com and then select SSL/TLS from the drop box on the right. Make sure the SMTP port is set to 465 as well.

With the information entered, click the Re-Test Configuration button next.



Once it has tested it will allow you to click the Create Account button. You will see an additional page with a warning regarding security. Make sure to check the "I understand the risks" checkbox and click the Create Account button. This will bring you back to the Account Settings Window, click the OK button to close.