

Setting Up Mozilla Thunderbird

1. To set up your mail account, open Mozilla Thunderbird.
2. Select [File / New / Account](#).
3. The Account Wizard will appear. Navigate through the following wizard windows:

New Account Setup Window

Click the [Email account](#) button.

Identity Window

1. Enter your name in the [Your Name](#) box. This is the name that will appear in the [From](#) field of the messages you send.
2. Enter your email address in the [Email Address](#) box (e.g., *myname@liberte.us*).

Server Information Window

To use the POP server:

1. Click the [POP](#) button.
2. In the [Incoming Server](#) box, enter the name of the POP server: *mail.liberte.us*.

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

If the [Outgoing Server](#) box is available, enter the name of the SMTP server: *mail.liberte.us*

If the field is not available, Mozilla Thunderbird will use the default outgoing server.

User Names Window

1. Enter your email address in the [Incoming User Name](#) box. Please note that your user name is your entire email address (e.g., *myname@liberte.us*).
2. Enter the same email address in the [Outgoing User Name](#) box, if available.

Account Name Window

Enter a descriptive name for your mail account. For example, Work Mail or Home Mail.

Congratulations Window

Review the information provided. To make changes, click the [Back](#) button to return to previous windows in the Account Wizard. Click the [Finish](#) button.

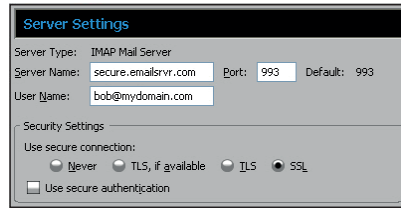
Account Preferences

Assigning SSL Secure Server Settings

The SSL protocol allows you to send and receive secure mail messages.

1. To send messages over a secure connection, select [Tools / Account Settings](#).
2. Select and expand your mail account, located in the left sidebar pane.
3. Click the [Server Settings](#) link.
4. Under the “Use secure connection” section, click the [SSL](#) button.

5. Note the server type displayed in the Server Type area. Enter the secure server name and confirm the default port number:



Server Type	Server Name	Port
POP Mail Server	mail.libertea.us	995

6. Click the [Outgoing Server \(SMTP\)](#) link, located in the left sidebar pane. Select the outgoing server for the account and click the [Edit](#) button.
7. In the “Use secure connection” section, click the [SSL](#) button.
8. Enter the secure server name and confirm the default port number:

Secure Connection	Server Name	Port
SSL	mail.libertea.us	465, 587 or 8025

9. Be sure that the [Use name and password](#) box is checked and that your email address appears in the [User Name](#) box.
10. Click the [OK](#) button.

Note: Some ISPs do not allow their customers to use third-party SMTP servers.

Managing Folders

1. To control where Mozilla Thunderbird places copies of sent messages, drafts, and templates, select [Tools / Account Settings](#).
2. Select and expand your mail account, located in the left sidebar pane.
3. Click the [Copies & Folders](#) link.
4. Indicate where you want Mozilla Thunderbird to file your sent messages, drafts, and templates.
5. Click the [OK](#) button.

Importing Address Books, Mail, and Settings

1. Select [Tools / Import](#). The Import Wizard will appear.
2. Click the [Address Books, Mail, or Settings](#) button and then click the [Next](#) button.
3. Select an email application or the [Text file](#) option (address books only) from the list, and then click the [Next](#) button.
4. Mozilla Thunderbird will automatically import your address books, mail, or settings, or it will prompt you to locate and select the export text file (LDIF, .tab, .csv, or .txt).
5. Mozilla Thunderbird will display a confirmation message, indicating whether importation was successful. Click the [Finish](#) button.

Note: To export an address book, open the Address Book and select an address book from the Address Books pane. Select [Tools / Export](#). Select a location, name, and file type for the export file, and then click the [Save](#) button.