Clients – Thunderbird

This documentation explains how to set up your email account in Mozilla Thunderbird.

1. Open Thunderbird.



2. Right-click Local Folders in the left column and select Settings.



3. Click Account Actions at the bottom of the left column and select Add Mail Account...



4. Enter your full name. Enter your **Email Address** and **Password**. Click **Continue**.

Mail Account Setur			×
Your <u>n</u> ame: Email address: Password:	Your Name Here you@your-domain-here.con	Your name, as shown to others	
Password:	Remember password		
<u>G</u> et a new acc	ount	<u>Continue</u> C <u>ancel</u>]

5. Thunderbird will attempt to automatically set your account up, in most cases this will fail. Click **Manual Config**.

Your name:	Your Name Here	Your name, as shown to others
Emai <u>l</u> address:	you@your-domain-here.con	
Password:	•••••	
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6. Choose the **Incoming** account type (POP3 or IMAP). Enter the **Incoming and Outgoing Server** address, **mail.yourdomain**

Change the **SSL** dropdown menu for both incoming and outgoing to **SSL/TLS**.

Authentication for both incoming and outgoing should be set to **Autodetect**. Enter your **Username** (full email address) for both incoming and outgoing. Click **Re-test**. Click **Done**. Click **OK**.

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Incoming: IN Outgoing: SN	MAP ▼ MTP	art.arts-spark.com	465 -	SSL/TLS	Autodetect	
Incoming: I Outgoing: SM Username: In	MAP 💌	art.arts-spark.com art.arts-spark.com you@your-domain-here.com	465 💌	SSL/TLS	Autodetect vou@your-domain-here.	

7. If your mail doesn't sync right away click **Get Messages** in the toolbar.



8. If you need to make changes to your account right click on your **Account Name** in the left column and select **Settings**.

