

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.

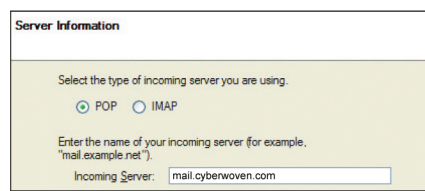
Identity Window

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@mydomain.com).

Server Information Window

1. Click the **POP** button.
2. In the **Incoming Server** box, enter the name of the POP server:

mail.cyberwoven.com



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").

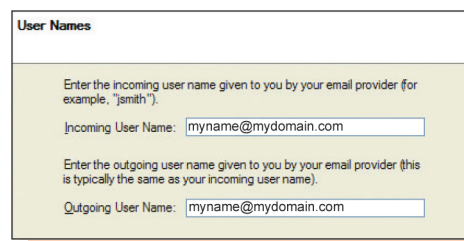
Incoming Server:

If the **Outgoing Server** box is available, enter the name of the SMTP server:

mail.cyberwoven.com

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

User Names Window



User Names

Enter the incoming user name given to you by your email provider (for example, "smith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

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@mydomain.com).
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.

Before you can start sending email, you will need to select **Edit / Mail & Newsgroup Account Settings**. Click the **Outgoing Server (SMTP)** link. In the **Port** box, enter the default outgoing port 25.