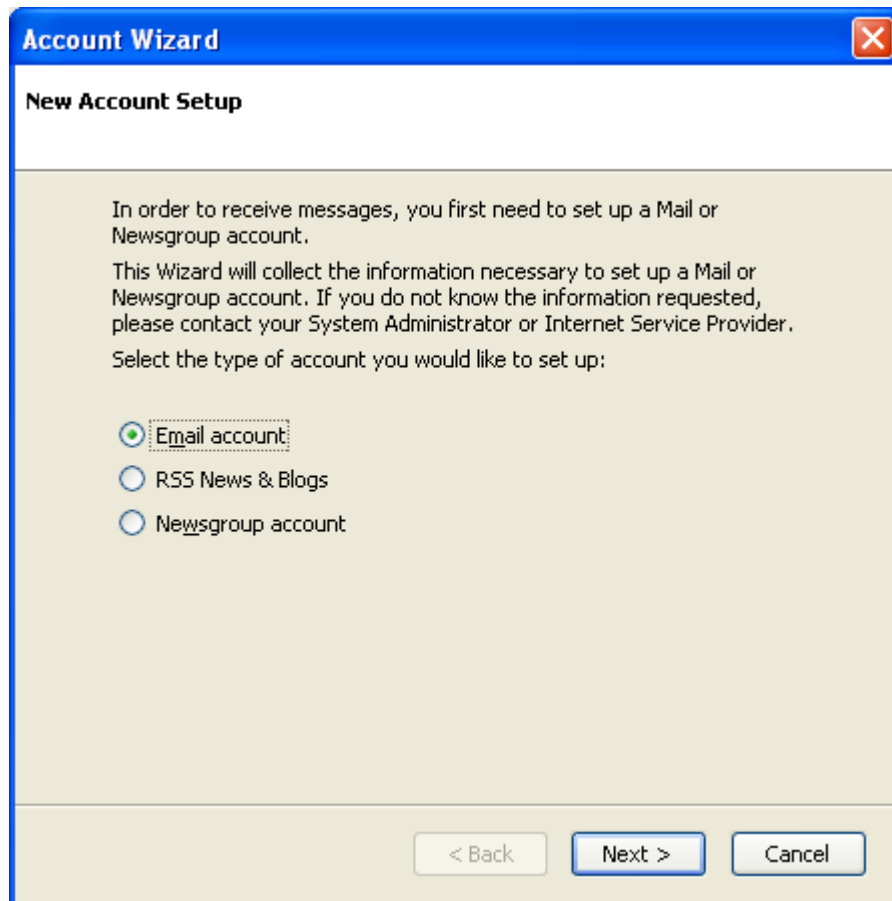


Setting up email access using Thunderbird.

Select Tools -> Account Settings from the menu.

Using the account wizard complete the details substituting 'andrew norman' for your name as applicable.



Account Wizard ✕

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

Account Wizard ✕

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:

Untick this box to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Your existing outgoing server (SMTP), "smtp.donoss.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.


Account Wizard 

User Names

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

Incoming User Name:

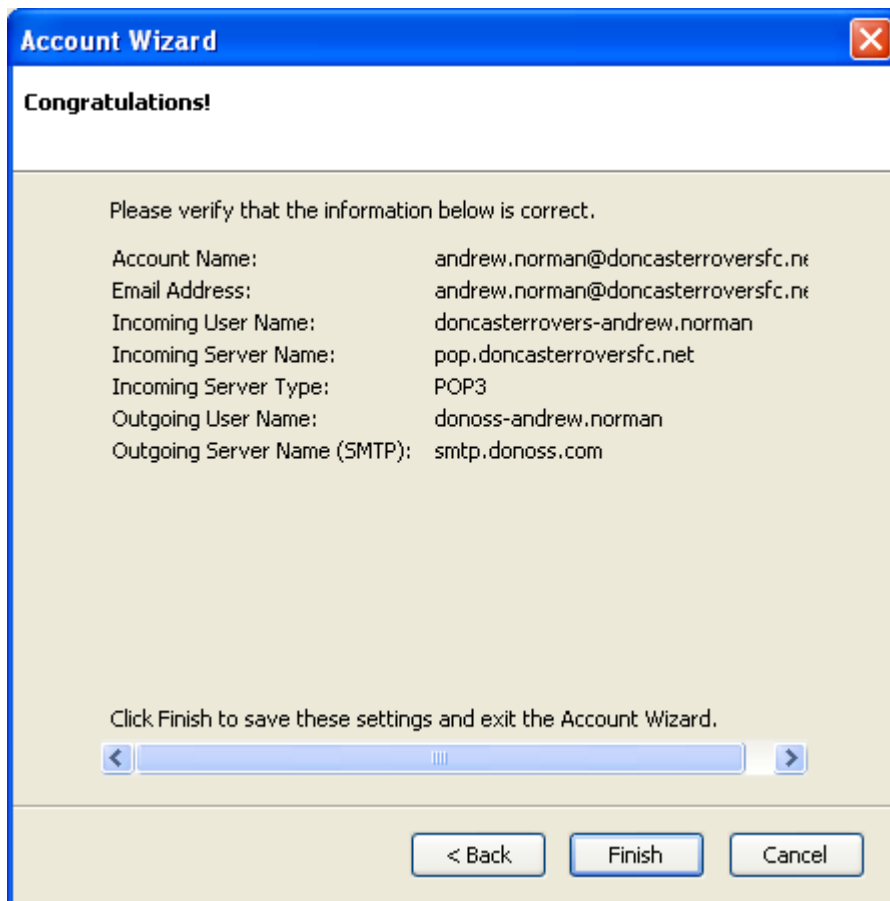
Your existing outgoing (SMTP) username, "donoss-andrew.norman", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Account Wizard 

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:



Setting up your SMTP server. In Account Settings scroll down and select Outgoing Server (SMTP) and then click Add. The following will be displayed, again, substitute 'andrew norman' for your name.



When you first try to download your email you will be prompted for your password as follows:



Enter your password and tick the 'Use Password Manager to remember this password'.

Now you have email!