



Thunderbird - Windows

This was set up using Chrome browser on an acer laptop edition windows 11
This was set up using the example email: you@yourdomain.co.nz



KEYWORDS AND PHRASES

- **Incoming Mail Server:** The server that receives incoming emails for your email address.
- **SMTP/Outgoing Mail Server:** The server that sends outgoing emails from your email address.
- **Mail Client:** A program that allows you to send, receive, and manage your email. Examples of mail clients include Gmail, Outlook, and Apple Mail.
- **POP3 (Post Office Protocol 3):** A way to retrieve your emails from your email account.
- **IMAP (Internet Message Access Protocol):** Another way to retrieve your emails from your email account, particularly useful for using multiple devices to check your mail.
- **Host Name:** The specific address of the mail server that handles your incoming or outgoing emails.
- **Port:** The designated communication endpoint for connecting to the mail server. It ensures the proper delivery of data between your email client and the server.
- **SSL/TLS:** Are encryption protocols that provide secure communication between your email client and the mail server.
- **Authentication Method:** The process of verifying your identity when connecting to the mail server. Common methods include using a username and password.
- **User Name:** Your unique identifier or username for accessing your email account.
- **Password:** A secret code or combination of characters that allows you to access your email account and protect its security.
- **Configure Manually:** Setting up the email account by manually entering the necessary server details instead of relying on automatic configuration.

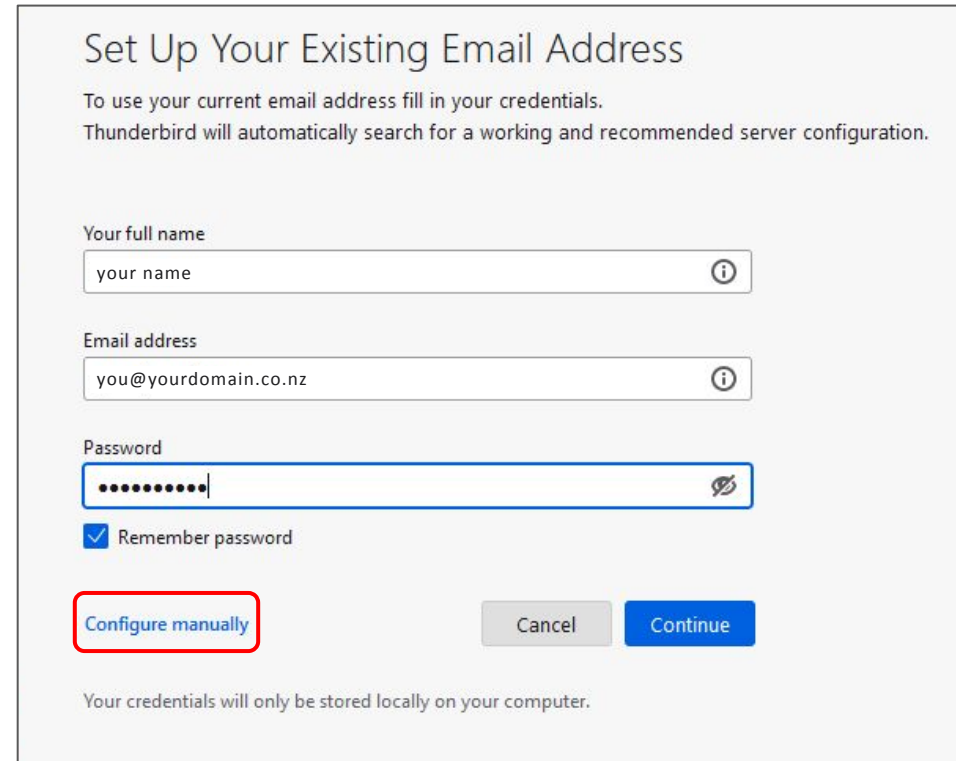


1 To set up your email account on Thunderbird, follow these steps:

Open Thunderbird and fill out the fields as directed:

- **Your Name:** Your name as you'd like it to appear in emails.
- **Email Address:** Your full email address, including what comes after '@.'
- **Password:** Your email account password.

Then click **'Configure manually.'**



Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
your name ⓘ

Email address
you@yourdomain.co.nz ⓘ

Password
..... ⓘ

Remember password

[Configure manually](#)

Your credentials will only be stored locally on your computer.



2 Enter the following **Incoming Mail Server Settings**:

- **Protocol:** Select either **IMAP** or **POP3** based on your preference.
- **Host Name:** Please check your login PDF to ensure you are using the correct incoming host name.*
- **Port:** Use 993 for IMAP or use 995 for POP3.
- **Connection Security:** Select SSL/TLS.
- **Authentication Method:** Select **'Normal password.'**
- **User Name:** Your email address, including what comes after the '@.'

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: Incoming mail server host name

Port: 993

Connection security: SSL/TLS

Authentication method: Normal password

Username: you@yourdomain.co.nz

**If you don't have these details,
contact ActivateHost support.*

support@activehost.co.nz



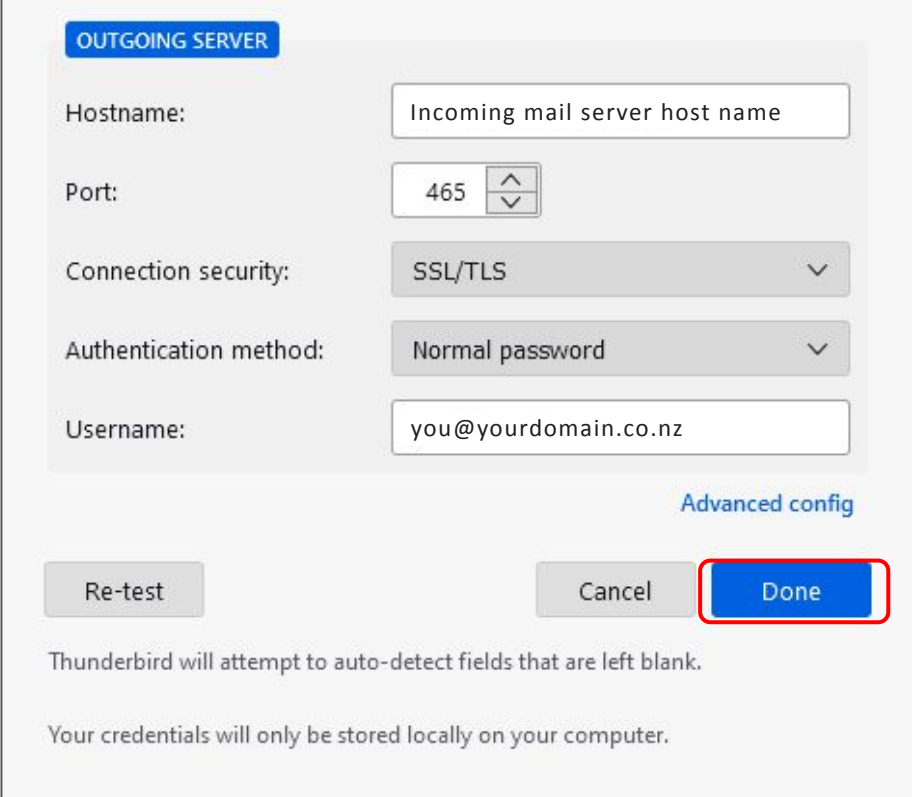
3 Enter the following **Outgoing Mail Server Settings**:

- **Host Name:** Please check your login PDF to ensure you are using the correct outgoing host name.*
- **Port:** Use 465.
- **Connection Security:** Select SSL/TLS.
- **Authentication Method:** Select **'Normal password.'**
- **User Name:** Your email address, including what comes after the '@.'

Click **'Done.'**

**If you don't have these details, contact ActivateHost support.*

support@activehost.co.nz



The screenshot shows the 'OUTGOING SERVER' configuration window in Thunderbird. The fields are filled with the following information:

- Hostname: Incoming mail server host name
- Port: 465
- Connection security: SSL/TLS
- Authentication method: Normal password
- Username: you@yourdomain.co.nz

At the bottom right, there is a link for 'Advanced config'. Below the form are three buttons: 'Re-test', 'Cancel', and 'Done'. The 'Done' button is highlighted with a red border. At the bottom of the window, there are two lines of text: 'Thunderbird will attempt to auto-detect fields that are left blank.' and 'Your credentials will only be stored locally on your computer.'



- 4 Select **'Finish'** and now your email account is successfully added to the Thunderbird mail client.

✓ Account successfully created

You can now use this account with Thunderbird.
You can improve the experience by connecting related services and configuring advanced account settings.

admin you@yourdomain.co.nz IMAP


- Account settings
- End-to-end encryption
- Add a signature
- Download dictionaries

Connect your linked services

Setup other services to get the most out of your Thunderbird experience.

- Connect to a CardDAV address book
- Connect to an LDAP address book
- Connect to a remote calendar

Finish



Not sure about your next steps?
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