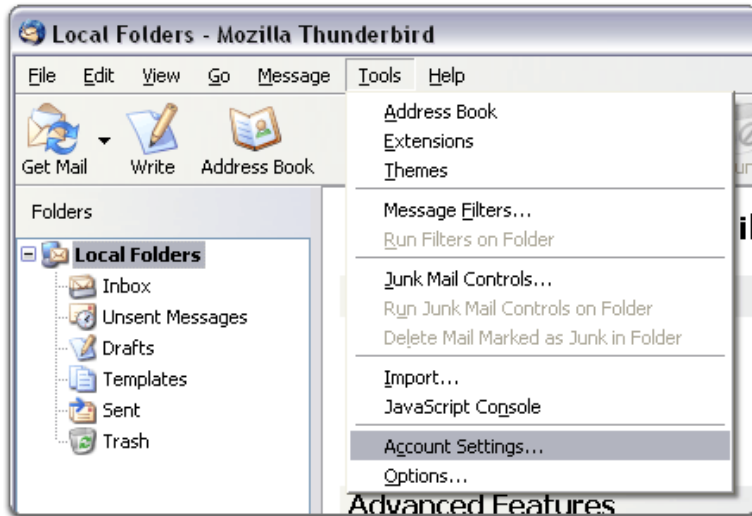


# Setting Up Your POP Email Address with Mozilla Thunderbird

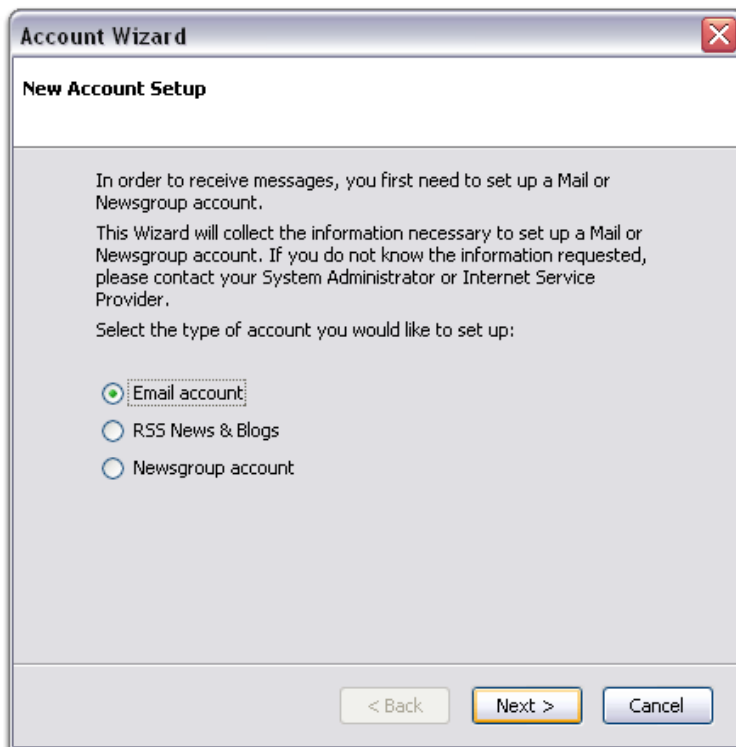
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To Set Up Your E-mail Account in Mozilla Thunderbird

1. In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**.



2. Select **Email account**, and then click Next.



3. Enter your **name** and **e-mail address**.



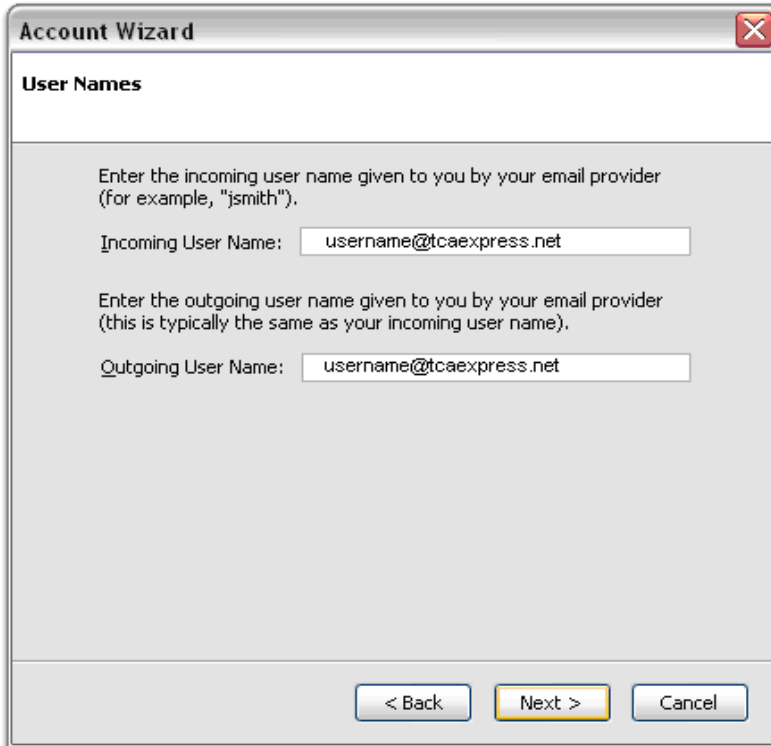
The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The 'Identity' section contains the following text: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing the text 'Jane Smith Family'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing the text 'username@tcaexpress.net'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Select **POP** or **IMAP** as the type of incoming server you are using. Your incoming server is **pop3.tcaexpress.net** for POP. Click **Next**.



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The 'Server Information' section contains the following text: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' (which is selected) and 'IMAP'. Below that, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the text 'pop3.tcaexpress.net'. Below that, it says: 'Uncheck this checkbox 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.' There is a checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'. Below that, it says: 'Your existing outgoing server (SMTP), "smtp", will be used. You can modify outgoing server settings by choosing Mail & Newsgroups Account Settings from the Edit menu.' At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

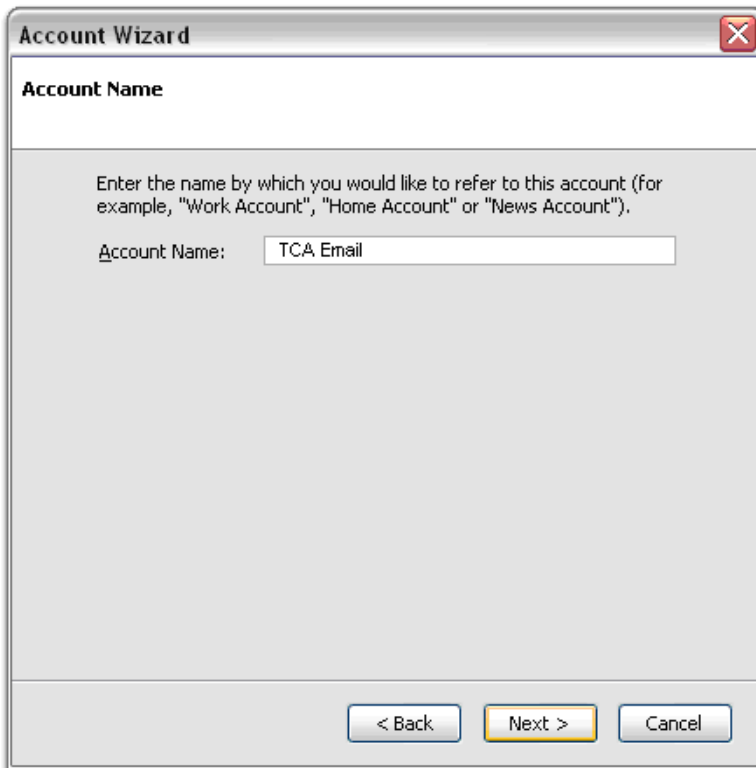
5. Enter your e-mail address for the **Incoming User Name**, and **Outgoing User Name**. Click



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "User Names". Below this, there is instructional text: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by a text input field labeled "Incoming User Name:" containing the text "username@tcaexpress.net". Below that is another line of instructional text: "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." followed by a text input field labeled "Outgoing User Name:" containing the text "username@tcaexpress.net". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (highlighted with a yellow border), and "Cancel".

Next

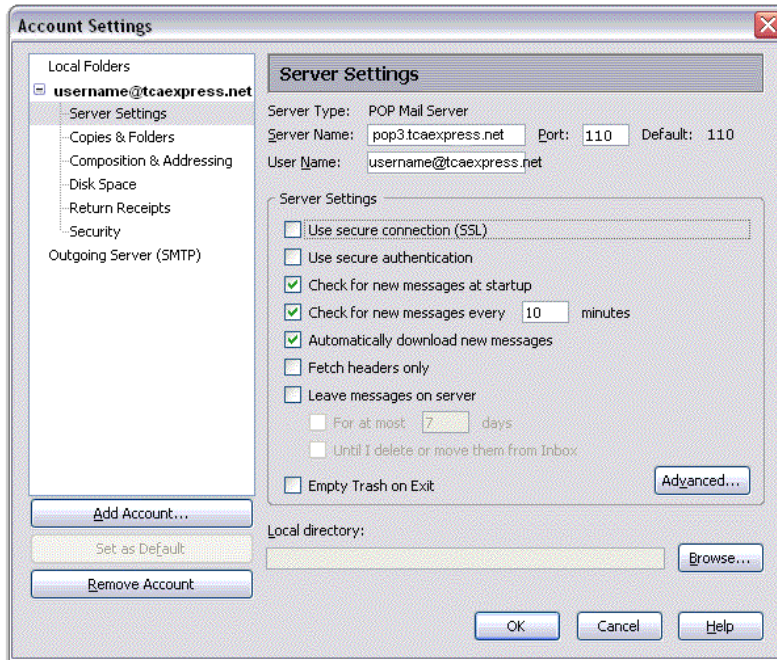
6. Enter a name for your email account and click **Next**.



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "Account Name". Below this, there is instructional text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." followed by a text input field labeled "Account Name:" containing the text "TCA Email". At the bottom of the dialog, there are three buttons: "< Back", "Next >" (highlighted with a yellow border), and "Cancel".

7. Verify your account information and click **Finish**.

8. In the Account Settings window, select **Outgoing Server** listed below your new account.



9. Type **smtp.tcaexpress.net** for the **Server Name** and **Port** setting should be **25**.

10. Select **Use name and password** and enter your e-mail address. Thunderbird will ask you for your password the first time you try to send mail. Click OK.

