

Please follow the instructions below when settings up your email account for Mozilla Thunderbird™

If you are using Mozilla Thunder Bird™ for the first time an email account wizard should load automatically and you can start from step 4.

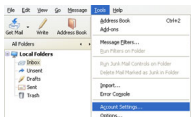
Mozilla Thunderbird™ is available free for download - www.mozilla.com/thunderbird/

1.

Start up Mozilla Thunderbird™

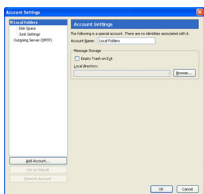
2.

Click on **Tools** -> **Account Settings**



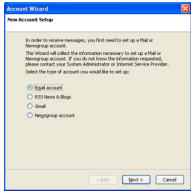
3.

Click on the **Add Account**



4.

Select **Email Account** and click on **Next**



5.

Enter your name into the **Your Name** field and your email address into the **Email Address** field and click on **Next**

e.g. user@isage.net.au



6.

Enter the Incoming (POP3) and Outgoing (SMTP) email servers into the **Incoming Server** and **Outgoing Server** fields then click on **Next**

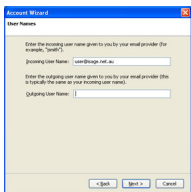
Incoming (POP3) Mail Server: mail.isage.net.au
Outgoing (SMTP) Mail Server: mail.isage.net.au



7.

Enter your **full** email address into the **Incoming User Name** field making sure the **Outgoing User Name** is left blank. Then click on **Next**

e.g. user@isage.net.au



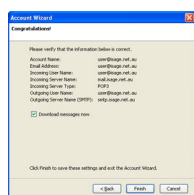
8.

Enter your **full** email address into the **Account Name** field then click on **Next**



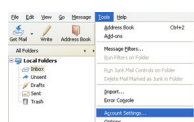
9.

Click on **Finish**



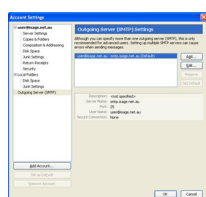
10.

Go back to **Tools -> Account Settings**



11.

Select **Outgoing Server (SMTP)** then click on **Edit**



12.

Untick **Use Name and Password** and click on **Ok**



Click on **Options** in the menu bar, then **Account Settings** and the new **Message** tab will appear. In the **Message** tab, click on **Send** and you will see the **Send** button in the toolbar.