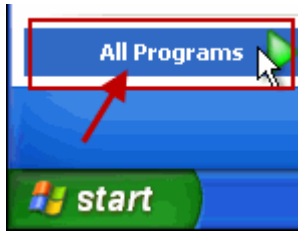


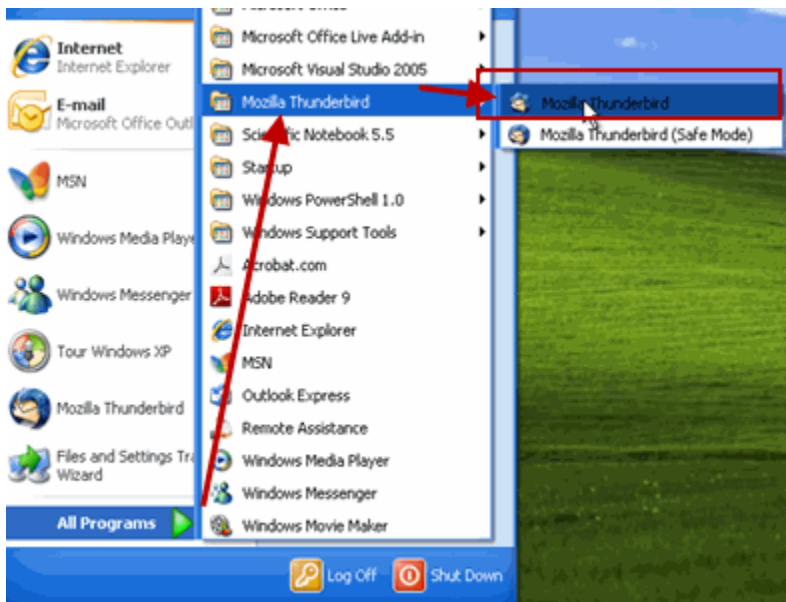
Mail Set-up Instructions for Thunderbird in Windows XP

1. Click on the Start button in the lower left corner of your screen.

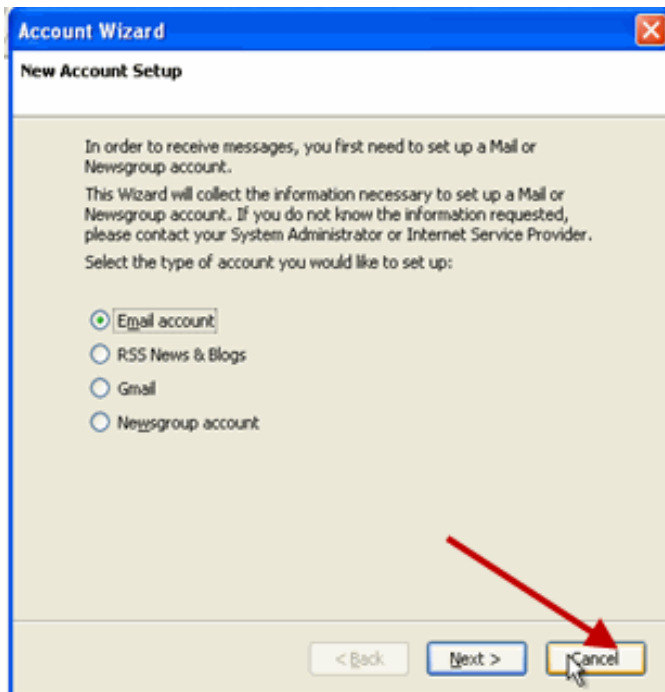
2. Slide your mouse pointer up to highlight “All Programs.”



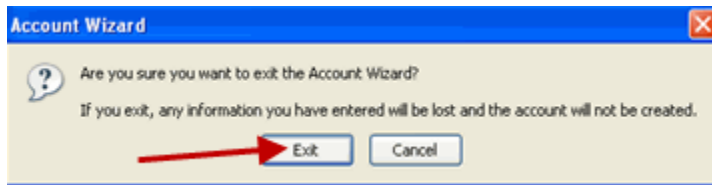
3. In the list of programs which appears, slide your mouse pointer up to highlight “Mozilla Thunderbird; then slide over to the small sub-menu and highlight “Mozilla Thunderbird” there.



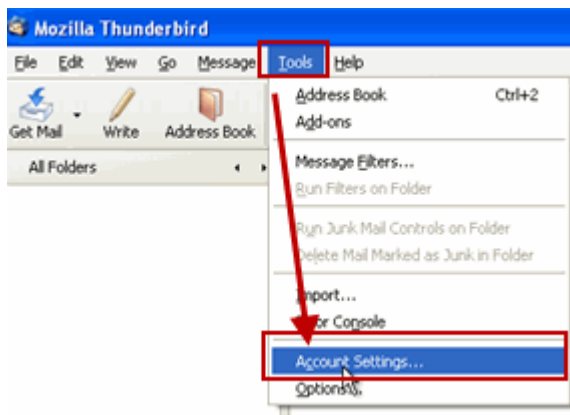
4. The Account Wizard window opens. Click on the **Cancel** button in the lower right corner.



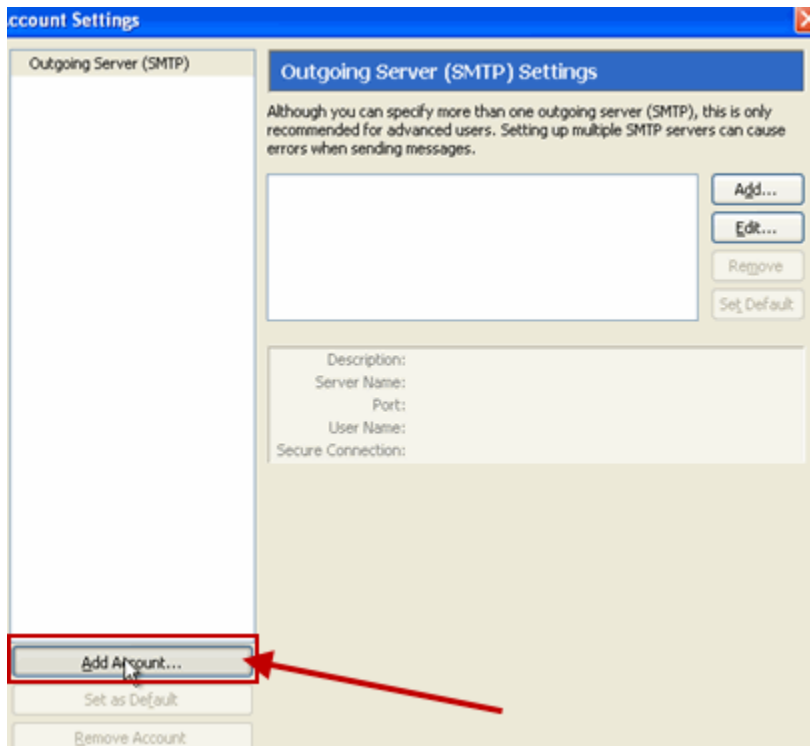
5. When an alert message appears, click on the Exit button.



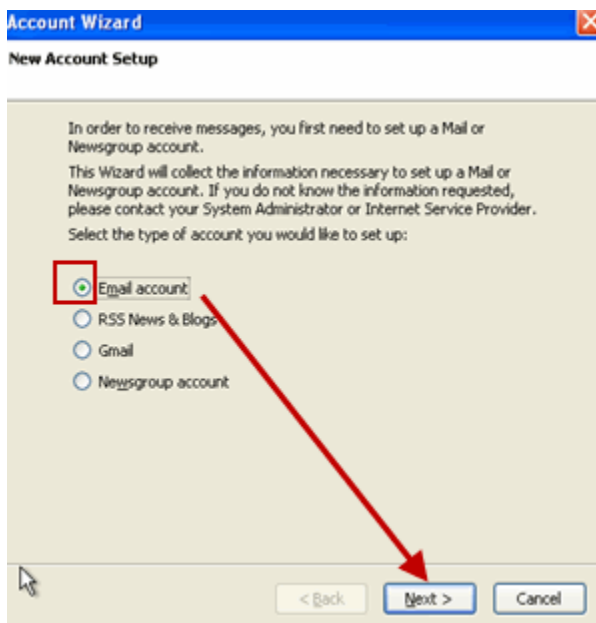
6. In the Mozilla Thunderbird window, move your pointer down to **Account Settings**.



7. In the Account Settings window, click on “Add Account”.



8. In the Account Wizard: New Account window which opens next, click to place a green dot next to “Email account”, then click on **Next**.



9. In the Account Wizard: Identity window, next to Your Name type in your first and last names separated by a space. This will be the text that displays in the From area when someone opens your email message. Next, in the area next to Email Address type in your complete email address. Ex: jsmith1509@uwc.edu. Click on **Next**.

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:

< Back Next Cancel

10. In the Account Wizard: Server Information window, click to place a green dot next to "IMAP".

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").

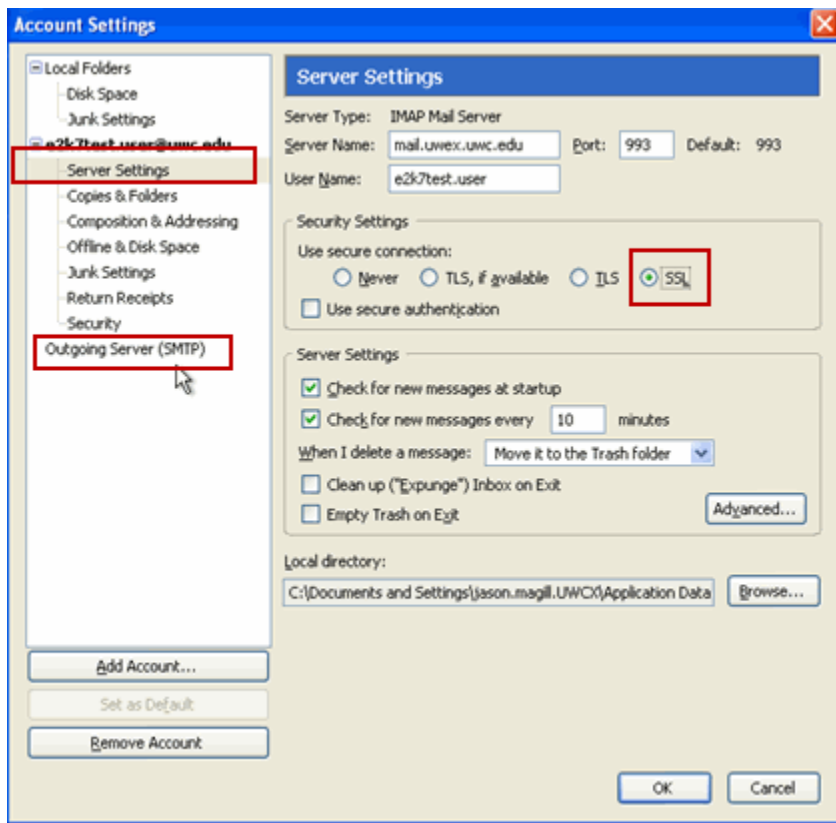
Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

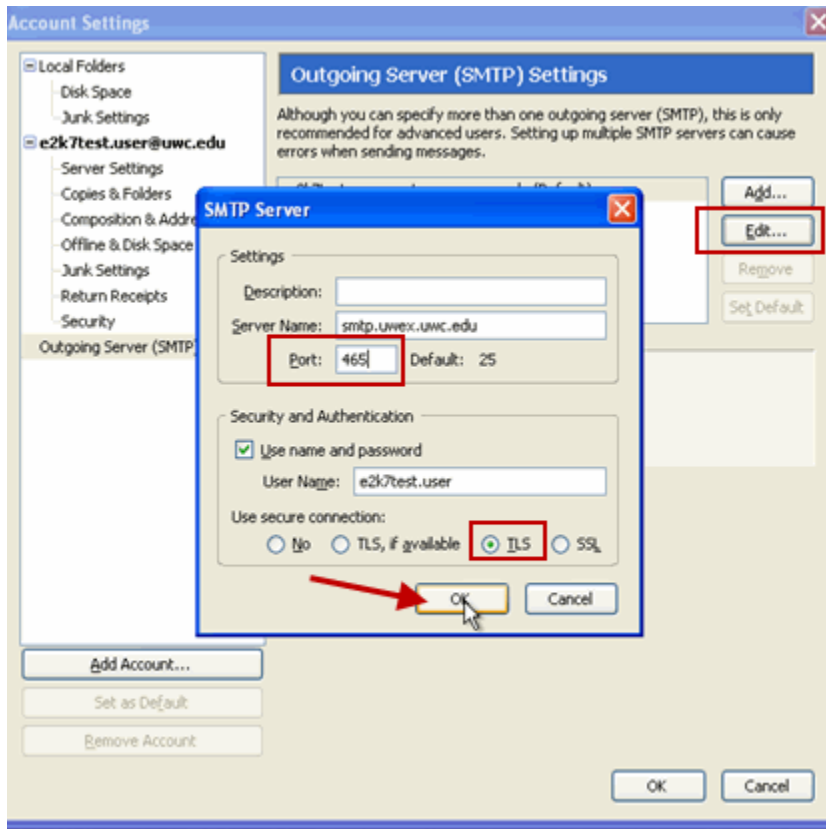
< Back Next Cancel

11. Next to the words “Incoming Server” type in: **mail.uwex.uwc.edu**
12. Next to the words “Outgoing Server” type in: **smtp.uwex.uwc.edu**
13. Click on the **Next** button.
14. In the User Names window check to be sure that your username is correct, then click on **Next**.
15. In the Account Wizard: Account Name window, make sure that the account name (which should be your full email address) is correct, then click on **Next**.
16. In the Congratulations window, click on **Finish**.
17. In the Account settings window, click on the words “**Server Settings**” along the left side of the screen.



18. In the Security Settings area of the same window, click to place a green dot next to “SSL”.

19. Next, click on the words **“Outgoing Server (SMTP)”** along the left side of the screen, then click on the **Edit** button on the right side of the screen.

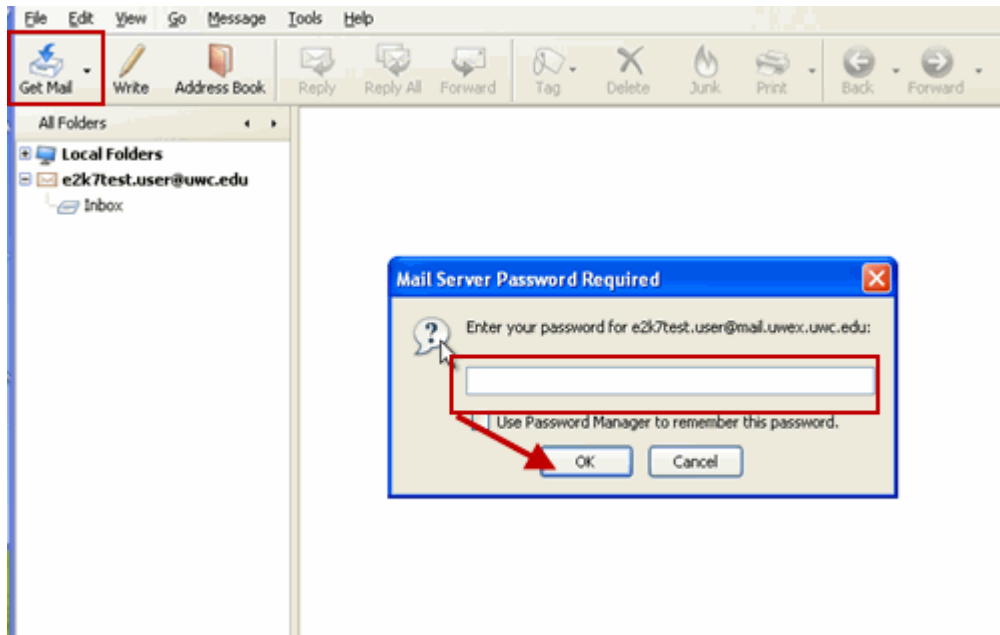


20. In the SMTP Server window, click to place a green dot next to **“TLS”** near the bottom of the window.

21. Next to Port in the SMTP Server window, change the number to **465**, then click on **OK**.

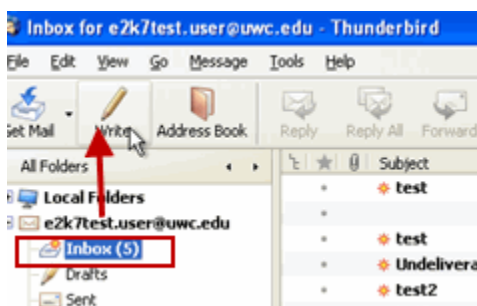
22. In the Account Settings window click on **OK**.

23. In the Mozilla Thunderbird window click on the Get Mail button in the upper left part of the window.

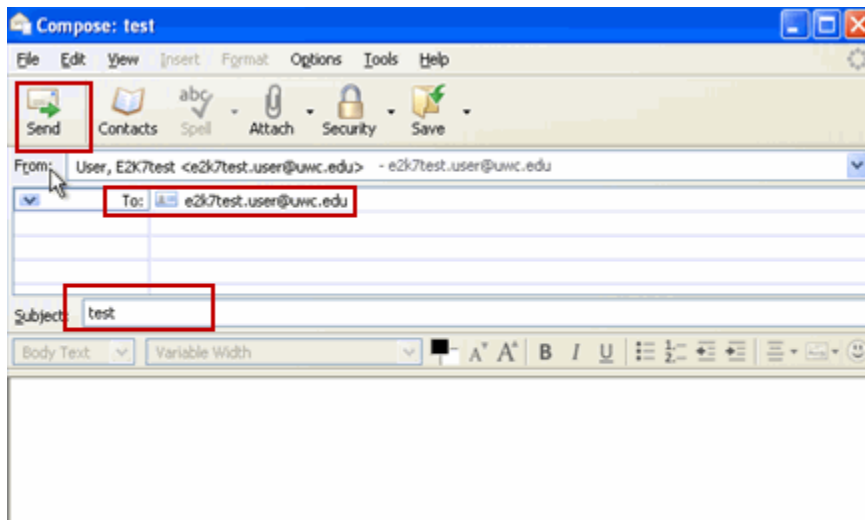


24. Type in your password in the small window that appears, then click on **OK**. Your inbox will begin to load.

25. Once the inbox is loaded, click on the **Inbox** text on the left side of the Inbox window, then click on the **Write** button to compose a new email message.

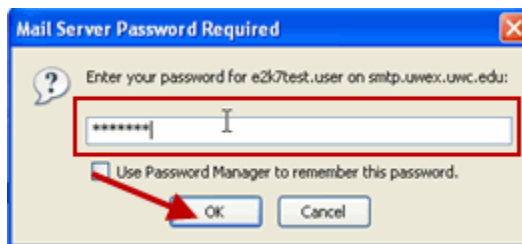


26. In the To line of the email message, write your complete email address, including the part after the “@”. Ex: jsmith1506@uwc.edu



27. Type in a subject and brief message, if desired, then click on the **Send** button.

28. Enter your password when requested, then click on **OK**.



29. Your new test message will appear in your inbox to show that your account is now working.