# MINDPACK STUDIOS

MAIL SERVER: mail.mindpack.mx USERNAME: user@yourdomain.com PASSWORD: [your password]

## **E-mail Setup Instructions for Thunderbird**

Included are the instructions for IMAP e-mail account setup in Mozilla's Thunderbird application.

#### Note:

- Depending on your internet connection speed and how much previous mail you have, synchronizing may take several minutes to several hours. Email can be used during this time without issue.
- In some instances, beginning this process at the end of the day's close is best so that it can run overnight (or even over the weekend) due to Thunderbird's synchronization process.



#### DOWNLOAD THUNDERBIRD APPLICATION

On your device:

If you do not already have the Thunderbird application, click on the green Free Download button at <u>https://www.mozilla.org/en-US/thunderbird/</u>.

Save the file, then open it to follow its installation instructions.

Mail Account Setu	qu	×
Your <u>n</u> ame:	Full Name	Your name, as shown to others
Emai <u>l</u> address:	user@yourdomain.com	
<u>P</u> assword:	••••••	
	Remember password	
<u>G</u> et a new acco	ount	<u>C</u> ontinue C <u>a</u> ncel

#### ADD EXISTING MAIL ACCOUNT

In Thunderbird, click on File and select New then click on Existing Mail Account.

Enter your name and email address (username) found at the top of this document.

Click Continue.

Mail Account Setu	qu			×	B M	e sure IMAP anual Config.	is	selected,	then	(
Your <u>n</u> ame:	Full Name		Your name, as shown t	o others		-				
Emai <u>l</u> address:	user@yourdoma	iin.com								
<u>P</u> assword:	•••••									
	Re <u>m</u> emb	er password								
Configuration f	ound by trying	g common se	erver names							
IMAP (remote folders) O POP3 (keep mail on your computer)										
Incoming: IMAP, mail.mindpackstudios.com , STARTTLS										
Outgoing: SMTP, mail.mindpackstudios.com , STARTTLS										
Username: test										
<u>G</u> et a new acco	ount Manu	ual config	<u>D</u> one Ca	incel						
Mail Account Se	tup									
Your <u>n</u> ame:	Full Name		Your name, as sho	wn to oth	ers					
Email address: user@yourdomain.com										
Password:										
	Remember password									
Configuration	found by tryi	ng commor	n server names		/	/				
		Server hostr	name	Port	S	SL 📕		Authenticat	ion	
Incoming:	IMAP ~	mail.mindpac	k.mx	143	~ S	TARTTLS	$\sim$	Normal pas	sword	
Outgoing: S	SMTP	mail.mindpac	:k.mx	587	~ S	TARTTLS	$\sim$	Normal pas	sword	
Username:	ncoming:	user@yourdo	main.com		0	utgoing:		user@yourdo	main.cor	n
<u>G</u> et a new acc	count <u>A</u> d	vanced conf	ïg			Re- <u>t</u> est		<u>D</u> one	C	<u>a</u> r

ed, then click on

×

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For Server hostnames, use:

mail.mindpack.mx

All other settings should appear as in the above image.

Click Done.

### **BEGIN USING THUNDERBIRD**

To view your Inbox, Sent items, and other folders, click on the arrow next to your account name.

🟝 Inbox			-		×
<u>File Edit View Go</u> Message Eve <u>n</u> ts and Tasks <u>T</u> ools <u>H</u> elp					
📩 Get Messages 🖙 😰 Write 🖙 🗭 Chat 🛛 👤 Address Book 📔 📎 Ta	g 👻 🝸 Quick Filter	Search <ctrl+k></ctrl+k>		م	≡
> 💆 Local Folders	🛠   🕶 Unread 🛪 Starred 🛔 Contact 🗣 Tags @ /	Attachment	Filter these messages <ctrl+shift+k></ctrl+shift+k>		Q
libox	ት 🖈 🖉 Subject	•• Correspon	dents 🗳 Date		<u>∧</u> €,
Drafts					
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