

Email Setup Instructions for Thunderbird

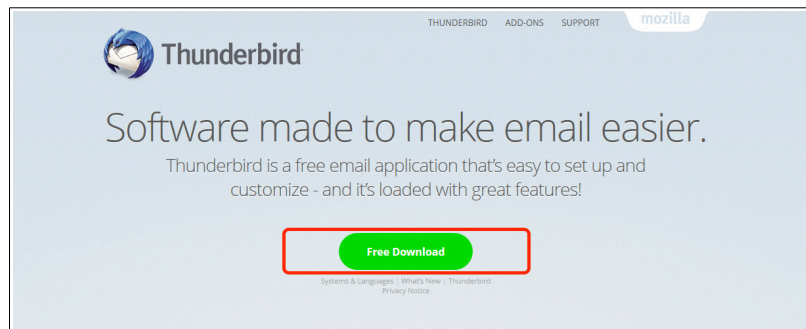
Included are the instructions for IMAP e-mail account setup in Mozilla's Thunderbird.

NOTE:

- Depending on your internet connection speed and how much previous mail you have, synchronizing may take several minutes to several hours. Thunderbird 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).

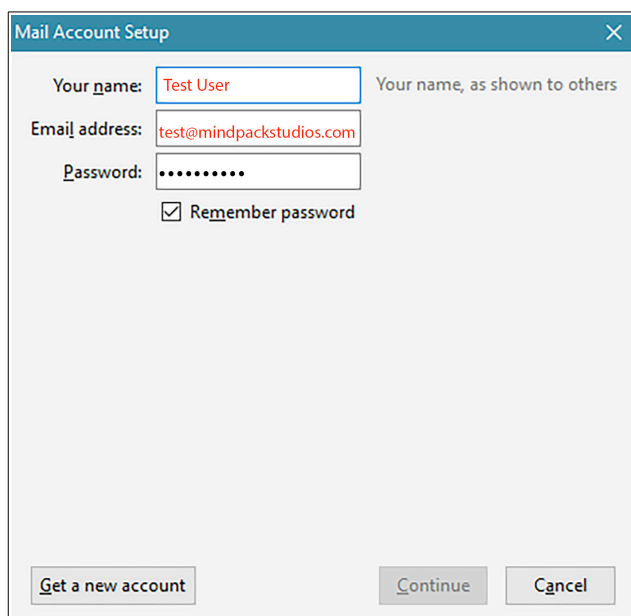
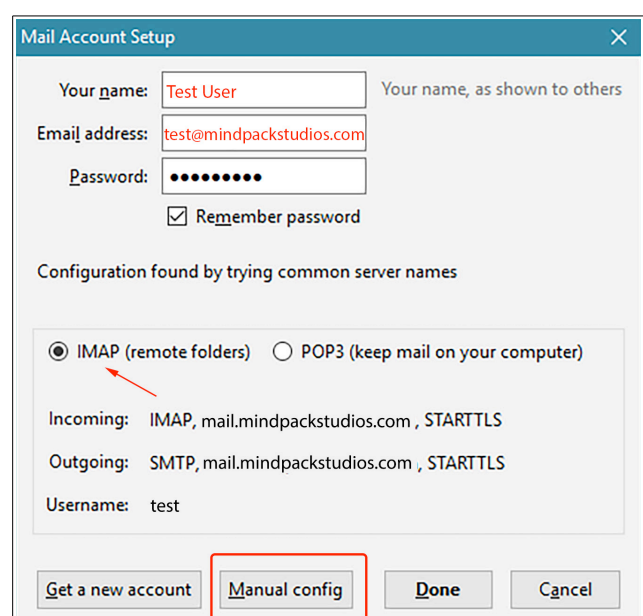
1. Download the Thunderbird application.

- A) Click on the green Free Download button at <https://www.mozilla.org/en-US/thunderbird/>.
- B) Save the file, then open it to follow its installation instructions.

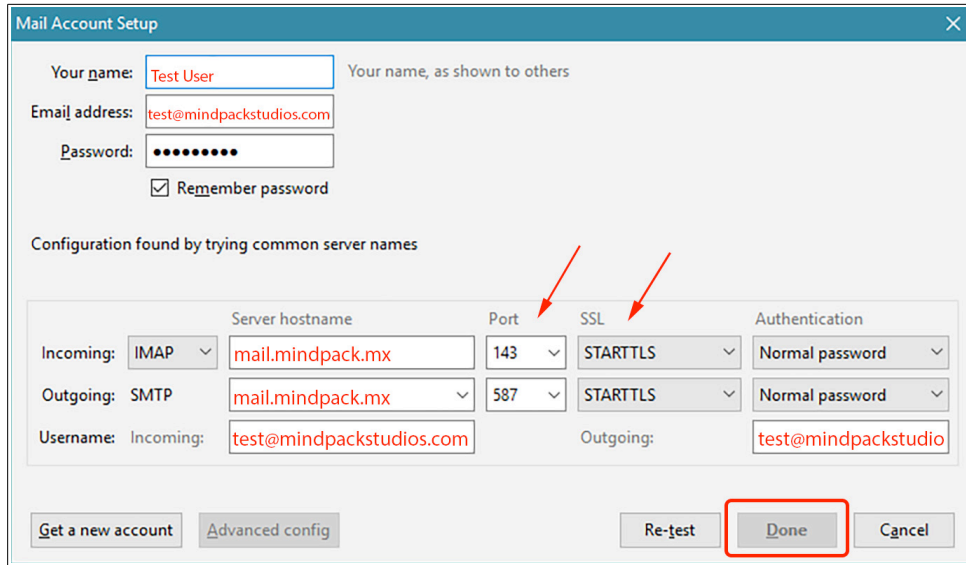


2. Add existing mail account.

- A) In Thunderbird, click on File > New > Existing Mail Account and enter your name and credentials then click Continue.
- B) Be sure IMAP is selected, then click on Manual Config and change the username to your full email address if it is not set already.

A screenshot of the "Mail Account Setup" dialog box in Thunderbird. It contains the following fields: "Your name:" with the value "Test User", "Email address:" with the value "test@mindpackstudios.com", and "Password:" with masked characters. There is a checked checkbox for "Remember password". At the bottom, there are three buttons: "Get a new account", "Continue", and "Cancel".A screenshot of the "Mail Account Setup" dialog box in Thunderbird, showing the configuration options. It includes the same input fields as the previous screenshot. Below the input fields, it says "Configuration found by trying common server names". There are two radio button options: "IMAP (remote folders)" which is selected, and "POP3 (keep mail on your computer)". Below these are the following settings: "Incoming: IMAP, mail.mindpackstudios.com, STARTTLS", "Outgoing: SMTP, mail.mindpackstudios.com, STARTTLS", and "Username: test". A red arrow points to the "IMAP" radio button. At the bottom, there are four buttons: "Get a new account", "Manual config" (highlighted with a red box), "Done", and "Cancel".

- C) Change both Incoming and Outgoing Sever Hostnames to the server hostname provided by Mindpack Studios. In this example, mail.mindpack.mx is used.
- D) All the other settings should appear as in the image. Click Done.



3. Check mail.

- A) Click on the arrow to expand the folders underneath the mailbox.

