

Set Up POP - Thunderbird™

For increased security, we recommend that you use our secure (SSL) servers, as detailed below. To set up Thunderbird for POP, perform the following steps:

1. In Thunderbird, select **File / New / Account**.
2. On the **New Account Setup** window, ensure that **Email account** is selected.
3. Click the **Next** button.
4. In the **Your Name** box, enter your first and last name. This is the name that will appear in the **From** field of messages you send.
5. In the **Email Address** box, enter your entire email address (e.g., myname@mydomain.com).
6. Click the **Next** button.
7. Click the **POP** radio button.
8. In the **Incoming Server** box, enter the secure server name:

secure.emailsrvr.com
9. If the **Outgoing Server** box is available, enter the secure server name:

secure.emailsrvr.com

Note: If you have already configured an outgoing server for another account, the previously established **Outgoing Server** will be displayed. This can be changed after setup by going to **Tools / Account Settings / Outgoing Server (SMTP)**.
10. Click the **Next** button.
11. In the **Incoming User Name** box, enter your entire email address (e.g., myname@mydomain.com).
12. If available, in the **Outgoing User Name** box, enter your entire email address (e.g., myname@mydomain.com).
13. Click the **Next** button.
14. In the **Account Name** box, enter a descriptive name for your mail account (e.g., Work Mail or Home Mail).
15. Click the **Next** button.
16. Review the information provided. To make changes, click the **Back** button to return to previous windows.
17. Click the **Finish** button.
18. Select **Tools / Account Settings**.
19. Under the account you just created, click the **Server Settings** link.
20. In the **Security Settings** section, under **Use secure connection**, click the **SSL** radio button.
21. At the top of the window, in the **Port** box, ensure that the default secure port has been entered: **995**

Server Settings

Server Type: POP Mail Server

Server Name: Port: Default: 995

User Name:

Security Settings

Use secure connection:

Never TLS, if available TLS SSL

Use secure authentication

22. At the bottom of the left menu, click the **Outgoing Server (SMTP)** link. Select the outgoing server for the account, and click the **Edit** button.
23. In the **Security and Authentication** section, under **Use secure connection**, click the **SSL** radio button.
24. In the **Port** box, ensure that the default secure port has been entered: **465**.
25. In the **Security and Authentication** section, ensure that the **Use name and password** box is checked and that your entire email address appears in the **User Name** box.

SMTP Server

Settings

Description:

Server Name:

Port: Default: 465

Security and Authentication

Use name and password

User Name:

Use secure connection:

No TLS, if available TLS SSL

26. Click the **OK** button.
27. Click the **OK** button.

Leaving a Copy of Messages on the Server

A POP connection typically removes the email messages from the email server after you have downloaded new messages to your computer. If you would like to leave copies on the server, do the following:

1. Select **Tools / Account Settings**.
2. Under your email account, click the **Server Settings** link.
3. In the **Server Settings** section, check the **Leave messages on server** box.
4. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days, or if the server should delete messages when you manually delete or move them from the Inbox.
5. Click the **OK** button.