## **Q. How do I setup my account in Thunderbird 2?** A. Step 1. Create a new profile

1. Open Thunderbird 2 and click on "Tools" and then "Account Settings..." here

(If you already have an account setup, continue on to "<u>Step 2.</u> <u>Configuring/Modifying SMTP (outgoing mail) server.</u>")

<u>T</u> ools	<u>H</u> elp	
<u>A</u> dd A <u>d</u> d	ress Book -ons	Ctrl+2
Mes: <u>R</u> un	sage <u>F</u> ilters… Filters on Folder	
R <u>u</u> n Deļe	Junk Mail Contro te Mail Marked as	ls on Folder 5 Junk in Folder
<u>I</u> mpo Erro	ort r Co <u>n</u> sole	
A <u>c</u> co Opti	ount Settings ons	

2. Click on "Add Account..." in the bottom left corner of the screen

Account Settings	
Local Folders     Outgoing Server (SMTP)	Account Settings         The following is a special account. There are no identities associated with it.         Account Name:       Local Folders         Message Storage
Add Account	
Set as De <u>f</u> ault	
Remove Account	
	OK Cancel

3. Select "Email account" and then click "Next"

Account Wizard
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New Account Setup		
In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.		
Select the type of account you would like to set up:		
<ul> <li>Email account</li> <li>RSS News &amp; Blogs</li> <li>Gmail</li> <li>Newsgroup account</li> </ul>		
< <u>B</u> ack <u>N</u> ext > Cancel		

4. Enter your account information here;

Your name: Enter your name here Email Address: Enter your email address

Click "Next" once this information has been entered

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").			
<u>Y</u> our Name:	Your Name		
Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").			
<u>E</u> mail Address:	user-id@gol.com		
	< <u>B</u> ack <u>N</u> ext > Cancel		

5. Select "POP" as the account type here and then enter the incoming mail server;

Incoming Server: popmail.gol.com

The option "Use Global Inbox" is up to you. Once you have entered the information here, click "Next"

Accou	int W	izard

ACCOUNT MIZUIU		
Server Information		
Select the type of incon <ol> <li><u>P</u>OP</li> <li><u>I</u>MAF</li> </ol>	ning server you are using. P	
Enter the name of your "mail.example.net").	incoming server (for example,	
Incoming Server:	popmail.gol.com	
Uncheck this checkbox ( directory, That will make Otherwise, it will be par	to store mail for this account in its own e this account appear as a top-level account. 't of the Local Folders Global Inbox account.	
📃 Use Global Inbox (s	store mail in Local Folders)	
Your existing outgoing s can modify outgoing se the Tools menu.	server (SMTP), "mail.gol.com", will be used. You rver settings by choosing Account Settings from	
	< <u>B</u> ack <u>N</u> ext > Cano	el

NOTE - Please see  $\underline{this}\ \underline{FAQ}$  page to see the difference between a POP and IMAP type account

6. Enter your email address here and then click "Next"

Incoming User Name: user-id@gol.com

Account Wizard	X
User Names	
Enter the incoming user name given to you by your email provider (for example, "jsmith").	
Incoming User Name: user-id@gol.com	
Your existing outgoing (SMTP) username, "user-id@gol.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.	
< <u>B</u> ack <u>N</u> ext > Cance	

7. You can enter any name here to refer to the account. For simplicity, we have entered the email address again

Account Name: user-id@gol.com

Click "Next" once you have entered an account name

Account Wizard		×
Account Name		
Enter the name by ( example, "Work Acc	which you would like to refer to this account (for count", "Home Account" or "News Account").	
<u>A</u> ccount Name:	user-id@gol.com	
	< <u>B</u> ack <u>N</u> ext > Cancel	

8. You should now see a summary of the account settings. Click "Finish" here

Account Wizard		R
Congratulations!		
		_
Please verify that the informatio	n below is correct.	
Account Name: Email Address: Incoming User Name: Incoming Server Type: Outgoing User Name: Outgoing Server Name (SMTP):	user-id@gol.com user-id@gol.com popmail.gol.com POP3 user-id@gol.com mail.gol.com	
Click Finish to save these settings and exit the Account Wizard.		
(	< <u>B</u> ack Finish Cancel	

Step 2. Configuring/Modifying SMTP (outgoing mail) server

1. After creating the account in Step 1, you should be returned to the Account Settings window. If you are not returned to this screen or need to access it again, click on "Tools" and then "Account Settings..." in Thunderbird

<u>T</u> ools	<u>H</u> elp	
<u>A</u> dd A <u>d</u> d	ress Book -ons	Ctrl+2
Mes: <u>R</u> un	sage <u>Filters</u> Filters on Folder	
R <u>u</u> n Junk Mail Controls on Folder Delete Mail Marked as Junk in Folder		
<u>I</u> mpo Erro	ort r Co <u>n</u> sole	
A <u>c</u> co	unt Settings	
Opti	ons	

2. You should now see your account listed in the left hand side menu. Select "Outgoing Server (SMTP)" here

Account Settings		×
<ul> <li>User-id@gol.com</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Disk Space</li> <li>Junk Settings</li> <li>Return Receipts</li> <li>Security</li> <li>Local Folders</li> <li>Outgoing Server (SMTP)</li> </ul>	Account Settings - <user-id@gol.com>         Account Name:       user-id@gol.com         Default Identity       Each account has an identity, which is the information that other people see when they read your messages.         Your Name:       Your Name         Email Address:       user-id@gol.com         Reply-to Address:       organization:         Organization:      </user-id@gol.com>	
Add Account		
Set as De <u>f</u> ault		
Remove Account		
	OK Cancel	]

3. Select the mail.gol.com server on the right hand side of the screen and click the "Edit..." button

Account Settings	
<ul> <li>user-id@gol.com</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Disk Space</li> <li>Junk Settings</li> <li>Return Receipts</li> <li>Security</li> <li>Local Folders</li> <li>Outgoing Server (SMTP)</li> </ul>	Outgoing Server (SMTP) Settings         Athough you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.         mail.gol.com - mail.gol.com (Default)       Add         Edit       Edit         Begription:       mail.gol.com         Description:       mail.gol.com         Port:       S87         User Name:       user-id@gol.com         Secure Connection:       None
Add Account	
Set as De <u>f</u> ault	
Remove Account	
	OK Cancel

4. Please make sure you have the following settings here;

Description: mail.gol.com Server name: mail.gol.com Port: 587

Use name and password: Checked User name: Enter your email address Use secure authentication: No

SMTP Server		
C Settings		
Description:	mail.gol.com	
Server Name:	mail.gol.com	
<u>P</u> ort:	587 Default: 25	
Security and Authentication		
	and password	
Use secure connection: $\odot$ <u>N</u> o $\bigcirc$ TLS, if <u>a</u> vailable $\bigcirc$ <u>T</u> LS $\bigcirc$ SSL		
	OK Cancel	

Once you have checked these settings, click "OK". You will be returned to the Account Settings screen and you can click "OK" again here to close this screen

You should now be able to send and receive email in Thunderbird 2. If you have any problems sending or receiving mail after confirming the settings you have are correct, please refer to our other FAQs or <u>contact us</u>

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