



THUNDERBIRD

MANUAL

SETTING UP AN E-MAIL ACCOUNT IN OUTLOOK 2010

PREPARATION

Before using this manual, please make sure you have the following:

- ✓ You have created an email address using your Customer Area
- ✓ You can log in using webmail
- ✓ Your plan allows POP or IMAP access
- ✓ The outgoing server of your internet provider.

STEPS IN THUNDERBIRD

- Step 1** Open your Thunderbird.
- Step 2** Go to the menu 'Tools'.
- Step 3** In the left bottom corner, select 'Account Actions', and add a new mail account.
- Step 4** Fill in your name to be displayed.
- Step 5** Fill in your address.
- Step 6** Fill in the password, and select 'Check'.
- Step 7** Thunderbird will check a few servers. Wait until it finishes.
- Step 8** If you want to sync your email between different devices, use IMAP. If you want to download your email locally, use POP3 for incoming.
- Step 9** Fill in the following for your incoming server: imap.yourdomain.nu or pop3.yourdomain.nu. For the domain monkeybusiness.nu, for example, use imap.monkeybusiness.nu or pop3.monkeybusiness.nu

- Step 10** Select 'None' for SSL, and 'Unencrypted password' for authentication.
- Step 11** Fill in the outgoing server of your ISP for the outgoing server.
- Step 12** Your username is your full email address.
- Step 13** Test your account settings. You will get a warning. Check the box, and agree.
- Step 14** Your email works now.
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