



This guide takes you step-by-step through the process of setting up a new email account in Thunderbird for Mac.

Check your password

- *First, check your password by browsing to [Webmail](#) and trying to log in. If you aren't able to log in, then you have the incorrect password. Forgotten passwords can be reset – you will need to get your domain or web administrator to update it for you.*

◆ Automatic Account configuration

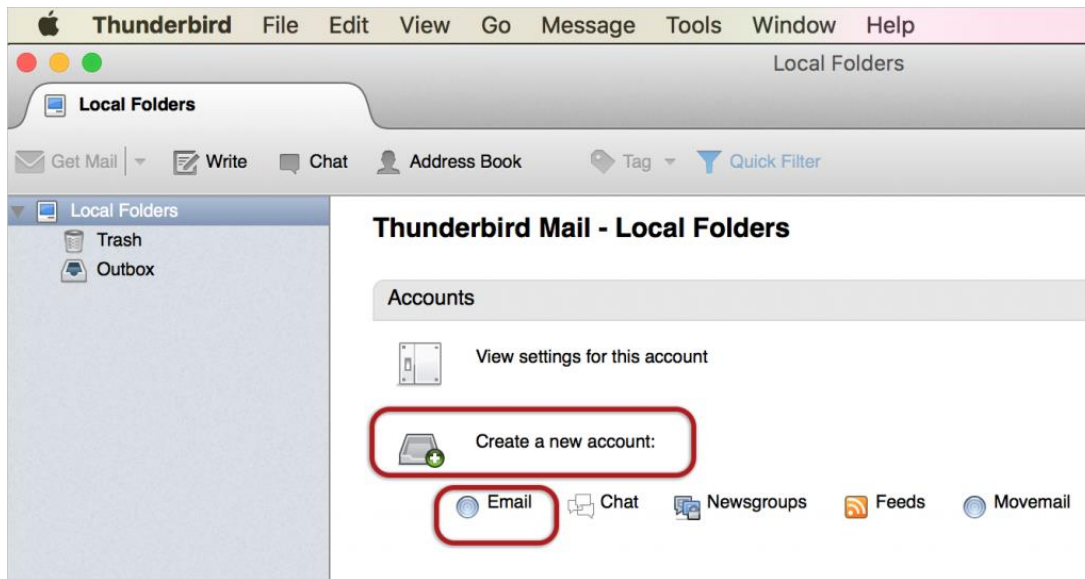
A new email account set up with Thunderbird is quick and easy using Automatic Account configuration.

*However, reasons to rather use **Manual Configuration** are:*

- *if you prefer **POP**, as this automatic configuration defaults to IMAP*

View account settings

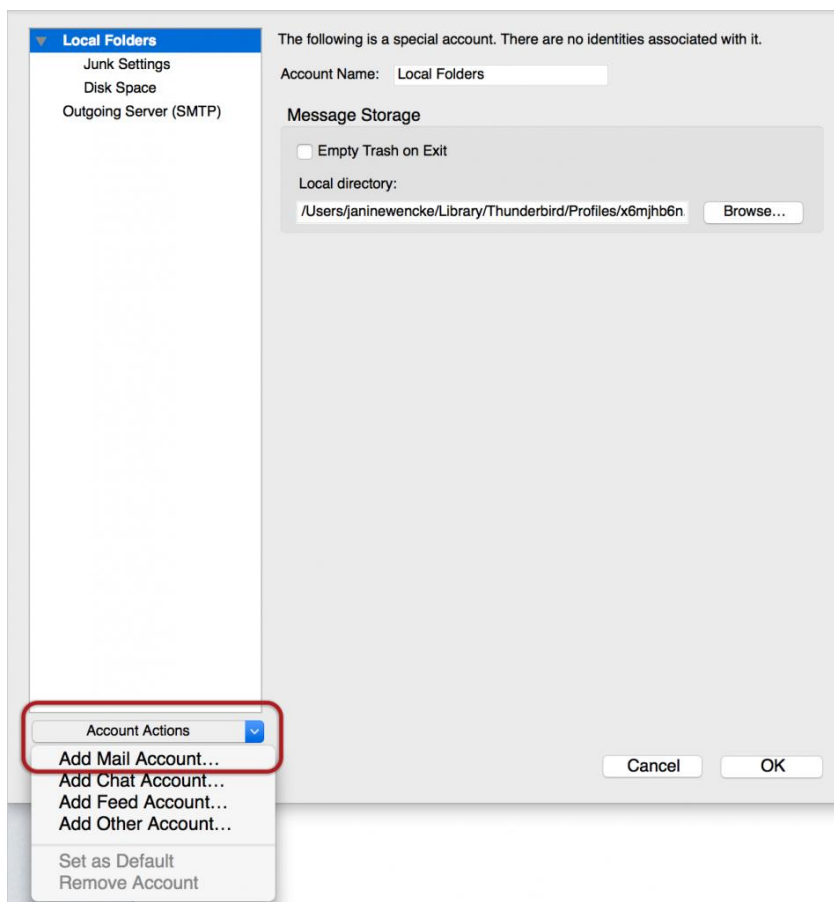
1. *Launch Mozilla Thunderbird*
2. *If this Accounts screen opens, choose **Create a new account > Email** – proceed to step 4*



Or alternatively, on the toolbar at the top, select **Tools** and then **Account Settings**

Add mail account

3. Click the **Account Actions** drop-down and then select **Add Mail Account** from the list




4. Ignore this option and choose **Skip this and use my existing email?**

Would you like a new email address?

Name Surname

In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

 gandi.net

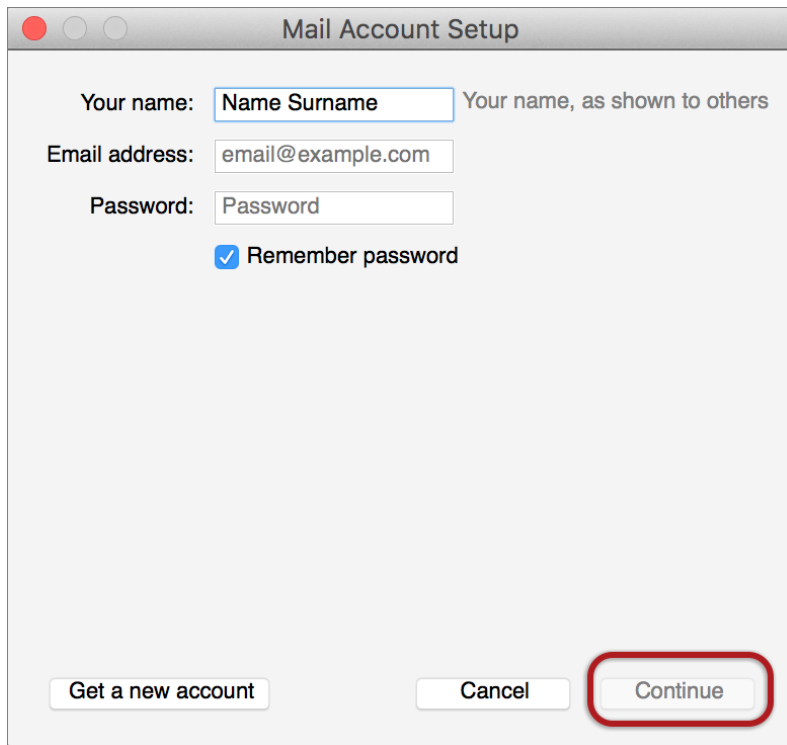
The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers gandi.net ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

Enter your details

5. Enter the following details:

- **Name** (which will appear the “From” field in your emails)
- **Email address**
- **Password**

6. Then click **Continue**

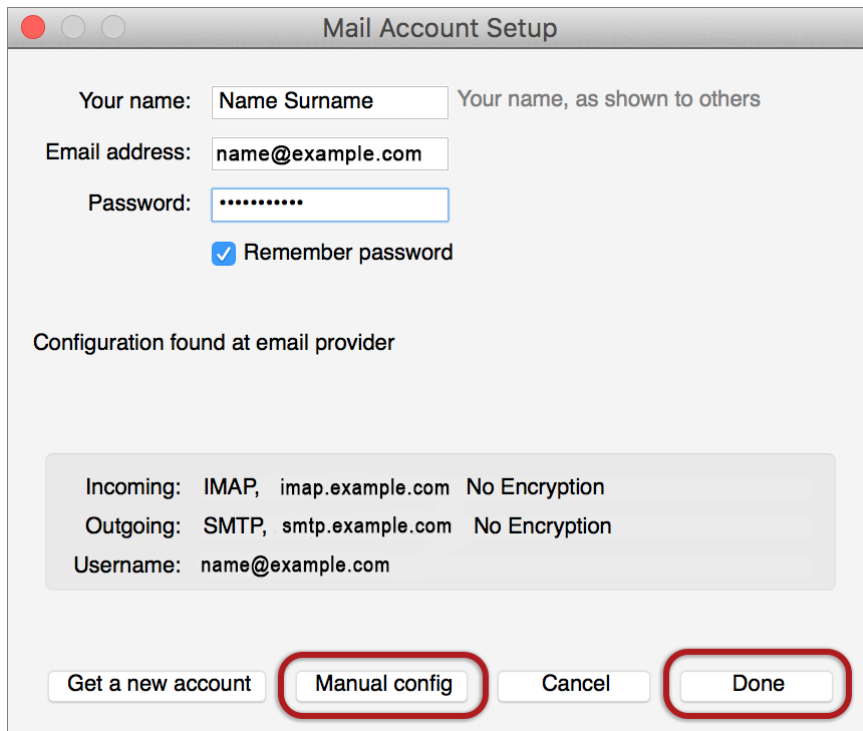


Edit settings

7. Thunderbird will now automatically check your email settings. Ignore this warning message, **tick** and choose **Done**



8. This screen confirms your chosen settings > **Done**.



The image shows a 'Mail Account Setup' dialog box. It contains the following fields and options:

- Your name:** A text field containing 'Name Surname' with a placeholder 'Your name, as shown to others'.
- Email address:** A text field containing 'name@example.com'.
- Password:** A password field with masked characters '.....'.
- Remember password**

Below the fields, it says 'Configuration found at email provider'. A summary box contains:

- Incoming: IMAP, imap.example.com No Encryption
- Outgoing: SMTP, smtp.example.com No Encryption
- Username: name@example.com

At the bottom, there are four buttons: 'Get a new account', 'Manual config', 'Cancel', and 'Done'. The 'Manual config' and 'Done' buttons are highlighted with red circles.

9. If your settings are not found, click the **Manual config** button and continue:

◆ Manual configuration

Follow the Automatic configuration above, and then choose **Manual config**.

Ensure that your **settings are correct** as below (these are the default settings – replacing with your own name and domain).

- Choose **POP** or **IMAP**
- **IMAP:** Incoming **port 143**, Outgoing **587** (as below)
- **POP :** Incoming **110**, Outgoing **587**
- Ensure that the **User Name** is the **full email address**.
- If you don't know your password, you will need to get your domain or web administrator to reset it for you

Your name: Your name, as shown to others

Email address:

Password:

Remember password

The following settings were found by probing the given server

	Server hostname	Port	SSL	Authentication
Incoming:	<input type="text" value="imap.example.com"/>	<input type="text" value="143"/>	<input type="text" value="None"/>	<input type="text" value="Normal password"/>
Outgoing:	<input type="text" value="smtp.example.com"/>	<input type="text" value="587"/>	<input type="text" value="None"/>	<input type="text" value="Normal password"/>
Username:	<input type="text" value="name@example.com"/>			

10. Choose **Re-test** > **Done**.