

# Configuring Email Software

## Configuring Thunderbird 2

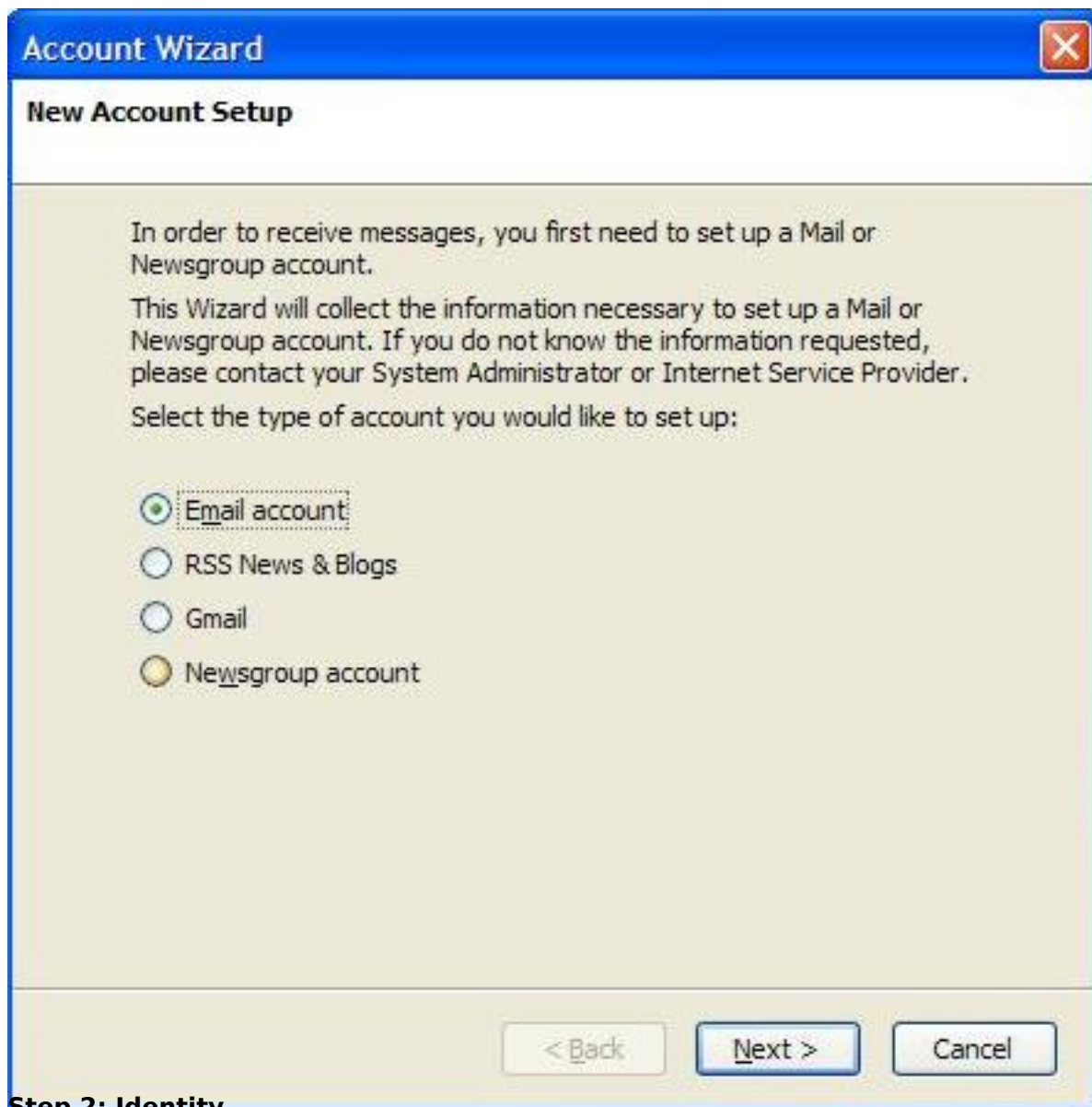
[Thunderbird](#) is an open source email client which is comparable to Microsoft Outlook Express. Thunderbird is a full featured cross platform email client that runs on Windows, OS X, Linux, and other platforms. While Thunderbird may run on different platforms, the setup is essentially the same for each.

This document will help you configure your Thunderbird email client.

### **Step 1: The Account Wizard**

The first time you run Thunderbird, the Account Wizard automatically pops up. If it does not automatically pop up, click on the Tools menu, then select Account Settings, then Add Account.

Make sure "Email Account" is selected and hit next.



### **Step 2: Identity**

On this screen, enter your name as you want it to appear on email sent from you in the "Your Name" field.

For the "Email Address" field, enter your full email address (**yourusername@iglou.com**) . After this information is filled out, hit "Next".

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**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").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back   Next >   Cancel

## Step 3: Mail Server Information

The type of incoming server we will be using is POP, which is selected by default.

For "Incoming Server", type in **mail.iglou.com**

For "Outgoing Server", also type in **mail.iglou.com**

Then hit "Next".

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Account Wizard

Server Information

Select the type of incoming server you are using.

☒ POP ☐ IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

☒ Use Global Inbox (store mail in Local Folders)

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

## Step 4: Username

Here, you want to enter your username. Your username is your email address **without** the @iglou.com. This is used to authenticate you for sending and receiving email. After you have your user name typed in, hit "Next".

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The screenshot shows a window titled "Account Wizard" with a standard Windows-style title bar (blue with a close button). The window has a white header area with the text "User Names". Below this is a light beige main area. The text inside says: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." followed by a label "Incoming User Name:" and a text input field containing the word "username". Below this, there is a paragraph: "Your outgoing (SMTP) server, 'mail.iglou.com', is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

## **Step 5: The Account Name**

By default, your Account Name will be your email address, but can be changed to whatever you want. This field is just a description used to help you identify which account you are using. Then hit "Next".

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**Account Wizard**

**Account Name**

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back   Next >   Cancel

## **Step 6: Completing the Wizard**

This next screen is just to verify the information that Thunderbird will use. Hit 'Finish' to download your messages from your IgLou account.

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The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. Below the title bar, there is a section labeled "Congratulations!". The main area of the window contains the text "Please verify that the information below is correct." followed by a list of configuration details:

Account Name:	username@iglou.com
Email Address:	username@iglou.com
Incoming User Name:	username
Incoming Server Name:	mail.iglou.com
Incoming Server Type:	POP3
Outgoing User Name:	username
Outgoing Server Name (SMTP):	mail.iglou.com

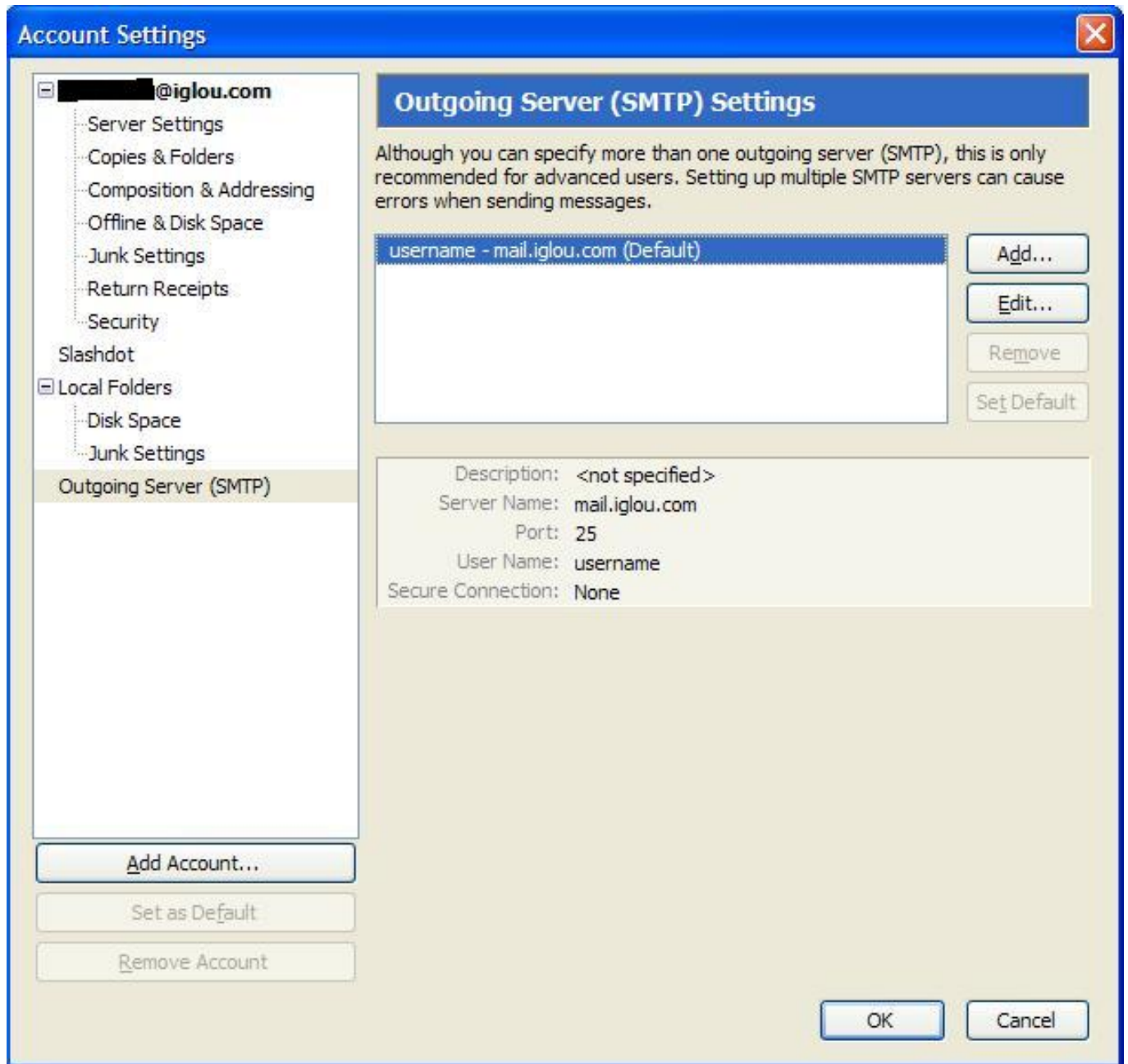
Below the configuration details, there is a checkbox labeled "Download messages now" which is checked. At the bottom of the window, there is a message: "Click Finish to save these settings and exit the Account Wizard." and three buttons: "< Back", "Finish", and "Cancel".

## **Step 7: Configuring SMTP (Outgoing Mail)**

Click on Tools, then Account Settings, and select Outgoing Server (SMTP). Next click on Edit.



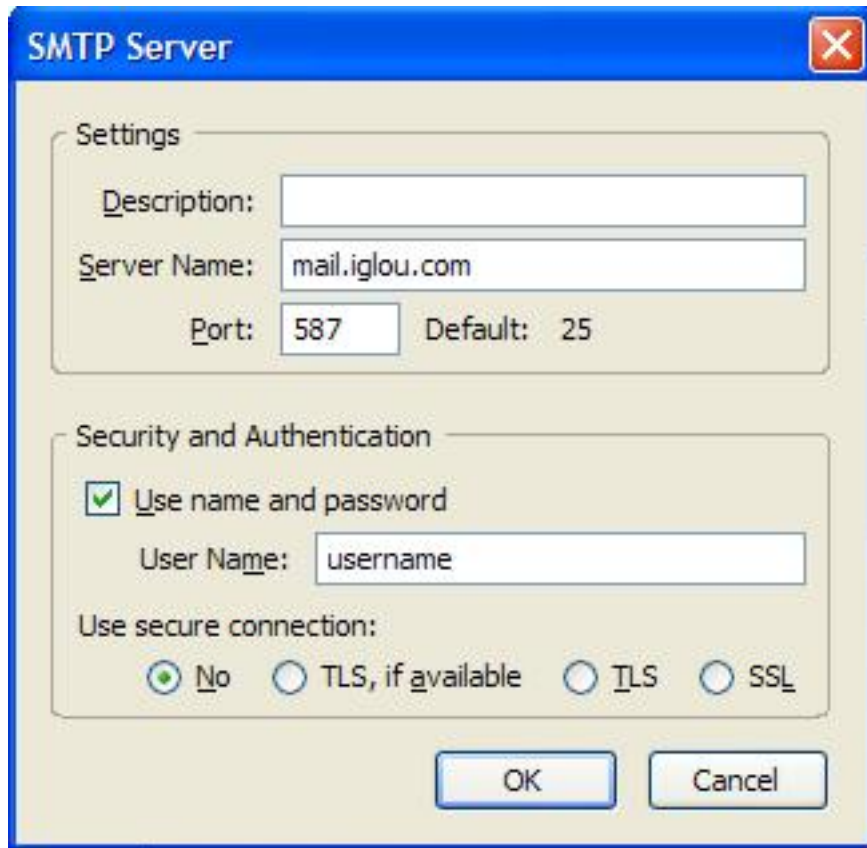
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Once you click on Edit, you will get the following screen:

Change 'Port' from 25 to **587**.

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The image shows a Windows-style dialog box titled "SMTP Server" with a red close button in the top right corner. The dialog is divided into two sections: "Settings" and "Security and Authentication". In the "Settings" section, there is a "Description:" label followed by an empty text box, a "Server Name:" label followed by a text box containing "mail.iglou.com", and a "Port:" label followed by a text box containing "587" and a "Default: 25" label. In the "Security and Authentication" section, there is a checked checkbox labeled "Use name and password" followed by a "User Name:" label and a text box containing "username". Below this, there is a "Use secure connection:" label followed by four radio buttons: "No" (which is selected), "TLS, if available", "TLS", and "SSL". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Go ahead and click Ok, and it will bring you back to the Account Settings screen. Click OK to take you back to your inbox.

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