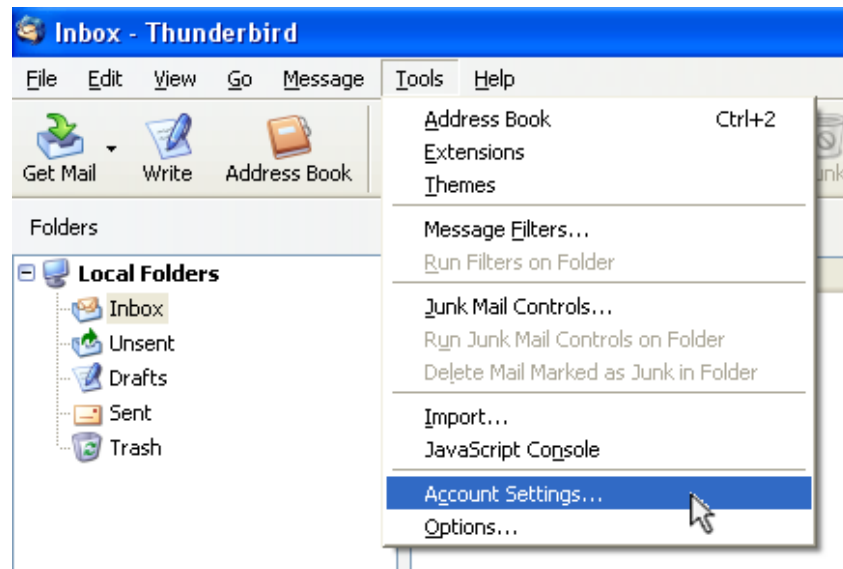
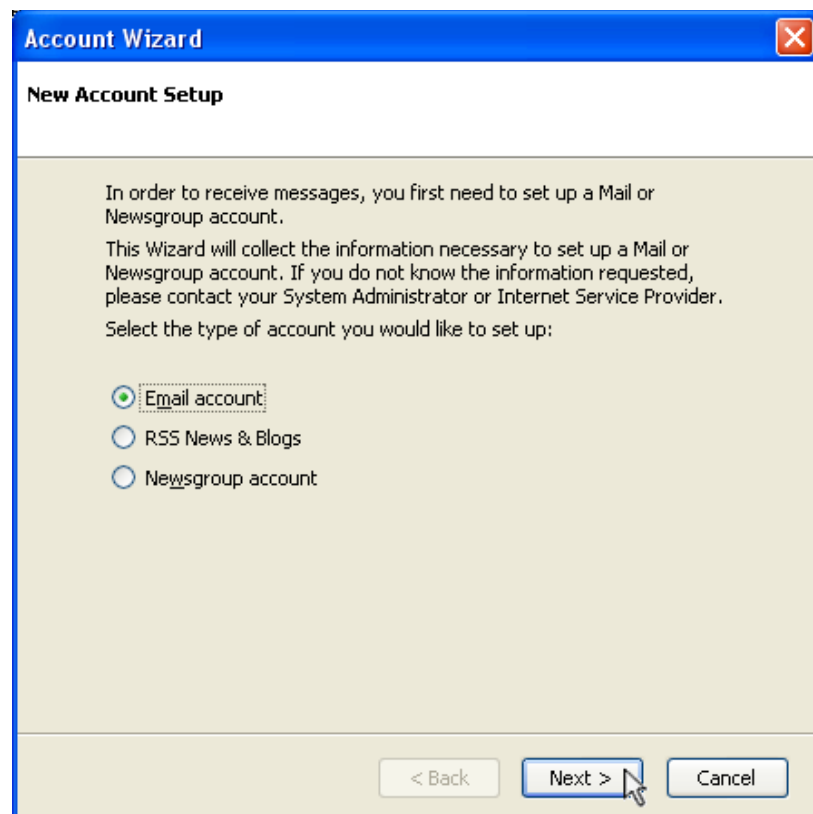


How can I add a new Easy Internet email account to Thunderbird ?

- Open Thunderbird
Note: If it is the first time you have loaded Thunderbird, you may be presented with a wizard to setup your email: If so, skip to Step 4.
- Click the **Tools** menu at the top of Thunderbird, then click **Account Settings**.
- Click **Add Account** (to the Bottom Left).



Ensure that the **Email account** radio button is selected, then click **Next**



- Enter your First and Last name in the **Your Name** field.
- Enter your **E-mail Address** e.g. username@easynet.net.au in the E-mail Address field. Then click **Next**

Account Wizard [Close]

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

- Select **POP** as the incoming mailserver type.
- Enter the **Incoming Mailserver** as: mail.easynet.net.au
- Enter the **Outgoing Mailserver** as: mail.easynet.net.au
- Leave the **Use Global Inbox** option ticked unless otherwise desired.
- Click **Next**

Account Wizard [Close]

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.

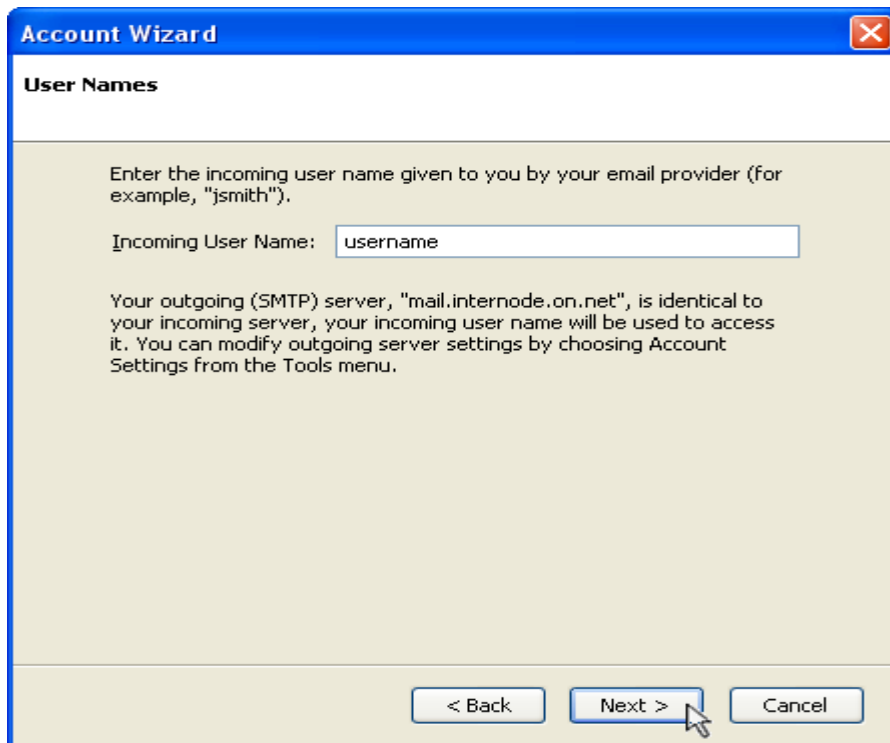
Use Global Inbox (store mail in Local Folders)

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

Outgoing Server:

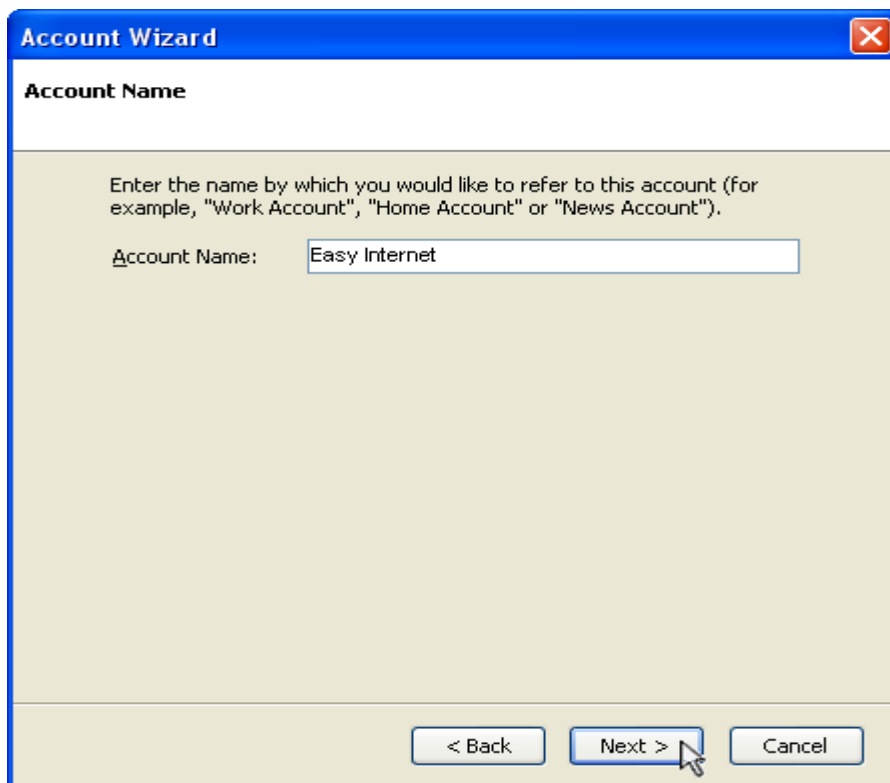
< Back Next > Cancel

- Enter your Internode username **without** the @easynet.net.au extension appended. Then click **Next**



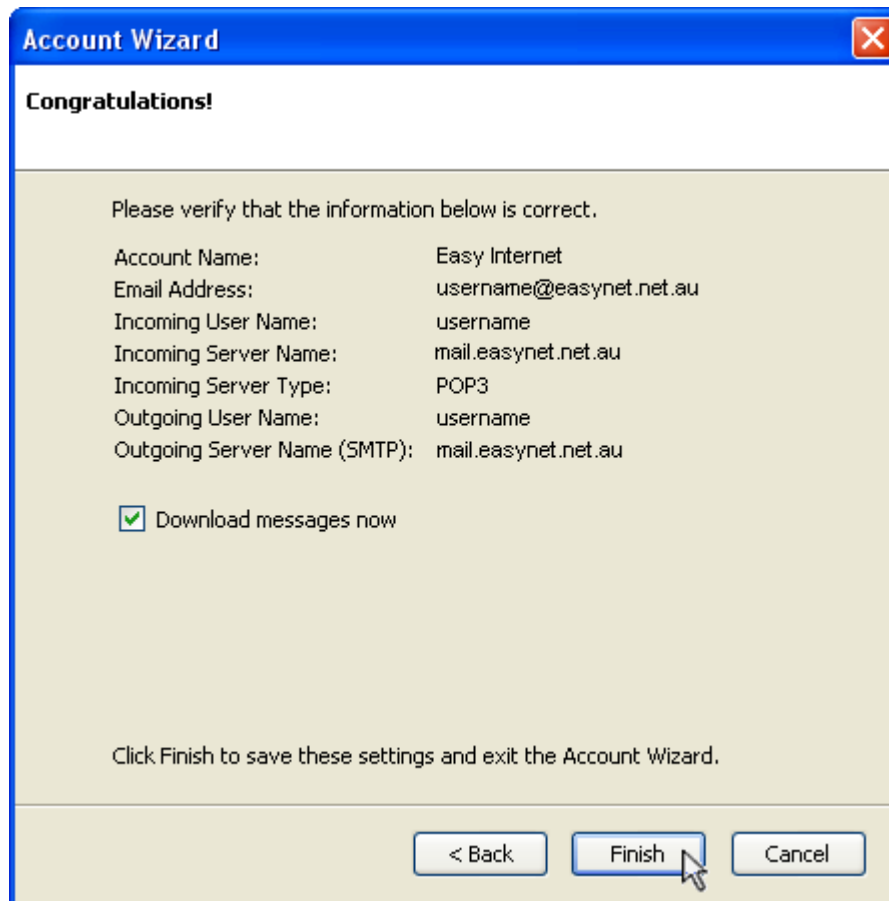
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there is a text instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." A text input field labeled "Incoming User Name:" contains the text "username". Below the input field, there is a paragraph of text: "Your outgoing (SMTP) server, 'mail.internode.on.net', 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". A mouse cursor is pointing at the "Next >" button.

- Enter the **Account Name** for your mail box. This can be any name e.g. "My E-mail Account" Then click **Next**

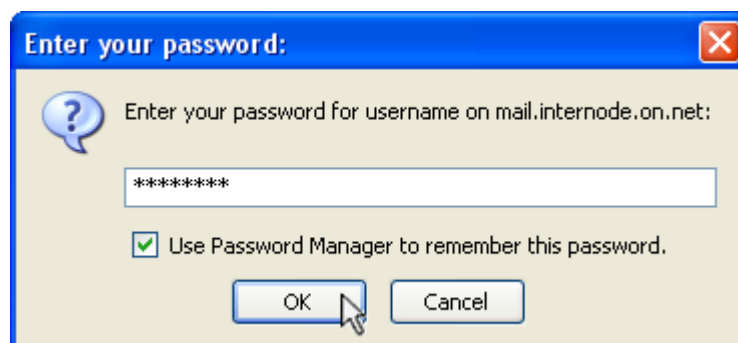


The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is a text instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." A text input field labeled "Account Name:" contains the text "Easy Internet". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

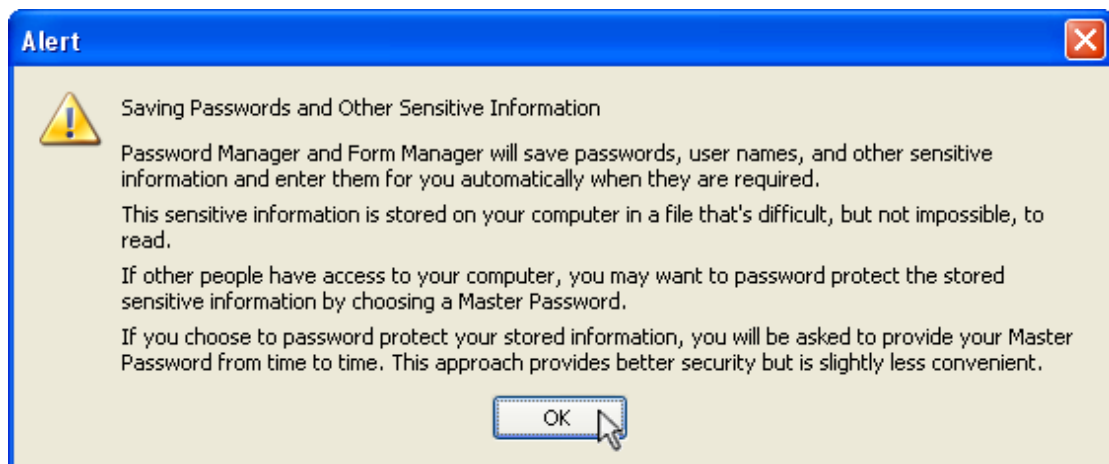
- This screen will **summarise** the configuration specified. Click **Finish**



- Thunderbird will **automatically** attempt to connect to your E-mail. Thunderbird will prompt you for the **password** to your Internode Mailbox.
- Enter the **password** for your Internode mailbox.
- **Tick** the box that says "**Use Password Manager to remember this password.**" unless otherwise desired and click **Ok**



- Click **Ok** to the warning message.



- **Congratulations** Mozilla Thunderbird is now configured for use.