### Thunderbird: How to set up an Sd email account in Thunderbird.



This step-by-step tutorial will show you how to set up an e-mail account on Thunderbird.

#### After downloading Thunderbird from https://www.mozilla.org/en-US/thunderbird/ open the app and select Tools from the menu at the top of the screen. Select Account Settings from the menu.

<b>É Thunderbird</b> File Edit View Go Message Events and Ta	isks Tools Window Help	阄 🕙 🗚 🛜 🐠 100% 📾 Tue 2:33 PM Sdanna Q 😑
mortized     markeritz	Saved Files     ¥J       Add-ons     #J       Add-ons     #J       Add-ons     #J       Activity Manager     #       Chat status     Join Chat       Join Chat     #       Run Jetters on Folder     Q. Search       Run Filters on Folder     Q. Search       Run Junk Mail Controls on Folder     Q. Search       Delete Mail Marked as Junk in Folder     Delete Mail Marked as Junk in Folder       Import     Error Console     D #       Allow Remote Debugging     D #       Clear Recent History     Delete Mail Marked as Junk in Folder	Yours         Yours
		June 9, 2016
	Accounts	Payroll Submission: start sending pa
	View settings for this account	June 9, 2016 2:00 PM Anna: Meet w/ Kelley
	Create a new account: Email G Chat R Newsgroups S Feeds Movemail      Create a new calendar	and the second
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	Advanced Features	
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### In the window that opens there will be a drop down menu option at the bottom of the left side column. Select "Add Mail Account".



# Enter your e-mail account information and click Continue when done. The window will expand. Click Done.

			1		
Your name:	SVT Admin	Your name, as shown to others			
Email address:	svt.admin@sdplus.org				
Password:	•••••	]			
	Remember password				
				,	
			Your name:	SVT Admin	Your name, as shown to others
			Email address:	svt.admin@sdplus.org	
			Password:	•••••	]
				Remember password	
Get a new acc	count	Cancel Continue	Configuration for	und at email provider	
			O IMAP (rem	ote folders) OPOP3 (keep	o mail on your computer)
			Incoming:	IMAP, box849.bluehost.com	n, STARTTLS
			Outgoing:	SMTP, box849.bluehost.co	m:26, STARTTLS
			Username:	svt.admin@sdplus.org	
			Get a new acc	count Manual config	Cancel Done

#### Setting up a Signature:

S<sup>D</sup> e-mails should all use the standard signature for outgoing mail. Use the below format and confidentiality notice for your signature.

FullName here sdplus.org email here Sd Associates LLC 37 Talcott Road, Suite 114 (Change address to fit location) Williston, VT 05495 (Change to fit Location) Phone number: cell Fax Number: facsimile www.sdplus.org

CONFIDENTIALITY NOTICE: The information contained in this transmission may be privileged, confidential and protected from disclosure under Federal Confidentiality Laws (42 CFR Part 2 and 45 CFR Parts 160-164). Any dissemination, distribution, or duplication of this communication is strictly prohibited without the consent of the writer. If you are not the intended recipient, or you have received this communication in error, please notify the sender immediately at the email address above or delete this email.

To setup a signature go to Account Settings. Select the account you want to setup a signature for. And enter your information along with the confidentiality notice as seen on the previous page into the Signature text box. Click OK when done.

Г					
	•	anna.lornitzo@sdplus.org	Account Name: svt.a	admin@sdplus.org	
		Server Settings	Default Identifier		
		Composition & Addressing	Default Identity		
		lunk Settings	Each account has an	identity, which is the information that other people	see when
		Synchronization & Storage	they read your mess	ages.	
		Return Receints			
		Security	Your Name:	SVT Admin	
(	▼	svt.admin@sdplus.org	Email Address:	svt.admin@sdplus.org	
		Server Settings	Poply-to Address:	Pecinients will reply to this other address	
		Copies & Folders	Nepty-to Address.	Recipients will reply to this other address	
		Composition & Addressing	Organization:		
		Junk Settings			
		Synchronization & Storage	Signature text:	Use HTML (e.g., <b>bold</b> )	
		Return Receipts			
		Security			
	•	sdwindsor.receptionist@gmail			
		Server Settings			
		Copies & Folders			
		Composition & Addressing		· · · · · · · · · · · · · · · ·	
		Junk Settings	Attach the signat	ure from a file instead (text, HTML, or image):	
		Synchronization & Storage			Choose
		Return Receipts	Attack my uCard	•	Edit Oard
	_	Security	Attach my voard	to messages	Edit Card
	*	Local Folders	Outgoing Server (Si	MTP): svt.admin@sdplus.org - box849.bluehost.c	om 📀
		Junk Settings			
		Outgoing Server (SMTD)			
		Outgoing Server (SMTP)		Mar	hage Identities
		Account Actions			
				Cancel	ОК
				Cancer	

#### Junk Settings:

While in the Account Settings window, go to Junk Settings to enable junk filters in case any spam makes it past the webhost. Junk messages should be set to go to the Junk folder on the sdplus.org account.



## Next, go to Server Settings and make sure that deleted messages are moved to the Trash on the sdplus.org account.

<ul> <li>anna.lornitzo@</li> <li>Server Settir</li> <li>Copies &amp; Fol</li> <li>Composition</li> </ul>	sdplus.org Server Typ gs Server Na ders & & Addressing User Nam	e: IMAP Mail S me: box849.blu e: svt.admin@	Server lehost.com Øsdplus.org	Port: 143 🗘	Default: 143
Junk Setting Synchroniza Return Recei	s tion & Storage Security	Settings			
Security svt.admin@sdp	us.org Authen	tion security: lication method:	STARTTLS Normal password	© •	
Server Settin Copies & Fol Composition Junk Setting Synchroniza Return Recei Security sdwindsor.recep Server Settin Copies & Fol Composition Junk Setting Synchroniza	Igs ders & Addressing s tion & Storage pts When I otionist@gmail gs ders & Addressing s tion & Storage	Server Settings  Check for new messages at startup  Check for new messages every 10  minutes  When I delete a message:  Move it to this folder: Trash on svt.admin@sdplus.org  Just mark it as deleted Remove it immediately  Advanced			
Return Recei Security	pts Messag	e Storage			
<ul> <li>Local Folders Junk Setting Disk Space</li> <li>Outgoing Serve</li> </ul>	s Clea Emp r (SMTP) Messag	n up ("Expunge") ty Trash on Exit le Store Type:	Inbox on Exit One large file (mbox)	٥	
Account A	ctions  Local d /Users	irectory: isdanna/l ibrarv/T	hunderbird/Profiles/boowa	1ud.default/Im Cancel	Browse OK

Finally, go to Synchronization and Storage and set your account to delete messages older than 365 days. Select OK when finished.

v	anna.lornitzo@sdplus.org	Message Synchronizing
	Server Settings	Keen messages for this account on this computer
	Copies & Folders	
	Composition & Addressing	Advanced
	Supersonization & Storage	
	Beturn Receipte	Disk Space
	Security	
	security set admin@edplue.org	To save disk space, downloading messages from the server and keeping local copies for offline use can be restricted by age or size.
*	Server Settings	for offine use can be restricted by age of size.
	Copies & Folders	Synchronize all messages locally regardless of age
	Composition & Addressing	Supphrapize the most meant 20
	lunk Settings	Synchronize the most recent 30 Julys 0
	Synchronization & Storage	Don't download messages larger than 50 C KB
	Return Receipts	
	Security	
	sdwindsor.receptionist@gmail	and originals on the remote server.
	Server Settings	O Danit delate any message
	Copies & Folders	Don't delete any messages
	Composition & Addressing	O Delete all but the most recent 2000 🗘 messages
	Junk Settings	
	Synchronization & Storage	Delete messages more than 365 C days old
	Return Receipts	Always keep starred messages
	Security	
,	Local Folders	
	Junk Settings	
	Disk Space	
	Outgoing Server (SMTP)	
	Account Actions	
		Cancel

After carefully reading through this tutorial please contact IT if you have further questions. Next suggested tutorial: How Do I Archive My Email?