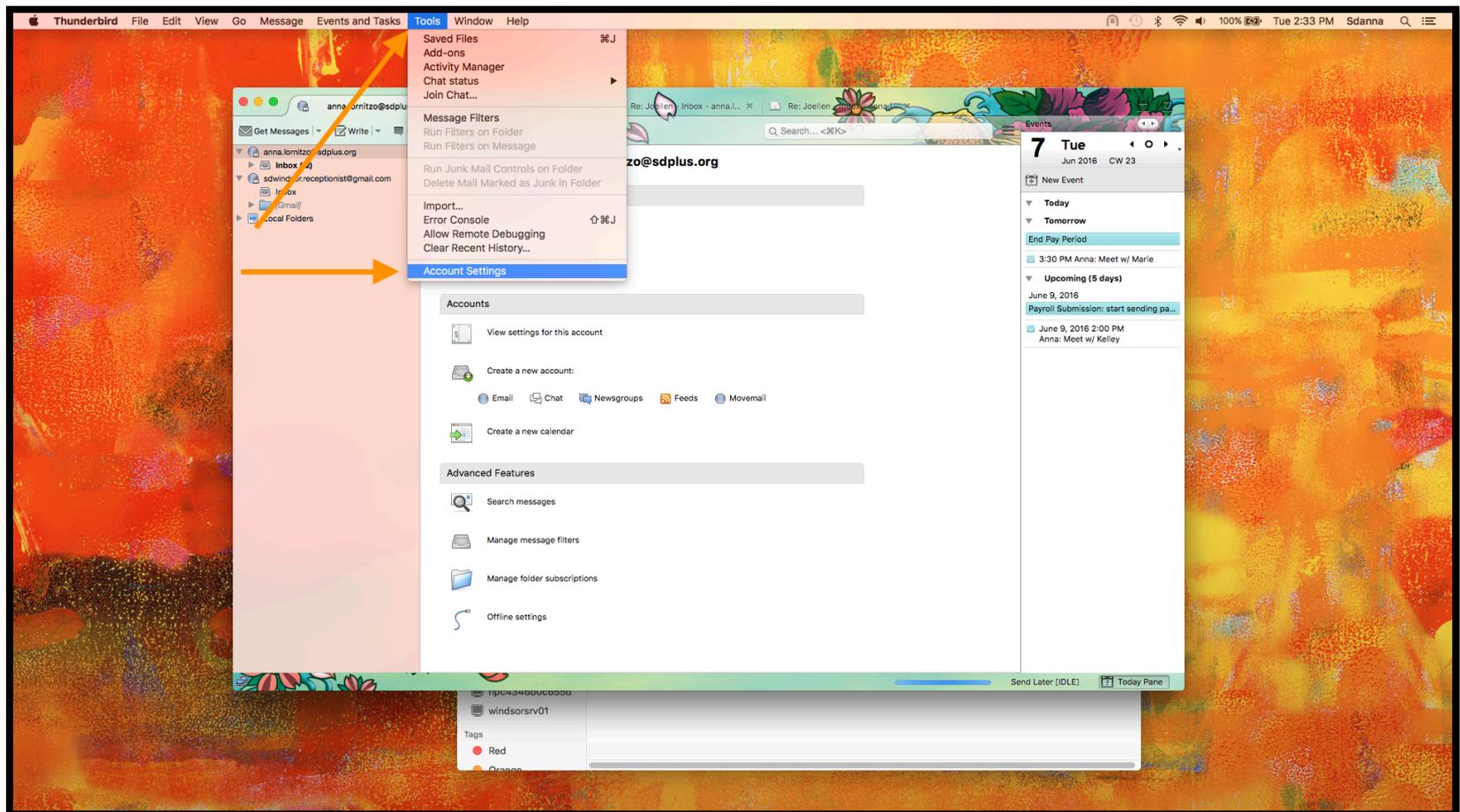


Thunderbird: How to set up an Sd e-mail account in Thunderbird.

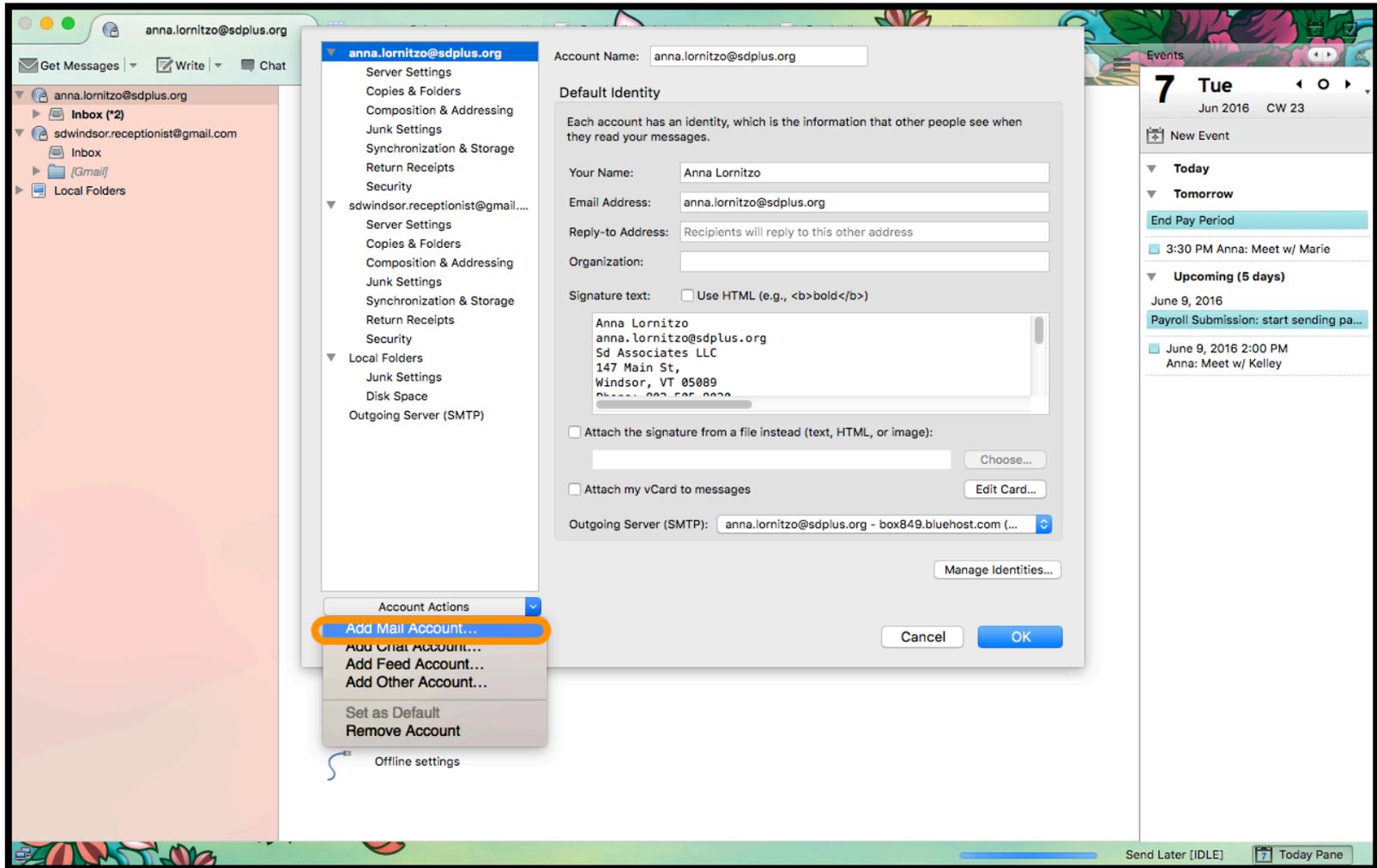


This step-by-step tutorial will show you how to set up an e-mail account on Thunderbird.

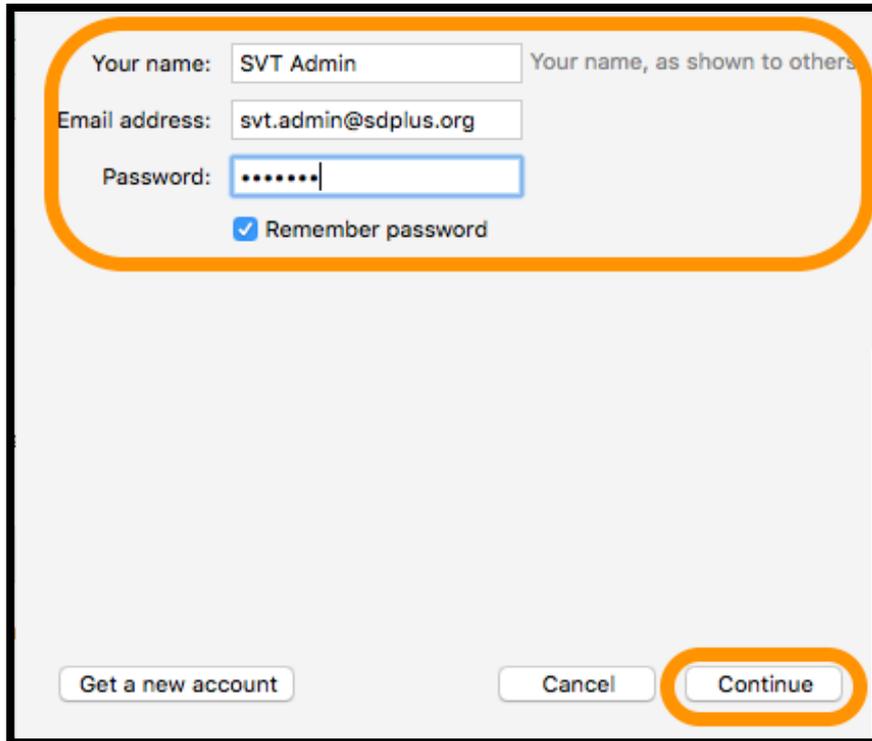
After downloading Thunderbird from <https://www.mozilla.org/en-US/thunderbird/> open the app and select Tools from the menu at the top of the screen. Select Account Settings from the menu.



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.

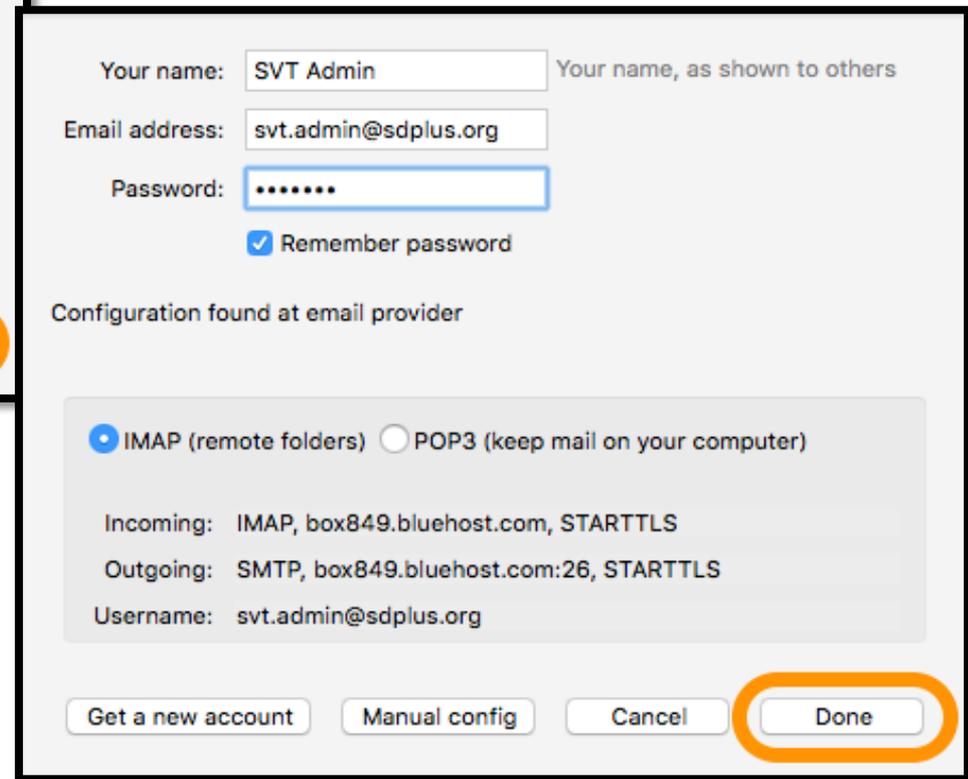


Your name: Your name, as shown to others

Email address:

Password:

Remember password



Your name: Your name, as shown to others

Email address:

Password:

Remember password

Configuration found at email provider

IMAP (remote folders) POP3 (keep mail on your computer)

Incoming: IMAP, box849.bluehost.com, STARTTLS

Outgoing: SMTP, box849.bluehost.com:26, STARTTLS

Username: svt.admin@sdplus.org

Setting up a Signature:

S^D 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.

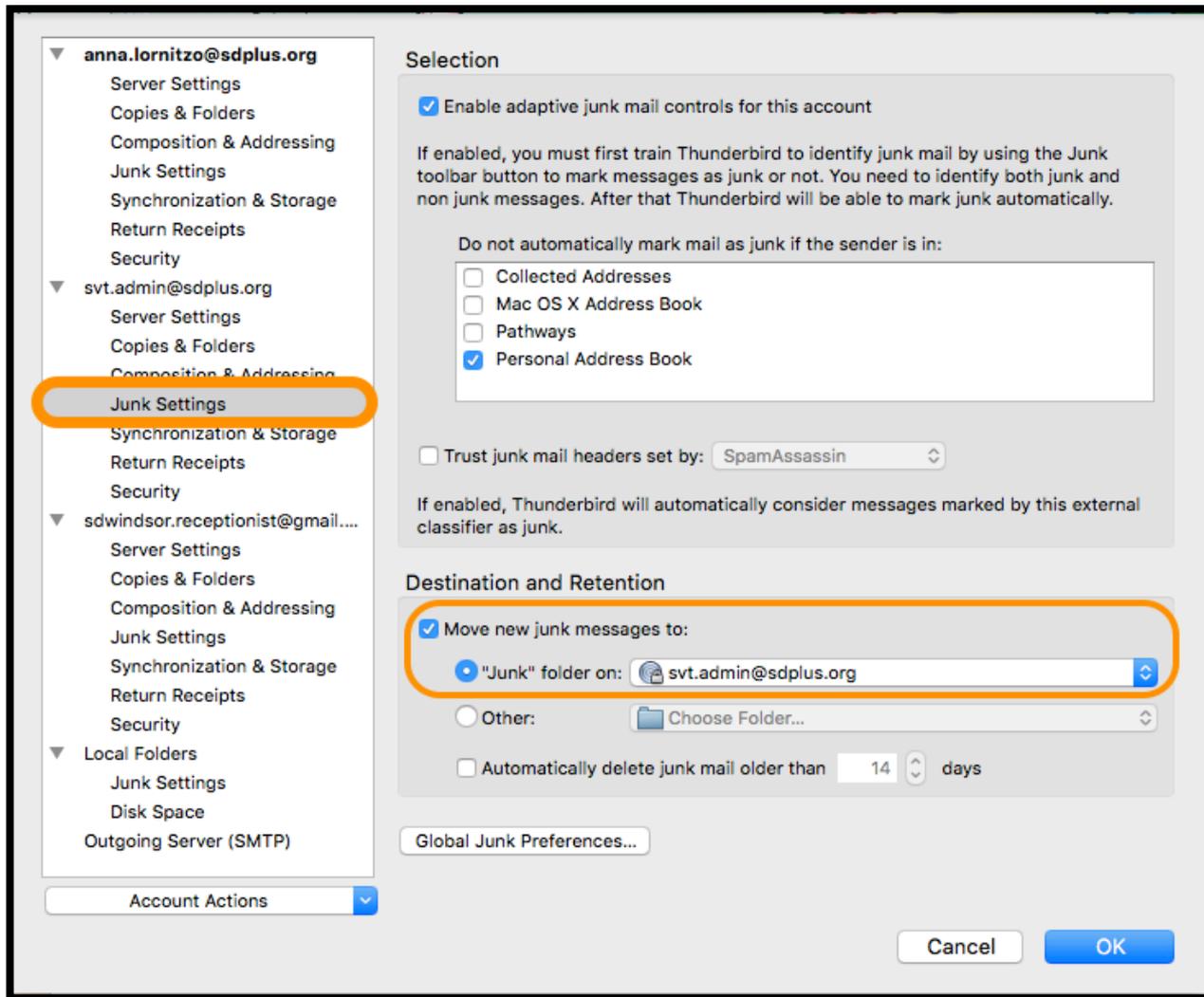
To setup a signature go to Account Settings. Select the account you want to setup a signature for. And enter your information along with the confidentiality notice as seen on the previous page into the Signature text box. Click OK when done.

The screenshot shows the 'Account Settings' window for the account 'svt.admin@sdplus.org'. The left sidebar lists various settings categories, with 'svt.admin@sdplus.org' selected and highlighted in orange. The main area is titled 'Default Identity' and contains the following fields and options:

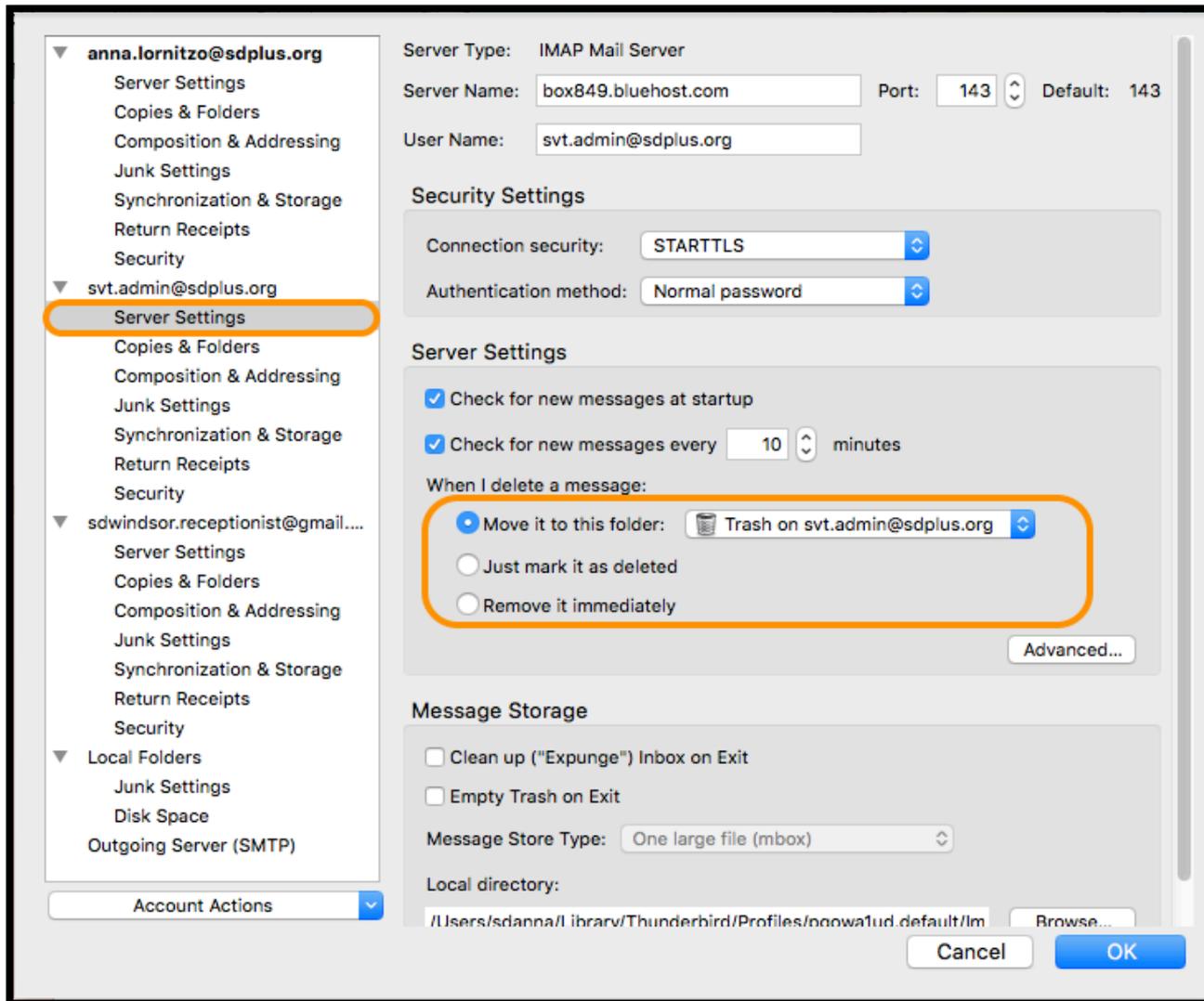
- Account Name: svt.admin@sdplus.org
- Default Identity section with a descriptive text: "Each account has an identity, which is the information that other people see when they read your messages."
- Your Name: SVT Admin
- Email Address: svt.admin@sdplus.org
- Reply-to Address: Recipients will reply to this other address
- Organization: (empty field)
- Signature text: Use HTML (e.g., bold)
- A large empty text box for the signature, highlighted with an orange border.
- Attach the signature from a file instead (text, HTML, or image): (with a 'Choose...' button)
- Attach my vCard to messages (with an 'Edit Card...' button)
- Outgoing Server (SMTP): svt.admin@sdplus.org - box849.bluehost.com
- Buttons: 'Manage Identities...', 'Cancel', and 'OK' (highlighted in orange).

Junk Settings:

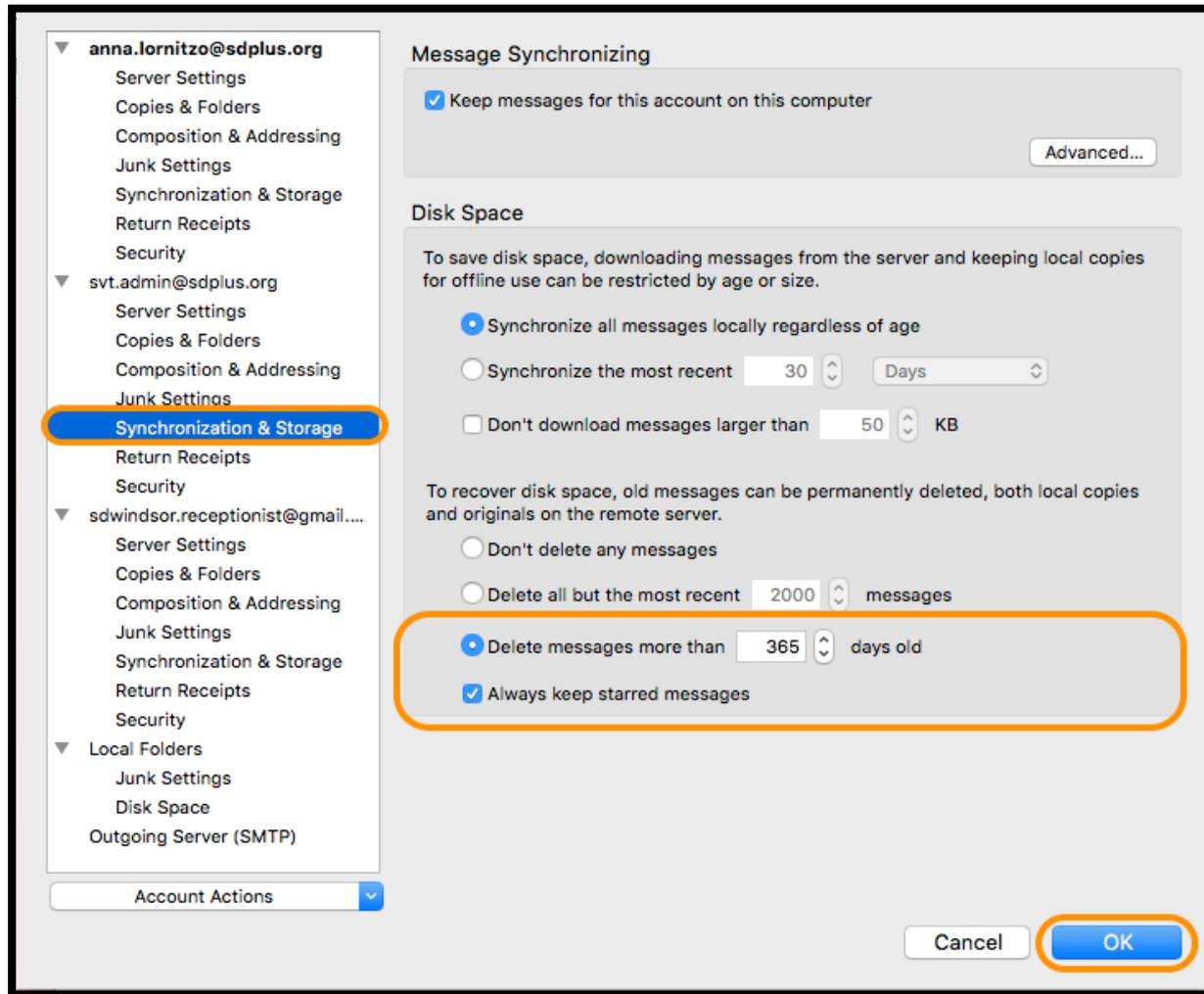
While in the Account Settings window, go to Junk Settings to enable junk filters in case any spam makes it past the webhost. Junk messages should be set to go to the Junk folder on the sdplus.org account.



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



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



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