New (2020) Thunderbird Email Setup for SdPlus.org *(Mobile setup at the bottom)*

Note: This tutorial applies to Windows computers using Thunderbird BUT the same settings apply to MAC. If you run into an issue, please submit a help desk ticket on SdEmployees.com

Custom email folders not organized? Worried you don't have all of your emails? No problem… you can now tr

1. Open Thunderbird on your computer
2. If you do not see the 'tools' text menu link at the top of your screen, right click on the grey/blue header at the top of the window and place a checkmark next to 'menu bar'
3. Click on 'tools' from the top menu, then 'account settings'
4. From the bottom-left menu, click on 'account actions', then 'add mail account'
5. Enter your name, your full email address, and your new email password, make sure the 'remember password' box is checked, then click 'continue'
6. After the configuration is found, click on 'manual config' (bottom left)
7. Change the incoming server hosting to: imappro.zoho.com
8. Click 'done' and the email address has been added
9. Optional: From the left-hand menu, scroll to the bottom to find the newly added account and click on your email address in bold. Now from the window in the center, at the top, prefix your account name with "NEW" so you can differentiate between your old (not working) account and this new one (useful if you need to do some transferring between subfolders where you have mail sorted – from the old account to the new).
10. Optional: Modify your signature text from the center window, below your account name

Deleting old account: Once you have verified that your new account contains the emails you were expecting it to, you can delete your old account from Thunderbird. To do this, right-click on the email address of your old account (from the left-hand menu/list of accounts). Select 'settings' to bring you back to the account settings window. Your email address will be highlighted in the window that opens on the left-hand side. From the bottom-left, click on 'account actions' (as you did when you created your new account), then select 'remove account' and click the 'remove' button.

The 'retry password' and 'cannot connect' error popups will disappear once you've deleted your old (no longer working) account(s).

Mobile Phone Email Setup

1. Download the 'Zoho Mail' app from the app store/play store
2. Open the new app and click 'Sign in'
3. Enter your full email address and click 'next'
4. Enter your new email password and click 'sign in'
5. Customize your settings as needed and add additional accounts if necessary
   …it's that simple

   (Don't forget to to click on your newly added account and modify your email signature… select 'use mobile signature' and add some customized text.)