

# Setting up Email with Mozilla Thunderbird 3

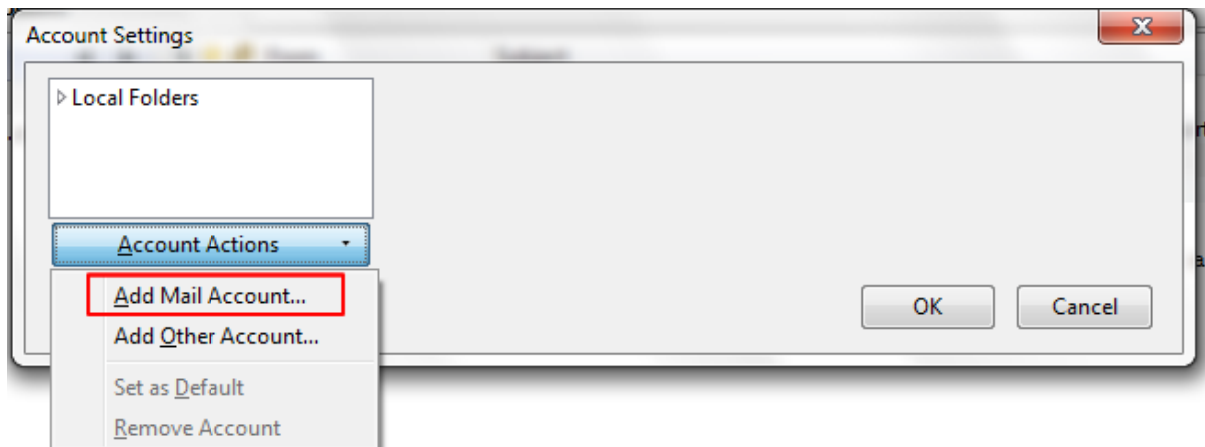


## Setting Up Your POP Email Address with Mozilla Thunderbird 3

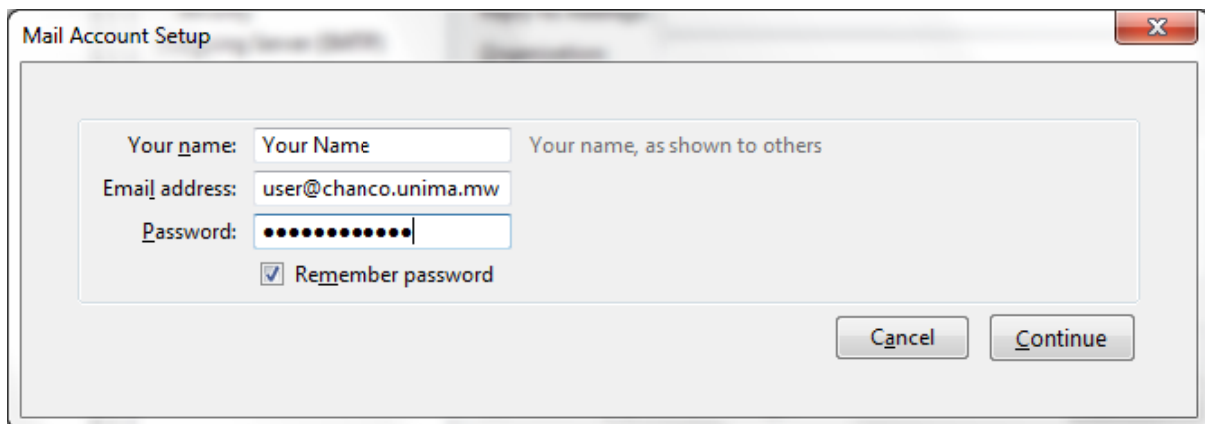
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This tutorial will show you how to configure a new Chancellor College email account for POP access (and not IMAP).

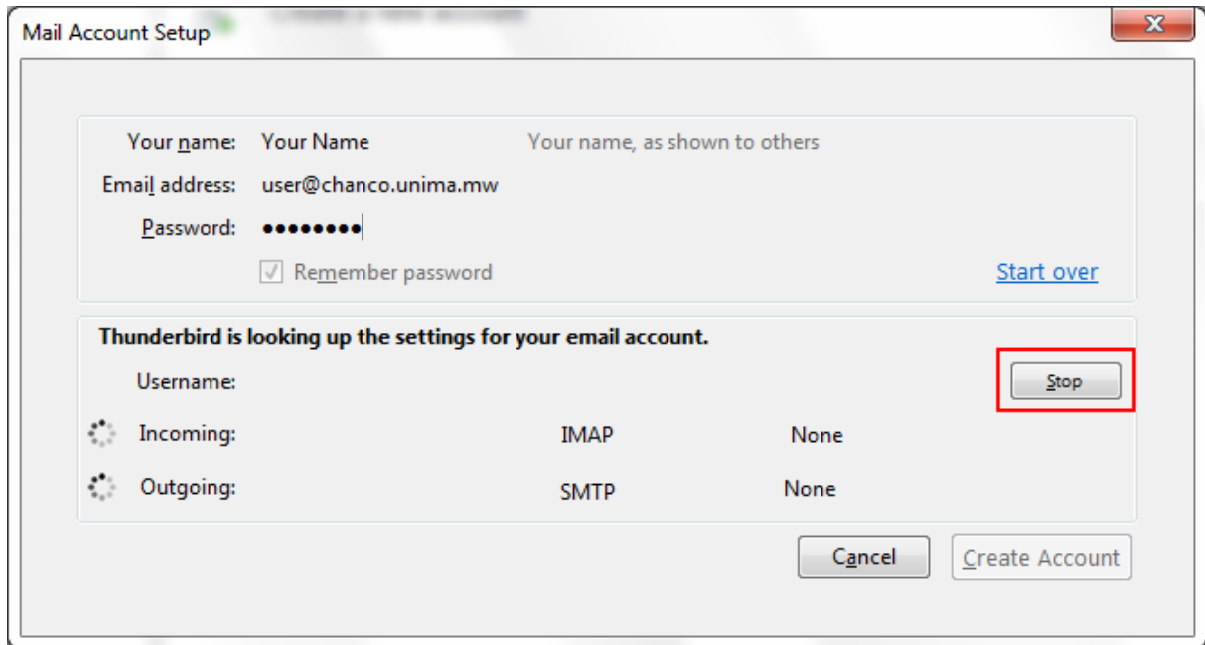
1. Select **Tools | Account Settings... | Account Actions | Add Mail Account.**



2. Enter your username (check with your mail provider; it is your full email address) and password and click **Continue.**



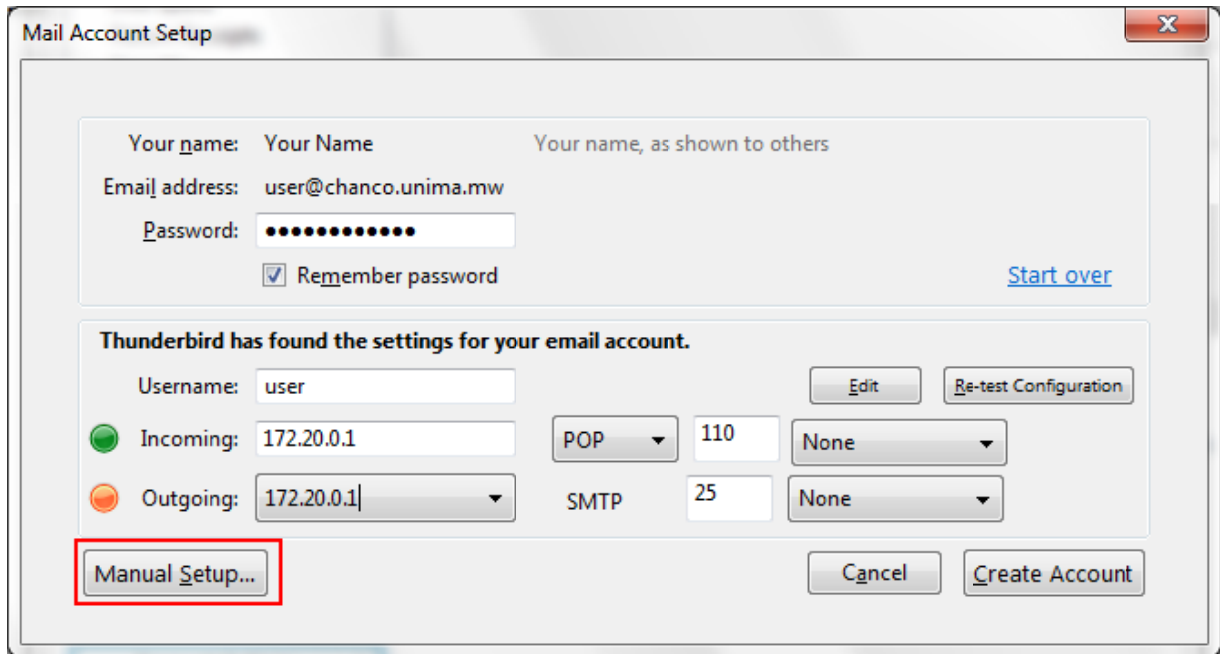
3. Thunderbird will attempt to configure your accounts settings automatically using IMAP. Click **Stop**.



4. Enter your account details as follows:

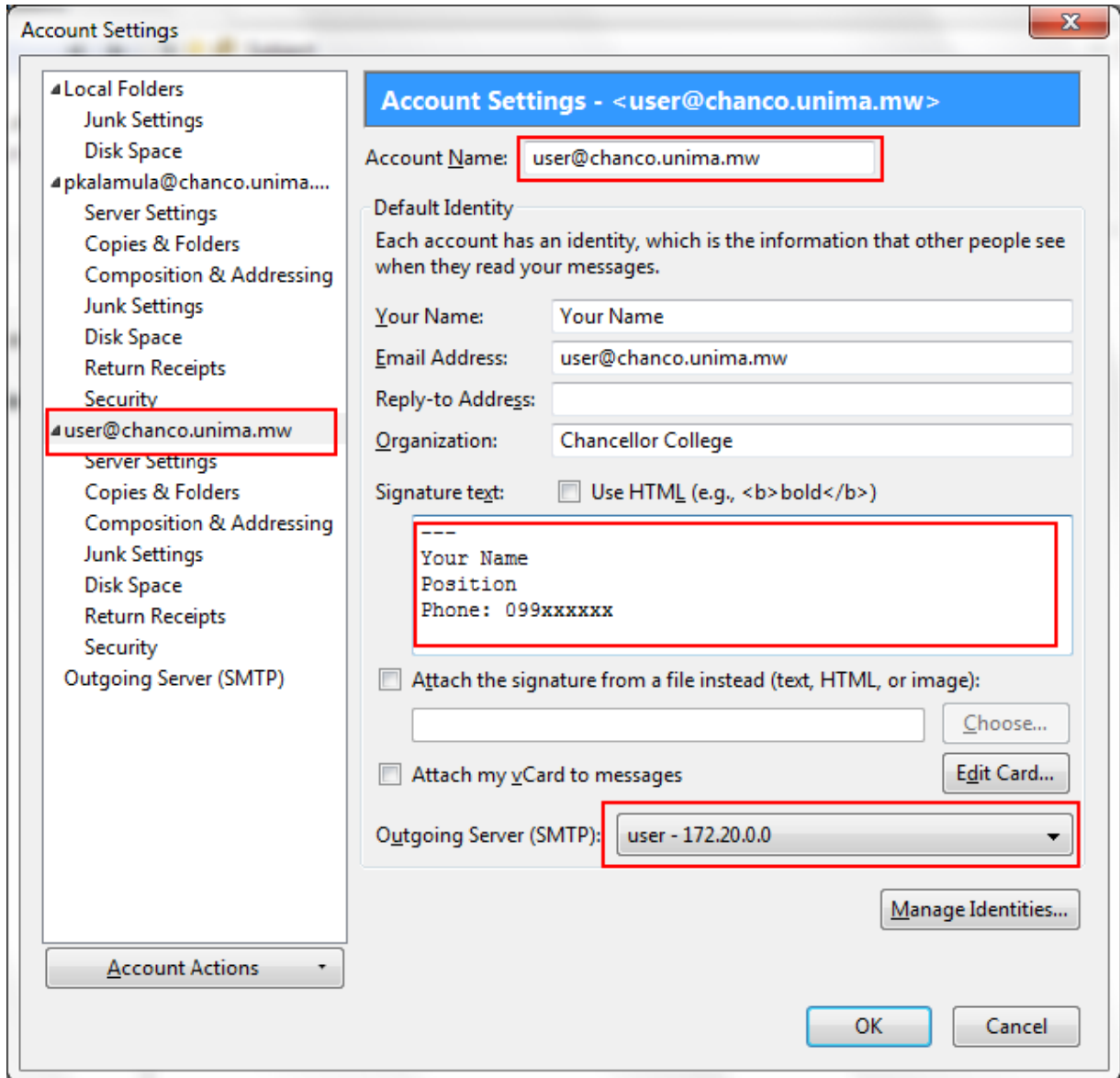
- Username: Enter your full email address (e.g. user@chanco.unima.mw)
- Incoming: Enter **172.20.0.1**.
- Outgoing: Enter **172.20.0.1**.
- Select "**POP**" from the drop-down list to the right of the incoming mail server name.
- Incoming port number: This depends on the email provider.
- Outgoing port number: **110**.
- Incoming security: Select **NONE**.
- Outgoing security: Select **NONE**.

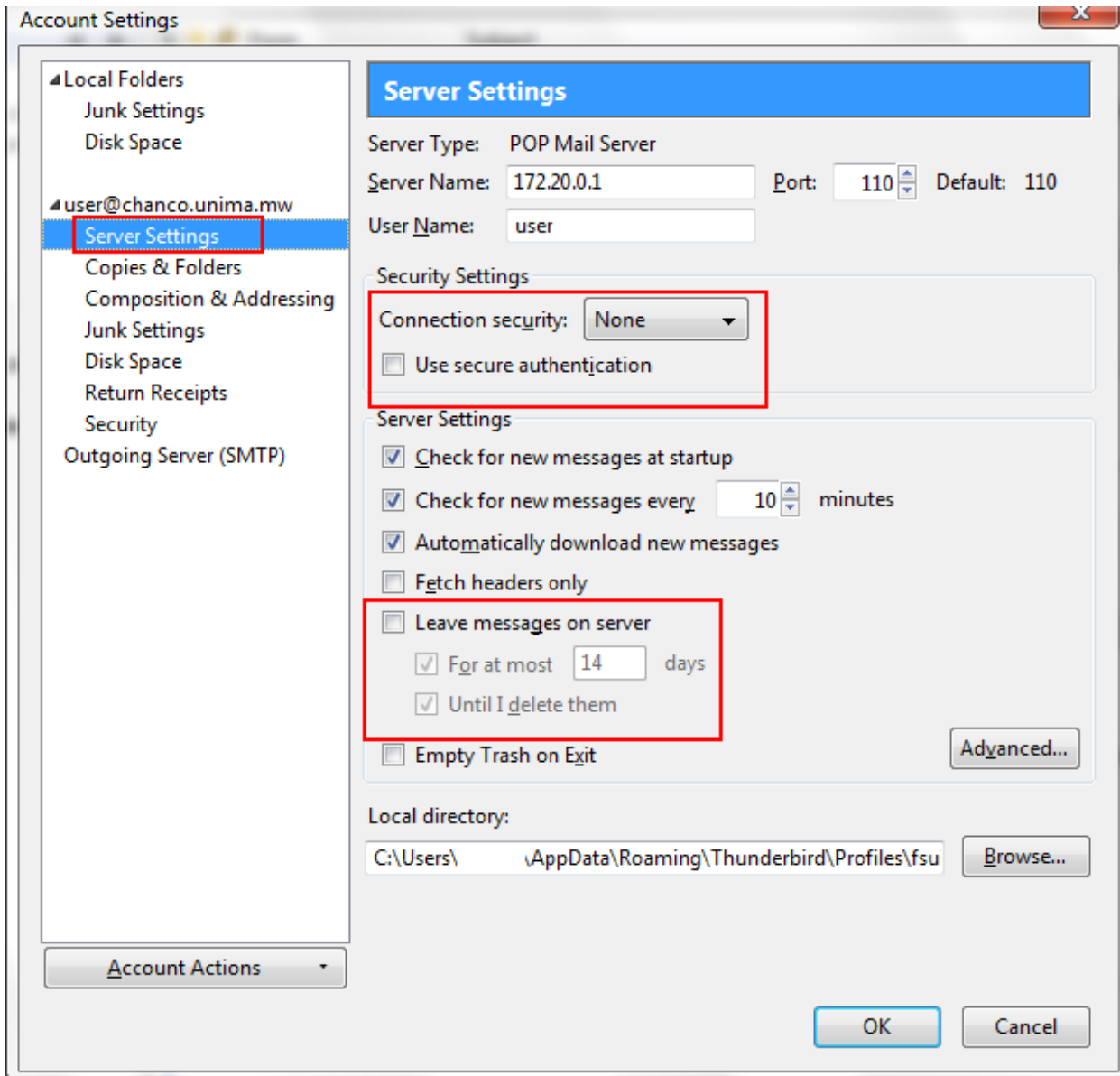
5. Once these settings have been entered, click **Manual Setup...**



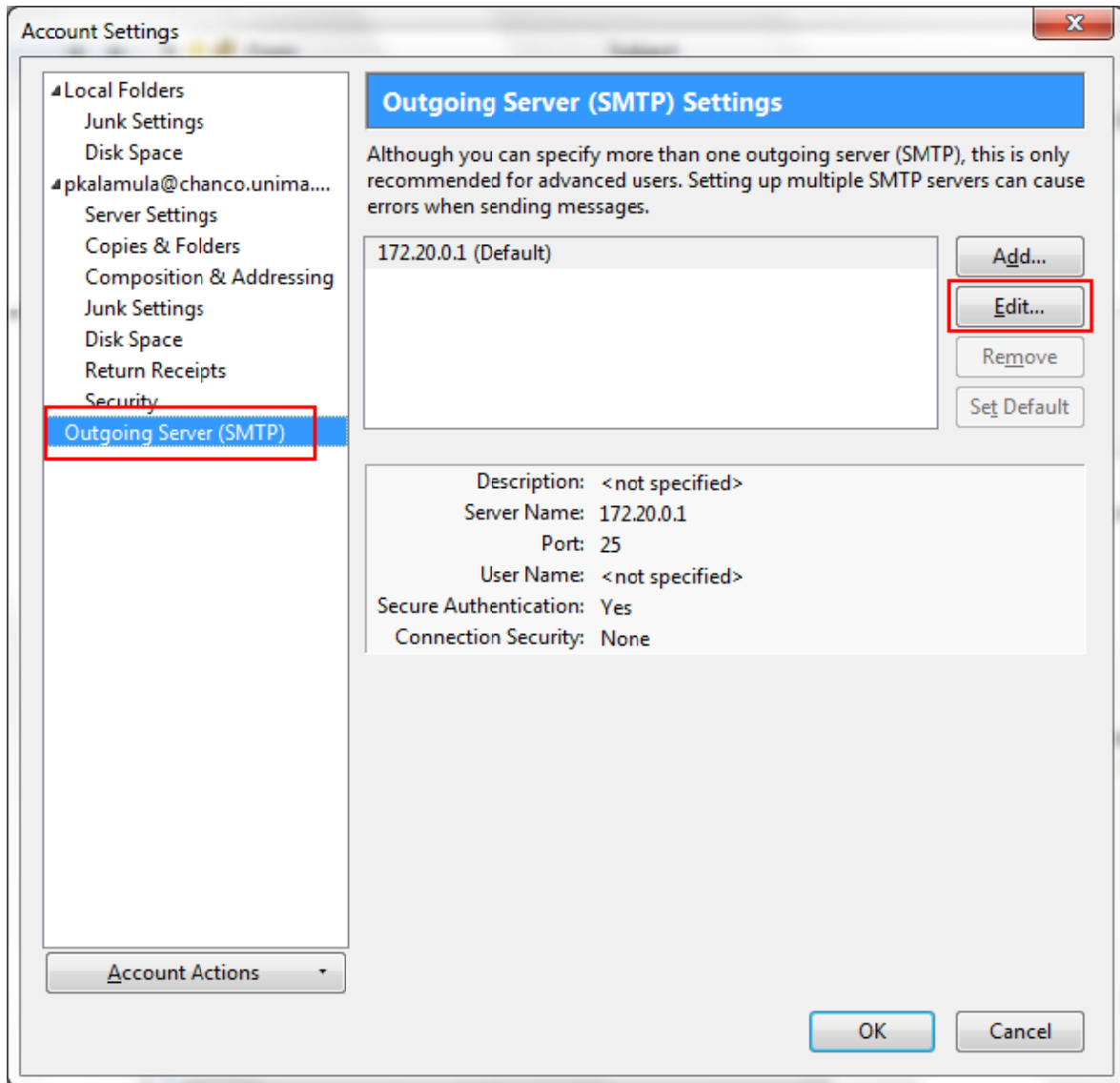
You may get an error message that says that the SMTP account already exists. Clear the message.

6. Click on **Cancel** to exit the Account Settings dialog. Re-open the Account Settings page and you will see that your new account has been created. Also please check your Outgoing Server (SMTP) is correct for this account (at the bottom of the screenshot).

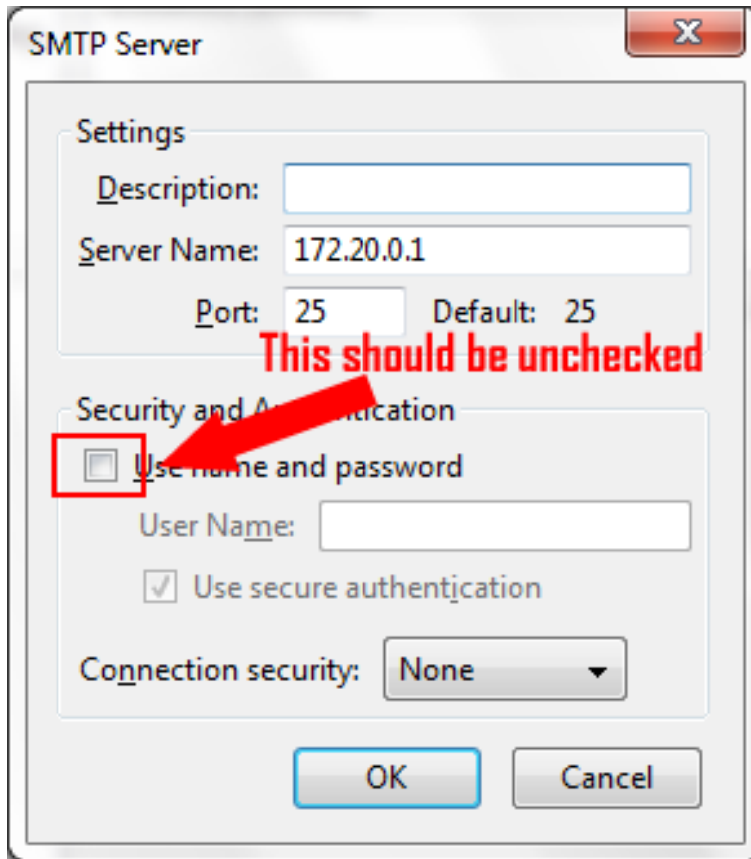




7. Click on **Outgoing Server (SMTP)** and on the window that comes select **Edit**.



8. On the window that comes, make sure that **Security and Authentication** option is not selected (checked). Click **Ok** until exit to finish setup.



9. Check that your incoming and outgoing mail is working correctly by Clicking on **GetMail**.
10. Contact ICT Centre [ict\\_technical@chanco.unima.mw](mailto:ict_technical@chanco.unima.mw) if you meet any problems.