

How to Configure Mozilla Thunderbird 2 for q.com E-mail

Email Type:
@q.com



Use this document if:

- You need to configure Mozilla Thunderbird 2 for q.com e-mail.

This document assumes:

- You know your q.com e-mail address and password.
- Your q.com e-mail address is associated to a Qwest DSL® account.
- You have a working copy of Thunderbird 2.
- You have a working Internet connection.

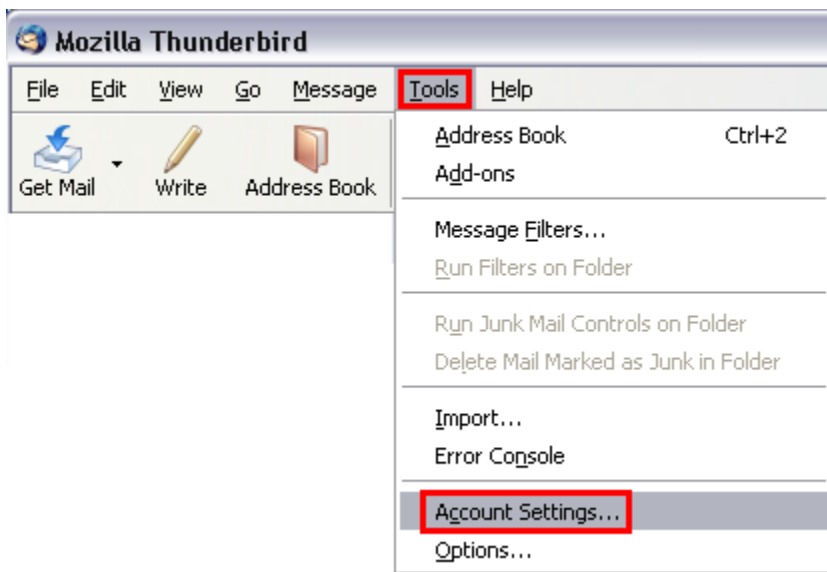
Incoming/Outgoing server info: If you are already familiar with how to configure Mozilla Thunderbird 2, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (port 995, SSL enabled)
- Outgoing Server: smtp.live.com (port 25, TLS enabled, requires authentication)

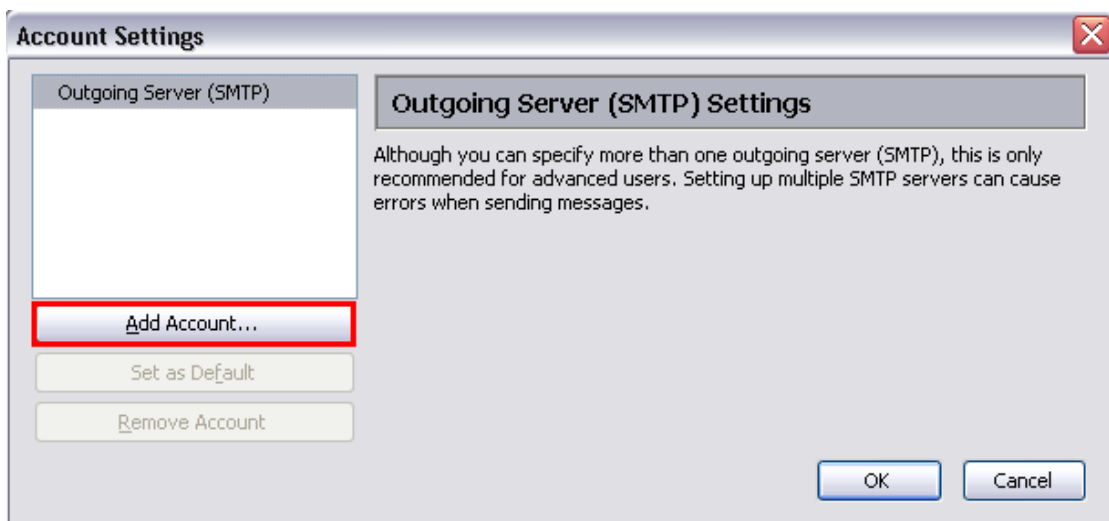
1. Open Thunderbird 2 using the icon on your desktop or Start menu.



2. If this is your first time running Thunderbird 2, the new account wizard will start automatically. Otherwise, select **Tools**, then **Account Settings...**



3. In the 'Account Settings' dialog box, select **Add Account**.



4. Select **E-mail Account** and select **Next**.

Account Wizard [Close]

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

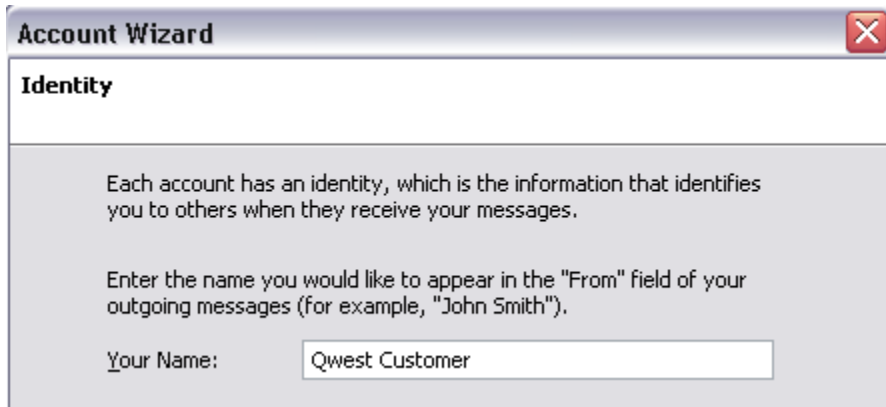
This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- Email account**
- RSS News & Blogs
- Gmail
- Newsgroup account

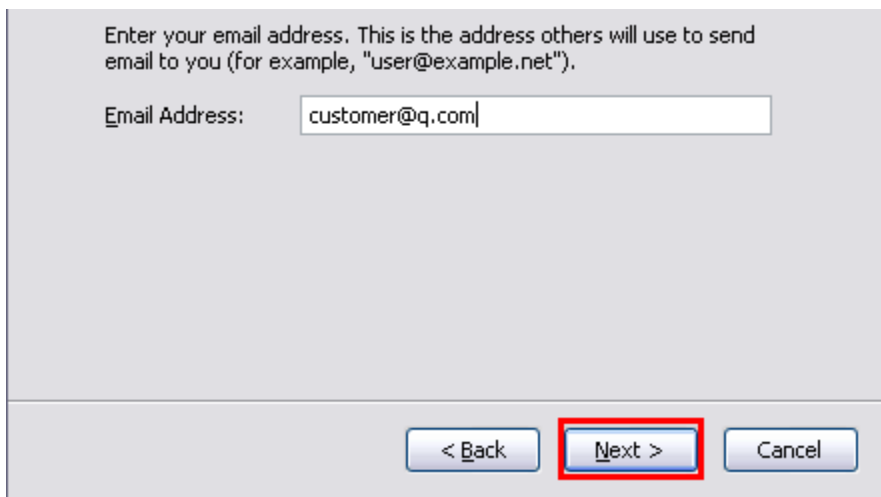
< Back **Next >** Cancel

5. Type your name as you would like it to appear on outgoing email.



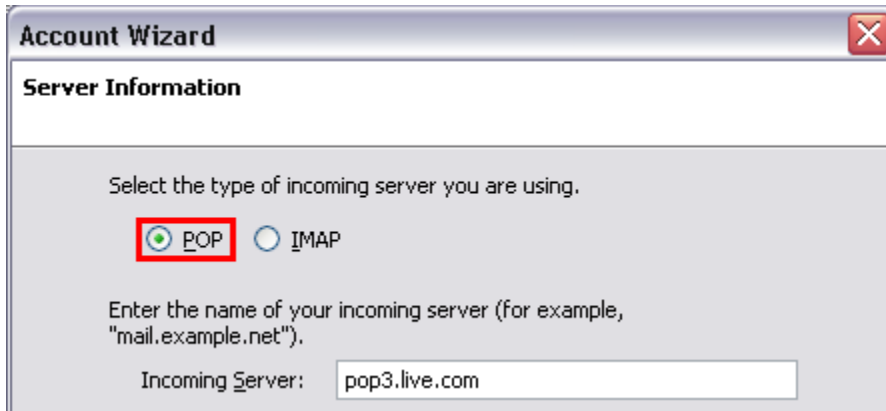
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. Below the title bar is a section labeled "Identity". The text inside reads: "Each account has an identity, which is the information that identifies you to others when they receive your messages." followed by "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." Below this is a label "Your Name:" followed by a text input field containing the text "Qwest Customer".

6. Type in your full @q.com e-mail address. Select **Next**.



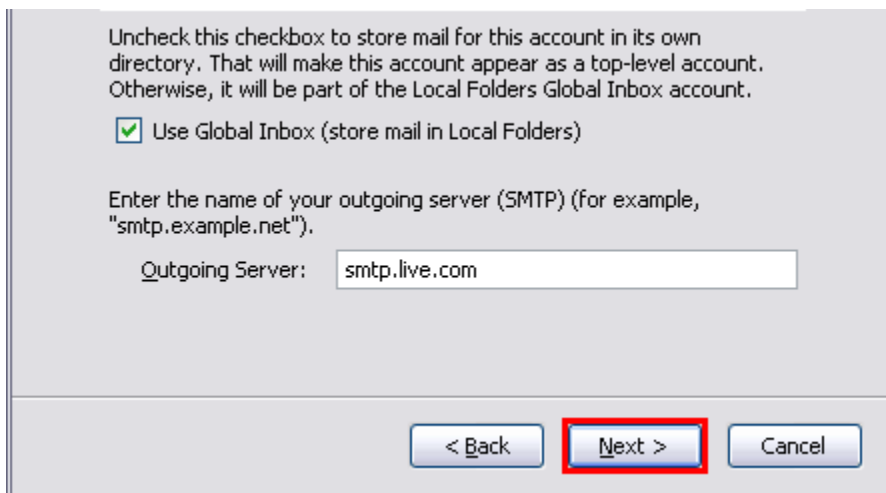
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. Below the title bar is a section labeled "Email Address". The text inside reads: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." Below this is a label "Email Address:" followed by a text input field containing the text "customer@q.com". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

7. Make sure **POP** is selected and enter pop3.live.com for the Incoming Server.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, the text reads "Select the type of incoming server you are using." There are two radio button options: "POP" (which is selected and highlighted with a red box) and "IMAP". Below the radio buttons, the text says "Enter the name of your incoming server (for example, 'mail.example.net')." There is a text input field labeled "Incoming Server:" containing the text "pop3.live.com".

8. Enter smtp.live.com for the Outgoing Server. Select **Next**.



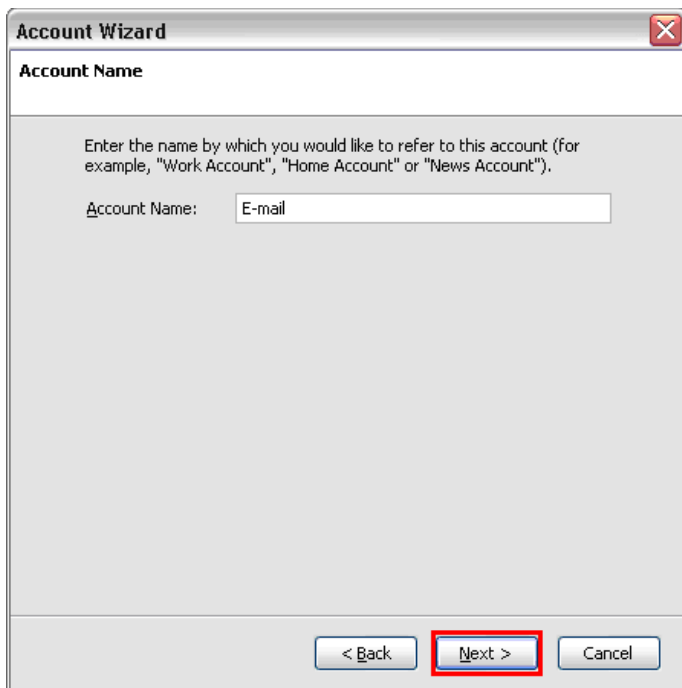
The screenshot shows a dialog box with the following text: "Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account." Below this is a checked checkbox labeled "Use Global Inbox (store mail in Local Folders)". The text then says "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." There is a text input field labeled "Outgoing Server:" containing the text "smtp.live.com". At the bottom of the dialog box are three buttons: "< Back", "Next >" (which is highlighted with a red box), and "Cancel".

9. Enter your full @q.com e-mail address in both the Incoming User Name and Outgoing User Name boxes. Select **Next**.



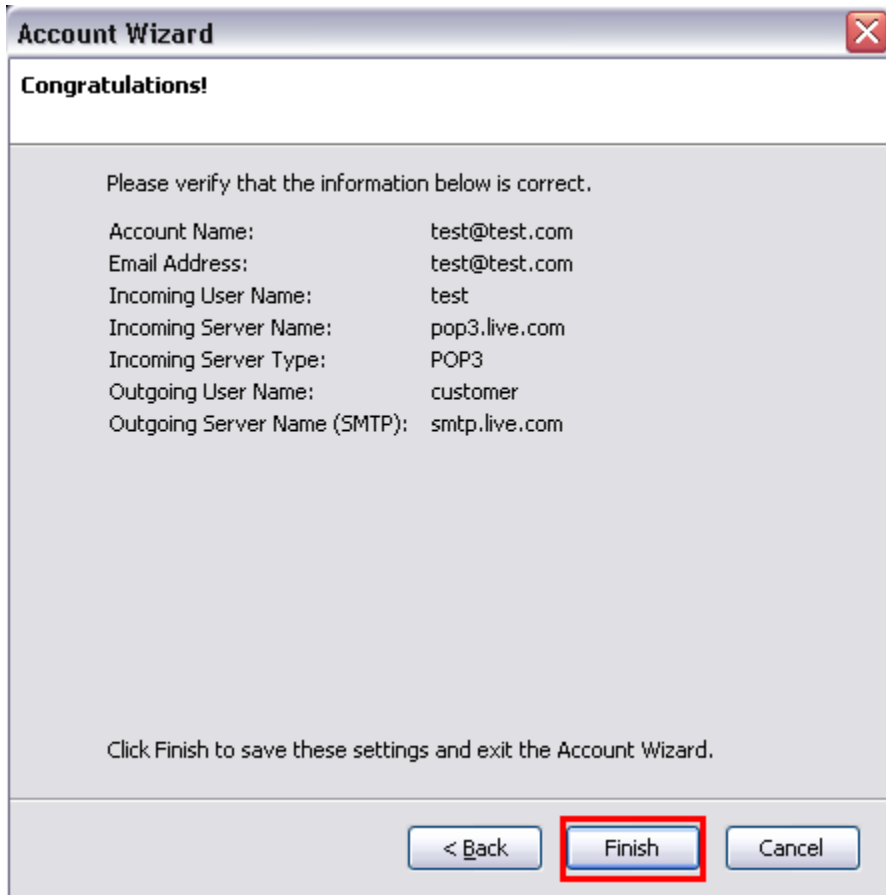
The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "User Names". Below this, there are two instructions: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." and "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)". There are two text input fields. The first is labeled "Incoming User Name:" and contains the text "customer@q.com". The second is labeled "Outgoing User Name:" and also contains "customer@q.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

10. Enter a name for this account. This is helpful if you plan on using multiple e-mail accounts in Thunderbird 2. Select **Next**.

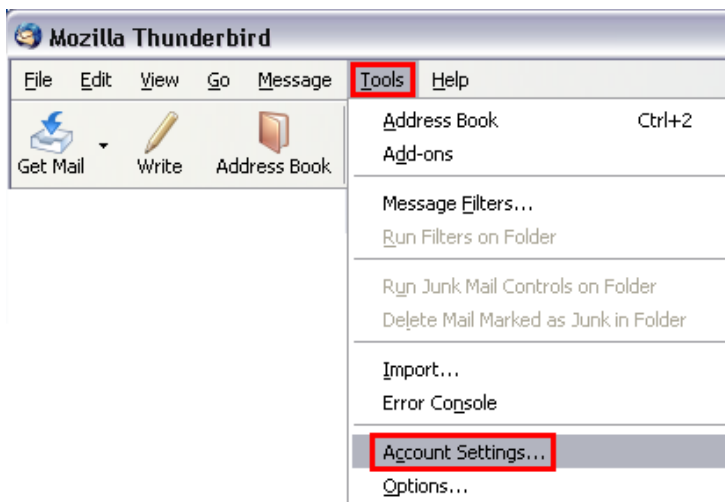


The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "Account Name". Below this, there is an instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." There is one text input field labeled "Account Name:" which contains the text "E-mail". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a red rectangular box.

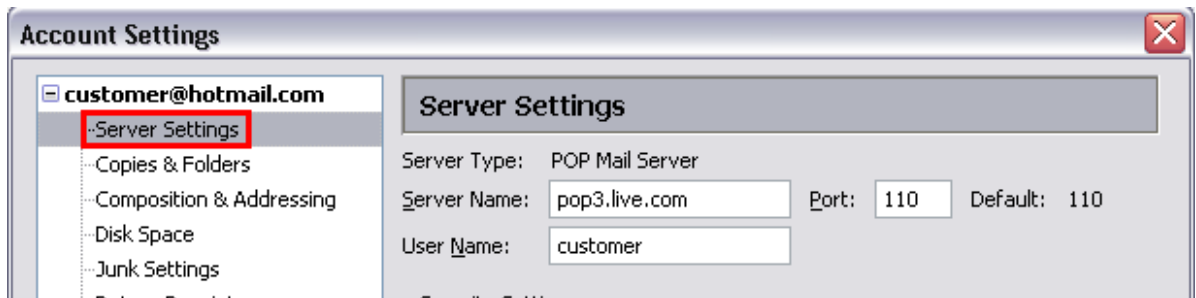
11. Verify that the information is correct and select **Finish**. (note: there are still more steps to be completed.)



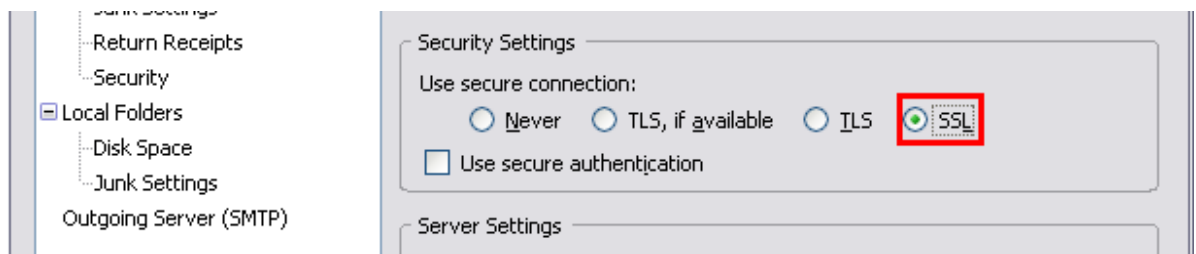
12. Select **Tools**, then **Account Settings**.



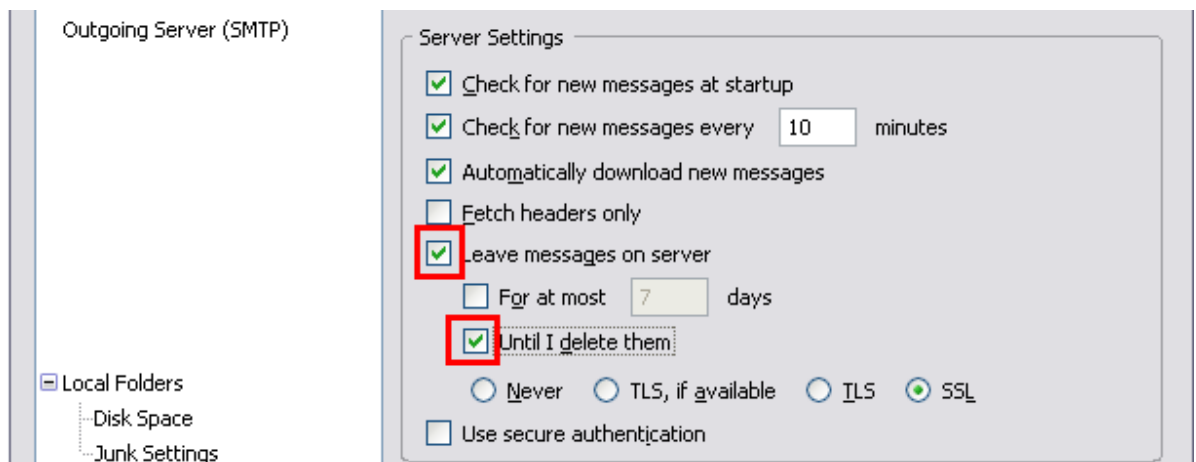
13. Select **Server Settings** from the list on the left.



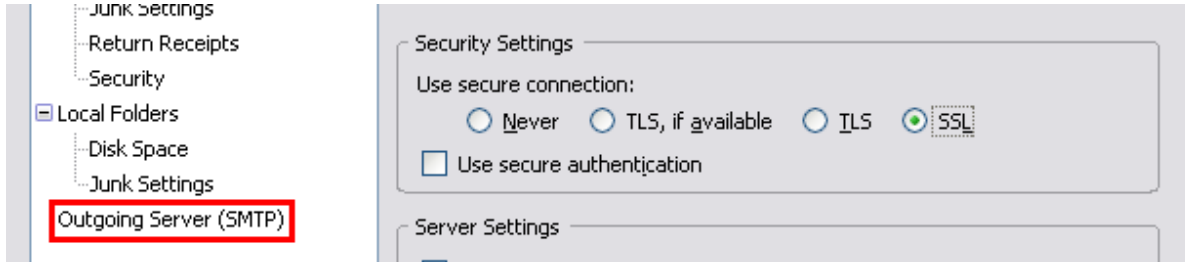
14. Select **SSL** under 'Security Settings'.



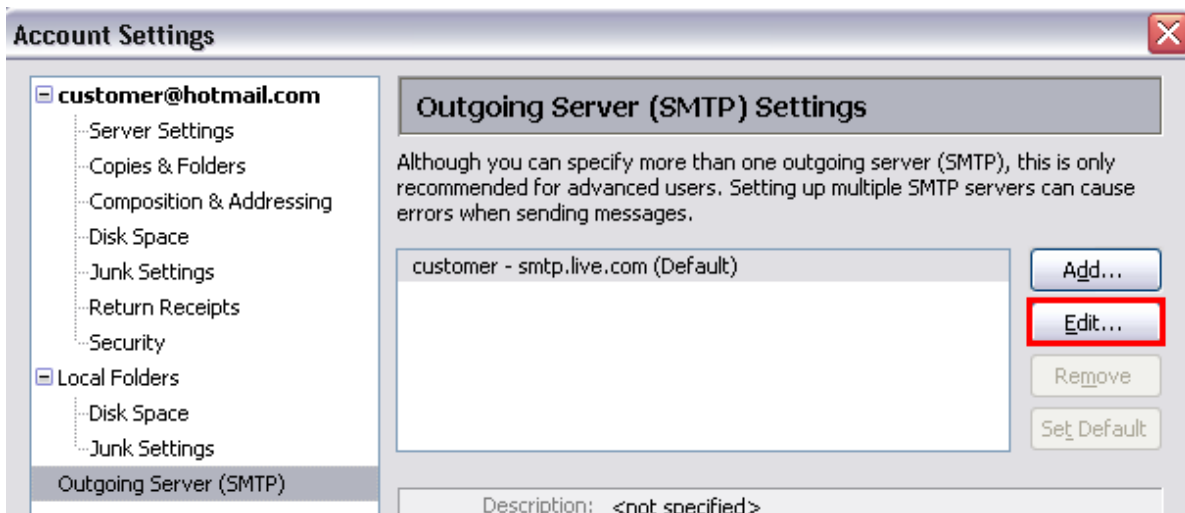
15. If you want MSN to maintain a backup copy of your email on its e-mail server:
- Check the box next to **Leave messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer be obtained or viewed using <http://mail.live.com> or <http://hotmail.com>.
 - Checking the box next to **Until I delete them** tells the remote MSN e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the MSN e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>.



16. Select **Outgoing Server (SMTP)** from the list on the left.



16. Select **Edit**.



17. Under 'Security and Authentication', make sure the **Use name and password** box is checked and your full @q.com email address is in the **User Name** field. Select **TLS** then change the Port to 25. Select **OK**.

SMTP Server

Settings

Description:

Server Name:

Port: Default: 25

Security and Authentication

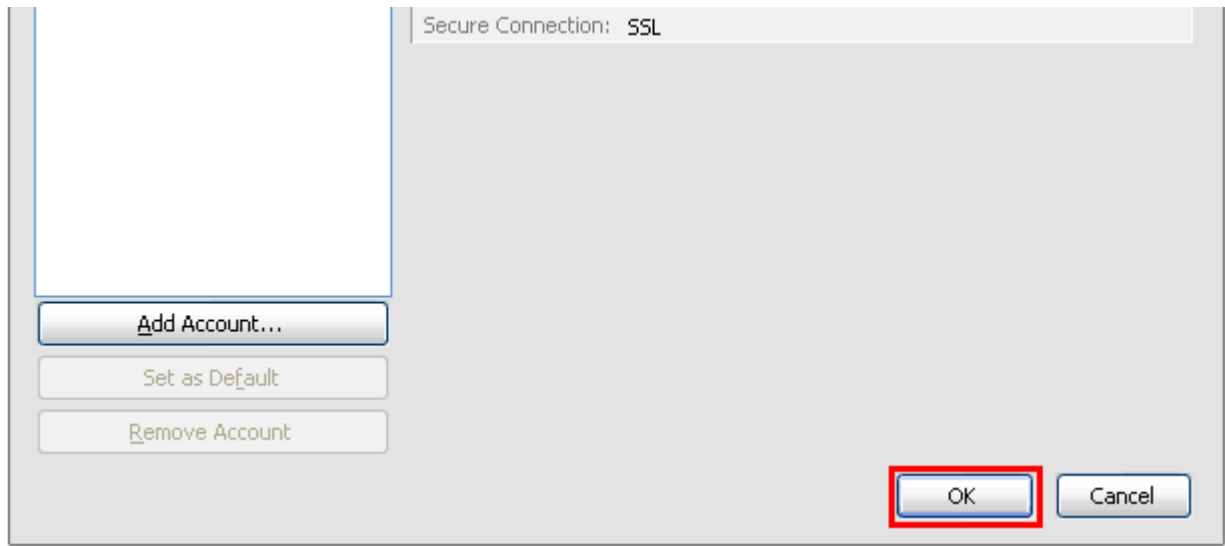
Use name and password

User Name:

Use secure connection:

No TLS, if available TLS SSL

18. Select **OK** again.



19. Congratulations, you have configured Mozilla Thunderbird 2 for your q.com e-mail.