

Thunderbird

The changes that need to be made in the email programs will be the following:

Incoming mail server: **newmail.one-eleven.net**

Outgoing mail server (SMTP): **newmail.one-eleven.net**

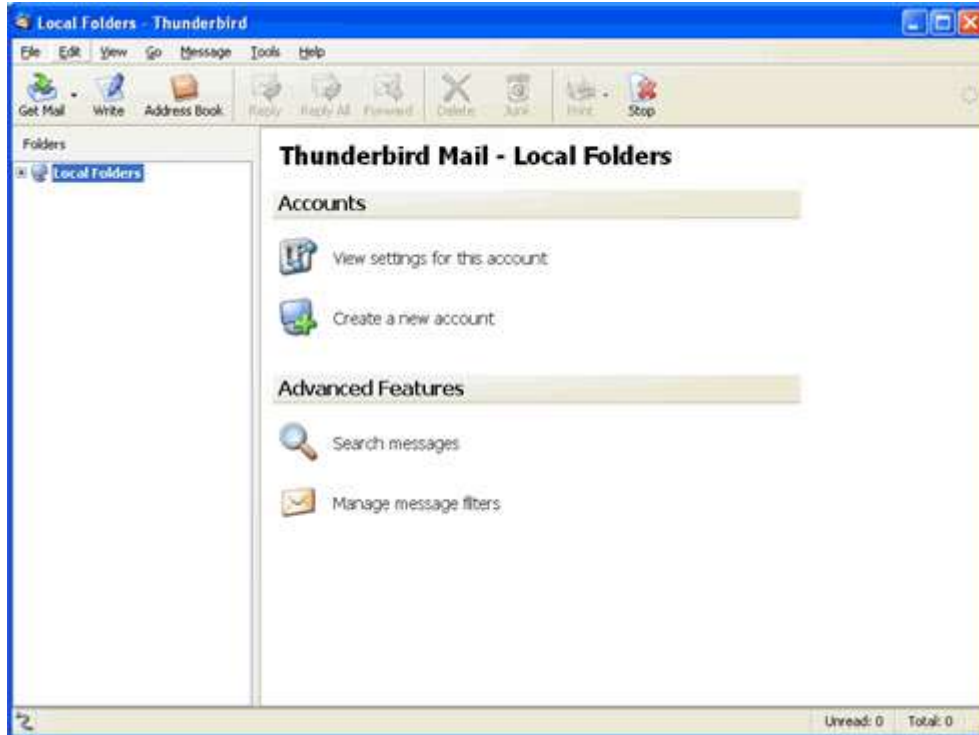
You will also need to put **your complete e-mail address** in the User Name field and **check that the outgoing server (SMTP) requires authentication**. Use the same settings as your incoming mail server

Thunderbird

1. Open Thunderbird.
If the Import Wizard window opens, select **Don't import anything** and click **Next** and go to step 3.

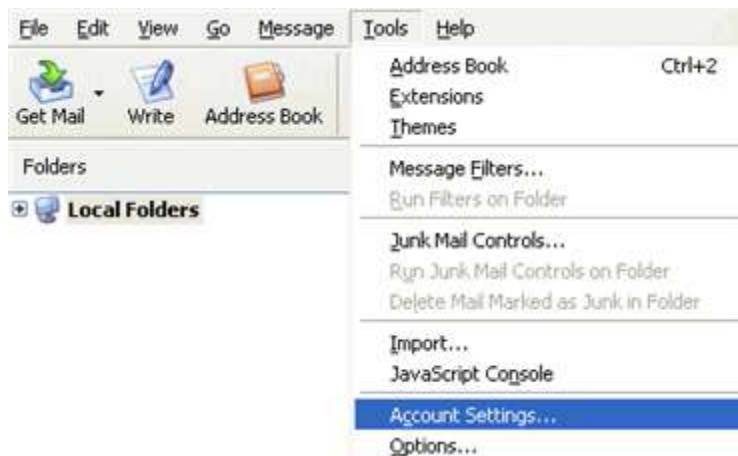


Note This guide does not cover the Import Settings and Mail Folder From function.
Optionally, when you open Thunderbird, the default splash screen appears.

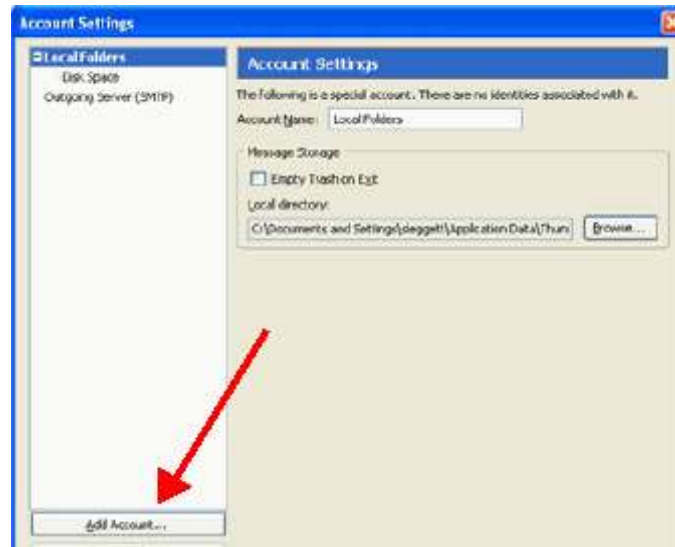


Click the **Create a new account** link.

If the Thunderbird Mail - Local Folder splash screen is not available to you, click the **Tools** menu and select the **Account Settings** option.



2. Click the **Add Account** button.



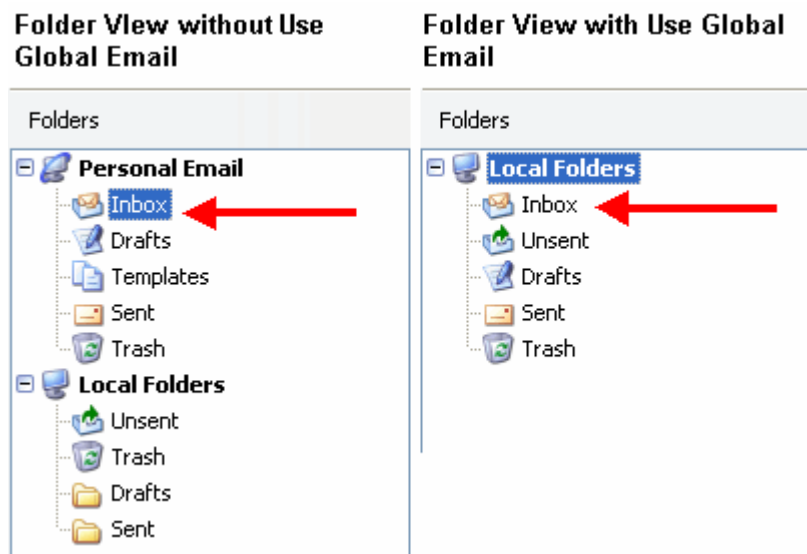
3. Select the **Email account** option and click **Next**.



4. Provide the following information:
 - a. Type your name in the **Your Name** field.
 - b. Type the email address given to you by your provider in the **Email Address** field.
 - c. Click **Next**.



5. Select **POP** or **IMAP** by clicking on the option you want.
 - a. Type the name of the incoming server given to you by your provider in the **Incoming Server** field. (newmail.one-eleven.net)
 - b. Select an option for **Use Global Inbox**.



- a. Type the name of the outgoing server given to you by your provider in the **Outgoing Server** field and click **Next**. (newmail.one-eleven.net)

The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. It contains the following elements:

- Section: **Server Information**
- Text: "Select the type of incoming server you are using."
- Radio buttons: POP and IMAP
- Text: "Enter the name of your incoming server (for example, 'mail.example.net')." Below it is a text box labeled "Incoming Server:".
- 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 it is a checked checkbox labeled "Use Global Inbox (store mail in Local Folders)".
- Text: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." Below it is a text box labeled "Outgoing Server:".

6. Type your user or account name given to you by your provider in the **Incoming User Name** and **Outgoing User Name** fields and click **Next**. (Remember, this is your full email address.)

The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. It contains the following elements:

- Section: **User Names**
- Text: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below it is a text box labeled "Incoming User Name:" containing the text "jsmith@orlander.com".
- Text: "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." Below it is a text box labeled "Outgoing User Name:" containing the text "jsmith@orlander.com".

7. Type in a name or identifying description in the **Account Name** field and click **Next**.

The screenshot shows the 'Account Wizard' dialog box with the 'Account Name' tab selected. It contains the following elements:

- Section: **Account Name**
- Text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below it is a text box labeled "Account Name:".

8. Click **Finish**.
You now need to ensure that SMTP authentication is turned on.

9. Click the **Tool** menu and select **Account Settings**.
10. Select **Outgoing Server (SMTP)** in the directory tree.
11. Select the SMTP server for the account you just created and click the **Edit** button beside it.
12. In the SMTP Server window, ensure the **Use name and password** checkbox is checked. If it is not, click it.
13. If you had to click the checkbox, enter your user name in the **User Name** field. (Remember, this is your full email address.)
14. Click **OK** and then click **Ok** again.

You should now be able to send and receive mail.

Note If an SMTP or outgoing server error is returned when you try to download your mail, contact your provider for assistance.

SMTP

Simple Mail Transfer Protocol (SMTP) is the method used to send your email. If you find you cannot send mail there are two things you can check:

- SMTP authentication
- SMTP ports

SMTP authentication

SMTP authentication simply means that your email client needs to pass your user name and password to the mail server in order to send mail. (Your username is your complete email address.)

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Mail (Mac OS.X)

Mail's SMTP authentication can be set during account creation. If you followed the steps in this guide you should have turned SMTP authentication on.

1. Click the **Mail** menu and select **Preferences**.
2. Click **Accounts** in the menu bar.
3. Ensure the **Account Information** tab is selected. If not, click on it.
4. Click the **Server Settings** button.
5. Click the **Authentication** dropdown and select "Password".
6. Type your user name in the **User Name** field. (Remember, this is your full email address.)
7. Type your password in the **Password** field.
8. Click **OK**.
9. Close the Accounts window.

MS Office Outlook 2007

1. Click the **Tools** menu and select **Account Settings**.
2. Double-click the account for which you want to edit the SMTP settings. The Change E-mail Account window opens.
3. Click **More Settings**.
4. Click the **Outgoing Server** tab.
5. Click the **My outgoing server (SMTP) requires authentication** checkbox.
6. Ensure the **Use same settings as my incoming server** option is selected. If not, click it to select it.
7. Click **OK**, then **Next**, then **Finish**, and finally **Close**.

MS OUTLOOK EXPRESS

1. Click the **Tools** menu and select **Accounts**.
2. Click the **Mail** tab and highlight the account for which you want to edit the SMTP settings.
3. Click the **Properties** button.
4. Click the **Servers** tab.
5. Go to the **Outgoing Mail Server** section at the bottom.
6. Click the **My server requires authentication** checkbox.
7. Click the **Settings** button.

8. Make sure the **Use same settings as my incoming mail server** option is selected. If it is not, select it.
9. Click **OK**.
10. Click **Apply**.
11. Click **OK**.
12. Click **Close**.

Thunderbird

1. Click the **Tool** menu and select **Account Settings**.
2. Select **Outgoing Server (SMTP)** in the directory tree.
3. Select the SMTP server you wish to change in window and click the **Edit** button beside it.
4. In the SMTP Server window, click the **Use name and password** checkbox.
5. Enter your user name in the **User Name** field. (Remember, this is your full email address.)
6. Click **OK** and then click **Ok** again.
7. Try sending your mail.