

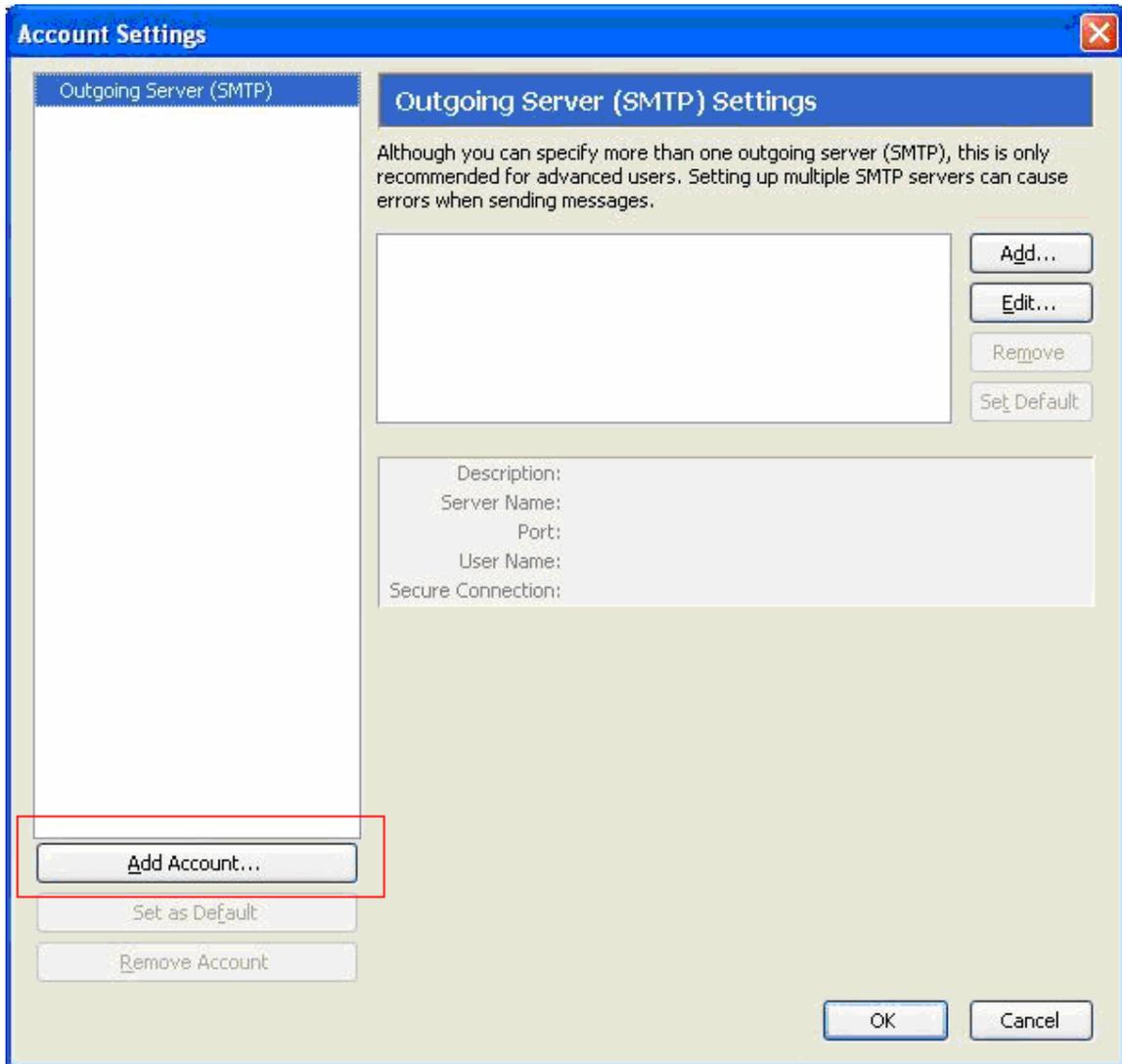


Email setup: Gmail for Mozilla Thunderbird

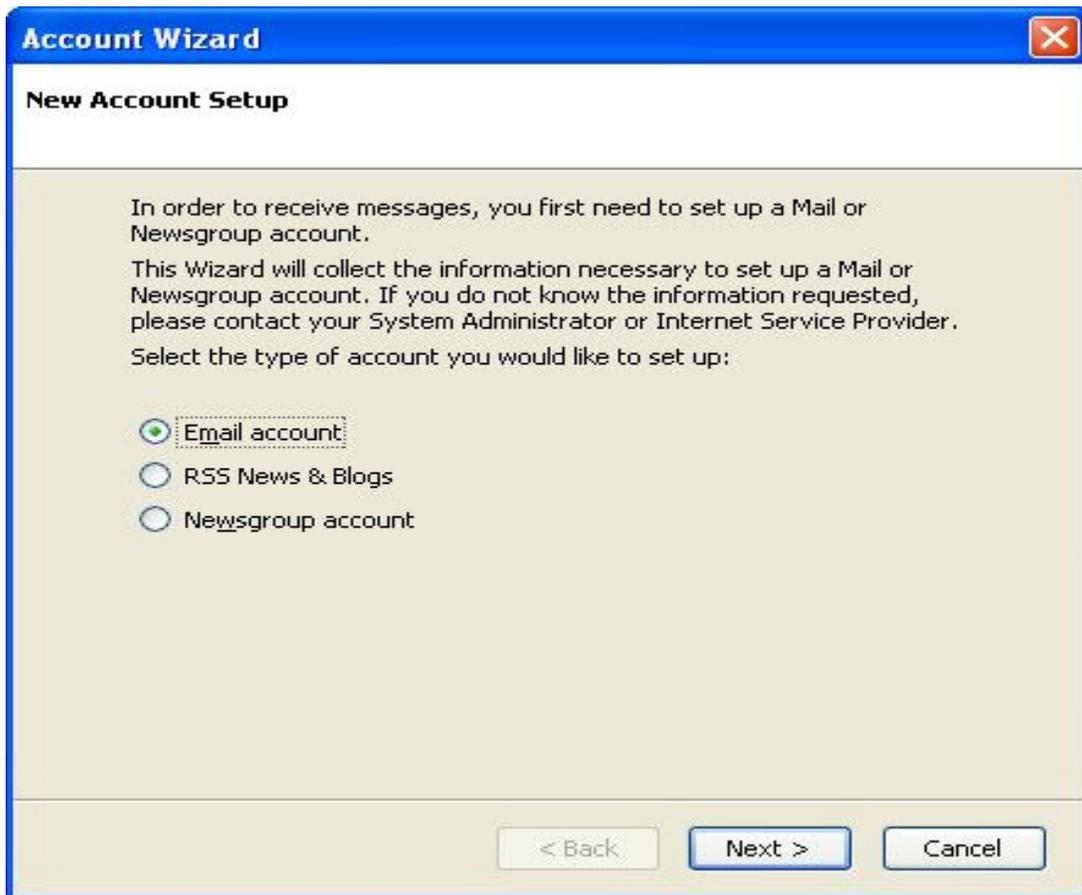
1. Open Thunderbird, click on Tools – Account Settings



2. Click on **Add Account**



3. Select Email account, then **Next**



4. Enter your **name** and **email address** as per the screen below, click **Next**

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

5. Enter settings as per the screen below, then click **Next**

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

< Back Next > Cancel

6. Enter your full Gmail email address into the **Incoming User Name** and **Outgoing User Name** fields.

Account Wizard

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back Next > Cancel

7. Enter your Gmail email address into the Account Name, then click on **Next**

Account Wizard

Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

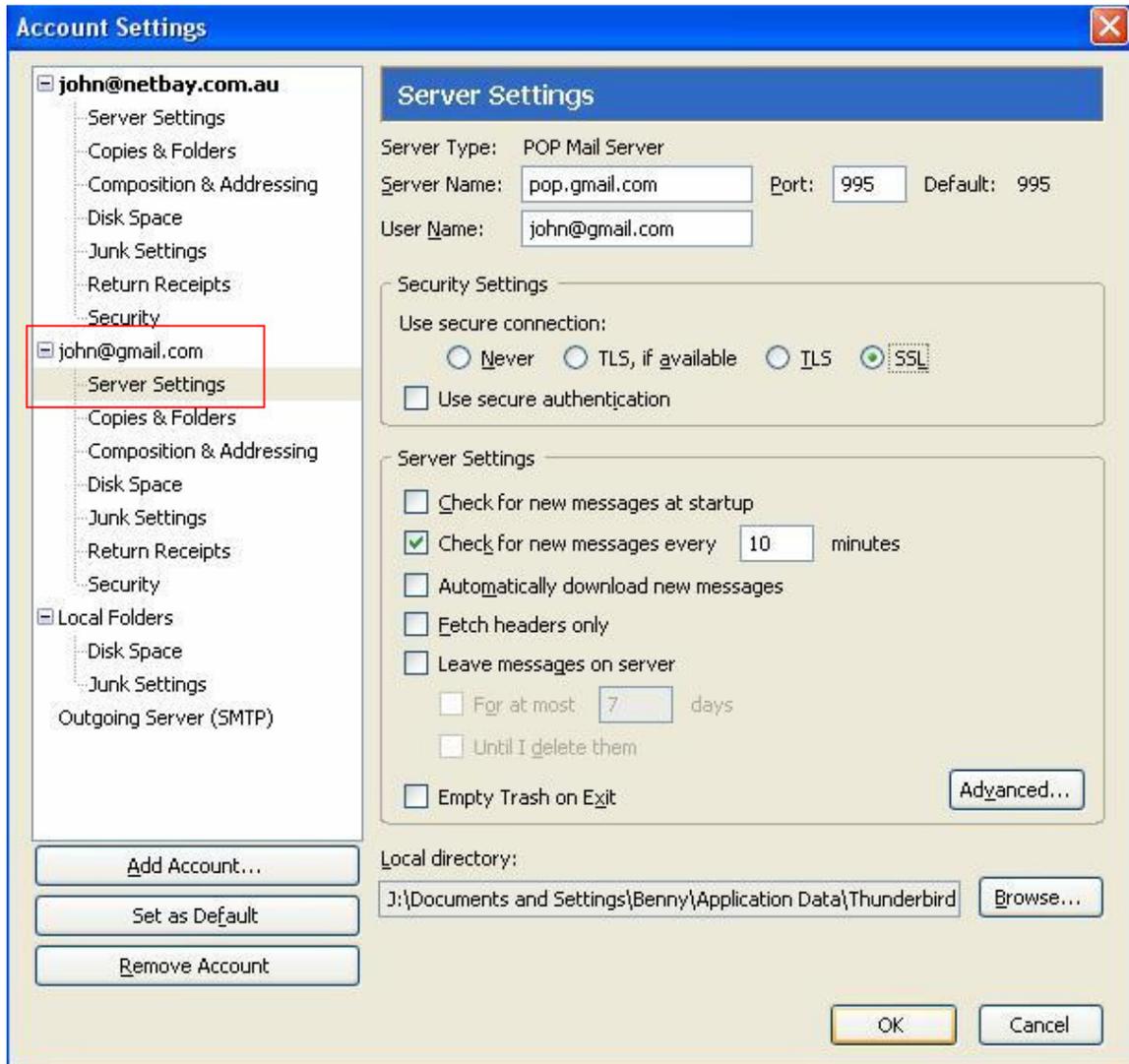
Account Name:

< Back Next > Cancel

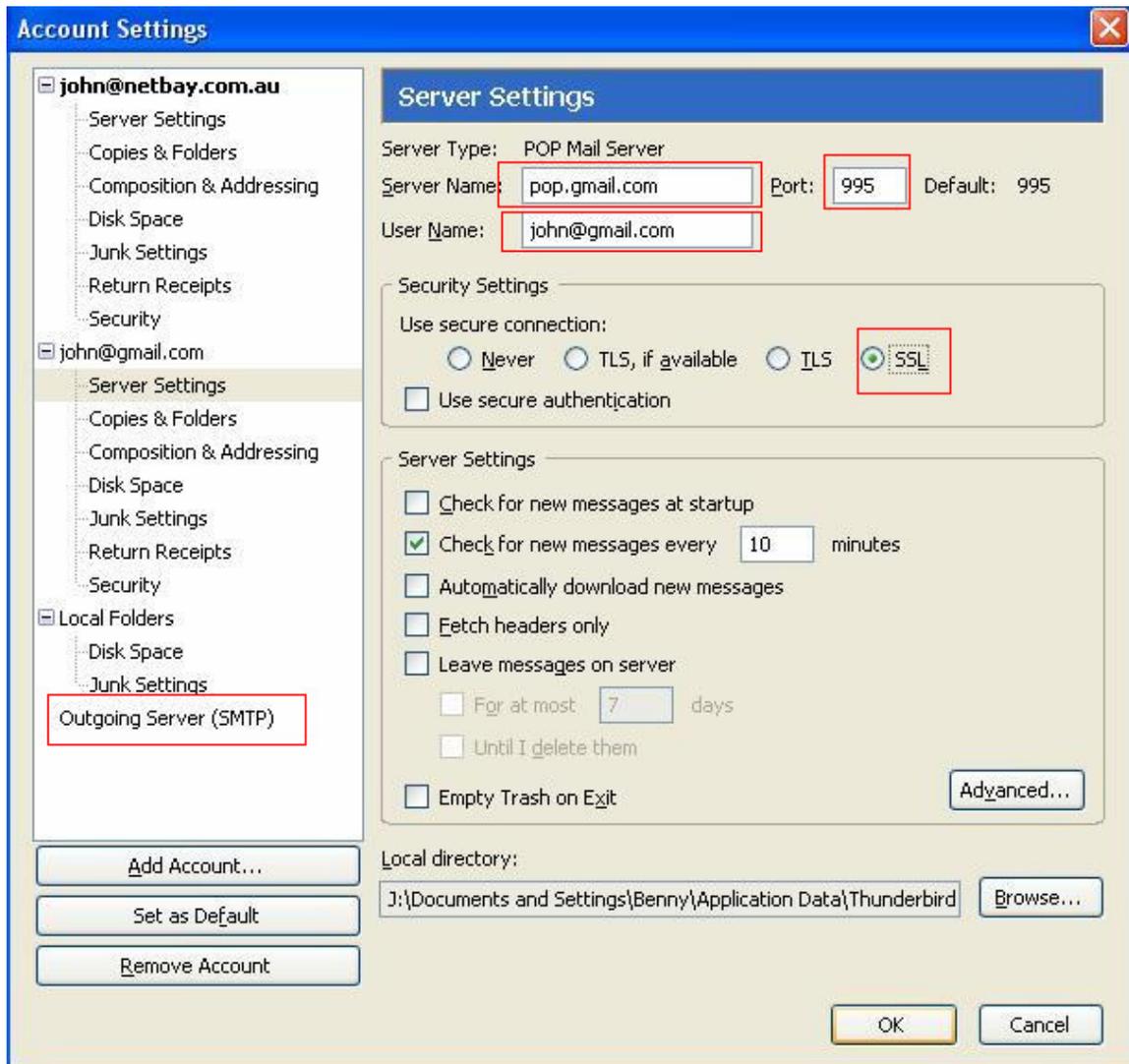
8. Make sure your settings look similar to the below screen, then click **Finish**



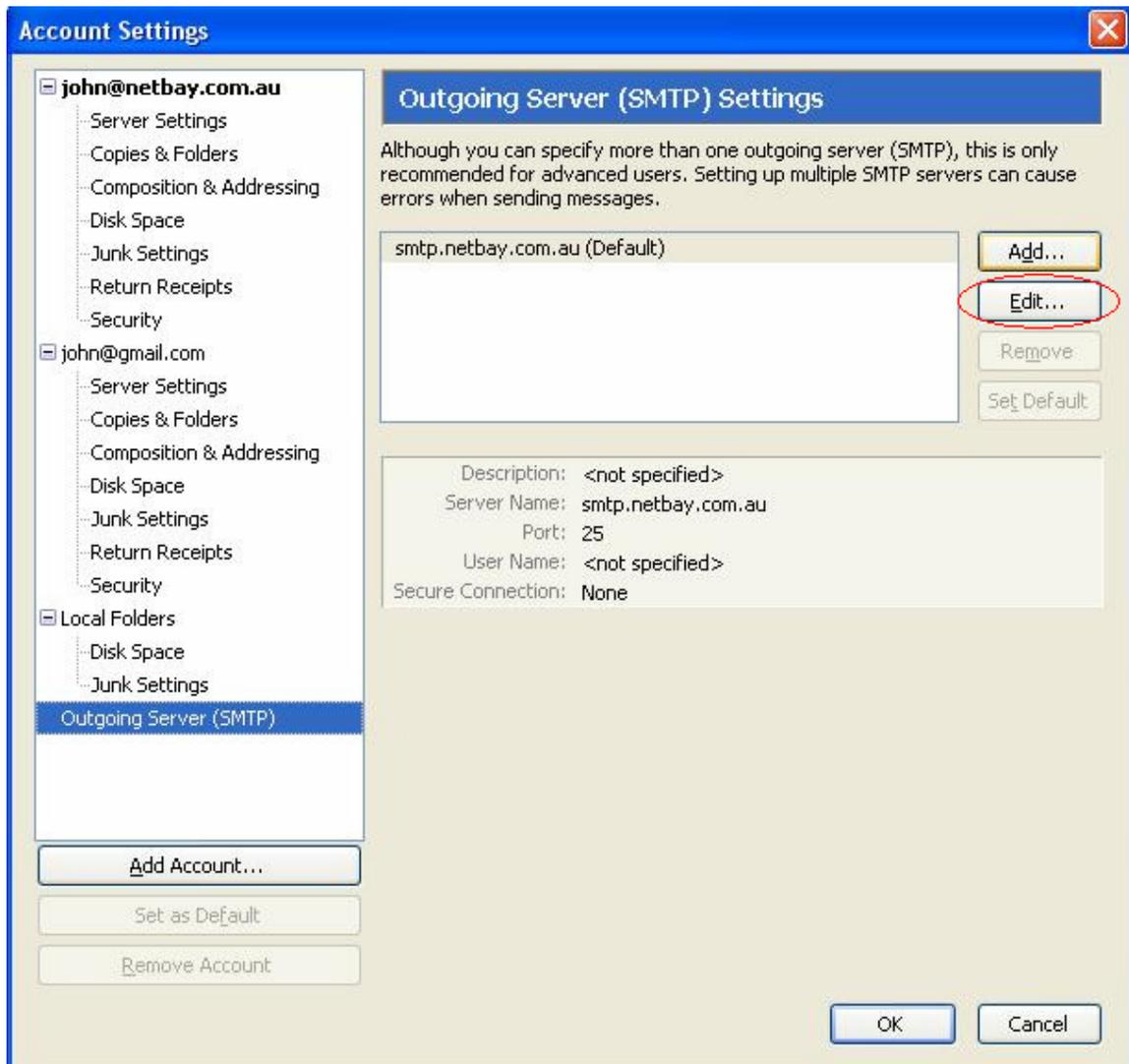
9. Click on Server Settings (as shown below), make sure the settings are as per the following screen capture.
 - a. Server Name is pop.gmail.com, Port is 995
 - b. User Name is your full Gmail email address e.g. john@gmail.com
 - c. Security settings: SSL is selected



10. Click on Outgoing Server (SMTP)



11. Click on Edit



12. Make sure your SMTP Server settings are as per the following screen capture.
 - a. Server Name is smtp.gmail.com, Port is 465
 - b. User Name is your full Gmail email address e.g. john@gmail.com
 - c. Tick Use name and password
 - d. Use secure connection: SSL is selected

Click on OK when done.



13. You have successfully set up your Gmail account on Thunderbird!