

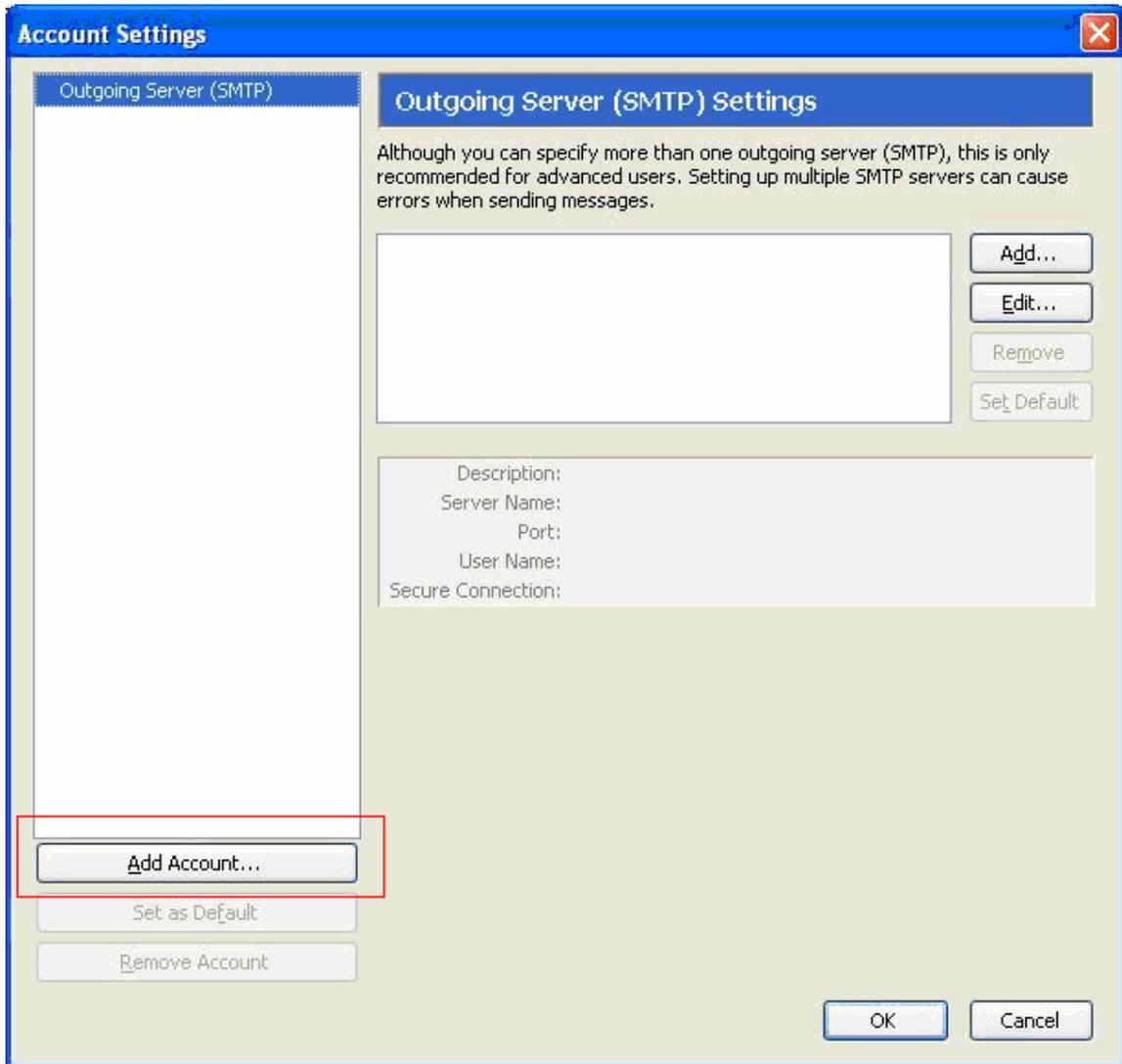


Email setup: Gmail for Mozilla Thunderbird

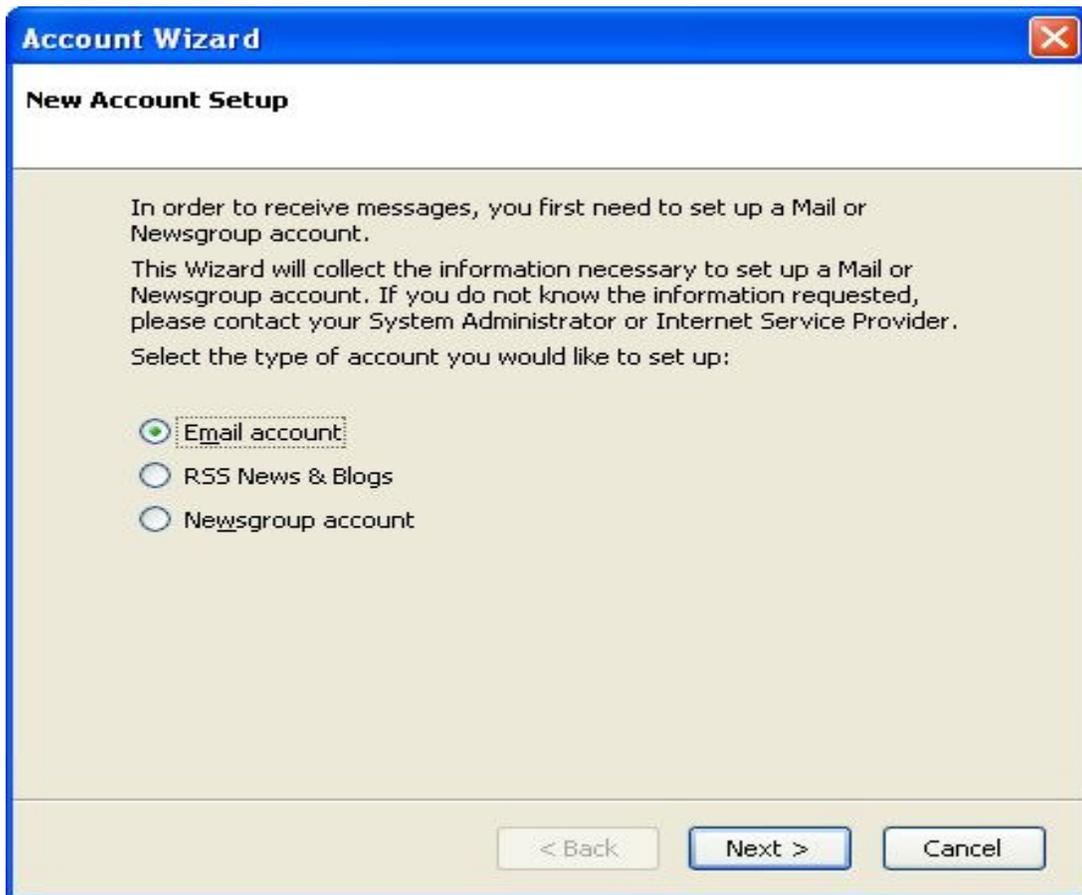
1. Open Thunderbird, click on Tools – Account Settings



2. Click on **Add Account**



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

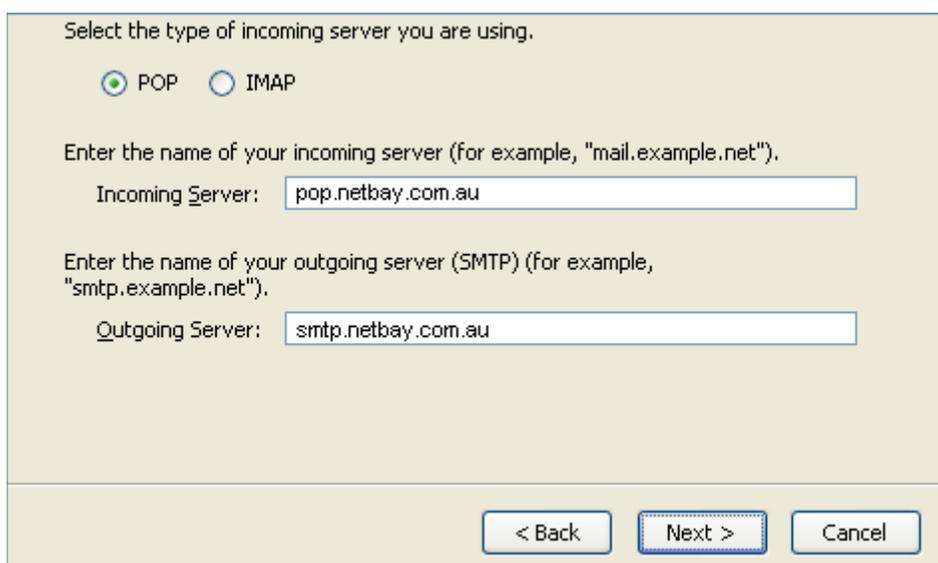


4. Enter your **name** and **email address** as per the screen below, click **Next**



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into a header section and a main content area. The header section is titled "Identity". The main content area contains the following text: "Each account has an identity, which is the information that identifies you to others when they receive your messages." Below this, it says: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." There is a label "Your Name:" followed by a text input field containing "Your Name". Below that, it says: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." There is a label "Email Address:" followed by a text input field containing "john@netbay.com.au". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into a header section and a main content area. The header section is titled "Server Settings". The main content area contains the following text: "Select the type of incoming server you are using." Below this, there are two radio buttons: "POP" (which is selected) and "IMAP". Below that, it says: "Enter the name of your incoming server (for example, 'mail.example.net')." There is a label "Incoming Server:" followed by a text input field containing "pop.netbay.com.au". Below that, it says: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." There is a label "Outgoing Server:" followed by a text input field containing "smtp.netbay.com.au". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. Enter your full Netbay 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**

Please verify that the information below is correct.

Account Name:	My Mail Account
Email Address:	john@netbay.com.au
Incoming User Name:	john@netbay.com.au
Incoming Server Name:	pop.netbay.com.au
Incoming Server Type:	POP3
Outgoing User Name:	john@netbay.com.au
Outgoing Server Name (SMTP):	smtp.netbay.com.au

Download messages now

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Click Finish to save these settings and exit the Account Wizard.

< Back Finish Cancel

9. You have successfully set up your Netbay account on Thunderbird!