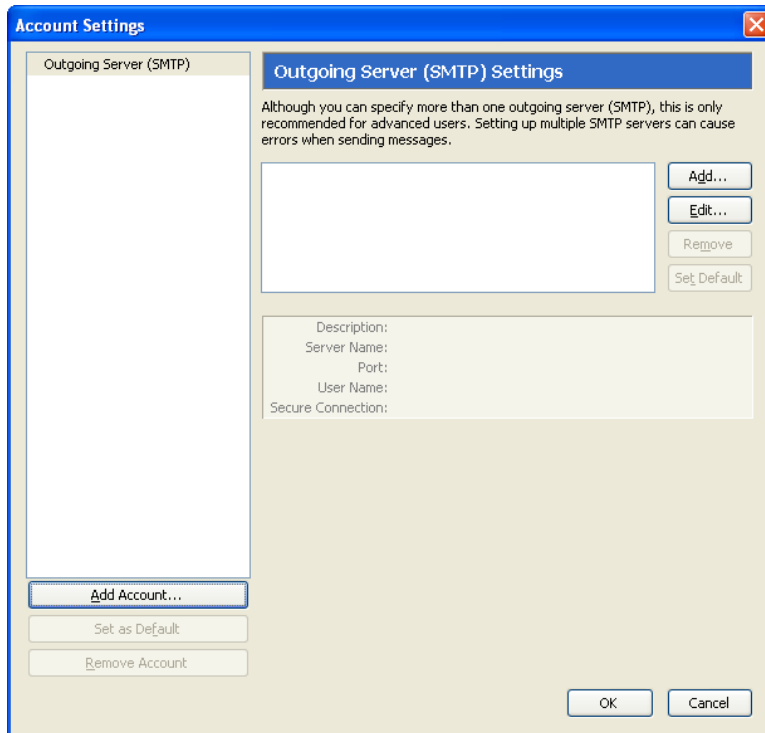


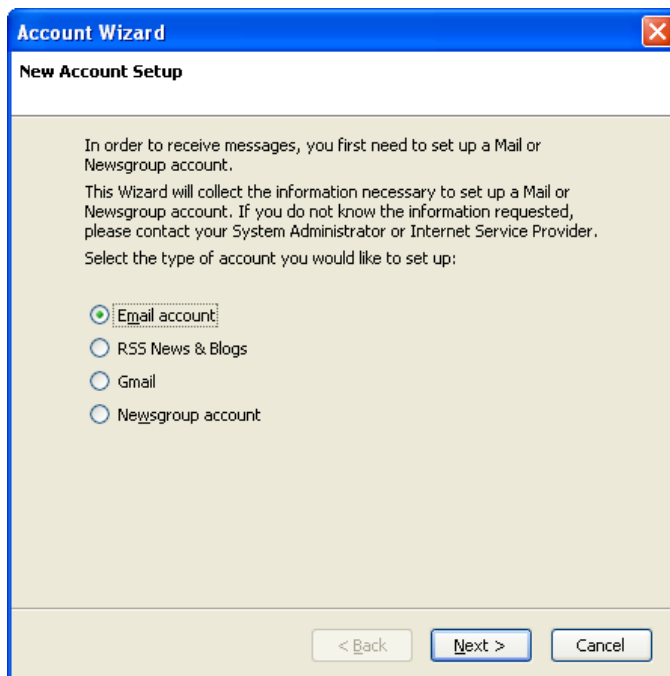
Mozilla Thunderbird

Before you can set up your email account, you will need your **login** and **password**.

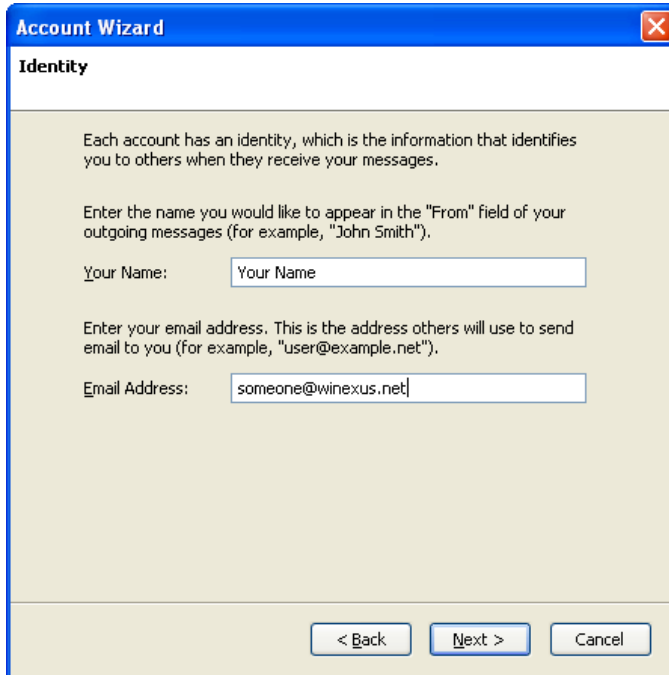
- 1.) When you load Mozilla Thunderbird, go to **Tools** → **Account Settings....**
- 2.) Select **Add Account...**



- 3.) Select **Email account** and select **Next**.

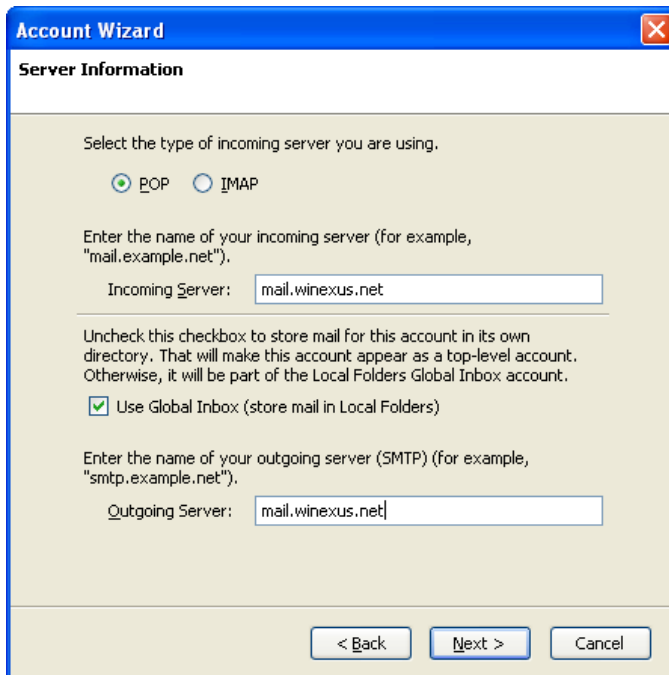


- 4.) Fill out the following fields and then select **Next**.
- Your Name: **Your full name**
 - Email Address: **Your full email address (including @winexus.net)**



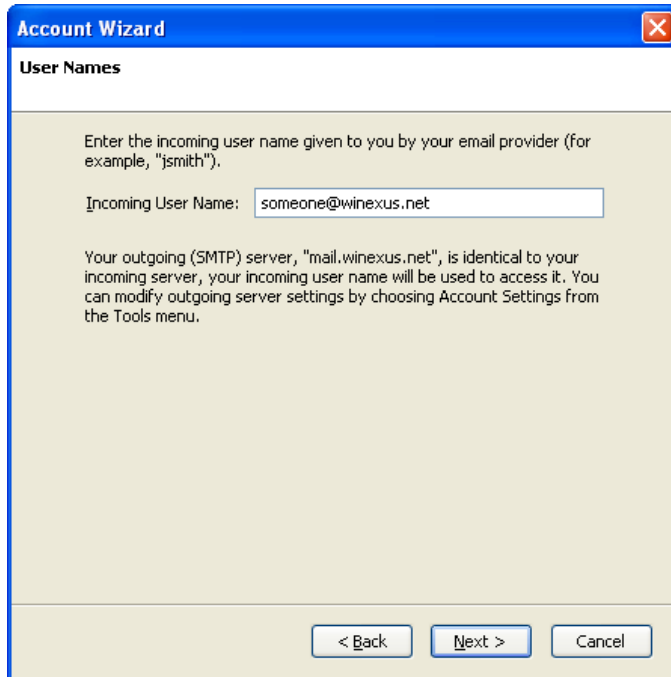
The screenshot shows the 'Account Wizard' window with the 'Identity' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main content area is titled 'Identity' and contains the following text: 'Each account has an identity, which is the information 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 text input field labeled 'Your Name:' with the placeholder text '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 text input field labeled 'Email Address:' with the placeholder text 'someone@winexus.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 5.) This is a **POP** email account. The incoming and outgoing mail servers are:
mail.winexus.net
Select **Next**.

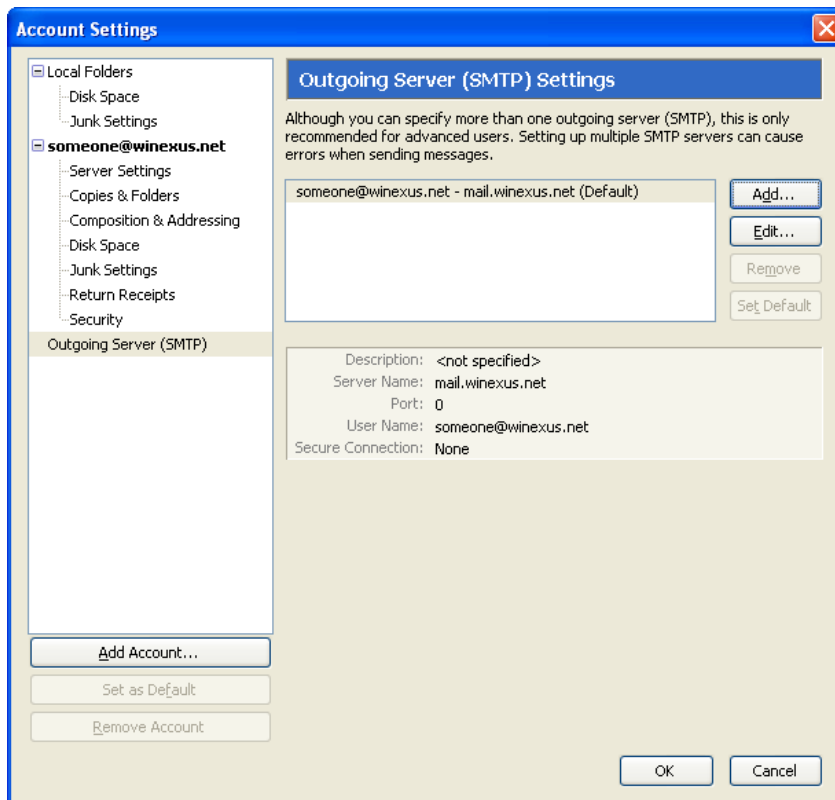


The screenshot shows the 'Account Wizard' window with the 'Server Information' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The main content area is titled 'Server Information' and contains the following text: 'Select the type of incoming server 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 text input field labeled 'Incoming Server:' with the placeholder text 'mail.winexus.net'. Below that, it says: '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.' There is a checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' with the placeholder text 'mail.winexus.net'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- 6.) The incoming user name is **your full email address (including @winexus.net)**
Select **Next**.

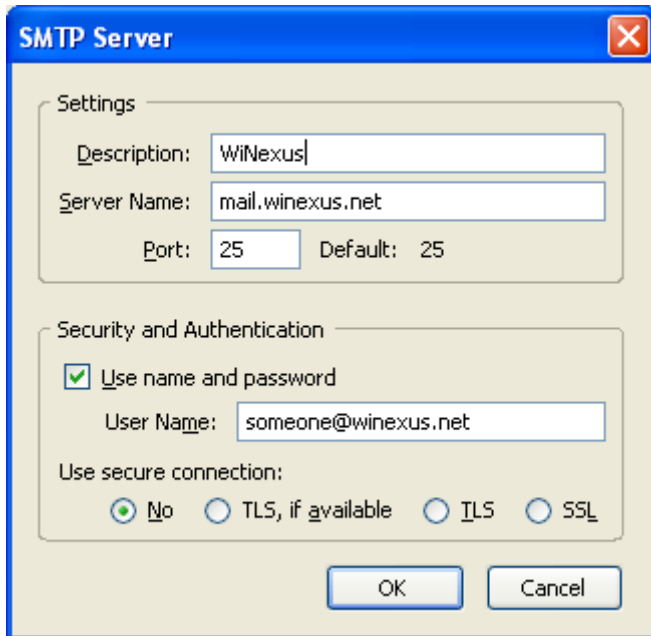


- 7.) Select **Next** and **Finish**.
8.) Select **Outgoing Server (SMTP)** on the left column and select **Add**.



9.) Fill in the following information and select **OK**.

- a. Description: **WiNexus**
- b. Server Name: **mail.winexus.net**
- c. Port: **25**
- d. User Name: **Your full email address (including @winexus.net)**
- e. Use secure connection: **No**



The image shows a screenshot of a Windows dialog box titled "SMTP Server". The dialog is divided into two sections: "Settings" and "Security and Authentication".

Settings:

- Description: WiNexus
- Server Name: mail.winexus.net
- Port: 25 (Default: 25)

Security and Authentication:

- Use name and password
- User Name: someone@winexus.net
- Use secure connection:
 - No
 - TLS, if available
 - TLS
 - SSL

At the bottom of the dialog are "OK" and "Cancel" buttons.

10.) Your email account is now set up and you should be able to send / receive without any errors.