

Email setup: Gmail for Mozilla Thunderbird

1. Open Thunderbird, click on Tools - Account Settings



2. Click on Add Account

Account Settings	
Outgoing Server (SMTP)	Outgoing Server (SMTP) Settings
	Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.
	Add Edit Remove Set_Default
	Description: Server Name: Port: User Name: Secure Connection:
Add Account	
Set as Default	
Dec as Dejault	
Lenove Account	OK Cancel

3. Select Email account, then Next

Account Wizard
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
O RSS News & Blogs
O Newsgroup account
< Back Next > Cancel

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

Account Wizard		×
Identity		
Each account has you to others whe Enter the name yo outgoing message:	an identity, which is the information that identifies n they receive your messages. u would like to appear in the "From" field of your s (for example, "John Smith").	
<u>Y</u> our Name:	iohn	
Enter your email a email to you (for e	ddress. This is the address others will use to send xample, "user@example.net").	
Email Address:	john@gmail.com	
	< Back Next > Cance	el

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: pop.gmail.com
Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").
Outgoing Server: smtp.gmail.com
< 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 use example, "jsmith").	r name given to you by your email provider (for	
Incoming User Name:	john@gmail.com	
Enter the outgoing use is typically the same as	r name given to you by your email provider (this your incoming user name).	
Outgoing User Name:	john@gmail.com	
	< Back Next > Cance	

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

Account Wizard		×
Account Name		
Enter the name by example, "Work A	v which you would like to refer to this account (for ccount", "Home Account" or "News Account").	
Account Name:	john@gmail.com	

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

Account Wizard	
Congratulations!	
Please verify that the informatio	n below is correct.
Account Name:	john@gmail.com
Email Address:	john@gmail.com
Incoming User Name:	john@gmail.com
Incoming Server Name:	pop.gmail.com
Incoming Server Type:	POP3
Outgoing User Name:	john@gmail.com
Outgoing Server Name (SMTP):	smtp.netbay.com.au
Click Finish to save these setting	is and exit the Account Wizard.
(< Back Finish Cancel

- 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

Account Settings	
john@netbay.com.au	Server Settings
Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security Cocal Folders Disk Space Junk Settings Outgoing Server (SMTP)	Server Type: POP Mail Server Server Name: pop.gmail.com Port: 995 User Name: john@gmail.com Security Settings Use secure connection: Never TLS, if available Use secure authentication Server Settings Check for new messages at startup Check for new messages every 10 minutes Automatically download new messages Eetch headers only Leave messages on server For at most 7 days Until I gelete them Empty Trash on Exit
Add Account	Local directory: J:\Documents and Settings\Benny\Application Data\Thunderbird
Remove Account	OK Cancel

10. Click on Outgoing Server (SMTP)

Account Settings	
 ■ john@netbay.com.au Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security john@gmail.com Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security John@gmail.com 	Server Settings Server Name: pop.gmail.com Port: 995 User Name: john@gmail.com Security Settings Use secure connection: Never TLS, if available TLS Use secure authentication Server Settings Check for new messages at startup Check for new messages every 10 Check for new messages every 10 minutes Automatically download new messages Eetch headers only Leave messages on server For at most 7 days Until I gelete them Mdyanced
Add Account	Local directory:
Set as Default Remove Account] []:\Documents and Settings\Benny\Application Data\Thunderbird Browse
	OK Cancel

11. Click on Edit

Account Settings	
 john@netbay.com.au Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security john@gmail.com Server Settings Copies & Folders Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Server Settings Copies & Folders Composition & Addressing Disk Space Junk Settings Return Receipts Security Local Folders Disk Space Junk Settings Outs Space Junk Settings 	Outgoing Server (SMTP) Settings Albough you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages. smtp.netbay.com.au (Default) Add Edit Remove Set Default Description: <not specified=""> Server Name: smtp.netbay.com.au Port: 25 User Name: <not specified=""> Secure Connection: None</not></not>
Add Account Set as Default Remove Account	OK Cancel

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.

B		
Description:		
Server Name:	smtp.gmail.com	
Port:	465 Default:	465
Security and Au	uthentication	
Security and Au	uthentication and password :: john@gmail.com	
Security and Au Use name User Name Use secure con	uthentication and password :: john@gmail.com nection:	

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