# Thunderbird – IMAP Setup

 In Thunderbird, open the File menu. On a Windows computer you may need to press the Alt key on your keyboard to reveal the File menu in the top left corner of Thunderbird.



2. From the File menu, select New, then Existing Mail Account...



- 3. In the **Your name** box, enter your name as you would like it to appear to your recipients. Typically this will be your first & last name or the name of your company.
- 4. In the **Email address** box, enter your entire email address (e.g., info@example.com).
- In the **Password** box, enter the password for your email account. Leave the **Remember password** box ticked.

6. Click the **Continue** button.

Set Up an Existin	g Email Account		×
Your <u>n</u> ame:	Jane Doe	Your name, as shown to others	
Emai <u>l</u> address:	info@example.com	Your existing email address	
Password:	•••••	]	
	Remember password		
<u>Manual config</u>		Continue Cancel	

- 7. Wait while Thunderbird automatically detects the account settings. Note: If this fails, please double-check your login details by attempting to log in to https://webmail.pureweb.co.nz. If your login details are correct refer to the Advanced Settings tip at the bottom of these instructions.
- 8. Click the **Done** button.
- 9. Your email will start to synchronise. This process can take a long time if your mailbox contains a lot of email. During synchronisation the list of emails and folders will be incomplete.

See the tips on the following pages for showing your most recent email first, reducing storage requirements, mapping your folders and advanced settings.

### Tip One: Showing your most recent emails first

To ensure that your most recent emails are displayed first, click on the **Sent** column header. Clicking again will reverse the order.

Sent 🔻 🕼	Size
Today 10:40 am	0.4 K

#### **Tip Two: Reduce storage requirements**

If you have a large mailbox you can improve performance and reduce your storage requirements by limiting how much email is stored locally.

1. Select your email address in the Thunderbird left menu.



2. Click the **Offline settings** link



- 3. In the **Disc Space** section select **Synchronise the most recent** option and choose your preferred period.
- 4. Click **OK**. It may take some time for Thunderbird to process this change.

## Tip Three: Are your emails being saved in the wrong folder?

Email clients have varying defaults for storing sent email, drafts and junk mail. For example **Spam** vs **Junk Mail**, **Sent** vs **Sent Items**. This can be confusing when you use different email clients to access a single mailbox, including webmail. You can adjust which folders Thunderbird uses by following these steps –

1. Click on your email address in the left menu of Thunderbird.



- 2. Click View settings for this account link under the Accounts section.
- 3. Select the **Copies & Folders** link under your email address in the left menu of the popup.
- 4. Select your preferred folders and click **OK**.

info@example.com	Copies & Folders		
Server Settings			
Copies & Folders	When sending messages, aut	omatically:	
Composition & Addressing	Place a copy in:		
Junk Settings	● " <u>S</u> ent" Folder on: 🔤 i	nfo@example.com	,
Synchronisation & Storage	O Other:	Sent on info@example.com	
Return Receipts	Place replies in the fold	er of the message being replied to	
Security	C these email addresses:	Separate addresses with commas	
Local Folders	Bcc these email addresses:	Separate addresses with commas	
Junk Settings		1	
Disc Space	Manual Andrew		
A Outgoing Server (SMTP)	) Message Archives		A 11
	✓ Keep message archives in:		Archive options
	Archives" Folder on:	ad info@example.com	,
	○ Ot <u>h</u> er:	Choose Folder	
	Drafts and Templates		
	Keep draft messages in:		
	" <u>D</u> rafts" Folder on:	info@example.com	,
	"Drafts" Folder on:     Other:	J <b>info@example.com</b> j Drafts on info@example.com	•
	"Drafts" Folder on:     Other:     Keep message templates in:	l info@example.com Drafts on info@example.com	
	"Drafts" Folder on:     Other:     Keep message templates in:         "Templates" Folder on:	info@example.com ) Drafts on info@example.com @info@example.com	, , ,
	" <u>D</u> rafts" Folder on:     Other:     E Keep message templates in:         © "Templates" Folder on:         Oth <u>e</u> r:	info@example.com ) Drafts on info@example.com adjinfo@example.com 	• • • •
	"Drafts" Folder on:     Other:     Cep message templates in:     ""Templates" Folder on:     Other:     Show confirmation dialogu	dinfo@example.com , Drafts on info@example.com	• • •
	"Drafts" Folder on:     Other:     Other:     Keep message templates in:         ""Templates" Folder on:         Other:         Show confirmation dialogu	info@example.com , Drafts on info@example.com	• • •
Account Actions	"Drafts" Folder on:     Other:     Other:     Keep message templates in:         "Templates" Folder on:         Other:         Show confirmation dialogu	dinfo@example.com , Drafts on info@example.com	
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<u>A</u> ccount Actions ✓	Other:     Other:     Other:     Completes in:     Other:     Templates' Folder on:     Other:     Show confirmation dialogu	dinfo@example.com , Drafts on info@example.com	OK Cancel

## **Tip Four: Advanced Settings**

If Thunderbird has difficulty automatically detecting your mail settings you can click the **Manual config** button to manually adjust the settings. They should match the settings below, with your email address entered into the **Username** fields.

		Server hostname	Port		SSL	Authentication
Incoming:	IMAP ~	secure.emailsrvr.com	993	$\sim$	SSL/TLS ~	Normal password
Outgoing:	SMTP	secure.emailsrvr.com	465	$\sim$	SSL/TLS ~	Normal password
Username:	Incoming:	info@example.com			Outgoing:	info@example.com

If the problem persists, contact us at support@pureweb.co.nz for further assistance.