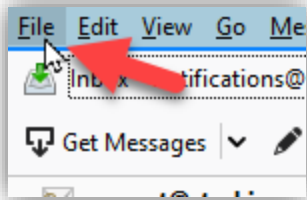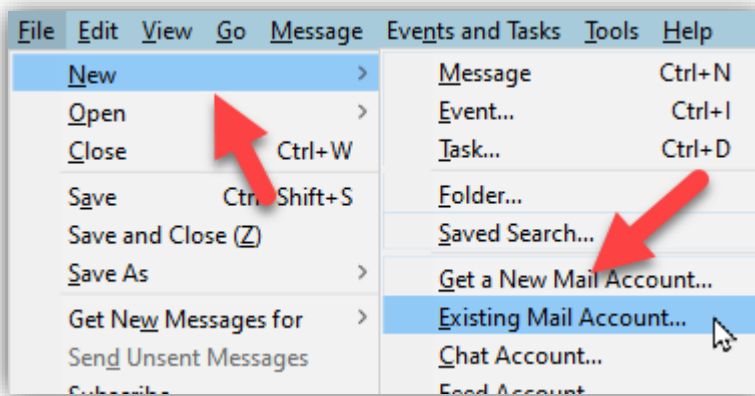# Thunderbird – IMAP Setup

1. 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.
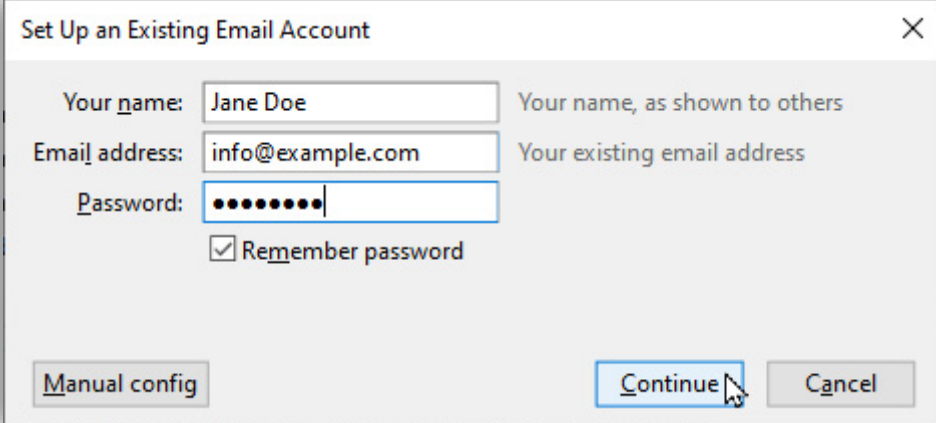


2. From the **File** menu, select **New**, then **Existing Mail Account**…



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).

5. In the **Password** box, enter the password for your email account. Leave the **Remember password** box ticked.

6.  Click the **Continue** button.



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.
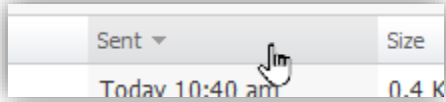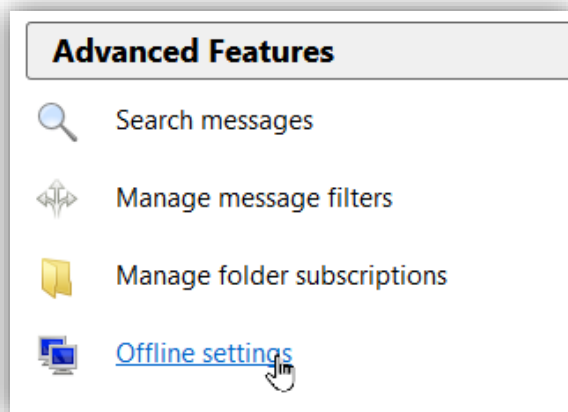


**Tip Two: Reduce storage requirements**

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.
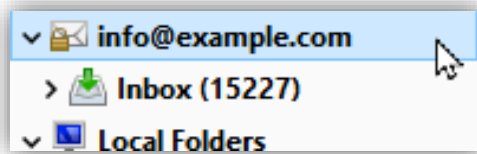


2. Click the **Offline settings** link



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.
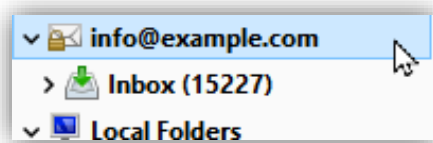


2.  Click **View settings for this account** link under the **Accounts** section.
3.  Select the **Copies & Folders** link under your email address in the left menu of the popup.
4.  Select your preferred folders and click **OK**.
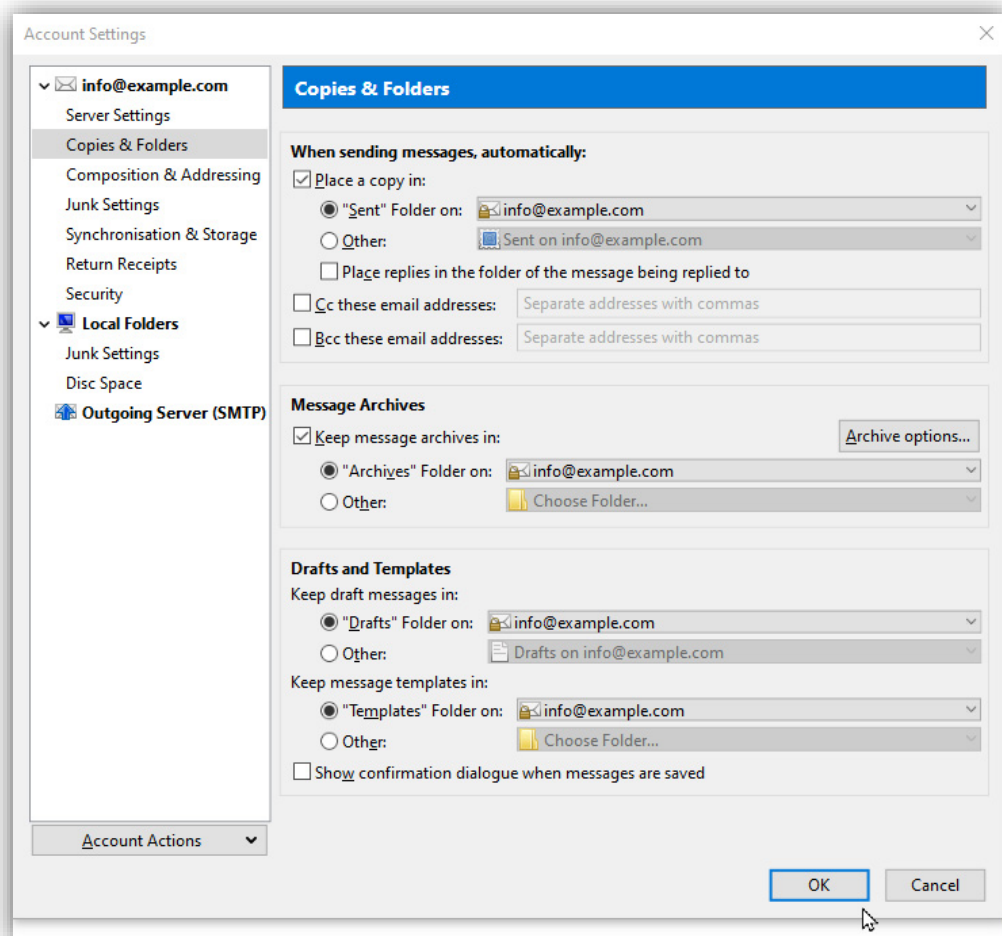
**Tip Four: Advanced Settings**

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.



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