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>M</u> anual config		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, automatically:	
Composition & Addressing	Place a copy in:	
Junk Settings	● "Sent" Folder on: 🔤 info@example.com	,
Synchronisation & Storage	O Other:	
Return Receipts	Place replies in the folder of the message being replied to	
Security	Cc these email addresses: Separate addresses with commas	
Local Folders	Bcc these email addresses: Separate addresses with commas	
Junk Settings		
Disc Space		
Outgoing Server (SMTP)		
		hive options
	"Archives" Folder on: [] info@example.com	,
	O Other: Choose Folder	
	Drafts and Templates	
	Keep draft messages in:	
		s
	Keep draft messages in:	
	Keep draft messages in: • "Drafts" Folder on: • Other: • Drafts on info@example.com Keep message templates in:	
	Keep draft messages in: • "Drafts" Folder on:	, , ,
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Account Actions 🗸	Keep draft messages in: • "Drafts" Folder on: Other: • Drafts on info@example.com Keep message templates in: • "Templates" Folder on: • "Implates" Folder on: • Other: • Choose Folder	, , , ,
<u>A</u> ccount Actions ►	Keep draft messages in: • "Drafts" Folder on: Other: • Drafts on info@example.com Keep message templates in: • "Templates" Folder on: • "Implates" Folder on: • Other: • Choose Folder	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	\sim	Normal password	
Outgoing:	SMTP	secure.emailsrvr.com	\sim	465	\sim	SSL/TLS	\sim	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.