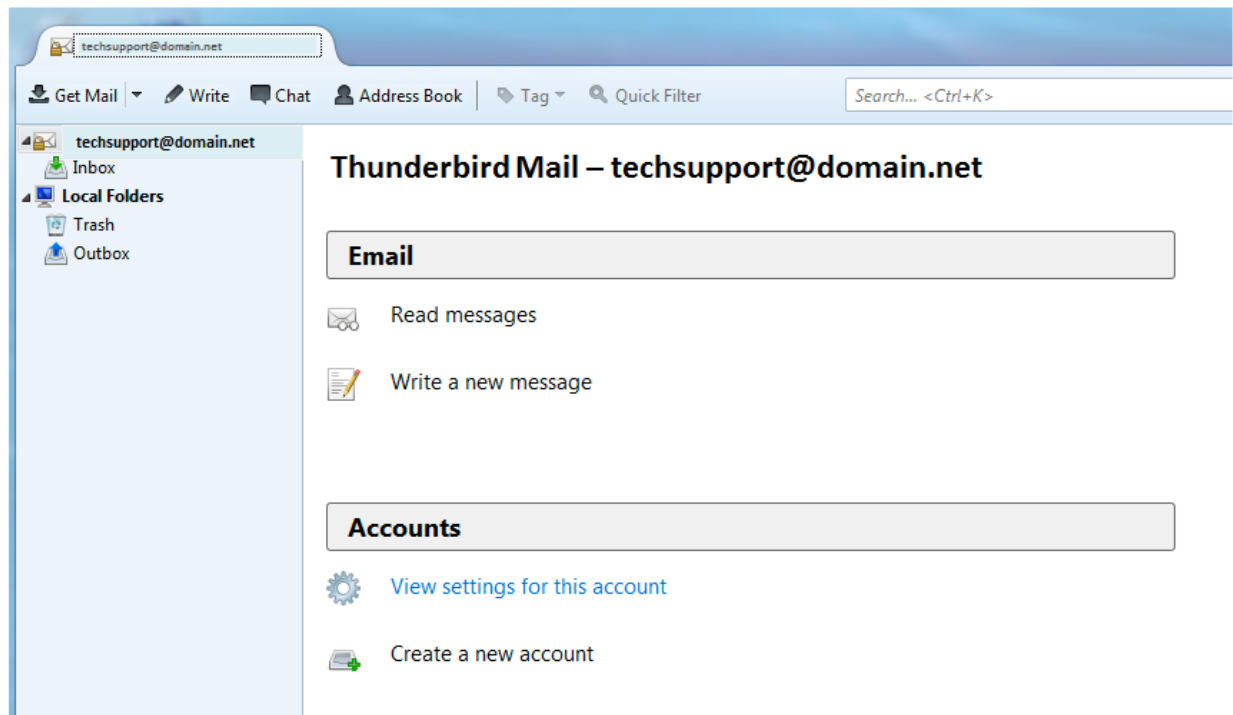


Updating your email account in Thunderbird

These easy steps will help you change your email settings for the New HTC Email.

Step 1. Open the **Account Settings** screen:

- Open Thunderbird
- Click to select your @sccoast.net email address in the left column, then click **View settings for this account**
- Click **Server Settings**



Step 2. Update your Incoming server:

WARNING: use IMAP if you check email with a smartphone AND a computer. After settings changes there may be a delay while your emails synch. To access emails before synch completion, log in [here](#)

Edit the **Server Name** to: **pop.sccoast.net** or **imap.sccoast.net**

Step 3. Locate your Outgoing server settings:

- Select **Outgoing Server (SMTP)** from the left column
- Click your email address so that highlights, then click **Edit**

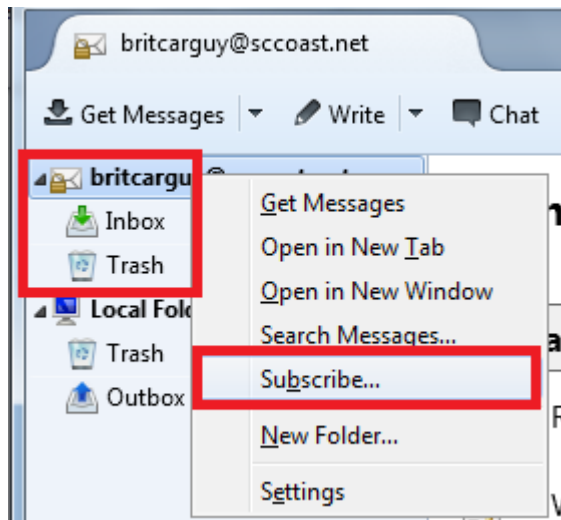
Step 4. Update SMTP Server settings:

- Enter the **Server Name** as: **smtp.sccoast.net**
- Click **OK**
- Ensure your @sccoast.net email is selected in the left column

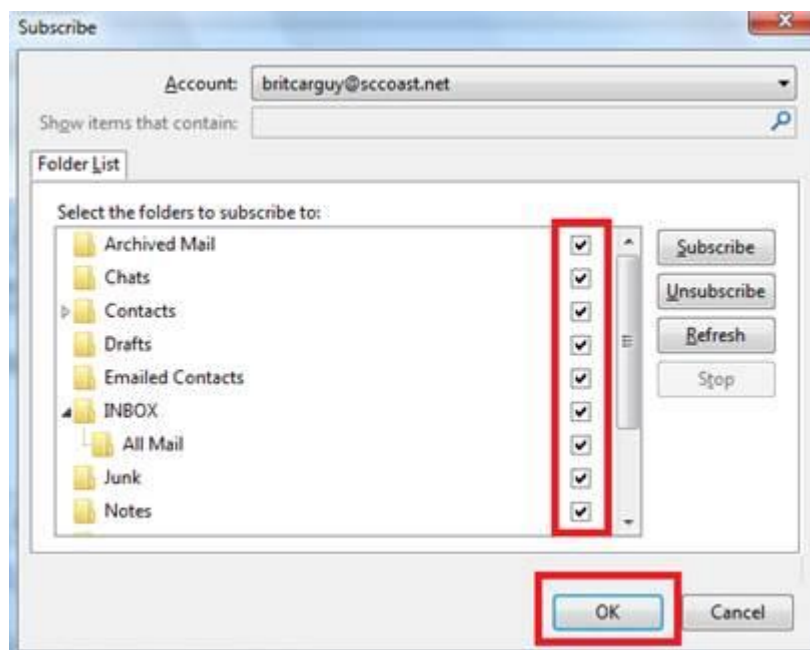
Step 5. Ensure the new SMTP server is selected:

- Click the **Outgoing Server (SMTP)** drop-down and select the server labeled with **smtp.sccoast.net**
- Click **OK**

Step 6 Check to see if you can see all folders. If not, right click on your Email Address and choose the “*Subscribe*” option:



Then simply check the folders you want to see and they will synch when you click “*OK*”.



Your email is now set up. Congratulations!