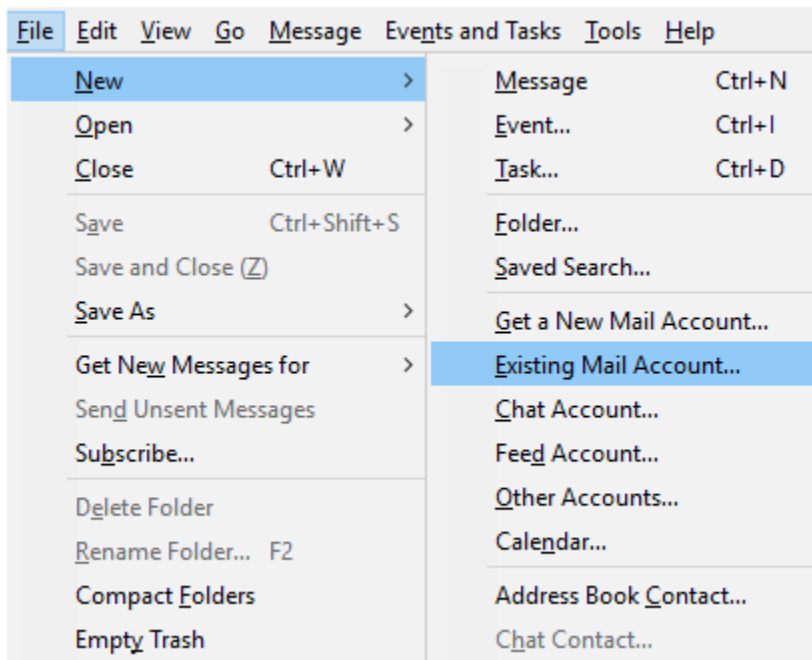


Thunderbird Configuration

1. Open Thunderbird



2. From the **File** menu, select **New** and then **Existing Account**. You may need to click the hamburger icon  to the right of the search bar to find the **File** menu.

The Mail Account Setup page appears:

Set Up an Existing Email Account

Your name: Your name, as shown to others

Email address: Your existing email address

Password:

Remember password

3. Enter the following settings:

- **Your name:** Enter the name you would like displayed. This shows in the message 'From' details.
- **Email address:** Enter your full sccoast.net email address.
- **Password:** Enter your email password. (The password is case-sensitive. Be sure to enter the password exactly as it was created.)
- **Remember password:** Verify this box is checked to ensure you will not need to enter your email password each time Thunderbird is opened.

4. Once you enter the information above, click **Continue** on the bottom right.

The following settings appear:

Set Up an Existing Email Account

Your name: Your name, as shown to others

Email address: Your existing email address

Password: Remember password

Configuration found by trying common server names

IMAP (remote folders) POP3 (keep mail on your computer)

Incoming: IMAP, imap.sccoast.net, STARTTLS

Outgoing: SMTP, smtp.sccoast.net, STARTTLS

Username: admin

5. The correct settings for the sccoast.net mail server should appear. The **Incoming Server** should be either imap.sccoast.net or pop.sccoast.net. The **Outgoing Server** is always smtp.sccoast.net.
6. Click **Done** to complete the setup.