

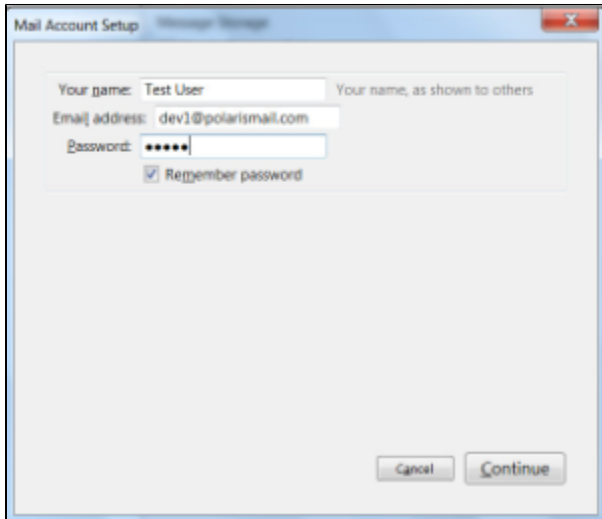
Setup e-mail on Mozilla Thunderbird

First of all, don't forget to ask your sysadmin to setup [autodiscover](#), as it will make the process of setting up Thunderbird much easier.

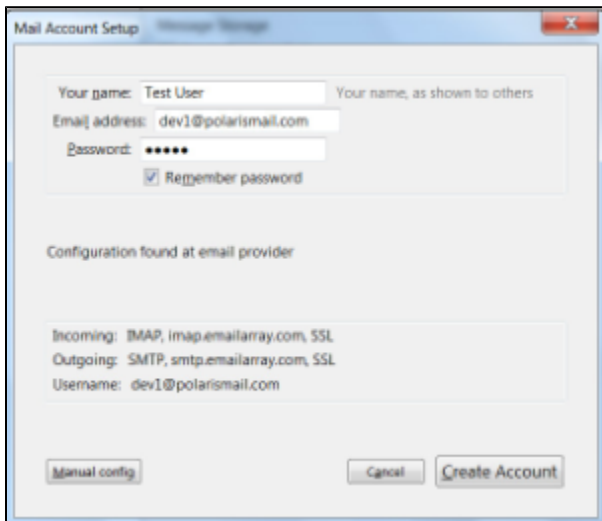
Click on **Tools** -> **Account Settings** -> **Account Actions** -> **Add Mail Account**.

If your menus on the top are hidden, click on the **ALT** key to show them, or access **Account Settings** by clicking on the radiator icon, on the top right of the interface, then **Options** -> **Account Setting** -> **Account Actions** -> **Add Mail Account**.

Enter the user's full name, e-mail address and password:



Click on **Continue**. Thunderbird will automatically find the proper server names.



Click on **Create Account**



Note that Thunderbird will automatically setup the account as IMAP. If you want to set up the account as POP, you have to setup the account manually. IMAP is recommended, as it's a protocol made to support several devices accessing one same account, with all folders synced at our server, which also guarantees that our backups will be executed.