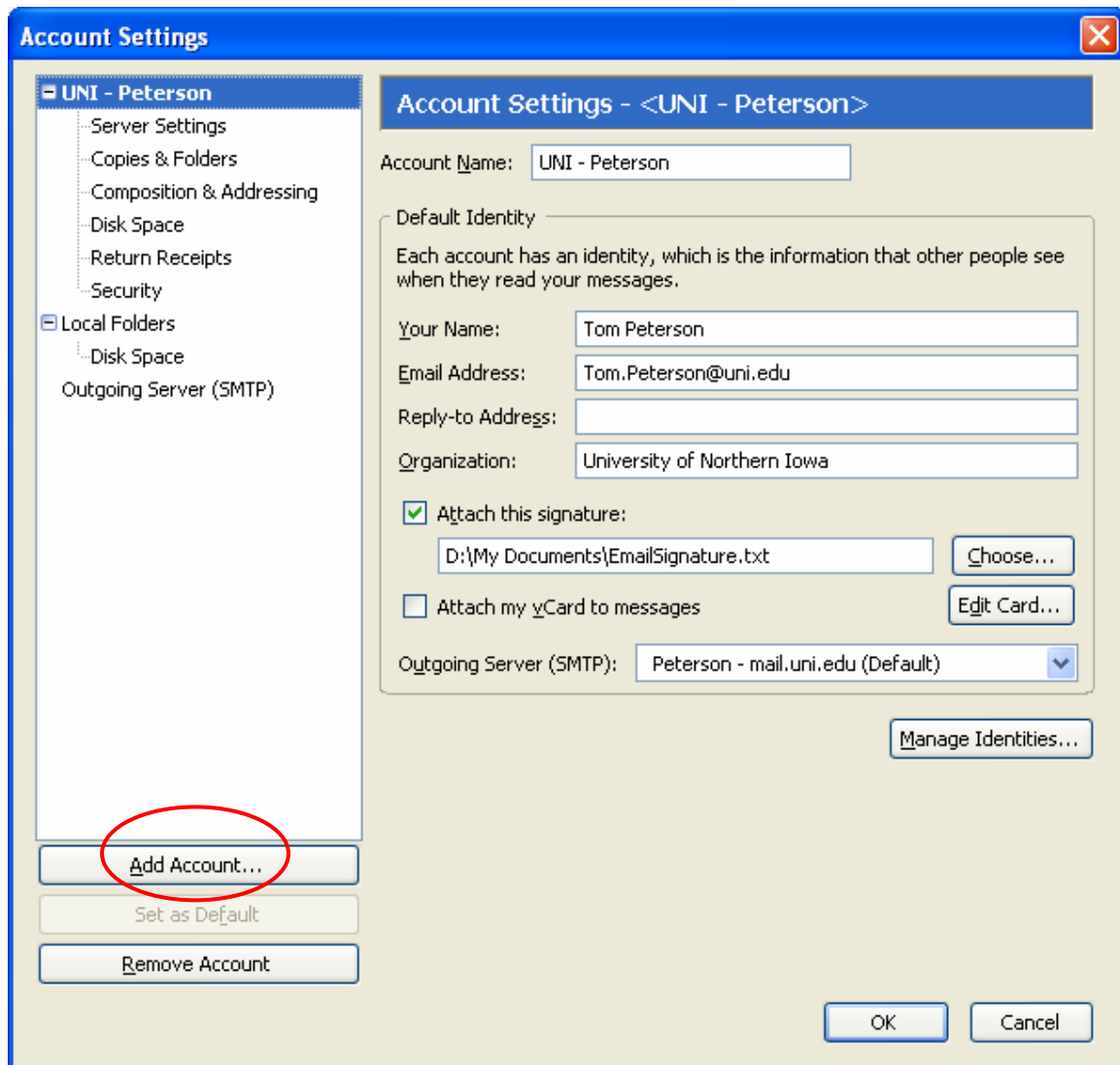


Adding a CFU Email Inbox to Thunderbird

October 24, 2006

Adding extra Inboxes to your Thunderbird Email client is easy and permits you to check multiple accounts easily. The screens illustrate adding a Cedar Falls Utilities account but you may add Mediacom or another account similarly.

Tools / Account Settings / Add Account... then



Account Wizard



New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- RSS News & Blogs
- UNT E-mail Account
- Email account
- Newsgroup account

< Back

Next >

Cancel

Account Wizard



Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back

Next >

Cancel

Account Wizard ✕

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Your existing outgoing server (SMTP), "mail.uni.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Account Wizard ✕

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your existing outgoing (SMTP) username, "Peterson", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Account Wizard [Close]

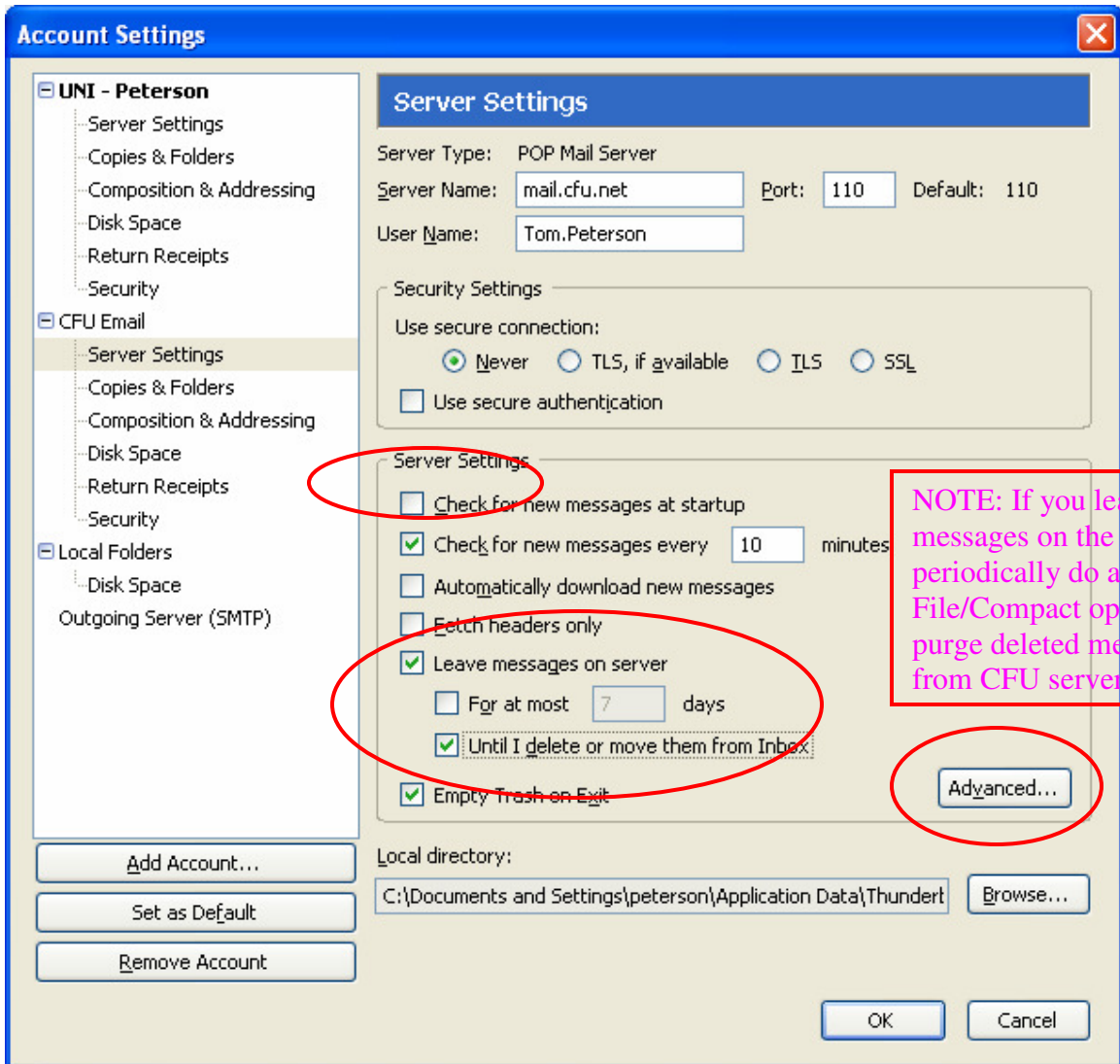
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back **Next >** Cancel





NOTE: If you leave messages on the server, periodically do a File/Compact operation to purge deleted messages from CFU server..

