

# MOZILLA THUNDERBIRD SETUP GUIDE

**BELxpress** 

**M**ozilla Thunderbird (aka Thunderbird) is a free and open-source cross-platform email client, personal information manager, news client, RSS and chat client developed by the Mozilla Foundation. It's the easiest to set up and customise amongst the available mail clients in the market – it's secured, stable, user friendly and loaded with great features!

We **strongly recommend Thunderbird** to our users. If you're new to Thunderbird, get the latest version here: <u>https://www.thunderbird.net/</u>.

#### Step 1

Once you've installed Thunderbird, launch it <sup>2</sup>. If it's a new installation, Thunderbird will ask for the email account settings, you may proceed to step 2. If you've already installed Thunderbird, you may add a new email account by going to 'Account Settings' as below:



Click on 'Account Actions' at the bottom-left, and choose 'Add Mail Account...' as shown below:



## Step 3

Set up your email address. Specify your name to be seen by the recipient, your **email address and password**, then click on 'Configure manually...'. Thunderbird will be smart enough to collect your BELxpress (server) information and recommend the correct settings.

Set U	p Your Existing Email Address Use your current email address	
Your <u>n</u> ame:	eg: Test Department	0
Email address:	test@belxpress.com	Û
Password:	•••••	ø
Configure <u>m</u> anually	Cancel	<u>C</u> ontinue

Specify your incoming and outgoing server name if the provided information is not correct. Please ensure 'Username' is your email address for both incoming and outgoing. You may leave the other columns as 'Auto/Autodetect'. Please click 'Re-test' to verify.

set Up Your Existing E	mail Address		×	
Se	et Up Your Existing Use your current ema	Email Address		
Your <u>n</u> ame:	Test Department		$\odot$	
<u>E</u> mail address:	test@belxpress.com		Ō	IMAP vs POP3
Password:	•••••		ø	See the comparison
	Remember passwor	d		on last page
Protocol: Server: Port: SSL: Authentication: Username:	INCOMING IMAP eg: mail.belxpress.com Auto Autodetect Autodetect test@belxpress.com	OUTGOING  SMTP  eg: mail.belxpress.com  Auto Autodetect Autodetect  test@belxpress.com  Advanced	Config	If you are choosing POP3 as the access protocol, you can only set up your email in <b>ONE</b> computer or device. If you want to sync your email across multiple computers or devices (smartphone, tablet), you <b>MUST</b> use <u>IMAP</u> access protocol.
C <u>a</u> ncel		Re- <u>t</u> est <u>D</u> o	one	CAUTION
Cancel		Advanced Re-lest Do		

Once 'Re-test', Thunderbird will fill in the correct settings (including SSL/TLS secure settings), and show with the 'green tick'. You may click on 'Done' at the bottom.

et Up Your Existing Ema	ail Address		×	
Set	Up Your Existing E	nail Address		
Your <u>n</u> ame:	Test Department		()	
<u>E</u> mail address:	test@belxpress.com		<b>(</b> )	
Password:	•••••	•••••		
	Remember password			
✓ The fo	llowing settings were found by p	obing the given server		
	INCOMING	OUTGOING		
Protocol:	IMAP ~	SMTP		
Server:	mail.belxpress.com	mail.belxpress.com	~	
Port:	143	587	~	
SSL:	STARTTLS ~	STARTTLS	~	
Authentication:	Normal password	Normal password	~	
Username:	test@belxpress.com	test@belxpress.com		
		<u>A</u> dvanced	config	
Cancel		Re- <u>t</u> est	ine	

#### TIPS: What is SSL certificate?

"The primary reason why **SSL** is used to keep sensitive information sent across the Internet encrypted so that only the intended recipient can access it. *This is important because the information you send on the Internet is passed from computer to computer to get to the destination server.*"

**NOTE:** Some Email Apps such as Gmail or Outlook require SSL certificate nowadays in order to set up an email account on a smart phone or tablet, it's strongly recommended getting the SSL certificate for your domain today.

Please do not hesitate to contact us (<u>support@belxpress.com</u>) for 'SSL for your domain'. Get your SSL today!

Once you're done, you will see your email account has been setup (on the left) and ready to be used. You may add your signature here in the "Signature text', fill up the 'Reply-to Address' (your email address) and organization to provide better information to the recipient server, this may help to reduce spam score (treat your mail as spam). Click on 'X' next to 'Account Settings' on the top to go back to your new Inbox.

21	Account Sotting	as <tast@balvpross.com></tast@balvpross.com>	
Return Receipts	Account setting	Js - <test@beixpress.com></test@beixpress.com>	
	Account Name: test	@belxpress.com	
Server Settings			
Copies & Folders	Default Identity		
Composition & Addressing	Each account has an	identity, which is the information that other people see whe	en they read your messages.
Junk Settings	Vour Namer	Tast Danastmant	
Synchronization & Storage	<u>r</u> our Name.	lest Department	
End-To-End Encryption	Email Address: 1	test@belxpress.com	
Return Receipts	Reply-to Address:	Recipients will reply to this other address	
	Organization:		
Server Settings	<u>o</u> rganizationi		
Copies & Folders	Signature te <u>x</u> t:	Use HTM <u>L</u> (e.g., <b>bold</b> )	
Composition & Addressing			
Junk Settings			
Synchronization & Storage			
End-Io-End Encryption	Attach the signal	ture from a file instead (text, HTML, or image):	
			Choose
Local Folders			-
Dick Space	Attach my <u>v</u> Card	to messages	E <u>d</u> it Card
DISK Space	Reply from this i	dentity when delivery headers match: list@example.com, *	*@example.com
গ্র Outgoing Server (SMTP)			
한 Outgoing Server (SMTP)	Outgoing Server (SM	TP): belxpress.com - mail.belxpress.com	<ul> <li>Edit SMTP server</li> </ul>

You're done, congratulation! You can start your email using Thunderbird now.

240	\$	🛛 Unread 🏠 Starred 🔝 Contac	♥ Tags   Attachment	
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		BEL-Xpress Email Solution - New t	O 18/9/2013, 156 ☆ → Ronald Tun     We are the first and     Unlimited storage,     Your ultimate     company (dentity -	
		BEL-Xpress Email Solution - Ne	<ul> <li>              ∂ 18/9/2013, 1.5 ☆ → Ronald Tun          </li> </ul> <li>              or ny e=main service             tranic, anas and             company identity -             provider in Malaysia             mailing list             vour face to the      </li>	

# IMAP vs POP3

Both POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) allow people to get access to their email from a remote server; however, that is where most similarities end.

POP3		IMAP	
•	Consumed less bandwidth (a bit faster if your Internet is slow) Once retrieved, NO backup in the server (unless special settings supported on	•	Consumed more bandwidth (a bit slower if you've got slow Internet) Your mails (sent/received) will be stored in local computer/device and remote server
•	mail client). Save server storage if server storage is your concern. Your mails will be stored in the local computer ONLY (unless special settings	•	(backup) You can use multiple computers and devices (phone, tablet) to check/send your email (mail sync)
	supported on mail client)	•	If you lost your computer/device, you can
•	Your mail will NOT SYNC if access with		always sync back your mails from remote
	different computers or devices (NOT		server (provided that your mails are not
	recommended for multiple devices).		deleted from your computer/device)

WARNING: **DO NOT mix** POP3 and IMAP for your multiple computers' setup in a single email

account. If either one of your computers or devices has been set up as POP3 access protocol, email-sync will NOT be working correctly. Bear in mind, **POP3 is only for ONE computer or device**.