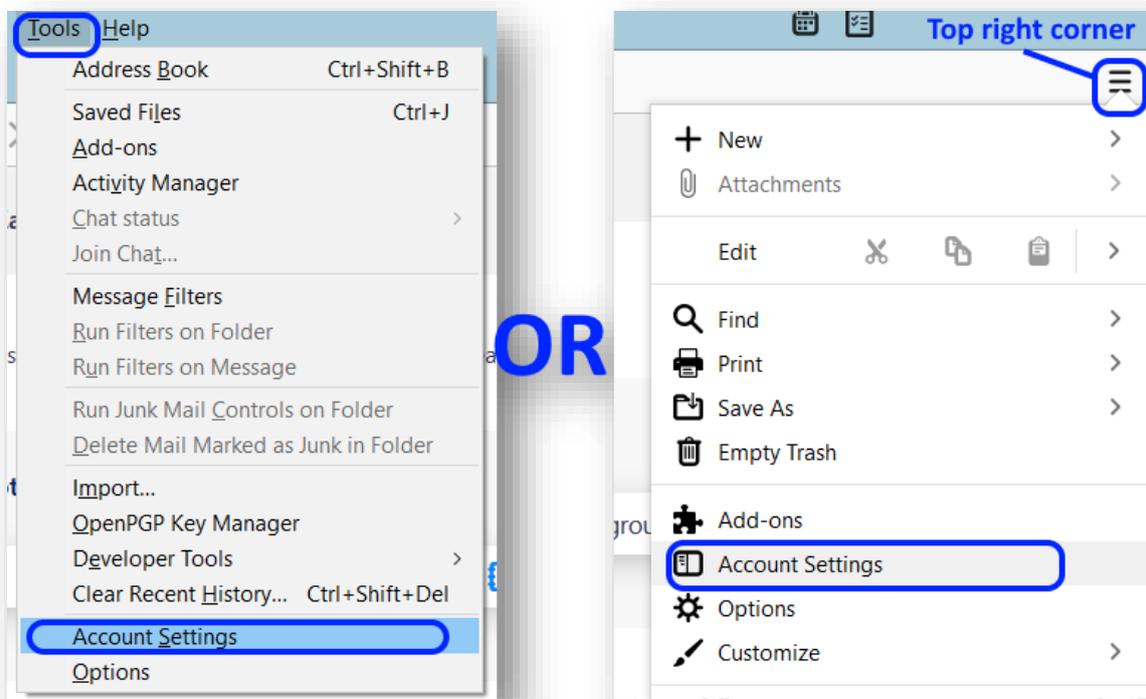# MOZILLA THUNDERBIRD SETUP GUIDE

BELxpress

Mozilla 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: https://www.thunderbird.net/.
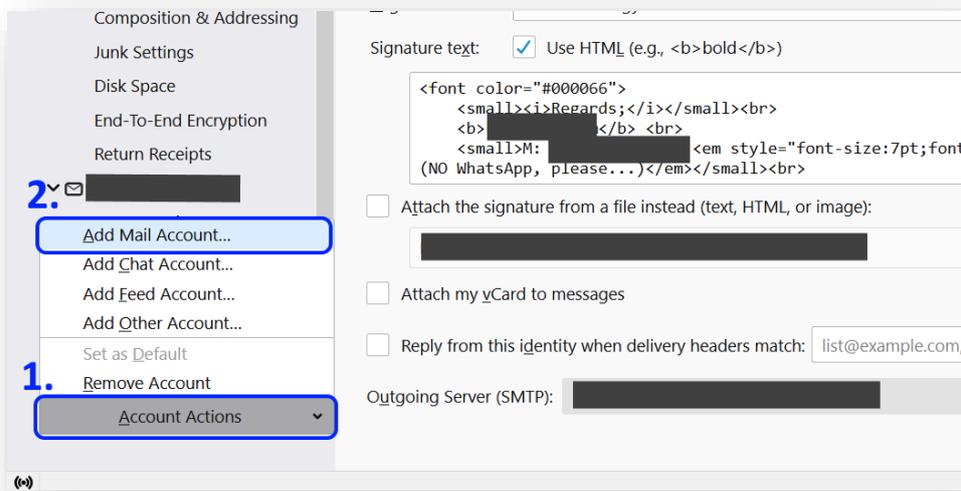
Step 1

Once you've installed Thunderbird, launch it 🕊. 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:
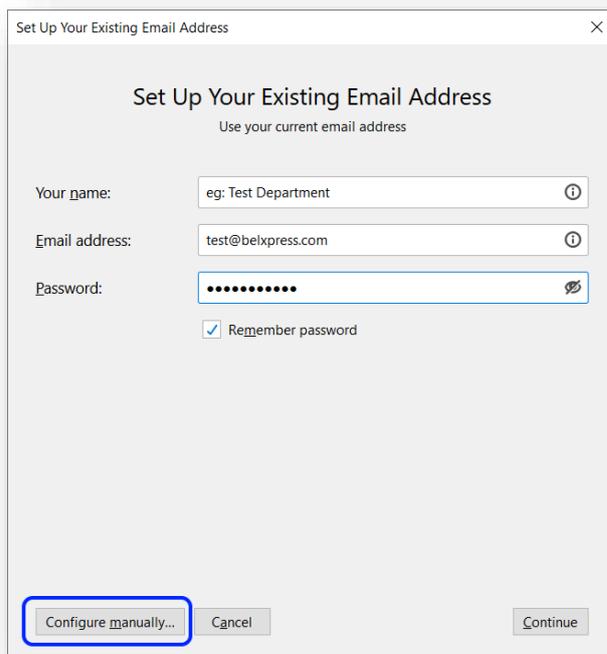
Step 2

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.

Step 4

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 Email Address

Use your current email address

Your name:	Test Department
Email address:	test@belxpress.com
Password:	••••••••••••

☑ Remember password

IMAP vs POP3

See the comparison on last page

	INCOMING	OUTGOING
Protocol:	IMAP	SMTP
Server:	eg: mail.belxpress.com	eg: mail.belxpress.com
Port:	Auto	Auto
SSL:	Autodetect	Autodetect
Authentication:	Autodetect	Autodetect
Username:	test@belxpress.com	test@belxpress.com

Advanced config

Cancel   Re-test   Done

If you are choosing POP3 as the access protocol, you can only set up your email in **ONE** computer or device. If you want to sync your email across multiple computers or devices (smartphone, tablet), you **MUST** use IMAP access protocol.

CAUTION

Step 5

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.
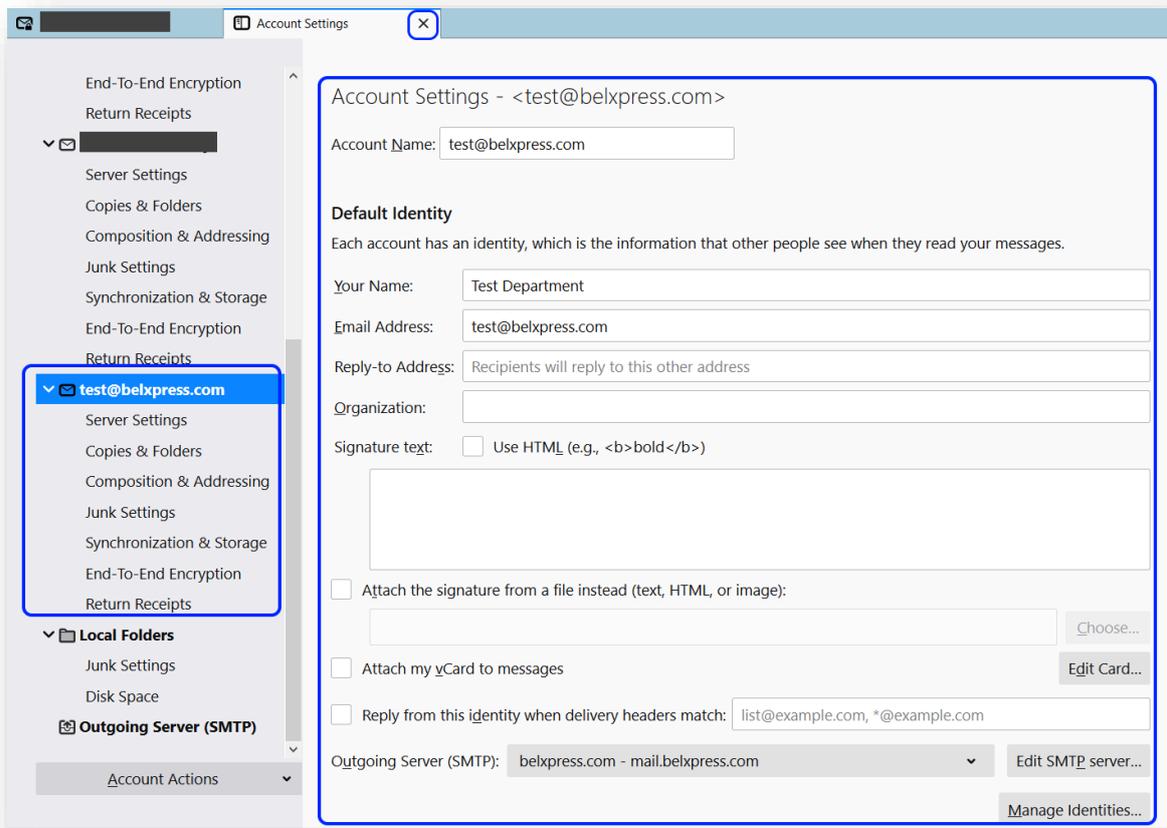

TIPS: What is **SSL** certificate?

"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 (support@belxpress.com) for 'SSL for your domain'. Get your SSL today!
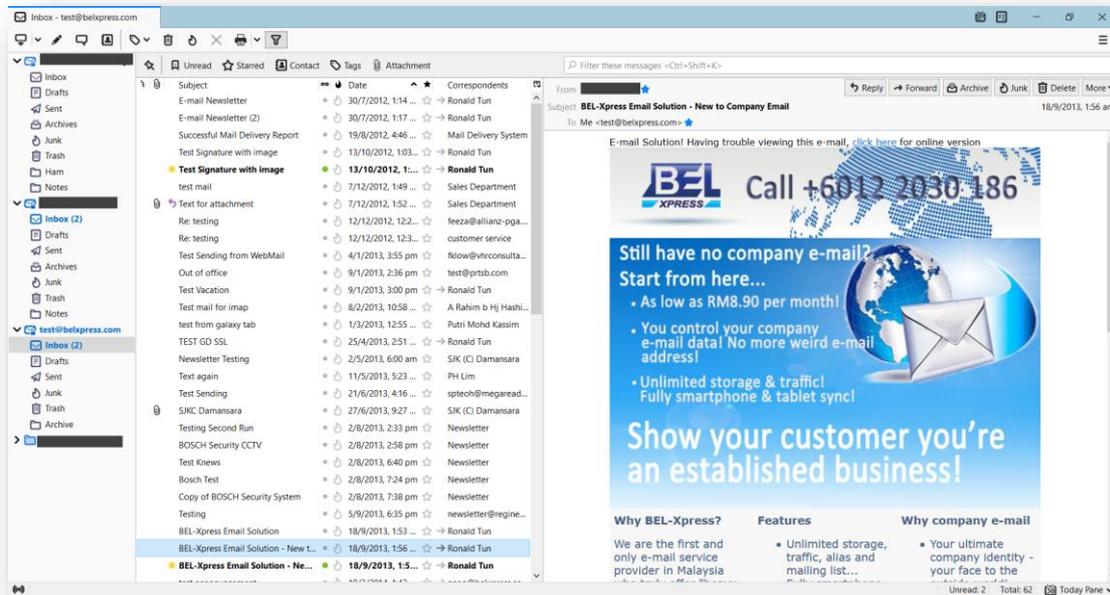
Step 6

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.

Step 7

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

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 mail client*). Save server storage if server storage is your concern. • Your mails will be stored in the local computer ONLY (*unless special settings supported on mail client*) • Your mail will **NOT SYNC** if access with different computers or devices (NOT recommended for multiple devices).	• 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 (backup) • You can use multiple computers and devices (phone, tablet) to check/send your email (mail sync) • If you lost your computer/device, you can always sync back your mails from remote server (*provided that your mails are not 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**.