

### Open Thunderbird

Click the Tools Menu then Account Settings

dempk@optusnet.com.au			
Server Settings	Account Sett	ngs - <dempk@optusnet.com.au></dempk@optusnet.com.au>	
Copies & Folders	Account Name:	empk@optusnet.com.au	
Composition & Addressing			
Junk Settings	Default Identity		
Disk Space	Each account has a	an identity, which is the information that other people	see when the
Return Receipts	read your message	S.	
Security	Your Name:	Kevin Dempster	
dempk@melbpc.org.au365			
Server Settings	Email Address:	dempk@melbpc.asn.au	
Copies & Folders	Reply-to Address:	Recipients will reply to this other address	
Composition & Addressing			
lunk Settings	Organization:	<u> </u>	
Disk Space	Signature text:	Use HTML (e.g. <b>hold</b> )	
Peturn Receipts	Signature te <u>x</u> t.		
Security	Kevin Demp	ster	
tompk@molbpc.org.pu	iHelp Volu	nteer	
Server Settings			
Carries & Folders			
Coppes & Folders	Attach the sign	ature from a file instead (text, HTML, or image):	
Composition & Addressing			Chaosa
Junk Settings			<u>C</u> hoose.
Disk Space	Attach my vCa	rd to messages	Edit Card
Return Receipts			
Security	Outgoing Server (S	MTP): dempk - mail.optusnet.com.au (Default)	
iempk@melbpc.org.au1map			
Server Settings		<u>M</u> ai	nage Identitie
Copies & Folders			
Composition & Addressing			
Junk Settings			
Synchronization & Storage	]		
Account Actions •			
			1

Now click account Actions and click Add Mail Account

Return Receipts Security dempk@melbpc.org.au1map Server Settings Copies & Folders Composition & Addressing Junk Settings Surechropization & Storage	Outgoing Server (SMTP): dempk - ma	il.optusnet.com.au (Default) <u>M</u> anag	e Identities
Account Actions  Add Mail Account Add Chat Account Add Eeed Account Add Qther Account Set as Default Remove Account		OK	Cancel
Mail Account Setup			Unread: 255 Total: 325
Your name: First La Email address: email@ Password: Passwo I Ren	st Your name example.com rd gember password	, as shown to others	
Get a new account	<u></u>	ontinue <u>Cancel</u>	

Enter your details

Mail Account Setup			×
Your <u>n</u> ame: Email address: <u>P</u> assword:	Kevin Dempster Jempk1@melbpc.org.au ••••••• Remember password	Your name, as shown to others	
<u>G</u> et a new acco	punt	<u>C</u> ontinue C <u>a</u> ncel	

Now click the Continue button

Your <u>n</u> ame:	Kevin Dempster Your name, as shown to others
maiļ address:	Jempk1@melbpc.org.au
Password:	•••••
	Remember password
onfiguration f	ound in Mozilla ISP database
onfiguration f	ound in Mozilla ISP database
onfiguration f	found in Mozilla ISP database note folders) O POP3 (keep mail on your computer)
onfiguration f	iound in Mozilla ISP database note folders) O POP3 (keep mail on your computer) IMAP, imap-mail.outlook.com, SSL
<ul> <li>IMAP (ren</li> <li>Incoming:</li> <li>Outgoing:</li> </ul>	found in Mozilla ISP database note folders)

# Click to select pop3 and click Manual config

Iail Account Setup	1				×				
Your <u>n</u> ame: Email address: <u>P</u> assword:	Your name:       Kevin D       Your name, as shown to others         Email address:       Jempk1@melbpc.org.au       Your name, as shown to others         Password:       Image: Comparison of the password       Image: Comparison of the password								
Configuration fo	I <b>⊻</b> Re <u>m</u> emt	ISP database Server hostname	Port	SSL	Authentication				
Incoming:	POP3 💌	pop-mail.outlook.com	995 🔻	SSL/TLS	Normal password				
Outgoing: S	MTP	smtp-mail.outlook.com	587 💌	STARTTLS	Normal password				
Username: I	ncoming:	dempk1@melbpc.org.au		Outgoing:	dempk1@melbpc.org.au				
<u>G</u> et a new acco	ount <u>A</u> dva	nced config		Re-test	Done Cancel				

### Now alter the Server hostnames as shown

	Thermo		rour name, as sno	own to o	thers				
mail address:	dempk1@	melbpc.org.au							
Password:	•••••	•••							
	Remer	nber password							
Configuration for	ound in Mozi	lla ISP database							
		Server hostnam	e	Port		SSL		Authentication	
Incoming:	POP3 🔽	Server hostnam	e 65.com	Port 995	•	SSL SSL/TLS	•	Authentication	•
Incoming: F	POP3 🔽	Server hostnam outlook.office3 smtp.office365.	e 65.com com	Port 9995 587	•	SSL SSL/TLS STARTTLS	•	Authentication Normal password Normal password	•
Incoming: F Outgoing: S Username: Ir	POP3 💌 SMTP ncoming:	Server hostnam outlook.office3 smtp.office365. dempk1@melb	e 65.com com <u></u> pc.org.au	Port 995 587	•	SSL SSL/TLS STARTTLS Outgoing:	•	Authentication Normal password Normal password dempk1@melbpc.or	rg.au

## Now click Re-test

i Account Setup					X				
Your name:	Kevin D	Your name, as sho	wn to others						
Email address:	dempk1@m	elbpc.org.au							
Password:	•••••								
	Rememi	ber password							
Configuration fo	ound in Mozilla	ISP database							
		Server hostname	Port	SSL	Authentication				
Incoming:	POP3 -	outlook.office365.com	995 💌	SSL/TLS	Normal password				
Outgoing: S	MTP	smtp.office365.com	587 💌	STARTTLS 🔻	Normal password				
Username: In	ncoming:	dempk1@melbpc.org.au		Outgoing:	dempk1@melbpc.org.au				
Get a new acco	ount <u>A</u> dva	inced config		Re- <u>t</u> est	Done Cancel				

#### Now click Done

Now notice there is a new account created



Then decide whether to leave a tick beside Leave messages on server or not.

If you use the IMAP system the only difference is the port will be 993

Your messages after 9th Feb will now appear in the Inbox folder

KD Jly 2015