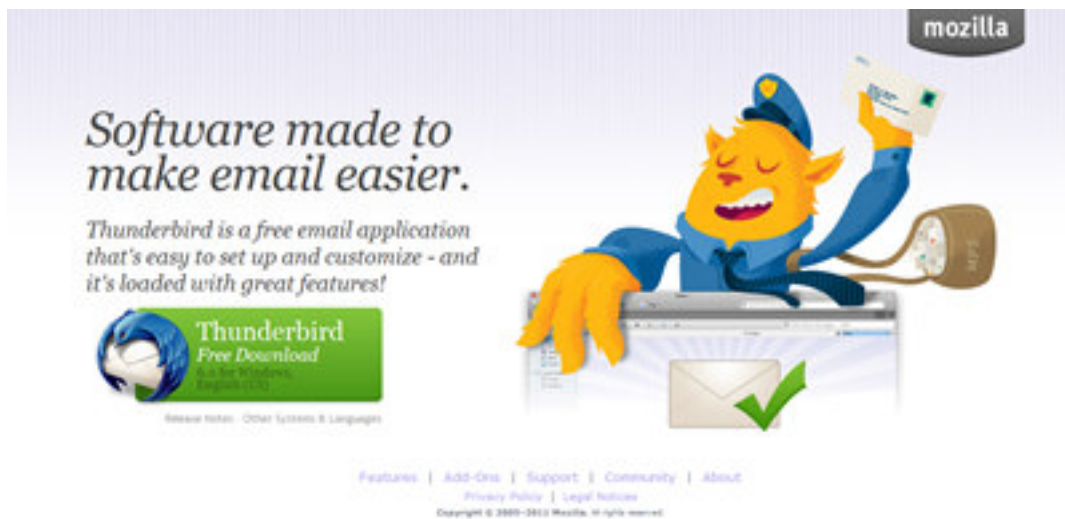


## Getting Started

### 1. Download Thunderbird – Setup Wizard

2. In the Address Bar of your internet browser type: [www.mozilla.org/en-US/thunderbird](http://www.mozilla.org/en-US/thunderbird)
3. Press the free download button.



4. This will download an executable file. Then follow the wizard as per Mozillas instructions:


1. Start the process by clicking Run.

Windows 7 users, if prompted with the User Account Control alert, select 'Yes' or 'Continue'.

Depending on your connection speed, the download may take up to a few minutes. Thanks for your patience... it'll be worth the wait!

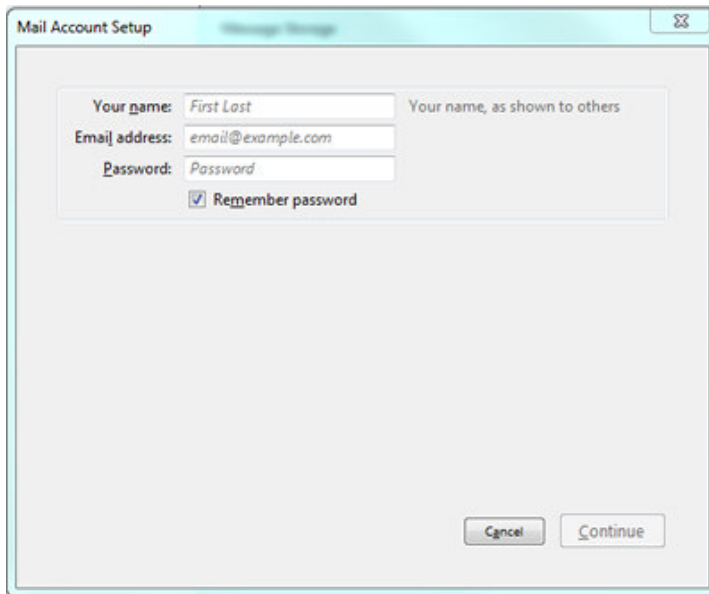

2. Click Run to launch the Thunderbird setup wizard.

Then, just follow the steps (we've made the process as painless as possible).


3. Double-click on the Thunderbird icon whenever you want!



- At the next screen, enter your name, email address & password:



Mail Account Setup

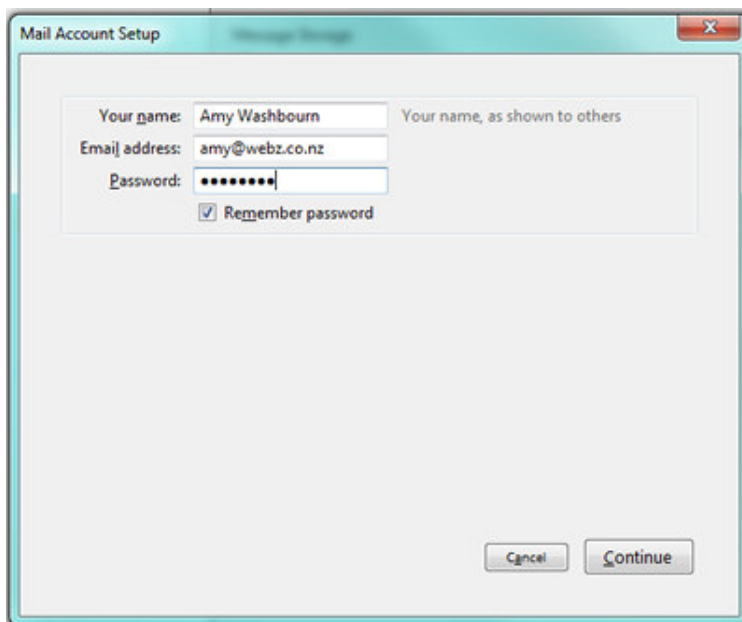
Your name:  Your name, as shown to others

Email address:

Password:

Remember password

- Then press continue.



Mail Account Setup

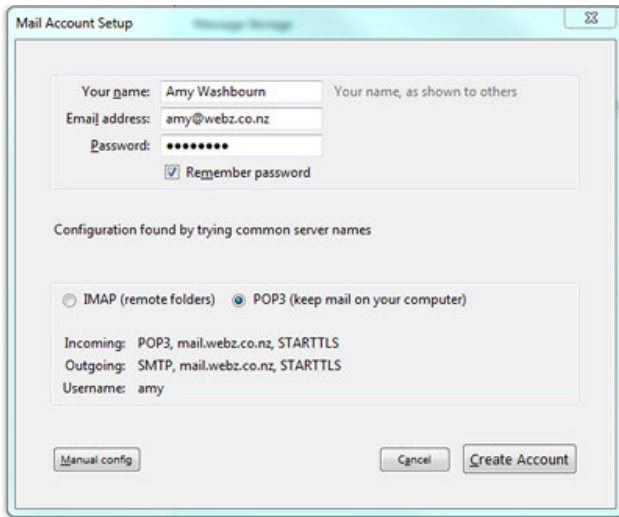
Your name:  Your name, as shown to others

Email address:

Password:

Remember password

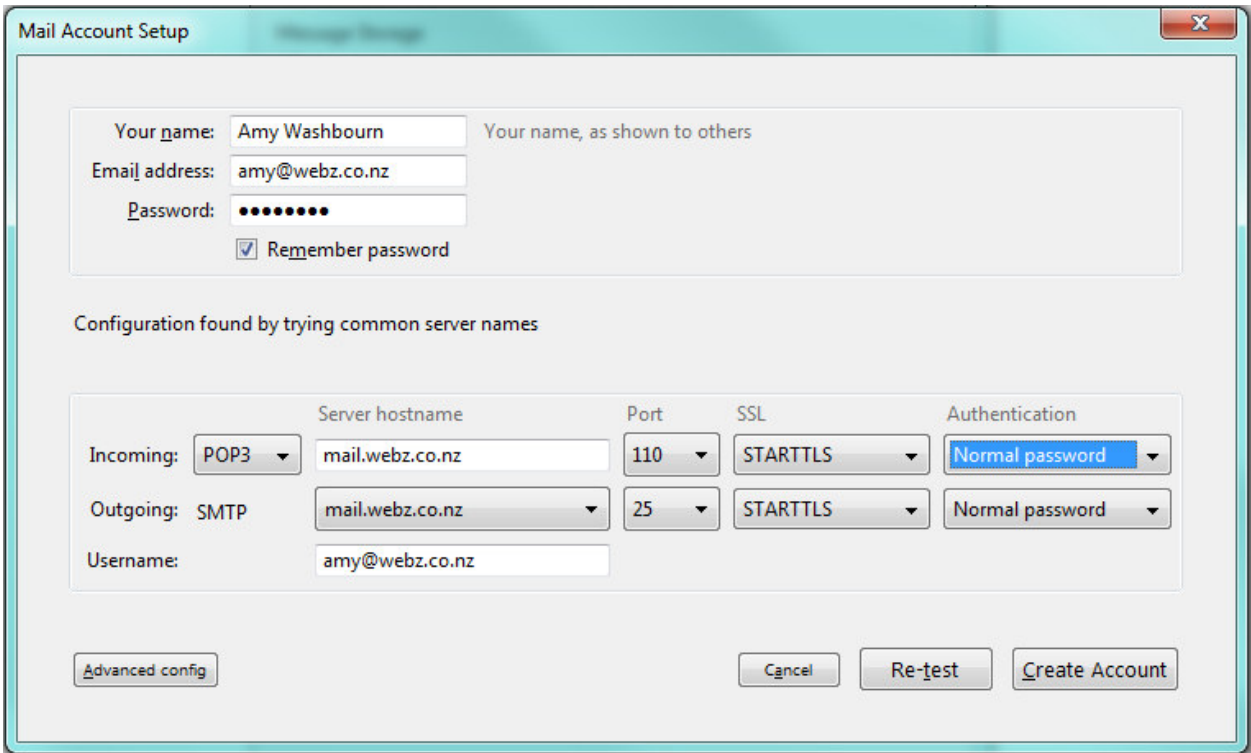
7. Change the option to POP3 then press the Manual config button.



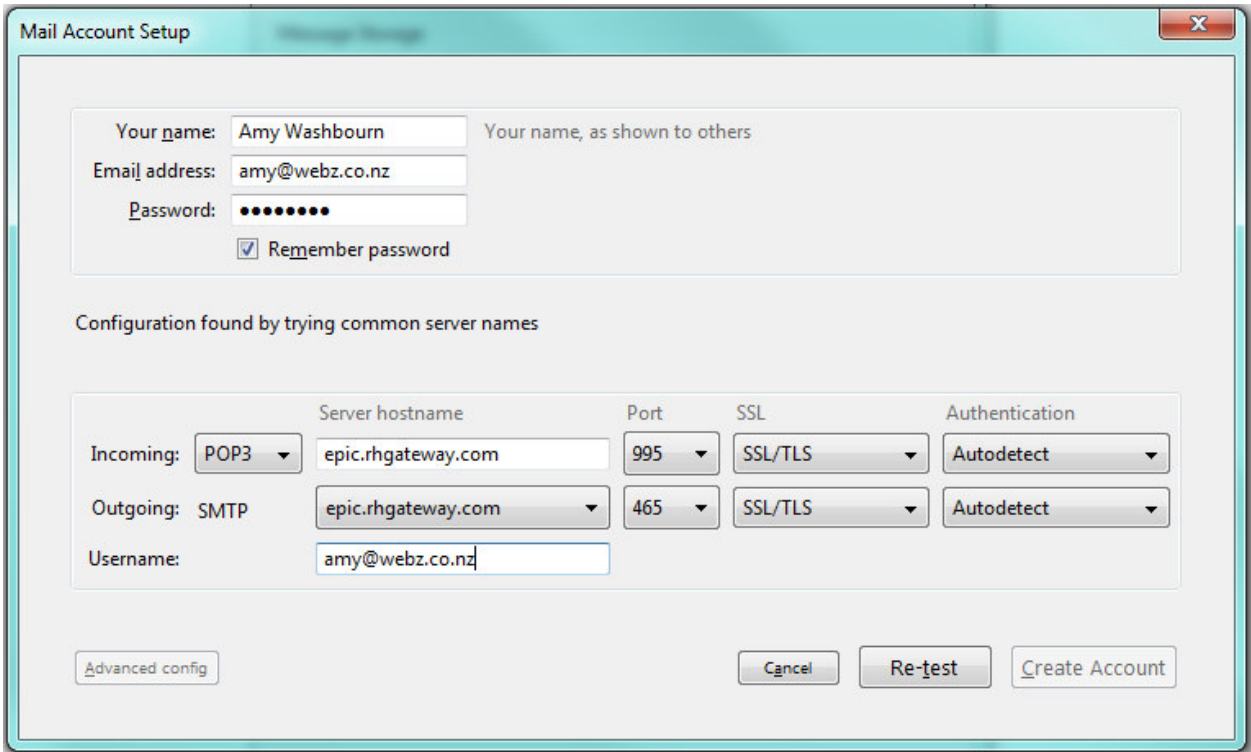
8. Manual Config Settings

- In the user name field, enter your email address.
- Depending on whether you want to configure your mail with secure or non-secure settings, enter the following settings:
- **Important!** Do not enter mail.webz.co.nz – enter mail.yourdomain.co.nz
- **Note:** If port 25 fails (as some ISP's block port 25), use port 26.

**NON-SECURE**

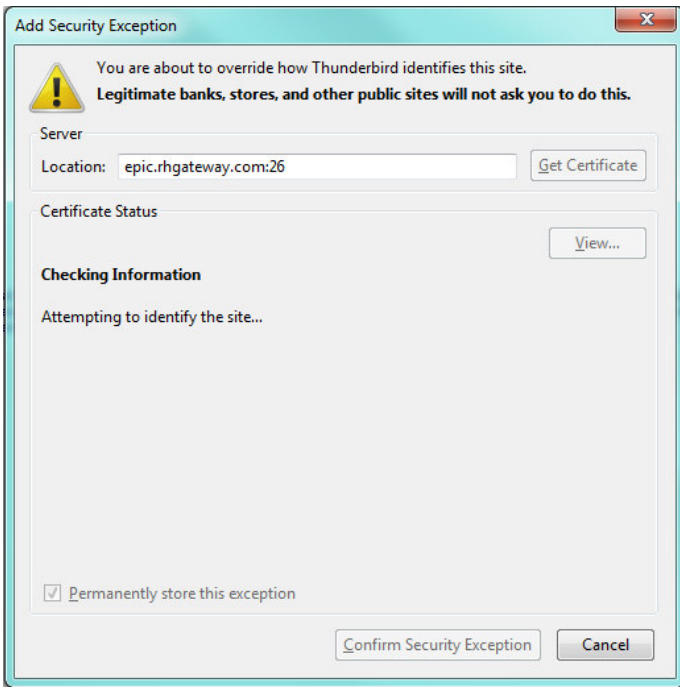


**SECURE**

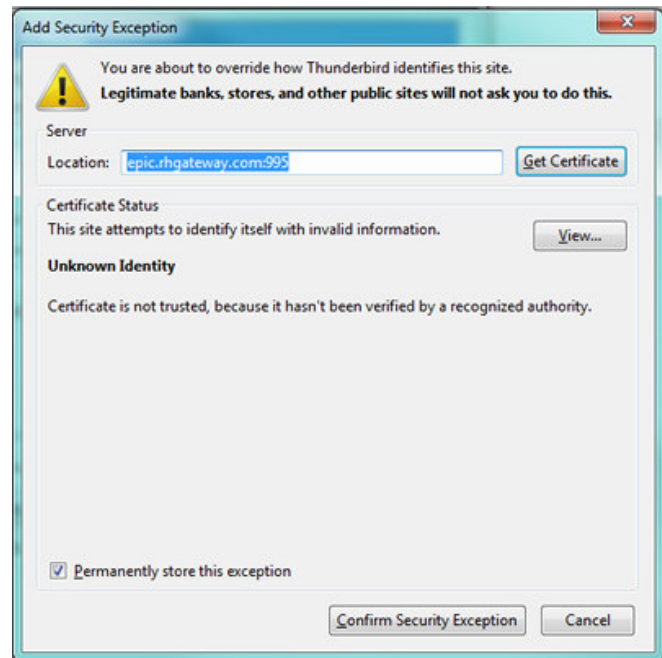


9. Press the Re-test button to test the connection to the server then press Create Account
10. At the following screen, enter the following location & then press Get Certificate.

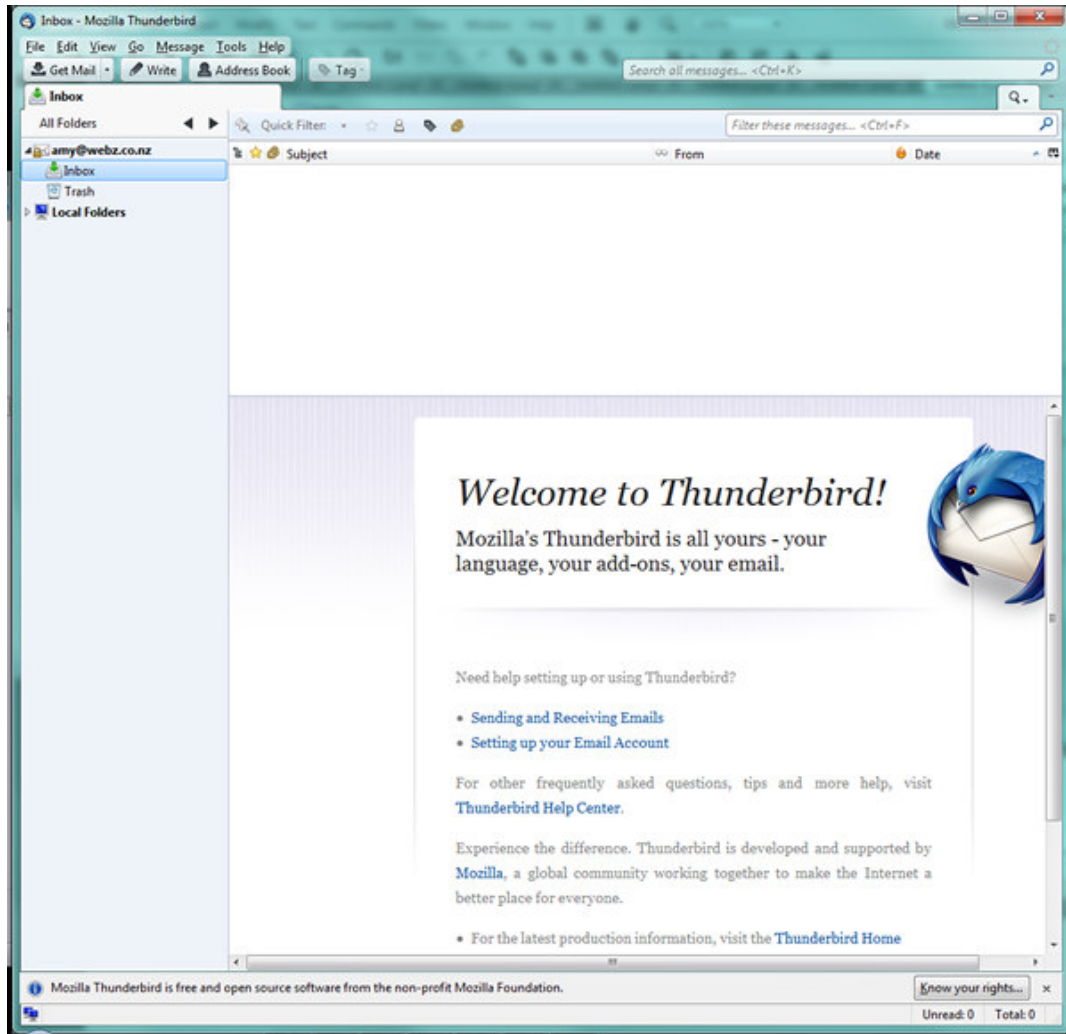
**NON-SECURE**



**SECURE:**



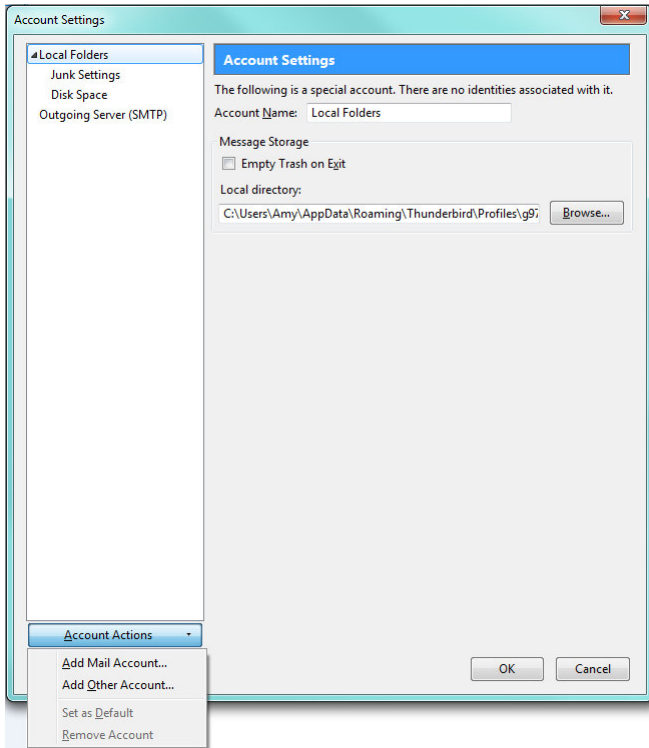
11. Confirm Security Exception and then your mailbox will be configured. It may prompt for your email password. Check the box to remember password and press enter.



12. Send a test email to and from your email address to verify your mail is operational.

## 2. Account Settings

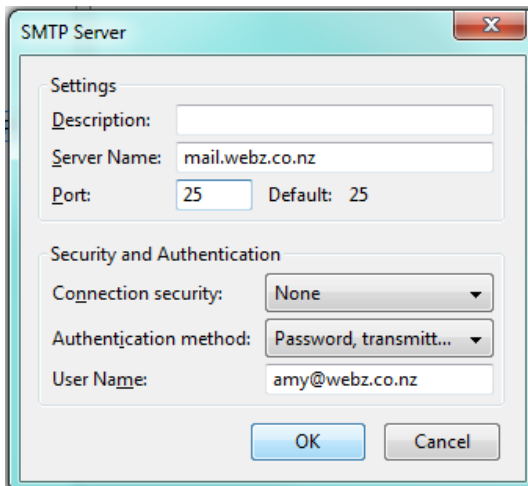
If you already have Thunderbird installed, to go back to amend any account settings, go to Tools in the main menu and then click Account settings. The following screen will appear:



To setup a new email account, click Account Actions at the bottom left and then 'Add Mail Account'. This will then guide you through the wizard as per section 1 of this manual.

To edit an account, select from the relevant option in the left menu. For instance, to edit the SMTP details of an existing account click on Outgoing Server (SMTP). SMTP secure account settings should look like:

### NON-SECURE:



### SECURE:

