

# Memo -Adding an Additional Account to Thunderbird

1. Under the **Tools** Menu Select **Account Settings**
2. On the Bottom Left Select **Add Account**
3. In the Account Wizard
  - a. Select Email Account
  - b. Enter your Name and Full Email address
  - c. Select IMAP
  - d. Incoming Server: **email1.dist.maricopa.edu**
  - e. Enter your full email address for your incoming username and outgoing user name
  - f. Click Next until you get to the final page
  - g. Verify your setting are spelt correct & your Incoming SMTP server is **email1.dist.maricopa.edu**  
(If this is not correct use the back button to make corrections)
4. Click Done
  - a. Select Server Settings on the left side of your screen
  - b. Select **SSL**
  - c. This will change the port number to 993
5. Click the OK Button
6. Click on your inbox for your newly added account.

**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:

Email account  
 .Mac  
 RSS News & Blogs

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:

**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:

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

Please verify that the information below is correct.

Account Name:	mondragon.online@pvmail.maricop;
Email Address:	mondragon.online@pvmail.maricop;
Incoming User Name:	mondragon.online@pvmail.maricop;
Incoming Server Name:	email1.dist.maricopa.edu
Incoming Server Type:	IMAP
Outgoing User Name:	mondragon.online@pvmail.maricop;
Outgoing Server Name (SMTP):	pvmail.maricopa.edu

helpdesk@pvmail.maricop...  
▼ loretta.mondragon@email...  
Server Settings  
Copies & Folders  
Composition & Addres...  
Offline & Disk Space  
Junk Settings  
Return Receipts  
Security  
▼ mondragon.online@pvma...  
Server Settings  
Copies & Folders  
Composition & Addres...  
Offline & Disk Space  
Junk Settings  
Return Receipts

Server Type: IMAP Mail Server  
Server Name: email1.dist.maricopa.edu Port: 993 Default: 993  
User Name: mondragon.online@pvmail...

**Security Settings**

Use secure connection:  
 Never  TLS, if available  TLS  SSL  
 Use secure authentication

**Server Settings**

Check for new messages at startup  
 Check for new messages every 10 minutes  
When I delete a message: Move it to the Trash folder