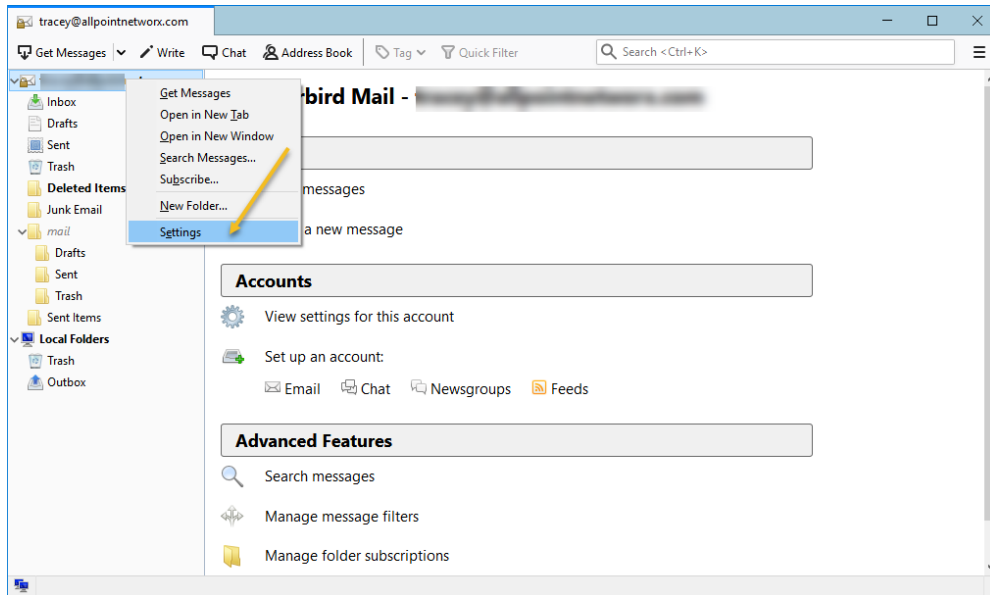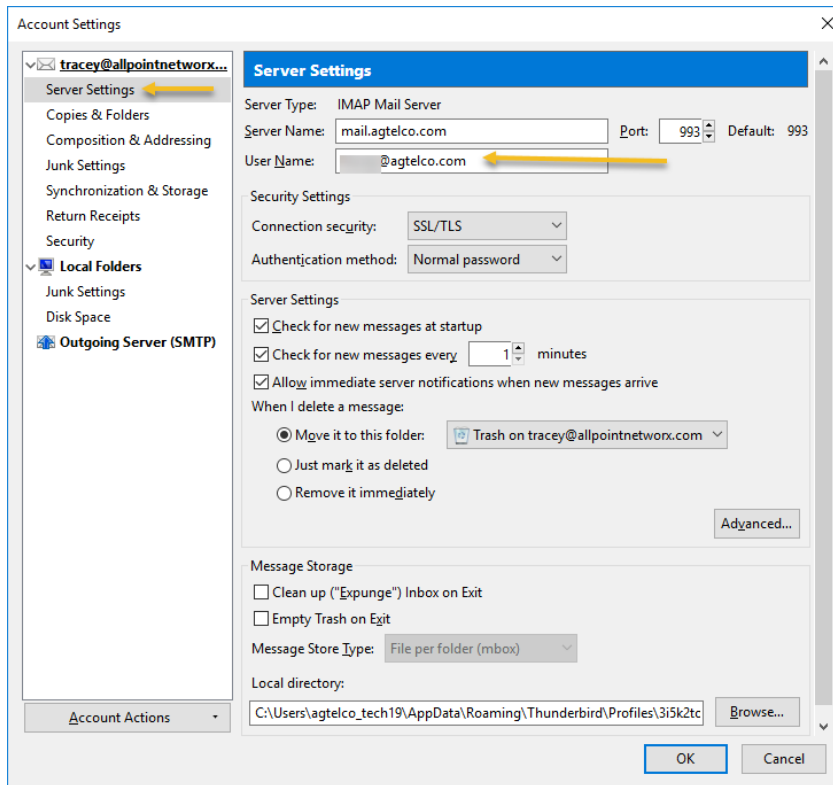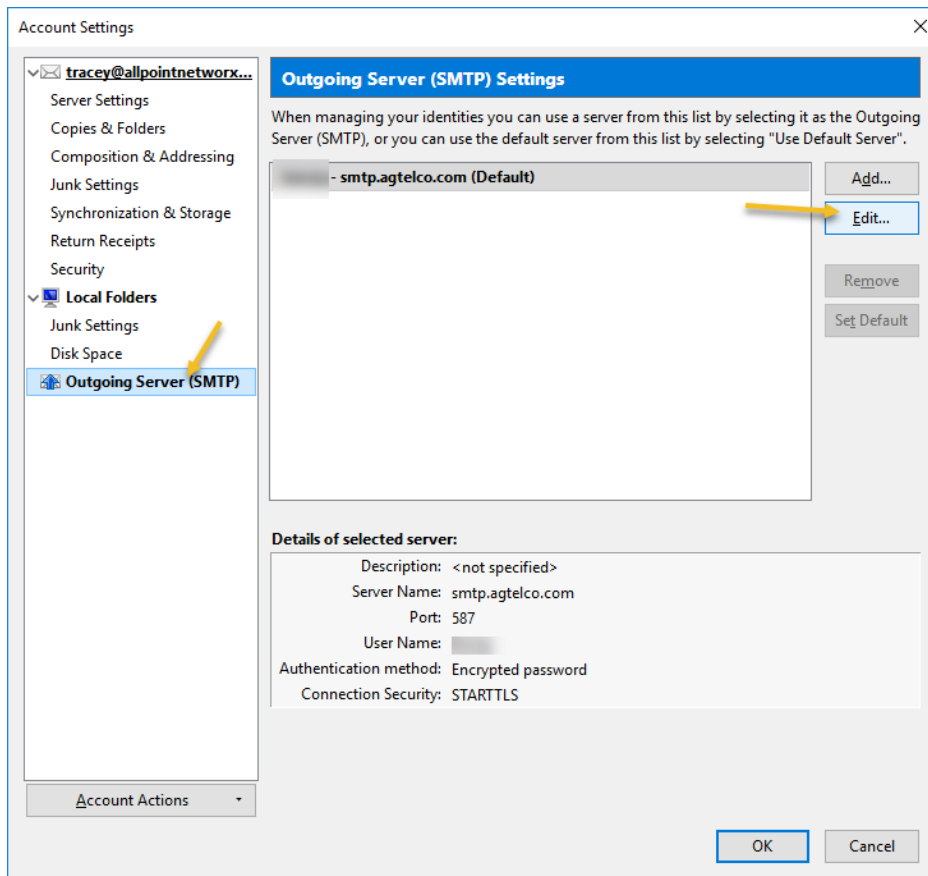# Thunderbird Change Guide

1. Open Thunderbird and right-click on the email address which needs editing and select Settings.
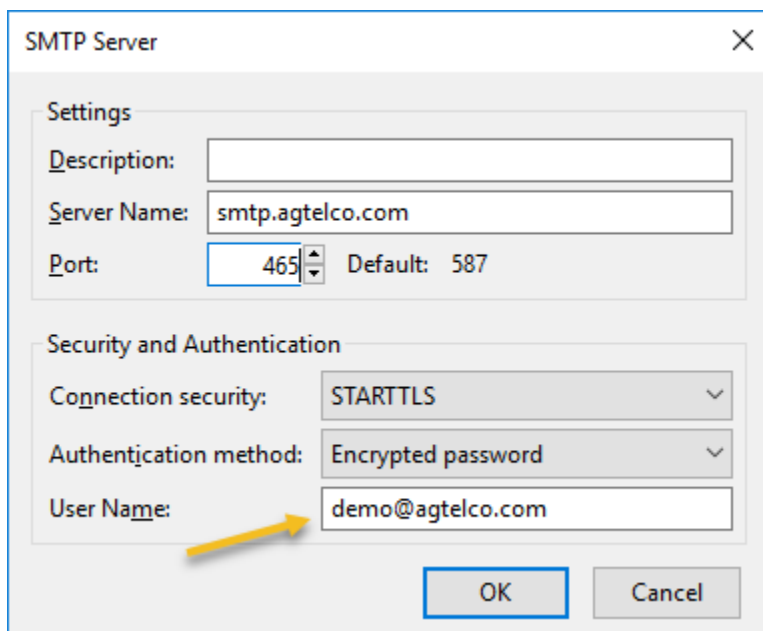

2. Choose Server Settings and ensure the full email address is included in the User Name field.

3. Select the Outgoing Server (SMTP) and select Edit.

4. Verify the User name has the full email address as shown for example and select Ok.

5. Select Ok on the main screen and the required changes are complete. Try sending and receiving emails to ensure proper connectivity.