Thunderbird Change Guide

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

🛃 tracey@allpointnetwo	orx.com		-	×
🐺 Get Messages 🔽 🖌	Write C	Chat & Address Book 🛇 Tag 🗸 🚏 Quick Filter 🔍 Search < Ctrl+K>		Ξ
Inbox Inbox Drafts Sent Trash Deleted Items Junk Email	<u>G</u> et Messa Open in N <u>O</u> pen in N <u>S</u> earch Me Su <u>b</u> scribe <u>N</u> ew Fold Settings	bird Mail -		^
Drafts	Jettings			
Sent		Accounts		
Sent Items		View settings for this account		
Trash		Set up an account:		
📥 Outbox		📨 Email 🛛 🖓 Chat 🖓 Newsgroups 🔊 Feeds		
		Q Search messages		
		i Manage message filters		
		Manage folder subscriptions		~
<u>n</u>				

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

Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Security Server Settings Junk Settings Security Security Security Security Authentication method: Normal password Server Settings Disk Space Outgoing Server (SMTP) Outgoing Server (SMTP) Message Storage Otat to this folder: Image: Storage Outgoing Server (SMTP) Security Settings Check for new messages at startup Outgoing Server (SMTP) Message Storage Otation up ("Expunge") Inbox on Exit Empty Trash on Exit Message Store Type: File per folder (mbox) <	v tracev@allpointnetworx	
Message Storage Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Message Store Type: File per folder (mbox) Local directory:	 ✓ Intercey@aiipointnetwork Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security ✓ Local Folders Junk Settings Disk Space ③ Outgoing Server (SMTP) 	Server Settings Server Type: IMAP Mail Server Server Name: mail.agtelco.com Port: 993 € Default: 993 User Name: @agtelco.com
CALLeast a state to the Date (Date (Message Storage Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Message Store Type: File per folder (mbox) Local directory:
Account Actions C:\Users\agteico_tecn19\AppData\koaming\1nunderbird\Profiles\315kztc Browse	Account Actions •	C:\Users\agtelco_tech19\AppData\Roaming\Thunderbird\Profiles\3i5k2tc

⊠ <u>tracey@allpointnetworx</u>	Outgoing Server (SMTP) Settings		
Server Settings Copies & Folders Composition & Addressing	When managing your identities you can use a server from this list by selecting it as the Outgoir Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".		
Junk Settings	- smtp.agtelco.com (Default)	A <u>d</u> d	
Synchronization & Storage		Edit	
Return Receipts		<u>Ear</u>	
Security		D	
Local Folders		Re <u>m</u> ove	
Junk Settings 🥢		Se <u>t</u> Defau	
Disk Space			
① Outgoing Server (SMTP)			
	Details of selected server		
	Description: <not specified=""></not>		
	Server Name: smtp.agtelco.com		
	Port: 587		
	User Name:		
	Authentication method: Encrypted password		
	Connection Security: STARTTLS		
Account Actions			

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.

SMTP Server			×	
Settings Description:				
Server Name:	smtp.agte	elco.com		
Port:	465 → Default: 587			
Security and Authentication				
Connection security:		STARTIES	~	
Authentication method:		Encrypted password	~	
User Na <u>m</u> e:		demo@agtelco.com		
		ОК	Cancel	

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

Account Settings				×
✓⊠ <u>tracey@allpointnetworx</u>	Outgoing Server (S	MTP) Settings		
Server Settings Copies & Folders Composition & Addressing	When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".			
Junk Settings	- smtp.agtelco.c	om (Default)		A <u>d</u> d
Synchronization & Storage				Edit
Return Receipts				
Security				Remove
∨ 🖳 Local Folders				ite <u>ini</u> ove
Junk Settings				Se <u>t</u> Default
Disk Space				
Outgoing Server (SMTP)				
	Details of selected serve	er:		
	Description:	<not specified=""></not>		
	Server Name:	smtp.agtelco.com		
	Port:	587		
	User Name:			
	Authentication method:	Encrypted password		
	Connection security.	STARTIES		
Account Actions •				
			ок	Cancel