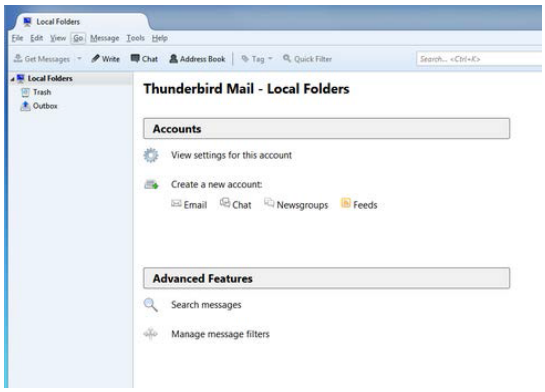
Creating a New Email Account in Thunderbird

This guide will help you set up a new Thunderbird email account with the proper server settings.

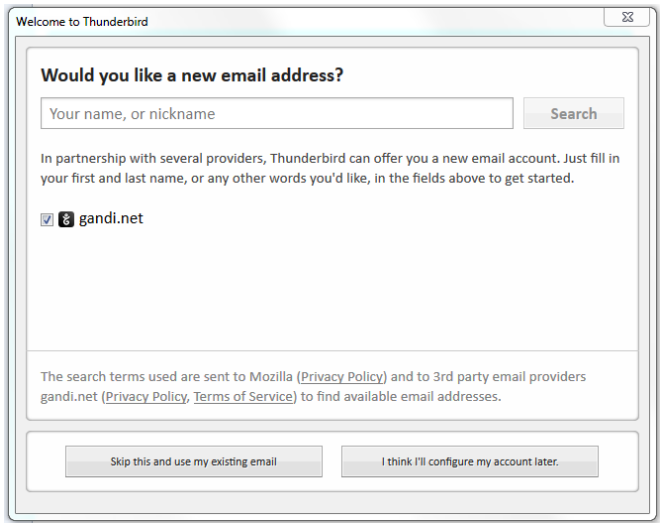
Step 1. Navigate to your Account Settings

- Open Thunderbird
- Click on the Email icon under **Create a new account** (center of window)



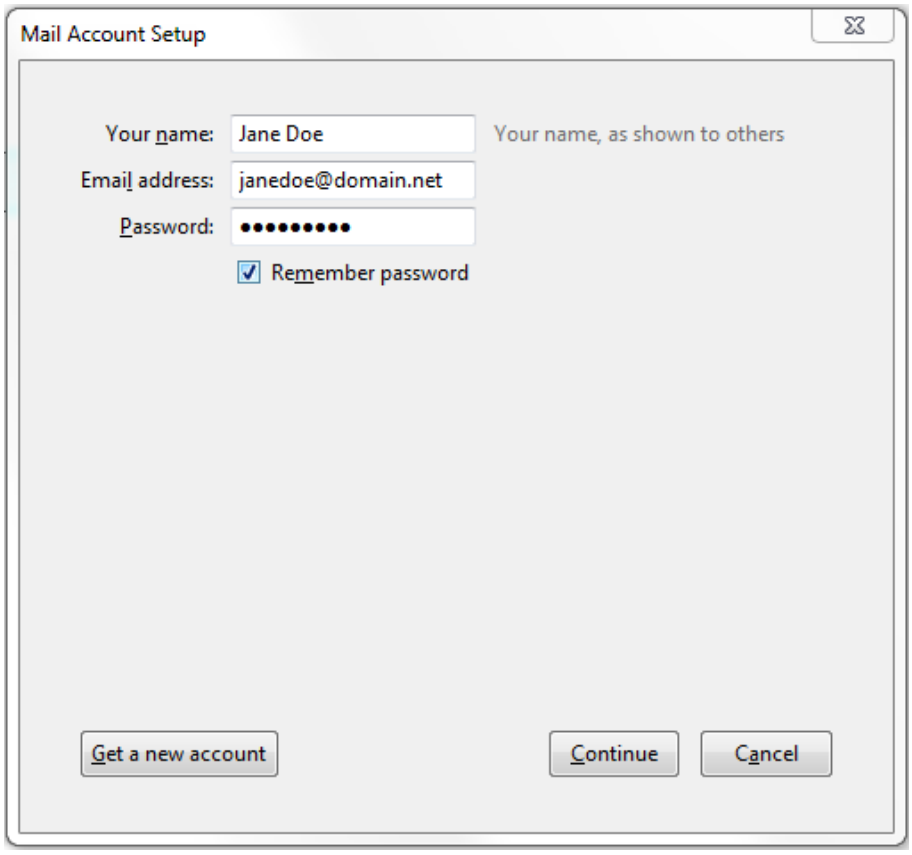
Step 2. Enter your @plusmailproz.com email address

- A window will open which poses the question: **Would you like a new email address?**
- Business Mail Lite - Zimbra has already provided you with an email address, so click the button at the bottom that states: **Skip this and use my existing email**



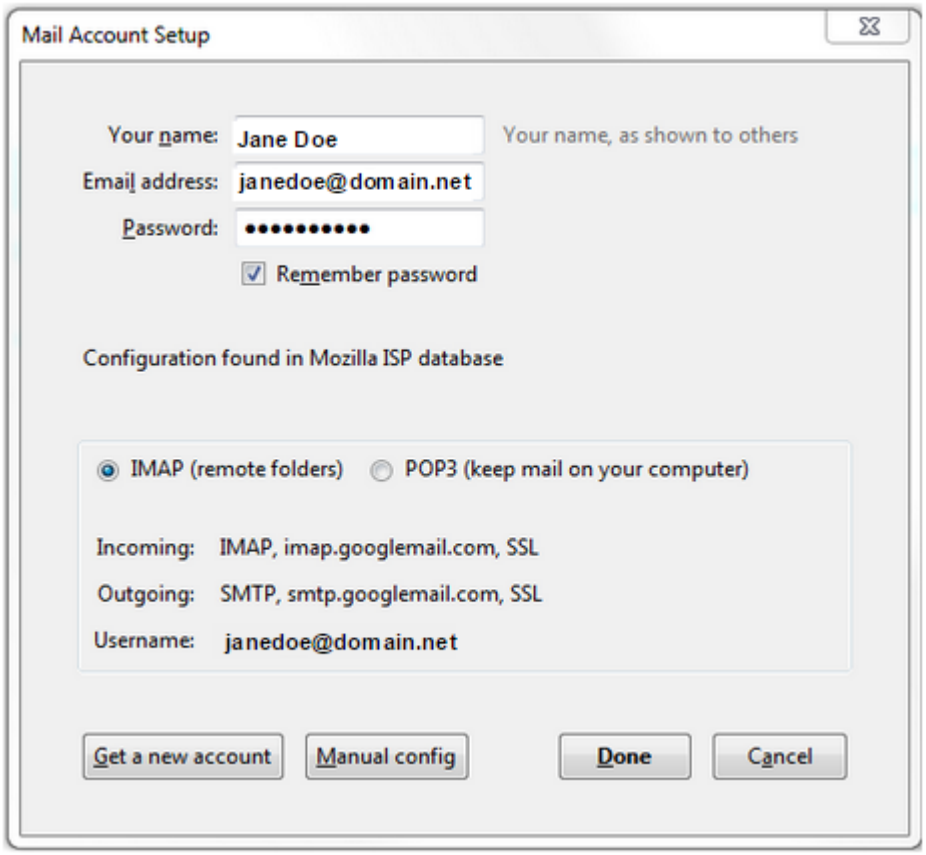
Step 3. The **Mail Account Setup** window will open.

- Enter your preference in the **Your name** field
- Enter your full **Email address**
- Enter your **Password**
- Click the Continue button at the bottom



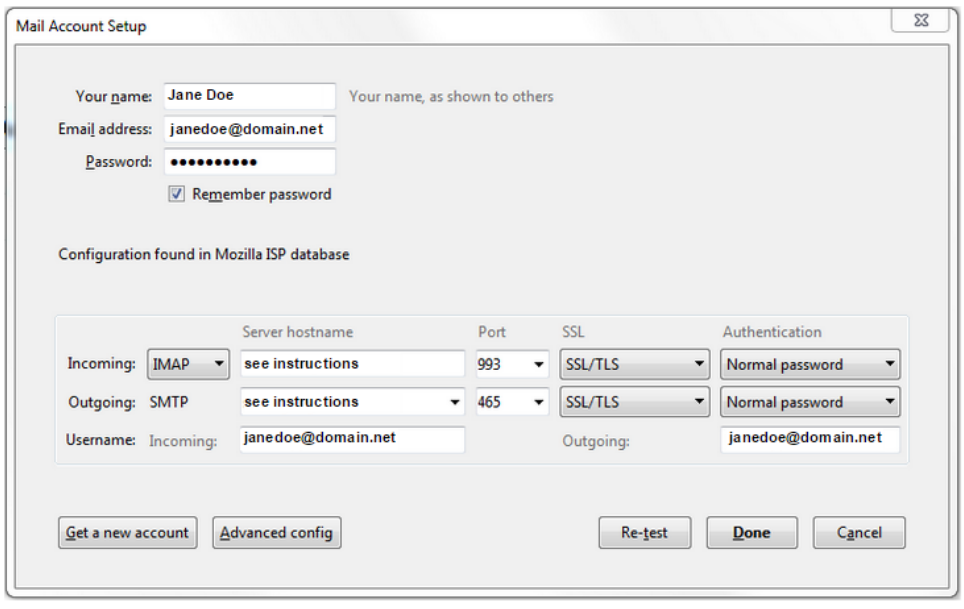
Step 4. The system will process your input to find your email configuration

- Make sure that IMAP (remote folders) is selected
- Click the **Manual config** button at the bottom of the window



Step 5. Update your Incoming and Outgoing Server Settings

- Make sure that the Incoming drop-down is set to **IMAP**
- Edit the Incoming Server Name to: **mail.plusmailproz.com**
- Ensure that the Incoming Port field is displaying **993**
- Make sure that the Incoming SSL drop-down is set to **SSL/TSL** (Accept all certificates)
- Select the Incoming Authentication method drop-down and choose **Normal password**
- Edit the Outgoing Server Name to: **smtp.plusmailproz.com**
- Make sure that the Outgoing Port field is set to **465**
- Make sure that the Outgoing SSL drop-down is set to **SSL/TSL** (Accept all certificates)
- Select the Outgoing Authentication method drop-down and choose **Normal password**
- Enter your *full* email address into both User Name fields (Incoming and Outgoing)
- Click Done



Your email is now set up. Congratulations!