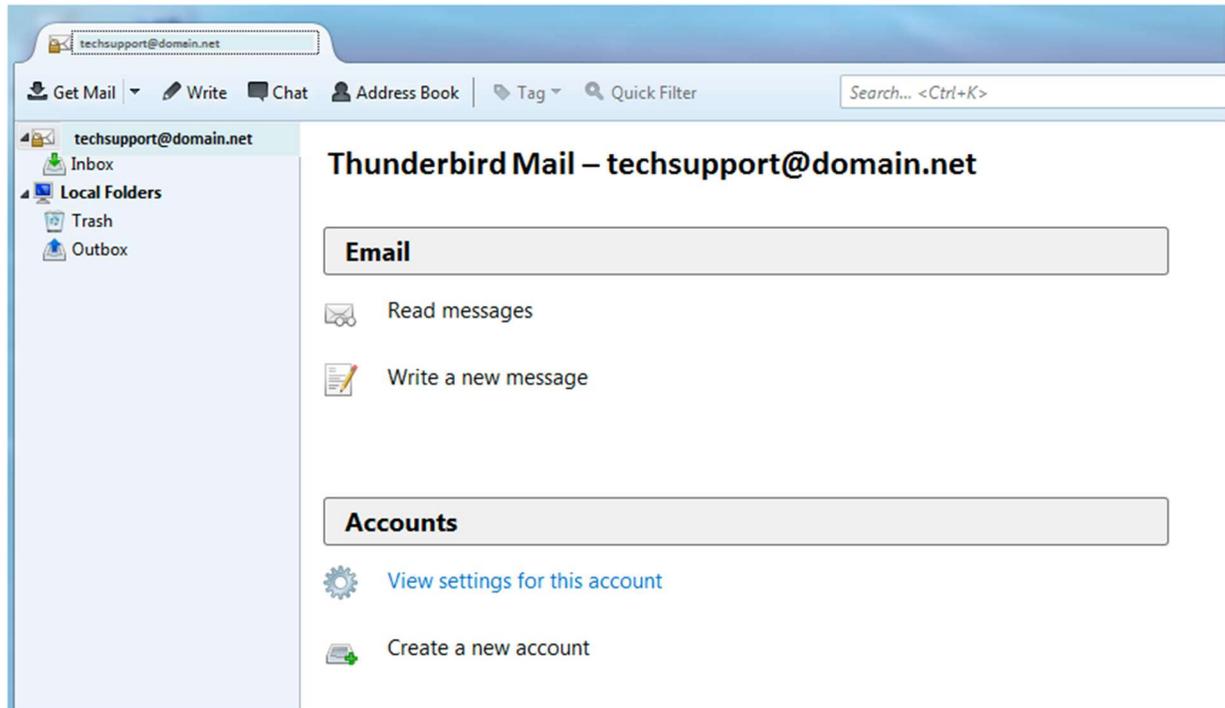


Mozilla Thunderbird

### Access the Account Settings:

- Open **Mozilla Thunderbird**
- In the left column, select the email address that you want to access settings.

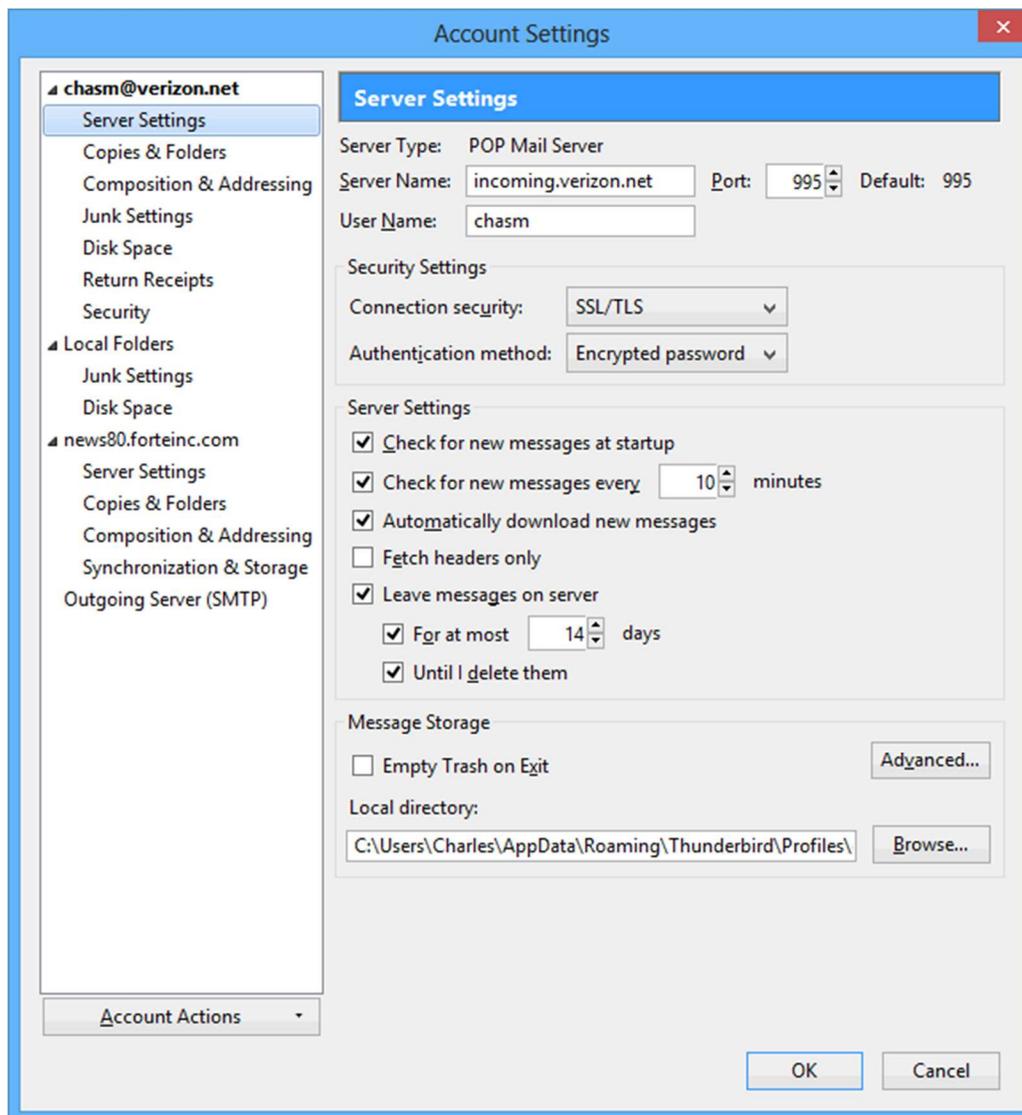
Click **View Settings for this Account**.



### Verify / Change Incoming Mail Server Settings:

- On the **Account Settings** window, click on **Server Settings** on the left column.
- Verify the **Incoming Mail Server** settings are **mail.hamiltoncom.net**
  - If you are using POP3, the port needs to be set to 995. If you are using IMAP, the port needs to be 993.
- Verify the **User Name** is the full email address, ex (example@hamiltoncom.net).
- If you need to use **SSL** settings, set this under **Connection Security**.

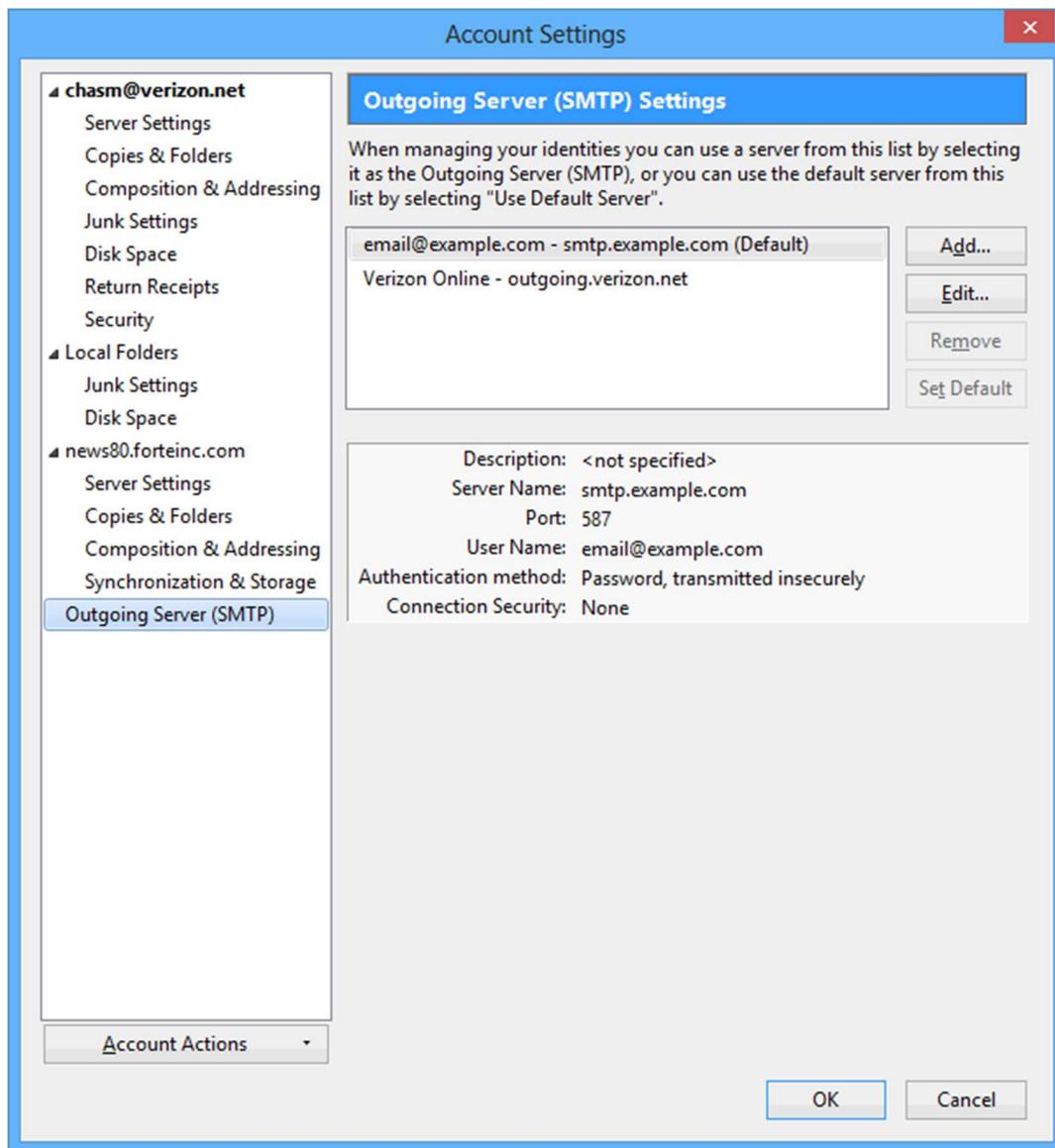
**Authentication Method** is normally set to **Normal Password**.



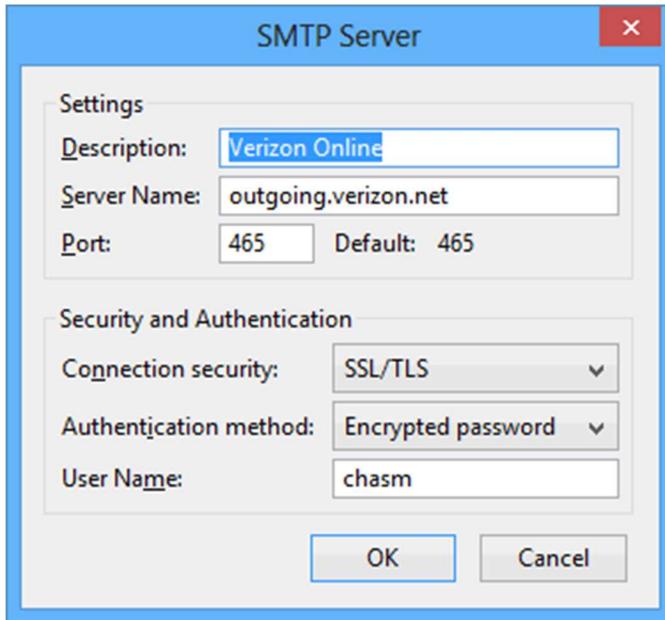
If you need to adjust how often the program checks for email, or if you need to adjust **Deliver Options**, you can do this under **Server Settings**.

### **Verify / Change Outgoing Mail Server Settings:**

- On the left column, click on **Outgoing Server (SMTP)**



- If there are multiple SMTP server profiles, these will be listed here. Select your SMTP server if present. You can see below what the server settings, port settings, and username / password settings are. If you need to adjust anything, click **Edit**.
  - **Change** the Outgoing **Server Name** to **mail.hamiltoncom.net**
  - **Verify** / change the SMTP **Port** setting is 587.
  - Connection security should be set to SSL.
  - Make sure the username is your full email address, ex. (**example@hamiltoncom.net**)



- When finished, click **OK**.
- Test email to verify settings are correct.