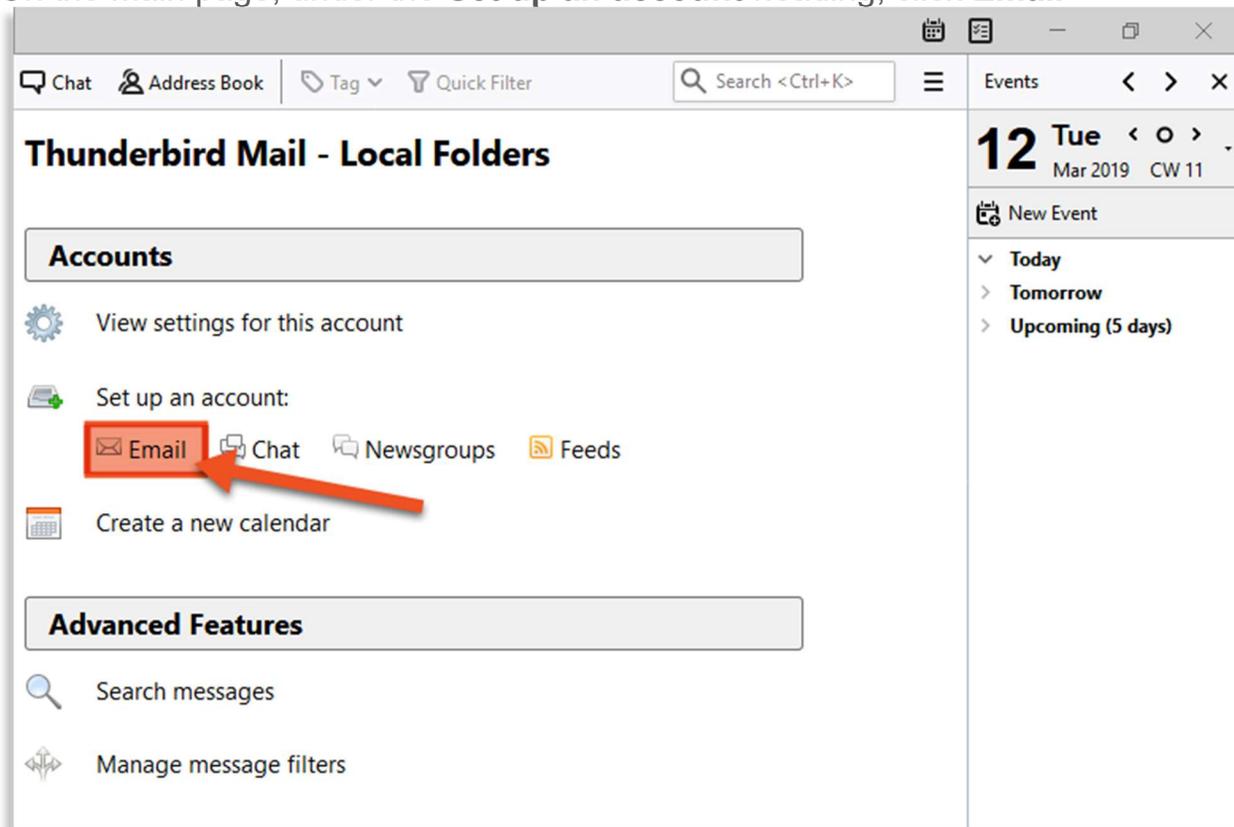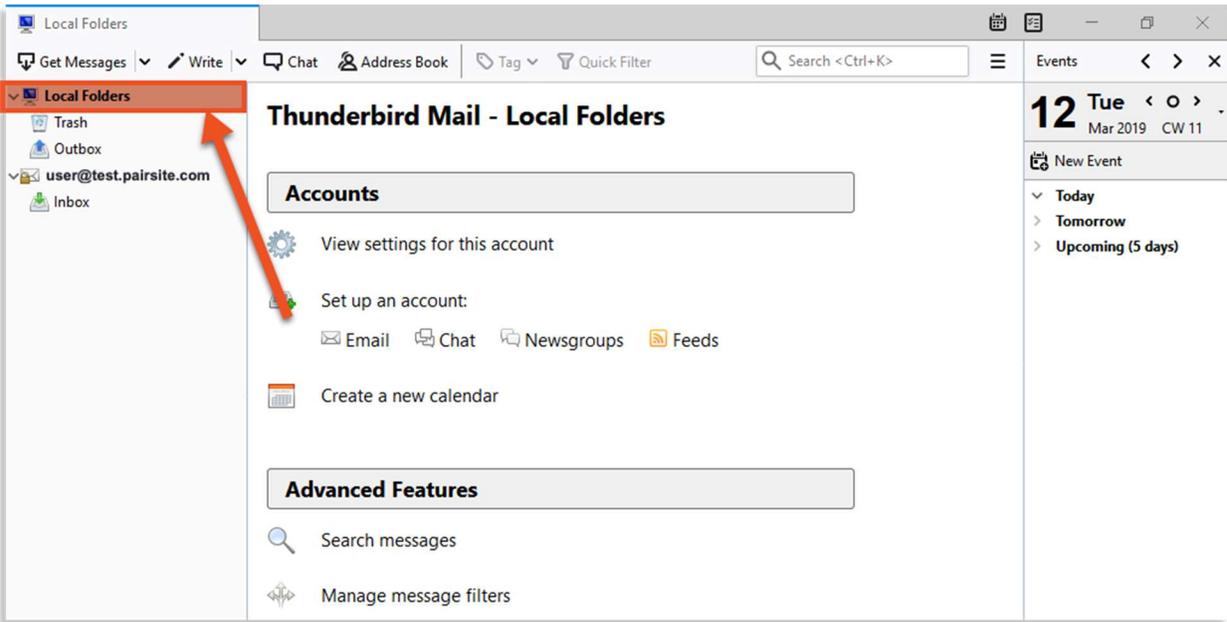Mozilla Thunderbird

Once you have downloaded and installed Thunderbird on to your machine, you can follow these steps to set up your pair email:

1. Open the Thunderbird application
2. On the main page, under the **Set up an account** heading, click **Email**

This page will come up automatically for new users and some existing users. If this page does not come up default, you can click **Local Folders** in the left sidebar to navigate to the page.
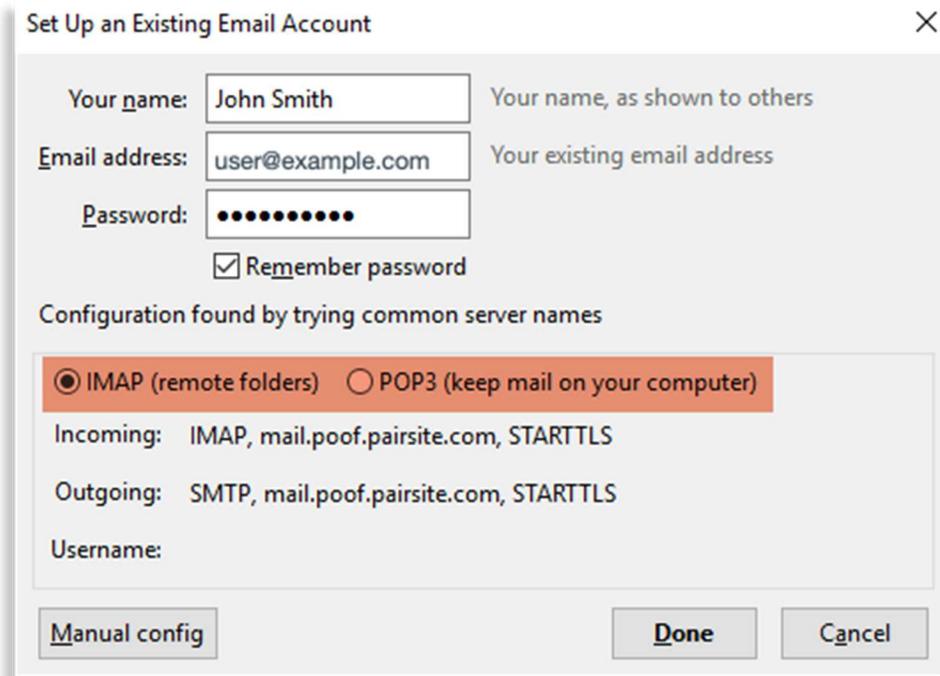
3. A window will appear. Enter your email information here:

Your Name	This name will appear as the sender of your email
Email Address	The pair email address you are planning to use with Thunderbird
Password	Your email address' password.

4. Click **Continue**

5. Select **IMAP** or **POP. IMAP** is recommended.

Set Up an Existing Email Account ✕

Your name: John Smith | Your name, as shown to others

Email address: user@example.com | Your existing email address

Password: ●●●●●●●●●●

☑ Remember password

Configuration found by trying common server names

◉ IMAP (remote folders)   ○ POP3 (keep mail on your computer)

Incoming: IMAP, mail.poof.pairsite.com, STARTTLS

Outgoing: SMTP, mail.poof.pairsite.com, STARTTLS

Username:

Manual config   **Done**   Cancel

6. Click **Manual Config**

Set Up an Existing Email Account ✕

Your name: John Smith | Your name, as shown to others

Email address: user@example.com | Your existing email address

Password: ●●●●●●●●●●

☑ Remember password

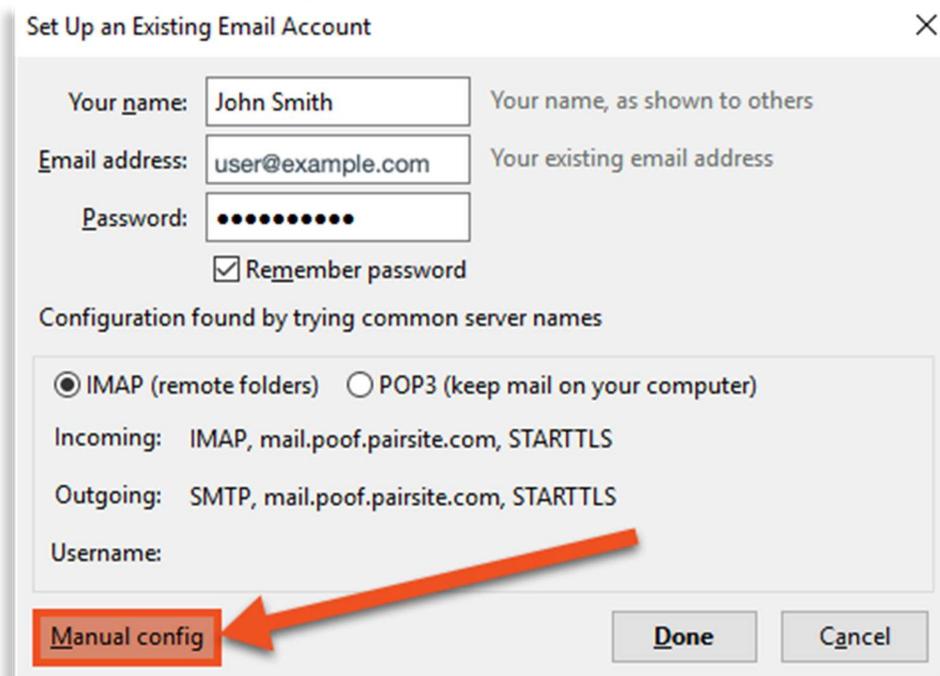Configuration found by trying common server names

◉ IMAP (remote folders)   ○ POP3 (keep mail on your computer)

Incoming: IMAP, mail.poof.pairsite.com, STARTTLS

Outgoing: SMTP, mail.poof.pairsite.com, STARTTLS

Username:

Manual config   **Done**   Cancel

Enter the incoming and outgoing mail servers and the username: Mail serves should be set as follows

Incoming	Incoming mail server **mail.hamiltoncom.net** or **mail.futiva.net**
Outgoing	Outgoing mail server **mail.hamiltoncom.net** or **mail.futiva.net**
Username	The email address you are currently setting up

7. Enter/verify ports for incoming and outgoing servers.

Incoming	For IMAP port should be 933 For POP3 port should be 95
Outgoing	Outgoing port should be 587

8. Set SSL for incoming and outgoing servers.

Incoming	Set to SSL/TLS by clicking drop down arrow
Outgoing	Set to STARTTLS by clicking drop down arrow

9. Verify authentication is set to Normal Password for both incoming and outgoing.

10.   Verify username is the full email address for both incoming and outgoing.

11.   Click Done