



EMAIL SET-UP WITH MOZILLA'S THUNDERBIRD

	<i>Example</i>	<i>My Email</i>
Username	<i>sample@mydomain.com</i>	
Password	<i>example</i>	

Please substitute the username and password sent to you by Ripples-on-Water.

Open Mozilla Thunderbird; click on **Tools**.

Select **Account Settings**.

Add Account, and then **Email Account**; click **Next**.

Enter the following information as each new page opens:

- Your name: your choice
- Email Address: **sample@mydomain.com** ; click **Next**.
- Incoming Server: choose POP, then fill in **mail.mydomain.com**; click **Next**.
- Incoming User Name: **sample@mydomain.com** ; click **Next**.
- Account Name: your choice; click **Next**.
- Review and click **Finish**.

To add an outgoing server (optional if you already have an outgoing server):

Click on **Tools**, and then select **Account Settings**.

Select **Outgoing Server** (on left, scroll down). Click **Add**.

Enter the following information as each new page opens:

- Description: your choice
- Server name: **mail.mydomain.com**, Port: **26** (NOT default)
- Check "Use Name and Password"
- Username: **sample@mydomain.com**
- Check **No** for "Use Secure Connection"; click **Okay**.

If you have problems, please call 443-249-0610 for assistance.

WEBMAIL

To access your email from any computer:

- Open the web browser.
- Enter **mydomain.com/webmail** in the address bar.
- Now enter your FULL email address (username) and password.

PLEASE SAVE FOR FUTURE REFERENCE.