



June 08

Email Configuration Guide

POP3 & IMAP

Mozilla Thunderbird

Version 2.4
Everyone.net

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1 Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username - You must enter your complete email address. (Example: username@yourdomain.com)
2. Password - This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

2 Server Settings

Server Type	Server Name	Port
POP	pop.everyone.net	110
POP with SSL	pop.everyone.net	995
IMAP	imap.everyone.net	143
IMAP with SSL	imap.everyone.net	993
SMTP	smtp.everyone.net	25
SMTP alternative port	smtp.everyone.net	2525
SMTP with SSL	smtp.everyone.net	465

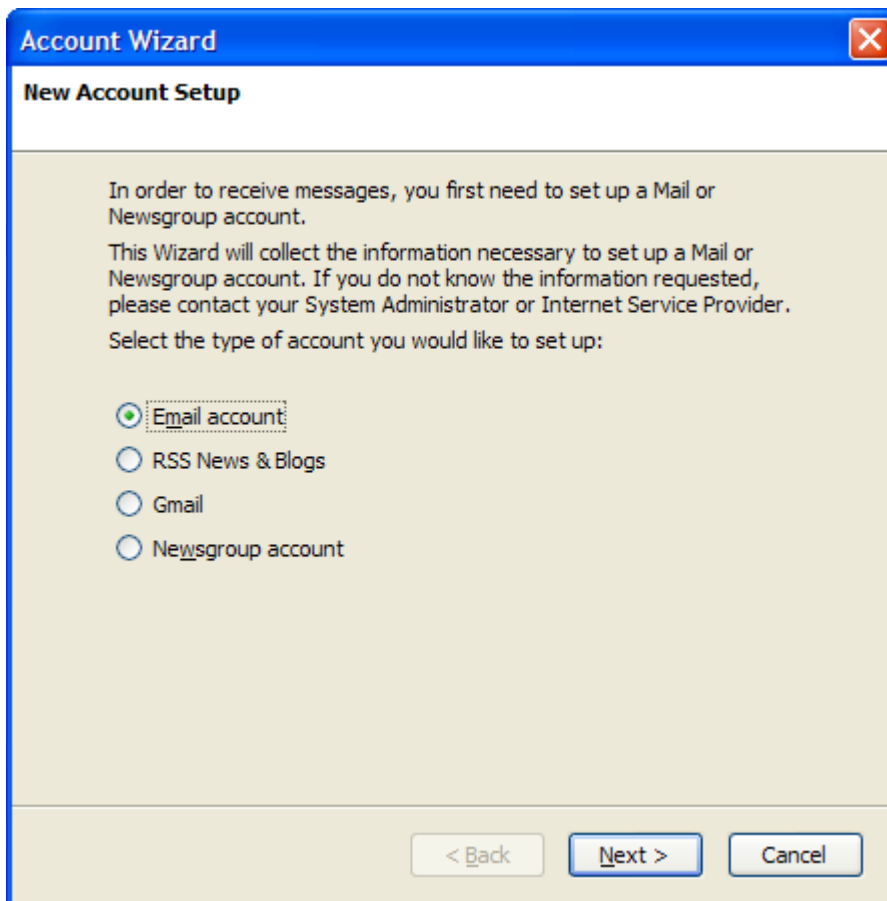
3 Setting up your email account

To configure your Everyone.net account to work with Thunderbird 2.0, simply follow these steps outlined below.

3.1 Step 1

The first step is to Launch Thunderbird. If this is the first time you have used Thunderbird, the Account Wizard will start automatically.

1. Click **Email account**
2. Click **Next**



3.2 Step 2

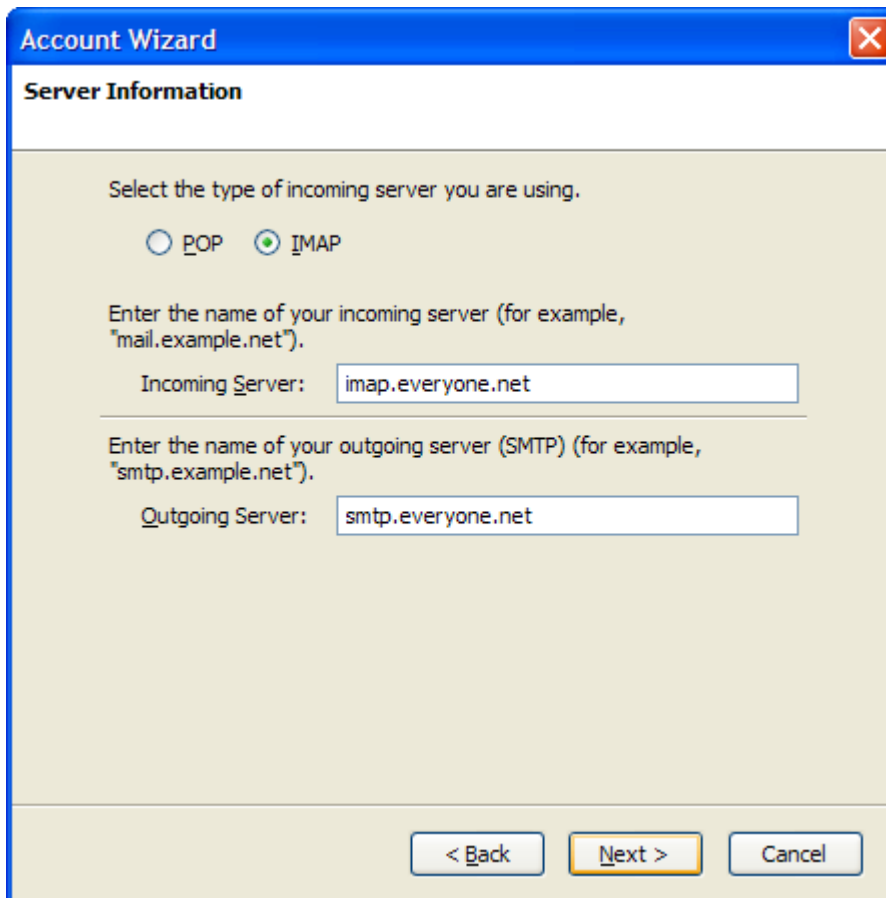
1. Enter **First name Last name**
2. Enter your full **email address**; username@domain.com
3. Click **Next**



The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard' and it has a close button (X) in the top right corner. The 'Identity' section contains the following text: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' with the placeholder text 'Your Name'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' with the placeholder text 'username@domain.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

3.3 Step 3

1. Select **POP** or **IMAP** (check Everyone.net's Knowledge base if you are not sure which to use)
2. Enter **pop.everyone.net** or **imap.everyone.net**
3. Enter **smtp.everyone.net**
4. Click **Next**



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The dialog has a blue title bar with a close button. The main area is light beige and contains the following text and controls:

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

3.4 Step 4

1. Enter your full **email address**; [username@domain.com](#)
2. Enter your full **email address**; [username@domain.com](#)
3. Click **Next**

Account Wizard

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

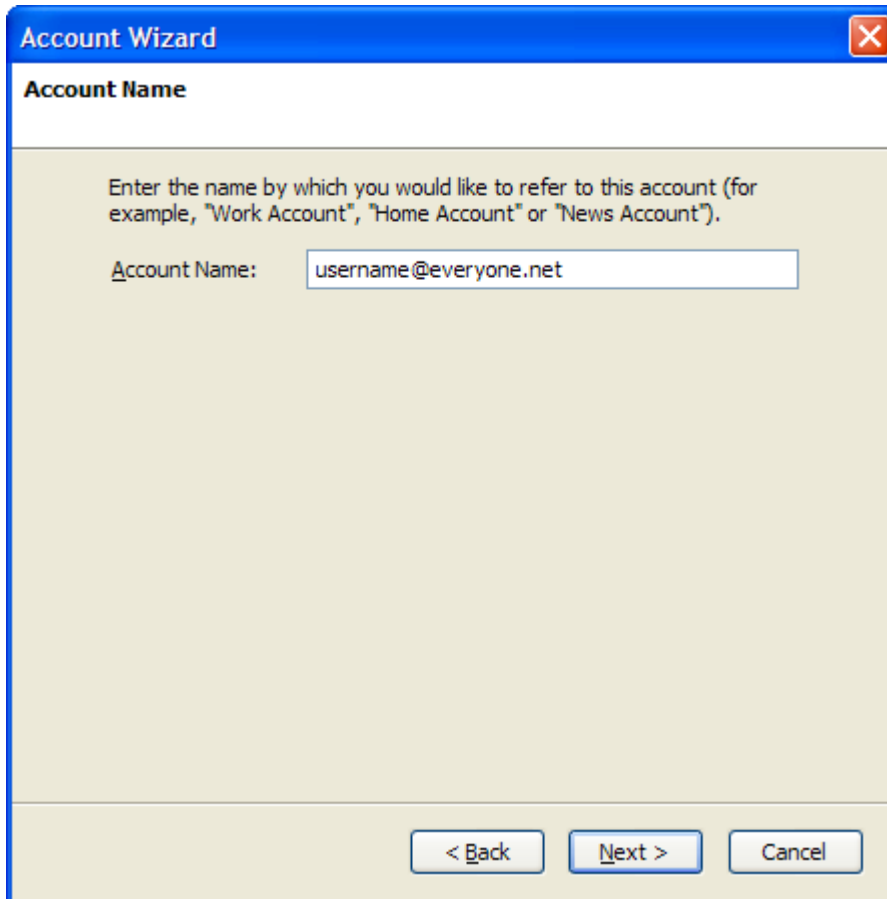
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back Next > Cancel

3.5 Step 5

1. Enter your full **email address**; [username@domain.com](#)
2. Click **Next**



Account Wizard

Account Name

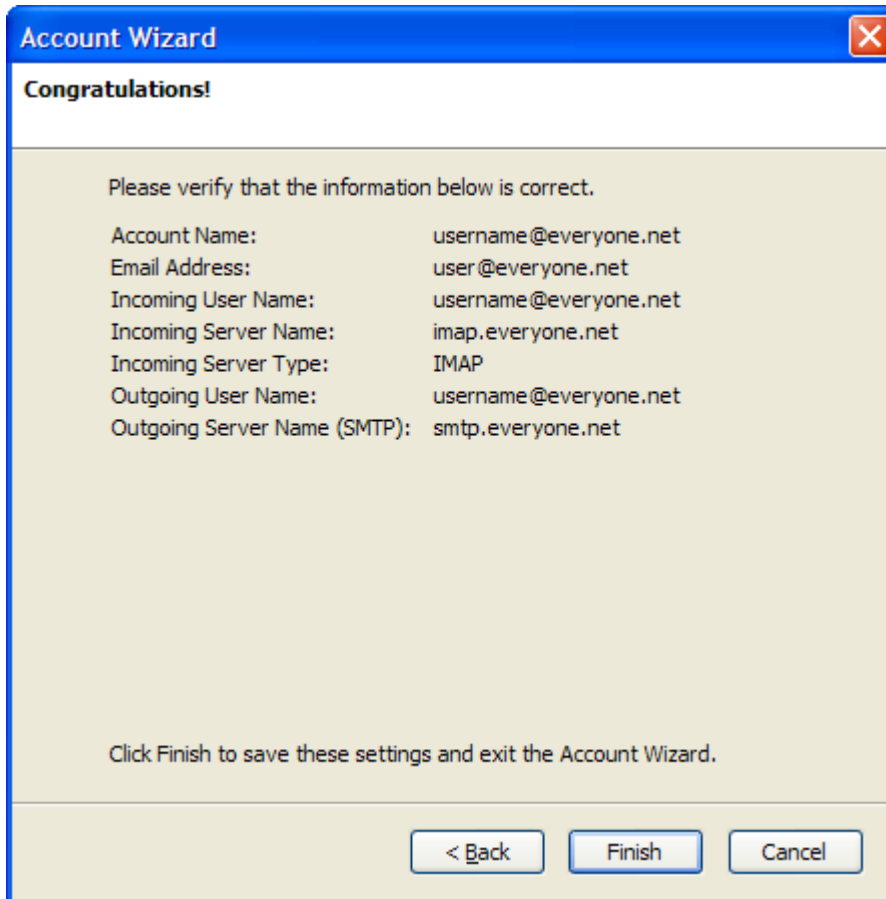
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

< Back Next > Cancel

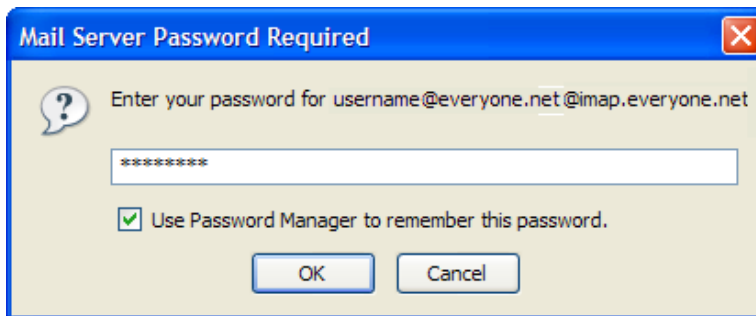
3.6 Step 6

1. Confirm all your settings
2. Click **Back** if you need to change any settings
3. Click **Finish** to accept these settings



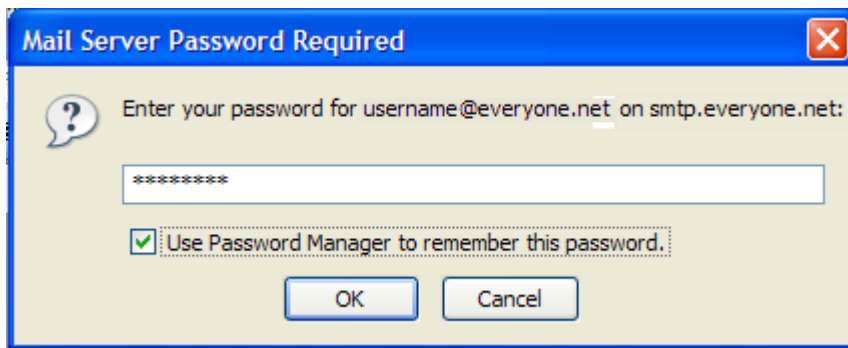
3.7 Step 7

1. Enter your **password** for your e-mail account
2. **Check** Use Password Manager to remember this password
3. Click **OK**
4. Click **OK** to save your password



3.8 Step 8

1. Open Thunderbird
2. Click on Write to compose a new message
3. Send a test message
4. You will be asked for your password, enter your password
5. **Check** Use Password Manager to remember this password
6. Click **OK**
7. If your message was sent, your setup is complete.



4 Support

If the service you purchased with Everyone.net provides technical support, you may contact Everyone.net support to provide you with assistance for your email service.

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