

Guide to configuring an email account on Mozilla Thunderbird in Windows

Tutorial



Configuring an email account on Thunderbird

This guide will allow you to configure your email address on Mozilla Thunderbird. Linkeo's business mail offer offers you the possibility of storing 10 GB of emails and the possibility of being able to send or receive emails of up to 18 MB .

This guide also applies to all versions of Microsoft Outlook, the only difference being the location of the account settings.

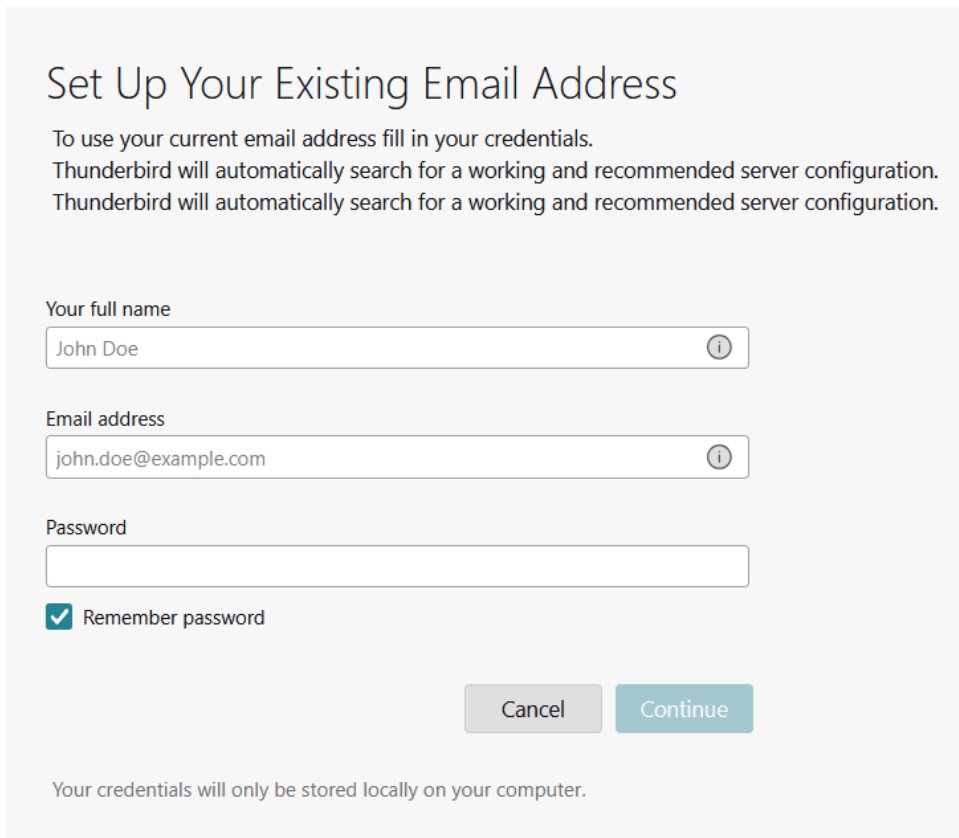
Our Customer Service team is available by phone at **855-254-6536** or by email at service@linkeo.ca if you encounter any difficulties.

Configuring an email account on Thunderbird

1st step

If this is the first time you are using Thunderbird on this computer, you will get this screen when the application starts.

If not, then click to the button menu then select 'Accounts settings'



The screenshot shows the 'Set Up Your Existing Email Address' dialog box in Thunderbird. It contains the following elements:

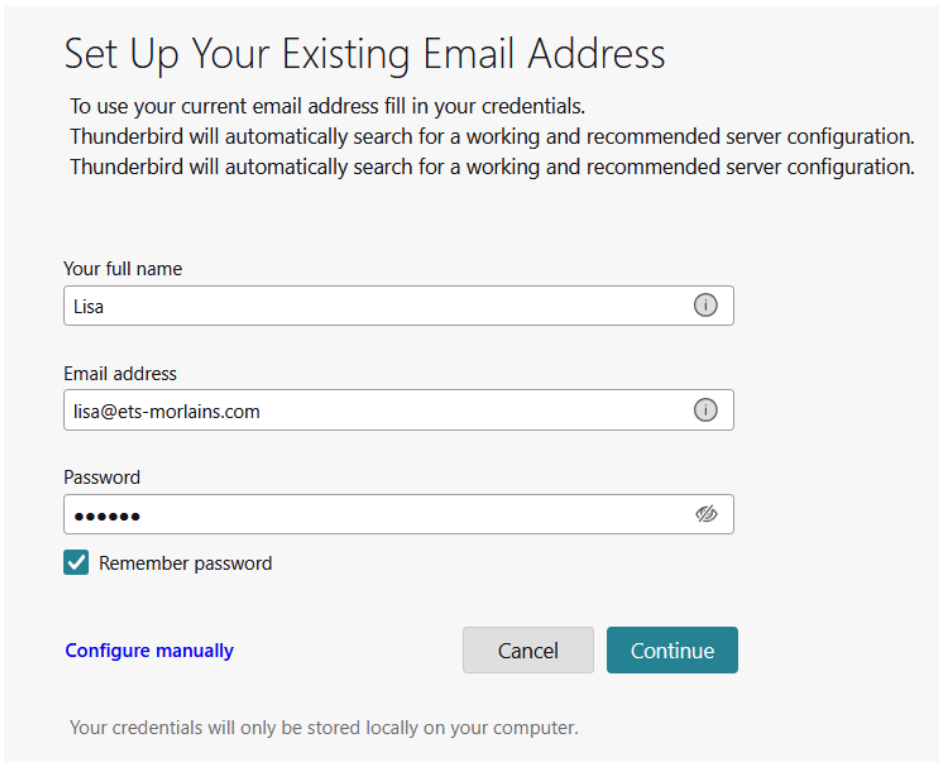
- Title:** Set Up Your Existing Email Address
- Instructions:** To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration. (This text is repeated twice in the image).
- Fields:**
 - Your full name:** A text box containing 'John Doe' with an information icon on the right.
 - Email address:** A text box containing 'john.doe@example.com' with an information icon on the right.
 - Password:** An empty password text box.
- Checkbox:** A checked checkbox labeled 'Remember password'.
- Buttons:** 'Cancel' and 'Continue' buttons at the bottom right.
- Footer:** A note stating 'Your credentials will only be stored locally on your computer.'

Configuring an email account on Thunderbird

2nd step

Enter your names, email address and password then tick 'Remember password'

Click on the link 'Configure manually' for server settings



The screenshot shows the 'Set Up Your Existing Email Address' dialog box in Thunderbird. It contains the following elements:

- Title:** Set Up Your Existing Email Address
- Instructions:** To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration. (This text is repeated twice).
- Fields:**
 - Your full name:** A text box containing 'Lisa'.
 - Email address:** A text box containing 'lisa@ets-morlains.com'.
 - Password:** A password field with masked characters (dots) and a toggle icon on the right.
- Checkbox:** A checked checkbox labeled 'Remember password'.
- Buttons:** A blue link 'Configure manually', a grey 'Cancel' button, and a teal 'Continue' button.
- Footer:** A small note: 'Your credentials will only be stored locally on your computer.'

Configuring an email account on Thunderbird

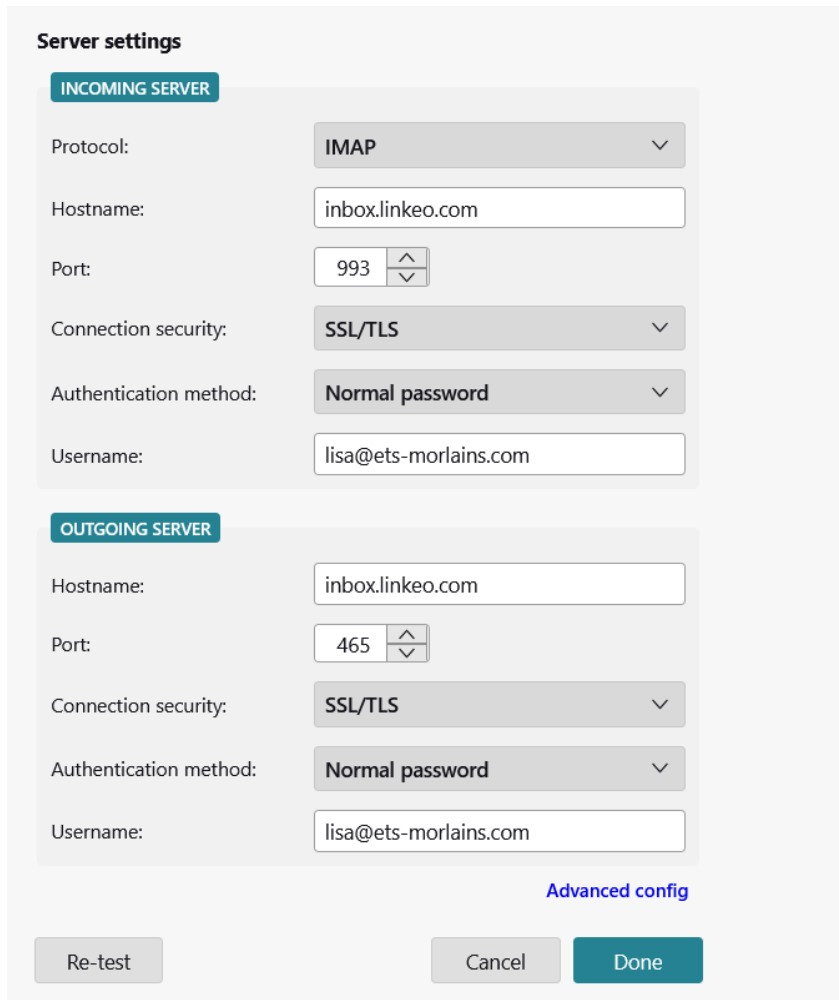
3rd step

In Server settings, Hostnames are inbox.linkeo.com and Connection security is SSL/TLS.

Ports are 993 for incoming server and 465 for the outgoing, and authentication method : Normal password

The username is your email adress.

At the bottom of the page, click on Re-test then Done



The screenshot shows the 'Server settings' dialog box in Thunderbird. It is divided into two sections: 'INCOMING SERVER' and 'OUTGOING SERVER'. The 'INCOMING SERVER' section has the following fields: Protocol (IMAP), Hostname (inbox.linkeo.com), Port (993), Connection security (SSL/TLS), Authentication method (Normal password), and Username (lisa@ets-morlains.com). The 'OUTGOING SERVER' section has the following fields: Hostname (inbox.linkeo.com), Port (465), Connection security (SSL/TLS), Authentication method (Normal password), and Username (lisa@ets-morlains.com). At the bottom right of the dialog is a link for 'Advanced config'. At the very bottom are three buttons: 'Re-test', 'Cancel', and 'Done'.

Server settings

INCOMING SERVER

Protocol: IMAP

Hostname: inbox.linkeo.com

Port: 993

Connection security: SSL/TLS

Authentication method: Normal password

Username: lisa@ets-morlains.com

OUTGOING SERVER

Hostname: inbox.linkeo.com

Port: 465

Connection security: SSL/TLS

Authentication method: Normal password

Username: lisa@ets-morlains.com

[Advanced config](#)

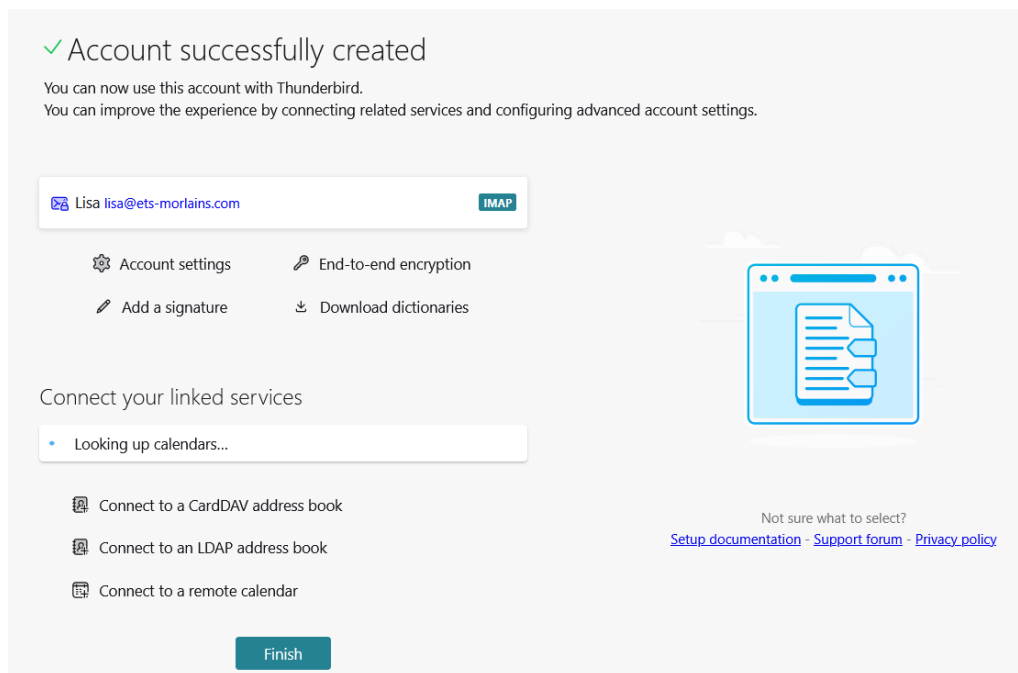
Re-test Cancel Done

Configuring an email account on Thunderbird

Finally

You will get this confirmation message
: Account successfully created

Click on Finish



Congratulations !



You have successfully configured your
email account on Microsoft Outlook

