We will show you how to configure Mozilla Thuderbird so that you can use it for your MUG e-mail. Here is an example account: user name: **Your Name** account name/login: **yourname** e-mail: **yourname@gumed.edu.pl**

Open the Thunderbird on your computer.

When you first open this program, the Mail Account Setup window should open automatically. If this did not happen, or if you are adding an additional account to Thunderbird, then in the main menu click on **Tools** and then select **Account Settings**.



In the new window, click on the Account Actions box and select Add Mail Account.



In the **Mail Account Setup** window, write your first and last name [which will be seen as the sender of every e-mail you write], your full MUG email address & password. Click on **Continue**

| Mail Account Setup | | 3 |
|---|---|---|
| Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword: | Your Name yourname@gumed.edu.pl Remember password | |
| | C <u>a</u> ncel <u>C</u> ontinue | |

In the new window, you will see the detailed settings.

If Thunderbird does not automatically detect these settings, you should click **Edit** and manually enter them [so that they are the same as you see below]:

| Your <u>n</u> ame: | Your Name | Your name, a | as shown to | others | |
|--|---|---|--------------------------------|-------------------|------------|
| Emai <u>l</u> address: | yourname@gumed.edu.p | bl | | | |
| Password: | ••••• | | | | |
| | 📝 Re <u>m</u> ember password | | | | Start over |
| POP - Dowr The following : | ess folders and messages fro aload all messages onto this settings were found from: | om multiple con s computer, fold : Email provider | nputers ers are loca | l only | |
| POP - Dowr The following : Username: | ess folders and messages fro iload all messages onto this settings were found from: yourname | om multiple con s computer, fold : Email provider | nputers ers are loca | l only | Edit |
| POP - Dowr The following : Username: Incoming: | ess folders and messages fro load all messages onto this settings were found from: yourname poczta.gumed.edu.pl | om multiple con s computer, fold : Email provider POP | nputers ers are loca 995 | l only SSL/TLS | Edit |

Click on **Create Account**

In the new window, click on **Outgoing Server (SMTP)** and make sure that the **Poczta GUMed** is selected as the **(Default)**

| Local Folders lunk Settings | Outgoing Server (S | MTP) Settings | | |
|--|--|---------------------|---------------------|--|
| Disk Space yourname@gumed.edu.pl Server Settings | Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cau errors when sending messages. | | | |
| Copies & Folders | gumed.edu.pl (Default) | | Add | |
| Composition & Addressing | Poczta GUMed - poczta. | gumed.edu.pl | | |
| Junk Settings | | | <u>E</u> dit | |
| Disk Space | | | Remove | |
| Return Receipts | | | C+D-6-W | |
| Outgoing Server (SMTP) | | | Se <u>t</u> Default | |
| outgoing server (sirit) | | | | |
| | Description: | Poczta GUMed | | |
| | Server Name: | poczta.gumed.edu.pl | | |
| | User Name: | 400 Vourname | | |
| | Authentication method: | Normal password | | |
| | Connection Security: | SSL/TLS | | |
| | аў. Паралія (1996) | | | |
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| | | | | |
| | | | | |
| Account Actions • | j | | | |
| | | | | |

In that same window, select **Server Settings** and make sure that they are the same as you see below:

| lunk Sattings | Server Settings | | | | | |
|---|---|------------|---------------------|-------------|-------------|------------------|
| Disk Space | Server Type: POP Mail Server | | | | | |
| yourname@gumed.edu.pl | Server Name: | poczta.gu | poczta.gumed.edu.pl | | 995 🌲 | Default: 995 |
| Server Settings Copies & Folders Composition & Addressing Junk Settings Disk Space Return Receipts Security Outgoing Server (SMTP) | User Name: yourname Security Settings Connection security: SSL/TLS Authentication method: Normal password Server Settings Check for new messages at startup Check for new messages every 10 minutes Automatically download new messages Fetch headers only Leave messages on server For at most 14 days Until I delete them Empty Trash on Exit Advanced | | | | | |
| | C:\Users\;: | . \AppData | \Roaming\Thu | inderbird\P | rofiles\af0 | t <u>B</u> rowse |
| | | | | | | |

Click on **OK**

Now you are ready to receive your MUG e-mails in Thunderbird!

Click on the Get Mail button.

You will be able to see **your MUG e-mail address** and its **Inbox** in the left column.



Enjoy!