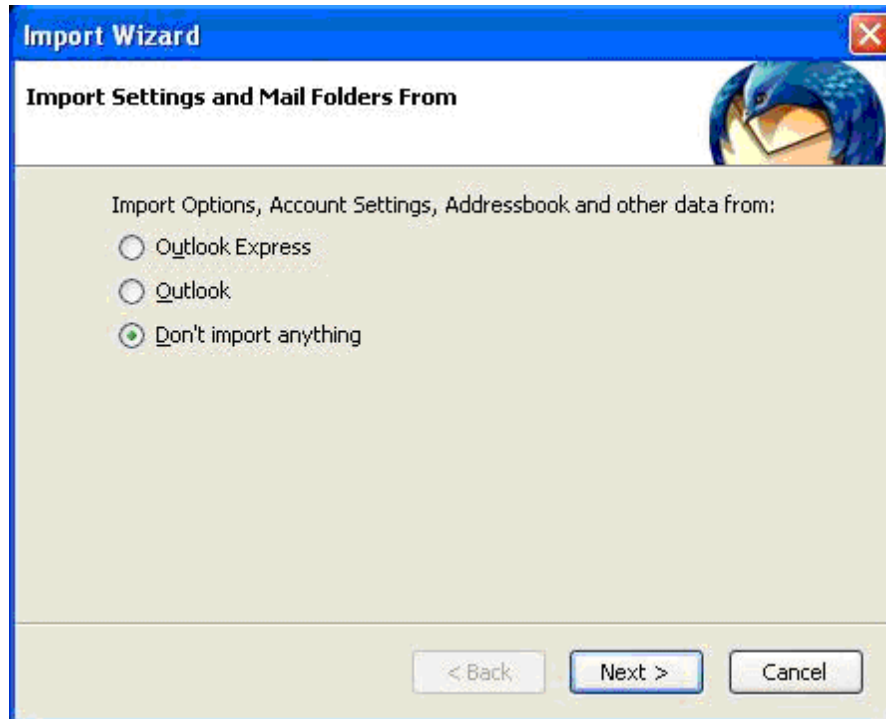


- **Step One: Load the application:**
 - **Step Two: Set up your e-mail account:**
1. If this is your first time using Mozilla Thunderbird, you should be presented with a window asking to import account information from another e-mail client. Choose “**Don’t import anything**” and click **Next** to continue.



- **NOTE:** If the wizard does not appear, **go to page 7** to set up the account manually.
2. The Account Wizard should now walk you through setting up your e-mail account. Choose “**E-mail account**” in the first window and click **Next** to continue.



3. In the next window, enter your name as you would like others to see it, and enter your e-mail address. Click **Next** to continue.

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

4. The next window configures your incoming and outgoing e-mail servers. Make sure **POP** and **Use Global Inbox** are selected and enter the following information:

Incoming Server = **mail.energize.net**
Outgoing Server = **mail.energize.net**

Account Wizard

Server Information

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:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

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

Outgoing Server:

< Back Next > Cancel

- **NOTE:** If you have other e-mail accounts set up already, you may not be prompted for an outgoing server. In this case, you must manually set this setting. When you have completed this tutorial **go to page 9** to learn more.

5. Enter **your full e-mail address** in each of the textboxes in the next window. Click **Next** to continue.

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

6. In the next window, enter a name for your account. The name is just a way for you to distinguish your PES Energize account from others (if any).

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").

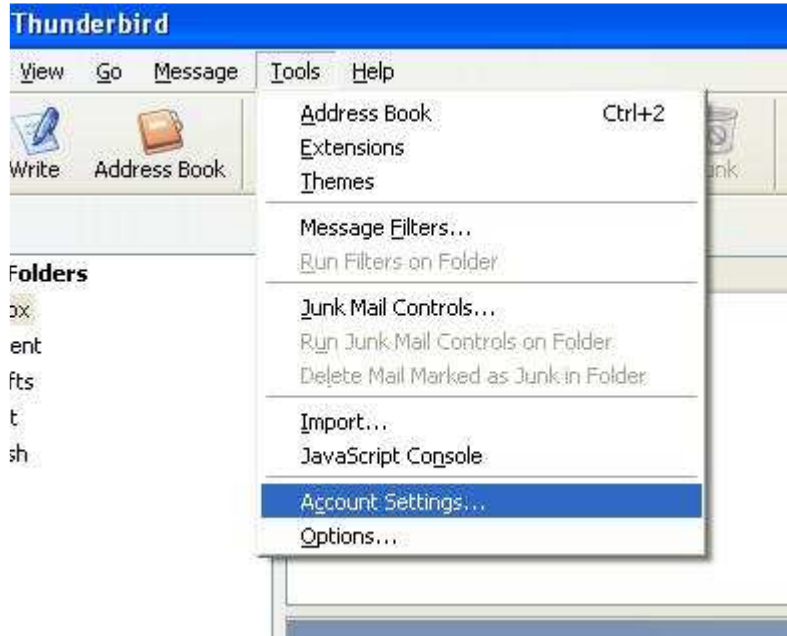
Account Name:

< Back Next > Cancel

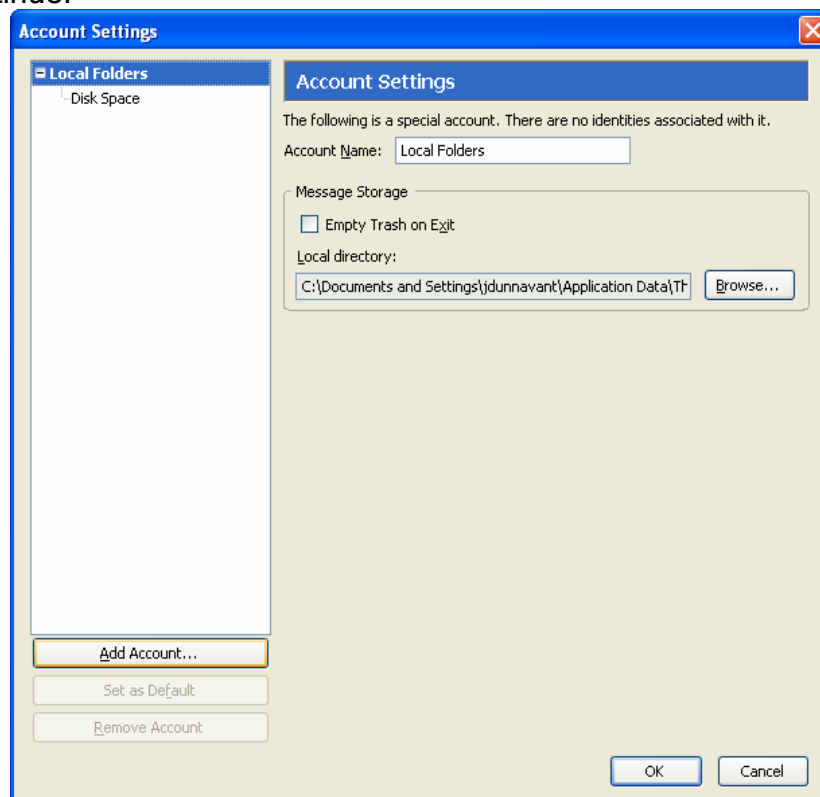
7. The next window is a summary of your actions in the wizard. Make sure the **"Download messages now"** box is checked, and click **Finish**. You are now ready to begin using your new PES Energize e-mail!
-

■ **The wizard didn't appear for me!**

1. If the Account Wizard does not appear when you load Mozilla Thunderbird, click **Tools** on the main menu and select **Account Settings**.



2. In the Account Settings window, click the **Add Account** button. The Account Wizard should load. **Return to the beginning of this tutorial** to continue.

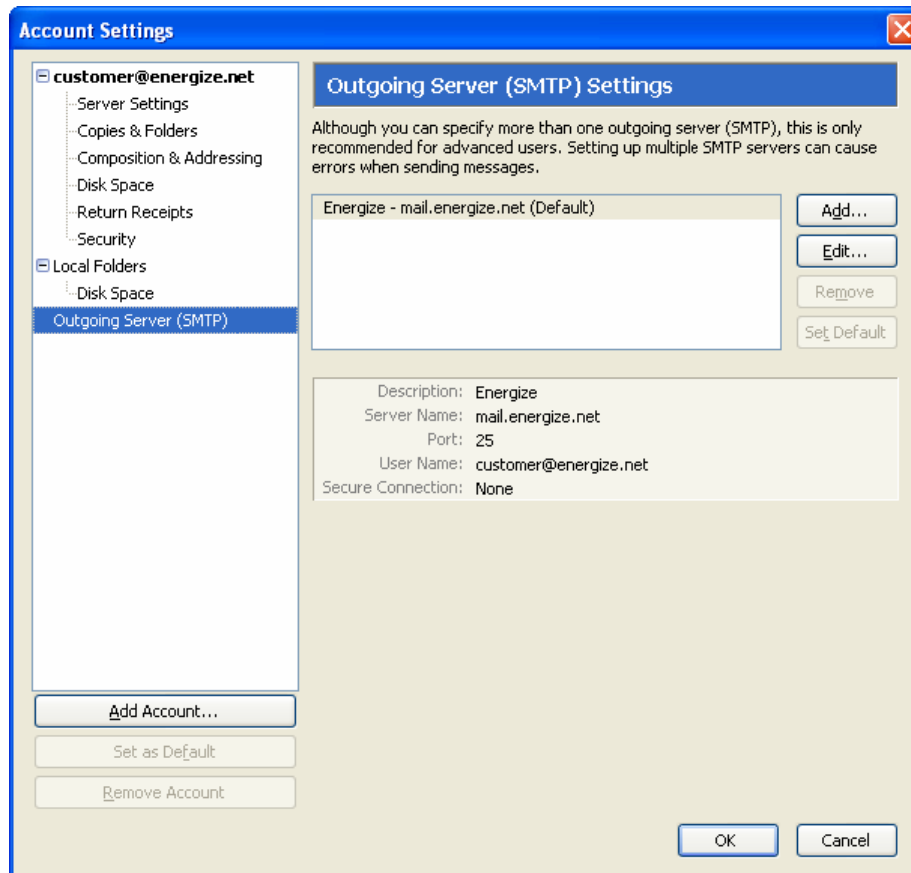


- **NOTE:** From the Account Settings window, you can also remove accounts you may have created in the past. This is especially useful when those accounts do not function anymore. To remove an account, **select the account name** to remove in the list at left and click the **Remove Account** button. Account names can be easily identified by the +/- symbols beside their names.

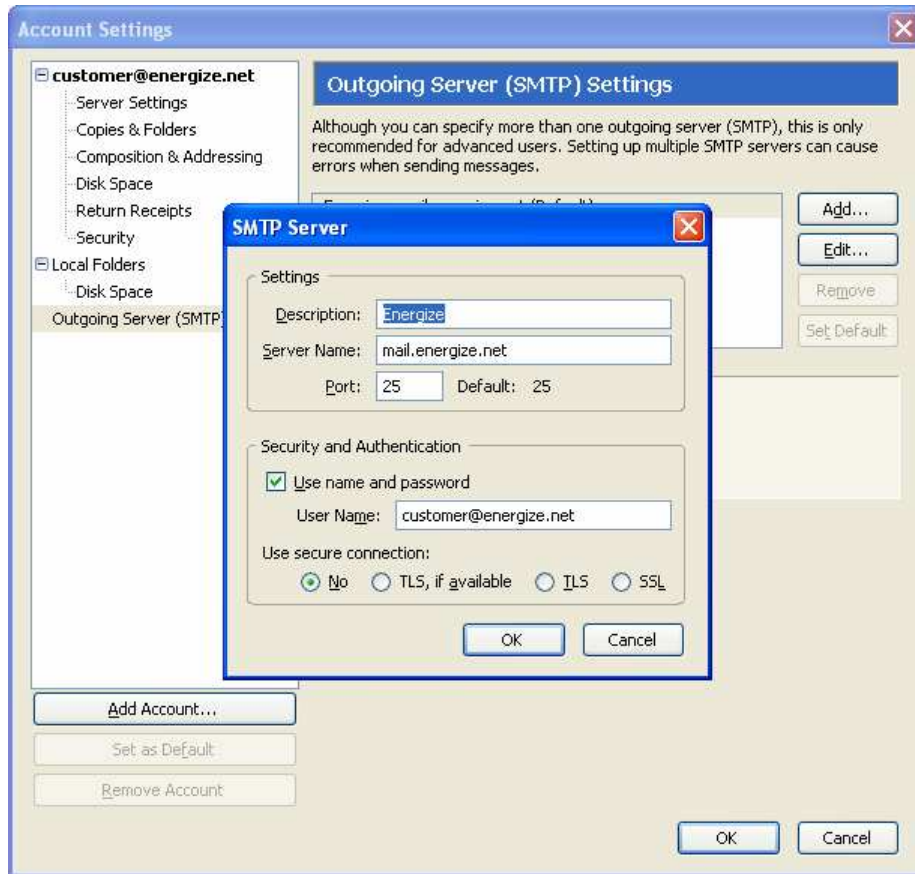


■ I was not prompted for an outgoing server!

1. If you were not prompted for an outgoing server when you used the Account Setup Wizard you must manually set one up. To do so, click **Tools** and select **Account Settings** Select **Outgoing Server (SMTP)**.



2. Click **Add**. If there are accounts listed already, this is a good time to remove any that aren't in use anymore. These old accounts could interfere with your PES Energize e-mail. Enter **mail.energize.net** as your server name and **uncheck** the box beside **Use name and password**. You may leave the **Description** field blank if you wish. The rest of the information should be left as-is with the port number being **25** and **Use secure connection**: marked **No**.



3. Return to the beginning of this document to return to the main tutorial.