

## Mozilla Thunderbird Setup

This simple tutorial will guide you through setting up your PES Energize e-mail account(s) using Mozilla Thunderbird in a Microsoft Windows environment. If you do not already have an e-mail account with us, you will need to contact our helpdesk in order to have one

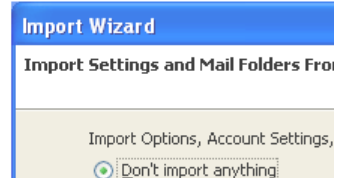


**E-mail**  
Mozilla Thunderbird

Please open Mozilla Thunderbird if you haven't already done so. If you have chosen Mozilla Thunderbird as your default e-mail client, Microsoft Windows should place it near the top of your Start menu with the label, "E-mail."

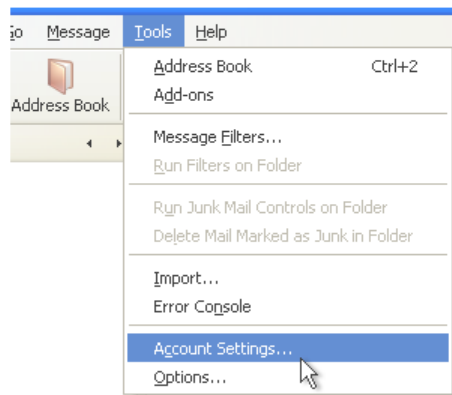
**Note:** If you are asked if you wish to make Mozilla Thunderbird your default e-mail client, answer Yes unless you plan to use another client as your primary means of sending/receiving e-mail.

**Note:** If you are asked if you wish to import settings from another e-mail client (see image below), choose **Don't import anything**. Click OK. Skip to Step 3.



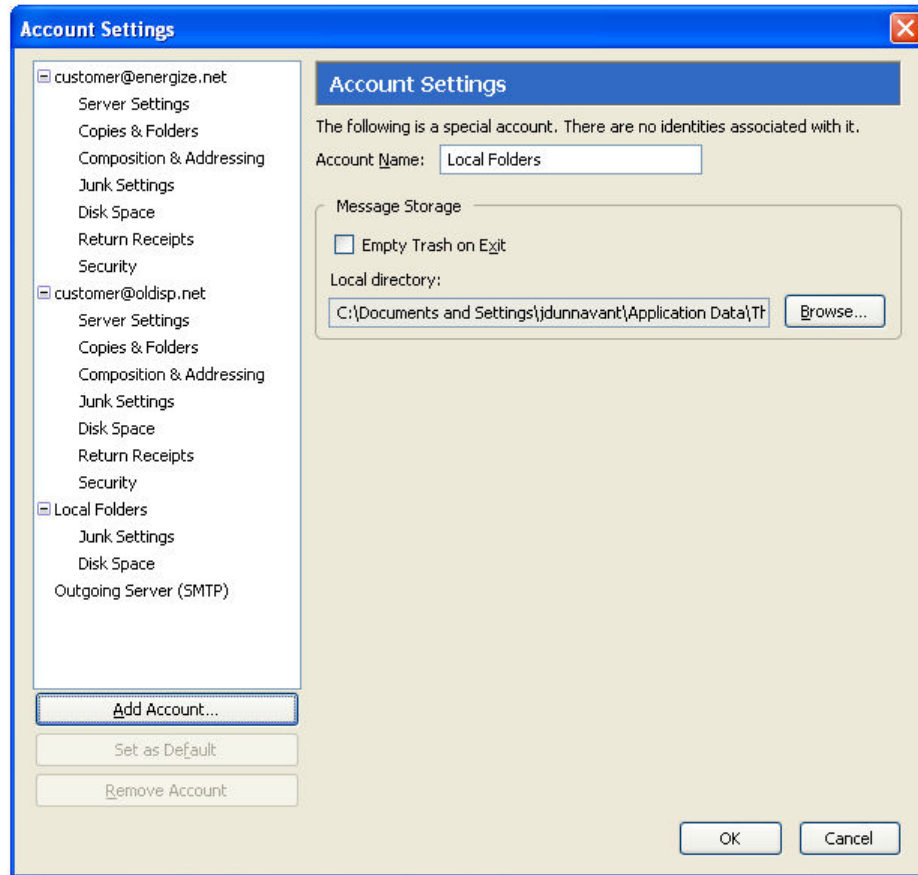
### Step 1

Click the **Tools** menu at the top of your screen, and select **Account Settings** from the displayed options.



## Step 2

Any accounts that you have previously created will appear in the list on the left-hand side of the screen. A number of options will appear below each. If you have changed from another internet service provider, it is best to remove any e-mail accounts associated with that ISP. Failing to remove your old account(s) could result in sending/receiving errors as Mozilla Thunderbird may be attempting to access an account that is no longer in service. To remove an account, simply select the account and click the **Remove Account** button in the lower left-hand corner.



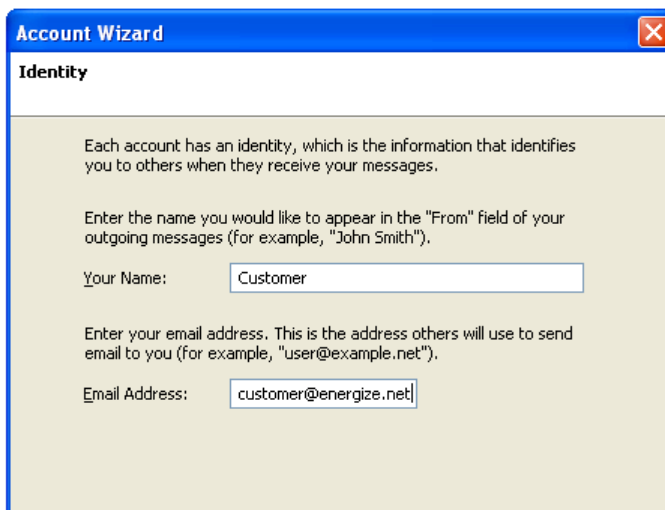
When you are ready, click **Add Account** to begin configuring your PES Energize e-mail account.

## Step 3



Choose **E-mail account** from the list provided, and click **Next**.

## Step 4



**Account Wizard** [Close]

**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").

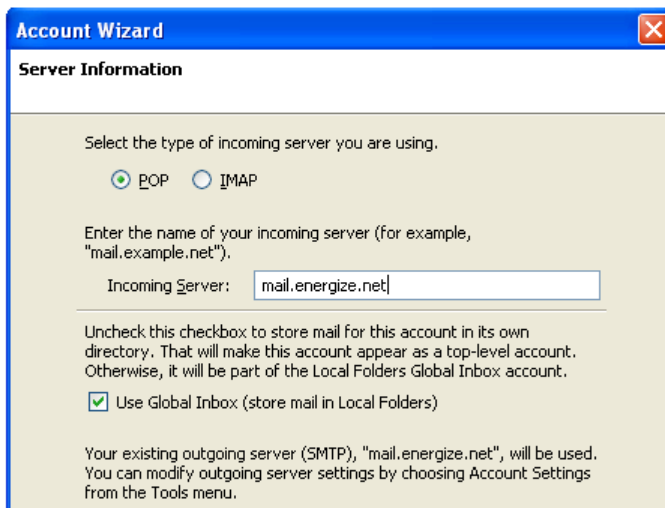
Your Name:

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

Email Address:

Enter your name in the field provided, and enter your full e-mail address in the second field. Click **Next** to continue.

## Step 5



**Account Wizard** [Close]

**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:

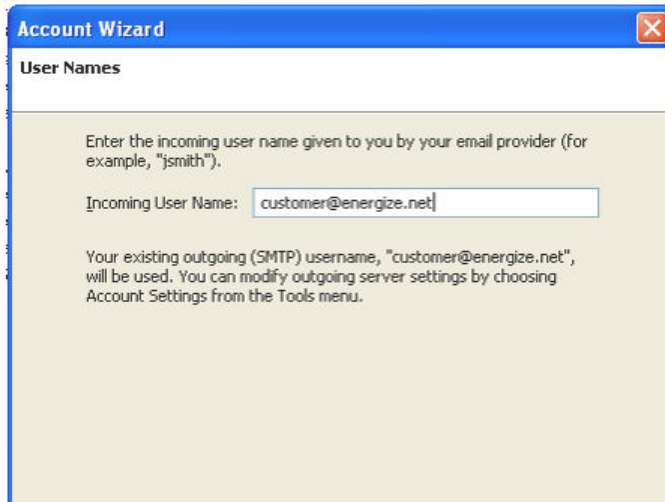
Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Your existing outgoing server (SMTP), "mail.energize.net", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Choose **POP** from the list provided, and enter **mail.energize.net** as your Incoming Server. Leave the *Use Global Inbox* checkbox checked unless you have been instructed to do otherwise. Click **Next** to continue.

## Step 6



**Account Wizard** [Close]

**User Names**

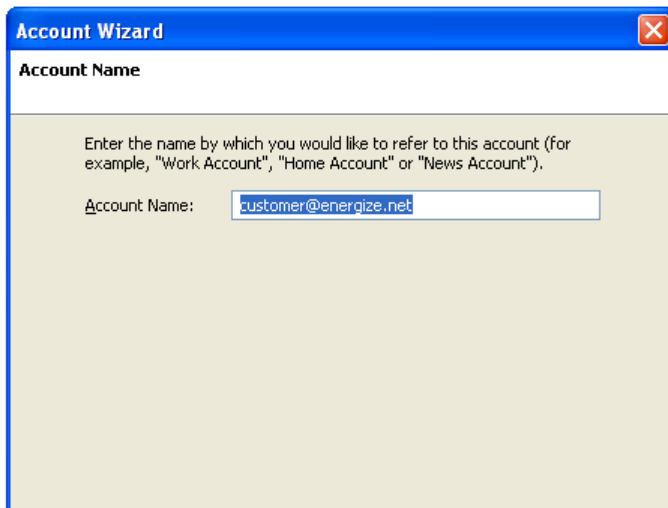
Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your existing outgoing (SMTP) username, "customer@energize.net", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Enter your **full e-mail address** as your Incoming User Name. Click **Next** to continue.

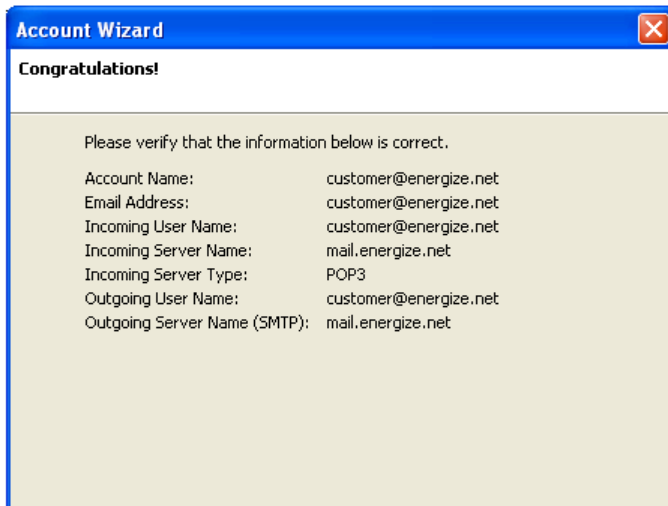
## Step 7



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The title bar is blue. Below the title bar, the text "Account Name" is displayed. The main area of the dialog has a light beige background and contains the following text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this text, there is a label "Account Name:" followed by a text input field containing the email address "customer@energize.net".

Enter a name for this account. The default value of your e-mail address is fine. Click **Next** to continue.

## Step 8



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The title bar is blue. Below the title bar, the text "Congratulations!" is displayed. The main area of the dialog has a light beige background and contains the following text: "Please verify that the information below is correct." Below this text, there is a list of account information:

Account Name:	customer@energize.net
Email Address:	customer@energize.net
Incoming User Name:	customer@energize.net
Incoming Server Name:	mail.energize.net
Incoming Server Type:	POP3
Outgoing User Name:	customer@energize.net
Outgoing Server Name (SMTP):	mail.energize.net

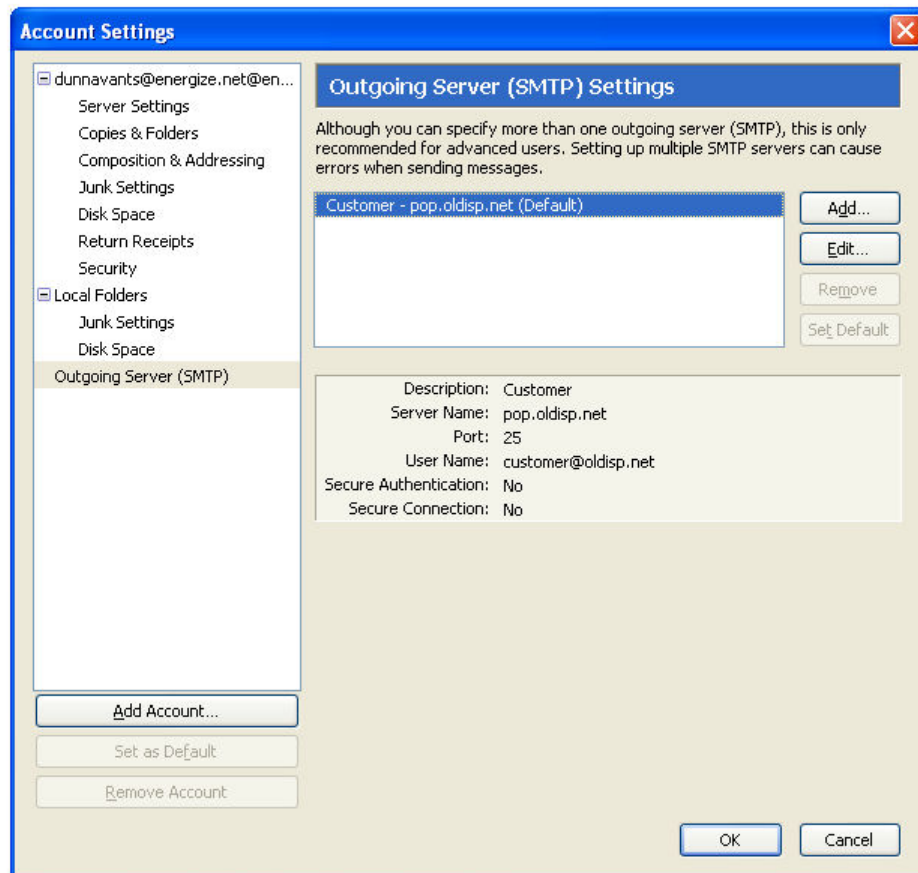
Verify your account information is correct. Please be sure your Incoming User Name is shown as your **full e-mail address**. If all is correct, click **Finish** to continue.

**Note:** If the Outgoing Server information seems incorrect, that is fine. We will configure the Outgoing Server settings in a moment.

## Step 9

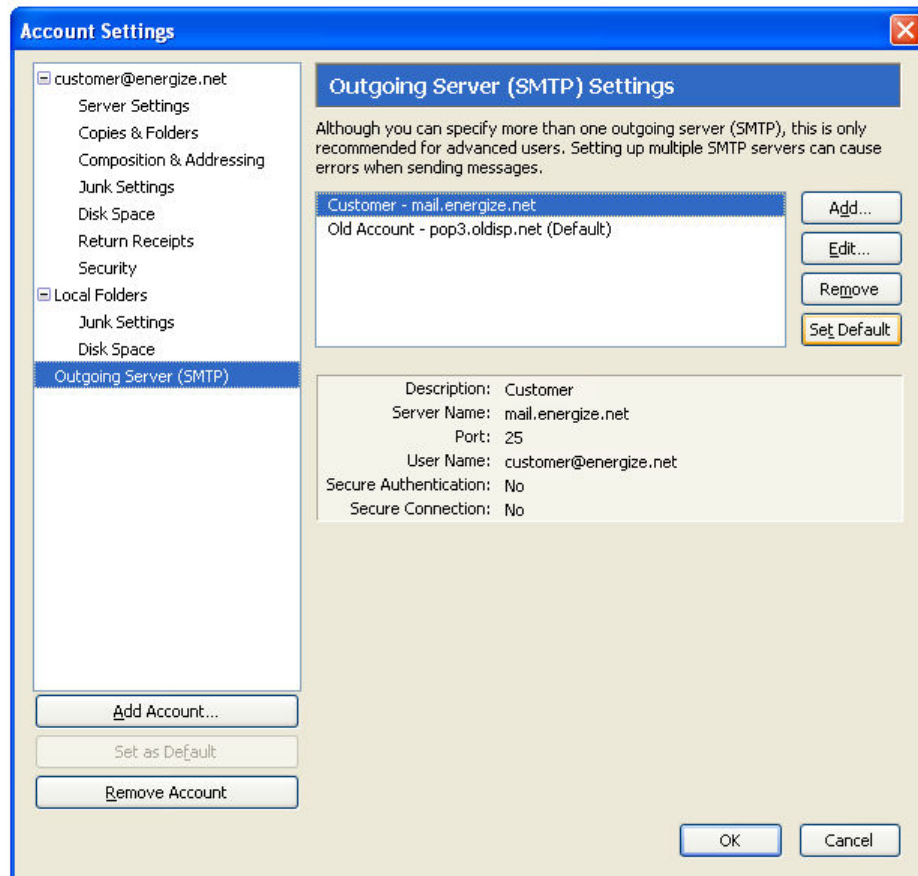
Select *Outgoing Server(SMTP)* from the list at left. You will see a screen similar to what is shown. If you decided to remove your existing e-mail account(s) in Step 2, select the corresponding outgoing server from the list and click **Remove**. If you have chosen to keep any existing accounts and wish to keep their outgoing server settings, click **Add** to add the PES Energize outgoing server information.

**Note:** If you have already configured another PES Energize e-mail account in Mozilla Thunderbird, you will not need to create a new outgoing server. You may simply use the outgoing server settings used in the existing account(s). Configuration of your new account is complete in this case.



## Finish

Select the PES Energize outgoing server that you just created, and click **Set Default** unless you have been instructed to do otherwise. This ensures you will send mail through PES Energize by default instead of any other accounts you may have configured. Click **OK** to complete the setup process! To test your new account, feel free to send a message to **support@energize.net**. Our Technical Support Specialists will respond to you shortly.



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