3700 South Pine Avenue
Ocala, FL 34471
Local (352) 732-7700
Toll Free (800) 709-3240
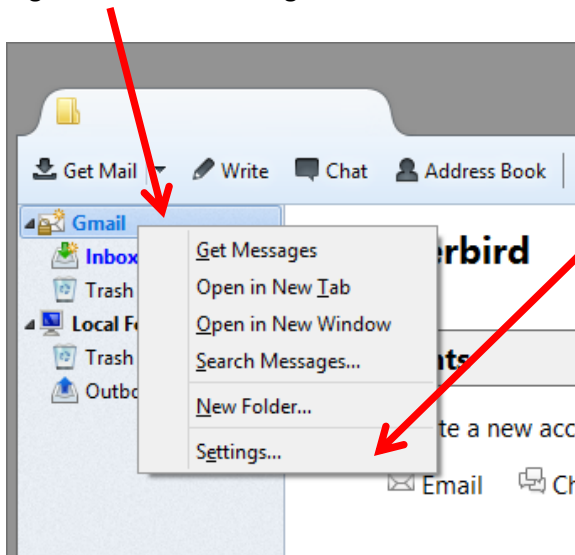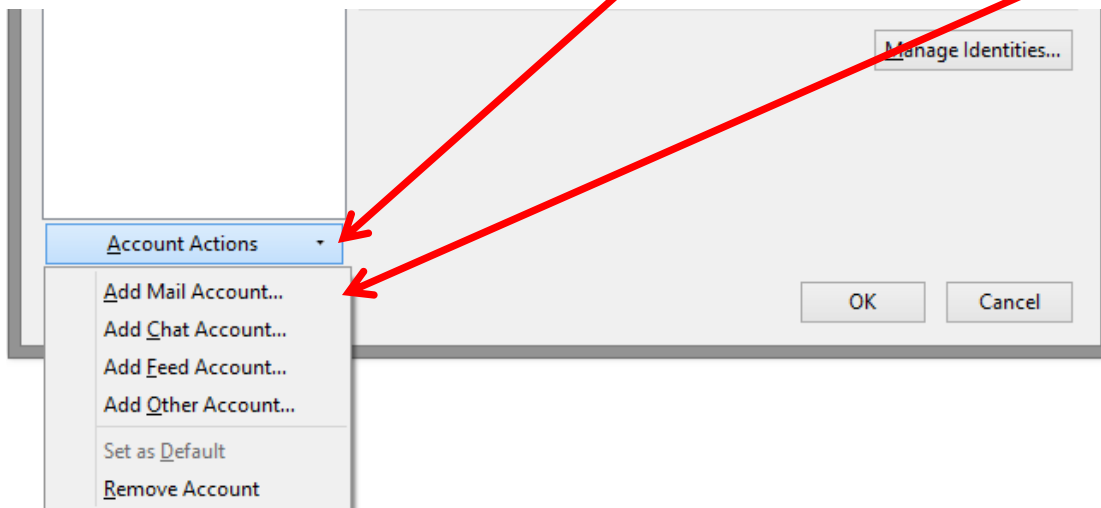support@netsourcemedia.com
www.netsourcemedia.com

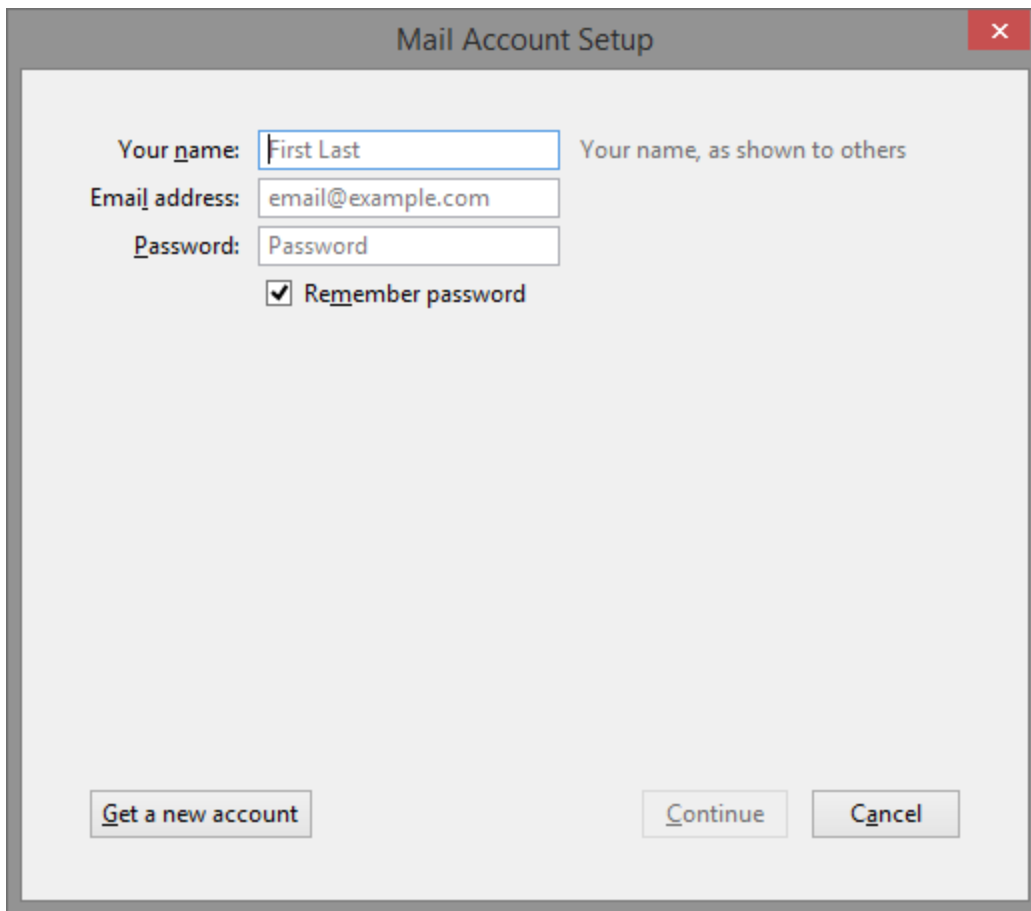# RVUSA E-Mail Setup – Mozilla Thunderbird (Additional E-mail Account)

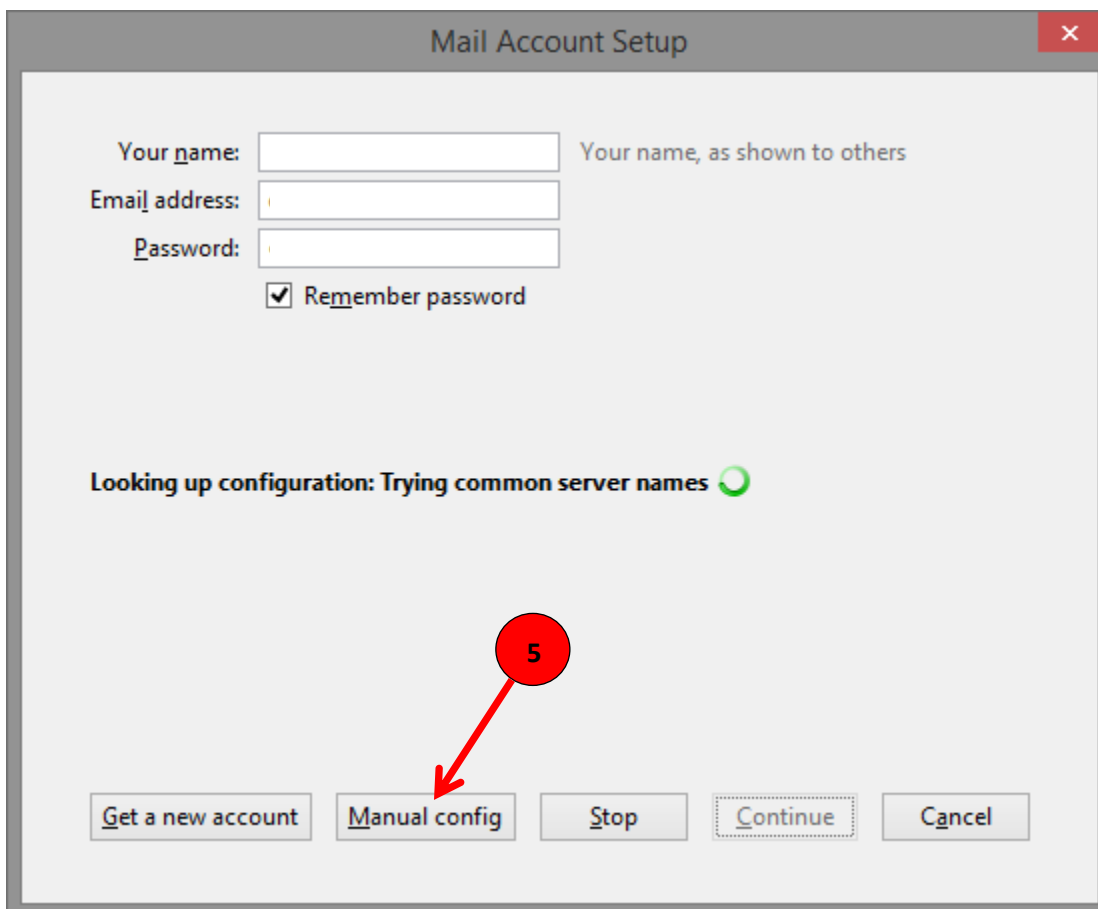1. Right click on an existing email account in the left pane and select **Settings**.

2. In the bottom left corner of Account Settings screen, click on the Account Actions button and select Add Mail Account from the drop down menu.

3. Enter your email account information into the fields as follows: (See red letters in graphic below.)
    A. Your name as you would like it displayed to message recipients.
    B. Full email address
    C. Password for the email account.
4. Click **Continue** when finished.

5. Quickly click on **Manual config**.

6. Match the same server settings illustrated in the below graphic highlighted by a **red box** with the options shown on your screen.

    Do not change the values in the fields on your screen that are shown as highlighted in **green** in the below graphic. Your screen will have already prepopulated information from previous setup windows that are required for the email account setup to successfully complete.

7. Click **Done** when finished.

You will be returned to the main Mozilla Thunderbird screen showing your email accounts. It should also begin downloading any new messages into the Inbox folder for the new account.