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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.

			Manage Identities
	Account Actions •		
L	<u>A</u> dd Mail Account Add <u>C</u> hat Account Add <u>F</u> eed Account Add <u>O</u> ther Account	[OK Cancel
	Set as <u>D</u> efault <u>R</u> emove Account		

- 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.

Mail Account Setup				
Your <u>n</u> ame:	First Last	Your name, as shown to others		
Emai <u>l</u> address:	email@example.com			
<u>P</u> assword:	Password			
	✓ Remember password			
<u>G</u> et a new acco	ount	Continue Cancel		

5. Quickly click on Manual config.

Mail Account Setup				
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	ame: Your name, as shown to others Iress: vord: Remember password			
Looking up con	ifiguration: Trying common server names 🔾			
<u>G</u> et a new acco	ount Manual config Stop Continue Cancel			

6. Match the same server settings illustrated in the below graphic highlighted by a <u>red box</u> 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.

Mail Account Setup							×
Your name: Your name, as shown to others Email address:							
The followin	The following settings were found by probing the given server Server hostname Port SSL Authentication						
Incoming:	POP3 v	pop.rvusa.com	995	~	SSL/TLS 🗸	Normal password	~
Outgoing:	SMTP	smtp.rvusa.com	✓ 465	~	SSL/TLS ✓	Encrypted password	~
Username:							
Get a new account Advanced config Cancel							

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.