

How to set up Thunderbird to use the UNE Mail Server (1/2)

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:

This screen will be shown the first time you run Thunderbird

Type your name into the 'Your Name:' field

Type your UNE email address into the 'Email Address:' field

Click 'Next'

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:

Select either 'POP' or 'IMAP' as the type of incoming mail server.

Enter 'mail.une.edu.au' into the 'Incoming Server:' field

Enter 'mailhub.une.edu.au' into the 'Outgoing Server:' field

Click 'Next'

Incoming: mail.une.edu.au

Outgoing: mailhub.une.edu.au

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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:

Enter your UNE username into the 'Incoming User Name:' field

Enter your UNE username into the 'Outgoing User Name:' field

Click 'Next'

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:

Enter a name for the account in the 'Account Name:' field

Click 'Next'

Congratulations!

Please verify that the information below is correct.

| | |
|------------------------------|---------------------|
| Account Name: | username@une.edu.au |
| Email Address: | username@une.edu.au |
| Incoming User Name: | username |
| Incoming Server Name: | mail.une.edu.au |
| Incoming Server Type: | POP3 |
| Outgoing User Name: | username |
| Outgoing Server Name (SMTP): | mailhub.une.edu.au |

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Click Finish to save these settings and exit the Account Wizard.

Check that the information given is correct

Click 'Finish'