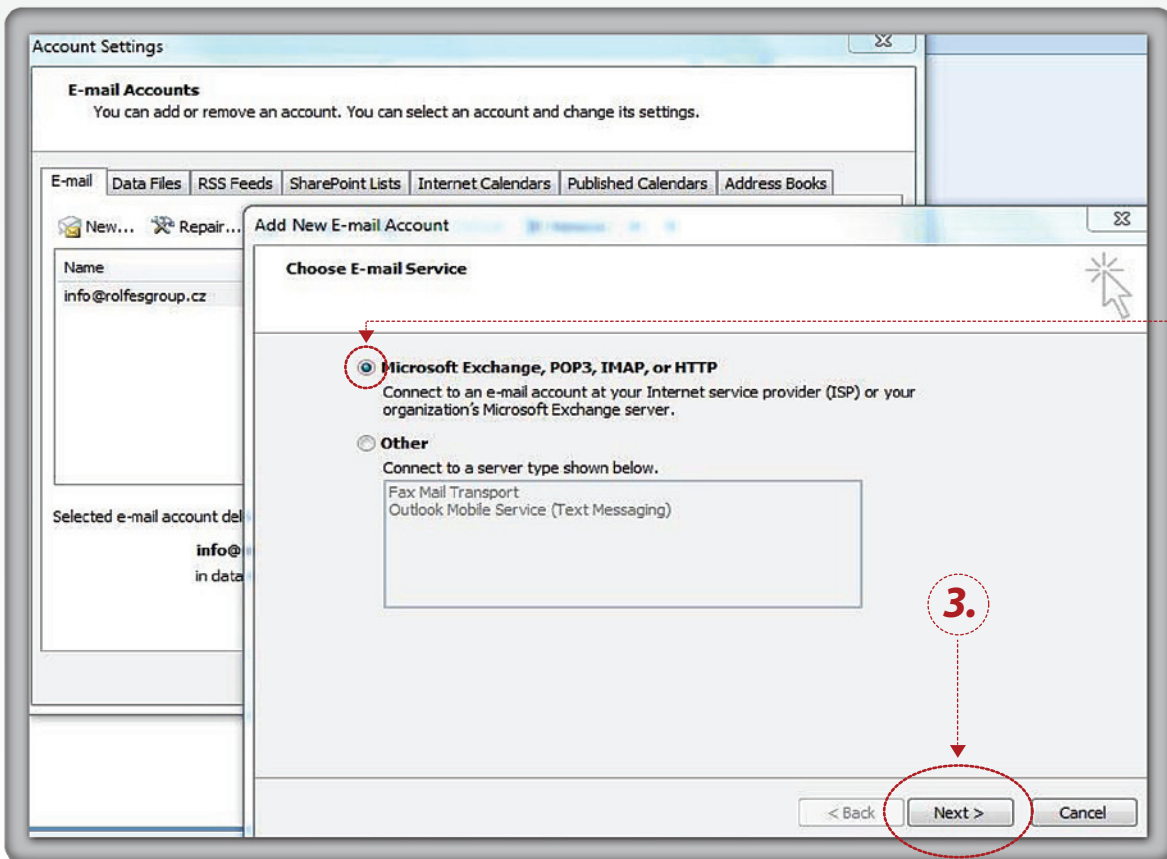
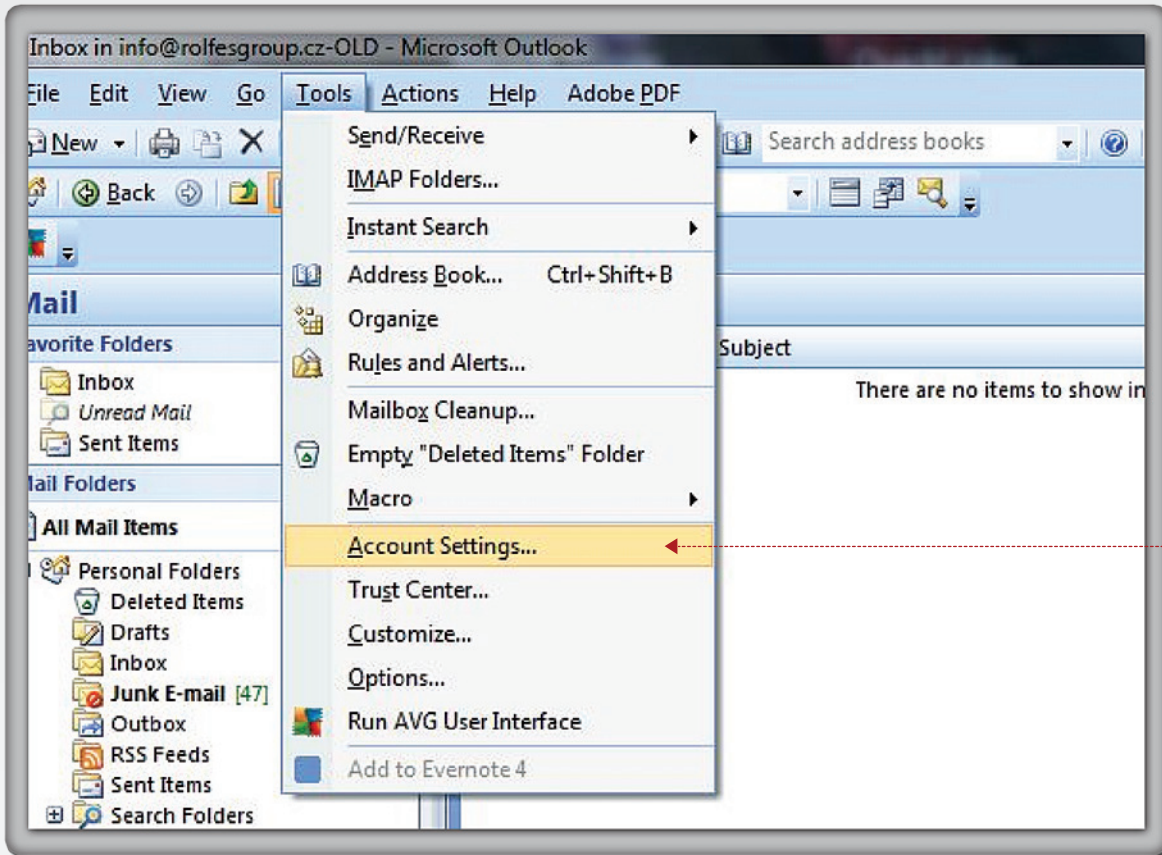


INSTRUCTIONS FOR CONFIGURING E-MAIL CLIENTS



Fonlider instructions for configuring e-mail clients (Outlook)



Add New E-mail Account

Auto Account Setup

Your Name: *Fill in your name and surname*
Example: Barbara Sankovic

E-mail Address: *Fill in your e-mail address*
Example: barbara@contoso.com

Password: *Fill in your password*

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server: ← *mail.fonlider.net (Port 110)*

Outgoing mail server (SMTP): ← *mail.fonlider.net (requires authentication) Port 25*

Logon Information

User Name: ← *Full e-mail address (e.g. info@domain.com)*

Password: ← *Password for the given mailbox (configured when the mailbox is created or changed afterwards)*

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

← **8.**

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication ← **9.**

Use same settings as my incoming mail server

Log on using

User Name:

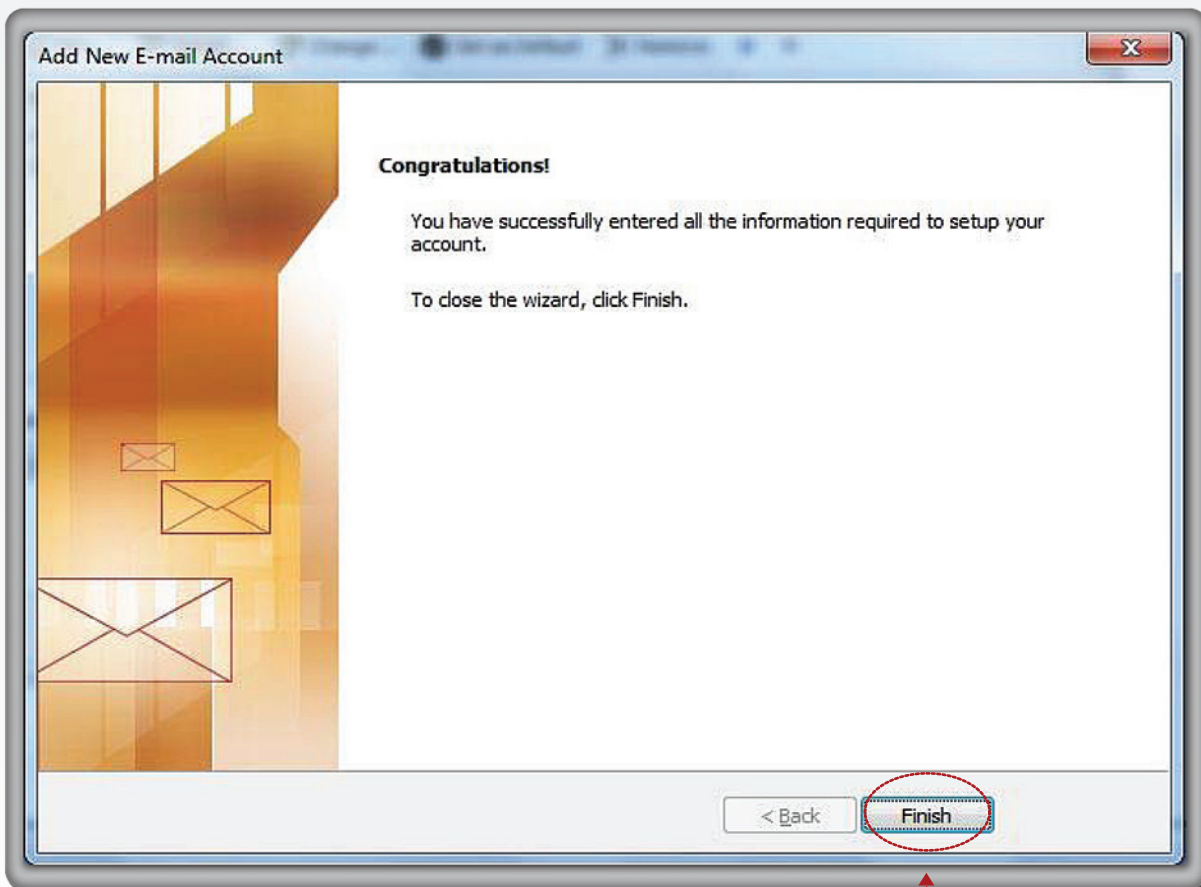
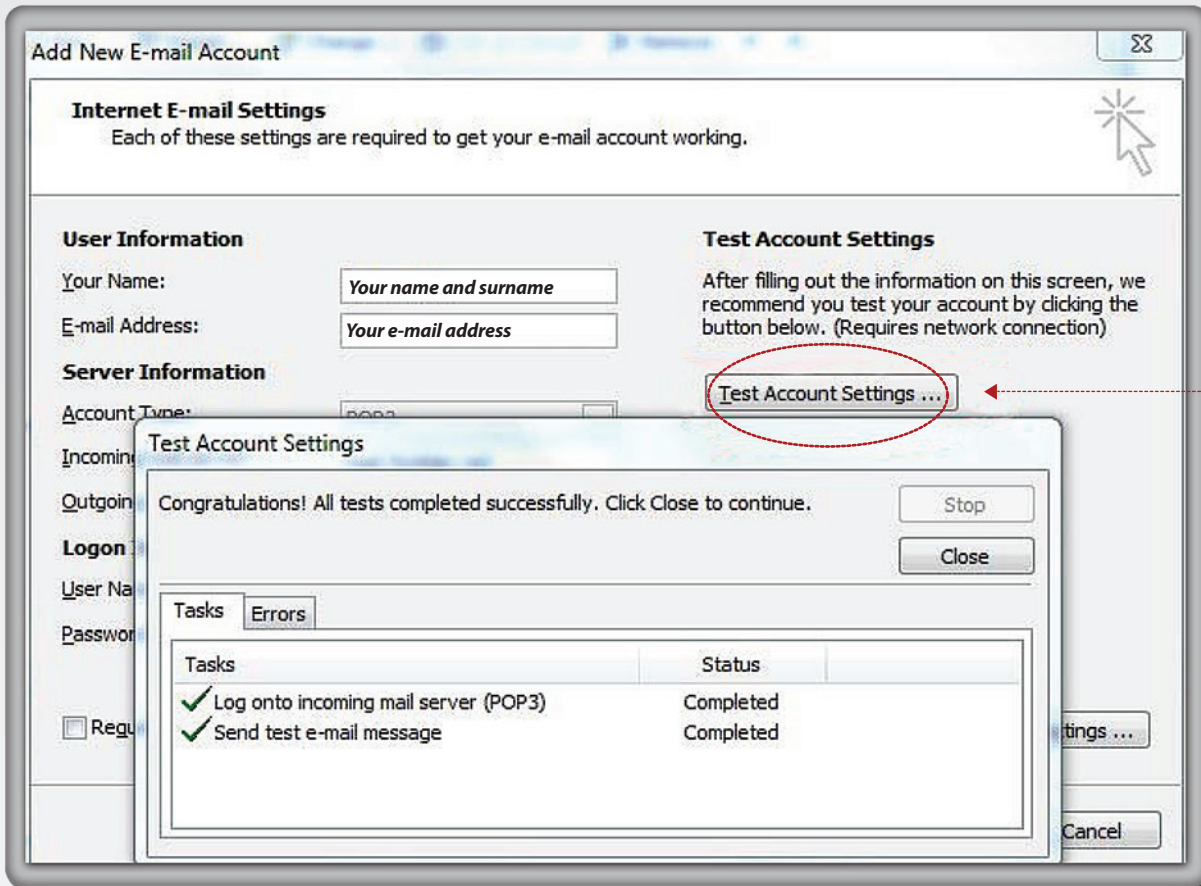
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

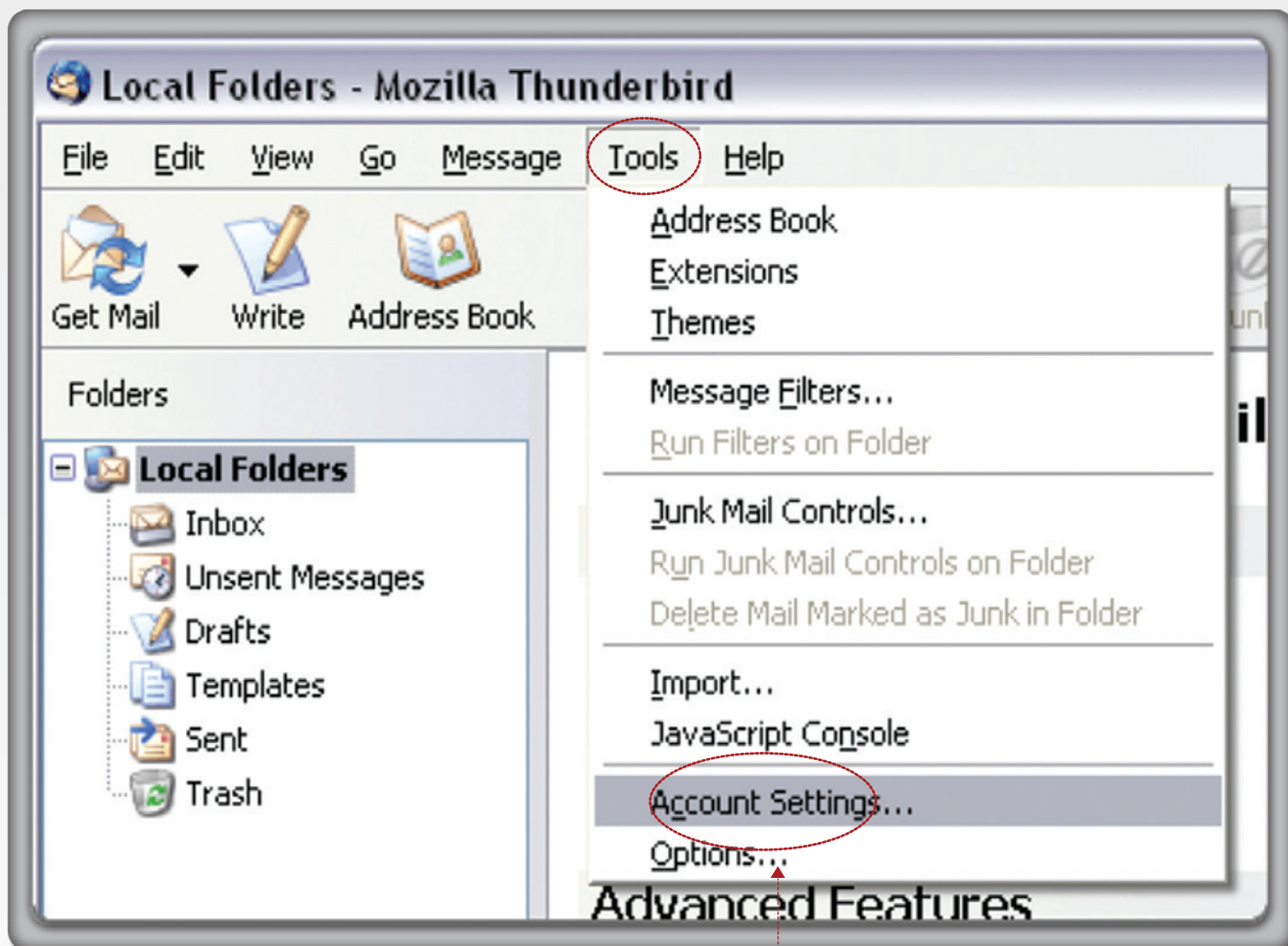
← **10.**



Fonlider instructions for configuring e-mail clients (Mozilla Thunderbird)

To Set Up Your E-mail Account in Mozilla Thunderbird

1. In Mozilla Thunderbird, from the **Tools** menu select **Account Settings**.



1.

2. Select **Email account**

3. Then click **Next**.

Account Wizard

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account

RSS News & Blogs

Newsgroup account

< Back **Next >** Cancel

4. Enter your **name and e-mail address**.

5. Click **Next**.

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

6. Select **POP** as the type of incoming server you are using. Your incoming server is **mail.fonlider.net**. 7. Click **Next**.

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)

Your existing outgoing server (SMTP, "smtp", will be used. You can modify outgoing server settings by choosing Mail & Newsgroups Account Settings from the Edit menu.

< Back **Next >** Cancel

8. Enter your e-mail address for the **Incoming User Name**, and **Outgoing User Name**.

9. Click **Next**.

Account Wizard

User Names

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

Incoming User Name:

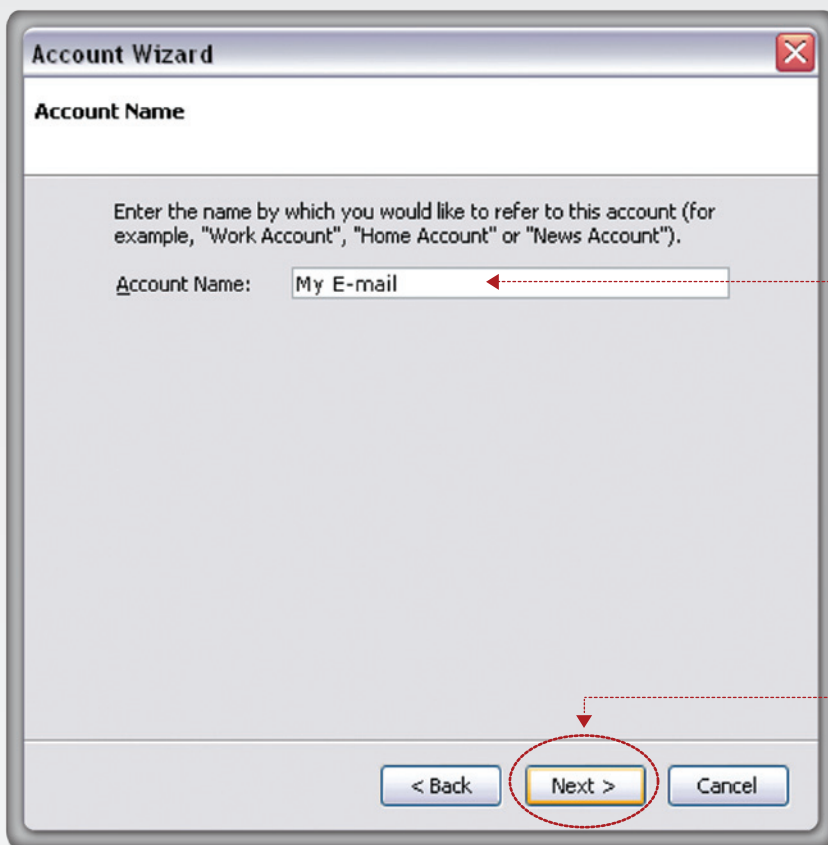
Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back **Next >** Cancel

10. Enter a name for your email account.

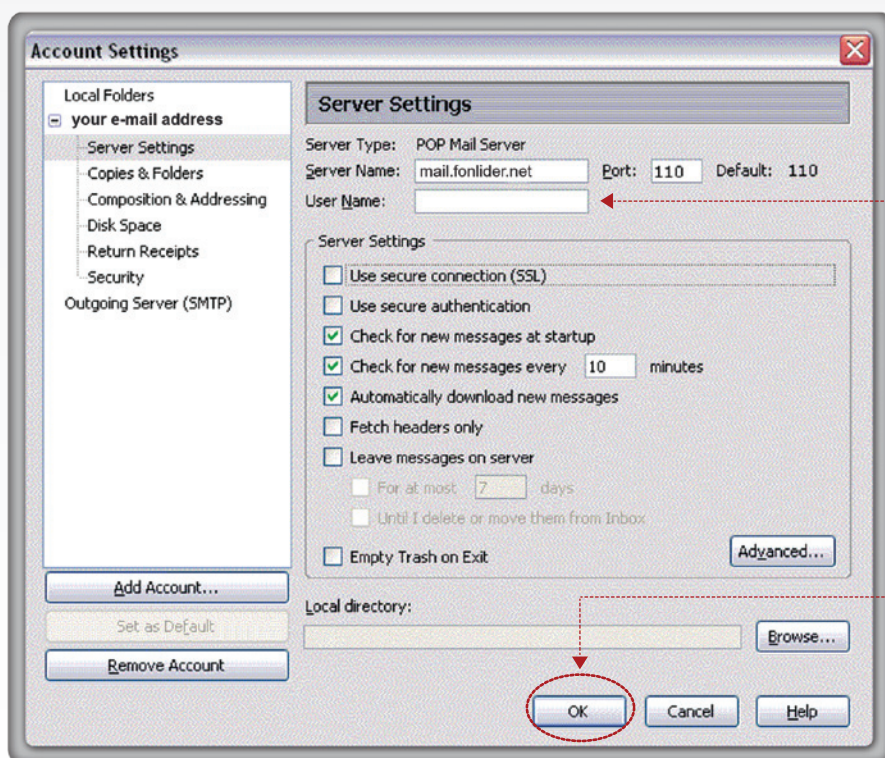
11. Click **Next**.



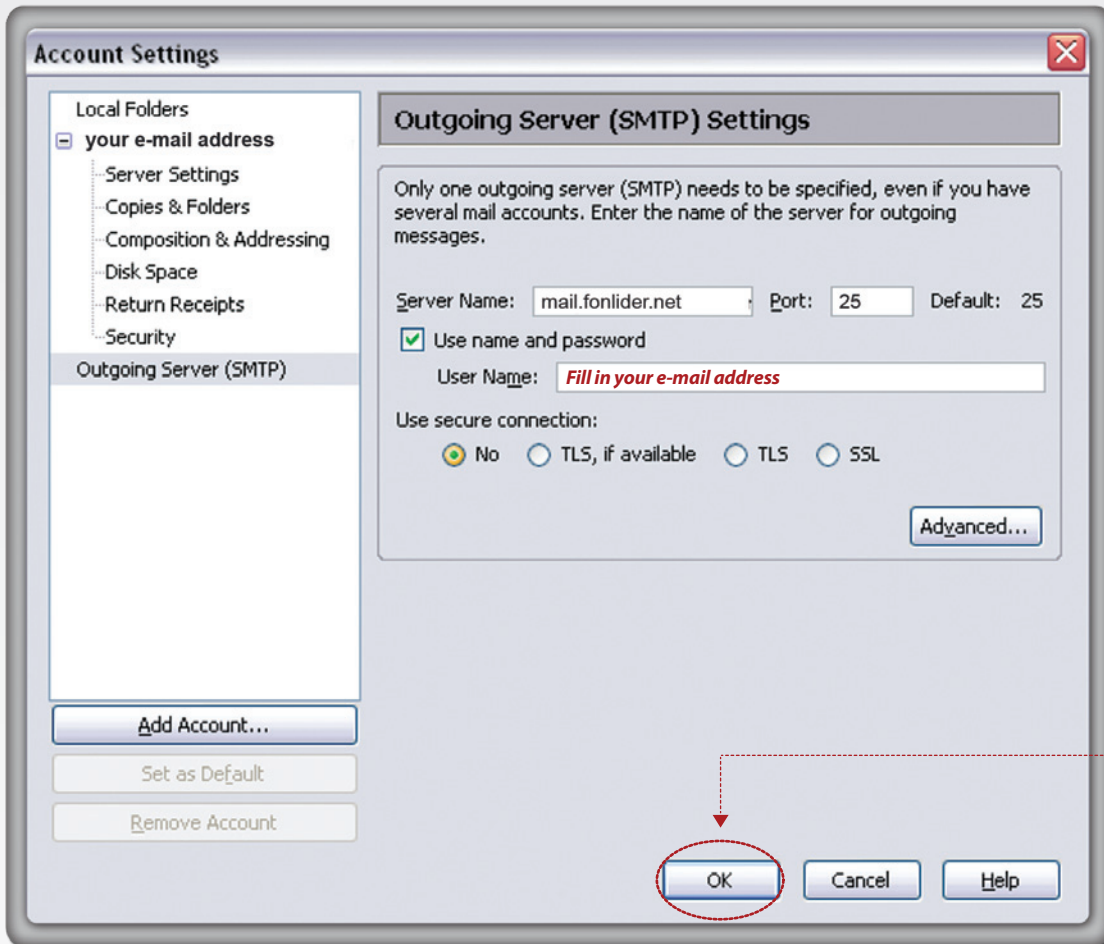
12. Verify your account information and click **Finish**.

13. In the Account Settings window, select **Outgoing Server** listed below your new account.

14. Click **OK**.



15. Type **mail.fonlider.net** for the **Server Name** and change the **Port** setting to **25**.
16. Select **Use name and password** and enter your **e-mail address**. Thunderbird will ask you for your password the first time you try to send mail.
17. Click **OK**.





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