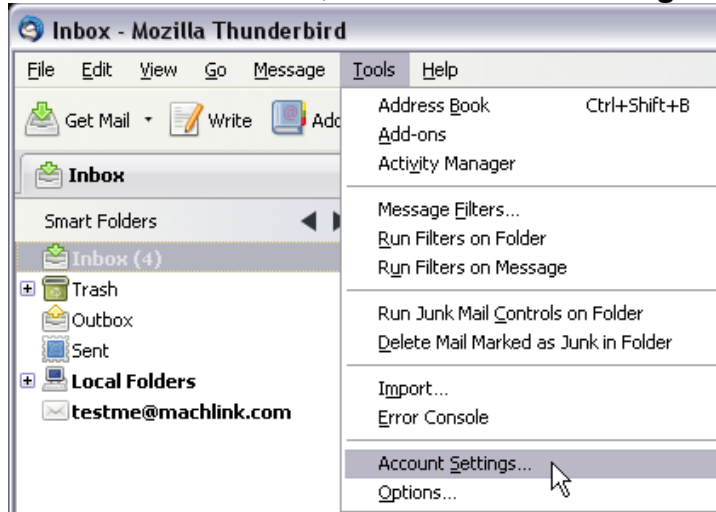


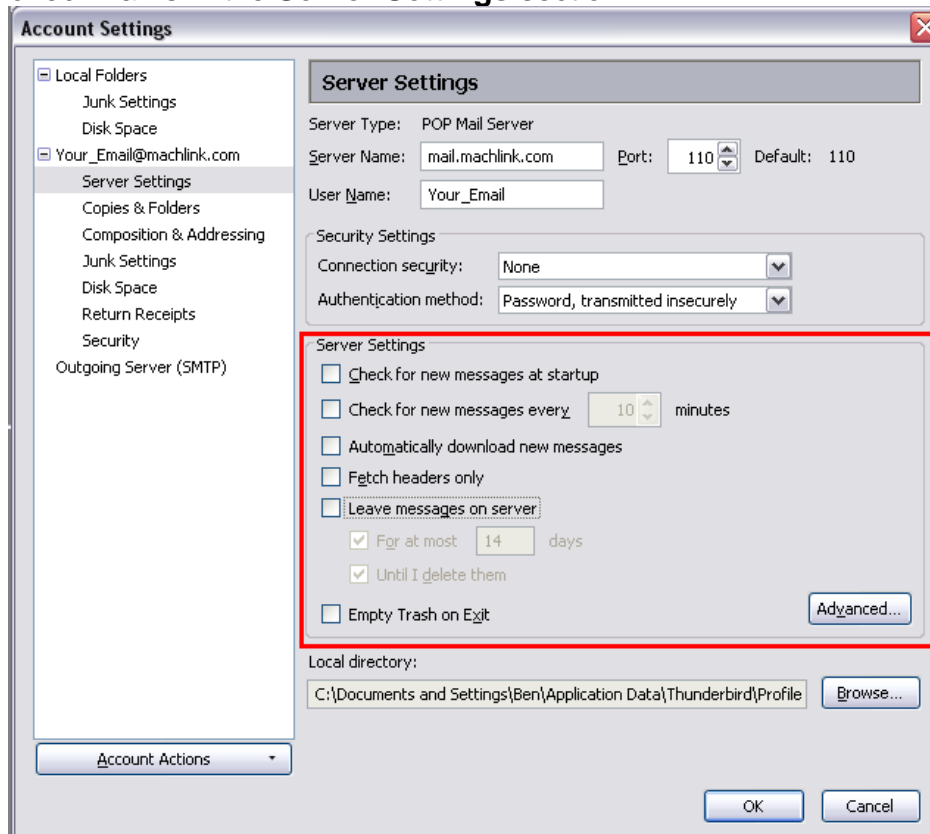
Mozilla Thunderbird IMAP Modification

Note: To avoid possible data loss, it is important to perform regular backups. It is also important to follow the steps below very closely.

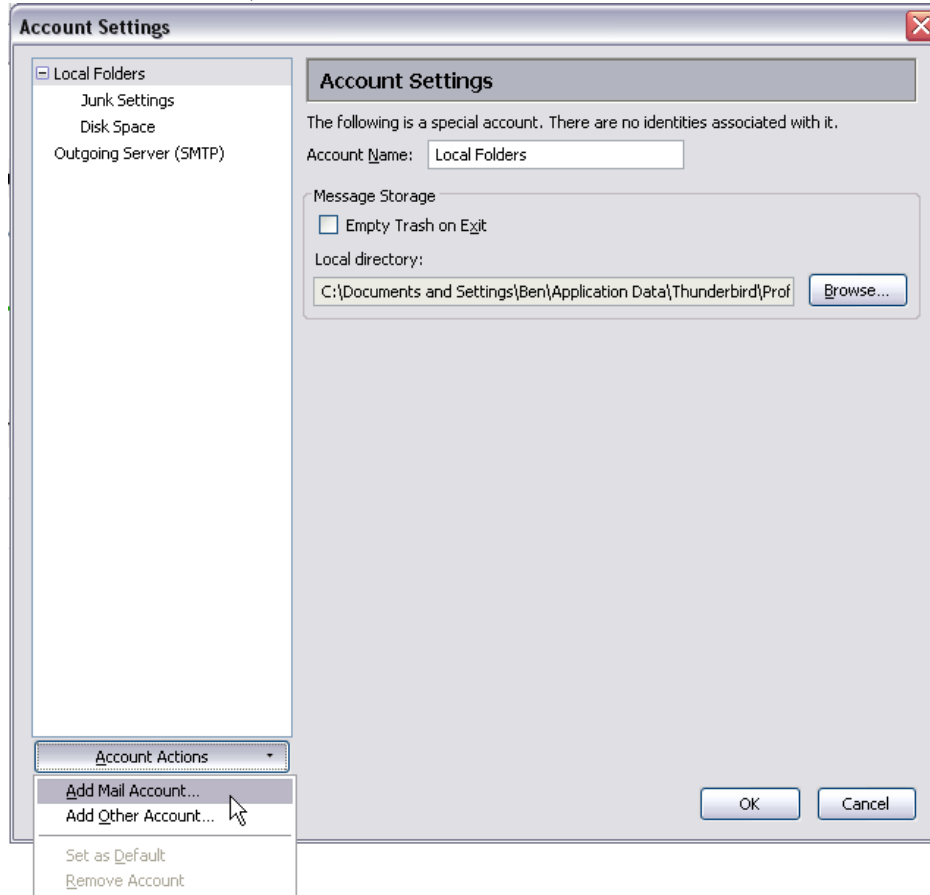
1. From the **Tools** menu, select **Account Settings...**



2. With **Server Settings** highlighted on the left hand side, remove all checkmarks in the **Server Settings** section.



3. In the bottom left, click **Account Actions** then **Add Mail Account**



4. Input Account Information

- a. **Your Name:** - Enter your name as you would like it to appear in your e-mail
- b. **Email address:** - Enter your e-mail address
- c. **Password:** - Enter your password (if you do not know your password, contact the Helpdesk at "563-263-2631 – option 1" to reset)
- d. Click **Continue**



5. In order to change default settings, click **Edit**

Mail Account Setup

Your name: Your Name Your name, as shown to others

Email address: your_email@machlink.co

Password: ●●●●●●

Remember password [Start over](#)

Thunderbird has found the settings for your email account.

Username: your_email [Edit](#)

	Incoming:	██████████	IMAP	143	None
	Outgoing:	mail.machlink.com	SMTP	25	None

[Manual Setup...](#) [Cancel](#) [Create Account](#)

6. Enter Correct Server Settings

- Incoming: - **Enter mra.machlink.com**
- Choose **IMAP** from the drop down menu
- Click **Re-test Configuration**

Mail Account Setup

Your name: Your Name Your name, as shown to others

Email address: your_email@machlink.co

Password: ●●●●●●

Remember password [Start over](#)

Thunderbird has found the settings for your email account.

Username: your_email [Re-test Configuration](#)

Incoming:	mail.machlink.com	IMAP	143	None
Outgoing:	mail.machlink.com	IMAP	25	None

[Manual Setup...](#) [Cancel](#) [Create Account](#)

7. Click **Create Account**

[Edit](#)

IMAP	143	None
SMTP	25	None

[Cancel](#) [Create Account](#)

- Verify **I understand the risks** is checked then click **Create Account**



- Click **OK** to complete setup. You will now be taken back to your main mail window.

