

Process To Configure Email in Thunderbird

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Version 1.0

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1. DOCUMENT HISTORY

This Document is subject to change control and as such any amendments must be carried out Through the document change management process and all approvers must be agree on proposed amendments .

Document Version	SOP Name	Revision Date	Title	Created By
V.1	DTLT002	11/05/14	Mail Configuration in Thunderbird	Harpreet

2. REVIEWER

This document should be reviewed by the following reviewers:

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	11/05/14

3. APPROVER

This document requires following approvals.

Name	Title	Review Date
Ayushman Sinha	Corporate IT Head	11/05/14

2. DOCUMENT OVERVIEW

2.1 Scope

This document will act as useful guide for the end users to configure their email in Thunderbird.

2.2 Purpose

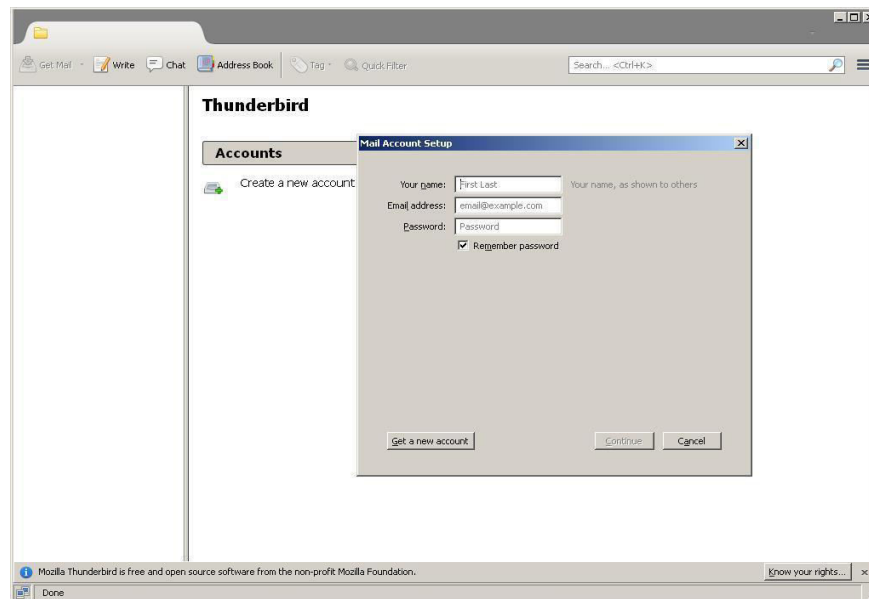
The purpose of this document to instruct end users to configure their mails on outlook by herself/himself .

2.3 Prerequisites

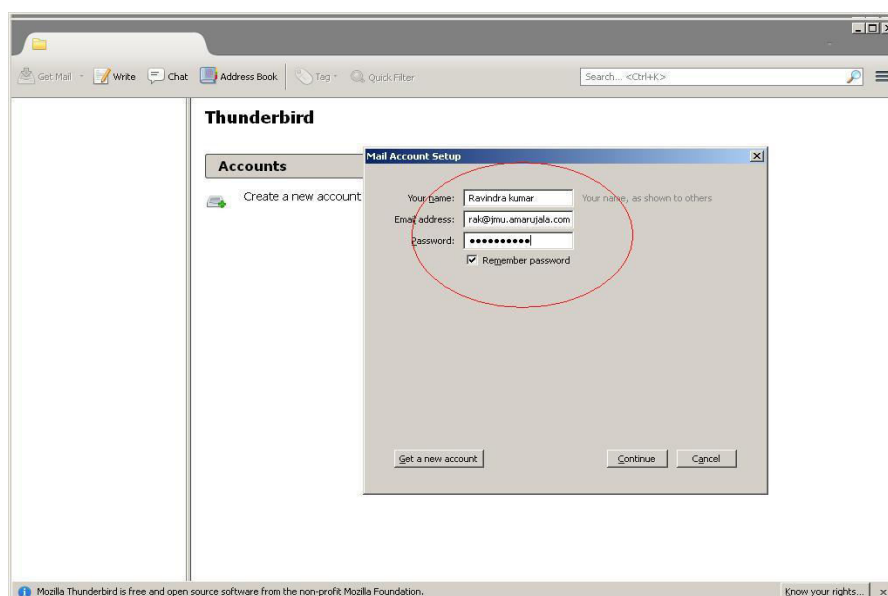
It is mandatory to have thunderbird application installed in system.

3. PPROCEDURES

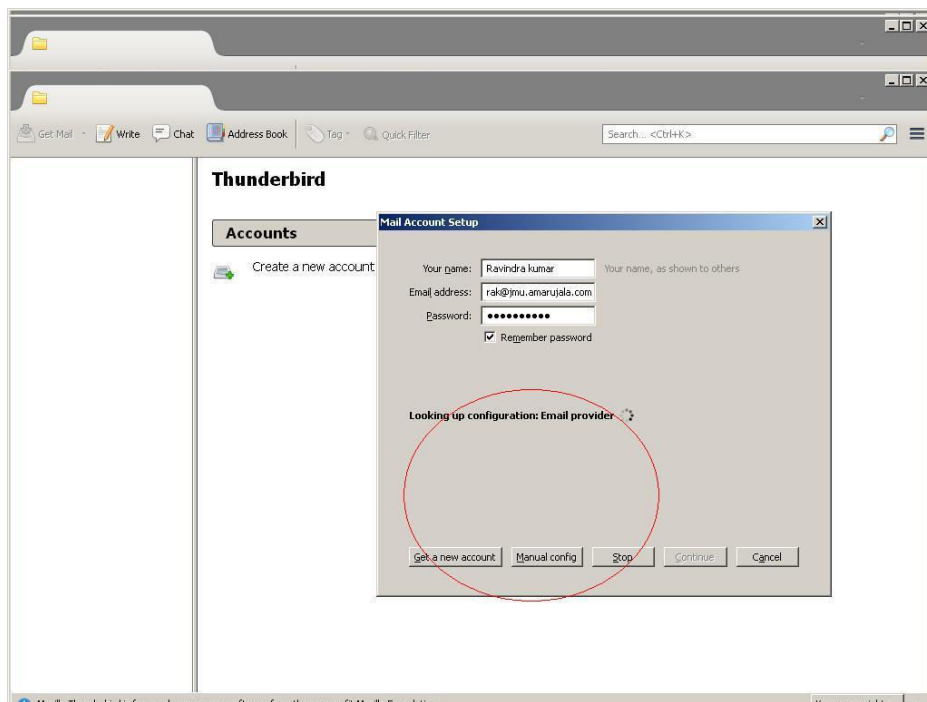
Step1 Open the Thunderbird Application after that click on **Create new account Setup**



Step2 After that a window will be open; here you need enter **your login details & click Continue:**



Step3 After that thunderbird will check for the email configuration, Click on the manual config



Step4 after that a window will be open, here you need to **enter server details & click on done:**

Incoming Server:

Name: POP3

Hostname: 10.59.7.13

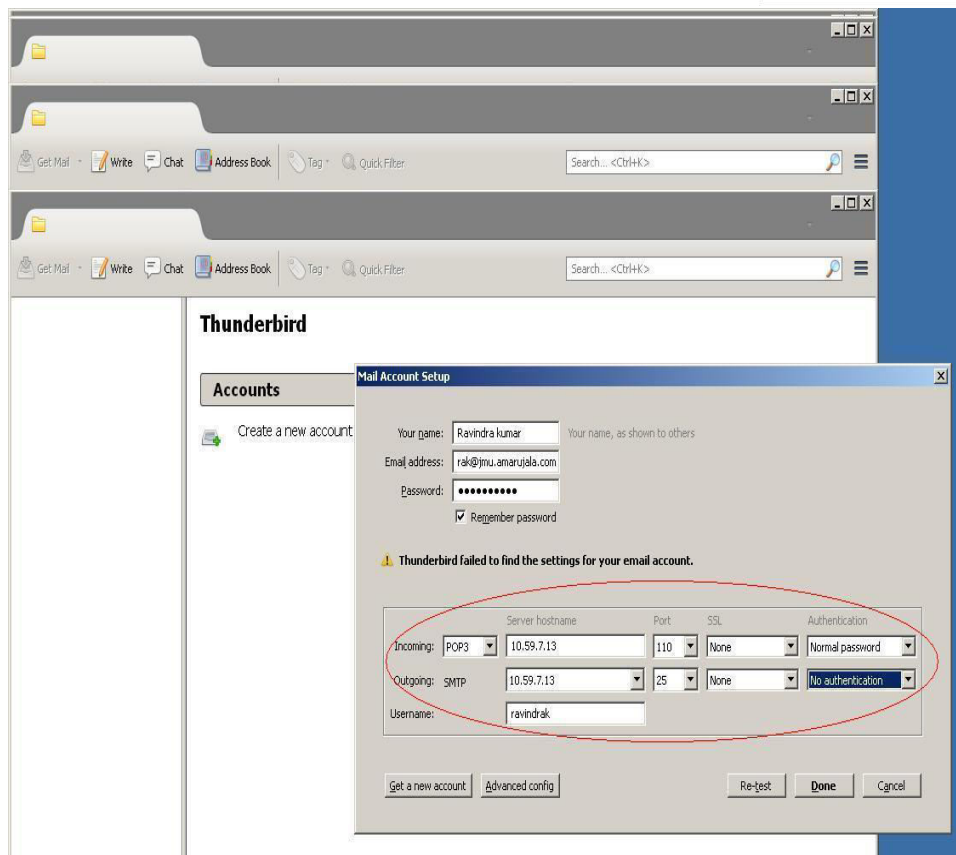
Port: 110

Outgoing Server

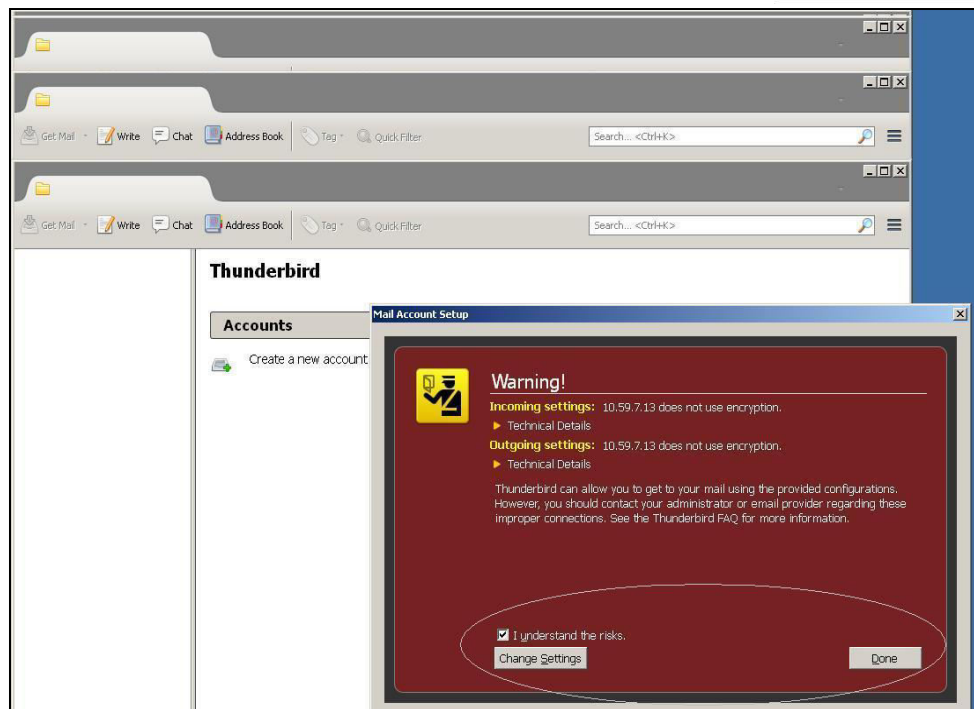
SMTP

10.59.7.13

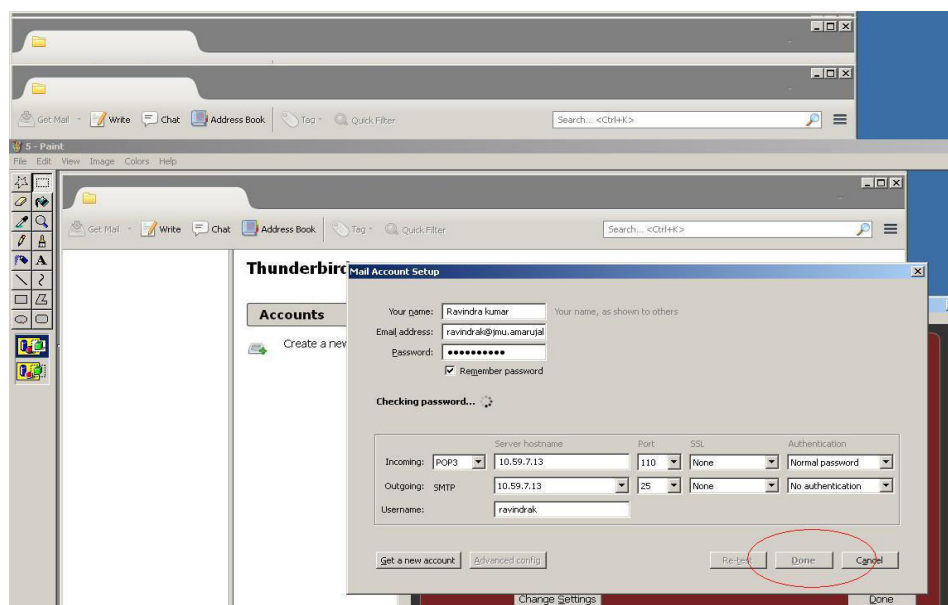
25



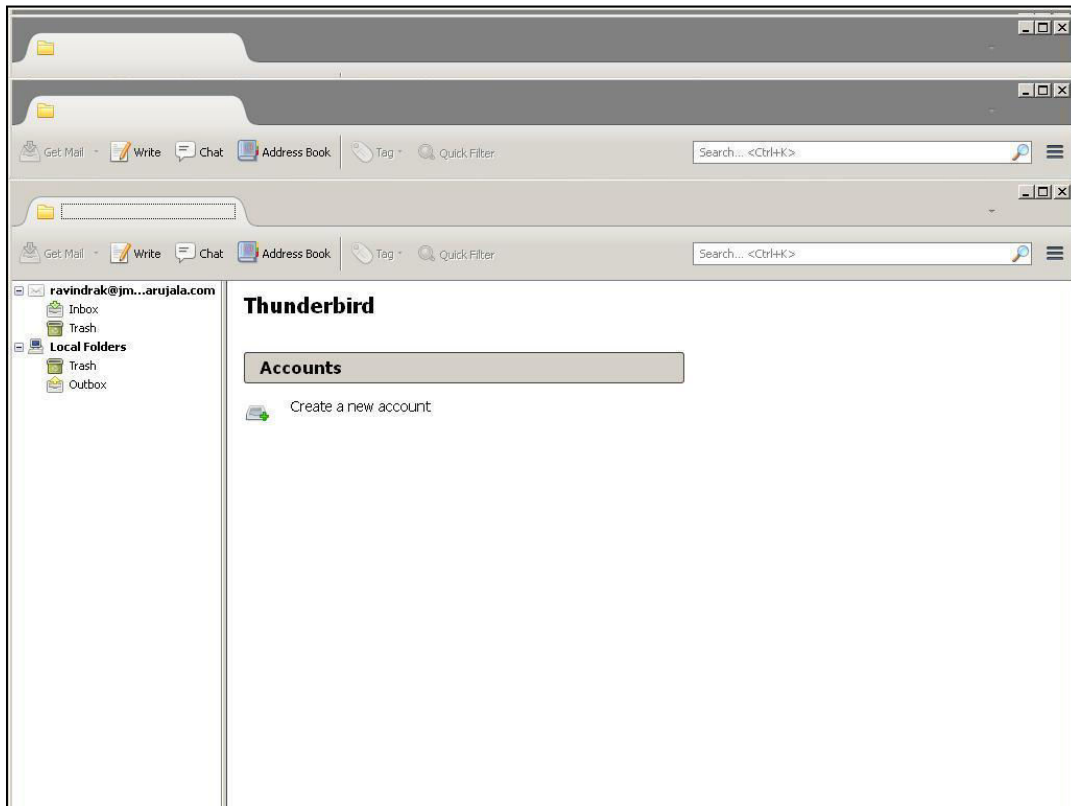
Step5 a warning dialogue box will be open **Check the right mark on “I understand The risk” & click done**



Step6 Window will be open, click on done



Step7 Now your Mailbox ready to send/receive the mails.



5. REFERENCES:

After that check, if the mail has been configure successfully

If not, feel free to contact IT Helpdesk in case of any technical issue