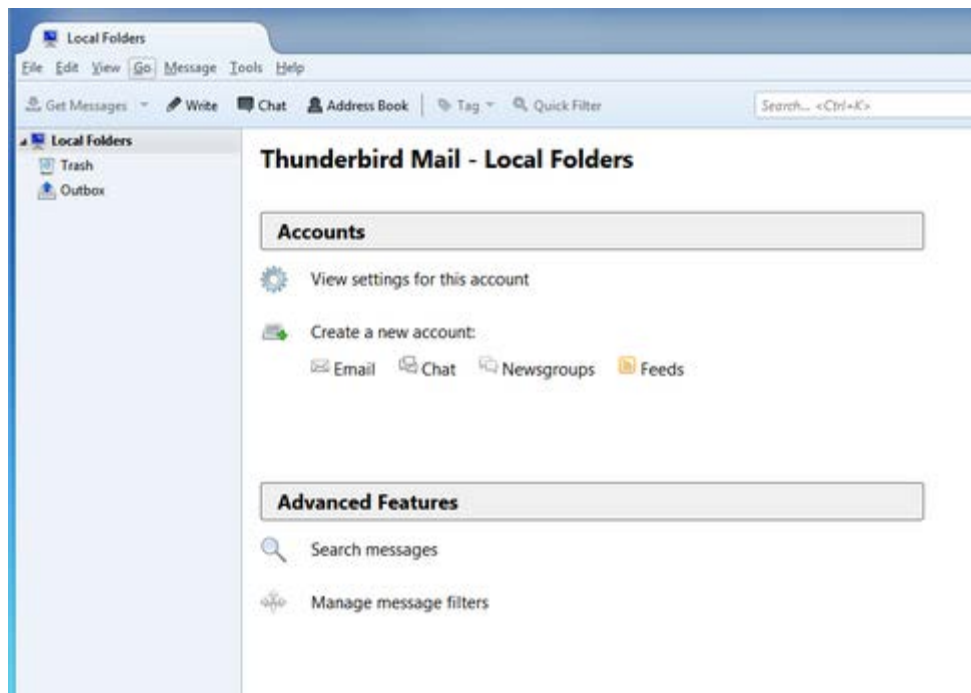


Creating a New Email Account in Thunderbird

This guide will help you set up a new Thunderbird email account with the proper server settings.

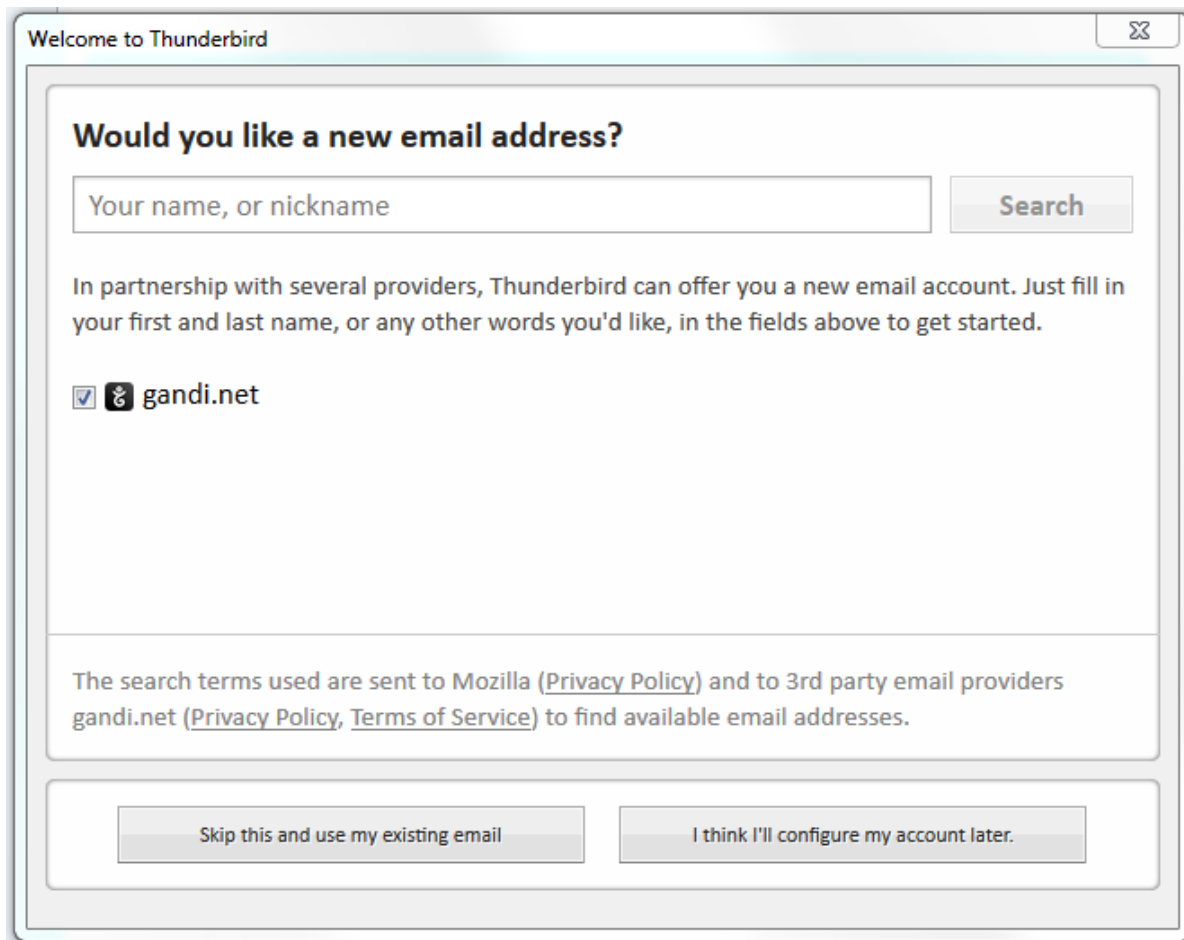
Step 1. Navigate to your Account Settings

- Open Thunderbird
- Click on the Email icon under Create a new account (center of window)



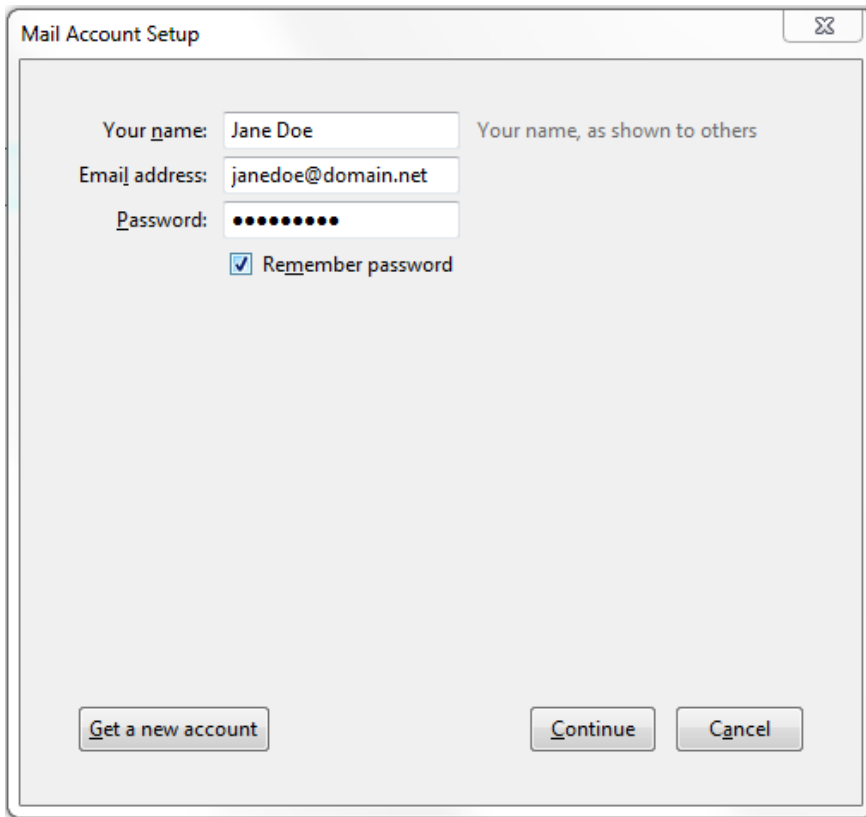
Step 2. Enter your @lusfiber.net email address

- A window will open which poses the question: **Would you like a new email address?**
- Lafayette Utilities System has already provided you with an email address, so click the button at the bottom that states: **Skip this and use my existing email**



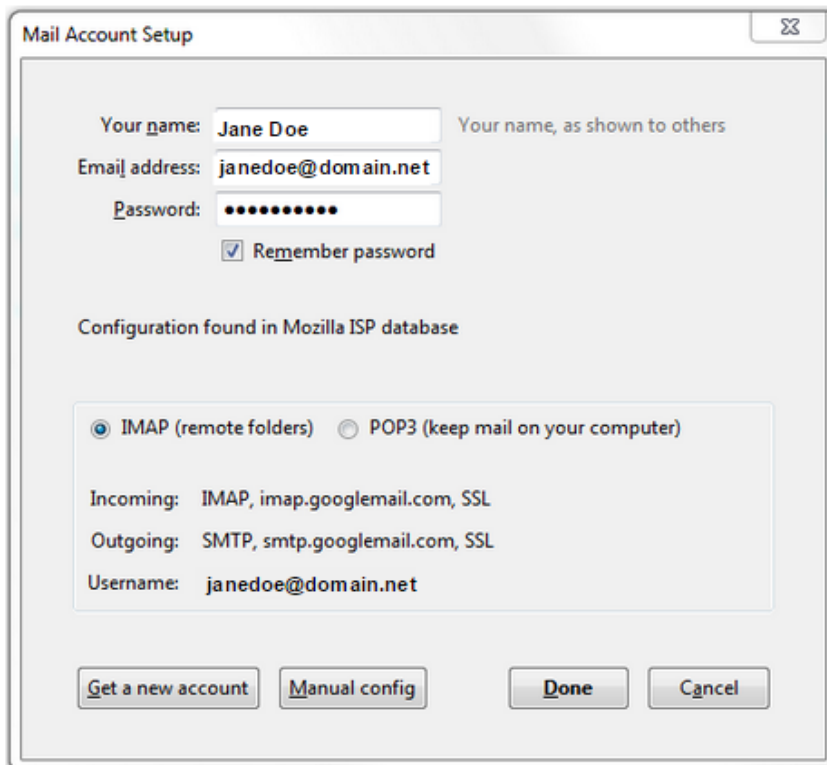
Step 3. The **Mail Account Setup** window will open.

- Enter your preference in the **Your name** field
- Enter your full **Email address**
- Enter your **Password**
- Click the Continue button at the bottom



Step 4. The system will process your input to find your email configuration

- Make sure that IMAP (remote folders) is selected
- Click the Manual config button at the bottom of the window



Step 5. Update your Incoming and Outgoing Server Settings

- Make sure that the Incoming drop-down is set to **IMAP**
- Edit the Incoming Server Name to: **mail.lusfiber.net**
- Ensure that the Incoming Port field is displaying **993**
- Make sure that the Incoming SSL drop-down is set to **SSL/TLS** (Accept all certificates)
- Select the Incoming Authentication method drop-down and choose **Normal password**
- Edit the Outgoing Server Name to: **smtp.lusfiber.net**
- Make sure that the Outgoing Port field is set to **465**
- Make sure the the Outgoing SSL drop-down is set to **SSL/TLS** (Accept all certificates)
- Select the Outgoing Authentication method drop-down and choose **Normal password**
- Enter your *full* email address into both User Name fields (Incoming and Outgoing)
- Click Done

Mail Account Setup

Your name: Your name, as shown to others

Email address:

Password:

Remember password

Configuration found in Mozilla ISP database

	Server hostname	Port	SSL	Authentication
Incoming:	IMAP <input type="text" value="see instructions"/>	993	SSL/TLS	Normal password
Outgoing:	SMTP <input type="text" value="see instructions"/>	465	SSL/TLS	Normal password

Username: Incoming: Outgoing:

Your email is now set up. Congratulations!