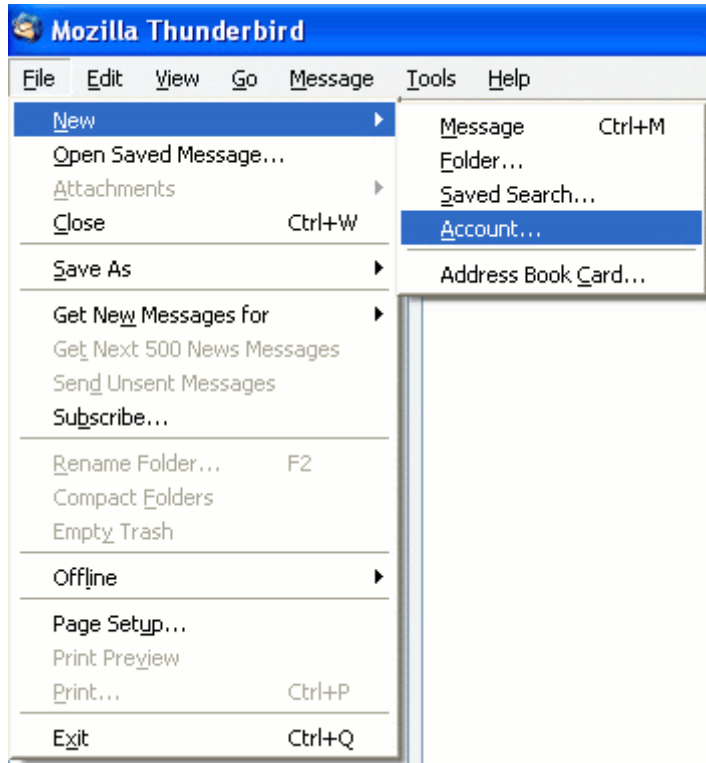
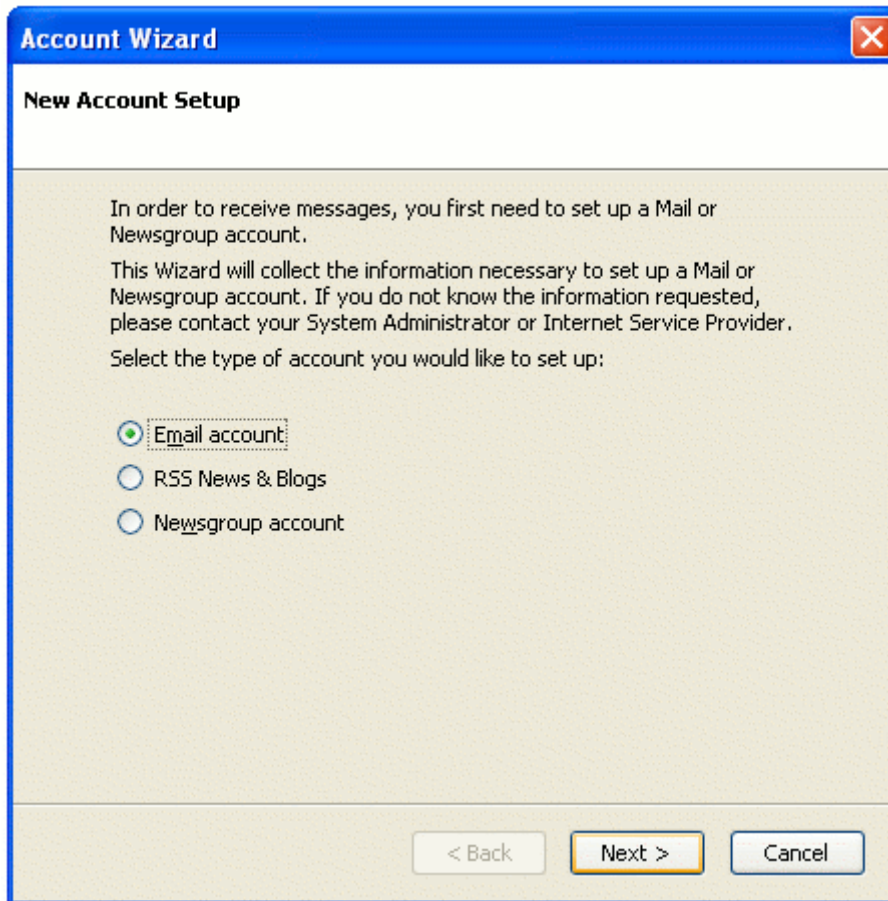


Bluebottle & Mozilla Thunderbird



1. Select 'File' -> 'New' -> 'Account'.



2. Select 'Email account' and click 'Next'.

Account Wizard ✕

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

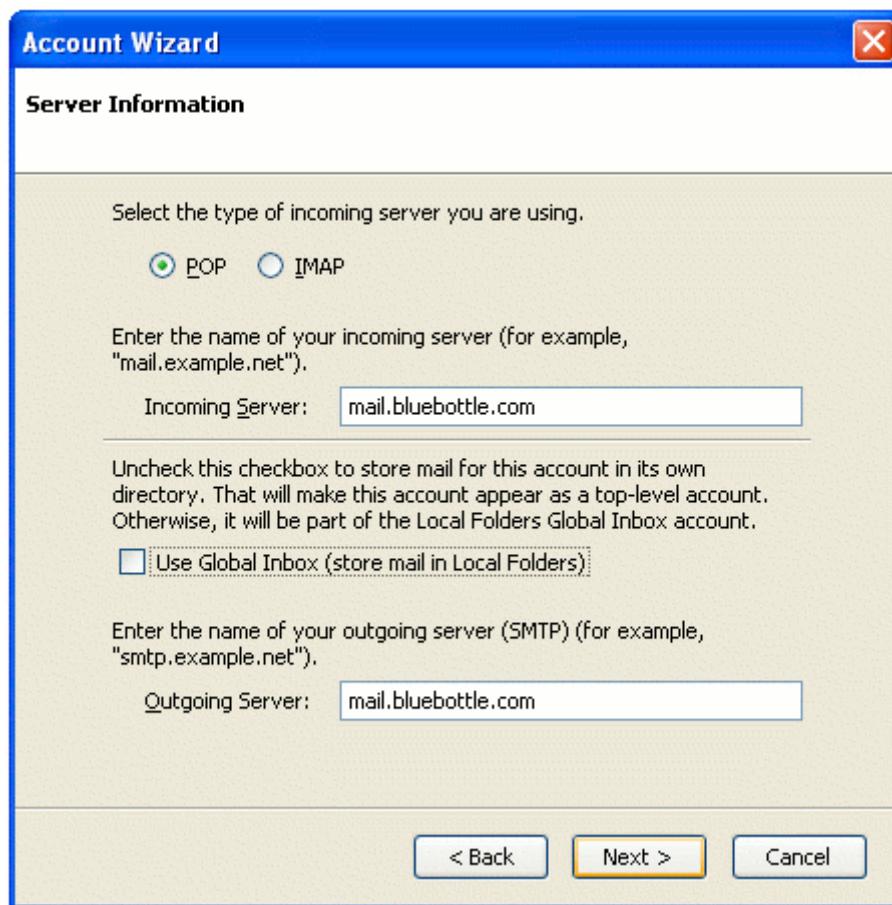
Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

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:

3. Enter the name you want your emails to be addressed from in 'Your Name' and enter your complete Bluebottle email address in the field 'Email Address'.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a section with the text "Select the type of incoming server you are using." followed by two radio buttons: "POP" (which is selected) and "IMAP".

Below the radio buttons, there is a text prompt: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a text input field labeled "Incoming Server:" containing the text "mail.bluebottle.com".

Below the input field, there is a text prompt: "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." followed by a checkbox labeled "Use Global Inbox (store mail in Local Folders)" which is currently unchecked.

Below the checkbox, there is another text prompt: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." followed by a text input field labeled "Outgoing Server:" containing the text "mail.bluebottle.com".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >" (which is highlighted with a yellow border), and "Cancel".

4. Select either a POP3 account or IMAP account (note that Freemail users do not have access to IMAP).

Enter 'mail.bluebottle.com' for both the 'Incoming Server' and 'Outgoing Server'. If you want the mail from your Bluebottle account to go to its own directory DO NOT select 'Use Global Inbox'.

Account Wizard ✕

User Names

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

Incoming User Name:

Your outgoing (SMTP) server, "mail.bluebottle.com", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

5. Enter your complete Bluebottle email address for 'Incoming User Name', eg 'john.smith@bluebottle.com'.

Account Wizard

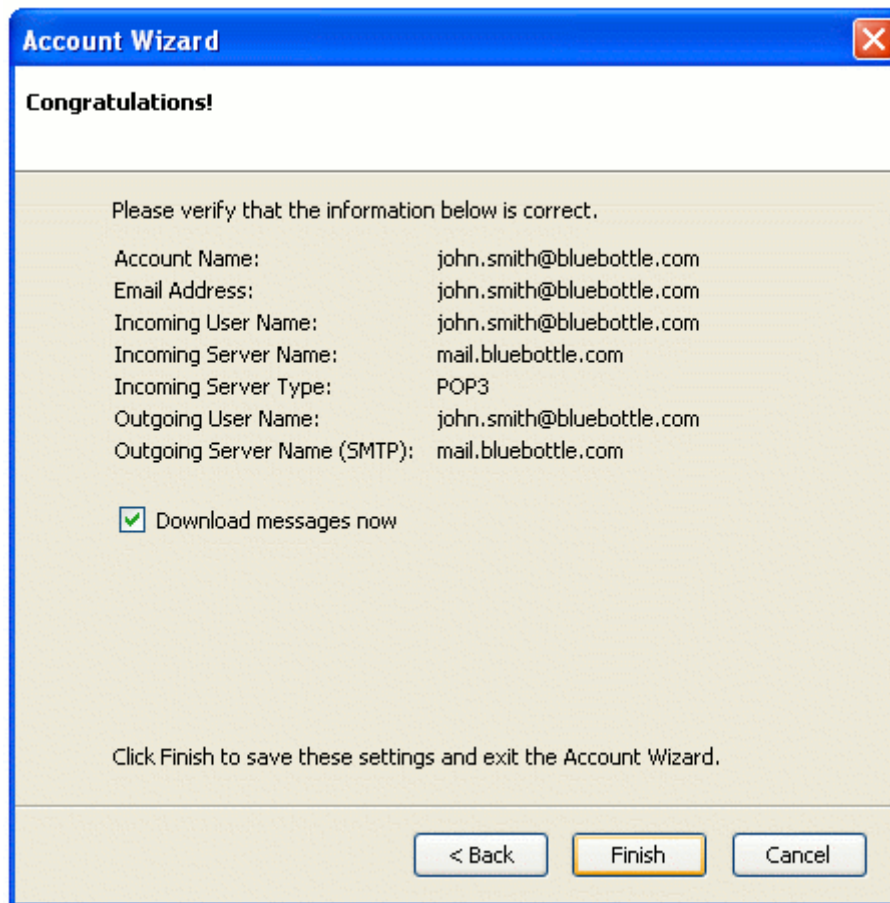
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

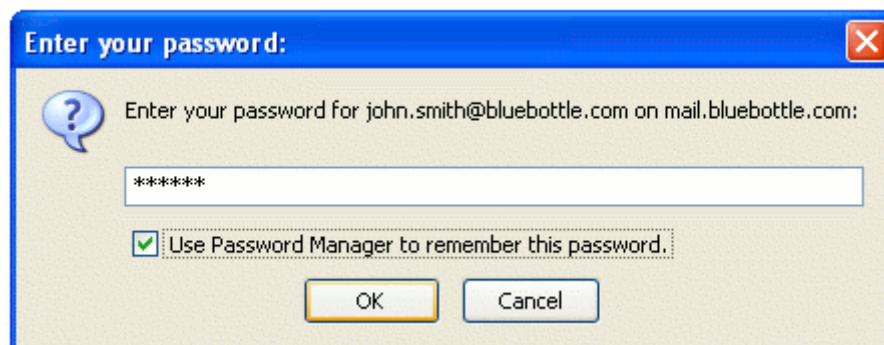
Account Name:

< Back Next > Cancel

6. Enter whatever you like as your 'Account Name', but we suggest you just use your complete email address.



7. If you want to download your emails straight away select 'Download messages now' and click on 'Finish'.



8. Finally enter your password (select 'Use Password Manager to remember this password' if you don't want to enter it every time you check your email.) and click 'OK'.