

## SETTING UP YOUR E-MAIL ACCOUNT IN MOZILLA THUNDERBIRD (For Academic and Administrative Staff)

To set up your e-mail in **Mozilla Thunderbird** first;

Click “Email” option under “Create a new account” section (Figure-1)

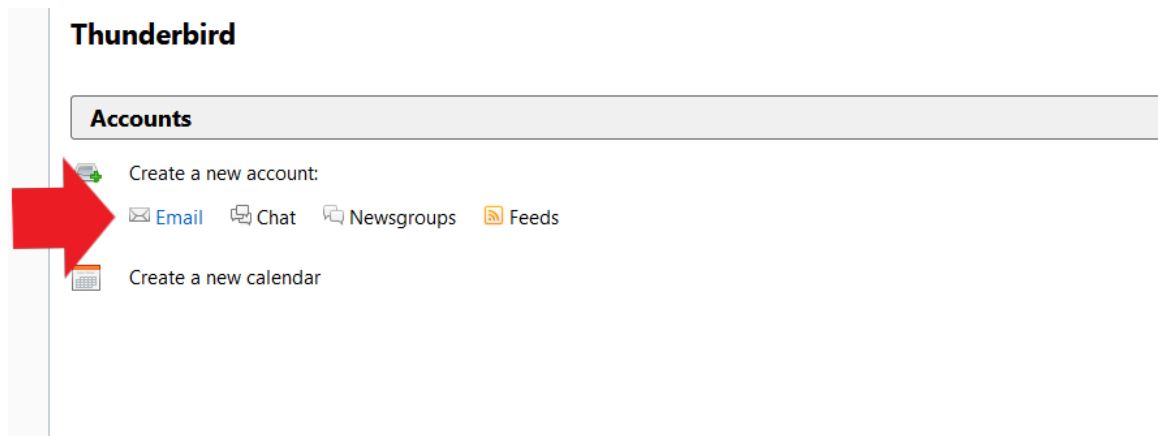


Figure-1

### Account Wizard, Step 2:

Click on the “Skip this use my existing email” button on the “Welcome to Thunderbird” window (Figure2).

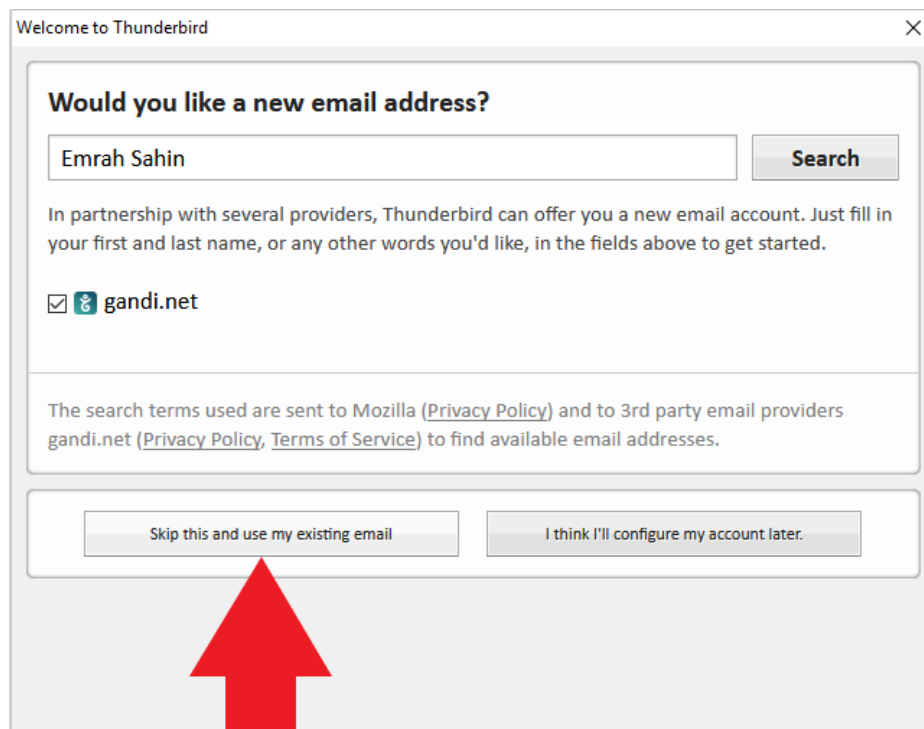
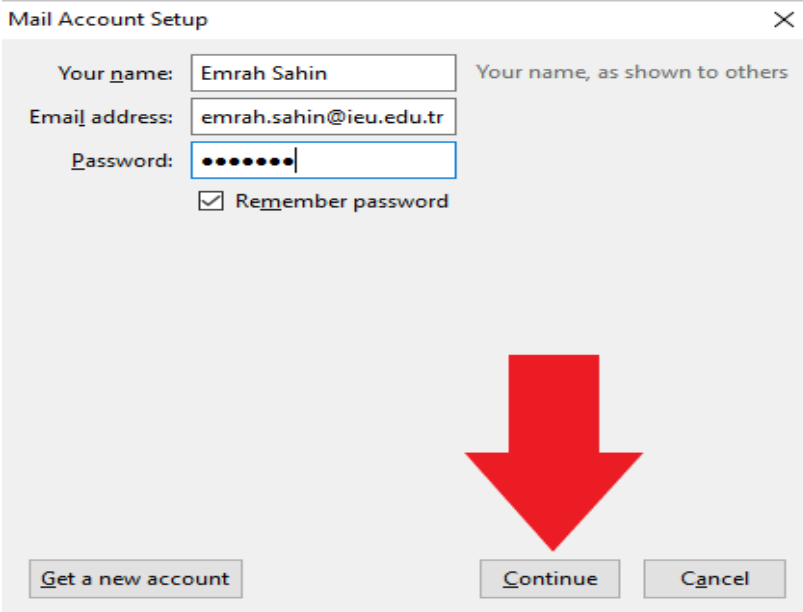


Figure-2

**Account Wizard, Step 3:**

Enter your name and surname to "**Your Name**" section, your email address to "**Email Address**" section and your password to "**Password**" section (Figure-3).



The dialog box titled "Mail Account Setup" contains the following fields and options:

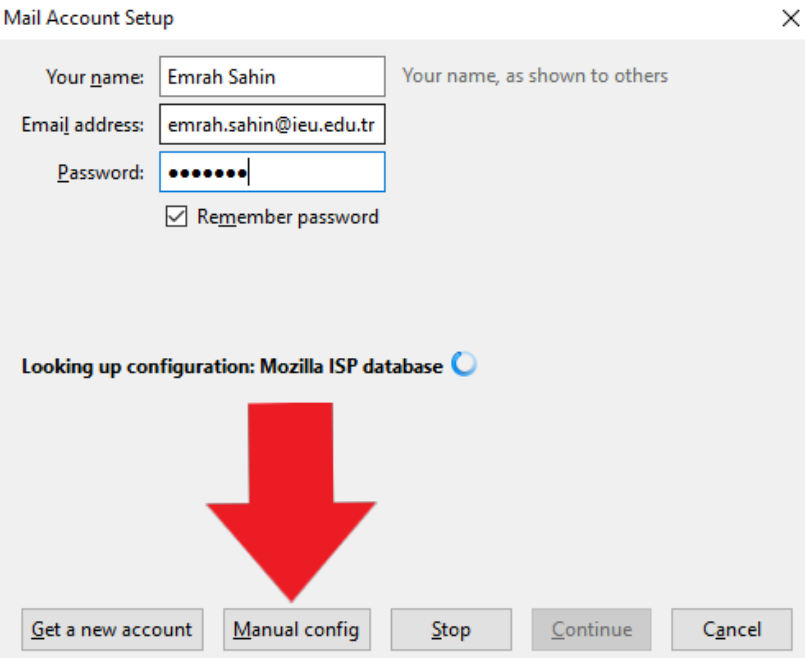
- Your name:** Emrah Sahin (with a tooltip: "Your name, as shown to others")
- Email address:** emrah.sahin@ieu.edu.tr
- Password:** [masked with dots]
- Remember password

At the bottom, there are three buttons: "Get a new account", "Continue", and "Cancel". A large red arrow points down to the "Continue" button.

Figure-3

**Account Wizard, Step 4:**

After clicking "**Continue**", select "**Manual config**" option. (Figure-4)



The dialog box titled "Mail Account Setup" shows the same fields as in Figure 3, but with the following changes:

- The "Continue" button is now disabled (greyed out).
- A new button, "Manual config", is highlighted in light blue.
- Below the fields, the text "Looking up configuration: Mozilla ISP database" is displayed with a circular loading icon.

At the bottom, there are five buttons: "Get a new account", "Manual config", "Stop", "Continue", and "Cancel". A large red arrow points down to the "Manual config" button.

Figure-4

**Account Wizard, Step 5:**

1. From the **incoming server** list, **select** POP3.
2. **Your incoming server is “mail.iz mirekonomi.edu.tr”** for POP.
3. From the **SSL options** list, **select “SSL/TLS”**.
- 1- From **authentication** list, **select “Normal password”**.
- 2- Enter your ekolD in **username** boxes.
- 3- Complete the wizard by clicking **“done”** button. (Figure-5)

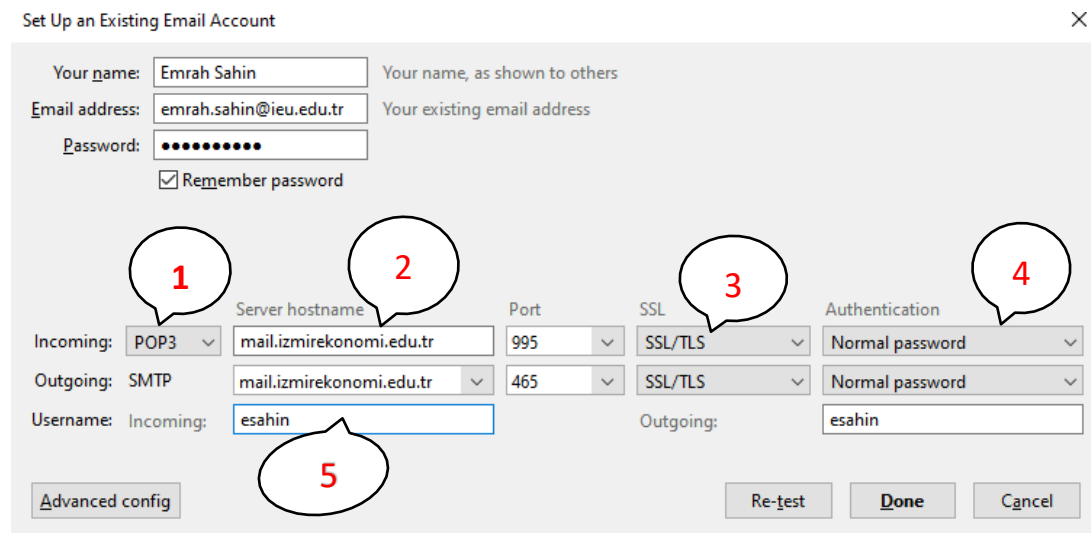


Figure-5

**Account Wizard, Step 6:**

Click on the **“Confirm Security Exception”** button on the **“Add Security Exception”** window (Figure-6).

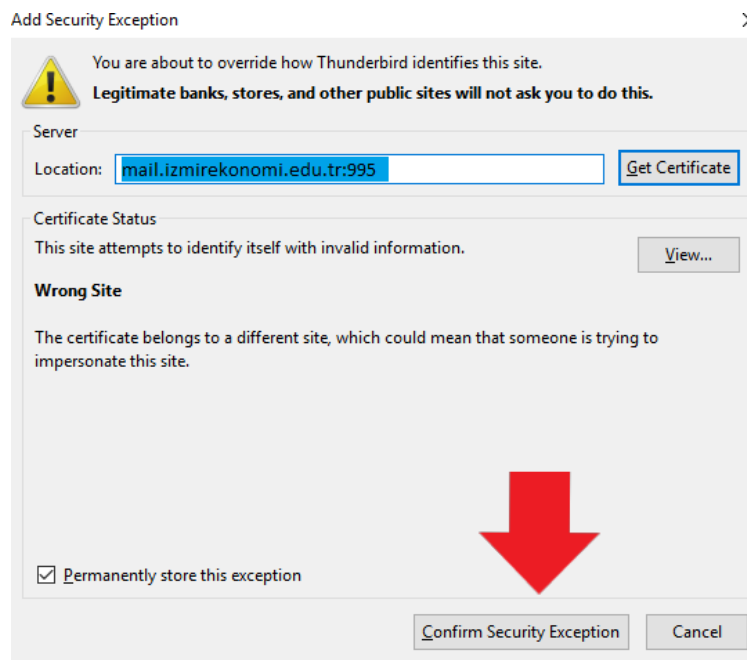


Figure-6

Setting up your new e-mail in Mozilla Thunderbird has been successfully completed. You can check your inbox by clicking on **“Get Mail”** button and you can compose new emails by clicking on **“Write”** button.