

GPk POP3 Email Service - Setup Mozilla Thunderbird Email Client

This document will run through setting up your GPk POP3 email account with the Mozilla Thunderbird email client.

Note: The nature of POP3 email is that it is not designed to synchronise email between multiple devices. POP3 is designed to be setup on a single device (PC, Tablet or Phone). Emails are downloaded onto the device and then deleted from the server.

If the account is setup on a second device, it will not have the same set of emails stored on first device.

If you require an email service that allows you to synchronise your email, calendar, contacts across multiple devices, please ask us about our Exchange Online service through Office 365.

Step 1 - Launch Mozilla Thunderbird.



Step 2 - Add an account.

A screenshot of the "Set Up an Existing Email Account" dialog box in Mozilla Thunderbird. The dialog box has a title bar with a close button (X) in the top right corner. It contains four numbered callouts: 1 points to the "Your name" field containing "John Smith"; 2 points to the "Email address" field containing "user@company.com"; 3 points to the "Password" field, which is masked with dots; and 4 points to the "Continue" button. Below the password field is a checked checkbox labeled "Remember password". At the bottom left is a button labeled "Get a new email address...". At the bottom right are the "Continue" and "Cancel" buttons.

If you are launching Thunderbird for the first time you will be presented with Add an account window.

1. Enter your full name.
2. Enter your email address.
3. Enter your password.
4. Click "Continue".

Step 3 - Fill in additional options.

Set Up an Existing Email Account ✕

Your name: Your name, as shown to others

Email address: Your existing email address

Password: Remember password

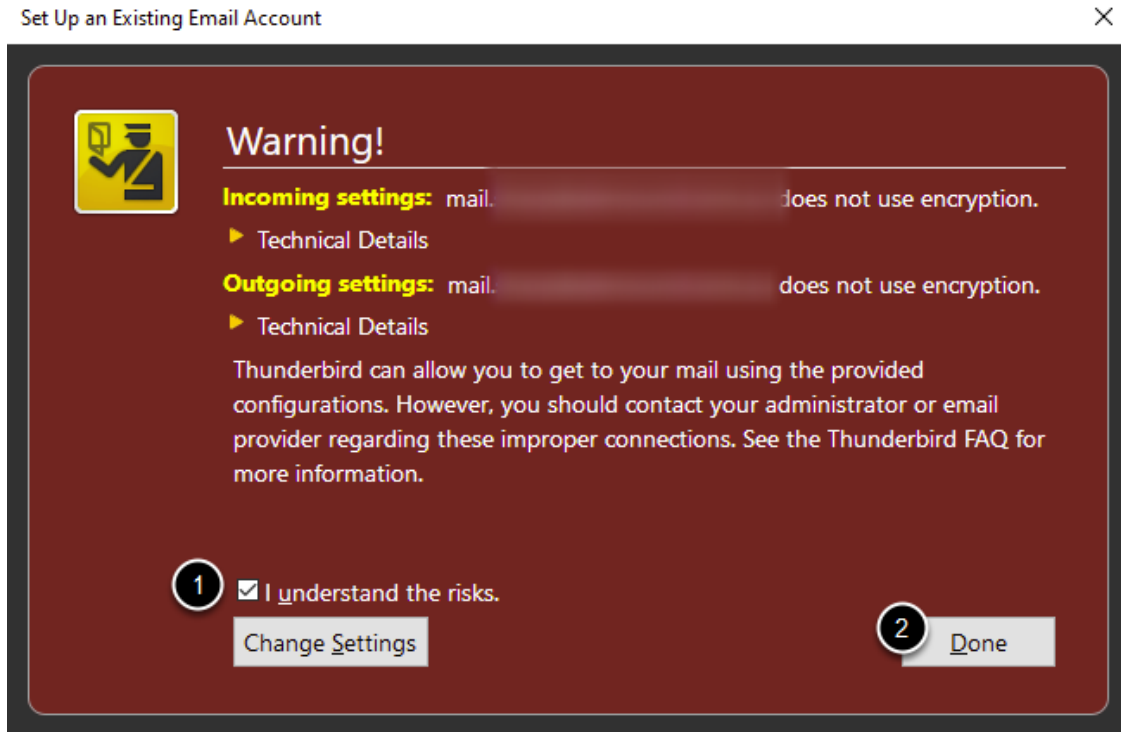
Configuration found by trying common server names

	1	Server hostname	Port	SSL	3	Authentication
Incoming:	POP3	<input type="text" value="mail."/>	110	None		Autodetect
Outgoing:	SMTP	<input type="text" value="mail."/>	587	None	4	Encrypted password
Username:	Incoming:	<input type="text" value="user@domain.com"/> 2		Outgoing:		<input type="text" value="user@domain.com"/>

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1. Change the Incoming server type to "POP3".
2. Enter your email address here.
3. Change the SSL to None.
4. Change the SSL to None.
5. Click Done.

Step 4 - Accept encryption warning.



1. Check the "I understand the risks".
2. Click "Done".

Congratulations, you have successfully setup your GPK POP3 Email account in Mozilla Thunderbird email client.