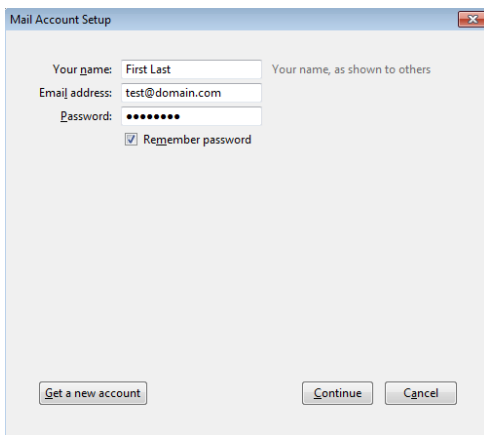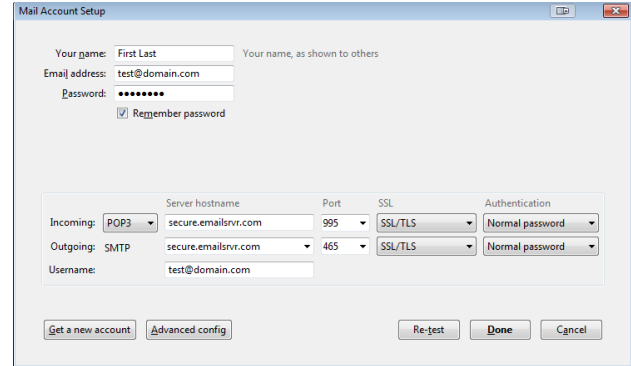To set up Thunderbird for POP, perform the following steps:

1. In Thunderbird, select **File** / **New** / **Existing Mail Account**

2. Enter your first and last name in the **Your name** box. This is the name that will appear in the **From** field of messages you send

3. In the **Email address** box, enter your entire email address (e.g., myname@mydomain.com)
4. In the
**Password** box, enter the password for your email account

5. Click the **Continue** button. Thunderbird will attempt to automatically detect account settings, but click the **Manual Config** button at this time



6. Under **Mail Account Setup**, enter the following information:

- Username: **Your full email address** (e.g., myname@mydomain.com)

- Incoming Server hostname: **secure.emailsrvr.com**

- Outgoing server hostname: **secure.emailsrvr.com**

- POP / IMAP drop-down menu: Select **POP3**

- Incoming port number: **995**

- Incoming SSL drop-down menu: **SSL/TLS**

- Outgoing port number: **465**

- Incoming SSL drop-down menu: **SSL/TLS**

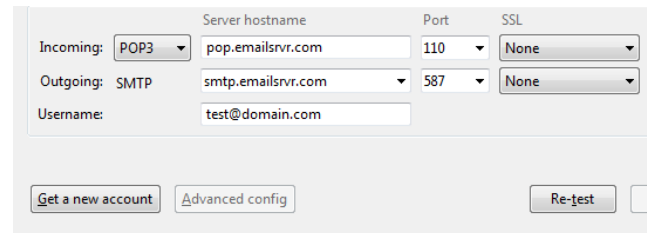- Authentication for both servers: **Normal Password**



***Note:*** You will be able to change the **Outgoing** server information if needed after the setup is complete. This can be changed by going to **Tools** / **Account Settings** / **Outgoing Server (SMTP)**

7. Click the **Re-test** button

8. After Thunderbird verifies the account information, click **Done**

***Note***: **Using SSL (Secure Sockets Layer):**
SSL provides additional security to your E-mail communication. SSL encrypts your messages between your E-mail client and our servers. SSL is optional. The addresses provided will not work without SSL turned on. If you decide not to use SSL, please change your incoming server to pop.emailsrvr.com using port 110 and the outgoing server to smtp.emailsrvr.com using port 25, 587, or 8025



**Leaving a Copy of Messages on the Server**:
POP connections typically remove the email messages from the email server after you have downloaded new messages to your computer. If you would like to leave copies on the server, you can select **Tools** / **Account Settings** / **Server Settings** and check to **Leave messages on server**

*To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days, or if the server should delete messages when you manually delete or move them from the Inbox.

**Managing Folders:**
To control where Mozilla Thunderbird places copies of sent messages, drafts, and templates, select **Tools / Account Settings** / Select and expand your mail account and select **Copies & Folders** to indicate where you want Thunderbird to file your sent messages, drafts, etc