

# How To Read Email Using Mozilla Thunderbird

You can read your email using Mozilla Thunderbird. Here's how:

1. From the **Tools** menu, select **Account Settings**. The Account Settings dialog box opens.
2. Click **Add Account**. The Account Wizard opens.
3. Select **Email account** and click **Next** or **Continue**, depending upon your operating system.
4. In the Identity screen, complete the following fields:
  - **Your Name:** Type your name as you'd like it to appear in email (for example, "Abu Bakar").
  - **Email Address:** Type your full email address (for example, "abu@perak.gov.my")
  - Click **Next** or **Continue**, depending upon your operating system.
5. In the Server Information screen:
  - Under **Select the type of incoming server you are using**, select **POP**.
  - For **Incoming Server**, type **pop.perak.gov.my**
  - If you want to leave your mail on the server after you have downloaded it, deselect the **Use Global Inbox (store mail in Local Folders)** checkbox. To merge your Perak email on your computer with mail from other accounts, select this checkbox.
  - If you already have an SMTP server configured, Thunderbird will use it automatically. Otherwise, for **Outgoing Server**, type **smtp.perak.gov.my**
  - Click **Next** or **Continue**, depending upon your operating system.
6. In the User Names screen:
  - Make sure the **Incoming User Name** is your email ID (your email address without the "@perak.gov.my").
  - If you don't already have an SMTP server configured, make the **Outgoing User Name** is your email ID (your email address without the "@perak.gov.my").
  - Click **Next**.
7. In the Account Name screen, either use the existing text or give your email account a name that will appear as your email account in Thunderbird. Click **Next** or **Continue**, depending upon your operating system.

8. The Congratulations screen appears. Check your settings to make sure they're correct, then click **Finish** to save the account and exit the Account Wizard.
9. In the left column of the Account Settings dialog box, scroll down to the bottom and select **Outgoing Server (SMTP)**. In the right half of the pane, select the email SMTP server. Click **Edit**. The SMTP Server dialog box appears.
10. In the SMTP Server dialog box, under **Security and Authentication**:
  - Select the **User name and password** checkbox.
  - Make sure the User Name is your email ID (your email address without the "@perak.gov.my").
  - Under **Use secure connection**, select **SSL**. Under **Settings**, the **Port** value automatically changes to 465.
11. Click **OK** to save your changes.

You are now set up to send and receive email using Thunderbird.