



Step 1: Download & Setup

- 1) Visit <http://www.mozillamessaging.com/en-US/thunderbird/>
- 2) Follow the download link to download Mozilla Thunderbird.
- 3) Follow the instructions to install Mozilla Thunderbird.

Step 2: Email Addresses

- 1) Open Thunderbird, select **Tools > Account Settings**
- 2) In the bottom left corner, select **Account Actions > Add Mail Account**
- 3) Enter your name, email address, and password as provided by OneSideOne.
- 4) Thunderbird will automatically find settings for your account. After this process is complete, click **Create Account**
- 5) Thunderbird will now check your password, and will automatically close the window.
- 6) In the left side of the Thunderbird home screen, **right-click** your email account name and select **Subscribe**
- 7) In the Subscribe window, **double-click** the Inbox folder and select which folders you would like to subscribe to. **Trash** and **Sent** are very useful folders.

Step 3: Sending and Receiving Email

- 1) To receive email messages, click the **Get Mail** button in the top left corner of the Thunderbird home screen.
- 2) To read messages, simply click on the **message** in the main window of the Thunderbird home screen.
- 3) To compose a message, click the **write** button in the top left corner of the Thunderbird home screen.
- 4) To reply to a message, click the **Reply** button while you are viewing a message. **Note:** Thunderbird will probably automatically start the reply message below the original message. To change this setting, select **Tools > Account Setting**, click **Composition & Addressing** under your email account, and select **start my reply above the quote**.
- 5) For further help, please visit <http://support.mozillamessaging.com/> or contact your OneSideOne representative.