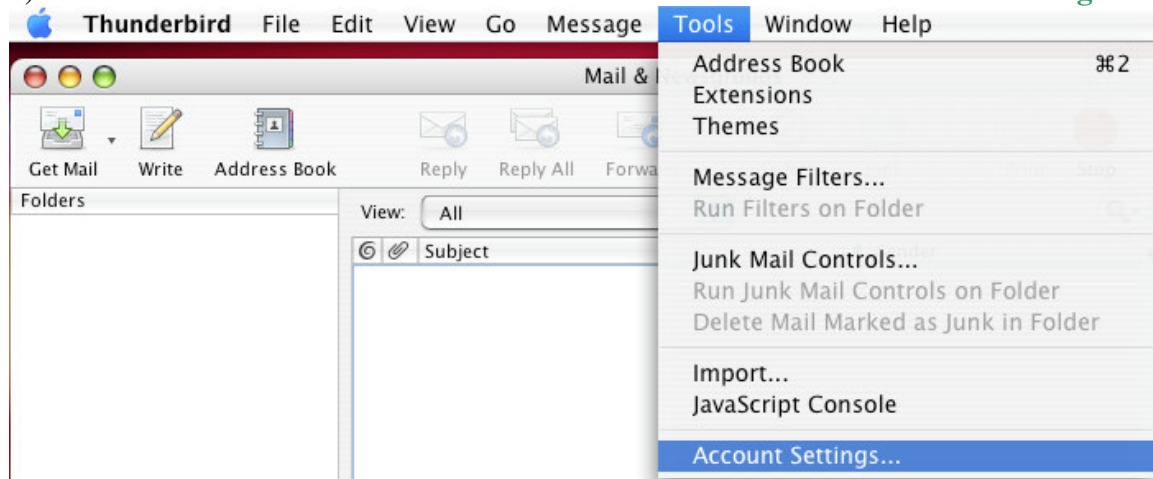


online nw

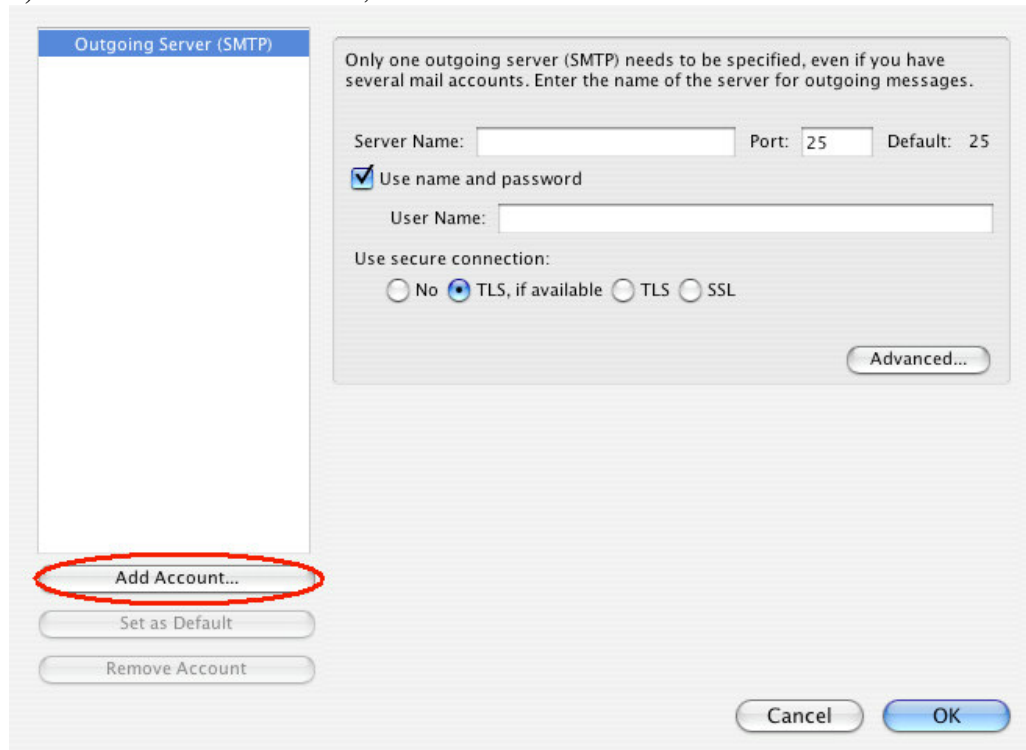
NORTHWEST

Thunderbird *for Mac* Setup

1) In **Thunderbird**. Click on the **Tools** menu to select it and select **Account Settings**.



2) In the **Accounts** window, select **Add Account...** in the lower left hand corner.



3) Select the **Email account** radio button. Then click **Next** button.

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account
 RSS News & Blogs
 Newsgroup account

Cancel < Back Next >

4) In the **Your Name:** field type your first and last name as you would like it to appear. This is what will appear in the “From” field when you send an e-mail, so you can type anything you like. In the **Email Address:** field, type your full e-mail address. Click **Next**.

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the “From” field of your outgoing messages (for example, “John Smith”).

Your Name: Your Name Here

Enter your email address. This is the address others will use to send email to you (for example, “user@example.net”).

Email Address: username@onlinew.com

Cancel < Back Next >

5) For the “**Select the type of incoming server you are using:**” option select **POP**. In the **Incoming Server:** field, type **pop.onlinew.com**. Select **Use Global Inbox** check box, if you wish to add more than one account and want them to have separate inboxes. In the **Outgoing Server:** field, type **smtp.onlinew.com**. Then click **Next**.

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

6) Verify the **Incoming User Name:** & **Outgoing User Name:** fields both have your username (the first half of your e-mail address before the “@”) entered in. Click **Next**.

User Names

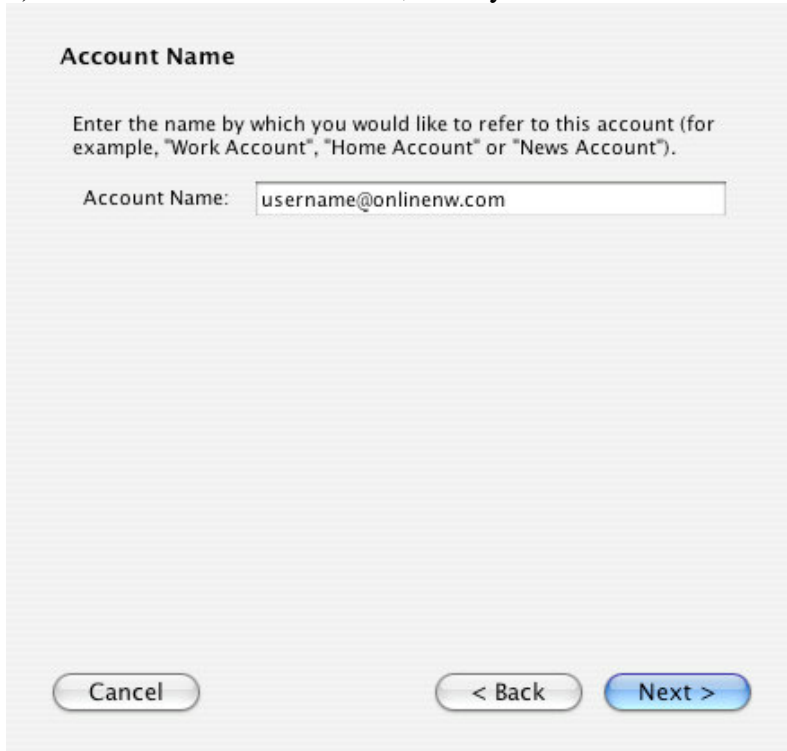
Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

7) In the **Account Name:** field, enter your full e-mail address. Then click **Next**.

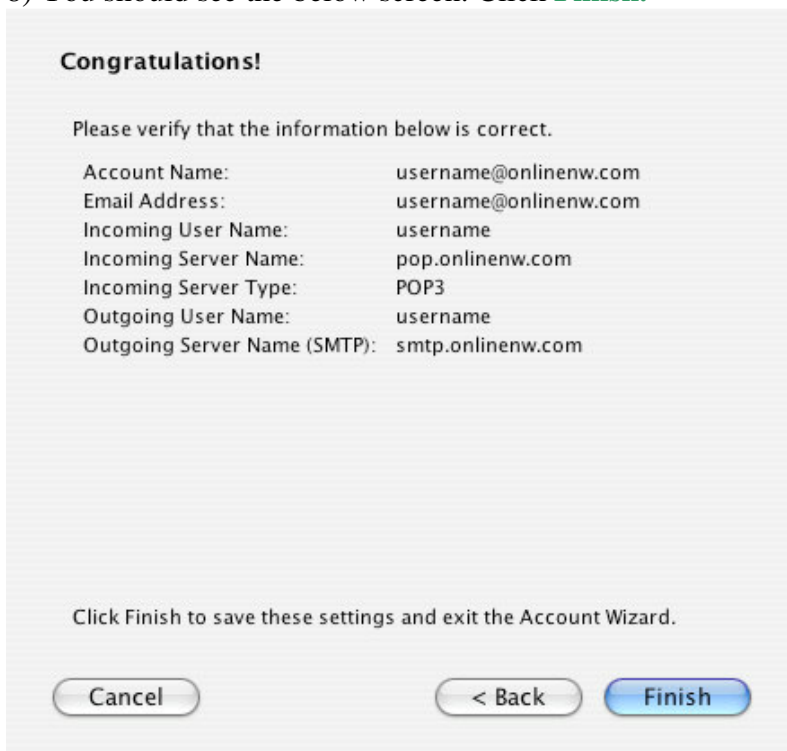


Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

8) You should see the below screen. Click **Finish**.



Congratulations!

Please verify that the information below is correct.

Account Name:	username@onlinenw.com
Email Address:	username@onlinenw.com
Incoming User Name:	username
Incoming Server Name:	pop.onlinenw.com
Incoming Server Type:	POP3
Outgoing User Name:	username
Outgoing Server Name (SMTP):	smtp.onlinenw.com

Click Finish to save these settings and exit the Account Wizard.

You have now setup **Thunderbird for Mac** to Send and Receive your OnlineNW e-mail. If you are on a dial up account, make sure you are online before attempting to Send and Receive.