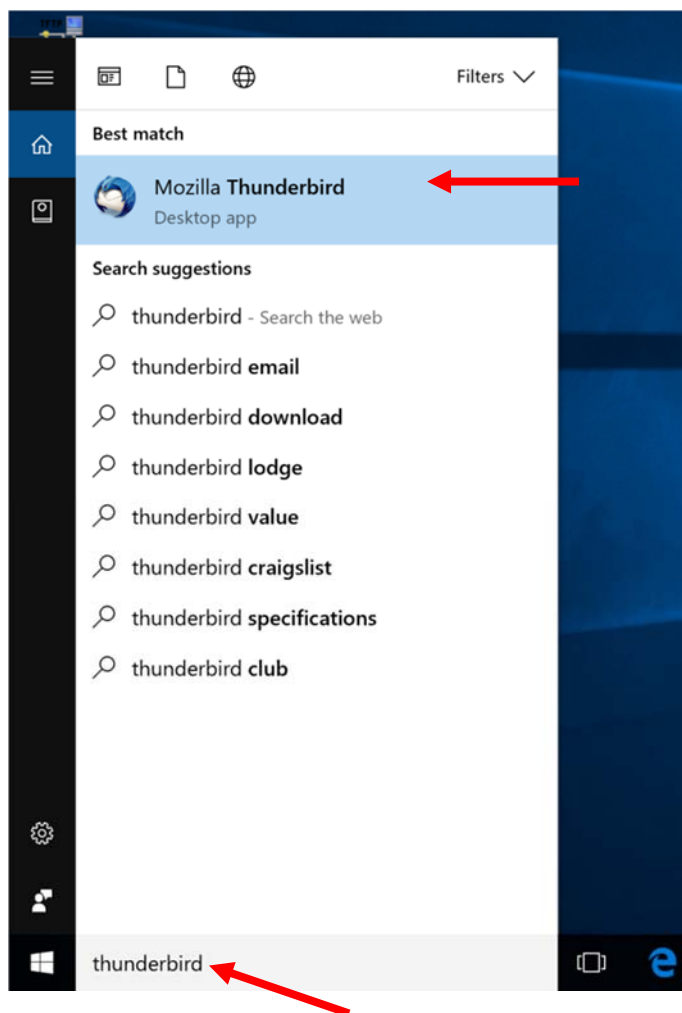




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*This tutorial is intended to assist Swiftel customers with setting up their swiftel.net or brookings.net email accounts on the **Mozilla Thunderbird™** application.*

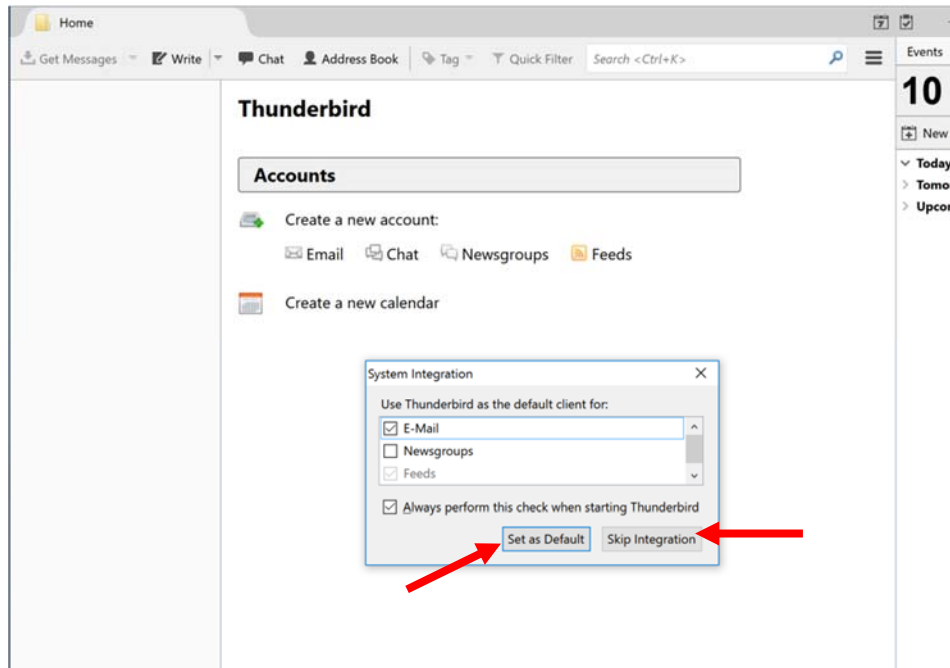
- 1) If you haven't already downloaded and installed the Thunderbird email application, you can go to <https://www.mozilla.org/en-US/thunderbird/> and click on the "Free Download" button. Once the file has been downloaded, click on the file and follow the onscreen instructions to finish installing the application.
- 2) Type "thunderbird" into the search portion of the taskbar and click/tap on the **Mozilla Thunderbird™** application to open Thunderbird.



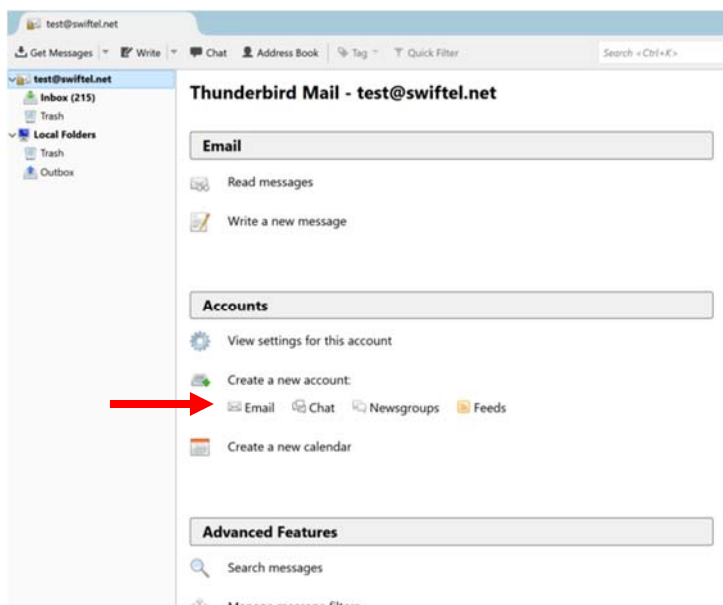


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- 3) The following screen will be displayed if this is the first time the Thunderbird application has been opened (if you have already used the Thunderbird app, see the **Alternative** step below). To set Thunderbird as the default email application, click/tap on **Set as Default**, otherwise click/tap on **Skip Integration**.



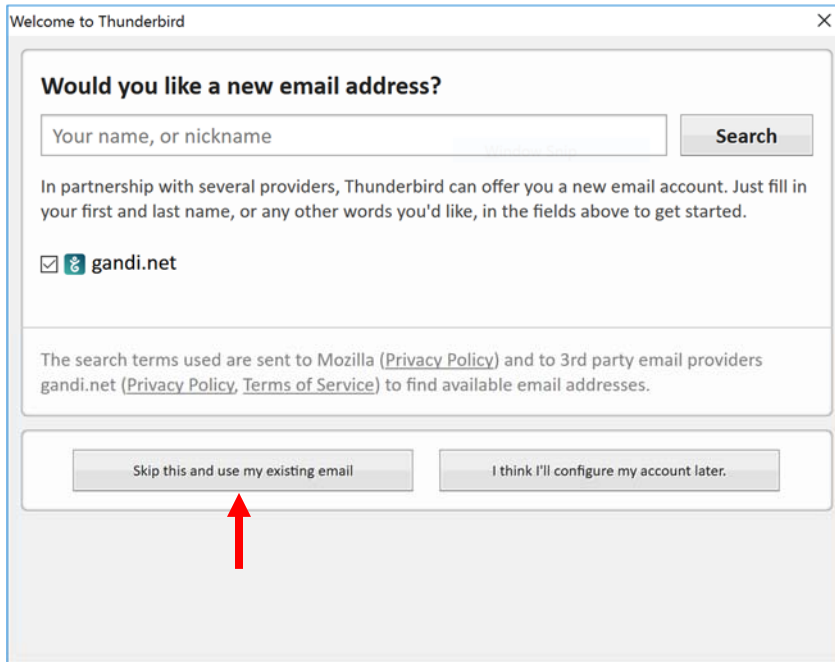
- 2 (Alternative): If you're given this screen, click/tap on the **Email** option underneath the **Create a new account** section of the **Accounts** heading (as shown below).





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- 4) Now click/tap on **Skip this and use my existing email.**



Welcome to Thunderbird

**Would you like a new email address?**

Your name, or nickname

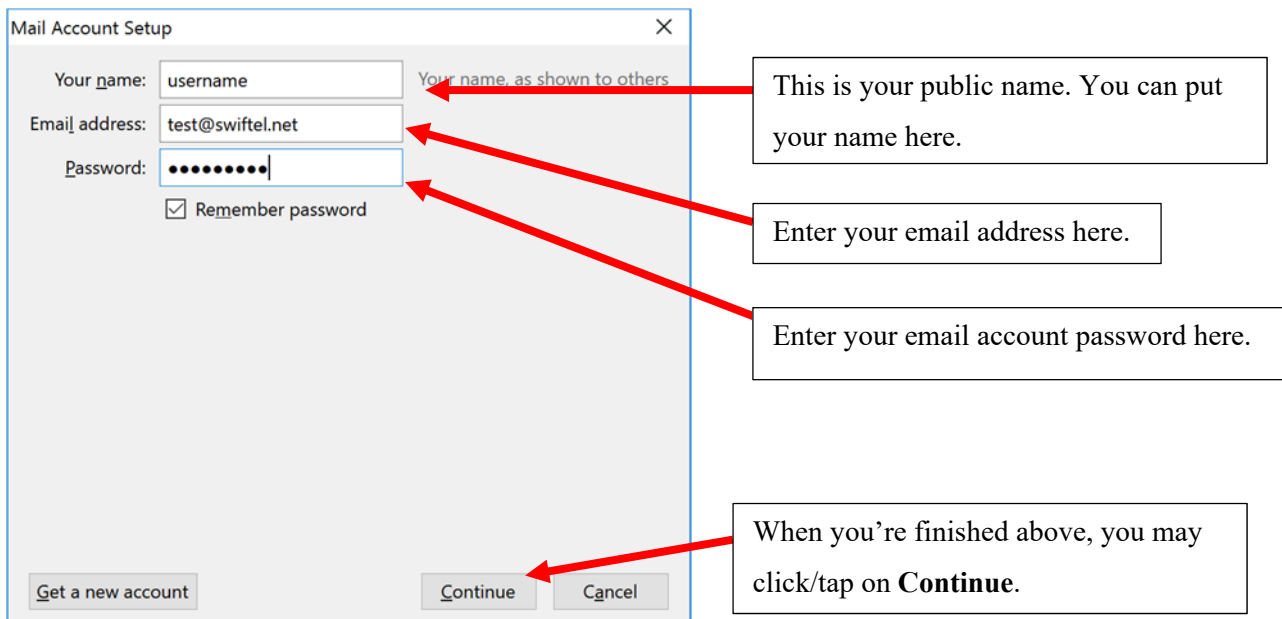
In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

☒ gandi.net

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers gandi.net ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

A red arrow points to the "Skip this and use my existing email" button.

- 5) There will be three fields which need to be filled in here – fill them in according to the example.



Mail Account Setup

Your name:  Your name, as shown to others

Email address:

Password:

☒ Remember password

Annotations with red arrows:

- Arrow from "Your name" field to: "This is your public name. You can put your name here."
- Arrow from "Email address" field to: "Enter your email address here."
- Arrow from "Password" field to: "Enter your email account password here."
- Arrow from "Continue" button to: "When you're finished above, you may click/tap on **Continue**."



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6) Click/tap on **Manual config**.

The dialog box is titled "Mail Account Setup". It contains fields for "Your name" (username), "Email address" (test@swiftel.net), and "Password" (masked with dots). There is a checkbox for "Remember password". Below these fields, it says "Configuration found at email provider". There are two radio buttons: "IMAP (remote folders)" which is selected, and "POP3 (keep mail on your computer)". Below the radio buttons, it shows "Incoming: IMAP, mail.swiftel.net, SSL" and "Outgoing: SMTP, smtp.swiftel.net, SSL". At the bottom, there are buttons for "Get a new account", "Manual config" (highlighted with a red arrow), "Done", and "Cancel".

7) The **Incoming** and **Outgoing** settings should be exactly the same as below. If they are not, then change them to match the settings show below. Once you're finished, you may click/tap on **Done**.

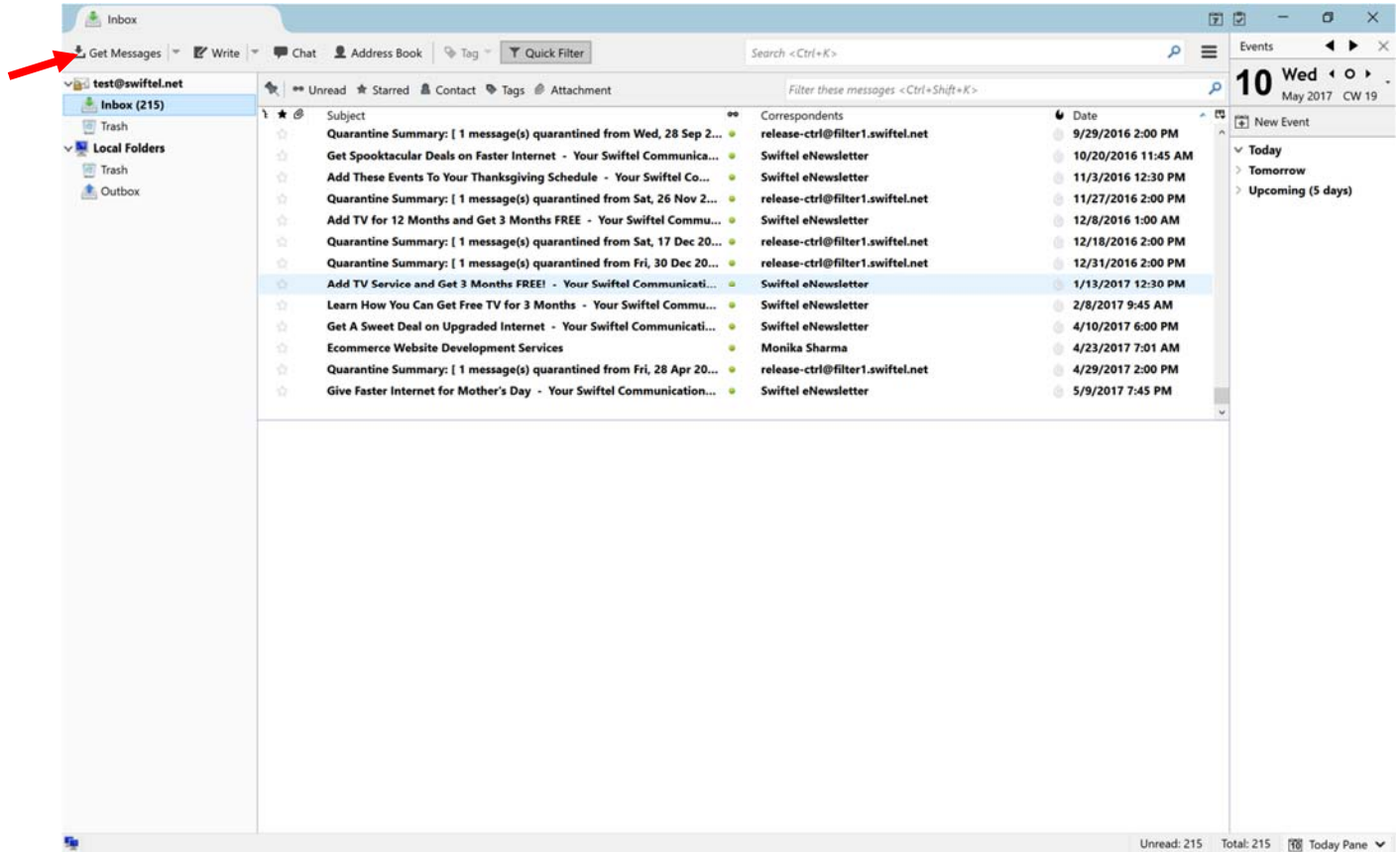
The dialog box is titled "Mail Account Setup". It contains fields for "Your name" (username), "Email address" (test@swiftel.net), and "Password" (masked with dots). There is a checkbox for "Remember password". Below these fields, it says "The following settings were found by probing the given server". There is a table of settings with columns for "Incoming", "Outgoing", "Server hostname", "Port", "SSL", and "Authentication". The settings are: Incoming: IMAP, Outgoing: SMTP, Server hostname: mail.swiftel.net, Port: 993, SSL: SSL/TLS, Authentication: Normal password. At the bottom, there are buttons for "Get a new account", "Advanced config", "Re-test", "Done" (highlighted with a red arrow), and "Cancel".

	Incoming	Outgoing	Server hostname	Port	SSL	Authentication
	IMAP	SMTP	mail.swiftel.net	993	SSL/TLS	Normal password



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- 8) This should be the end result; you should see your inbox populated with your latest emails. If you do not see you're latest emails then click/tap on **Get Messages** to refresh your inbox.



We thank you for using this tutorial and hope that it has been helpful and successful in setting up your email.