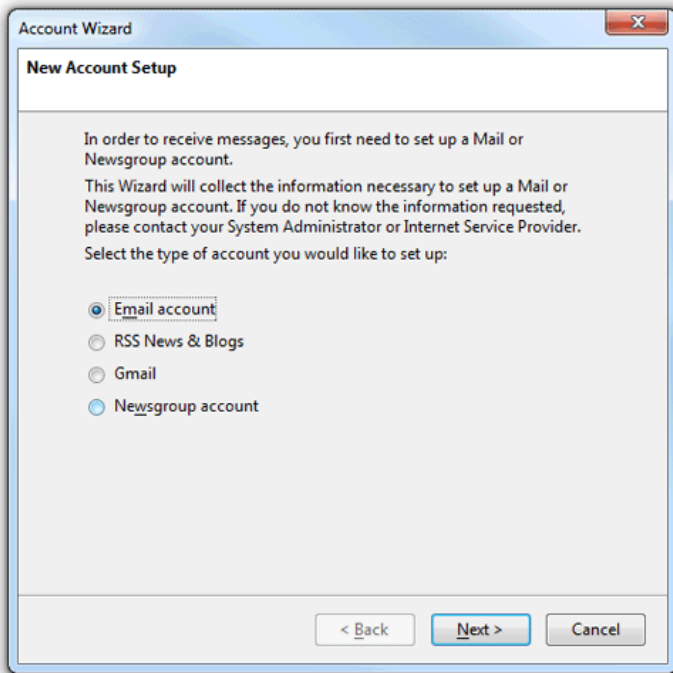
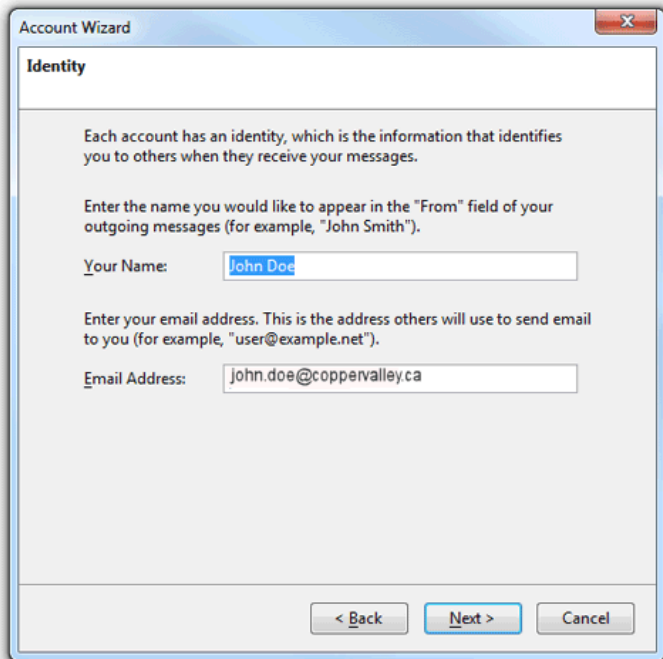


Setting up your new YourLink email account in Mozilla Thunderbird



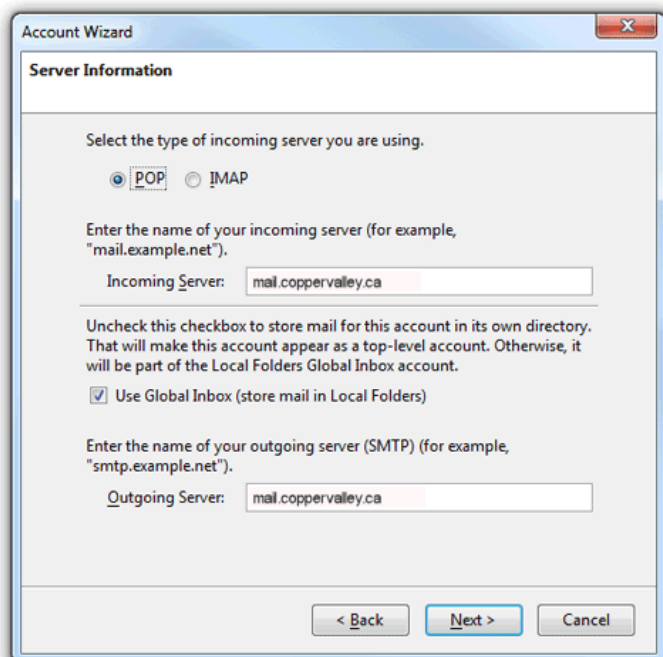
When opening Thunderbird for the first time you will see the screen above

1. Select Email account and click "Next" button.



2. Enter in your name; this name will be displayed on all your emails.
3. Enter your email address, this will set the "From" field in any email that you send.

4. Click "Next" button.

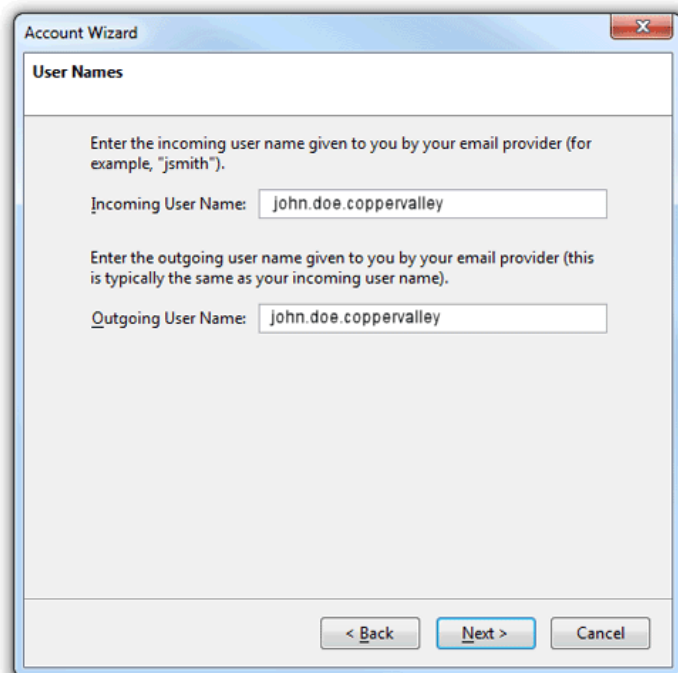


5. Select "Pop" as your incoming email server.

6. Set the "Incoming Server" as mail.coppervalley.ca

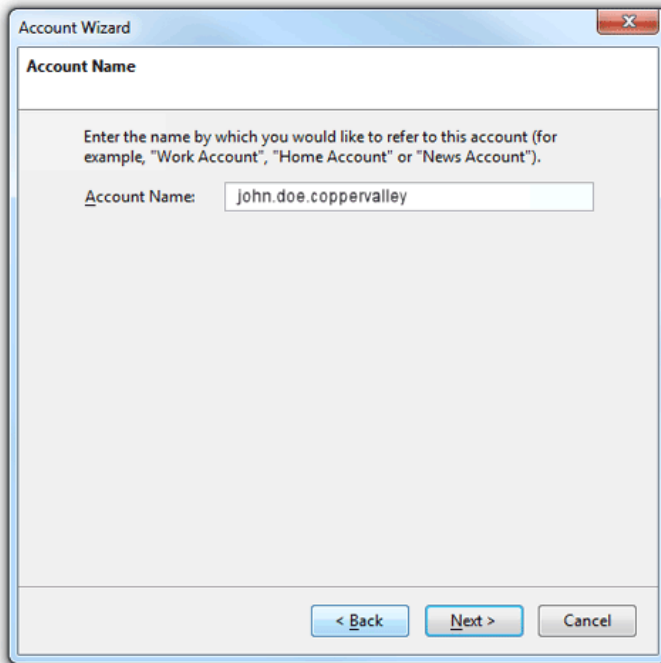
7. Set the "Outgoing Server" as mail.coppervalley.ca

8. Click "Next" button.



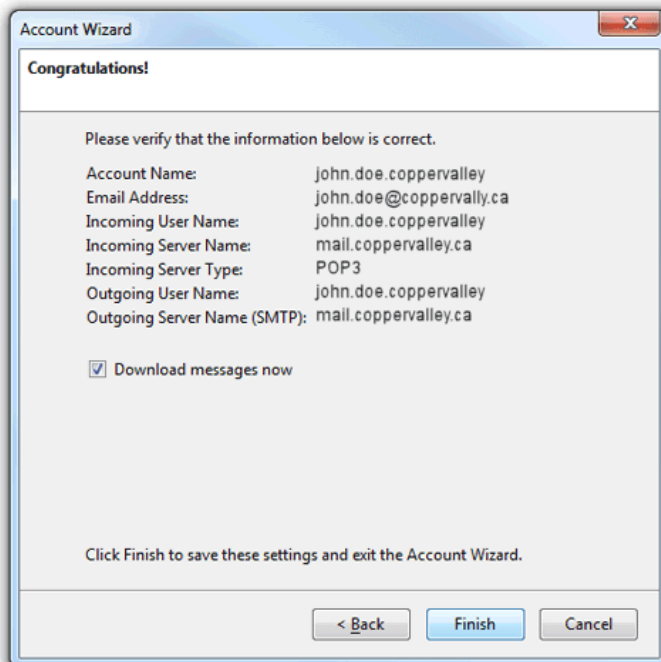
9. Set both the Incoming and outgoing user name as your email address.

10. Click "Next" button.

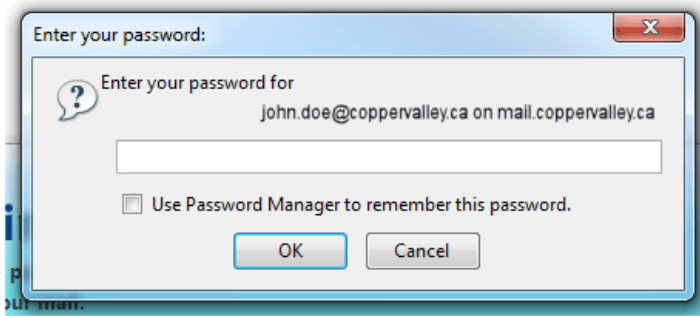


11. Set "Account Name" field to whatever you desire. This gives a title to your email account in your main window. This is useful if you have multiple accounts.

12. Click "Next" button.



13. Verify that all your information is correct and click "Finish".



14. Now you will be presented with "Enter your password" window. If you do not know your password, please contact your YourLink office for a password reset.

Congratulations your email account has been successfully set up.