EMAIL SETUP

THUNDERBIRD

Works with: Thunderbird 140 and later on Windows, Mac and Linux.

Thunderbird is the free email app we recommend for a computer. It is fast, private and works with any mailbox.

YOUR SETTINGS	Have these ready. Swap **yourdomain.com** for your own website address.
USERNAME	Your **full** email address, e.g. `you@yourdomain.com`
PASSWORD	The email password we sent you. Copy and paste it to avoid typos.
ACCOUNT TYPE	**IMAP** (keeps every device in sync)
INCOMING SERVER	`mail.yourdomain.com` · Port `993` · Security `SSL/TLS`
OUTGOING SERVER	`mail.yourdomain.com` · Port `465` · Security `SSL/TLS` If 465 is refused, use port `587` with `STARTTLS`. The outgoing server needs the same username and password.

Install and add the account

1. Download Thunderbird from `thunderbird.net` and install it.
2. The first time it opens, the account setup screen appears on its own. If you already use Thunderbird, click the menu ≡ at the top right, then **New Account** › **Email**.
3. Enter **Your full name** (what recipients see) and your **Email address**, then click **Continue**. Enter your password when asked.
4. Thunderbird looks up the server settings. Choose **IMAP**.
5. Check what it found. If anything differs from the box above, or it finds nothing, click **Edit configuration** (older versions: **Configure manually**) and enter:

	INCOMING	OUTGOING
Protocol	IMAP	SMTP
Hostname	`mail.yourdomain.com`	`mail.yourdomain.com`
Port	`993`	`465`
Connection security	SSL/TLS	SSL/TLS
Authentication method	Normal password	Normal password
Username	Full email address	Full email address

6. Click **Continue** (older versions: **Re-test**, then **Done**). Thunderbird downloads your folders and messages.

 © 2026 Formula Marketing

Recommended options

7. Click ≡, then **Account Settings**. Under your email address on the left, click **Server Settings**.
8. Tick **Check for new messages at startup**, set **Check for new messages every** to `10` minutes, and tick **Allow immediate server notifications when new messages arrive**.

> **On your phone too.** Thunderbird is also available for Android in the Google Play Store and takes the same settings.

Stuck? Email **hello@formulamarketingsd.com** or call **(619) 995-8333** and tell us which step you are on.

 © 2026 Formula Marketing