Checking Settings on an Existing Account:

1. To check email server settings, click the application menu near the top right.



2. Select Options followed by Account Settings.



3. Click Server Settings on the left. Confirm the Server Name, Port, User Name, Connection Security, and Authentication method are correct.

Account Settings	×
✓	Server Settings
Server Settings Copies & Folders Composition & Addressing Junk Settings	Server Type: IMAP Mail Server Server Name: imap.fioptics.com Port: 143 ★ Default: 143 User Name: fakemail@fioptics.com
Return Receipts Security Security Junk Settings	Security Settings Connection security: STARTTLS Authentication method: Normal password
Disk Space	Server Settings ♀ ⊆heck for new messages at startup ♀ Check for new messages every 10 ♥ minutes ♀ Allow immediate server notifications when new messages arrive When I delete a message: ● Move it to this folder: ● Tracom ↓ ○ Just mark it as deleted ○ Remove it immediately
	Message Storage Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Message Store Type: File per folder (mbox) Local directory: C:\Users\reck273\AppData\Roaming\Thunderbird\Profiles\xqgzdxll.defi Browse
Account Actions V	OK Cancel

4. Then click Outgoing Server (SMTP) on the left.



5. Select the outgoing server then click the Edit button.



6. Confirm the Server Name, Port, Connection Security, Authentication Method and User Name are correct. If you experience any other issues, click <u>here</u> to view a tutorial on Thunderbird.

SMTP Server	>
Settings	
Description:	
Server Name: smtp.	fioptics.com
Port:	587 🖨 Default: 587
Security and Authen	tication
Connection security:	STARTTLS \sim
Authentication metho	od: Normal password V
User Na <u>m</u> e:	fakemail@fioptics.com
	OK Cancel