

Setup Email on Thunderbird (IMAP)

Thunderbird is a free, open-source email client that offers excellent support for IMAP and advanced groupware features. Follow the steps below to connect your mailbox.

Large Mailboxes: Depending on your internet speed and the size of your mailbox (up to 200GB per account), the initial synchronization can take anywhere from a few hours to a few days to fully build your local data file.

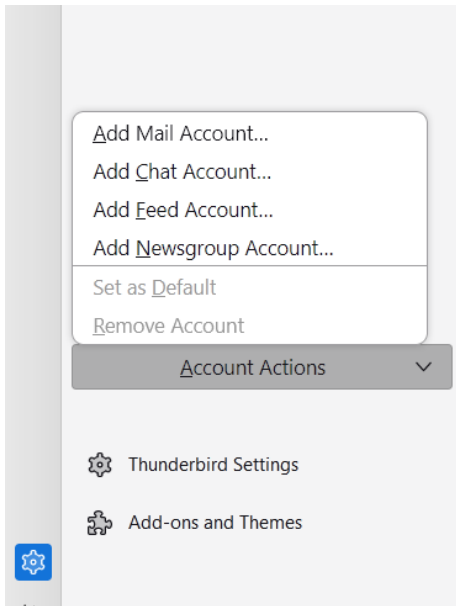
You can setup [Autoconfig](#) in your DNS to make the process of setting up Thunderbird much easier.

Enhanced mailbox? [Connect a **CardDAV** address book or a **remote calendar** \(CalDAV\)](#) to keep your contacts and schedule in sync.

Getting Started

To open the setup window for a new email account:

1. Click on **Account Actions** in the bottom left of the account pane.
2. Select **Add Mail Account...** from the menu.



Option 1: Automatic Configuration (Recommended)

If you have [Autoconfig](#) set up in your DNS, Thunderbird will handle the heavy lifting for you.

1. **Enter Your Details:** Fill in your full name, email address, and password. Keep **Remember password** checked.

A screenshot of the 'Set Up Your Existing Email Address' dialog box in Thunderbird. The dialog has a title bar and a subtitle: 'To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration.' There are three input fields: 'Your full name' with the value 'John Smith', 'Email address' with the value 'john@mynewdomain.com', and 'Password' with masked characters. A 'Remember password' checkbox is checked. At the bottom, there are three buttons: 'Configure manually' (a link), 'Cancel', and 'Continue'. A cartoon octopus character holding a megaphone and tools is on the right. At the bottom, it says 'Your credentials will only be stored locally on your computer.'

2. **Search for Settings:** Click **Continue**. Thunderbird will automatically search for the recommended server configuration.
3. **Confirm Configuration:** Once the green "Configuration found" message appears, verify that **IMAP** is selected.

Password


••••••••


Remember password


✓ Configuration found for a Microsoft Exchange server.

Available configuration

IMAP
Keep your folders and emails synced on your server

 Incoming **IMAP** **SSL/TLS**
imap.emailarray.com

 Outgoing **SMTP** **SSL/TLS**
smtp.emailarray.com

 Username
jane@subdomain.com

[Configure manually](#)

Your credentials will only be stored locally on your computer.

4. **Finish Setup:** Click **Done**.

Option 2: Manual Configuration

If Autoconfig is not available or you need to specify custom ports, follow these steps.

1. **Enter Your Details:** Input your name, email, and password, then click **Configure manually** at the bottom of the window.

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
John Smith


Email address
john@mynewdomain.com

Password
••••••••

Remember password

[Configure manually](#)

Your credentials will only be stored locally on your computer.



2. **Enter Server Details:** We recommend using **IMAP with SSL/TLS** to ensure your data remains private and your folders stay synchronized across all devices.

- Incoming Server

- **Protocol:** IMAP
- **Hostname:** imap.emailarray.com
- **Port:** 993
- Connection Security: SSL/TLS
- Authentication Method: Normal password
- Username: Your full email address (e.g., name@yourdomain.com)
- **Outgoing Server**
 - **Protocol:** SMTP
 - **Hostname:** smtp.emailarray.com
 - **Port:** 465
 - Connection Security: SSL/TLS
 - Authentication Method: Normal password
 - Username: Your full email address (e.g., name@yourdomain.com)

Your full name
John Smith ⓘ

Email address
john@mynewdomain.com ⓘ

Password
●●●●●● ⓘ

Remember password

✓ The following settings were found by probing the given server:

Manual configuration

INCOMING SERVER

Protocol: IMAP ▾

Hostname: imap.emailarray.com

Port: 993 ▲ ▾

Connection security: SSL/TLS ▾

Authentication method: Normal password ▾

Username: john@mynewdomain.com

OUTGOING SERVER

Hostname: smtp.emailarray.com

Port: 465 ▲ ▾

Connection security: SSL/TLS ▾

Authentication method: Normal password ▾

Username: john@mynewdomain.com

[Advanced config](#)

Thunderbird will attempt to auto-detect fields that are left blank.

Your credentials will only be stored locally on your computer.

1. **Test and Verify:** Click **Re-test**. Thunderbird will verify the connection.
2. **Finalize:** Once the green success bar appears ("The following settings were found by probing the given server"), click **Done**.

Success!

Your account is now ready to use.

On the final screen, you can also:

- Add a custom signature.
- Enhanced mailbox? [Connect a CardDAV address book or a remote calendar \(CalDAV\)](#) to keep your contacts and schedule in sync.
- Enable end-to-end encryption for extra security.

Click **Finish** to head to your inbox. Thunderbird will now begin synchronizing your folders.

Revision #7

Created 20 August 2024 13:17:25 by Support

Updated 30 January 2026 14:52:57 by Admin