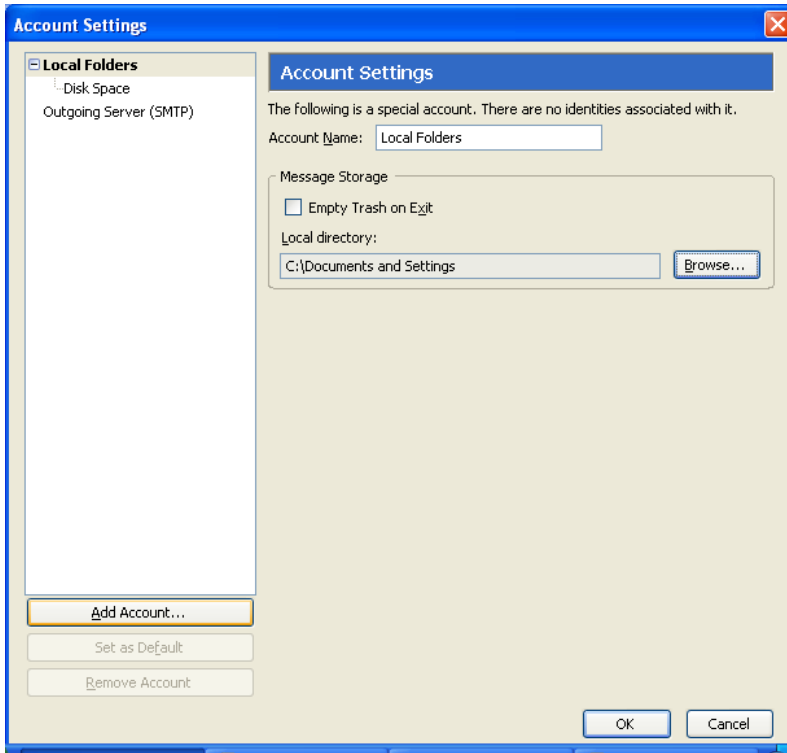


Configuring Email Program

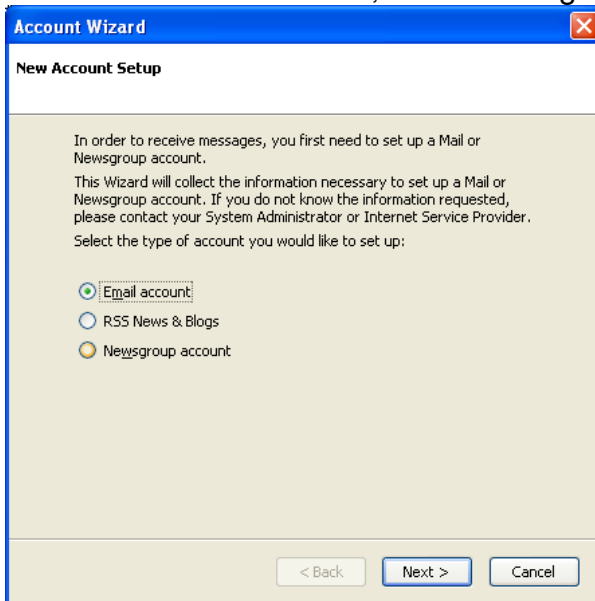
Mozilla Thunderbird

Setting up Email Accounts

1. Open Mozilla Thunderbird
2. From the menu bar select *Tools* and then choose *Account Settings...*



3. Select *Add Account...*, The following screen appears:



4. Select *Email account*, then click *Next >*. The following screen appears:

The screenshot shows the 'Account Wizard' dialog box with the 'Identity' step selected. The title bar reads 'Account Wizard' and has a close button. The main area is titled 'Identity' and contains the following text: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text box labeled 'Your Name:' containing 'John Smith'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text box labeled 'Email Address:' containing 'jsmith@caylix.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Type in your name in the *Your Name* textbox. Type in your full Caylix email address in the *Email Address* text box. Then click *Next >*. The following screen appears:

The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' step selected. The title bar reads 'Account Wizard' and has a close button. The main area is titled 'Server Information' and contains the following text: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' (selected) and 'IMAP'. Below that, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text box labeled 'Incoming Server:' containing 'pop.caylix.com'. Below that, it says: 'Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.' There is a checked checkbox labeled 'Use Global Inbox (store mail in Local Folders)'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text box labeled 'Outgoing Server:' containing 'smtp.caylix.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Fill out the fields in the above screen as per the instructions below:
 - a. Select *POP* for type of incoming server.
 - b. Type: *pop.caylix.com* in the *Incoming Server* textbox.
 - c. Type: *smtp.caylix.com* in the *Outgoing Server* textbox.
7. Click *Next >*. The following screen appears:

The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there are two instructions and two text input fields. The first instruction says: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." The text box below it is labeled "Incoming User Name:" and contains the text "jsmith@caylix.com". The second instruction says: "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)." The text box below it is labeled "Outgoing User Name:" and also contains the text "jsmith@caylix.com". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

8. Fill out the fields in the above screen as per the instructions below:
 - a. Type your Caylix email address in the *Incoming User Name* textbox.
 - b. Type your full Caylix email address in the *Outgoing User Name* textbox
9. Click *Next >*. The following screen appears:

The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is one instruction and one text input field. The instruction says: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." The text box below it is labeled "Account Name:" and is currently empty. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

10. Type *Caylix* in the Account Name box.
11. Click *Next >*.
12. Click *Finish*.
13. When the password box comes up type your Caylix email password in the textbox. Your Caylix email account is now configured.

Please repeat steps #1-13 for any additional Caylix email addresses you may have.