

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...*
4. Select *Email account*, then click *Next >*.
5. Type in your name in the *Your Name* textbox.
6. Type in your full Caylix email address in the *Email Address* text box. Then click *Next >*.
7. Fill out all the fields 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.
8. Click *Next >*.
9. Fill out all the fields as per the instructions below:
 - a. Type your full Caylix email address in the *Incoming User Name* textbox.
 - b. Type your full Caylix email address in the *Outgoing User Name* textbox
10. Click *Next >*.
11. Type *Caylix* in the *Account Name* box.
12. Click *Next >*.
13. Click *Finish*.
14. When the password box comes up type your Caylix email password in the textbox.
15. Your Caylix email account is now configured. Please repeat steps #1-14 for any additional Caylix email addresses you may have.