

# LEK INTERNET SERVICES

## HOW TO CONFIGURE E-MAIL (MOZILLA THUNDERBIRD)

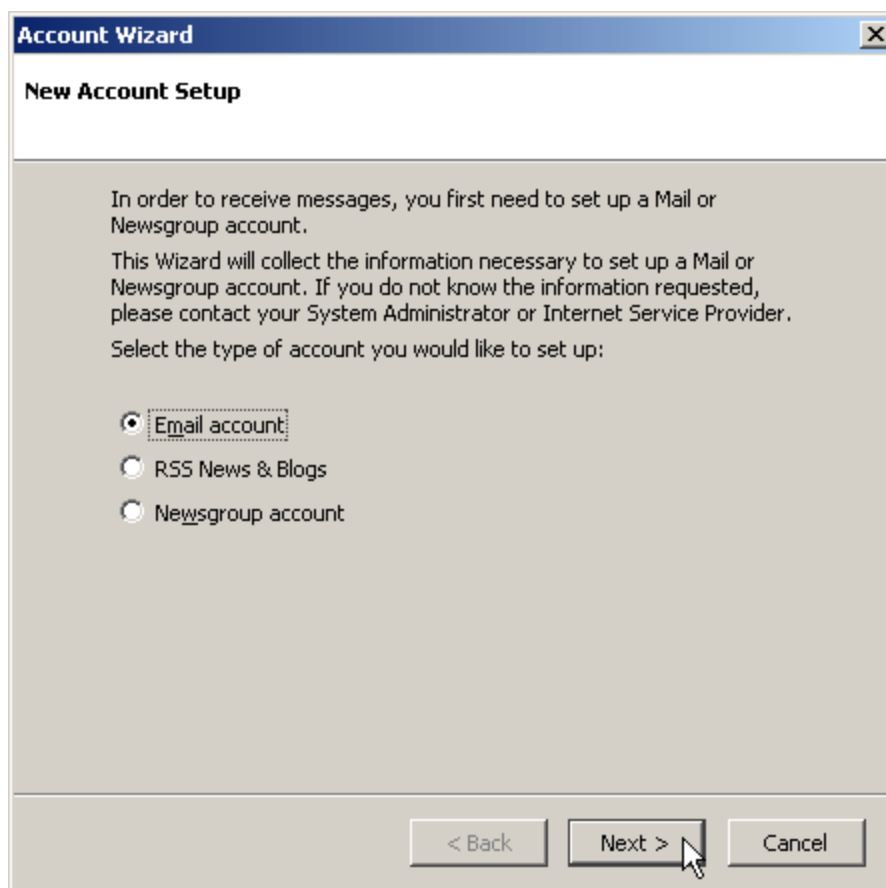


**Mozilla Thunderbird can be downloaded free at:  
<http://www.mozilla.com/thunderbird>**

These are step-by-step instructions with one step per page. For additional questions about this document or any other technical support issues please contact [support@lek.net](mailto:support@lek.net) or call 330.762.2040 during regular business hours.

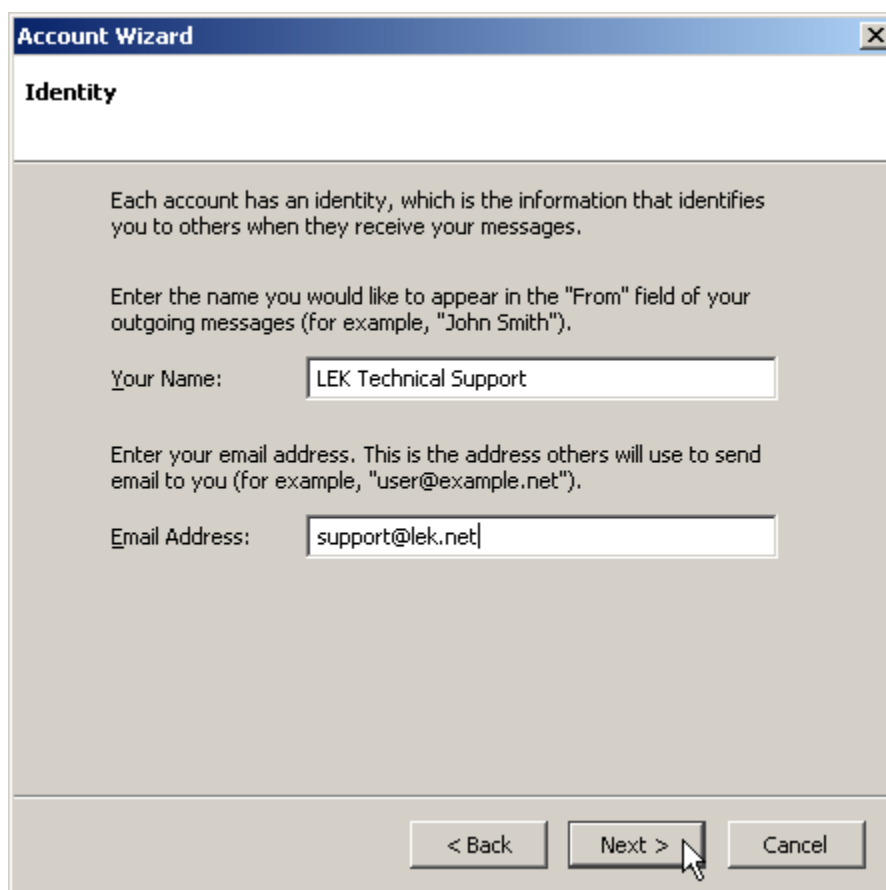
**Step 1:**

- After starting Mozilla Thunderbird for the first time you will be greeted with the window pictured below. Make sure 'Email Account' is selected and click *Next*.



**Step 2:**

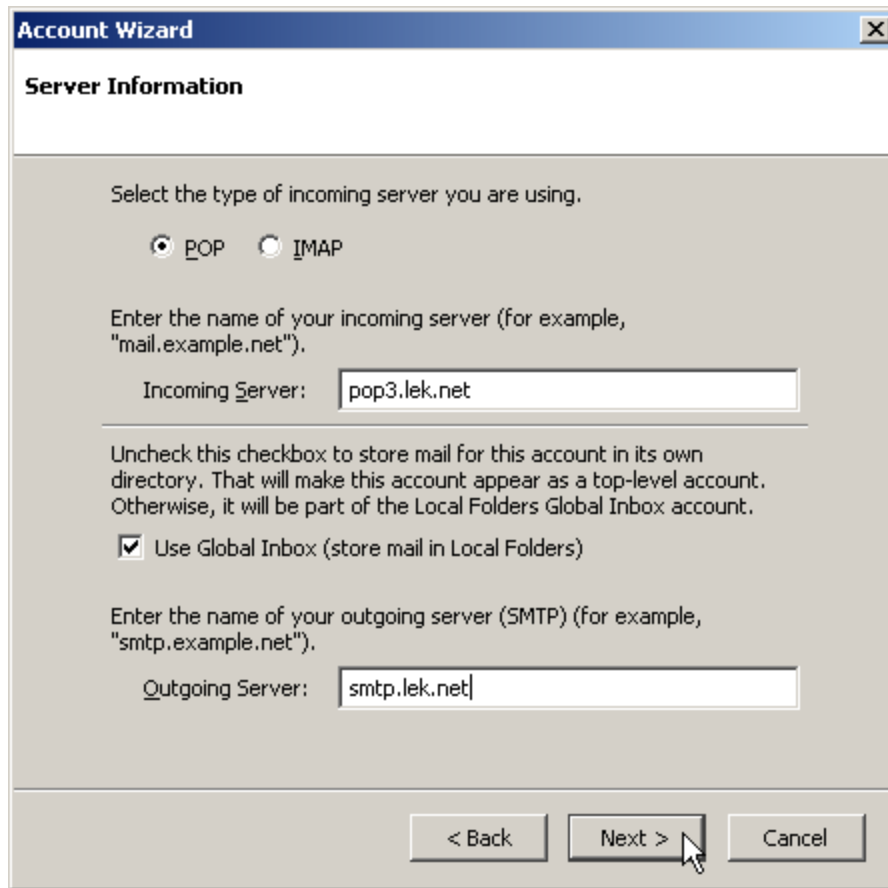
- In the box titled 'Your Name' enter your name as you would like it to appear in the emails you send (e.g., LEK Technical Support).
- In the box title 'Email Address' enter your LEK email address (e.g., support@lek.net) and click *Next*.



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into a header section labeled "Identity" and a main content area. The main content area 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 is a sub-instruction: "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." This is followed by a label "Your Name:" and a text input field containing "LEK Technical Support". Another sub-instruction follows: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." This is followed by a label "Email Address:" and a text input field containing "support@lek.net". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

**Step 3:**

- Make sure 'the type of incoming server you are using' is set to POP.
- In the 'Incoming Server' text box type *pop3.lek.net*.
- The 'Use Global Inbox' check box is explained in the dialog window. You can leave this box checked.
- In the 'Outgoing Server' text box type *smtp.lek.net*, and click *Next*.



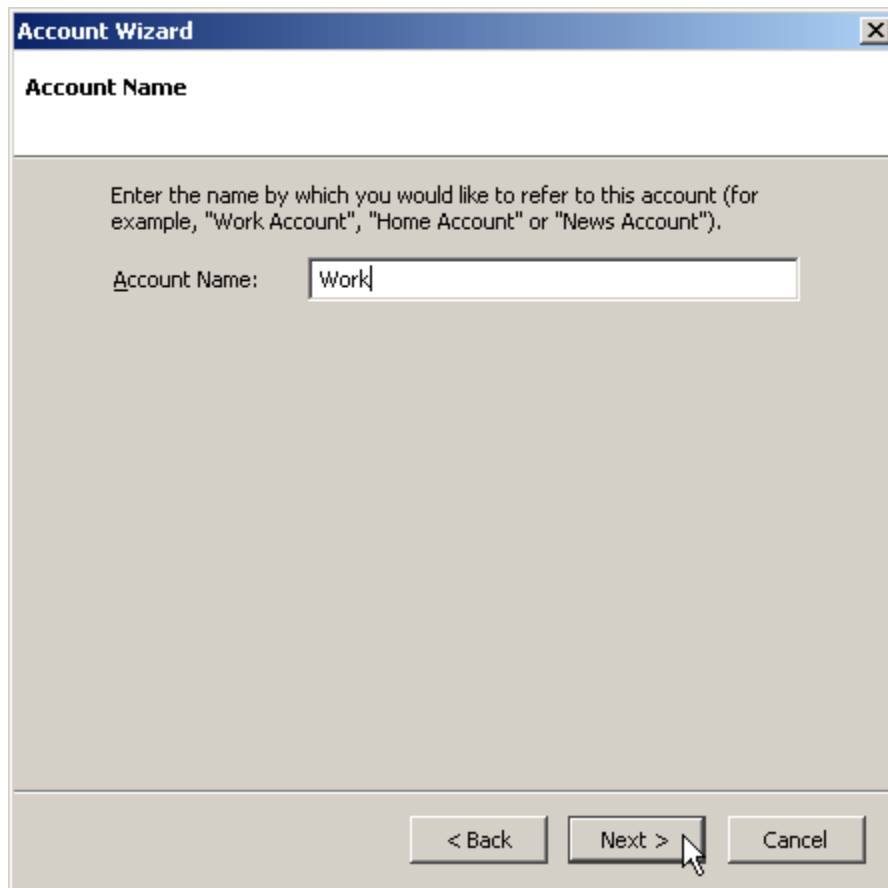
**Step 4:**

- In the 'Incoming User Name' text box type your full email address (e.g., support@lek.net).
- Delete any text in the 'Outgoing User Name' text box (it should be blank), and click *Next*.

The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there are two instructions: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." and "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)". The "Incoming User Name:" label is followed by a text box containing "support@lek.net". The "Outgoing User Name:" label is followed by an empty text box. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

**Step 5:**

- In the 'Account Name' text box you type a name that clearly describes this account such as, Work, Home, LEK Email, etc.



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "Account Name". Below this, there is a text box containing the instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below the instruction, there is a label "Account Name:" followed by a text input field containing the word "Work". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

**Step 6:**

- The last dialog window will give you a summary of your account information. Double check to make sure that everything is correct.
- If you do not wish to download all your message immediately un-check the 'Download messages now' checkbox.
- You will be prompted for your password the first time you check your email.
- Click *Finish*.

