



# HOW TO SET UP AN EVCOHS.COM POP ACCOUNT IN THUNDERBIRD VERSION 8.0 & 9.0

**Important Notice:** Please read this document COMPLETELY before starting your set up and pay close attention to the instructions for **Step 4**. The default email account setup for this version of Thunderbird is IMAP. IMAP basically allows you to use your email program to view the emails on the mail server. The emails are not downloaded onto your computer, so they are not removed from the mail server. Due to the limitations on the size of an evcohs.com email account on the mail servers, an IMAP account will fill up quickly and will need constant attention to keep it below the allowable storage limits. *If the storage limits are exceeded, your emails will start to bounce.* We strongly suggest setting up a POP email account to avoid possible problems later.

## TO BEGIN:

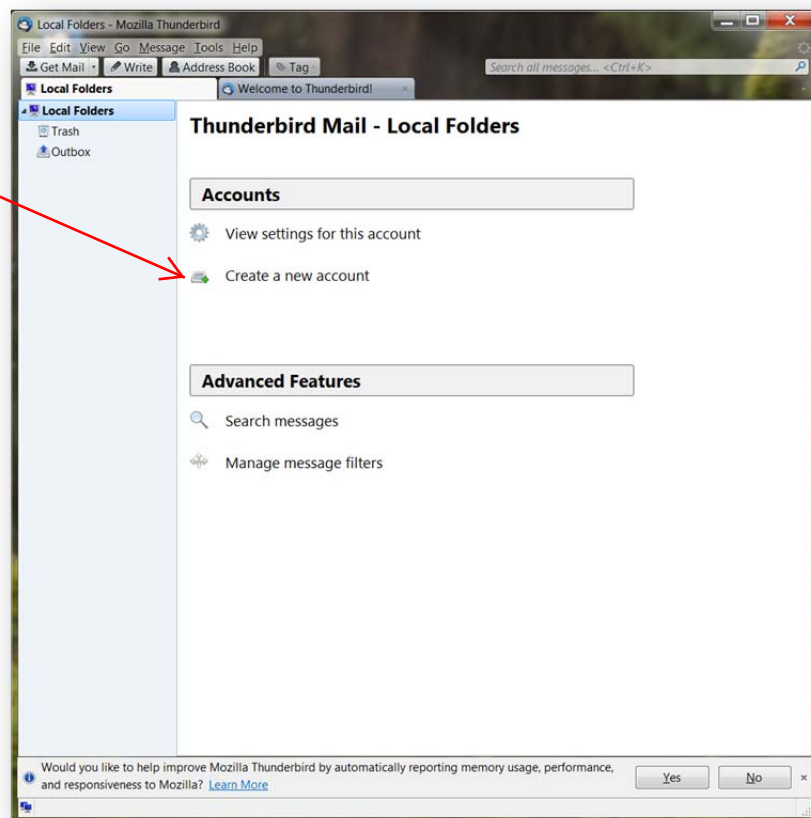
Open your email Thunderbird email program

For more information about **Thunderbird**, click this link <https://www.mozilla.org/en-US/thunderbird/features>

## STEP 2:

Your screen should look similar to this

Choose **Create a new account**



### STEP 3:

The **Your Name** is what will display in **FROM** when others receive mail from you. Type the *Name* that you want to use to identify yourself in the **Your Name:** text box (Example = *John Doe*)

Type your full email address in the **Email Address:** text box

Type your password in the **Password:** text box

Note: if you don't remember your password, please call us @ 303-674-5700 X3. Your password is case sensitive.

Then Choose **Continue and choose POP3 (keep mail on your computer) on the next screen**

Mail Account Setup

Your name: John Doe Your name, as shown to others

Email address: youremail@evcohs.com

Password: ●●●●●●

Remember password

Cancel Continue

### STEP 4:

**Your Name:** **Email Address:** and **Password:** should automatically be entered into the text boxes.

**Choose POP3** by clicking the button next to that choice.

You will notice that the incoming and outgoing server information is set to **default values which will NOT work** on our mail server. We will need to remove all of the text that appears before evcohs.com from the incoming and outgoing server addresses.

Click **Manual config.**

Mail Account Setup

Your name: John Doe Your name, as shown to others

Email address: youremail@evcohs.com

Password: ●●●●●●

Remember password

Configuration found by trying common server names

IMAP (remote folders)  POP3 (keep mail on your computer)

Incoming: POP3, pop3.evcohs.com, STARTTLS

Outgoing: SMTP, smtp.evcohs.com, STARTTLS

Username: youremail

Manual config Cancel Create Account

**POP3** should already be set here, but if not, please choose it by clicking the down arrow next to IMAP.

Type **evcohs.com** into the **Incoming:** text box under **Server Hostname**.

*Note: do not add anything in front of evcohs.com. Delete the **pop3.** in front of evcohs.com*

The screenshot shows the 'Mail Account Setup' dialog box. At the top, there are fields for 'Your name: John Doe', 'Email address: youremail@evcohs.com', and 'Password: [redacted]'. A 'Remember password' checkbox is checked. Below this, a section titled 'Configuration found by trying common server names' contains a table with columns: Incoming, Server hostname, Port, SSL, and Authentication. The 'Incoming' dropdown is set to 'POP3'. The 'Server hostname' dropdown is set to 'evcohs.com'. The 'Port' dropdown is set to '110'. The 'SSL' dropdown is set to 'STARTTLS'. The 'Authentication' dropdown is set to 'Normal password'. The 'Outgoing' dropdown is set to 'SMTP'. The 'Server hostname' dropdown is set to 'smtp.evcohs.com'. The 'Port' dropdown is set to '587'. The 'SSL' dropdown is set to 'STARTTLS'. The 'Authentication' dropdown is set to 'Encrypted password'. The 'Username' field contains 'youremail'. At the bottom, there are buttons for 'Advanced config', 'Cancel', 'Re-test', and 'Create Account'. Red arrows point to the 'Incoming' dropdown, the 'Server hostname' dropdown, and the 'Port' dropdown.

The screenshot shows the 'Mail Account Setup' dialog box with updated settings. The 'Incoming' dropdown is still 'POP3'. The 'Server hostname' dropdown is now 'evcohs.com'. The 'Port' dropdown is now '995'. The 'SSL' dropdown is now 'SSL/TLS'. The 'Authentication' dropdown is now 'Normal password'. The 'Outgoing' dropdown is still 'SMTP'. The 'Server hostname' dropdown is still 'smtp.evcohs.com'. The 'Port' dropdown is still '587'. The 'SSL' dropdown is still 'STARTTLS'. The 'Authentication' dropdown is still 'Encrypted password'. The 'Username' field still contains 'youremail'. At the bottom, there are buttons for 'Advanced config', 'Cancel', 'Re-test', and 'Create Account'. Red arrows point to the 'Port' dropdown, the 'SSL' dropdown, the 'Authentication' dropdown, and the 'Server hostname' dropdown.

Change the number under the Port from 110 to **995** by clicking on the down arrow next to the number.

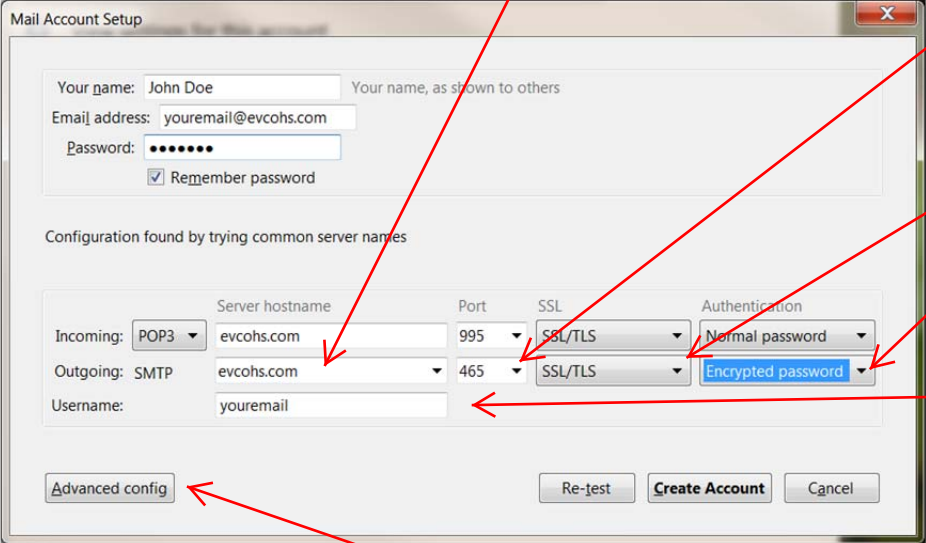
Choose or leave the setting **SSL/TLS** under SSL and change Autodetect to **Normal password** under Authentication by clicking the down arrow.

Type **evcohs.com** into the **Outgoing:** text box under **Server Hostname**. Note: do not add anything in front of **evcohs.com**. **Delete the smtp. in front of evcohs.com**

Change the number under the Port from 587 to **465** by clicking on the down arrow next to the number.

Choose or leave the setting **SSL/TLS** under **SSL** and change **Autodetect** to **Encrypted password** under **Authentication** by clicking the down arrow.

Your **Username:** is the first part of your email address, or everything before the @. This should already be entered in the text box for you.

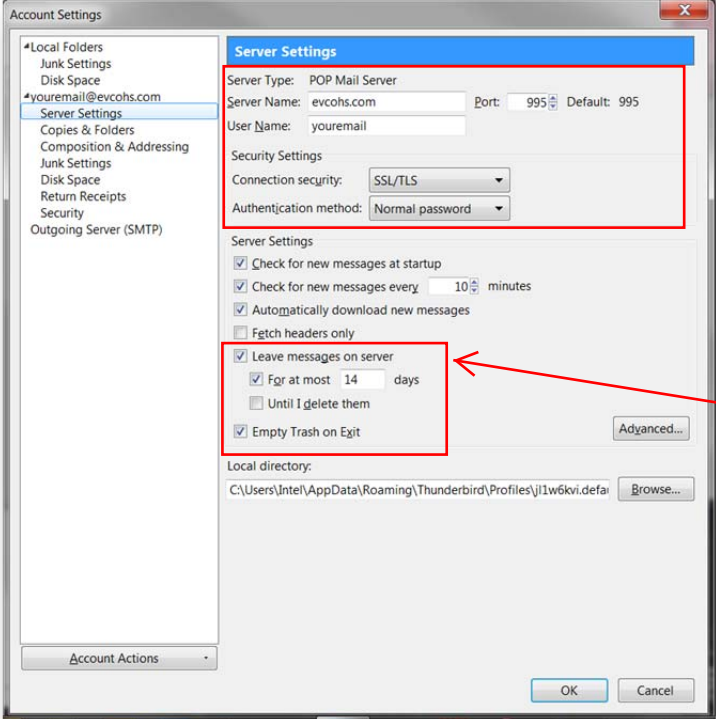


Then click on the **Advanced config** button in the lower left corner of the screen to check your settings

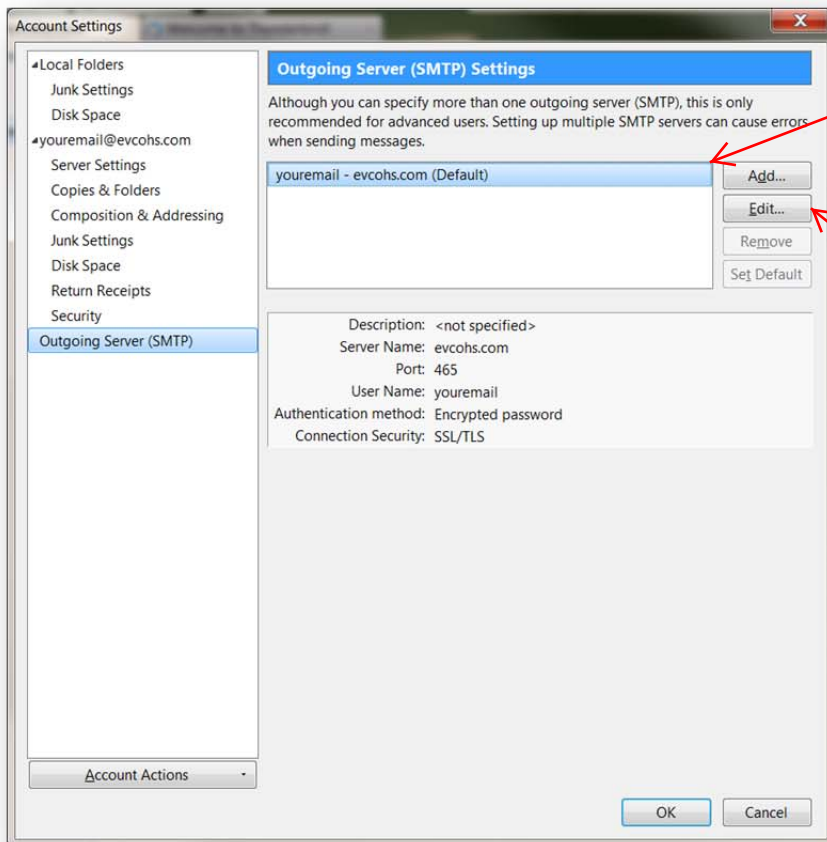
**STEP 5:**

The next screen should look like this. Check to see that all of the incoming Server Settings are correct. You can make changes on this screen if they were not made on the previous screen.

On this screen you can set additional preferences for your account; how often to check for new messages, etc. If you need to retrieve your email on more than one computer and/or your phone, choose **Leave messages on server** so they won't be downloaded only to the first computer used to check your email. Also, check the box next to **Empty Trash on Exit** if you want to be sure your deleted email items are completely deleted.



- ✓ Check to see that **evcohs.com** is in the text box next to **Server Name**: If there is anything in front of evcohs.com (such as pop.) *delete that!*
- ✓ Choose or leave the setting **995** next to **Port**:
- ✓ Leave the **User Name**: as is (should be the first part of your email address)
- ✓ Under Security Settings; Choose or leave the setting **SSL/TLS** next to **Connection security**. Choose or leave the setting **Normal password** next to **Authentication method**: by clicking the down arrow.



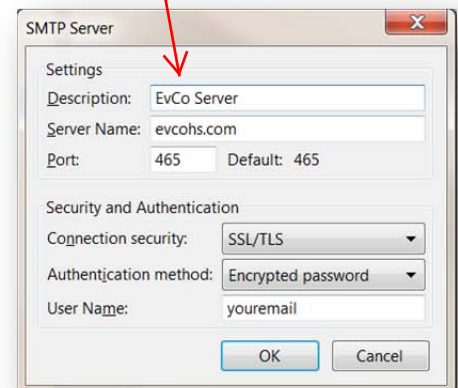
Then click **Outgoing Server (SMTP)**

### STEP 6:

Click on the outgoing server to highlight it.

Then Choose **Edit...**

Enter the description that will help you identify the evcohs **SMTP Server** into **Description**: (whatever you want) Example: EvCo Server



- ✓ Check to see that **evcohs.com** is in the text box next to **Server Name**: If there is anything in front of evcohs.com (such as smtp.) *delete that!*
- ✓ Choose or leave the setting **465** next to **Port**:
- ✓ Under Security Settings; Choose or leave the setting **SSL/TLS** next to **Connection security**. Choose or leave the setting **Encrypted password** next to **Authentication method**: by clicking the down arrow.
- ✓ Leave the **User Name**: as is (should be the first part of your email address)

Then Choose **OK**

## YOUR NEW EMAIL ACCOUNT WILL SHOW IN YOUR EMAIL ACCOUNTS

(You will need to click the "Get Mail" button in the upper left of the home page screen to receive mail)