

Burlington Telecom

How to setup and configure email – Mozilla Thunderbird

Burlington Telecom offers up to seven email accounts so everyone in your household can have their own email address. These instructions detail the procedure for setting up and configuring Mozilla Thunderbird for use with Burlington Telecom e-mail.

Setting up your e-mail

Your Burlington Telecom email accounts are setup as **username@burlingtontelecom.net**. Email accounts must be in all lowercase letters and can contain numbers, dashes, underscores and periods. User names must be at least 3 characters long.

Your primary email account will set up when you place your initial service order. However, should you ever need to setup an email account in an email client manually, the following settings should be used.

Email Client Settings

Username: [your username]

Password: [your password]

Incoming (POP3)

Server: mail.burlingtontelecom.net

Outgoing (SMTP)

Server: mail.burlingtontelecom.net

You can access your email from any Internet connection by signing into **webmail.burlingtontelecom.net**.

Step 1: Open Mozilla Thunderbird, click on the File menu and select new account (Figure 1).

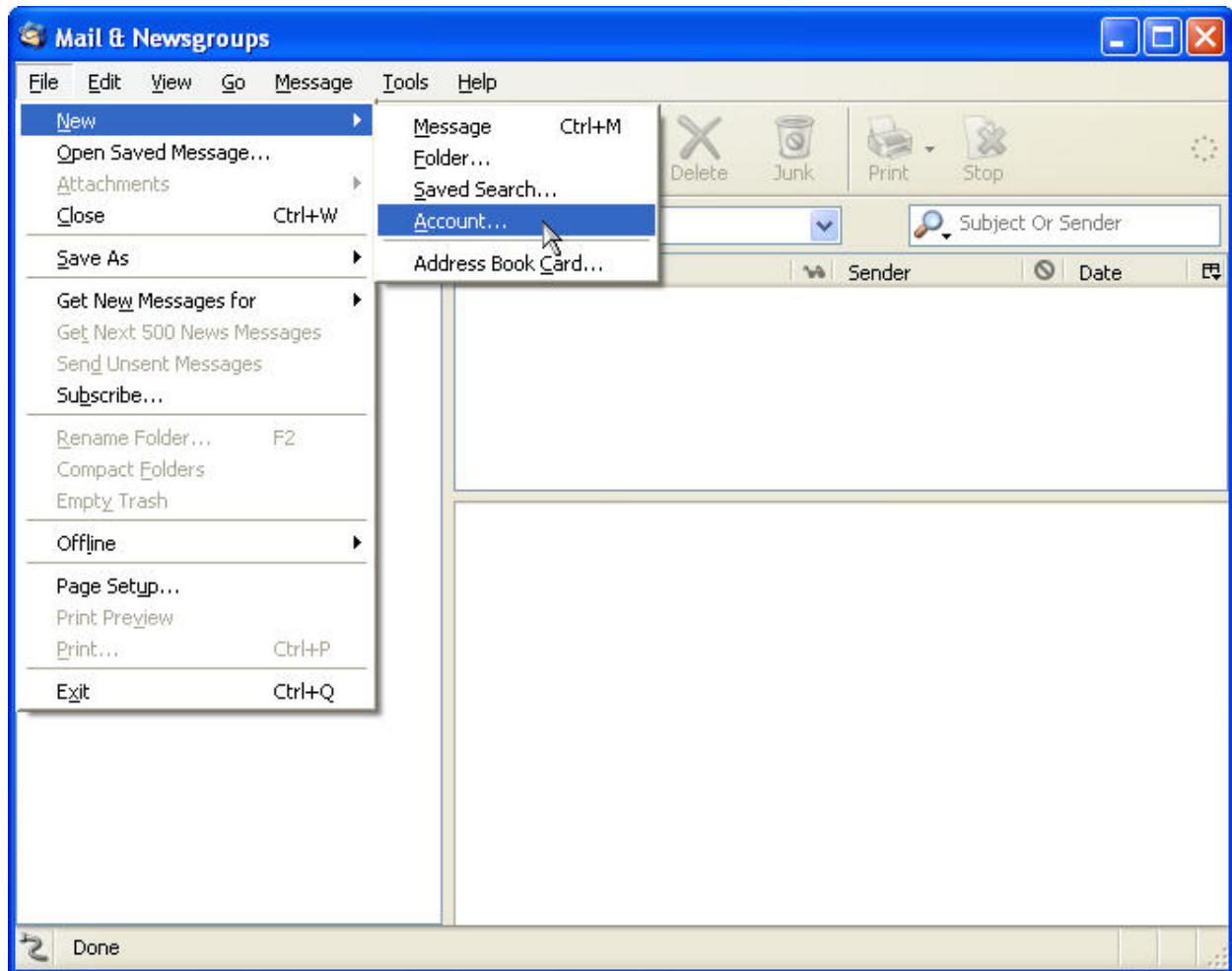


Figure 1

Step 2: The New Account Setup window will appear (Figure 2). Select “Email account” then click the “Next” button to continue to the next screen.

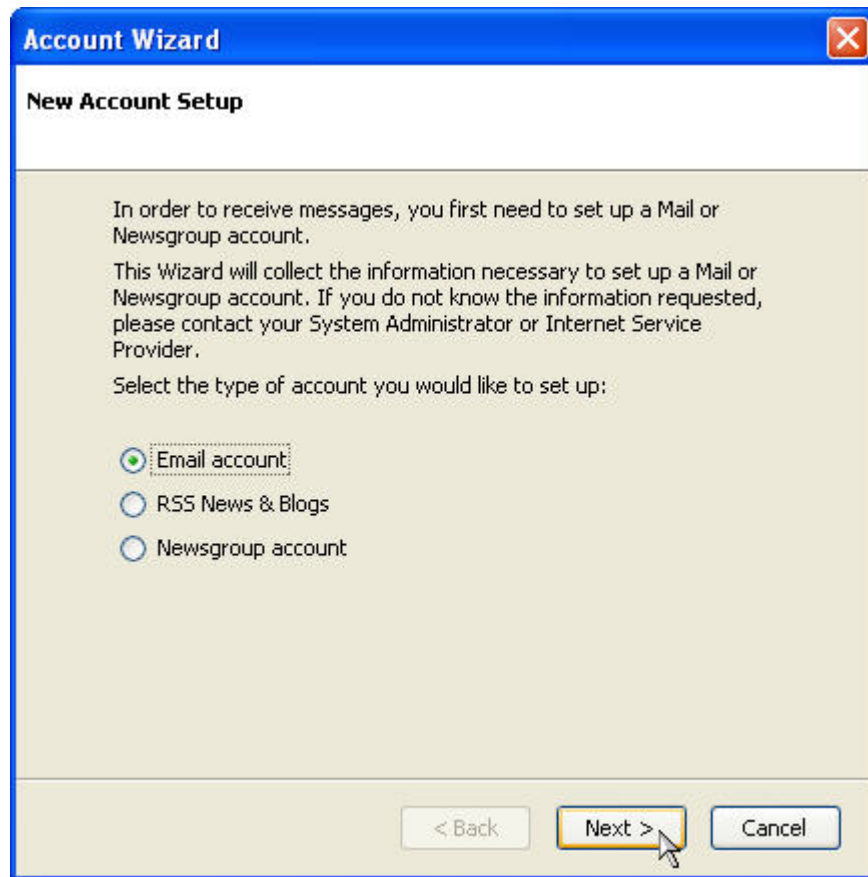


Figure 2

Step 3: The Identity window will appear (Figure 3). Enter your name in the “Your Name” field and then enter your email address in the “Email Address” field. Click on the “Next” button to continue to the next screen.

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

Figure 3

Step 4: The Server Information window will appear (Figure 4). Select “POP3” as the incoming mail server and complete both the Incoming and Outgoing Server fields. Click on the “Next” button to continue to the next screen.

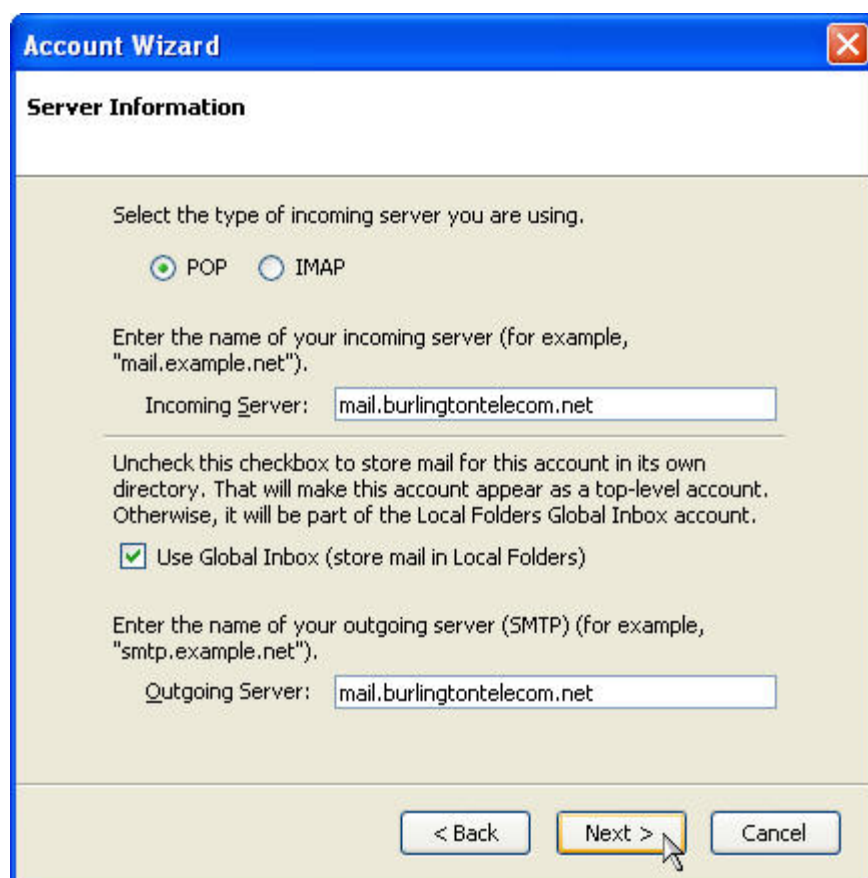


Figure 4

Step 5: Enter your complete email address in the “Incoming User Name” field (Figure 5) and then click the “Next” button to continue to the next screen.

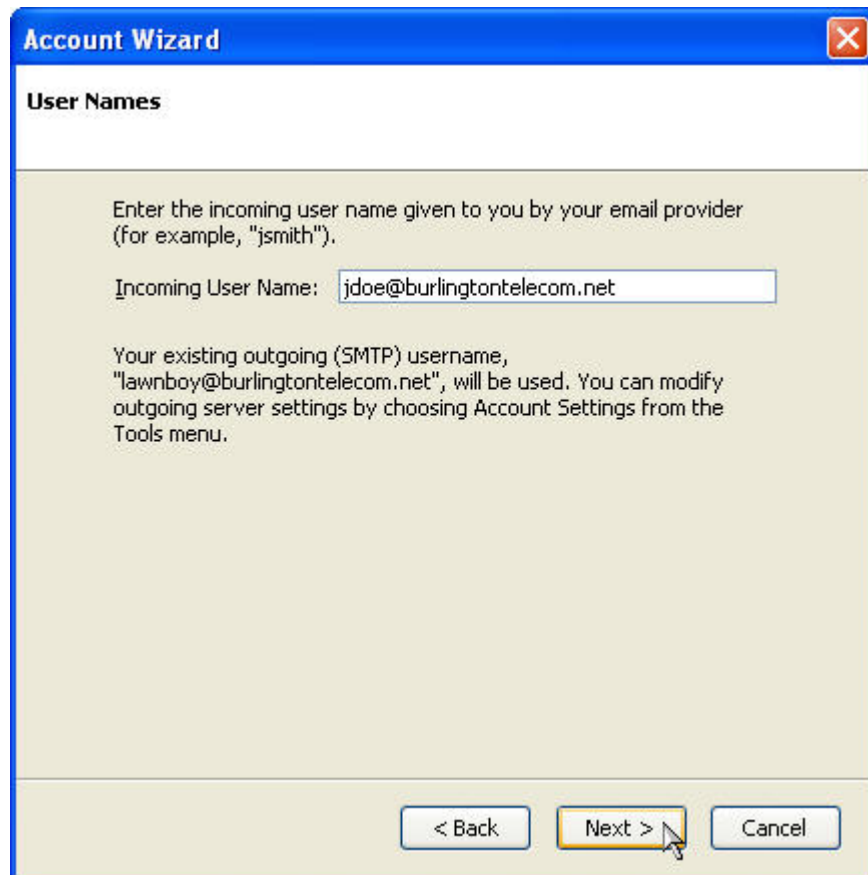


Figure 5

Step 6: Enter **Burlington Telecom** in the “Account Name” field and then click on the “Next” button to continue to the next screen.



The image shows a Windows-style dialog box titled "Account Wizard" with a close button in the top right corner. The dialog has a white header area with the title "Account Name". Below the header, there is a light beige background area containing the following text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this text is a text input field with the label "Account Name:" and the text "Burlington Telecom" entered. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a yellow border and a mouse cursor is pointing at it.

Figure 6

Step 7: After confirming that your email settings are correct, click on the “Finish” button to complete setup of your e-mail account (Figure 7).

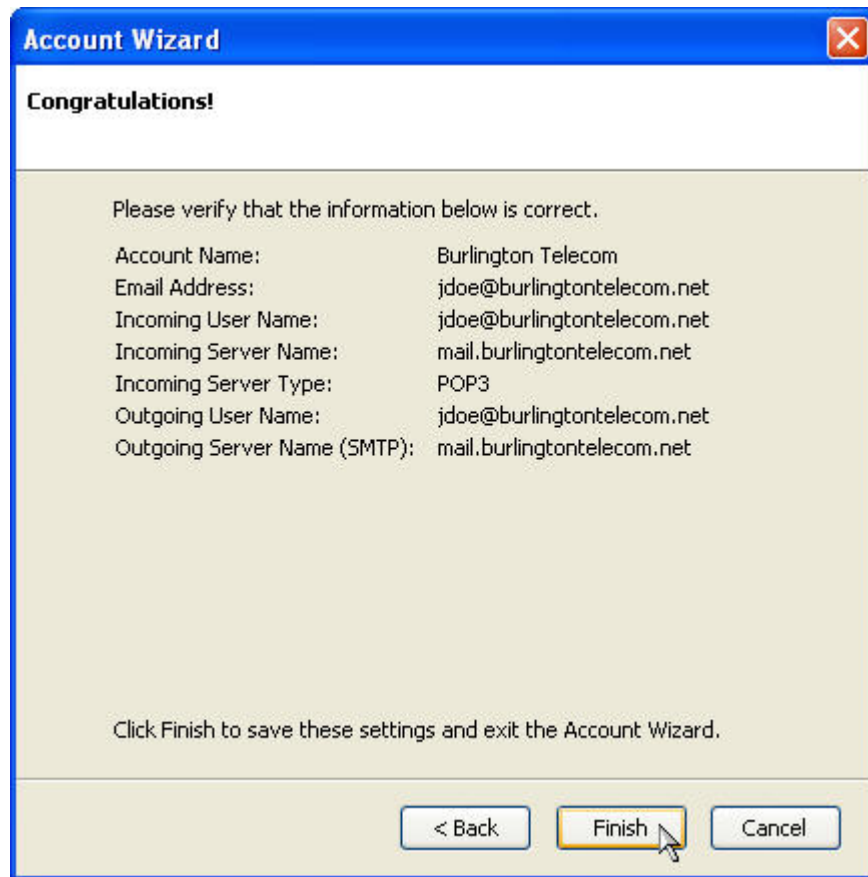


Figure 7

You have completed all of the steps required to setup Mozilla Thunderbird as your email client.