

## Changing NetSet Email Settings in Mozilla Thunderbird

You were issued a **new random email password** about a week before the migration. If you haven't done so already, you should **change it** first; otherwise proceed to **step 6**.

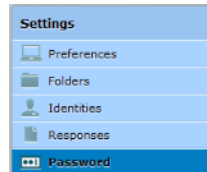
1. Log into Webmail at <https://mail.mynetset.ca/> on a computer (not a mobile device) with your full email address and new random password



2. Click on **Settings**



3. Under Settings, click on **Password**




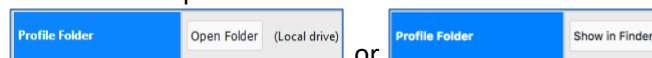
4. Enter your **Current** random **Password**, and then your **New Password** twice

5. Click **Save**

### **Backup your Thunderbird Profile (recommended)**

Before you change any settings, it's highly recommended (but not required) that you backup your Thunderbird profile first (see <https://support.mozilla.org/en-US/kb/profiles-where-thunderbird-stores-user-data>). Your profile "stores your local mail, and possibly copies of messages that reside on the mail server (depending on your account configuration)."

6. Open Thunderbird
7. Click **Help, Troubleshooting Information**
  - a. If you don't see the menu bar across the top in the Windows version, click on the **Application menu button**  and select **Options, Menu Bar**
8. In the **Application Basics** section, next to **Profile Folder**, click on "**Open Folder**" (Windows) or "**Show in Finder**" (Mac). This will show the name of the profile as well as the path to it.




9. Shut down Thunderbird
10. In Windows Explorer or the Finder, go to one level above your profile's folder (i.e., to \Thunderbird\Profiles\)
11. **Right-click** on your profile folder (e.g., xxxxxxxx.default), and select **Copy**
12. **Right-click** in the backup location (e.g., a USB-stick or a blank CD-RW disc), and select **Paste**

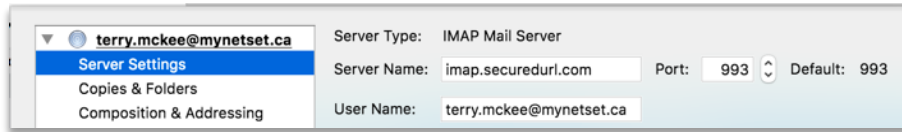
## Changing Your Settings

13. Open Thunderbird

14. Click **Tools, Account Settings**

- a. If you don't see the menu bar across the top in the Windows version, click on the **Application menu button**  and select **Options, Menu Bar**

15. Under your Account on the left (typically your **email address**), select **Server Settings**



*If using IMAP*



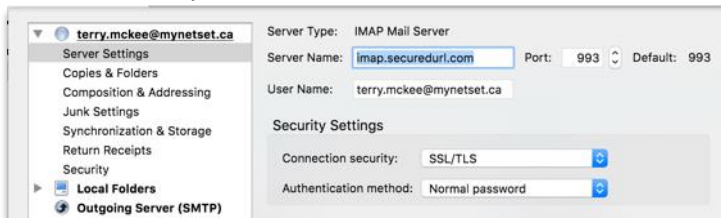
*If using POP*

16. If using **POP**, go to **step 31**; otherwise continue here for the **IMAP** steps

## IMAP Account

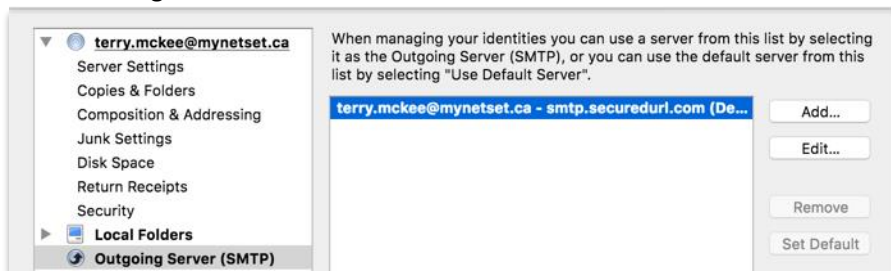
17. Change the following settings:

- b. Change the **Server Name** to **imap.mynetset.ca**  
c. Verify that **Connectivity security** is set to **SSL/TLS**  
d. Verify the **Port** is set to **993**



18. Click on **Outgoing Server (SMTP)** on the left side

19. Select your **email address** on the right and click Edit



20. Change the following settings:

- e. Change the **Server Name** to **smtp.mynetset.ca**  
f. Verify that **Connectivity security** is set to **SSL/TLS**  
g. Verify the **Port** is set to **465**

h. Click **OK**

21. Click **OK** again

22. Click **Get Messages**, or **File, Get New Messages for**, [your NetSet account]

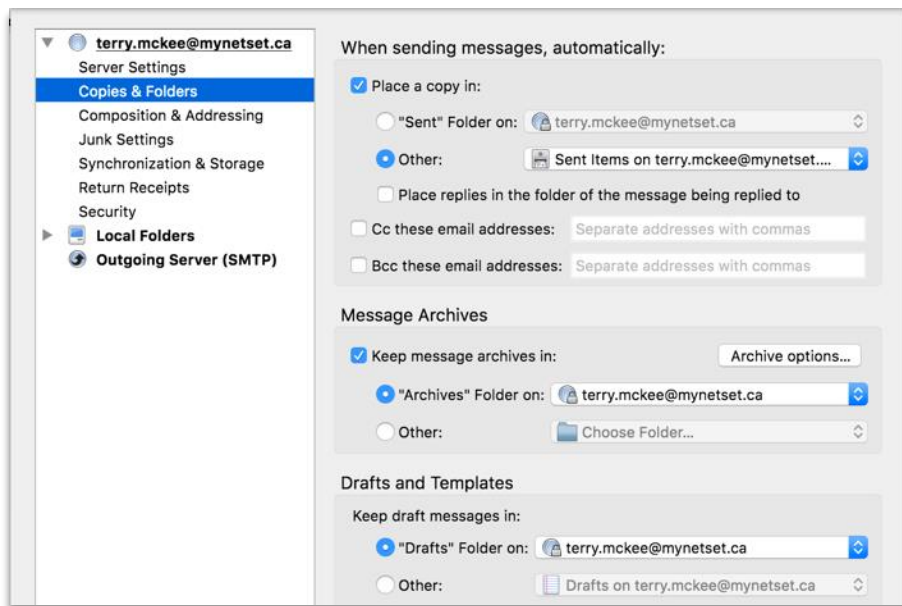
23. Enter your new email **Password**, check the box for **“Use Password Manager to remember this password”** and click **OK**

24. Click **Tools, Account Settings**

25. Under your Account on the left (typically your **email address**), select **Server Settings**

i. For **“When I delete a message”**, ensure it’s set to **“Move it to this folder”**: **Trash on** [your email address]

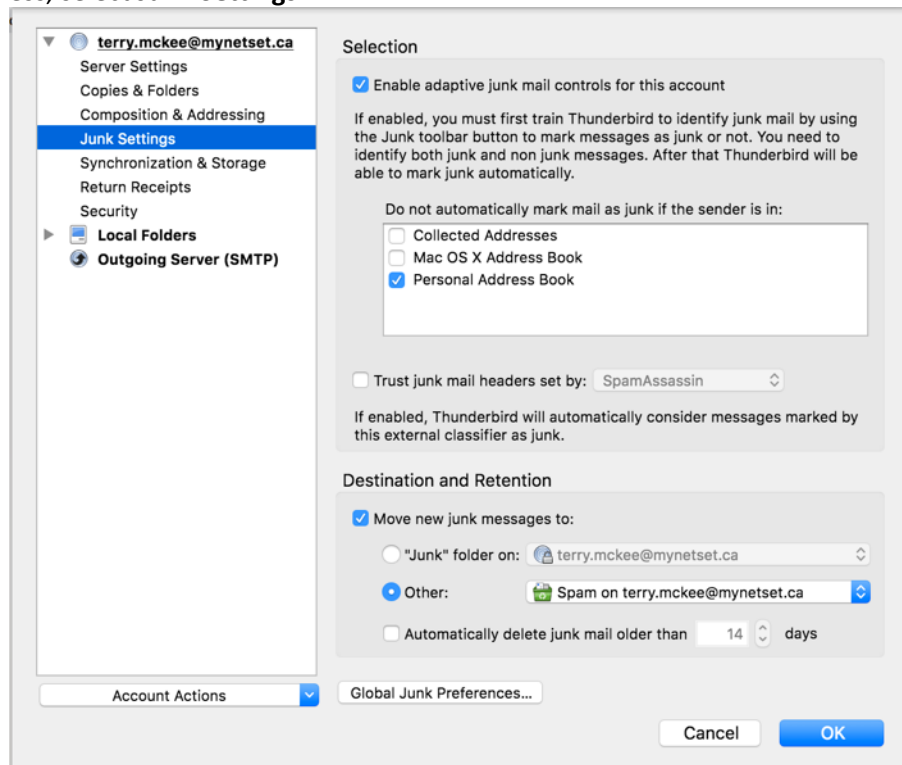
26. Under your email address, select **Copies & Folders**



j. For “**When sending messages, automatically**”, ensure it’s set to “**Place a copy in:**” **Other: Sent Items** on [your email address]

k. For “**Keep draft messages in**”, ensure it’s set to “**Drafts**” **Folder on:** [your email address]

27. Under your email address, select **Junk Settings**

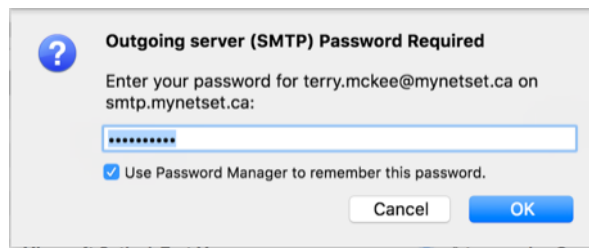


l. For **Destination and Retention**, check the box to “**Move new junk messages to**” and select **Other: Spam** on [your email address]

28. Click **OK**

29. **Close** Thunderbird (File, Exit or Thunderbird, Quit Thunderbird) and **re-open** Thunderbird

30. The next time you send a message, you will need to enter your new email **Password**, check the box for “**Use Password Manager to remember this password**” and click **OK**

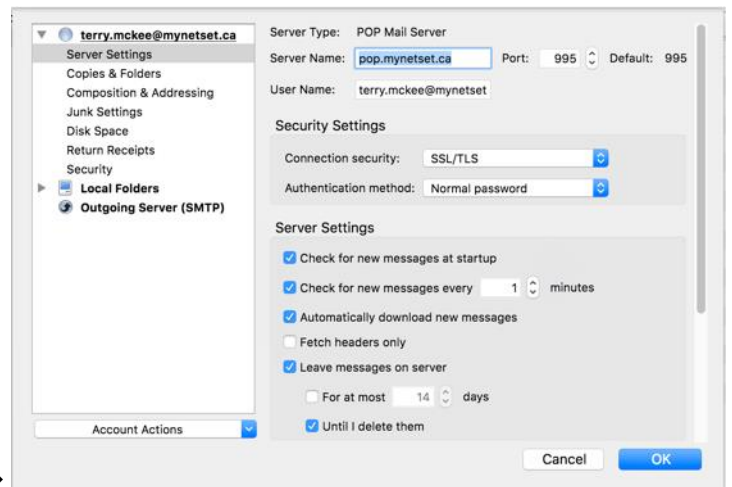
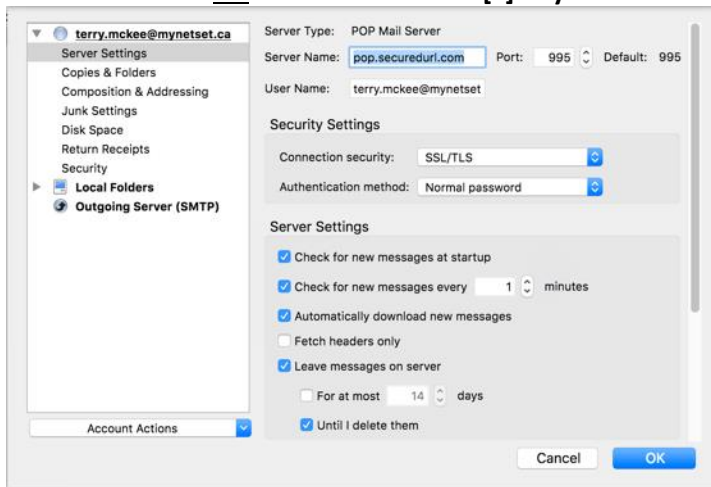


Your IMAP account is now ready for post-migration use in Thunderbird.

## POP Account

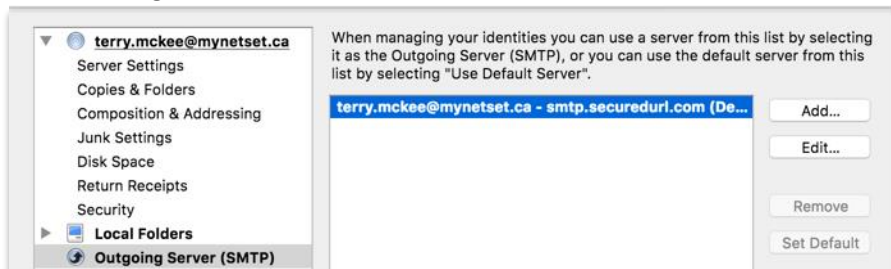
31. Change the following settings:

- m. Change the **Server Name** to **pop.mynetset.ca**
- n. Verify that **Connectivity security** is set to **SSL/TLS**
- o. Verify the **Port** is set to **995**
- p. If **“Leave messages on server”** is unchecked, **Check** it
  - i. **Uncheck “For at most [x] days”**



32. Click on **Outgoing Server (SMTP)** on the left side

33. Select your **email address** on the right and click Edit



34. Change the following settings:

- q. Change the **Server Name** to **smtp.mynetset.ca**
- r. Verify that **Connectivity security** is set to **SSL/TLS**
- s. Verify the **Port** is set to **465**

Settings

Description:

Server Name:

Port:  Default: 465

Security and Authentication

Connection security:

Authentication method:

User Name:

Settings

Description:

Server Name:

Port:  Default: 465

Security and Authentication

Connection security:

Authentication method:

User Name:

t. Click **OK**

35. Click **OK** again

36. Click **Get Messages**, or **File, Get New Messages for**, [your NetSet account]

37. Enter your new email **Password**, check the box for **“Use Password Manager to remember this password”** and click **OK**

**Enter your password**

Enter your password for terry.mckee@mynetset.ca on pop.mynetset.ca:

Use Password Manager to remember this password.

38. The next time you send a message, you will need to enter your new email **Password**, check the box for **“Use Password Manager to remember this password”** and click **OK**

**Outgoing server (SMTP) Password Required**

Enter your password for terry.mckee@mynetset.ca on smtp.mynetset.ca:

Use Password Manager to remember this password.

Your **POP** account is now ready for post-migration use in Thunderbird.