# Multiple Accounts in Thunderbird

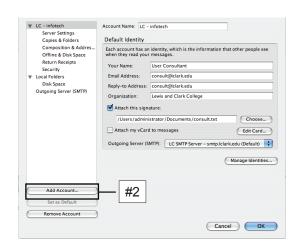
Software: Thunderbird Platform: Mac/Win

### Overview

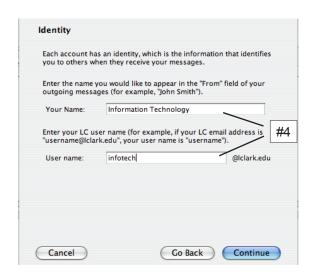
In Thunderbird, an email **account** is an email INBOX and associated folders where email is delivered. You can add multiple accounts to Thunderbird so you can just open the program once and still send and receive email from both your L&C account as well as a department or club account address or a even your personal email account provided by another Internet Service Provider (ISP) such as Comcast. This help sheet describes how add a second account to your Thunderbird profile so you can use the same Thunderbird session to check email for both accounts.

### Add Account to Thunderbird

- 1. Select Tools > Account Settings.
- Thunderbird will load in information about your default account.Click Add Account in the bottom left corner to open the account creation wizard.
- 3. In the New Account Setup dialog box select the account type you want to create. If you are adding another Iclark.edu email account, select the LC Users option! Click Continue. (LC Users is part of L&C's customized Thunderbird. If you do not have this option, server information is at the end of this helpsheet.)
- 4. Thunderbird next prompts you to type in your name and email address. Enter information for *this account* and click **Continue**.







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Write

Get Mail

Folders

Address Book

#6

- 5. If you are adding an L&C account and using our customized installer, you will see the Congratulations screen. Click **Done** to return to **Account Settings**. Your new account will now appear in the account list on the left side of the Account Settings window. Take this opportunity to customize settings for your new account such as adding a signature file. When finished, click **OK** to exit Account Settings.
- Your new account will appear in the mailbox list in Thunderbird. Double click the **Inbox** for your new account to login and check email in this new account.

## Tips for adding non-L&C accounts

If you are adding a non-L&C account or are using an standard version of Thunderbird, you will need to fill out detailed server information as you add an email account type to Thunderbird. If you have questions while adding an L&C account, contact the IT Help Desk (x7225). If you have questions about adding a non-L&C account, contact your account provider (Comcast, MSN, AOL, etc.) for assistance. Most major Internet Service Providers have detailed step-by-step information on their support websites.

#### Server Information

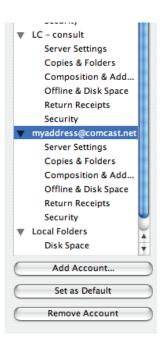
- Select how you want Thunderbird to download your email POP or IMAP. If permitted by your server, you usually want to select IMAP.
- Type in the name of your incoming mail server. L&C accounts use mail.lclark.edu
- Click Continue.
- Next, you'll be prompted for your **User Name**. L&C accounts use your L&C login ONLY. For example, type consult if your email address is consult@ lclark.edu.
- Finally, you'll be asked for your **Account Name**. This is the name you want Thunderbird to use for your account. The Account Name is for Thunderbird's use only.
- 6. Click **Done** to return to Account Settings.

### Managing Accounts

Once you've created a second account, you'll have some additional options in the account section of the Account Settings dialog box. Use the Remove and Set as Default buttons to make changes to your accounts.

- To Delete an account, select the account name in the account list and click Remove Account. This will remove all files on your local computer associated with this account. It will not delete or remove any email that remains on the mail server.
- Your Default Account is the account that appears on the top of your account list. It is
  also the account Thunderbird checks automatically when you start the program. To
  change your Default Account, select an account on your account list and click Set as
  Default.





#### **Further Information**

Other Lewis & Clark Thunderbird Help Sheets available from http://www.lclark.edu/~infotech/HELP/hsindex.html

Getting Started with Thunderbird Creating Thunderbird Signatures Multiple Identities in Thunderbird