

How to: Configure new CCAR email account in Thunderbird.

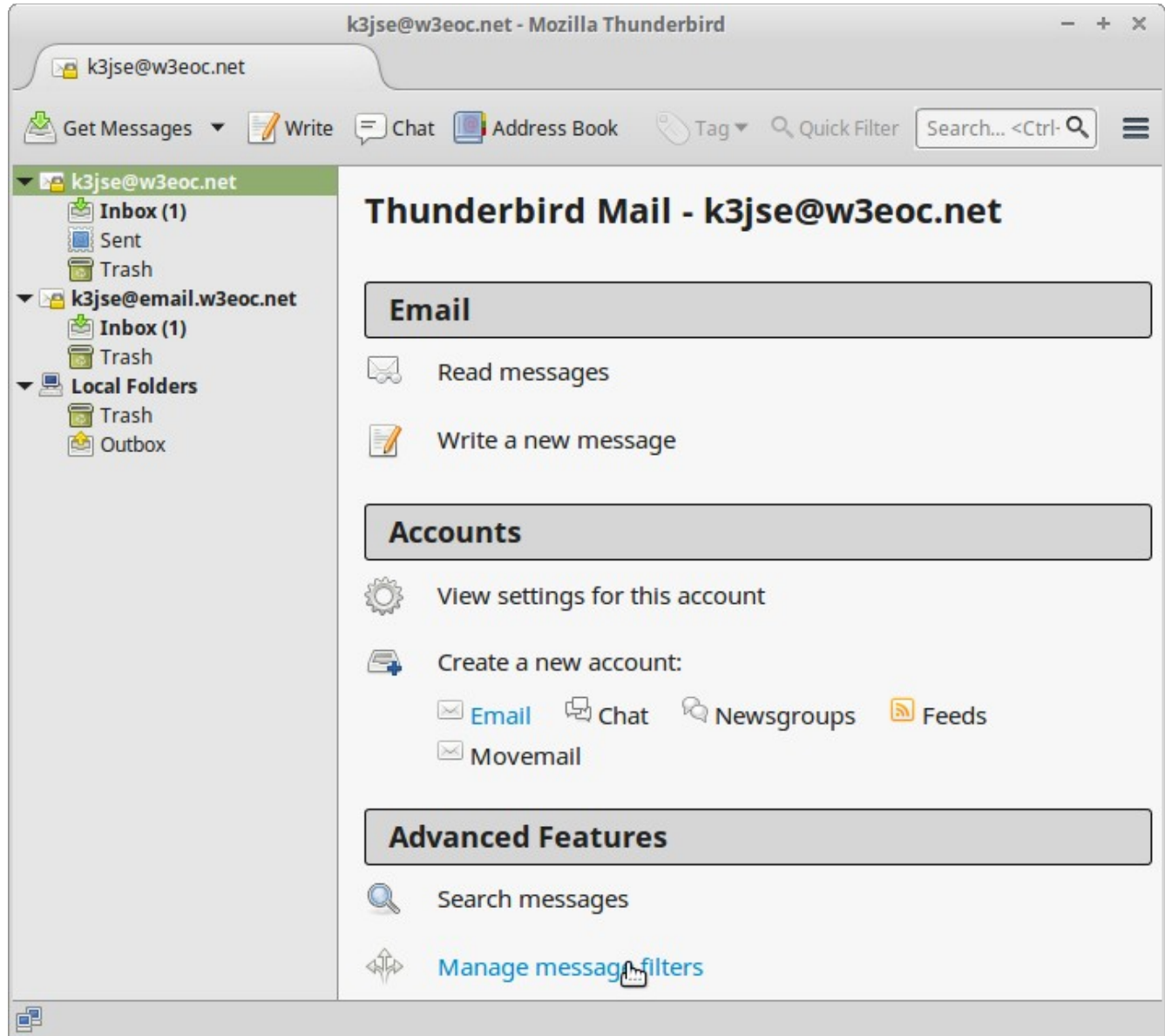
The CCAR mail server has been modified to simplify the email address format and bring it into alignment with standard practices. This is a quick and dirty document describing how to set up Thunderbird for the new CCAR email accounts which have the form callsign@w3eoc.net. This new format replaces the old callsign@3mail.w3eoc.net style however the old mailboxes will be available until the end of August 2015.

If you do not currently have a CCAR mail box (or don't know) or have forgotten your password please contact Mike Di Domenico at kb3pkj@w3eoc.net for assistance

If you are adding the new account to an existing Thunderbird installation please start at step #0. If not please skip to step #1.

Step #0 – Create a new Thunderbird account

Click on an existing account to display the screen as shown below in screen shot #0. In the accounts section click on Create a new account / email and then proceed to the next step. Note: first time Thunderbird users will automatically be at the next step after starting the program



Screen Shot #0 - Create New Account

Step # 1 – Name the new account


Enter your name in the dialog box and click on the “*Skip this and use my existing email*” button to commence the configuration process.

Welcome to Thunderbird

Would you like a new email address?

Andy Cooper

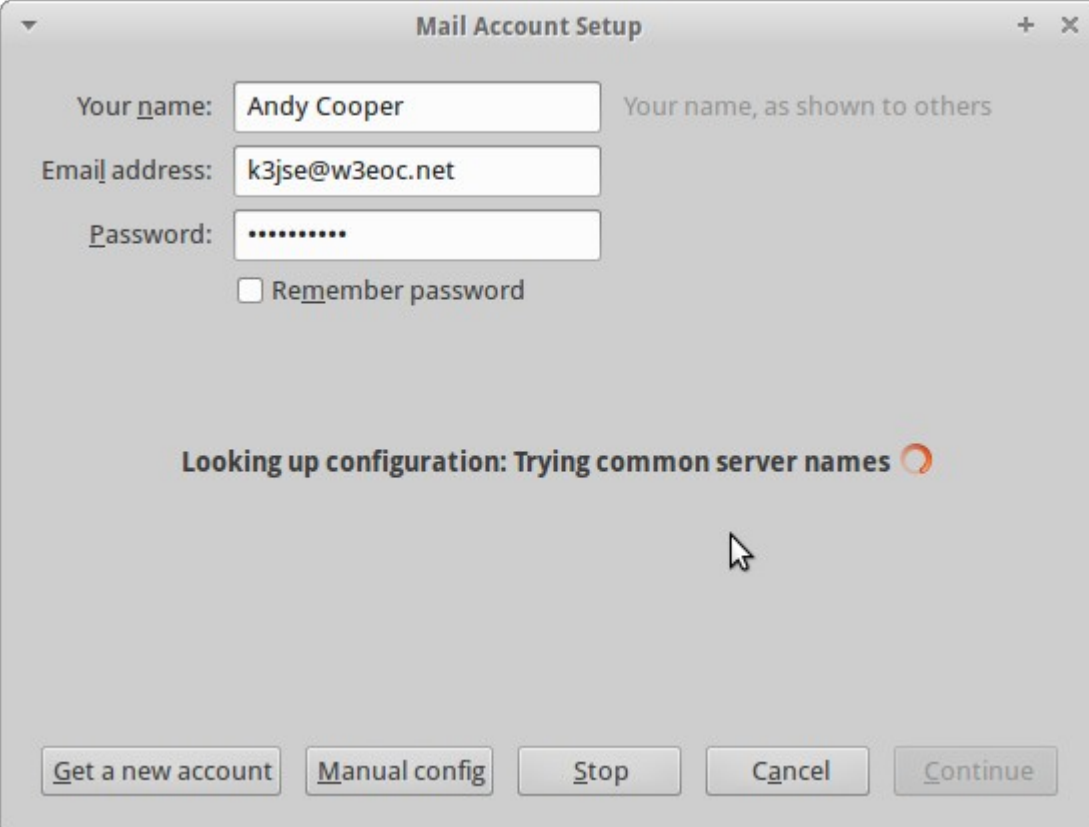
In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

 gandi.net

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers to find available email addresses.

Step #3 - Enter account information

Enter your new CCAR email address and password (same as the old one) and then press continue. Thunderbird will attempt to automatically determine server configurations. This may take a little while so please be patient.



The image shows a 'Mail Account Setup' dialog box with the following fields and options:

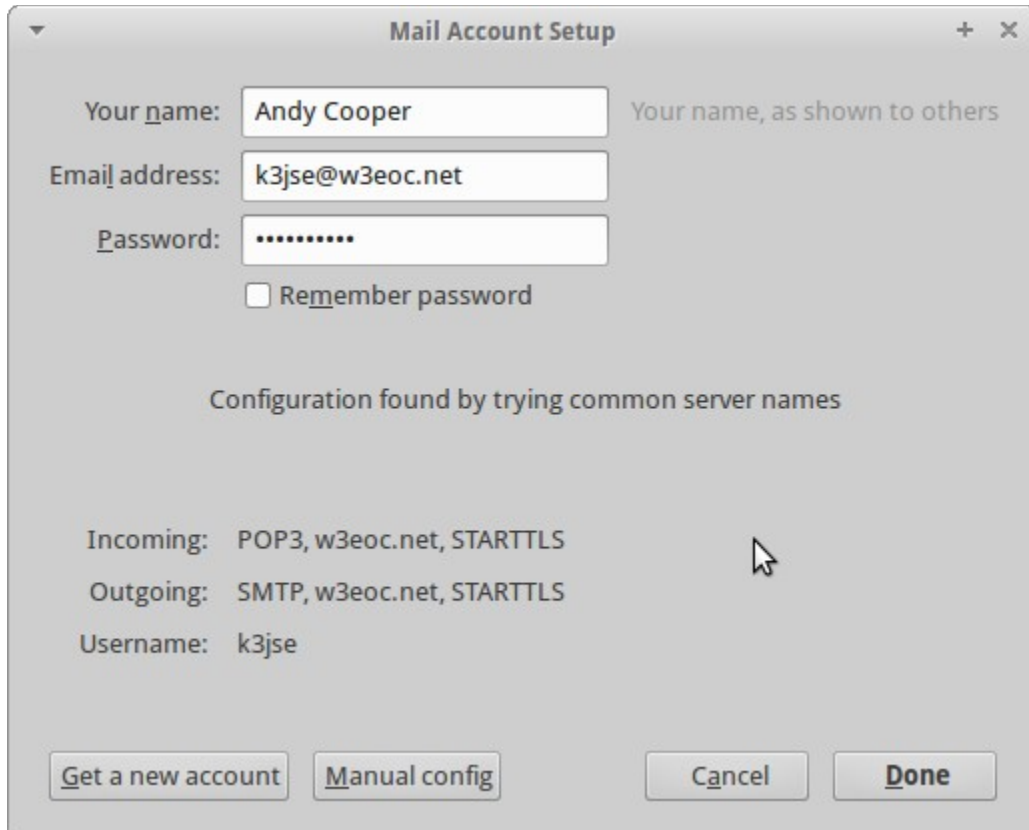
- Your name:** Andy Cooper (with a tooltip: 'Your name, as shown to others')
- Email address:** k3jse@w3eoc.net
- Password:** [Redacted with dots]
- Remember password

Below the fields, the status is: **Looking up configuration: Trying common server names** with a circular progress indicator.

At the bottom, there are five buttons: **Get a new account**, **Manual config**, **Stop**, **Cancel**, and **Continue**.

Step #4 – Automatic server configuration succeeded

If automatic server configuration succeeded your screen will look like this. If so, go to step #5. If not go to step #4a to enter server parameters manually



The image shows a 'Mail Account Setup' dialog box with the following fields and options:

- Your name:** Andy Cooper (with a sub-label 'Your name, as shown to others')
- Email address:** k3jse@w3eoc.net
- Password:** [Redacted]
- Remember password

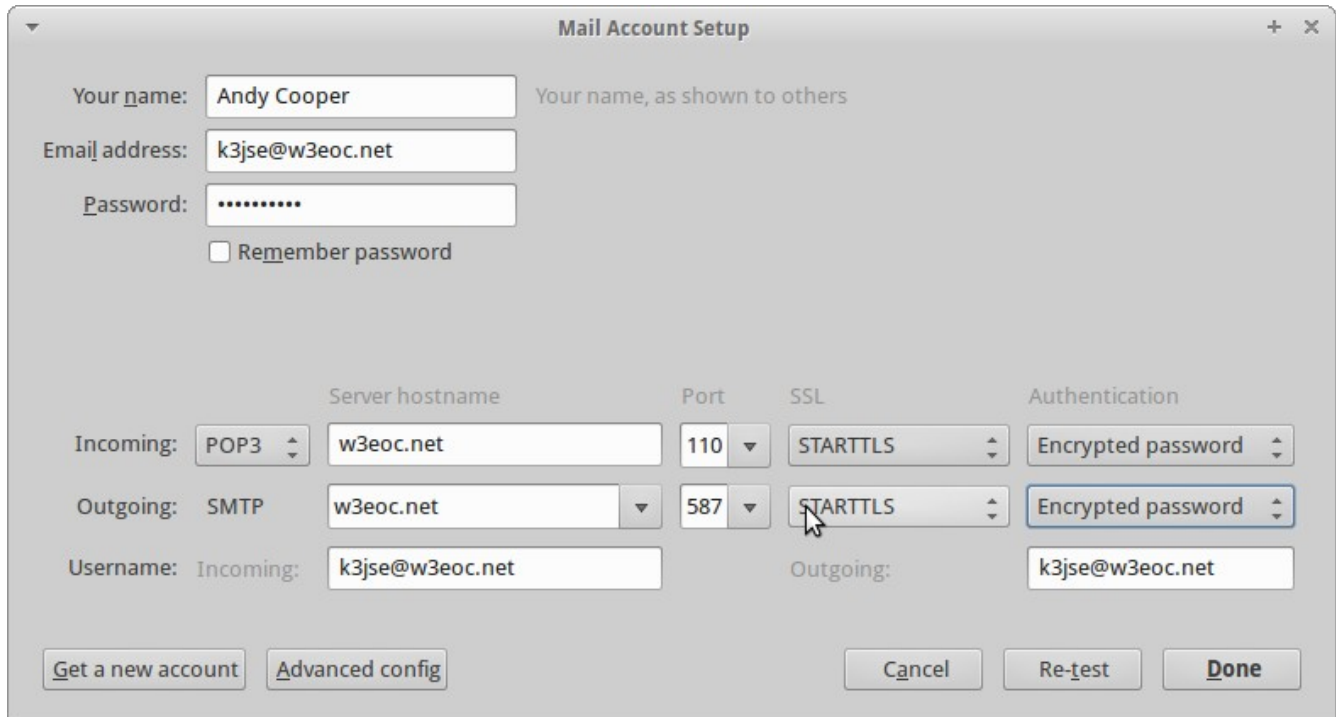
Configuration found by trying common server names

Incoming: POP3, w3eoc.net, STARTTLS
Outgoing: SMTP, w3eoc.net, STARTTLS
Username: k3jse

Buttons at the bottom: Get a new account, Manual config, Cancel, Done

Step #4a – Manually configure server

If automatic server configuration failed your screen will look something like this without some of the data fields completed. Modify each field to match this screen using your name call-sign of course :-). When complete click on the *Done* button.



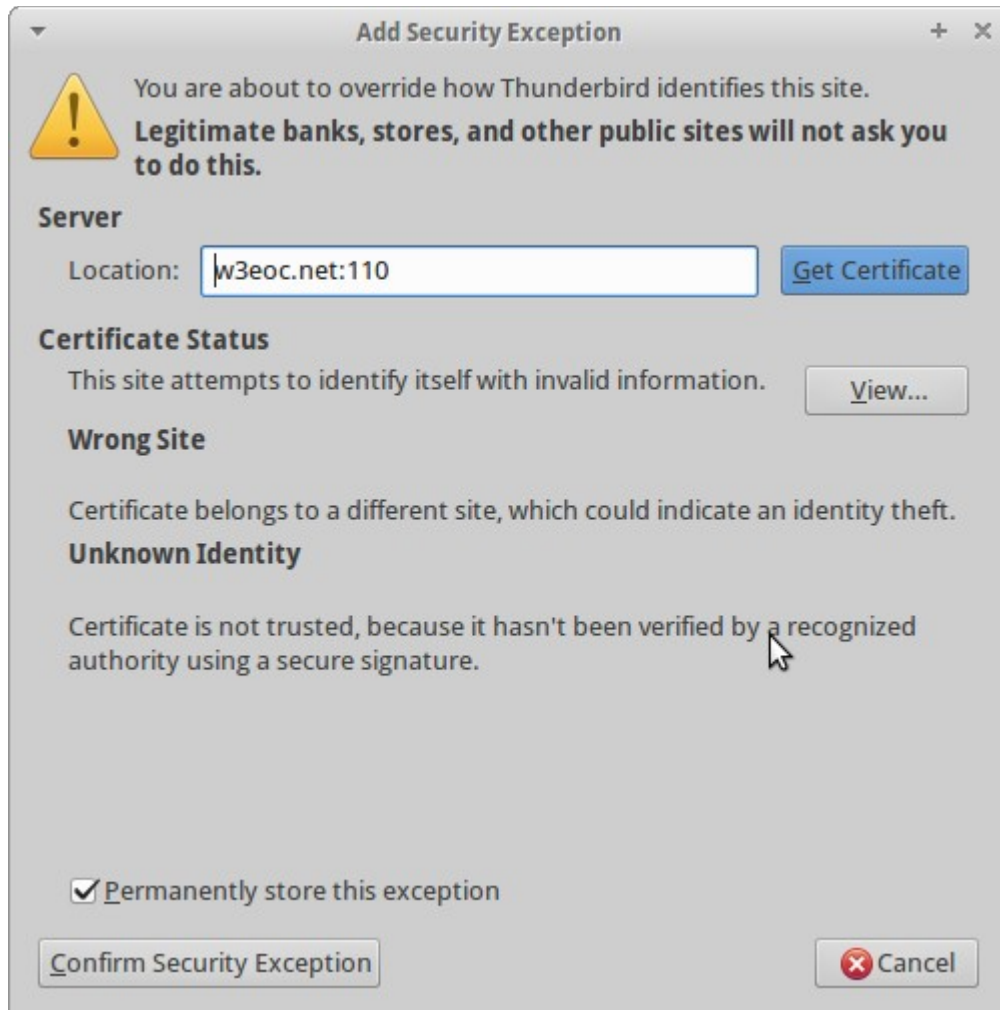
The image shows a 'Mail Account Setup' dialog box with the following fields and options:

- Your name:** Andy Cooper (Your name, as shown to others)
- Email address:** k3jse@w3eoc.net
- Password:** [Redacted]
- Remember password
- Incoming:**
 - Protocol: POP3
 - Server hostname: w3eoc.net
 - Port: 110
 - SSL: STARTTLS
 - Authentication: Encrypted password
- Outgoing:**
 - Protocol: SMTP
 - Server hostname: w3eoc.net
 - Port: 587
 - SSL: STARTTLS
 - Authentication: Encrypted password
- Username:**
 - Incoming: k3jse@w3eoc.net
 - Outgoing: k3jse@w3eoc.net

Buttons at the bottom: Get a new account, Advanced config, Cancel, Re-test, Done.

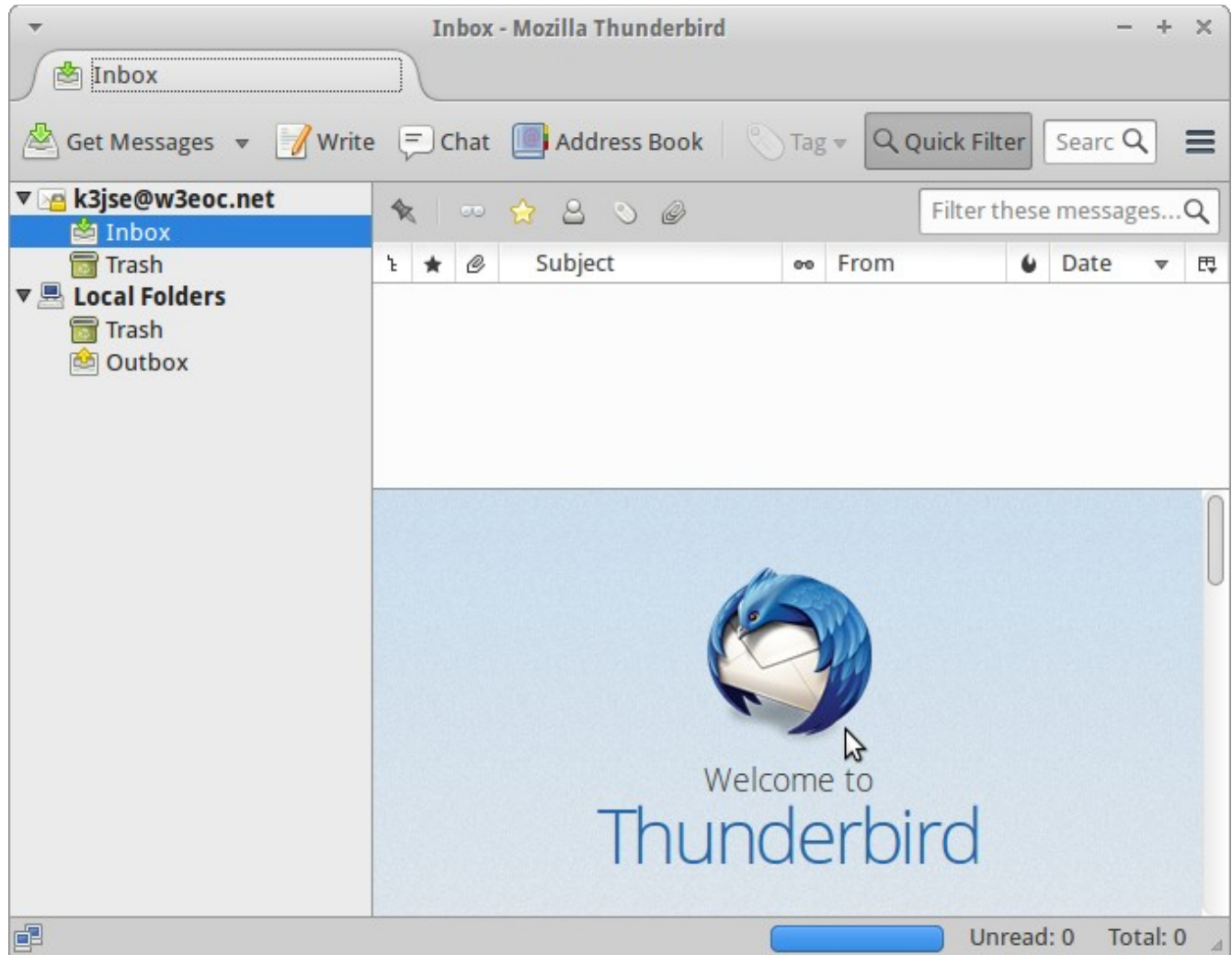
Step # 5 – Retrieve server certificate

Thunderbird attempts to connect to the server but must first retrieve the Servers security certificate. Click on the *Get Certificate* button then then the *Confirm Security Exception* button.



Step # 6 – Success, mail account configured... almost

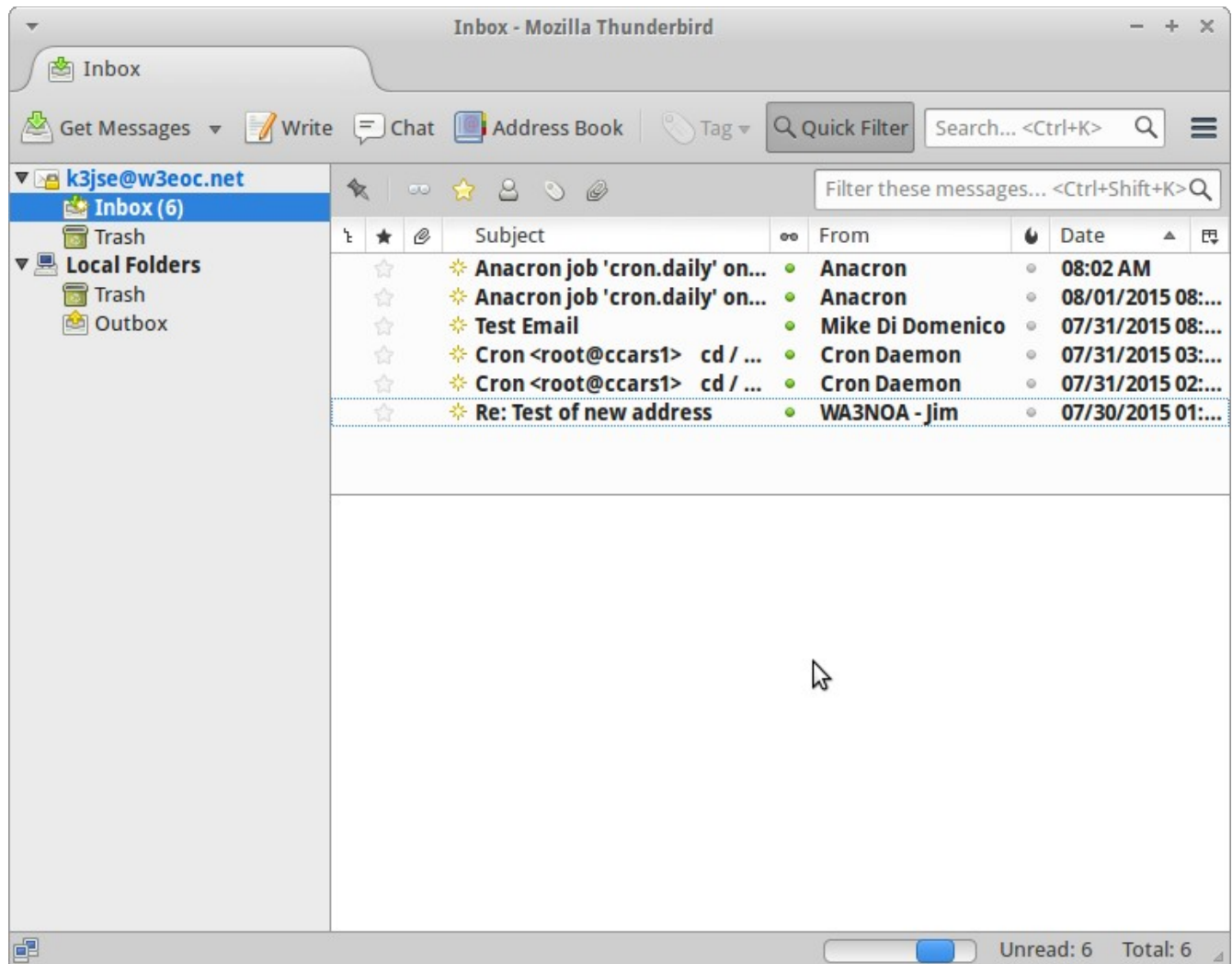
After retrieving the server security certificate Thunderbird will log-on to the server and your screen should look like this.



Step # 7 – Test incoming mail

Send an email to you new address (call-sign@w3eoc.net) from another account and then, if you are impatient, click on *Get Messages*. Note that Thunderbird will check for new mail every ten minutes by default.

Your in box should now look something like this displaying a list of new emails – probbaly only the one you just sent to yourself.



Step #8 – Confirm account settings

Right click on the new account and select setting to confirm / change any account settings as required. This screen should not need and changes.

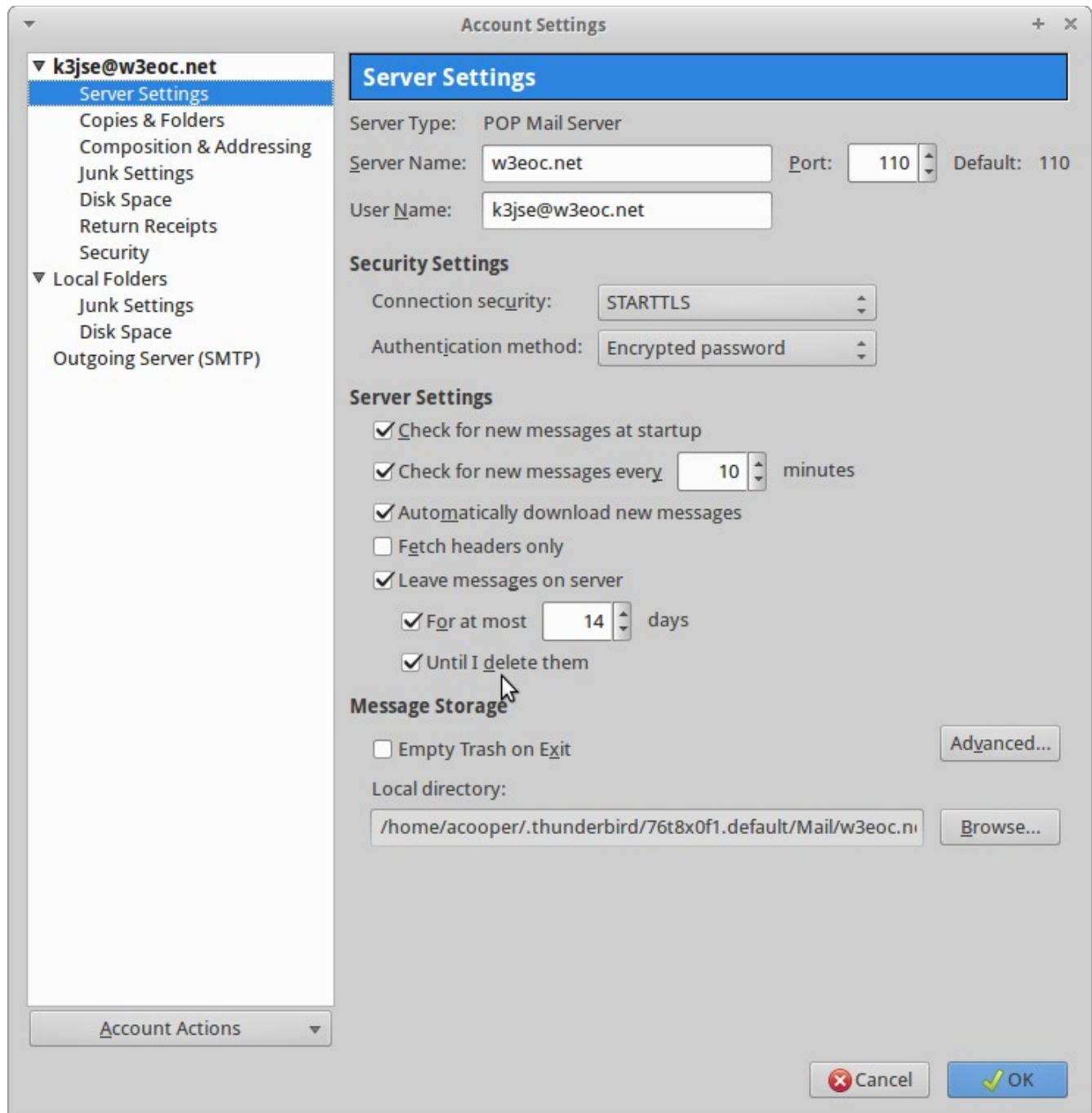
The screenshot shows the 'Account Settings' dialog box for the account 'k3jse@w3eoc.net'. The window title is 'Account Settings'. On the left, there is a tree view with the following items: 'k3jse@w3eoc.net' (expanded), 'Server Settings', 'Copies & Folders', 'Composition & Addressing', 'Junk Settings', 'Disk Space', 'Return Receipts', 'Security', 'Local Folders' (expanded), 'Junk Settings', 'Disk Space', and 'Outgoing Server (SMTP)'. The main area is titled 'Account Settings - <k3jse@w3eoc.net>'. It contains the following fields and options:

- Account Name:** k3jse@w3eoc.net
- Default Identity:** Each account has an identity, which is the information that other people see when they read your messages.
- Your Name:** Andy Cooper
- Email Address:** k3jse@w3eoc.net
- Reply-to Address:** Recipients will reply to this other address
- Organization:** (empty field)
- Signature text:** Use HTML (e.g., bold)
- Attach the signature from a file instead (text, HTML, or image):** (with a 'Choose...' button)
- Attach my vCard to messages:** (with an 'Edit Card...' button)
- Outgoing Server (SMTP):** k3jse@w3eoc.net - w3eoc.net (Default)

At the bottom right, there are 'Cancel' and 'OK' buttons. At the bottom left, there is an 'Account Actions' dropdown menu. A 'Manage Identities...' button is located at the bottom right of the main settings area.

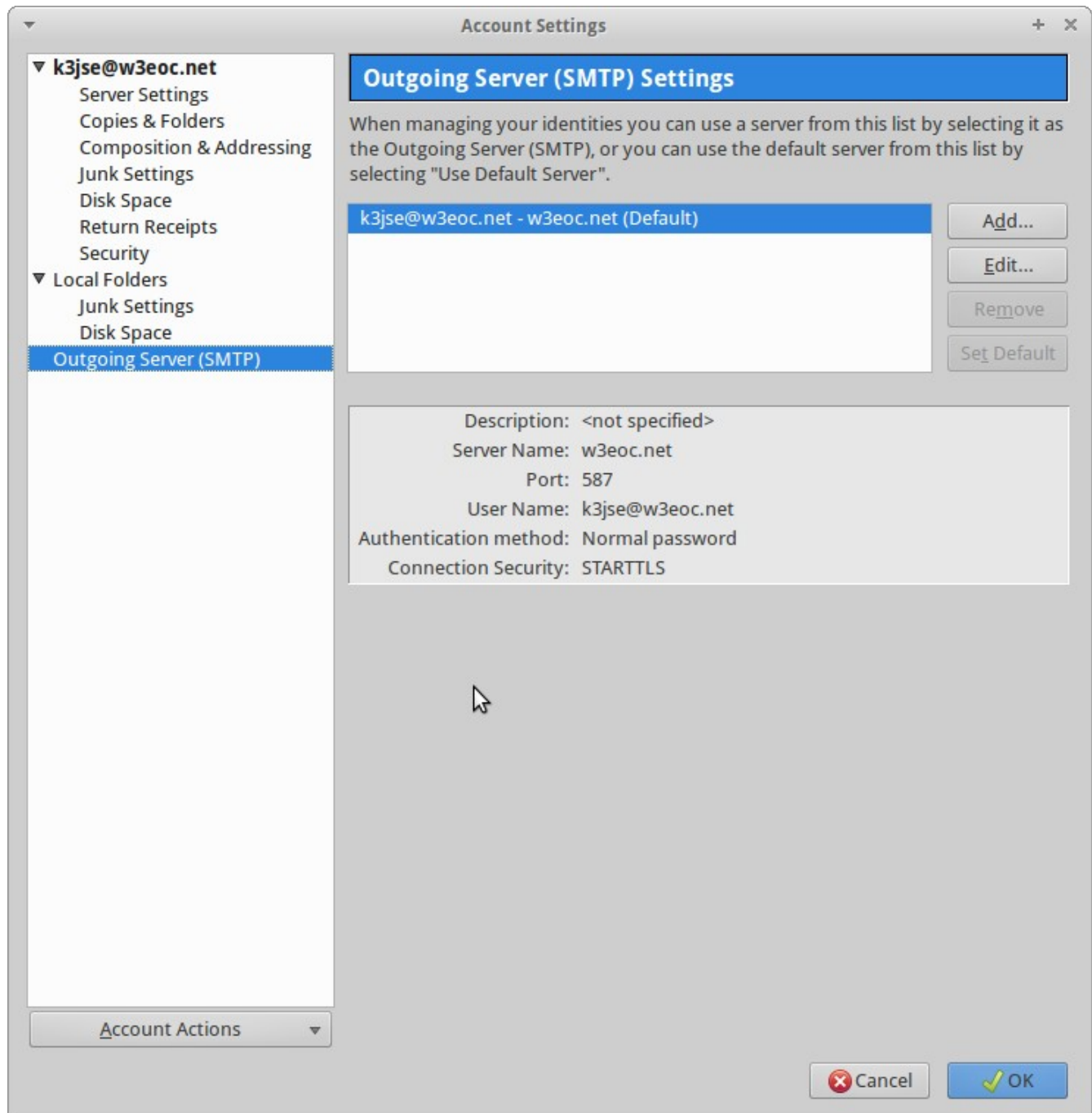
Step #9 – Confirm server settings

Click on server settings and verify they match the screen shot below. Note the setting to check for new messages every ten minutes.



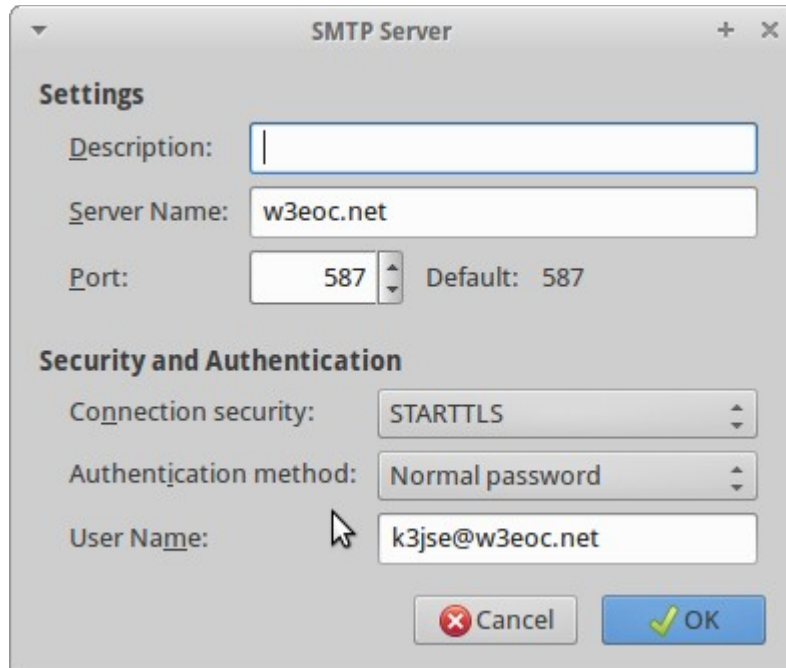
Step #10 – Configure SMTP settings

Sending email from the account may require updating the Outgoing Server (SMTP) settings. Click on the Outgoing Server (SMTP) line in the left pane which will show any configured SMTP servers. The one associated with the w3eoc.net account should be selected as default (if not already). Highlight this server entry and click on edit.

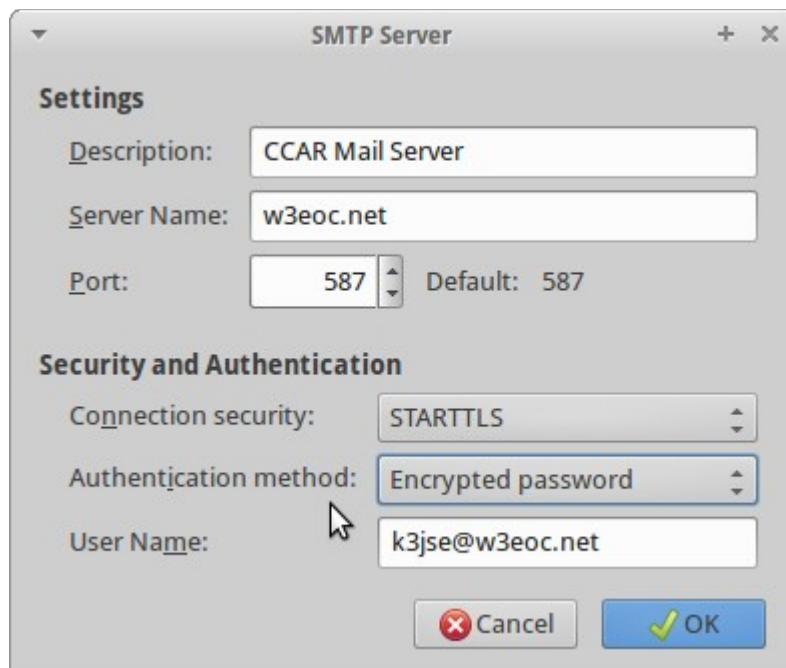


Step #11, 12 – Setup SMTP Server

If this is a new configuration the SMTP setup may be incomplete, change the settings to match the second screen shot. Note that Authentication method must be set to Encrypted password as shown in the second screen shot.



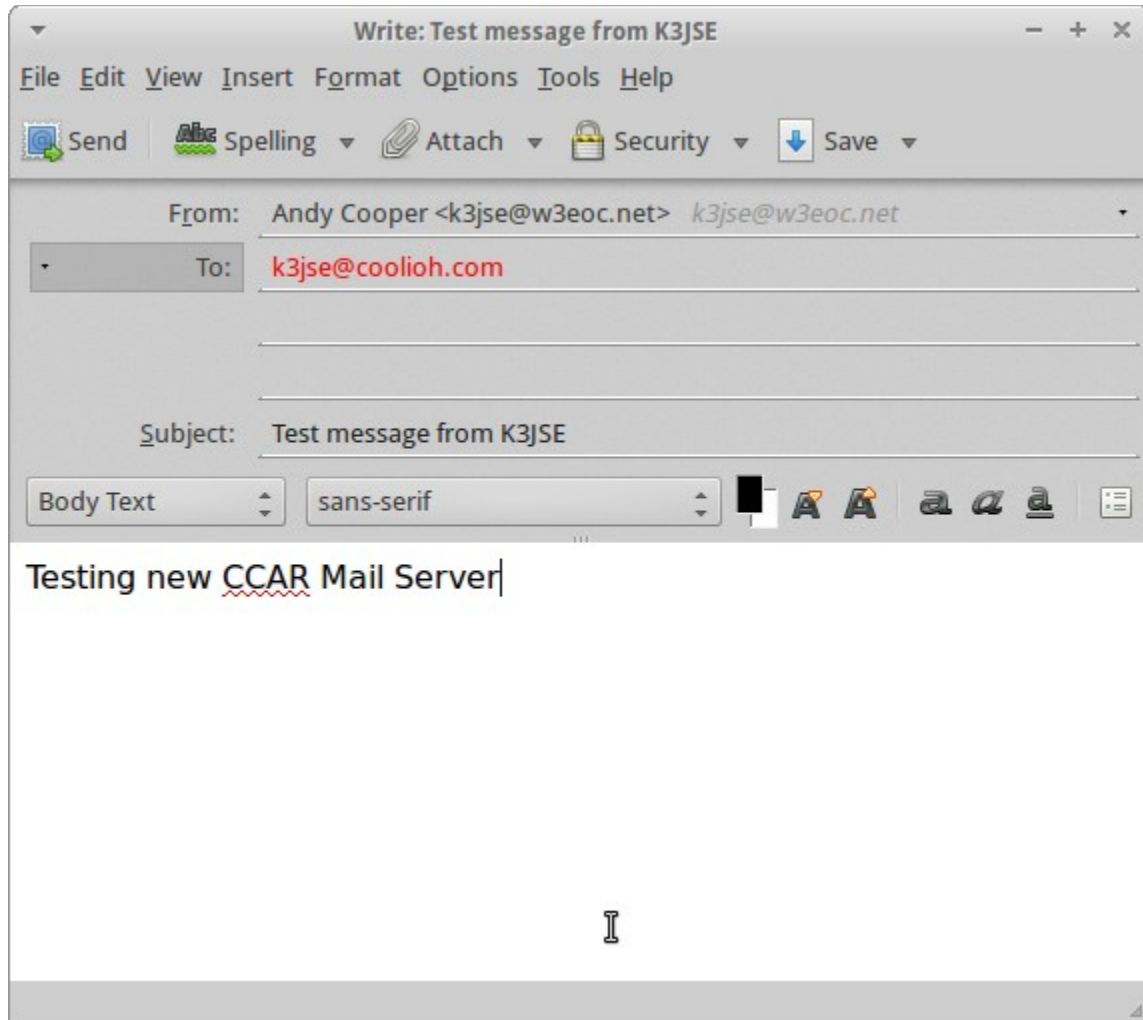
The screenshot shows the 'SMTP Server' configuration dialog box. Under the 'Settings' section, the 'Description' field is empty, 'Server Name' is 'w3eoc.net', and 'Port' is '587' (Default: 587). Under the 'Security and Authentication' section, 'Connection security' is 'STARTTLS', 'Authentication method' is 'Normal password', and 'User Name' is 'k3jse@w3eoc.net'. The 'Cancel' and 'OK' buttons are at the bottom.



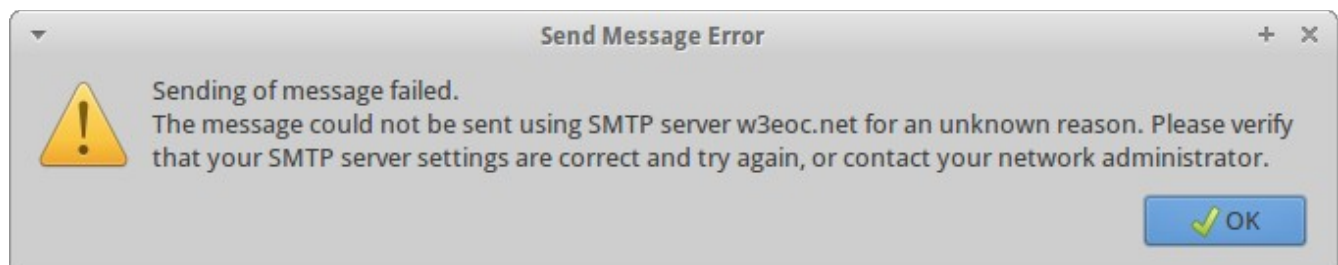
The screenshot shows the 'SMTP Server' configuration dialog box with updated settings. Under the 'Settings' section, the 'Description' field now contains 'CCAR Mail Server', 'Server Name' is 'w3eoc.net', and 'Port' is '587' (Default: 587). Under the 'Security and Authentication' section, 'Connection security' is 'STARTTLS', 'Authentication method' is 'Encrypted password', and 'User Name' is 'k3jse@w3eoc.net'. The 'Cancel' and 'OK' buttons are at the bottom.

Step # 13, #14 – Send test mail

Configuration is not quite complete yet. Click on the *Write* button to create a new email and then click on the *Send* button.



This screen will appear but don't panic, you just need to get the Server certificate again as shown in step 15. Click on *OK* to continue.



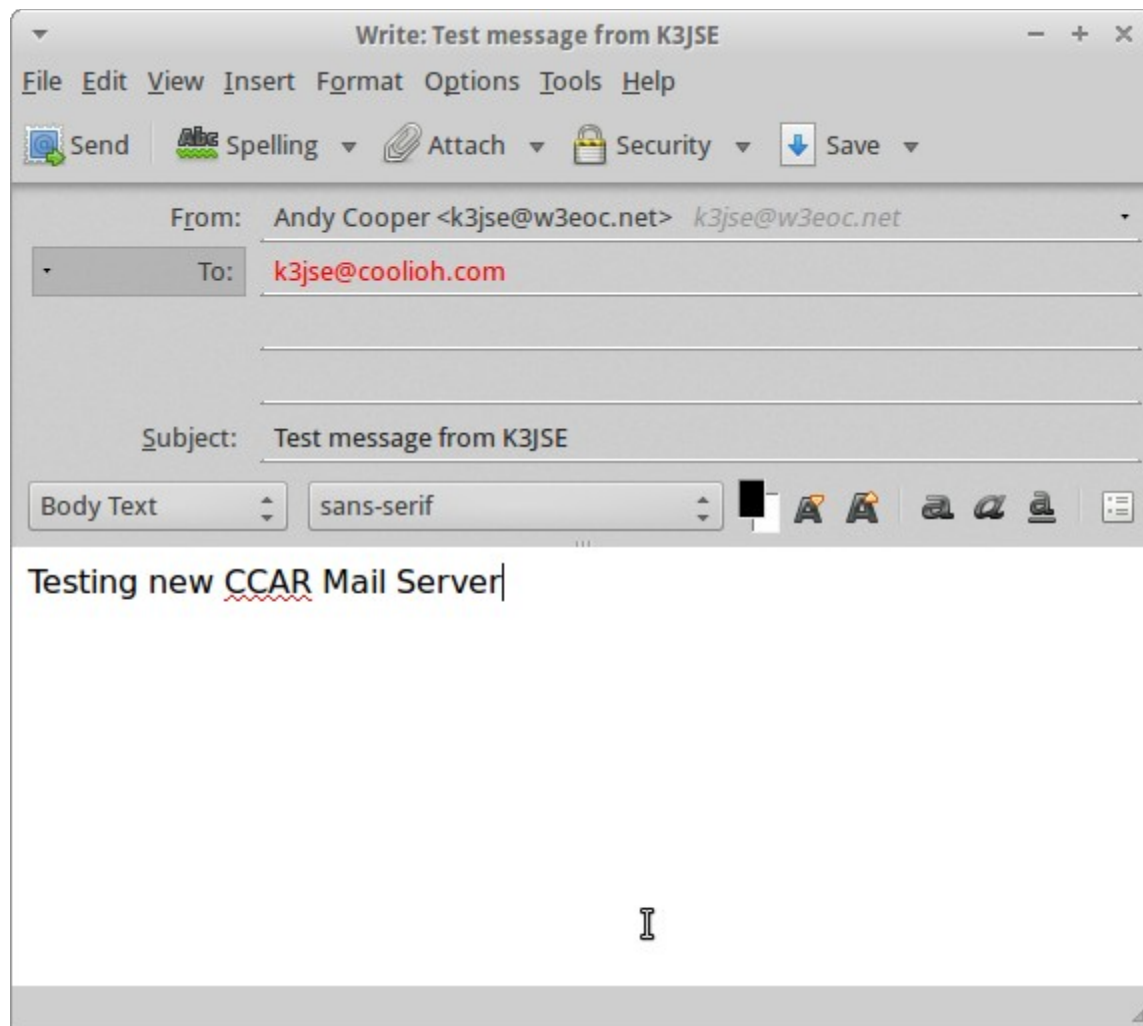
Step #15 – Retrieve Server SMTP certificate

You know what to do – click on *Get Certificate* followed by *Confirm Security Exception*.



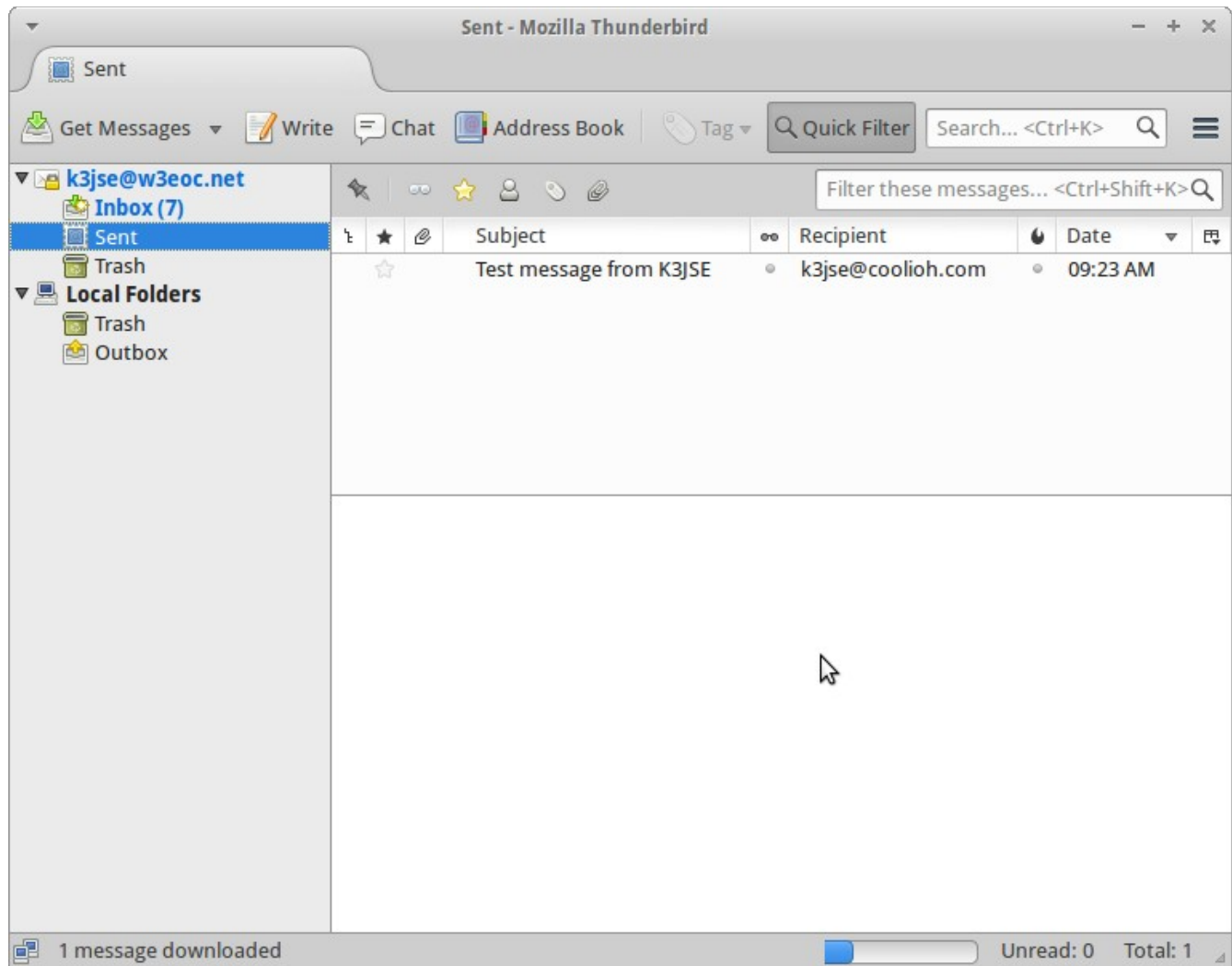
Step #16 – Resend the email

Now that we have the certificate click on *Send* again.



Step #17 – Confirm the email was sent.

Click on the Sent folder and email should now be there. Note that if there is an issue the email may be stuck in the Local Folders Outbox.



That completes configuration and testing of Thunderbird and your new CCAR mailbox