

How to add SSL to your email address on Mozilla Thunderbird.

- 1. Open Thunderbird, and on the top Left hand corner locate your Farmside mailbox.
- 2. Right click the mailbox, and left click Settings.

$\boxtimes$		
A	+ New Message ···	🖂 @farmsi
Ħ	🗸 🖂 🛛 @farmside.co.nz	
~	🖾 Inbox	<u>G</u> et Messages
$\checkmark$	Drafts	Open in New <u>T</u> ab
$\odot$	🛷 Sent	Open in New Window
~	<u> </u> Trash	Search Messages
	🗸 🛅 Local Folders	<u>N</u> ew Folder
	前 Trash	<u>C</u> ompact
	🔄 Outbox	Mark All Folders Read
		S <u>e</u> ttings

- 3. Once Settings has opened, select "Server Settings" on the left hand side
- 4. Change the "Connection Security" to "SSL/TLS" from the drop down menu
  - a. Ensure the Username has your full Farmside email address, including the @farmside.co.nz
  - b. Ensure the port is 995

	@farmside.co.nz	Account Settings X
~ 6	csteam5@farmside.co.nz 🏫 Server Settings	Server Settings Server Type: POP Mail Server
Copies & Folders Composition & Addressing Junk Settings		Server Name: pop3.farmside.co.nz Port: 995 refault
Disk Space End-To-End Ei Return Receip	Disk Space End-To-End Encryption	Security Settings
	Return Receipts	Connection sec <u>u</u> rity: SSL/TLS V
~ 🖻	Local Folders Junk Settings	Authentication method: Normal password $$
	Disk Space	Server Settings
🗟 Outgoing Server (SMTP)		✓ Check for new messages at startup

5. Click on "Outgoing Server (SMTP)" from the left hand Menu



🗸 🖂 🛛 @farmside.co.nz 💈	2
Server Settings	
Copies & Folders	
Composition & Addressing	
Junk Settings	
Disk Space	
End-To-End Encryption	
Return Receipts	
✓  ☐ Local Folders	
Junk Settings	
Disk Space	
🕼 Outgoing Server (SMTP)	

- a. 6. Click on "Add..." on the right hand side, and fill out as below:
  - a. Fill out the "Server Name:" as 'smtp.farmside.co.nz (as shown below)
  - b. Select 'SSL/TLS' from the drop-down Menu beside "Connection Security"
  - c. Enter your Farmside email address in the "User Name:" box, including the @farmside.co.nz
  - d.

Click OK				
Outgoing Serv	ver (SMTP) Settings			
When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".				
csteam5@farmsi	de.co.nz - smtp.farmside.co.nz (Default) Add			
	<u>E</u> dit			
	SMTP Server			
	Settings			
	Description:			
	Server Name: smtp.farmside.co.nz			
	Port: 465 Default:465			
	Security and Authentication			
	Co <u>n</u> nection security: SSL/TLS $\checkmark$			
	Authentication method: Normal password 🗸			
	User Name: email@farmside.co.nz			
	OK Cancel			

- e. 7. The final step is to set this new smtp server as the Default Server
  - a. Select the New Server (this will be the one without "Default" beside it:
  - b. Click the "Set Default" button on the right hand side



## Outgoing Server (SMTP) Settings

When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".

<u>E</u> dit
Re <u>m</u> ove
Se <u>t</u> Default

- c. Now select the old smtp server (this should now be the one without "Default" beside it)
- d. Once selected, click Remove on the right hand side

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Outgoing Server (SMTP) Settings

When managing your identities you can use a server from this list by selecting it as the Outgoing Server (SMTP), or you can use the default server from this list by selecting "Use Default Server".



- e. Finally, when you next go to send an email, you will be prompted to enter your email password.
  - i. Enter your password and click OK

(?)	Enter your password for	@farmside.co.nz on smtp.farmside.co.nz
	Use Password Manager	to remember this password.
		OK Cancel