



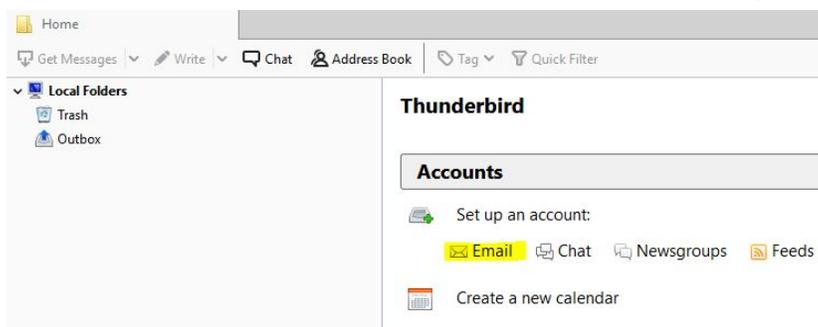
## Officite Email Setup

The first step in setting up your email in thunderbird is to verify your username and password. Your username is your full email address and you can test to ensure you have the correct password for your email by trying to login directly to your email at mail.officite.com. Once you have verified your password, please move to step #1.

Thunderbird is the leading open source, cross-platform email and calendaring client, free for business and personal use.

**Thunderbird Download Link:** <https://www.thunderbird.net/en-US/download/>

1. **Open Thunderbird and click on Email under the “Set up an account:” option.**



2. **Enter your name (this is what others will see when you send an email. You may want to add the business name instead of your name), your full email address, and your password. Click Continue.**

Set Up an Existing Email Account

Your name:  Your name, as shown to others

Email address:  Your existing email address

Password:

Remember password

3. While Thunderbird is looking up the configuration for your email, click on the “Manual config” button.

Set Up an Existing Email Account

Your name:  Your name, as shown to others

Email address:  Your existing email address

Password:   Remember password

Looking up configuration: Trying common server names

4. Fill out the following fields manually using the following information:
- Incoming Server Hostname:** mail.officite.com
  - Incoming Port:** 993
  - Incoming SSL:** SSL/TLS
  - Incoming Authentication:** Autodetect
  - Outgoing Server Hostname:** mail.officite.com
  - Outgoing Server Port:** 587
  - Outgoing Server SSL:** Autodetect
  - Outgoing Authentication:** Autodetect
  - Username:** your full email address

Set Up an Existing Email Account

Your name:  Your name, as shown to others

Email address:  Your existing email address

Password:   Remember password

	Server hostname	Port	SSL	Authentication
Incoming:	IMAP <input type="text" value="mail.officite.com"/>	993	SSL/TLS	Autodetect
Outgoing:	SMTP <input type="text" value="mail.officite.com"/>	587	Autodetect	Autodetect

Username: Incoming:  Outgoing:

5. Click the “Re-test” button
6. The system will probe the server and obtain the settings you need. Click Done.

# Usage Tips

- Click on Inbox on the left-hand side under your email to view your inbox.
- In your inbox, you can select which field show up in the message pane. You can choose to see the subject, correspondents, date, among other options. To change these options, right click on subject and check or uncheck fields. You can also filter by each field and resize them.
- To write an email, click on the write button in the top right-hand corner of the interface.