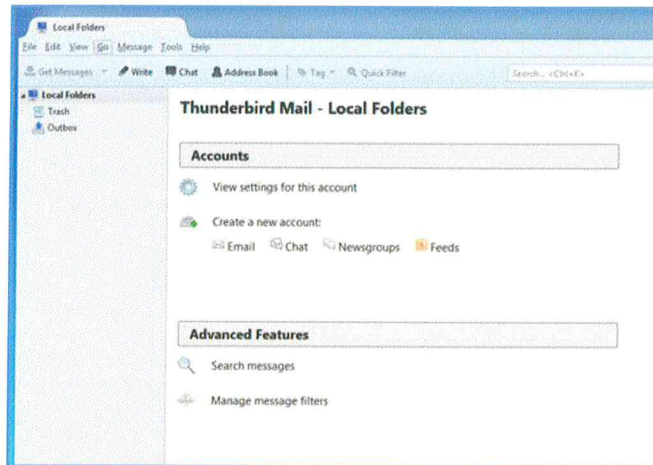


This guide will help you update Thunderbird to receive and send email using your new account settings.

IMPORTANT: If you have not synchronized your account with the new system by logging in to the new webmail portal at mail.indytel.com, you will be unable to use the new settings below.

Step 1. Open the **Account Settings** screen:

- Open Thunderbird
- Click to select your @indytel.com email address in the left column, then click **View settings for this account**
- Click **Server Settings**



Step 2. Update your Incoming server:

- Edit the **Server Name** to: **in.indytel.com**

Step 3. Locate your Outgoing server settings:

- Select **Outgoing Server (SMTP)** from the left column
- Click your email address so that highlights, then click **Edit**

Step 4. Update SMTP Server settings:

- Enter the **Server Name** as: **out.indytel.com**
- Click **OK**
- Ensure your indytel.com email is selected in the left column

Step 5. Ensure the new SMTP server is selected:

- Click the **Outgoing Server (SMTP)** drop-down and select the server labeled with **out.indytel.com**
- Click **OK**

Your email is now set up. Congratulations!