



Mozilla Thunderbird

Step One:	Load Mozilla Thunderbird by clicking the desktop icon or selecting from the Start Menu From the main screen click on your account / email address in the left-hand column and then select 'Views settings for this account' Alternatively go to the 'Tools' menu on the top bar and choose 'Account Settings'
Step Two:	Select 'Outgoing Server (SMTP)' in the left-hand column
Step Three:	Select your Grande account from the list of accounts. Set 'Authentication Method' to 'Normal Password' Enter the your Grande username (it will ask for your password when you first go to send a message) IMPORTANT: If your email address is abc123@mygrande.com , then your username is 'abc123'
Step Four:	You now have a separate SMTP account setup You may wish to set this as the default SMTP server by selecting it and then clicking 'Set Default' Click 'OK' If you do set as default you will need to set all your accounts to use the 'Default' SMTP server If you only want to use it on a specific account you will need to configure them individually Click 'OK'
Step Five:	You should now be back to the main Thunderbird screen Close Thunderbird and then reload Check you are online then test to ensure you can send mail correctly It will prompt you for your password the first time you try to send email All done!