



Step-by-Step Setup in Thunderbird

1. Open Thunderbird

- Launch Thunderbird from your Start menu or desktop shortcut.

2. Add a New Email Account

- If this is your first time opening Thunderbird, it will prompt you to set up an account.
- If you already have accounts set up:
 - Go to **☰ Menu (top right) > New Account.**
 - Click on **Email.**

3. Enter Your Account Information

- **Your Full Name:** Enter the name you want recipients to see.
- **Email Address:** email@ctifiber.com
- **Password:** Enter your email account password.
- Check **Remember password.**
- Click **Continue.**

4. Manual Configuration

- Thunderbird will attempt to auto-configure. Click **Configure manually** to override it.

5. Incoming Mail (IMAP) Settings

- **Protocol:** IMAP
- **Hostname:** mail.ctitech.com
- **Port:** 993
- **Connection security:** SSL/TLS
- **Authentication method:** Normal password
- **Username:** email@ctifiber.com

6. Outgoing Mail (SMTP) Settings

- **Hostname:** mail.ctitech.com
- **Port:** 465



- **Connection security:** SSL/TLS
- **Authentication method:** Normal password
- **Username:** email@ctifiber.com

⚠ Make sure the **username** for both incoming and outgoing is your full email address: email@ctifiber.com.

7. Finish Setup

- Click **Re-test** to verify settings.
 - If successful, click **Done**.
 - If Thunderbird warns about certificate or security, verify the certificate is from your mail server and accept it if trusted.
 - Click on the **Finish** button.
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