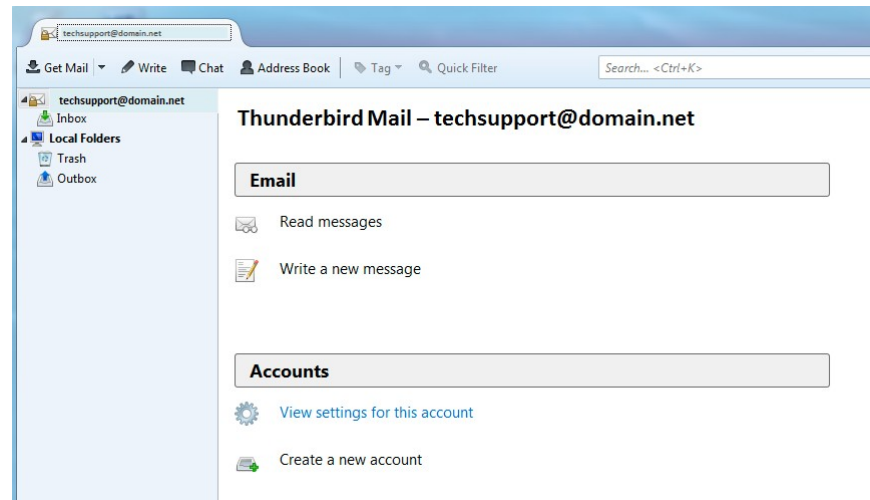


Changing Email Settings in Mozilla Thunderbird

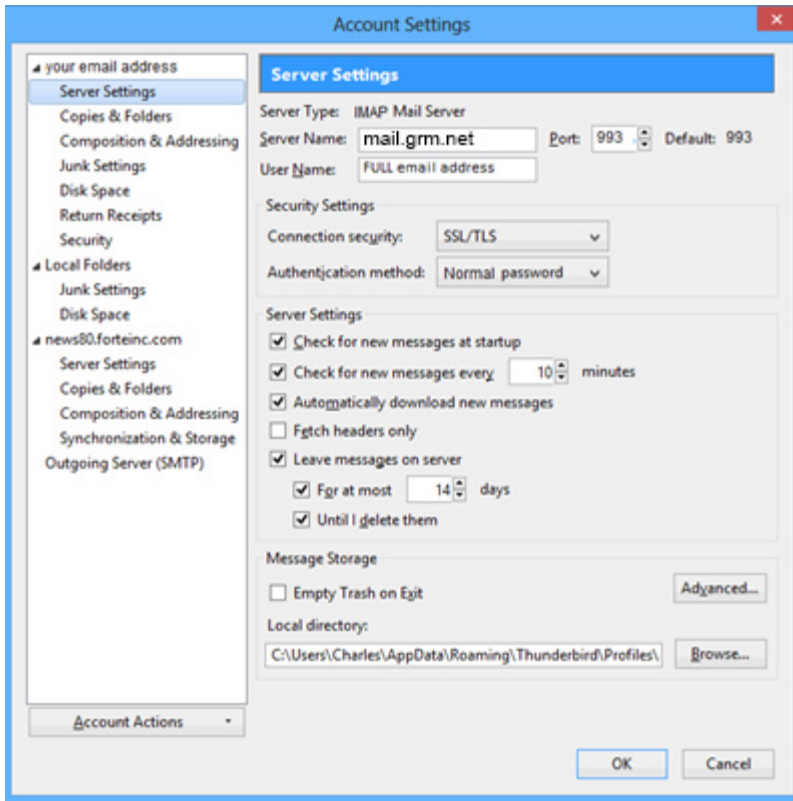
Note: If you have recently changed your email password, close Mozilla Thunderbird and reopen. Upon reopening it will request that you enter the new email password. If you have not changed your password since migrating to the new email platform, it is highly recommended that you change your password. For instructions on how to change your email password, go to www.grm.net/email and click on the "How to Change Your Password" link.

1. Open **Mozilla Thunderbird**
2. In the left column, select your grm.net email address.
3. Click **View Settings for this Account**.

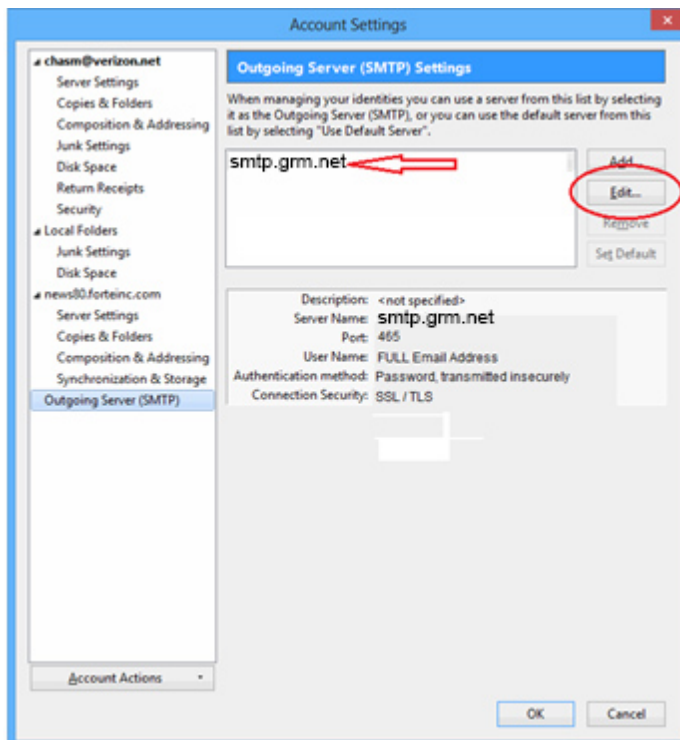


Verify / Change Incoming Mail Server Settings:

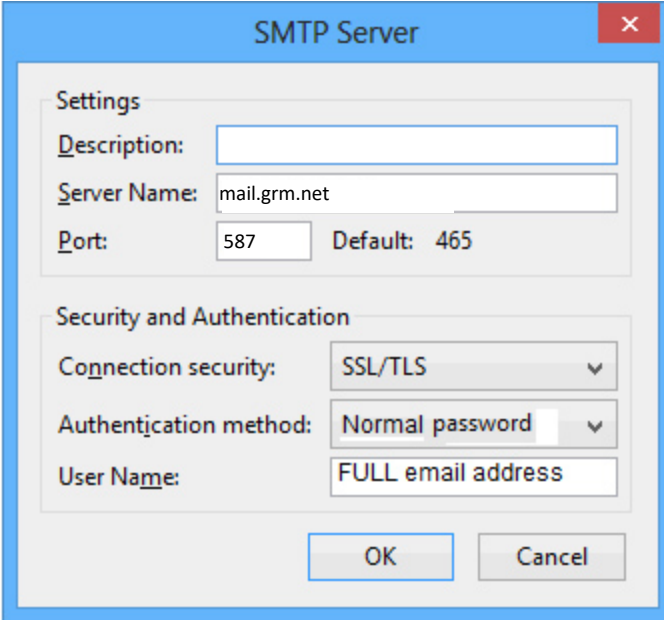
4. Verify the incoming mail server settings are correct.
 - On the **Account Settings** window, click on **Server Settings** on the left column.
 - Verify the **Incoming Mail Server** setting is **mail.grm.net**.
 - Verify the **Port** is set to either **993** if the Server Type shows IMAP or **995** if the Server Type shows POP.
 - Verify the **User Name** is your **FULL** email address.
 - Under **Connection Security**, select **SSL / TLS** from the drop-down.
 - Verify the **Authentication Method** is set to **Normal Password**.
 - If you need to adjust how often the program checks for email, or if you need to adjust **Deliver Options**, you can do this under **Server Settings**.



5. On the left column, click on **Outgoing Server (SMTP)**



6. If there are multiple SMTP server profiles, you may see them listed here. Select your SMTP server. You can see below what the server settings, port settings, and username /password settings are. If you need to adjust anything, click **Edit**.
 - Verify / change the **Server Name** is **mail.grm.net**
 - Verify / change the SMTP **Port** is set to **587**.
 - Set the **Connection security** to **SSL / TLS**.
 - Set the **Authentication method** to **Normal Password**.
 - Make sure the **User Name** is the **FULL** email address.



The image shows a dialog box titled "SMTP Server" with a close button (X) in the top right corner. The dialog is divided into two sections: "Settings" and "Security and Authentication".

Settings:

- Description: [Empty text box]
- Server Name: mail.grm.net
- Port: 587 (with a "Default: 465" label next to it)

Security and Authentication:

- Connection security: SSL/TLS (dropdown menu)
- Authentication method: Normal password (dropdown menu)
- User Name: FULL email address

At the bottom of the dialog are two buttons: "OK" and "Cancel".

7. When finished, click **OK**. Hit **OK** on the Account Settings window.
8. Test email to verify settings are correct.
9. If email is NOT functioning properly, call Tech Support at 800-721-2577.