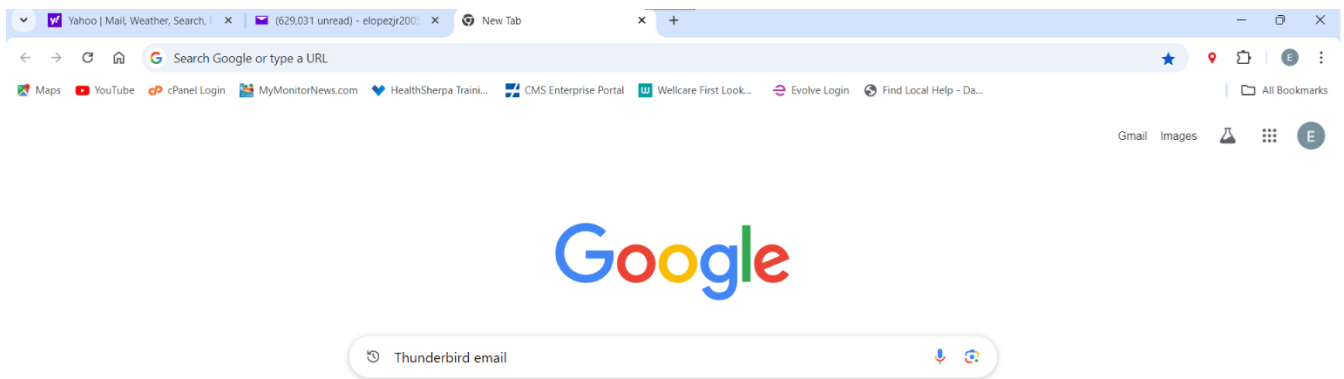


STEPS TO CREATE AN EMAIL ACCOUNT WITH THUNDERBIRD EMAIL
FOLLOW THESE STEPS IF YOU DO NOT HAVE THUNDERBIRD EMAIL
ON YOUR COMPUTER.

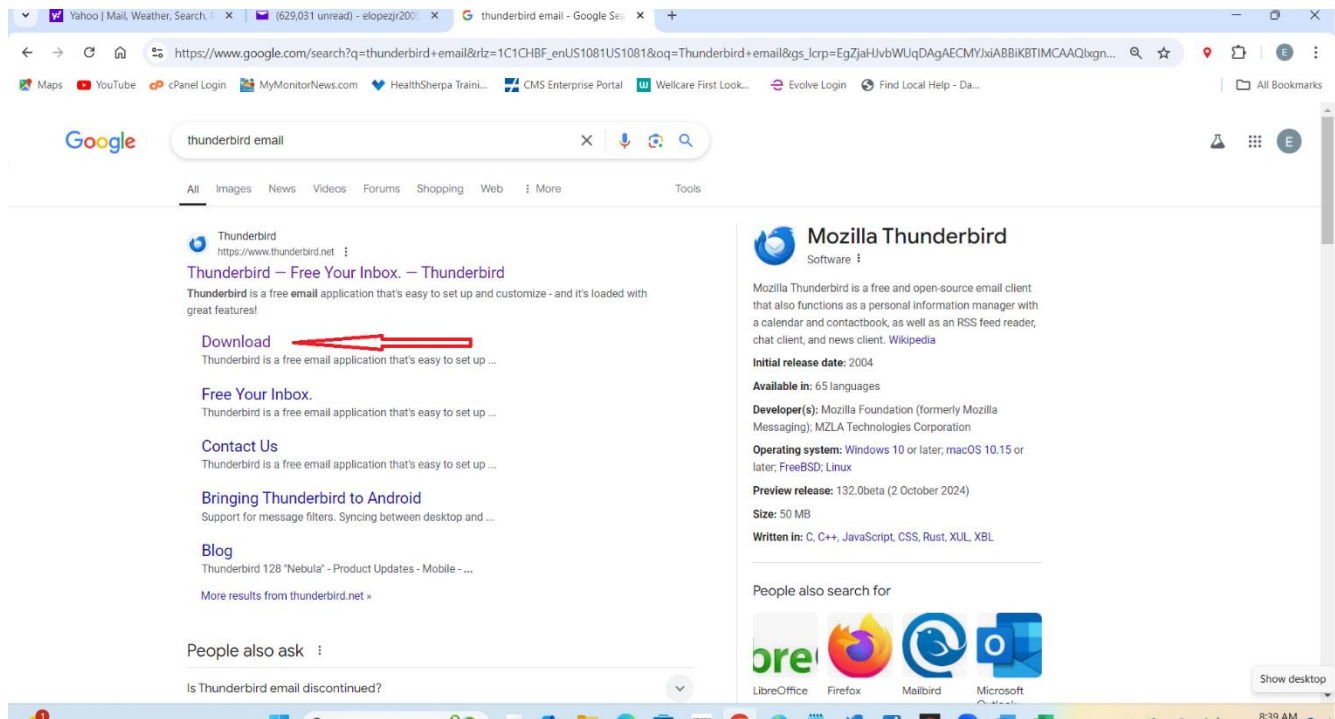
STEP 1

Type in the Google search: Thunderbird email



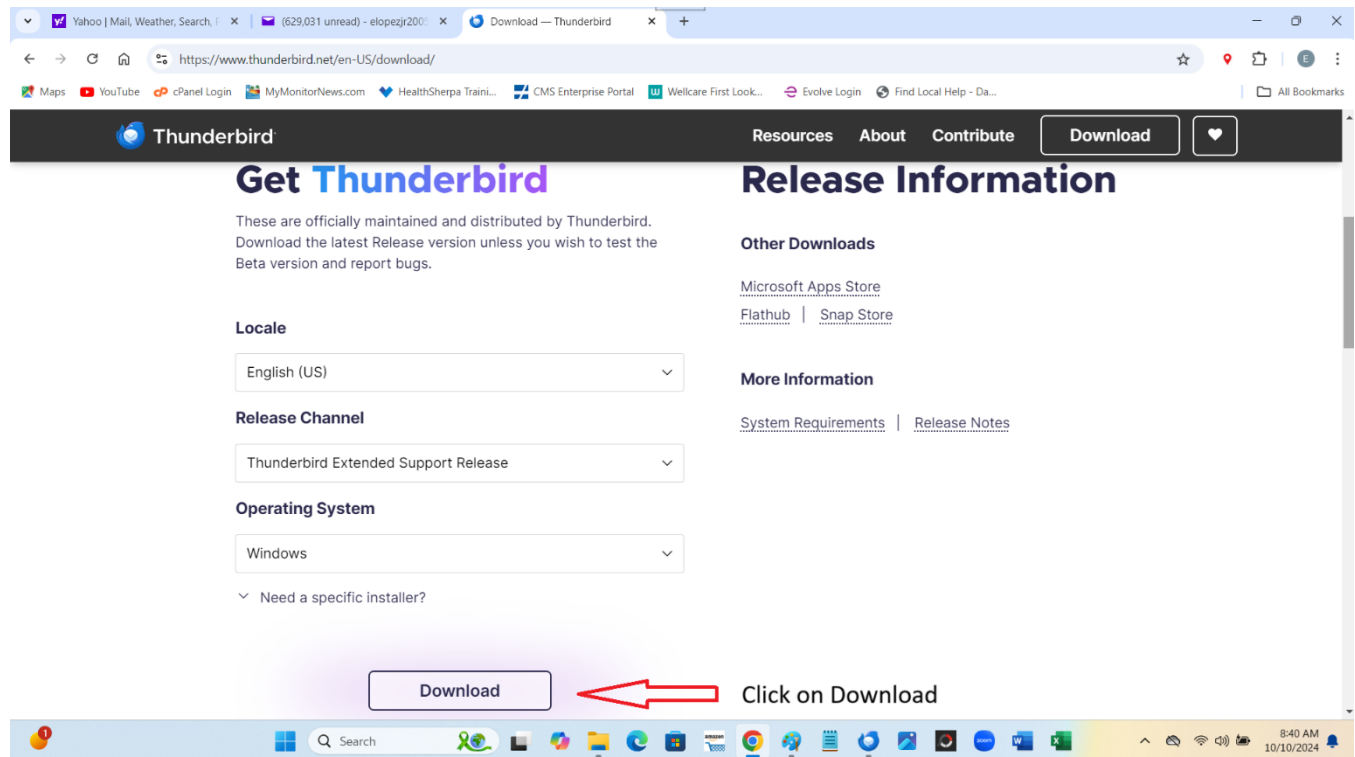
STEP 2

Click on download



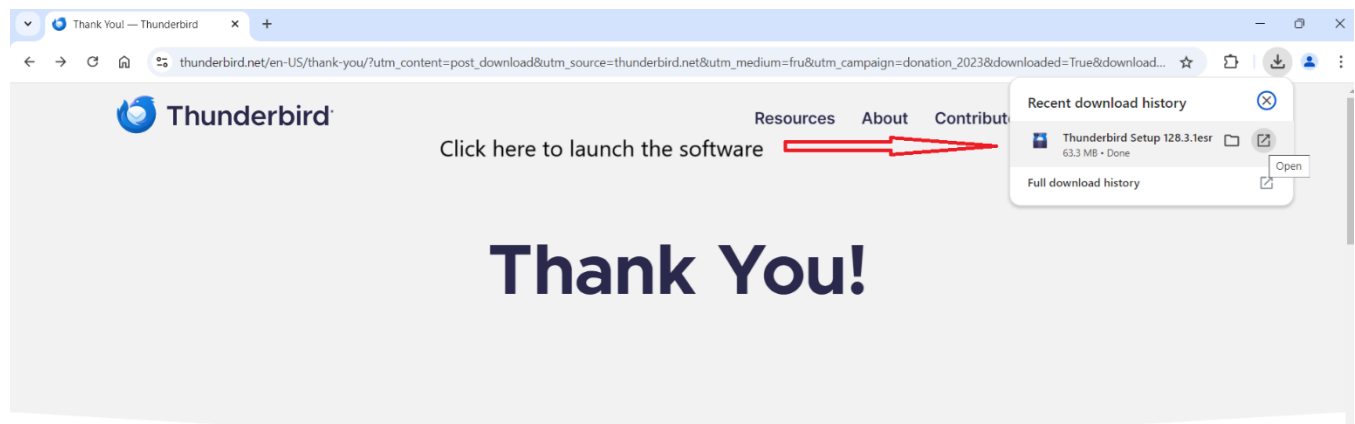
STEP 3

Click on download again



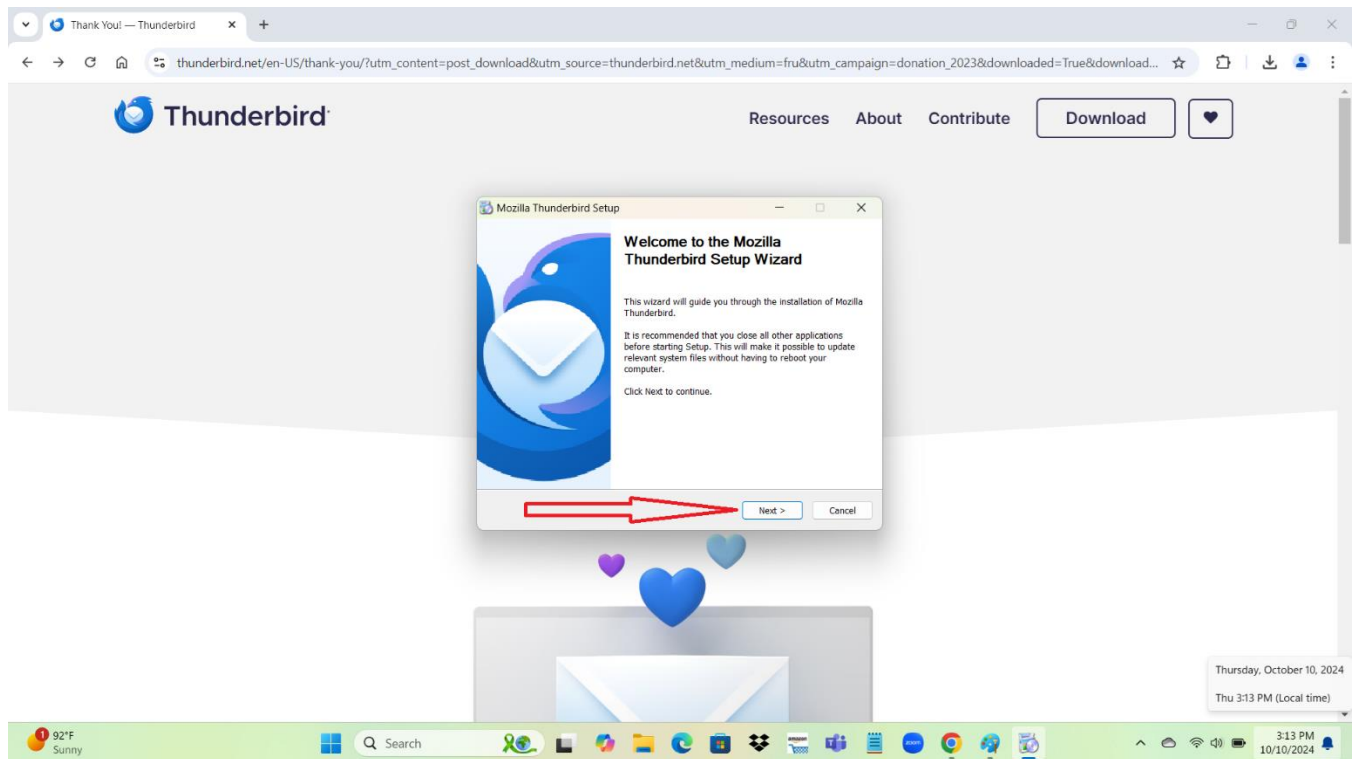
STEP 4

Click on the download on your computer to launch the software



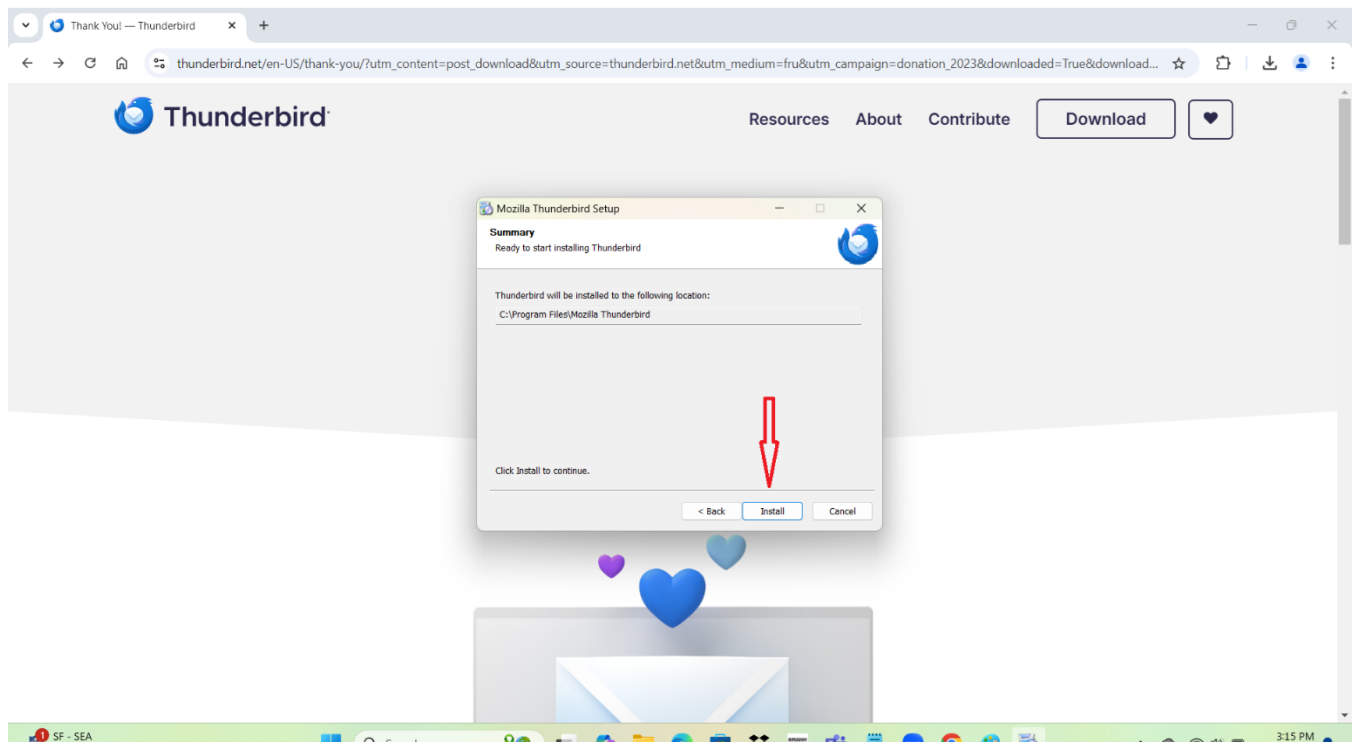
STEP 5

The setup wizard will appear. Click on next. It will start the installation process. Allow it to run its course.



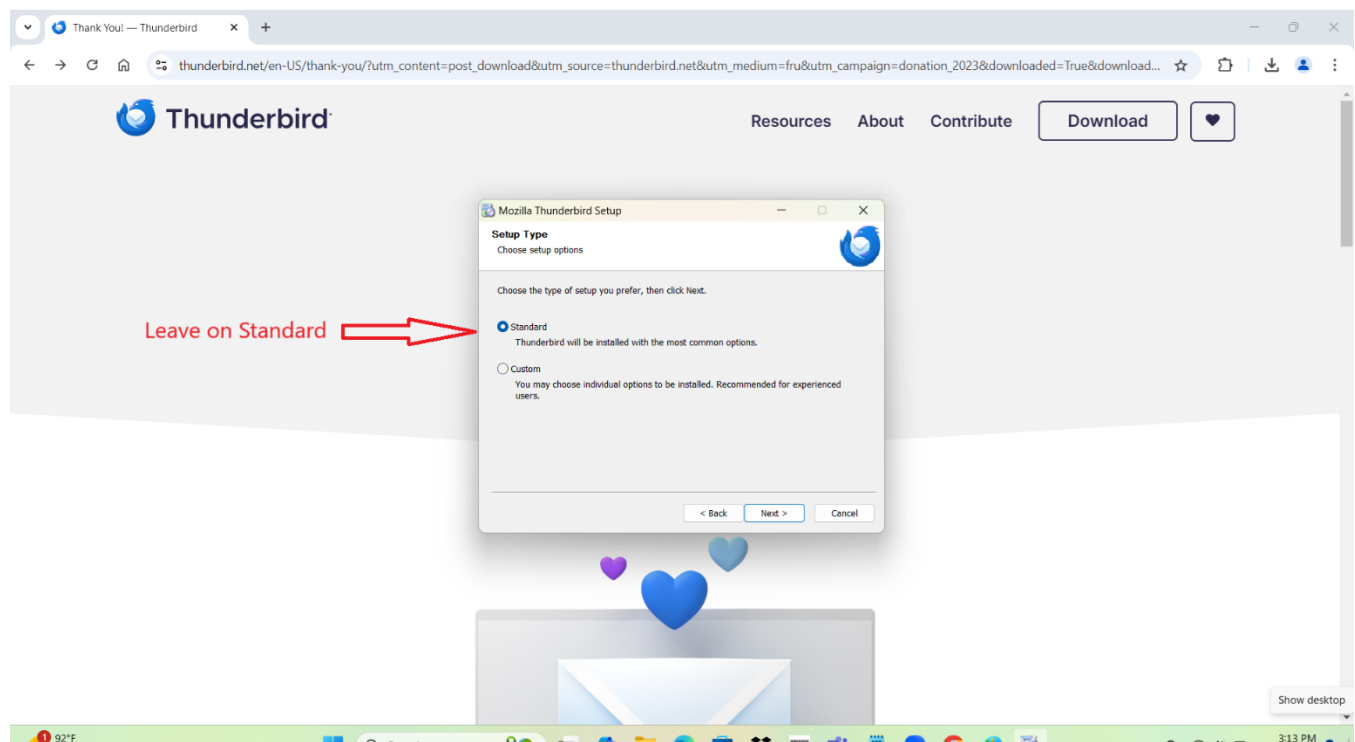
STEP 6

Click on Install



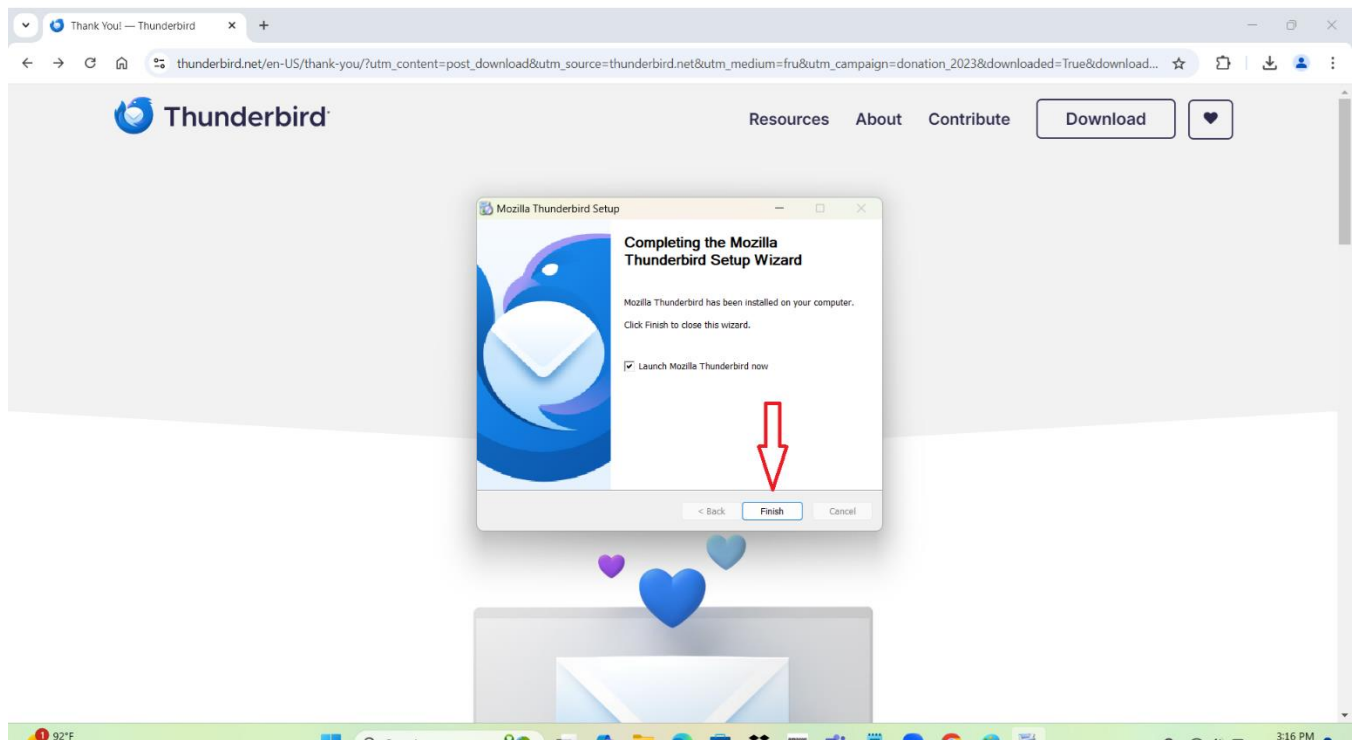
STEP 7

Leave on Standard



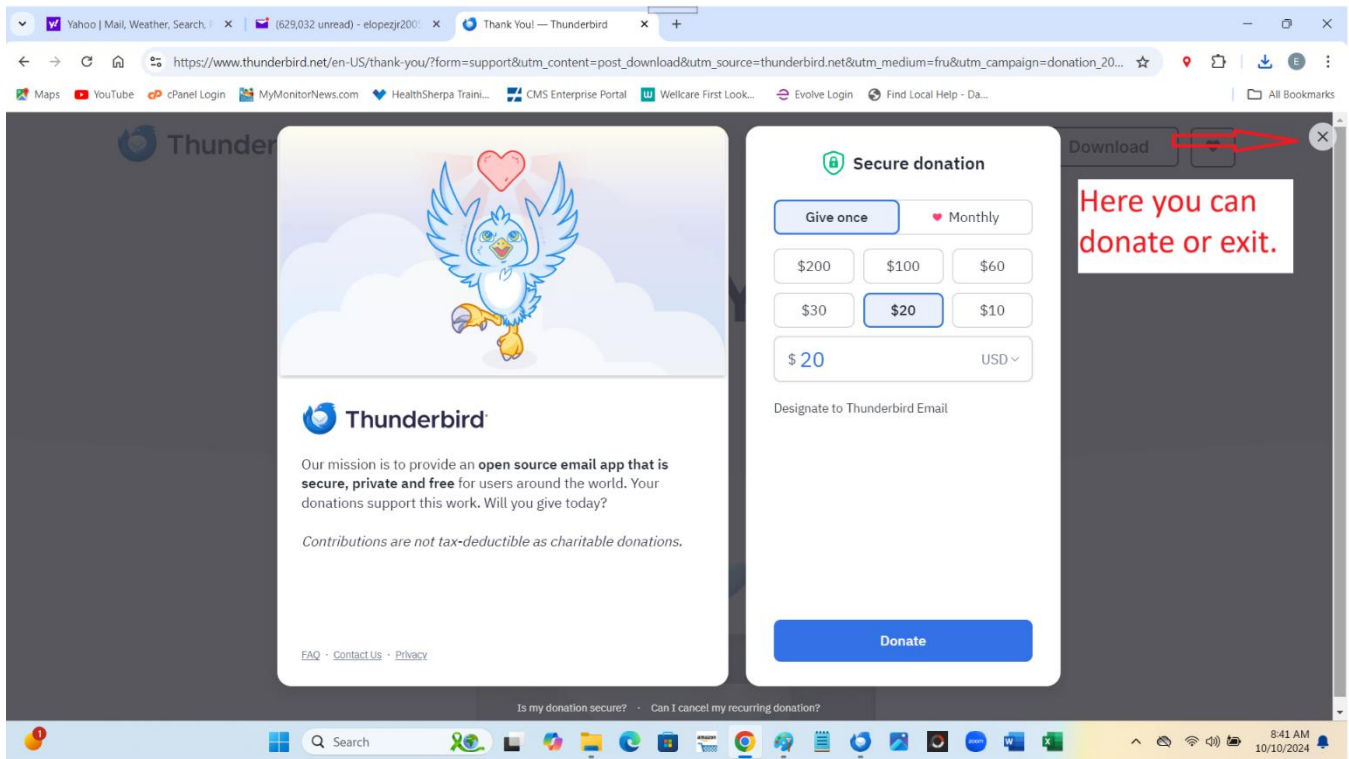
STEP 8

Click on finish



STEP 9

Here you can donate or exit.



STEP 10

Setting up your email account. Put your information as requested in the boxes. This is the email address and the password provided to you by Lincoln Street Media. If everything goes fine, then your email account will be created.

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
First Name and Last Name

Email address
mytestemail@digitalacforms.com

Password
.....

☒ Remember password

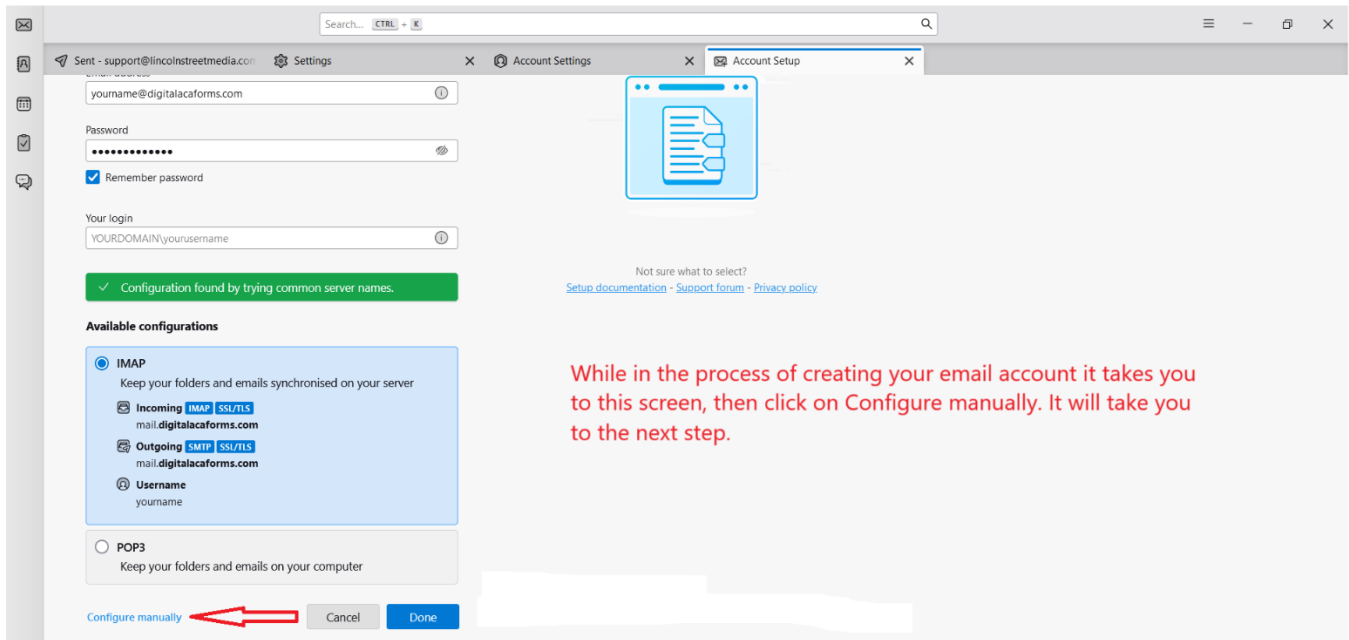
[Configure manually](#) Cancel Continue

Your credentials will only be stored locally on your computer.

Thunderbird is free and open source software, built by a community of thousands from all over the world. [Know your rights...](#)

STEP 11

If Thunderbird is having trouble setting up your account, you may have to configure manually. Follow the steps below. Fill out the information as indicated and then click on re-test, then done.



After clicking on configure manually, it will take you to this screen. Fill it out with your info and with the info on the screen. Click re-test, then done. It should finish creating your email account.

The screenshot shows the Thunderbird 'Account Setup' window. The 'Server settings' section is active, displaying fields for both 'INCOMING SERVER' and 'OUTGOING SERVER'. The incoming server settings are: Protocol: IMAP, Hostname: mail.digitalacaforms.com, Port: 993, Connection security: SSL/TLS, Authentication method: Normal password, and Username: yourname@digitalacaforms.com. The outgoing server settings are: Hostname: mail.digitalacaforms.com, Port: 465, Connection security: SSL/TLS, Authentication method: Normal password, and Username: yourname@digitalacaforms.com. At the bottom, there are buttons for 'Re-test', 'Cancel', and 'Done'. A note at the bottom states: 'Thunderbird will attempt to auto-detect fields that are left blank. Your credentials will only be stored locally on your computer.'

INCOMING SERVER

Protocol: IMAP

Hostname: mail.digitalacaforms.com

Port: 993

Connection security: SSL/TLS

Authentication method: Normal password

Username: yourname@digitalacaforms.com

OUTGOING SERVER

Hostname: mail.digitalacaforms.com

Port: 465

Connection security: SSL/TLS

Authentication method: Normal password

Username: yourname@digitalacaforms.com

Advanced config

Re-test Cancel Done

Thunderbird will attempt to auto-detect fields that are left blank.
Your credentials will only be stored locally on your computer.

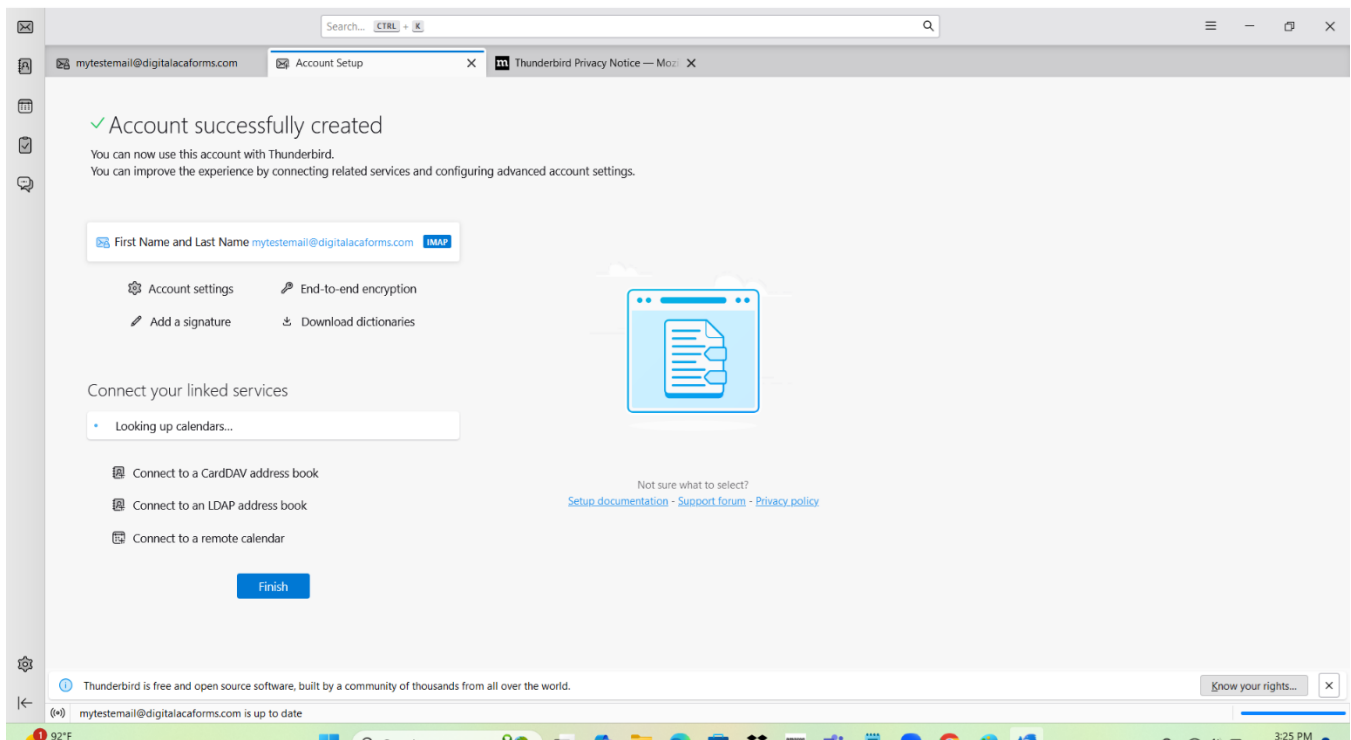
Annotations:

- Red arrow pointing to the Username field of the Incoming Server: This is the email address provided to you by Lincoln Street Media
- Red arrow pointing to the Hostname field of the Outgoing Server: Use the same hostname as in the example.
- Red arrow pointing to the Username field of the Outgoing Server: This is the email address provided to you by Lincoln Street Media

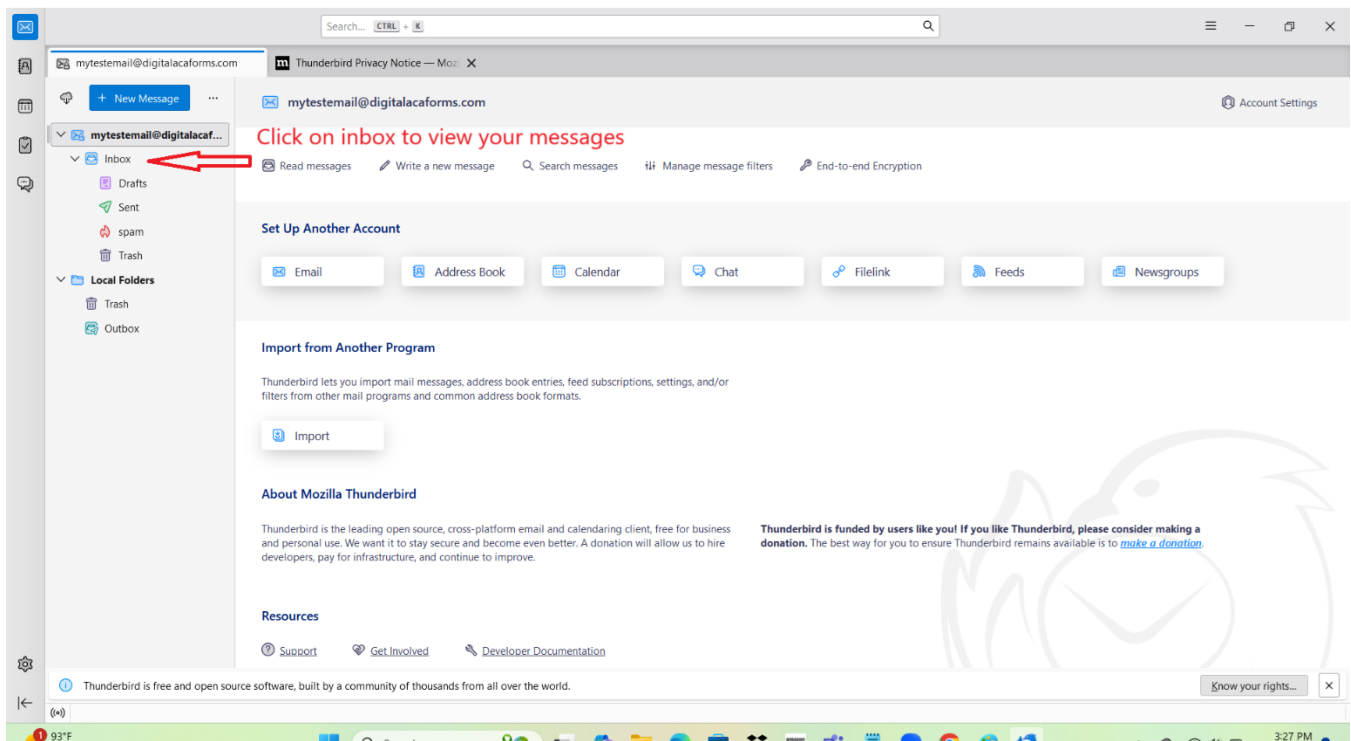
Instructions: This slide is to configure manually. Just make sure all the boxes are filled with the information requested. Then click Done. It should create your account.

STEP 12

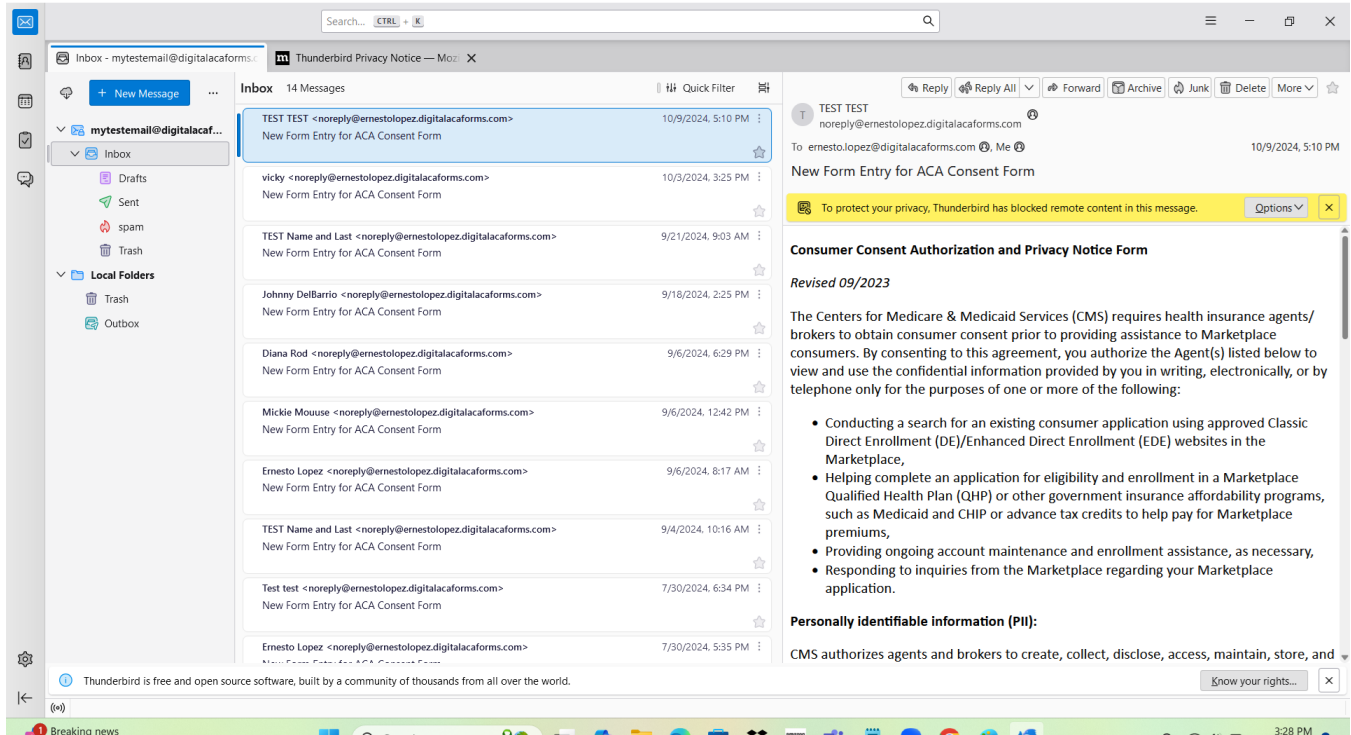
Congratulations! You have created your email account on Thunderbird. You should have the next screen in front of you. You will receive all of your consent and review forms from your clients here.



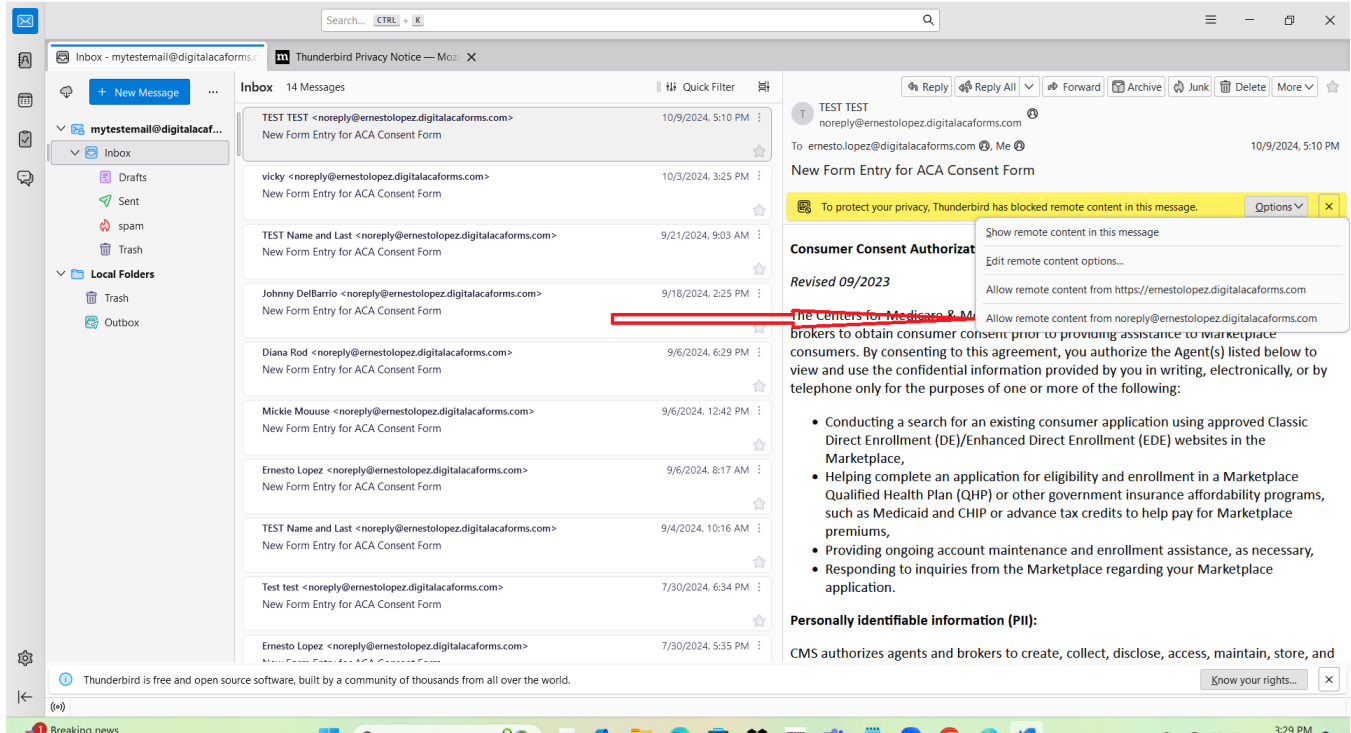
Your email program should look like this. To view your messages, click on inbox. If you ever get lost and can't find your messages, click on the envelope icon on the upper left side of your screen.



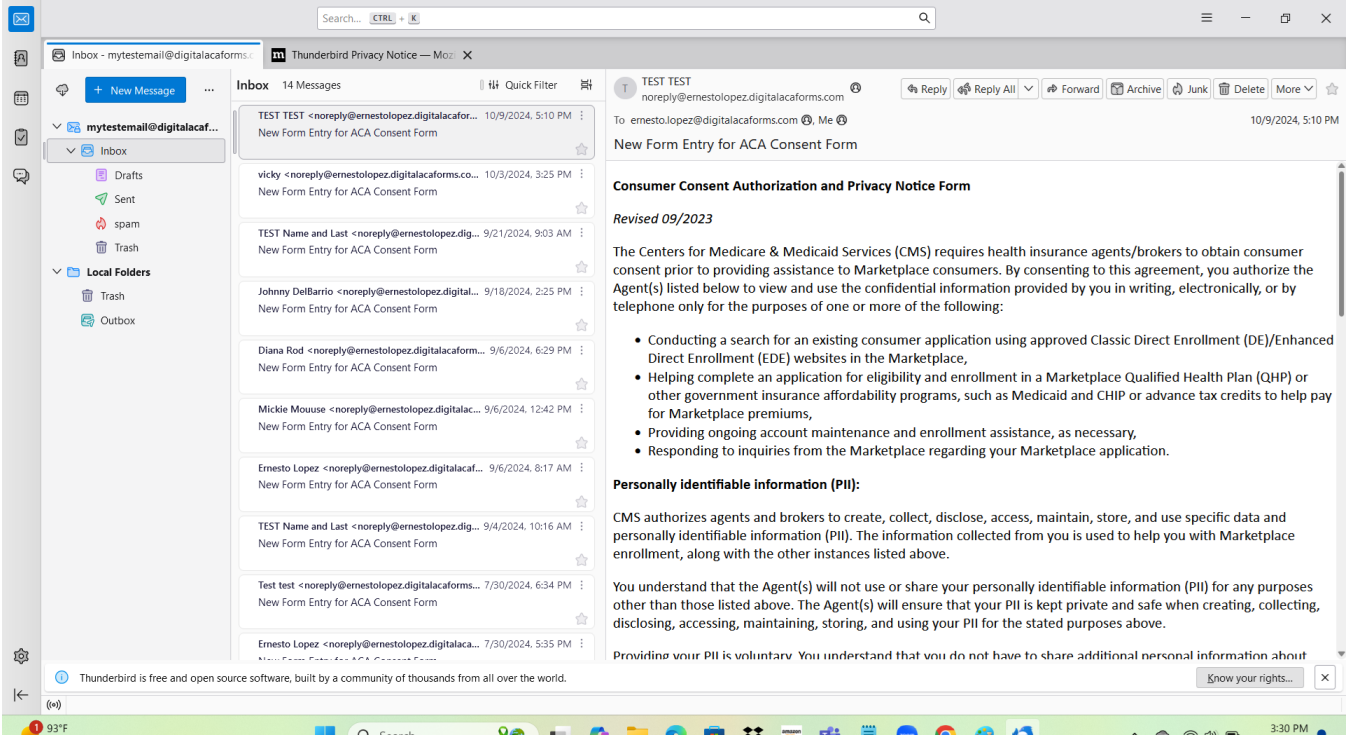
When you get your first email from a client or a practice (demo) email, you have to give permission to the software to allow attachments. See the screen.



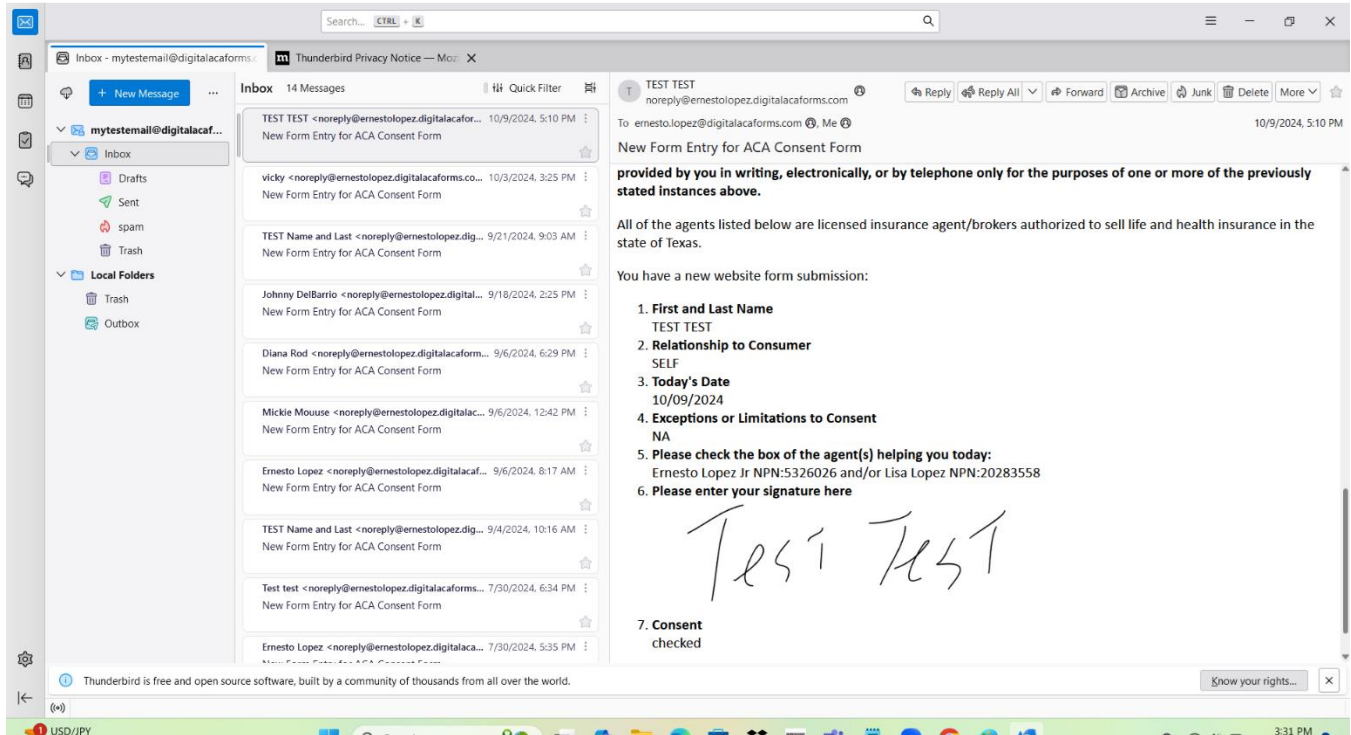
Click on Options and select the following option as shown on the screen. This will allow for you to see the signed form in your email.



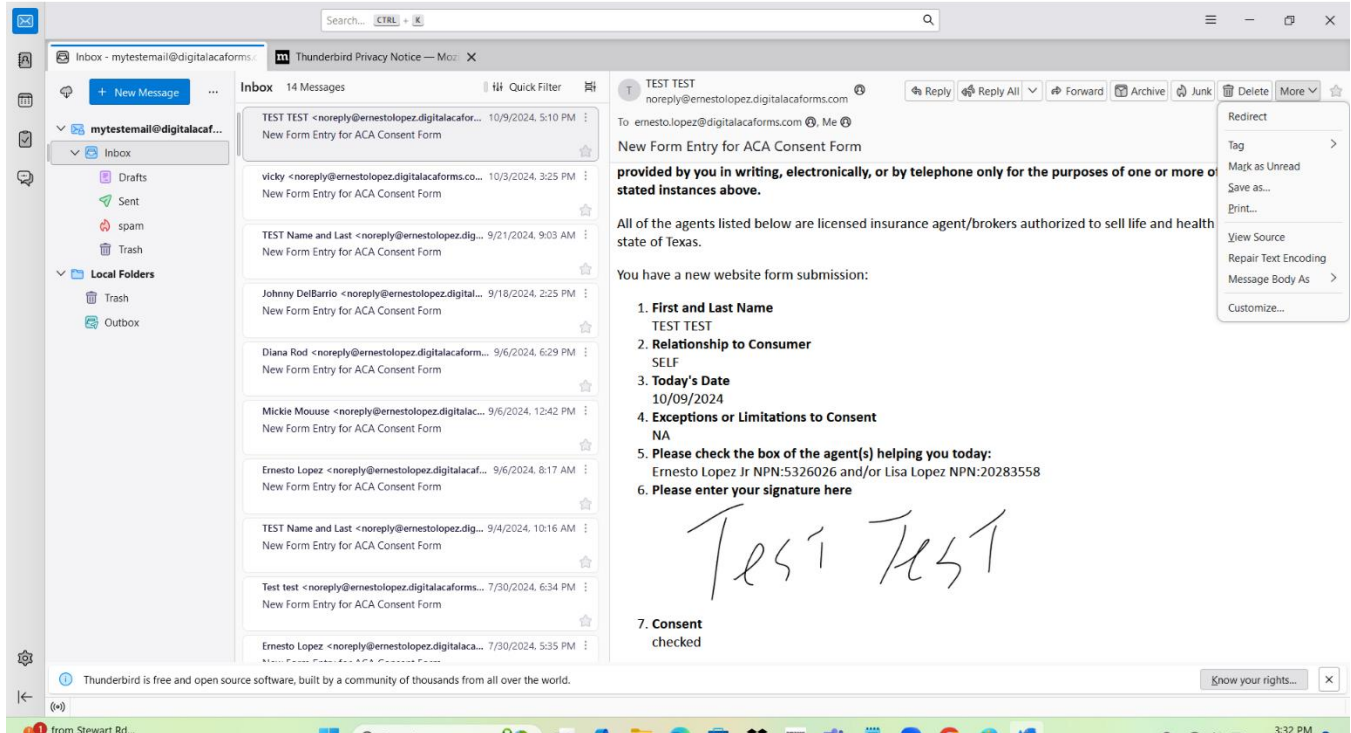
Here is what a consent form will look like in your email. This is just a demo.



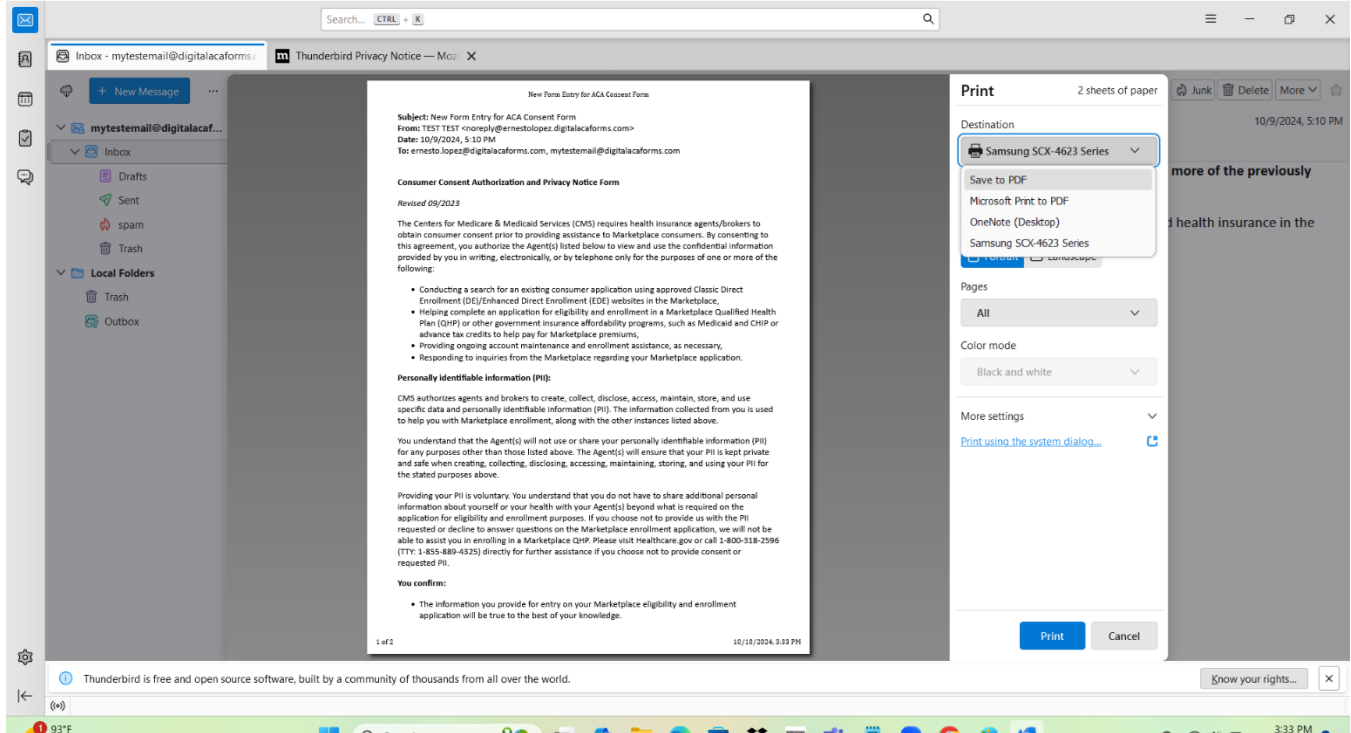
Here is the consent form with the signature.



Saving the consent form to a file on your computer. On the right upper menu click on More and select print.



You are going to select print to pdf or save to pdf. Then click print.



Once you select the correct option to save to pdf, click print and save in a file created for that client. That's it.

