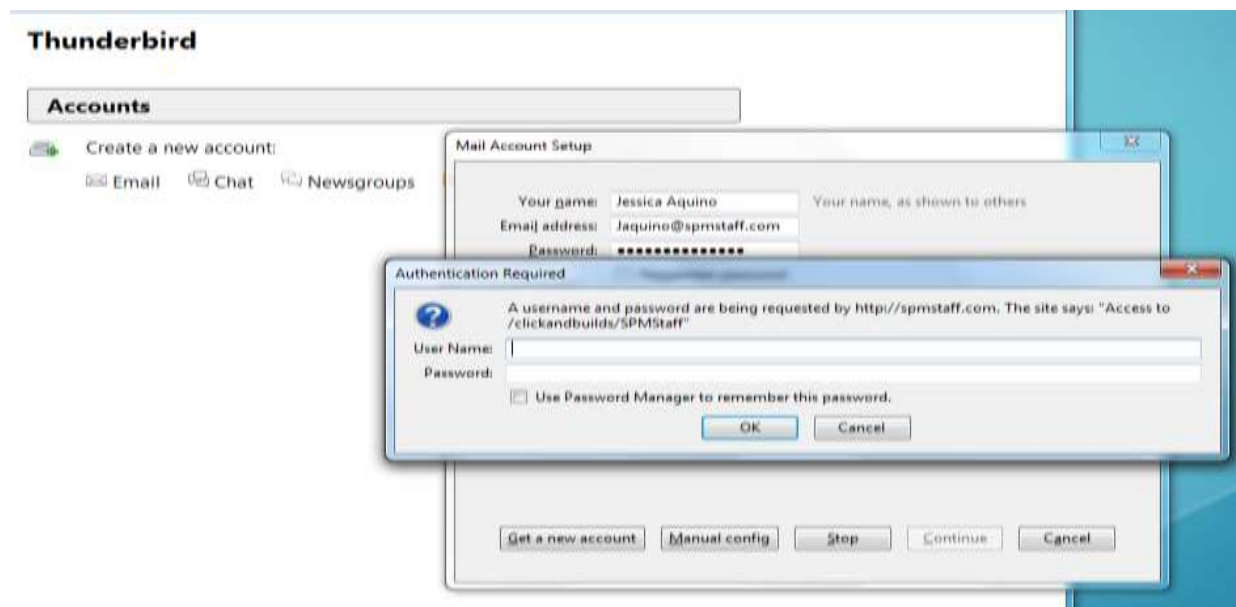
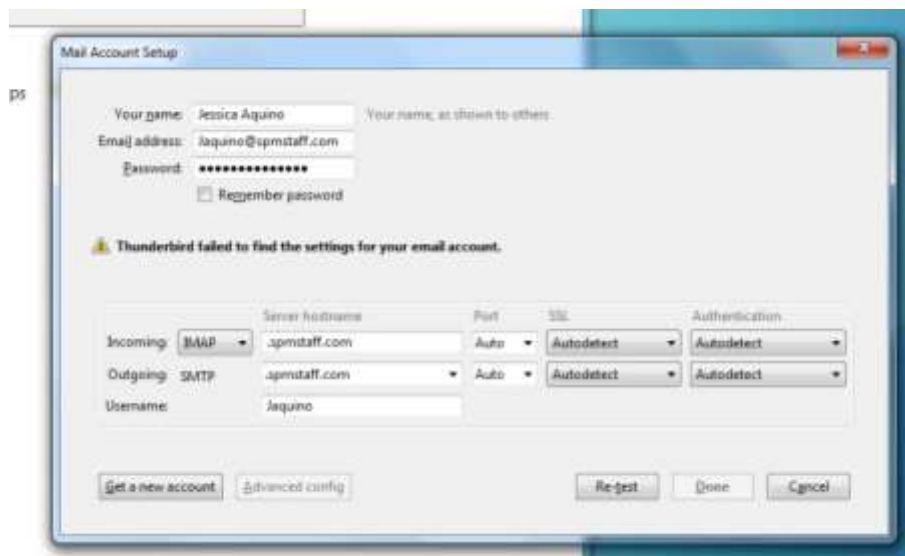


## SPM Email Station Setup

When starting Mozilla Thunderbird, choose create new email/use existing account. Enter your name, email address and password. Thunderbird will try to verify settings and then ask for the username and password to access SPMstaff.com (below).



Enter SPMstaff.com user name and password. “SPMstaff” and “Twain01”. Thunderbird will then respond with a screen showing default settings (below).



Enter “imap.1and1.com” as Incoming server and “smtp.1and1.com” as Outgoing server. Change the Username to full email, e.g. bsparks@spmstaff.com.

1. Account Settings—Attach the signature text
  - a. Name
  - b. Select Practice Management
  - c. This message, including any attachments, is confidential and intended only for the use of the individual(s) or entity to which it is addressed. Any unauthorized dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please delete it and any attachments.
2. Account Settings—Composition & Addressing
  - a. Automatically quote the original message
  - b. Start my reply above the quote
  - c. Place my signature below my reply (above the quote)
  - d. Include signatures for replies
3. Tools—Options
  - a. Display—Advanced
  - b. Open message window—A new message window