From the main window of Thunderbird, click the **Tools** menu.

Click **Account Settings**.
Click **Account Actions** and select **Add Mail Account**.

Enter your Full Name, Email Address and Password. Click **Continue**.
Click **Manual config**.

Complete all fields replacing the sample data with your domain specific settings. Ensure **IMAP** is selected. Click **Re-test**.
Thunderbird will test your account settings. Click **Done** to complete your email account setup.