

Thunderbird Email Client Quick Start Guide

Starting the Thunderbird Email Client Application

(Instructions are specific to the Apple OS client)

1. To start up the Thunderbird email client on an Apple Computer, click on the Thunderbird icon in your task bar/dock (on a PC, it will be on your desktop).



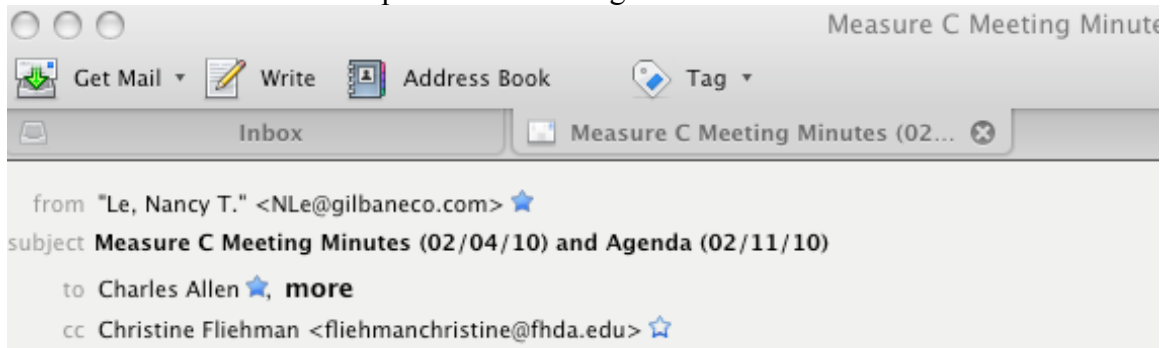
2. When Thunderbird starts up it will ask you for your password. Type your email password and then click on the **OK** button. Then it will automatically check for new email.



Reading Email

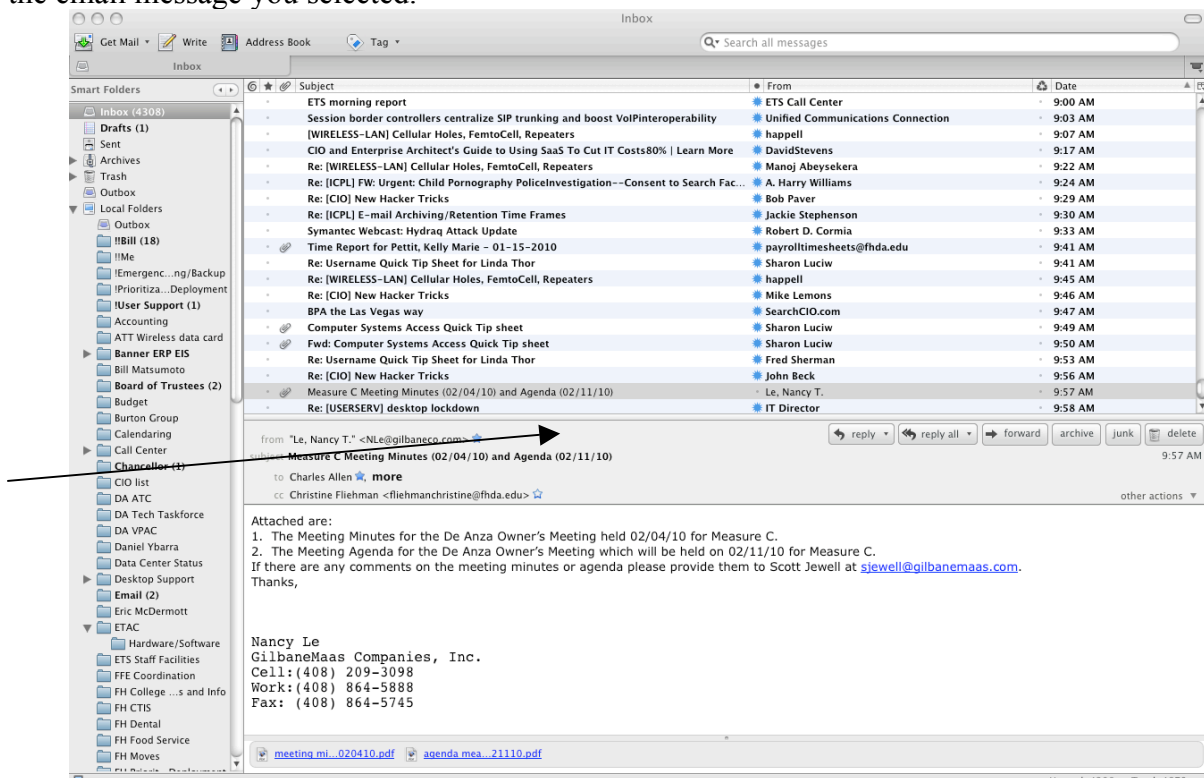
1. To Read Email:

• **Double click on the email you want to read.** It will open up in another window. You should see tabs at the top. One with your original Inbox view and one for the email you are now viewing. Just click on the X in the tab to close the view for the email you are currently viewing to return to your Inbox view. Or click on the tab for Inbox to switch back and keep the email message tab available.



-OR-

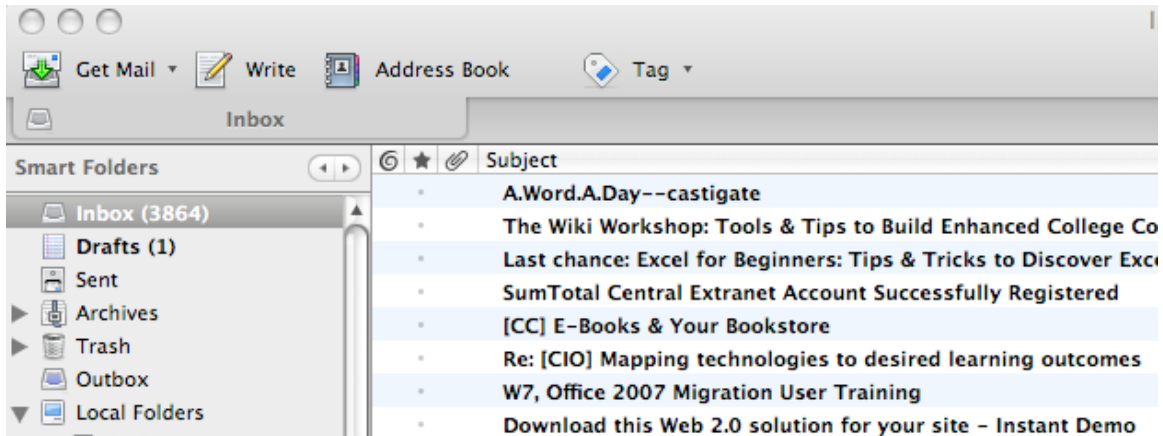
• **You can resize the bottom window in the inbox view to view a larger portion of the email message you selected.**



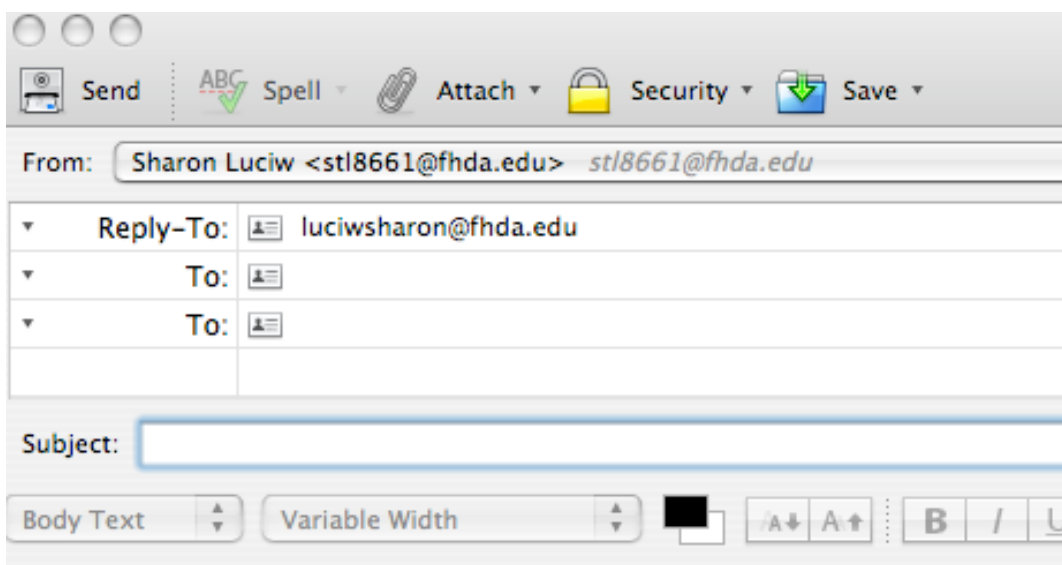
2. To Print an email message, go to the *File* pull down menu and select *Print...*

Writing and Sending an Email Message

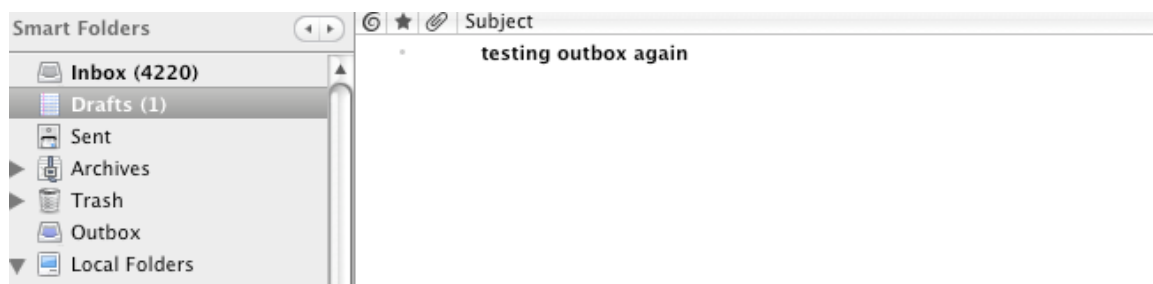
1. Create a new email message by clicking on *Write* or under the *File* pull down menu select *New* then *Message*.



2. Insert an email address into a new message by typing the name or a portion of the name as it may be listed in the address book. ETS will be able to assist with the import of addresses if desired. To change to CC or BCC, click on the down arrow to the left of the TO:

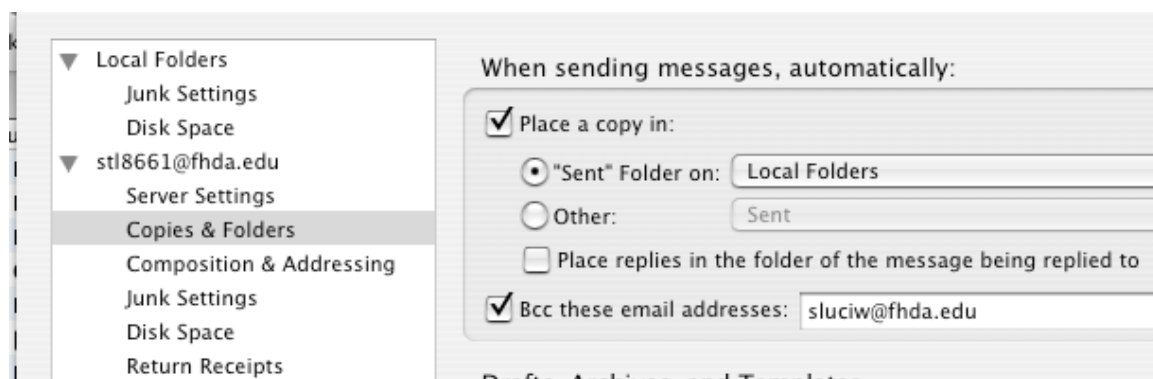


3. **Spell Check** becomes available once you begin typing in the body of the message.
4. Click on **Attach** to select files to attach to the email message.
5. Click on **Send** at the top left to send the email.
6. **Save** allows you to **Save a Draft when not on the District Network**. One quirk with Thunderbird - if working offline/off LAN, you will need to save as a *Draft* and then you will need to remember to go into the Draft folder to send the document once connected to the District network. There is no way to save into the out box and have messages send automatically the next time you connect to a network.



HINT: For sending and receiving email outside of the District Network, use the webmail client via a browser: **<http://mail.fhda.edu>**. Login with your universal name and password. Emails in the sent box in webmail will not show up in Thunderbird. So you may want to blind copy yourself on emails when using webmail. If you do copy yourself on emails sent via webmail, when you are back on the District network using Thunderbird, your copy of emails sent using webmail will be downloaded.

7. **To automatically blind copy yourself or someone else** on each email you compose, go to the *Tools* pull down menu and select *Account Settings...* and then click on *Copies & Folders* on the left.



8. **To mark a message with degrees of urgency or importance**, you must go to the *Options* pull down menu and select *Priority*. Unfortunately, there is currently no option to do this within the new email message window.

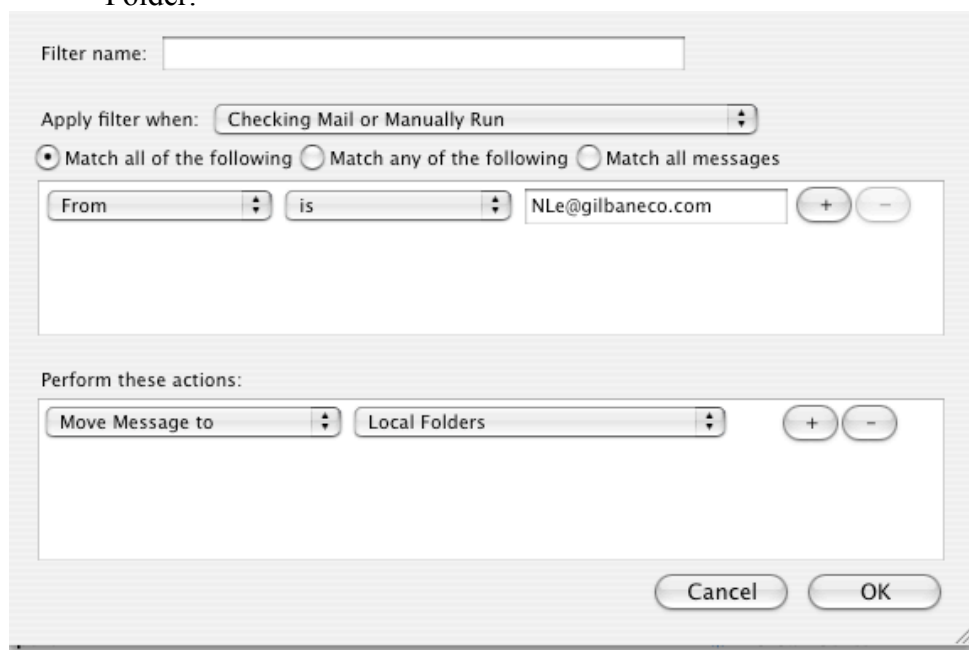
9. To Create a signature, go to the *Tools* pull down menu, select *Account Settings...* then click on your account name on the left (your universal name). There is a box on the right to type your signature and some options as to how you want it displayed or if you want your signature to come from a file.

Managing Email Messages

1. Local Folders are folders located on your computer's hard drive. If you **Right Click** on **Local Folders** you can create a new **Folder**. If you **Right Click** on an existing local folder, you can create a **Subfolder**. Otherwise go to the *File* pull down menu, select *New*, and then *Folder...* to create folders and subfolders.

2. To make a filter for a particular sender: (*This assumes you have already set up a local folder - see step above on Local Folders.*)

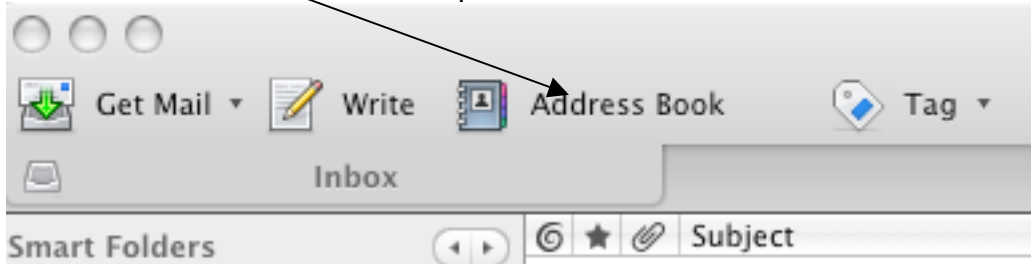
- **Click once on the email message** from that person or group.
- Go to the *Message* pull down menu and select *Create Filter From Message...*
- In the window that appears:
 - Type a name for the filter you want to create in the box to the right of:
Filter name:
 - In the *Perform these actions:* section click on the arrows for *Local Folders* and choose the folder you want the message from this Senders to be automatically moved to when email messages arrive from this sender.
 - Click on the **OK** button at the bottom right.
- When new email arrives, messages set up to be filtered will appear briefly in the Inbox and will then be automatically move to the appropriate Local Folder.



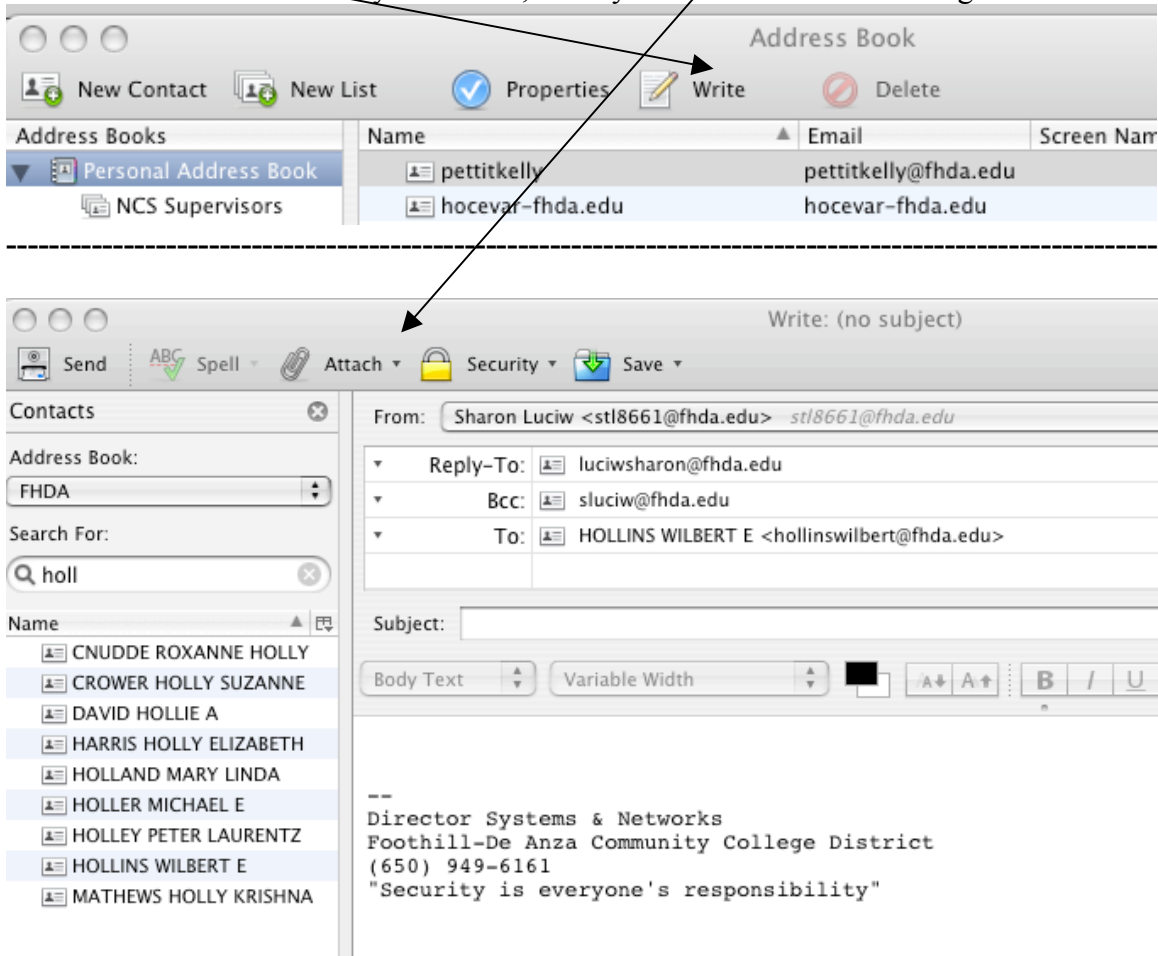
Creating Email Lists

1. Unless you know the exact email addresses and are able to type them from memory or have the list of addresses in another format where you can copy and paste into the list, this is the way to search for email addresses and then drag copy into the list.

2. Click on **Address Book** at the top.

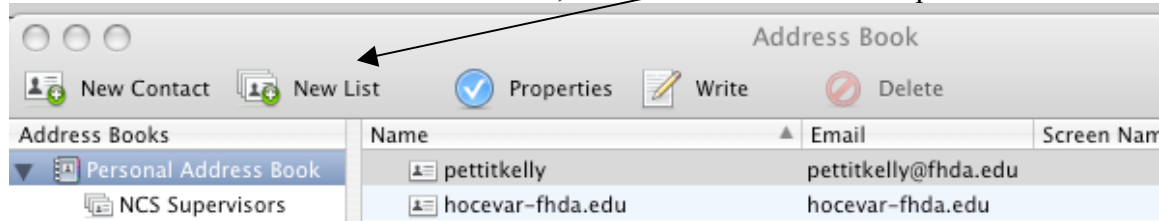


3. Click on **Write**. A window opens to compose a "new email message". It doesn't matter to whom it is currently addressed, since you will discard this message at the end.



4a. For this to work you need to be able to see both the "new email message" and the **Address Book** windows at the same time. You may have to move or shrink the windows on your desktop. It's okay if the windows overlap a little.

4b. Go back to the **Address Book** window, click on **New List** at the top.



5. In the window that appears, **type the name of the list** in the text box next to **List Name:** **List Nickname** and **Description** are *optional*.

Add to: Personal Address Book

List Name:

List Nickname:

Description:

Type email addresses to add them to the mailing list:

-
-
-

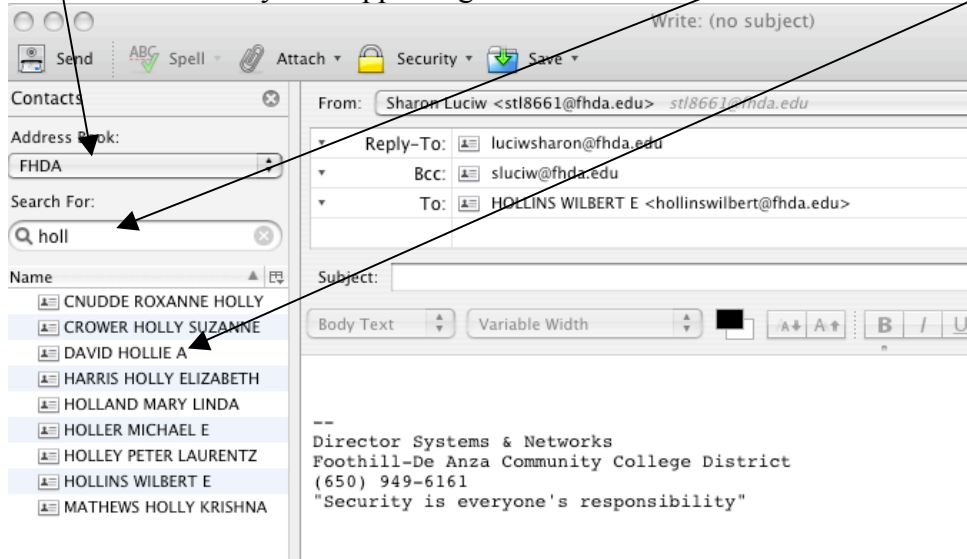
6. To search for an email address, click back in the "new email address" window. If your "new email" window does not look like the one above (#3), with the contacts and addresses to the left of the "new email" message, you need to change a setting. Otherwise continue to **Step 6B**.

Step 6A: To change the settings for the Contacts /Address Book to appear to the left when composing a new email message:

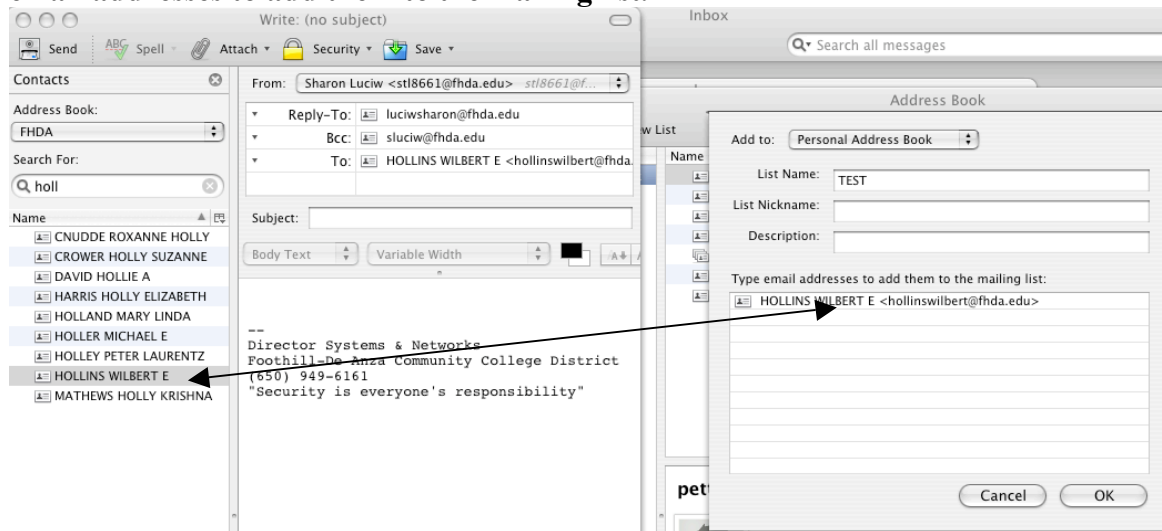
1. Click in the email message window
2. Go to the *View* pull down menu and select **Contacts Sidebar**
3. Go to **Step 6B**.

Step 6B: In the "new email message" window, make sure **Address Book:** is **FHDA**. If not, click on the arrows to select **FHDA**.

Step 6C: Now **search** for the email address of someone you want to add to your list, by **typing the first few letters of the last name in the Search For: box**. **Names** should automatically start appearing after a few seconds.



7. To place the found address into your email list: **Point**, **Click**, and then **Drag** the name you want to add to your list, over to the **Address Book** window in the area under: **Type email addresses to add them to the mailing list**.



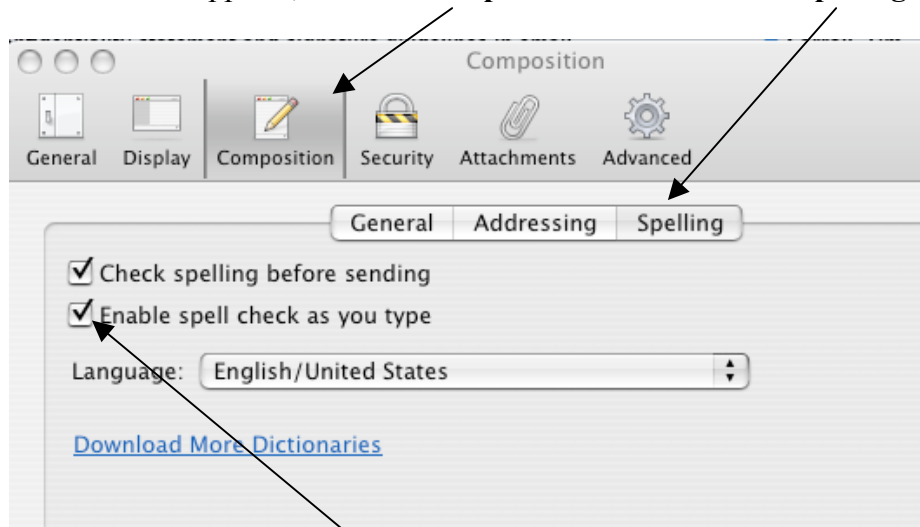
8. Repeat this step until you have added all your email addresses to your list. Then click back in the Address book window and then on the **OK** button at the bottom right of the **Address Book** window. **Close** the Address Book window by clicking once on the **red** button at the top left.

9. Now **close** the "new email message" window by **clicking on the red button at the top left of the window** and then click on **Don't Save**, if presented with an option.

Spell Check Preferences

Setting the preference in Thunderbird to check spelling as you type and/or check your spelling and warn you of misspellings when you 'send' an email:

1. Go to the **Thunderbird** pull down menu and select **Preferences**.
2. In the window that appears, click on **Composition**. Now click on **Spelling**.



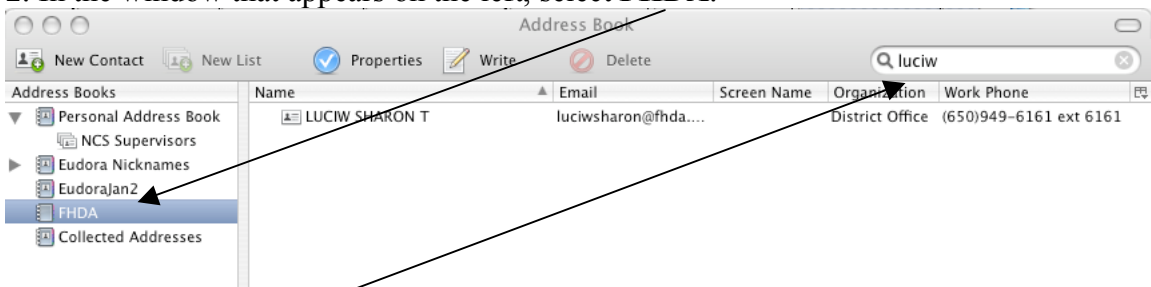
3. The preference is active when a *check mark* appears in the box to the left. (Click once to make the check mark appear or disappear.)

How can I find out a Phone Number for a District Employee through Thunderbird?

1. Click on **Address Book** at the top.

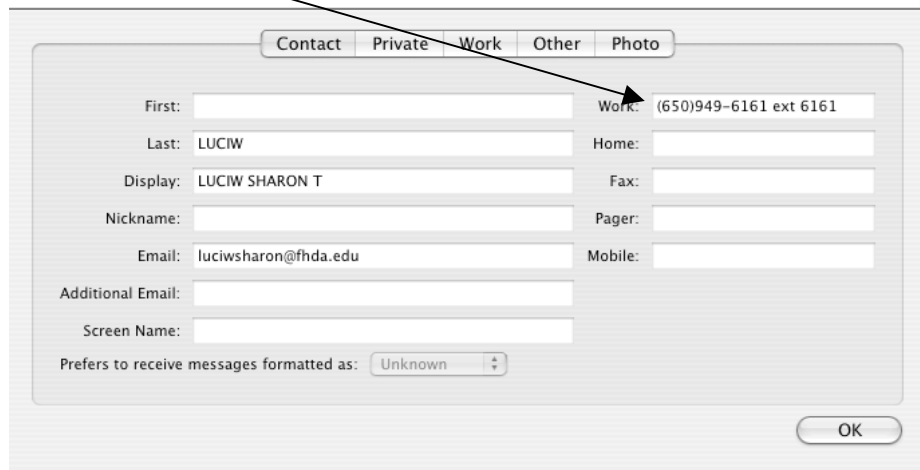


2. In the window that appears on the left, select **FHDA**.



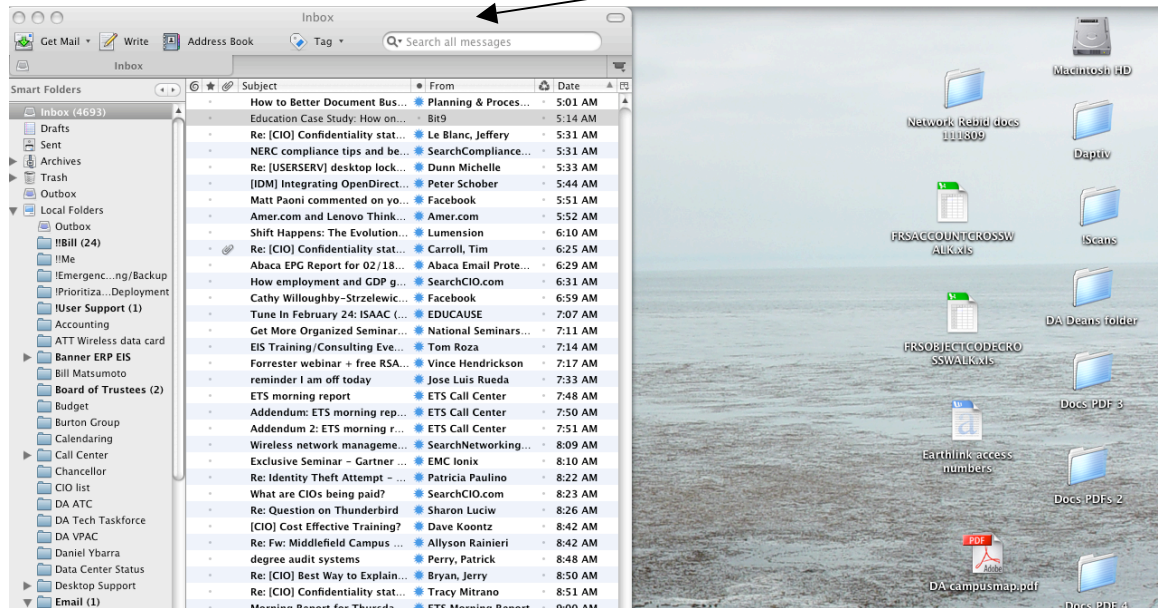
3. **Type** the first few letters of the last name of the person who's phone number you need, in the *search box* at the top right of the window. In a few seconds a name(s) will appear matching those letters.

4. **Right click** on the name of the person whose phone number you need. Select **Properties** from the pop up window that appears. In the Address Book that appears, the *phone number* is located in the upper left. Click **OK** when you are done, then close the **Address Book** window.

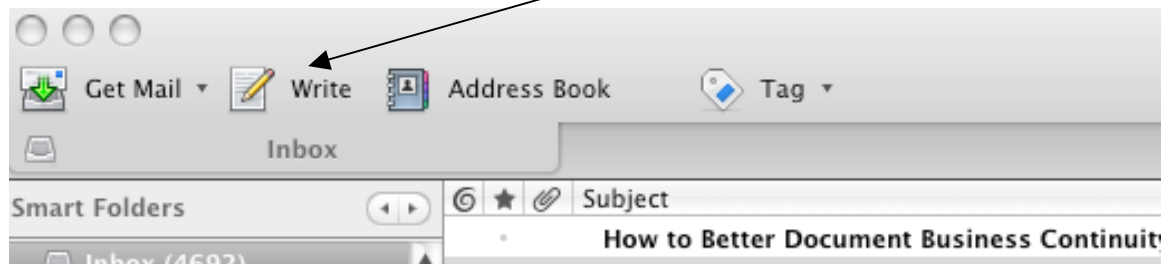


How can I attach one or more of my emails to an email message?

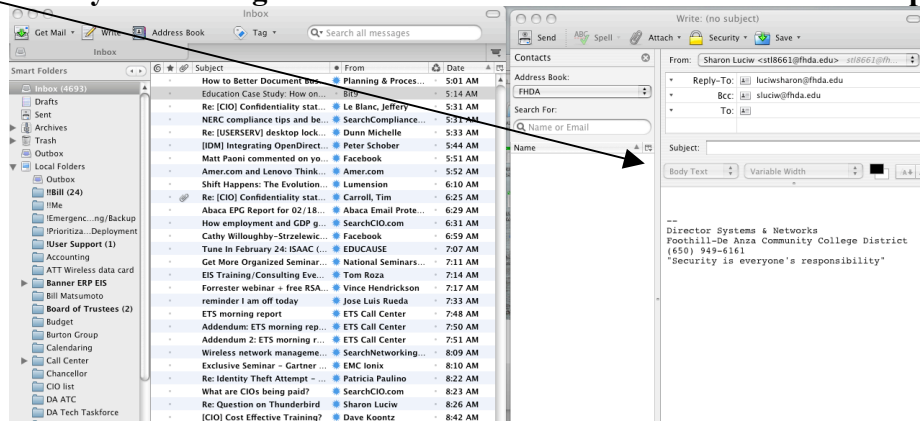
1. Shrink your Thunderbird window so it fits on half of your viewing screen.



2. Create a new email message by clicking on **Write** at the top.



3. Shrink the new email message window and then **move** it, so it appears on the other side of your viewing screen. It is best the two windows **do not overlap**.



4a. Select the email message(s) you want attached to this new email from the Thunderbird window (located in your Inbox or a local folder. etc.).

4b. Drag the email message(s) over the to the **TO:** box in the new email message. As you do this, the **Attachments:** box appears in the email message. **Continue dragging** the email message(s) **over to the Attachments:** box and **release the mouse button to place** the email as an attachment. The name given to attached emails is generic: *Attached Message*.

