Thunderbird Email Client Quick Start Guide

Starting the Thunderbird Email Client Application

(Instructions are specific to the Windows client)

1. To start up the Thunderbird email client on a PC computer, click on Thunderbird on your desktop, or go to **Start-All Programs-Mozilla Thunderbird-Mozilla Thunderbird.**



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.

Enter your password					
?	Enter your password for techhelp on mail.fhda.edu:				
	1				
	Use Password Manager to remember this password.				
	OK Cancel				

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.

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-OR-

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

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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*.

🔍 Inbox - techhelp@fhda.edu - Mozilla Thunderbird					
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📥 Get Mail 🔹 📝 Write 🛄 Address Book 🛛 🔊 Tag 🔹					
🖄 Inbox - techhelp@fhda.edu	Re: ETS Call Center-AV equipment -				

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:

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3. Spell Check becomes available once you being 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 automaticallythe 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://webmail.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.

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	Local Folders Junk Settings		Copies & Folders		
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			Place a copy in:		
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	Security	l		,005	

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.

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Body Text 🔽 Variable Width	Encrypt This Message Digitally Sign This <u>M</u> essage	<u>Normal</u> <u>Low</u> <u>Lowest</u>

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.

A	ccount Settings		×
	 Local Folders Junk Settings Disk Space 	Account Settings - <techhelp@fhda.edu> Account Name: techhelp@fhda.edu</techhelp@fhda.edu>	
	techhelp@fhda.edu Server Settings Copies & Folders Composition & Addressing	Default Identity Each account has an identity, which is the information that other people see when they read your messages.	
	Junk Settings	Your Name: techhelp	
	Disk Space Return Receipts Security	Email Address: techhelp@fhda.edu Reply-to Address:	
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	Coppes & Polders Composition & Addressing Junk Settings Synchronization & Storage	Kaveh Daryabeygi Tech Help - Call Center De Anza College (408) 864-8326 techhelp@fhda.edu	

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.

Filter Rules			×
Filter name:			
Apply filter when: Checking M	lail or Manually Run	v	
 Match all of the following 	O Match any of the following	O Match all messages	
From	is 💌	largentallison@fhda.edu	+ -
Perform these actions:			
Move Message to	V Local Folders	~	+ -
		ОК	Cancel

Creating Email Lists

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.
 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.

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Address Boo <u>k</u> :	- To: 🔒
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Name 🔺 🖽	Subject:

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.

🖣 Address Book		
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Address Books	Name	Email
Personal Address Book		
Gmail-Contacts		
S FHDA		

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*.

Mailing List 🛛 🗙							
<u>A</u> dd to:	Persor	nal Address Book 🛛 💌					
<u>L</u> ist Na	ame:						
List <u>N</u> ickn	ame:						
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.

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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**.

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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 Tools pull down menu and select Options

2. In the window that appears, click on Composition. Now click on Spelling.

Options					
신			-	Ø	Ö
General	Display	Composition	Security	Attachments	Advanced
General Addre	essing Spelling				
	pelling before ser	nding			
Enable s	pell check as you	ı type			
Language:	English/United S	itates		*	
Download M	ore Dictionaries				

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 <u>Thunderbird?</u>



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

🔰 Address Book		
<u>File E</u> dit <u>V</u> iew <u>T</u> ools I	Help	
Antice An	list 🕧 Properties 📝 Write 🖉 Delete kaveh	×
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Gmail-Contacts		
🕥 FHDA 🛛 🚩		
Collected Addresses		

3. Type the first few letters of the last, or first 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.

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Prefers to recei <u>v</u> e	messages formatted as: Unknown 💌		
			ОК

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.

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2. Create a new email message by clicking on Write at the top.
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Inbox - techhelp@fhda.edu
Re: ETS Call Center-AV equipment -

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.

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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*.

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