

# Reference Information

Use the following information during these exercises.

## Navigation Differences Between Linux and Windows

This book was written for Windows. The following bullets outline the navigation differences between Windows and Linux.

- Setup options – In Windows, the setup options are under Tools > Options. In Linux, they are under Edit > Preferences.
- Account options – In Windows, the account options are under Tools > Account Settings. In Linux, they are under Edit > Account Settings.
- Folder options – In Windows, the folder options are under Edit > Properties. In Linux, they are under Edit > Folder Properties.

## Installation and Setup

Thunderbird is an open source email client program from Mozilla. You can set it up to connect to virtually any email server, including Yahoo and AOL.

### Downloading and Installing Thunderbird

- 1 Go to [mozilla.com/thunderbird](http://mozilla.com/thunderbird)
- 2 Follow the instructions to download the program.
- 3 When downloaded, unzip or ungzip the downloaded program.
- 4 Run it and follow the instructions onscreen.

### Setting Up Thunderbird

You'll need to set up Thunderbird to connect to the servers that your email is received and sent on. If you have multiple email addresses, you can set up an account in Thunderbird for each email address.

- 1 Start Thunderbird.
- 2 Click Create New Account.

#### Thunderbird Mail - Local Folders

##### Accounts

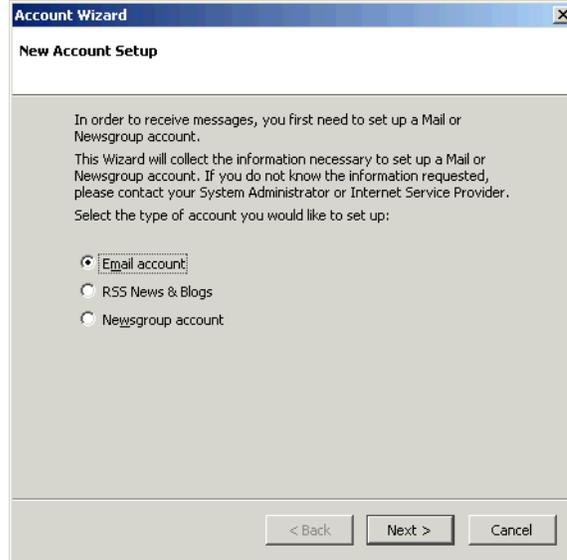


View settings for this account



Create a new account

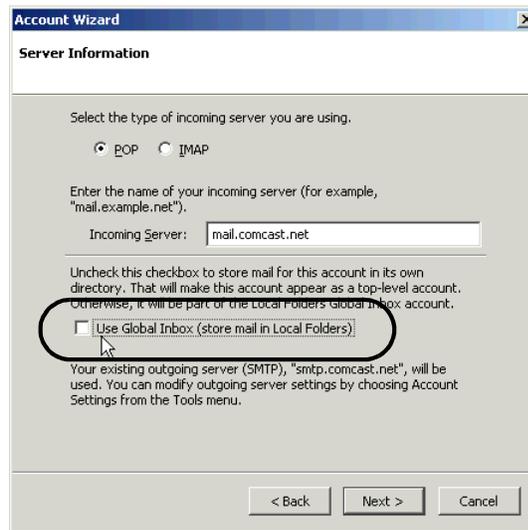
- 3 Follow the steps of the wizard to enter information. First, choose to create an email account.



- 4 Enter information as prompted in each window that appears. You will need to enter the name of the person, the email, and the outgoing and incoming server (see *Navigation Differences Between Linux and Windows*)



- 5 Unmark the Global Email Inbox checkbox in order to see the name of your account. You should also **unmark** this if you'll be creating two or more accounts on the same machine. If you leave that option marked, then the name of the email address won't be displayed in the main window, which is confusing.



Account Wizard

Server Information

Select the type of incoming server you are using.

POP  IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

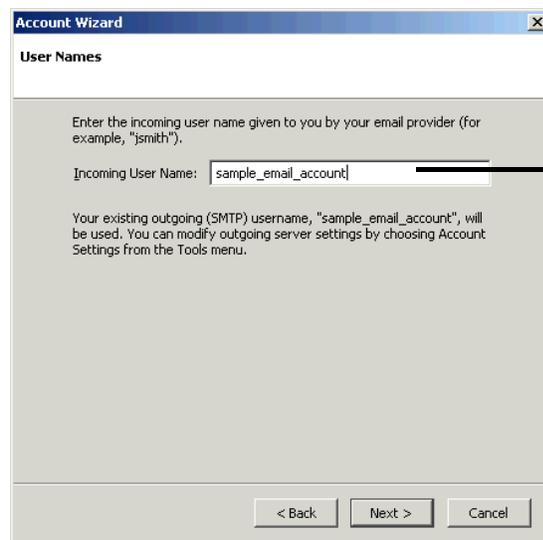
Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

Use Global Inbox (store mail in Local Folders)

Your existing outgoing server (SMTP), "smtp.comcast.net", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

- 6 Accept the default shown; it's taken from the email address you entered in the first window.



Account Wizard

User Names

Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your existing outgoing (SMTP) username, "sample\_email\_account", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

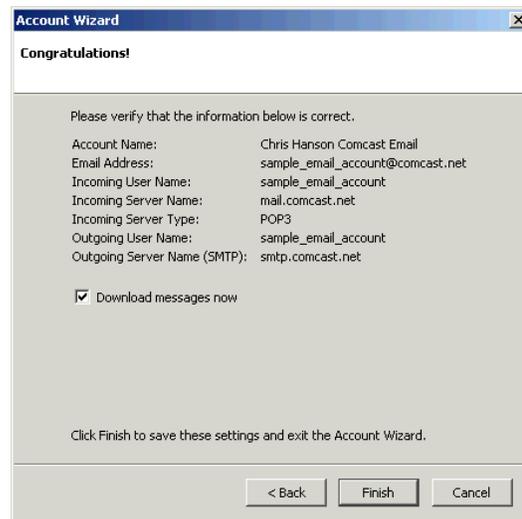
Accept the default value. This must be the first part of the email address, up to the @.

The first time you set up Thunderbird, you'll be asked for the outgoing user name, as well. Use the same value.

- Specify the name that you want to show up in your email. This can be anything you want and is used only on your email client, not as the name of the person sending the email.

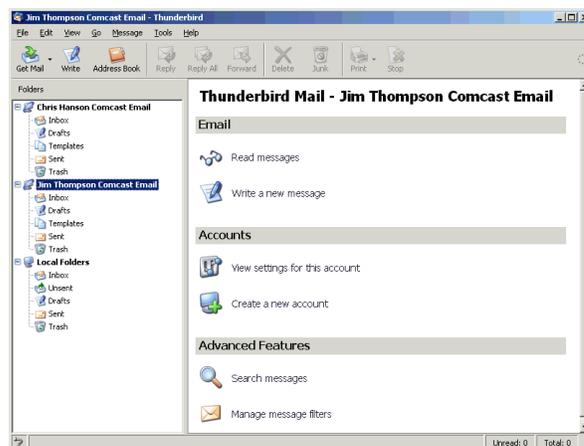


- When you're done, a summary will be shown. Click Finish.

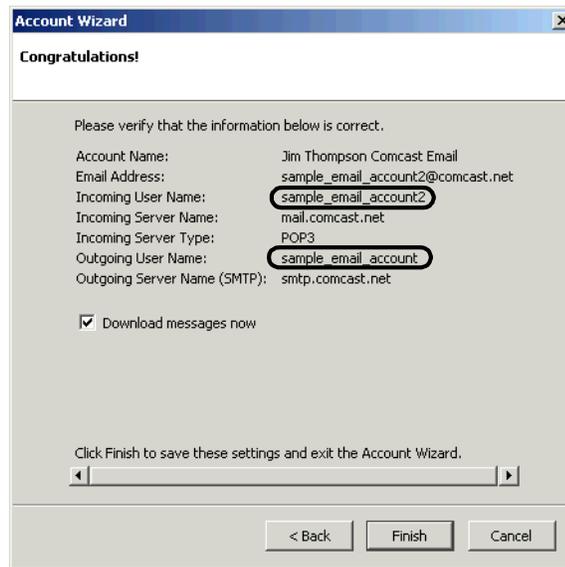


## Creating Additional Accounts on the Same Computer

To create additional accounts, repeat the process. When you have two or more accounts, the email window looks something like this.



Depending on the server settings, you might need to change the outgoing server by modifying it after you've clicked Finish. See *Modifying the Outgoing Server*.

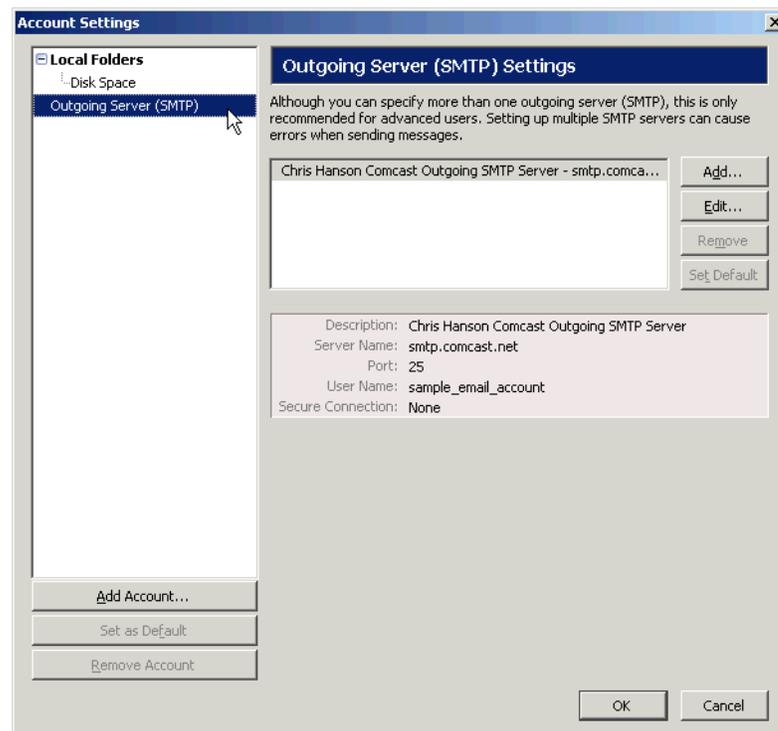


## Modifying the Outgoing Server

By default, Thunderbird uses the first outgoing server you use for all additional email accounts. To set up a different one, and specify it for the additional account, follow these steps.

### Creating a New Outgoing Server or Editing the Current One

- 1 Choose Tools > Account Settings.
- 2 Select Outgoing Server. You'll see the current outgoing server(s).



- To create a new one, click Add, enter the appropriate information, and click OK.

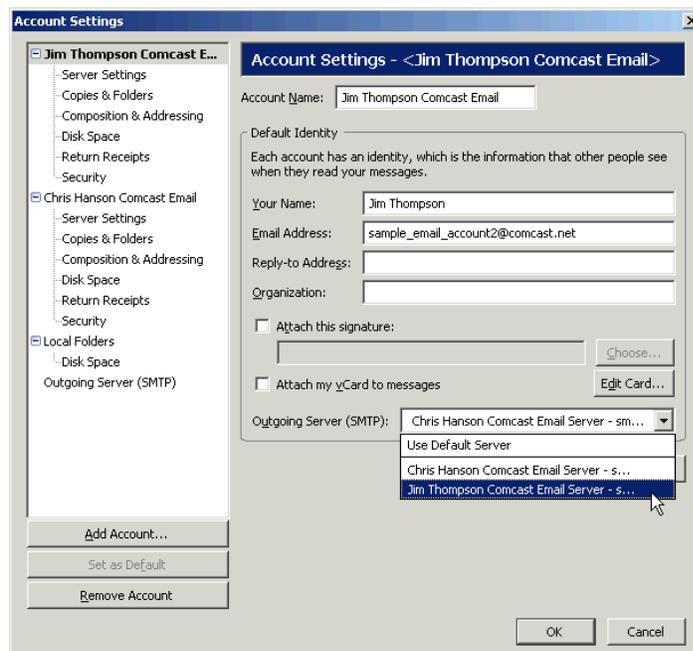


To edit it, click Edit and change the settings, then click OK.



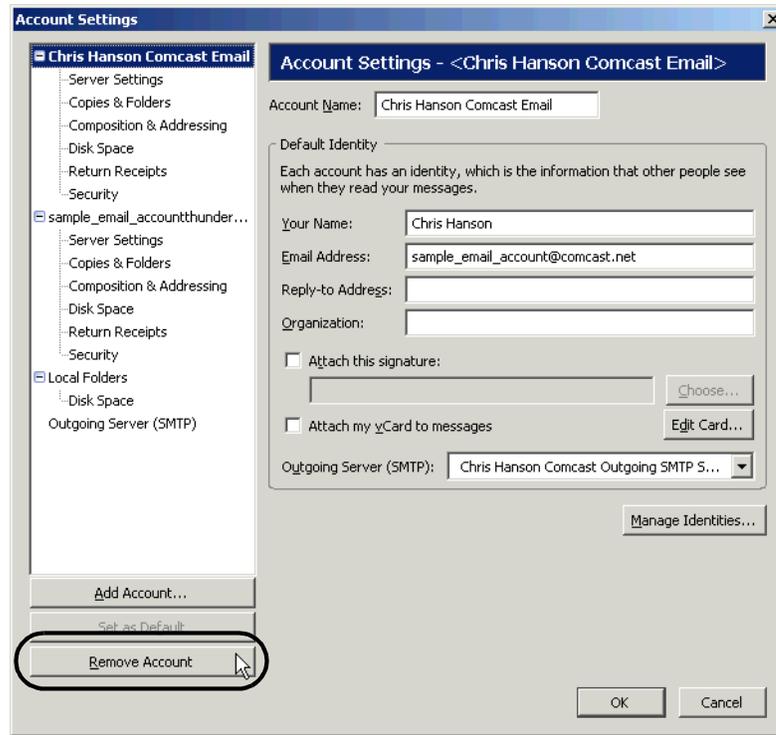
## Specifying a New Outgoing Server for an Email Account

- Choose Tools > Account Settings.
- In the left-hand pane of the Account Settings window, select the account to change.
- In the dropdown list shown, select the correct outgoing server. Click OK.



## Deleting an Account

- 1 Go to the Profile Manager by choosing Tools > Account Settings.
- 2 Select the account to delete and click Remove Account.



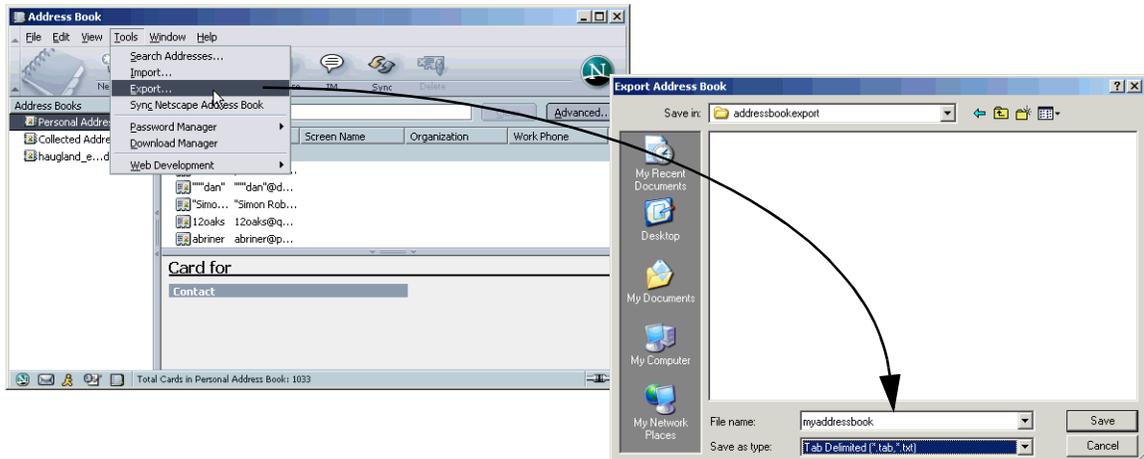
## Managing Addresses

If you have two or more accounts on the same computer, they will have access to all address books.

## Importing Address Books

- 1 Get your address book into a format that Thunderbird can handle: LDAP, tab, csv, or txt. You can skip importing if you're importing address books from Outlook, Outlook Express, or Eudora.

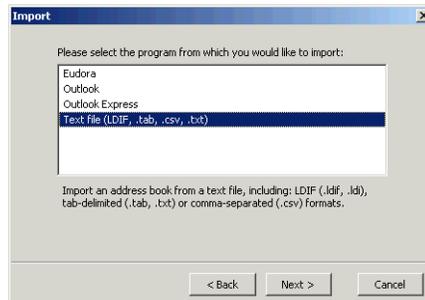
You should be able to do this in the email program where the address book is used by choosing Tools > Export or similar navigation. Export to a file.



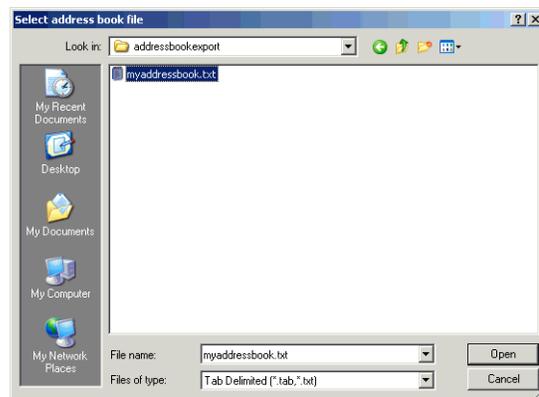
- 2 In Thunderbird, choose Tools > Import.
- 3 Choose to import Address Books.



- 4 Choose the indicated address type, unless you're importing from Eudora or Outlook. Click Next.



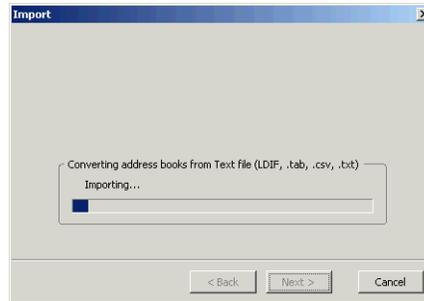
- 5 Select the file you exported addresses to and click Open.



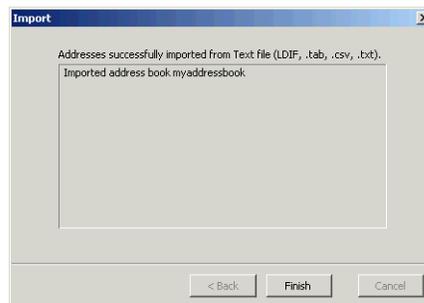
- 6 Be sure that the address info and the actual imported addresses are synced up correctly. Then click OK.



- The addresses will be imported.

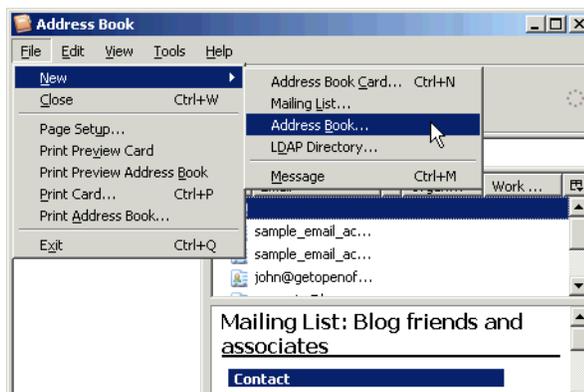


- A message will state that the import was successful.



## Creating a New Address Book

- Choose Tools > Address Book.
- Choose File > New > Address Book.



- Type the name of the address book and click OK.

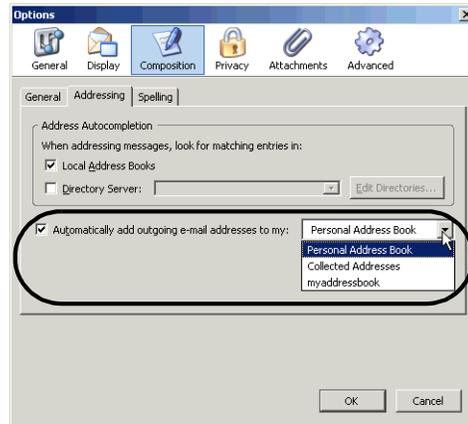


- The address book will appear in the left-hand side with the other address books.

## Automatically Adding New Email Addresses to Address Book

By default, all emails you send email to will be added to the Personal Address book. If you want them to not be added, or to be added to a different address book, follow these steps.

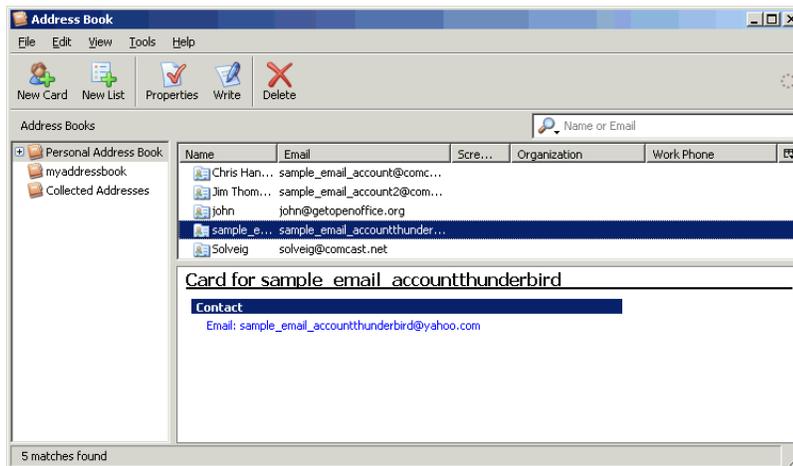
- 1 Choose Tools > Options.
- 2 Click the Composition icon and the Addressing tab.
- 3 To keep from automatically adding outgoing emails to an address book, unmark the circled option.



- 4 To add the addresses to a different book, select a different book from the list.

## Adding a New Address Manually to the Address Book

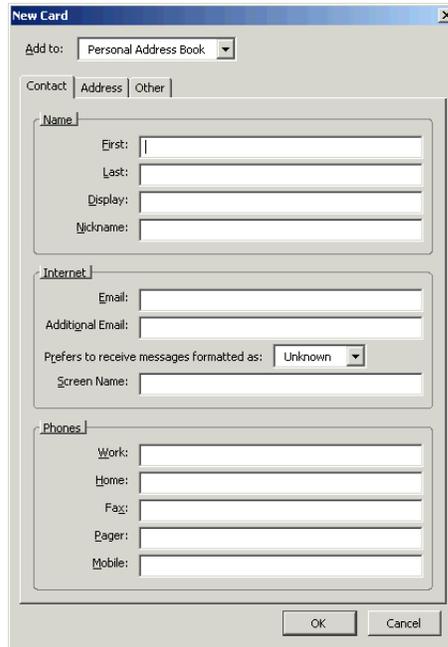
- 1 Choose Tools > Address Book. The Address Book window appears.



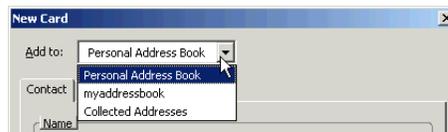
- 2 Click New Card.



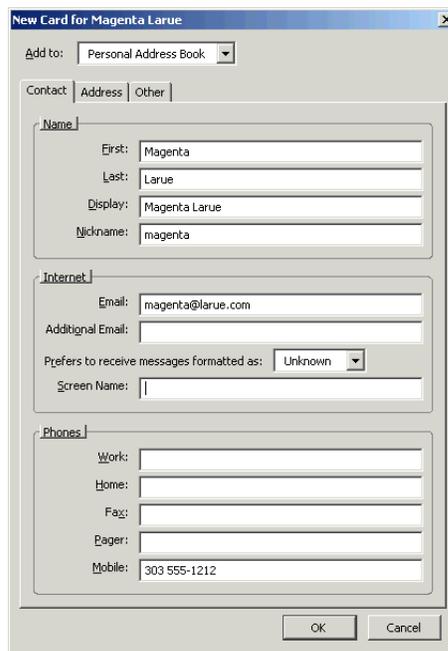
- A new blank window appears.



- Select the address book to add the address to,.

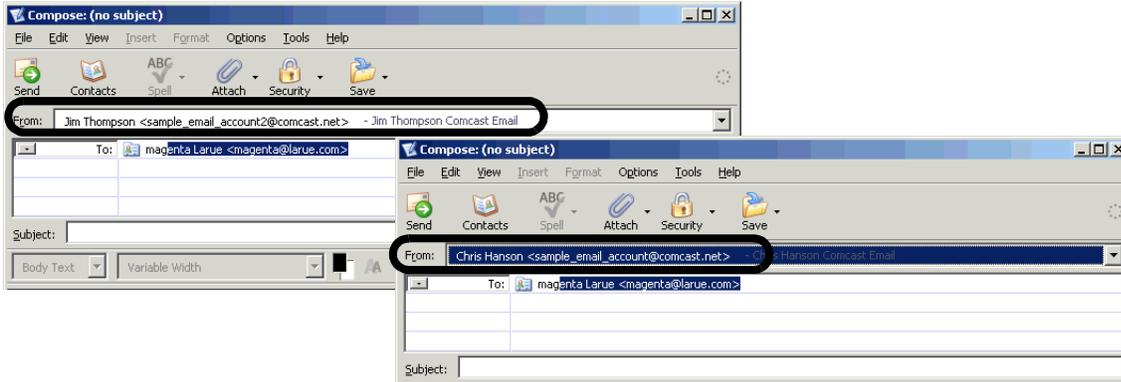


- Enter all the information you want to add. If you want to add information to the Address and Other tabs, click each and type the information.



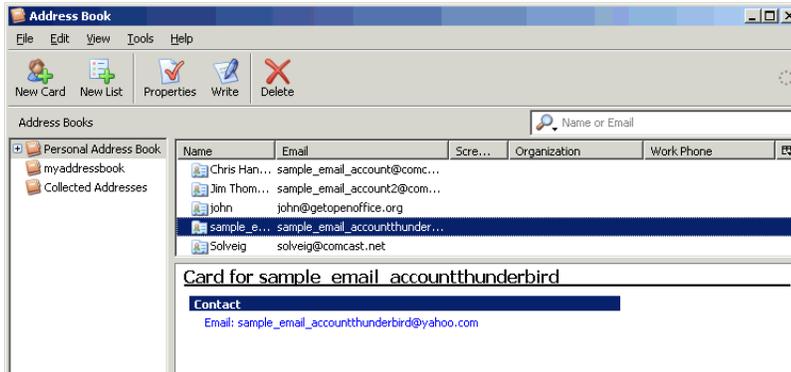
- Click OK to save changes and close the window.

- When you start typing the first few letters of the name, or of the email address, the full address will appear and you can select it. Note that as shown below, both accounts on the compute have access to the new card in the address book.



## Creating an Email List

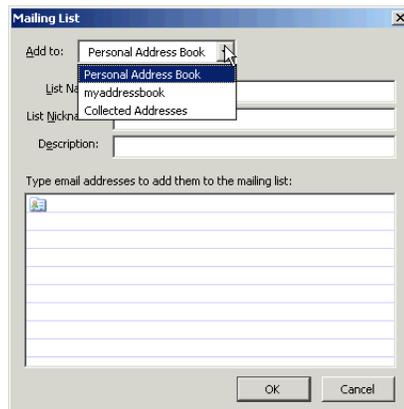
- Choose Tools > Address Book. The Address Book window appears.



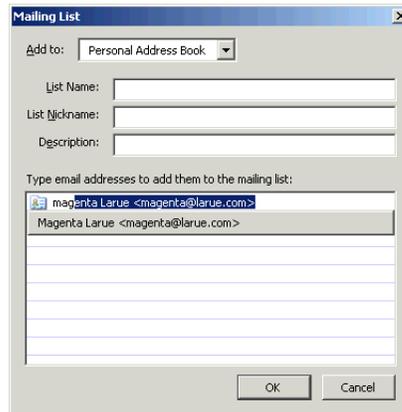
- Click New List.



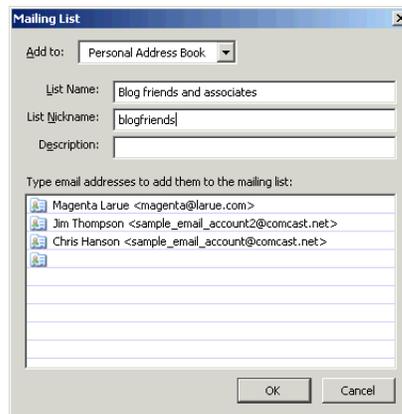
- In the window that appears, select the address book to use addresses from.



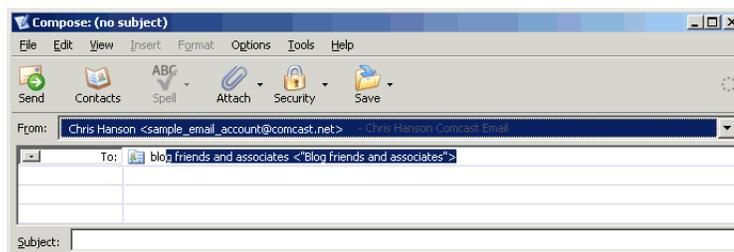
- 4 Type each email entry you want. When you type the first couple letters, the rest of the addresses that match those letters will appear.



- 5 Type the name of the list and the List Nickname, the name you want to type when addressing.



- 6 Click OK.
- 7 When you address an email, type the first couple letters of the list and it and any other matches will appear. Select the list.



## Editing an Email or List

To edit an address book entry, choose Tools > Address Book. Select the entry, and click Properties. Make changes, then click OK.

