

Created for Bristol Village Computer Club members by Len Nasman

There are a number of options for reading and composing email. For example, both Yahoo mail and gmail come with basic email read and write software. Also, the current web server used for the <u>www.bvres.org</u> web site, includes a program called Roundcube.

This article contains instructions for installing and using email software called **Thunderbird**. I have been using this program for a number of years now and am very satisfied with it's performance. It is available for downloading free from the Internet. This example uses an Internet Browser program called Firefox. The downloading process is similar with other browsers.

Downloading Thunderbird

Figure 1 shows the browser set to the Thunderbird download page. Here is a link to that page.

https://www.thunderbird.net/en-US/

From the Thunderbird download page, select
 Free Download.

Although Thunderbird is free, the developers welcome donations.



When you start running the install program, a Welcome dialog box will appear.

Select Next.



The next dialog box will ask if you want to use the Standard or Custom setup.

Select Standard, then select Next.



The next dialog box identifies the installation location.

Select Install.

Summary		6
Ready to start installing Thunderbird		Ç
Thunderbird will be installed to the f	following location:	
C:\Program Files\Mozilla Thunderbird	ł	
Click Install to continue.		
Click Install to continue.	< Back Instal	Cancel

After the installation is complete, select **Finish** to launch Thunderbird. Completing the Mozilla Thunderbird Setup Wizard Mozilla Thunderbird has been installed on your computer. Click Finish to close this wizard. 🔽 Launch Mozilla Thunderbird now





Setting Up Thunderbird

When Thunderbird is launched for the first time, a setup dialog box will appear.

NOTE: The setup dialog box might be hidden behind the welcome screen. If you do not see the setup dialog box, check the Taskbar or press Alt+Tab and bring the setup dialog box to the front.

In the setup dialog box, enter your name, email address, and password.

() Welc	ome to	Mozilla Tl	hunderbird 78.12.0) 	
Choose What to Set U	p	Set	t Up Your Existing Email Use your current email addr	Address	
Email	Caler y	'our <u>n</u> ame:	Your full name	0	ds Newsgroups
	E	mail address:	Your email address	0	
moort from Another	Program			Get a new email address	
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Thunderbird is the leading dient, free for business and even better. A donation will continue to improve.	open sou 1 persona 1 allow us				u like Thunderbird, please you to ensure Thunderbird
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Explore Features	③ Support	Get involved	d 🌾 Developer Documenta	tion	
Thunderbird is free and o	open source so	ftware, built by a com	munity of thousands from all over t	the world.	Know your rights
Done					

After you enter your account information, the system will search the Internet for your address. If it finds it, the setup dialog box will provide options for using either IMAP or POP3 protocol.

Select the **POP3** option to keep the email on your computer. Then select **Done**.

The system will then ask if you want Thunderbird as your default email client.

Use Thunderbird as the E-Mail	he default clie	nt for:
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□ Nieuwsersuns		
Newsgroups		
✓ reeds		

Set Up Your Existing Em	ail Address	
S	et Up Your Existing Email Ad	dress
	Use your current email address	
Your <u>n</u> ame:	Len practice	Û
<u>E</u> mail address:	atest@bvres.org	0
Password:	•••••	Ø
	Remember password	
	✓ Configuration found at email provide	r
Protocol:	IMAP (remote folders)	
	POP3 (keep mail on your compute	r)
Incoming:	POP3 bvres.org SSL	T
Outgoing:	SMTP bvres.org SSL	FI
Username:	atest@bvres.org	E M
		No.
		v
Configure manually	C <u>a</u> ncel	Done
Figure 6:	Setting up your en	nail address.

Toggle the Always perform check option OFF, and then select Set as Default.

The Thunderbird window should now be on your display. It is handy to have the **Menu Bar** turned on.

Right click near the top of the Thunderbird window and select the **Menu Bar** toggle.

Thunderbird uses tabs. In Figure 8 the **Menu Bar** has been toggled on and the privacy notice tab has been selected. Tabs can be closed by selecting the small X at the right edge of the tab.

Tabs can be opened by clicking in the middle of a tab.

·	Review	the pi	rivacy	notice,	then	close	the	tab.

NOTE: To display an email message in a new tab, double click on a message in the Inbox.





Figure 8: The privacy notice tab.

Figure 9 shows two windows. The larger window contains Thunderbird. The smaller window shows the *Write* dialog box. The Write dialog box was opened by selecting the *Write* tool from the *Mail Toolbar*. (If the *Mail Toolbar* is not on the display, *right click* near the top of the window and toggle it ON See Figure 7.)

It's time to send a test message to yourself to make sure everything is working properly.

Select the Write tool. In the composition dialog box, enter your email address, Subject, and message.

Select Send.



Reading Messages

After the test message has been sent, it will appear in the *Inbox*. Sometimes it takes a while before a message makes its way through the world wide web to the server, and then back to your Inbox. If you don't see the test message, click on the **Get Messages** tool on the *Mail Toolbar*.

Select the **Inbox** folder, then select the **first test** message from the message list area.

When you select the *Inbox folder*, a list of messages will appear in the *Message list* area.

When you select a message from the *lnbox list*, a *preview* of the message will appear in the *Message preview* area. If the message does not fit in the preview area, a scroll bar will allow you to scroll through the message.

NOTE: If you *double click* on a message in the Inbox folder list, the message will open a new *tab*. If you open messages in new tabs, be sure to close the tabs when you are finished reading the message. (I have seen users with dozens of open message tabs. This can be confusing.)

Now that your new Thunderbird account is working, it's time to adjust some settings.

Select the *account* and then select Account Settings.

This will open the **Account Settings tab**. If you want to add a signature to your email messages, do the following:

Check the **use HTML** box.

Add HTML code to the signature box (see sample below).

```
<hr>
Email from the <b>atest </b> Thunderbird account <br>
<hr>
```

<hr> inserts a horizontal line

atest starts and stops bold text

 forces a new line



Image: Second secon	🖵 Get Messages 👗 🖋 Write	🖵 Chat 🗿 Address Book 🛛 🛇 Tag 🛩 🍞 Quick Filter	P Search <ctrl+k></ctrl+k>	=
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Transferberd is free and open source software, built by a community of thousands from all over the world. Transferberd is free and open source software, built by a community of thousands from all over the world. Transferberd is free and open source software, built by a community of thousands from all over the world. Transferberd is free and open source software thousands from all over the world. Transferberd is free and open source software thousands from all over the world. Transferberd is free and open source software thousands from all over the world. Transferberd is free and open source software thousands from all over the world.		from Met Salget First test To Met	Be list a	Archive Dank Delete More ¥ 630 AM
Figure 10, Displaying the Inhex contents	 Thunderbird is free and open Image: A set of the se	Source software, built by a community of thousands from all o	Previe W	Knox your rights. X Unread 0 Totak 1
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There is a separate tutorial in the **Schoolhouse** that covers **Thunderbird signatures** in more detail.

Adjusting Settings

Select the Server Settings option and toggle Empty Trash on Exit ON.

 Adjust the other Server Settings as desired.





 If you want to change the default text style for composing new messages, select **Tools**, **Options** from the *Menu Bar*.

 \sim Select the **Composition** option and select the font style and size.



Write and Send a new practice message.
 Select a message from the Inbox list and observe the options that can be applied to the message.

It's easy to **Reply** to, or **Forward** a message.

NOTE: There are three options for sending or forwarding an email message; **To:**, **Cc:**, or **Bcc:**.

> When you send a message To: more than one address, each recipient will see the addresses of everyone who received the message.

When you use the Cc: (Carbon Copy) option, everyone on the Cc: list will see everyone else on the list.



When you use the Bcc: (Blind Carbon Copy) option, the list of recipients will be hidden from everyone on the list.

It is poor email practice to **Forward** messages using the **To**: option. Since every address on the list is exposed, it provides a way for the bad guys to generate **Spam** lists. Always forward messages using the **Bcc**: option.

Using Address Books

Thunderbird has two default Address Books, **Personal Address Book** and **Collected**

Addressees. It is possible to add additional address books as desired. Figure 16 shows the default addressing settings.

 From the *Menu Bar*, select Tools, Options.

Scroll down until the *Addressing* section is revealed.

Observe that the default setting is to automatically add outgoing email addresses to the **Collected Addresses** book. This means that your **Col**-

lected Address book will be increased each time you send an email message. You may, however, want to edit the added addresses.

- Select the Address Book option from the Mail Toolbar.
- Select an Address Book.
- Double click on a Contact from the Address Book.

This opens the *Edit Contact* dialog box for the selected address. Observe that there are tabs for editing different contact information, *Contact*,

Private, Work, Other, Chat, and *Photo*. It is possible to collect and save quite a bit of information about each contact.

Next, a *new Address Book* will be created.

Select the Address Book option from the Mail Toolbar.

- ✓ In the Address Book dialog box, select File, New, Address Book.
- ✓ Enter a name for your new address book in the New Address Book dialog box.









Here is how to add a *new contact* to an Address Book.

- Select the Address Book option from the Mail Toolbar.
- Select the new address book, then select New Contact.

Add information to the New Contact dialog box.

You can import address books from other email programs. Of course you have to first export the address book or contacts list from the other program. Thunderbird can import the following email address book files; Outlook, LDIF, tab, csv, txt.

and vCard (.vcf) files. The file format for Thunderbird is LDIF. Here is how to import an address book.

- Open the Address Book dialog box.
- Select All Address Books.
- From the Menu Bar, select Tools, Import.
- In the Import dialog box, select Address Books, then select Next.
- Select the type of file you would like to import, and then select Next.
- Browse to the desired file and select Open.
- When the file has been imported, select Finish.

Mailing lists are sub lists from an address book. Suppose that there is a group of people to which you frequently write messages. Here is how to create a *mailing list*.

Open an Address Book dialog box where you want to create a *Mailing List*.

✓ Select the Address Book to which the New List is to be added.

- Select the New List tool.
- Enter addresses for the new list.

NOTE: If you click in a New List entry box and type one letter, a list of addresses that contain that letter will pop down. This makes it a little easier to create the new list contents.



🖙 bvccuser@bvres.org 🔥 🛛	Unread Starred Kact O Tags I Att	achment P Filter these mess	ages <ctrl+shift+k></ctrl+shift+k>
webmaster@bvres.org	• • Subject E1	Correspondents	Date
Inbox		conceptingents	
Drafts (1)	- C		
✓ Sent File Edit View Loois	New Contact for Bycc Webmister		
D Junk 2 New Contact 2	Add to: 2021 Test Address Rook		
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E Drafts	3 Intact Private Work Other Chat Pho	to	
Trash 2021 Test Addr	First: Bycc	Work:	
Outbox BVCC	Last: Webmaster	Home:	
archives2 A bystaft	Display: Bycc Webmaster	Fax	
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Figure 19: Adding a new contact.





The illustration to the left shows a pop down list when the letter **C** was entered in a new address box.

You can also add to the list by typing addresses.

To mail to all of the members of a *Mailing List*, select the list and then select the addressing option. Figure 21 shows a list added using the **Cc:** option.

▲ Send A Spelling -	Security V 🗈 Save V	0 Attach 🗸
Contacts	From Len practice <atest@bvres.org> atest@bvres.org</atest@bvres.org>	7 👻 Bcc ≫
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The Thunderbird email program provides many options for making email easier to use. 😀



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