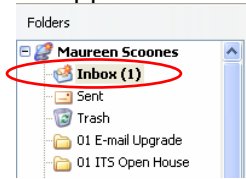


Mozilla Thunderbird E-Mail Client

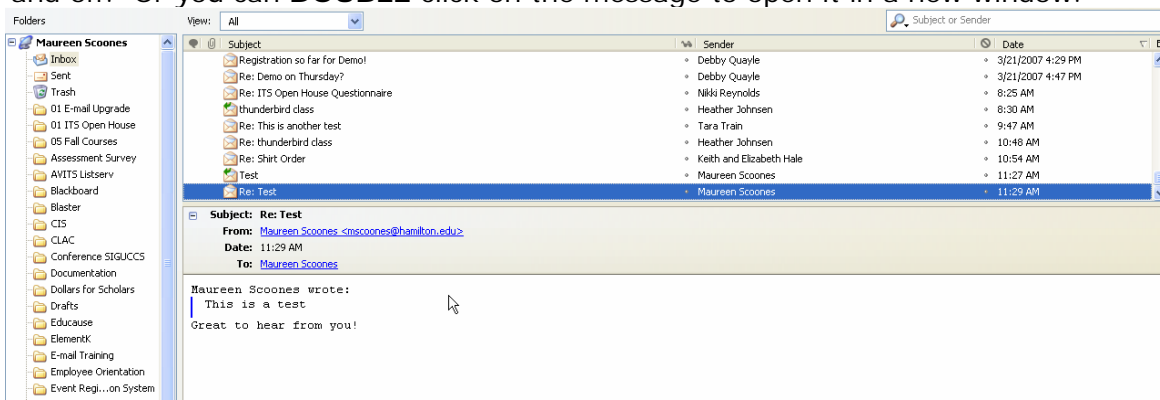
There are no functional differences between the Windows and Macintosh versions. **NOTE:** Wherever you see a right-click noted in these instructions, Mac users need to hold down the <CTRL> key while clicking the mouse.

Checking Mail

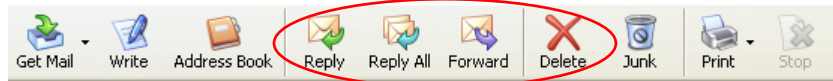
1. When you first open Thunderbird, you will be prompted to enter your password. Any new mail will be in your in the **Inbox**, unless you use filters to redirect incoming mail to other folders. The **Inbox** folder name will appear in bold when new mail is in the folder.



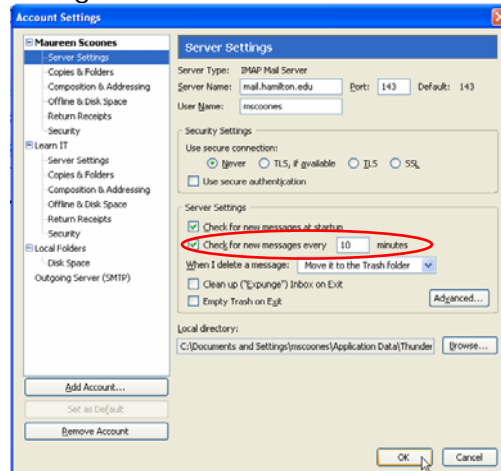
2. To read your mail, simply **SINGLE** click on the **Inbox** or other folder where there is new mail and view it in the Preview pane. Pressing the <F8> key will turn the Preview Pane on and off. Or you can **DOUBLE** click on the message to open it in a new window.



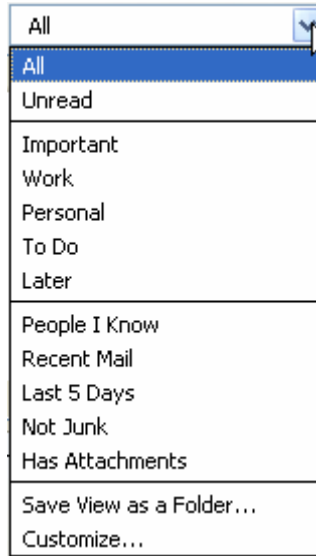
3. Once a message is open, you have several options on how you handle the it: , Reply, Reply All, Forward, or Delete



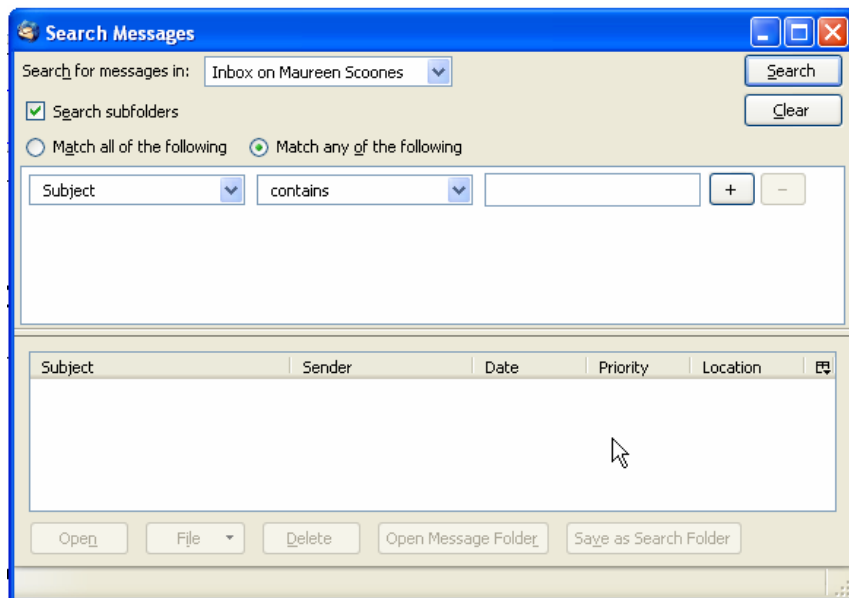
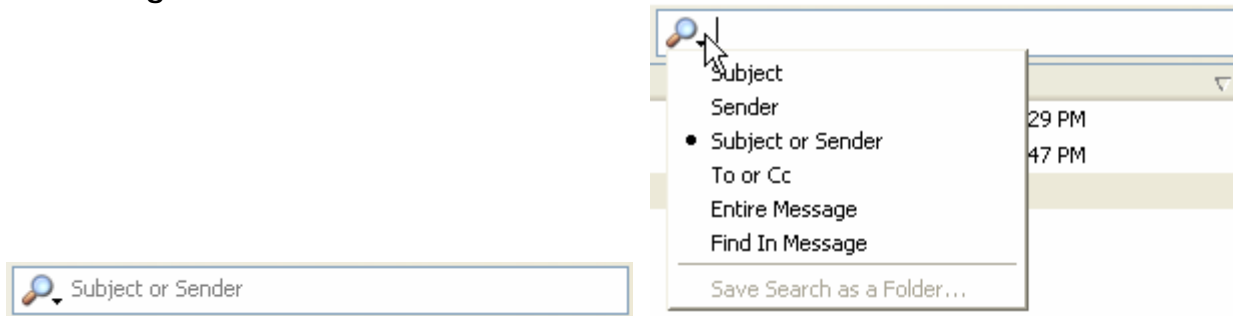
4. Thunderbird can be set to automatically check mail at an interval of your choosing. From the **Tools** menu, select **Account Settings** and then click on the **Server Settings** icon. Set the desired time to check the server for mail. This setting should not be set to check mail every minute as it will put too great of a load on the mail server.



- 5. You can check for new mail at any time by clicking on the **Get Mail** icon on the toolbar.
- 6. **Viewing Mail** - If you want to display only a subset of you mail, Thunderbird does have an option for you to view only Unread mail, or you can actually customize settings, for example to view mail from a specific individual.

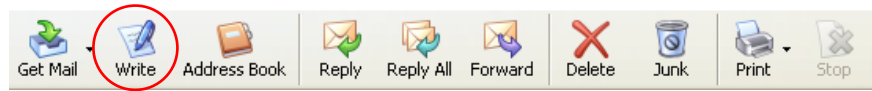


- 7. **Searching for Mail** – A search box appears in the top right corner where you can do a quick search for mail. Additional options appear under the **Edit** menu → **Find** → **Search Messages**.

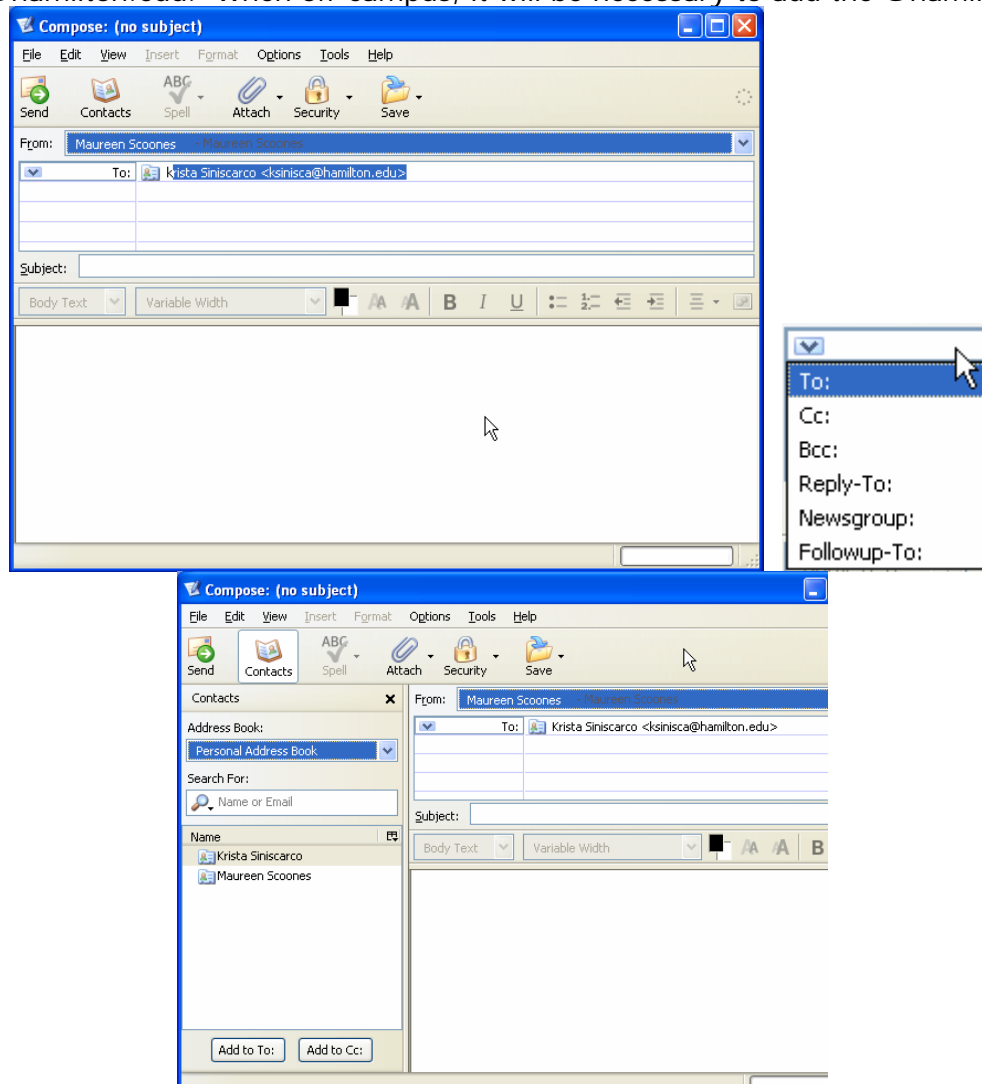


Sending Mail

1. Click on the **Write** icon on the toolbar.



2. In the **To:** field, type the e-mail address of the person to whom you are sending the message. If you are sending to multiple recipients, each address will appear on a separate line. NOTE: When sending to a Hamilton address, it is necessary to include the @hamilton.edu at the end. Address Autocompletion can be configured in Tools→Options→Composition→Addressing. When on-campus, a directory server can be added so that all Hamilton accounts will automatically be detected, eliminating the need to add @hamilton.edu. When off-campus, it will be necessary to add the @hamilton.edu.

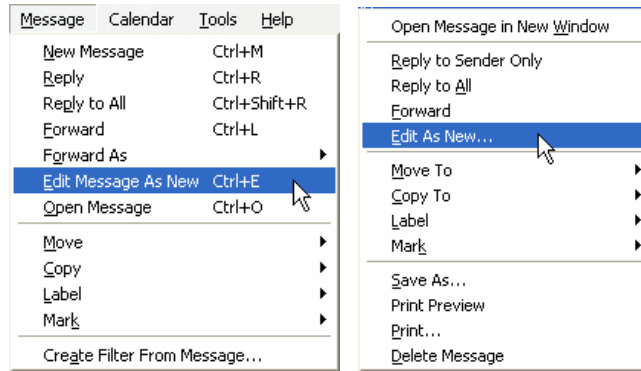


3. If you would like to send either a carbon copy or a blind carbon copy of this message to someone, then enter click on the **To** dropdown menu to choose one of these options.
 - a. To send a message to someone in your address book, click on the **Contacts** icon (see *Creating an Entry in the Address Book* on page 5) and then double-click on the name of the person.
 - b. You can just start typing the address and Thunderbird will present you with matches from your address book and the Hamilton Directory.
 - c. You can copy and paste a list of comma separated addresses in the **To** field.

4. Enter a subject in the **Subject** field.
5. Type the body of your message in the large text box below the *Subject* field.
6. When you are finished typing your message, click **Send**.

Edit as New

Any message you receive can be edited as a new message. This feature allows you to send the same message to multiple recipients, edited to meet the specific needs of each recipient. From the **Message** Menu, select **Edit Message As New** or Right click on the message and choose **Edit as New**.

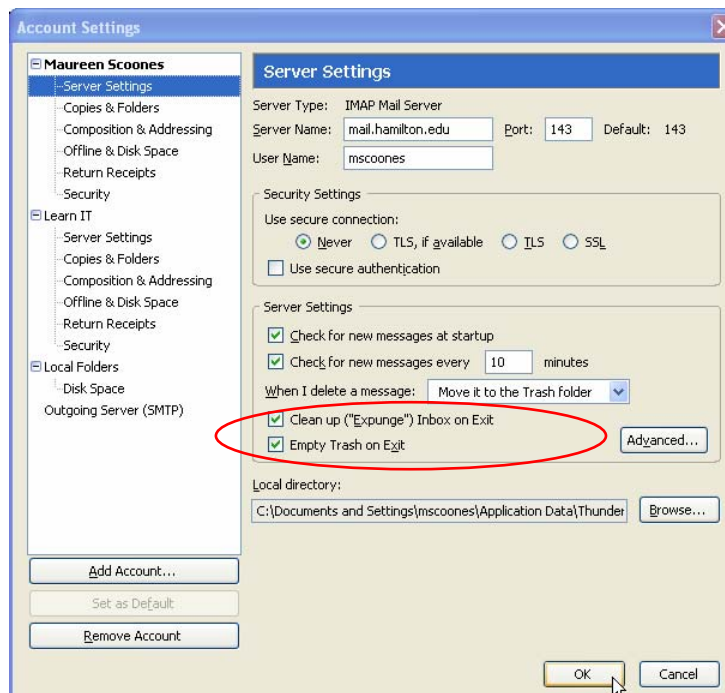


Deleting Mail

1. Click on the message in the **Message** window.
2. Click on the **Delete** icon. This will send your message to the server trash folder. You can also hit the <DELETE KEY> on the keyboard.

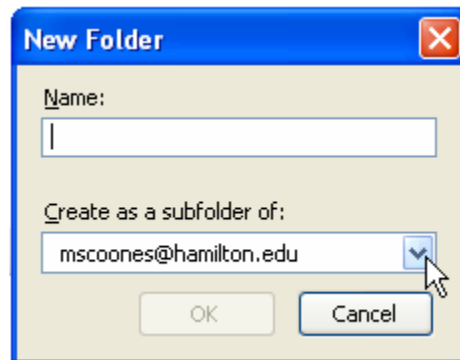


NOTE: If you do not regularly empty your server Trash folder, this mail will count against your quota. You can change your Thunderbird settings to automatically empty the Trash folder when you exit the program. From the **Tools** menu, select **Account Settings** and then check the boxes next to *Clean up* and *Empty Trash on Exit*. If you don't want Thunderbird to automatically empty the Trash folder, the *Clean up* check box should still remain checked.



Creating Folders

1. From the **File** menu, select **New** and then **Folder**.
2. Enter a name for your new folder, select the account where the folder will reside, and click **OK**.

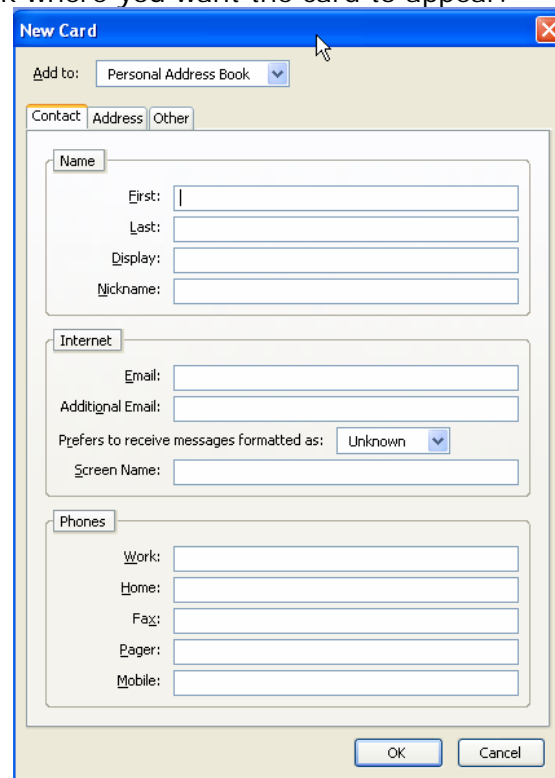


Moving Messages from the Inbox to Other Folders

1. Select the message from the Message Window and drag it to the desired folder. You can also right click on the message and select **Move To** then **Account Name**, and then the desired folder.

Creating an Entry in the Address Book

1. Click on the **Address Book** icon.
2. Click on the **New Card**.
3. Select the Address Book where you want the card to appear.



4. Enter the person's first and last name for the person whose address you are adding. The display name will be created from the first and last name entries. A nickname is not required, but can be added.
5. Now type in the e-mail address in the box below.
6. To save the new address book entry, click on **OK**.
7. Now when you start to type a person's address in the To section of a new message, as soon as a match is made to your address book or the LDAP directory, the full e-mail address will appear.

Creating a Mailing List

1. Click on the Address Book icon.
2. Click on New List.
3. Give your list a name. The List Nickname and Description are optional.
4. Type the e-mail addresses of the List members. If a recipient already exists in your address book, the address will auto fill when a unique match is found.

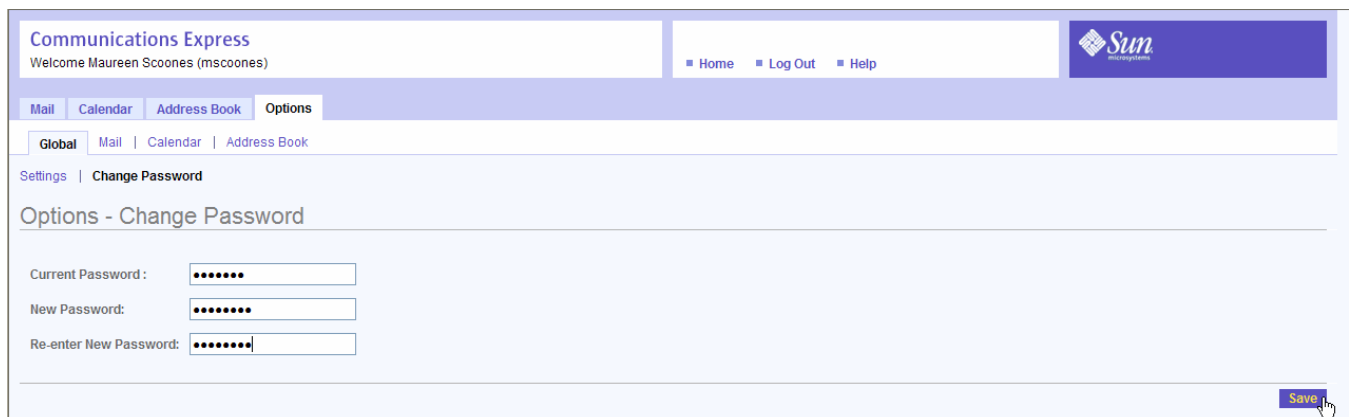
Attachments

1. Thunderbird handles attachments differently than Eudora; there is no dedicated attachments folder. The attachments will reside with the message and if you want to save it separately, after opening it, choose **Save As..** from the **File** menu. From within Thunderbird, you can also click and drag the message attachment icon to a folder or the desktop. You can also right-click on an attachment
2. Mac users will see attachments in their default download location.

Changing Your Password

NOTE: A password change can only be accomplished through the Web mail client, Communications Express.

1. From within Communications Express, click on the **Options** icon on the toolbar at the top of your browser window.
2. Click on **Global**
3. Click on **Change Password**.
4. Enter your old password, your new password, and your new password again, for confirmation.
5. Click on the **Save** button located on the far right of the screen.



The screenshot shows the 'Communications Express' web interface. At the top, there is a navigation bar with 'Home', 'Log Out', and 'Help' links, and the 'Sun' logo. Below this is a menu with 'Mail', 'Calendar', 'Address Book', and 'Options'. The 'Options' menu is expanded, showing 'Global', 'Mail', 'Calendar', and 'Address Book'. Under 'Global', there is a 'Settings' link and a 'Change Password' link. The 'Change Password' page has a title 'Options - Change Password' and three password input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. A 'Save' button is located at the bottom right of the form.

Filters

In Thunderbird, you can only filter *incoming mail*. The following is an example of how to make All Campus messages automatically transfer to a local folder/mailbox called "All Campus". The directions are the same on Macintosh and Windows.

1. First, make sure you've already created the destination folder/mailbox.
 - a. In the Thunderbird menu, click on **File → New → Folder**.
 - b. In the box that appears, type **ALL CAMPUS** in the *Name:* box.
 - i. In the *Create as subfolder of:* dropdown, Select **Local Folders → use this for the parent** in the dropdown menu
 1. if you want the folder/mailbox to be stored on the e-mail server, select **userid@hamilton.edu**
 - c. Click **OK**.
2. From the **Tools** menu, select **Message Filters**.
3. If you manage multiple e-mail accounts, select the account to apply the filter to in the *Filters for:* dropdown menu.
4. Click on **New**.
5. Ensure **Match any of the following** is selected in the *For incoming messages that:* section.
6. Select **To** in the dropdown menu that says *Subject*.
 - a. You can also add additional criteria to filter on by click the +.
7. Choose **contains** or **begins with** in the second dropdown menu.
8. In the box to the right of *contains*, type **ALLCAMPUS**.
9. Select **Move Message to** under *Perform these actions* section.
10. Select your **ALL CAMPUS** folder/mailbox in the second dropdown menu.
 - a. If you want to perform additional actions with the message click on the +.
11. Click **OK**.

