

Mozilla Thunderbird

General Notes – based on release 1.5.0.4

Installation

Very easy: download and follow the logic. Say yes or no to import from OE6 or Outlook. Either is OK, we will look at imports later.

Create a new Email Account

Tools – Account Settings – Add Account
Enter details provided by your ISP.

Toolbar

Most of the icons are self-explanatory.
Get Mail – Write – Address Book etc.

Signature

Create signature file in notepad, save as plain text in My Documents.
Tools – Account Settings – highlight the name of the account
Tick the ‘Attach this signature’ box. Browse to your saved text file.

Write Message

Click on ‘write’ icon
If you have more than one email account use drop down box to select account.
Use drop down box to select To, CC, Bcc etc from list.
Fill in address of recipient.
Fill in subject matter.
Type content and format as required.
Spell check if required.
Attach file if required. If a file is attached it will appear in a list on the right.
Save, if required. Options are as a draft, or as a template.

Address Book

New card or new list.
Add to Personal Address Book or Collected Addresses.

Junk Mail

Tools – Junk Mail Controls
Go through controls.
Turn on adaptive filter.
You will need to teach the program by using the filter manually for a couple of weeks.

Image Loading

Tools – Options - Privacy
Tick ‘Block loading of remote images’.

Import from Outlook Express or Outlook

Tools – Import

Choose Address Book, Mail or Settings.

Choose program from list – Press Next.

Mail Filters

Create a new folder under Local Folders – use right click.

Tools – Message Filters

Go to New – Name the filter.

Go through the incoming options and perform actions.

Themes

Tools – Themes

Click on ‘Get More Themes’.

Extensions

Tools - Extensions

Click on ‘Get More Extensions’.

Change View

View – Layout

Choose between Classic, Wide and Vertical – Classic is similar to OE and Vertical to Outlook 2003.

View – Text Size

Increase or decrease to suit.

Notes by Dean Smith for
Pulborough Computer Club
July 2006

www.tlcforyourpc.co.uk
pcdoctor@tlcforyourpc.co.uk

01798 875028
07720 399929