

Sun City Summerlin Computer Club

Seminar **A Tour of** **Thunderbird**

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Where to Find the Materials

- Sun City Summer Computer Club Website:
 - <http://www.scscclub.com/smnr>
 - <http://www.scscclub.com/smnr/TourofThunderbird.pdf>

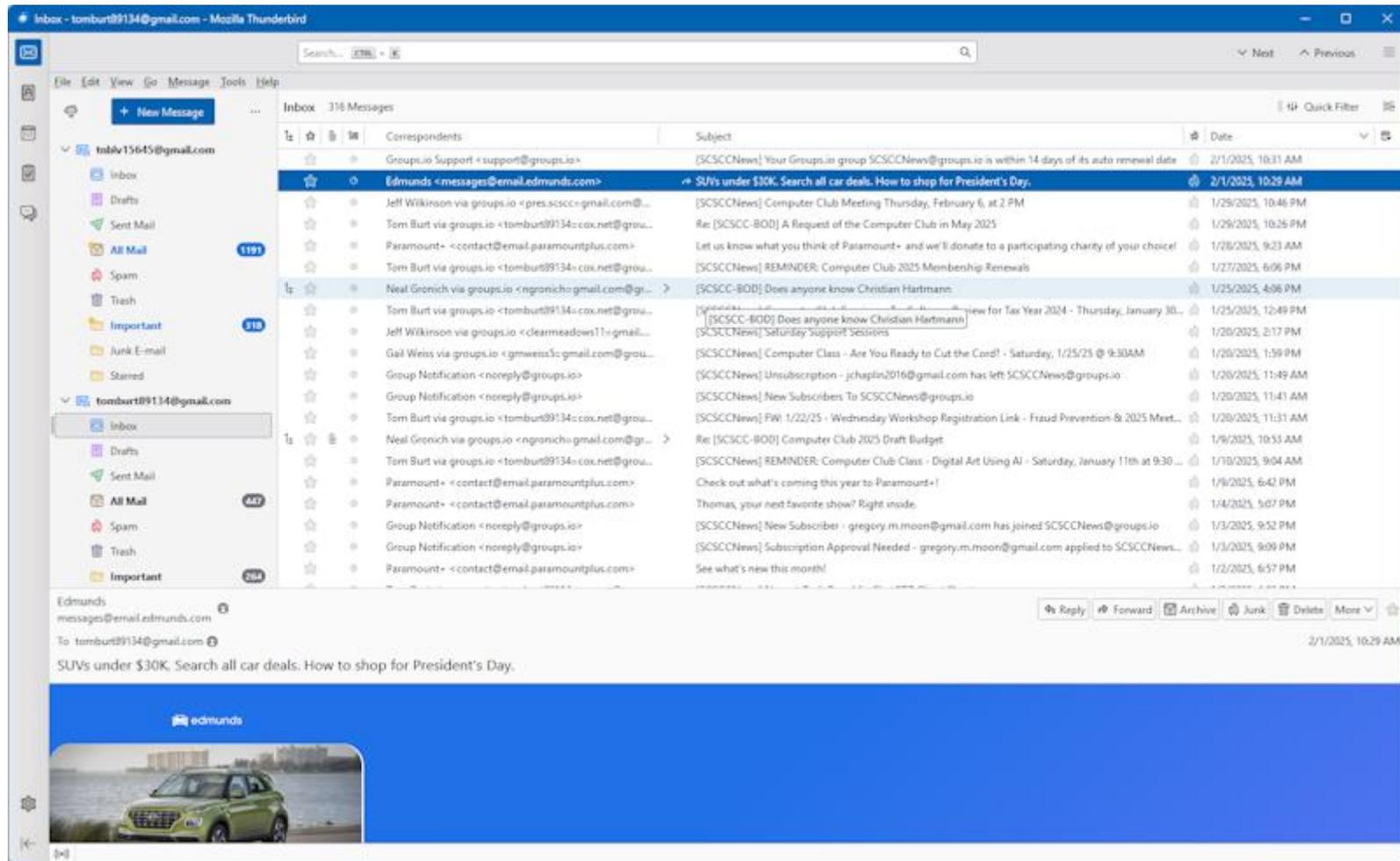
Seminar Agenda

- **Introduction**
- **How to get Mozilla Thunderbird**
- **Email Demo**
 - **Setting Up Email Accounts**
 - **Processing Your Emails**
 - **Organizing Your Emails**
 - **Composing and Sending**
 - **Junk and Filters**
- **Calendar Demo**
- **Address Book Demo**
- **Tasks Demo**
- **Keyboard Shortcuts**
- **Thunderbird Settings**
 - **View Menu > Toolbars > Customize**
 - **Tools > Settings**

Introduction

- **Thunderbird is a free, open-source client email program**
 - **Now supported by the Thunderbird group of the Mozilla community**
 - **<https://www.thunderbird.net/en-US/>**
 - **First built in 2003**
 - **Looks and acts much like Microsoft Outlook**
 - **Available in Desktop and Mobile versions**
- **Thunderbird components include:**
 - **Email – any number of accounts**
 - **Address Book**
 - **Calendar**
 - **Tasks Manager**
 - **Chat Tool (not covered today)**
 - **Rich set of 3rd-party add-ons (not covered today)**

Mozilla Thunderbird Screen Shot



A Tour of Thunderbird

How to Get Thunderbird

- **Go to the Thunderbird website:**
 - <https://www.thunderbird.net/en-US/>
- **Click the Downloads button to reach the Downloads page**
- **Configure Local, Release Channel, Operating System**
- **Click the Download button and choose a folder on your hard drive (e.g. Downloads)**
- **Use File Explorer or Finder to Navigate to the folder on your hard drive**
- **Double-click to run the installer.**
- **Follow the prompts to install Thunderbird on your PC, Mac or Linux**

Thunderbird Email Demo – Setting Up Accounts

- Navigate via the menus to Tools > Account Settings
- In the left-hand pane, open the Account Actions dropdown and choose “Add mail account”
- Enter your name, the email address and the connection password
 - Check the box for remember password. Then click Continue
- Choose between using the IMAP / SMTP (best for Gmail) or POP3 / SMTP protocols
- If your email address is on Gmail, on the next screen, allow “Signin with Google”
 - All saved messages on the email server for your account will be downloaded
 - You will have to cull through those and delete the ones that are old or unneeded
- In the Account Settings, you can set various other fields:
 - Account Signature; “Reply-to” email address, Organization name
 - These can be updated as needed at future times.
- In Account Settings, you can also select an account, open the Account Actions dropdown and choose “Remove Account”.
 - That will remove the account from Thunderbird

Thunderbird Email Demo – Processing Emails

- **Incoming emails are displayed in your Inbox folder in a table view**
 - Columns displayed are configurable
 - You can sort by clicking the column headers
 - Can toggle “thread view on or off
 - Clicking on a row will select that message; it will display in a viewing pane if enabled
- **Pressing Enter or double-clicking a row will open the message in a separate tab**
 - The tab view shows a lot of detail about the message and offers various actions: Reply (to the sender), Reply All (goes to all addressees), Forward (to a new recipient) Delete (goes to Trash), Junk (marks as junk), Archive, Move to a local folder, Save As, Print
 - Shift + Delete key or Shift + click on Delete button deletes without placing in Trash. You do get a warning dialog. I don't recommend this; it's too easy to delete the wrong item.

Thunderbird Email Demo – Composing Emails

- Click the “+ New Message” button at the top left
- A new empty message window will open
 - Fill in the various header fields: From:, To:, CC:, BCC:, Subject:
- Type in your message
 - You can use the format menu and tool bar to manage fonts, highlights, colors
 - You can use the Insert menu to insert images, tables, lines, links
 - You can use the Attach button to the upper right of the edit window to attach files or messages
- When the message is complete and formatted to suit, you can use the Options menu to run a spell check, send a copy to yourself, set priority and other things
- Finally, click the Send button at the upper left
- Thunderbird will connect to your account’s email server and upload the message for transmission to the various addressees in To:, CC: and BCC:

Thunderbird Email Demo – Organizing Emails

- **The bane of modern tech life is the flood of emails with ads that clutter up our inboxes**
 - **Overwhelms important emails like billing notices, appointment confirmations, real messages from friends and family, other business emails**
- **What's the Answer? Filters, Folders and Junk button**
- **Thunderbird allows you to create your own folders and move emails to them**
 - **Folders can be within one of your email accounts or can be in Local Folders**
 - **You can create multi-levels of folders and subfolders**
- **You can use the Junk button to mark incoming emails as junk email**
 - **Future emails from that sender automatically get moved to that account's Junk folder**
- **You can also use the Tools > Message Filters menu to set up filters that scan incoming emails and take various actions on them.**
 - **Each of your accounts has its own filters**
 - **A filter can specify multiple conditions that are to be checked before taking a specified action**
 - **A common action is to move an email from the Inbox to another folder.**

Thunderbird Calendar Demo

- Click on the Calendar icon at the upper left edge of the Thunderbird window
- You can keep a local calendar named Home
- You can also connect to existing online calendars on the web, typically related to your email.
 - Click the New Calendar button at the bottom of the left pane
 - A “Create New Calendar” dialog will appear
 - Click the ‘On the Network’ bullet and then click Next
 - Enter the Username to access the online calendar (usually your email address) and click the “Find Calendars” button
 - A dialog will appear. Adjust any settings (like color) and click OK
 - That new calendar will now be included in the list of calendars
- You can separately Show or Hide each calendar in the list. The screen shows the merged view of all the activities of all “shown” calendars
- Select a calendar in the list. Right-click on the square for the date and choose New Event
 - Fill in the details in the “New Event” dialog that appears and then click the “Save and Close” button

Thunderbird Address Book Demo

- Click on the Address Book icon at the upper left edge of the Thunderbird window
- You can keep a local address book named Personal Address Book
- You can also click the Import icon to import existing address books
 - Click the Import icon at the lower left and follow the prompts
- You can adjust the view to include columns for various fields. Icons are at upper right
- To Add a new entry, click the “+ New Contact” button at the upper left
 - An empty dialog will appear at the bottom of the screen
 - Fill in the various fields for name, email, phone and so on
 - Click the Save button at the bottom
- To Edit an existing contact, click on that contact in the list
 - A details view window will appear at the bottom of the screen. Click the Edit button
 - An editing dialog will appear in place of the view window.
 - Modify details in the dialog then click the “Save and Close” button
- To Delete an existing contact, right-click on that contact in the list
 - Choose Delete in the popup menu that appears and then confirm the Delete

Thunderbird Tasks Demo

- **Click the Tasks icon at the upper left to open the Tasks tab**
- **To create a new task, click the New Task icon near the top of the Tasks tab**
 - **A New Task dialog will open. Fill in the various fields, including Title and Description**
 - **If the task has Start and/or End date/times check the boxes next to those fields and fill them in**
 - **If the task is a regular, recurring item (daily, weekly, monthly, other) set the Repeat fields**
 - **You can also set a reminder to occur some minutes before the task is to start**
 - **You can also track the Status of the task**
 - **When everything for the task is set up, click the Save and Close button**
- **Active tasks are displayed in a columnar list.**
 - **You can sort the list by clicking on the column headers**
 - **To view the details of a task in a pane at the bottom, just click its row in the table**
 - **To Edit a task, double-click its row. The task editor dialog will open**
 - **Right-click a task to see a popup menu of actions including “Mark Completed” and “Delete Task”**
- **You can click the small icon at the upper right to customize the columns displayed**
- **You can filter the displayed list by entering a few letters of the Category in the filter box**

Thunderbird Keyboard Shortcuts

- Thunderbird has a mind-numbing number of keyboard shortcuts
Here's a link to the full list ...
 - <https://support.mozilla.org/en-US/kb/keyboard-shortcuts-thunderbird?rediectslug=keyboard-shortcuts&redirectlocale=en-US>
- Here are a few of the handiest ones:
 - **F** Go to next message (down arrow also works)
 - **B** Go to previous message (up arrow also works)
 - **N** Go to next *unread* message
 - **P** Go to previous *unread* message
 - **J** Mark message as Junk
 - **F9** Toggle address book sidebar on/off when composing
 - **Ctrl +** Zoom in
 - **Ctrl -** Zoom out
 - **Ctrl 0** Reset Zoom

Thunderbird Settings Demo

- **There are many customizations offered throughout Thunderbird**
 - Each major subsystem allows choice of columns displayed, layout of panes
- **View menu > Toolbars > Customize** allows customizing toolbars
 - Demo: Adding Next, Previous and Print icons to the toolbar
- **View menu > Layout** allows customizing how the various panes are shown
- **Tools menu > Settings** opens a complex dialog of Thunderbird settings
 - Let's explore some of the many settings
 - Most of these are done once and then stay the same unless you discover later that a different setting may work better for you.
 - Don't be afraid to experiment.
- **Tools menu > Account Settings** opens a dialog of Settings for your accounts
 - Let's explore these
 - Account's signature block (demo)
 - Server Settings

Final Q and A

Final Questions and Answers