



Using Thunderbird



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 www.bvres.org 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.

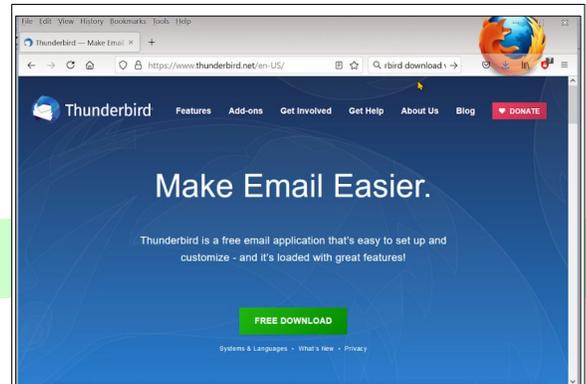


Figure 1: The Thunderbird download page.

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

- ✓ Select **Next**.

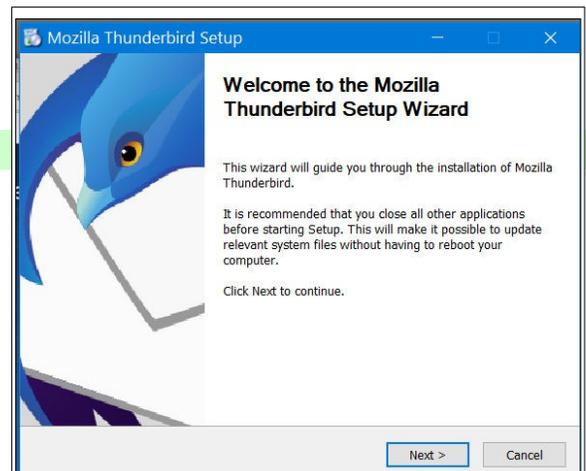


Figure 2: Setup wizard Welcome dialog box.





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

✓ Select **Standard**, then select **Next**.

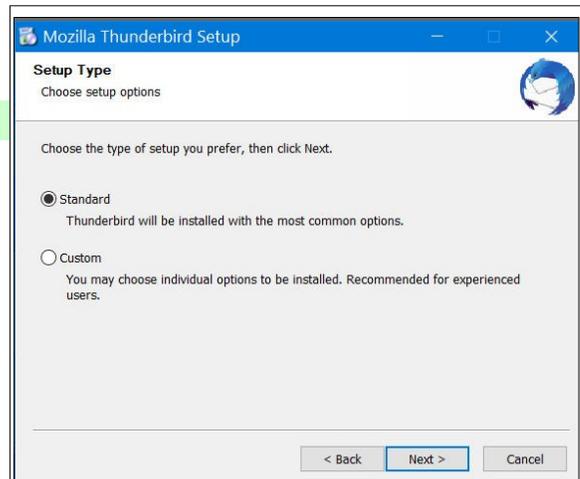


Figure 3: Selecting Standard or Custom setup.

The next dialog box identifies the installation location.

✓ Select **Install**.

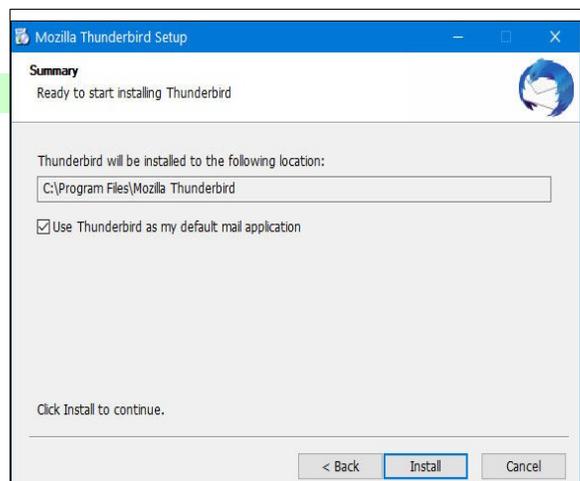
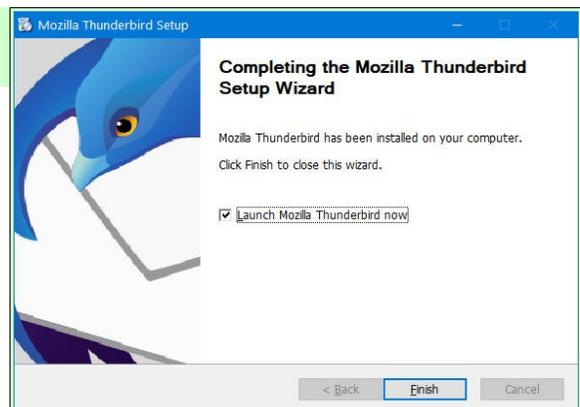


Figure 4: Identifying the installation location.

✓ After the installation is complete, select **Finish** to launch Thunderbird.





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**.

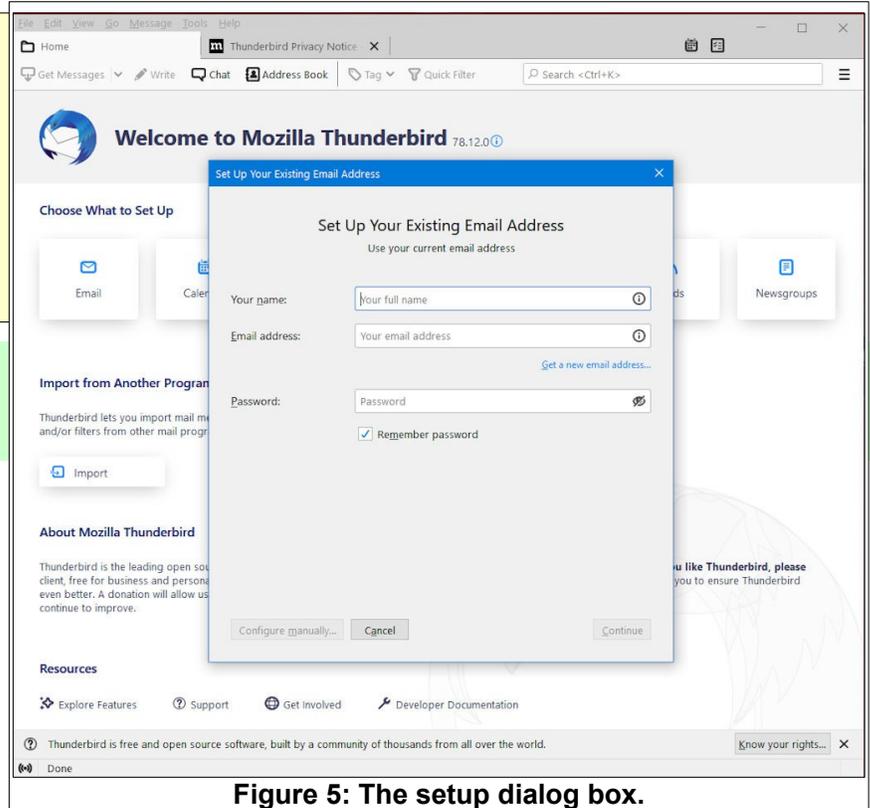


Figure 5: The setup dialog box.

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.

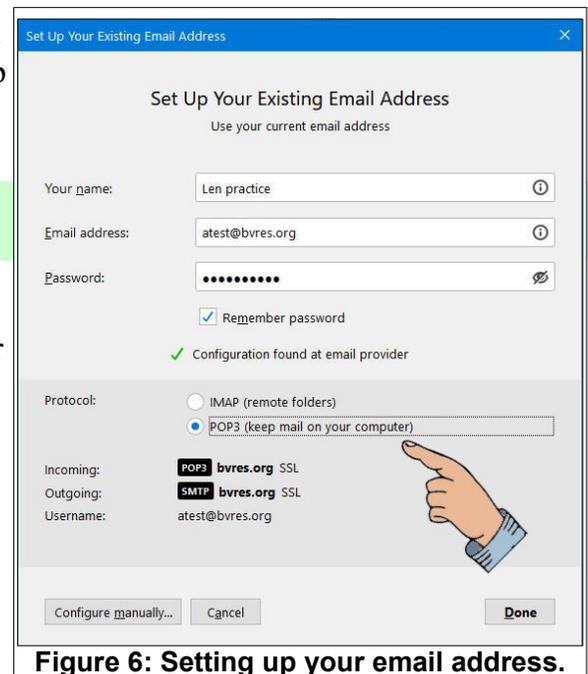
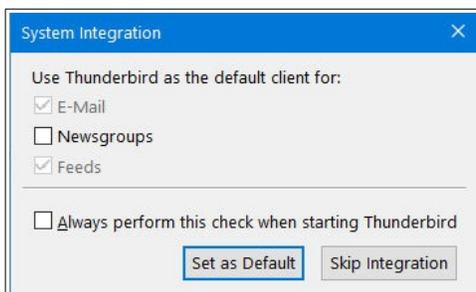


Figure 6: Setting up your email address.





- ✓ 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.

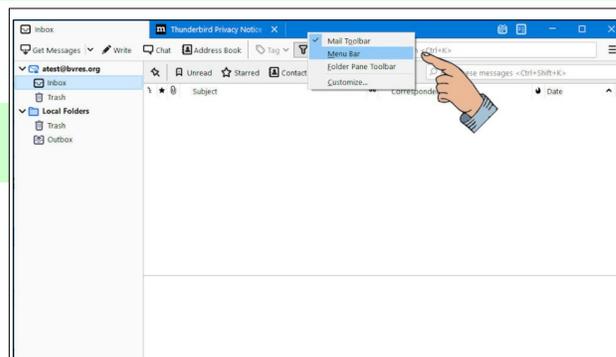


Figure 7: Toggling the Menu Bar on.

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

- ✓ Review the privacy notice, then close the tab.

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

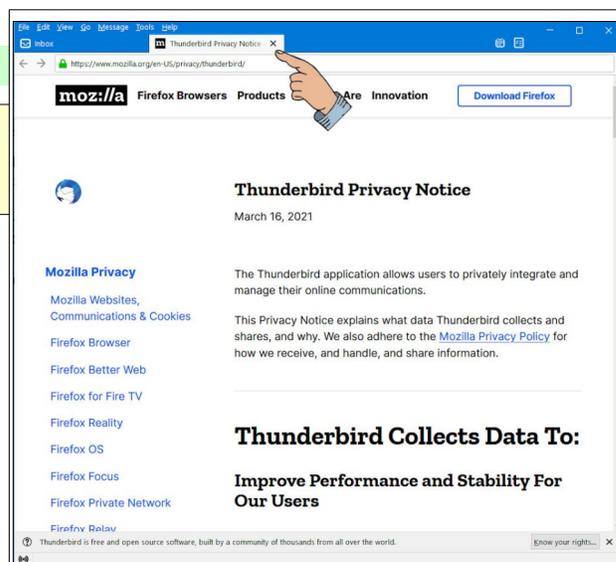


Figure 8: The privacy notice tab.

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**.

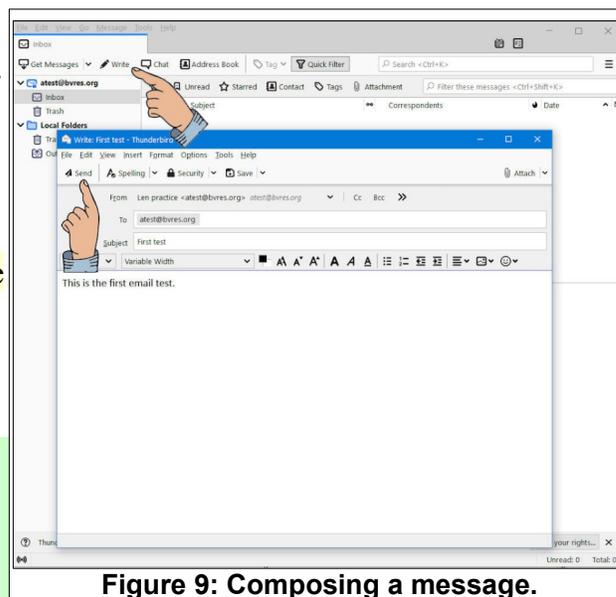


Figure 9: Composing a message.



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 **Inbox 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.

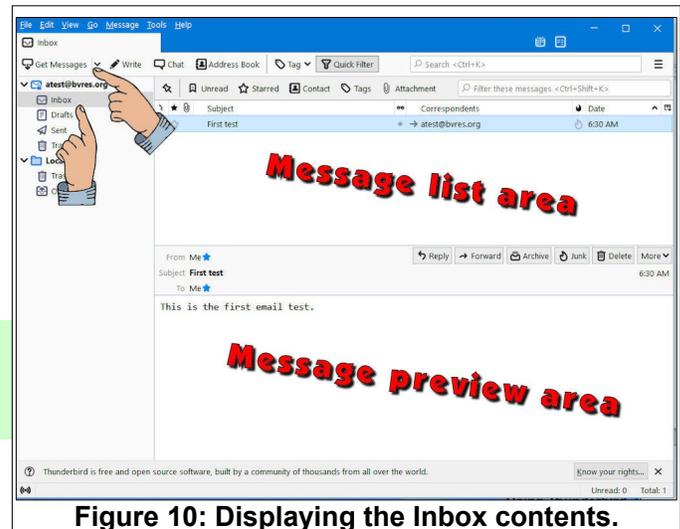


Figure 10: Displaying the Inbox contents.

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

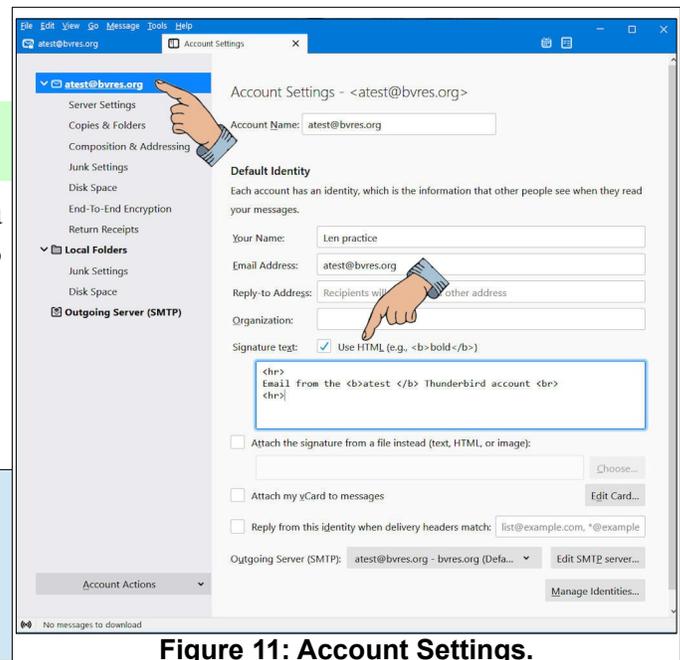


Figure 11: Account Settings.



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.

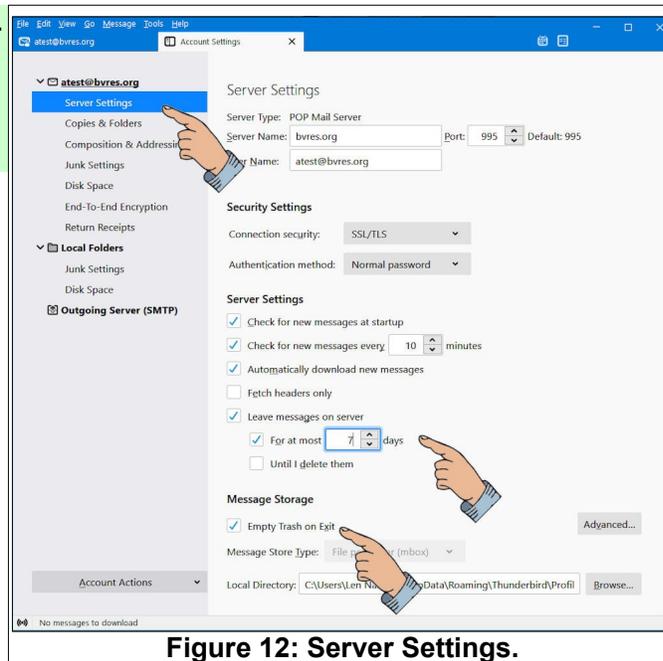


Figure 12: Server Settings.

- ✓ Select the **Junk Settings** option
- ✓ If you do not want email from known addresses to be labeled junk, be sure to check the address boxes.
- ✓ Toggle the **Trust junk mail headers** option **ON**.
- ✓ Set the **location folder** for Junk mail messages.
- ✓ Set the number of days to keep junk messages.
- ✓ Close the **Account Settings** tab.

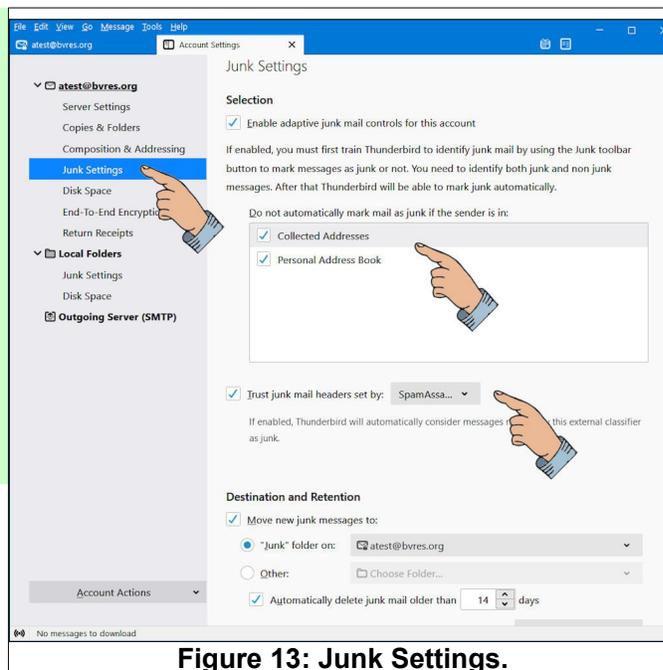


Figure 13: Junk Settings.





- ✓ If you want to change the default text style for composing new messages, select **Tools, Options** from the **Menu Bar**.
- ✓ Select the **Composition** option and select the font style and size.

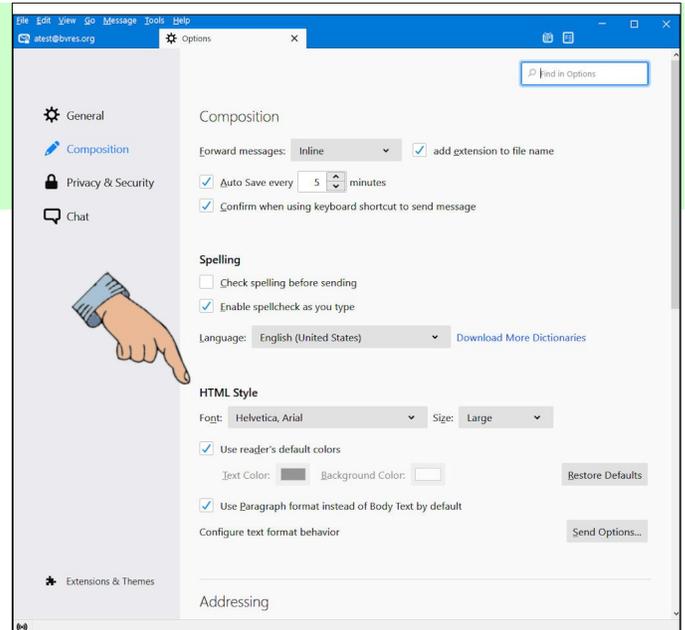


Figure 14: Adjusting font style.

- ✓ **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.

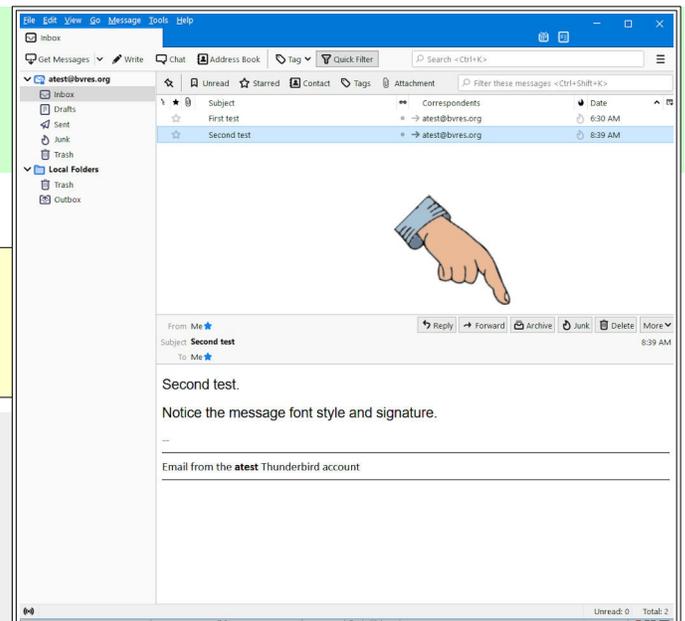


Figure 15: Message response options.

*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 Addressees** book. This means that your **Collected 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.

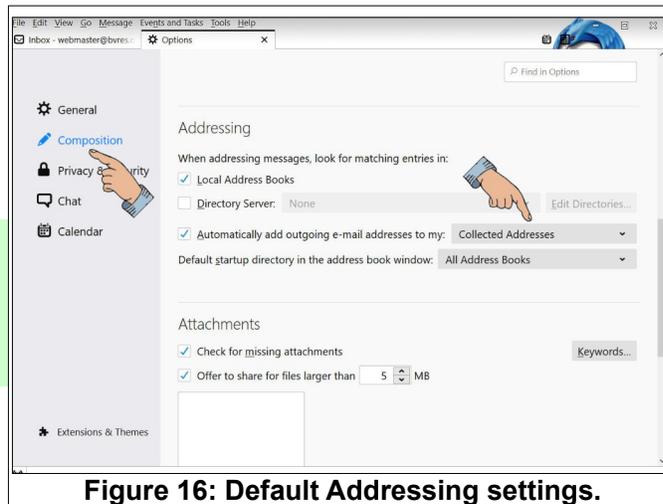


Figure 16: Default Addressing settings.

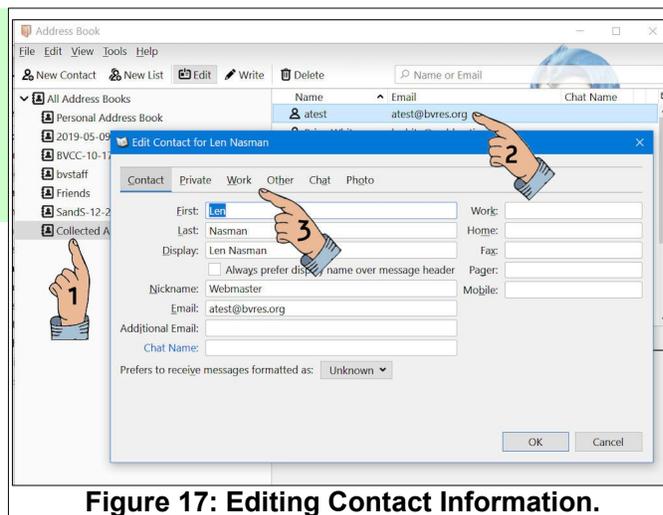


Figure 17: Editing Contact Information.

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.

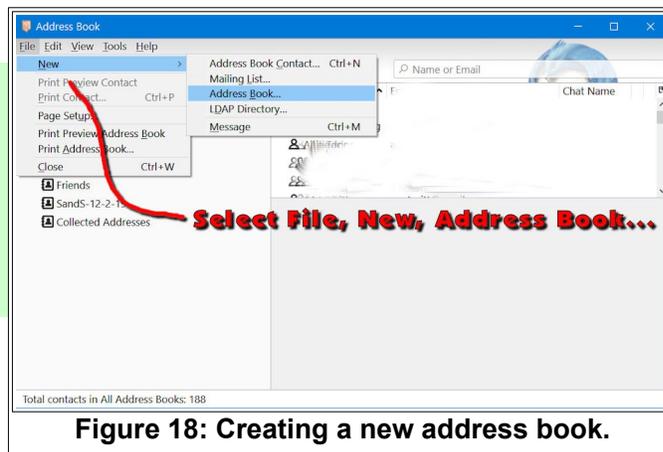


Figure 18: Creating a new address book.





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.

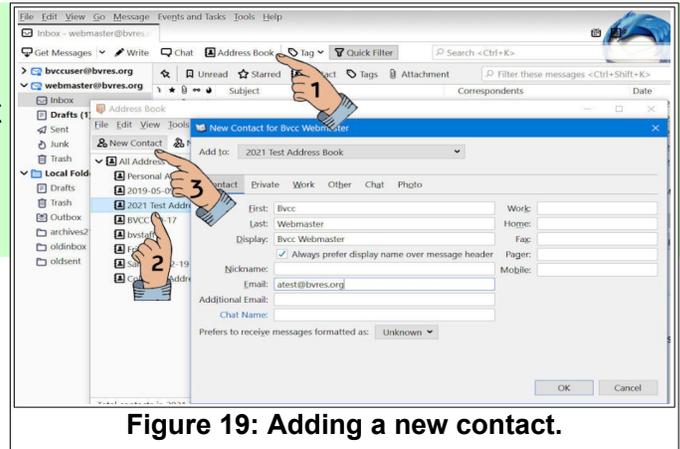


Figure 19: Adding a new contact.

- ✓ 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.

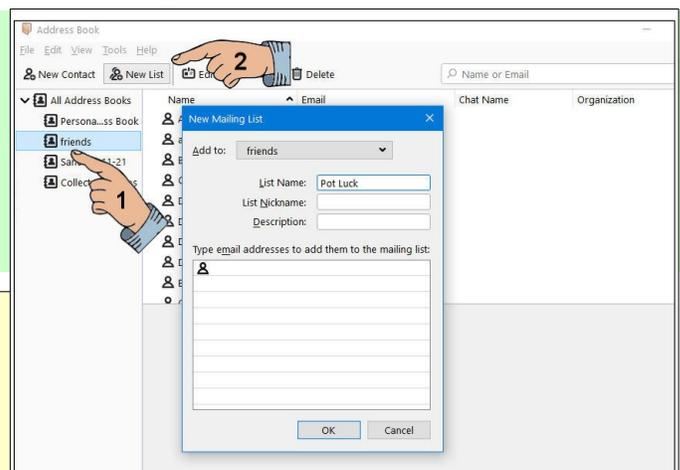
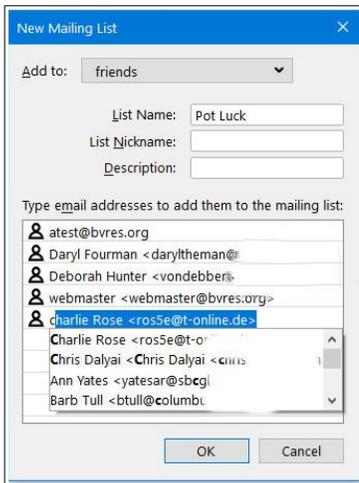


Figure 20: Creating a new mailing list





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.

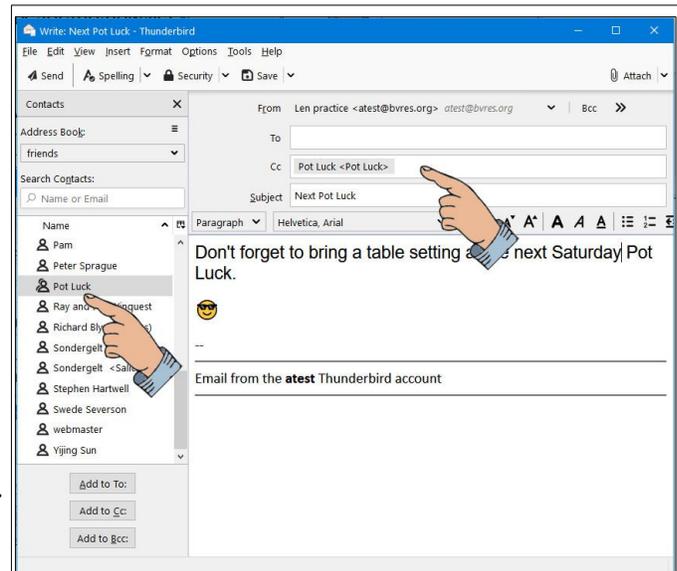


Figure 21: Using a Mail List.

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.

The Thunderbird email program provides many options for making email easier to use. 😊



This document was edited July 25, 2021.

