Mozilla Thunderbird Version 3

Starting Thunderbird 3:
1) Click on the START button
2) Choose All Programs
3) Choose Mozilla Thunderbird
4) Click on Mozilla Thunderbird
5) Enter your password
6) Click on OK

Folder Views
Thunderbird 3 offers different view options for your mail folders. To change to the All Folders view, click on the arrows and scroll through the options.
Creating a New Message:
Click on the **Write** button located on the toolbar

The Write window appears:

Addressing the Message:
1) If you know the email address of the recipient, you can start typing it in the recipient line
2) If typing a MSU email address, type the username and the @mail.montclair.edu will automatically be added to the name
3) To send to more than one recipient, click in the next recipient line and repeat the above steps

To choose a different recipient type, click “**To:**” in the recipient line
- **To:** For primary recipients of your message
- **Cc:** For secondary recipients (carbon copy)
- **Bcc:** For secondary recipients not identified to the other recipients, including those in the cc list (blind carbon copy)
- **Reply-To:** For recipients to reply to a different email address other than the one the message is sent from
- **Newsgroup:** For posting to a newsgroup
- **Followup-To:** For redirecting a newsgroup posting, so that subsequent replies go directly to the redirected newsgroup instead of the original newsgroup
4) Click in the **Subject** line to type a subject for the message
5) Hit the **TAB** key to position the cursor in the message text area
6) Type your message

**Changing the Priority of a Message:**
   1) Click on **Options** in the Menu
   2) Click on **Priority**
   3) Click on the **Priority level** for your message
Sending a Message:
Click on the **Send** button on the toolbar

Retrieving and Reading Messages:
New messages will be received in your **Inbox** folder and will appear in bold.

Double-click on the message to open it.

When you open a new message the message opens as a new window tab.

**Replying to a Message:**
1) Open the message
2) Click **Reply** to respond to the sender alone
3) Click **Reply All** to respond to all addressees in the message

**Note:** Reply All will not be available if you are the only recipient. If the message was sent to more than one recipient, click on “more” to see the other recipients.
A new message window appears with the recipient and subject lines filled in:

4) Type your response in the message text area above the original message text
5) Click on Send to send your response message

**Forwarding a Message:**
1) Open the message
2) Click Forward to send the message to someone else
3) A new message window appears with the subject line filled in
4) Type the email address of the recipient(s)
5) Type your message in the message text area above the original message text
6) Click on Send

**NOTE:** When you reply or forward a message the original message tab remains open. Close the original message to return to your Inbox.
Contacts
Thunderbird 3 has the option to quickly add a new contact to the Address Book and/or edit an existing contact.

To Add a Contact to the Address Book
1) Click on the white star next to the contact name
2) Click Add to Address Book

To Edit an Existing Contact in the Address Book
1) Click on the yellow star next to the contact name
2) Click Edit Contact
Managing Messages

To sort messages by categories such as subject, sender, date, or priority:

1) Click the appropriate column heading in the message list window

OR ~

1) Click on View in the menu
2) Choose Sort by and select the column you want to sort by

To reorder column headings:
Click and drag a column heading to the left or right to reposition the column.

Marking Messages as Unread:
You may want to mark a message you've already read as unread if you want to address it at a later time.

1) Click in the Read column of each message you want to mark as unread and click on the message symbol. This will change the symbol to unread.

Deleting Messages:
Messages can be deleted while in the Inbox or while the message is open.

From the Inbox:
1) Click on the message to be deleted
2) Use the delete key on the keyboard

If the Message is Open:
Click on the Delete button on the toolbar

Note: Deleting a message that is open using the Delete button will open the next message in the Inbox within the same message tab. To return to the Inbox, close out of the message tab.
Attaching Files

1) In the Write window click on Attach

The Attach File(s) window appears.

2) Locate the file you want to attach by switching to the drive and folder the file is located in

3) Click on the file you want to attach and click on Open
The attached file(s) will appear in **Attachments**:

4) Click on **Send** to send the message

**Detaching Files**

1) Open the message that contains the attached file(s)
2) Right-click on the file in **Attachments**

3) Click on **Open**

The file will open in the program it was created in. In the above example, the file **mail merge.doc** will open in Microsoft Word.

In Microsoft Word you can now save the file to your computer.

1) Click on **File** and **Save As**
2) Click on the drive and folder you wish to save the file to