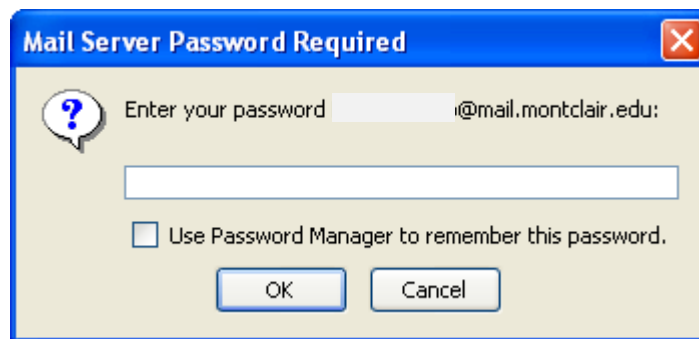




Mozilla Thunderbird

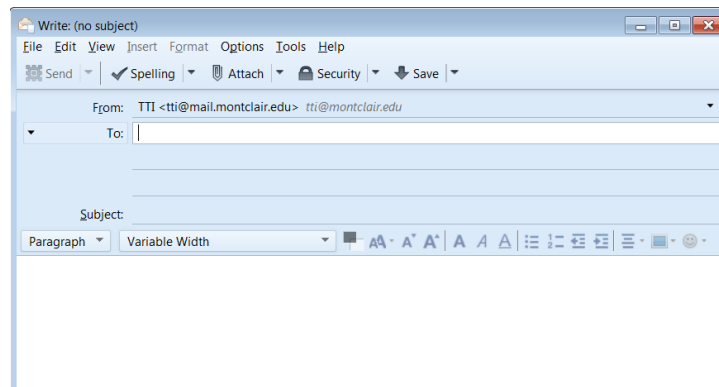
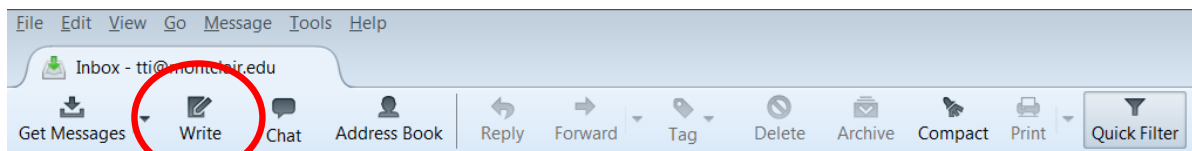
Starting Thunderbird

- 1) Click on the **Start** button
- 2) Click on **Mozilla Thunderbird**
- 3) Enter your password
- 4) Click on **OK**



Creating a New Message

- 1) Click on **Create a new message**

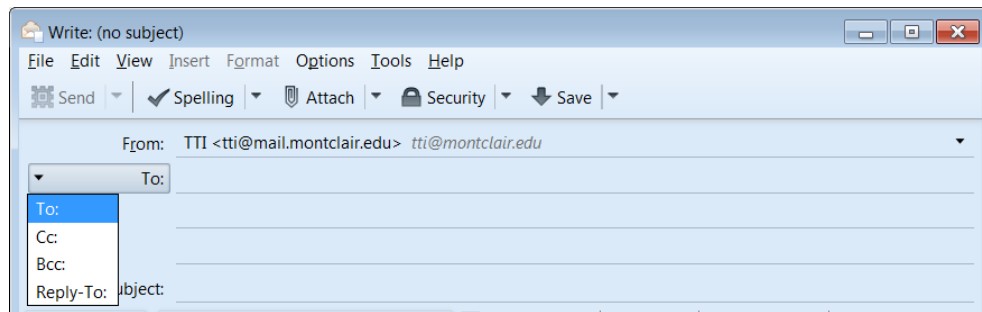


Addressing the Message:

- 1) If you know the email address of the recipient, you can start typing it in the recipient line
- 2) 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 and select from the following choices:

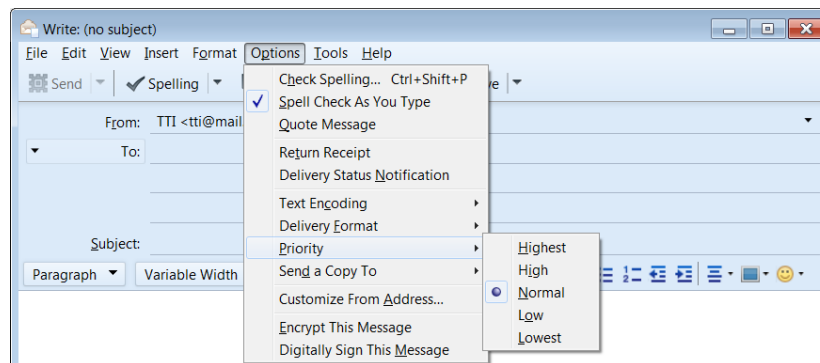
- **To:** For primary recipients of your message
- **Cc:** For secondary recipients (carbon copy)
- **Bcc:** For secondary recipients not identified to the other recipients, including those in the cc list (blind carbon copy)
- **Reply-To:** For recipients to reply to a different email address other than the one the message is sent from



- 3) Click in the **Subject** line to type a subject for the message
- 4) Hit the **TAB** key to position the cursor in the message text area
- 5) Type your message

Changing the Priority of a Message:

- 1) Click on **Options**
- 2) Click on **Priority**
- 3) Click on the **priority level** for your message



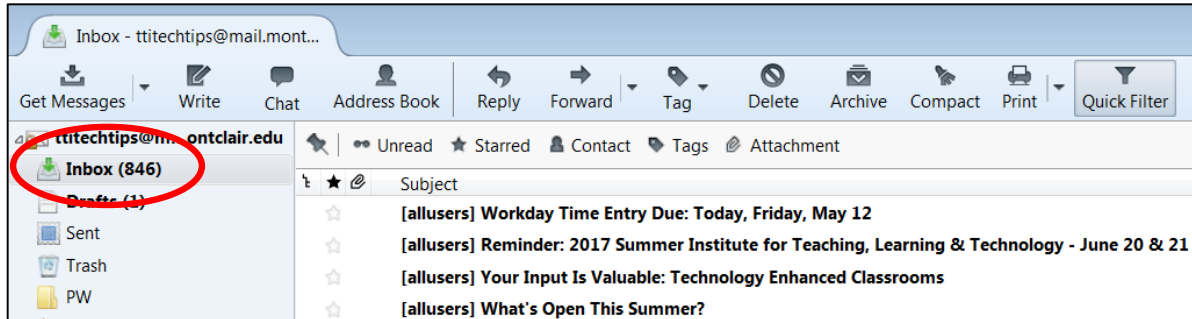
Sending a Message:

- 1) Click **Send** on the toolbar

Retrieving and Reading Messages

New messages will be received in your **Inbox** folder and will appear in bold.

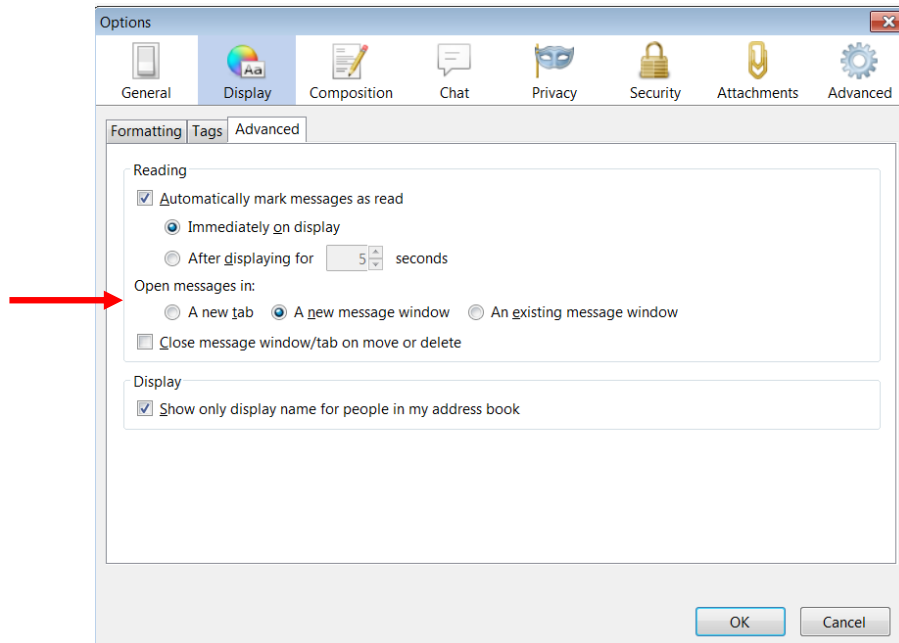
- 1) Double-click on the message to open it



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

Changing How a New Message Opens:

- 1) Click on **Tools** in the menu
- 2) Click on **Options**
- 3) Click on **Display**
- 4) Click on the **Advanced** tab
- 5) Select which option you prefer under **Open messages in:**
- 6) Click **OK**



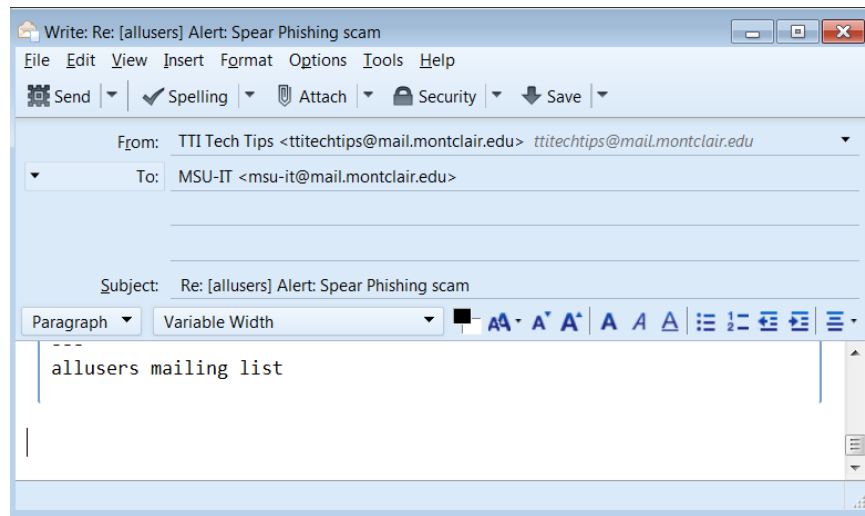
Replying and Forwarding Messages

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.

A new message window appears with the recipient and subject lines filled in.



- 4) Type your response in the message text area
- 5) Click **Send** to send your response message

Forwarding a Message:

- 1) Open the message
- 2) Click **Forward**
- 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
- 6) Click **Send**

NOTE: *When you reply or forward a message, the original message remains open. Close the original message to return to your Inbox.*

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 ~

2. Click on **View** in the menu
3. Choose **Sort by** and select the column you want to sort by

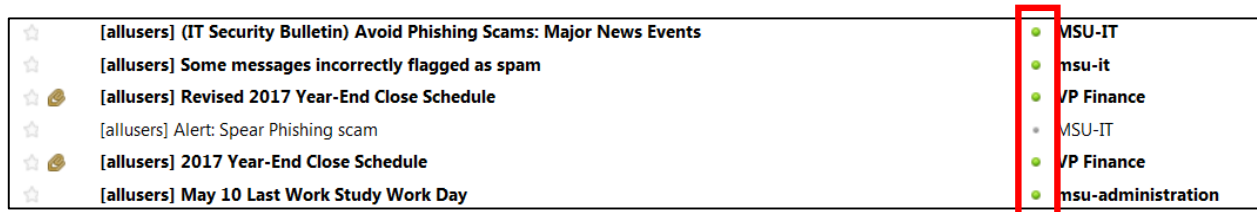
To reorder column headings:

- 1) 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:

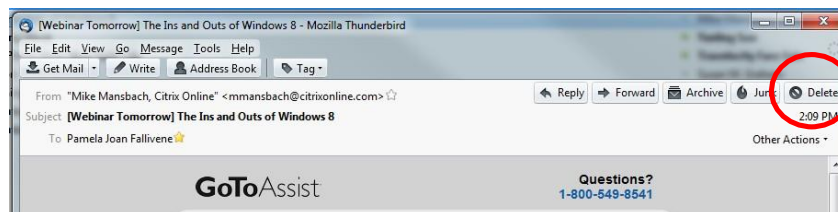
Messages can be deleted while in the Inbox or while the message is open.

From the Inbox:

- 1) Click on the message to be deleted
- 2) Use the delete key on the keyboard or click **Delete** on the toolbar

If the Message is Open:

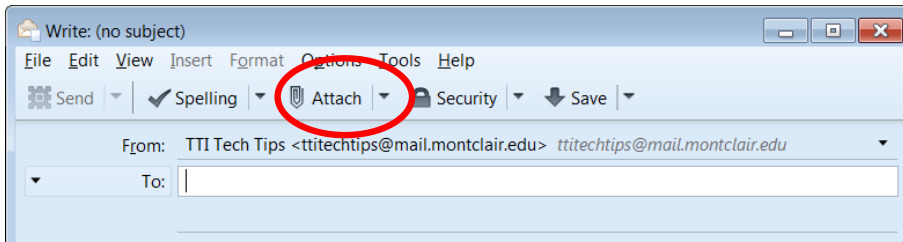
- 1) Click on the **Delete** button on the toolbar



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.

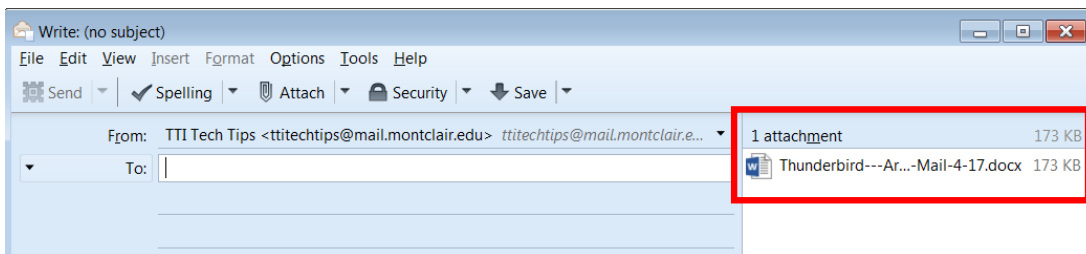
Attaching Files

- 1) Click on **Attach** in the **Compose new message** window



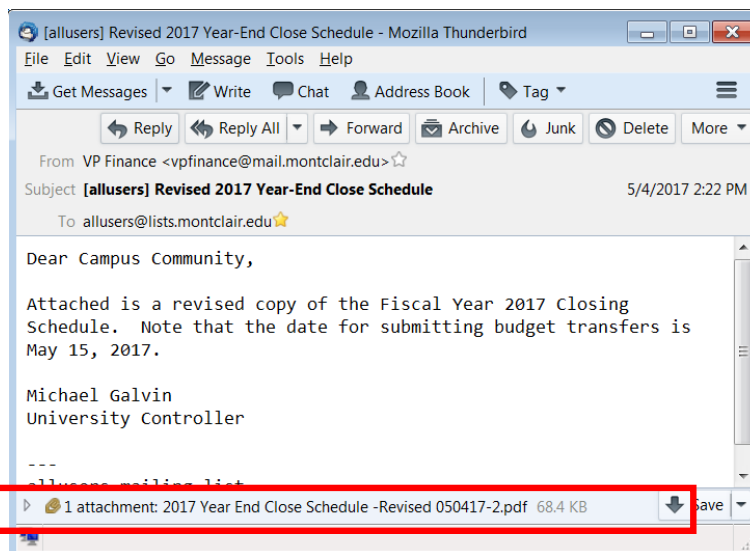
- 2) Locate the file you want to attach by switching to the drive and folder the file is located in
- 3) Click on the file you want to attach and click **Open**

The attached file(s) will appear in **Attachments**



Detaching Files

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



- 3) Choose either **Open with** or **Save File**
- 4) Click **OK**