

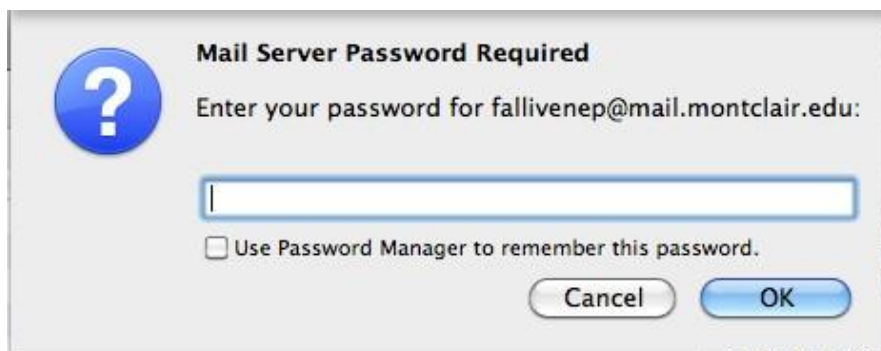
Mozilla Thunderbird Version 10 for the Mac

Starting Thunderbird 10

- 1) Click on **Thunderbird** located on the **Dock**

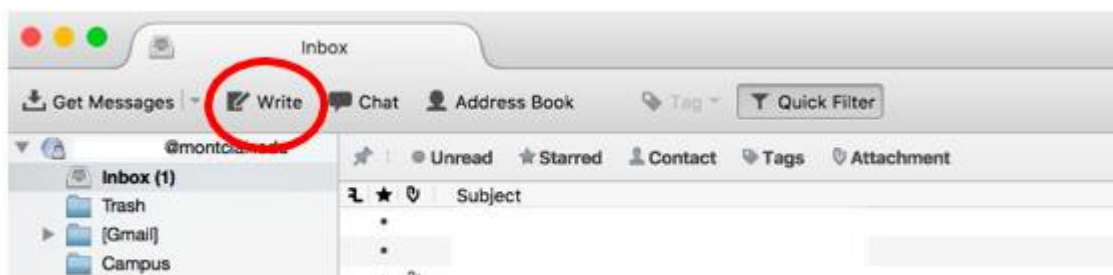


- 2) Enter your password if prompted
- 3) Click on **OK**

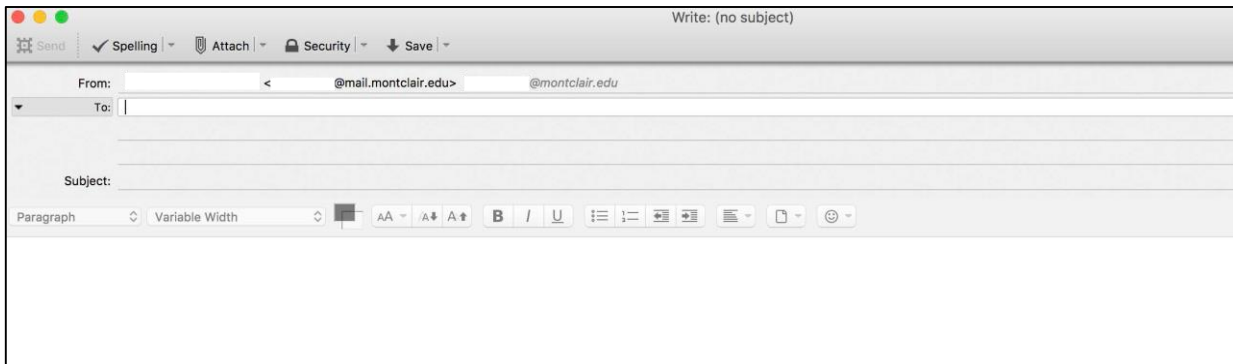


Creating a New Message:

- 1) Click on the **Write** button



The **Write** window appears:

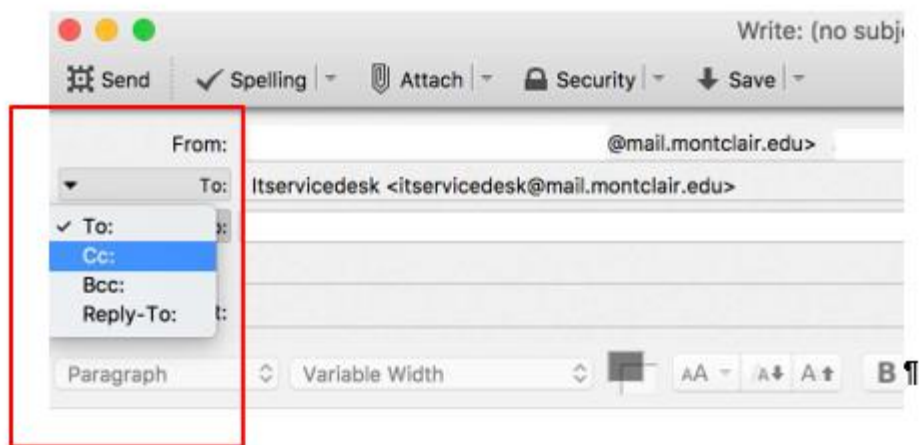


Addressing the Message:

- 1) If you know the email address of the recipient, you can start typing it in the recipient line
- 2) If typing an MSU email address, type the username. 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

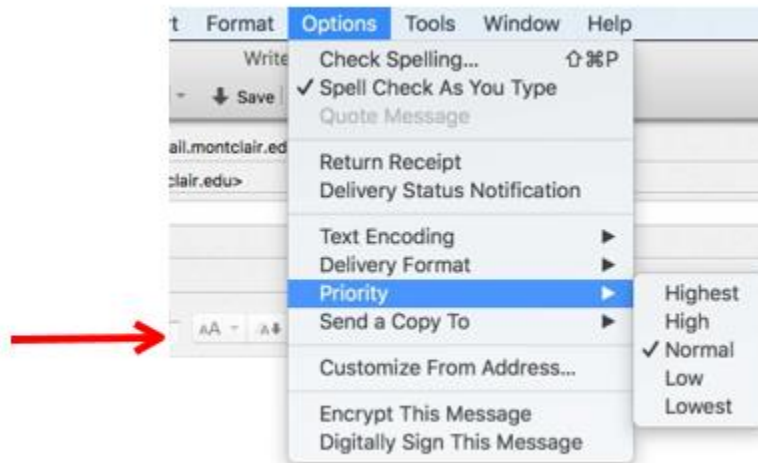
- **To:** For primary recipients of your message
- **Cc:** For secondary recipients (carbon copy)
- **Bcc:** For secondary recipients not identified to the other recipients, including those in the cc list (blind carbon copy)
- **Reply-To:** For recipients to reply to a different email address other than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

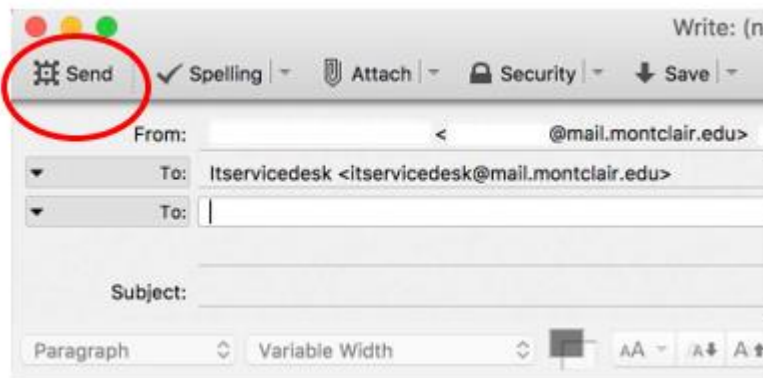
Changing the Priority of a Message:

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



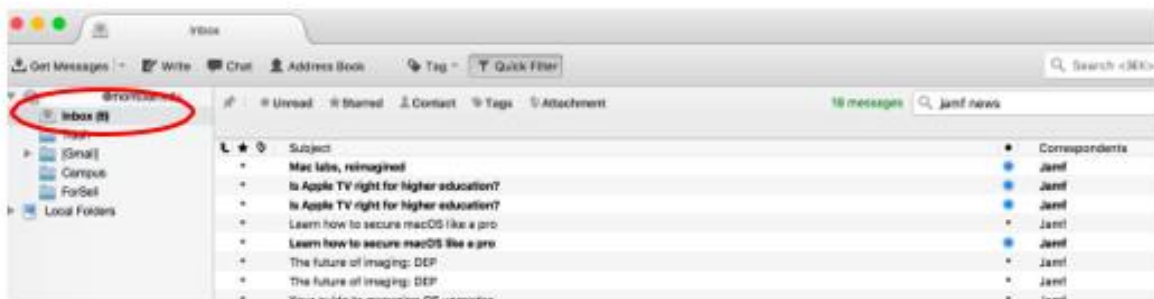
Sending a Message:

- 1) 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.

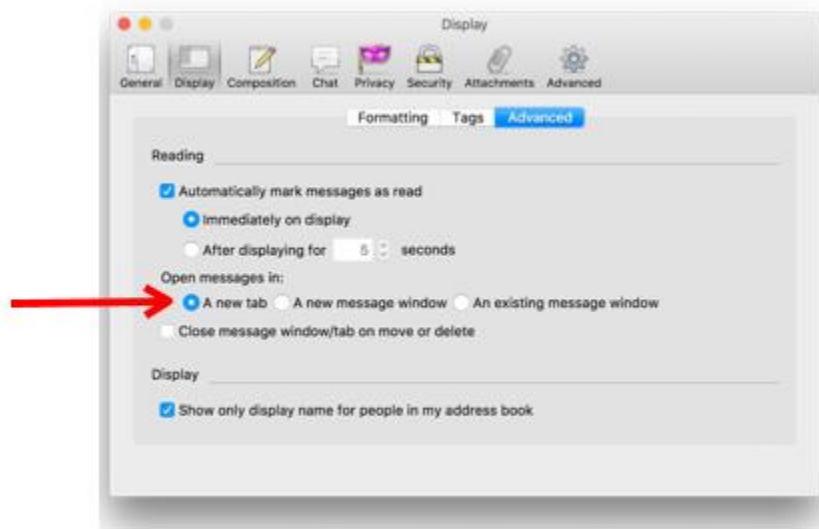


Double-click on the message to open it.

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

Changing How a New Message Opens:

- 1) Click on **Thunderbird** in the menu
- 2) Click on **Preferences**
- 3) Click on **Advanced**
- 4) Click on **Reading & Display**
- 5) Select which option you prefer under **Open messages in:**
- 6) Click **OK**

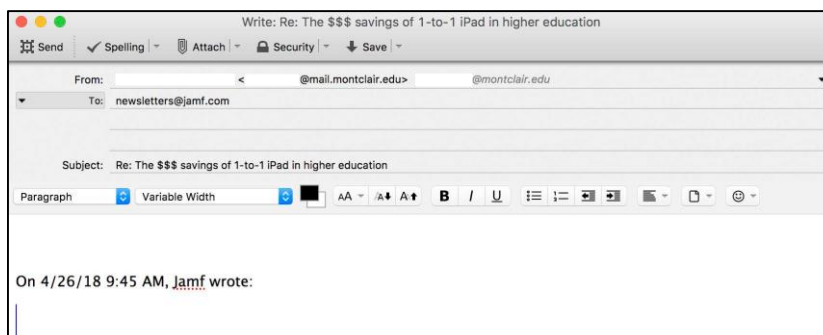


Replying to a Message:

- 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 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 **Send**

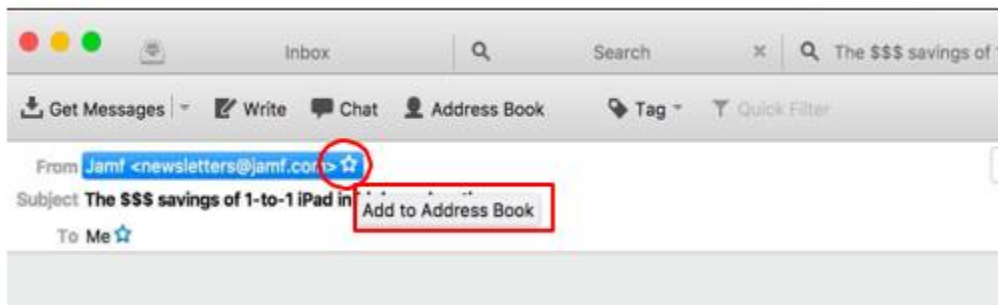
NOTE: When you **reply** or **forward** a message, the original message tab remains open. Close the original message to return to your Inbox.

Contacts

Thunderbird has the option to quickly add a new contact to the Address Book and/or edit an existing contact.

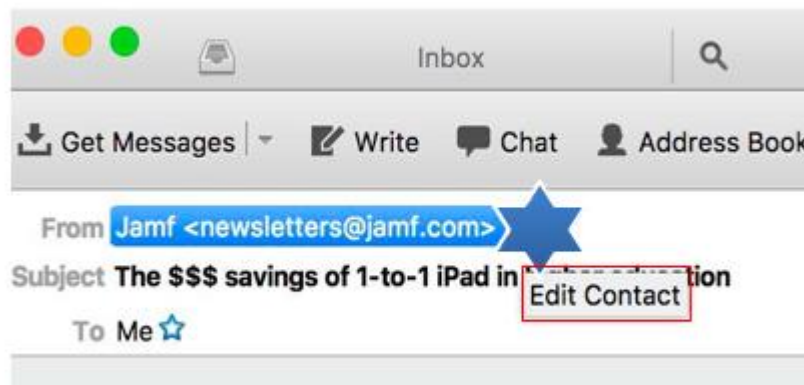
To Add a Contact to the Address Book

- 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 blue 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

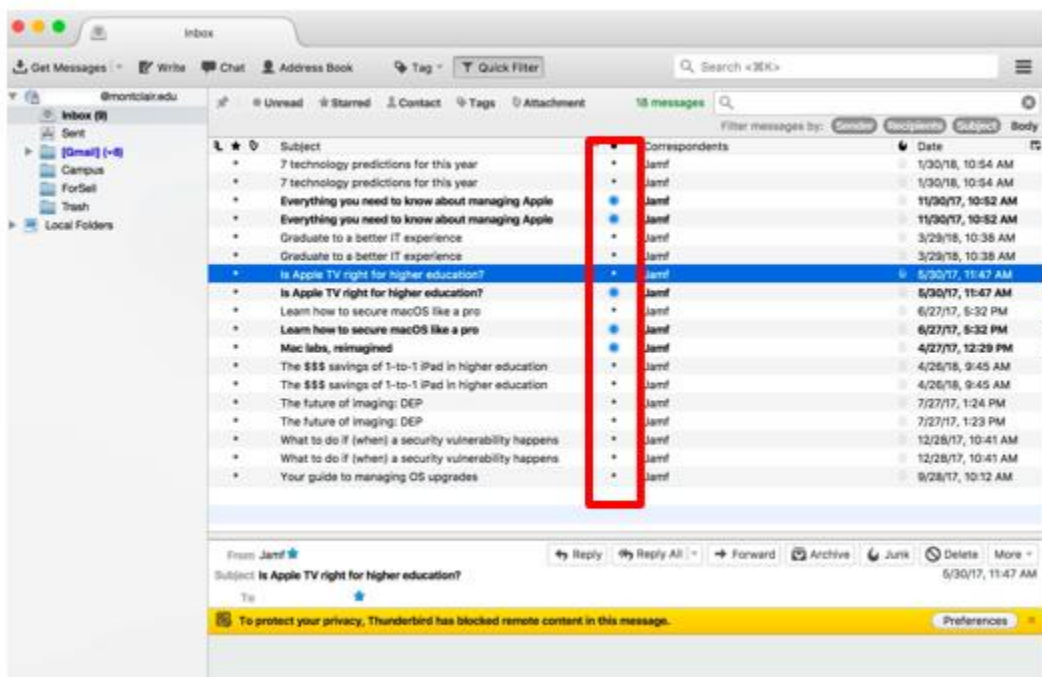
To Reorder Column Headings:

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:

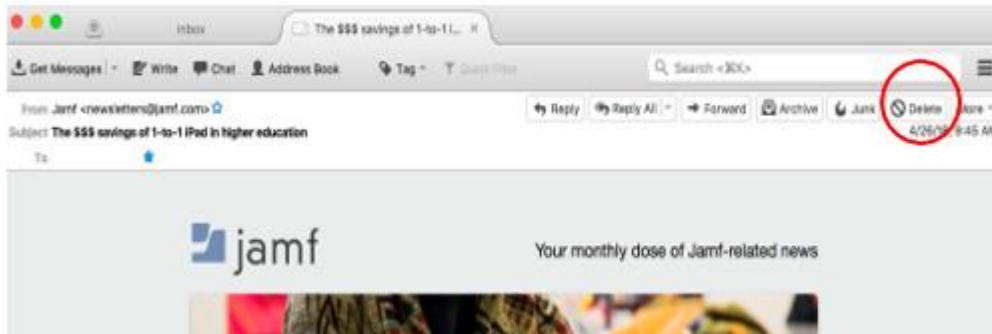
Messages can be deleted while in the Inbox or while the message is open.

From the Inbox:

- 1) Click on the message to be deleted
- 2) Use the delete key on the keyboard

If the Message is Open:

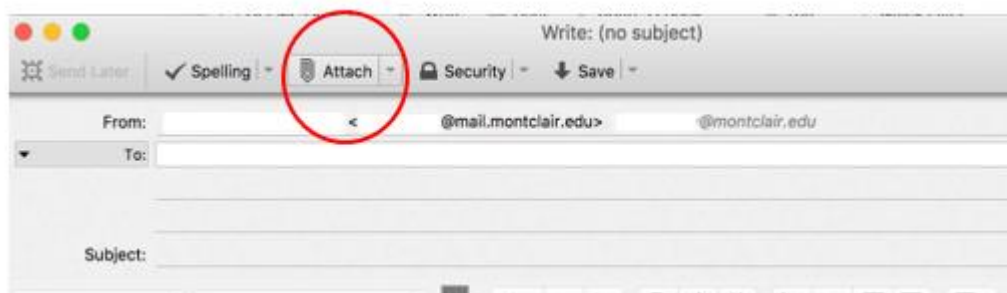
Click on the **Delete** button on the toolbar



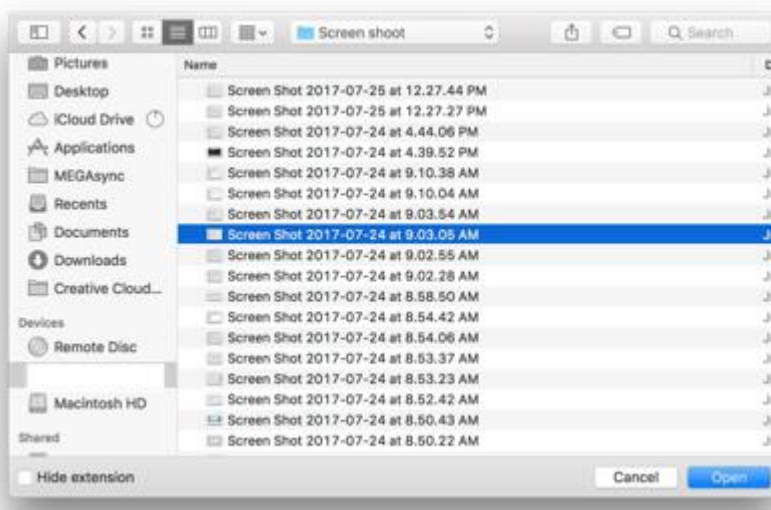
Note: Deleting a message that is open using the **Delete** button will open the next message in the Inbox within the same message tab. To return to the Inbox, close out of the message tab.

Attaching Files

1) In the **Write** window click on **Attach**

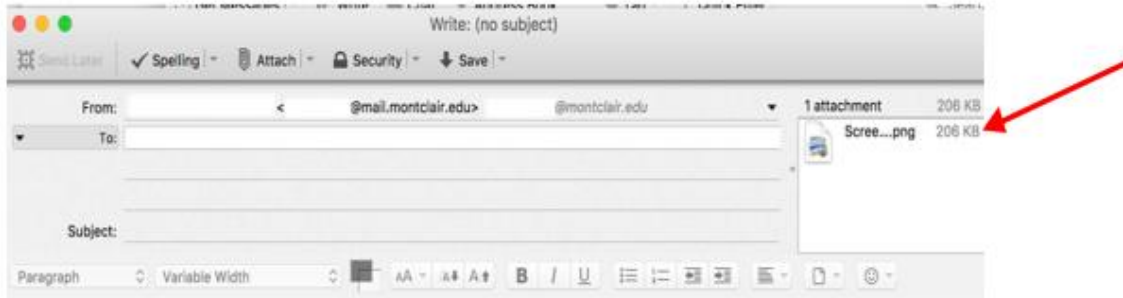


The **Attach File(s)** window appears.



- 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) Click on the file in **Attachments**
- 3) Choose either **Open with** or **Save File**
- 4) Click **OK**