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

![Thunderbird settings for opening new messages](image)

**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:

![New message window](image)
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**

![Add to Address Book](image)

**To Edit an Existing Contact in the Address Book**
1) Click on the blue star next to the contact name
2) Click **Edit Contact**

![Edit Contact](image)
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**