An Introduction to Thunderbird Email



http://www.k9ivb.net/CCSC%20Notes.htm

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Synopsis

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1. Configuring Your PC to send and receive email

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You will need your Username and Password. Write them down and keep in an available location.

Username:	
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Password:	[usually case sensitive]
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Second: You will need your email server settings (listed below)

POP3, and SMTP server settings for Cox customers

Domain	Incoming POP	Outgoing SMTP	Username
cox.net Email Server Limits	pop.cox.net Port 995 SSL/TCLS	smtp.cox.net Port 587 with TLS	Username
cox.net Email Server Limits	pop.cox.net Port 995 SSL/TCLS	smtp.cox.net Port 465 with SSL	Username
cox.net Email Server Limits	pop.west.cox.net Port 110	smtp.west.cox.net Port 25	Username

POP3, and SMTP server settings for CenturyLink customers

Domain	Incoming POP	Outgoing SMTP	Username
q.com Email Server Limits	mail.q.com Port 995 SSL	smtp.q.com Port 587 TLS if available	Email Address
qwest.net Email Server Limits	pop.mpls.qwest.net Port 110	pop.mpls.qwest.net Port 25	Username*

*If your email address is customer@qwest.net, username would be customer

Third: You will need to download the following links to your computer *Please save in a location that you can remember !* Like "Downloads" or "Desktop".

Thunderbird Setup 17.0.exe [Windows 18.8Mb] http://www.mozilla.org/en-US/thunderbird/download/?product=thunderbird-17.0&os=win&lang=en-US

Kosmos Import Export tools Add-on [ImportExportTools -2.8.0.1.xpi] www.nic-nac-project.de/~kaosmos/ImportExportTools -2.8.0.1.xpi

Floss Thunderbird User Manual [thunderbird.pdf] http://en.flossmanuals.net/ booki/thunderbird/thunderbird.pdf

Note - Active links at: http://www.k9ivb.net/intro2tbird.htm

2. Installation

2.1 Thunderbird

Find the setup file on your computer (it's usually in the Downloads folder) and then doubleclick it to start the installation. The first thing that the installer does is display the **Welcome to the Mozilla Thunderbird Setup Wizard** screen.

Click the **Next** button to start the installation.

The next thing that you see is the **Setup Type** screen. For most users the Standard setup option is good enough for their needs. The Custom setup option is recommended for experienced users only. Note that Thunderbird installs itself as your default mail application. If you do not want this, clear the checkbox labeled **Use Thunderbird as my default mail application**.

Click the **Next** button to continue the installation. The **Back** button takes you to the Welcome screen and the Cancel button stops the installation.

After Thunderbird has been installed, click the Finish button to close the setup wizard.

If the Launch Mozilla Thunderbird now checkbox is selected, Thunderbird starts after it has been installed.

Thunderbird Account Setup

There are two way to create new email accounts in Thunderbird. The first way is an automated process that guides you through the set up routine. The second is manual, where you enter all of the account information yourself. Let's take a look at both.

AUTOMATED SETUP

The automated setup process runs the first time that you start Thunderbird. Remember that you can also run the setup at anytime by going to the **File** menu, pointing at **New**, and clicking **Mail Account**. Here's how to work your way through the automated setup process:

1. Make sure that your computer is connected to the Internet and then start Thunderbird.

2. On the first setup screen, enter your name, your email address, your password. If you want Thunderbird to remember your password (so you don't need to keep typing it every time you check your mail), click the **Remember password** checkbox.

Your gamer	FLOSS Reader	Your name, as shown to others	
Email eddress	floss-reader2@gmail.com		
Bassword:			
	Remember password		

3. Click the **Continue** button to go to the next step. Click the **Cancel** button to stop the set up process.

4. Thunderbird tries to get your account settings by connecting to the database of Internet Service Providers (ISPs) that is maintained by Mozilla.

If Thunderbird finds the information for your email provider it automatically enters that information for you. Click the **Create Account** button to add the account. Click the **Cancel** button to stop the set up process.

Your name:	FLOSS Reader	Your name,	es shown to	others	
Email address:	floss.reader2@gmail.com				
Password					
	Regember person				Start over
POP - Down	ss forders and messages fro load all messages onto this ettlings were found from:	om multiple cor computer, fold Mazilla ISP dat	nputeis () Ierzane loca tabase	ecommended) I only	
POP - Down The following r Usemane	ss folders and messages no load all messages onto this ettings were found from: floss.reade/20 gmail.com	im multiple cor computer, fold Mozilla ISP dat	nputeis () Iers are loca tabave	ecommended) I only	şat
 POP - Down The following of Username Encoming: 	ss rokkers and messages no load all messages onto this ettlings were found from: floss reade/20 gmail.com imap.googlemail.com	im multiple cor computer, fold Mazilla ISP dat	nputers () Iers are loca tabave 993	ecommended) I only SSL/TLS	jar.
 POP - Down The following in Username Incoming: Outgoing: 	ss ronders and messages no load all messages onto this arttings were found from: floss-reade/2@gmail.com imap-googlemail.com smip-googlemail.com	im multiple.com computer, fold Mozilla ISP dat IMAP SMTP	nputers () Iers ane loca tebave 993 465	ssurtus	ţat

5. If Thunderbird cannot find information for your email provider, click the **Manual Setup** button in the Mail Account Setup window. For more information on what to do, read the *Manual Set Up* section below.

6. Once your account is created, Thunderbird asks you if you want it to be the default application for email, newsgroups, or feeds. Make your choices by clicking the checkboxes.

If you use Microsoft Windows, you use the Windows Search feature to find messages. Do this by selecting the **Allow Windows Search to search messages** checkbox. Click the **OK** button to save the settings and the **Cancel** button to leave them unchanged.

Use Thunderbird as	the default client for:
🔽 E-Mail	
Newsgroups	
Feeds	
Allow Windows	Search to search messages
Always perform	this check when starting Thunderbird

Note: Thunderbird will create your account even if you click Cancel at this point.

- 7. Your account has been created and you're ready to go!
- 8. Right click on the top bar and place a check mark in the "Menu Bar" before continuing.

MANUAL SET UP

If the automated set up process does not work or if the database of ISPs that Mozilla maintains doesn't contain information about your email provider, you can set up your account manually. Your email provider should supply you with the information that you'll to set up an account. You can usually find this information on your email provider's Web site, or by contacting their technical support department.

1. Go to the Tools menu and click Account Settings to open the Account Settings screen.

floss.reader2@gmail.com Server Settings	Account Setti	ngs - «fl	oss.reader2	@gmail.com	
Copies & Folders Composition & Addressing Junk Settions	Account Name: 1 Default Identity	floss.reacle	r2@gmail.com		
Synchronization & Storage Return Receipts	Each account has when they read yo	an identit	y, which is the i ges	nformation that	other people se
Security #floss.mader1@gms.com Secure Settings	Your Name	FLOSS I	Reader		
	Email Address: floss.reader2@gmail.com				
Copies & Folders	Reply-to Address				
Composition & Addressing Junk Settings	Organization:				
Raturn Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	📄 A <u>t</u> tach the sig	nature fro	m a file instead	(text, HTML, or i	mage]:
					Choose
	🔲 Attach my 🗴	ard to me	isages		Edit Card
	Outgoing Server (SMTP):	Google Mail - s	mtp.googlemai.	com (Defa 🔹
				Ma	nage Identities

2. Go to Account Actions and click Add Mail Account.



3. Thunderbird tries to use the automated process to create your account.

Your gamer	FLOSS Reader	Your name, as shown to others	
Email address	floss-reader2@gmail.com		
Bassword:			
	Remember persword		

Enter your name, your email address, and email password and then click the **Continue** button.

4. Thunderbird will attempt to use database of Internet Service Providers (ISPs) that is maintained by Mozilla to get the account settings. You can stop this process by clicking the **Stop** button.

At this point, click the **Stop** button to start creating the account manually:

- Click POP or IMAP in the Incoming row. You won't be able to change from POP to IMAP or IMAP to POP after you ٠ have clicked Manual Setup so please double check that you have selected POP or IMAP as appropriate!
- Click the Manual Setup button. •

Your name:	FLOSS Reader	Your name,	as shown to	others	
Email address	floss.reader2@gmail.com				
Password					
	2 Regember password				Start over
 MAP - Acce POP - Down The following:	ess folders and messages fro load all messages onto this settings were found from:	m multiple cor computer, fold Mazilla ISP dat	mputers () Iers are loca tabave	recommended) I only	
 MAP - Acce POP - Down The following of Username: 	ess folders and messages fro iload all massages onto this wettings were found from: floss.reades2@gmail.com	m multiple cor computer, fold Mazilla ISP dat	mputers () Iers are loca tabave	recommended) I only	jat
 MAP - Acce POP - Down The following of Username Incoming: 	ess folders and messages fro doad all messages onto this wettings were found from: floss reader2@gmail.com imap.googlemail.com	m multiple cor computer, fold Mozilla ISP dat	nguters () Iers ane loca tabave 903	ecommended) I only SSL/TLS	ğat

5. The Account Settings screen will open for your new account. The screen contains your account name, your name, and your email address.

6. Click Server Settings to configure your account to receive email.

afloss.reader2@gmail.com	Server Settings			
Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Hinss, readed & Dome.com	Server Type: POP Mail S Server Name: User Name: Security Settings Connection security:	None	Ports	0 Defaute 110
afless.reader1@gmx.com Server Settings	Authentication method:			•
Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Atest@vbnhy.com Server Settings Copies & Folders Composition & Addressing Junk Settings	Check for new mess Check for new mess Check for new mess Automatically dewnl Fight headers only Leave messages on s Fight for at most 14 Until 1 gletet ther	iges et startup iges every ood new messar erver days n	10 👘 minut jes	ics
Return Receipts	Empty Trash on Eait			Adganced
Al ocal Folders	Local directory:			
Junk Settings Disk Space Outgoing Server (SMTP)	C:\Users\unbrennan\Appl	Data\Roaming\1	hunderbird\P	Profiles' Browse
and the second state of state				

7. Enter the following settings for your email provider:Server Name

- User Name ٠
- Port
- Security Settings •

8. Click Outgoing Server(SMTP) to setup the account to send email.

affoss.reader2@gmail.com	Outgoing Server (SMTP) Sattings					
Copies & Folders Composition & Addressing Junk Settings	Although you can specify more than one outgoing server recommended for advanced users. Setting up multiple SN errors when sending messages.	(SMTP), this is only ATP servers can caus				
Synchronization & Storage	Google Mail - smtp.googlemail.com (Default)	Add.,				
Security	GMX Freemail - mail.gmx.com	Edit				
#floss.reader1@gmx.com	ampivonity.com	Remove				
Server Settings		C.1.D. C. H				
Composition & Addressing		Set Depart				
Synchronization & Storage Return Receipts Security #testDybohy.com	Vectorption: Google Mail Server Name: smtp.googlemail.com Port: 465 User Name: floss.reader2@gmail.com Authentication method: Normal pessword					
Copies & Folders Copies & Folders Composition & Addressing Junk Settings Disk Space Return Receipts Security	Connection Security SSL/TLS					
#Local Folders						
Junk Settings						
Outgoing Server (SMTP)						

In Outgoing Server (SMTP) Settings click the Add button.

9. Enter the settings for sending email that you got from your email provider.

Settings	
Description:	
Server Name:	
Port:	Default: 25
Co <u>n</u> nection security:	None
Authentication method:	
User Na <u>m</u> e:	

Click the **OK** button to continue.

10. To complete the set up process, click the **OK** button on the Account Settings screen.

11. Thunderbird asks for your password the first time that you try to get or send email. When this happens you can have Thunderbird remember your email.

12. Right click on the top bar and place a check mark in the "Menu Bar" before continuing.

2.2 Import export tools install

To install the extension, follow this procedure:

- in Thunderbird, go to toolbar "Tools" --> "Addons" and this will open the "Add-ons Manager"
- In the "Add-ons Manager" at the top right hand side click on the "Tools Wheel" and a drop down "Tools for all add-ons" menu will appear.



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- Click on "Install Add-on from file ..." selection and a file explorer window will open.
- Go to the location where you saved the downloaded file "ImportExportTools -2.8.0.1.xpi"
- Click on the filename and then click on the "Open" button at the bottom right of the screen.
- A Software Installation screen will open: Click on the "Install now" button at the bottom right.
- This will open a new "Add-ons Manager" window with the program showing and a note that it will be installed after you restart Thunderbird.
- Click on the "Restart" Button at the top right of the screen.
- After the restart close the "Add-ons Manager" window.
- Now the toolbar "Tools" will have a new item below "Options" labeled "ImportExportTools" and an arrow on the right side will show the menu of options available.

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+ E Local Tokkes	Actigity Manager Mecrope Differs Dan Filters on Folder Ran Filters on Money Ran hark Meil Contor	ji di sa Falim						
		Uddo MetWelfed os Jork with Ingent gree Consolo Accessi Schings.	s Ank n Folke					
	geters. ImperligenTook		Depart fek Figure fek Exponsible Depart fek Depart fek Depart fek South en	Departicidae Espanticidae (report) Espanticidae (report) Espanticidae (retro abactara (report) Espanticidae (retro) Espanticidae (retro)				
					lagant alam Sir Import masaga			
				Import B/ metalges from a clinicitary Import SMS Save of profession		sko fornits obdiestories		
					Save all mail files Options			

3. Import / Export Existing Accounts

Note: When you're moving from a old PC to a new one its typically easiest (and safest) to install Thunderbird on the old PC, import your e-mail, settings and address books and then move the Thunderbird emails and Address Books to the new PC after installing Thunderbird on the new PC

If you are upgrading from XP to Win 7 or 8 you must first move your information to Thunderbird in XP and then export to Win 7/8. There are no Outlook Express programs available for Win 7/8 !

3.1 Outlook Express

After installing Thunderbird, open the program and go the "Tools" menu, select "Import...", and then individually import your Mail, Address Books, Settings or Filters from Outlook Express. Or you can Import Everything.

Import	
This weard preferences address bo	rill import mail messages, address book antries, s, and/or filters from other mail programs and common sk/numets into Thunderbind.
Once they i within Thur	rave been imported, you will be able to access them from derbird.
🔘 Iniport	Everything
or select th	s type of meterial to import:
OA	idress Books
() ()	
0 😪	ttings
09	1815
	< Book Next > Concel

In most cases you will not need the "Import Export Tools" add-In from Section 2.2

In Windows XP the emails are normally stored within the

"C:\Documents and Settings\<name>\Local Settings\Application Data\Identities\{xxxxxx-xxxxxxxxxxxxxxxxxxxxxxxxxxxx]" directory. Where each Identity has a separate directory with different values replacing the "xxx's" in the previous line..

If you can't find them there open Mail "Tools -> Options -> Maintenance -> Store Folder" to find where the Mail program stored the files.

3.2 Windows Live Mail [aka - Windows Mail]

You will need to install the "Import Export Tools" add-In from Section 2.2 due to format differences.

After installing Thunderbird and the "Import Export Tools" go the "Tools" menu, select "ImportExportTools" ->"Import all messages from a directory" -> "Also from subdirectories". [See fig at the end of Section 2.2]

In Windows Vista Mail and In Windows 7 Live Mail the emails are normally stored within the "C:\Users\<name>\AppData\Local\Microsoft\Windows Live Mail" directory If you can't find them there open Mail "Tools -> Options -> Advanced -> Maintenance -> Store Folder" to find where the Mail program stored the files.

When you have navigated to the proper location click on "OK"

3.3 Address Books [aka - Contacts]

If your old email client supports exporting the address book as either a .CSV or .LDIF file you can import it using Tools -> Import -> Address books -> Text Files.

In some cases the format of the earlier address books will import all of the contacts but only a limited set of the information is seen. In this case you will have to open each contact and reedit the information.

If you are importing an address book in .CSV format, try to match up the heading names in your exported file with the headings used with Thunderbird. In some cases it is easier to print the .CSV file using Notepad or Excel and then just manually reenter the addresses.. In Excel change the column width so you can see all of the information and then delete the empty columns before printing.

Thunderbird

Export

To Export your Mailbox folders in Thunderbird Right click on your email identity [email address] immediately <u>below</u> the "Get Mail" button at the top left of the "Mail Toolbar". When the dropdown menu appears, select: "Export all the folders (with structure)" and then place them in a folder that you will remember when the "Browse For Folder" window opens then click "OK"

Import

To Import your Mailbox folders into Thunderbird Right click on your email identity [email address] immediately <u>below</u> the "Get Mail" button at the top left of the "Mail Toolbar". When the dropdown menu appears, select: "Import Mbox File" and then the window below will open.

Files mbox import 🛛 🛛 🛛 🔊
Choose the import way:
○ Import directly one or more mbox files
 Import one or more mbox files, with its/their subdirectory
Select just the mbox file, the directory with the same name and the extension ('sbd)' will be automatically imported, if it exists.
O Select a directory where searching the mbox files to import
\bigcirc Select a directory where searching the mbox files to import (also in subdirectories)
Open filepicker in profiles' directory
OK Cancel

4. Customization

- Menu Bar
- Tool Bar
- Viewing Methods

 In Message Pane
 In Tabs
 In a New Window
- Folders
- Filters
- Multiple Personalities
- Specialized Add-Ons

5. Additional Web Links and Info

Mozilla

Getting started FAQ's http://kb.mozillazine.org/Thunderbird_:_FAQs_:_Getting_Started

Migrating Thunderbird from 24 other Email clients plus much additional information http://kb.mozillazine.org/Thunderbird_:_FAQs_:_Migration#Specific_programs

YouTube

Thunderbird Tutorial [time: - 6:43] http://www.youtube.com/watch?v=JWh-EnnFZ8U

On Your Mark

Manual [Not as good as Floss] www.onyourmark.com/tutorials/email_thunderbird.pdf

eml2mbx

Program for creating mbox files <u>http://luethje.eu/prog/eml2m_en.htm</u>

Overview and Downloads: <u>http://luethje.eu/prog/</u> <u>http://luethje.eu/prog/eml2m065_en.zip</u> MD5 checksum: df0762f3d1f30207f05a80dbedcb21cf