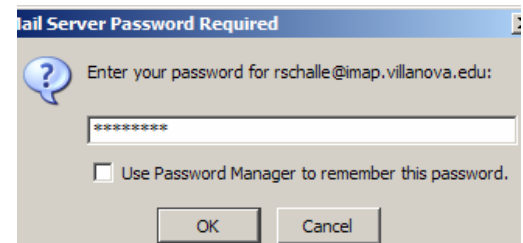


Converting from Netscape Messenger to Mozilla Thunderbird

Logging into Thunderbird

When you open Thunderbird for the first time, you will be asked for your email password. If you want Thunderbird to remember your password, check the box that says *Use Password Manager to remember this password* and click *OK*.



New Features of the Inbox

When you open Thunderbird, you should be brought to your Inbox. If you are not, click the Inbox folder on the left. You will notice a number of new features on the Thunderbird main window, including:

New Toolbar Features

Some of the toolbar icons that you are used to using have new names/features, including:

- *Get Mail* – used to retrieve new message from the server
- *Write* – used to compose a new email message
- *Address Book* – used to access your Personal Address Book & Villanova directories
- *Junk* – used to mark/unmark messages as Junk – see “Junk Mail Controls” below
- *Print* – used to either Print or Print Preview – click on the down arrow to Preview

New View and Search Features

Under the toolbar, you will notice a new bar with two options, as shown below:



- *View* – Allows you to view *All* of your messages or just some of them, depending on the criteria. You can read *All* message, *Unread* messages, mail that *Has Attachments*, etc. One section of this list works with message labels (*Important*, *Work*, *Personal*, *To Do*, etc.). More on this later...
- *Subject or Sender* – Allows you to search your messages by *Subject*, *Sender*, or both. Click the down arrow next to *Subject or Sender* to search for a keyword in the *Entire Message* or select *Find in Message* to search inside of your messages for a keyword. You can perform all of these searches within your Inbox or within any folder in your email account by simply selecting that folder. To search all of your email folders at once, highlight the name of your email account above your Inbox folder before performing the search.


New Message Column Features

When you are looking at the list of messages, either in your Inbox or in any other folder in your email account, Thunderbird shows you columns of information about each message, such as *Subject*, *Sender*, *Date*, *Threading*, and *Read Status*. You can sort your messages by any of these headings simply by clicking on the column header once for A-Z order and again for Z-A order.



In Thunderbird, some additional column headings have been added, including:

- *Attachments* – shows whether or not the message has attachment
- *Junk Mail Status* – shows whether or not Thunderbird thinks the message is Junk (more below ...)

You can add/remove column headings by clicking the Column Selector icon  at the far right side of the column headings bar. To move columns around, simply click, hold and drag the column headings to the left or right.

New Message Utilities

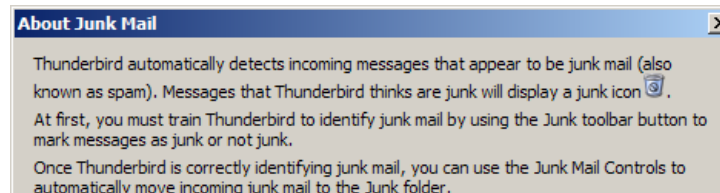
Not much else has changed with regards to reading messages in Thunderbird. However, a few new features have been added to the *Message* menu to help make your job easier, including:

- *Message: Edit Message as New* – This feature is not new, but it can come in handy. If you want to take a message in your Inbox and make a copy of it to send to someone else (without hitting Forward), click *Message, Edit Message as New*. This will open the email as a new message. You can then delete the original recipients' names and type your own recipients' names.
- *Message: Label* – This feature allows you to label messages as *Important*, *Work*, *Personal*, *To Do*, and *Later*. This will color code the messages to make them stand out more. In addition to color coding the messages, you can now use the new *View* feature (see *New View and Search Features* above) to filter your message list based on these labels. For instance, if you only want to see messages labeled as *To Do*, first label the messages, then click the *View* drop-down and select *To Do* from the list. Then to see all of your messages again, click, *View, All*.

Junk Mail Controls

In addition to Villanova's Spam filter, Thunderbird also tries to mark messages that it thinks is Junk Mail. Thunderbird's Junk Mail Controls attempt to determine what is and is not junk.


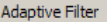

When Thunderbird believes a message is Junk, you will see a small trash can in the Junk Mail column of your message list and you will receive a message at the top of the email saying that "*Thunderbird thinks this message is Junk.*"



You will be given the option to tell the program that the message is *Not Junk* either by clicking the *Not Junk* button within the message or on the message toolbar above.

At this point, although Thunderbird is marking messages as Junk, it is not programmed to do anything with that Junk Mail. Because we already have a Spam filtering system in place, UNIT does not recommend using Thunderbird's Junk Mail Controls at all.

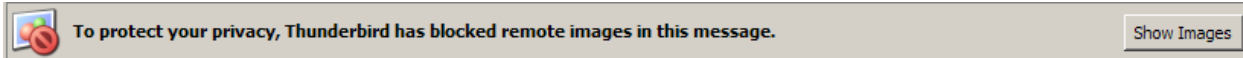
To completely disable all Junk Mail Controls:

- Click *Tools* and select *Junk Mail Controls*. If you see the message above, click *OK*.
- Click the   *Adaptive Filter* tab and uncheck *Enable adaptive junk mail detection*. 

Remote Image Blocking

Just like clicking on email attachments, it is now possible to contract a computer virus from clicking on a picture within an email message. To prevent against this, Thunderbird will block pictures from remote senders, meaning from people sending you messages from outside of Villanova.

While it is nice to have this type of protection, sometimes it hinders you from reading an important email message. Anytime Thunderbird blocks remote images, you will receive a message in the header of the email saying “*To protect your privacy, Thunderbird has blocked remote images.*”



You will see a box in the top right-hand section of the message saying *Show Images*. If you click on that, the message will appear in its intended form. Do this only if you absolutely need to see the images!

To disable Remote Image Blocking:

- Click *Tools* and select *Options*.
- Click the *Advanced* button on the left.
- On the top right, uncheck *Block loading of remote images in mail messages* (not recommended).
- Click *OK*.

New Message Composition & Addressing Features

Composing and addressing messages has changed a bit in Thunderbird. To compose a new message, click the *Write* icon on the toolbar.

New Compose Toolbar Features

You will notice that when you click *Write* to compose a new message, the Compose toolbar has not changed much. However, there are some new icons that you can add to this toolbar.

To *Customize* the Compose toolbar, right-click the toolbar area and select *Customize*. If you see icons on the *Customize Toolbar* window that you want to add to your Compose toolbar (e.g., *Cut*, *Copy*, *Paste* or *Quote*), simply drag these icons up into the toolbar area and click *OK* when done.

New Addressing Features

Your email program should be programmed to search your Personal Address Book(s) and the Villanova Directory whenever you begin typing a name or email address on the To: (or Cc:/Bcc:) line. If Thunderbird does not recognize the name of any Villanova employee or student it may not be configured properly, in which case you should call the UNIT Helpdesk at 610-519-7777.

When typing an email address of someone *on campus*, there is no need to type the entire first and last name. You can simply type part of the person's first name, then part of the last name. If they are in the Villanova Directory, the name, or a list of similar names, should appear.

Thunderbird is not like Netscape Messenger in that, when typing a common name, you will no longer see *Multiple Matches Found*. Instead, the name that matches your entry most will appear at the top of a list of other common names.

- If the name at the top is correct, hit *Enter* to select it.
- If the name at the top is not correct, use your mouse or the down arrow on your keyboard to scroll down to select the correct name. If using the keyboard, highlight the correct name and hit *Enter*. If using the mouse, you may need to hit the down arrow to scroll down the list if it is more than 4 or 5 names long.

If the person you are addressing does not appear on the list, you may need to click on *Contacts* button to search for them further in the Address Book (more on this below...)

New Message Formatting Features





Once you have addressed your message and typed a Subject line, click in the message body to type the message. You will see a few new features on the message formatting toolbar, including:

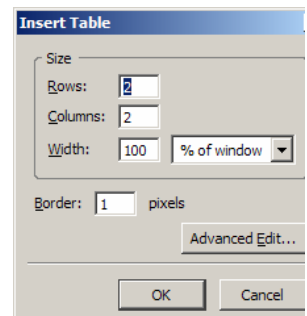
- *Text Color/Background Color Buttons* – Next to the font type box (Variable Width means Times New Roman), you will see two boxes, one black and one white. Click the black box to change the font color and the white box to change the background color of the email message.
- *Text Size Buttons* – Next to the text color buttons, you will see two icons that look like a small “A” and a large “A”. These decrease and increase the font size of selected text.
- *Smiley Face Button* – This button allows you to insert various emoticons, including Smile, Frown, Wink, Embarrassed, etc. These can be seen by anyone using an HTML-based email program, which includes most people in the U.S. and many overseas.





New Table Features

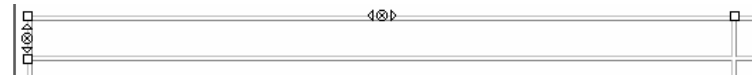
If you ever used tables in emails before, they have changed quite a bit in Thunderbird. Tables are great for lining up columns of data. If you type columns of information using the tab key or space bar to line the data up, you know that the final result is not always what you intended. If you use tables, the data you type always stays in line.

Inserting tables in Thunderbird is the same as before, but editing them is different.


- *To Insert a Table* – Click the button to the left of the Smiley Face icon and select *Table*. You can also click *Insert* from the menubar and select *Table*. Specify the number of *Rows* and *Columns* you want, the *Width* of the table, and the *Border* size (with 0 being none). Click *OK*.
- *To Insert a Row/Column* – Once your table is inserted, you can insert a new row or column using the     buttons at the top or left of a cell.



To insert a column to the right or left of the column you are in, click the  or  arrows, respectively. To insert a row above or below, click the  or  arrows.



You can also insert rows/columns from the *Format, Table* menu.

To Delete a Row/Column – To delete a row/column, click the  button between the arrows on the top or left of a cell. You can also delete rows/columns from the *Format, Table* menu.

- *To Edit Cell/Table Properties* – To change the *Height*, *Width*, *Alignment* or *Background Color* of a table, double-click anywhere inside the table to get into the properties box.

You can also select multiple cells and change their properties by selecting *Format* from the menubar and using *Table* or *Table Cell Properties*.

- *To Edit Cell/Table Properties* – To merge cells, select the cells to be merged, then click *Format, Table, Join Selected Cells*. To split a cell into two, click inside the cell to be split and select *Format, Table, Split Cell*.

Your Signature File/vCard

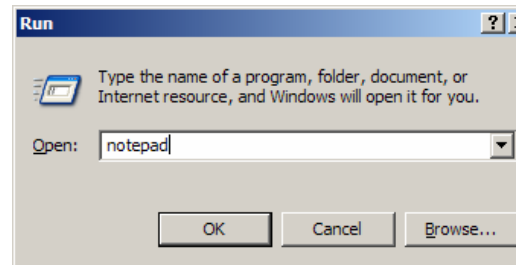
You may notice that your signature file or vCard that used to appear at the bottom of your outgoing messages is now gone. Unfortunately, these settings did not carry over from Netscape Messenger.

The difference between the two is that a signature file is a plain-text file that appears at the bottom of your email message which is universally-read by anyone with an email program. A vCard is a bit fancier, appearing at the bottom of your outgoing email as a kind of electronic business card. While many email programs out there can read vCards, they are not as universally-visible as signature files.

Creating a Signature File

If you saved your signature file somewhere on your old PC (e.g., in My Documents), all that you need to do is locate and reattach it using step 5 below. However, if you cannot find it, follow these steps to recreate the signature file:

1. Click *Start* and select *Run*. Type *notepad* and click *OK*.
2. In Notepad, type your entire signature file as you want it to appear at the bottom of your outgoing messages, including your entire website address if you want. You cannot format this file at all.
3. When finished, click *File* and select *Save*. In the *Save as...* box, type *signature* and click *Save*. The *signature.txt* file will automatically be saved in your My Documents folder. If you get a message saying the file already exists, it means that you already had a signature file saved in that folder.
4. Close Notepad.
5. Open Thunderbird.
6. Click *Tools* and select *Account Settings*.
7. On the main page on the right, check the box to the left of *Attach this signature*.
8. Click *Choose*.
9. If the *Look in...* box at the top of the window does not say *My Documents*, select *My Documents* on the left.
10. Locate the *signature.txt* (or just *signature*) file and select it. Click *Open* and then *OK*.



Creating a vCard

1. Open Thunderbird.
2. Click *Tools* and select *Account Settings*.
3. On the main page on the right, click *Attach my vCard to messages*.
4. Click *Edit Card*.
5. Type your information on the *Contact*, *Address*, and *Other* tabs and click *OK* when done.
6. You won't actually see the vCard appear when you type an outgoing message, but the recipient should see it when they receive the message.

New Address Book Features


As noted above, the *Address Book* is now more easily accessible, with an *Address Book* icon right on the main Thunderbird toolbar. You can also get to the Address Book when composing an email message by clicking the *Contacts* button.

Note: The *Contacts* button on the Thunderbird composition toolbar should only be used to look an address up. If you want to edit your Personal Address book, click on the *Address Book* button on the toolbar in the main Thunderbird window or click *Tools, Address Book*.

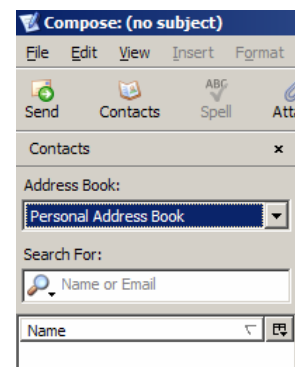
Searching for an Address from Within the Message Composition Window

When typing an email message to someone, you may experience problems locating the person's email address. In that case, you may need to click the *Contacts* button, which opens up the Address Book Task Pane on the left. To search for someone in the Address Book:



- Click the *Contacts* button on the Compose toolbar. The Address Book Task Pane appears.
- Select the Address Book or Directory you want to search in. You can select from the following:
 - Personal Address Book – Your personal addresses
 - Villanova Directory – All Villanova employees and students
 - Villanova Faculty/Staff Directory – All Villanova faculty and staff (employees)
 - Villanova Distribution Lists – All campus departmental, class and group lists
 - Collected Addresses – Addresses collected from your outgoing messages

- In the *Search For* box,  Name or Email type either the entire first name or the entire last name of the person you are searching for, or type both. If the last name is common, you will need to type the first and last name. If the last name is uncommon, there's no need for a first name.

If you need to type the first name to narrow your search down, be sure to type the entire first name, followed by part or all of the last name. Partial first names will not yield any results.




Note: If you are unsure of the spelling of someone's first or last name, or if the person's email name uses a middle initial in it, you should use the asterisk wildcard (*) to refine your search. For instance, to search for Tracy Johnson, type *Trac* Johnson*, which will search for Tracie, Tracy, and either name followed by a middle initial and the last name Johnson.

- *Properties* - If you want to see more information about the person who appears in the Search box, right-click the person's name and select *Properties*. Be sure to look on the *Contact* and *Address* tabs of the properties box to find what you are looking for (phone #, address...).
- Once you locate the name you want, you can do one of three things to add the name to the address list for your email:
 - Double-click the name, which will add them to the To: line.
 - Click the name once, then click either *Add to To:* or *Add to Cc:*  
 - Right-click the name and select *Add to To field*, *Add to Cc field* or *Add to Bcc field*.
- When you are finished with the Contacts list, click the **X** to close the task pane.

Searching for an Address from Within the Address Book

Searching for an address from within the Address Book is very similar to doing it from the Contacts task pane. To search for an address in the Address Book:

- Click *Tools, Address Book*. The Address Book window opens.
- Select the Select the Address Book or Directory you want to search in.
- In  Name or Email box, type either the entire first name or the entire last name of the person you are searching for, or type both.

- Once you locate the name you want, select the name and click *Write* to compose an email to that person.

Adding Someone to Your Personal Address Book from Within an Email Message

You can easily add someone who has sent you an email message (or other recipients of the message) to your Personal Address Book by:

- Open the email message.
- Click the sender's name and email address (or that of another recipient)
- Select *Add to Address Book*.
- Type additional information on the Address Book card that appears.
- Click *OK*.

Changing Your Email Settings and Preferences

You can change many of your email account settings and preferences, including:

- Where outgoing Sent messages are stored
- Quoting behavior of your message replies
- Default font settings
- Forwarding settings (inline or as attachment)
- Spell checking
- Address searching (which directory to search when addressing)
- Password saving settings
- Return receipt settings
- etc.

These settings are controlled in one of two places:

- *Tools – Account Settings*
- *Tools – Options*

Feel free to poke around in either of these places so that you can set the settings to your liking. If you have questions about any of these settings, please contact the Helpdesk at 610-519-7777.

Note: When you go to the *Tools, Account Settings* section, you may see some places where it says “*Use my global preferences for this account.*” This means that the settings are controlled by the *Tools, Options* section in Thunderbird. It is a good idea to set your global settings in *Tools, Options*, then to go to *Tools, Account Settings* and tell it to use the global preferences. If you have questions about these settings, please call the Helpdesk.