This document is designed to be a brief introduction to Thunderbird for new users, and users transferred from Eudora. Please read it carefully and if you previously used Eudora, take note of the ‘Notes for Eudora Users’ Section.
Main Window Layout

Below is a picture of the layout of the main thunderbird window.

The window is divided into 4 sections:

**Toolbar:**
The toolbar contains the most frequently used functions in Thunderbird. ‘Get Mail’ will force Thunderbird to check for new messages. ‘Write’ will allow you to compose a new message, ‘Address Book’ will show your Address Book. The ‘Forward’, ‘Reply all’, ‘Reply’, ‘Delete’, ‘Junk’ and ‘Print’ buttons will act on the message you currently have selected in the message list.

**Folders:**
This contains a list of all your folders, or mailboxes. The folder that is selected here, which you can do by single-clicking it, will show in the ‘Message List’ section. If you double-click on a folder, it will open another Thunderbird window with this folder already selected.

Folders with unread messages are shown in bold with a number after them to indicate how many unread messages it contains. See the folder ‘ToProcess’ folder above for an example.

Please note that you should not use the ‘Local Folders’ section. Using this will not store email on the central email server. Please store all mail in the folders under ‘Flinders Email’.
**Message List:**
This shows all the messages of your currently selected folder, and their subjects, senders, etc. You may select a message here to load in the preview pane, or, double click a message to open it in an individual window, which is good for larger emails. After doing either of these you can work with the message by using the buttons on the toolbar such as ‘Reply’, ‘Forward’ and ‘Delete’.

In the message list, new or unread messages are shown in bold. This can be seen in the example above.

**Message Preview**
This shows the message currently selected in the message list. It is called a ‘Preview Pane’ as you can open a message ‘fully’ by double clicking on it. However, you can still do the same things with a message in the preview pane, you just have a smaller space to view it.

If you wish to turn off the Message Preview, press the ‘F8’ key while in Thunderbird main window.

**Note for Eudora Users:** Some older versions of Eudora do not have a Message Preview. Thunderbird will respond in the same way as these versions of Eudora, that is if you double click on a message, it will open in a new window.

**Customising columns**
Thunderbird has several columns of information you may wish to display when viewing the messages in your mailboxes. Click the small icon at the end of the column headings to see a drop down menu with all the columns you can select.
Composing a Message

To compose a new message: Click on the ‘Write’ button in the main window.

The compose Message window will appear whenever you create a new message or reply or forward an existing message. The window will look similar to the example below.

The way Thunderbird handles email recipients is slightly different to most email programs. If you look carefully at the area highlighted in red in the example above, you will see that each recipient goes on an individual line. At the start of each line is a drop down menu to allow you to select the type of recipient that line will be. The drop down menu is shown alongside this text.

In the example shown above, the recipient ‘customer@flinders.edu.au’ will get the email, ‘manager@flinders.edu.au’ will get a carbon copy of the email, ‘someone.else@flinders.edu.au’ will get a carbon copy of the email without the other recipients knowing (Blind carbon copy), and the address used if the recipients reply to the messages is ‘local.support@flinders.edu.au’.
**Attachments**

When viewing a message, attachments appear in a bar along the bottom of the window. To open the attachment to view or print it, simply double-click on the attachment.

To save the attachment, or save all attachments, right-click (control-click on Macintoshes) on an attachment and select ‘Save As’ or ‘Save All’ from the pop up menu. You will then be prompted to select a folder to save the attachment(s).
Address Book

The Address Book window appears when you click on the Address Book button in the main window. It looks similar to the screenshot below:

This window, like the main window, is also divided into 4 main sections.

Toolbar

The buttons in the toolbar give easy access to the most commonly used functions within the address book.

Address books and lists

This pane lists the main Address books you have, and the lists within them. In this screenshot there are two Address books, “Personal Address Book”, and ‘Collected Addresses’. By default, thunderbird will use the “Personal Address Book” as your main address book, and will automatically add the address of everyone you send an email to into “Collected Addresses”.

In this window there is one mailing list, this is “Friends”.

Note for Eudora users: If you have moved from Eudora, you will have an Address Book called “Eudora Nicknames”. All your Eudora contacts and mailing lists will be in this Address book.
**Lists of Cards/Lists**
Here are all the cards (individual contacts) within the currently selected Address Book or List. Please note that if you select an Address book, you will see all the contacts within the Address Book itself, the lists within it, and the contacts within the mailing lists.

**Summary**
This area shows the details for the currently selected card or list.

**Note about the address book**

When composing a message in Thunderbird, you can click the ‘contacts’ button to see your address book within the compose window. This will show all of your contacts, groups, and contacts within the groups. Look closely at the icons to see the difference between an individual contact and a group – the Group has two people on the icon, and a contact has one person.
Using Filters

Email can be automatically filed into another mailbox by using a filter.

From the **Tools** Menu > select **Message Filters**
This window shows your current filters.
To create a new filter, click **New**

1. Name the filter
2. Select the field that you want to match eg Subject, Sender, Date, To etc
3. Enter the text to be matched
4. Select where you want to put the message

Click OK
**Default Signature**

To create a default signature for Thunderbird:

Open MS Word

Type and format what you want to appear as your signature on the bottom your emails.

Save the document as a Web Page, Filtered (.htm, .html) to your documents folder

eg:

John Citizen  
Job Title  
Section/Department, Division/School  
Flinders University, GPO Box 2100, Adelaide SA 5001  
Phone: 08 8201 0000  
Fax: 08 8201 1000  
E-mail: john.citizen@flinders.edu.au  
www.flinders.edu.au

Open Thunderbird  
From the **Tools** Menu > Select **Account Settings**

Put a tick in the ‘Attach this signature’ check box  
Click Choose and select the signature file that you created above  
Click OK to close

Your signature will appear in grey at the bottom of each email that you create.

If you do not want to send you signature to appear on a particular message, just select and delete signature in that message.
Notes for Eudora Users

While Eudora and Thunderbird are similar in that they are both email programs with mostly the same functions, there are some key differences that users moving from Eudora should know about.

Attachments

Eudora has an ‘attachments folder’ where all attachments are stored. It removes them from the email message when it is received and places them in the attachments folder. This is not normal behaviour for an email program, and as a result Thunderbird does not do this. To get to an attachment, you open the message the attachment came in, and you can open (for viewing) or save (to edit and/or file away) the attachment.

If you were moved from Eudora to Thunderbird, your attachments would have been re-combined with the messages, providing that you left them in the attachments folder. If you moved them elsewhere the message will have a ‘missing attachment’ message in the footer of the email.

The quick version: Thunderbird does NOT have an Attachments folder – find your attachments within your email messages.

The advantage of this is that you don’t have to organise your attachments yourself. Simply open an attachment from within a message if you want to view or print it, or right-click it and choose save as if you want to save a copy to edit.

Address fields when composing a message

When composing a message, Eudora and Thunderbird handle the list of recipients quite differently. Eudora has 3 lines, one for To, one for CC, and another for BCC. Thunderbird however lists one person per line, with a drop-down list at the start of each line to pick how the person will be addressed. See the screenshots below.

Thunderbird:

| To: | customer@finders.edu.au |
| Cc: | manager@finders.edu.au |
| Bcc: | someone.else@finders.edu.au |
| Reply-To: | local.support@finders.edu.au |

Eudora:

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To: customer@finders.edu.au
From: Customer Service Centre <csc@finders.edu.au>
Subject: Space Allocation
Cc: manager@finders.edu.au
Bcc: someone.else@finders.edu.au
Attached:
```

Mailbox names

There are slight differences in the names of mail folders in Thunderbird and Eudora. Eudora’s ‘In’ is referred to as ‘Inbox’ in Thunderbird, and Eudora’s ‘Out’ is referred to as ‘Sent’ in Thunderbird.