

CONTRIBUTED DOCUMENTATION

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Thunderbird: Using Windows and Mac

Last Updated: 6/2/06

For information related to this topic refer to:

- [Installing and Configuring Thunderbird](#)

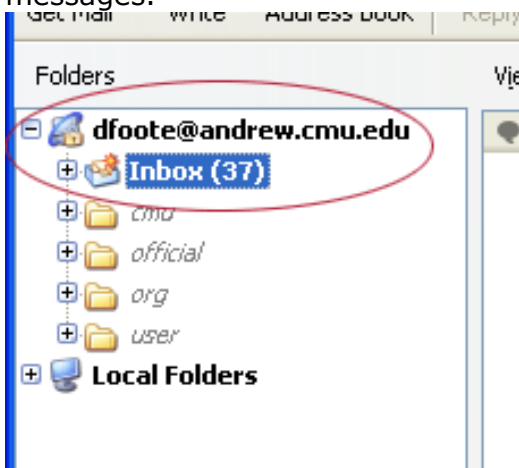
Overview

This document will walk you through some of Thunderbird's most commonly used features as well as some features that may be problematic in the Carnegie Mellon environment. For more detailed instructions, use Thunderbird's Help feature. To access Help while in Thunderbird, select the **Help** menu and then select Mozilla Thunderbird Help. For information on installing and configuring, see [Thunderbird: Installing and Configuring](#).

Viewing your Inbox

To view your mail in Thunderbird, follow these steps:

1. On the left side of the Thunderbird screen display, click on your **mail account name** (the name that you choose for your Thunderbird mail) to expand it; and then click on the **Inbox** to view your messages.

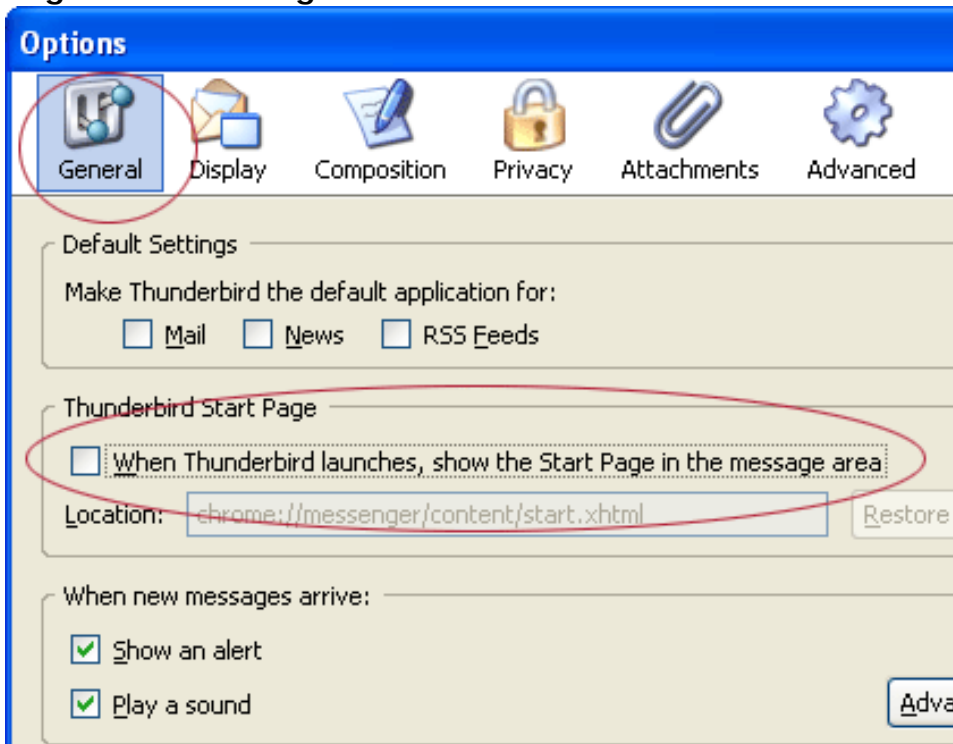


2. To change the way that your Thunderbird mail appears on your screen, select **View > Layout** and select the view that you prefer.

Some people find the Thunderbird Start page to be annoying. If you want to turn off the Start Page, follow these steps.

1. Depending on your operating system, do one of the following:

- o Windows: select **Tools > Options**.
 - o Mac: select **Thunderbird > Preferences**.
2. Select **General**.
 3. Under Thunderbird Start Page, deselect the checkbox **When Thunderbird launches, show the Start Page in the message area**.



4. You can also use this tab to select an alert or sound when new messages arrive.
5. Windows: click **OK** to close the Options dialog box.

Setting your Mail Format

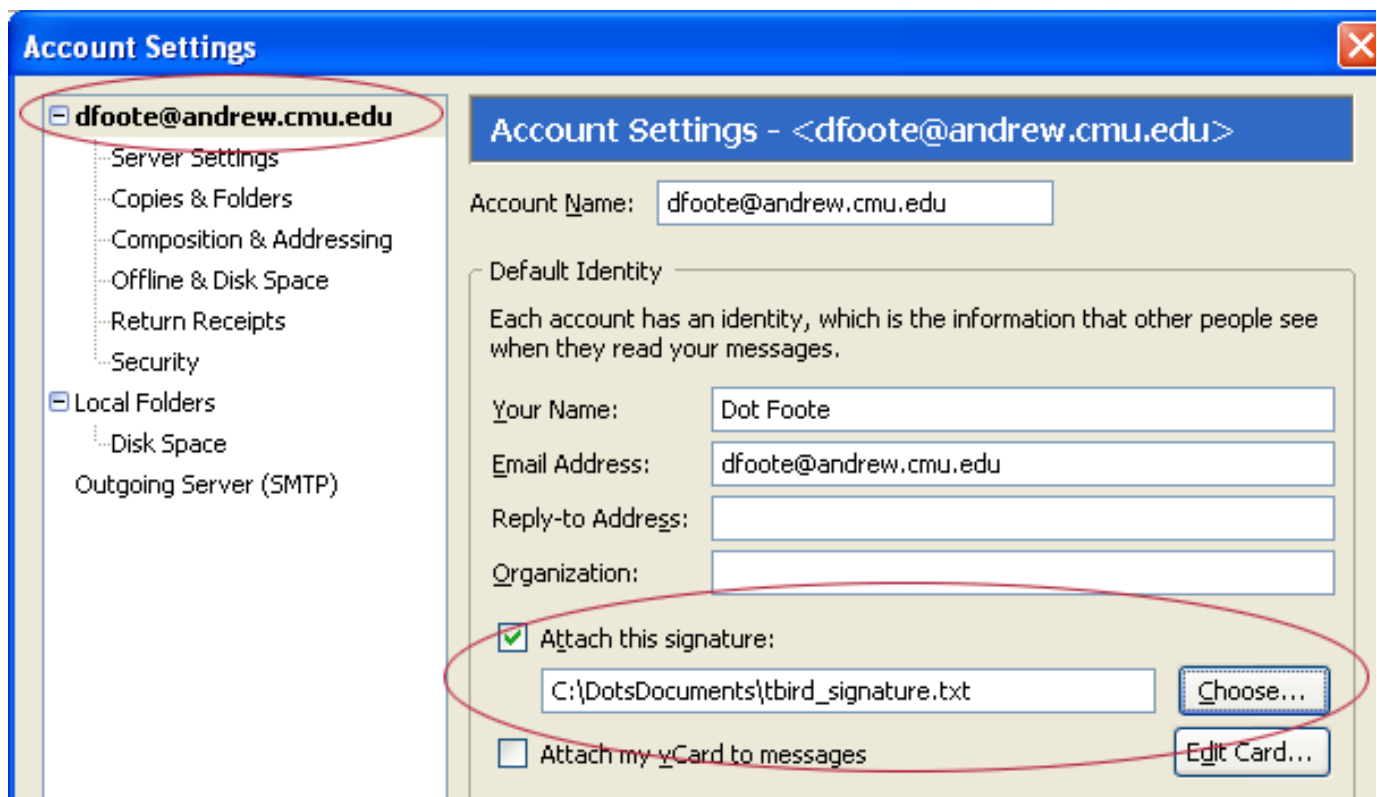
By default Thunderbird composes your messages in html format. To disable this option and use plain text for messages, follow these steps:

1. Select **Tools > Account Settings**.
2. Select **Composition and Addressing**.
3. De-select **Compose messages in HTML format**.
4. Click **OK**.

Creating a Signature

Follow these steps to enter a new signature for your mail messages in Thunderbird:

1. First, you'll need to create and save your signature information in a text file such as Notepad (Windows) or TextEdit (Mac).
2. Once you've created the file, in Thunderbird select **Tools > Account Settings**.
3. The Account Settings dialog box appears. With your account highlighted, select the checkbox for **Attach this signature**, then click **Choose** and browse to find the plain text file that you created in step 1.



4. Click **OK** to close the dialog box.

Delete / Purge Messages

By default, Thunderbird is configured to move your deleted messages to the Trash folder. To change this setting; follow these steps:

1. Select **Tools > Account Settings**.
2. Select **Server Settings**.
3. In the drop down menu next to **When I delete a message**, select one of the following:
 - o **Move it to the Trash folder**
 - o **Mark it as deleted**
 - o **Remove it immediately**
4. To further customize your settings, you can select the checkboxes for:
 - o **Cleanup("Expunge") Inbox on Exit**
 - o **Empty Trash on Exit**.
5. Click **OK** to save your settings.

To remove a deleted message manually, select **File > Compact Folders**.

In Thunderbird (at least the Mac version) compact folders is the command equivalent to Mulberry's Expunge command. In the Mac version of Thunderbird you find Compact Folders as a command under the File menu. There is no keyboard equivalent. You have to manually pull down the File menu and choose Compact Folders from the list.

You can choose a preference setting to Compact Folders upon logout. I do it manually and frequently to more easily be able to see unread mail. Looks as though most Thunderbird help is in the form of questions and answers in a forum at mozilla.org website.

Also the warning below may be of interest: They mean be sure to copy Thunderbird to disk before launching

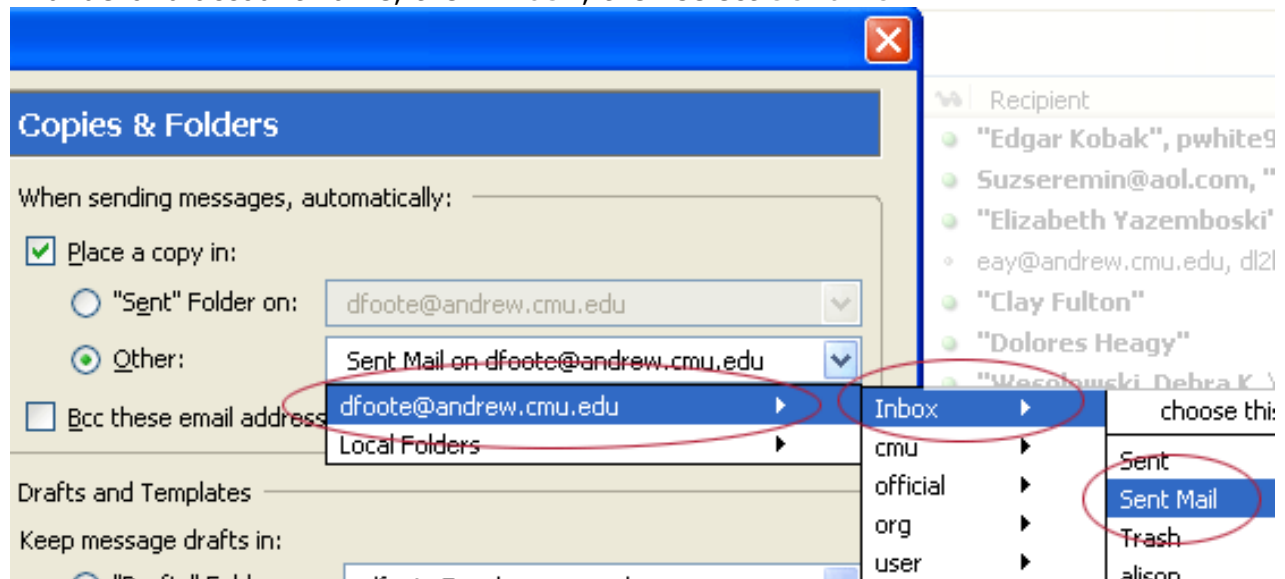
it.

Do NOT run Thunderbird from the Disk Image! - doing this will cause an infinite restart loop (the symptom of which is a Thunderbird icon that bounces briefly in the Dock then disappears and reappears, bounces and disappears, over and over). To break Thunderbird out of this loop, open a Terminal and type "killall thunderbird-bin" and press enter. Install Thunderbird to a location you have write access to and try again. When installing on a multi- user limited access system, install it into a shared location as administrator, run it once and then all users should be able to access it.

Specify a Sent Mail Folder

By default, Thunderbird stores your sent messages on the server in a folder named "Sent". Follow these steps if you want to specify a different folder in which you want to store copies of your sent messages:

1. Select **Tools > Account Settings**.
2. Select the **Copies & Folders** option in the left pane.
3. Select the **Place a copy in** checkbox. Depending on where you want to store your sent mail, select one of the following:
 - o **"Sent" Folder on** radio button, and then select your account or Local Folders from the pull down menu.
 - o **Other** to specify a different sent mail folder. If you select this option, additional windows will display to allow you to browse to the exact folder that you want to use. For example, if you want to store your Thunderbird sent messages in the same folder as Webmail uses, select your Thunderbird account name, then **Inbox**, then select **Sent Mail**.



4. Click **OK**.

Import an Address Book

To import an existing address book to Thunderbird, follow the appropriate steps below:

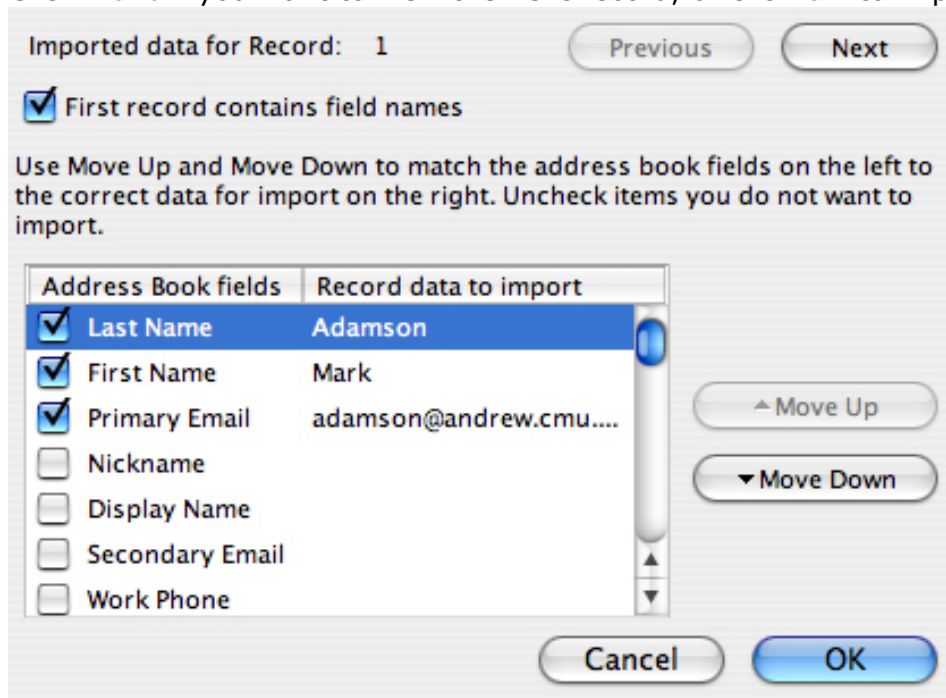
Windows

1. First, export your address book from the mail client in which it exists.
2. To import your address book to Thunderbird, select **Address Book** and then select **Tools > Import**. The Import wizard launches. For **"Select the type of material to import"** select the radio button for **Address Book** and then click **Next**.

3. For "**Please select the type of program for which you would like to import**", select **Text file (LDIF, .tab, .csv, .txt)** and then select **Next**.
4. Browse for the file that you created in step 1 and select it. In the **Files of type** pull down menu, select **Tab Delimited (*.tab, *.txt)** and click **Open**. The file imports.

Mac

1. First, export your address book from the mail client in which it exists.
2. To import your address book to Thunderbird, select **Address Book** and then select **Tools > Import**. The Import wizard launches. For "**Select the type of material to import**" select the radio button for **Address Book** and then click **Next**.
3. For "**Please select the type of program for which you would like to import**", select **Text file (LDIF, .tab, .csv, .txt)** and then select **Next**.
4. Browse for the file that you created in step 1 and select it. Click **Open**.
5. The Address Book dialog box appears. Select the fields that you want to import. Use the Move Up and Move Down buttons to match and arrange your information.
6. Click **Next** if you want to view the next record, or click **OK** to import the entire file.



7. The file is imported. Click **Finish**.