# An Alternative: Thunderbird

If you'd rather be able to do everything from a program on your computer, you can install what's called an "email client". One of the most popular ones is Mozilla Thunderbird.

## Getting and installing Thunderbird

1 Open your web browser.
In the address bar, type:
www.mozilla.org/thunderbird

2 This takes you to a webpage where you can download the program.

3 Click on "Free Download", then wait while it downloads to your computer.

4 You'll be asked whether you want to run or save the file – choose "Run". And then click "Yes" to allow it to install.

5 You'll then be taken through a "Setup Wizard". Click "Next" to start.

6 On the next screen, choose the "Standard" option. And at the bottom of the screen you can untick the box if you don't want Thunderbird as your main (default) email program. I'd recommend keeping it ticked. Click "Next" and then "Install".

7 Wait while the program installs, then click "Finish". Thunderbird will open so that you can get it set up.
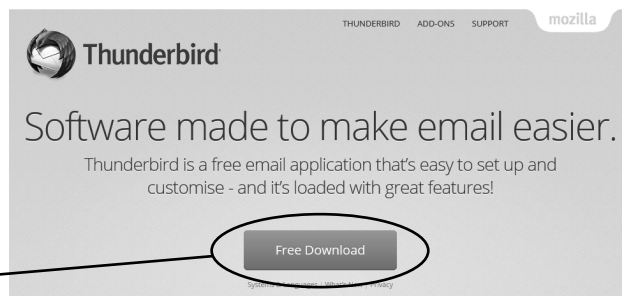
Setting up Thunderbird

1 When Thunderbird opens, you'll get a little window pop up called "System Integration". Just click "Set as Default" to go to the next step (you shouldn't need to change anything).

2 The next screen asks you if you'd like a new email address, but you can set up Thunderbird with your existing address. Click on "Skip this and use my existing email".

3 Type in your name, and then the email address and password for your existing email. Thunderbird will look up the right set-up information automatically. For some email addresses, you'll get a choice between "IMAP" or "POP3". I'd always recommend using IMAP *(see margin comment)*.

4 Click "Done", and you'll see a screen a bit like this.
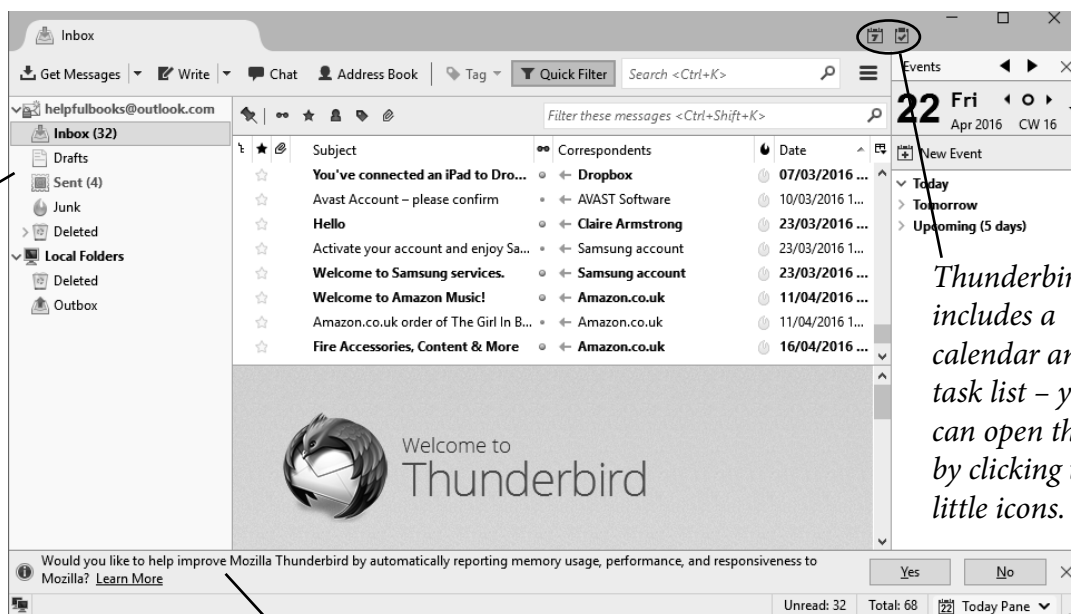
Your folders are shown here. There are two sets: the main ones are shown under your email address (I'll tell you more about the local folders on page 6).

Thunderbird includes a calendar and task list – you can open them by clicking these little icons.

You'll get messages from Mozilla down here.

Thunderbird: The Basics

Here's a very quick run-through of the basics of Thunderbird.

Sending an email

1 To start a new email, click on the "Write" button at the top.

2 Click here and type in the email address of the person you're sending to. If you're typing a new email address that the program doesn't know, it shows in red type. That's just warning you to check the address carefully.

3 Type a subject here, and your message in here, then click on "Send" up at the top.

You'll find all the standard formatting tools here.

If you want to send an email to more than one person, type in their email addresses, one after another, separated by <u>commas</u>, e.g. "queries@helpfulbooks.co.uk, someone@somewhere.co.uk". (You use ";" in some other programs, but it's a comma in Thunderbird).

Receiving an email

When you receive emails, you'll see them listed in the top part of the screen (in date order). Click on an email once to view it in the bottom pane.
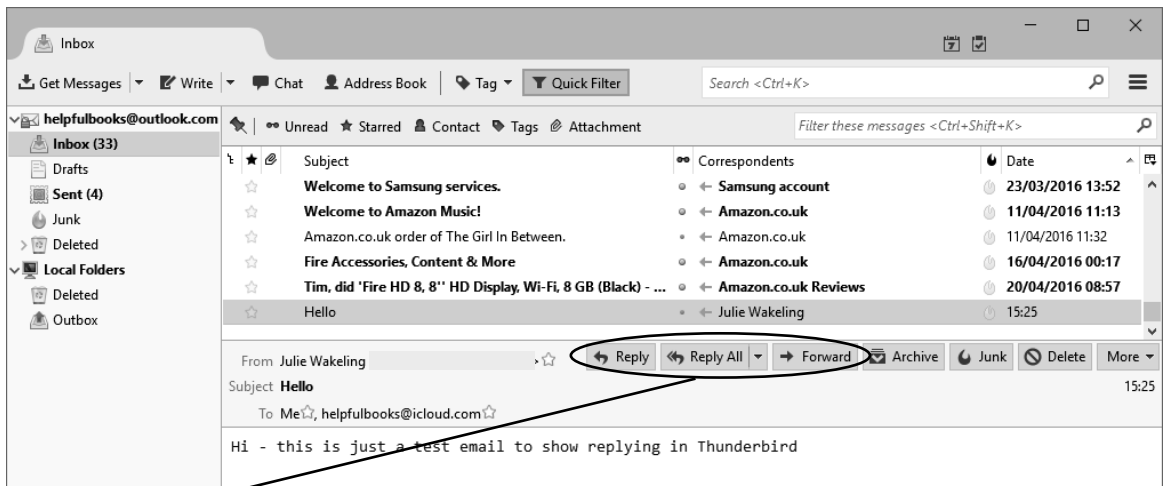
The "Reply" and "Forward" buttons are here at the top of the email. "Reply All" sends a reply to everyone who that email was sent to, but it'll only appear if the email was actually sent to more than one person.

If you want to stop getting emails from a legitimate company, it's best to click the <u>unsubscribe</u> link at the bottom of the email rather than marking it as junk.

There are some other options up there as well:

Archive: This moves the email to an "Archives" folder with the year on it. You might want to use this for emails you want to keep for reference.

Junk: Clicking this tells Thunderbird that the email is spam *(you can also do that without opening the message by clicking on the little flame icon next to it in the list)*. Junk emails will be moved to your "Junk" folder, and Thunderbird will remember this address as junk next time you get something from them.

Delete: This moves the email to your "Deleted" folder, so you can get it back if you change your mind.