



Dacorum U3A

Computer Support Group

Thunderbird

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# Thunderbird Email Client

This presentation will look at how to set up and use Mozilla's email client called Thunderbird.

- System requirements
- Installing Thunderbird
- Setting up access to Email accounts
- Normal use
- Other features

# System Requirements

## Windows 10:

- 7,8,10, Server 2000R2
- 200mb hard disk
- 1gb ram!

## MAC

- OS X >10.9
- 200mb hard disk
- 512mb ram

## LINUX/GNU

- See [www.thunderbird.net](http://www.thunderbird.net)

## Smart Phone/Tablet

- Not available

# Installation

Download from the Mozilla site.

Mozilla has recently create a subsidiary with their own Website – [thunderbird.net](http://thunderbird.net).

The mozilla.org will forward you here is you use the 'Download' option.

Go to [thunderbird.net](http://thunderbird.net) in your browser and use the 'Download' option to get the program. Install it by double clicking on the downloaded file.

NOTE There is 'currently' no 64 bit version of thunderbird for Windows.

# Installing

There is no reason to change any of the installation options, just accept the defaults.

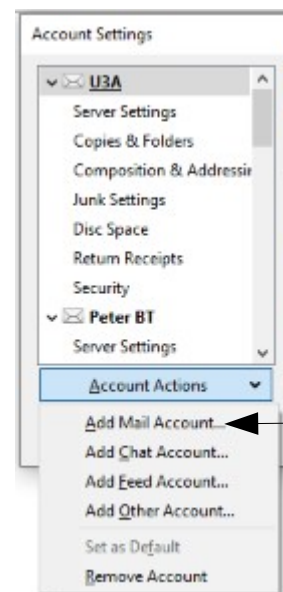
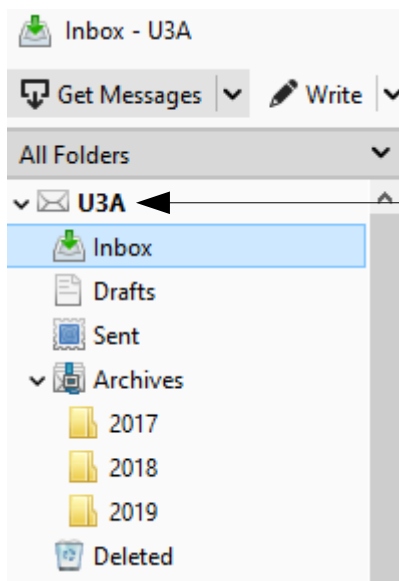
Once installed, I prefer to 'pin' the app to the task bar. This means that you can 'open' thunderbird by simply clicking on the thunderbird icon:



# Setting up an email account

If you have just installed Thunder bird then this process will be started automatically

Otherwise right-click on any account name (in bold) on the left of the display and select 'Settings'. Then select 'Add Mail Account' from the 'Account Actions' drop down.



# Configure account

Set Up an Existing Email Account

Your name:  Your name, as shown to others

Email address:  Your existing email address  
[Get a new email address...](#)

Password:   
 Remember password

Enter your name as you want it to appear in front of your email address

Enter you email address

Enter the password for the account. If you tick 'Remember Password', Thunderbird will remember it and you never need to enter it again (unless you change it! Beware it is possible to view all the the passwords!

Set Up an Existing Email Account

Your name:  Your name, as shown to others

Email address:  Your existing email address ⚠ Double check this email address!

Password:   
 Remember password

⚠ Thunderbird failed to find the settings for your email account.

	Server hostname	Port	SSL	Authentication
Incoming:	<input type="text" value="a.c.d"/>	<input type="text" value="Auto"/>	<input type="text" value="Autodetect"/>	<input type="text" value="Autodetect"/>
Outgoing:	<input type="text" value="SMTP"/>	<input type="text" value="Auto"/>	<input type="text" value="Autodetect"/>	<input type="text" value="Autodetect"/>

Username: Incoming:  Outgoing:

The 'Manual config' button just shows the form on the left.

If you click 'Done' or 'Re-test', Thunderbird will attempt to sign in and will tell you if it fails.

# Configure Account 2

If the Test doesn't work then you must change some of the values:

Most of the information should be available on the website where the email is hosted. In many cases there will be specific information about configuring Thunderbird.

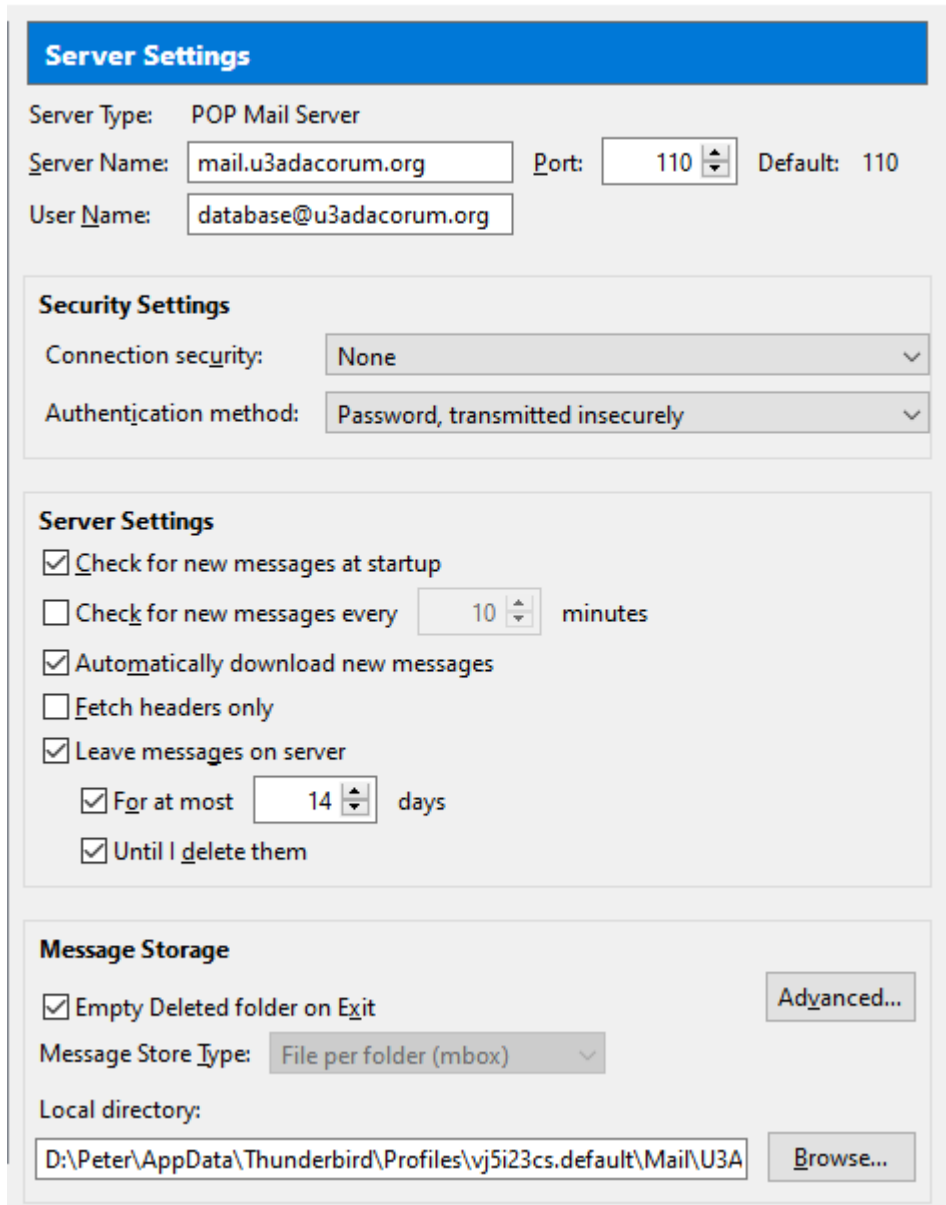
However, I have found that they are sometimes incorrect. If you are sure that you have the correct email address and password then it may be necessary to contact customer support.

In practice, it is almost never necessary to change the Username(s)

## What settings do I need for my mail client or device?

1. **Username** – this is your full email address
2. **Password** – your chosen email password
3. **Incoming mail server IMAP or POP3:** mail.uwclub.net
4. **Incoming port IMAP:** 993 or **POP3:** 995
5. **Outgoing mail SMTP server:** mail.uwclub.net
6. **Outgoing port SMTP TLS:** 587 or **SSL:** 465
7. Make sure that your security settings are set-up to enable TLS (or SSL if not available)

# Configure Server Settings



The screenshot shows the 'Server Settings' dialog box in Thunderbird. It is divided into three main sections: 'Server Settings', 'Security Settings', and 'Message Storage'. The 'Server Settings' section includes fields for 'Server Type' (POP Mail Server), 'Server Name' (mail.u3adacorum.org), 'Port' (110), 'Default' (110), and 'User Name' (database@u3adacorum.org). The 'Security Settings' section has dropdown menus for 'Connection security' (None) and 'Authentication method' (Password, transmitted insecurely). The second 'Server Settings' section contains several checkboxes: 'Check for new messages at startup' (checked), 'Check for new messages every' (10 minutes), 'Automatically download new messages' (checked), 'Fetch headers only' (unchecked), 'Leave messages on server' (checked), 'For at most' (14 days), and 'Until I delete them' (checked). The 'Message Storage' section includes 'Empty Deleted folder on Exit' (checked), 'Message Store Type' (File per folder (mbox)), and 'Local directory' (D:\Peter\AppData\Thunderbird\Profiles\vj5i23cs.default\Mail\U3A).

**Server Settings**

Server Type: POP Mail Server

Server Name: mail.u3adacorum.org Port: 110 Default: 110

User Name: database@u3adacorum.org

**Security Settings**

Connection security: None

Authentication method: Password, transmitted insecurely

**Server Settings**

Check for new messages at startup

Check for new messages every 10 minutes

Automatically download new messages

Fetch headers only

Leave messages on server

For at most 14 days

Until I delete them

**Message Storage**

Empty Deleted folder on Exit

Message Store Type: File per folder (mbox)

Local directory: D:\Peter\AppData\Thunderbird\Profiles\vj5i23cs.default\Mail\U3A

The receive settings can be changed here.

If possible use STARTTLS or SSL/TLS and not 'Normal Password'

When to check for messages is up to you.

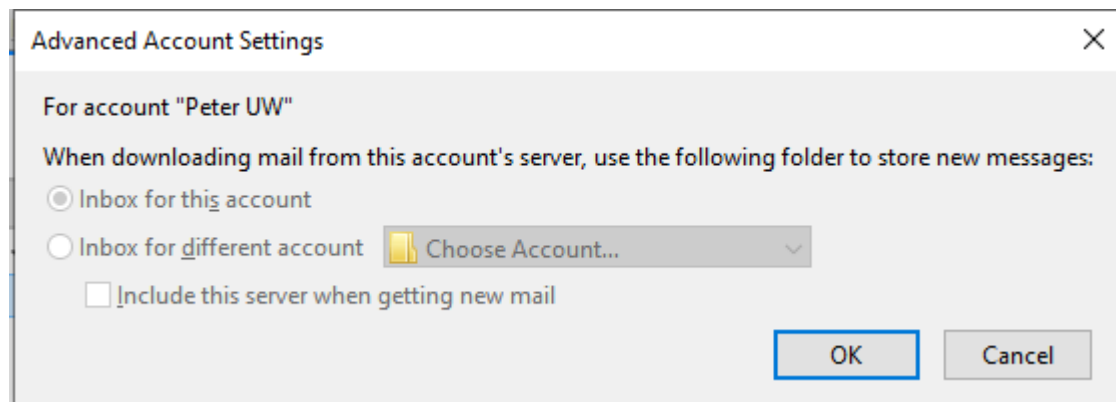
Unless you are on a very slow link or have huge attachment to receive then automatically download them

If you leave the messages on the server, they can be received by other devices, obviating the disadvantage of using POP3.

By emptying the Deleted folder on exit, it will never get very large but you can easily 'undo' a delete before you exit

# Configure Server Advanced

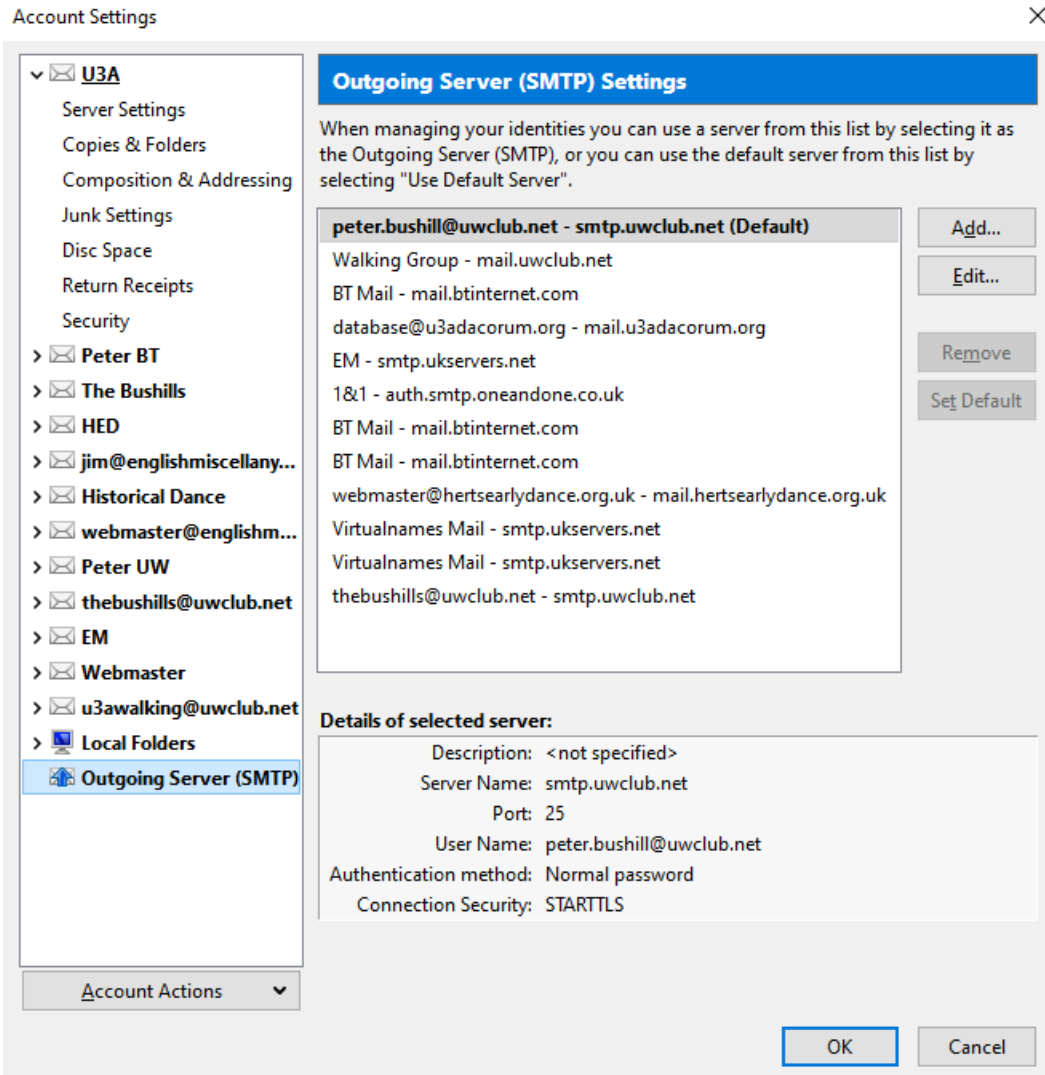
The Advanced Account Settings allows more than one email address to share the same Folders and will not have a separate section in the main display.



# Configure Other facilities

- Copies & Folders shows where to put Sent messages, archives and templates
- Composition and Addressing shows various composition and addressing options
- Junk shows various options for identifying spam and junk
- Disc Space has controls for limiting the amount of disk used
- Return Receipts has options for setting receipt requests. In practice Return Receipts has Little practical value.
- Security has some very technical options

# Outgoing Email Configuration



The configuration for outgoing messages is separate from the incoming.

This is available in 'Outgoing Server (SMTP)'. This shows the names of ALL of the outgoing configurations. It should be obvious which of them is associated with which Email address.

The 'Edit' button allows changes to be made to an individual outgoing definition.

I don't know what 'Default' means!

# Normal use

The 'normal' page (reduced to be visible) looks like:

The screenshot shows an email client window titled 'Inbox - Peter BT'. The interface is divided into several panes:

- Main Menu:** The top menu bar with options: File, Edit, View, Go, Message, Events and Tasks, Tools, Help.
- Quick Access Buttons:** A row of buttons below the menu: Get Messages, Write, Chat, Address Book, Tag, and a search icon.
- 'Account' (Email Address):** The left sidebar shows a tree view of folders. The top folder is 'U3A', and the bottom folder is 'Peter BT'. A callout points to the 'Peter BT' folder, stating 'Folder associated with that address'.
- Selection Actions:** A row of icons (star, bookmark, star, person, tag, link) above the email list.
- Column Headers:** The email list has columns for 'Correspondents', 'Date', and 'Size'.
- Emails in Selected Folder:** A list of emails is shown, with the first one selected. The list includes:

Correspondents	Date	Size
News	04/06/2020,...	12.1 kB
Norman Parkyns	20/05/2020,...	11.3 kB
Norman Parkyns	20/05/2020,...	10.7 kB
Metro Bank	20/05/2020,...	38.3 kB
Dawn Skye	19/05/2020,...	10.9 kB
Sally Woodward	19/05/2020,...	2.9 kB
- Selected Email Actions:** A row of buttons below the email list: Reply, Forward, Archive, Junk, Delete, and More.
- Selected Email Preview:** The preview pane shows the selected email's details:

From News <16ablake@q3academy.me> ☆  
Subject **Re: U3A Message** 04/06/2020, 02:35  
To Me <peter.bushill@btinternet.com> ☆

Take action before Friday

View article

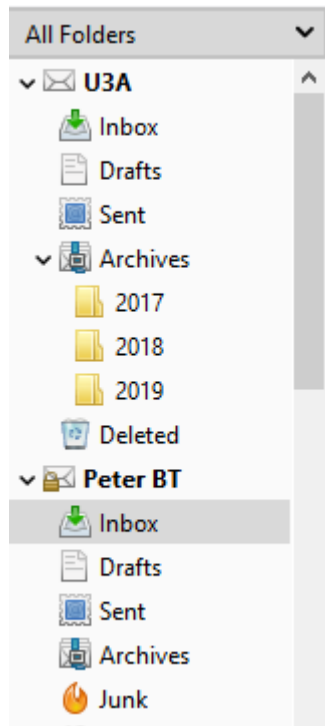
2d263fbed5e04a0a4e1ee52bac5e29e4

# Account Folder List

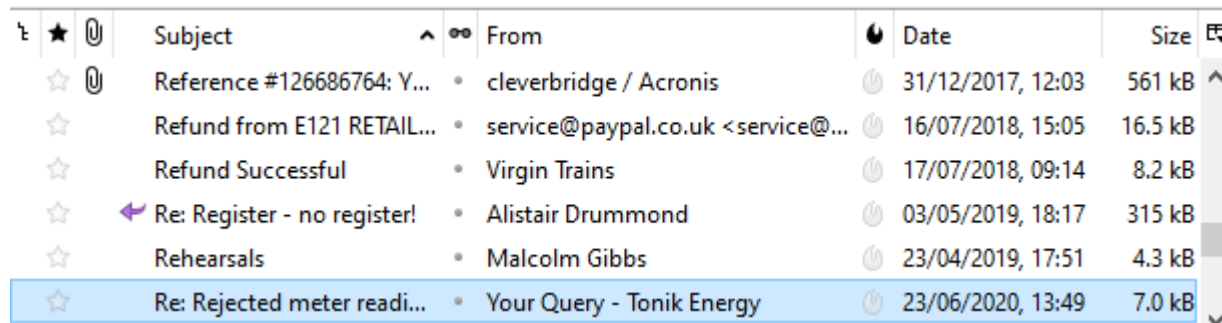
The list consists of the 'Accounts' (in practice the (groups of) Email addresses. They are in **BOLD**.

For each 'Account', the list of folders belonging to that account. This list can be contracted by clicking on the arrow next to the 'Account'.

By clicking on a folder, the information on the emails in that folder will be shown in the 'Emails in Selected Folder' section of the display.



# Emails in Selected Folder



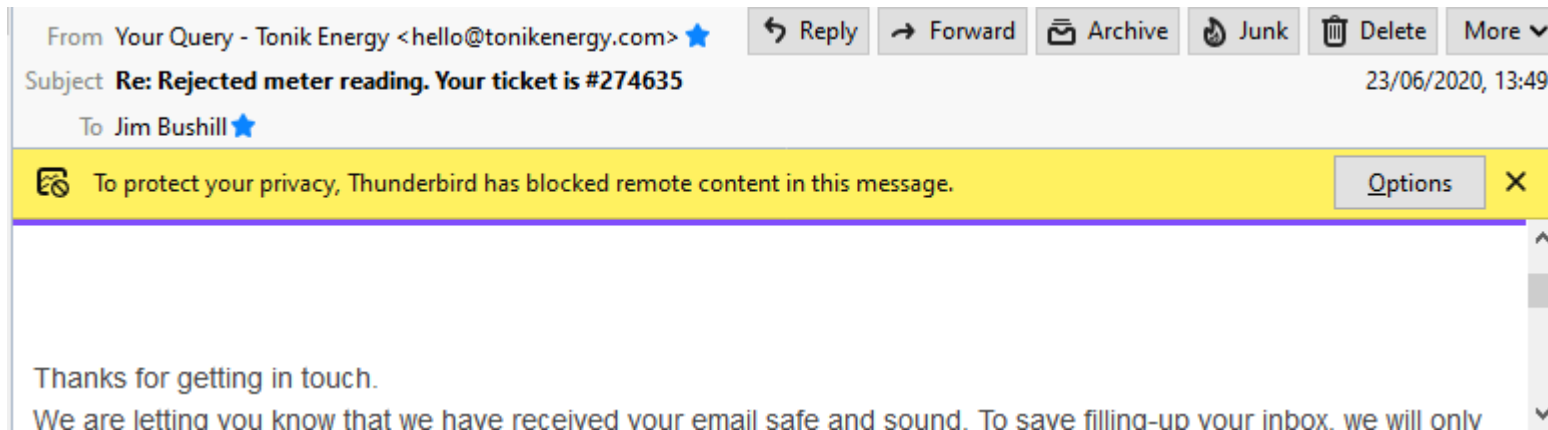
★	📧	Subject	From	Date	Size
☆	📧	Reference #126686764: Y...	cleverbridge / Acronis	31/12/2017, 12:03	561 kB
☆		Refund from E121 RETAIL...	service@paypal.co.uk <service@...	16/07/2018, 15:05	16.5 kB
☆		Refund Successful	Virgin Trains	17/07/2018, 09:14	8.2 kB
☆	↩	Re: Register - no register!	Alistair Drummond	03/05/2019, 18:17	315 kB
☆		Rehearsals	Malcolm Gibbs	23/04/2019, 17:51	4.3 kB
☆		Re: Rejected meter readi...	Your Query - Tonik Energy	23/06/2020, 13:49	7.0 kB

The list of emails in the folder will be shown, the columns which are displayed may be changed by right clicking in the header line.

By clicking in the column heading, the emails may be sorted using that column alternately ascending and descending.

A click on an email will show the email in the small 'preview' section on the display. A double click will put the email into full page view. (After this Thunderbird itself can be closed).

# Email Preview Area



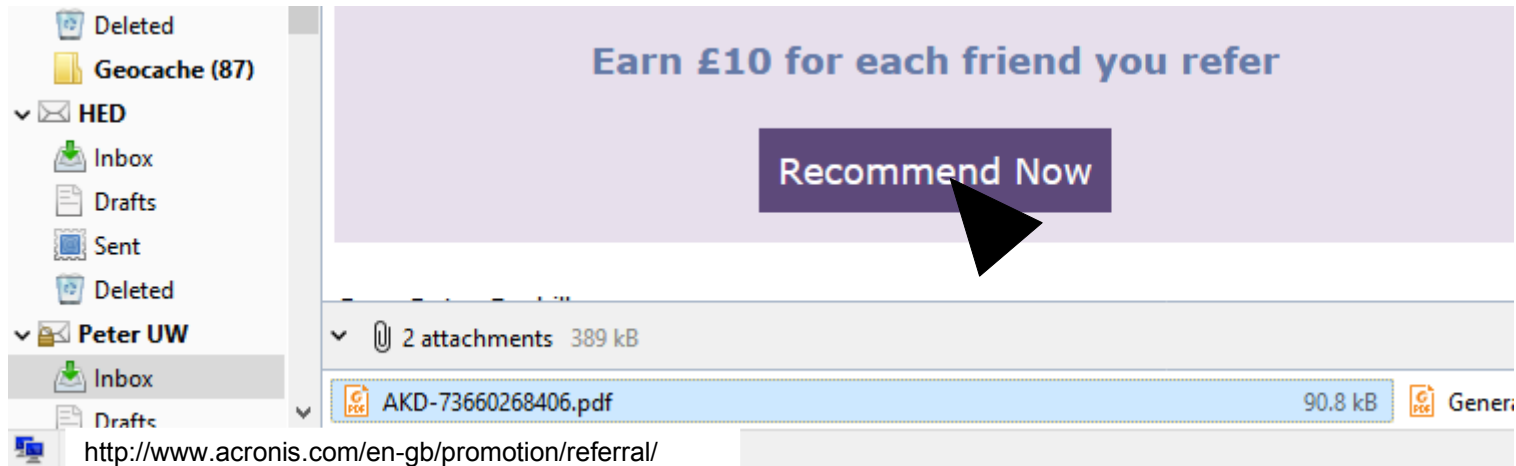
The Preview shows information about the email (sender, subject, date and time, who receives it). If the email has been 'cc'ed, the whole list will be shown (can be seen if the list is too long).

Also a list of action buttons is shown, this may change if the email was sent to a list of recipients.

The 'yellow' bar will be shown if the email includes access to the internet. In this case one of the options is to allow access and the 'whole' email will be shown.

Clicking on the email will show it in full page mode.

# Below the Preview Area



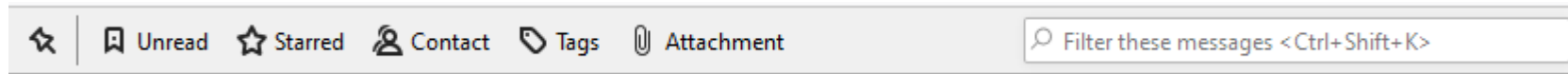
If there are attachments, they will be shown at the bottom of the Preview area. The list may be expanded by clicking on the down arrow.

Right clicking on the 'attachment(s)' will allow all the attachments to be saved.

Clicking on an individual attachment will allow that one to be saved or opened.

If you 'hover' over a redirect button, the URL will be shown at the bottom left of the page.

# Selection Actions



The selection action buttons allow the list of emails in the folder to be limited to those with specific attributes.

Most should be obvious but 'Filter These Messages' needs some explanation:

Any text entered here will be compared against the emails.

You can select one or more from: sender, recipients, subject, body.

# Quick Action Buttons



Get Messages – obvious. But note that clicking on this button will only get emails for the current ‘Account’. The ‘pull down’ allows ‘All messages’ or selection only an individual Email address.

Write – start a new message. By default from the current ‘Account’s main email. (This can be changed.)

Chat – I have never tried this

Address Book – open the address book

Tag – apply an ‘importance’ tag value to the current email.

Quick Filter – Hides or displays the Selection Actions toolbar

# Write email

The image shows a screenshot of a Thunderbird 'Write' email window. The window title is 'Write: Re: Reference #126686764: Your order of Acronis's products - ...'. The menu bar includes File, Edit, View, Insert, Format, Options, Tools, and Help. The toolbar contains Send, Spelling, Security, Save, and Attach. The email header shows 'From: Peter UW <peter.bushill@uwclub.net> Peter UW', 'To: cleverbridge / Acronis <no-reply@cleverbridge.com>', and 'Subject: Re: Reference #126686764: Your order of Acronis's products'. The body text area has a 'Body Text' dropdown and a 'Variable Width' dropdown. A callout 'Write options' points to the toolbar. A callout 'Addressing' points to the 'To' field. A callout 'Email text' points to the body text area. A callout 'Attach' points to the 'Attach' button. A callout 'Title' points to the 'Subject' field. A callout 'Formatting' points to the text formatting icons. A callout 'Original Emal (if any)' points to a quoted email snippet: 'On 31/12/2017 12:03, cleverbridge / Acronis wrote: Earn £10 for each friend you refer'.

This page is shown when a Write action, Reply or Reply All etc. is used

Anything that is entered here will be saved in the 'Drafts' folder for the Account. If the Send fails, Thunderbird is closed, the email may be continued by double clicking on it. This is also true if the send is 'closed' although there is an option to discard it. The 'Save' button gives other possibilities

Security is a bit technical and is largely irrelevant.

# Write Email Addressing

The sender is pre-filled from the Account where the write was initiated. However, you can click on the value set and you can select from the full list of the possible addresses.

The line(s) underneath contain the list of recipient addresses. Just start typing and a list of addresses in your address book with matching strings will be displayed and you can select one. Using 'enter' will take you to the next address to be entered; using tab will take you directly to the Subject line. You can also put in a completely different address.

To the left of each address you can select from 'To', 'Cc' or 'Bcc'. You can also select 'Reply to' which will mean that any reply will go to that address. (Not all ISPs will accept this).

You can configure that all messages sent to a list of addresses or 'group' from an account will be sent as a 'Bcc' or 'Cc'. This is in the 'Copies and Folders' configuration.

# Write email cont

**Copies & Folders**

When sending messages, automatically:

Place a copy in:

"Sent" Folder on: U3A Walking

Other: Sent on U3A Walking

Place replies in the folder of the message being replied to

Cc these email addresses: Separate addresses with commas

Bcc these email addresses: u3awalking@uwclub.net

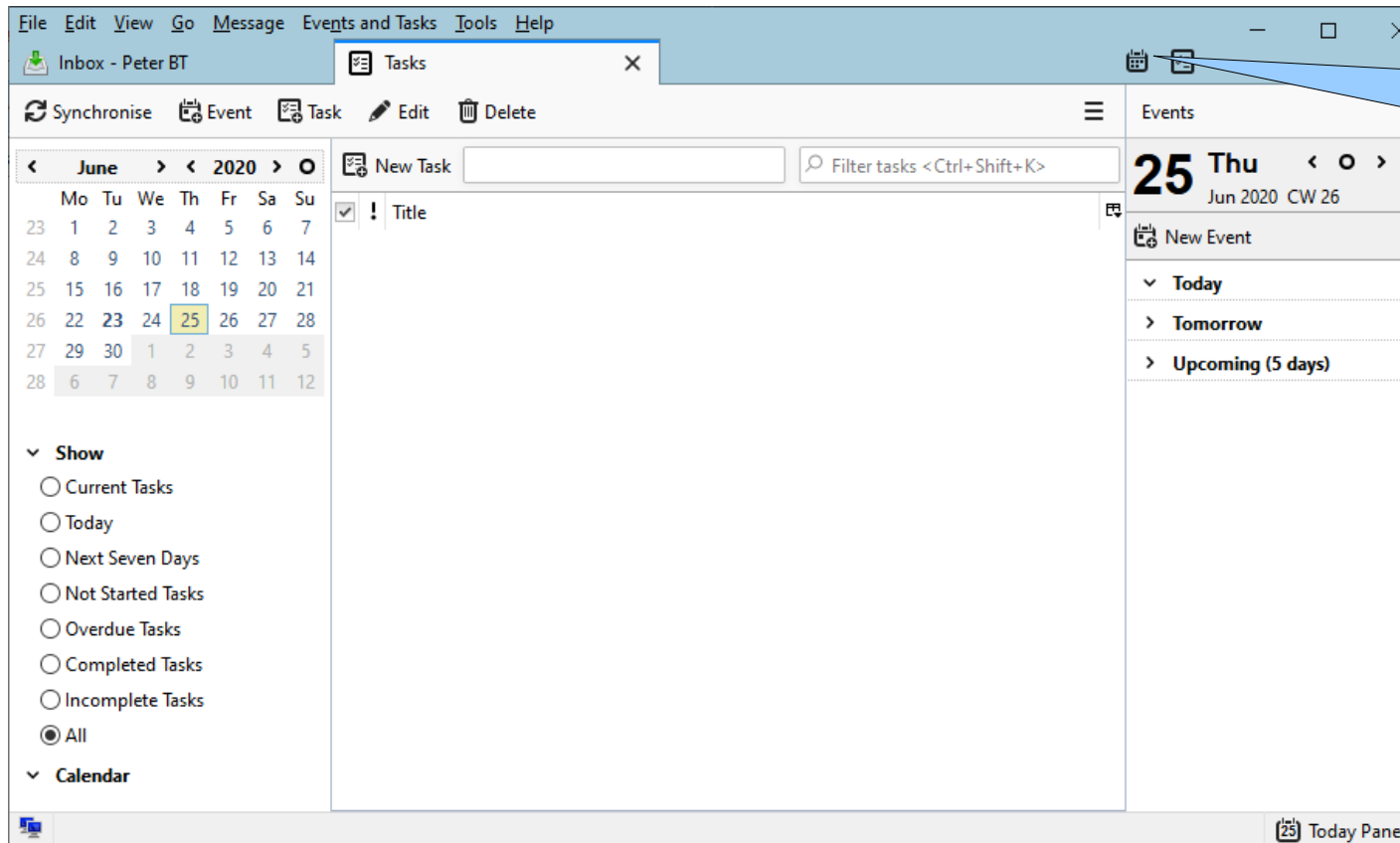
Automatic CC or Bcc for  
These addresses,  
(separated by commas)

Attachments may be added at any time but there will be 2 copies, (the original and in the email in the 'Sent' Folder).

If the email being sent contains the word attach, you will be asked whether you had forgotten to include an attachment.

The Insert menu allows various things to be included in the email. This will most likely be a 'Link', Image, a line or special character. For a Link put the link (URL) in the Link Location field, the text may be omitted.

# Calendar



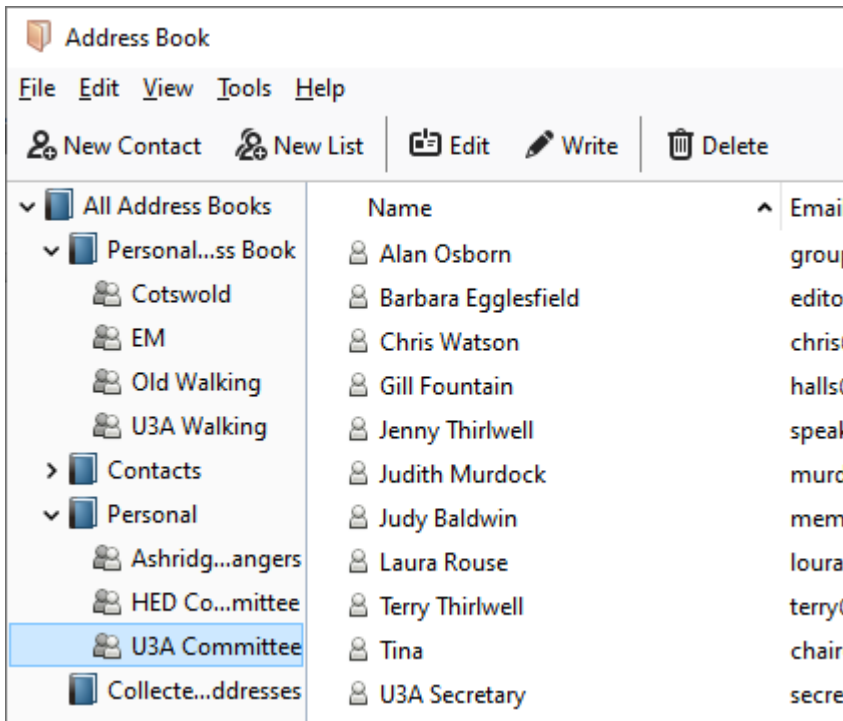
Select  
Calendar  
and/or  
Task View

More than 1 calendar can be set up.

The calendar/tasks is another 'tab' in the Thunderbird form.

The Calendar can give event alarms and reminders.

# Address Book(s)



Email addresses are kept in 'folders' similar to the email folders.

The email of new senders are automatically added to 'Collected addresses'

Address groups are called 'Lists', they can be set up and modified as required.

When an address is selected for an email it will be set as Name <Email address>.

# Other facilities

Emails can be archived very easily but still accessed in the same way (Archives are in Thunderbird 'folders').

If necessary, if asked, you can see the technical information about an email through the 'View' menu: 'headers' and 'message source'.

Existing emails can be imported, provided there is a mechanism to export them from where they are. This could probably be achieved by setting up the email as IMAP so the the emails would be downloaded (might take a long time!). They could then be exported to file and re-imported to a POP3 account.

# Summary

Thunderbird makes using multiple Email addresses very quick and easy.

There is effectively no limit to the amount of disk space required and the number of emails.

It is very much faster than using browser access.

There are useful extra facilities.

Quite a lot of work can be done without accessing the internet.