Email Client (Thunderbird)

A Ratsupport.com presentation by Richard C. Anderson on why Email clients are good and you should think about using one.

Discussion

- Email clients give you a way to manage your email and keep your information on your computer.

- Email clients also provide an easy way to backup your email information.

- You can use Microsoft Outlook ($$) or Mozilla Thunderbird ($0.00) and it is easy to backup. There are other email clients in the world.

- Clients help manage Junk Mail (Spam) without loosing good emails.

- If you have any questions that are not answered by this presentation then I suggest contacting us or doing a google search.

- Five Best Free Email Clients

Discussion

- As the hackers figure out new ways to steal information the ISP's and email people come up with new ways to keep you safe.

- 2 Factor Authentication is the new procedure and Both gmail and ATT mail use a special password that you have to get from them.

- If you are using a 3rd party email client like Mozilla's Thunderbird you will have to get this password from them before you try to add your email address.

This Presentation

- I am going to show how to use Mozilla's Thunderbird email client.

- I have found it to work well and is easy to backup.

- Thunderbird has a good number of add-ons that help the client software do many things, like CalDAV & CardDAV sync my contacts and calender to my computer and iphone contacts, calendar.

- I also share the lightning calendar that comes standard in Thunderbird.

The Install


After install you should see this Icon on your desktop.

Click the free Download button on the website: Thunderbird Website and depending on which browser you are using, go to your Download folder and click on the Thunderbird Setup (Version).exe and install the application.

Set it up

- For most users the standard setup will work, Thunderbird will ask a couple of questions like your email address and password. It is important that you know your email password.

- If you don't know your email password, you might be able to look it up in your browser passwords settinng.

- Thunderbird is smart and should make your first account for you and start working.

Lets Take a Look
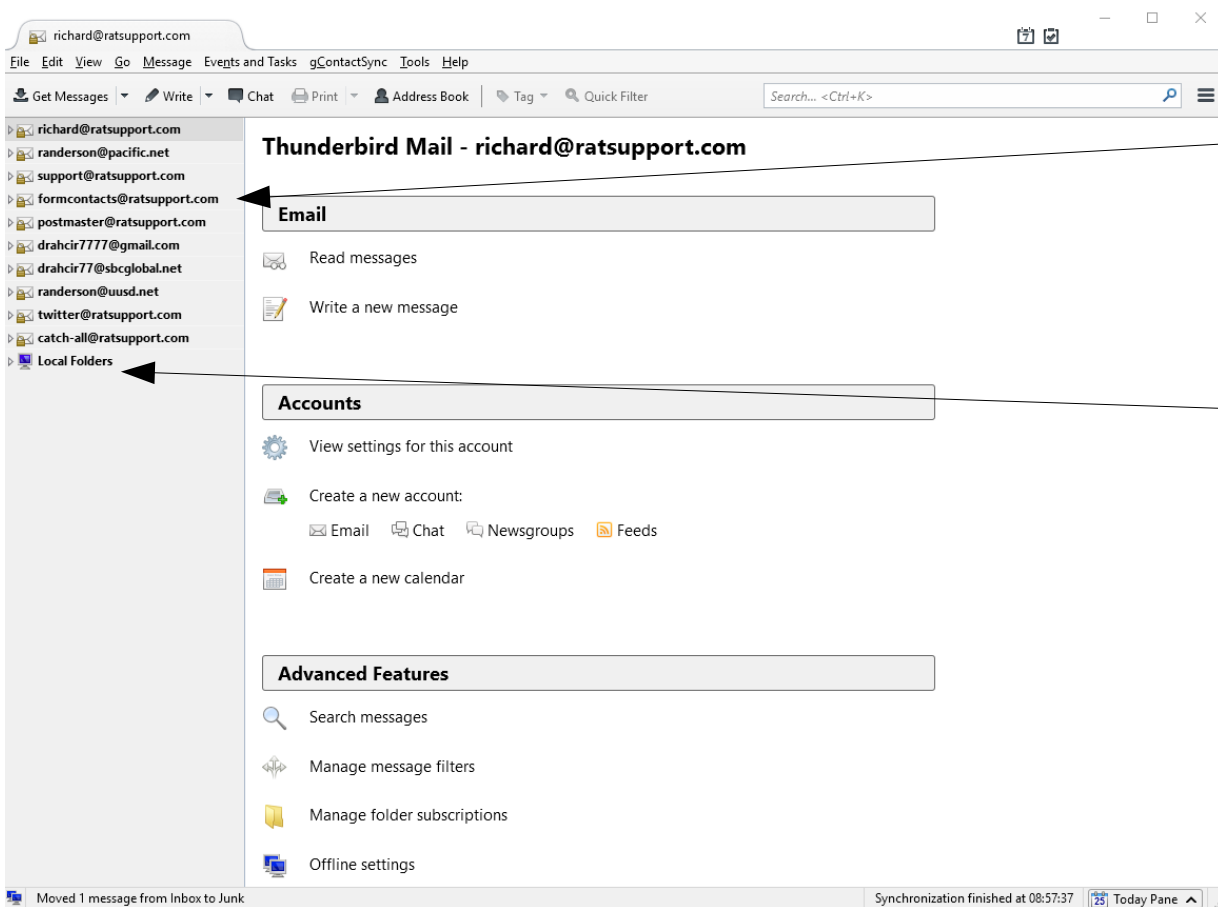
As you can see I have 10 email accounts being managed by Thunderbird.

There is also a Local Folders drop down that has all my folders that I store my old email in.

If you were to look into my inbox you would not see any email's unless they just came in. It is important to move needed emails to a folder for storage and not keep them in your Inbox. You can also select Archive and keep necessary email's that way.

Inbox etc.
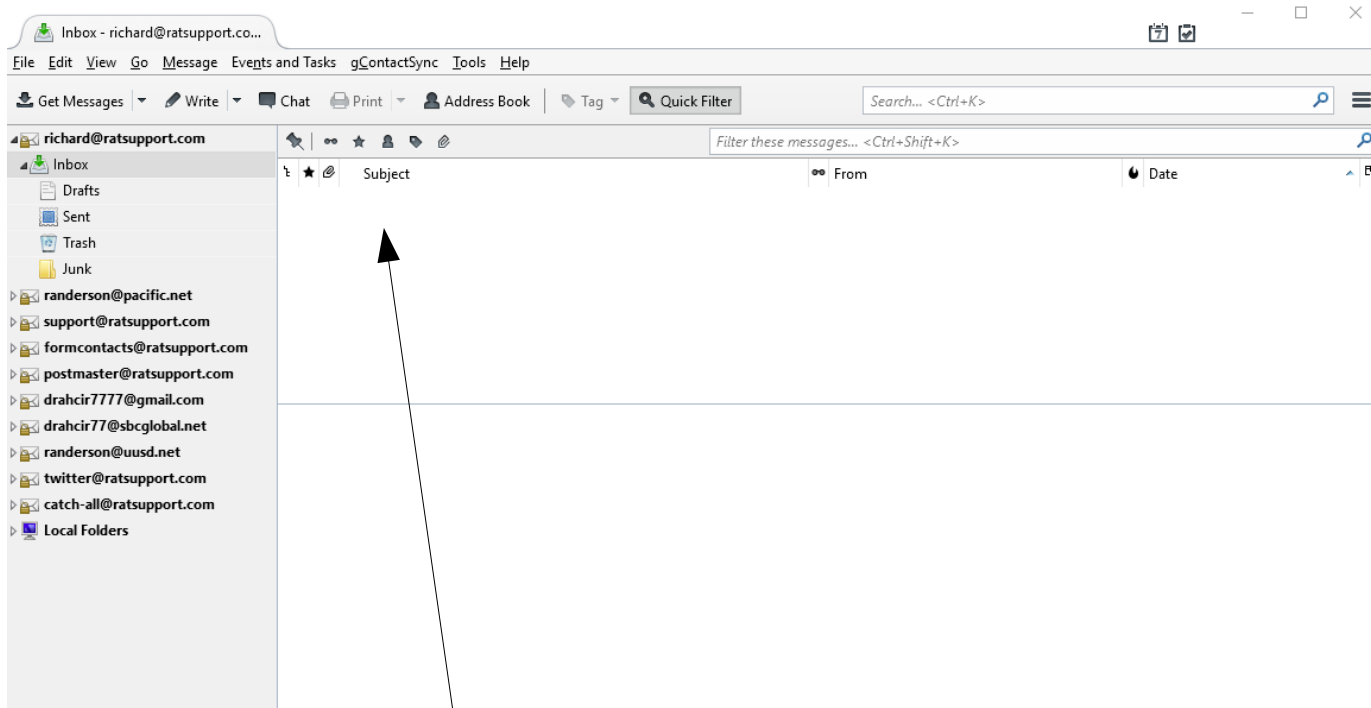
As you can see my inbox is empty. This way I only see the current emails in any of my accounts and I either Delete new ones or move the important ones to a Local Folder that I created.

What an email looks like

Notice I have an email in my richard@ratsupport.com with a subject of Test. When I highlight it then I can see the text of the email. I can also see who sent the email.
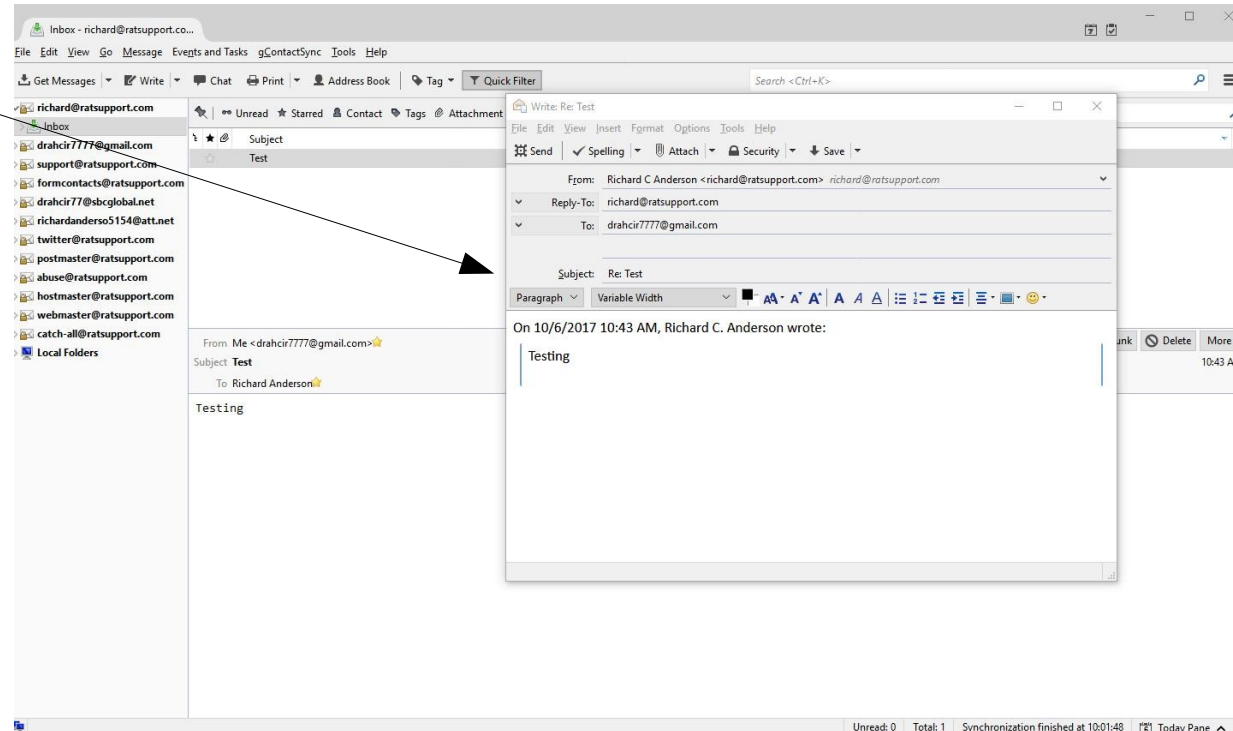
There are a number of buttons showing including Reply, Forword, Archive, Junk, Delete and More.
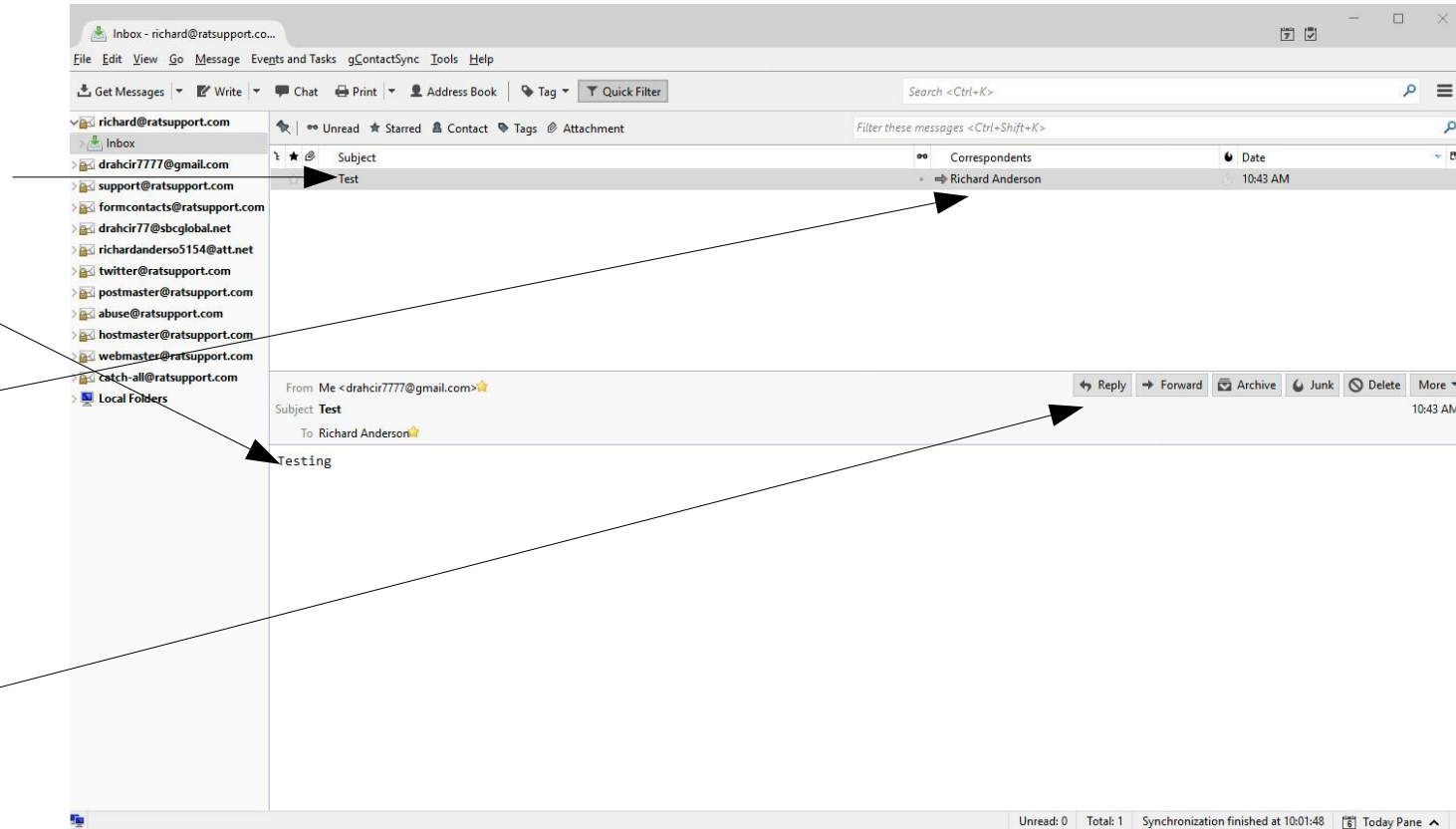
Reply to an Email

When I click on the Reply Button I get a new window that allows me to enter my reply to the email. I like to put the answer above the text the person sent me but you can put your response below.

Just hit the Send button to transmit the email back to the sender.

About Email Addresses

- One of the neat things about Thunderbird is, you can save and arrange your email addresses.

- Thunderbird saves new email address that came into your account in the Collected Addresses Address Book and you can move them into your Personal Address Book.

- You can add information into your address book such as home address, phone number etc.

- If you want to edit an address then you only need to right click on the email address and you can edit it and save to the Personal Address Book.
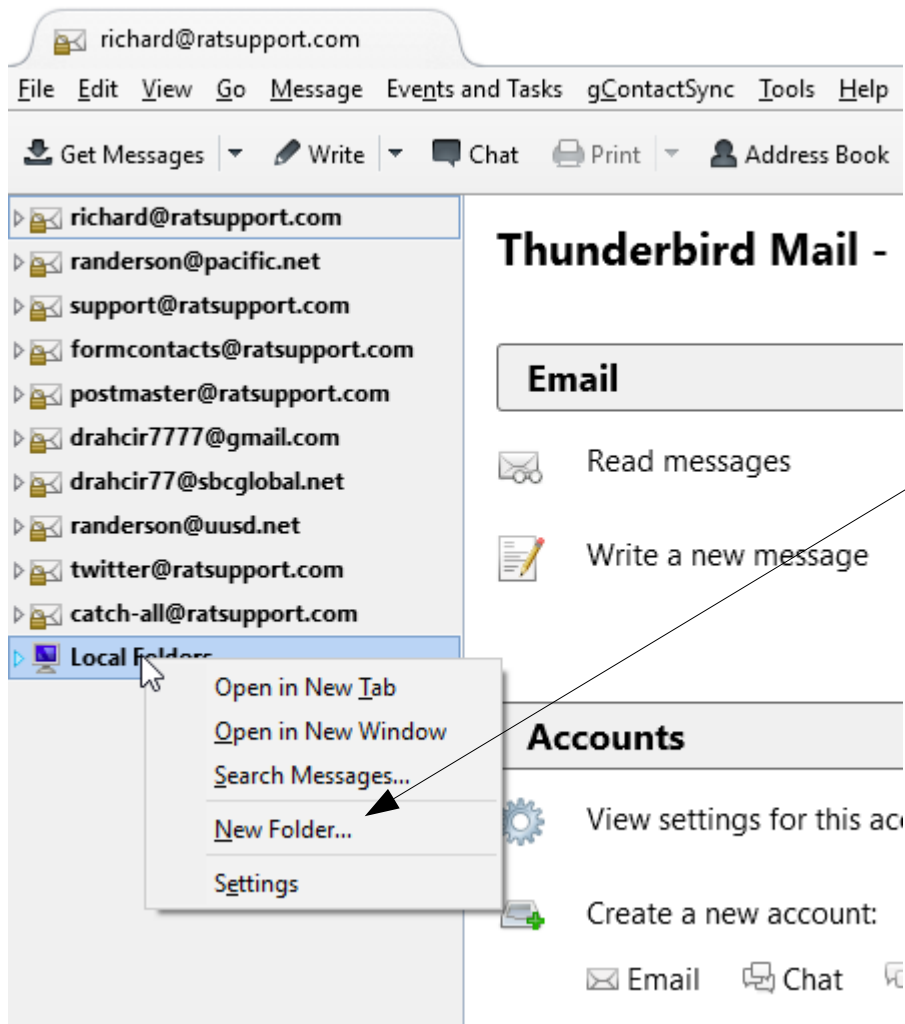
Local Folders
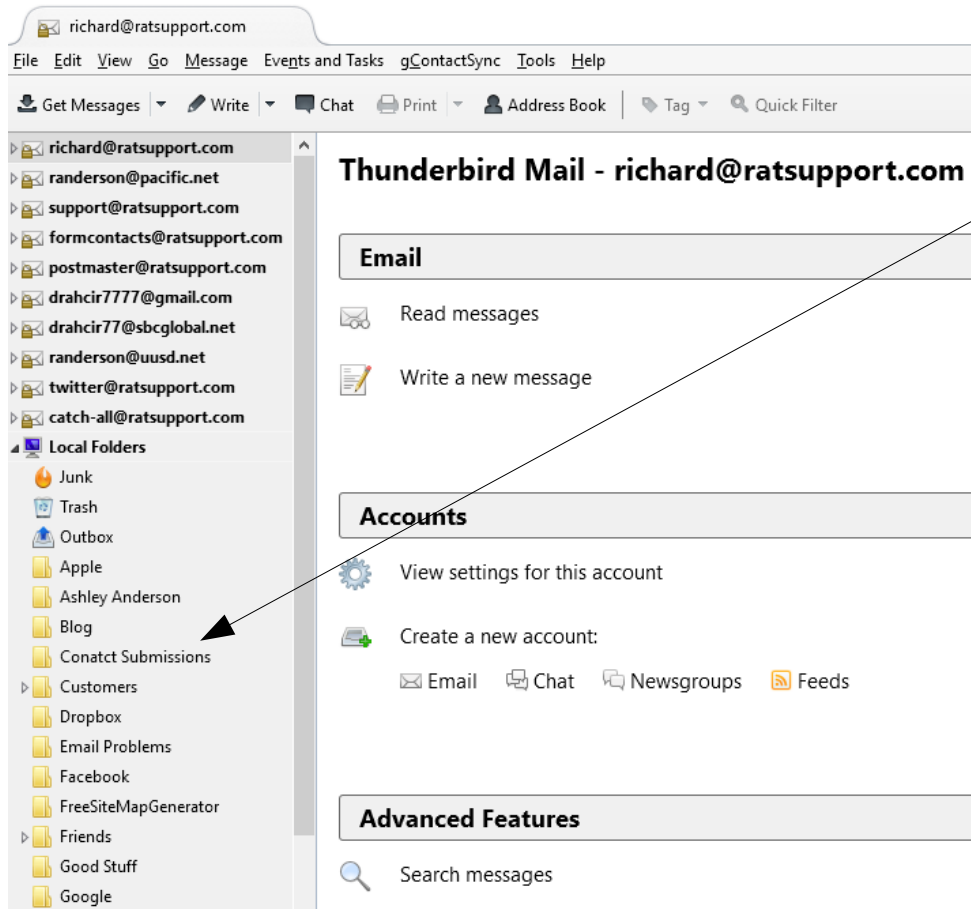
This image shows some of my Local Folders. I have them for Vendors, Customers, Dropbox, Friends and many more.

This allows me to be able to keep important emails and refer back to them when needed.

In the Vendors Local Folder I have many Sub Folders, one for each vendor I work with. I also have many Sub Folders for my Customers Local Folder.
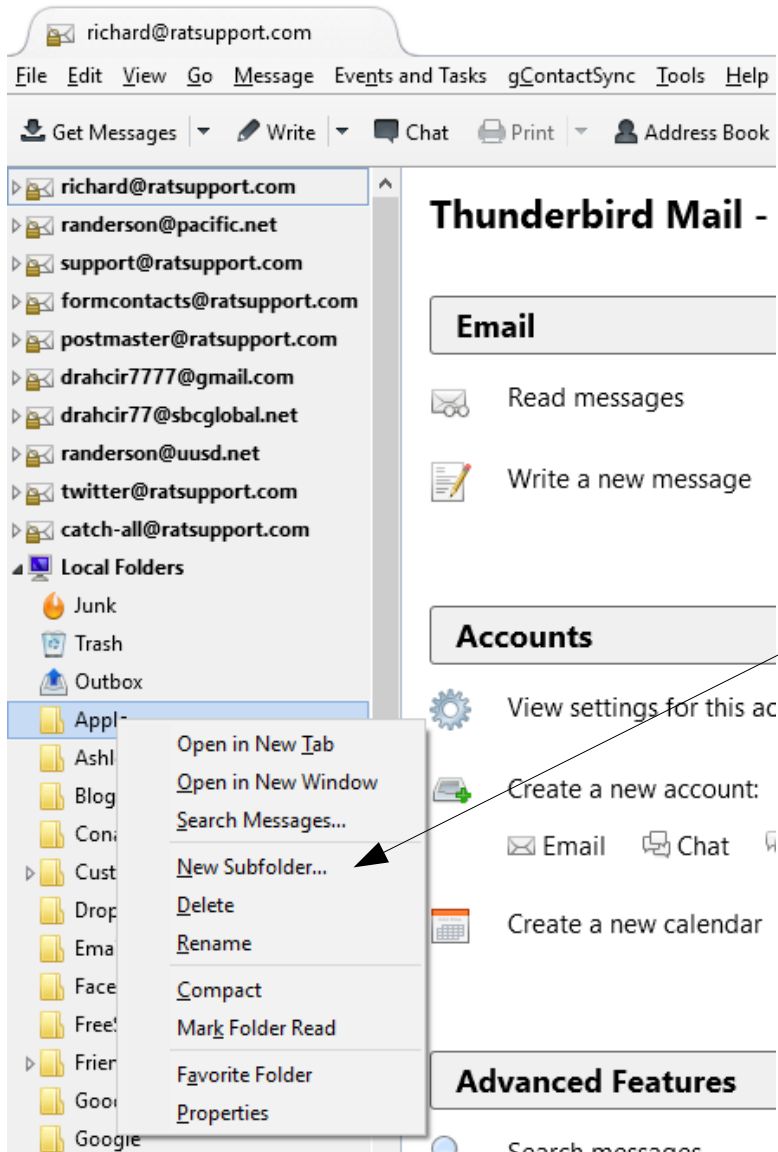
Create a Local Folder

If you Right Click on the Local Folders Icon you will get a window with a number of choices. One is New Folder.

By clicking on the New Folder you will be able to name a new folder and put emails into it.

Create Sub Folder

If you right click on one of your Local Folders you will open a window that gives you a number of choices. Rename, Delete and New Subfolder.

Sub Folders allow you to have a Vendors Local Folder and then Keep emails from one vendor in it't own Sub Folder.
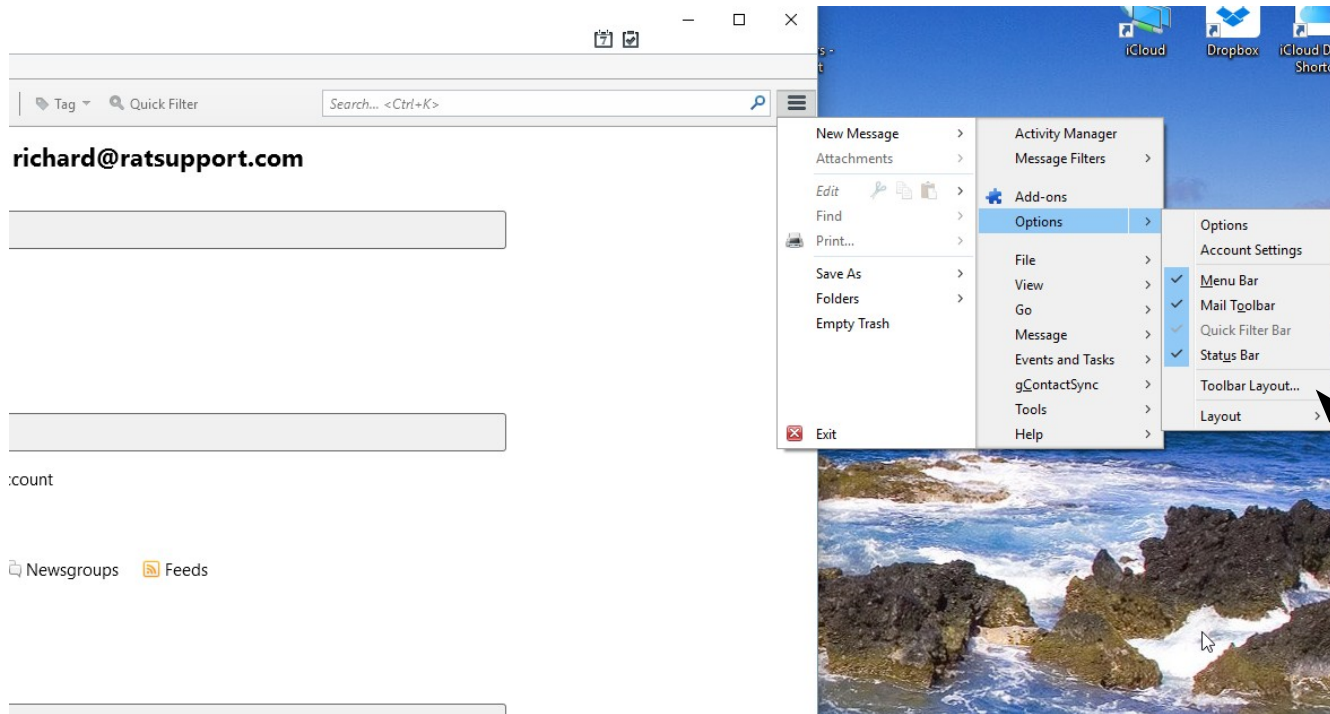
Check out all the choices so you can get a feel on how all this works and what you can do.
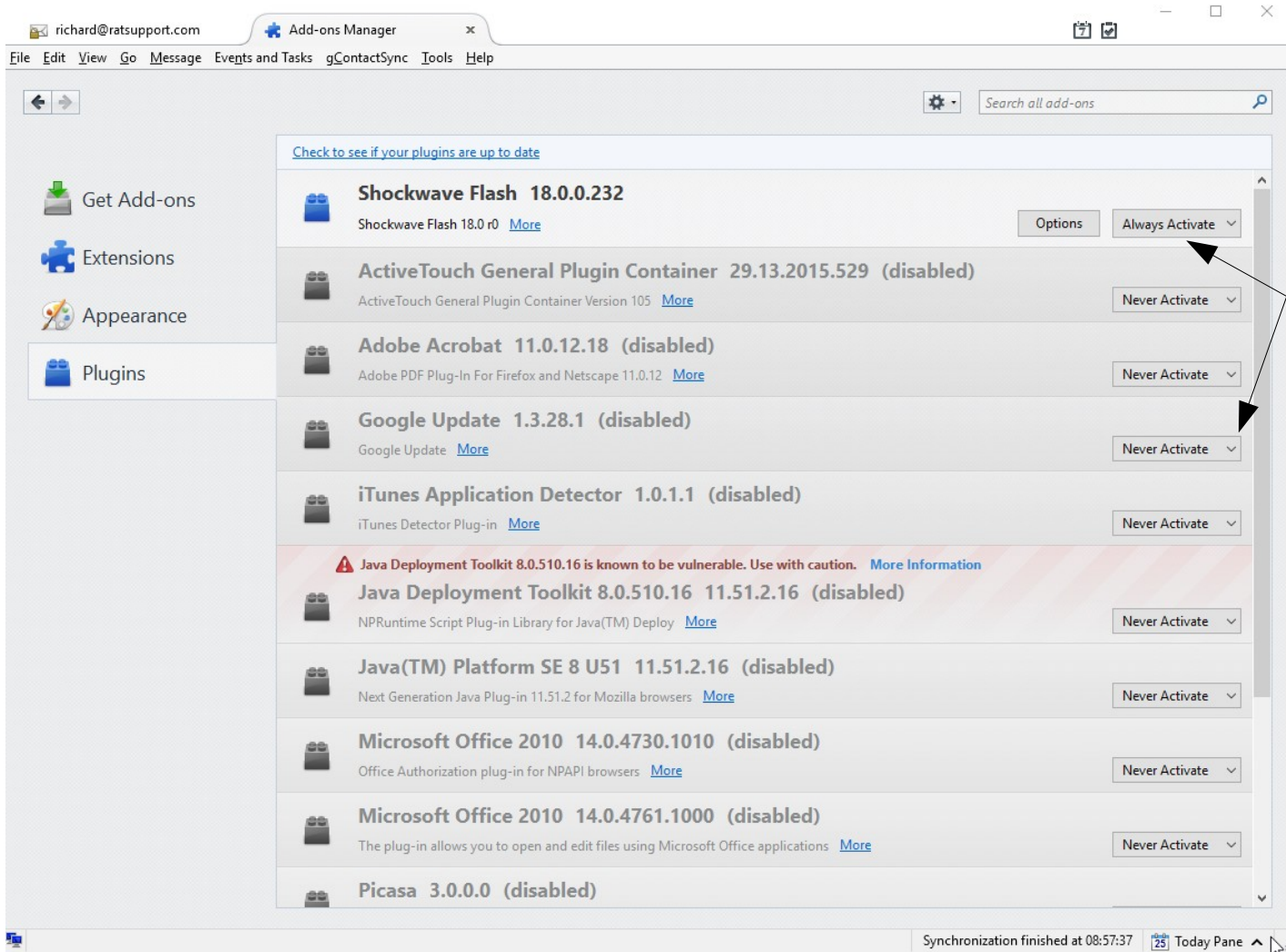
How it looks in two slides
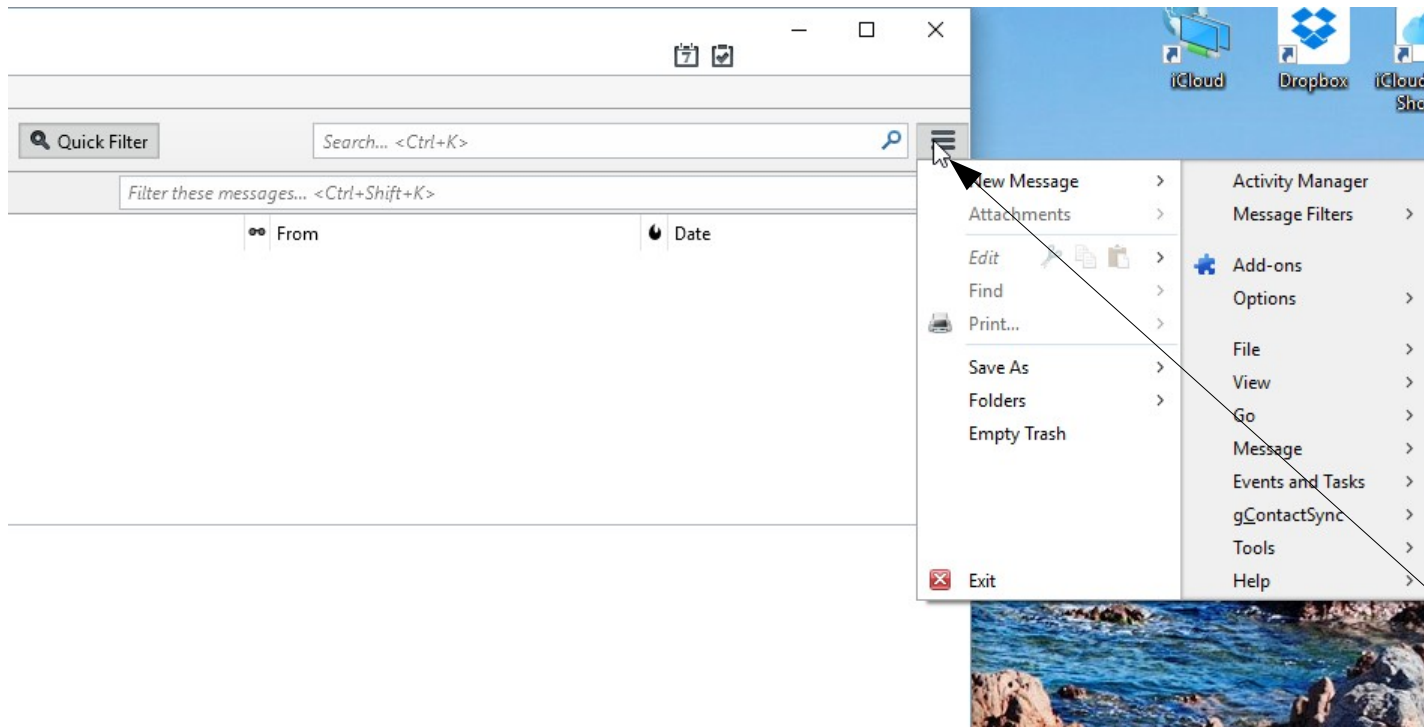
Thunderbird Options (settings) can be found by Left Clicking on the three horizontal lines in the upper right of the window. Here you get a window with choices like Add-ons, Options, Tools etc.
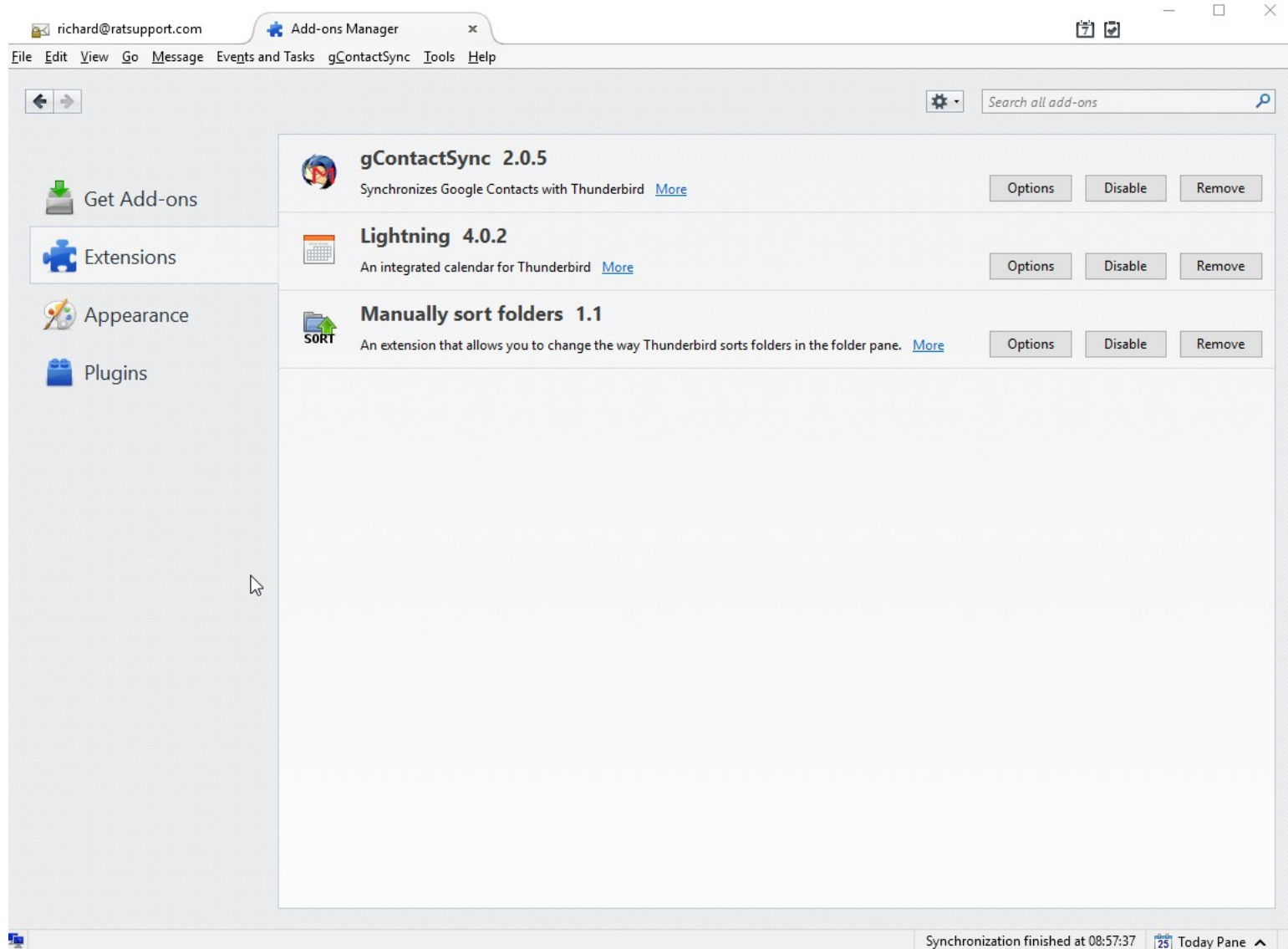
Options

In the options choice you can change Account Settings and manage the toolbars and menu items and more.

Plugins

I have all but one of my Plugins in the Never Active mode. Should I need them to function then I can always change them to Always Active.
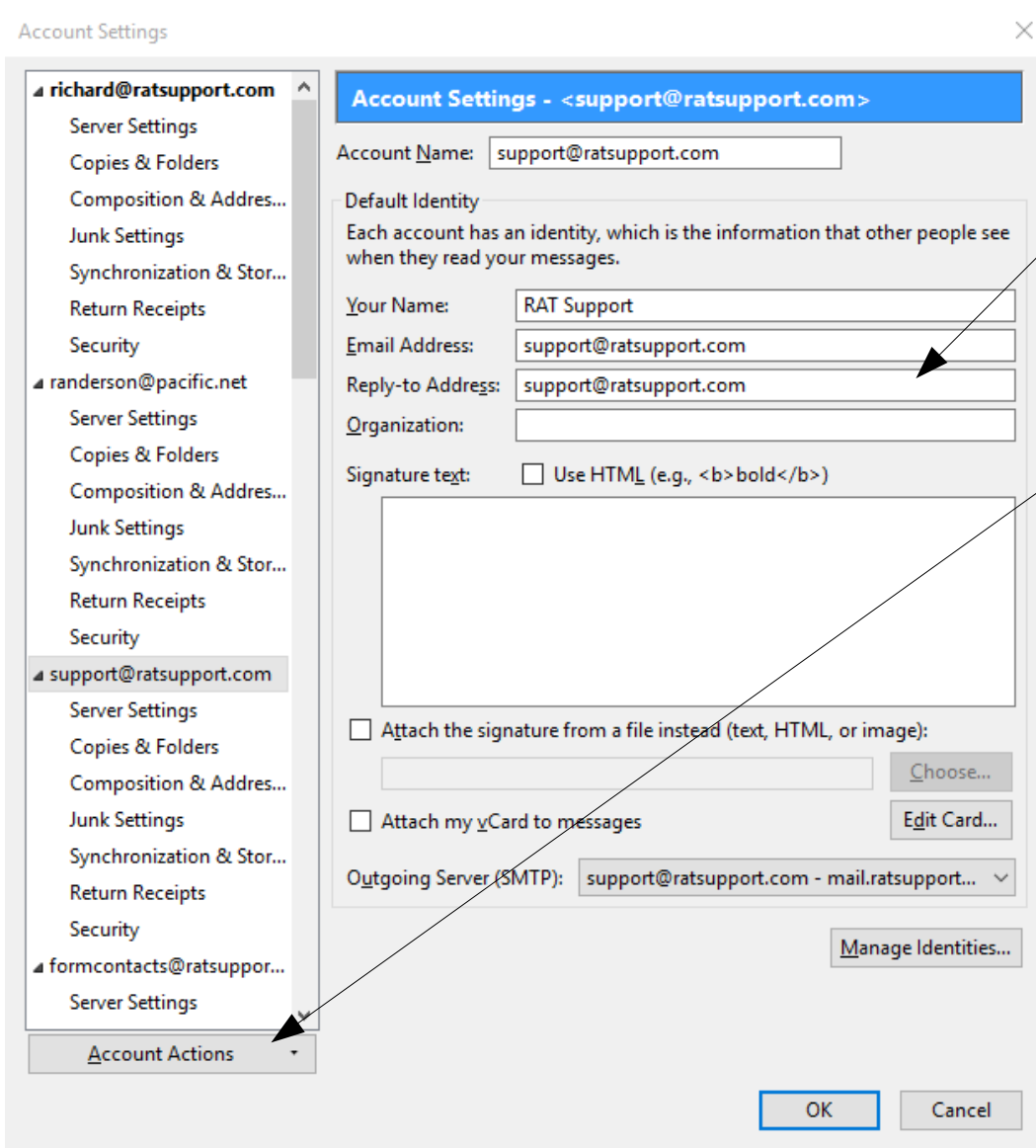
Extensions

I have three extensions at the time of creating this presentation.

gContactSync keeps track of my Google Contacts and the contacts on my Iphone current. This allows me to make one change and all devices have the same info.

Lightning is a Scheduling Extension.
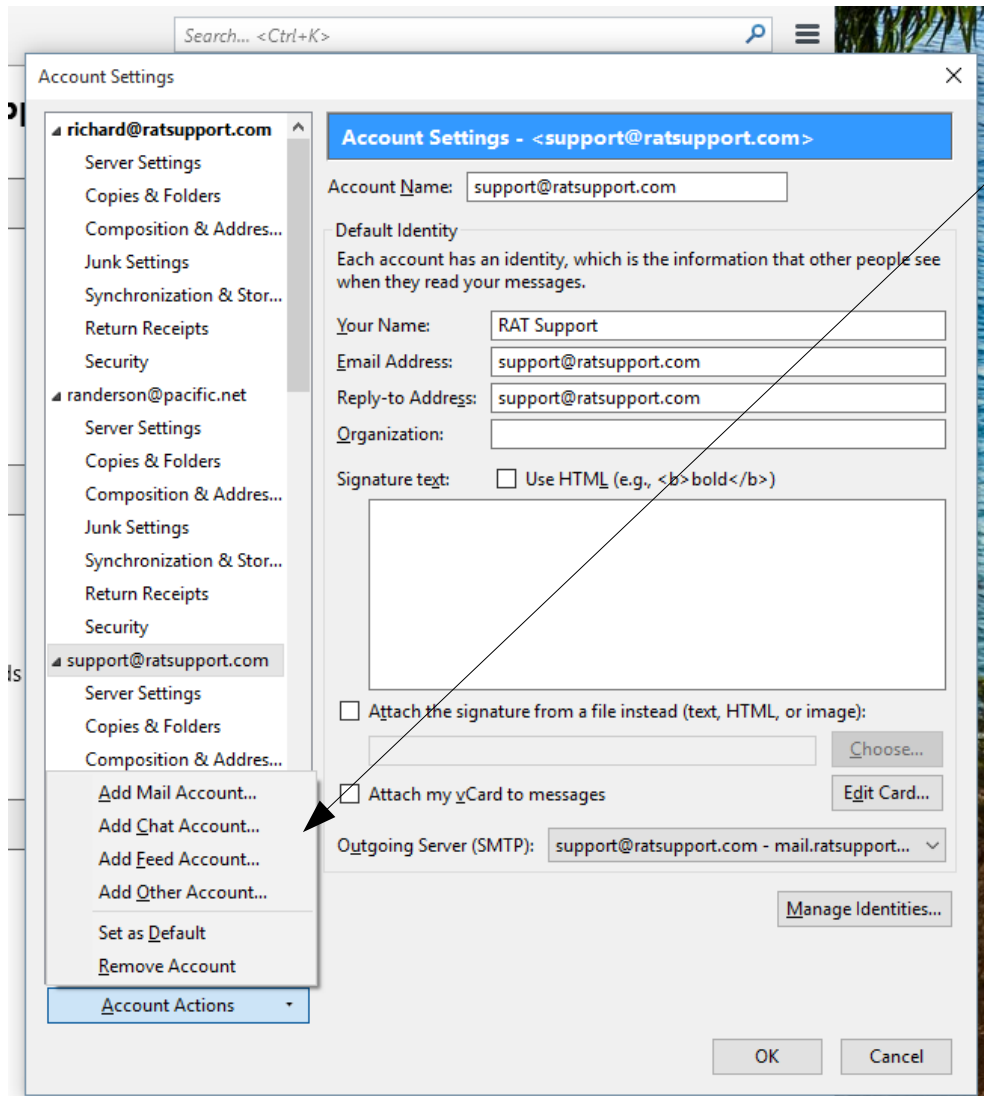
Account Settings

Make sure you have a good Reply to Address in your settings.

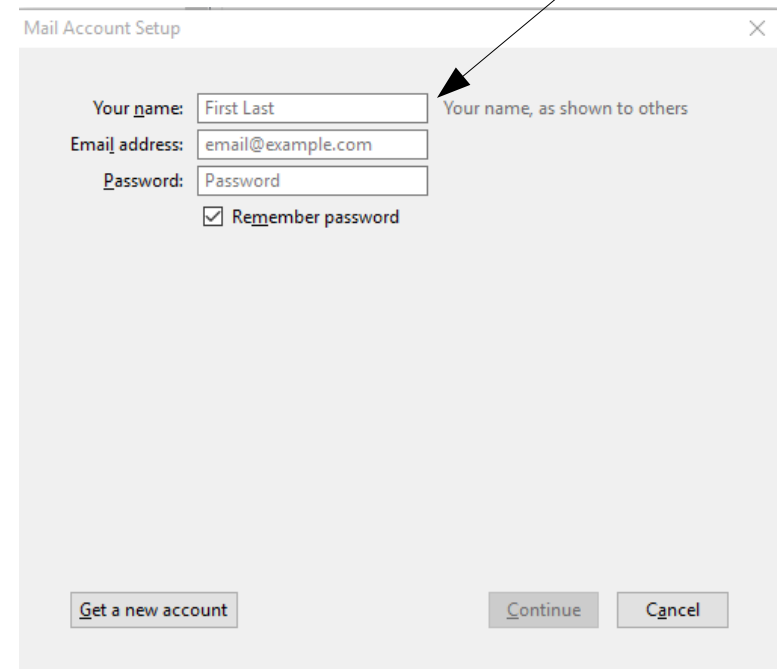You can also make a digital signature and a vCard here.

You can add or delete accounts here also with the Account Actions Button.
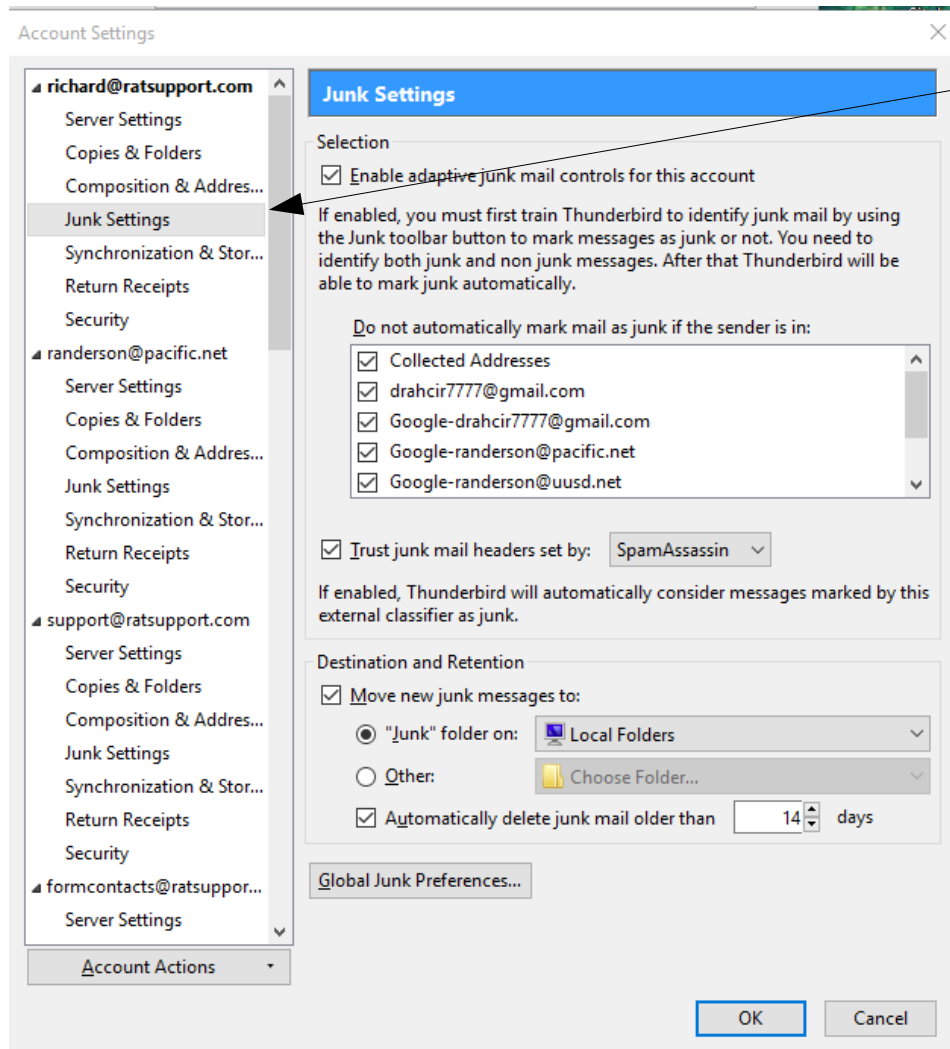
Add an Account

When you Left Click the Account Actions Button you will get a window with a number of choices.

To add a Email account select Add Mail Account. Then fill in the information and your account will be created.
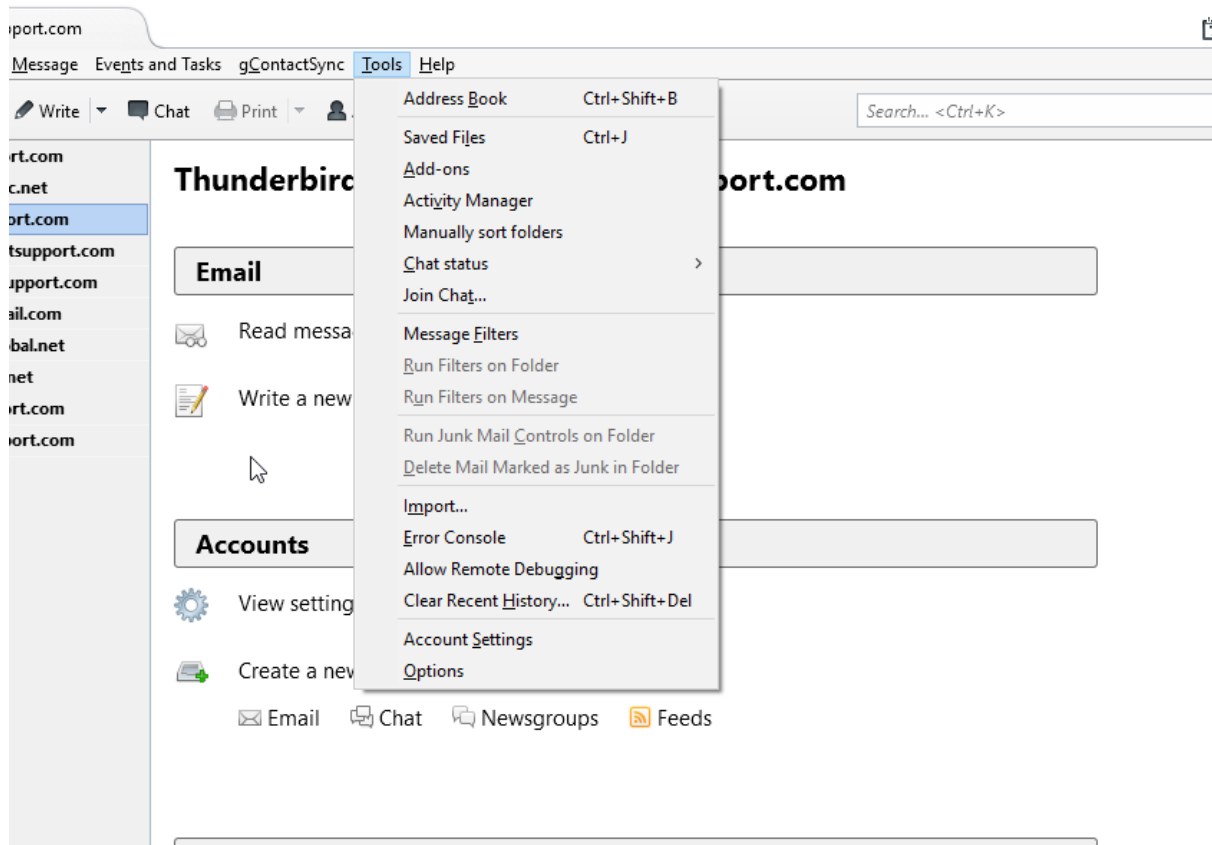
Junk Settings

Each of your accounts can have diferent Junk Mail Settings (Spam).

Selecting the Junk Settings for an account in then Account Settings window will product the Junk Settings.

You can see the settings I have for richard@ratsupport.com

Tools

Please take the time to check out all the menu choices and see all the wonderful things that can be configured in Thunderbird.

As you might see the Account Settings and Options can be found here in the Tools Menu Window also.

Enjoyment

I hope you liked this presentation and if you have any suggestions or changes you would like made, please Contact Us

This Ratsupport.com presentation was created by Richard C. Anderson.

I get enjoyment out of creating tools that could help people with their Computer Problems and Use.