

Mozilla 1.5: Mail and Contacts Learning Guide

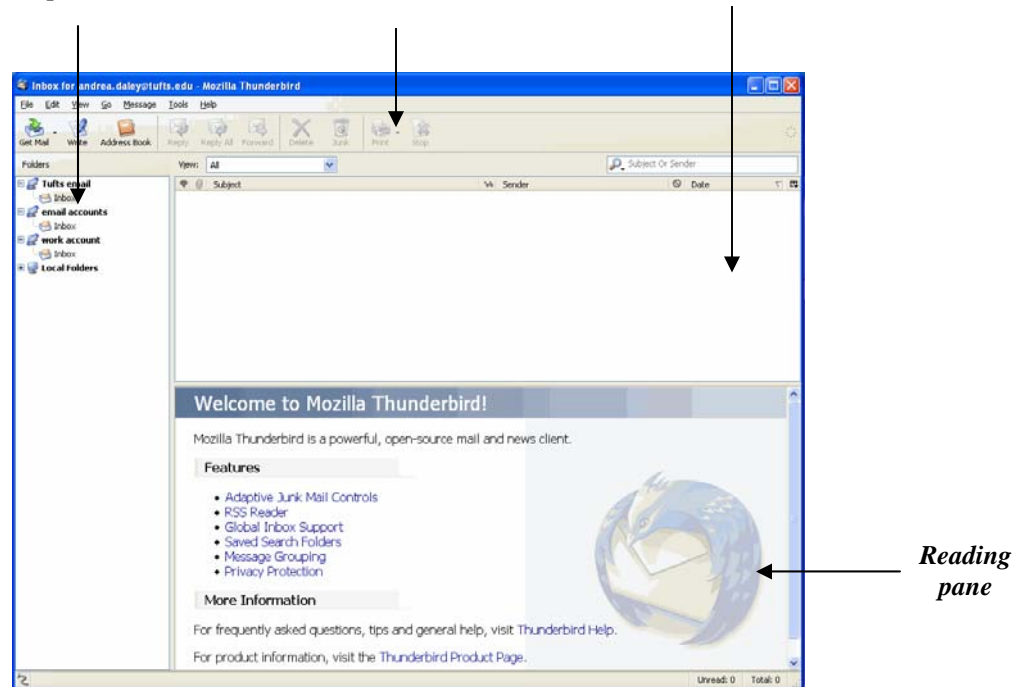
Understanding Mozilla Mail

Take a moment to understand the elements that make up the window and how they will be used.

Navigation pane

Mail tool bar

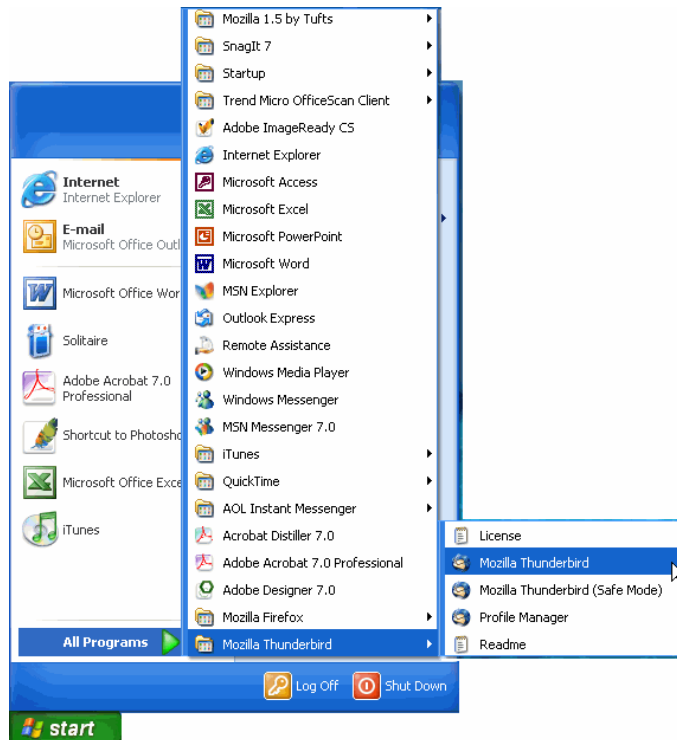
View pane



- The **Navigation** pane allows you to select folders within your inbox
- The **View** pane displays the e-mails within the folder you have selected in the **Navigation** pane.
- The **Mail toolbar** contains buttons for many of the common tasks you will use in Mozilla.
- The **Reading** pane displays a preview of the e-mail selected in the **View** pane.

Launching Mozilla

- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select the **Mozilla Thunderbird** folder.
- From the **Mozilla Thunderbird** folder, select **Mozilla Thunderbird**.



- The **Mozilla** mail window will appear.

Using Mozilla Mail

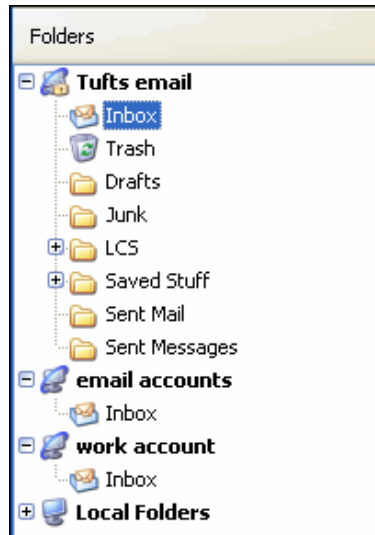
Once Mozilla has been configured to recognize your e-mail account, your new e-mail will be delivered to your Mozilla Inbox, from which you can read, reply to, and forward your e-mail.

Accessing your Inbox

- In the **Mail** toolbar, click on the button labeled **Get Mail**.



- Locate the section of the **Navigation** pane labeled **Folders**.



- To access the inbox containing your Trumpeter e-mails:
 - Click on the plus sign located next to the folder labeled **Tufts Email Account**



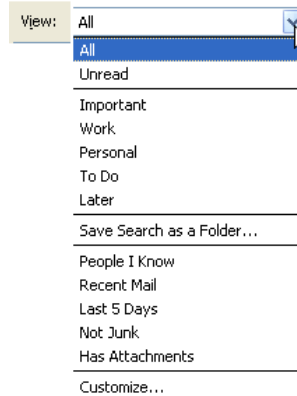
- Click on the folder labeled **Inbox**.



- The **View** pane will display the contents of your inbox.
Clicking on the header labeled date allows you to arrange your emails so that the recently received items are at the top or at the bottom on the pane.



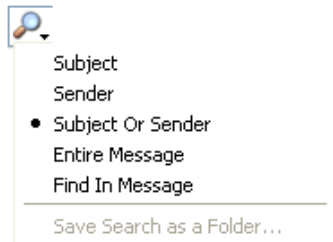
- Mozilla allows you to decide which e-mails you wish to view.
 - Click on the down-facing arrow located next to the box labeled **View**.
 - From the menu that appears, select the method you wish to use.



Searching for an e-mail

To search your inbox for e-mails pertaining to certain subjects or particular senders:

- Click on the down-facing arrow located next to the magnifying glass.
- From the menu that appears, select the search criteria for your emails.



- In the box next to the magnifying glass, type in the subject and/or sender you are searching for.
- Click on the **Enter** key on your keyboard.
- E-mails containing your search content will appear in the View pane.

Reading incoming mail

Mozilla gives you several options for viewing your e-mails. You can view an e-mail in the reading pane or open up the e-mail in a new window.

Reading your mail

Unread mail will appear in the **View** pane with the sender's name in bold-faced printing and with a closed envelope icon.



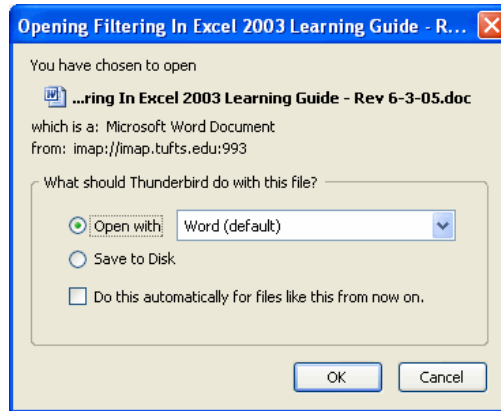
Reading an e-mail from the **Reading** pane

- Click once anywhere in the box containing the sender's name and subject.
- The text of the e-mail will appear in the **Reading** pane.

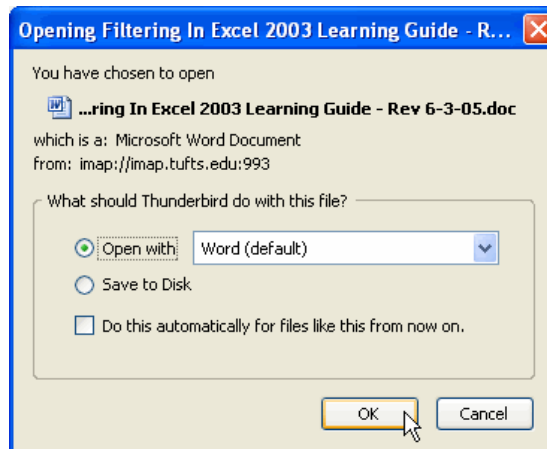
- In the **Reading** pane, double-click on the attachment's icon (for example, Filtering in Excel 2003 Learning Guide).



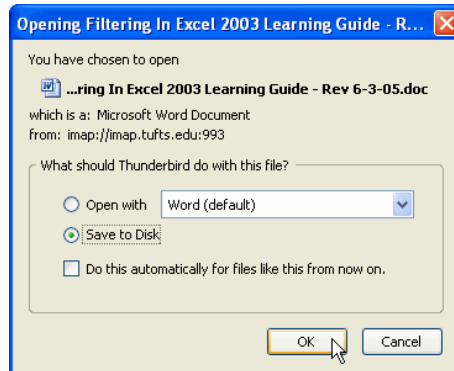
- The **Opening Attachment** window will appear, asking you whether you would like to save or open the attachment.



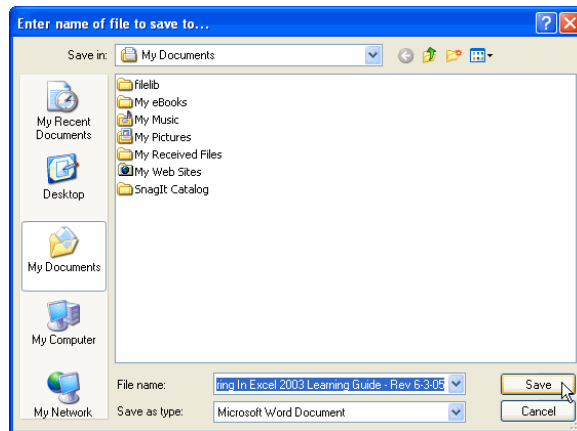
- If you would like to open the attachment immediately:
 - Click on the button labeled **Open with**.
 - Click on the button labeled **OK**.
 - Windows will launch the attachment with the required program for the application.



- If you would like to save the attachment and open it later:
 - Click on the button labeled **Save to Disk**.
 - Click on the button labeled **OK**.



- The **Name of file to save to** window will appear.

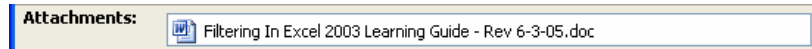


- Navigate to the folder where you would like to save the attachment.
- In the box labeled **File name**, type in a name that you wish to give to your attachment.
- Click on the button labeled **Save**.
- The attachment will be saved in the designated location.
- You can now open the attachment from that location.

Reading attachments

Attachments are files that are sent along with an e-mail, rather than in the body of the message.

- A list of attachments will appear under the recipient line of your e-mail.



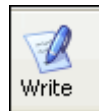
- Double click on the name of the attachment you would like to open.
- The **Open Attachment** window will appear.
- Click on the button labeled **Open**.
- The attached file will open in the appropriate program.

***Tip:** Never open an attachment from someone you do not know, or an unexpected or unexplained attachment from someone you do know. This is how computer viruses spread. If you are not sure, contact the sender to make sure the attachment is safe.*

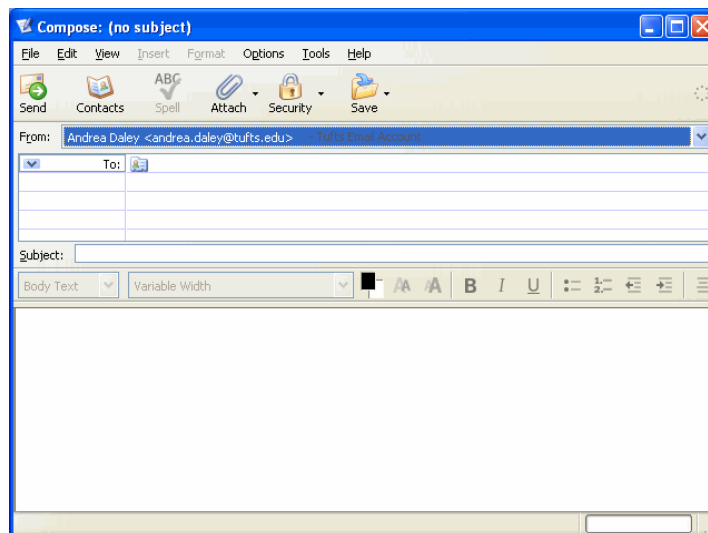
Composing and sending an e-mail

Composing your e-mail

- From the **Mail** toolbar, click on the button labeled **Write**.



- The **Compose** window will appear.



- In the box labeled **Subject**, type the subject of your e-mail (for example, Composing an Email).

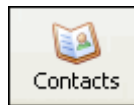
Subject:

Addressing your e-mail

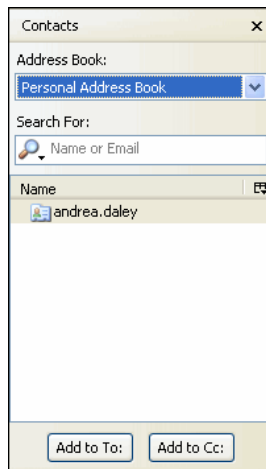
- In the box labeled **To**, type the recipient's e-mail address (for example, lauren.daley@tufts.edu).

To:  lauren.daley@tufts.edu

- If you wish to look up the e-mail address of one of your exchange or personal contacts, click on the button labeled **Contacts**.



- The **Contacts** window will appear and allows you to search through address books for contacts.

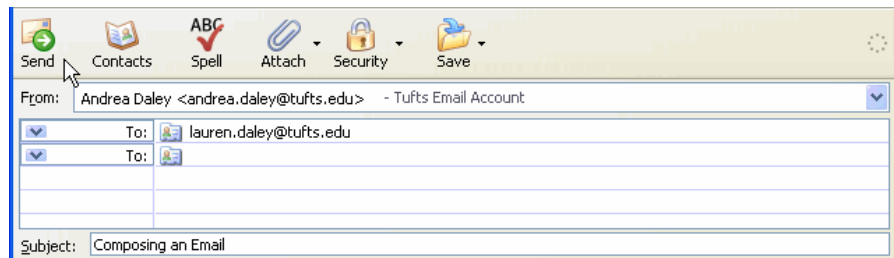


- In the box labeled **Address Book**, click on the down-facing arrow to select the appropriate book you want to search in.
- In the box labeled **Search For**, type in the name or the e-mail address of the contact you are searching for.
- In the box labeled **Name**, names that match your descriptions will appear.
- Click on the appropriate contact name.
- Click on the button labeled **Add to To:** or **Add to Cc:** to add the contact to your e-mail.

Sending your e-mail

To send your final e-mail:

- Click on the button labeled **Send**.



- Mozilla will send your e-mail to the intended recipient.

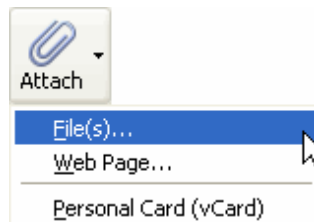
Attaching a file to your e-mail

Sometimes it is necessary to electronically transmit files with an e-mail. For example, if you wanted your colleague's opinion on a research proposal, you could attach the entire proposal to an e-mail and send it to him or her instantaneously. This would allow your colleague to respond as soon as possible. To attach a file to your e-mail:

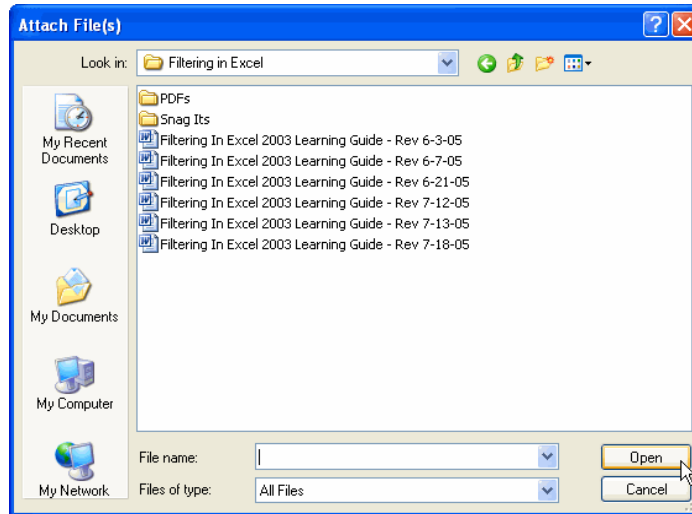
- In the **Mail** toolbar, click on the down-facing arrow next to the button labeled **Attach**.



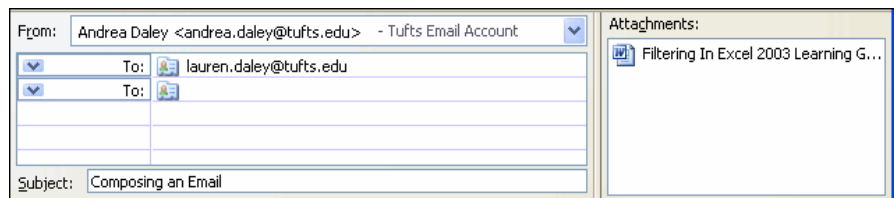
- From the menu that appears, select **File(s)**.



- The **Attach File(s)** window will appear.



- Navigate to the file that you would like to attach to your e-mail.
- Click on the file to select it.
- Click on the button labeled **Open**.
- Mozilla will attach the selected file to your e-mail.
- A list of attached files will appear in the box labeled **Attachments**.



- To attach additional files to your e-mail:
 - Click on the button labeled **Attach** located on the **Mail** toolbar.
 - The **Attach File(s)** window will appear.
 - Navigate to the file you wish to attach and select it.
 - Click on the button labeled **Open**.
 - Mozilla will attach the selected file to your e-mail.
 - Continue this process until you have attached all the necessary files.

- To remove an attached file from an e-mail:
 - Click on the attached file that you wish to remove.
 - Press the **Delete** key on your keyboard.
 - Mozilla will remove the attached file from your e-mail.
- When you are satisfied with your e-mail message, click on the button labeled **Send**.



Tip: Opening an attachment before sending it

Before sending an e-mail you may want to ensure you have attached the correct file. To open an attachment:

- *Double-click on the attached file*
- *The **Attached File(s)** window will appear.*
- *Click on the button labeled **Open**.*
- *Mozilla will open your attached file so that you can make sure it is the correct one.*

Replying to and forwarding e-mails

When you have received an e-mail, you can reply directly to that e-mail or forward the e-mail to a colleague for input.

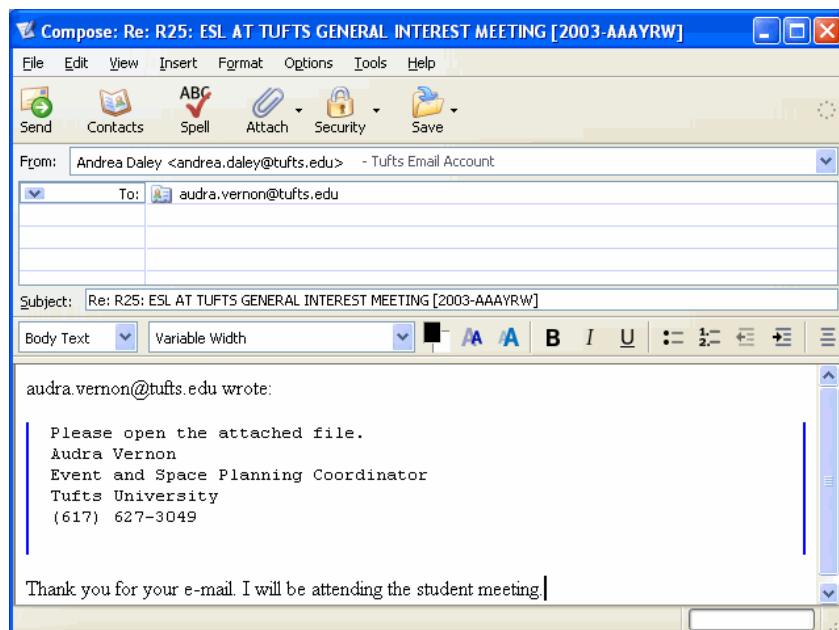
Replying to an e-mail

When you reply directly to an e-mail your message will include the text of the original e-mail, which may be useful for the original sender in terms of remembering exactly what he or she had written to you. To reply to an e-mail:

- From your **Inbox**, locate the e-mail you wish to reply to.
- In the **View** pane, click on the e-mail so that it is highlighted in blue.
- Click on the button labeled **Reply**.



- The **Compose: Re** window will appear.
 - The cursor will appear below the original message, with the basic information about the original message included.
- Type your reply message where the cursor is blinking.



- When you are finished composing your reply e-mail, click on the button labeled **Send**.



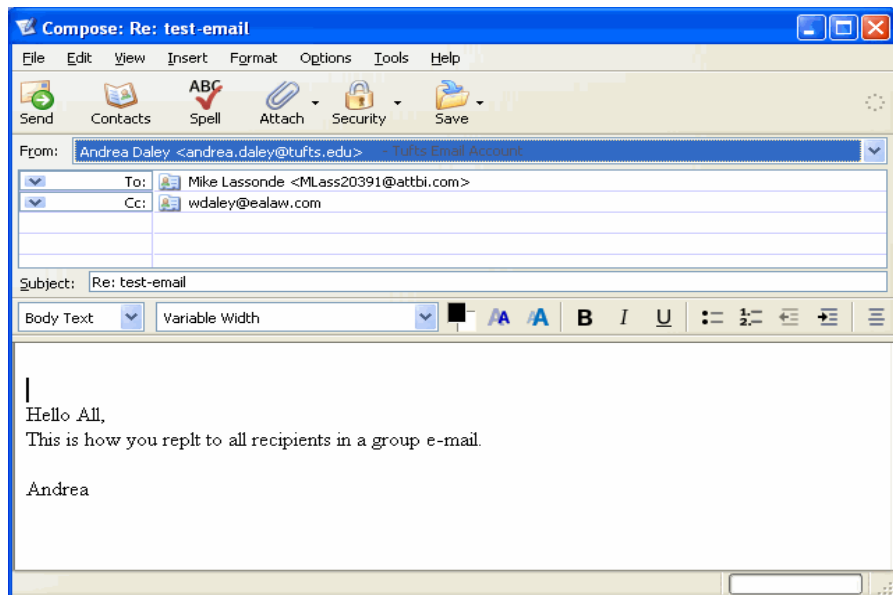
Tip: Replying to All Recipients

If you receive an e-mail that was also sent to additional colleagues, you may wish to send you reply to all recipients of the e-mail. To reply to all recipients:

- In the **View** pane, click once on the e-mail you wish to reply to that it is highlighted in blue.
- Click on the button labeled **Reply All**.



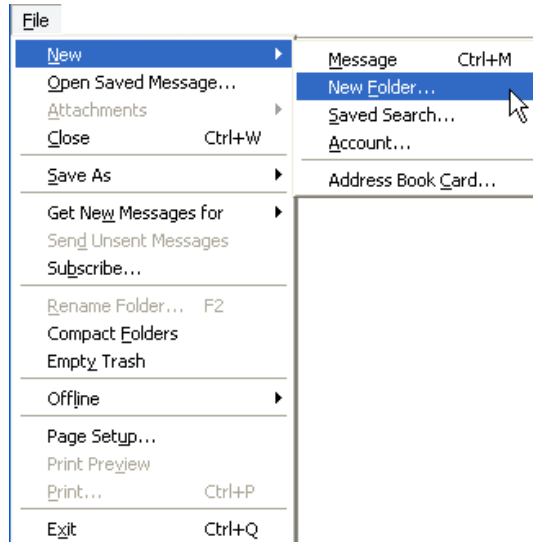
- The **Compose: Re** window will appear.
- Type your reply below the original message.
- Click on the button labeled **Send**.



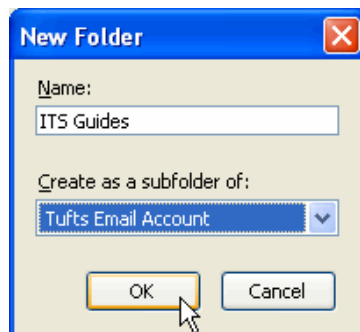
Organizing your e-mails

You can organize and categorize your e-mails by creating folders and dropping your e-mails into them. To create a new folder:

- From the **File** menu, select the **New** submenu.
- From the **New** submenu, select **New Folder**.

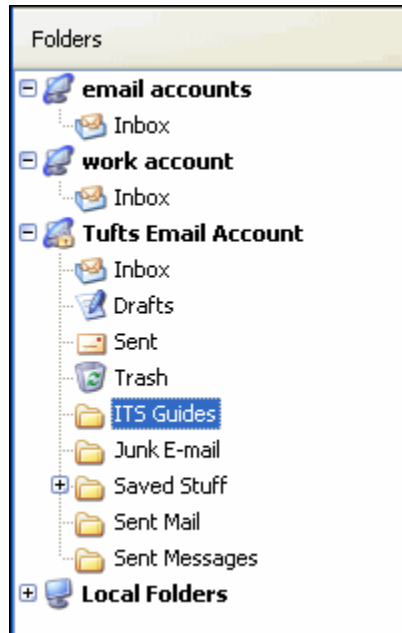


- The **New Folder** window will appear.



- In the box labeled **Name**, type a detailed name that you wish to give to your new folder.
- Click on the down-facing arrow located next to the box labeled **Create as a subfolder of**.
- From the menu that appears, select the subfolder for your new folder.
- Click on the button labeled **OK**.

- The folder you created will appear in the **Folders** area in the location that you selected.



- Drag the e-mail(s) that you wish to place in the folder you created.
- Repeat the process if you want to create another folder and/or place another e-mail into a folder.

Using Mozilla's Contacts

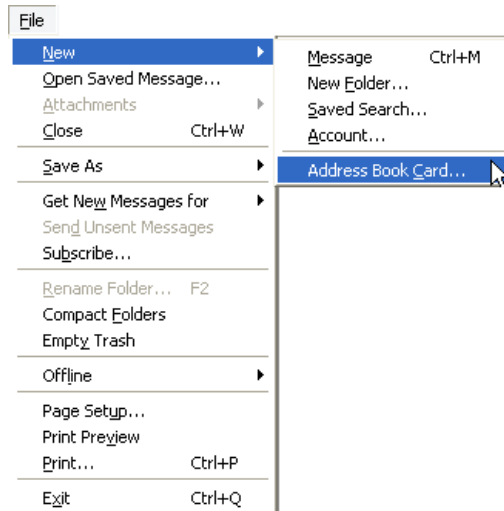
The **Contacts** section of Mozilla allows you to store and retrieve information about your colleagues, friends, and family. Mozilla's **Contacts** are closely integrated with Mail, and can be used to quickly address e-mails. Contacts:

Mozilla's...	Consists of...
Personal Contacts	Friends, family members, or colleagues that are not on Tufts' exchange. You must add these contacts individually and they can be used with any e-mail accounts that you have incorporates into Outlook.

Adding a personal contact

To add a new personal contact to your address book:

- From the **File** menu, select the **New** submenu.
- From the **New** submenu, select **Address Book Card**.

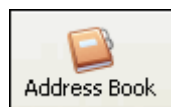


- The **New Card** window will appear.
- In the boxes, fill in the name of your new contact and any other information that you would like to save.
- When you have completed the new card, click on the button labeled **OK**.

Editing your personal contacts

Your contacts names and any information associated with them will appear when you open up your Address Book. To edit your contact information:

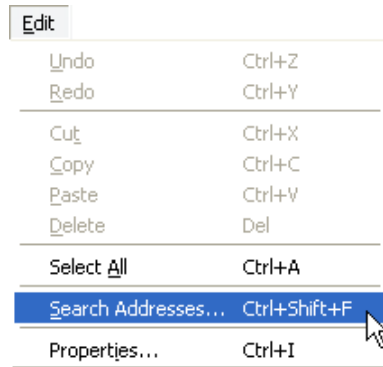
- Click on the button labeled **Address Book** located on the **Mail** toolbar.



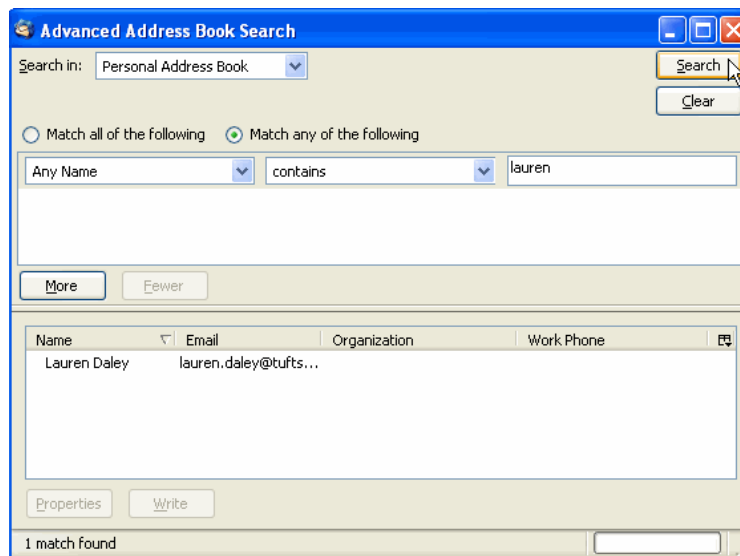
- The **Address Book** window will appear.
- Double click on the contact you wish to edit.
- The **Edit Card** window will appear.
- Fill in the boxes that appear with any new information or edit existing information about your contact.
- Click on the button labeled **OK** when you are finished.

Searching for a contact

- Click on the button labeled **Address Book**.
- The **Address Book** window will appear.
- From the **Edit** menu, select **Search Addresses**.

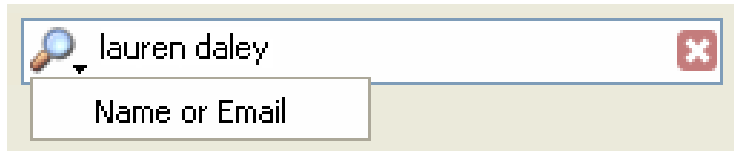


- The **Advanced Address Book Search** window will appear.
- In the boxes, select your search criteria and type in the name you are looking for. *If you do not know a full name you can search under a wider spectrum.*
- Click on the button labeled **Search**.
- Any contact matches will appear at the bottom of the search box.



Another way to search for a contact

- Open up the **Address Book** window.
- Click in the box labeled **Name or Email** located next to the **magnifying glass** icon.
- In the box, type in a name or an e-mail address that you wish to search for.



- Press the **Return** key on your keyboard.
- Any matches to your search will appear in the box at the bottom of the window.