

Thunderbird: Tufts Email Tip Sheet

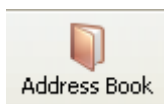
Using the Thunderbird Toolbar



By default, Thunderbird checks the Tufts mail server every 10 minutes to see if you have any mail. Clicking the **Get Mail** tool will check the server immediately.



The **Write** tool opens a new message window. You then address, set the subject, and fill in the message area for the email.



The **Address Book** tool also opens a new window. You can find email addresses in the Tufts Directory, your Personal Address Book, and Collected Addresses. Collected Addresses is an optional email listing tool that can hold addresses of everyone you have sent mail to.



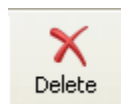
The **Reply** tool opens a new message window addressed to the party that sent you the original message. The subject line always begins with Re: .



The **Reply All** tool differs from the Reply tool in that the new message window that is opened replies to all the parties that the original message was addressed to, not just the originator. The address line begins with To: to the originator and Cc:s everyone else.




The **Forward** tool opens a new message window which you address. The original message is then forwarded to new recipients. The subject line always begins with Fwd: .

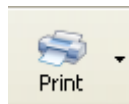


Click the **Delete** tool to delete the selected message or folder. The message is then sent to the Trash folder.



Use the **Junk** tool to battle spam. If you receive junk mail, click the message once to select it, and then click the Junk tool. The message will be marked as junk . Thunderbird will remember it and mark similar messages as junk in the future.

Note: If Thunderbird marks a message as junk and it is not, you can train Thunderbird by clicking the Junk tool, which will remove the icon, signifying that the message is not junk.



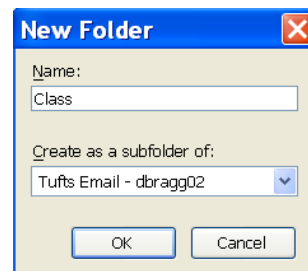
Click the **Print** tool to print the selected message.

Organizing Messages in Folders

Some of us keep all of our messages in our inbox, sorting and deleting as needed. But others prefer to organize messages into folders.

To create a new folder:

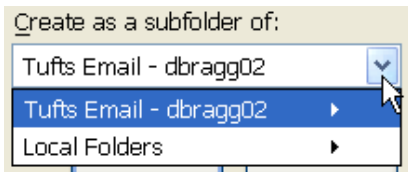
1. From the Menu bar, **select File > New > Folder**. A dialog box opens requesting the name and location of the folder you are creating.



2. In the Name field, **type the name of your folder**.

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3. In the Create as a subfolder of field, **select the Tufts Email server folder or a local folder.**



The Tufts server is where your Inbox is located. You have 200 MB of space allocated to you on the Tufts server, which is backed up every night. You can also access folders on the Tufts Server through webmail. Local folders are located on the hard drive of your own PC and their contents do not take up any of your 200 MB of space.

4. **Click OK.** *The dialog box closes and your new folder is added to the sidebar folder list.*

To file an email message:

1. **Select the message** in the Message List Panel.
2. **Click and hold.**
3. **Drag it** to the desired folder. *The message is filed and the original copy is marked as deleted in your Inbox.*

Controlling Junk Mail

Thunderbird's built-in junk mail filtering tool evaluates and marks what it believes to be junk mail. Once a piece of mail is determined to be junk, it is automatically moved to the Junk folder.

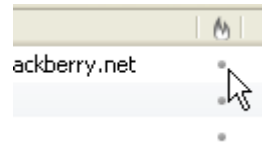


Periodically check the Junk folder to make sure that no valuable email has been mistakenly marked as junk mail.

You should train Thunderbird to identify junk mail.

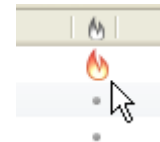
To mark a message as junk:

1. In the **Junk status field**, **click the Junk status indicator** (the dot) for the corresponding message.



The icon toggles to a flame, marking the message as junk and training Thunderbird to mark subsequent similar messages.

Marked as junk



Conversely, if a message is incorrectly marked as junk, clicking the Junk status icon will reclassify it as non-junk. Thunderbird will then recognize subsequent messages of this nature and will not mark them as junk.

Marked as non-junk



You can also mark junk mail as junk or non-junk by clicking the Junk button on the toolbar.



You decide the course of action. You can also ignore the junk mail have it moved to the Junk folder, or even have it automatically deleted.

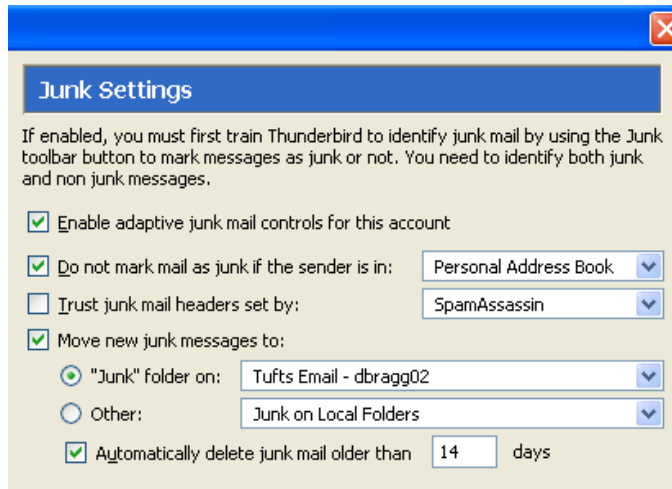
To adjust junk mail controls:

1. From the Menu bar, **select Tools > Account Settings > Junk Settings.** *The Junk Settings display.*

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Observe the various settings for:

- Never marking mail as junk if the sender is in your Personal Address Book
- Moving or not moving junk mail
- Automatically deleting old junk messages
- Choices once junk mail is manually marked

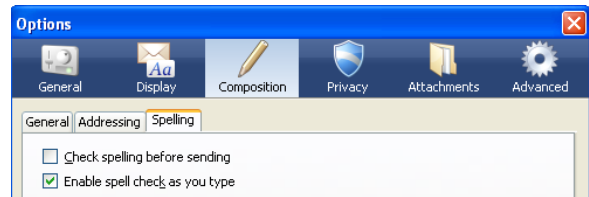


2. **Make a spelling choice.** *The word is corrected.*

You may also add the word to your personal dictionary so that it will not appear again as misspelled.


If you prefer not to check spelling in your email messages, both the “Check spelling before sending” and “Enable spell as you type” spell check options can be turned off.

1. From the Menu bar, **select Tools > Options.** *The Options dialog box opens.*
2. **Select the Composition category.**
3. **On the Spelling tab, make any adjustments.**



4. **Click OK.** *Your choices take effect.*

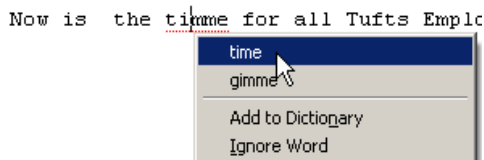
Spell Checking

Previous versions of Thunderbird have already sported a manual spell check option , as well as a “Check spelling before sending” feature. In addition, Thunderbird 2 has a MSWord-like tool that underlines perceived typos as you compose your email message.

Now is the time for all Tufts Emplc

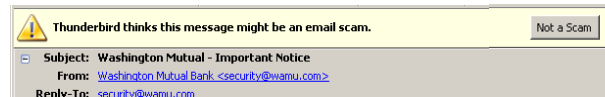
To correct a misspelled word:


1. **Right-click the supposed misspelled word.** *The correction choices display.*



Phishing Alerts

Phishing is the act of sending an email claiming to be a legitimate organization in an attempt to entice readers into surrendering personal information. If Thunderbird thinks that an email may be part of a phishing scam, a yellow warning banner displays across the top of the email when you open it.



If the email is legitimate, train Thunderbird by clicking the Not a Scam  button. The banner disappears and subsequent emails from the same sender will not be marked.