

How to use Thunderbird

Talk to a Teacher Project
<http://spoken-tutorial.org>

National Mission on Education through ICT
<http://www.sakshat.ac.in>

Contributed by
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Learning Objectives



Learning Objectives

- ▶ Add the Thunderbird short cut to the launcher



Talk to a Teacher

Learning Objectives

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag messages



Learning Objectives

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag messages
- ▶ Quick Filter



Learning Objectives

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag messages
- ▶ Quick Filter
- ▶ Sort and Thread messages



Learning Objectives

► Save As and Print Messages



Talk to a Teacher



Learning Objectives

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**



Talk to a Teacher

Learning Objectives

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**
- ▶ **Archive Messages**



Learning Objectives

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**
- ▶ **Archive Messages**
- ▶ **View the Activity Manager**



System Requirements



System Requirements

► Mozilla Thunderbird 13.0.1



Talk to a Teacher

System Requirements

- ▶ **Mozilla Thunderbird 13.0.1**
- ▶ **Ubuntu 12.04**



Short Cut Icon



Short Cut Icon

- ▶ Create a short-cut icon for Thunderbird



Sort Messages



Sort Messages

- ▶ Sort the messages by Sender



Talk to a Teacher



Assignment



Assignment

- Sort the messages by Date received



Talk to a Teacher



Tag Messages



Tag Messages

► Tag messages



Tag Messages

- ▶ Tag messages
- ▶ This way you can easily identify messages you want to open again



Tag Messages

- ▶ Tag messages
- ▶ This way you can easily identify messages you want to open again
- ▶ Use Tags to group similar messages together



Quick Filter Toolbar



Quick Filter Toolbar

- Use the Quick Filter toolbar



Talk to a Teacher



Quick Filter Toolbar

- ▶ Use the Quick Filter toolbar
- ▶ To quickly filter and view messages



Message Threads



Message Threads

Messages that are displayed

- ▶ as sequence in a conversation



Message Threads

Messages that are displayed

- ▶ as sequence in a conversation
- ▶ are called **Message Threads**



Save and Print Messages



Save and Print Messages

- **Save the mail in a folder on the desktop**



Save and Print Messages

- ▶ **Save the mail in a folder on the desktop**
- ▶ **And then print it**



Print a Message



Print a Message

- Now, lets print a message



Archive Messages



Archive Messages

- ▶ We may receive an important message that we may want to refer to



Archive Messages

- ▶ We may receive an important message that we may want to refer to
- ▶ But there may be many mails in the Inbox



Archive Messages

- ▶ We may receive an important message that we may want to refer to
- ▶ But there may be many mails in the Inbox
- ▶ Therefore it may be cluttered



Activity Manager

The Activity Manager

- ▶ Displays the list of actions carried out in Thunderbird



Talk to a Teacher

Summary



Summary

- ▶ Add the Thunderbird short cut to the launcher



Talk to a Teacher

Summary

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag Messages



Talk to a Teacher

Summary

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag Messages
- ▶ Quick Filter



Summary

- ▶ Add the Thunderbird short cut to the launcher
- ▶ Tag Messages
- ▶ Quick Filter
- ▶ Sort and Thread Messages



Summary

We also learnt to:

- ▶ **Save As and Print Messages**



Summary

We also learnt to:

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**



Summary

We also learnt to:

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**
- ▶ **Archive Messages**



Summary

We also learnt to:

- ▶ **Save As and Print Messages**
- ▶ **Attach a File**
- ▶ **Archive Messages**
- ▶ **View the Activity Manager**



Assignment



Assignment

- ▶ **Login to Thunderbird**
- ▶ **View a message thread**
- ▶ **Save and print a message**
- ▶ **Select an email, right-click for the context menu**
- ▶ **Check all the options in it**



Talk to a Teacher

Assignment

- ▶ **View the Activity Manager dialog box**
- ▶ **Logout of Thunderbird**
- ▶ **Check the Activity Manager dialog box again when you login**



About the Spoken Tutorial Project



About the Spoken Tutorial Project

- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



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- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining

