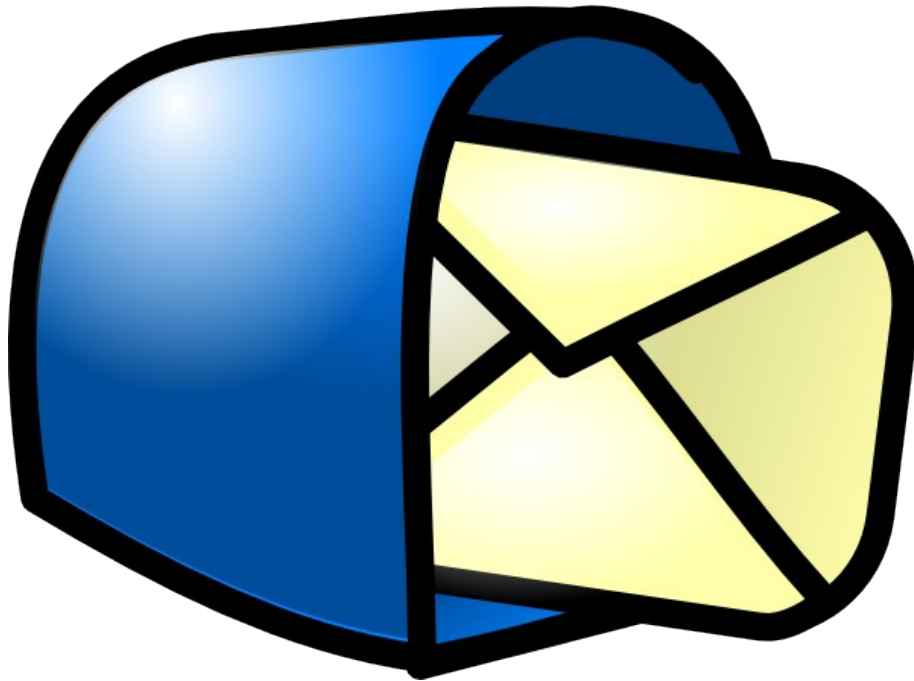


Getting Started With Thunderbird 3.1



Installing Thunderbird and Importing Your Email in Ubuntu

Jim McCullough

Charlene Tessier (Editor)

Randall Ross (Contributor)

Revision 1.1, March 2011

Copyright © 2011 by Jim McCullough

www.jimspapers.ca/tamingyouremail/

Author: Jim McCullough

Editor: Charlene Tessier

Contributor: Randall Ross

Some rights reserved



Getting Started with Thunderbird 3.1: Installing Thunderbird and Importing Your Email in Ubuntu is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 2.5 Canada License.

For more information about Creative Commons licensing, please visit:

<http://creativecommons.org/licenses/by-nc-sa/2.5/ca/>

All trademarks mentioned in this guide are the property of the respective trademark holders.

Table of Contents

Introduction to Getting Started with Thunderbird 3.1	1
Getting Started With Thunderbird 3.1	2
1 Introducing Mary, an Email User Under Siege	2
1.1 Why does Mary want to use Thunderbird	2
1.2 Using this guide	3
2 Finding Your Way Around the Thunderbird Interface	5
2.1 Main Thunderbird window	5
2.2 Message List Pane	5
2.3 Message Pane	6
2.4 Address Book	6
3 Getting Up and Running	7
3.1 Installing Thunderbird in Ubuntu 10.10	7
3.2 Adding email accounts to Thunderbird	8
3.3 Importing email messages from existing email accounts	13
3.4 Importing contacts from existing webmail accounts	15
3.5 A final word	22
Glossary	23
Index	29

Blank

(Except for the word “Blank”... and this)

Introduction to Getting Started with Thunderbird 3.1

This document is a guide written for the *Ubuntu Vancouver Local Community*, or [Ubuntu Vancouver LoCo](http://www.meetup.com/ubuntuvancouver/) (UVLC), on how to install *Mozilla Thunderbird 3.1* in *Ubuntu 10.10*. It is the companion document to *Taming Your Email with Thunderbird 3.1*, a guide to managing a heavy email load with Thunderbird.

If you already have Thunderbird installed, and your *email accounts* are configured, feel free to check out the *Taming Your Email in with Thunderbird 3.1* guide on the Ubuntu Vancouver LoCo website. The Ubuntu Vancouver LoCo is an Ubuntu users group for Vancouver, Canada, and is a great place for learning about, and sharing your passion for all things Ubuntu. The *Taming Your Email with Thunderbird 3.1* guide can be found on the UVLC website under Discussions > Message Board > Technical Support:

<http://www.meetup.com/ubuntuvancouver/messages/boards/forum/1245793>

This guide will follow an Ubuntu user, named Mary, who has just decided to install Thunderbird. We will accompany Mary as she installs Thunderbird and then sets up her email accounts. Mary also wants to import her existing email messages and contacts into Thunderbird, and we will see how easily this can be done.

Because nothing stays the same, least of all computer programs, there are sure to be changes to future versions of Thunderbird that are not reflected in this document. That is where you come in. If you find that things “just don't seem right”, it could be because this guide was written for an earlier version of Thunderbird than you have. Please feel free to ask for help, or mention the changes, on the Ubuntu Vancouver LoCo discussion boards. Your assistance will help us keep this guide up to date. After all, helping each other is the spirit that makes Ubuntu great!

<http://www.meetup.com/ubuntuvancouver/>



Getting Started With Thunderbird 3.1

“I have just too much email!”

“Are you sure you sent it to me? I don't see it.”

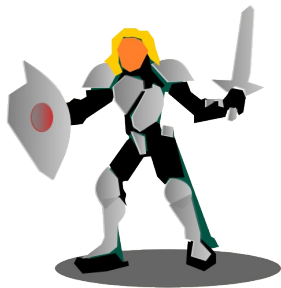
“Arrgh!!”

Ever use any of these statements when dealing with your email? Is your Inbox starting to feel like a dark and forbidding jungle? It is time to tame the wilderness with *Mozilla* Thunderbird 3.1.

By default, *Ubuntu* 10.10 comes with the *Evolution* groupware client, but not all users need, or want it, for their email messaging. Enter Thunderbird. Thunderbird is a free *email client* produced by *Mozilla*, the same folks that make *Firefox*. It has been around for years, but with the release of version 3.1 and some great new features, Thunderbird is even better than ever.



1 Introducing Mary, an Email User Under Siege



Mary is an email user with a problem. She has three *email accounts*, each with hundreds of email messages, and every day Mary receives dozens of new messages. She is suffering from 'email overload'! Mary tries to keep up to the barrage of email, but checking multiple email accounts for new mail, and then deciding what is important and what isn't, seems to take all her time. Unlike 'snail mail', email may save trees, but the forest has sprung up in her Inbox.

Mary needs help!

1.1 Why does Mary want to use Thunderbird

Ubuntu comes with a perfectly good email client installed by default; *Evolution*. If you don't want to use *Evolution*, there are also many free *webmail* services. So why does Mary want to use Thunderbird? There are a few reasons:

- *Evolution* is a groupware client that deals with, not just email, but also calendars, to-do lists and notes. *Evolution* will also connect to the email systems that many business run for internal email. Frankly, that is way more than Mary needs. All she is looking for is a program that manages her Internet email.
- Thunderbird is a commonly used email client on all the major *computer operating systems*, like *Linux*, *Macintosh* and *Windows*. Once Mary is familiar with Ubuntu Thunderbird, she can use it on any computer, even the Windows computer her boss forces her to use!
- There is a huge community of Thunderbird users and developers. With so many people using Thunderbird, when Mary needs help, there is sure to be someone who can answer her questions. She can also chose from thousands of free additions to Thunderbird that extend its functionality.
- Webmail services leave you at the mercy of the webmail provider. They can make changes to their service at any time, or even discontinue it.

- The features of webmail services are generally quite limited. Mary prefers the vast number of features that she gets with Thunderbird.
- Mozilla Thunderbird is developed right here in Vancouver, so not only is Mary supporting a local product, but the *Ubuntu Vancouver Local Community* can help shape future versions.

1.2 Using this guide

Follow Mary as she installs Thunderbird

Up until now, Mary has been using a few different webmail accounts for her email, but she is becoming overwhelmed trying to keep up to date with all the email messages. After researching the various email clients available for Ubuntu, Mary has decided to use Thunderbird. This guide will follow Mary as she installs Thunderbird and imports her existing email accounts and messages.

Become a power user with tips and tricks



As Mary learns how to use Thunderbird, she picks up tips and tricks that make her work even more efficient. As she finds these hidden gems, she writes them down on sticky notes that you can see stuck to these pages. Using these can make a power user out of anyone, and help you to avoid potential problems.

Document conventions

While you work your way through this guide, there are a few document conventions that will help you along. By recognizing these conventions, you will be able to see at a glance which items are Thunderbird or Ubuntu components, terms that are defined in the Glossary, links to other parts of the guide, and hyperlinks to Web pages.

Convention	Description	Example
Bold	Indicates a Thunderbird/Ubuntu component or menu item. Often, Thunderbird components are also defined in the Glossary.	In the Address Book , click File , point to New and click Address Book Contact .
<i>Italic</i>	Indicates the word is defined in the Glossary. The first instance in each chapter of words defined in the Glossary are in italics.	Click the second drop-down list and select how you want to match the <i>search criteria</i> .
<i>Italic-bold</i>	Indicates words that should be typed.	Type <i>thunderbird</i> into the search box.
<u><i>Italic-underline</i></u>	Indicates a link to another section in the guide. A page number is also included. Clicking on the link will take you to the page.	For more information, see, “ <u><i>Grouping email folders with Unified Folders</i></u> ” on page 8.
<u>Blue-underline</u>	Indicates links to Web sites.	http://www.meetup.com/ubuntuvancouver/

Getting further help

If you need more help setting up and using Thunderbird, the best source of information is the *Mozilla Messaging* support Web site: <http://support.mozillamessaging.com>

Tip!

Can't find it on the Mozilla support Web site?

Try the Tech Support Discussion on the [Vancouver Ubuntu LoCo](#) site, or at [Launchpad](#).

2 Finding Your Way Around the Thunderbird Interface

Before we start following Mary in her quest to tame her email, we should probably take a look at what the various parts of the Thunderbird *interface* are called. Calling things, “the get mail or filter thingies”, might be fine for Mary, but will get awfully confusing if you don't know what she is referring to.

Here are the common names for the Thunderbird interface components so that we are all on the same page while we accompany Mary on her journey.

2.1 Main Thunderbird window

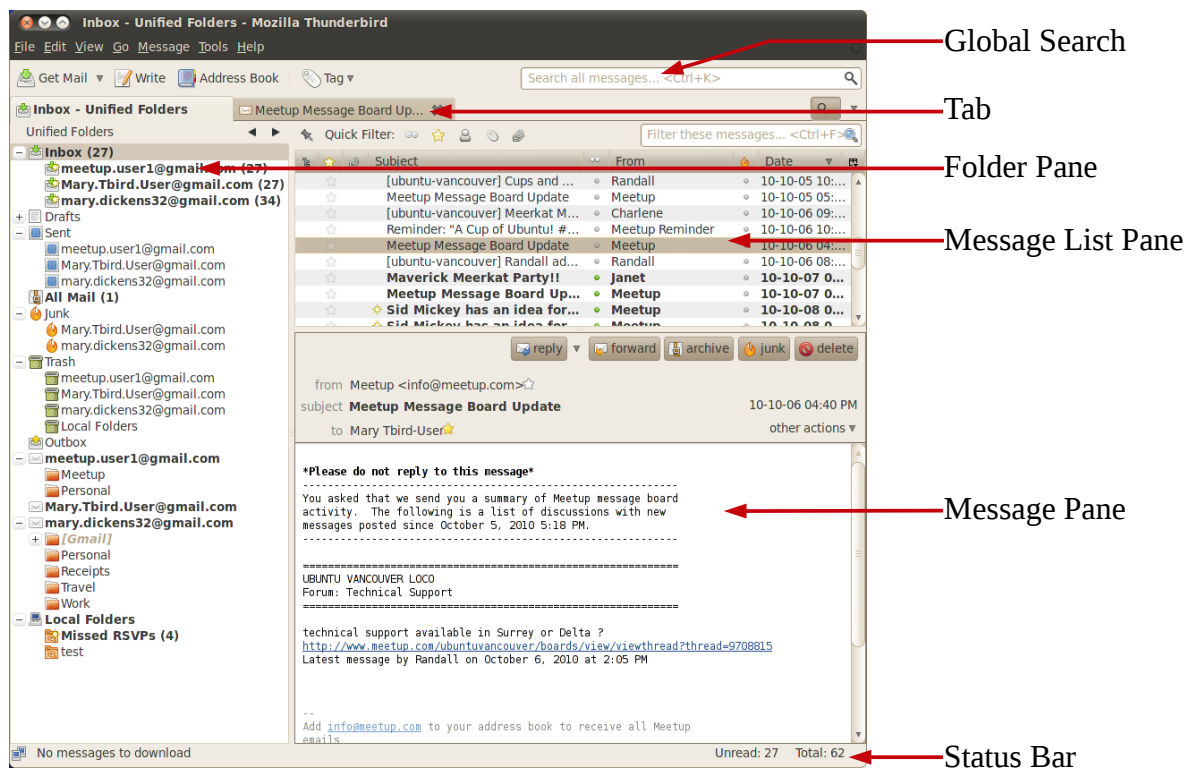


Figure 1: Main Thunderbird window

2.2 Message List Pane

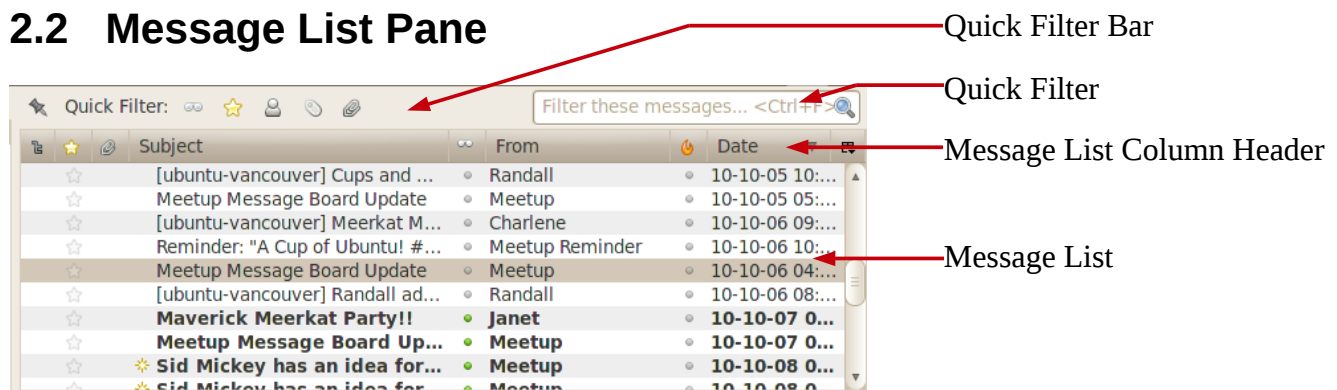


Figure 2: Message List Pane

2.3 Message Pane

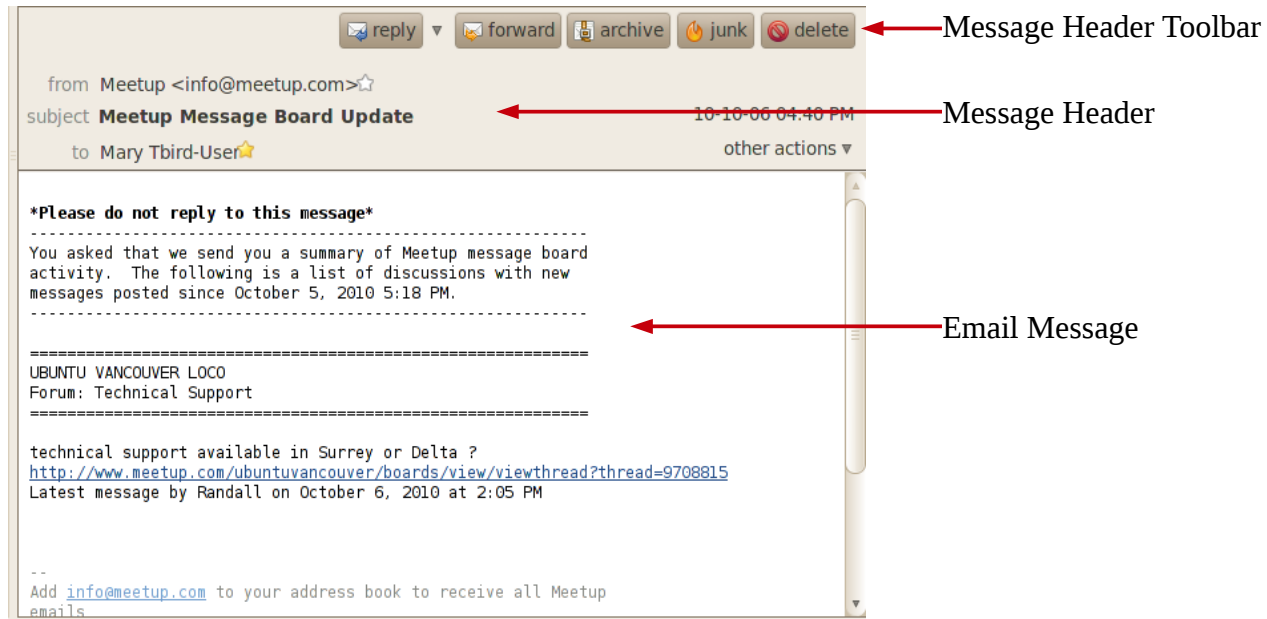


Figure 3: Message Pane

2.4 Address Book

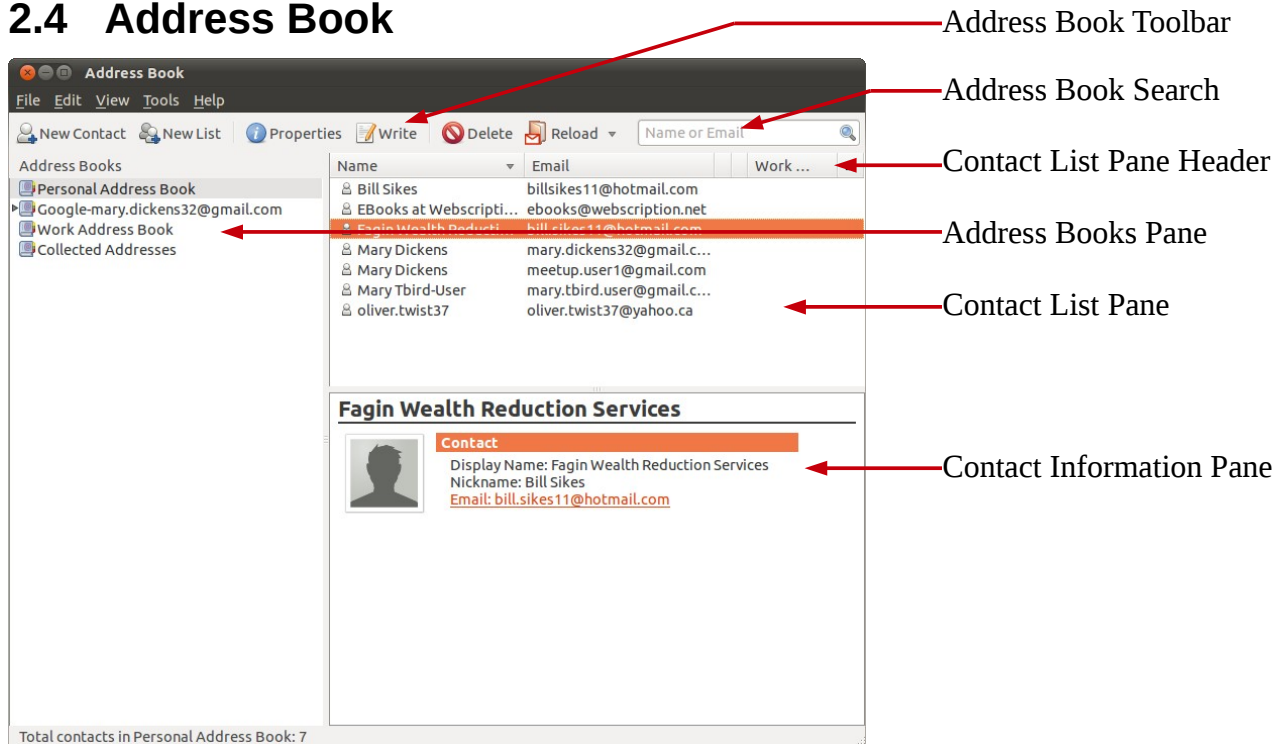
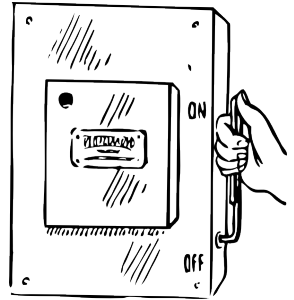


Figure 4: Address Book

3 Getting Up and Running

Setting up Thunderbird is easy! While Ubuntu 10.10 doesn't come with Thunderbird pre-installed, the **Ubuntu Software Centre** makes getting it no problem. The **Ubuntu Software Centre** is the default tool to add or remove software in Ubuntu, and gives you access to thousands of applications configured to work with Ubuntu. After Mary installs Thunderbird, it takes her just a few steps to add new accounts and migrate any of her existing accounts.



3.1 Installing Thunderbird in Ubuntu 10.10

Installing Thunderbird is simple with the **Ubuntu Software Centre**. It is also the best way to install Thunderbird. You can go directly to the Mozilla Web site and download Thunderbird, but that isn't recommended. The version of Thunderbird that the **Ubuntu Software Centre** installs is specially customized to integrate fully with Ubuntu. For instance, newer versions of Ubuntu will automatically link the **Indicator Applet** to your Thunderbird email so that you can see when there are new email messages in your Inbox. However, the most important reason to use the **Software Centre** to install Thunderbird is that it has been tested to make sure it works seamlessly with Ubuntu.

Tip!

The Ubuntu Software Centre is the best place to get any Ubuntu software. Take some time to browse through the categories and you'll probably find stuff you never knew you needed!

To install Thunderbird with the Ubuntu Software Centre

1. Click **Applications** on the Ubuntu toolbar and select **Ubuntu Software Centre**.
2. In the **Search** box, type **thunderbird** and then select **Mozilla Thunderbird Mail/News** in the results.

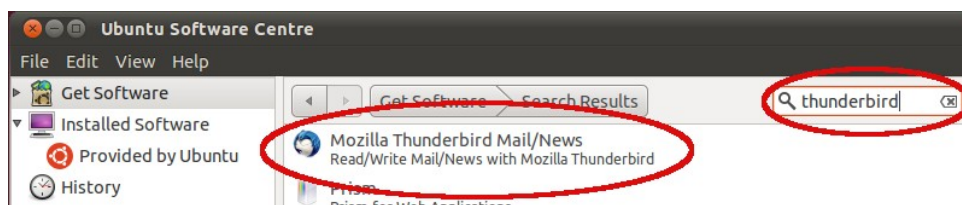


Figure 5: Ubuntu Software Centre

3. Click the **Install** button.

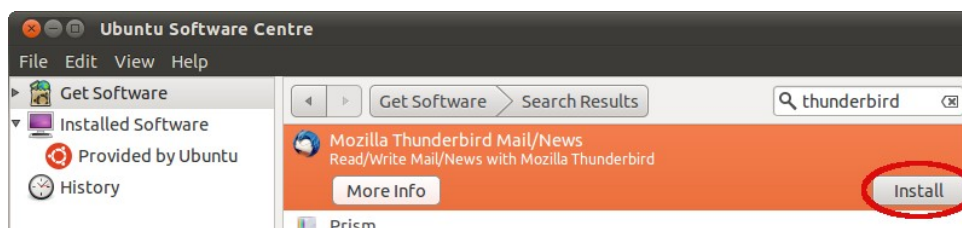


Figure 6: Ubuntu Software Centre

4. If prompted for your Ubuntu user password, type it into the **Authenticate** dialog box and click **Authenticate**. The **Ubuntu Software Centre** will then proceed to install Thunderbird.

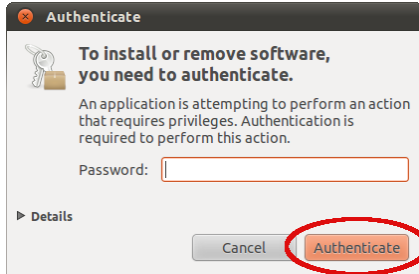


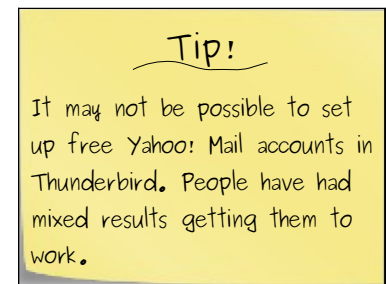
Figure 7: Authenticate dialog box

See, it's that easy! To run Thunderbird, select **Mozilla Thunderbird Mail/News** on the Ubuntu **Applications – Internet** menu.

3.2 Adding email accounts to Thunderbird

OK, Mary now has Thunderbird installed, but if she wants to actually use it, she needs to add *email accounts*. Mary already has a few email accounts that she uses and wants to add them into Thunderbird. Thunderbird is way ahead of her. The first time she opens Thunderbird, the program notices that there are no email accounts configured and starts the Mail Account Setup wizard to walk Mary through the process. The **Mail Account Setup** wizard can also be manually started by following the steps in the next procedure, **To add email accounts with the Mail Account Setup wizard**.

Thunderbird has a *database* of connection information for large *Internet Service Providers (ISP)* and webmail providers (e.g., *Gmail, Yahoo!, MSN/Live/Hotmail*) that it can use to automatically setup new email accounts. If the email account that Mary wants to set up is with one of these providers, all she needs to do is enter her name, email address and password, and Thunderbird does the rest. If the provider is not in the database, Mary can still configure the account manually.



To add email accounts with the Mail Account Setup wizard

1. On the **File** menu, point to **New** and then click **Mail Account**.
2. Type your name, email address and password in the **Mail Account Setup** dialog box, select **Remember password** and then click **Continue**.

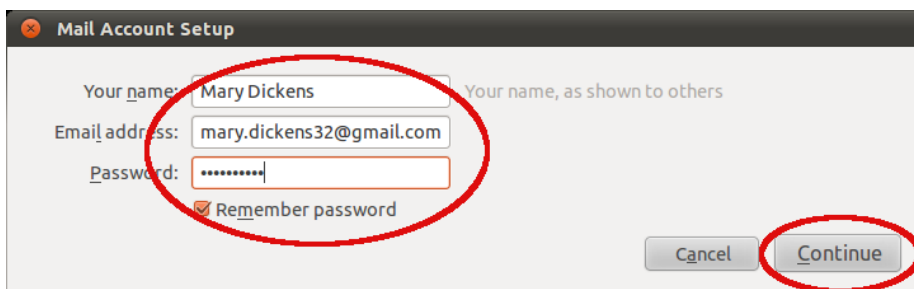


Figure 8: Mail Account Setup dialog box

3. Click **Create Account** if Thunderbird finds the configuration information for the email account and the account will automatically be set up. If Thunderbird does not find the configuration information, the next section describes manually configuring an account.

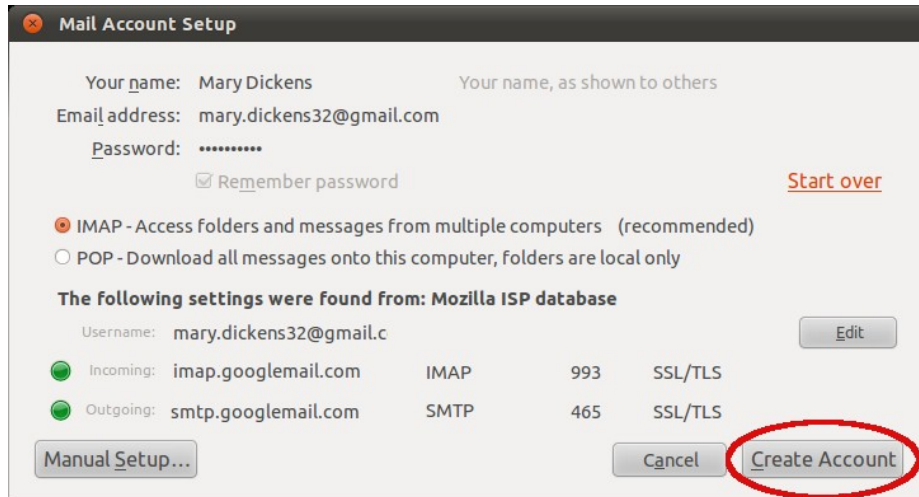


Figure 9: Mail Account Setup automatic configuration

Manually creating an email account using the Mail Account Setup wizard

If the Thunderbird **Mail Account Setup** wizard fails to find the settings for your *email provider* in its database, you will need to manually configure the connection settings.

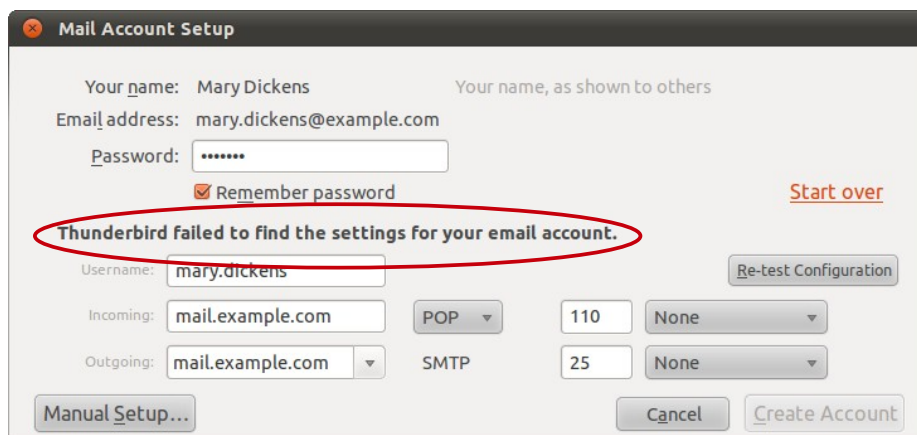


Figure 10: Failed Mail Account Setup

Check with your email provider to make sure you have the correct information to configure the following settings:

- Your **Password**.
- Your **Username**.
- The name, type, *port* number and authentication type of the **Incoming** email server.
- The name, port number and authentication type of the **Outgoing** email server.

To manually create a new email account in the Mail Account Setup wizard

1. Type the password you use to check mail into the **Password** box and select **Remember password**.

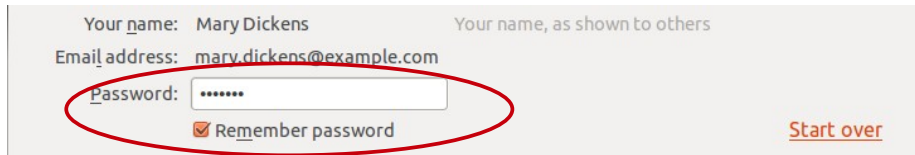


Figure 11 shows the Mail Account Setup wizard. The 'Your name' field is 'Mary Dickens' and the 'Email address' is 'mary.dickens@example.com'. The 'Password' field is highlighted with a red circle, and the 'Remember password' checkbox is checked. A 'Start over' link is visible in the bottom right.

Figure 11: Mail Account Setup wizard

2. Type the user ID you use to check mail into the **Username** box.

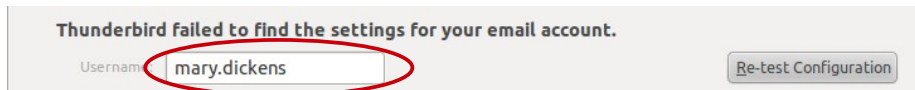


Figure 12 shows the Mail Account Setup wizard. The 'Username' field is highlighted with a red circle and contains the text 'mary.dickens'. A 'Re-test Configuration' button is visible on the right.

Figure 12: Mail Account Setup wizard

3. Type the name of the server you get mail from in **Incoming**.

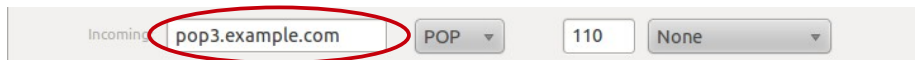


Figure 13 shows the Mail Account Setup wizard. The 'Incoming' server field is highlighted with a red circle and contains the text 'pop3.example.com'. The 'POP' protocol is selected, and the port number '110' is shown.

Figure 13: Mail Account Setup wizard

4. Select the type of email server.

- POP (POP3)
- IMAP

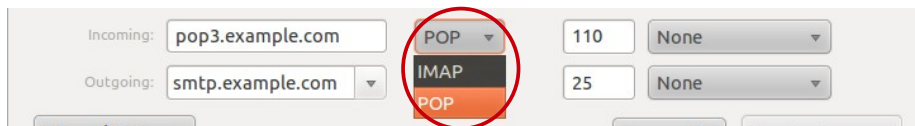


Figure 14 shows the Mail Account Setup wizard. The 'Incoming' server is 'pop3.example.com' and the 'Outgoing' server is 'smtp.example.com'. The 'POP' protocol is selected and highlighted with a red circle. The port number '110' is shown for the incoming server.

Figure 14: Mail Account Setup wizard

5. Type the **Incoming** email server port number:

- Common port numbers are (confirm which port number your email provider uses):
 - **POP** – 110 or 995
 - **IMAP** – 143 or 993

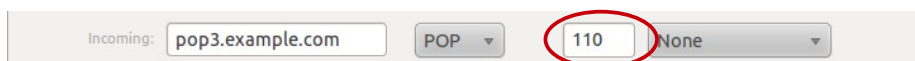


Figure 15 shows the Mail Account Setup wizard. The 'Incoming' port number field is highlighted with a red circle and contains the text '110'.

Figure 15: Mail Account Setup wizard

6. **Incoming** email server authentication type:

- **None** – no authentication
- **STARTTLS** (this is what Thunderbird calls *TLS* authentication)
- **SSL/TLS** (this is what Thunderbird calls *SSL* authentication)

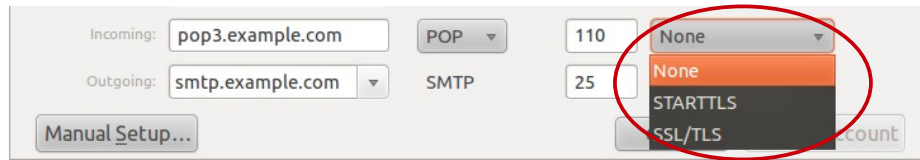


Figure 16: Mail Account Setup wizard

7. **Outgoing** email server name



Figure 17: Mail Account Setup wizard

8. **Outgoing** email server port number:

- Common port numbers are (confirm which port number your email provider uses):
 - 25, 465 or 587



Figure 18: Mail Account Setup wizard

9. Select the **Outgoing** email server authentication type:

- **None** – no authentication
- **STARTTLS** (this is what Thunderbird calls *TLS* authentication)
- **SSL/TLS** (this is what Thunderbird calls *SSL* authentication)

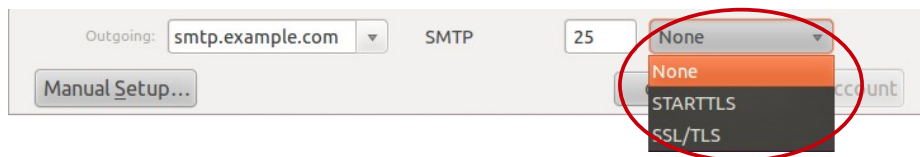


Figure 19: Mail Account Setup wizard

- Click the **Re-test Configuration** button to make sure that Thunderbird can successfully connect to the **Incoming** and **Outgoing** email servers, and then click **Create Account**.

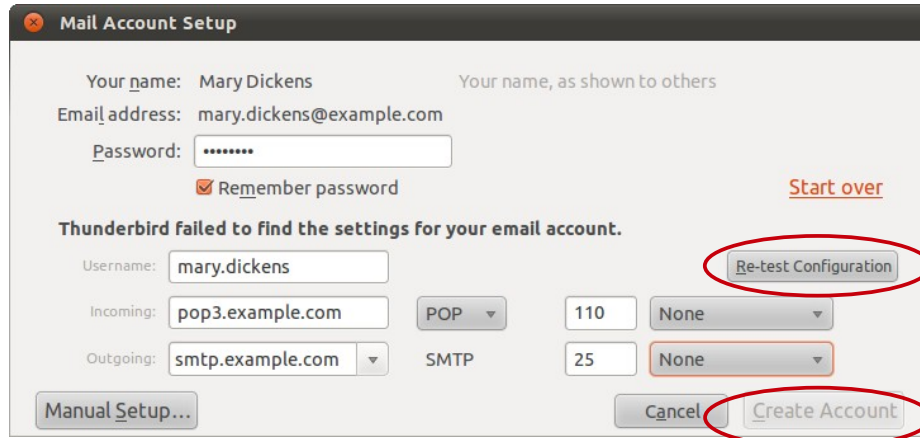


Figure 20: Mail Account Setup wizard

Protecting your email account passwords

Mary has all of her email accounts setup now and they can successfully download her email messages. Because she told Thunderbird to remember the passwords for her accounts, she doesn't need to re-enter them each time she sends or receives email. However, Mary has discovered that Thunderbird stores those password in *plain text* in its preferences and on the computer's hard drive! If she leaves her computer logged in when she is not using it, anyone can open her Thunderbird preferences and see the passwords for all of her accounts! Thunderbird has thought of this and provides a mechanism to protect passwords from prying eyes; a **Master Password**.

When a **Master Password** is set, Thunderbird *encrypts* the email passwords stored on your computer and you must enter the **Master Password** each time you open Thunderbird. After you enter the **Master Password**, Thunderbird will automatically use your saved email passwords when sending or receiving email messages, but the passwords stored in Thunderbird's preferences and on your computer's hard disk remain encrypted.

Well, Mary doesn't have to worry about that any more. Now, if only she could figure out how to protect her computer from the coffee her co-workers insist on spilling on it!

o set a Master Password

- On the **Edit** menu, click **Preferences**.
- Click **Security** and select the **Passwords** tab.



Figure 21: Thunderbird Preferences Passwords tab

3. Select **Use a master password**.

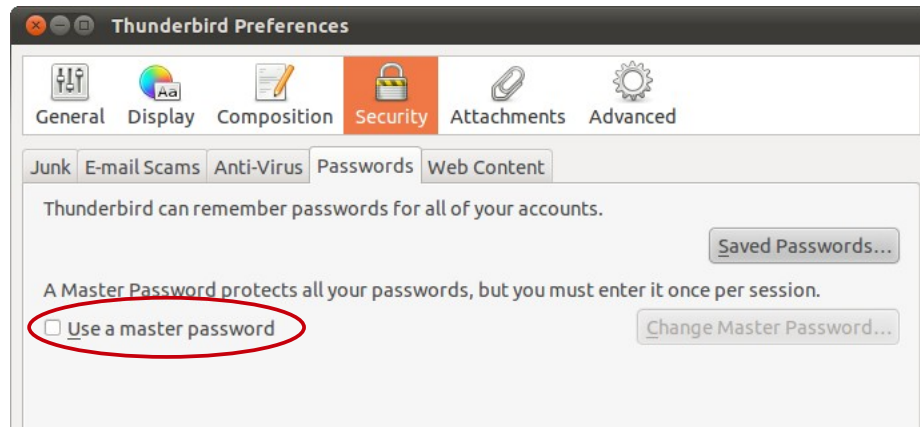
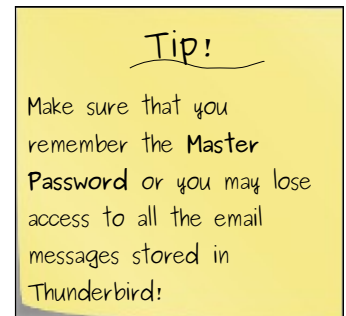


Figure 22: Thunderbird Preferences Passwords tab

4. Type the **Master Password** you want to use and re-type it to confirm you entered it correctly.
 - Thunderbird provides a **Password quality meter** to show how strong a password is. If it is too low, your password may be easily guessed by people with nefarious intentions!



Figure 23: Change Master Password dialog box



3.3 Importing email messages from existing email accounts

We will only be covering how to import from Gmail, Yahoo and MSN/Live/Hotmail webmail clients in this guide. These are some of the most commonly used email clients and you can import email messages from them without installing software not available on the Mozilla Thunderbird website. While there are tools that will allow you to import email messages from Evolution or Microsoft Outlook, they cannot be installed using Thunderbird. To import messages from other email clients without installing unsupported software, you can always forward them to a free webmail account like Gmail. Once in Gmail they can be easily imported to Thunderbird. For more information on importing from Gmail, see [*“Importing email from IMAP email accounts”*](#) on page 14.

The email accounts that Mary has added already have important messages in them, and she wants to import the existing messages into Thunderbird. Before Mary can import those messages, she needs to understand the type of access email servers allow.

There are two types of email accounts for receiving email messages, *POP3 (Post Office Protocol ver. 3)* and *IMAP (Internet Message Access Protocol)*. There are many differences between the two types, but without getting into all sorts of 'technical-speak', let's take a look at the main differences. It is important to understand these differences when importing email messages.

With POP3, the your email provider allows you to download email messages from a single folder on their server, the Inbox. By default, when you check for email on a POP3 server with an email client like Thunderbird, the email messages are downloaded to your computer and removed from the server. This behaviour can be changed in your email client to leave the messages on the server, however, you still only download email messages from the Inbox. POP3 is essentially one-way communication; email messages move from the server to your computer. Examples of POP3 email services are Yahoo! Mail and MSN/Live/Hotmail. The majority of email providers only allow POP3 access.

IMAP, on the other hand, allows you to download email messages from multiple folders on the server, leaving copies of the messages on the server that you can read from other computers. When you move messages between folders in Thunderbird, or create new folders, the changes are reflected on the server. You can think of IMAP as two-way communication; email messages and changes are synchronized between the server and your computer, including email messages sent from Thunderbird. An example of an IMAP email service is Google's Gmail.

Tip!

It is important to be aware of how much space your email provider gives you if you use IMAP. All of your messages stay on the server until you delete them.

Importing email from IMAP email accounts

Setting up a new IMAP email account, such as Gmail, and importing your existing email messages into Thunderbird couldn't be easier. By default, all your email and all the folders on Gmail are downloaded when you set the account up in Thunderbird. Thunderbird recommends this type of email account if the server supports both POP3 and IMAP.

Importing email from POP3 email accounts

If your previous email client, like Evolution, was Any messages in the Inbox will be downloaded to Thunderbird when you create the account. Often, however, Internet Service Providers that give you POP3 email accounts will also allow you webmail access and let you create folders on the server. Unfortunately, Thunderbird will only get email messages from the Inbox folder! If you want to import all of your email messages from these accounts, Google's Gmail comes to the rescue! Gmail has a tool that can log onto many POP3 email servers and import all the email messages and contacts for an account. It can even continue to watch the account for up to 30 days and import any new email messages it finds.

Gmail can't import your email messages and folders from your POP3 webmail account? Don't worry, you can still get all of your messages, it will just take a little more work. In order to get all the email messages stored on the server, all you have to do is use the webmail interface to move them into the Inbox so Thunderbird can download them. For more information on how to do this, see "[To manually import email messages from any POP3 webmail server](#)" on page 15.

Importing email messages from POP3 servers using Gmail

This is a huge help for Mary because she has an old Hotmail account that she wants to import the email messages from. Mary already has a Gmail account she can use, but if you don't, it is free to create one. For instructions on importing email messages and contacts into Gmail, and a list of email providers that it supports, please visit the following link. It will provide you with up-to-date information about using the Gmail import feature, as it may change at any time. If Gmail changes the link address and this one no longer works, you will need to search the Google Web site for current information.

<http://mail.google.com/support/bin/static.py?page=guide.cs&guide=25413&topic=25415>

Once Mary has imported her Hotmail email messages and folders into Gmail, she can then download all the folders into Thunderbird using her Gmail IMAP account. If you use a POP3 webmail service that Gmail can't import email messages from, it is still possible to manually import email messages from non-Inbox folders into Thunderbird using this procedure.

To manually import email messages from any POP3 webmail server

1. Set the account up in Thunderbird and move any messages in the Inbox into other folders.
2. Log into the POP3 webmail interface.
3. Ensure that there are no email messages left in the webmail Inbox.
4. Copy or move all the email messages from a folder into the webmail Inbox.
5. Check for new mail in Thunderbird to download the email messages in the Inbox.
6. Create a new folder in Thunderbird for the downloaded email messages.
7. Move the email messages from the Thunderbird Inbox into the new folder.
8. Repeat steps 3 – 7 for each additional folder in the webmail account.

3.4 Importing contacts from existing webmail accounts

It would be a shame if Mary has to re-create all the contacts that she has added to her existing webmail accounts just because she wants to use Thunderbird. It's a good thing that Gmail comes to the rescue again! All Mary has to do is to install a Thunderbird *Extension* that synchronizes her Gmail contacts with the Thunderbird **Address Book**. Extensions are additional features that can be added to Thunderbird.

The Google Contacts Extension will synchronize Mary's Gmail contacts with Thunderbird, and she can even get her Hotmail or other webmail contacts after using the Gmail import mail and contacts trick discussed earlier. To learn about this trick, see “*Importing email messages from POP3 servers using Gmail*” on page 15.

Importing contacts with the Google Contacts Extension

[Google Contacts](#), by H.Ogi, is a neat little Thunderbird Extension that synchronizes the Thunderbird contact lists with Gmail accounts. Gmail and Thunderbird contacts are updated when you make changes to either. If you want more information, please visit the H.Ogi Blog at:

<http://hogiblog.blogspot.com/2008/05/synchronizing-google-contacts-and.html>

The first thing you should do before installing the Google Contacts Extension, is to backup your Thunderbird and Gmail contacts. When you install any third-party software, it's better safe than sorry! For more information about backing up your Gmail contacts, please refer to Google Help. To back up your Thunderbird **Address Book** you can use the following steps.

To backup the Thunderbird Address Book

1. Click **Address Book** on the Thunderbird toolbar.

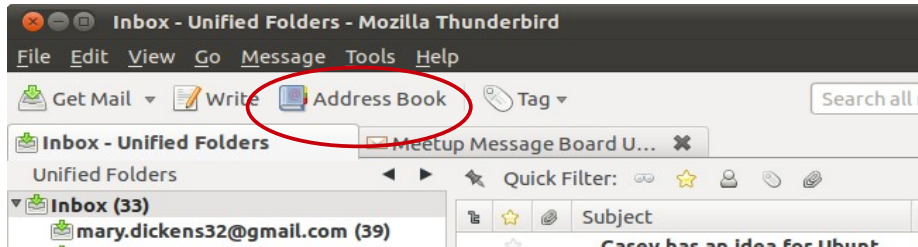


Figure 24: Address Book button

2. On the **Tools** menu, click **Export**.
3. Type a name for the backup, select a location to save it to, and click **Save**.

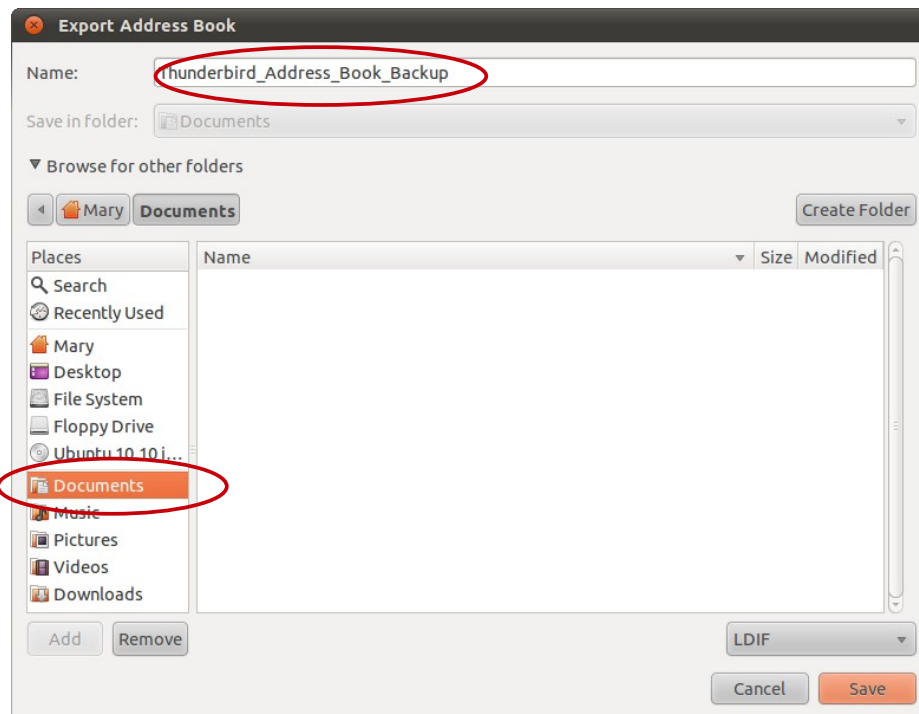


Figure 25: Export Address Book

To install the Google Contacts Extension

1. On the **Tools** menu, click **Add-ons**.
2. Type *google contacts* in the **Search All Add-ons** box and press ENTER.

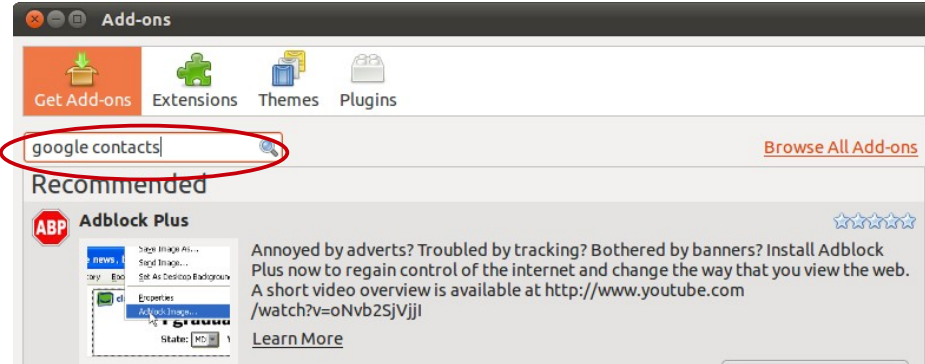


Figure 26: Add-ons

3. Click **Add to Thunderbird** in the **Google Contacts** search result.

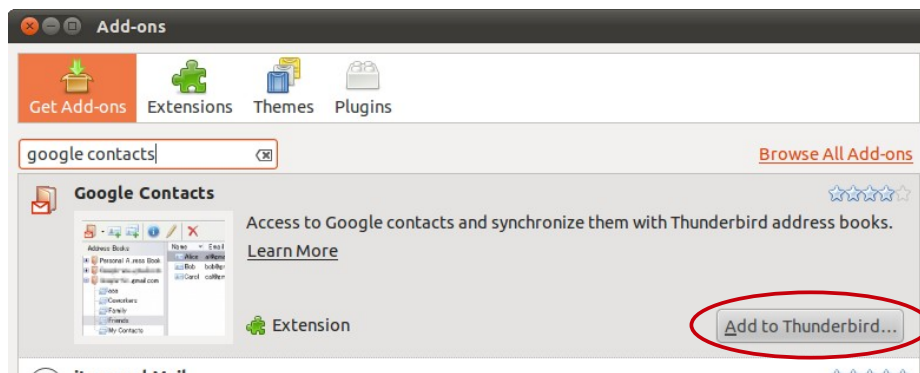


Figure 27: Add-ons

4. Click **Install Now** in the **Software Installation** dialog box.

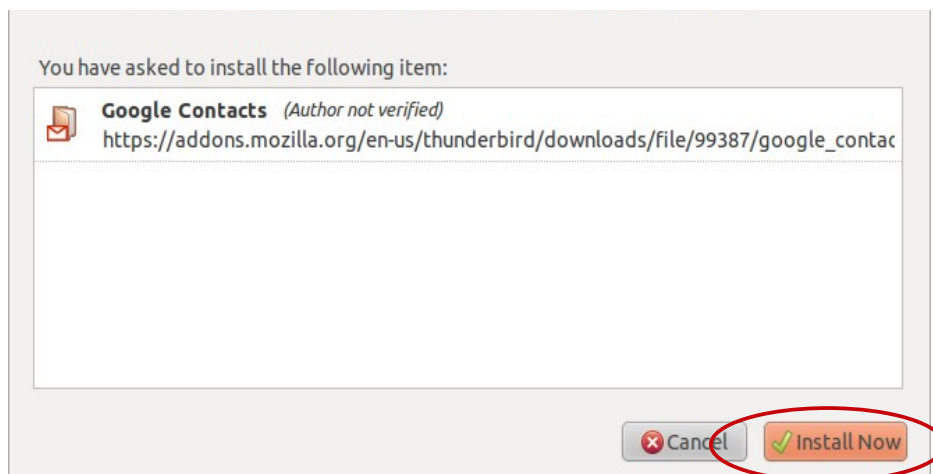


Figure 28: Software Installation dialog box

- Click the **Restart Thunderbird** button to finish the installation.

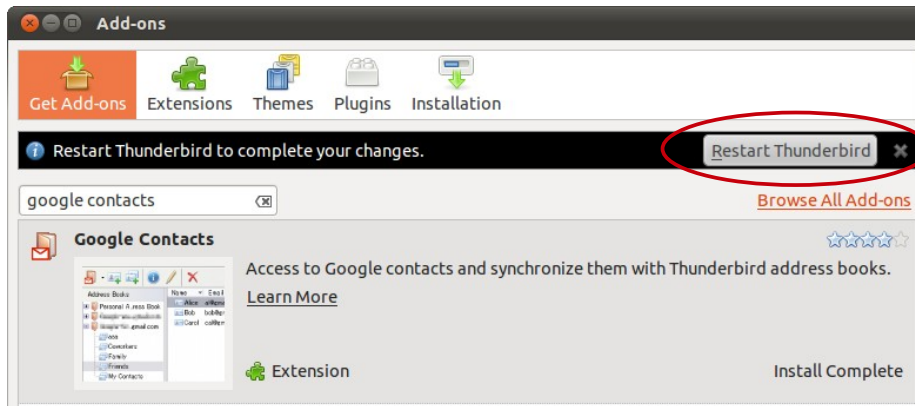


Figure 29: Install Complete dialog box

To setup the Google Contacts Extension

- Once Thunderbird has restarted, click the **OK** button to set up **Google Contacts**.

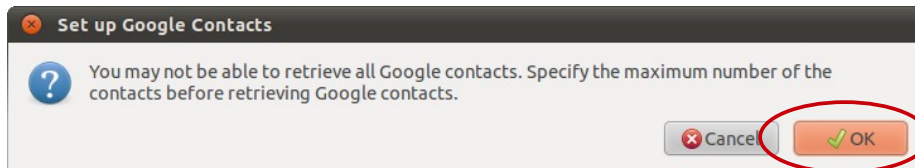


Figure 30: Set up Google Contacts

- On the **General** tab under **Performance**, specify the **Maximum number of contacts** you think you might need to retrieve from Gmail.

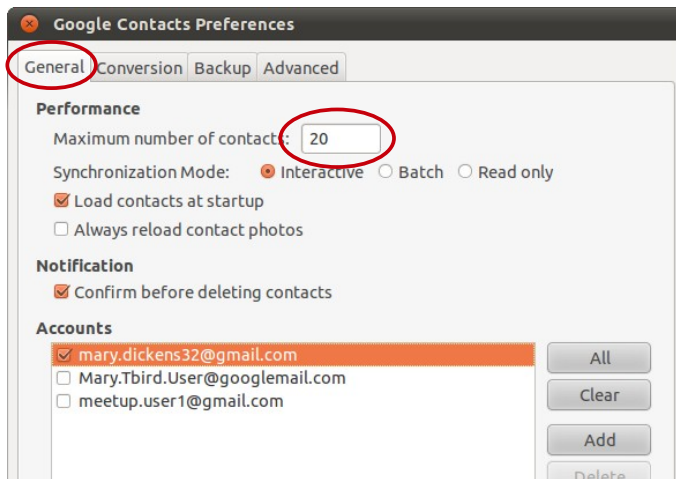


Figure 31: Google Contacts Preferences

- On the **General** tab under **Accounts**, select which Gmail accounts you want to synchronize with.

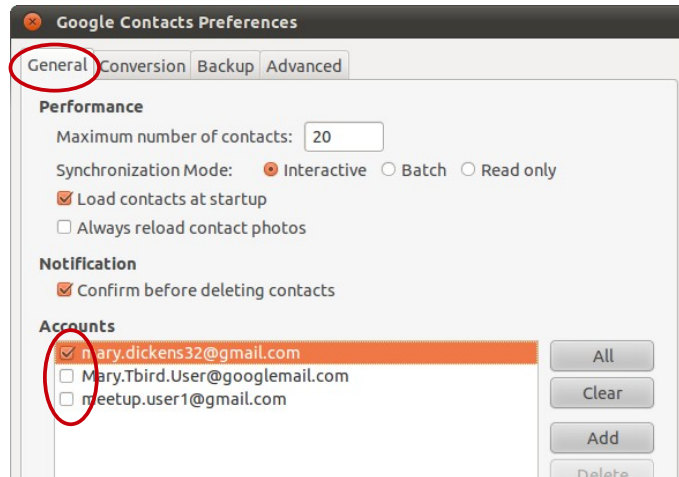


Figure 32: Google Contacts Preferences

- On the **Conversion** tab, select **Convert postal address fields**, select the address *fields* you want to synchronize and then click **OK**

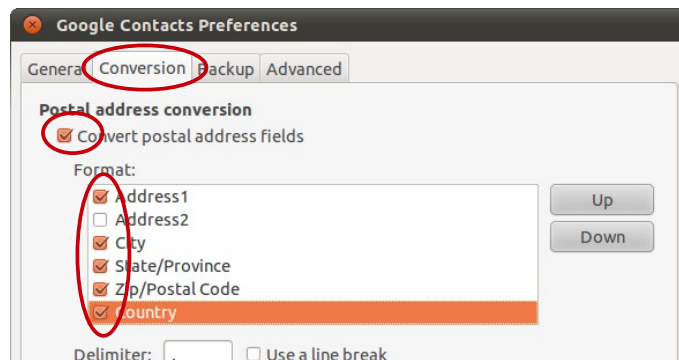


Figure 33: Google Contacts Preferences

- Click **Address Book** on the Thunderbird toolbar.

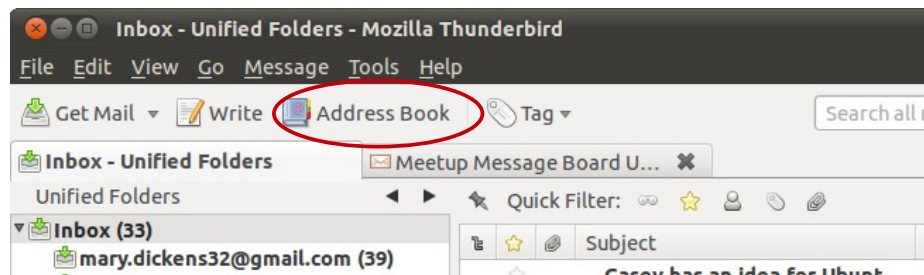


Figure 34: Address Book button

6. Right-click on the **Address Book** toolbar and select **Customize**.

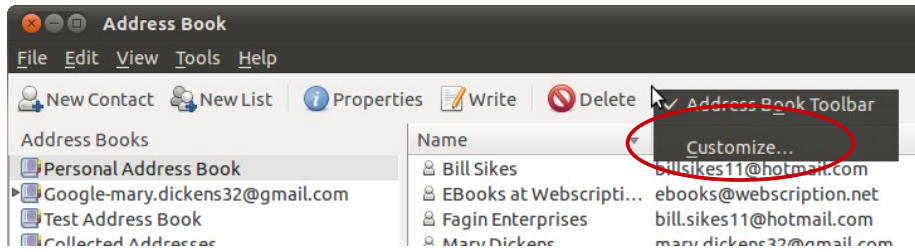


Figure 35: Customize Address Book toolbar

7. Drag the **Reload** button to the toolbar and click **Done**.

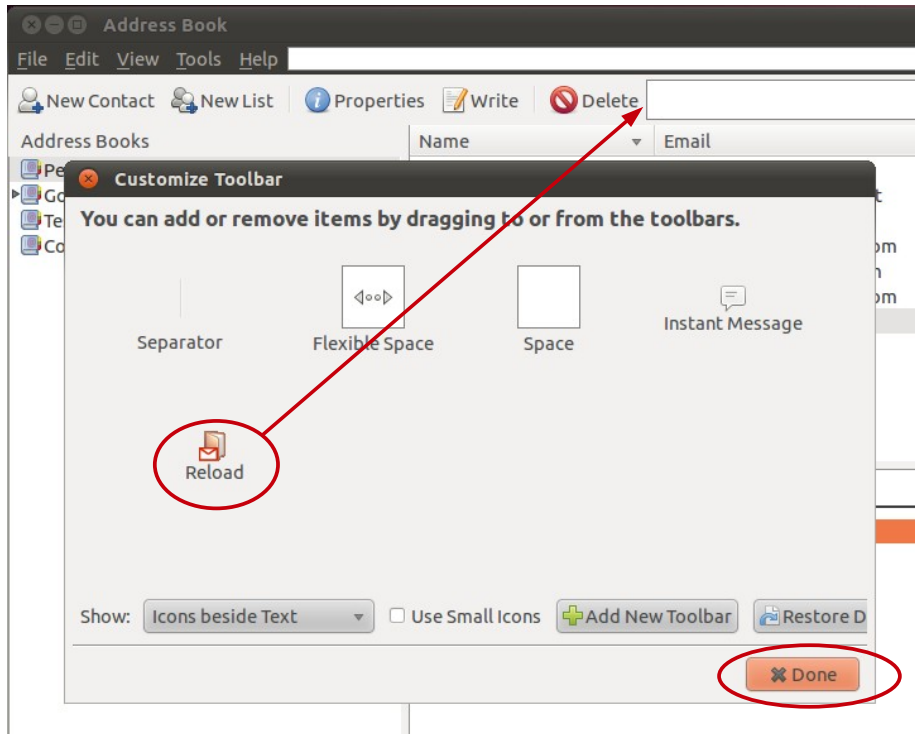


Figure 36: Customize Address Book toolbar

Using the Google Contacts Extension

Mary has the Google Contacts Extension installed and configured, and it has now downloaded all of her Gmail contacts into Thunderbird.

Google Contacts has created a new *address books group* in Thunderbird's **Address Book** called **Google-mary.dickens32@gmail.com**. This is where Google Contacts puts all the Gmail synchronized contacts, regardless of what *Gmail contact group* they are in. When Mary adds a new contact to Thunderbird's **Google-mary.dickens32@gmail.com Address Book**, it is automatically added to her Gmail “Other Contacts” group in her webmail account. Any new contacts added in webmail to her Gmail account are not automatically synchronized with Thunderbird, however. Mary needs to click the **Reload** button that she added to the Thunderbird **Address Book** toolbar to synchronize them.

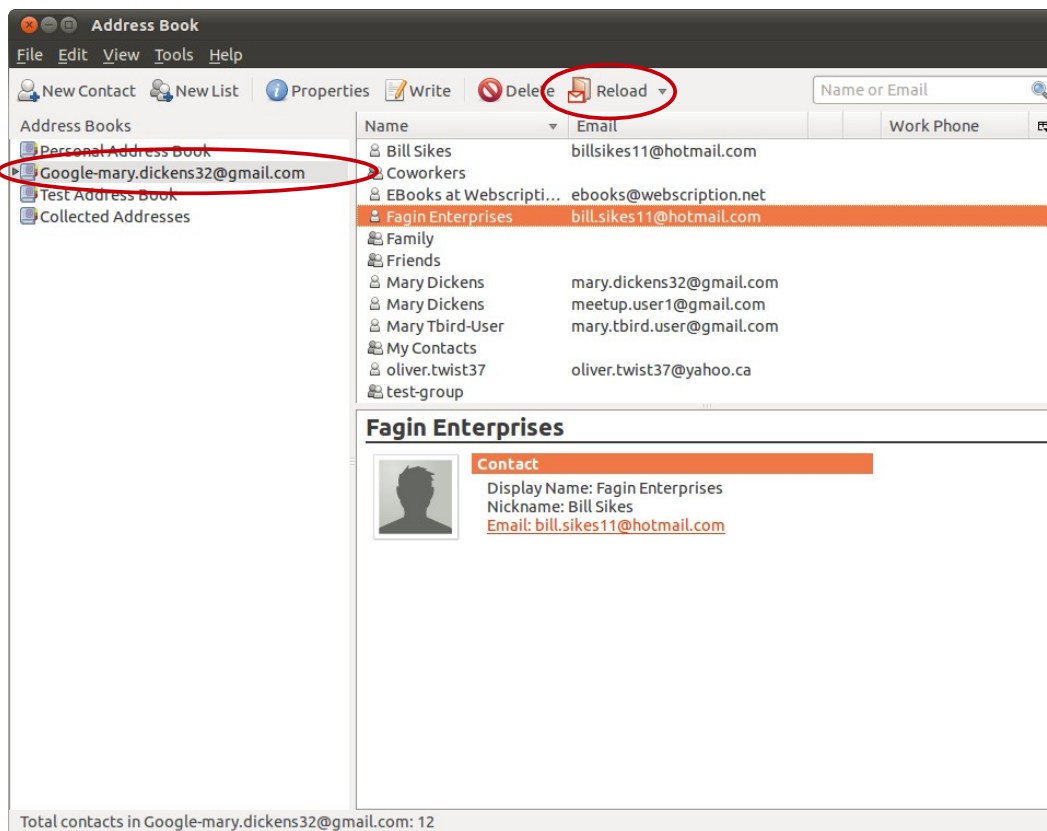


Figure 37: Gmail contacts Address Book

3.5 A final word

Like many products, Mozilla Thunderbird and Ubuntu are constantly updating themselves and evolving. This guide was written for Ubuntu 10.10 and Thunderbird 3.1, and future versions of the software will almost certainly have changes. If you find that things don't work quite the same way as was explained in this guide, you may need to visit the support site for the software, or your local users group.

The Mozilla Messaging Support Web site is a good place to find information about using Thunderbird, however, you may have better luck asking your questions about running Thunderbird on Ubuntu at the Ubuntu Vancouver LoCo. Ubuntu Vancouver LoCo is an Ubuntu users group for Vancouver, Canada. Being a local users group, the members are happy to help other locals learn the joy of Ubuntu. If you don't live in the Vancouver area, Meetup.com is a good place to find a users group near you. Launchpad can also be a valuable source of information about using Thunderbird and Ubuntu.



- Mozilla Messaging Support:
 - <http://www.mozillamessaging.com/en-US/support/>
- Ubuntu Vancouver LoCo:
 - <http://www.meetup.com/ubuntuvancouver/>
- Meetup.com
 - <http://www.meetup.com/>
- Launchpad:
 - <https://launchpad.net/>



So, there you have it! You have a shiny new installation of Thunderbird up and running on your computer. Now you can get down to the never-ending task of keeping up to all of your email messages. If you want to learn some of the tricks for dealing with your email avalanche, take a look at the companion document to this guide, *Taming Your Email with Thunderbird 3.1*. It can be found on the UVLC website under Discussions > Message Board > Technical Support:

<http://www.meetup.com/ubuntuvancouver/messages/boards/forum/1245793>

Good luck and happy emailing!

Glossary

Address Books Group	A container in Thunderbird's Address Book used to group common email addresses.
AOL Mail	A free, web-based email service provided by America On Line that allows users to receive, view, respond to and compose email messages using a Web browser.
Applet	An <i>Ubuntu</i> software program that adds an icon to the <i>Panel</i> for launching applications and adding additional features.
Client	Connects to a <i>server</i> to perform tasks or access data.
Computer Operating System	Computer software that provides an environment and framework for other software programs to operate within.
Database	A collection of data that allows for storing and searching.
Debian	A version of the <i>Linux computer operating system</i> .
Decrypt	Transform <i>encrypted</i> information, using an algorithm, into <i>plain text</i> .
Email Account	A service, and the associated logon information, provided by an <i>email provider</i> that allows a user to send and receive email messages.
Email Client	A computer software program that accesses email services on an <i>email server</i> .
Email Provider	A company that provides users with access to email services.
Email Server	A software program or computer that transfers email messages between computers on the Internet.
Encrypt	To transform <i>plain text</i> information, using an algorithm, to make it unreadable without first <i>decrypting</i> it.
Evolution	A free, <i>open-source</i> software program that contains tools for using email, contacts, calendars, notes and to-do lists.

Extension	(1) Computer software that adds additional features to <i>Mozilla Thunderbird</i> . (2) The part of a computer file name after the final period, that indicates the type of data the file contains. For instance, “.txt” is commonly used to name text files.
Field	Computer terminology that refers to a single piece of information in a group of related information. For instance, the sender's email address in an email message or the city in a postal address.
Firefox	Free, <i>open-source</i> software developed by <i>Mozilla</i> to allow users to view and interact with Internet sites.
Gmail	A web-based email service provided by Google.com that allows users to receive, view, respond to and compose email messages using a Web browser.
Gmail contact group	A group of email addresses in Gmail that is the equivalent of Thunderbird's <i>Address Book Groups</i> .
GNOME	See <i>GNU Network Object Model Environment</i> .
GNU	A humorous recursive acronym that stands for “GNU's Not Unix”. A project to develop a free alternative to the <i>UNIX computer operating system</i> .
GNU Network Object Model Environment	Free, <i>open-source</i> software that provides a <i>graphical user interface</i> to computers running <i>UNIX/Linux computer operating systems</i> . Known by its abbreviation, <i>Gnome</i> .
GPL	See <i>GNU Public License</i> .
GNU Public License	The most widely used free software license.
Graphical User Interface	Computer software that allows a user to interact with a <i>computer operating system</i> in a graphical, as opposed to text-based, manner.
Groupware	Computer software that allows collaborative work by multiple users.
GUI	See <i>Graphical User Interface</i> .
Hotmail	See <i>Live Hotmail</i> .

IMAP	See <i>Internet Message Access Protocol</i> .
Indicator applet	An <i>Ubuntu</i> software <i>applet</i> that communicates status information from various programs to the user.
Interface	A computer hardware device or software that allows a user to communicate with the computer.
Internet Message Access Protocol	A communication language used by <i>email servers</i> and <i>clients</i> to transfer email messages over the Internet.
Internet Service Provider	A company that provides users with access to, or a presence on, the Internet.
ISP	See <i>Internet Service Provider</i> .
Launchpad	An internet site, launchpad.net , that provides a suite of tools that allow people to communicate about computer software.
Linux	A <i>computer operating system</i> developed by Linus Torvalds, based on <i>UNIX</i> and available for free under the <i>GPL</i> .
Live Hotmail	A free, web-based email service provided by Microsoft that allows users to receive, view, respond to and compose email messages using a Web browser. Live Hotmail is commonly referred to as simply, <i>Hotmail</i> .
Logon User Name	A computer user's identification used to access a computer or service.
Macintosh	A personal computer and <i>computer operating system</i> manufactured by Apple Inc.
Mozilla	A computer software developer that produces non-profit Internet software. Officially known as the Mozilla Foundation.
Mozilla Messaging	The division of the <i>Mozilla</i> Foundation that is responsible for the development of the Thunderbird <i>email client</i> .
MSN Hotmail	A free, web-based email service provided by Microsoft that allows users to receive, view, respond to and compose email messages using a Web browser. MSN Hotmail is now called <i>Live Hotmail</i> , or simply, <i>Hotmail</i> .

Newsgroup	And Internet forum on the <i>Usenet</i> service containing messages discussing various topics.
Open-source	Computer terminology for software that provides access to its programming “source code” and is licensed to allow modification and redistribution.
Panel	An <i>Ubuntu GUI</i> component that provides easy access to desktops, applications, applets, and common configuration items.
Plain Text	Text or information that is not <i>encrypted</i> .
POP	Informal slang referring to downloading email from a <i>POP3</i> email server. See also <i>Post Office Protocol version 3</i>
POP3	See <i>Post Office Protocol version 3</i>
Port	(1) A software data connection that allows software to create virtual connections for communicating over the Internet. (2) A computer hardware connector that allows external devices to be plugged to a computer.
Post Office Protocol version 3	A communication language used by <i>email servers</i> and <i>clients</i> to transfer email messages over the Internet.
Server	A computer software program or computer that answers requests from a client.
Secure Sockets Layer	An communication language developed by the Netscape Corporation to authenticate and <i>encrypt</i> communication over the Internet. See also <i>SSL/TLS</i> .
Snail Mail	A slang term that refers to physical postal service mail.
SSL	See <i>Secure Sockets Layer</i> .
SSL/TLS	Thunderbird's term for <i>SSL</i> authentication/encryption. See also <i>SSL</i> .
STARTTLS	Thunderbird's term for <i>TLS</i> authentication/encryption. See also <i>TLS</i> .
Thunderbird	Free, <i>open-source</i> software developed by the <i>Mozilla</i> Foundation to receive, view, respond to and compose email or <i>newsgroup</i> messages.

TLS	See <i>Transport Layer Security</i> .
Transport Layer Security	A communication language based on <i>SSL</i> to authenticate and <i>encrypt</i> communication over the Internet. See also <i>STARTTLS</i> .
Ubuntu	(1) A free, <i>open-source computer operating system</i> based on <i>Debian GNU/Unix</i> . (2) The Southern African Bantu word for an ethical ideology that promotes humanity towards others.
Ubuntu Vancouver Local Community	A computer users group in Vancouver, Canada, focusing on the <i>Ubuntu Linux computer operating system</i> .
Ubuntu Vancouver LoCo	See <i>Ubuntu Vancouver Local Community</i> .
UNIX	A trademark for a <i>computer operating system</i> , developed in 1969 at the AT&T Bell Laboratories, that can be used by more than one person at a time.
Usenet	An Internet communication system that transmits news and discussions.
Username	See <i>Logon User Name</i>
UVLC	See <i>Ubuntu Vancouver Local Community</i>
Webmail	An Internet-based service that allows users to receive, view, respond to and compose email messages using a Web browser.
Windows	A <i>computer operating system GUI</i> developed by Microsoft Inc.
Wizard	A software program that guides a user through a task.
Yahoo! Mail	A free, Internet-based service provided by Yahoo.com that allows users to receive, view, respond to and compose email messages using a Web browser.
Yahoo! Mail Plus	A commercial, Internet-based service provided by Yahoo.com that allows users to receive, view, respond to and compose email messages using a Web browser.



Index

A

Adding Email Accounts

Adding Email Accounts.....	8
Common Incoming Server Port Numbers.....	10
Common Outgoing Server Port Numbers.....	11
Email Password.....	10
Incoming Email Server Authentication Type...	11
Incoming Email Server Name.....	10
Mail Account Setup Wizard.....	8
Manually Creating Email Accounts.....	9
Outgoing Email Server Authentication Type...	11
Outgoing Email Server Name.....	11
Re-test Configuration Button.....	12
Remember Password.....	8, 10
Type Of Email Server.....	10
Username.....	9, 10, 27
Yahoo! Mail.....	8
Address Books Group.....	23
AOL Mail.....	23
Applet.....	23

B

Backing Up The Thunderbird Address Book.....	16
--	----

C

Client.....	23
Computer Operating System.....	23
Debian.....	23
Linux.....	2, 25
Macintosh.....	2, 25
Ubuntu.....	27
UNIX.....	27
Windows.....	2, 27

D

Database.....	23
Debian.....	23
Decrypt.....	23

E

Email Account.....	23
Email Clients	
AOL.....	23
Email Client.....	23
Evolution.....	2, 23
Gmail.....	24

Hotmail.....	24
Live Hotmail.....	25
MSN Hotmail.....	25
Thunderbird.....	2, 26
Webmail.....	27
Yahoo! Mail.....	8, 27
Yahoo! Mail Plus.....	27
Email Provider.....	23
Email Server.....	23
Encrypt.....	23
Encrypting Passwords.....	12
Evolution.....	2, 23
Extension.....	15, 24

F

Field.....	24
Firefox.....	2, 24

G

Getting Further Help

Getting Further Help.....	4
Launchpad.....	4
Vancouver Ubuntu LoCo.....	4

Gmail

Gmail.....	24
Gmail Contact Group.....	24
“Other Contacts” Group.....	21

GNOME..... 24 |

GNU..... 24 |

GNU Network Object Model Environment..... 24 |

GNU Public License..... 24 |

Google Contacts Extension

Adding The Address Book Reload Button.....	20
Backing Up The Thunderbird Address Book...	16
Gmail “Other Contacts” Group.....	21
H.Ogi Blog.....	15
Installing The Google Contacts Extension.....	17
Setting Up The Google Contacts Extension...	18
Using The Address Book Reload Button.....	21
Using The Google Contacts Extension.....	15, 21

GPL..... 24 |

Graphical User Interface..... 24 |

Groupware..... 24 |

GUI..... 24 |

- H**
 Hotmail.....24
- I**
 IMAP.....25
 IMAP Accounts.....14
 IMAP Server Disk Space.....14
 Importing Contacts
 Adding The Address Book Reload Button.....20
 Backing Up The Thunderbird Address Book...16
 Gmail “Other Contacts” Group.....21
 H.Ogi Blog.....15
 Importing Contacts From Webmail Accounts..15
 Installing The Google Contacts Extension.....17
 Setting Up The Google Contacts Extension...18
 Using The Address Book Reload Button.....21
 Using The Google Contacts Extension.....15, 21
 Importing Email Messages
 From IMAP Email Accounts.....14
 From POP3 Email Accounts.....14
 Importing Email Messages.....13
 Importing From POP3 Servers Using Gmail...15
 Importing POP3 Webmail Without Gmail.....15
 Types Of Email Accounts
 IMAP.....14
 POP3.....14
 Indicator Applet.....7, 25
 Installing Thunderbird.....7
 Interface.....25
 Internet Message Access Protocol.....25
 Internet Service Provider.....25
 Introducing Mary.....2
 Introduction.....1
 ISP.....25
- L**
 Launchpad.....25
 Launchpad Web Site.....22
 Linux.....2, 25
 Live Hotmail.....25
 Logon User Name.....25
- M**
 Macintosh.....2, 25
 Mail Account Setup Wizard.....8
 Master Password.....12
 Meetup.com Web Site.....22
 Mozilla Foundation
 Firefox.....2
 Mozilla.....2, 25
 Mozilla Messaging.....25
 Mozilla Messaging Support Web Site.....4, 22
 Thunderbird.....26
 MSN Hotmail.....25
- N**
 Newsgroup.....26
- O**
 Open-source.....26
- P**
 Panel.....26
 Passwords
 Email Password.....10
 Encrypting Passwords.....12
 Master Password.....12
 Password Quality Meter.....13
 Plain Text Password.....12
 Protecting Email Account Passwords.....12
 Remember Password.....8, 10
 Setting A Master Password.....12
 Plain Text.....26
 POP.....26
 POP3.....26
 POP3 Accounts.....14
 Port.....26
 Port Numbers
 Common Incoming Server Port Numbers.....10
 Common Outgoing Server Port Numbers.....11
 Post Office Protocol Version 3.....26
 Protecting Email Account Passwords.....12
 Protocols
 IMAP.....25
 Internet Message Access Protocol.....25
 POP3.....26
 Post Office Protocol Version 3.....26
 Secure Sockets Layer.....26
 SSL.....26
 SSL/TLS.....26
 STARTTLS.....26
 TLS.....27
 Transport Layer Security.....27
- R**
 Remember Password.....8, 10

S

Secure Sockets Layer.....	26
Server.....	26
Snail Mail.....	26
SSL.....	26
SSL/TLS.....	26
STARTTLS.....	26

T

Thunderbird.....	2, 26
Thunderbird Interface	
Address Book	
Address Book Search.....	6
Address Book Toolbar.....	6
Address Books Group.....	23
Address Books Pane.....	6
Contact Information Pane.....	6
Contact List Pane.....	6
Contact List Pane Header.....	6
Main Window	
Folder Pane.....	5
Global Search.....	5
Message List Pane.....	5
Message Pane.....	5
Status Bar.....	5
Tab.....	5
Message List Pane	
Message List.....	5
Message List Column Header.....	5
Quick Filter.....	5
Quick Filter Bar.....	5
Message Pane	
Email Message.....	6
Message Header.....	6
Message Header Toolbar.....	6

Tips And Tricks.....	3
TLS.....	27
Transport Layer Security.....	27
Types Of Email Accounts.....	14

U

Ubuntu.....	27
Ubuntu Software Centre.....	7
Ubuntu Vancouver Local Community	
Ubuntu Vancouver Local Community.....	27
Ubuntu Vancouver LoCo.....	22, 27
Ubuntu Vancouver LoCo Web Site.....	22
UVLC.....	27
UNIX.....	27
Usenet.....	27
Username.....	9, 10, 27
UVLC.....	27

W

Webmail.....	27
AOL Mail.....	23
Gmail.....	24
Hotmail.....	24
Live Hotmail.....	25
MSN Hotmail.....	25
Webmail.....	27
Yahoo! Mail.....	8, 27
Yahoo! Mail Plus.....	27
Why Use Thunderbird.....	2
Windows.....	2, 27
Wizard.....	27

Y

Yahoo! Mail.....	8, 27
Yahoo! Mail Plus.....	27