

Thunderbird Address Books

Software: Thunderbird

Platform: Mac/PC

Overview

Unlike Mulberry, Thunderbird stores your address book on your local computer. This can make it faster and easier to access but does mean that the addresses only exist on your hard drive.

You can import your Mulberry address book into Thunderbird but note that Groups will not be transferred properly. It's also a good idea to take this opportunity to clean up your address book by deleting addresses you know are no longer correct. To learn how to do so, see the Importing Mulberry Address Books to Thunderbird helpsheet.

The Lewis & Clark College configuration for Thunderbird includes the Contacts Sidebar extension. This extension makes the Thunderbird address books easier to access and use. If you did not use the LC Thunderbird installer or installed the Contacts Sidebar extension separately, some of the functionality below may be unavailable to you.

To add an address to your personal address book

1. Click on the **Address Book** button (figure 1) on the main toolbar or go to the **Tools** menu and choose **Address Book**.
2. Click on the button for **New Card** (figure 2)
3. On the Add to: drop down menu, make sure that **Personal Address Book** is selected. (figure 3)
4. Enter the desired contact information. Make sure to enter at least the First name, Last name, Nickname and E-mail address.
5. Click **OK**



figure 1

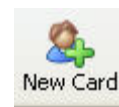


figure 2

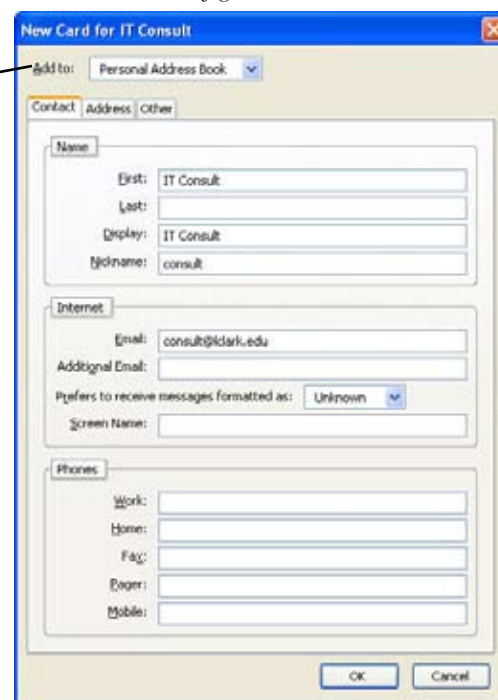
A screenshot of the 'New Card for IT Consult' dialog box. The 'Add to:' dropdown menu is set to 'Personal Address Book'. The 'Name' section has fields for First (IT Consult), Last, Display (IT Consult), and Nickname (consult). The 'Internet' section has fields for Email (consult@lclark.edu), Additional Email, and a dropdown for 'Prefers to receive messages formatted as' set to 'Unknown'. The 'Phones' section has fields for Work, Home, Fax, Pager, and Mobile. There are OK and Cancel buttons at the bottom.

figure 3

You may also add an address from within any message. The address could either be that of the sender or other recipients. To do so:

1. Click on any message to view it.
2. Click on the desired address. A contextual menu will appear. (figure 4)
3. Choose **Add to Address Book**. A new card (figure 3) will be created for that person in your Personal Address Book with the Display name and the E-mail address entered. Add any additional information that you wish.
4. Click **OK**

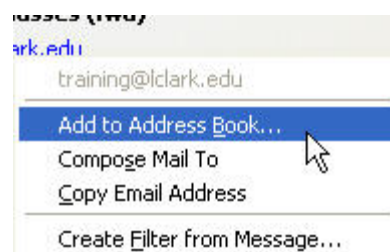
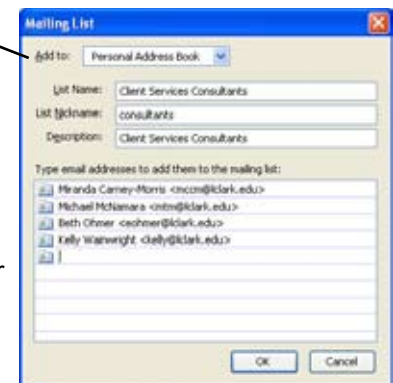


figure 4

To create a mailing list:

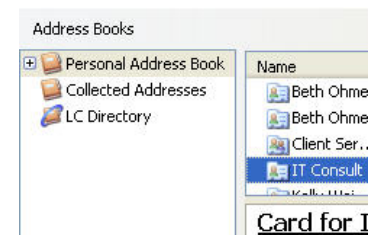
1. Click on the **Address Book** button (figure 1) on the main toolbar or go to the **Tools** menu and choose **Address Book**.
2. Click on the button for **New List**. (figure 5)
3. On the Add to: drop down menu, make sure that **Personal Address Book** is selected.
4. Enter a List Name, List Nickname and Description. (Figure 6)
5. In the box below, enter all the e-mail addresses that belong to that list, one per line.
6. When all the addresses have been entered, click OK.

The individuals added to the list will each also have an individual card created for them.



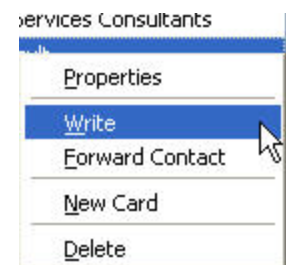
To delete an address from your personal address book

1. Click on the **Address Book** button (figure 1) on the toolbar or go to the **Tools** menu and choose **Address Book**.
2. In the Address Books pane, make sure that **Personal Address Book** is selected. (figure 7)
3. Locate the address that you wish to delete and click on it once so that it is highlighted
4. Click on the **Delete** button. (figure 8)



To address an e-mail to someone in your address book

As you address an e-mail message, Thunderbird will auto-complete, as you type, an e-mail address from both your Personal Address Book or the LC Directory (LDAP). However, you can also choose an address in the Contact Sidebar, control-click on it (Mac) or right-click on it (Windows), and choose Write (figure 9) to open a new e-mail draft to the desired person or group.



To search for a specific address in your address book

1. Click on the **Address Book** button (figure 1) on the toolbar or go to the **Tools** menu and choose **Address Book**.
2. In the Address Books pane, make sure that **Personal Address Book** is selected. (figure 7)
3. Near the top right of the address book window, you'll see a small magnifying glass icon (figure 10). Click in the text box just to the right of this icon. Now type all or part of the person's name who you would like to find.
4. Press the <enter> or <return> key on your keyboard.



If you find the person you're looking for, you can easily start composing a new message to them. Ctrl-click (Mac) or right-click (Windows) on the address and choose **Write** from the popup menu.