Multiple Identities in Thunderbird

Software: Thunderbird

Overview

Thunderbird defines your **identity** as the information other people see when they read your messages. This help sheet describes how to create and customize a second identity as well as how to select the identity you wish to use during message composition.

Creating multiple identities is a quick way to automatically modify personal information or composition preferences such as your name, email address, reply-to address and signature file. Identities can also be used to change where or whether you save copies of outgoing messages. Identities are best used for managing preferences within a single email account. If you need to check mail for more than one email account, see the Multiple Accounts in Thunderbird help sheet.

Create and customize a new Identity

- 1. Select **Tools > Account Settings**.
- 2. Thunderbird will load in information about your default identity. Click **Manage Identities** in the lower right corner to open the Multiple Identities Support dialog box.
- 3. In the Multiple Identities dialog box, click Add.

Multiple Identities Support	
User Consultant <consult@lclark.edu></consult@lclark.edu>	Add #3 Edit Delete
	ОК

LC – infotech	Account Name: LC - infotech
Server Settings Copies & Folders	Default Identity
Composition & Addres Offline & Disk Space Return Receipts Security ♥ Local Folders Disk Space	 Each account has an identity, which is the information that other people see when they read your messages.
	Your Name: User Consultant Email Address: consult@clark.edu
	Email Address: consult@iclark.edu Reply-to Address: consult@iclark.edu
Outgoing Server (SMTP)	Organization: Lewis and Clark College
	Attach this signature:
	/Users/administrator/Documents/consult.txt Choose
	Attach my vCard to messages Edit Card
	Outgoing Server (SMTP): LC SMTP Server - smtp.lclark.edu (Default)
	Manage identities
Add Account	#2
Set as Default	₩ ∠
Remove Account	0
	Cancel OK

- 4. Configure your new identity. In the **Settings** tab, select a name and email address to use with this identity. Keep in mind that whatever you type into the **Your Name** field will become the name of your identity. Configure any optional settings such as reply-to, a custom signature file or an alternate Internet Service Provider's outgoing mail (SMTP) server.
- 5. Click Copies & Folders to edit preferences for saving sent messages, drafts and templates.
- 6. Click **Composition & Addressing** to change preferences such as HTML formatting and how replies are quoted.

#4 eventual for this identity: Settings Copies & Folders Composition & Addressing	#5 ethe settings for this identity: Settings Copies & Folders Composition & Addressing	#6 the settings for this identity. Settings Copies & Folders Composition & Addressing
Your Name: Information Technology Email Address: Inforch@lclark.edu Reply-to Address: Inforch@lclark.edu Organization: Lewis & Clark College ✓ Attach this signature: /Users/administrator/Documents/inforech.txt Choose _ Attach my vCard to messages Edit Card Outgoing Server (SMTP): LC SMTP Server - smtp.lclark.edu (Default)	When sending messages, automatically: Image: Place a copy in: Image: Sent' Folder on: Image: C - infotech Image: C - infotech	Composition Compose messages in HTML format Automatically quote the original message when replying Then, start my reply above the quote and place my signature below the quote (recommended) Addressing When looking up addresses: Use my global LDAP server preferences for this account Use a different LDAP server: LC Directory Edit Directories
Cancel	Cancel	

- 7. Click **OK** to create the new identity and return to the Multiple Identities Support dialog box.
- 8. Click **OK** to exit Multiple Identities Support and click **OK** again to exit Account Settings and return to Thunderbird.

Working with Multiple Identities

You set your identity in Thunderbird in the message composition window. When you write a new message, Thunderbird will use your default identity. When you reply to a message, the reply will be created using the identity that best matches up with the To email address in your message!

Selecting an Identity

- 1. Click Write to open the message Compose window.
- 2. To set the identity you wish to use, click on the arrow for the **From** pull down menu.
- 3. Select the identity you wish to use with your mouse. It will now appear in the **From** box and Thunderbird will load all associated preferences such as your signature file, email address, and reply-to address.
- 4. You are now ready to type and send your message!



Further Information

Other Lewis & Clark Thunderbird Help Sheets available from <u>http://www.lclark.edu/~infotech/HELP/hsindex.html</u>

Getting Started with Thunderbird Creating Thunderbird Signatures Multiple Accounts in Thunderbird