Multiple Identities in Thunderbird

Software: Thunderbird **Platform:** Mac/Win

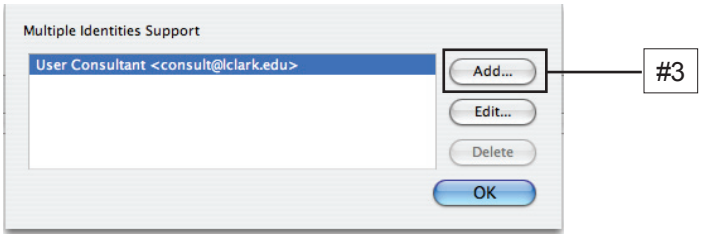
Overview

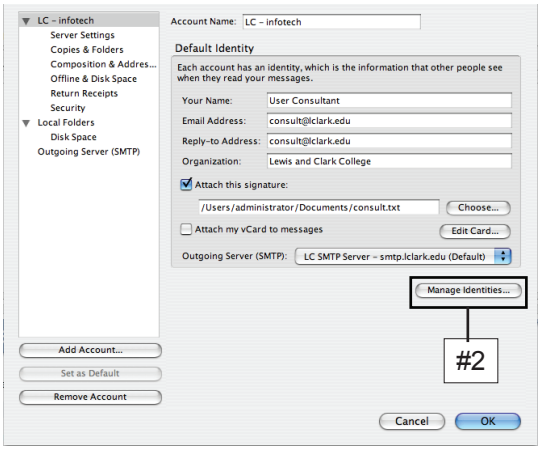
Thunderbird defines your **identity** as the information other people see when they read your messages. This help sheet describes how to create and customize a second identity as well as how to select the identity you wish to use during message composition.

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.

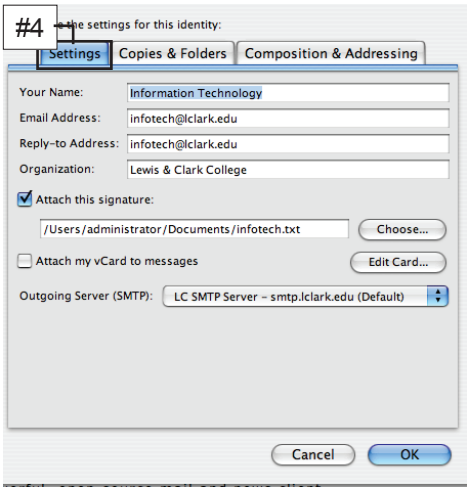
Create and customize a new Identity

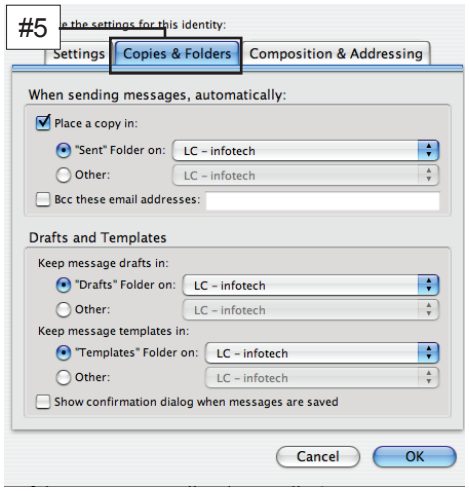
1. Select **Tools > Account Settings**.
2. Thunderbird will load in information about your default identity. Click **Manage Identities** in the lower right corner to open the Multiple Identities Support dialog box.
3. In the Multiple Identities dialog box, click **Add**.

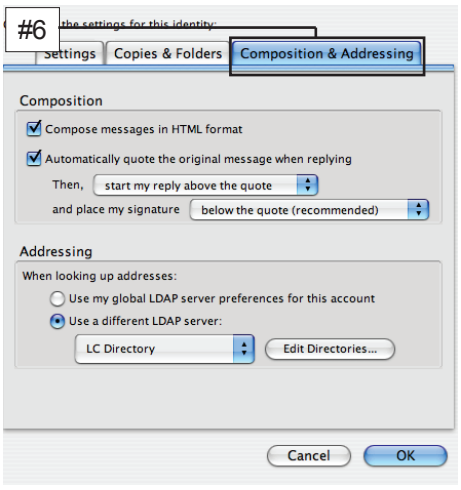




4. Configure your new identity. In the **Settings** tab, select a name and email address to use with this identity. Keep in mind that whatever you type into the **Your Name** field will become the name of your identity. Configure any optional settings such as reply-to, a custom signature file or an alternate 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.







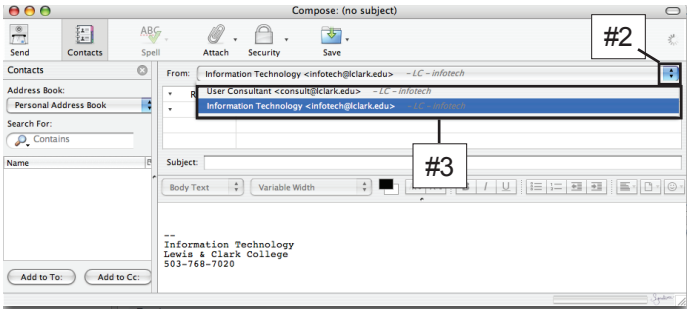
7. Click **OK** to create the new identity and return to the Multiple Identities Support dialog box.
8. Click **OK** to exit Multiple Identities Support and click **OK** again to exit Account Settings and return to Thunderbird.

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 http://www.lclark.edu/~infotech/HELP/hsindex.html

Getting Started with Thunderbird
Creating Thunderbird Signatures
Multiple Accounts in Thunderbird