



# Thunderbird

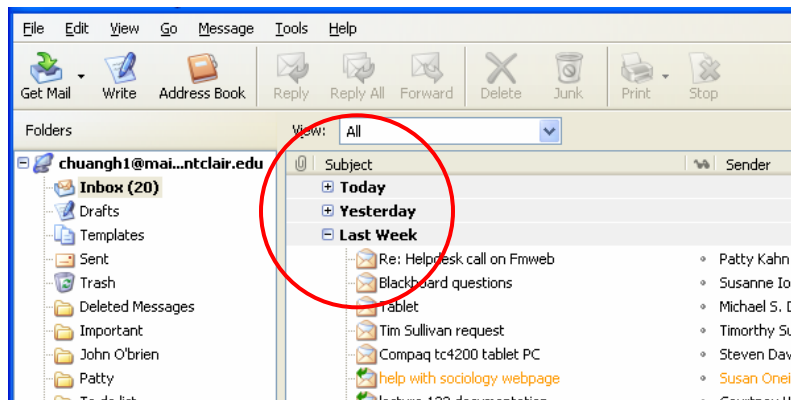
## ***What's the Difference between Mozilla and Thunderbird?***

**Mozilla** is a complete suite that includes email, a browser, an address book, a newsgroup, and chat applications. **Thunderbird** is a stand-alone email client and does not include the other components.

## **Special Features of Thunderbird**

### **Message Grouping**

Thunderbird has the option of sorting messages by category and then grouping them by that category. In the following example the messages are first sorted by date and then grouped.



### **To Sort Messages:**

- 1) Click **View, Sort By**
- 2) Choose a category

### **To Group Messages:**

- 1) To group by that category, click **View, Grouped by Sort**
- 2) Use the + to expand

### **To Ungroup Messages:**

- Click **View, Unthreaded**

## Creating an RSS News and Blogs Account

Thunderbird has the option of subscribing to certain news websites that have RSS Reader access. This website can be added as a folder in your email and provide you with the most up-to-date news headlines. Each headline will appear as a new message. For example, you can create a new folder “CNN News” and set it up to receive the latest news based on the category you select. You first need to create the folder and then subscribe to the website.

### To Create a News Account:

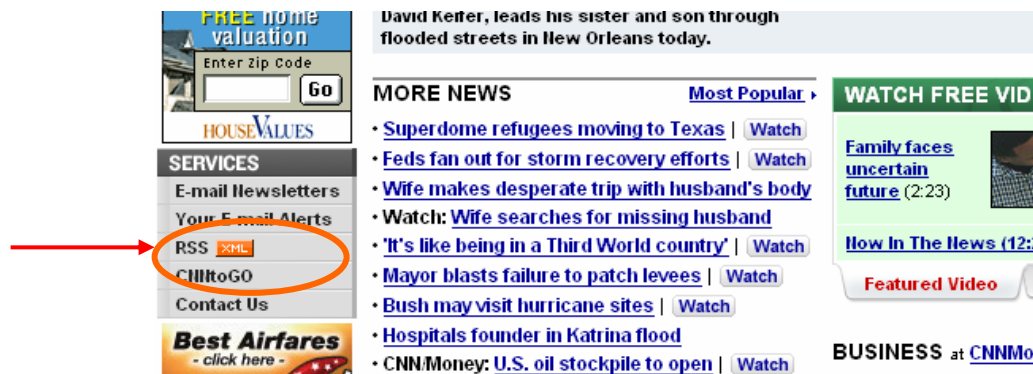
- 1) Click **File, New, Account**
- 2) Select **RSS News and Blogs**
- 3) Click **Next**
- 4) Enter an Account Name of your chose (example; CNN News Headlines)
- 5) Click **Next** to Verify Account Name
- 6) Click **Finish**



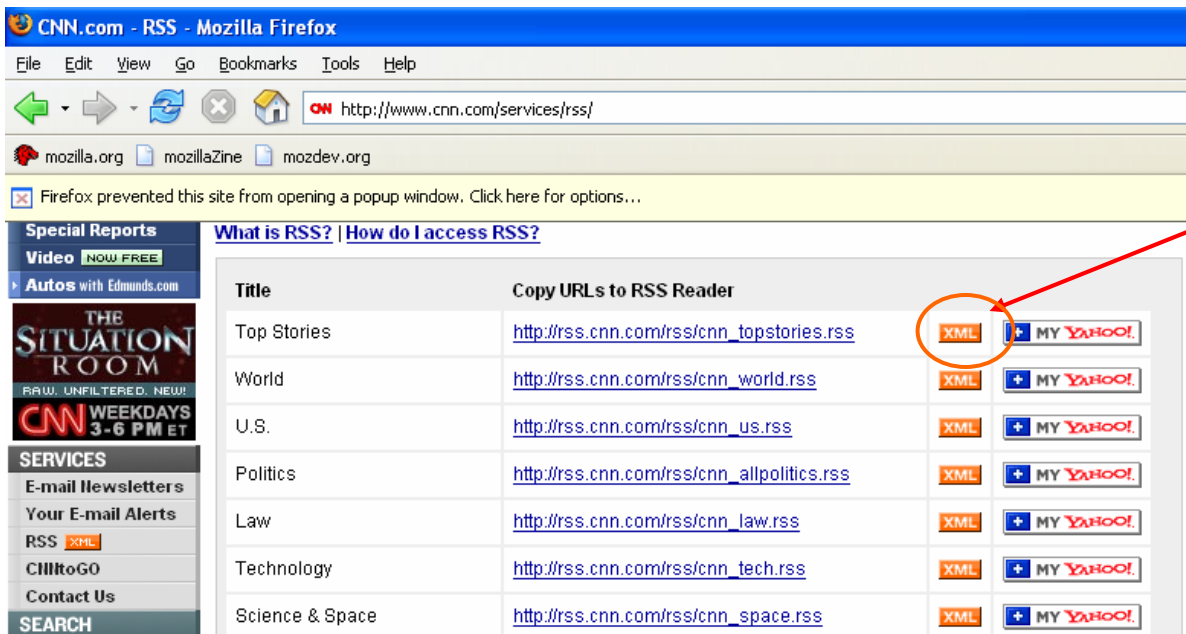
### To Subscribe to the News Website:

- 1) Browse to the website (example; www.cnn.com)
- 2) Look for **RSS Services** and click on it (Please note that not all websites are set-up for RSS Reader access)

Example:



- 3) Select the news category you want to subscribe to and then copy the URL address by right-clicking on the **XML symbol** and choosing **Copy Link Location**



### To Apply the Link to the News Folder:

- 1) Click on the news folder "CNN News"
- 2) Click **Manage Subscriptions**
- 3) Click **Add**
- 4) Right-click in **Feed URL**
- 5) Choose **Paste**



- 6) Click **OK**