

Address Book Mozilla Thunderbird

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

**Contributed by
DesiCrew Solutions Pvt.Ltd.
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Learning Objectives



Learning Objectives

► Add



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Learning Objectives

- ▶ **Add**
- ▶ **View**



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Learning Objectives

- ▶ **Add**
- ▶ **View**
- ▶ **Modify**



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Learning Objectives

- ▶ **Add**
- ▶ **View**
- ▶ **Modify**
- ▶ **Delete**



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Learning Objectives

- ▶ **Add**
- ▶ **View**
- ▶ **Modify**
- ▶ **Delete**
- ▶ **contacts from the Address Book**



Learning Objectives

- **Create a New Address Book**



Learning Objectives

- ▶ **Create a New Address Book**
- ▶ **Delete an existing Address Book**



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Learning Objectives

- ▶ **Create a New Address Book**
- ▶ **Delete an existing Address Book**
- ▶ **Import contacts from other mail accounts**



System Requirements

► Mozilla Thunderbird 13.0.1



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System Requirements

- ▶ **Mozilla Thunderbird 13.0.1**
- ▶ **Ubuntu 12.04**



What is an Address Book?



What is an Address Book?

- ▶ **An address book works the same way**



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What is an Address Book?

- ▶ An address book works the same way
 - ▶ as the **Contacts** feature in a mobile phone



What is an Address Book?

- ▶ An address book works the same way
 - ▶ as the Contacts feature in a mobile phone
- ▶ You can use the Address Book to create and maintain contacts



Types of Address Books



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Types of Address Books

There are two types of Address Books in Thunderbird



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Types of Address Books

Personal address book



Types of Address Books

Personal address book

- ▶ **Allows you to create new contacts**



Types of Address Books

Collected address book will



Types of Address Books

Collected address book will

- ▶ **Automatically collect the email addresses inserted**



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Types of Address Books

Collected address book will

- ▶ **Automatically collect the email addresses inserted**
- ▶ **In the outgoing or sent mails**



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Create a New Contact



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Assignment

- ▶ **Search for emails by Subject**



Create a New Address Book



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Create a New Address Book

- Thunderbird also allows you



Create a New Address Book

- ▶ Thunderbird also allows you
 - ▶ to create your own address book



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Create a New Address Book

- ▶ Thunderbird also allows you
 - ▶ to create your own address book
- ▶ This is in addition to the two default books



Create a New Address Book

- ▶ Thunderbird also allows you
 - ▶ to create your own address book
- ▶ This is in addition to the two default books
 - ▶ **Personal Address Book**



Create a New Address Book

- ▶ Thunderbird also allows you
 - ▶ to create your own address book
- ▶ This is in addition to the two default books
 - ▶ Personal Address Book
 - ▶ Collected Addresses



Assignment

- ▶ **Create a new Address Book**
- ▶ **Add contacts to it**



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Important information

When you delete an address book

- ▶ **All the contacts associated with it are also deleted**



Assignment



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Assignment

- ▶ **Create a new address book called Additional Office Contacts**
- ▶ **Use the Edit option in the Address Book toolbar**
- ▶ **Delete this address book**



Assignment

- ▶ From the Main menu in the Address Book dialog box
- ▶ Select Edit and Search Addresses
- ▶ Use the Advanced Search option to search for addresses



Import Contacts from other mail accounts

- **Thunderbird allows us to import contacts from other Mail accounts, too**



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Import Contacts from other mail accounts

- ▶ Thunderbird allows us to import contacts from other Mail accounts, too
- ▶ This way we can update the contacts without losing contact information



Summary



Summary

- ▶ **Add**
- ▶ **View**
- ▶ **Modify**
- ▶ **Delete**
- ▶ **contacts from the Address Book**



Summary

- ▶ **Create a New Address Book**
- ▶ **Delete an existing Address Book**
- ▶ **Import contacts from other mail accounts**



Assignment

- ▶ **Create a new address book**
- ▶ **Add and view contacts**
- ▶ **Import contacts from your personal email ID to your Thunderbird account**



Assignment

- ▶ **Select and match all the fields while importing the Address Book**



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About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



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- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining

