

Account settings and Configuring Gmail Account

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

- ▶ How to add new folders to an email account



Learning Objectives

- ▶ How to add new folders to an email account
- ▶ Set advanced filters to search for messages



Learning Objectives

- ▶ How to add new folders to an email account
- ▶ Set advanced filters to search for messages
- ▶ Manage message filters



Learning Objectives

- **Configure Yahoo account manually**



Learning Objectives

- ▶ **Configure Yahoo account manually**
- ▶ **Manage multiple email accounts**



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Learning Objectives

- ▶ **Configure Yahoo account manually**
- ▶ **Manage multiple email accounts**
- ▶ **Change account settings for a mail account**



Learning Objectives

- ▶ **Configure Yahoo account manually**
- ▶ **Manage multiple email accounts**
- ▶ **Change account settings for a mail account**
- ▶ **Delete an email account**



System Requirements



System Requirements

► Mozilla Thunderbird 13.0.1



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System Requirements

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



Assignment



Assignment

- ▶ **Search for mail by date and save them in a folder**



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Create a Filter



Create a Filter

- ▶ A filter is a rule that you can apply to the messages in your mail box



Manage Multiple email Accounts

- **Manage multiple email accounts with Thunderbird**



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Manage Multiple email Accounts

- ▶ **Manage multiple email accounts with Thunderbird**
- ▶ **Receive, send and manage mails not only in your Gmail**



Manage Multiple email Accounts

- ▶ **Manage multiple email accounts with Thunderbird**
- ▶ **Receive, send and manage mails not only in your Gmail**
- ▶ **Also Yahoo or any other mail account using Thunderbird**



Manage Multiple email Accounts

- ▶ Other accounts must be configured manually



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Manage Multiple email Accounts

- ▶ Other accounts must be configured manually
- ▶ Configure the Yahoo account through Thunderbird



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Manage Multiple email Accounts

- ▶ Other accounts must be configured manually
- ▶ Configure the Yahoo account through Thunderbird
- ▶ Enabling the POP option in Yahoo mail



Set preferences in Thunderbird



Set preferences in Thunderbird

You may want to:

- ▶ **Have a copy of the mails sent through Thunderbird stored in the Gmail account**



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Set preferences in Thunderbird

You may want to:

- ▶ Have a copy of the mails sent through Thunderbird stored in the Gmail account
- ▶ Quote original messages when replying



Set preferences in Thunderbird

- **Identify junk messages**



Set preferences in Thunderbird

- ▶ Identify junk messages
- ▶ Not download certain messages if the disk space on your computer is full



Setting The Options



Setting The Options

- ▶ **Create copies of mails**



Setting The Options

- ▶ **Create copies of mails**
- ▶ **Save draft mails**



Setting The Options

- ▶ Create copies of mails
- ▶ Save draft mails
- ▶ Change the location of the mails saved



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Identify and Move Junk Messages



Junk Mail Settings

► First set Junk Settings



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Junk Mail Settings

- ▶ **First set Junk Settings**
- ▶ **Mark mails as "junk" and "non junk"**



Junk Mail Settings

- ▶ **First set Junk Settings**
- ▶ **Mark mails as "junk" and "non junk"**
- ▶ **Initially, you must identify Junk mail manually**



Junk Mail Settings

- ▶ First set Junk Settings
- ▶ Mark mails as "junk" and "non junk"
- ▶ Initially, you must identify Junk mail manually
- ▶ By clicking the Junk Mail button for each mail



Junk Mail Settings

Based on your selections,

- ▶ **Thunderbird will automatically identify "junk" mail**



Junk Mail Settings

Based on your selections,

- ▶ Thunderbird will automatically identify "junk" mail
- ▶ And move it to the Junk folder



Delete a Mail Account



Delete a Mail Account

Remember, when you delete an email account

- ▶ **All the folders and the mails**



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Delete a Mail Account

Remember, when you delete an email account

- ▶ **All the folders and the mails**
- ▶ **Corresponding to that email account**



Talk to a Teacher

Delete a Mail Account

Remember, when you delete an email account

- ▶ **All the folders and the mails**
- ▶ **Corresponding to that email account**
- ▶ **Will be deleted from Thunderbird**



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Delete a Mail Account

- Details may still be displayed in the left panel of the Mozilla Thunderbird window



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Delete a Mail Account

- ▶ Details may still be displayed in the left panel of the Mozilla Thunderbird window
- ▶ When you log in again they will no longer be displayed



Summary



Summary

- ▶ Add new folders to an email account
- ▶ Set advanced filters to search for messages
- ▶ Manage message filters



Summary

- ▶ **Configure Yahoo Account manually**
- ▶ **Manage multiple email accounts**
- ▶ **Change account settings for a mail account**
- ▶ **Delete an email account**



Assignment



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Assignment

- ▶ **Setup an email account manually**
- ▶ **Change the settings of the account**
- ▶ **Set a preference to archive messages**



Assignment

- ▶ **Change preferences for Junk settings**
- ▶ **Delete an email account**



About the Spoken Tutorial Project



Talk to a Teacher



About the Spoken Tutorial Project

- ▶ 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

