

Mozilla Mail

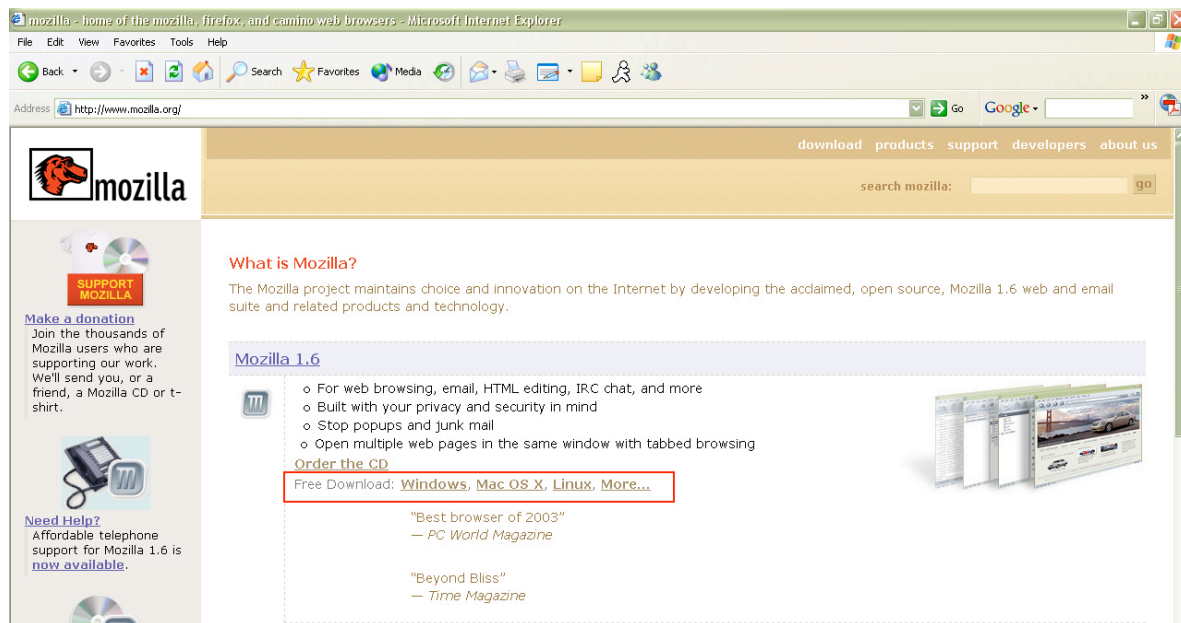


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Mozilla is an open source suite of applications used for web browsing, email, or creating html pages. PC World Magazine called Mozilla the “best browser of 2003.”

Part 1 – Download and Installation

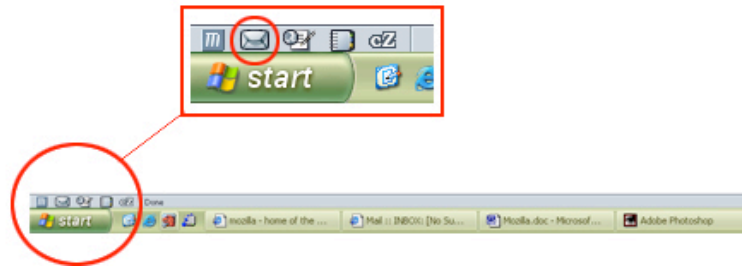
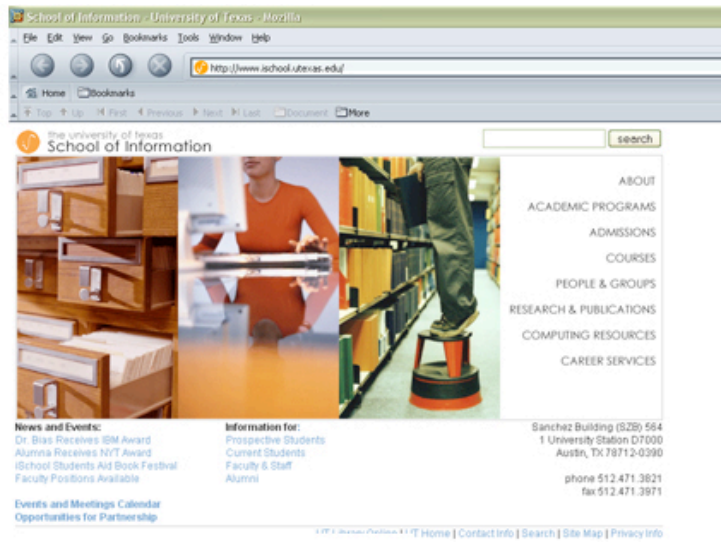
Download Mozilla at <<http://www.mozilla.org>>. Mozilla is available for free for operating systems such as Windows, Mac OSX, Linux and more. Download the application by clicking on the operating system your computer is running, and save the file to your desktop.



The following instructions are specific to PC computers running Microsoft Windows. Instructions for installing Mozilla on a Mac are similar, and you should be able to follow along:

- 1.1 Find the Mozilla installer on the Desktop – double click on the installer and follow the instructions to install Mozilla on your computer. Be sure to close all other open programs. Note the long integer after the version number (Mozilla constantly updates its software) and the license – this is a public license, which differs from Microsoft products and other closed source software.

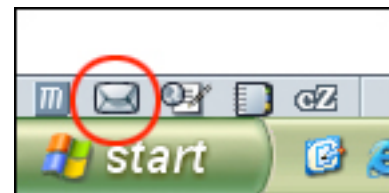
- 1.2 You will be asked what type of installation you would prefer – *Browser only*, *Complete*, or *Custom*. To install the web browser, email, and html editing components of Mozilla, select the *Complete* install and click *Next*.
- 1.3 On the following screen, select the *Quick Launch* to allow Mozilla to start faster. Click *Next*.
- 1.4 On the following screen, review the components you are about to install and click *Next*.
- 1.5 Begin the installation by clicking *Install*, and allow Mozilla to install on your computer. After the installation, you will be asked if you would like to set Mozilla as your default browser – we recommend that you click yes.
- 1.6 The Mozilla homepage will appear. Everything that you could do with Internet Explorer, you can do with Mozilla – plus a whole lot more!
- 1.7 Inspect the buttons at the bottom left corner of the webpage screen. The one we will use in this tutorial is the envelope Mozilla Mail icon.



Part 2 – Setting Up Mozilla Mail

Mozilla Mail can be easily configured to check mail originating from your ischool.utexas.edu or mail.utexas.edu accounts. A setup wizard will guide you through the process.

- 2.1 At the bottom left corner of your Mozilla browser screen, select the mail icon.
- 2.2 An account wizard screen will pop up to help you set up a mail account. You will first be asked whether you'd like to set up an *email* or a *newsgroup* account – select *email*, and click *next*.
- 2.3 Enter your name and your mail.utexas.edu email address, and click next.
- 2.4 You will then be asked if you are using a *POP* or *IMAP* server – you are using *POP* (Post Office Protocol). The incoming server is mail.utexas.edu, as is the outgoing server. Enter this information and click next.



2.5 In the following window, you will be asked to enter your user name – this is the name of your account. If your email address is jane_doe@mail.utexas.edu, then your user name is jane_doe – enter your user name, and click *Next*.

2.6 Next you will need to enter your account name – you will enter your full email address, for example: jane_doe@mail.utexas.edu. Enter this information and click *Next*.

2.7 Congratulations!

You are nearly finished – review the information you input into the wizard on the following screen, check the box that asks if you would like to download your email messages now, and click finish.

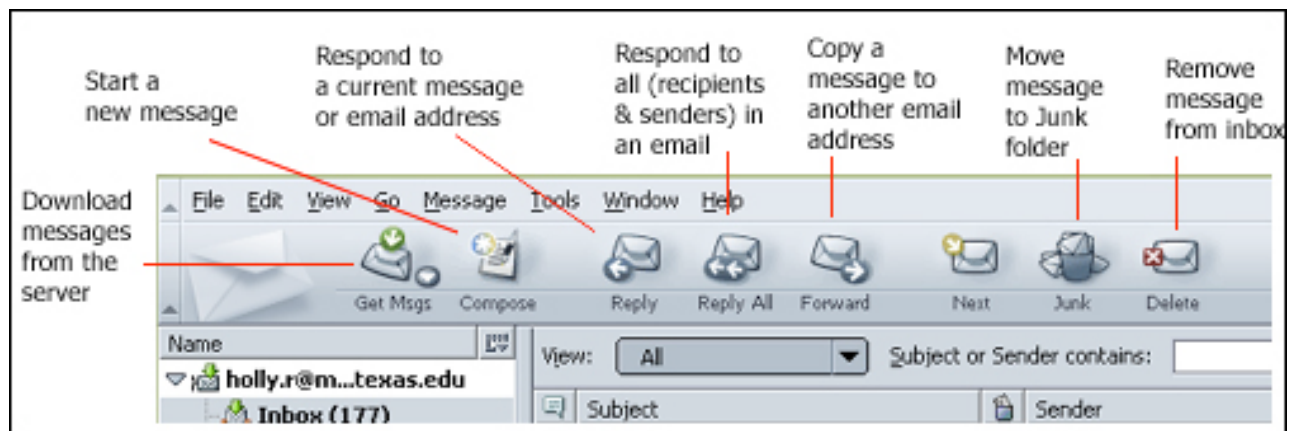
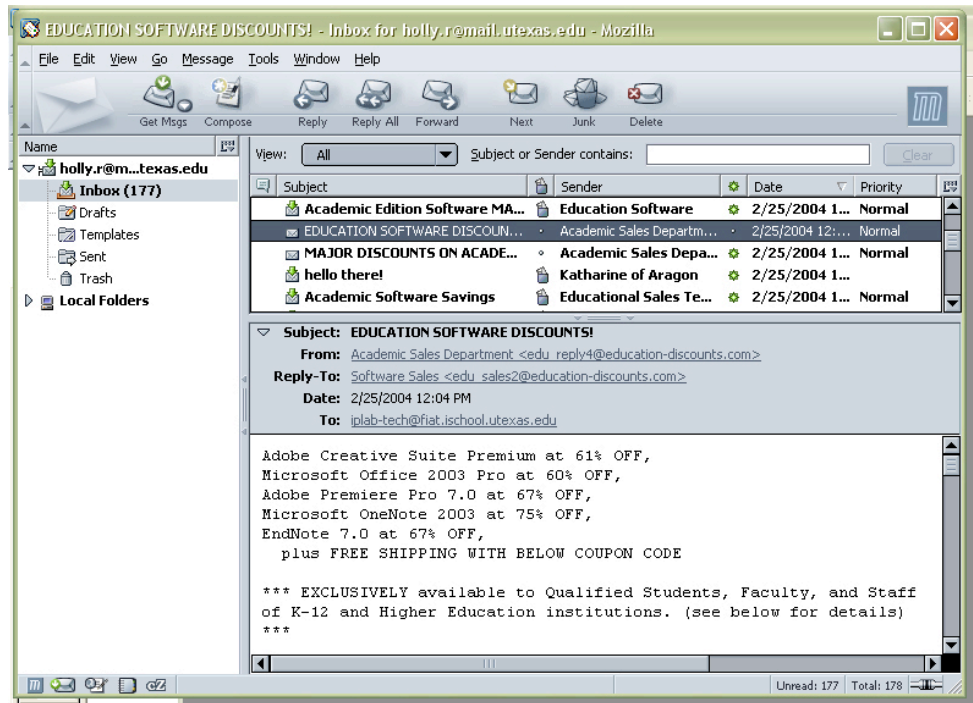
2.8 You will be asked for your mail.utexas.edu account password. Feel

free to use the Password Manager to remember this password so that you will not have to enter it each time you would like to check your email.

2.9 You will next be asked if you would like to use Mozilla as the default mail application. Select Yes or No.

2.10 Next, you should see the Mozilla email application.

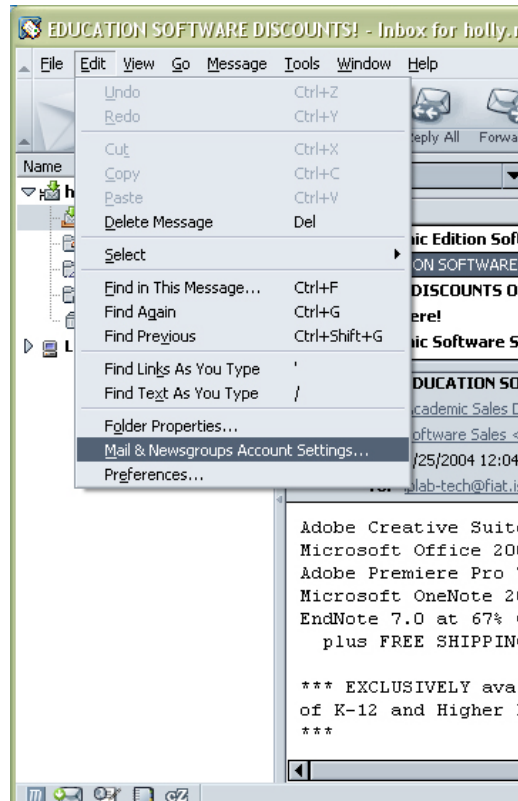
2.11 To check your email, select the “Get Msgs” icon at the top left.



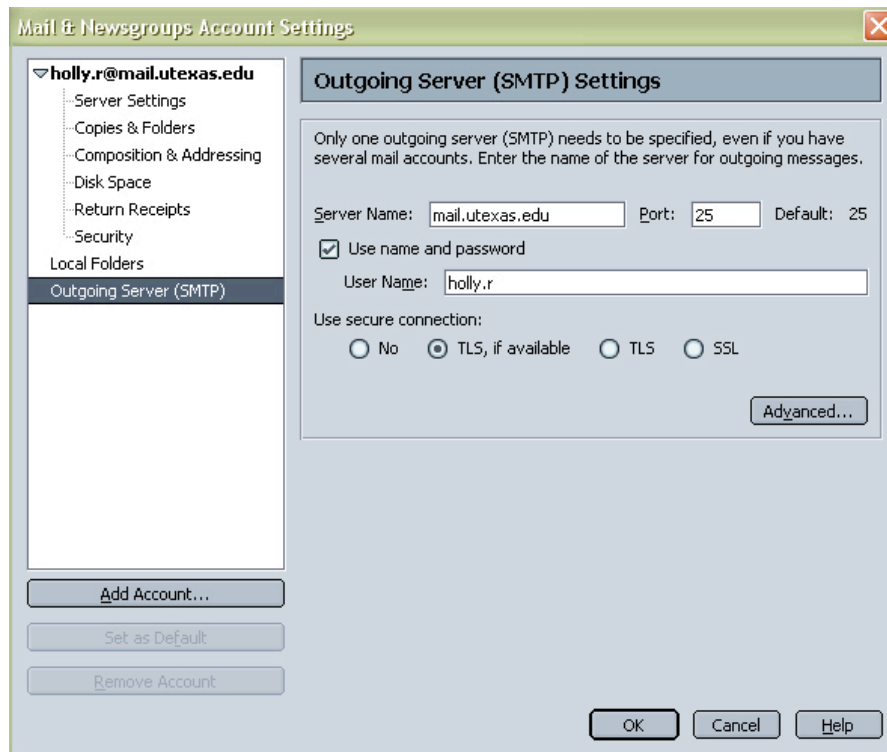
Part 3 - Security Features of Mozilla Mail

Mail.utexas.edu accounts now offer several security features of which Mozilla helps you take advantage. Most importantly, we will enable SSL (secure sockets layer) which helps securely transport your username and password when they are traveling across the network.

- 3.1 Under *Edit*, go to *Mail and Newsgroup Account Settings*. A Mail & Newsgroup Accounts Settings window will appear, and you will see some of the information that you filled in with the account setup wizard.
- 3.2 Select *Server Settings* from the left window of the screen. Check the box next to “*Use secure connection (SSL)*” and note that the Port changes when you do so.
- 3.3 Check the box adjacent to the option “*Leave messages on server*” – and below that, click on the box to leave messages on server “*For at most __ days*” and enter 30 into the box. (this will allow you to also use Webmail to view your current email messages, otherwise Mozilla will remove (POP) your email off of the server, and onto your local machine)



- 3.4 Refer back to the left window of the screen click on *Outgoing Server (SMTP)*. At the “*Use secure connection*” option, select “*TLS, if available.*”
- 3.5 Click *OK* to exit and save these settings.
- 3.6 Try again clicking on the icon “*Get Msgs*” to make sure that your settings will allow you to receive email.
- 3.7 To truly test your email, send yourself an email – go to the “*Compose*”



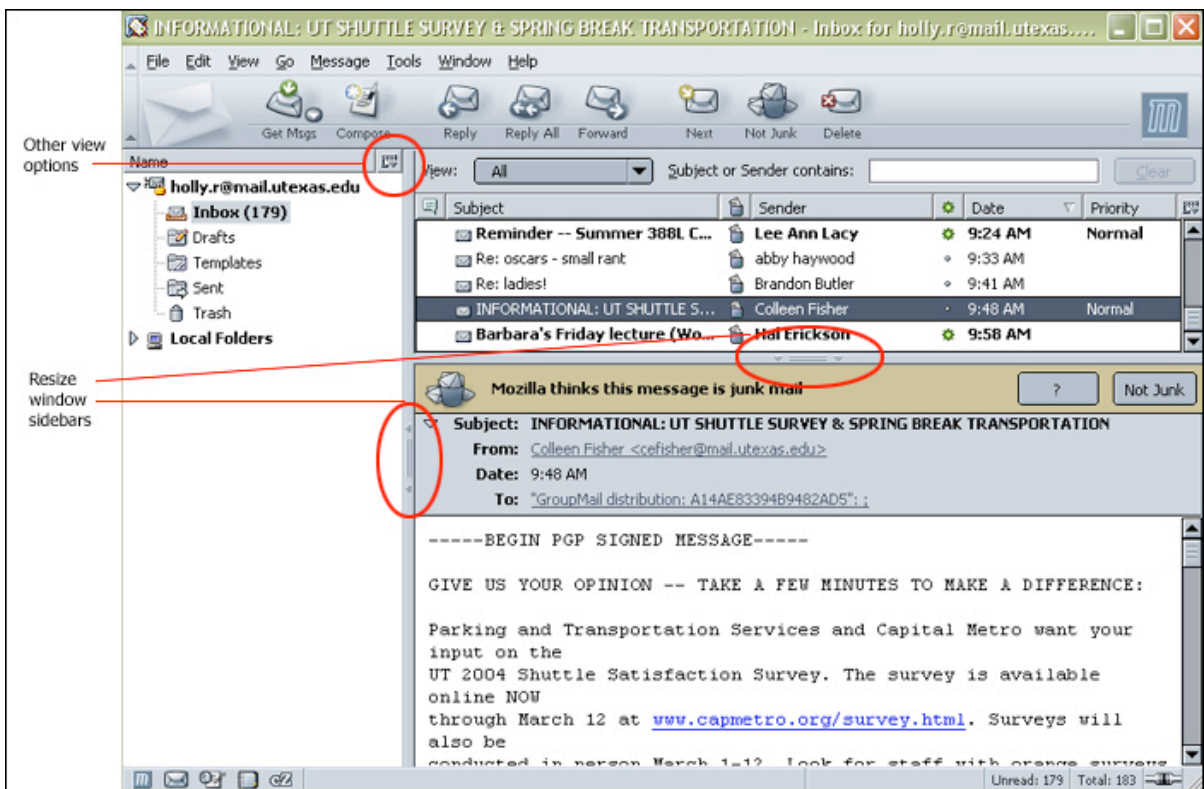
icon and enter your email and a short message. Once again click the “Get Msgs” icon and check your inbox.

Part 4 – SMTP Double Check

4.1 Further check your settings by replying to your test message. A new “Reply” screen will pop up – type a short test message, and send.

Part 5 -- Adjusting the Mozilla Mail Interface

5.1 Adjust the window sizes by moving the sidebars and add other options at the top right button of each window.



5.2 Next we are going to create a message. Click on the “Compose” icon and a new message window will appear. Once again, enter your email address in the To: line, type a subject, and a message body.

5.3 Mozilla writes emails in HTML and allows you to format text and insert elements as you could when creating a web page. For instance, you can insert emoticons, increase the font size, format the font to bold, etc.

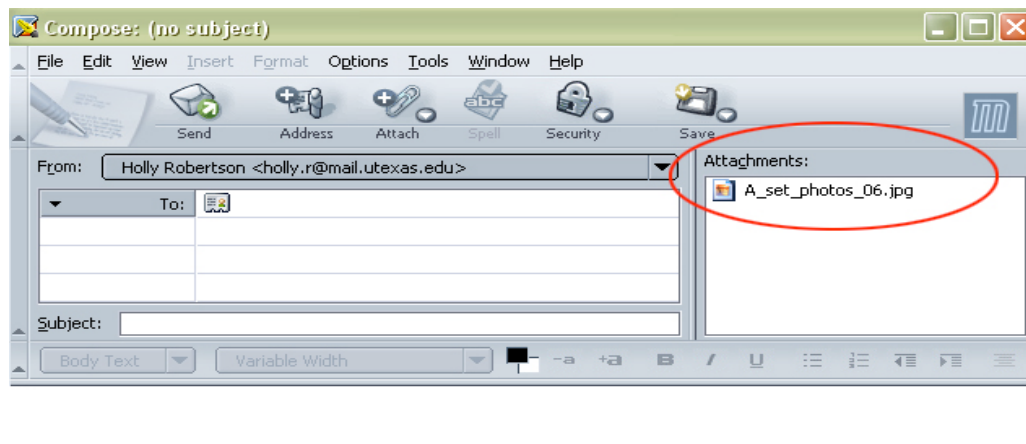
5.4 Go ahead and “Send” this message. A warning window will appear – since not all email applications can read HTML mail, you have the option to “Send in Plain Text,” “Send in HTML,” and “Send in Plain Text and HTML.” This warning screen is a good reminder that HTML formatting should usually be avoided as there are indeed others out there who might not be able to receive messages with such formatted text.

Part 6 – Adding Attachments to Email

Email applications facilitate file sharing and information transport by allowing you to “attach” files to your email message. Whether you would like to attach an image in an email home to your parents or email a group of fellow students a paper, attaching files to your email easily allows you to do so.

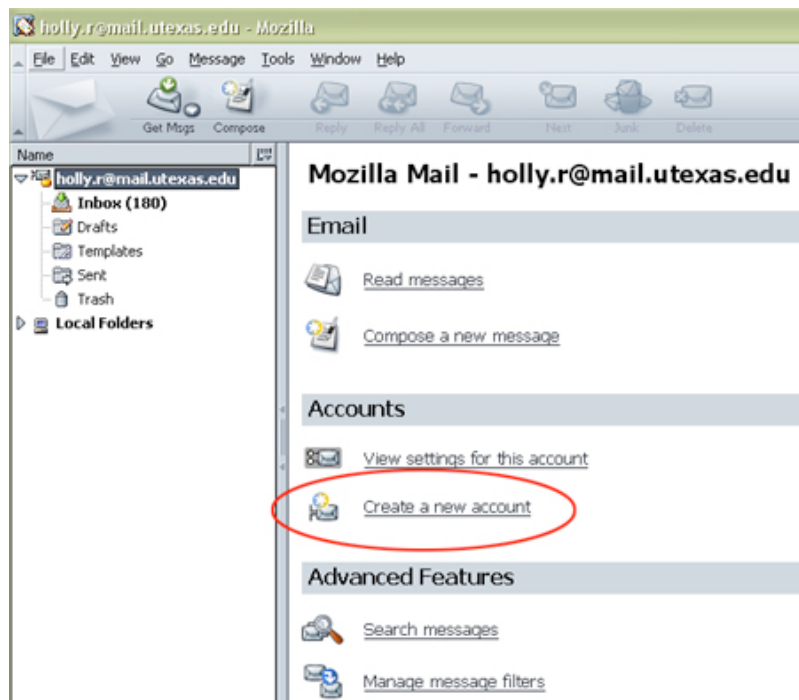
One very important consideration when “attaching” files to email messages is the size of the attached file – the general rule is that you should usually not send files that are over 2 MB. Doing so may fill the email recipient’s inbox and not allow them to receive email, or the email simply may not send at all.

- 6.1 Compose a new email (once again addressing it to yourself). Click on the “Attach” icon and a navigational window will open that will allow you to find a file that you would like to “attach” to your email.
- 6.2 Once you find your file, highlight it and select *Open*.
- 6.3 Notice in the top right “Attachments” window that the file you selected now appears.
- 6.4 Go ahead and send the message – remember that you sent the email and attachment to yourself. Check your inbox and open your message; locate your attachment in the top right corner. To open the attachment, double-click on it.



Part 7 -- Setting Up an Additional Email Account

- 7.1 Double-click on your mail.utexas.edu account in the left window
- 7.2 Under *Accounts*, click on *Create a New Account*
- 7.3 You will complete the same wizard you used to set up your mail.utexas.edu account – for the purpose of this tutorial, we will assume that you are going to set up your ischool.utexas.edu account.
- 7.4 In the *Identity* screen, enter your name and your email address: your_name@ischool.utexas.edu and click next
- 7.5 In the following screen, select *POP server*, and for the incoming server enter *mail.ischool.utexas.edu*
- 7.6 The next screen will ask you to enter the Incoming and Outgoing User Names – these both



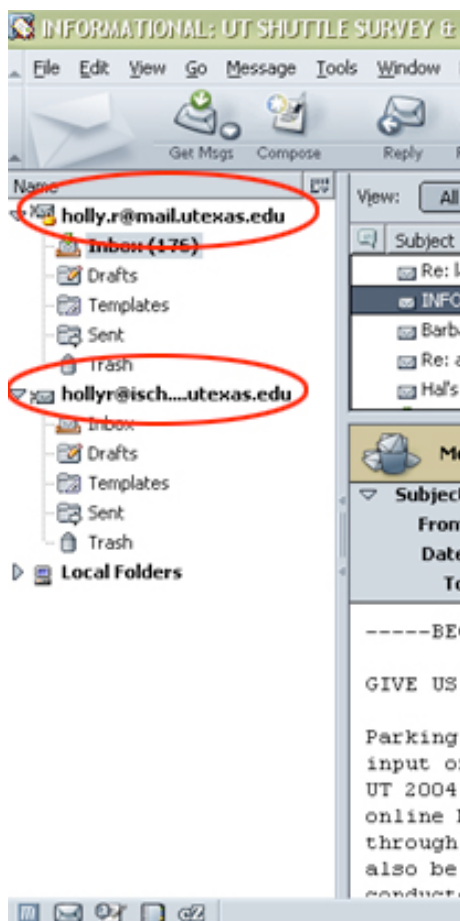
- 7.6 The next screen will ask you to enter the Incoming and Outgoing User Names – these both will be your ischool account name. Click *Next*.

7.7 Review the settings you designated for this account in the following screen, but **do not** click the box adjacent to *Download message from server*. Click *Finish*.

7.8 You will be returned to your inbox. In the left window, you will see your ischool email account below your mail.utexas.edu email account. Highlight your ischool.utexas.edu account; we are next going to return to the *Mail & Newsgroups Account Settings* under *Edit*.

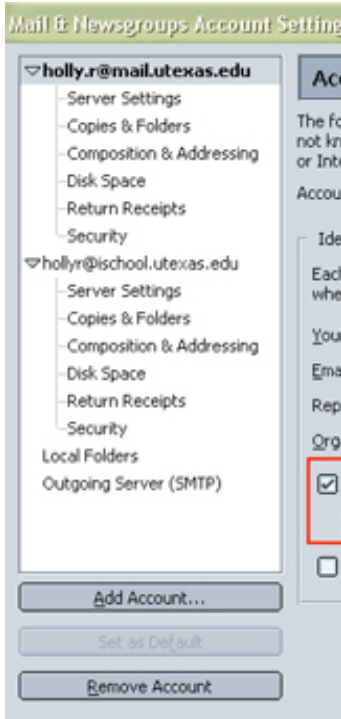
7.9 In the new window, make sure that your *ischool.utexas.edu* account is selected in the left window. Next, click on *Server Settings* – check the box adjacent to the *Use secure connection (SSL)* and check the box adjacent to *Leave Messages on Server*.

7.10 Next, click on *Outgoing Server (SMTP)* in the left window. Notice that your outgoing server is *mail.utexas.edu* – if you are using Mozilla to operate your mail.utexas.edu account as well as your ischool account, the outgoing server name can remain *mail.utexas.edu*. However, if you are using Mozilla to operate only your ischool account, the server name will need to be changed to *mail.ischool.utexas.edu*



- 7.11 Click *OK* at the bottom right to save your settings.
- 7.12 You are returned to your inbox; with your ischool.utexas.edu account, choose to “Get Msgs” and your ischool emails should appear.

Part 8 Setting up a Signature with Mozilla



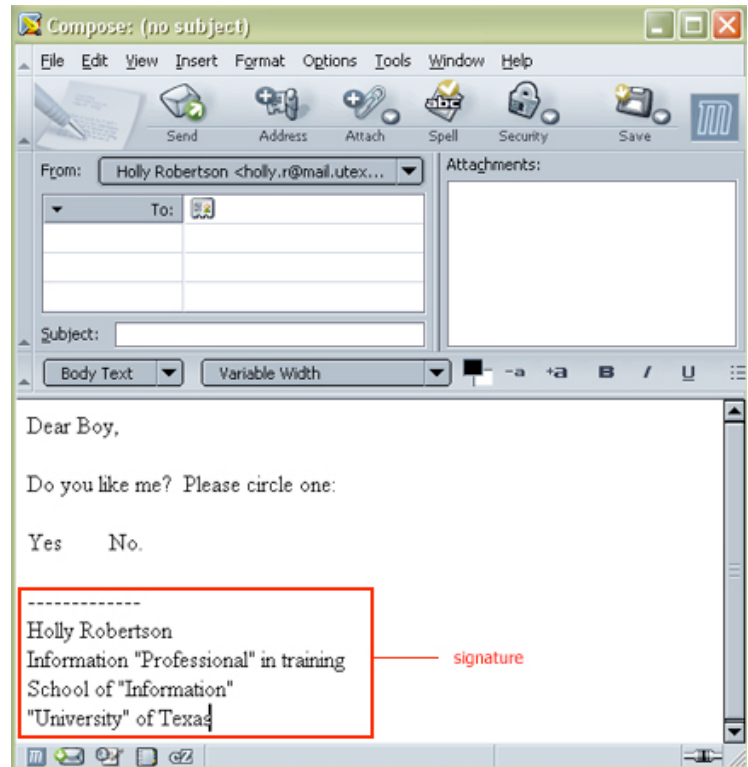
8.1 Under *Edit*, once again go to *Mail & Newsgroup Account Settings*
 8.2 The Account Settings window will appear, and below your name and email address information, you will see a box adjacent to *Attach this signature* – if you check this box, you will be able to choose a text file containing your signature information

8.3 First, we will need to create that file in a Notepad window. In Notepad, type in your name, your address, your personal website – whatever you would like to share in your signature. Save this file in a place you can locate.

8.4 Back in Mozilla, check the box *Attach this signature* and *Choose* the text

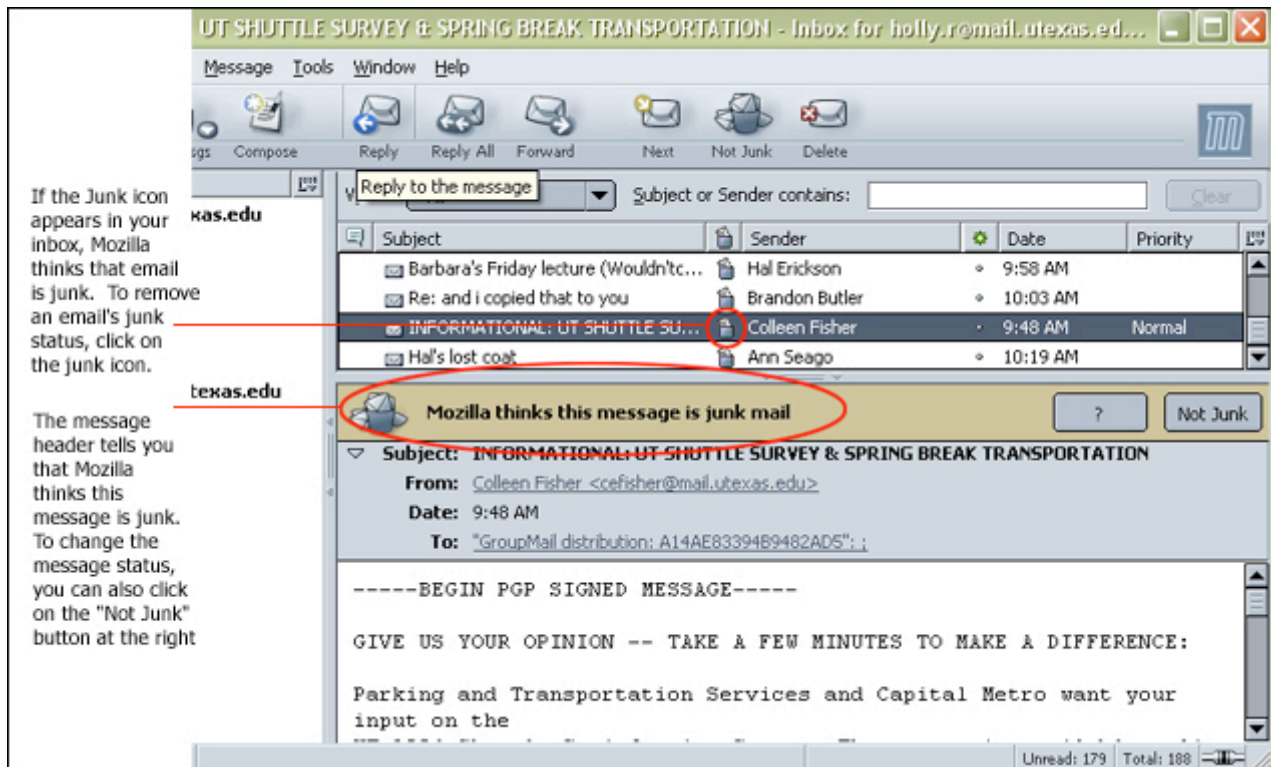
(.txt) file you just created.

8.5 Click *OK* to save these changes to your Account Settings. When you next create a message from the account you just added your signature to, you signature will automatically appear at the bottom of the message



Part 9 – Junk Mail Filters

Mozilla mail can sort and filter unwanted emails, but first you have to train it. To do so, you will use the Junk mail button at the left of the subject column:



9.1 Select unwanted message and mark it as junk by clicking on the aforementioned junk mail button.

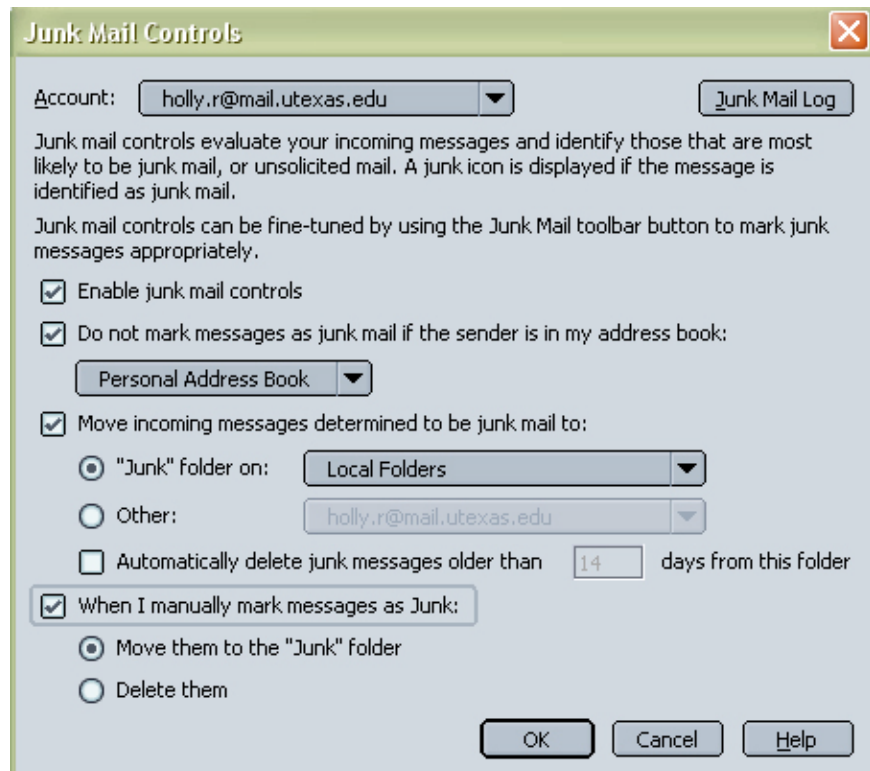
9.2 A screen may pop up that informs you how Mozilla Mail finds and scores junk mail. Mozilla Mail will automatically detect messages it believes are junk mail, and, once it is trained, Mozilla Mail can automatically remove incoming junk mail to the Junk folder.

9.3 Go to *Tools* to the *Junk Mail Controls* panel.

9.4 Be sure to *Enable junk mail controls* and *Do Not mark messages as junk mail if the sender is in my address book*

9.5 If you would like Mozilla to automatically move your emails into a designated Junk mail folder, select the option to *Move incoming messages determined to be junk mail* to a local folder in your account.

9.6 If you would like to manually mark you



messages as *Junk*, you may choose to also move them into a Junk folder or to simply delete them. Click *OK*.

9.7 Once again, in *Tools*, select *Run Junk Mail Controls* – watch as your unwanted messages are carted off to rest in peace in the Junk Folder. Be sure that you take time, however, to train your Junk mail filter so that it removes only unwanted messages. You may not want to have Mozilla automatically delete messages it thinks are junk until you are certain that it works. IMPORTANT- It is a very good idea to look at your Junk folder on a regular basis, to make sure that those important emails from your professor are not getting labeled as junk....in spite of what you and Mozilla might think of them....

Part 10 – Filtering Junk or Spam on the iSchool Server

Our iSchool system administrator has kindly installed a program called Spam Assassin on the iSchool server. This program automatically scores all email that goes through the iSchool server, and regards anything with a score of 5.0 or above as spam or junk email. This allows you to set up manual filters which will utilize this score and appropriately remove unwanted junk mail from your inbox ... no training wheels on Mozilla required!

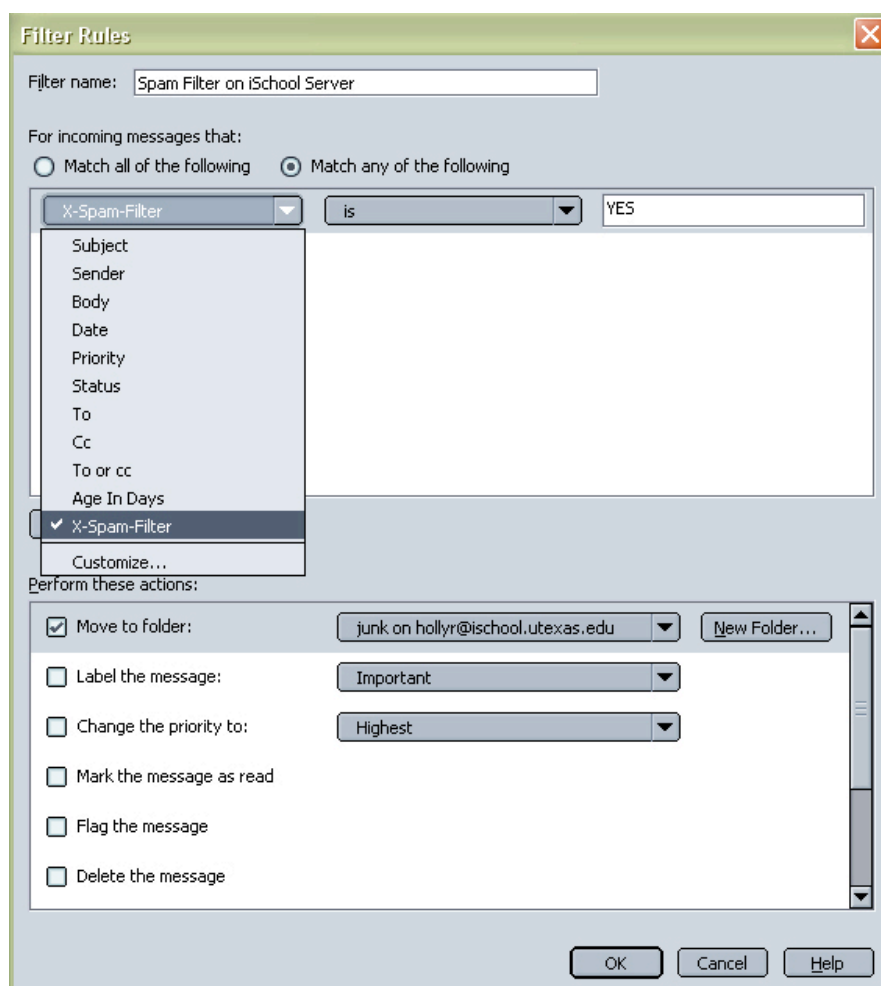
10.1 First, you will need to view the full headers on your email messages – under *View* select *Headers* – *all*. You are looking for the SpamAssassin tag, and the score or “Spam Level.” More than 5 stars rate the message as spam or junk, and SpamAssassin “flags” the email as spam.

10.2 Next, we are going to create manual email filters which make use of this spam flag. Go to *Tools* to *Message Filters*.

10.3 Click on *New* and a new message filter window will appear

10.4 Name your *Filter Spam filter on ischool server (SpamAssassin)*

10.5 Create a customized filter by clicking on the box that currently says *Subject* – scroll down to *Customize*. A “Customize Headers”

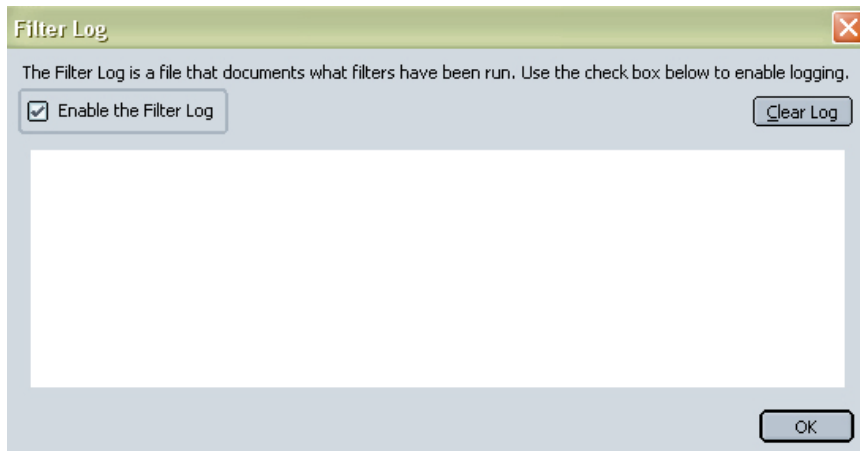
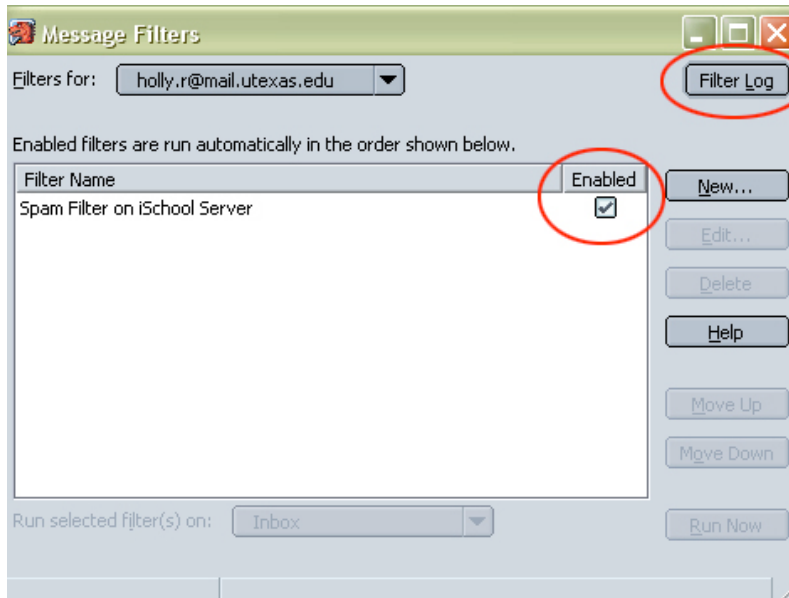


window will appear. In the “New message header” box, enter exactly the following phrase *X-Spam-Flag* and click *OK*.

10.6 You are returned to the filter rules screen – once again, in the drop down box that currently displays “subject,” select the *X-Spam-Filter* you just created. In the middle box that reads *display*, select *is*. And in the final box on the right, type in *YES* (all caps).

10.7 We want Mozilla to move messages it finds with this filter to a designated folder. In the lower portion of the window, Find and check the box adjacent to *Move to folder* and in the drop down box, make sure that your *ischool.utexas.edu* account is selected. You can create a new folder by clicking the *New Folder* button and naming the folder “Spam” – in the drop down box, select to move it to a local folder, and inside that folder, place it in the junk folder (if one exists). You will be returned to Record Filters window, and click on *OK*.

10.8 You are then returned to your Message Filters folder – make sure that the spam filter you just created is “enabled.” Additionally, click on the *Filter Log* button and enable Mozilla to log how it filters your email by checking the box at *Enable filter log* and click *ok*



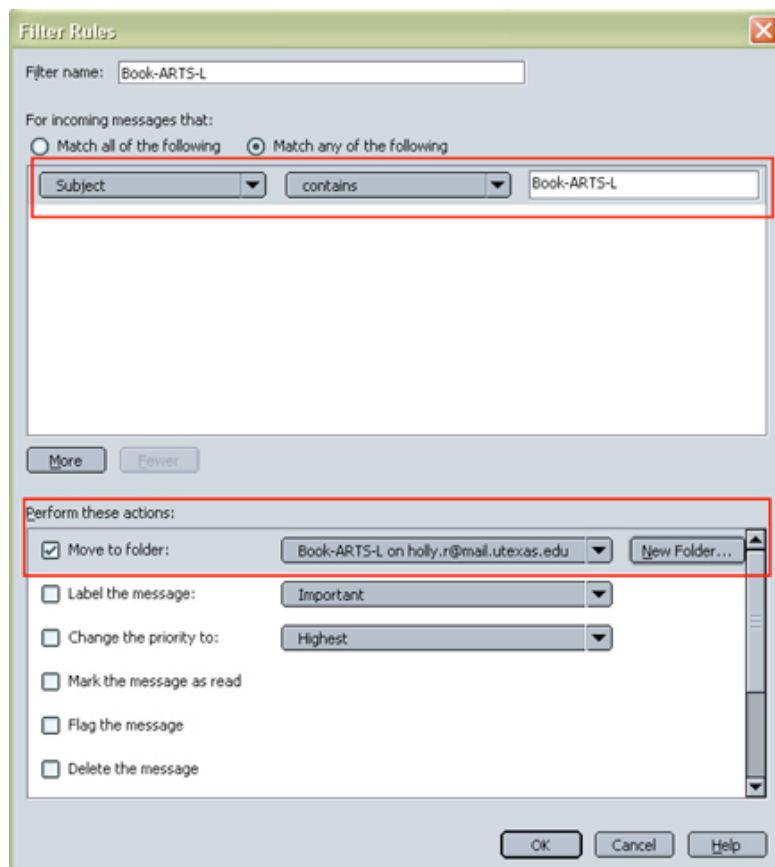
- 10.9 To run this filter, click on the *Run Now* button at the top.
- 10.10 To double check that your manual filter was able to filter only messages that are truly spam, look to the window at the left in your local folders. Find the spam folder just created, and view messages moved there to be certain that these messages are indeed spam.

Part 11 – Filtering Emails by Subject to a Designated Folder

If you get a number of emails from one source – a listserv, for example, -- you may want to filter these to their own folder. You can do this in much the same way you just manually created a junk mail filter and folder.

- 11.1 Select a “type” of message you want to filter -- for the purpose of this tutorial, we are going to filter all messages a listserv which sends me a daily email, the Books-ARTS-L listserv. Once again, click on *Tools* and find *Message Filters* – a new window will open. Click on *New* to create a new filter and give it a name such as “Books-ARTS-L.”
- 11.2 Next, you are going to define the conditions which the filters will apply to your email. The Books-ARTS-L listserv sends email which contain (in the email subject line) “Books-ARTS-L listserv: [subject]” Therefore, we are going to filter email messages by their subject line contents. Make sure that the *Match any of the following* option is selected, and in the box below, select subject from the first box on the left. The middle box should read *contains* and the final right box should contain “Books-ARTS-L.”
- 11.3 Next, we must tell Mozilla what to do with such messages. In the *perform these actions* box, select *Move to folder*, select an email account, and create a *New Folder* named “Books-ARTS-L” and make it a subfolder of your email account. Click *OK*, and you are returned to the Filter Rules window. Click *OK* there as well.
- 11.4 Now you have returned to the Message Filters window. You see both your SpamAssassin filter and the listserv filter you just create. To arrange the order in which the filters apply, highlight the filter and select the *Move Up* or *Move Down* button.
- 11.5 To run these filters, click on the *Run Now* button at the bottom right.
- 11.6 Examine your filter log to insure that messages were properly selected.

You can create multiple filters to manage large volumes of email.



You must simply find those characteristics (subject line contents, from addresses, or other contents) common to all messages that you would like grouped into one folder that is managed by a filter.