Mozilla Thunderbird Version 10 for the Mac

Double-click on the message to open it.

When you open a new message, the message either opens as a new window tab or as a new window.

Changing How a New Message Opens:
1) Click on **Thunderbird** in the menu
2) Click on **Preferences**
3) Click on

4) Type your response in the message text area above the original message text
5) Click on **Send** to send your response message

Forwarding a Message:
1) Open the message
2) Click **Forward** to send the message to someone else
3) A new message window appears with the subject line filled in
4) Type the email address of the recipient(s)
5) Type your message in the message text area above the original message text
6) Click **Send**

NOTE: When you **reply** or **forward** a message, the original message tab remains open. Close the original message to return to your

Managing

2) Locate the file you want to attach by switching to the drive and folder the file is located in

3) Click on the file you want to attach and click on **Open**

The attached file(s) will appear in **Attachments**:

4) Click on **Send** to send the message

Detaching Files

1) Open the message that contains the attached file(s)
2) Click on the file in **Attachments**
3) Choose either **Open with** or **Save File**
4) Click **OK**