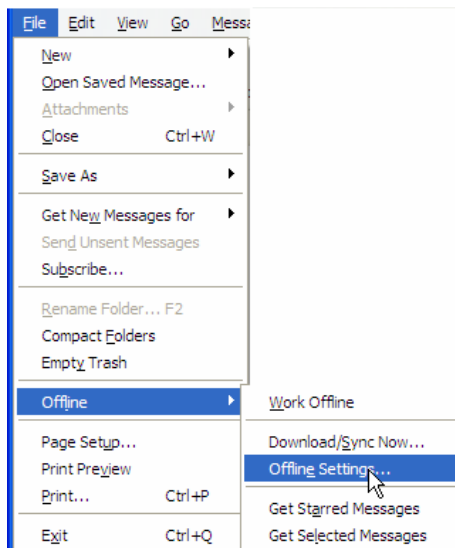


Using Thunderbird Offline

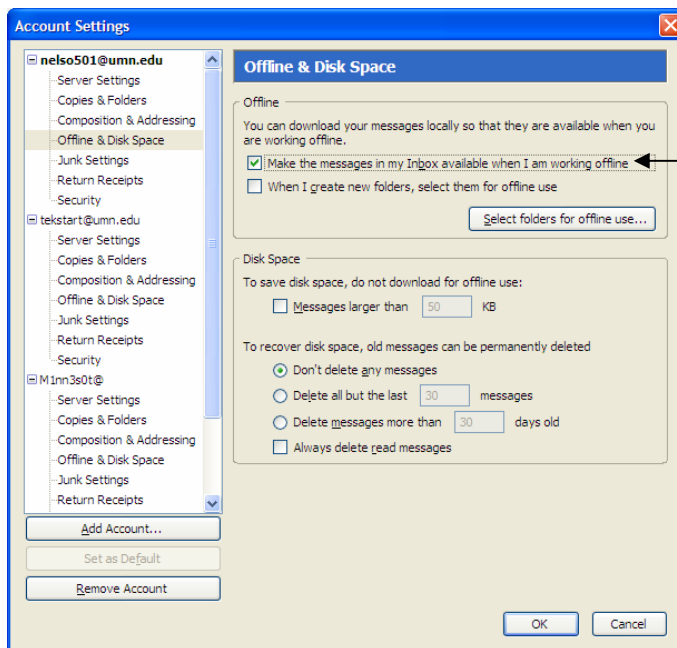
You can set up Thunderbird for offline use if desired. This can be a useful option when traveling or when working in areas with no network access.

Offline Settings

1. Open Thunderbird and login.
2. Select File, Offline, Offline Settings.



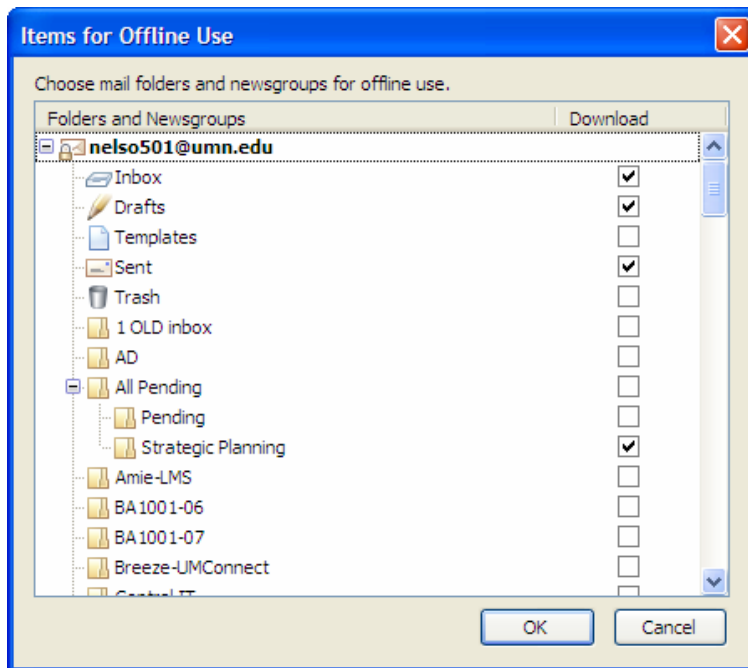
The following screen displays.



Suggestion: Select Make the messages in my Inbox available when I am working offline.

Select other options if desired. Read options carefully.

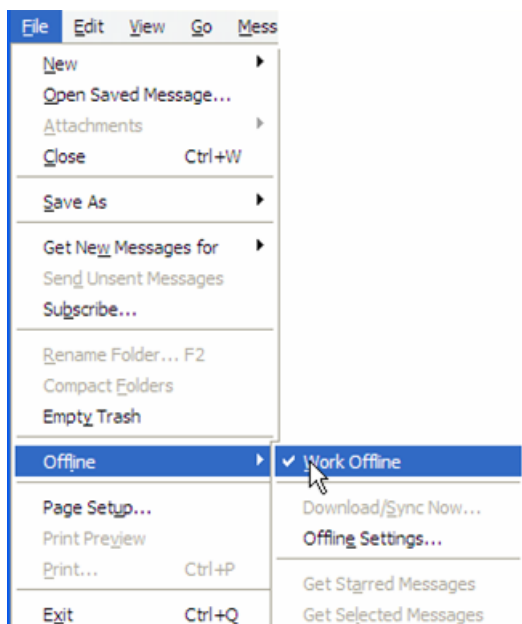
3. Click **Select folders for offline use...** button to select which folders you want to have available when working offline.



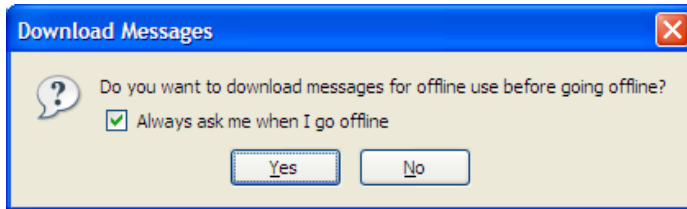
4. Select the desired folders and click **OK**. Select all folders if desired. (Note option from previous page to make new folders available for offline use.)

Working Offline

When you plan to work offline, select File, Offline, Work Offline.



The following dialog box displays. Click **Yes** to download messages from the selected folders.

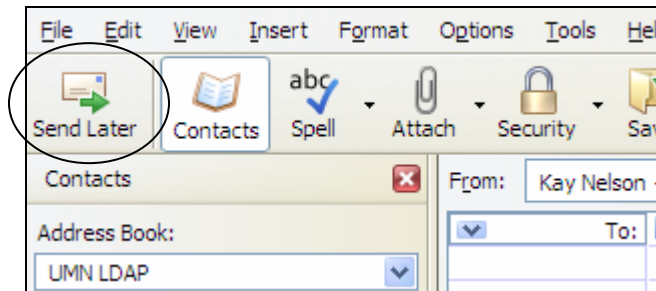


Note: When working offline, the contents of messages from downloaded folders are available. For other folders, only the “list” of messages displays. If you select a message from a folder you did not download, Thunderbird displays a message indicating that the body of the selected message is unavailable because it was not downloaded for offline reading.

When working offline, the “offline” button  displays in the lower-left corner of the screen.

Composing Messages Offline


When you compose a message while working offline, you will have a “Send Later” button, rather than a “Send” button.

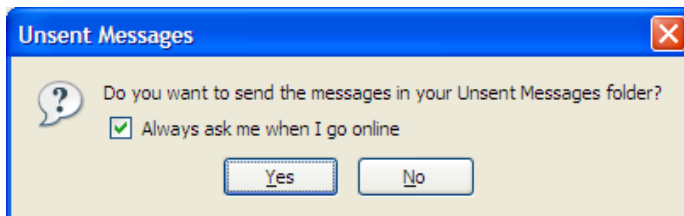


Note: Only your Personal Address Book is available when working offline.


Returning to Online Use

When you again have network access, you can return to working online.

1. Select, File, Offline, and deselect “Work Offline” (click to remove the ). The following dialog box displays if you have unsent messages.



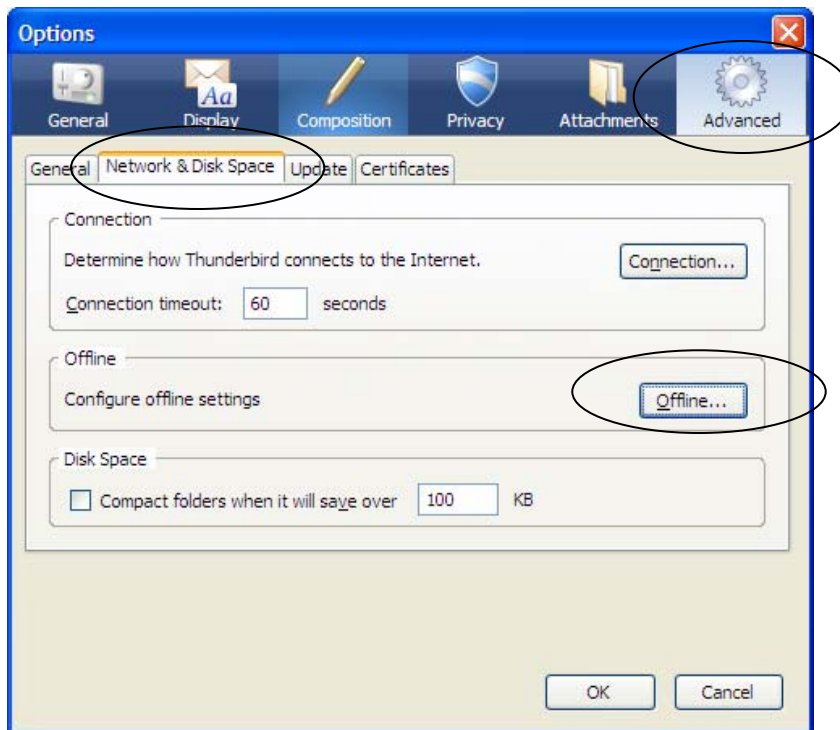
2. Click **Yes**. You will be prompted for your Thunderbird password.
3. Enter your password and the message(s) will be sent.

When working online, the “online” button  displays in the lower-left corner of the screen.

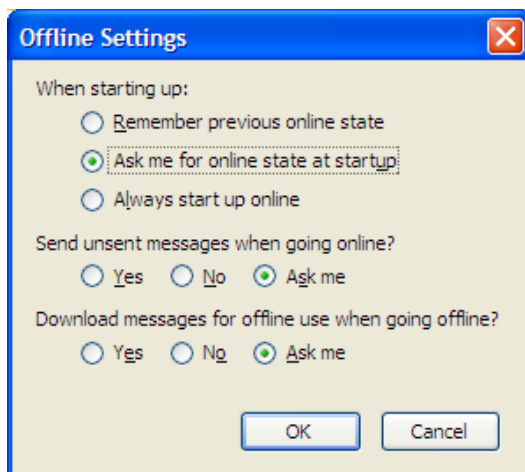
Other Offline Settings

You can set Thunderbird offline settings to prompt you regarding offline/online upon startup.

1. Select Tools, Options.
2. Click the Advanced button; then select Network & Disk Space.

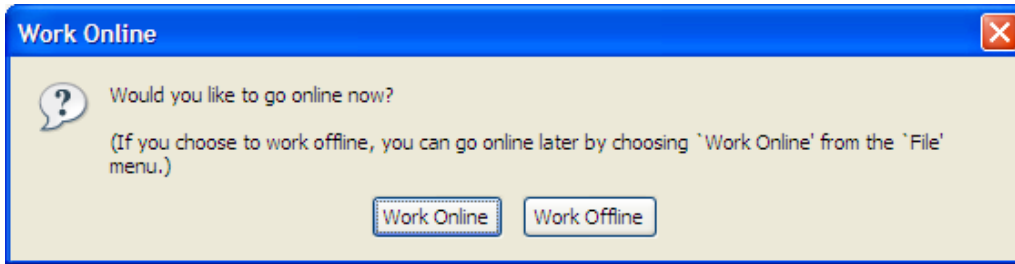


3. Click the **Offline** button.



4. Select the desired options and click **OK**.

Note: If you selected “Ask me for online state at startup, the following dialog box displays when you open Thunderbird.



If you select **Work Offline**, you will not be prompted for a password. When you return to online, your password is required.

Comparison to Lotus Notes Replication for MBA Students

Working offline is similar to working in the “Local” version of Lotus Notes. However, you must consciously choose to work offline and download messages with Thunderbird. The process is not as automatic as it was using the Lotus Notes settings.

If you do not download messages when you shut down Thunderbird, you will not have the most recent messages when working offline. You can, however, still compose messages that will be sent when you return to working online.

Best Practice – When exiting Thunderbird, select File, Offline, Work Offline. Click **Yes** to download messages. Then, click File, Exit. This will ensure that you have your most recent messages downloaded.