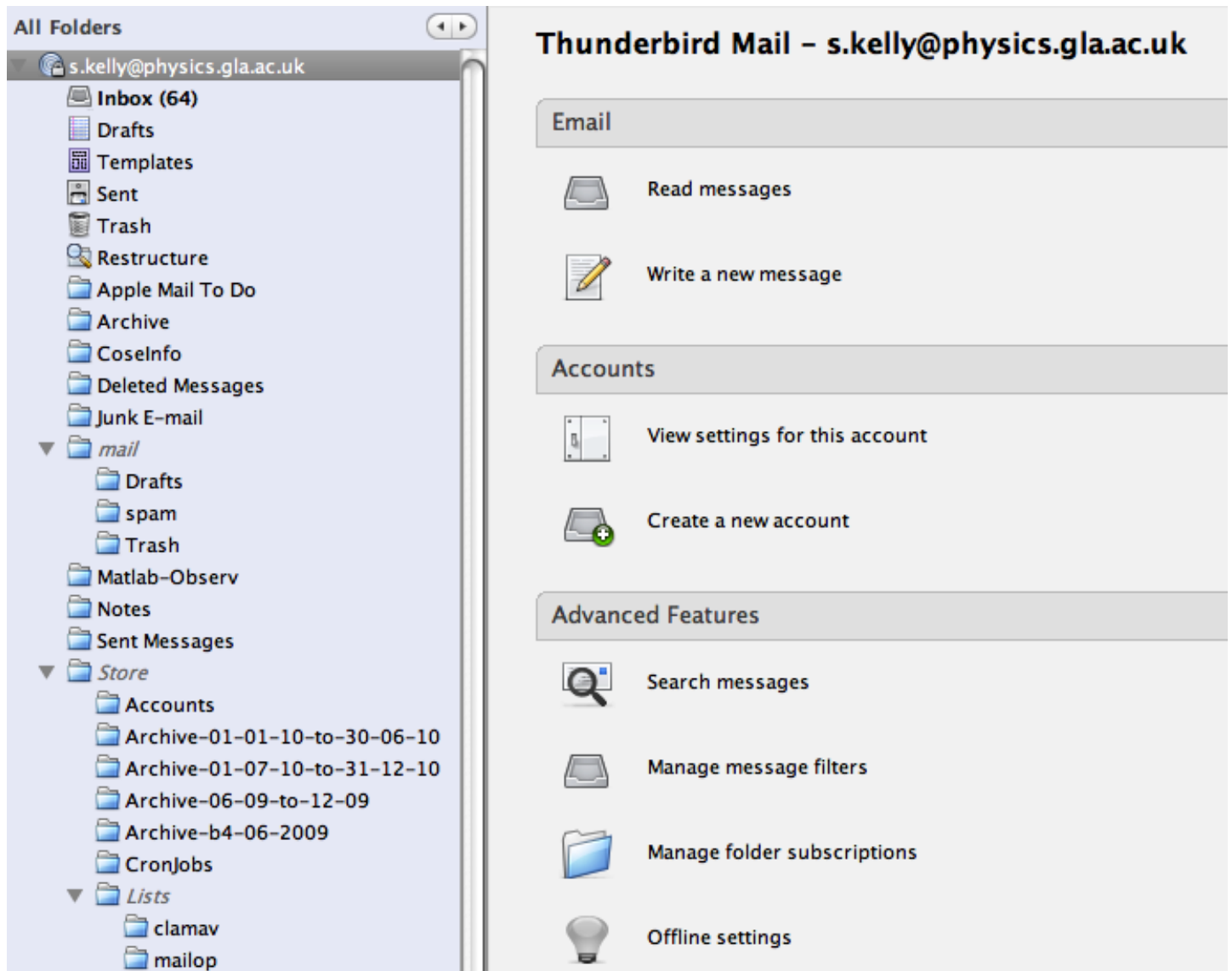


Adding the @glasgow address to your outgoing emails in Thunderbird

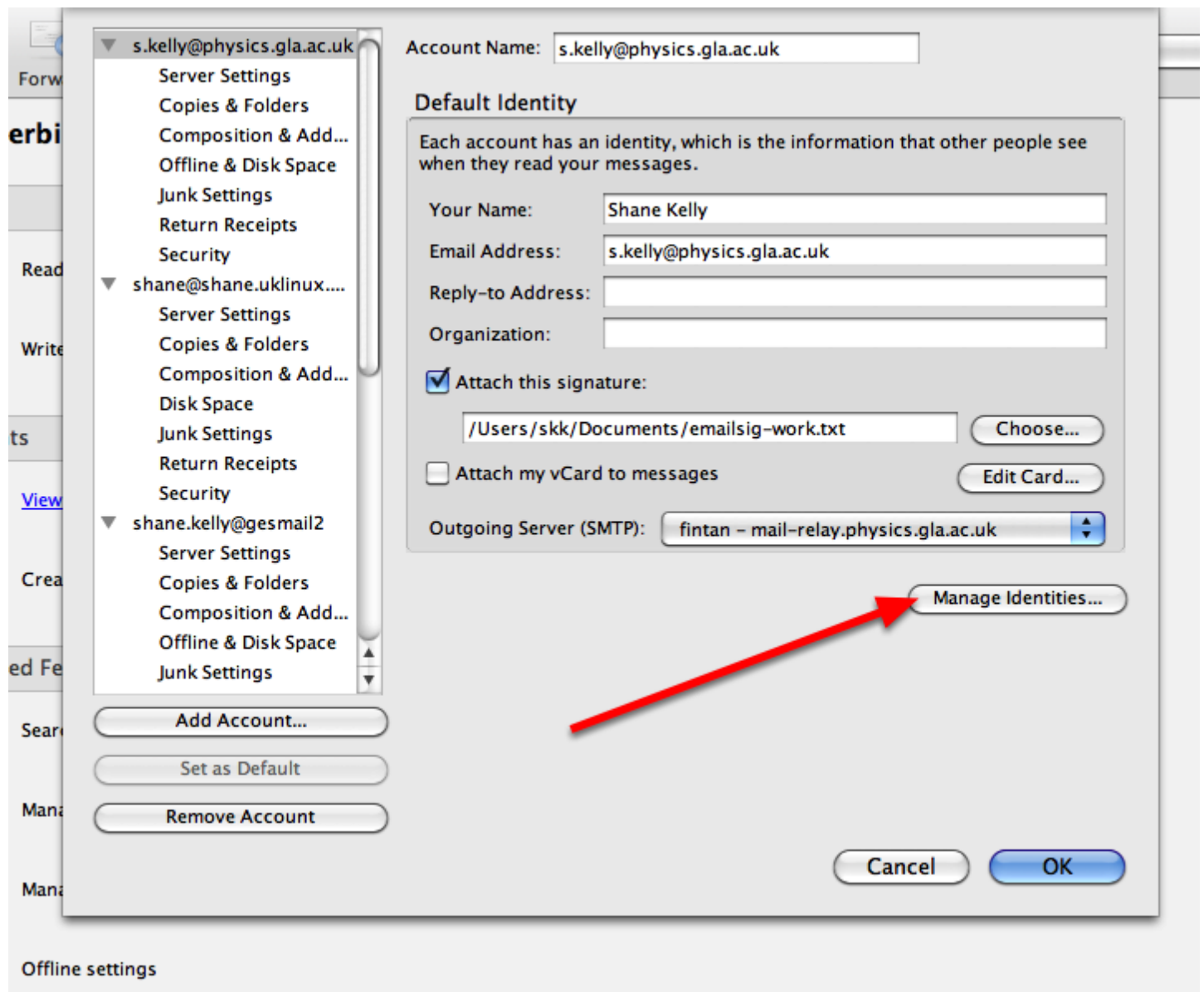
The following steps are what needs to be done to give you a choice of sending an email to anyone with your @glasgow.ac.uk email address as the "From" address, as recently mandated by the University Senior Management Team.

Start from here.



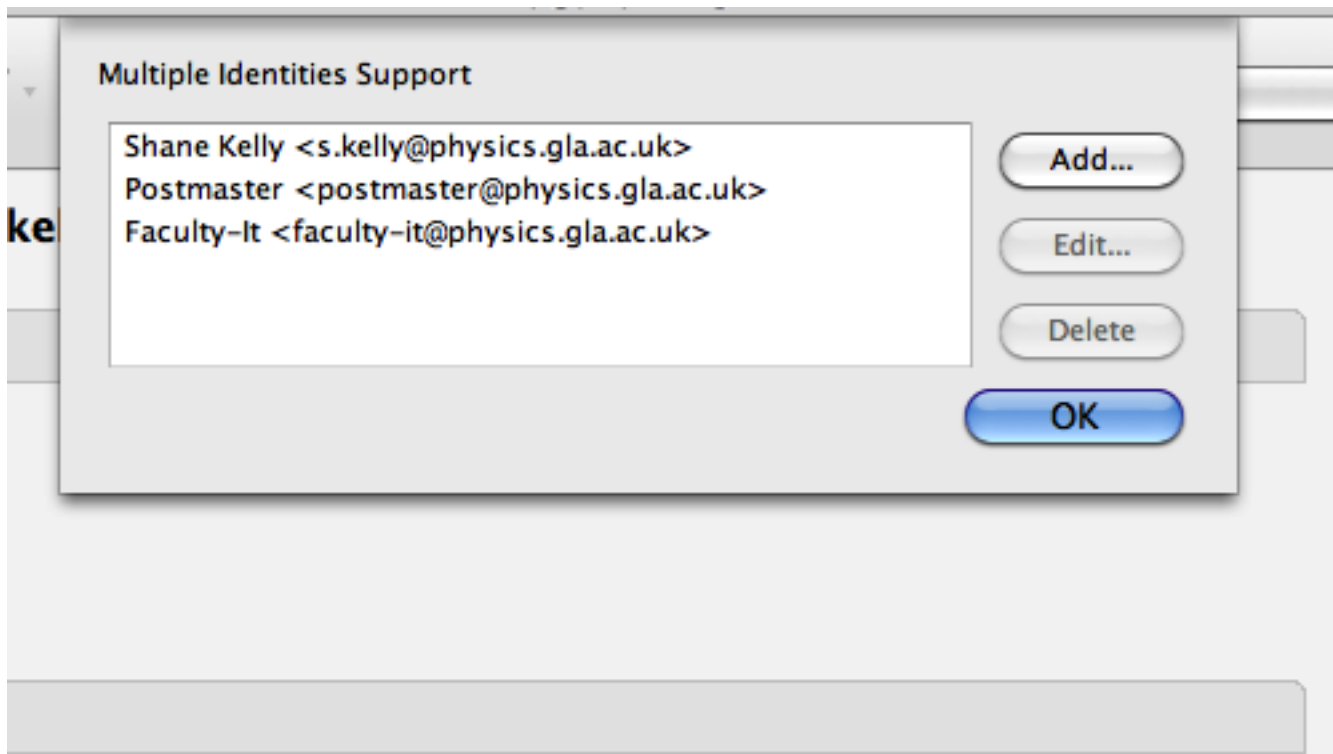
- 1 Click on your **existing** email account name. This will bring up this screen.
2. Click on "View settings for this account"

The Account settings dialogue box



We are interested in the "Manage Identities" button. Click it.

Adding a new Identity



This dialogue lets us add a new identity to our existing account.
Click Add...

Filling in the new identity fields.

Configure the settings for this identity:

Settings | Copies & Folders | Composition & Addressing

Your Name:

Email Address:

Reply-to Address:

Organization:

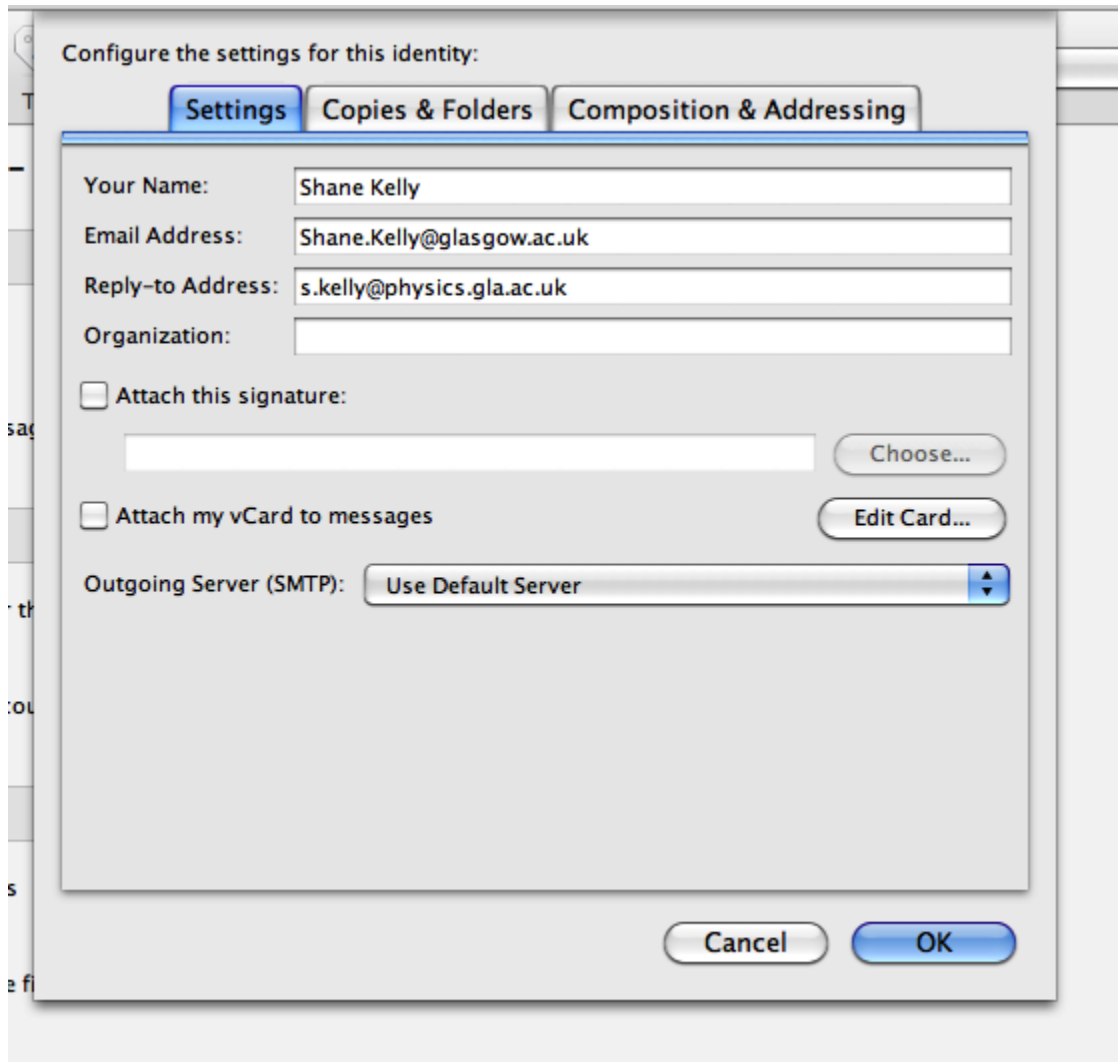
Attach this signature:

Attach my vCard to messages

Outgoing Server (SMTP):

Start by filling in the Name and email address, using your @glasgow address.

Decision time. Do you want your email to come back to your @physics address? If yes, then see below.



If you want to get any replies directly to your @physics address, then use the "Reply-to Address" field with your @physics address.

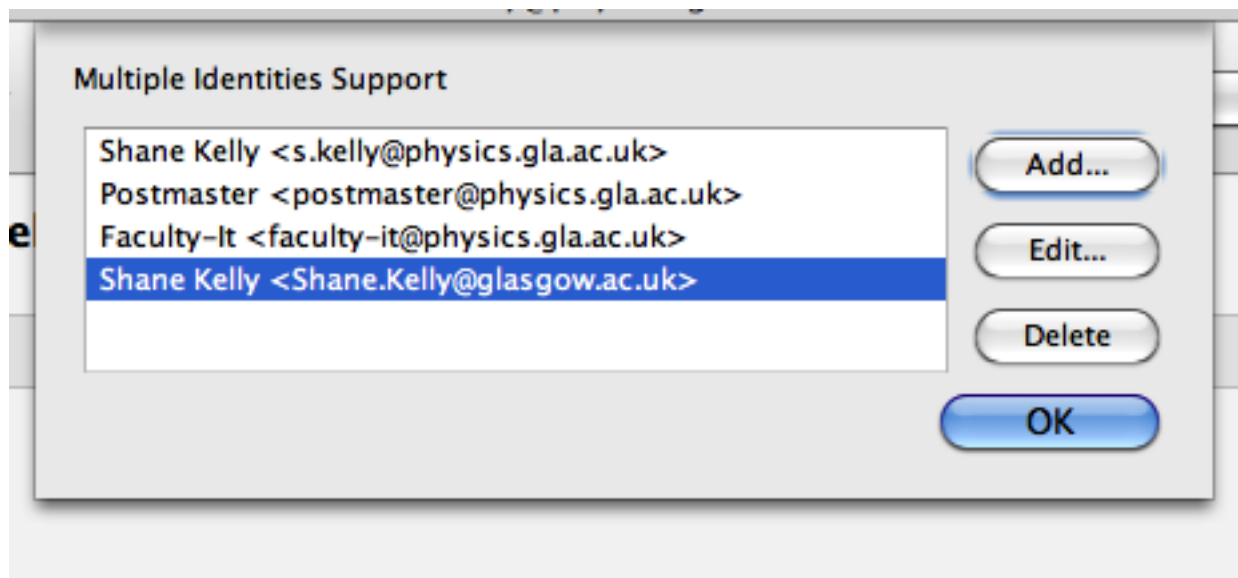
Any email replies generated by using the "right-click->Reply" method, or the "Reply" menu button to send you a reply will automatically use your @physics address (NB in most email client programs.)

If you do not want your email to come back directly to your @physics address then leave the "Reply-to" field blank, and your email will be replied to at your @glasgow address.

Leave the other fields as you see them. If you want a specific signature to be used for this "identity" then set that up as normal by checking the "Attach this signature" box and choosing a signature file.

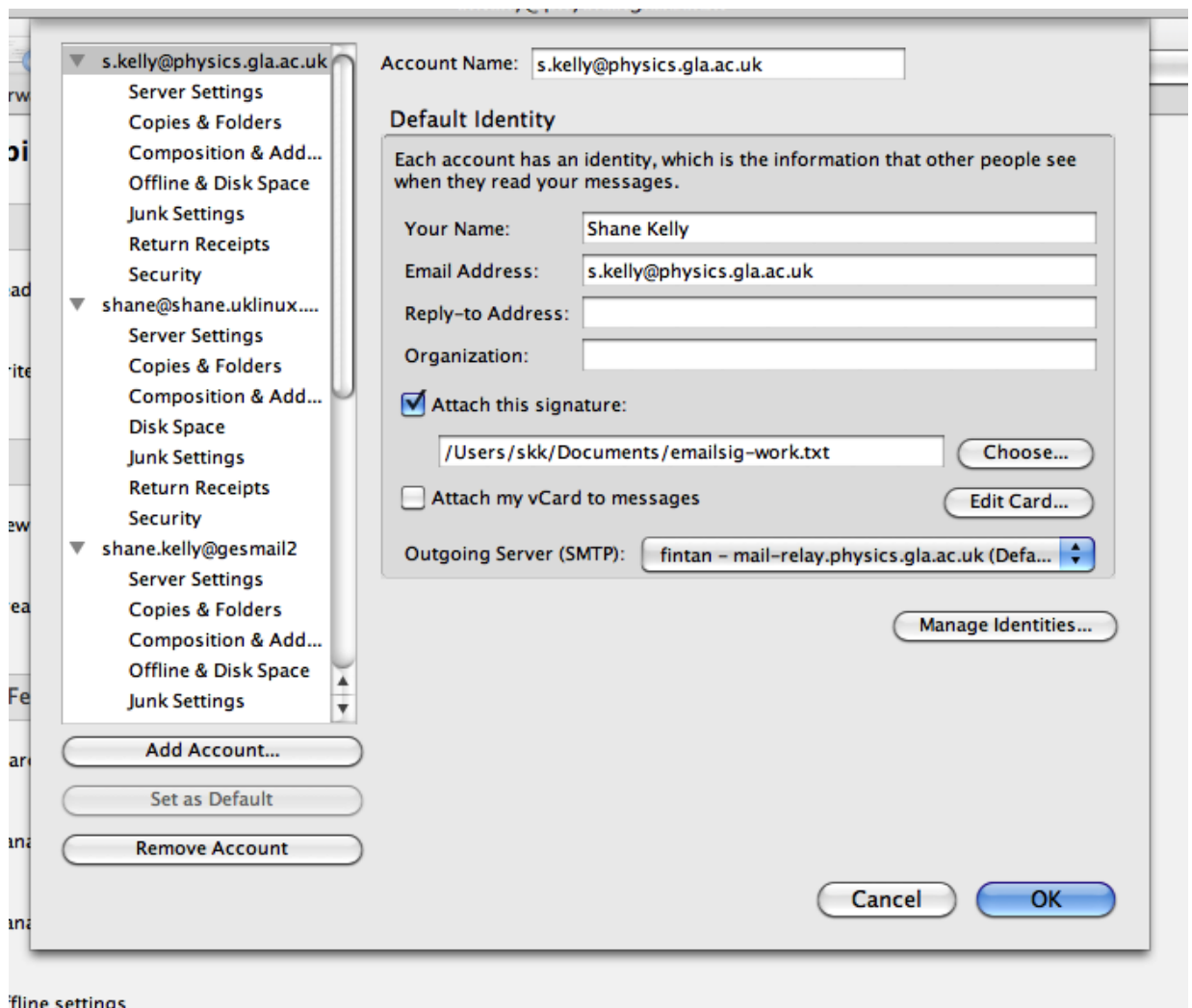
Once that is all set up, click the "OK" button.

Editing your Identities



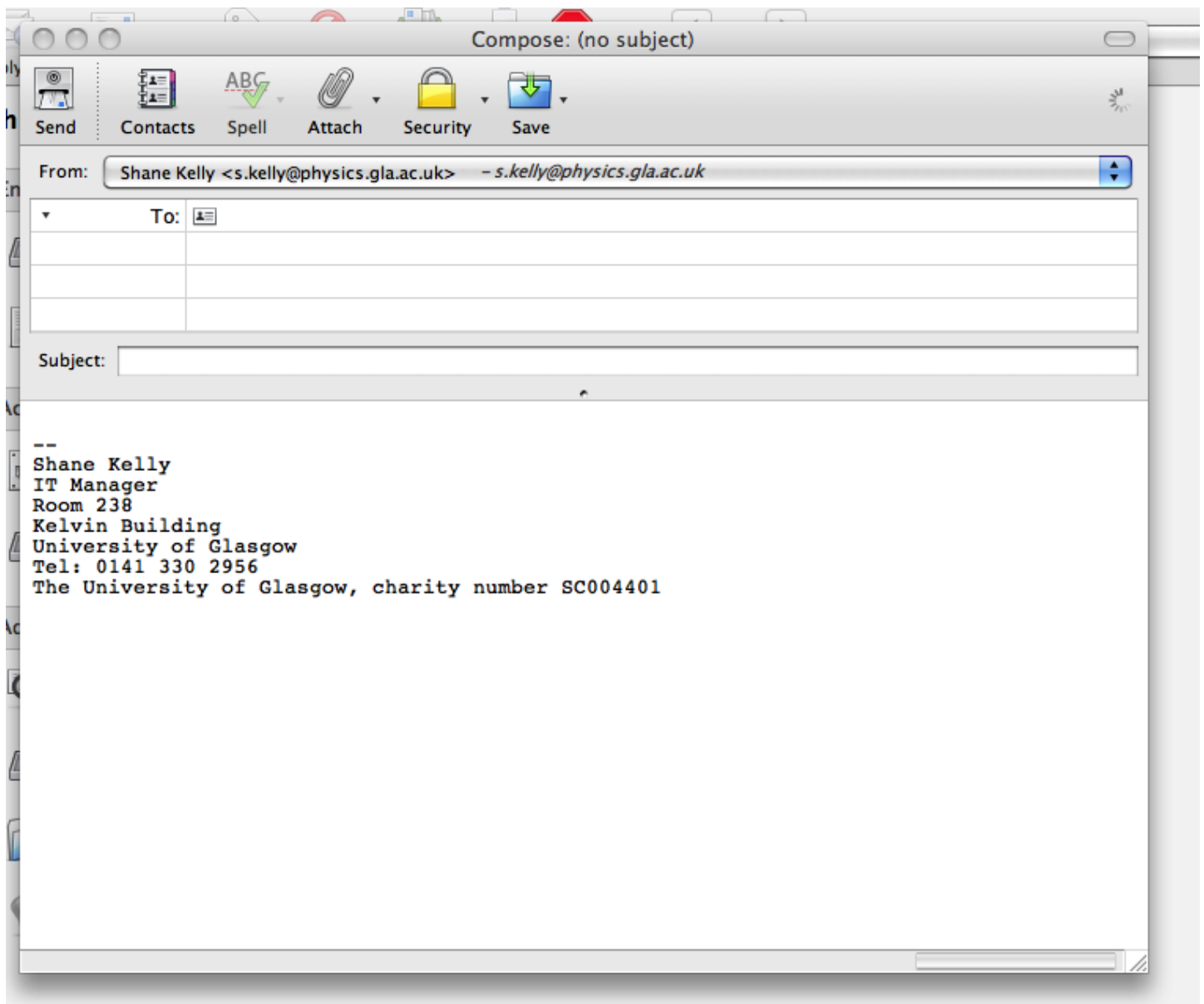
You can return to this screen at any time later and amend your identities by choosing "Edit.." and altering the fields as you see fit.

You will return to your "Default Identity" screen



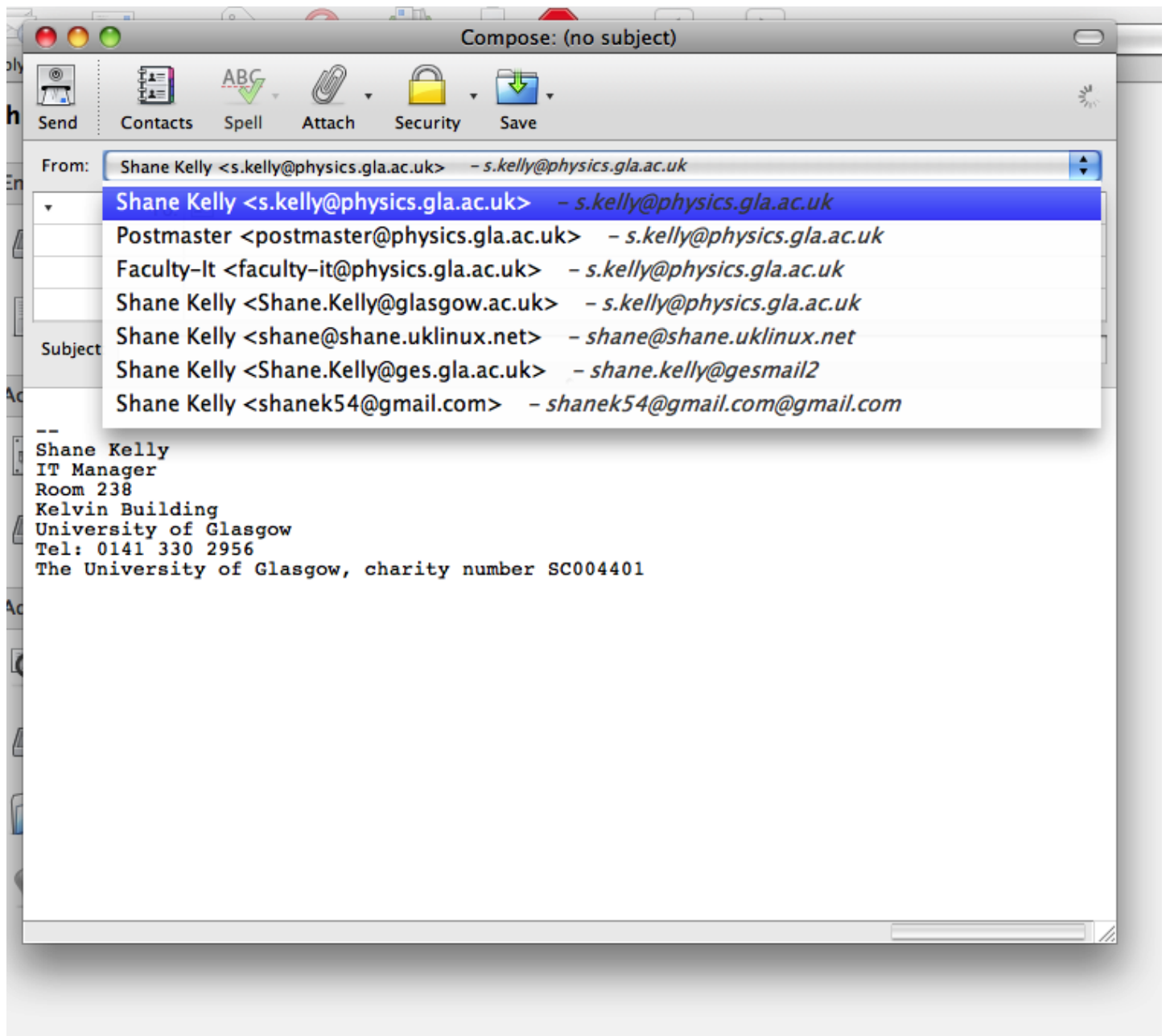
Click "OK"

Using your new Identity.



When sending emails, Note the "From:" drop down.
Click it.

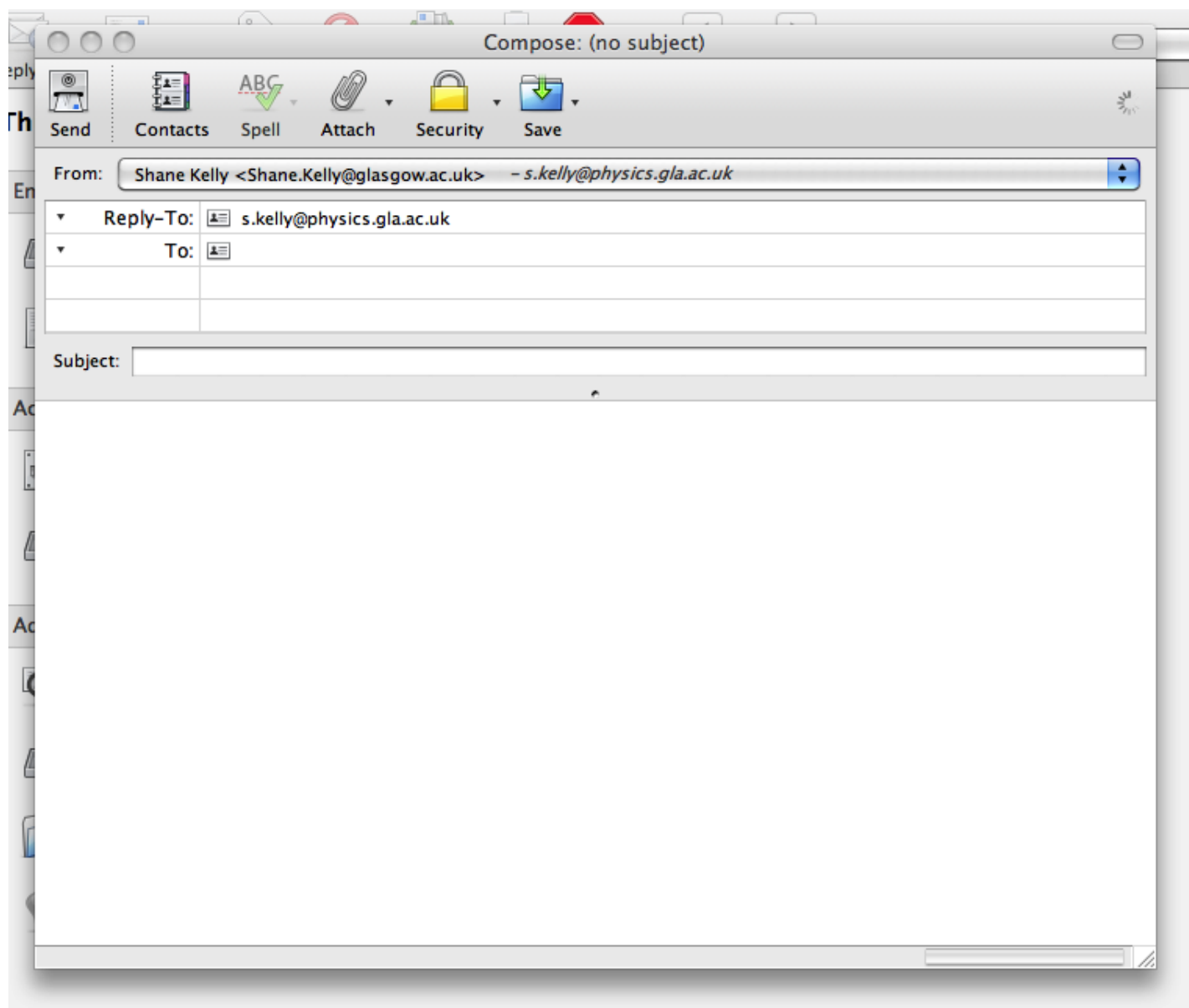
Choose which identity to send as



As you can see, I have many identities set for different purposes. The first address is the "From: " address, and the text in italics is the account it belongs to.

Click on the one you wish to use.

Sending with the identity set.



Now send your email as normal. It will have the mandated "From:" address as your @glasgow address, but your replies will come to your @physics address.

Choosing when to use each one.

It is clear that the University management want all communication from the University to be uniform (i.e. not diluting the "brand", I think they called it).

To that end, we should now advertise our email addresses as our @glasgow addresses as our official "To:" and "From:" address.

Using the above method gives you the choice of when to use your @physics and @glasgow addresses, but I would urge you to use the @glasgow address for all "outside" correspondence. Please note that the use of the @glasgow address **does not mean you have to use the University email system.**

As always, please feel free to call me if any of this needs clarification.

Shane Kelly