

## OUTLOOK /OUTLOOK EXPRESS/THUNDERBIRD COMPARISON

Should you switch to Mozilla Thunderbird or stick with Microsoft's e-mail clients? Each has strengths and weaknesses to consider.

### Outlook Express

**Advantages:** Free, easy to use, built-in newsreader, management of multiple e-mail accounts, Address Book and directory services, offline synchronization.

**Disadvantages:** No calendar or other groupware functions, limited message filtering capabilities, few advanced communication features, security vulnerabilities, limited technical support.

**Who should use?** Perfect for those who want to send and receive moderate volumes of e-mail and, perhaps, subscribe to newsgroups.

### Outlook

**Advantages:** Outlook Express with more features: task manager, digital note-taking, built-in web browsing, advanced message filtering, advanced address book, spell-checker, excellent network-shared calendar.

**Disadvantages:** Price (\$109 retail), security vulnerabilities, a large number of possibly unneeded options and features.

**Who should use?** Microsoft's Outlook is still the e-mail and scheduling client of choice for office networks.

### Thunderbird

**Advantages:** Free; easy-to-learn features; useful built-in features (RSS reader, newsreader, spam blocker); limited security vulnerabilities; lean, bloat-free design; sends and retrieves messages quickly; multiple-platform support; outstanding mail filtering capabilities; useful add-ons available for download.

**Disadvantages:** Limited technical support, lacks a calendar or other groupware (planned for 2006).

**Who should use?** Users who want more than the basic e-mail functionality of Outlook Express but who don't need a calendar or other groupware.

## TUTORIAL: INSTALLING MOZILLA THUNDERBIRD

Using Internet Explorer 6 in Windows XP Home Edition

- STEP 1. With Internet Explorer open, go to "www.mozilla.org".
- STEP 2. Click on the "Download Thunderbird 1.0.2" link.
- STEP 3. In the "Security Warning" dialog box, click the "Save" button.
- STEP 4. Navigate to where you want to save the Thunderbird Setup file in the "Save As" window and then click the "Save" button.
- STEP 5. Once the setup file has downloaded, click the "Close" button to close the "Download Complete" window.
- STEP 6. Close Internet Explorer.
- STEP 7. Locate the Thunderbird Setup file you just downloaded onto your computer and double-click it to begin the installation process.
- STEP 8. Follow the instructions on the first screen of Mozilla Thunderbird Setup and then click the "Next" button.
- STEP 9. Read the license agreement and then click the "I Accept the Terms..." button. Click the "Next" button.
- STEP 10. Click the "Next" button to advance past the next few screens.
- STEP 11. Click the "Finish" button. Mozilla Thunderbird will open if you left the "Launch Mozilla Thunderbird 1.0.2 now" box checked.
- STEP 12. You'll be prompted by an Import Wizard. Check the appropriate box and then click the "Next" button.
- STEP 13. Choose if you want to use Thunderbird as your primary e-mail program and click "Yes" or "No." Thunderbird will then be open.

