

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.

