



# Exercise 2: Getting started with mail and printing on Linux

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## 1 Email with Thunderbird

- Open Thunderbird by clicking the  icon in the GNOME or KDE-panel or the  icon in the Window Maker dock. *Note:* In GNOME or KDE you only have to click once, in the Window Maker dock you must double click.
- The first time you open Thunderbird, a wizard will help you create an email account. On the first screen, select "Email account" and click "Next".

Email account  
 RSS News & Blogs  
 Movemail  
 Newsgroup account

On the next screen, type in your name and your ITU email address and click "Next".

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

On the third screen, click in "IMAP". Type "mail.itu.dk" as both the "Incoming Server" and "Outgoing Server". Click "Next".

Select the type of incoming server you are using.

POP  IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

Type your user name and click "Next".

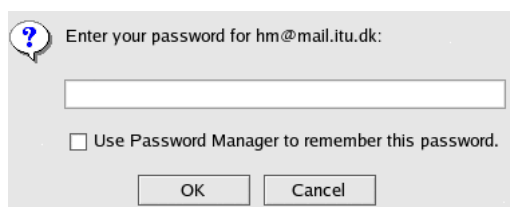
Incoming User Name:

On the fifth screen, type a name for this mail account. You can decide on any name you want here, e.g. "ITU mail for hm", or whatever you like.

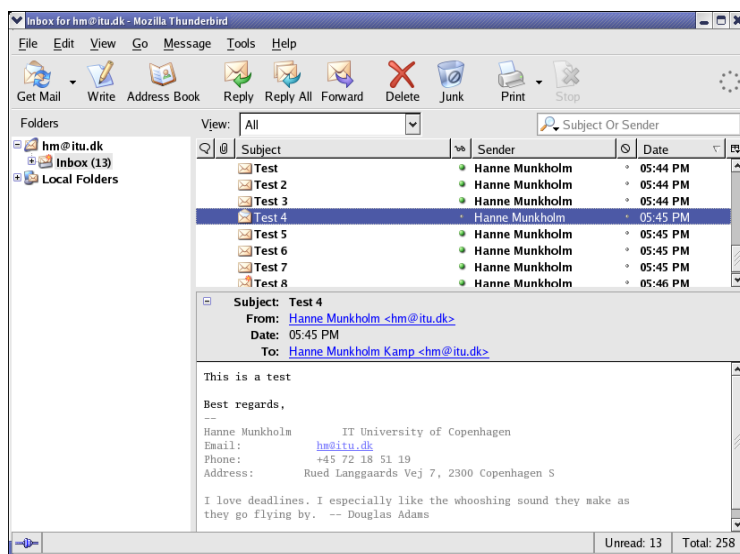
Account Name:



When you click "Next", you get a summary on the last screen, where you can view all the information you have given. If you want to change something, click "back". If not, click "Finish".

The mail server now asks for your password:



Your Thunderbird mail window will look like this:



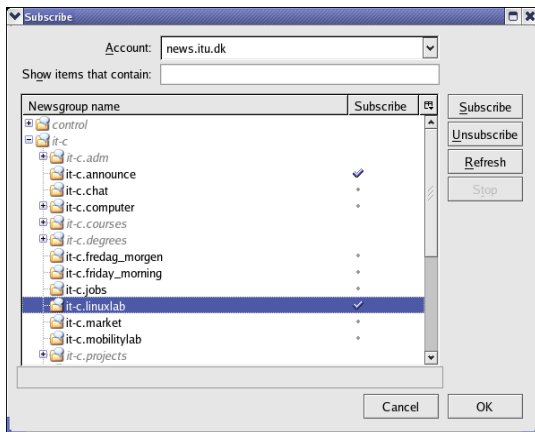
- Click the "Get Msgs" button  to get your new email messages. You will be prompted for your password. Click the "Write"  button to write an email.

## 2 Newsgroups in Thunderbird

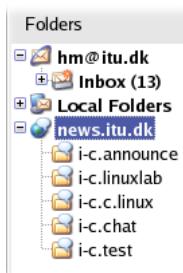
A newsgroup is an Internet discussion group, usually about a specific topic. At ITU we have our own newsgroups.

- Select "Tools → Account Settings" and click "Add Account...".

- You will be presented with the same "Wizard" as when you created an email account. This time, choose to create a Newsgroup account.
- Fill out the correct name and email address, as when you created you email account.
- To access itu's news server, type "news.itu.dk" in the "Newsgroup Server" field.
- Give the account a name of your own choice. Click "Next", and a summary of your choices will appear. Click "Finish" to accept. Click "OK" to exit the "Account Settings" window.
- The newsgroup account will appear in your Thunderbird window, below your email account.
- Click on the news account you just created, and click the "Manage Newsgroup subscriptions" link in the main window.
- The news server will now ask for your user name and password.
- In the next window, you can see the available news groups. Either double click on each news group you want to subscribe to, or select it and click Subscribe, and then OK.





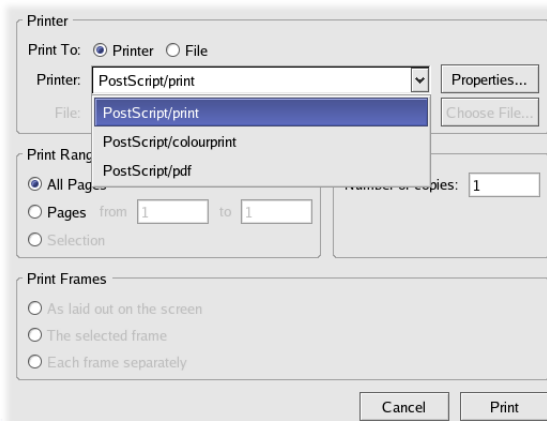
- The newsgroups can now be read in a way similar to your email.



- To write a posting to a newsgroup, go to the newsgroup and click "Write". Use the "Test" newsgroup to test if you can post, it is there for that purpose. People get irritated if the other newsgroups get filled with "Test" messages.

### 3 Printing


- Printing from Thunderbird or from the Firefox browser (  in KDE/GNOME, or  in Window Maker): Select "File" → "Print", and you get this:



There is a dropdown list with the available printers. Click on "Properties" if you want to change the paper size (default is "A4").

- Printing with lpr: In some Linux applications, e.g. "Acrobat Reader" for Linux, you do not get a dropdown list with printer names. Instead you have to type a print command. This command is called "lpr", and usually have to be followed by the name of the printer you want to print to. To print to the printer "print", type

```
lpr -Pprint
```

- To set your default printer for applications using "lpr", you need to edit a file in your home directory called ".bashrc". You can use the "nedit" editor for this. In Window Maker: . In the GNOME or KDE-menu: "Programming → Nedit".

Insert the following line in the bottom of your

.bashrc file:

```
export PRINTER=print
```

### References

- [1] Peter Toft *Linux - Friheden til at vælge*. <http://www.linuxbog.dk>
- [2] *The LinuxLab web page*. <http://linuxlab.dk>
- [3] *The Mozilla web page*. <http://www.mozilla.org>