

# Why should we use email clients such as Thunderbird and Outlook

# TO DO

- **Webmail should be used only when one is checking emails from someone else's desktop or laptop**
- **Email clients such as Thunderbird or Outlook comes with added security features**

# ADVANTAGES

## Mobility

- One can access all emails and their attachments even when there is no access to internet
- One can write and respond to emails even when internet is not available (such as in a plane) and the mails get delivered whenever internet becomes available next

# ADVANTAGES

## Agility

- Having all your mails and attachments on your laptop, desktop etc. and they are all synchronized, regardless of whether you are in home, office or travelling

# ADVANTAGES

## Smart Folders

- Smart Folders help you manage multiple email accounts by combining special folders like your Inbox, Sent, or Archive folder. Instead of going to the Inbox for each of your mail accounts, you can see all of your incoming email in one Inbox folder.

# ADVANTAGES

## Quick Search

- Thunderbird provides a quick search bar where you can find the message you're looking for with one click and a few keystrokes

# ADVANTAGES

## Sort By

- Choose from a wide variety of sorting options to make finding messages in your folders much easier. Sort options - date, star, order received, priority, sender, size, status, subject, read, tags, junk status, attachments, ascending, descending, threaded, unthreaded

# ADVANTAGES

## Adaptive Junk Mail Filtering

- By flagging spam in Thunderbird you can use adaptive junk mail filtering to train Thunderbird to recognize spam. Over time, Thunderbird will “learn” what you consider spam and filter accordingly



# ADVANTAGES

## Message Archive

- If you think you're going to need an email in the future but want it out of your inbox without deleting it, archive it! Archiving helps you manage your inbox and put your email into the archive folder system

**MANY MORE !**

**<https://www.mozilla.org/en-US/thunderbird/features/>**

**Thank You !**

for further support email to  
[email-support@iitr.ac.in](mailto:email-support@iitr.ac.in)