

GUIDE FOR THUNDERBIRD

1 Background

At Kemisektionen much of the internal communication is done via email. It then seems useful that specific positions such as KronpHeus, Head of Chapter Hall or Speaker, who tends to get a lot of traffic, has their own addresses. Then, we do not have to update the contact information every time the position is re-elected and it will be easier to know where to turn.

A list of the position-specific mail addresses we use at the chapter can be found here:

<https://www.kongligkemi.com/contact/associations/>

2 Identities

The addresses mentioned above are not the same as email accounts with associated usernames and passwords – they are what is called identities. An identity is basically just an address that can be linked to a pre-existing email account so that all incoming mail is forwarded there, and the outgoing mail can be sent from there. When you are elected to a position in the chapter, the communications manager connects your email to an identity - all members of MD, for example, receive the collective identity md@k.th.se and the association heads also receive the identity dm@k.th.se.

The only exception is the President's, Vice-President's and Communication Manager's emails, which are their own accounts with their own inboxes, because the correspondence there can span several financial years and must be preserved.

3 Thunderbird

Receiving emails sent to your identity is not usually a problem, but if you want to enter your identity as a sender, you need to use an email client that can handle multiple identities. The standard practice in Kemisektionen is to use the free program Thunderbird which can be downloaded here:



<https://www.thunderbird.net/en-GB/download/>

4 Connecting your KTH mail

The first thing you need to do after you download and install Thunderbird is to connect your regular email account to the client. If this regular account is your KTH email, do so by following the instructions on this page:

<https://intra.kth.se/en/it/e-post-kalender/epost/kom-igang/installningar-for-thunderbird-1.282051>

5 Connecting identities

To then add an identity you can use to receive and send email, you can navigate the menu:

Tools> Account settings> your address> Manage Identities> Add

Fill in your name, your identity address and organisation (THS Kemisektionen)

5.1 Signature

If you want a nice-looking signature in your emails, which also follows the graphic charter, you can click the box **USE HTML** and paste

```
<font face="century gothic"><b>Name Surname</b><br>
Position<br>
THS Kemisektionen<br>
address@k.kth.se<br>
phone number (optional)
```

5.2 Standard identities and choice

Under **Manage Identities**, you can decide which identity to use as default sender when starting to write a new mail. You can always choose which identity to use as sender by clicking the "From" field when writing your mail.

Hope this document has been helpful,

Stockholm, 2018-02-18



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