

Google Mail Reference Sheet

Thunderbird Display Optimization

Selecting a Layout

To adjust the width and height of the folder, mailbox, or message pane:

1. Hover your mouse over one of the borders that separates the sections of the Thunderbird window.
2. Your mouse cursor will transform into a resizing cursor.
3. Click and drag your mouse to resize the pane.
4. Release the mouse when the pane is resized to your preference.

To choose the positions of the folder, mailbox, and message panes:

1. Select the **View** menu
2. Select the **Layout** list item
3. Select the **Classic**, **Vertical** or **Wide View** item
 - The **Classic View** displays the Folders pane vertically from the top to bottom of the window, with the Message and Reading Panes positioned horizontally to its right.
 - The **Wide View** layout widens the Reading Pane across the window and shortens the Folders pane by half.
 - The **Vertical View** displays the three panes as equal columns.

To display or remove the message pane:

1. Select the **View** menu
2. Select the **Layout** menu item
3. Select the **Message Pane** item
 - To view a message with the Message Pane turned off, double-click on the item in the Inbox.
 - The message appears in a new tab within the Thunderbird window.
 - To close the email, click the **X** (Close) button on the tab.

Folder Views

There are five ways to view the Folders pane. Use the arrows at the top of the Folders pane to tab through the views.

1. **All Folders** view displays all folders.
2. **Smart Folders** view displays only folders that you have created. Smart folders act as filters, displaying only the emails that match the filter setting.

Folder Views (continued)

3. **Unread Folders** view displays only the folders that contain unread emails.
4. **Favorite Folders** view displays only the folders that you have indicated are “favorites.”
5. **Recent Folders** view displays only the folders that have been viewed most recently.

Message Zoom

To make the text of a message bigger or smaller:

1. Select the **View** menu
2. Select the **Zoom** list item
3. Select the **Zoom In** or **Zoom Out** item

Message Sort Order

Email messages can be sorted by any column in the Inbox by clicking on the selected column.

- **Date** is the most common sort order (oldest to newest, newest to oldest).
- Select **From** to sort messages by sender.
- Select **Subject** to sort messages by their subject alphabetically. This may be helpful when trying to find a message.