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Overview

My Thunderbird

My Thunderbird is an exciting communication and learning tool used by all members of the Thunderbird community, including students, alumni, faculty, staff, Executive Education participants, Corporate Friends and select guests. My Thunderbird facilitates communication through its many features, including:

- **Discussion Groups.** Post messages to an online forum and be notified by e-mail of responses. Alternately, read messages posted, then respond to those messages at a later time.
- **Chat.** Interact real-time with other members of the Thunderbird community.
- **Course Pages.** Students can review assignments, submit papers, interact with faculty and team members, and more.
- **Information Pages.** Through the Site Map, view hundreds of pages with information on programs, services, online research, staff announcements, school news, alumni news and other items of interest to the Thunderbird community.
- **Calendar.** Display an online calendar by year, month and/or event category.
- **Personalize.** Customize a member profile by providing contact information and biographical information and secure the data to display to desired communities.
- **Search.** Use Keyword Search to find people, news articles, information pages, discussion threads, or calendar events. Or, use People Search to look for users by their name, address, employment history, job function, and/or job industry.

The User Guides

The user guides provide a basic understanding of My Thunderbird and its functionality. Since My Thunderbird is a customized experience based on the user’s function in the Thunderbird community, the screen images shown do not exactly match what will be seen when using My Thunderbird. The images are meant to help the user more easily follow instructions.
System Requirements

General Requirements

Successful use of the My Thunderbird depends on the user having the appropriate system configuration. Make sure that the computing environment meets these minimum requirements:

- Microsoft Internet Explorer 4.0 (or higher) or Netscape 4.0 (or higher)
- Cookies enabled (see below)

Cookies

Cookies are small pieces of data that allow a website to track visitors and personalize their browsing experience. Cookies have a name, a value, and an expiration date, which is stored on the hard drive in a small text file. Cookies are not programs and cause no damage to either the computer or information on the computer. Only the web site associated with the cookie can access and use the cookie information. Cookies are typically used to save preferences and settings for a web site between visits.

Examples are: user names, passwords, color schemes, and language preferences.

In order for My Thunderbird to function properly, the browser must be set to accept cookies.
Internet Explorer 5.x:

1. Open Internet Explorer.
2. Select the **Tools** menu, and then choose **Internet Options** from the dropdown.
3. Click the **Security** tab, and then click the **Custom Level** button.
Getting Started

The Security Settings window will display.

4. Scroll down to the **Cookies** section.

There are two cookie settings:

- Allow cookies that are stored on your computer
- Allow cookies per session (not stored)

5. Make sure both are enabled.

6. Click **OK** to save the new preferences, and then click **OK** again to close the Tools menu.
Internet Explorer 6.x:

Internet Explorer 6.x offers the user much more advanced cookie management than previous versions of the browser.

Privacy Settings

1. Open Internet Explorer.
2. Select the **Tools** menu, and then choose **Internet Options** from the dropdown.
3. On the Privacy tab, move the slider up for a higher level of privacy or down for a lower level of privacy.

The Privacy Setting must not be set at the highest level: Block all cookies. It is recommended that the user not use a setting lower than Medium for security reasons.
Customized Privacy Settings

1. Open Internet Explorer.
2. Select the **Tools** menu, and then choose **Internet Options** from the dropdown.
3. On the Privacy tab, click the **Advanced** button.
4. Mark the **Override** checkbox.
5. Specify the settings for First (Accept or Prompt) and Third-Party* (optional) Cookies.
6. Mark the checkbox to allow session cookies.

* A website other than the one the user is currently viewing

7. Click the **OK** button.
Privacy Settings for Individual Websites

1. Open Internet Explorer.
2. Select the **Tools** menu, and then choose **Internet Options** from the dropdown.
3. Click the **Privacy** tab, and then click the **Edit** button.
4. Type the complete address of the website in question:
   
   http://my.t-bird.edu

5. To specify that Internet Explorer to always allow cookies from the specified website to be saved on the user’s computer, click the **Allow** button.

6. Click the **OK** button.
Netscape 4.x:

1. Open Netscape Navigator.
2. Select the **Edit** menu, and then choose **Preferences** from the dropdown.
Getting Started

3. Select the **Advanced** category.
4. Choose one of the ‘Accept’ radio buttons.

5. Click **OK** to close the window and apply the changes.
Netscape 6.x:

1. Open Netscape Navigator.
2. Select the Edit menu, and then choose Preferences from the dropdown.
3. Expand the Privacy & Security category.
4. Select the Cookies subcategory.
5. Choose one of the 'Enable' radio buttons.

6. Click the OK button to save the changes.
Temporary Internet Files

On occasion, users experience unexpected results with My Thunderbird. This can stem from the fact that browsers store old page pictures in order to help pages load faster. Changing the setting for these Temporary Internet Files can resolve some of the problems encountered while using My Thunderbird.

Internet Explorer 5.x:

1. Open Internet Explorer
2. Select the **Tools** menu, and then choose **Internet Options** from the dropdown.
3. Select the **General** tab, and then click the **Settings** button in the ‘Temporary Internet files’ section.

![Internet Options dialog box](image-url)
The Settings window will display.

4. Set the radio button to ‘Every visit to the page’.

5. Click the **OK** button to save the new setting, and then click **OK** again to close the Tools menu.
Internet Explorer 6.x:

1. Open Internet Explorer
2. Select the Tools menu, and then choose Internet Options from the dropdown.
3. Select the General tab, and then click the Settings button in the 'Temporary Internet files' section.
The Settings window will display.

4. Set the radio button to ‘Every visit to the page’.

5. Click the **OK** button to save the new setting, and then click **OK** again to close the Tools menu.
Netscape 4.x:

1. Open Netscape Navigator.
2. Select the Edit menu, and then choose Preferences from the dropdown.
3. Expand the **Advanced** category, and then select the **Cache** subcategory.

4. Set the radio button to ‘Every Time’.

5. Click **OK** to close the window and apply the changes.
Netscape 6.x:

1. Open Netscape Navigator.
2. Select the **Edit** menu, and then choose **Preferences** from the dropdown.
3. Expand the **Advanced** category.
4. Select the **Cache** subcategory.
5. Set the radio button to 'Every time I view the page'.

6. Click the **OK** button to close the window and apply the changes.
View Settings

My Thunderbird is best viewed using a monitor resolution of at least 800 by 600 pixels. A resolution of 1024 by 768 pixels is recommended. Using a smaller resolution may move some of the tools off the screen and require constant horizontal scrolling.

To verify a monitor’s settings in Microsoft Windows:

1. Right-click on the desktop.
2. Select Properties from the pop-up menu.
3. Select the **Settings** tab to bring it to the front.
4. To set the monitor to the desired resolution, move the slider in the Screen Area.

5. Click the **OK** button to save the setting.
Logging On

Accessing My Thunderbird

My Thunderbird uses the Thunderbird ID Number as the User ID (without the leading zeros). If the user is logging on to My Thunderbird for the first time, the password is set to the user’s last name, using all lowercase letters. If a user’s last name contains spaces, the password will be the name without the spaces (e.g. ‘da Vinci’ would be ‘davinci’).

To access My Thunderbird:

1. Open the web browser.
2. In the address or location bar on the browser, type http://my.t-bird.edu

The My Thunderbird welcome screen is displayed.
3. Enter the Thunderbird **ID Number** and **Password**, and then click the **Log On** button. The 'Bypass logging on' checkbox may be marked for convenience when the user is accessing My Thunderbird from home, but not when logging on from a public computer. Selecting this checkbox from a public computer enables others to assume the user's identity within My Thunderbird. When using a public computer, be sure to click **Log off** in the upper right corner when leaving My Thunderbird.

4. Each user must accept the Terms & Conditions of using My Thunderbird. Please read them carefully.
Home Page

The Home Page is where most of the features of My Thunderbird can be accessed. It is the first page displayed when entering My Thunderbird. Notice the Site Map, Discussions and other useful link boxes on the right side of the Content Window.
Navigation Bar

The navigation bar is the black strip across the top of My Thunderbird that provides the user with access to various My Thunderbird functions:

**Chapters.** T-birds keep in touch with fellow alumni through Alumni chapter Associations in 39 states and 70 countries.

**Classes.** Students can review assignments, submit papers, interact with faculty and team members, and more.

**Careers.** Students have access to job applications, resumes, job searches, and Career Management Center resources.

**Personalize.** Maintain profile information such as address, e-mail, biography, employment history, etc.

**Discussion.** Participate in discussion groups, where users can exchange thoughts and ideas with other members of the Thunderbird community.

**Search.** Find people, news articles, information pages, discussion threads, or calendar events.

**E-mail.** Access a Thunderbird e-mail account.

**Calendar.** Display an online calendar by year, month and/or event category.

**Site Map.*** The Site Map is the list of all the Information Pages that make up My Thunderbird.*

**Log Off.** End the current session of My Thunderbird.

**Help.** Access online help and printed documentation related to My Thunderbird.

**Contact Us.** Use this area to contact the administrative departments at Thunderbird.

**Home.** Return to the Home Page from any point in My Thunderbird. The Thunderbird logo on the left side of the navigation bar will return to the Home Page also.

* For further details on the Site Map, refer to the Information Page User Guide.
Left Menu

Regardless of the location within My Thunderbird, the menu of options for the current page is always displayed on the left. While the Navigation Bar remains the same throughout My Thunderbird, the left menu changes to reflect the options of each page, although some pages do not have a left menu.

As an example, the menu from Personalize lists a number of options available to the user.
Content Window

The Content Window is the largest area of the page. It is located below the navigation bar and to the right of the left menu. On the Home Page, the Content Window includes news articles and announcements targeted at My Thunderbird communities. There are several link boxes on the right of the Home Page, which provide access to frequently used areas of My Thunderbird such as the Site Map and Discussions. Link boxes can be minimized, maximized or moved up and down.
Searching

Extensive search functionality is available via the Search button in the navigation bar. The People Search form displays by default.

Note: The tabs available on search form will vary, depending on the user’s status (e.g. Recruiter, Staff, Student, etc.).

People Search

To locate a person via the People Search:

1. Complete the form using relevant criteria.

2. Click the Search button.
The search results matching the criteria are displayed in the right pane.

Note: If the person sought is not listed in the search results, broaden the search criteria. Partial names are acceptable (e.g. First Name ‘st’, Last Name ‘er’ when searching for Stephen Erickson).

3. Click the person’s name to view his or her MTB profile.

Search Results

- Return to Search Form

Page 1 of 1

- Download All Results to Excel

- Karen Elder

- Koren Elder '03

- Click here to create a list.
Keyword Search

To perform a keyword search:

1. Enter the keywords.
2. Define the search using the **Find** dropdown: (All Words, Any Words, Exact Phrase).
3. Mark one or more checkboxes for the sources to be checked.

4. Click the **Search** button.

The results are displayed in the right pane.
Discussion Search

To locate a discussion:

1. Click the Discussion tab to bring up the Discussion form.
2. Complete the form using relevant criteria.

Note: The discussion group functionality is explained in detail in the Discussion Group user guide, located in the MTB Help section on the most of the pages listed in the left menu, including those for Alumni, Faculty, Staff, or Students.
Candidate Search

The candidate search functionality is explained in detail in the Recruiting Tools user guide, located in the MTB Help section on the Corporate Recruiting page.
Job Search

The job search functionality is explained in detail in the Job Search Tools user guide, located in the MTB Help section on the Students page.

Job Search

Job Status: Open

Only show jobs for which I can apply
Exclude Postings from Search Firms

Company Name:

Job#

Job Type: Select One...

Primary Job Function: Select One...

Recruiting Event: Select One...

Functional Interest/Experience: Select One...

Industry Interest/Experience: Select One...

Region: Select One...

Posting/Revision Date: mm/dd/yyyy

Application Deadline: mm/dd/yyyy

Keyword: mm/dd/yyyy

Find: All Words

Sort by: Application Deadline