How to Set Up Thunderbird Print Manager
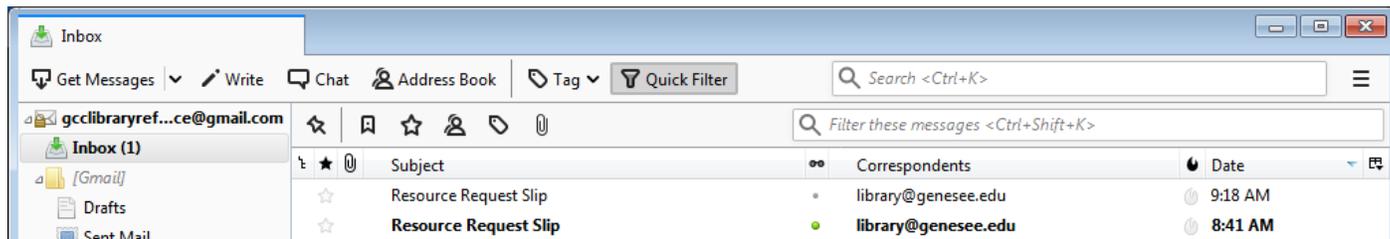
Download Software:
- Do a Google search on Thunderbird Email and/or download software from https://www.thunderbird.net/

Set up Email Account
- Add the account that you added to Alma to use as your printer – you may need to get your IT staff to help you with local campus email server information
- Here's what the screen should look like if your account has been added correctly:
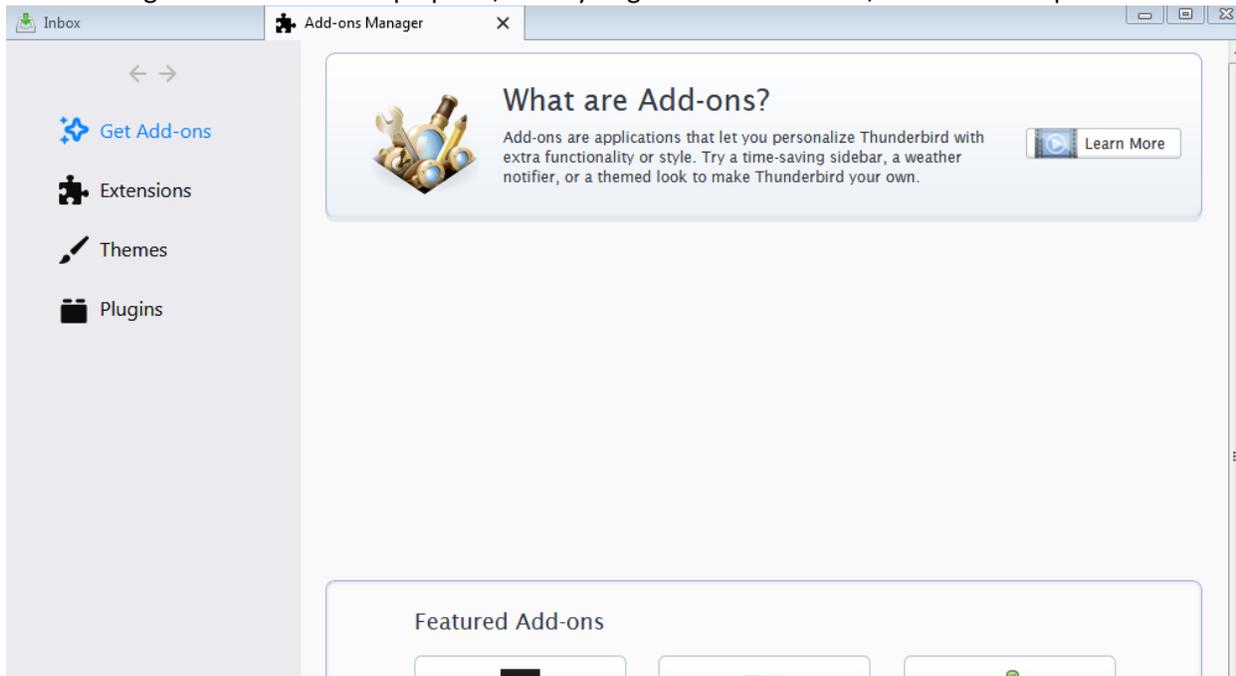

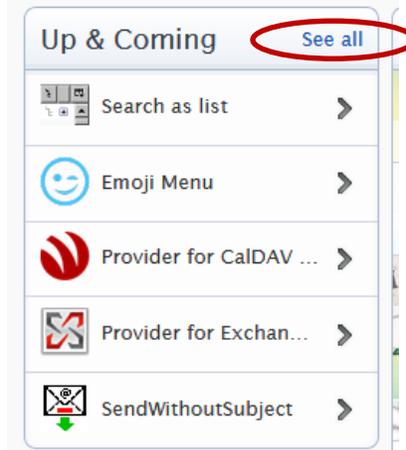**Add FiltaQuilla Add-on for Print Filter**
- Go to the top right of the program and click on the three bars, click on Add-ons and then choose the add add-on option
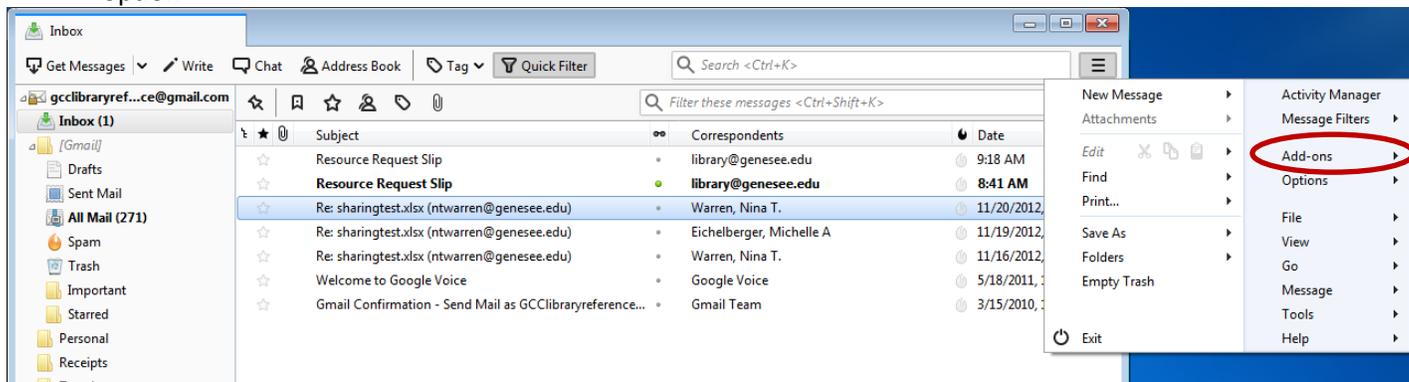
- You should get an Add-on look-up option, but if you get a screen like this, with no look-up:

- Scroll down the page until you see the Up & Coming box and click on See All
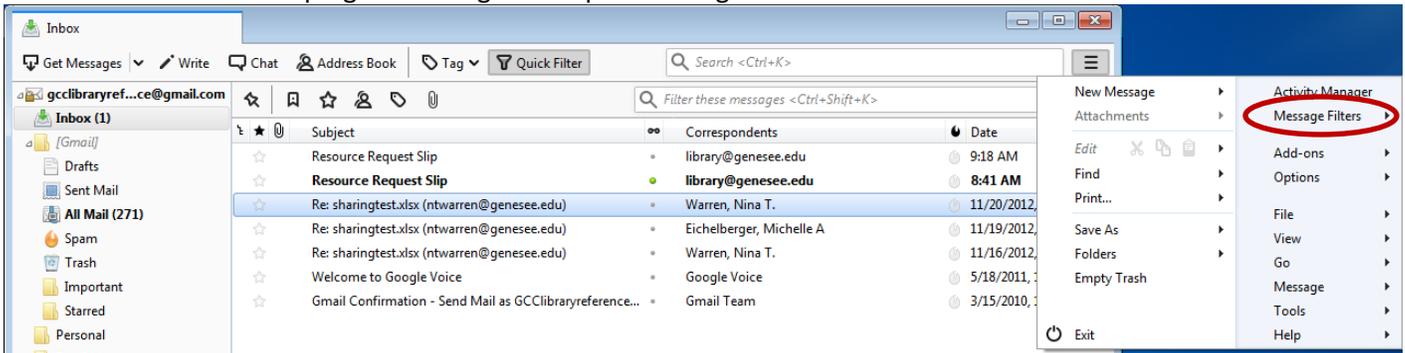

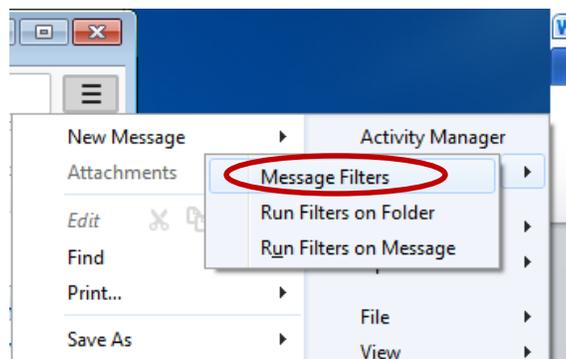- You'll get the Add-ons search box. Look for FiltaQuilla and select the Add button when you find it
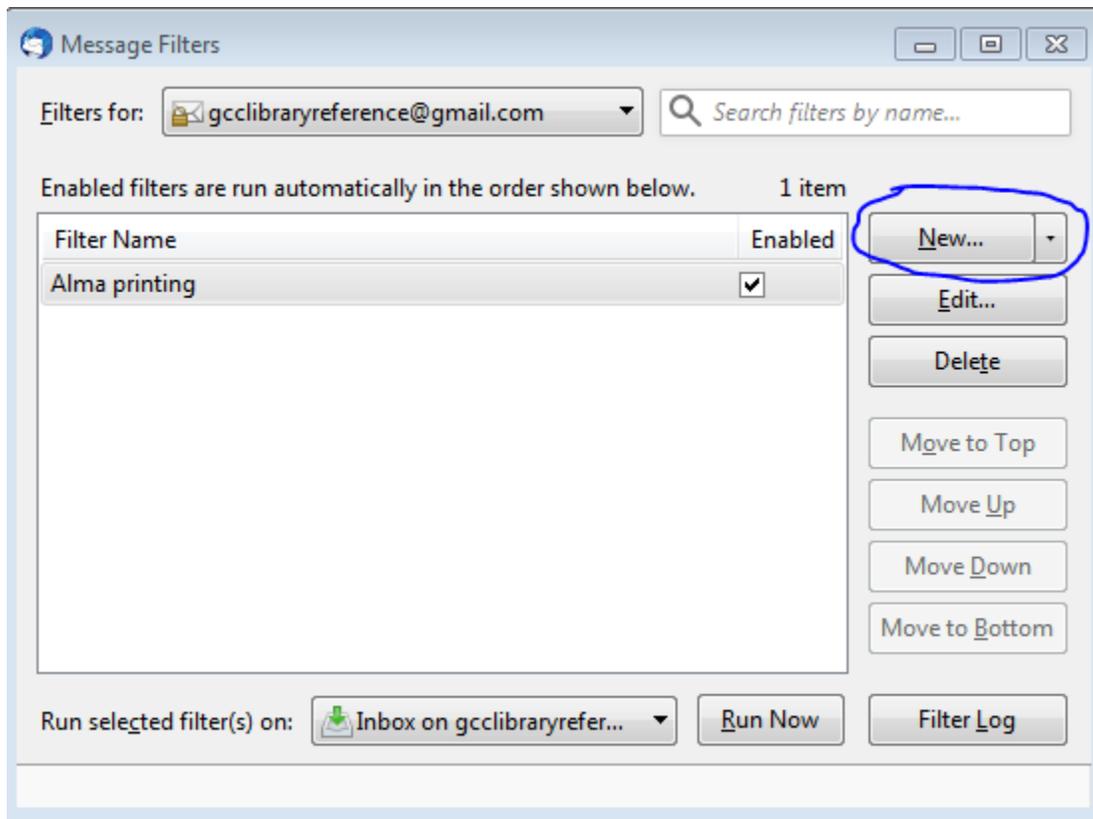

Set up Filter to Force Print:
- Go back to the top right menu again and pick Message Filters

- Click on Message Filters:

- Pick New to set up a new filter:

Message Filters

Filters for: ✉ gcclibraryreference@gmail.com ▼   🔍 Search filters by name...

Enabled filters are run automatically in the order shown below.   1 item

Filter Name	Enabled
Alma printing	✔

New...
Edit...
Delete

Move to Top
Move Up
Move Down
Move to Bottom

Run selected filter(s) on: 📥 Inbox on gcclibraryrefer... ▼   Run Now   Filter Log

- You can name the filter whatever you'd like, choose both manually run and getting new mail, you can filter on whatever field you'd like. The example below tells the system to look for messages from our hold request slip letter return address email (library@genesee.edu) and then print the message and mark it as read.

Filter Rules

Filter name: Alma printing

Apply filter when:
- ☑ Manually Run
- ☑ Getting New Mail: Filter before Junk Classification ▼
- ☐ Archiving
- ☐ After Sending

◉ Match all of the following   ○ Match any of the following   ○ Match all messages

| From ▼ | is ▼ | library@genesee.edu | + | − |

Perform these actions:

| Print ▼ | | + | − |
| Mark As Read ▼ | | + | − |

OK   Cancel