

General Instructions

Before you begin, you must open your email program. Also be sure that it is listed as the default email program to be used by your browser. If you do not know how to do so see below. If your browser is Fire Fox 4.0 or later, "force-plain-text=Y" may be added to the email address of our Secretary. You will have to remove it to successfully send your registration form. If you are using Internet Explorer or any other browser, check the address fields for extraneous characters such as <> by themselves.

Setting the Email Client for Your Browser

By default, your browser will use your system's default mail client to send e-mail. To set the default mail client your browser will use follow the instructions for your operating system. For comments, corrections, or additions to this article, contact Raiford Ball. Specific information for other operating systems or browsers is welcomed.

Windows 7 and Vista

Click the **Start** button, then click the **Default Programs** item.

Click on **Set your default programs**.

Under **Programs**, click the e-mail program you'd like to use (e.g. Thunderbird, Windows Live Mail, Outlook).

Click **Set this program** as default.

Click **OK** at the bottom of the window.

Windows XP

Click the **Start** button, then click on the **Control Panel** icon to open the **Control Panel**.

Click the **Add or Remove Programs** icon to open the applet.

On the left side of the Window click the **Set Program Access and Defaults** icon.

In the **Access and Defaults** window, click on the **Custom** radio button and expand the category by clicking on the button on the right hand side.

Underneath **Choose a default e-mail program**, click the radio button next to the program you want to use (e.g. Thunderbird, Windows Live Mail, Outlook).

Click **OK** at the bottom of the window.

Firefox

At the top of the **Firefox** window, click on the **Firefox** button (**Tools** menu in Windows XP) and then click **Options**

Select the **Applications** panel.

In **Content-type:** search for **mailto** and select it.

In the **mailto** row click on the **Actions** column to change the action.

Listed select from the list in the panel:

Use <**Always ask**> to be prompted to choose a program or service to use each time you use a mail function.

Use <**Program**> (default) will automatically launch your operating system's e-mail

program (e.g. Thunderbird, Windows Live Mail, Outlook) to its message composition window. For instructions on how to change your operating system's default e-mail program, see the instructions above.

Use <**Webmail**> will open your webmail service's (e.g. Yahoo! Mail, Gmail) message composition page inside Firefox.

Use <**other...**> will let you specify an external program for Firefox to launch.

Application Details... will let you view information about or remove the webmail services that Firefox can use.

Click **OK** to close the Options window.