To Set a default Mailto Client in Mozilla Firefox

These steps can be used for both PC and Mac settings.

NOTE: This configuration will assist in using the EMAIL ALL function in SHIP while using Firefox, and also when selecting an email link on a webpage.

PC Settings

1. **Click** on the Mozilla Firefox icon to open the browser. Once the browser is opened:
   
a. Select the **Tools** option for the menu bar.
   
b. From the dropdown menu select **Options**.
   
c. The Options window will appear. Select the **Applications Tab**.
d. In the Content Type column (left column), scrolled down to find “mailto”. Select the Mailto option.

e. Then in the Action column (right column), click on the dropdown arrow and select “Use Gmail”. Click OK

MAC Settings

2. Click on the Mozilla Firefox icon to open the browser. Once the browser is opened:

a. Select the Firefox option for the menu bar.

b. From the dropdown menu, select Preferences.
c. This will display the Preferences Window. Select the **Applications** Tab.

d. In the Content Type column (left column), scrolled down to find “mailto”. Select the **Mailto option**.

e. Then in the Action column (right column), click on the dropdown arrow and select “**Use Gmail**”. Click the Red close button to exit.