

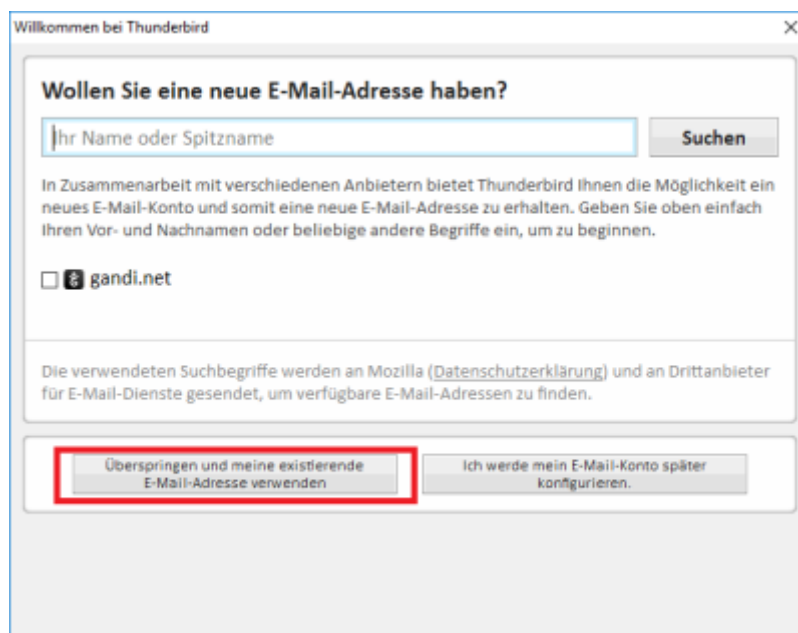
Mozilla Thunderbird

Requirements

- **Operation System:** Microsoft Windows, Apple macOS or Linux
- **E-Mail Client:** Mozilla Thunderbird 45 or newer
- You own an e-mail account in the **Exchange System of the Jade University**

First Start of Thunderbird After the Installation

During the first start after installation, an assistant starts to help you set up your Exchange account.

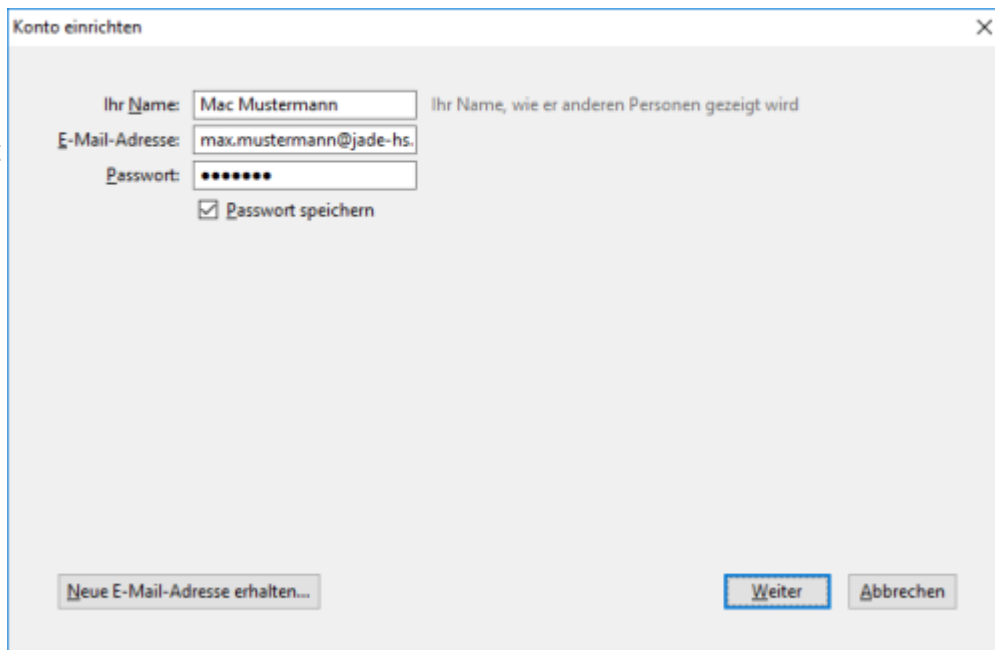


Select the point **Überspringen und meine existierende E-Mail-Adresse verwenden** (ENG: „Skip and use existing e-mail-address“).

Setting Up A New E-Mail Account

Basic Account Set-Up

After making the appropriate selection on the first page, basic information are requested for the e-mail account that is being set up.

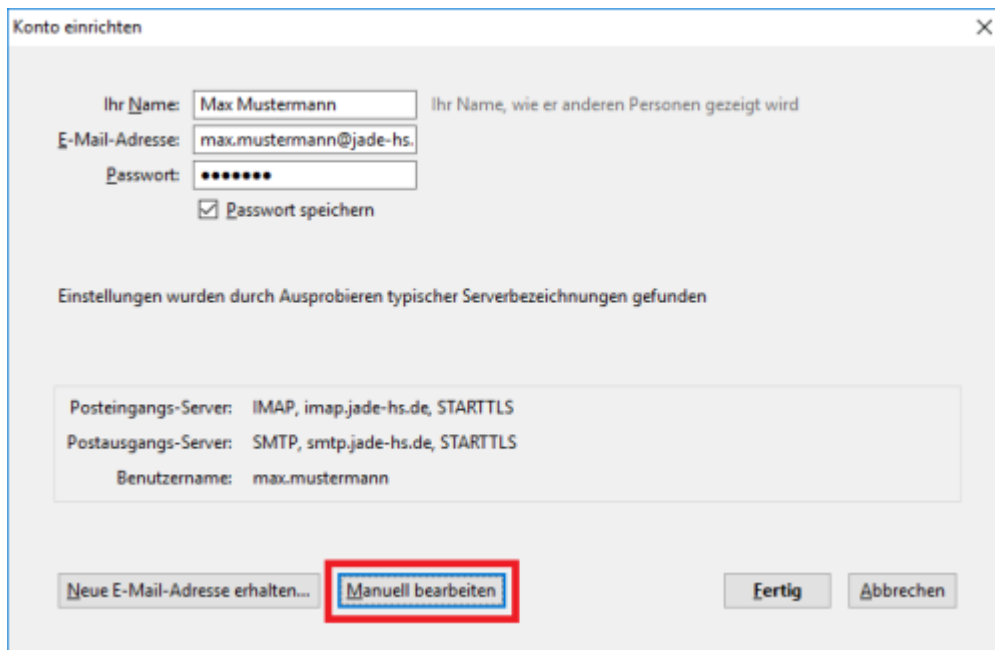


First enter your own name in the **Your name** field, followed by your **E-mail address** (usually first name.last name@jade-hs.de or first name.last name@student.jade-hs.de).

Type in your **password**, which you use to log into your Exchange account.

After input / confirmation (Button: **Weiter** [ENG: „Next“]) of the information, the assistant searches online for the server settings of the e-mail account.

The assistant is not capable of recognising all settings correctly. This is why you need to correct them by clicking on the button **Manuell bearbeiten** (ENG: „Edit manually“).



The following details are to be adapted accordingly:

1. **Inbox-Server:**

- Type: IMAP
- Server-Address: mail.jade-hs.de
- Port: 143
- SSL: STARTTLS
- Authentication: Password, normal

2. **Outbox-Server:**

- Type: SMTP
- Server-Address: mail.jade-hs.de
- Port: 587
- SSL: STARTTLS
- Authentication: Password, normal

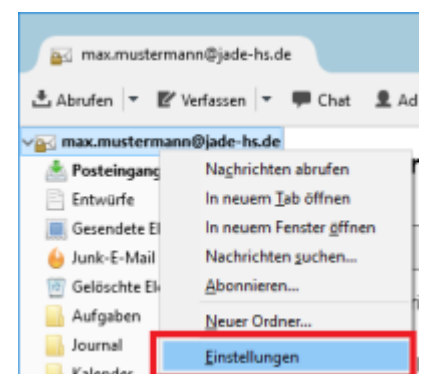
3. **Username** (PC-login) in the form **loginname@hs-woe.de** (e.g. ma1234@hs-woe.de)

After these entries have been confirmed with **Fertig** (ENG: „Done“), Thunderbird starts the e-mail account that has been set up.

For an optimal use of the e-mail functions, some further settings need to be made.

Account settings for the storage of deleted or sent emails and drafts

Right-click on your account and select **Einstellungen** (ENG: „Settings“) from the context menu.

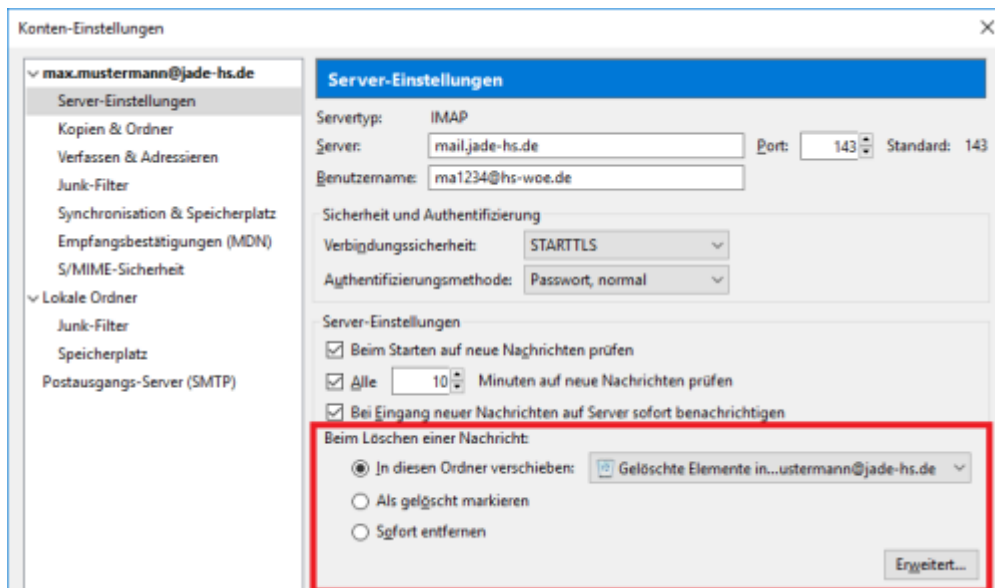


In the window **Konto-Einstellungen** (ENG: „Account Settings“), change the area of options:
→ **Server-Einstellungen** (ENG: „Server Settings“)

If necessary, correct the option
→ **Beim Löschen einer Nachricht:** (ENG: „When deleting a message“),

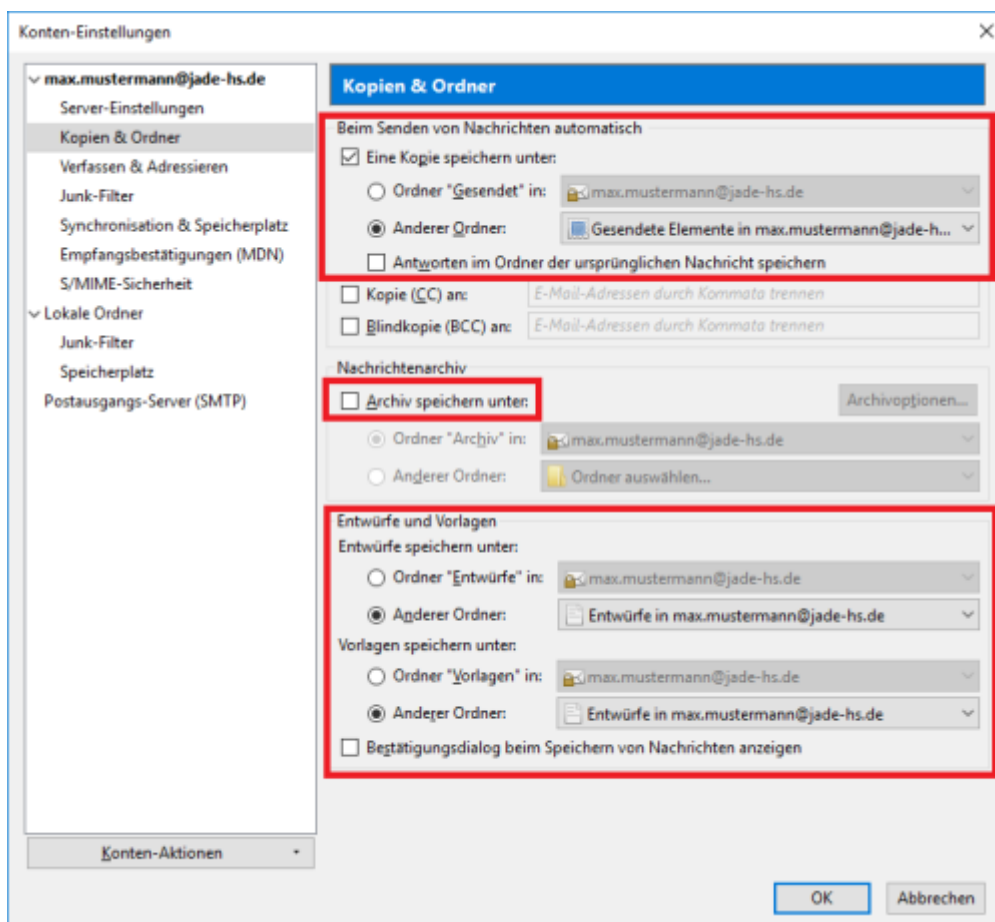
go to settings
→ **In diesen Ordner verschieben:** (ENG: „Shift to this folder“)

and select the folder
→ **Gelöschte Elemente** (ENG: „Deleted Items“) from your inbox



Next, change the area of options:
→ **Kopien & Ordner** (ENG: „Copies and Folders“)

There, the options should be adapted as in the following:



1. **Beim Senden von Nachrichten automatisch** (ENG: „Automatically, when sending a message“) Activate the option:

→ **Eine Kopie speichern unter:** (ENG: „Save a copy under“)

make the selection

→ **Anderer Ordner:** (ENG: „Different Folder“)

and select the folder

→ **Gesendete Elemente** (ENG: „Sent Items“)

from your inbox.

2. **Message Archive** (optional)

deactivate the option:

→ **Archiv speichern unter:** (ENG: „Save archive under“).

3. **Entwürfe und Vorlagen** (ENG: „Drafts and Templates“)

For the option:

→ **Entwürfe speichern unter:** (ENG: „Save drafts under“)

make the selection

→ **Anderer Ordner:** (ENG: „Different Folder“)

and select the folder

→ **Entwürfe** (ENG: „Drafts“)

from your inbox.

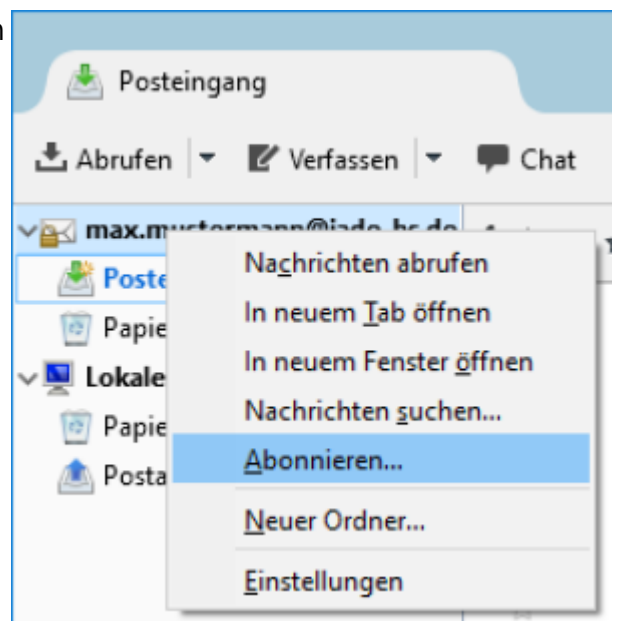
For the option:

→ **Vorlagen speichern unter:** (ENG: „Save templates under“),
you can adjust these settings, too.

Subscribing to IMAP-Folders out of the Inbox

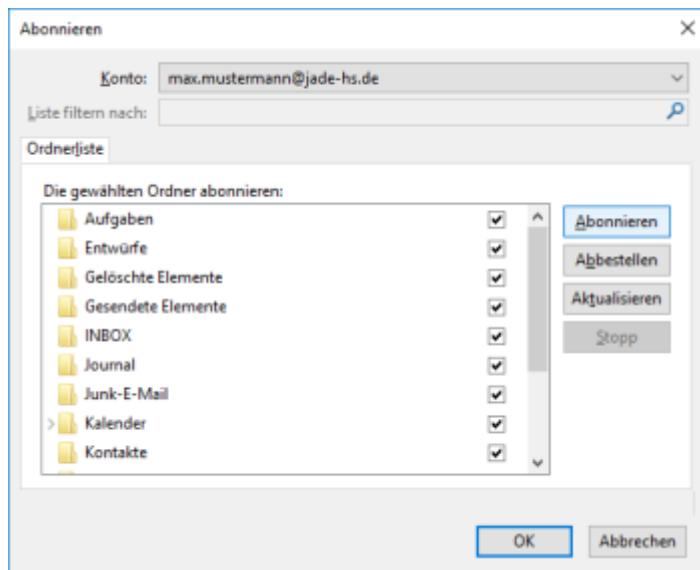
If you are missing individual folders from your mailbox in your folder list, they may still need to be subscribed to.

To do this, right-click on your mailbox and select **Abonnieren** (ENG: „Subscribe“) in the context menu.



In the window **Abonnieren** (ENG: „Subscribe“), activate the missing folders in your list and then click on **Abonnieren** (ENG: „Subscribe“).

Click **OK** to display the list in Thunderbird.



Intallation and Set-Up of Calendar- and Address Book Functions



The add-on, which is used in the following instructions, is not an official component of Mozilla Thunderbird or the Microsoft Exchange System. The regular Microsoft and Thunderbird updates do **not** guarantee permanent functionality or security. The setup is your own responsibility and we do not offer any support..

Requirements

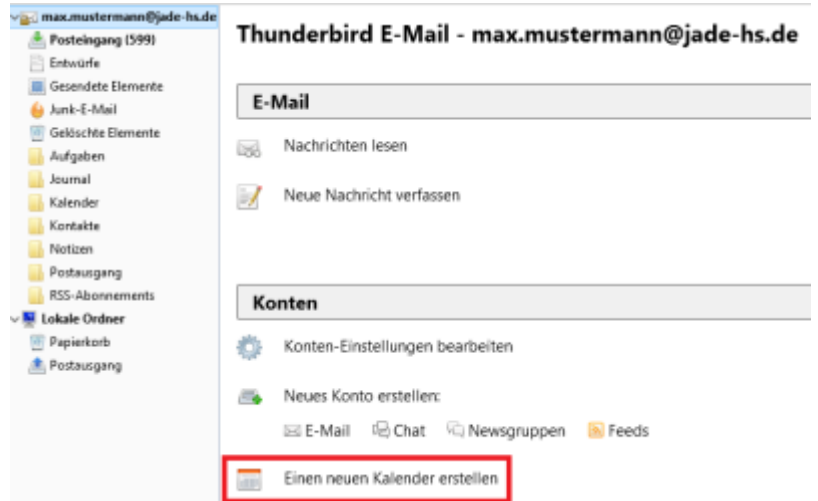
- Thunderbird 38 or higher, as the necessary Lightning add-on is already integrated in this version
- Version 3.9 or higher of the „Exchange EWS Provider“ add-on
The .xpi-file, which is needed for the installation, can be found ready to be [downloaded here](#).

Installation of the Add-On

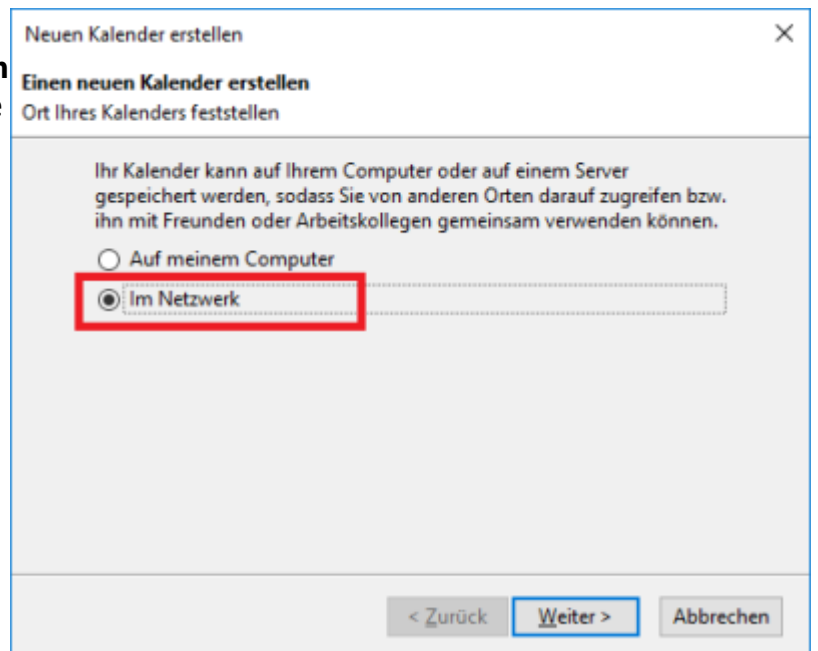
1. Download the .xpi-file of the add-on onto your hard drive
2. Open the Thunderbird application menu ≡, then open **Add-ons**
3. In the **Add-on-Manager**, click on the **rack-wheel**, open the point **Add-on aus Datei installieren..** (ENG: „Install add-on out of the file“) and select the already downloaded .xpi-file for intallation
4. After the installation, Thunderbird needs to be restarted

Setting Up the Exchange Calendar

First, click on your inbox, then go to **Konten** (ENG: „Accounts“) and **Einen neuen Kalender erstellen** (ENG: „Create a new calendar“).



The assistant **Einen neuen Kalender erstellen** is opened. There, you select **Im Netzwerk** (ENG: „In the network“) as the type of calendar. Now click on **Weiter >** (ENG: „Next“).



As the **format** of the external calendar, you choose **Microsoft Exchange 2007/2010/2013** and click **Weiter >**.

Neuen Kalender erstellen

Einen neuen Kalender erstellen
Ort Ihres Kalenders feststellen

Geben Sie die benötigten Informationen an, um auf Ihren externen Kalender zuzugreifen

Format: iCalendar (ICS)
 CalDAV
 Sun Java System Calendar Server (WCAP)
 Microsoft Exchange 2007/2010/2013

Adresse:

< Zurück Weiter > Abbrechen

Next, you can define the **name** and the **colour** of the calendar. To finish this step, click **Weiter >**.

Neuen Kalender erstellen

Ihren Kalender anpassen

Sie können Ihrem Kalender einen Namen geben und Ereignisse dieses Kalenders einfärben.

Name:

Farbe:

Erinnerungen anzeigen:

E-Mail:

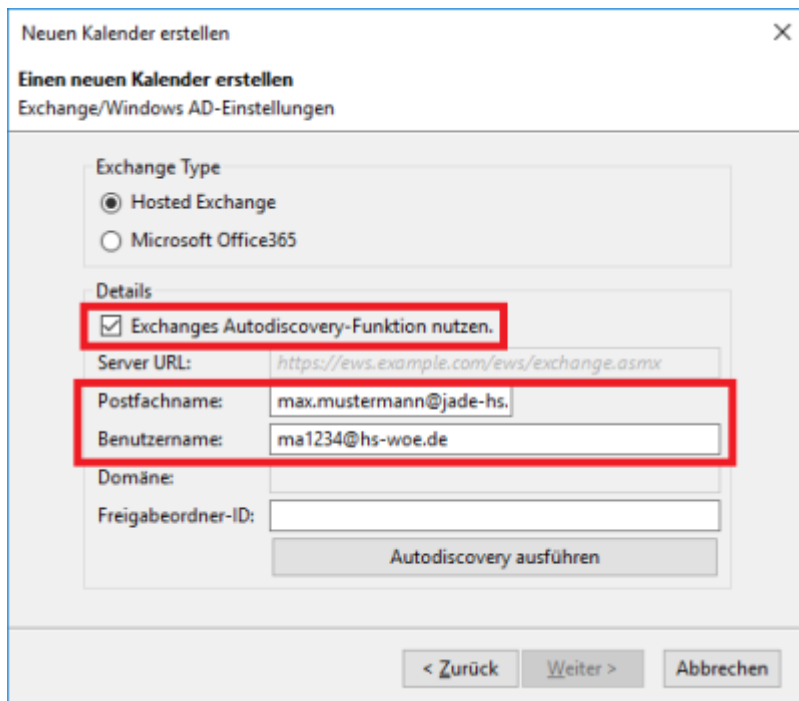
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In the window **Exchange / Windows-AD-Einstellungen** (ENG: „Exchange / Windows-AD-Settings“), select **Hosted Exchange** as the Exchange type.

When getting to the details, activate the **Exchange Autodiscovery Function** and type in the following information:

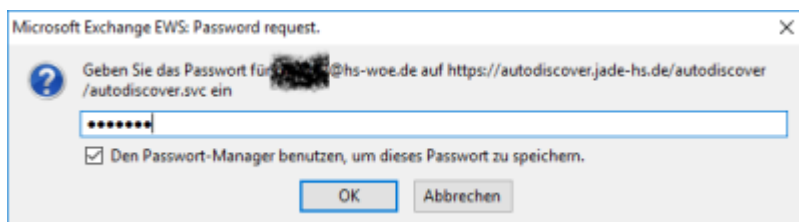
Postfachname (ENG: „Inbox name“):
The email-address of your Exchange account

Benutzername (ENG: „Username“):
Type in the username (PC-login) in the form loginname@hs-woe.de (e.g. ma1234@hs-woe.de)



Then, click **Autodiscovery ausführen** (ENG: „Execute autodiscovery“).

Next, you can define the **name** and the **colour** of the calendar. Conclude with clicking **Weiter**.



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