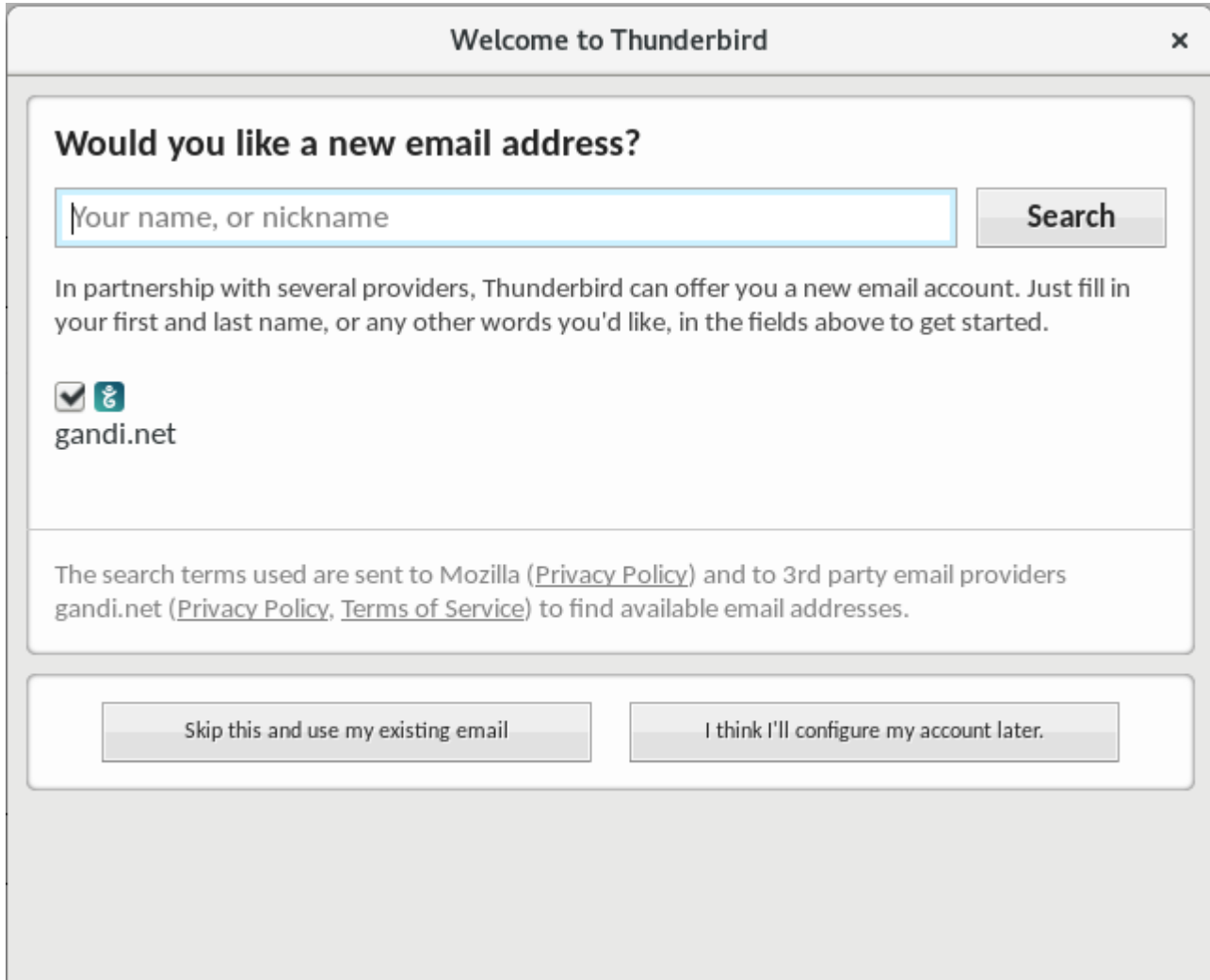


# Thunderbird Setup

## Mail

Add a new account



Click on *Skip this and use my existing email*

**Mail Account Setup** [X]

Your name:  Your name, as shown to others

Email address:

Password:

Remember password

Fill in these spaces:

Description	What to fill in	Notes
Your Name	First and last name, e.g. John Doe	use ue instead of ü etc.
Email address	Your official University Email address, eg. John.Doe@uibk.ac.at	can be taken from your "Benutzerbewilligung"
Password	can be taken from your "Benutzerbewilligung"	

Press *continue*

Thunderbird is trying to find the right settings but it will not find them, so immediately click *manual config*

**Mail Account Setup** ✕

Your name:  Your name, as shown to others

Email address:

Password:

Remember password

	<small>Server hostname</small>	<small>Port</small>	<small>SSL</small>	<small>Authentication</small>
Incoming:	<input type="text" value="138.232.65.244"/>	<input type="text" value="1143"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Normal password"/>
Outgoing:	<input type="text" value="138.232.65.244"/>	<input type="text" value="1025"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Normal password"/>

Username: Incoming:       Outgoing:

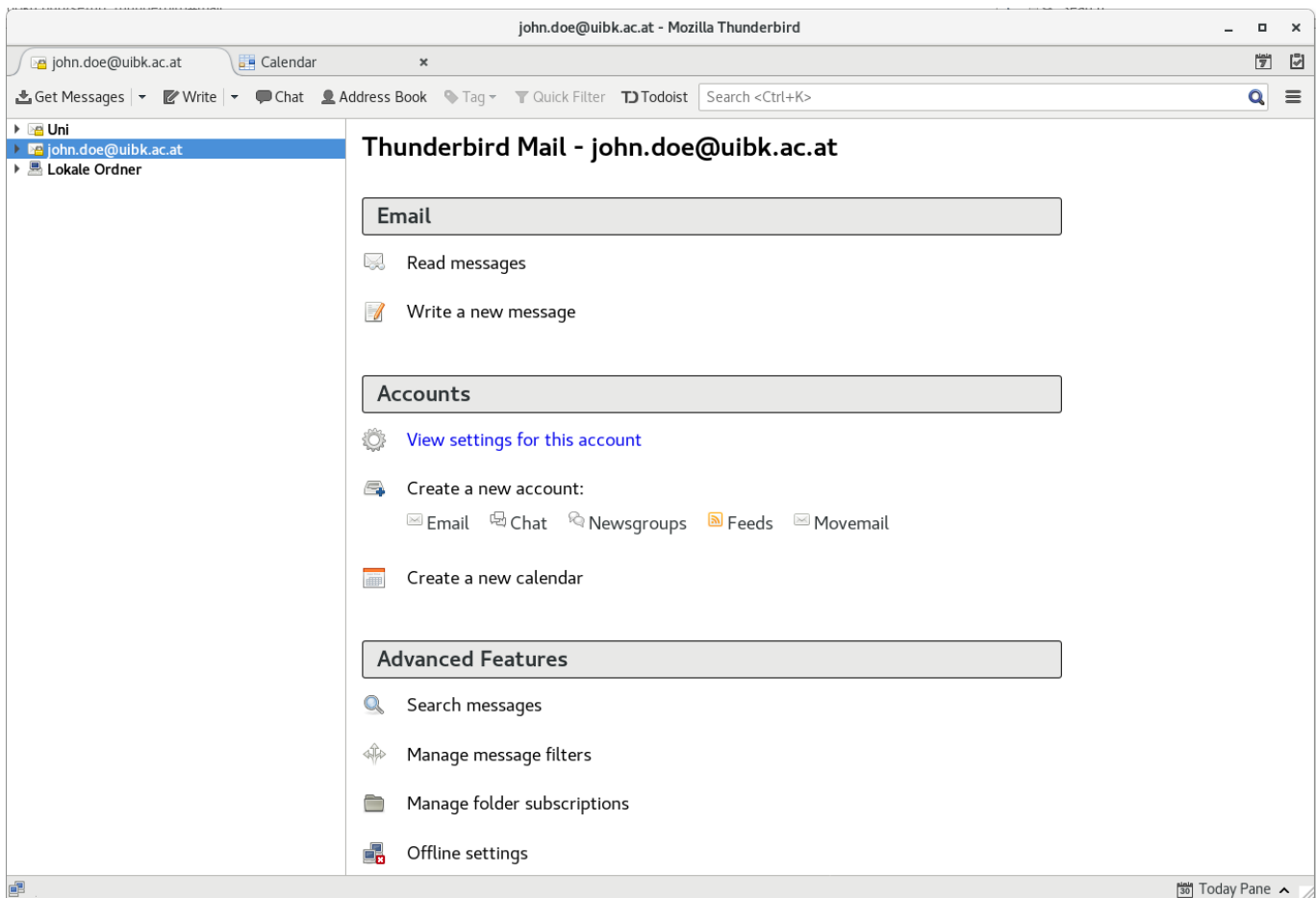
Once again fill these spaces:

Description	What to fill in	Notes
Username	Your c number	can be taken from your "Benutzerbewilligung"
Server hostname	138.232.65.244	incoming and outgoing are identical
Port (IMAP)	1143	
Port (SMTP)	1025	
SSL	SSL/TLS	
Authentication	Normal password	

Double check your entered infos, and click *Done*

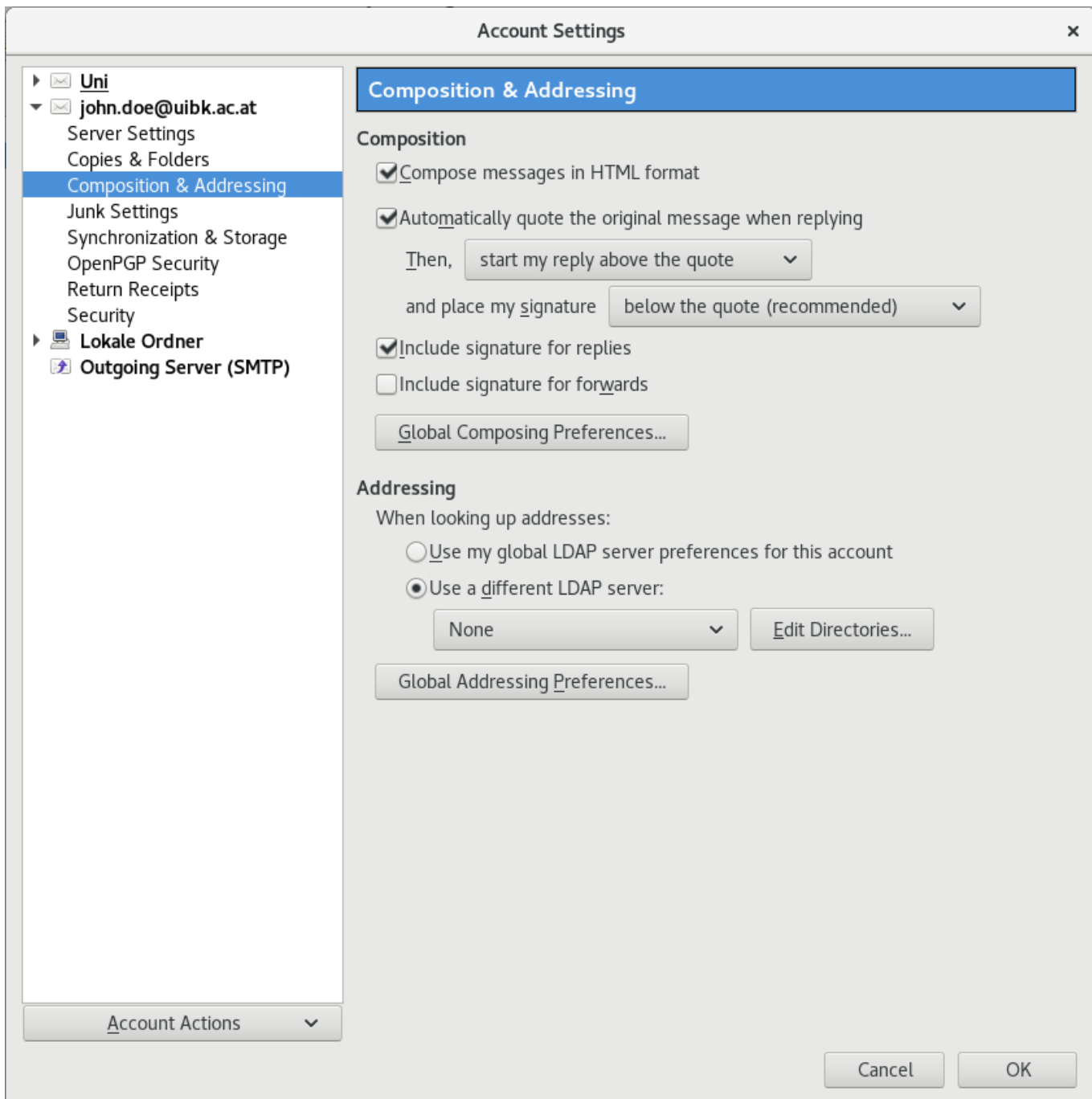
Your Mail Address is now configured.

## LDAP

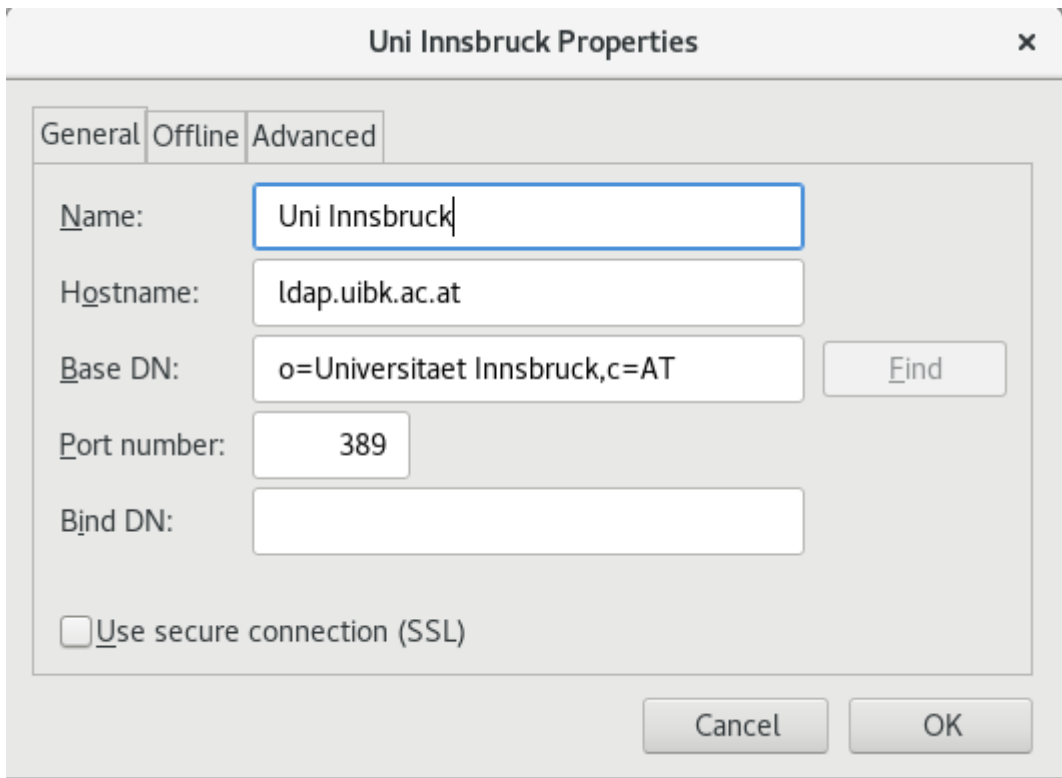


## Email Signatur

Click on *View settings for this account*



Under *Composition & Addressing* click *Edit Directories...*



Fill the spaces:

Description	What to fill in	Notes
Name	Uni Innsbruck	
Hostname	ldap.uibk.ac.at	
Base DN	o=Universitaet Innsbruck,c=AT	
Port Number	389	

## Email Signatur

To Add Text in your Signatur follow steps:

1- open your Thunderbird Prgoram. 2- In navigation navbar click to **Edit** → **Accounts Settings** → **Signatur Text Input**

### Example Signatur:

University of Innsbruck Institute/Organisational Structure

Title First name Lastname Field of activity (e.g. Secretary)

Street address, Room no. xxx, 6020 Innsbruck, Austria

mobile +43 676 8725 xxxxx phone +43 512 507-xxxxx fax +43 512 507-xxxxx e-mail  
firstname.lastname@uibk.ac.at

Reply-to Address: Recipients will reply to this other address

Organization:

Signature text:  Use HTML (e.g., <b>bold</b>)

University of Innsbruck  
Institute/Organisational Structure

Title First name Lastname  
Field of activity (e.g. Secretary)

Street address, Room no. xxx, 6020 Innsbruck, Austria

mobile +43 676 8725 xxxxx  
phone +43 512 507-xxxxx  
fax +43 512 507-xxxxx  
e-mail firstname.lastname@uibk.ac.at

Attach the signature from a file instead (text, HTML, or image):

Choose...

Attach my vCard to messages Edit Card...

## Calendar

Switch to the Calendar tab, right-click below the calendars on the left and select *New Calendar...*

**Create New Calendar** ✕

**Create a new calendar**

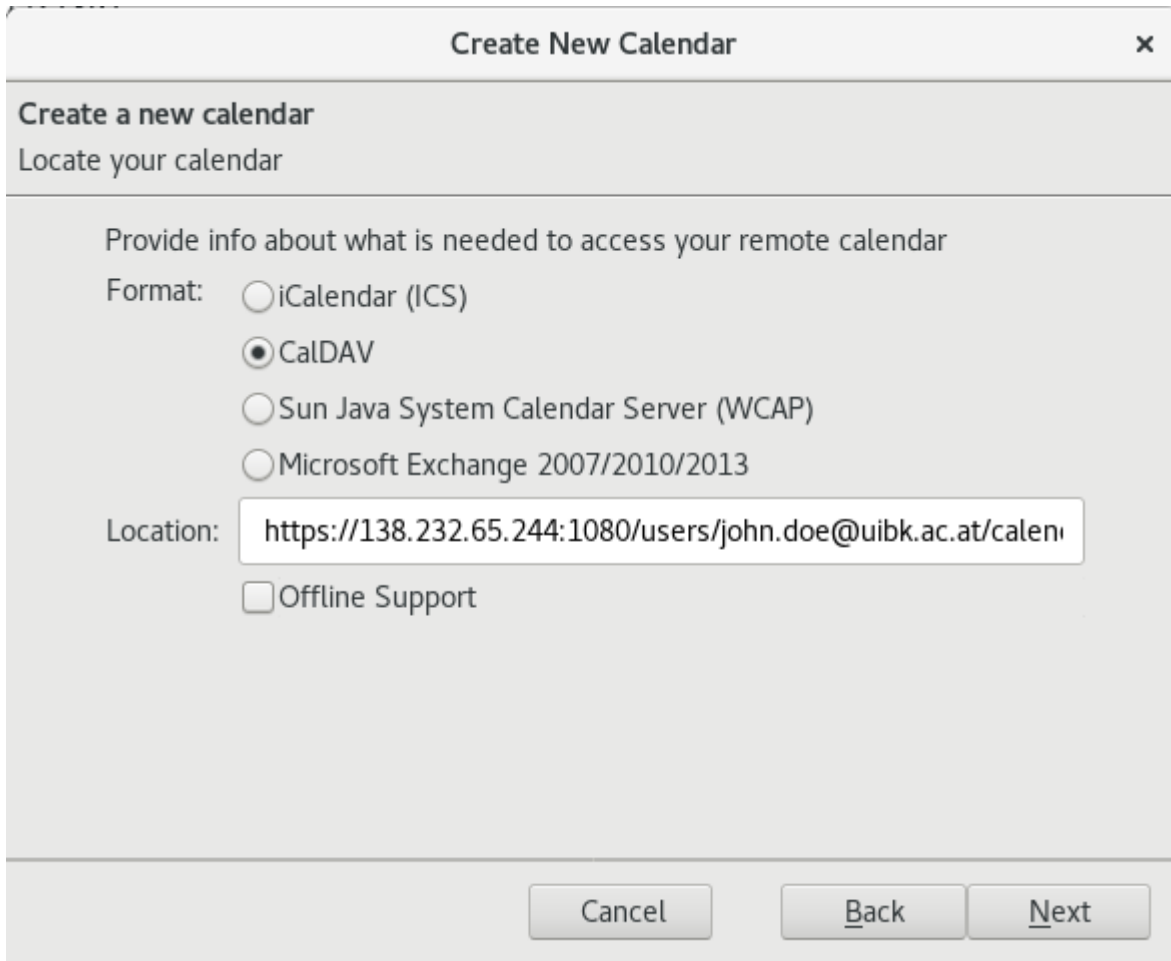
Locate your calendar

Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers.

On My Computer

On the Network

Cancel Next



Fill the spaces:

Description	What to fill in	Notes
Format	CalDAV	
Location	<a href="https://138.232.65.244:1080/users/first.last@uibk.ac.at/calendar/NameOfYourCalendar/">https://138.232.65.244:1080/users/first.last@uibk.ac.at/calendar/NameOfYourCalendar/</a>	Make sure the calendar you're trying to add already exists, if not create one via the exchange webclient

**Create New Calendar** [Close]

Create a new calendar  
Customize your calendar

You can give your calendar a nickname and colorize the events from this calendar.

Name: [Text Box]

Color: [Color Selection Box]

Show Reminders:

E-Mail: [None] [Dropdown Arrow]

[Cancel] [Back] [Next]

Description	What to fill in	Notes
Name	Whatever you want to name your calendar	
Email	Which Email you want to link to this calendar	

Now click *Next* and finish the calendar setup.

## S/MIME

### Creating your Certificate

Visit the [DigiCert SSO Portal](#) and choose the University of Innsbruck

# IDP Selection

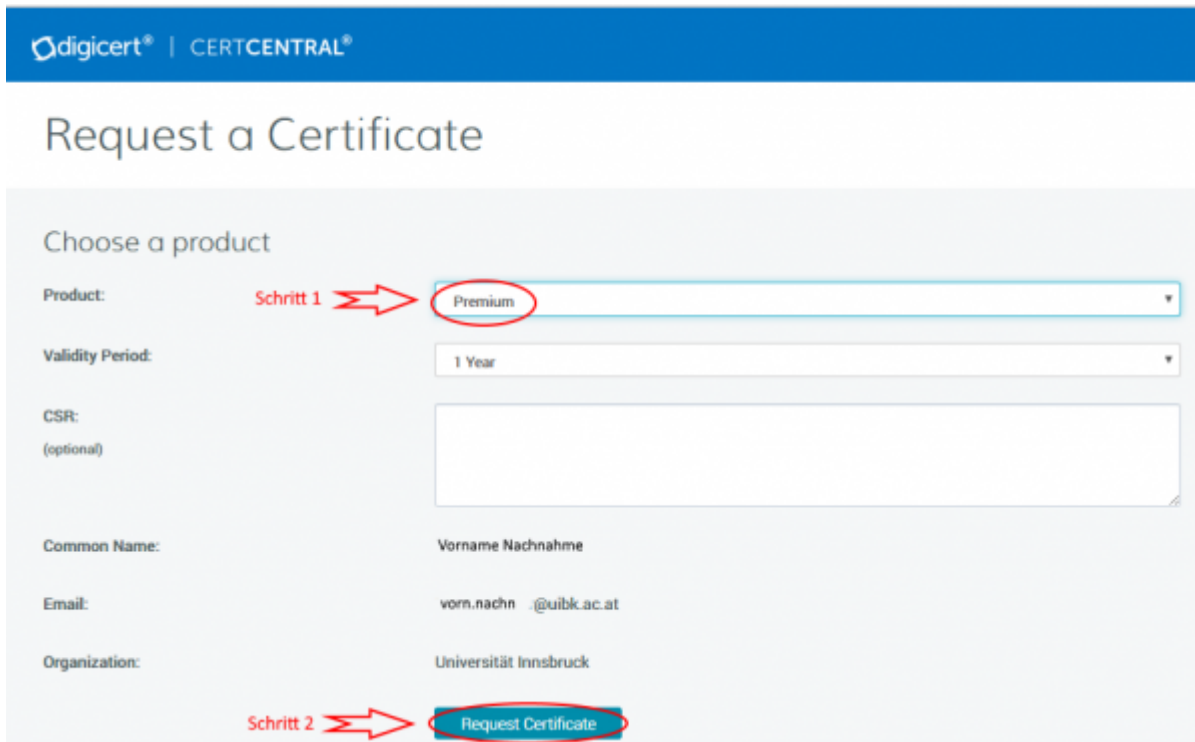
Please enter the Identity Provider to authenticate with:

**University of Innsbruck**


Next, login with your c-number



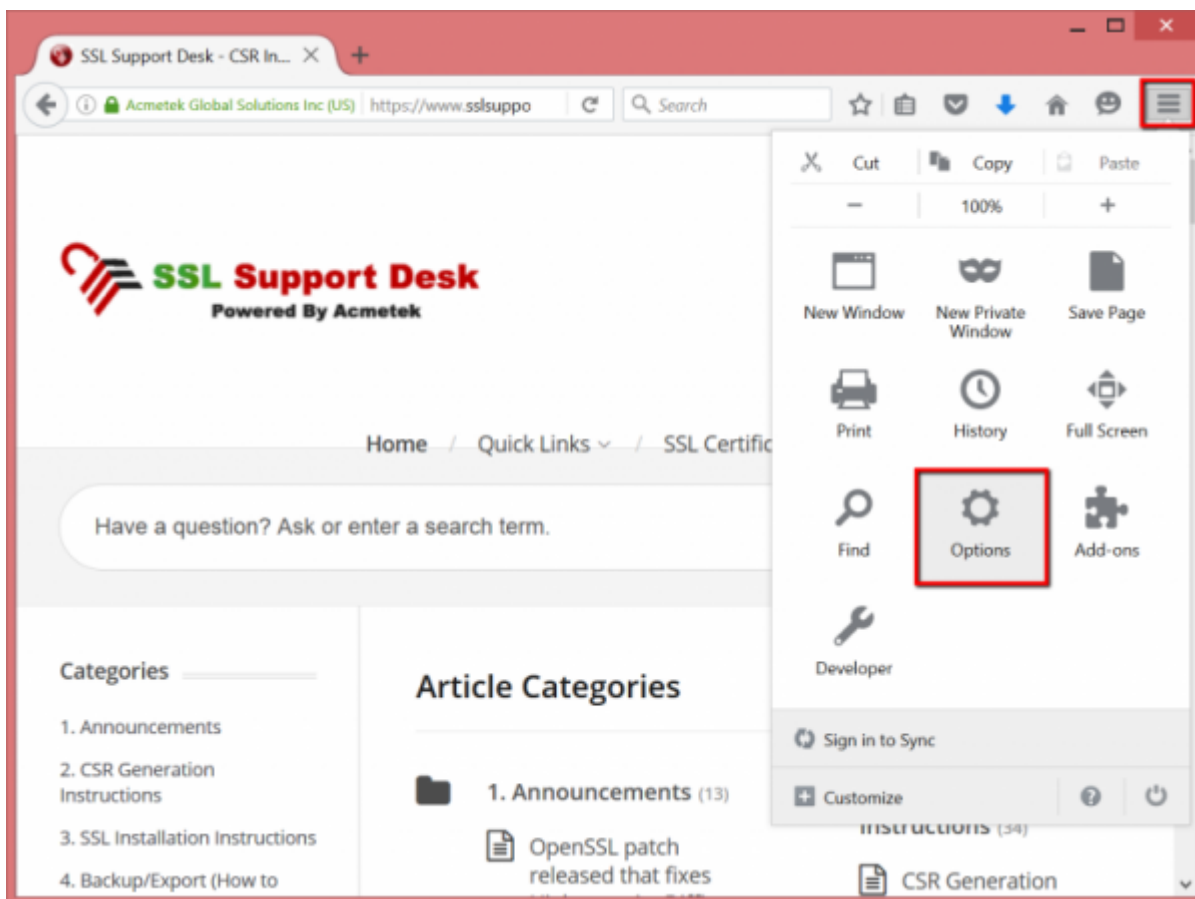
After that select **Premium** as Product, a Validity Period (1-3 Years) and click "Request Certificate"



### Exporting the Certificate (Firefox)

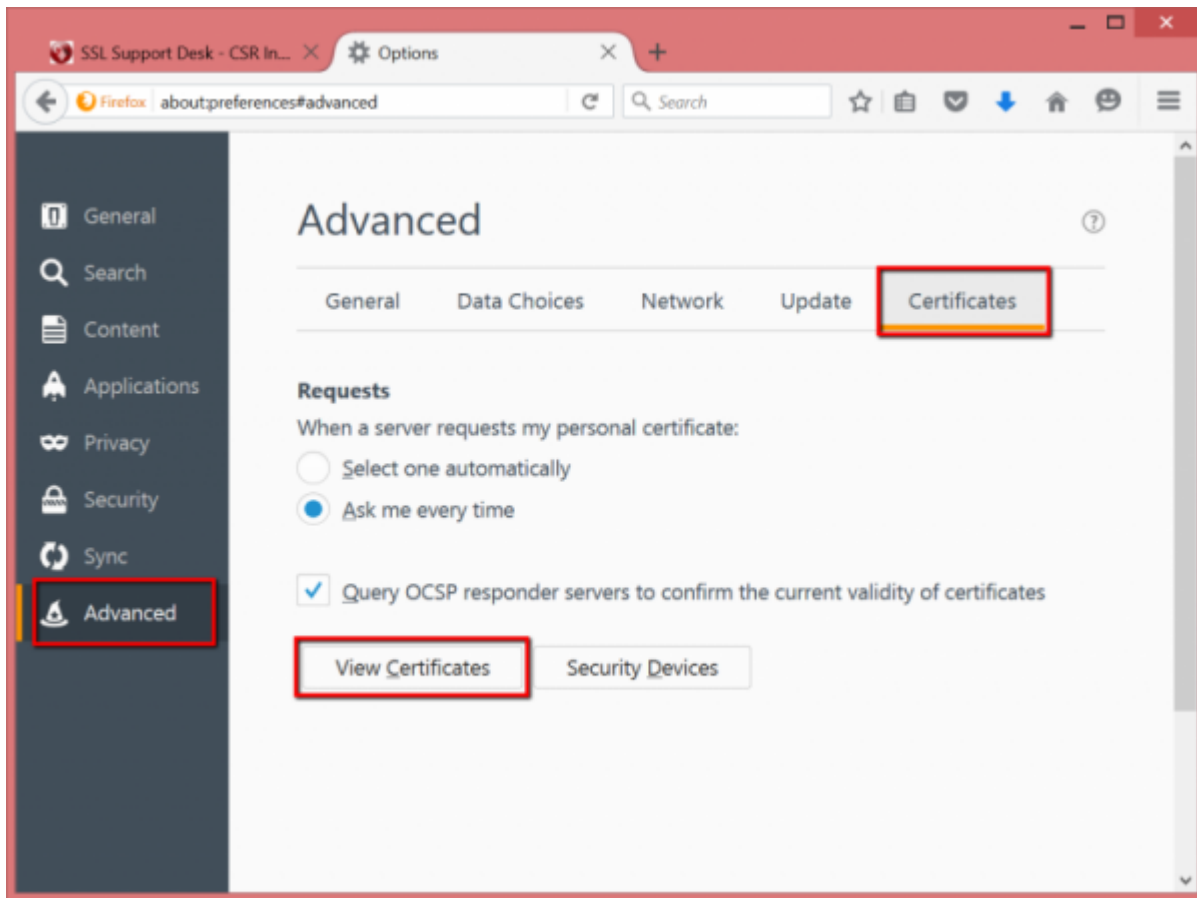
In the upper right of your Firefox browser click 

Click **Options**



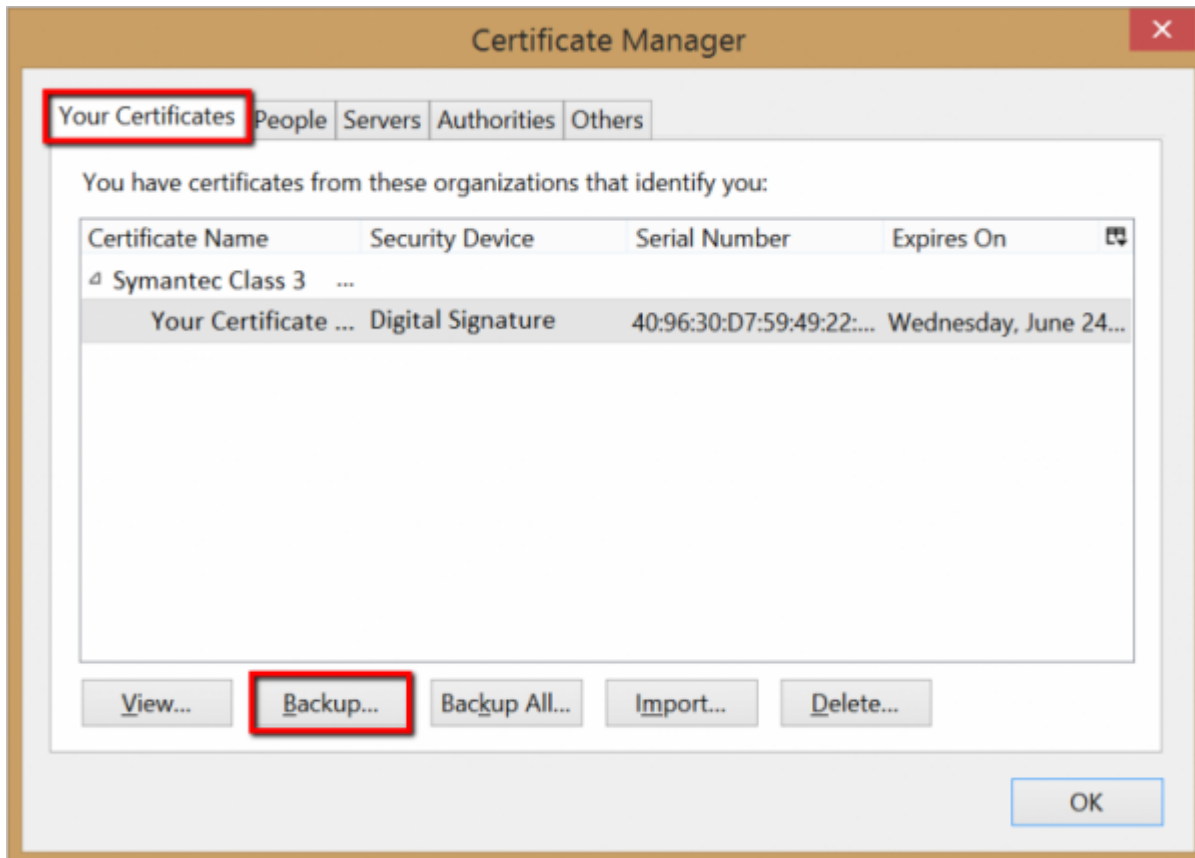
On the left panel click **Advanced**

Under Advanced click **Certificates > View Certificates**

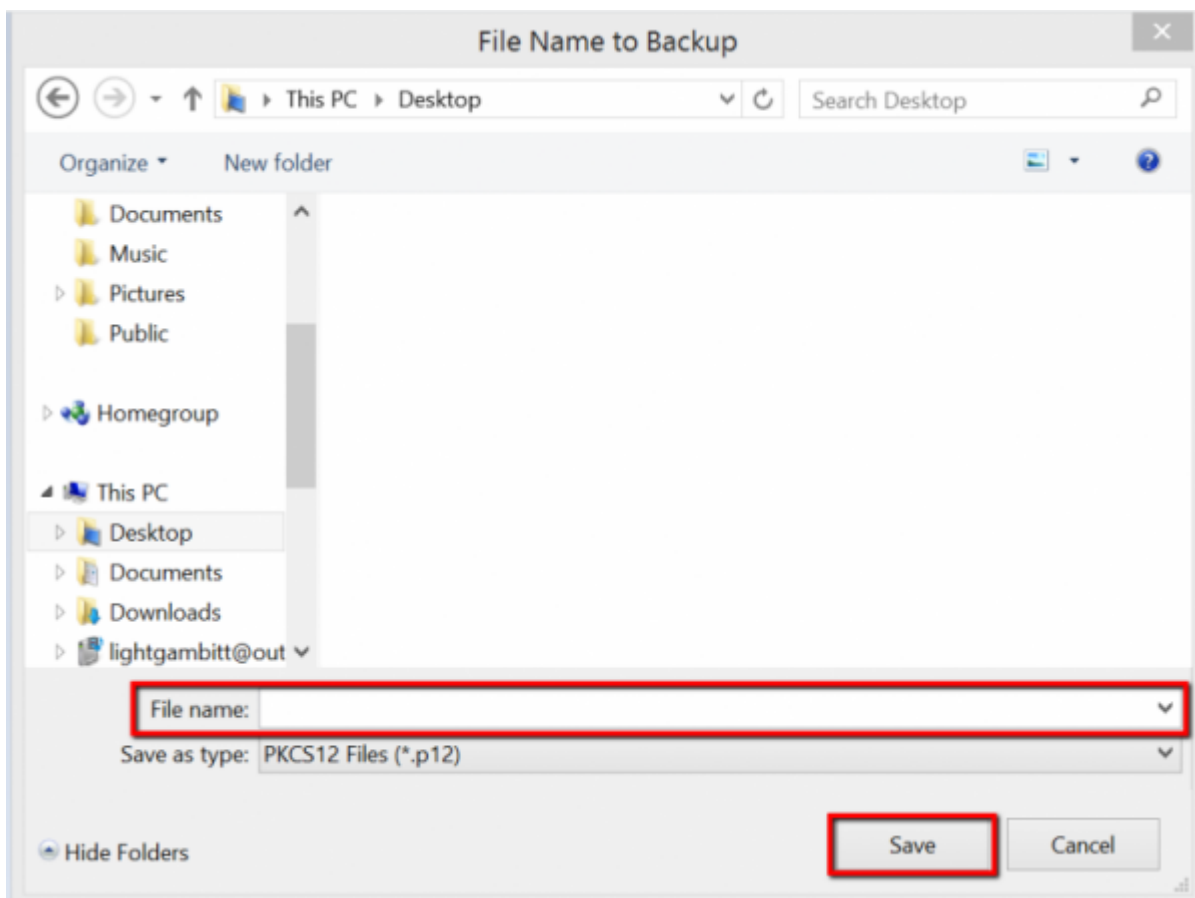


In the Certificate Manager click the **Your Certificates** tab

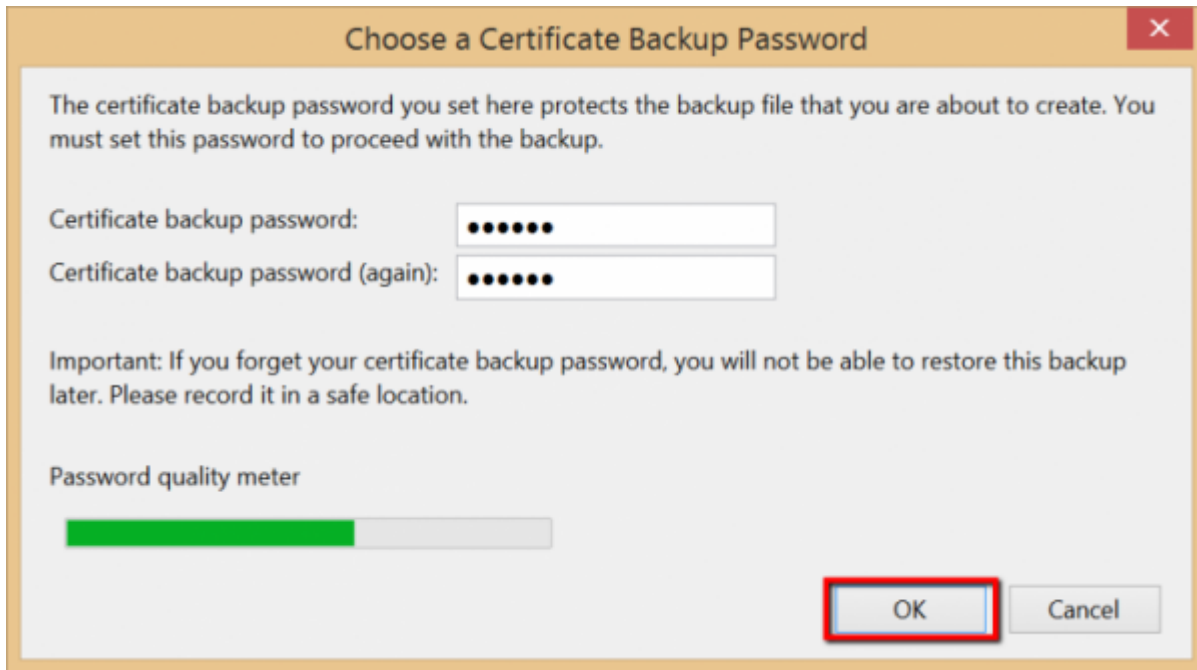
Select the Certificate you want to export and click **backup**



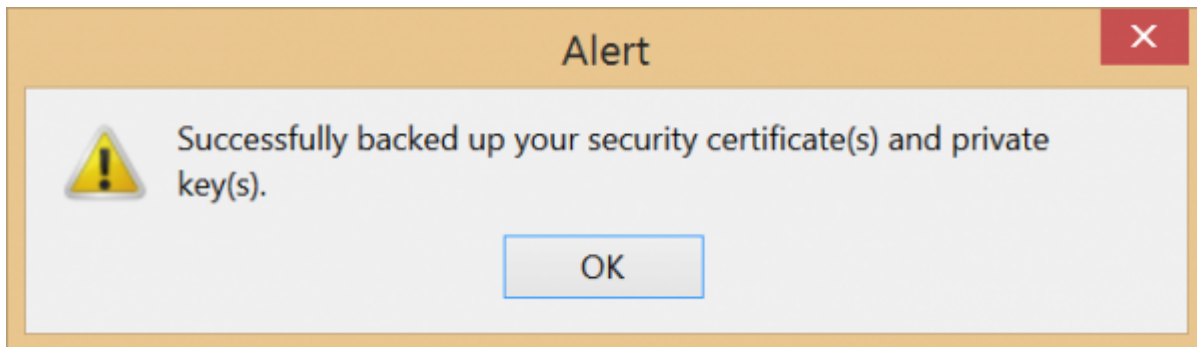
In the **File Name to Backup** window specify the location and name of your certificate .p12 file backup



In the **Choose a Certificate Backup Password** window specify a password for your certificate

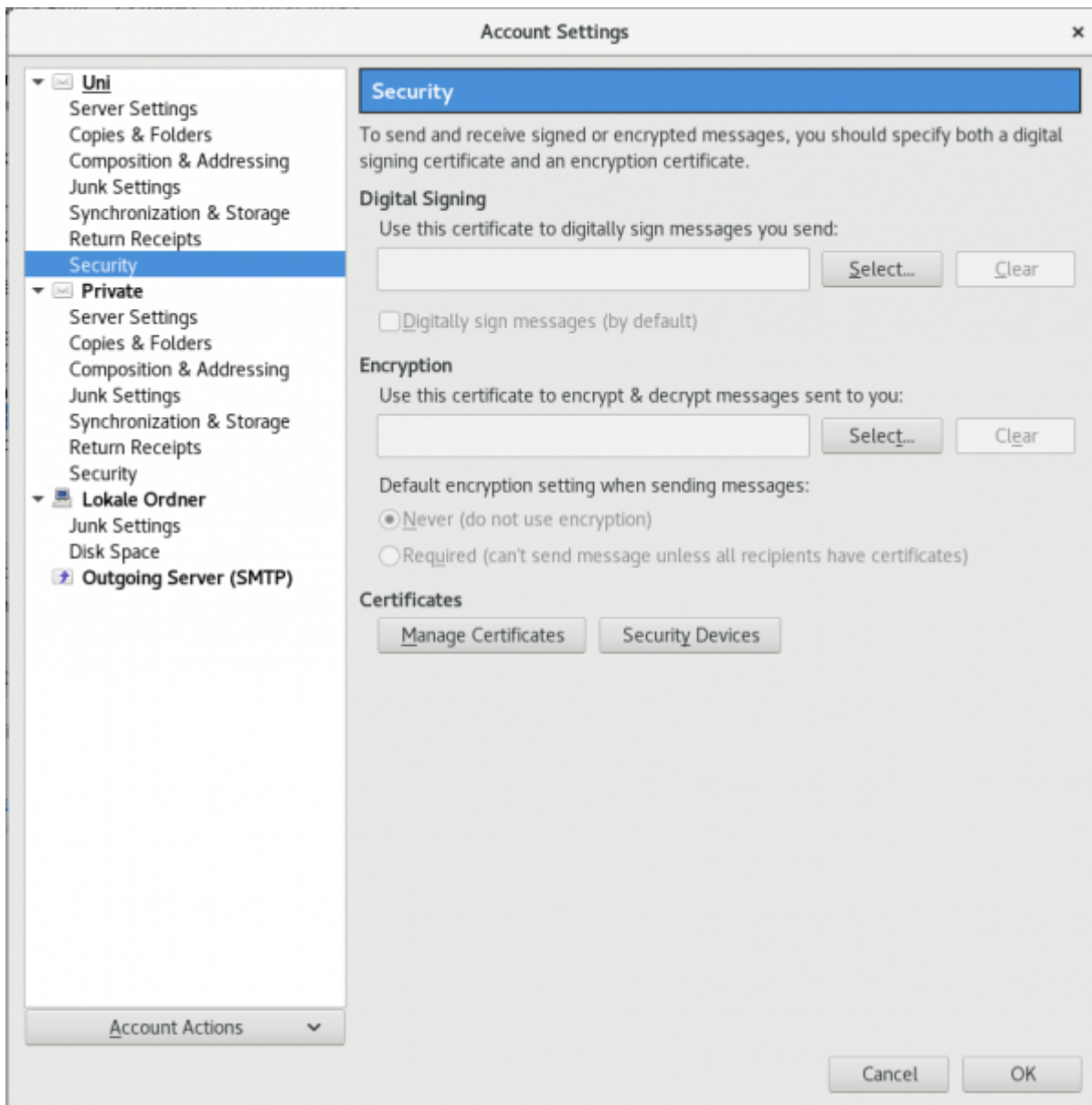


In the **Alert** window click **OK** and you're done

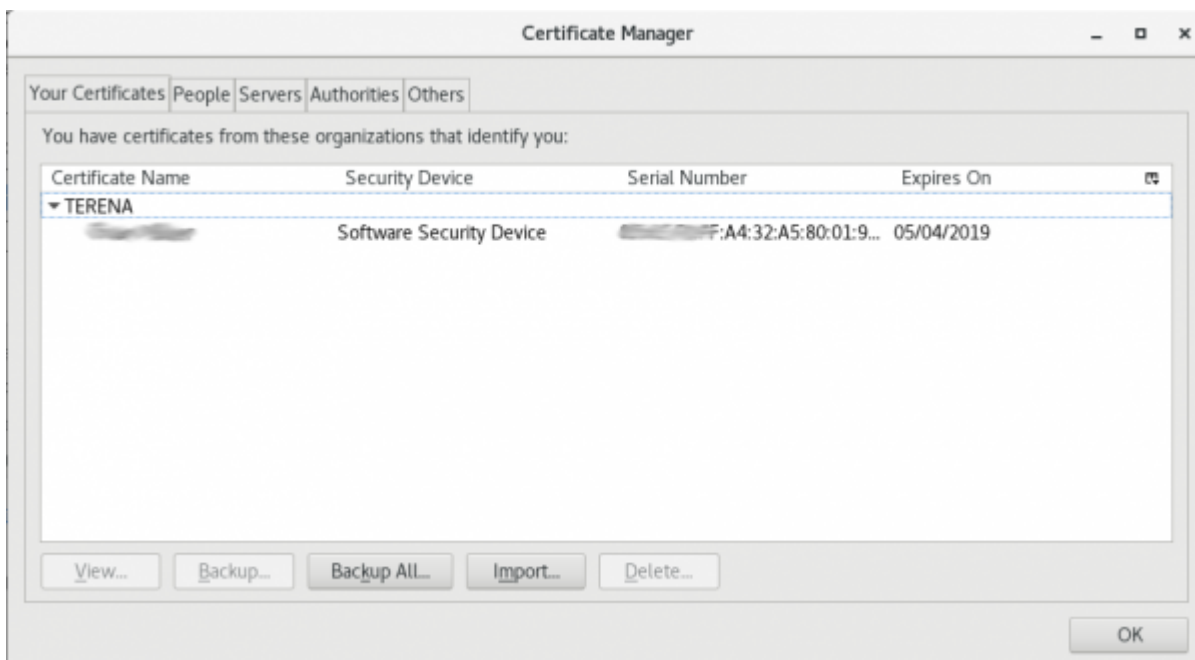


## Using your Certificate with Thunderbird

Open the **Account Settings** window in Thunderbird, select **Security** (for your University Account) and click **Manage Certificates**

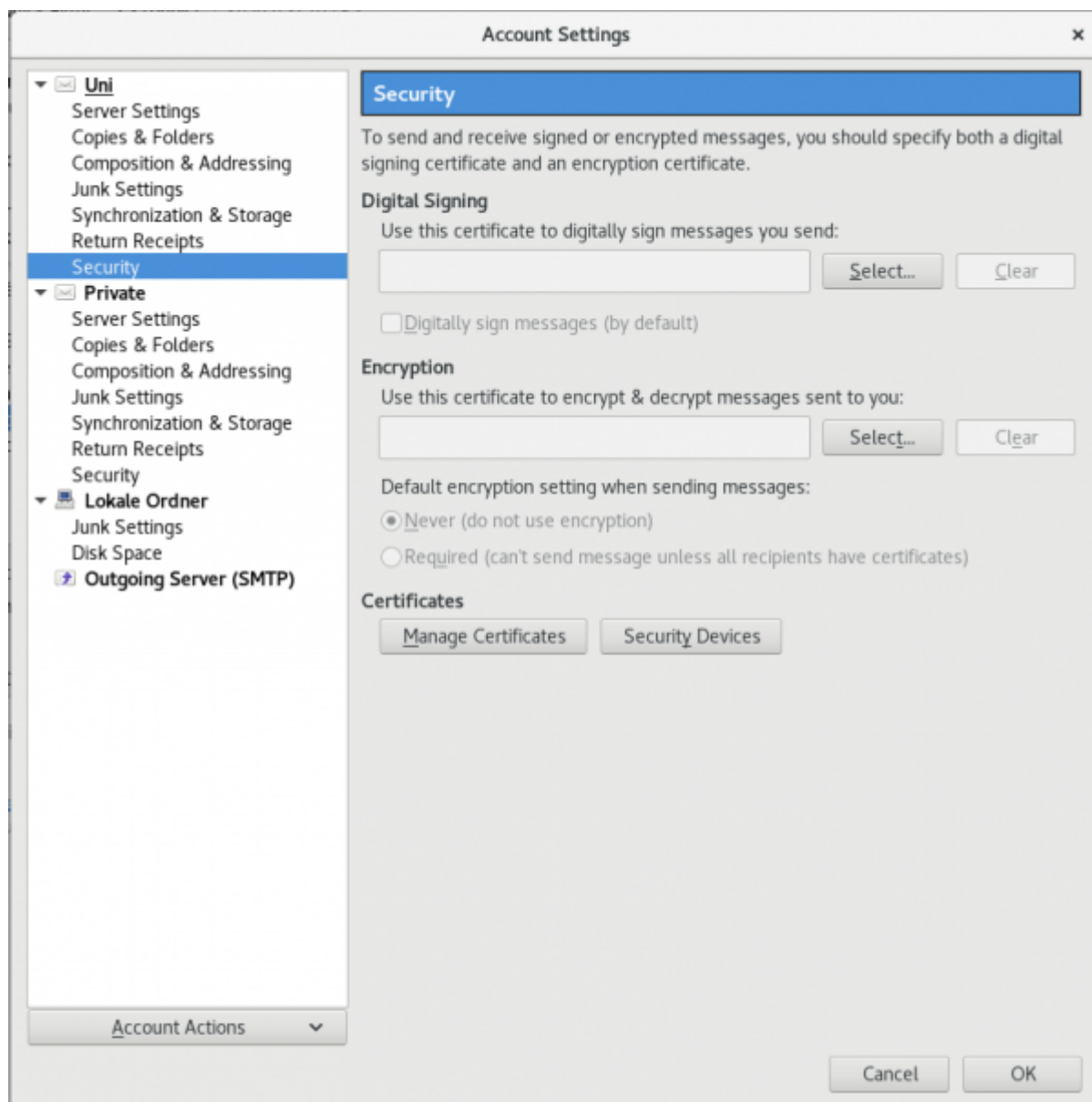


In the **Certificate Manager** window click **Import**

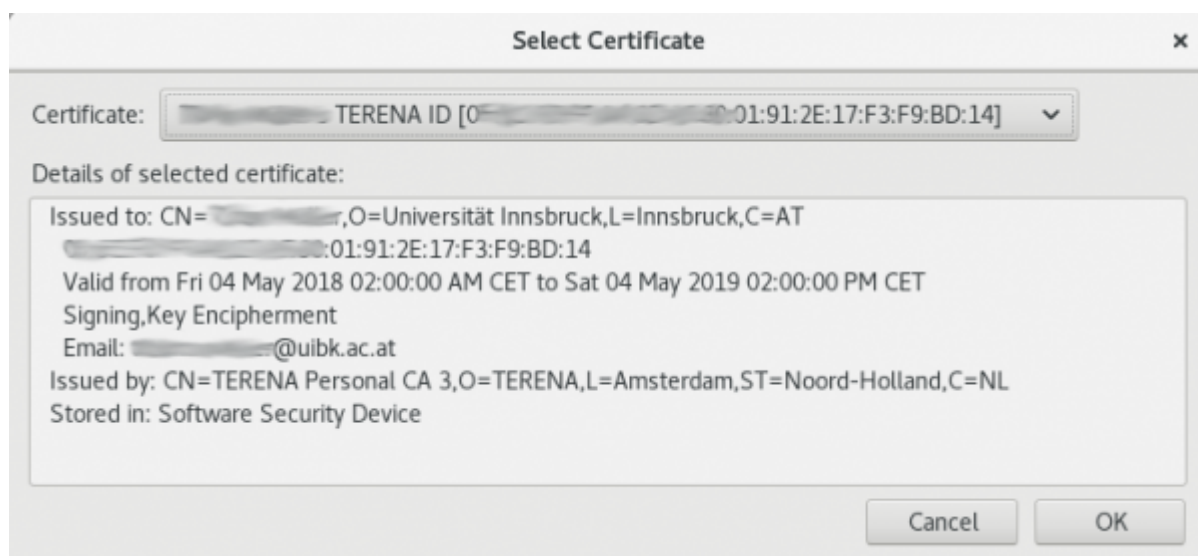


Select your previously exported .p12 file and enter your password

Back in the **Account Settings** window click **Select** next to the Digital Signing box



Select your imported Certificate



You're going to get asked if you want to use the same Certificate for Encryption, select **Yes**

And if you want to back in the **Account Settings** window you can set the check so that every mail gets automatically signed

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