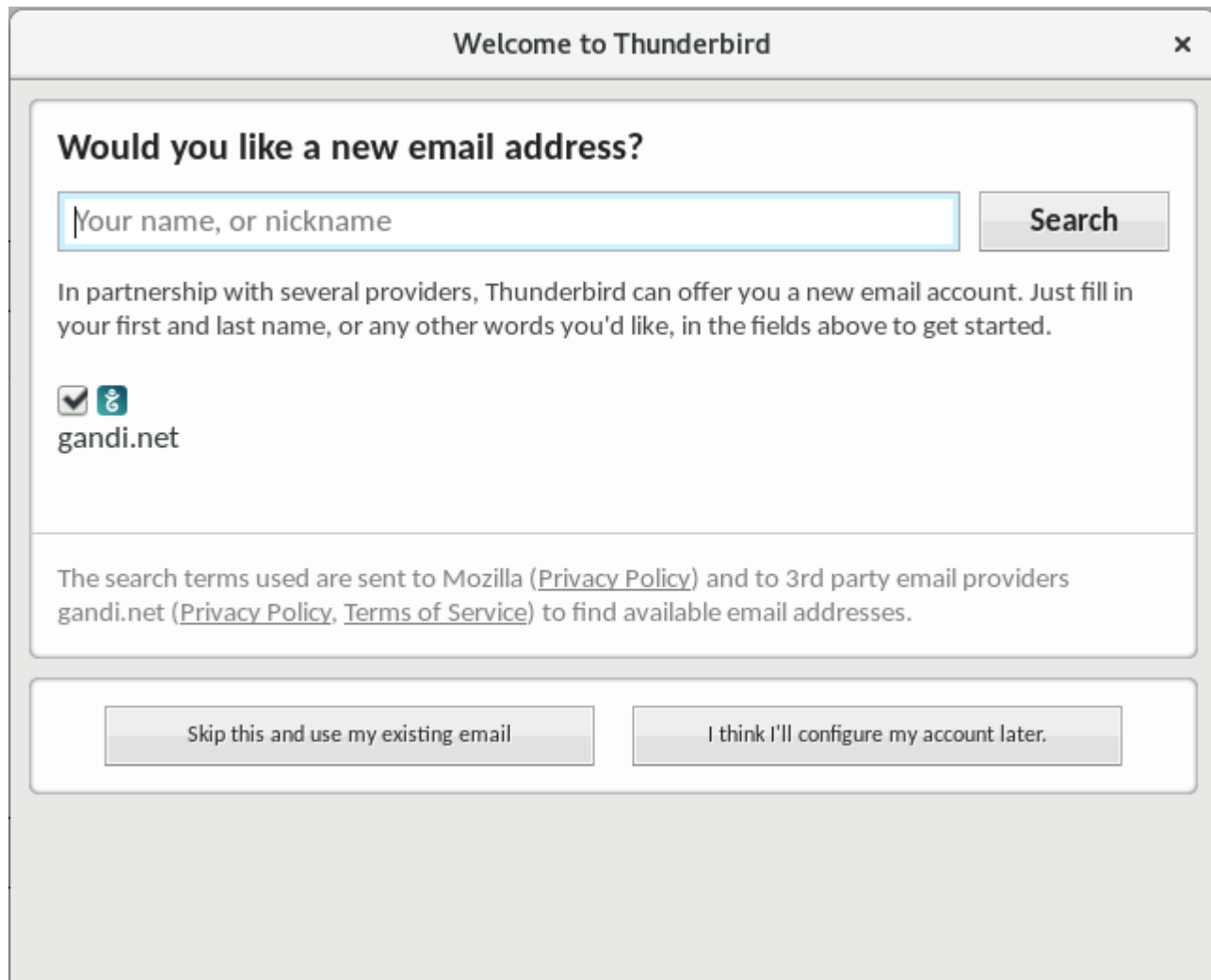


Thunderbird Setup

Mail

Add a new account



Composition 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*TM

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: SMTP	<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"/>

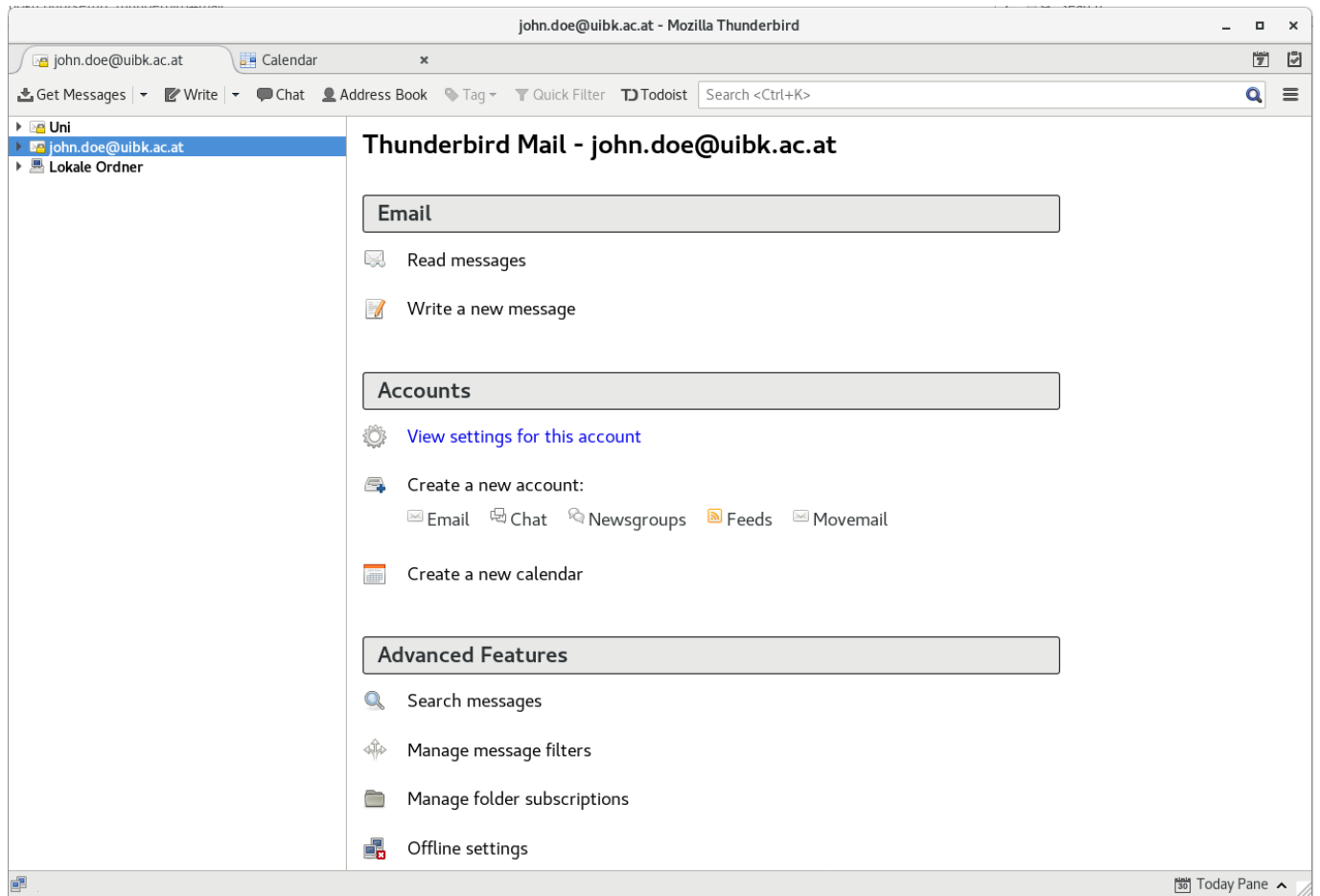
Username: Incoming: Outgoing:

Once again fill these spaces:

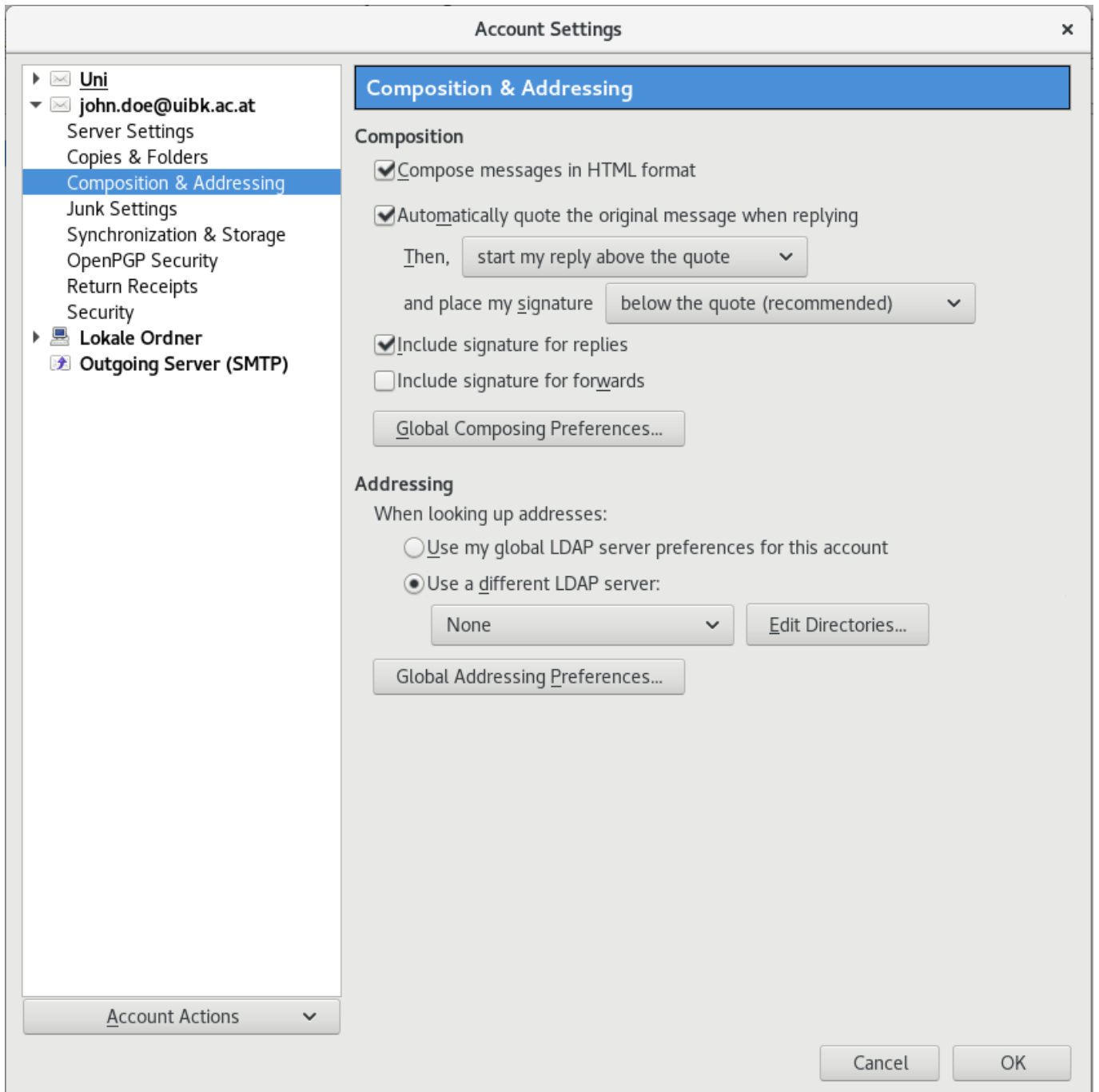
Description	What to fill in	Notes
Username	Your c number	can be taken from your "Benutzerbewilligung"
Server hostname	138.232.65.244	incoming and outgoing are identical
Port (IMAP)	1143	
Port (SMTP)	1025	
SSL	SSL/TLS	
Authentication	Normal password	

Double check your entered infos, and click *Done* TM Your Mail Address is now configured. Composition

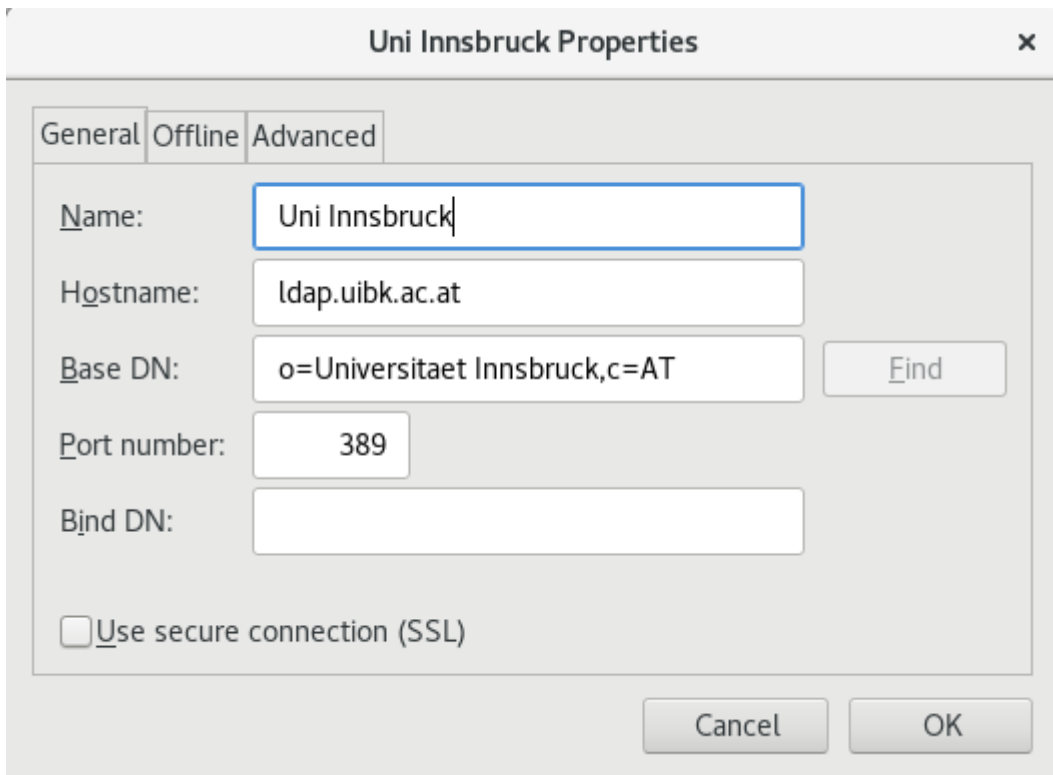
LDAP



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: eitere die Anleitung und erkläre wie ma 1- open your Thunderbird Prgramm.

2- In navigation navbar click to **Edit** → **Accounts Settings** → **Signatur Text Input** TM **Example Signatur:**

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

Organization:

Signature text: Use HTML (e.g., bold)

University of Innsbruck
Institute/Organisational Structure

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

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

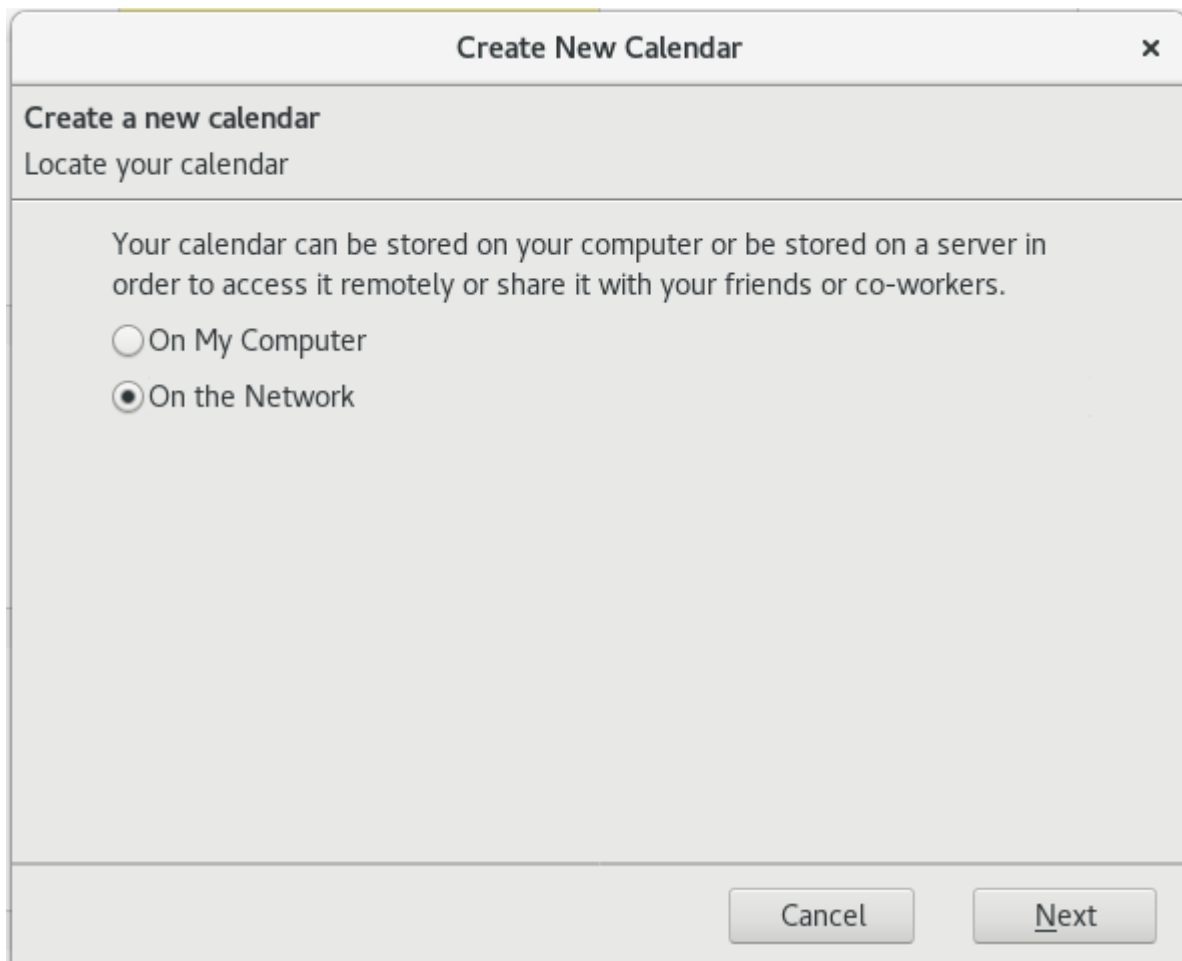
mobile +43 676 8725 xxxxx
phone +43 512 507-xxxxx
fax +43 512 507-xxxxx
e-mail firstname.lastname@uibk.ac.at

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

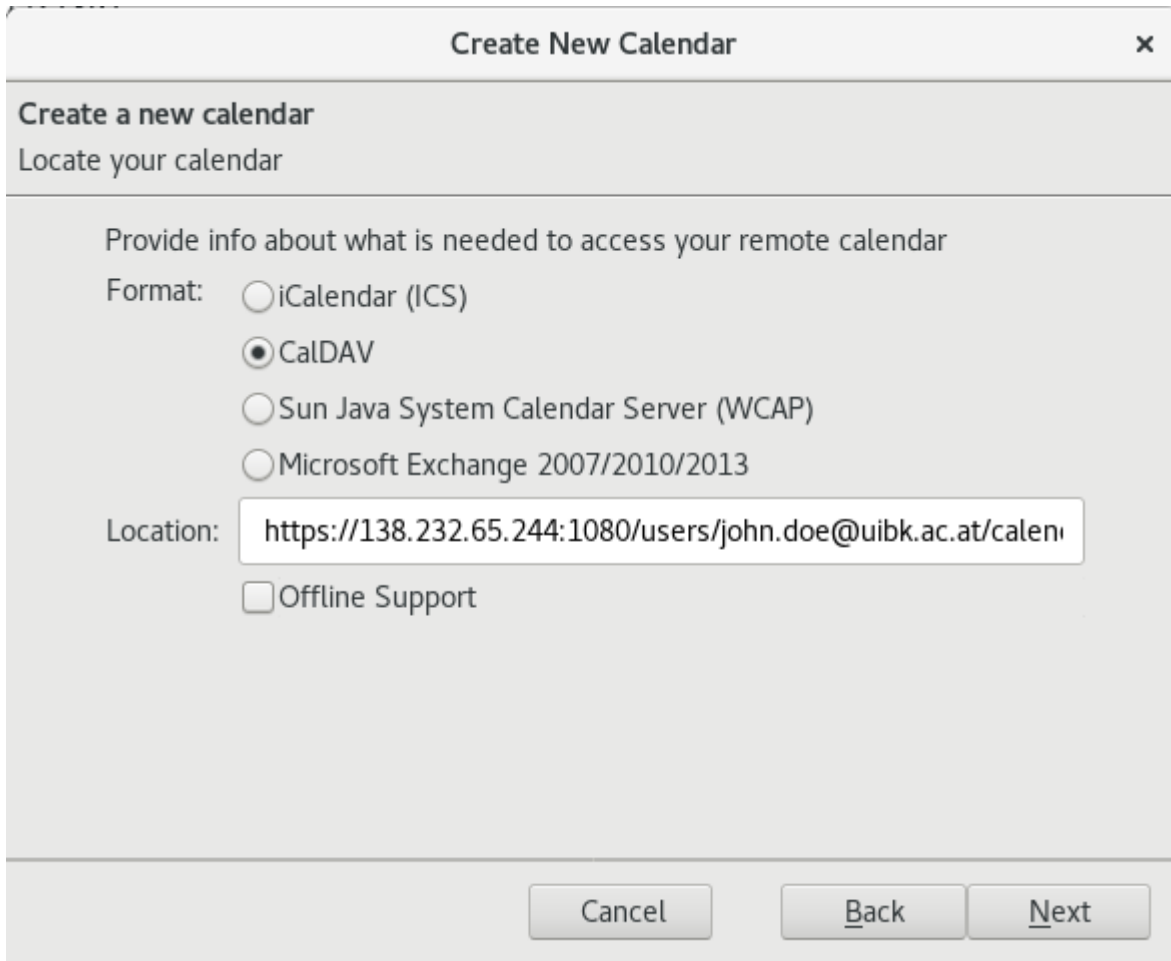
Attach my vCard to messages

Calendar

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

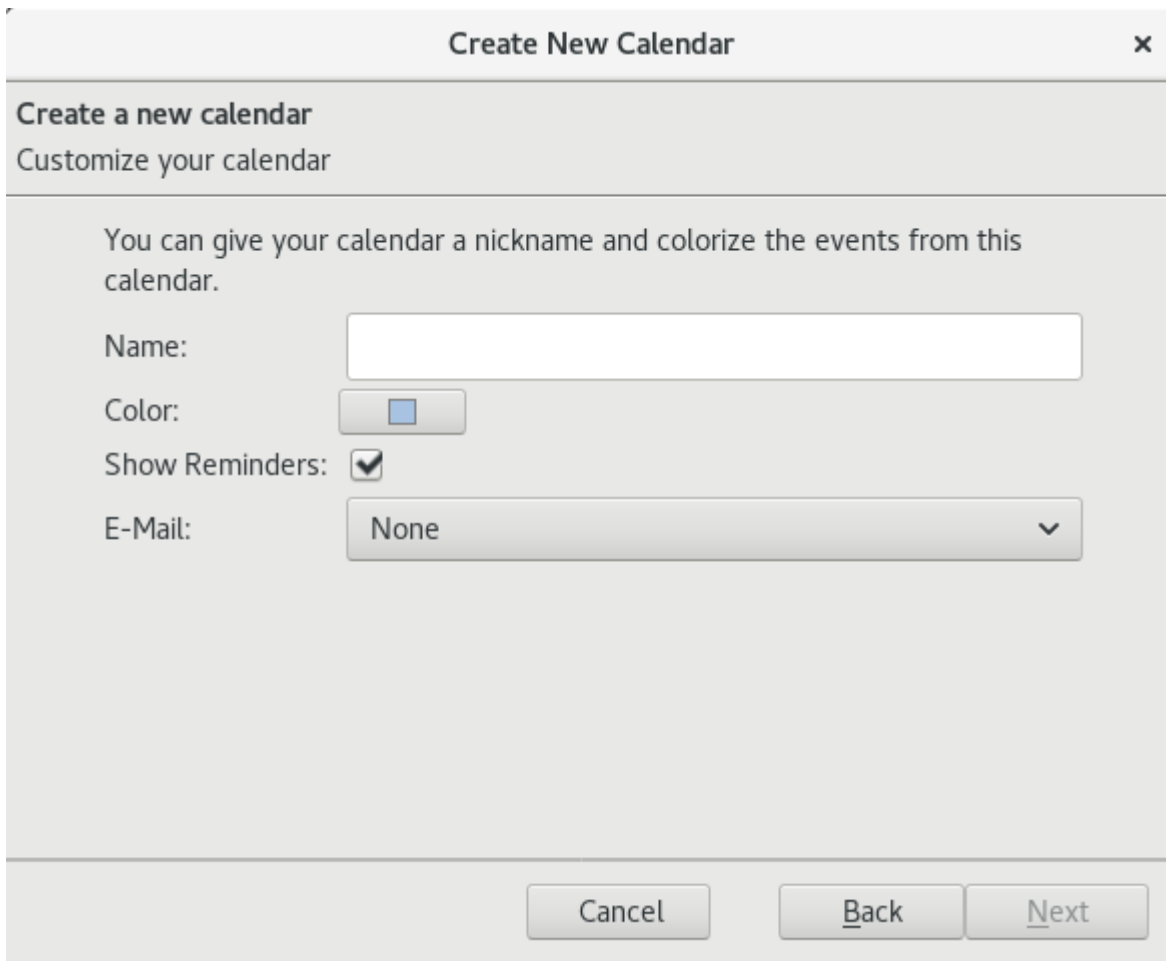


TM



Fill the spaces:

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



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 UCompositionniversity 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" TM

digicert® | CERTCENTRAL®

Request a Certificate

Choose a product

Product: **Schritt 1** → Premium

Validity Period: 1 Year

CSR: (optional)


Common Name: Vorname Nachname

Email: vorn.nachn @uibk.ac.at

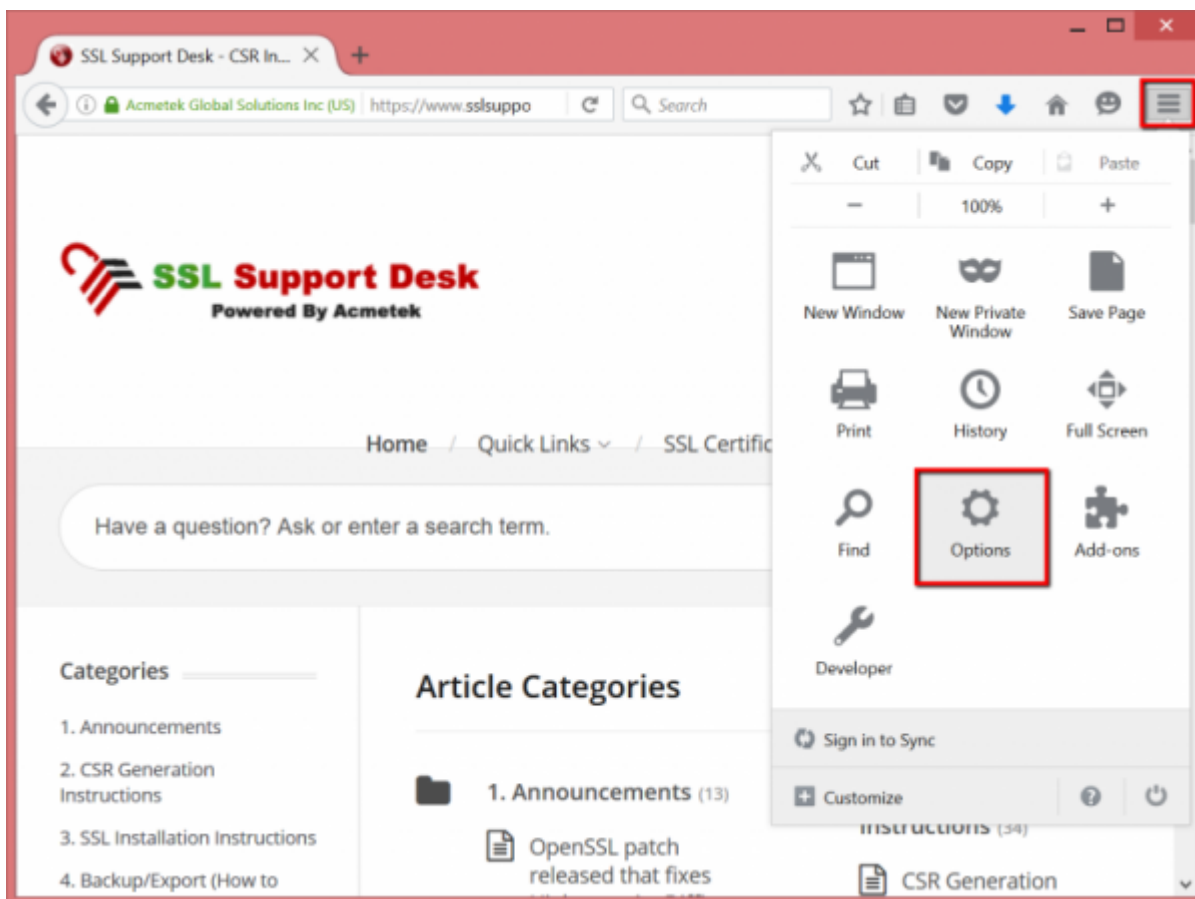
Organization: Universität Innsbruck

Schritt 2 → Request Certificate

Exporting the Certificate (Firefox)

In the upper right of your Firefox browser click 

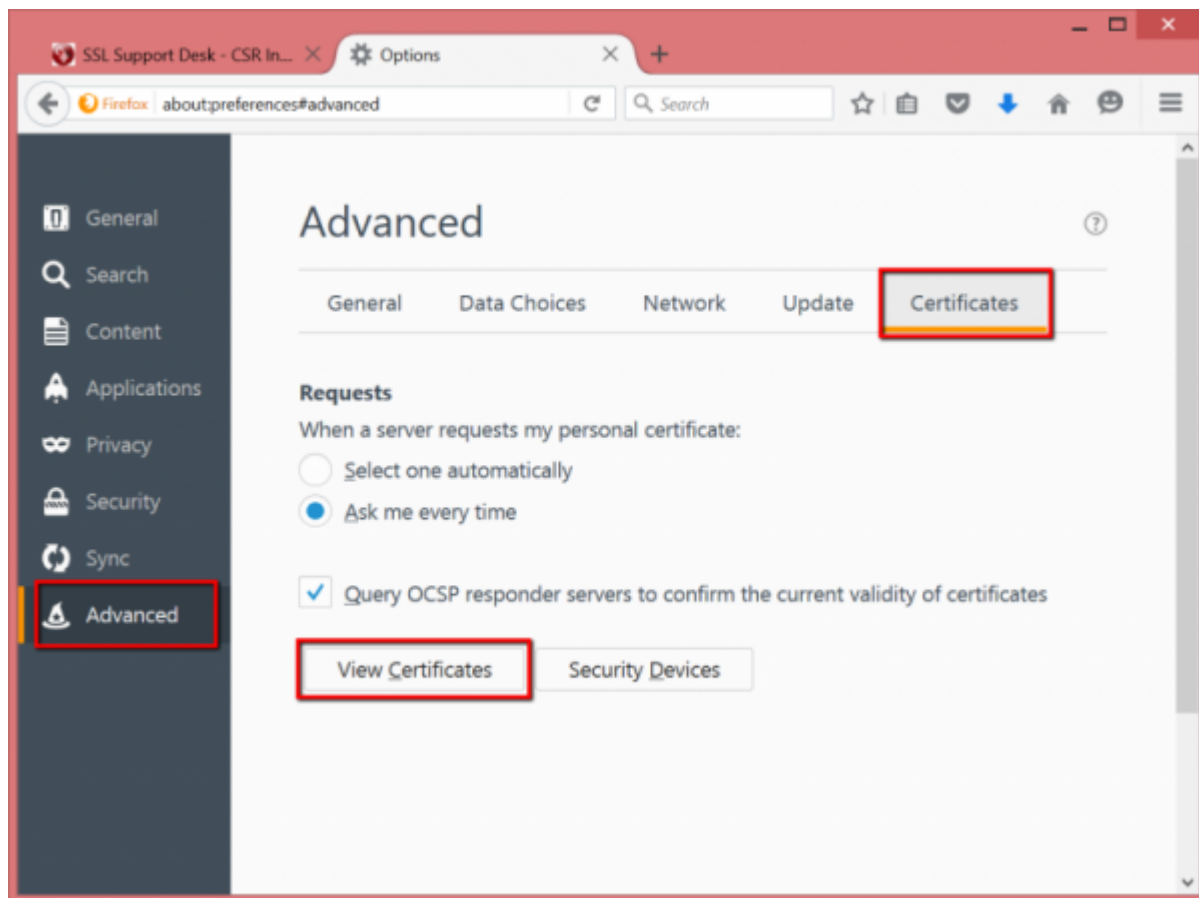
Click **Options**



TM On the

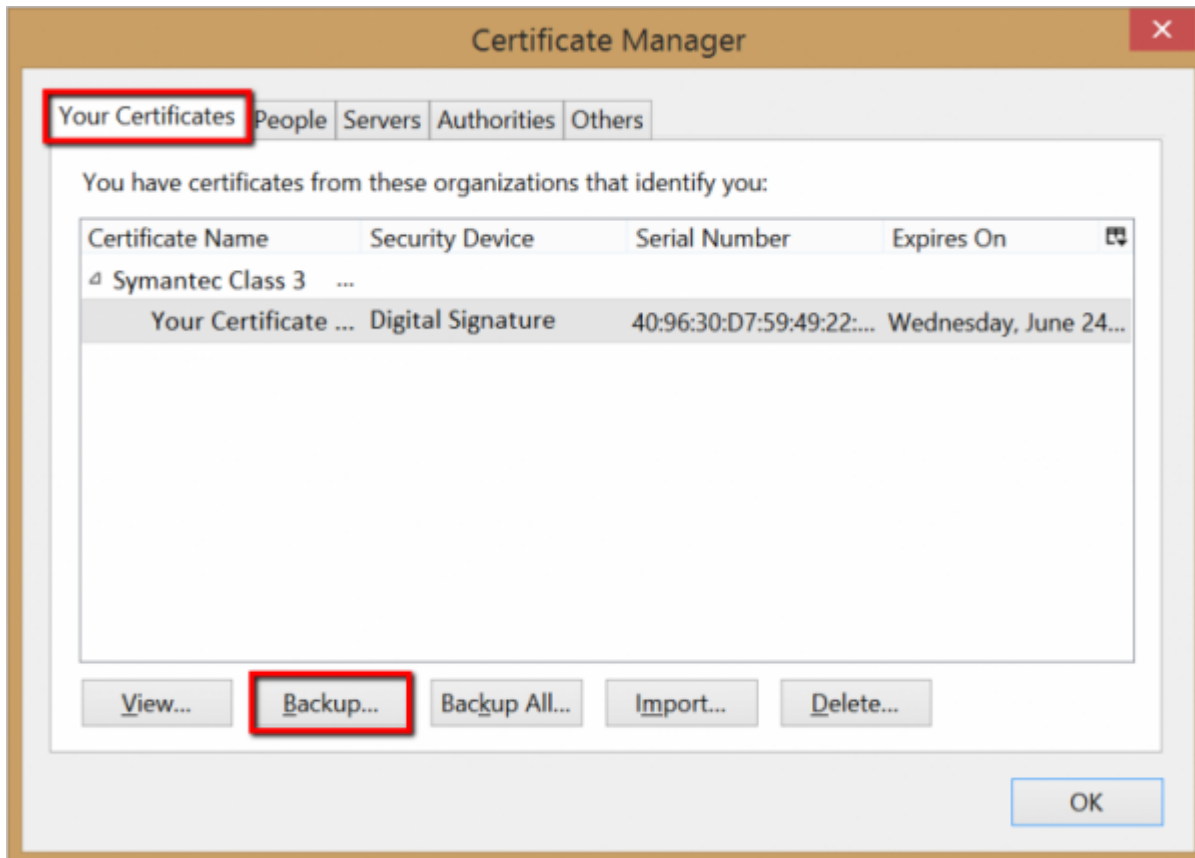
left panel click **Advanced**

Under Advanced click **Certificates > View Certificates**

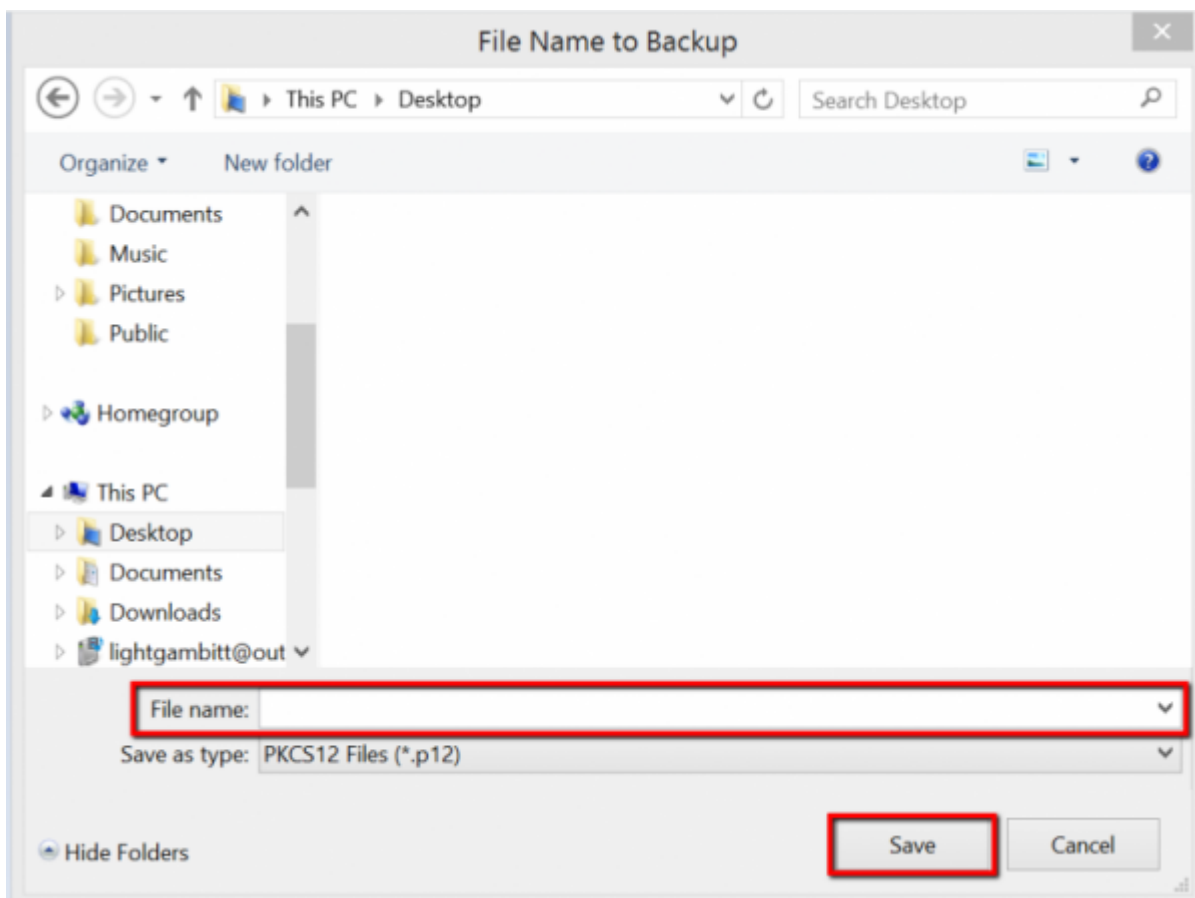


In the Certificate Manager click the **Your Certificates** tab

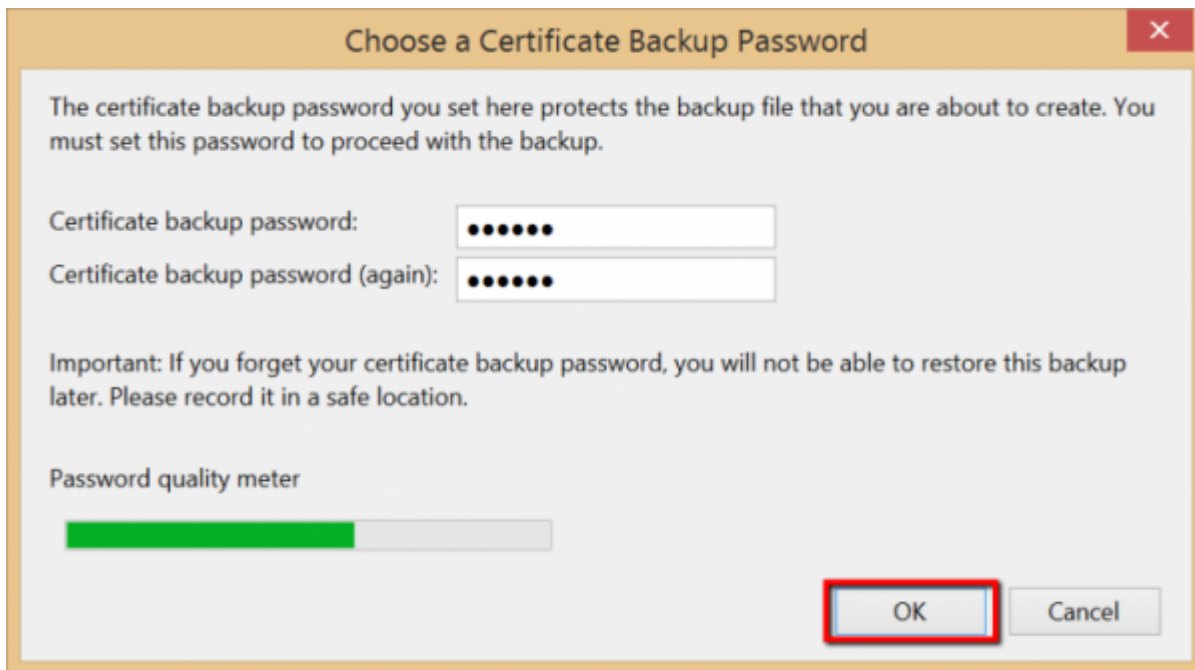
Select the Certificate you want to export and click **backup**



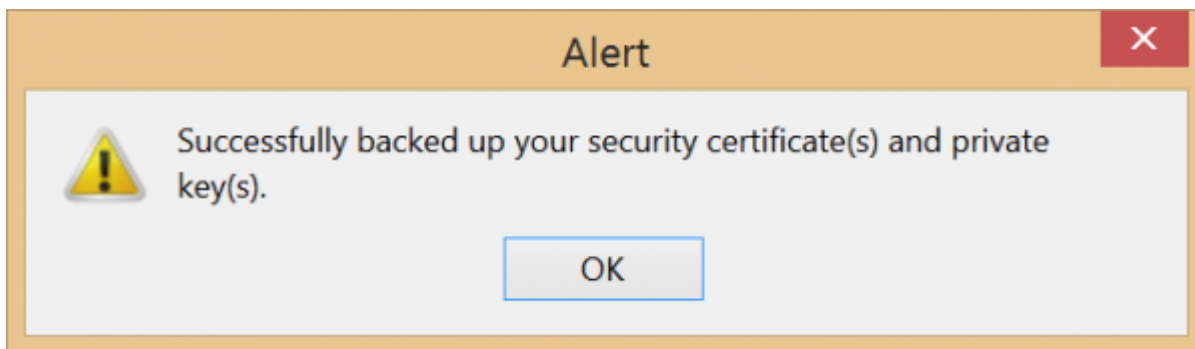
In the **File Name to Backup** window specify the location and name of your certificate .p12 file backup



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

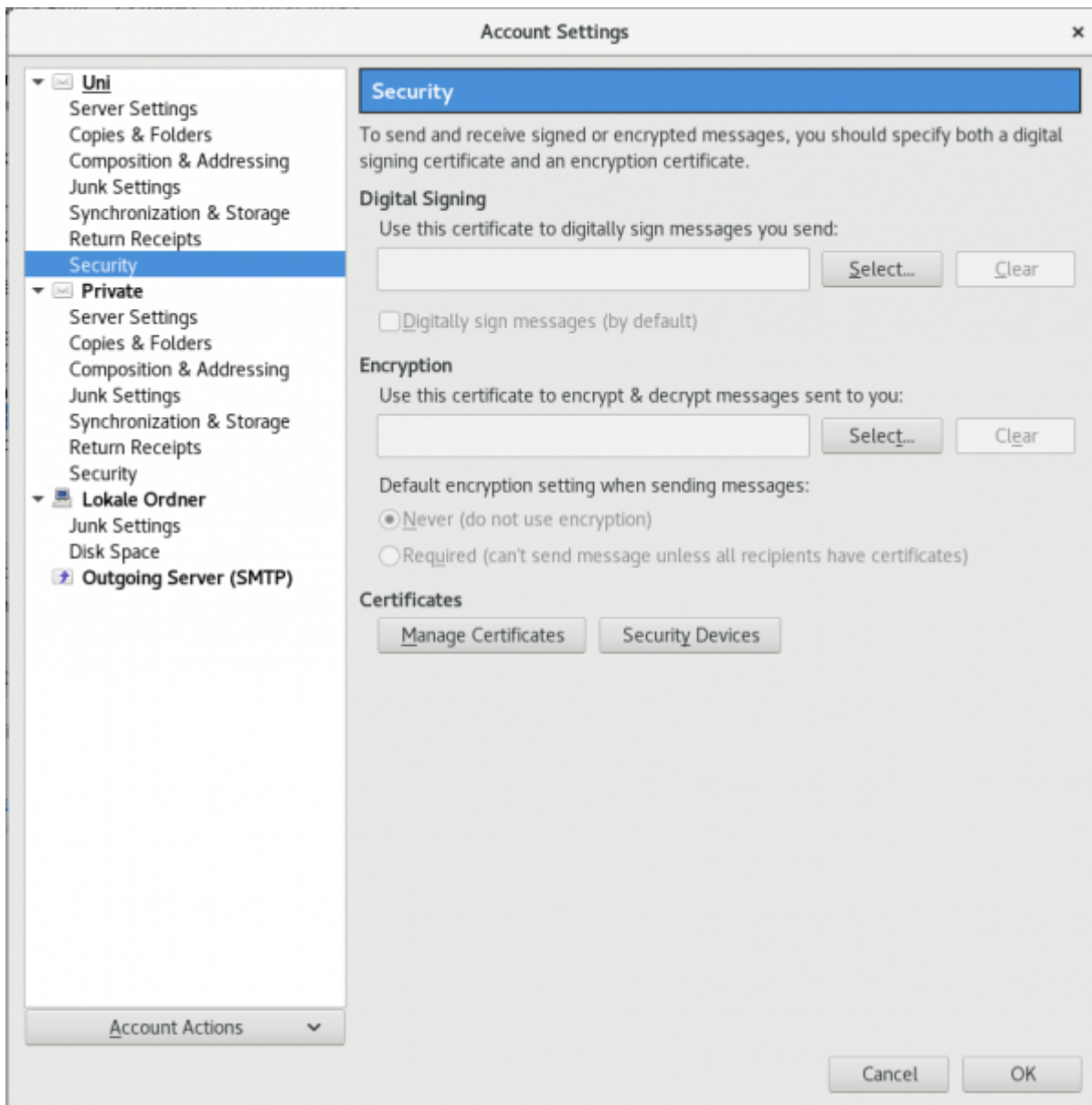


In the **Alert** window click **OK** and you're done

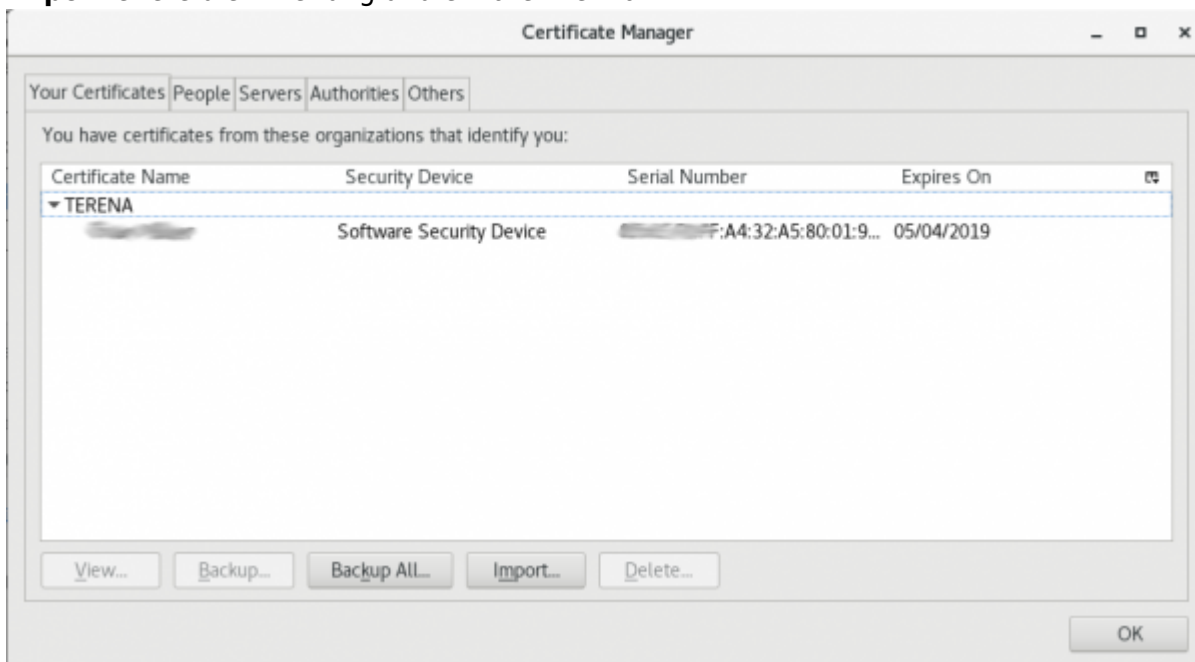


Using your Certificate with Thunderbird

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

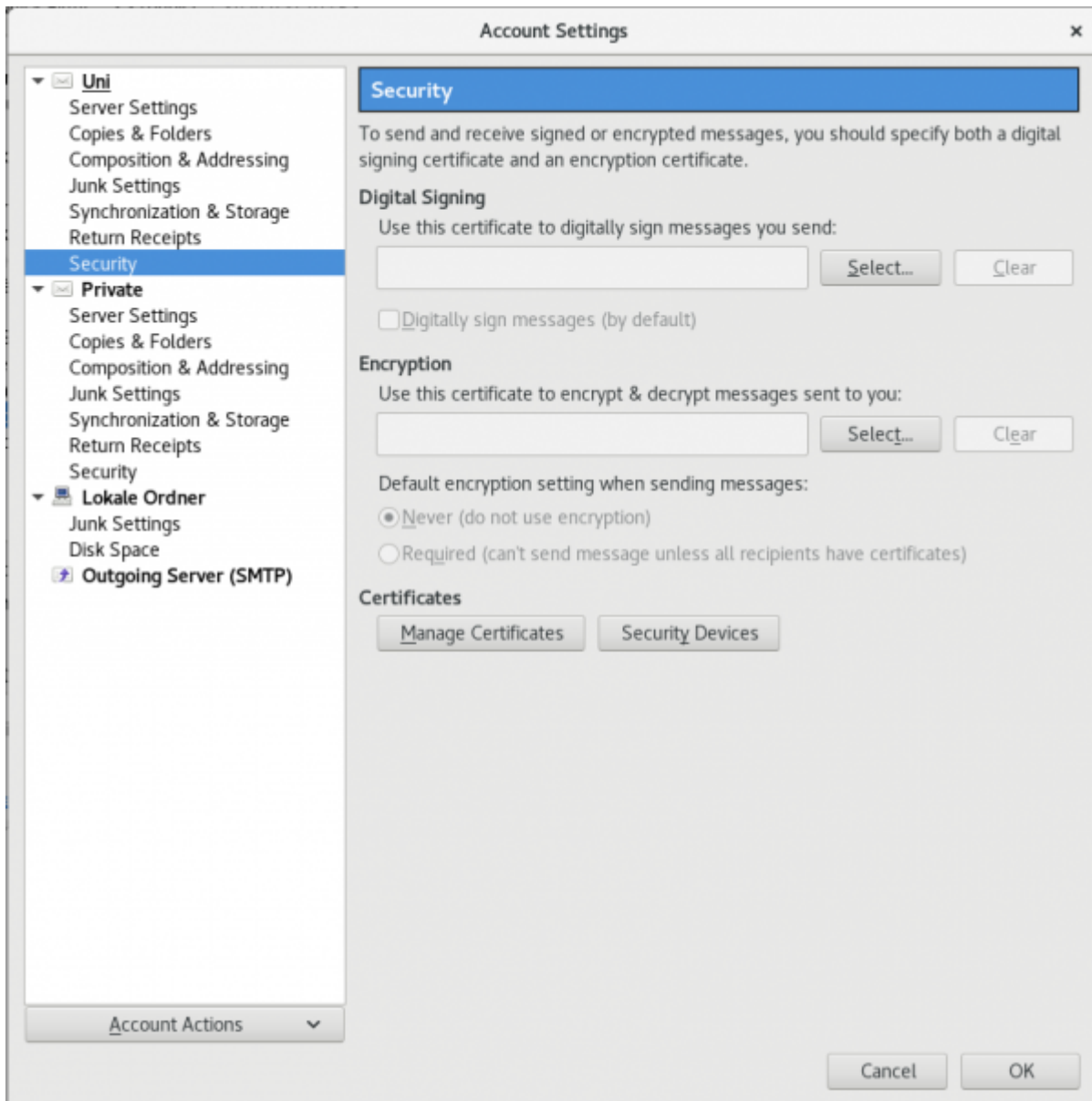


In the **Certificate Manager** window make sure you've selected the "Your Certificates" tab and click **Import** eitere die Anleitung und erkläre wie ma

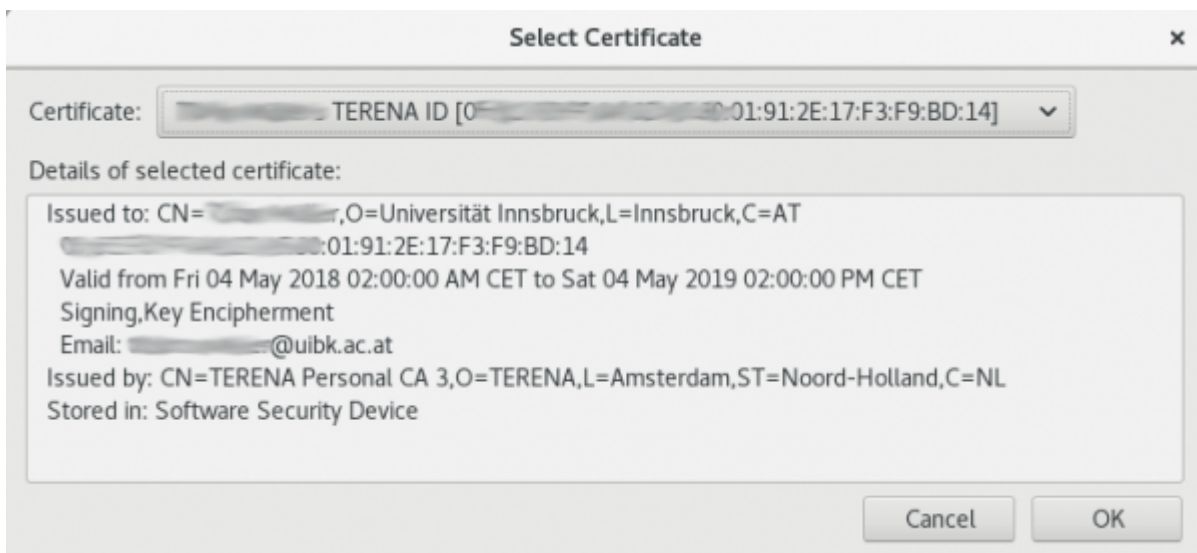


Select your previously exported .p12 file and enter your password

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

Composition

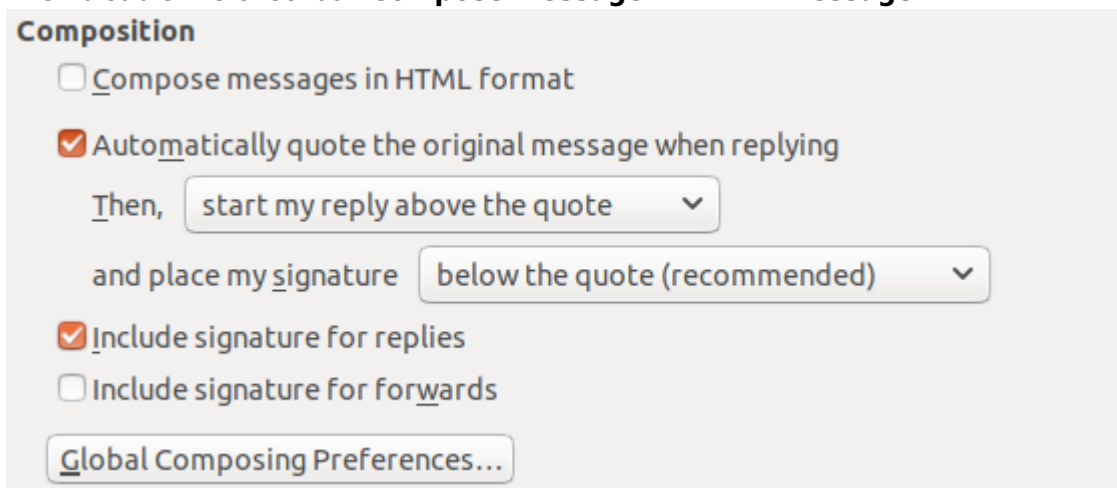
openPGP

We suggest to use the **Enigmail** Thunderbird-Addon.

Plain Text

Open your **Thunderbird** Programm and go to **Edit / Account Settings / Composition&Addressing**.

Then disable the checkbox **Compose Message In HTML Message**



The screenshot shows the 'Composition' settings window in Thunderbird. The 'Compose messages in HTML format' checkbox is unchecked. The 'Automatically quote the original message when replying' checkbox is checked. Below it, a dropdown menu is set to 'start my reply above the quote'. Another dropdown menu is set to 'below the quote (recommended)'. The 'Include signature for replies' checkbox is checked, and 'Include signature for forwards' is unchecked. A button labeled 'Global Composing Preferences...' is at the bottom.

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