# **Thunderbird Setup**

# Mail

### Add a new account

Welcome to Thunderbird	×
Would you like a new email address?	
Your name, or nickname Search	
In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started	
Image: Second state         Image: Second state         The search terms used are sent to Mozilla (Privacy Policy) and to 3rd party email providers gandi.net (Privacy Policy, Terms of Service) to find available email addresses.	
Skip this and use my existing email I think I'll configure my account later.	

Composition Click on Skip this and use my existing email

·	Mail Account Set	up ×
Your <u>n</u> ame:	First Last	Your name, as shown to others
Emai <u>l</u> address:	email@example.com	
Password:	Password	
	✓Remember password	
<u>G</u> et a new ac	count	Cancel Continue

## 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 continueTM

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

			Mai	l Ac	count Set	up			×
Your <u>n</u> ame:	John Doe		Your name, a	is sh	own to ot	hers			
Emai <u>l</u> address:	john.doe@ui	bk.ac.at							
<u>P</u> assword:	•••••	•••••							
	<b>√</b> Re <u>m</u> ember	password							
		Server hostnam	2		Port	_	SSL		Authentication
Incoming:	IMAP 🗸	138.232.65.24	4		1143	*	SSL/TLS	~	Normal password 🗸 🗸
Outgoing:	SMTP	138.232.65.24	4	~	1025	~	SSL/TLS	~	Normal password 🗸 🗸
Username:	Incoming:	csay1234					Outgoing:		csay1234
<u>G</u> et a new ac	count <u>A</u> d	vanced config					Cano	el	Re- <u>t</u> est <u>D</u> one

### 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

	john.doe@uibk.ac.at - Mozilla Thunderbird	_ □	×
john.doe@uibk.ac.at 📰 Calendar	x	T	2
🛃 Get Messages 👻 🖉 Write 👻 🗭 Chat 👤 A	ddress Book Stag - TQuick Filter TD Todoist Search <ctrl+k></ctrl+k>	Q	≡
Guni     Gohn.doe@uibk.ac.at     Educate     Educate	Thunderbird Mail - john.doe@uibk.ac.at		
	Email		
	Read messages		
	Write a new message		
	Accounts		
	View settings for this account		
	🚔 Create a new account: 📨 Email 🖼 Chat 🧏 Newsgroups 🔊 Feeds 📨 Movemail		
	Create a new calendar		
	Advanced Features		
	Search messages		
	In Manage message filters		
	Manage folder subscriptions		
	💼 Offline settings		
		📅 Today Pane	^ 7

Click on View settings for this account

	Account Settings	×
<ul> <li>Uni</li> <li>john.doe@uibk.ac.at Server Settings Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings Synchronization &amp; Storage OpenPGP Security Return Receipts Security</li> <li>Lokale Ordner</li> <li>Outgoing Server (SMTP)</li> </ul>	Composition & Addressing Composition © Compose messages in HTML format © Automatically quote the original message when replying Then, start my reply above the quote v and place my signature below the quote (recommended) v © Include signature for replies Include signature for forwards Global Composing Preferences Addressing When looking up addresses: O Use my global LDAP server preferences for this account © Use a different LDAP server: None v Edit Directories Global Addressing Preferences	
Account Actions 🗸		
	Cancel	ОК

# ×

Under Composition & Addressing click Edit Directories...

,	Uni Innsbruck Properties	×
General Offline	Advanced	
<u>N</u> ame:	Uni Innsbruck	
H <u>o</u> stname:	ldap.uibk.ac.at	
<u>B</u> ase DN:	o=Universitaet Innsbruck,c=AT	Eind
Port number:	389	
Bind DN:		
Use secure	connection (SSL)	
	Cancel	ОК

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 Prgoramm.

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

#### 2025/08/09 15:59

Reply-to Addre <u>s</u> s:	Recipients will reply to this other address	
Organization:		
Signature te <u>x</u> t:	Use HTML (e.g., <b>bold</b> )	
University Institute/( Title First	/ of Innsbruck /Organisational Structure st name Lastname	
Street add	ictivity (e.g. Secretary) dress, Room no. xxx, 6020 Innsbruck, Austria	
mobile +4 phone +4	+43 676 8725 xxxxx +43 512 507-xxxxx	
e-mail 1	+43 512 30/-XXXX firstname.lastname@uibk.ac.at	
I		
Attach the signa	nature from a file instead (text, HTML, or image):	
		hoose
Attach my <u>v</u> Caro	rd to messages	lit 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 <u>N</u> ext	

,	Create New Calendar	×
Create a new ca	lendar	
Locate your cale	ndar	
Provide in	fo about what is needed to access your remote calendar	
Format:	⊖iCalendar (ICS)	
	CalDAV	
	○ Sun Java System Calendar Server (WCAP)	
	OMicrosoft Exchange 2007/2010/2013	
Location:	https://138.232.65.244:1080/users/john.doe@uibk.ac.at/calen	
	Offline Support	
	Cancel <u>B</u> ack <u>N</u> ext	

## 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

	Create New Calendar	×
<b>Create a new calendar</b> Customize your calendar		
You can give your calendar. Name: Color:	calendar a nickname and colorize the events from this	
Show Reminders:		
E-Mail:	None ~	
	Cancel <u>B</u> ack <u>N</u> ext	:

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

University of Innsbruck

Next, login with your c-number

universität innsbruck	
DE   EN	
Web Single Sign-On Sign in with your University of Innsbruck Account for GÉANT Trusted Certificate Service (TCS)	
benutzername	
Privacy Need Help?	
Login	
University of Innsbruck   Privacy   Imprint	

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

Ødigicert<sup>®</sup> | CERTCENTRAL<sup>®</sup>

# Request a Certificate

Choose a proc	duct		
Product:	Schritt 1	Premium	*
Validity Period:		1 Year	
CSR: (optional)			
Common Name:		Vorname Nachnahme	
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**



#### 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

You have certificates	from these organizations the	hat identify you:	Eurise On	
4 Symantec Class 3	Security Device	Serial Number	Expires On	-
Your Certificat	e Digital Signature	40:96:30:D7:59:49:22:	Wednesday, June	24

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

Choose a Certificate Backup Password ×
The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup.
Certificate backup password:
Certificate backup password (again):
Important: If you forget your certificate backup password, you will not be able to restore this backup later. Please record it in a safe location.
Password quality meter
OK Cancel

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

Alert	x
Successfully backed up your security certificate(s) and private key(s).	
ОК	

# Using your Certificate with Thunderbird

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

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r 🖂 <u>Uni</u>	Security			
Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts	To send and receive signed signing certificate and an en <b>Digital Signing</b> Use this certificate to digi	or encrypted messages, y icryption certificate. itally sign messages you s	ou should specify end:	both a digita
Security Private Server Settings Copies & Folders Composition & Addressing Junk Settings	Digitally sign messages Encryption Use this certificate to enc	s (by default) rvpt & decrypt messages	Select	<u>C</u> lear
Return Receipts Security Lokale Ordner Junk Settings Disk Space Outgoing Server (SMTP)	Default encryption setting	g when sending messages ryption) nessage unless all recipier Securit <u>y</u> Devices	selec <u>t</u>	s)
Account Actions V				

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

	Certifi	cate Manager		_ ¤ ×
Your Certificates People Sen	vers Authorities Others			
You have certificates from t	hese organizations that identify you:			
Certificate Name	Security Device	Serial Number	Expires On	5
▼ TERENA	Software Security Device	F:A4:32:A5:80	0:01:9 05/04/2019	
View Backup	Backup AlL. Import	Delete		ОК

## Select your previously exported .p12 file and enter your password

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

	Account Sett	ings		
Uni Server Settings	Security			
Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts	To send and receive signed of signing certificate and an end <b>Digital Signing</b> Use this certificate to digit	or encrypted messages, y cryption certificate. ally sign messages you se	ou should specify	both a digit
Security			<u>S</u> elect	Clear
<ul> <li>Private</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> </ul>	Digitally sign messages	(by default) ypt & decrypt messages	sent to you:	
Synchronization & Storage			Select	Clear
Disk Space Disk Space Disk Space Outgoing Server (SMTP)	Required (can't send m         Certificates         Manage Certificates	essage unless all recipien	ts have certificate	s)
Account Actions				

# Select your imported Certificate

	Select Certificate	×
Certificate:	TERENA ID [0 01:91:2E:17:F3:F9:BD:14]	
Details of se	lected certificate:	
Issued to: Valid from Signing,K Email: Issued by: Stored in:	CN=,O=Universität Innsbruck,L=Innsbruck,C=AT ::01:91:2E:17:F3:F9:BD:14 n Fri 04 May 2018 02:00:00 AM CET to Sat 04 May 2019 02:00:00 PM CET ey Encipherment @uibk.ac.at CN=TERENA Personal CA 3,O=TERENA,L=Amsterdam,ST=Noord-Holland,C=NL Software Security Device	
	Cancel Of	<

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 Composition** 

Compose messages in HTML format

Automatically quote the original message when replying

Then, start my reply above the quote

and place my signature below the quote (recommended)

v

Include signature for replies

Include signature for forwards

Global Composing Preferences...

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