

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.

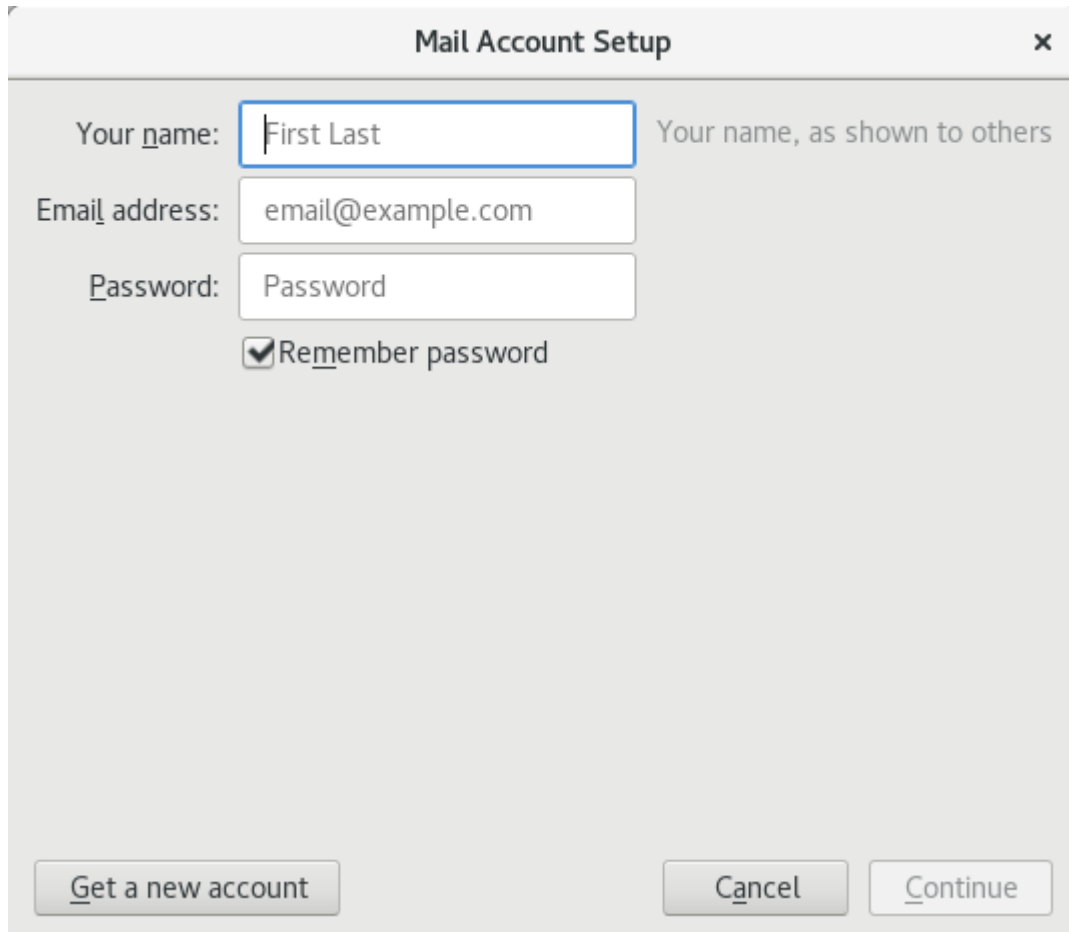
☒  **gandi.net**

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*



The image shows a 'Mail Account Setup' dialog box with a close button (X) in the top right corner. It contains three input fields: 'Your name:' with the text 'First Last', 'Email address:' with 'email@example.com', and 'Password:' with 'Password'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: 'Get a new account', 'Cancel', and '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 *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

Incoming: IMAP Server hostname: 138.232.65.244 Port: 1143 SSL: SSL/TLS Authentication: Normal password

Outgoing: SMTP Server hostname: 138.232.65.244 Port: 1025 SSL: SSL/TLS Authentication: Normal password

Username: Incoming: Outgoing:

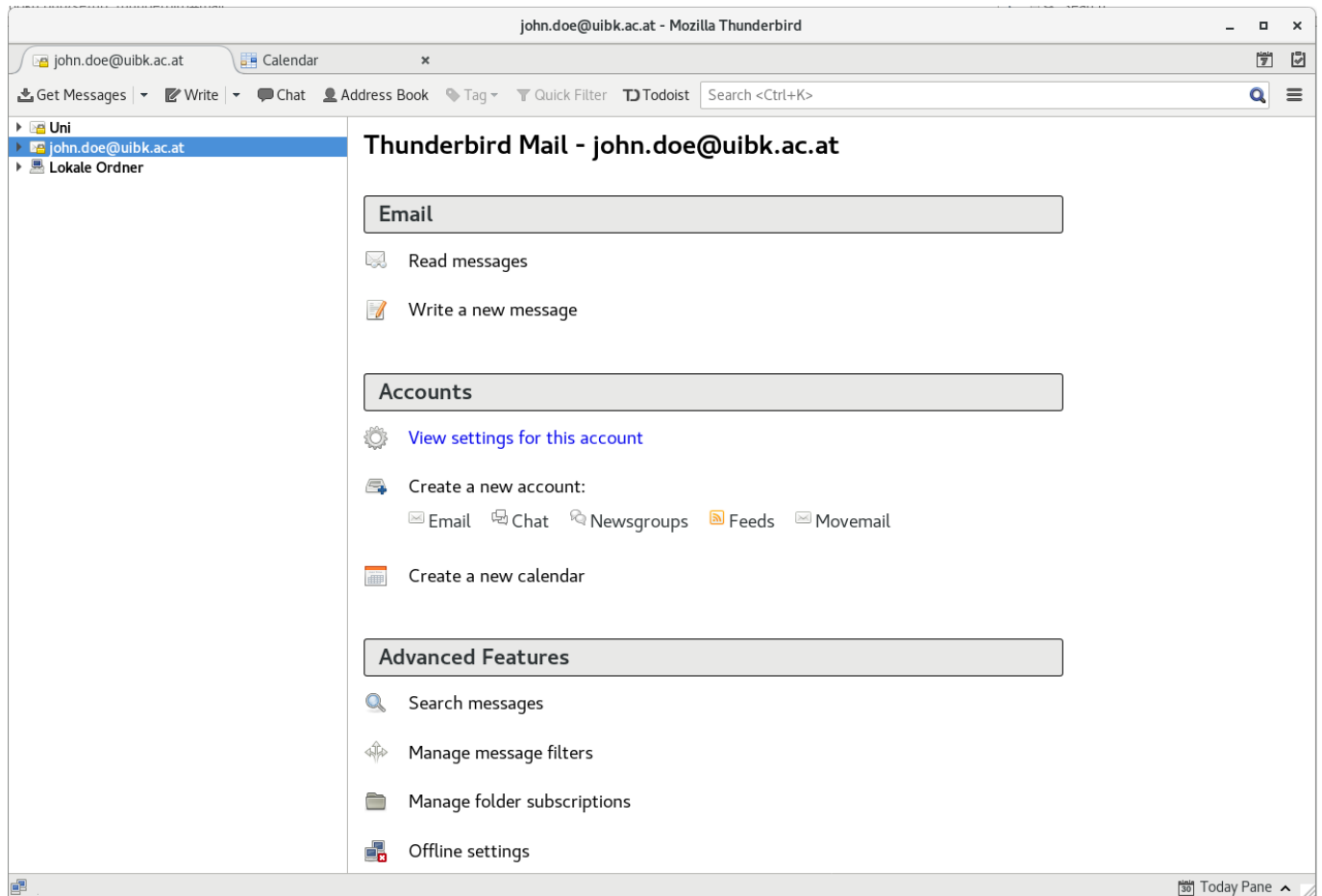
[Get a new account](#) [Advanced config](#) [Cancel](#) [Re-test](#) [Done](#)

Once again fill these spaces:

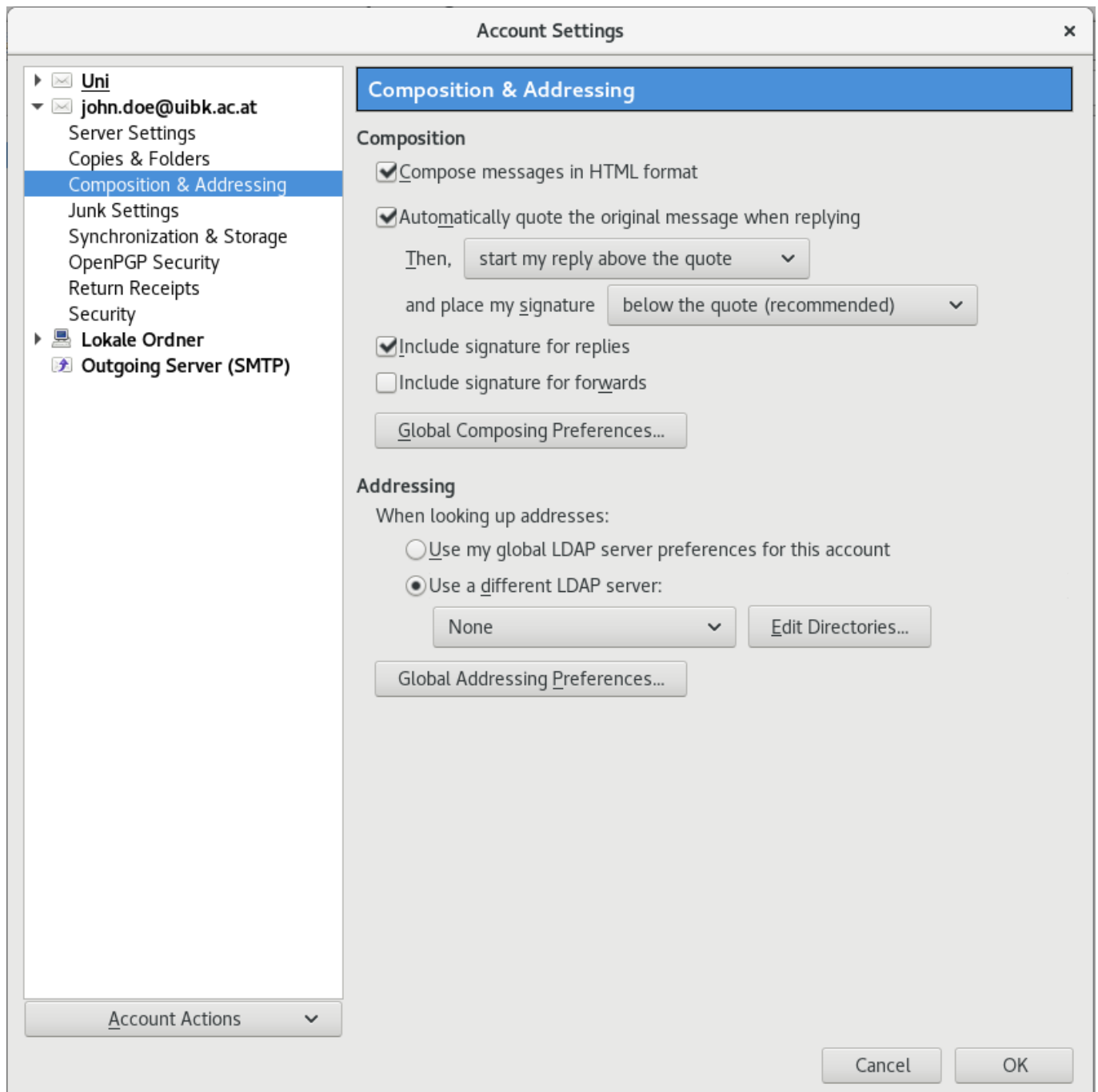
Description	What to fill in	Notes
Username	Your c number	can be taken from your "Benutzerbewilligung"
Server hostname	138.232.65.244	incoming and outgoing are identical
Port (IMAP)	1143	
Port (SMTP)	1025	
SSL	SSL/TLS	
Authentication	Normal password	

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

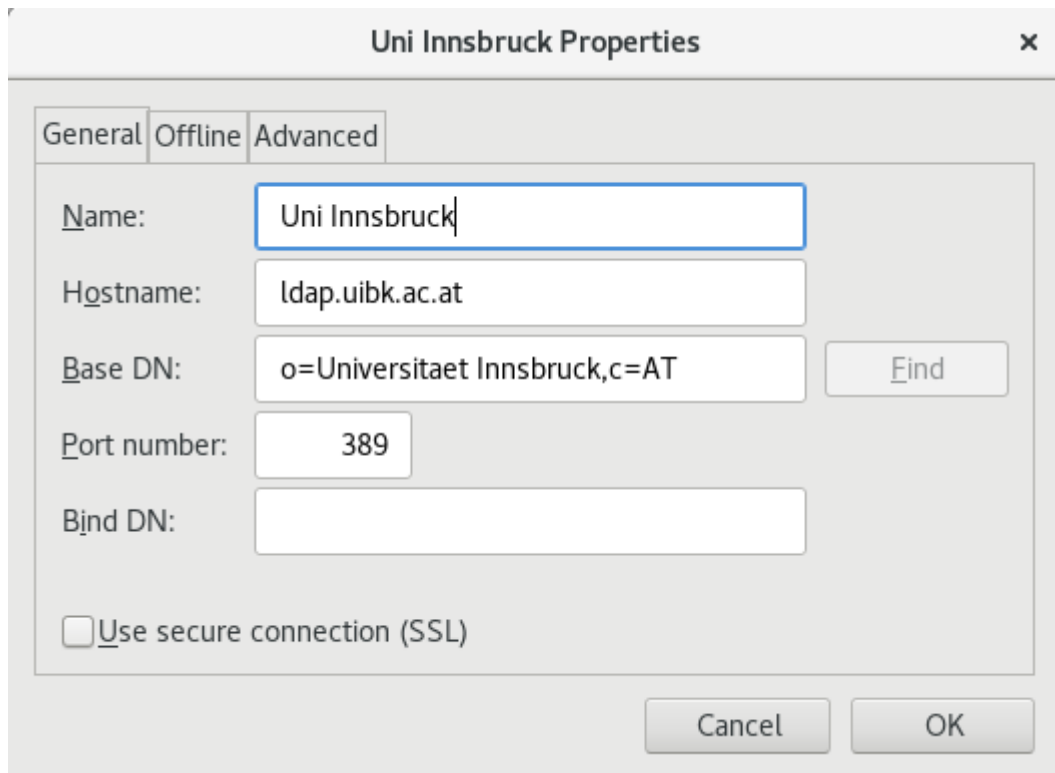
LDAP



Click on *View settings for this account*



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



Uni Innsbruck Properties

General Offline Advanced

Name: Uni Innsbruck

Hostname: ldap.uibk.ac.at

Base DN: o=Universitaet Innsbruck,c=AT Find

Port number: 389

Bind DN:

☐ Use secure connection (SSL)

Cancel OK

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:**

Reply-to 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...*

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

TM

Create New Calendar

Create a new calendar

Locate your calendar

Provide info about what is needed to access your remote calendar

Format:

☐ iCalendar (ICS)

☒ CalDAV

☐ Sun Java System Calendar Server (WCAP)

☐ Microsoft Exchange 2007/2010/2013

Location:

https://138.232.65.244:1080/users/john.doe@uibk.ac.at/calend

☐ Offline Support

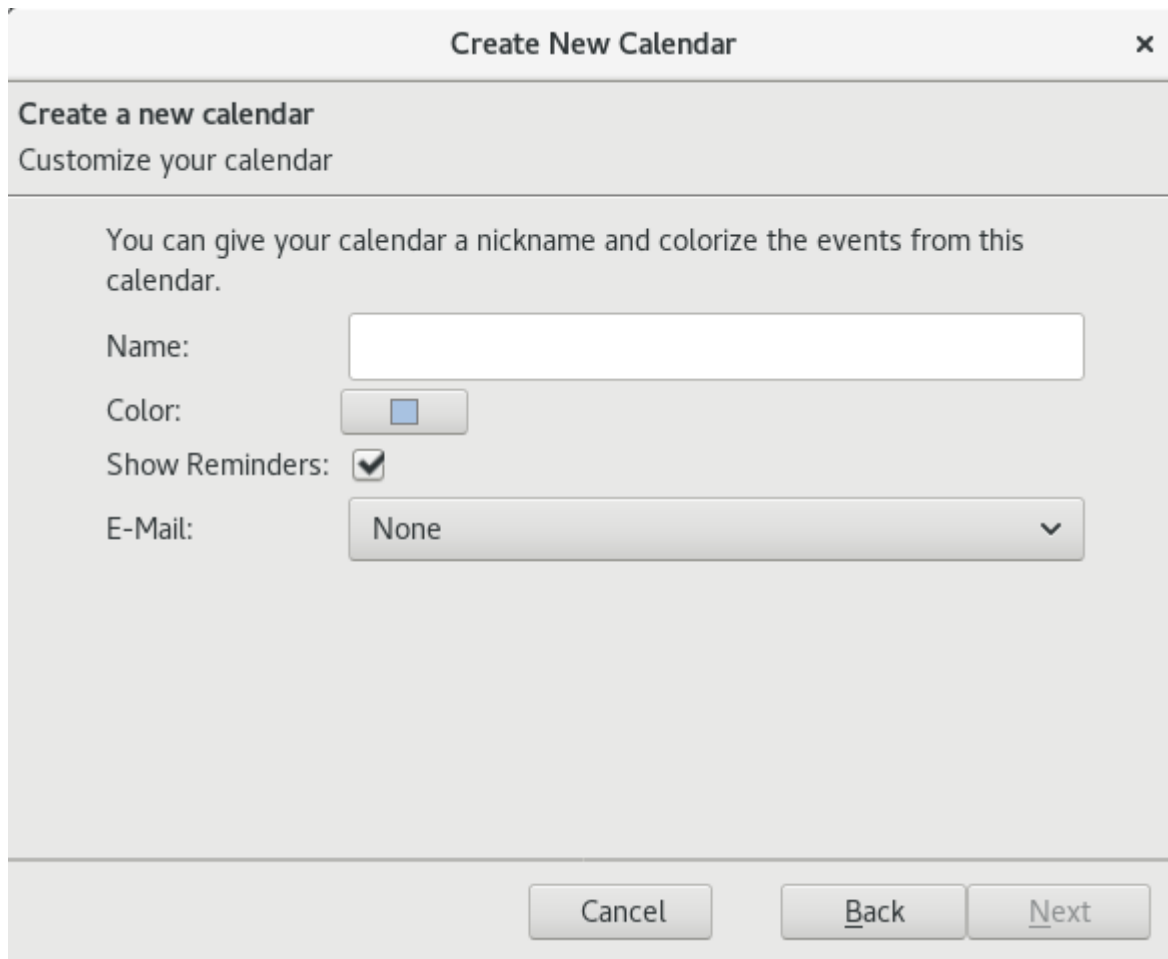
Cancel

Back

Next

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

Create a new calendar
Customize your calendar

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

Name:

Color:

Show Reminders: ☒

E-Mail:

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 UCompositionniversity of Innsbruck

IDP Selection

Please enter the Identity Provider to authenticate with:

University of Innsbruck

Next, login with your c-number



The image shows the University of Innsbruck's Web Single Sign-On page. At the top, the university's logo is displayed next to the text "universität innsbruck". Below the logo, there are links for "DE" and "EN". The main heading is "Web Single Sign-On", followed by the instruction "Sign in with your University of Innsbruck Account for GÉANT Trusted Certificate Service (TCS)". There are two input fields: the first is labeled "benutzername" and the second is a password field represented by dots. Below the password field are links for "Privacy" and "Need Help?". A large blue "Login" button is centered below the input fields. At the bottom, there are links for "University of Innsbruck", "Privacy", and "Imprint". The background features a large, faint watermark of the university's seal.

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

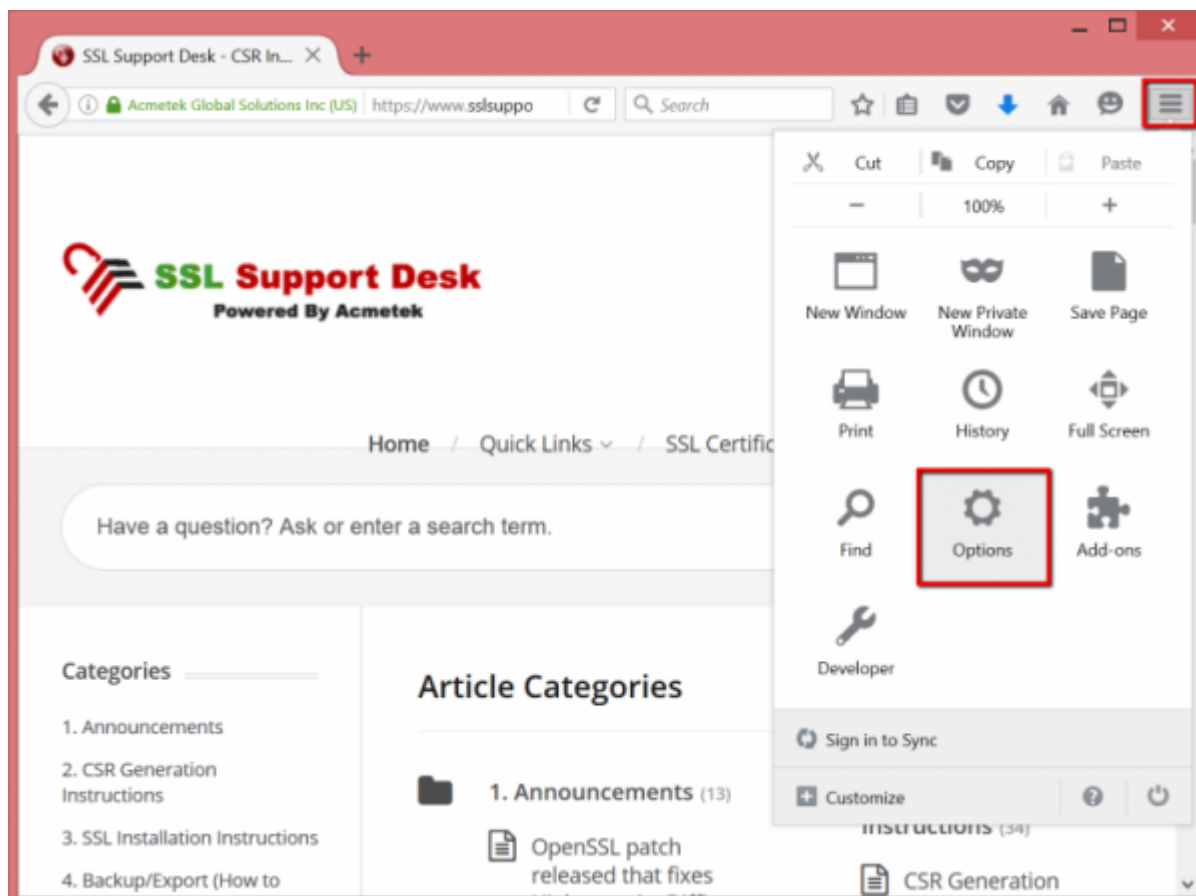
Schritt 2 → Request Certificate

Exporting the Certificate (Firefox)

In the upper right of your Firefox browser click



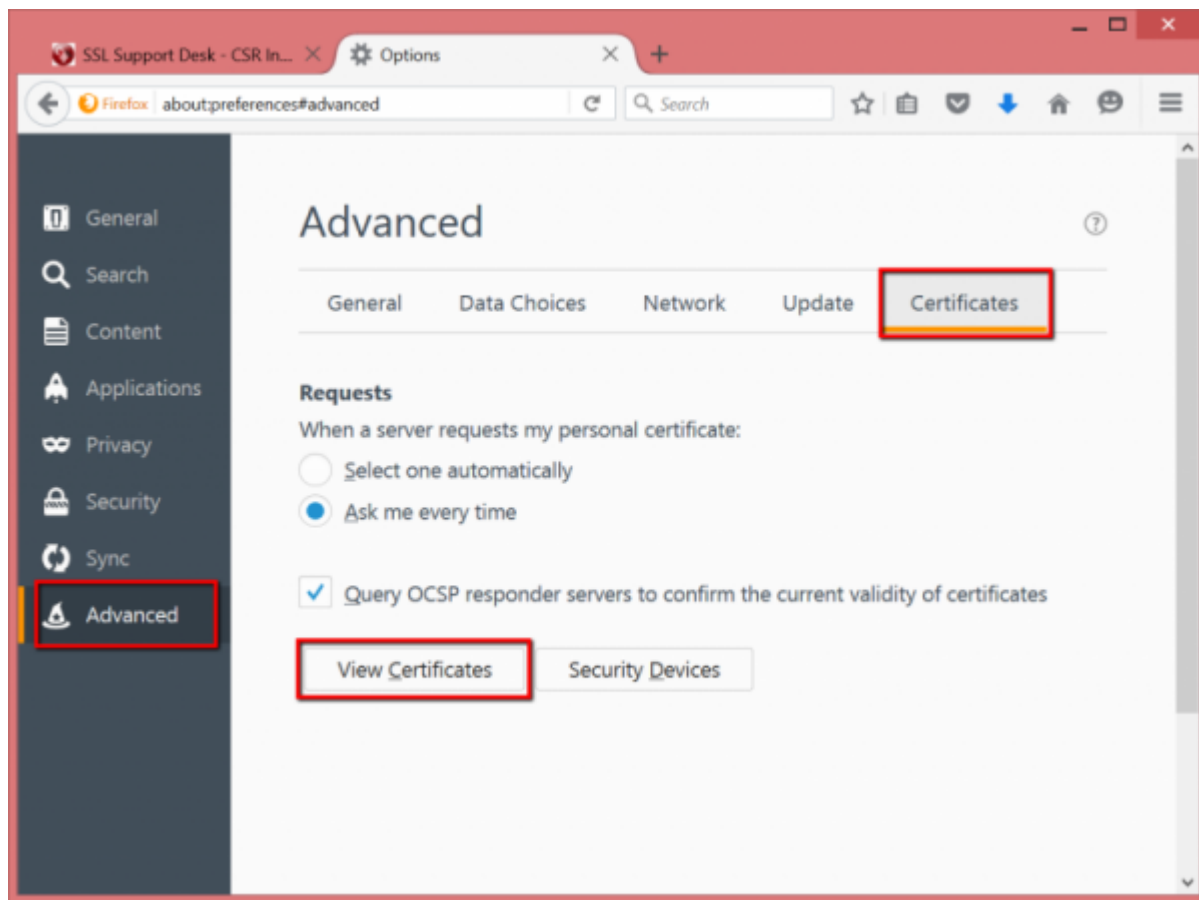
Click **Options**



TM On the

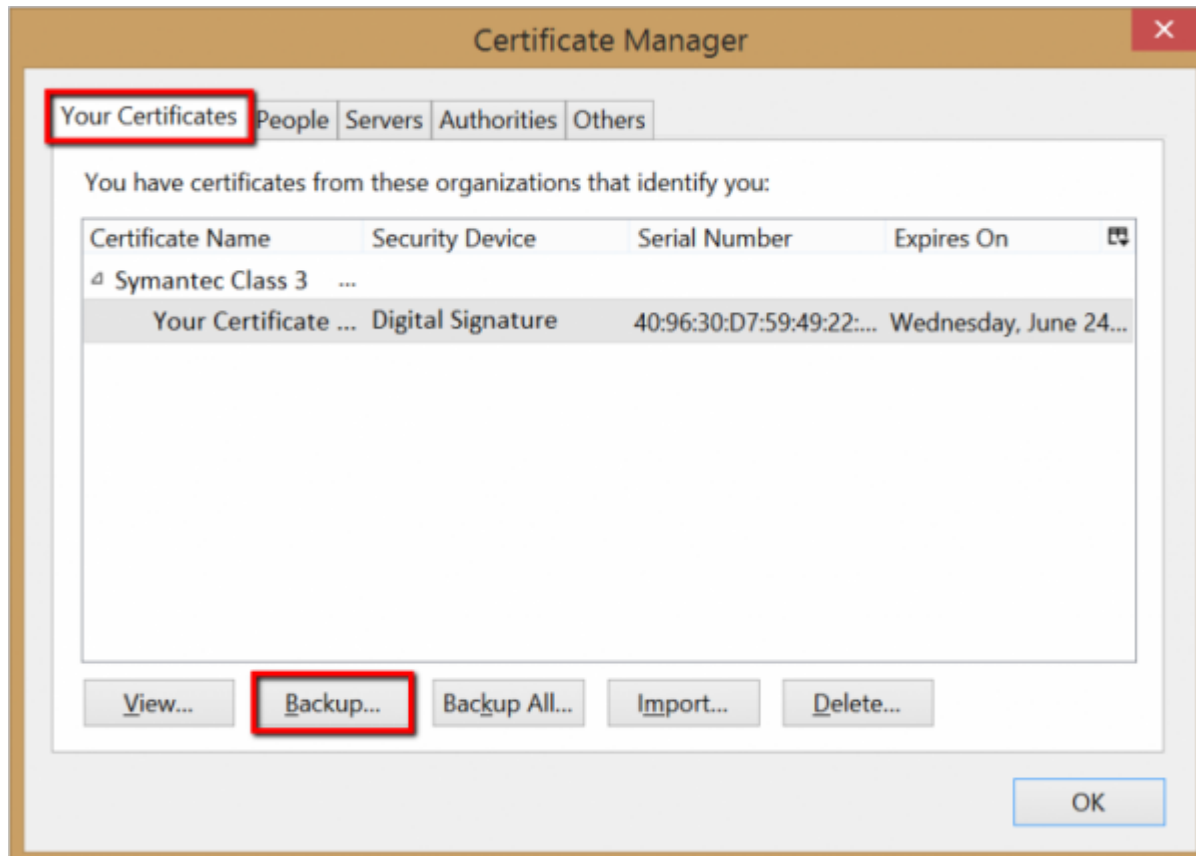
left panel click **Advanced**

Under Advanced click **Certificates** > **View Certificates**

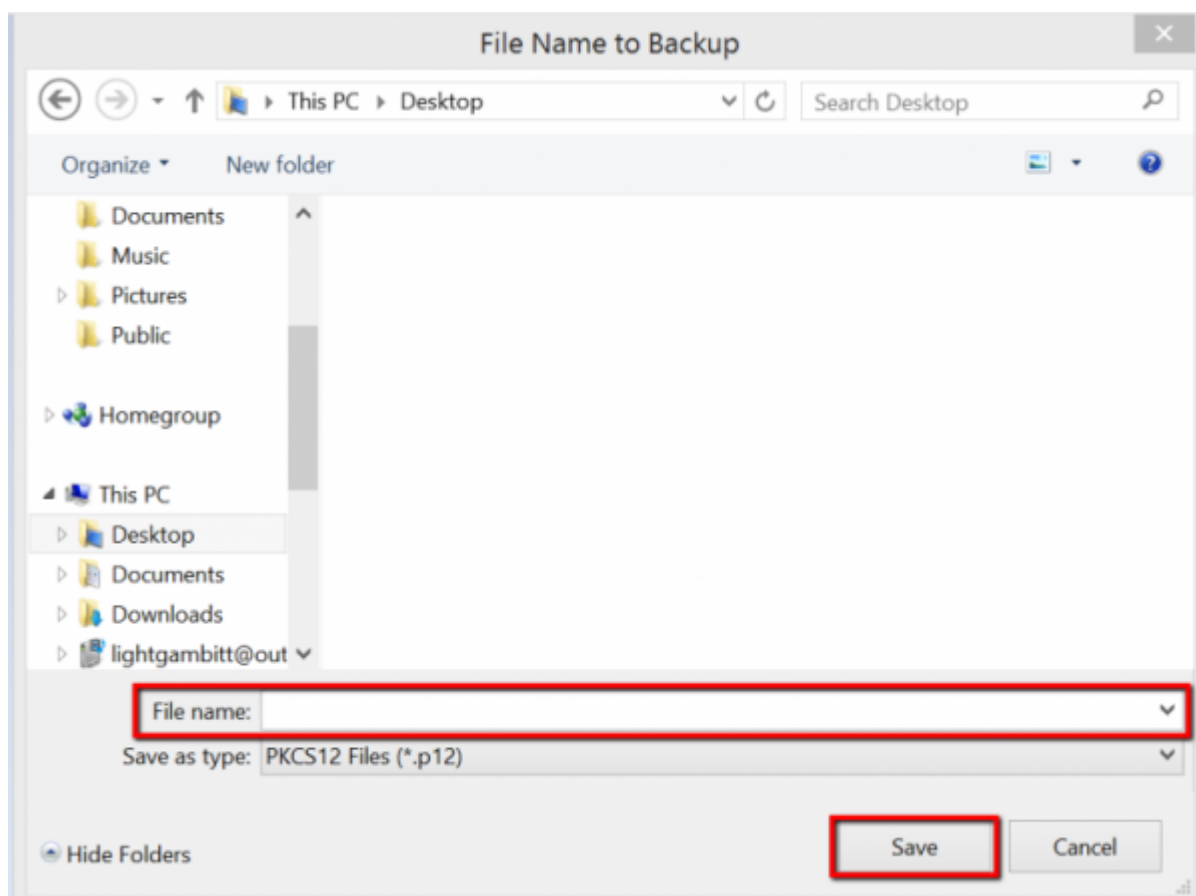


In the Certificate Manager click the **Your Certificates** tab

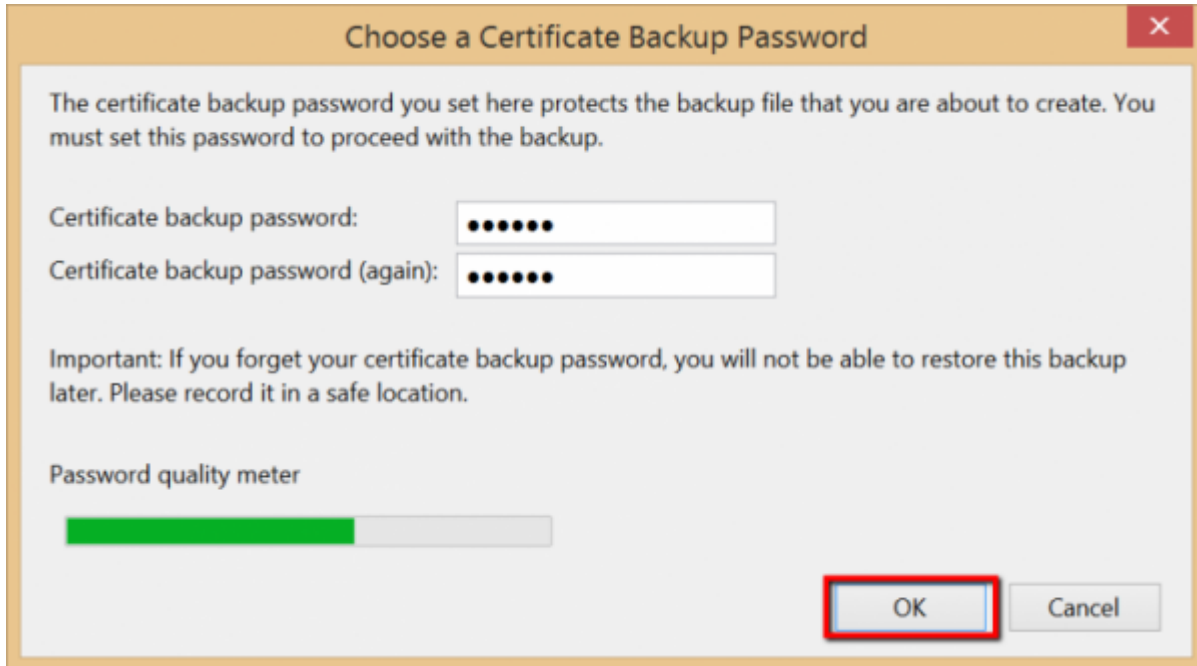
Select the Certificate you want to export and click **backup**



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



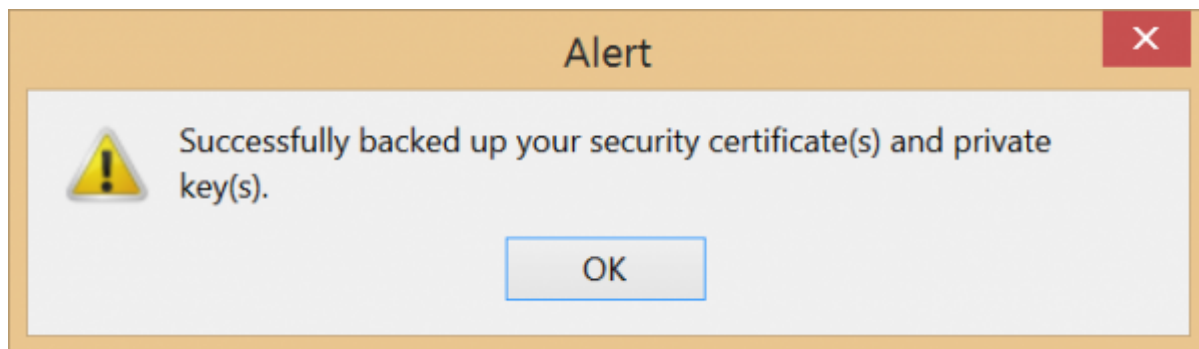
In the **Choose a Certificate Backup Password** window specify a password for your certificate



The screenshot shows a dialog box titled "Choose a Certificate Backup Password". It contains the following elements:

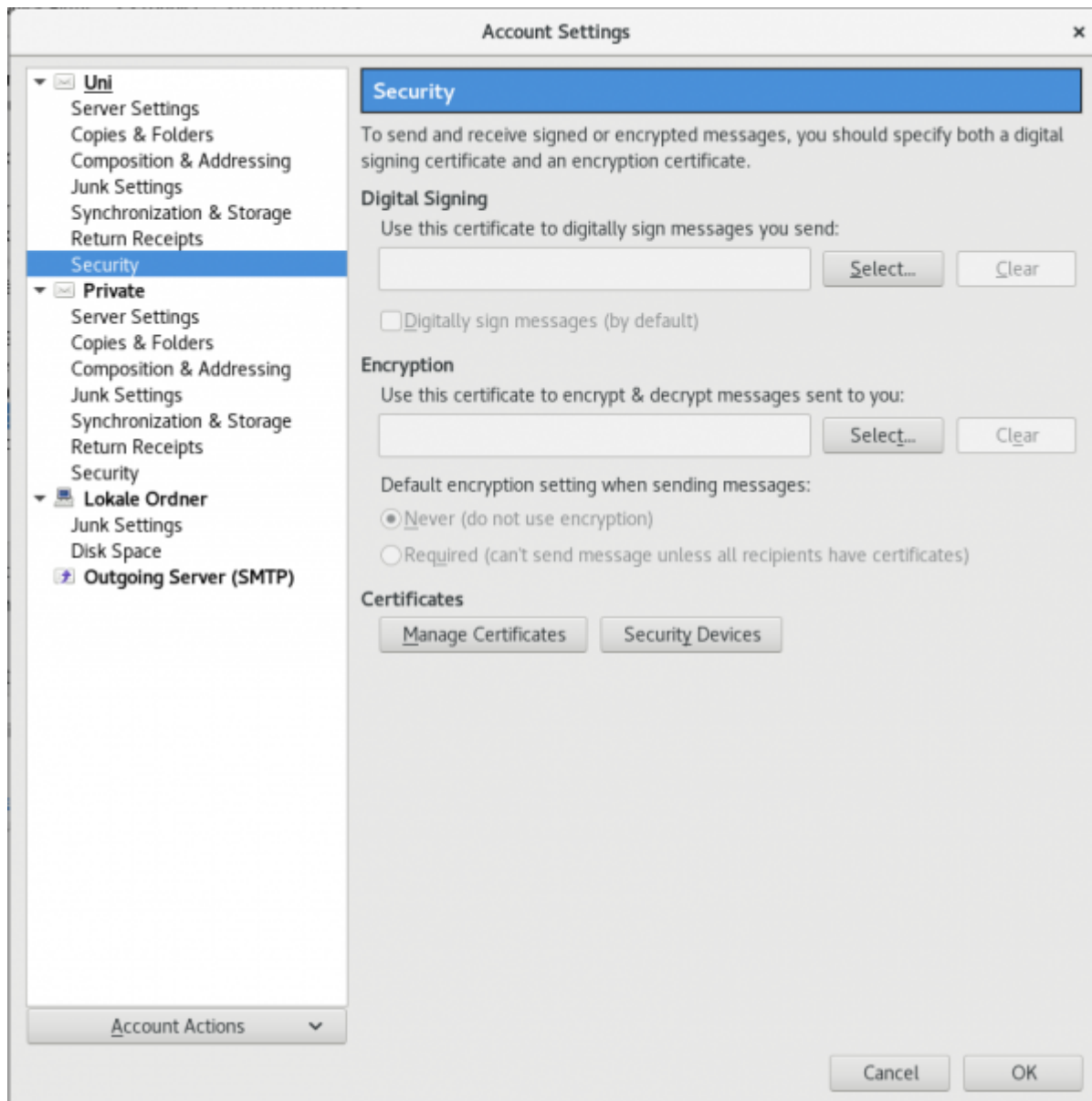
- A title bar with a close button (X).
- Text: "The certificate backup password you set here protects the backup file that you are about to create. You must set this password to proceed with the backup."
- Two password input fields:
 - Label: "Certificate backup password:"
 - Label: "Certificate backup password (again):"
- Text: "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."
- A "Password quality meter" with a green progress bar.
- Two buttons at the bottom right: "OK" (highlighted with a red rectangle) and "Cancel".

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

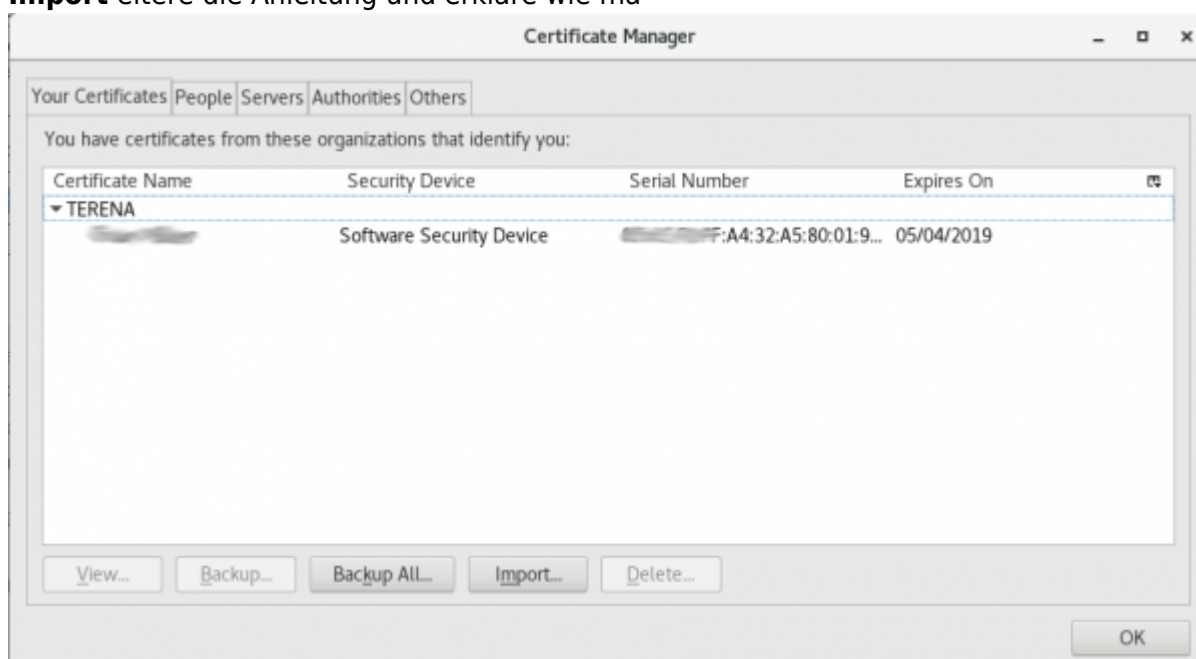


Using your Certificate with Thunderbird

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

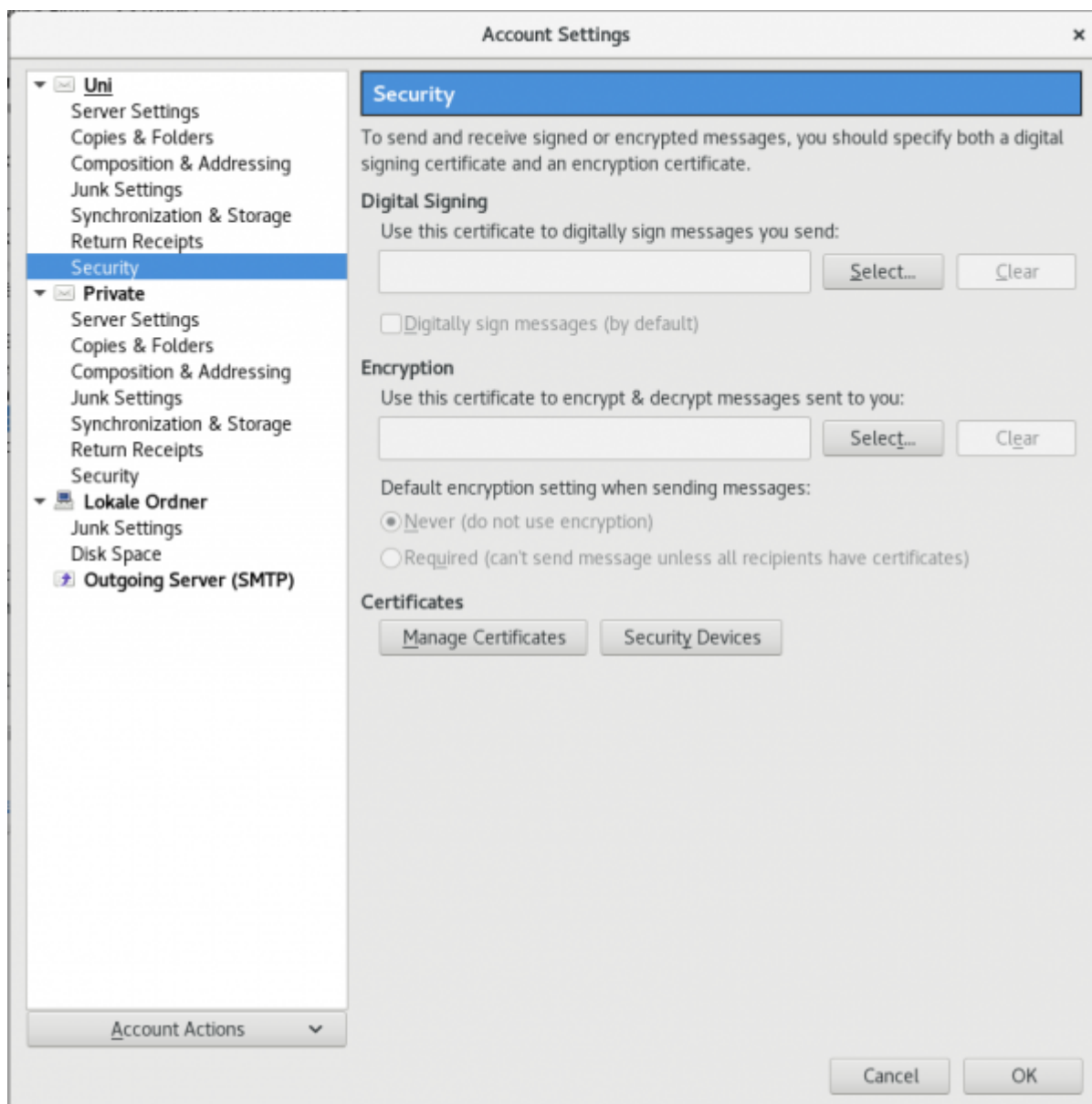


In the **Certificate Manager** window make sure you've selected the "Your Certificates" tab and click **Import** eitere die Anleitung und erkläre wie ma

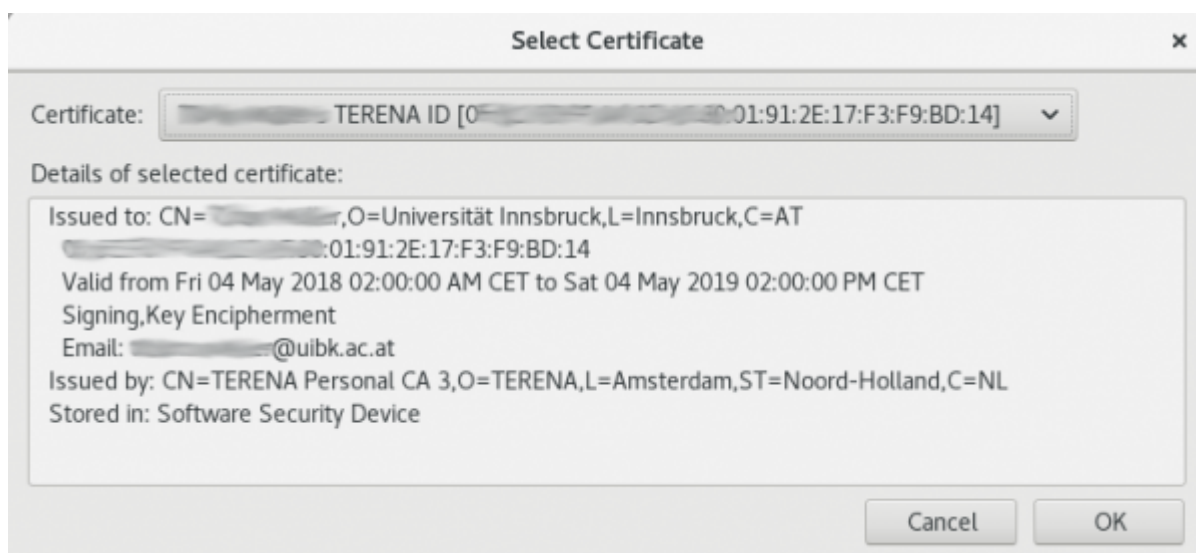


Select your previously exported .p12 file and enter your password

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

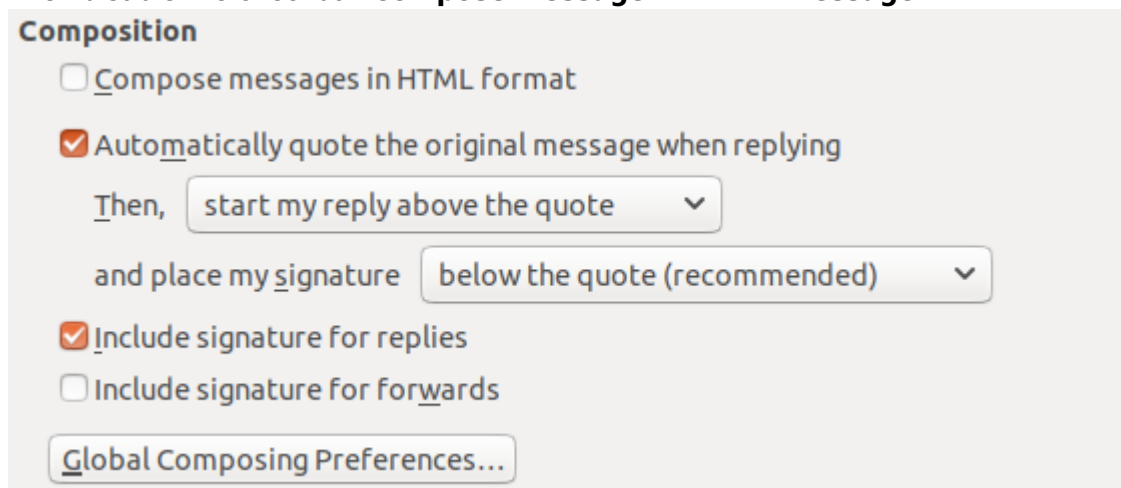
openPGP

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**



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) ▼

☒ Include signature for replies

☐ Include signature for forwards

Global Composing Preferences...

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