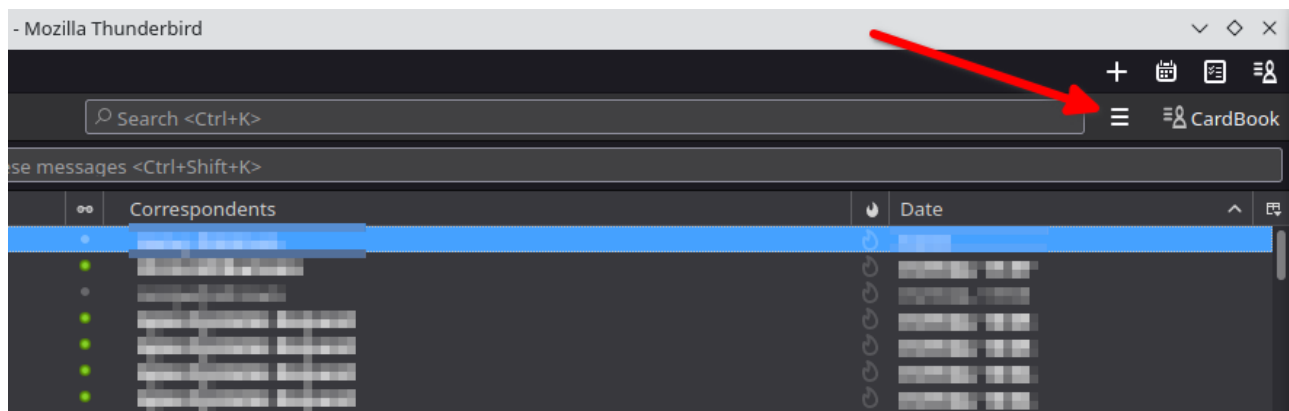


Email, Calendar, Address Book Configuration

The purpose of this document is to walk you through the steps you must take to set up your email, calendar, and address book. If you have any questions, please contact helpdesk@handymachine.us or call (859) 227-1768

Email

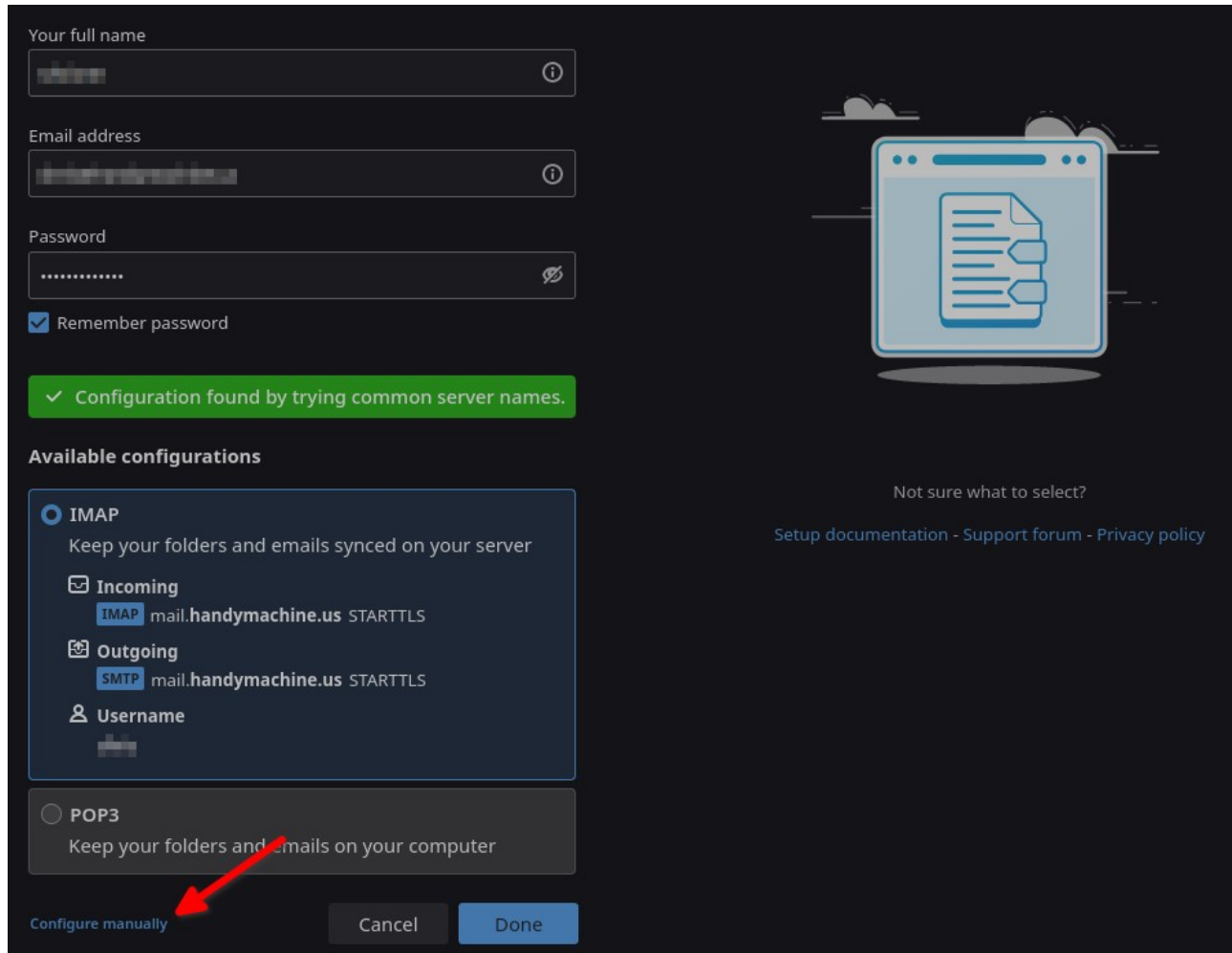
1. If this is the first time you've opened Thunderbird, skip down to Step 3. Otherwise, open Thunderbird and click the Hamburger icon in the top right of your window to open the main menu. Select "Account Settings"



2. Select "Account Actions" (bottom right), then "Add Mail Account"
3. Enter your name, email address, and password, then click "Continue."

A screenshot of the "Set Up Your Existing Email Address" dialog box. The title is "Set Up Your Existing Email Address". Below the title, it says "To use your current email address fill in your credentials. Thunderbird will automatically search for a working and recommended server configuration." There are three input fields: "Your full name" with the value "C Williamson", "Email address" with the value "john.doe@example.com", and "Password" which is empty. There is a "Get a new email address" link below the email address field. A "Remember password" checkbox is checked. At the bottom, there are "Cancel" and "Continue" buttons. A cartoon octopus character holding tools is on the right side. At the very bottom, it says "Your credentials will only be stored locally on your computer."

- Thunderbird will find the correct settings automatically. There is one edit you must make: Change your username to be your **entire email address**.
- To change your username, once it has auto-configured click the small blue "Configure manually" link:



6. In the two "Username" boxes, enter your whole email address:

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: [REDACTED]

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: **email@address.com**

OUTGOING SERVER

Hostname: [REDACTED]

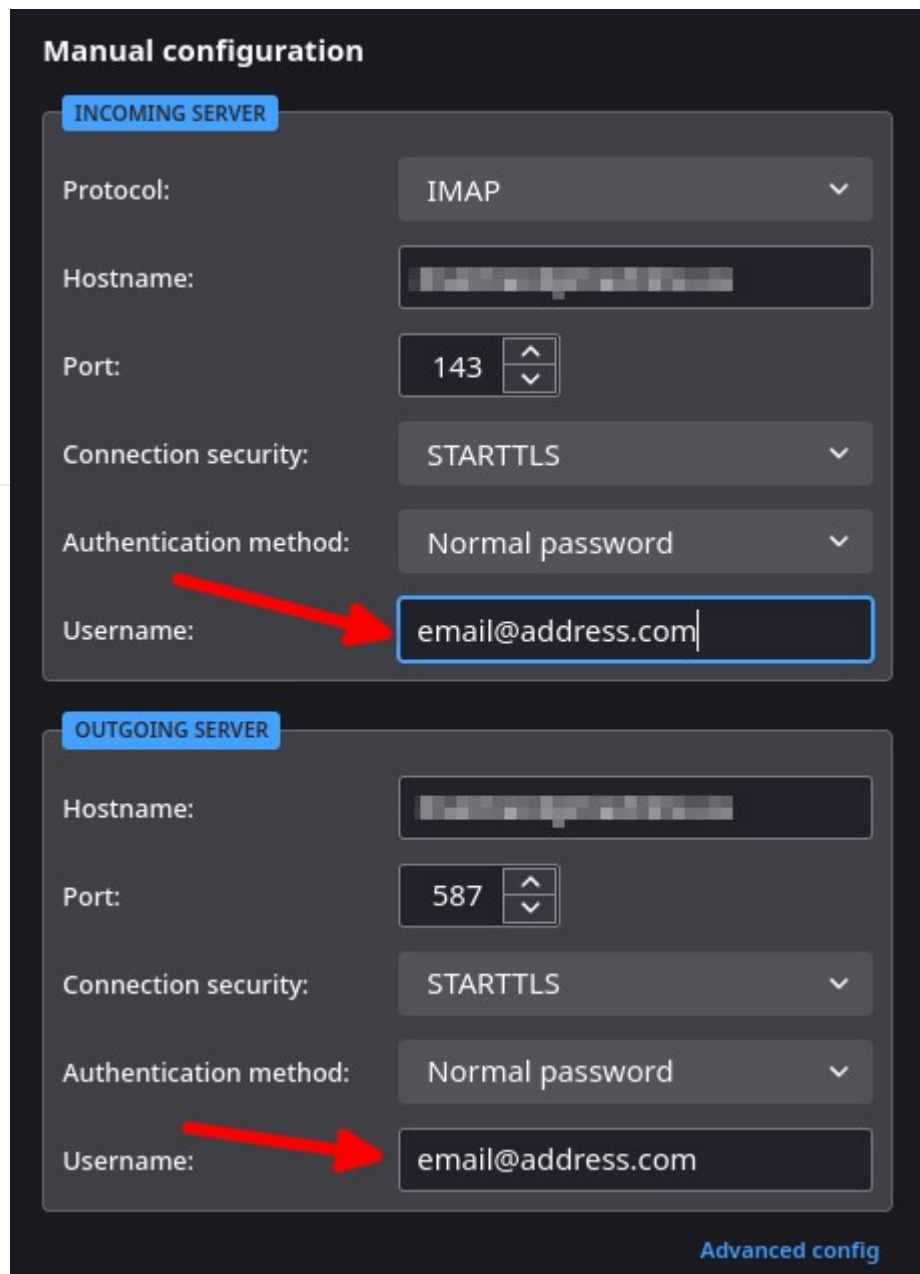
Port: 587

Connection security: STARTTLS

Authentication method: Normal password

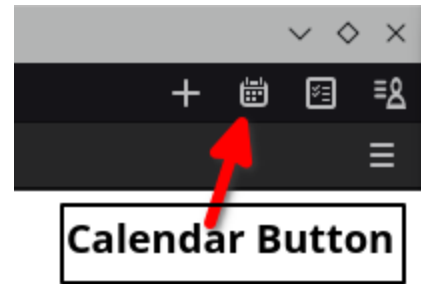
Username: **email@address.com**

[Advanced config](#)

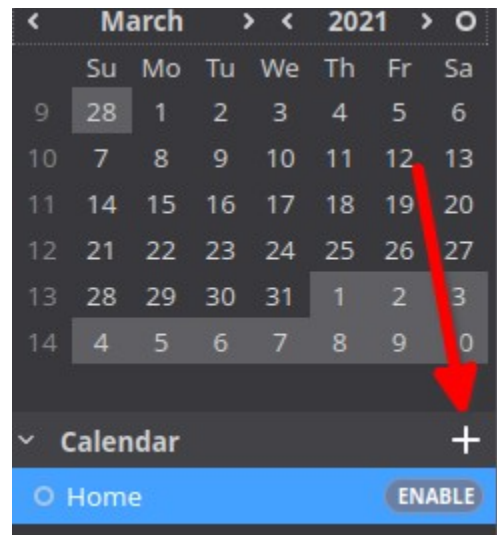


Calendar

1. In Thunderbird, open the "Calendar" tab. If you don't see the tab, click the Calendar icon in the top right:



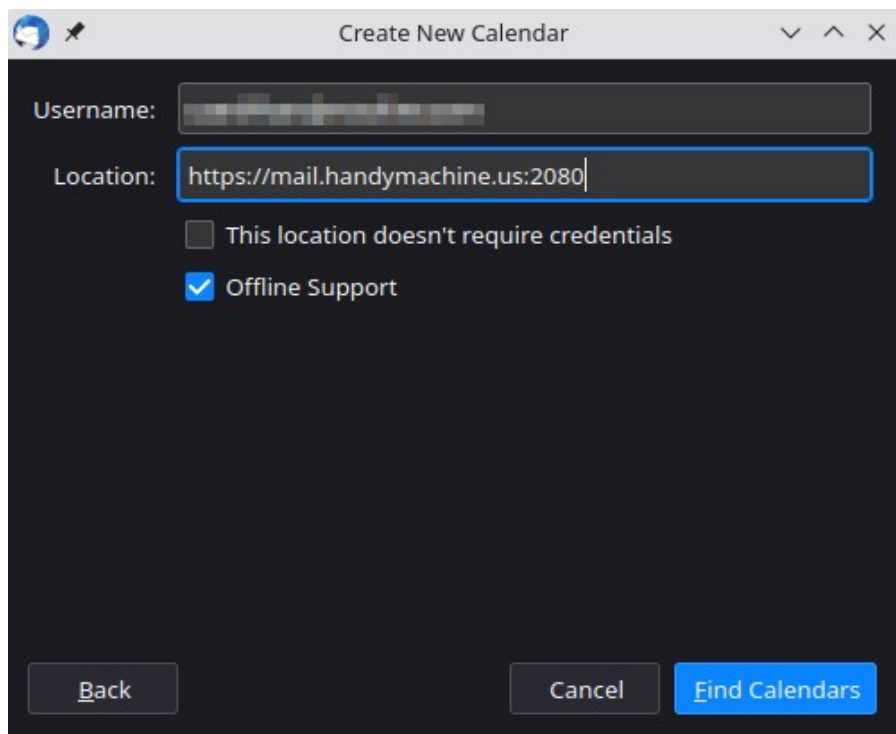
2. You'll see a calendar of the current month in the top-left of your Thunderbird window. Below that is a heading "Calendar" – click the PLUS sign + next to it.



3. A dialog box will open asking for the calendar's location.

Choose "On the Network" and click "Next"

1. **Username:** Enter your email address
2. **Location:** Copy and paste this address:
<https://mail.handymachine.us:2080>
3. Click "Find Calendars"



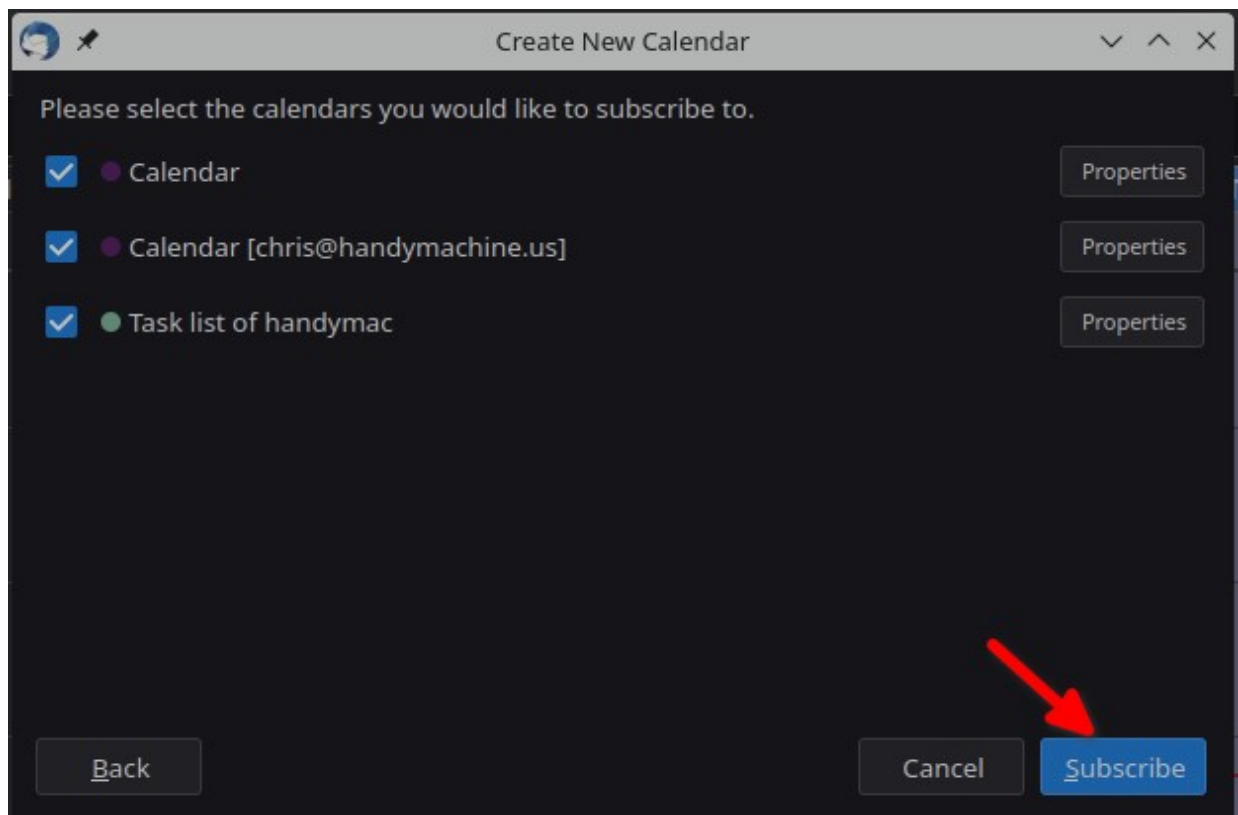
Username:

Location:

This location doesn't require credentials

Offline Support

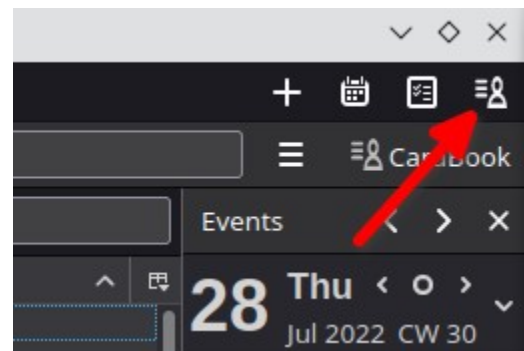
- Next you'll be prompted for your password. Enter it and select "Sign in"
- You'll be presented with the Company Calendar, your Personal Calendar, and your Personal Task List. Click "Subscribe"



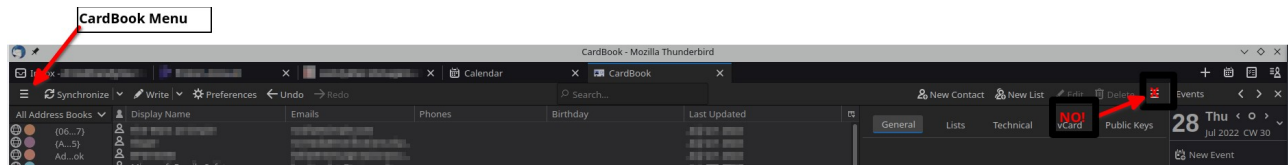
Address Book

We're almost done!

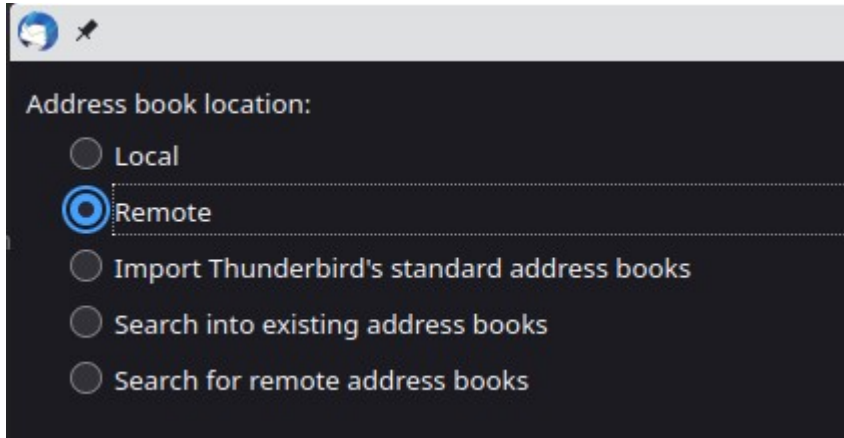
- Click the "CardBook" button in the top-right corner of Thunderbird (similar to the "Calendar" button):



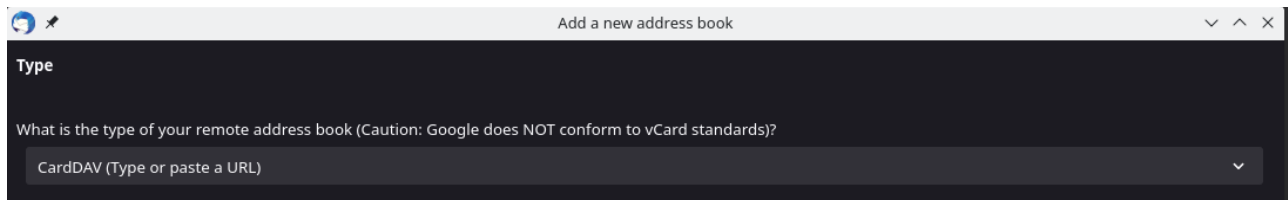
2. Click the CardBook hamburger icon in the **top left** of the screen (NOT Thunderbird's menu in the top right). It's a little confusing; reference the screenshot:



3. From the Hamburger Icon > Address Book > New Address Book
4. Choose "Remote"



5. Now you're asked a question: What is the type of your remote address book? Select "CardDAV (Type or paste a URL)"



6. Now just fill in the blanks:
 1. **URL:** <https://mail.handymachine.us:2080>
 2. **Username:** Again, enter your entire email address.
 3. **Password:** Enter your password
 4. Test by clicking "Validate." Then click "Next"
 5. For help, reference the screenshot on the next page:

Add a new address book

Type

What is the type of your remote address book (Caution: Google does NOT conform to vCard standards)?

CardDAV (Type or paste a URL)

Connection

For a CardDAV type, enter the URL of your remote address book. You may try to use a partial URL (example : http(s)://carddav.example.org). For a Google address book, don't specify this field.

URL: https://mail.handymachine.us:2080

Enter the credentials for accessing your address book. For a Google address book, the username should be your Google email.

Username: [redacted]

Password: [redacted]

Use Password Manager to remember this password

Back Validate Cancel Next

Now you're all done! If you get lost or need help, please don't hesitate to contact us at the Helpdesk!