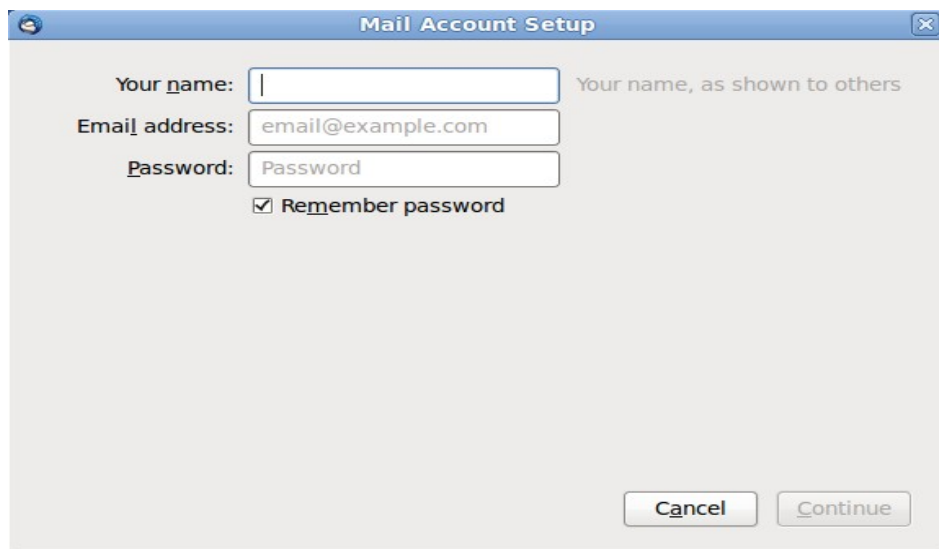


Configuring Thunderbird with UEA Exchange 2007:

This document covers Thunderbird v10.0.2 please contact it.linux@uea.ac.uk if you require an upgrade.

Mail Account Setup.

Step 1: Open Thunderbird, you should be prompted for your account details:



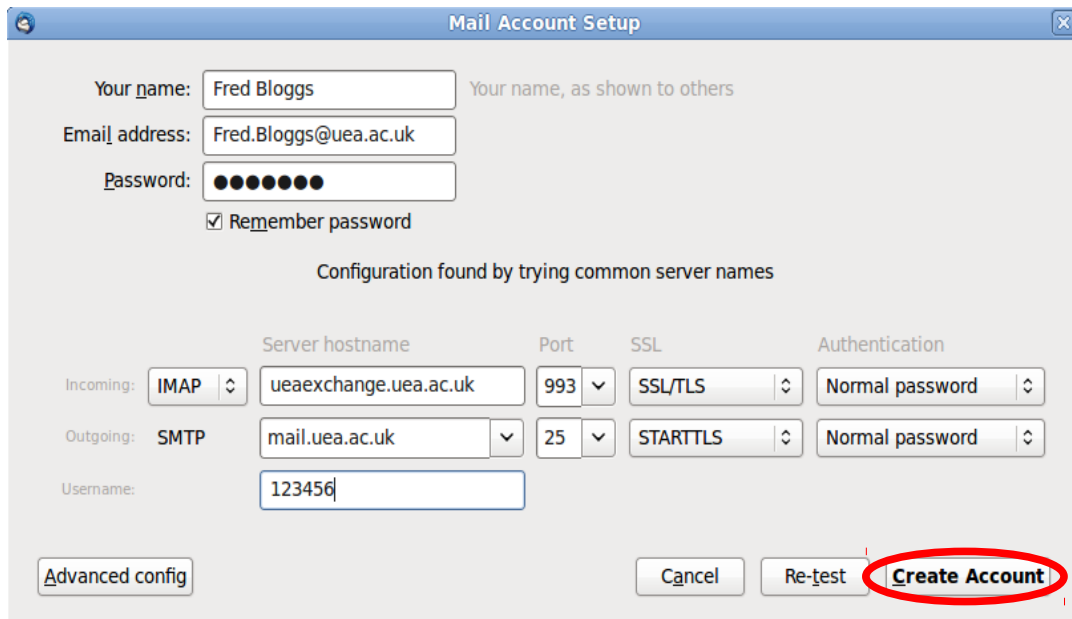
If you are not prompted then click on File → New → Existing Mail Account

Step 2: Enter Your Name, Email address and UEA Password, click on continue.

Step 3: Click Manual Config on the Looking up configuration screen:



You should now see the Mail Account Setup screen with more server options:



Step 5: Enter or select the following settings:

Incoming IMAP	Server hostname:	ueaexchange.uea.ac.uk
	Port:	993
	SSL:	SSL/TLS
	Authentication:	Normal password
Outgoing SMTP	Server hostname:	mail.uea.ac.uk
	Port:	25
	SSL:	STARTTLS
	Authentication:	Normal password
	Username:	Your UEA user name

Click Create Account.

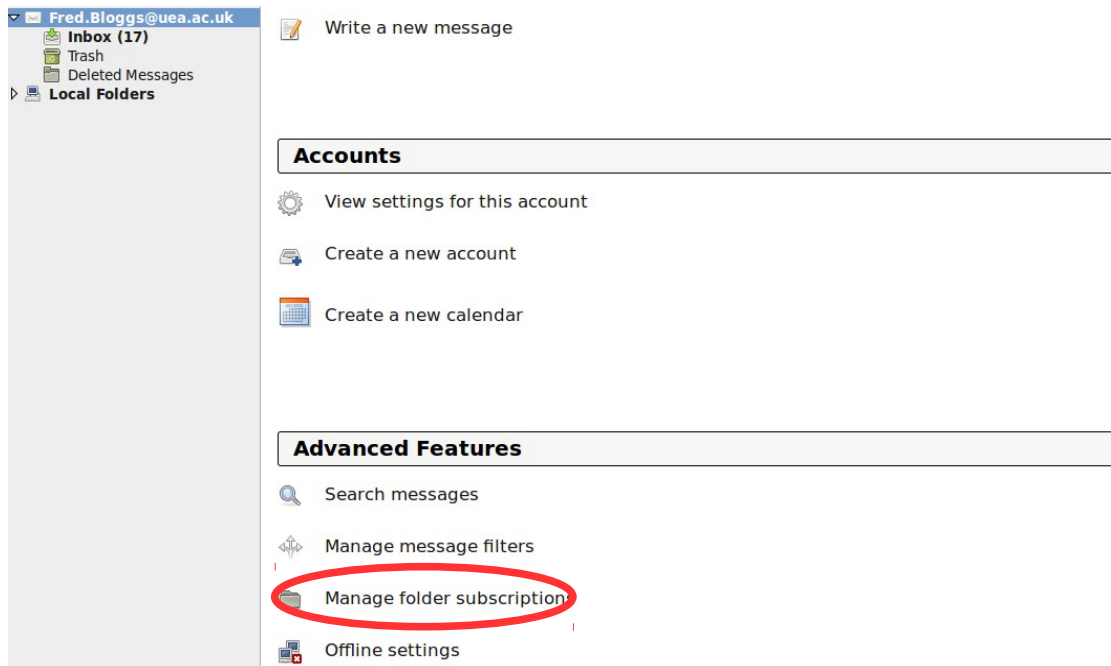
Your mailbox will now be available in Thunderbird.



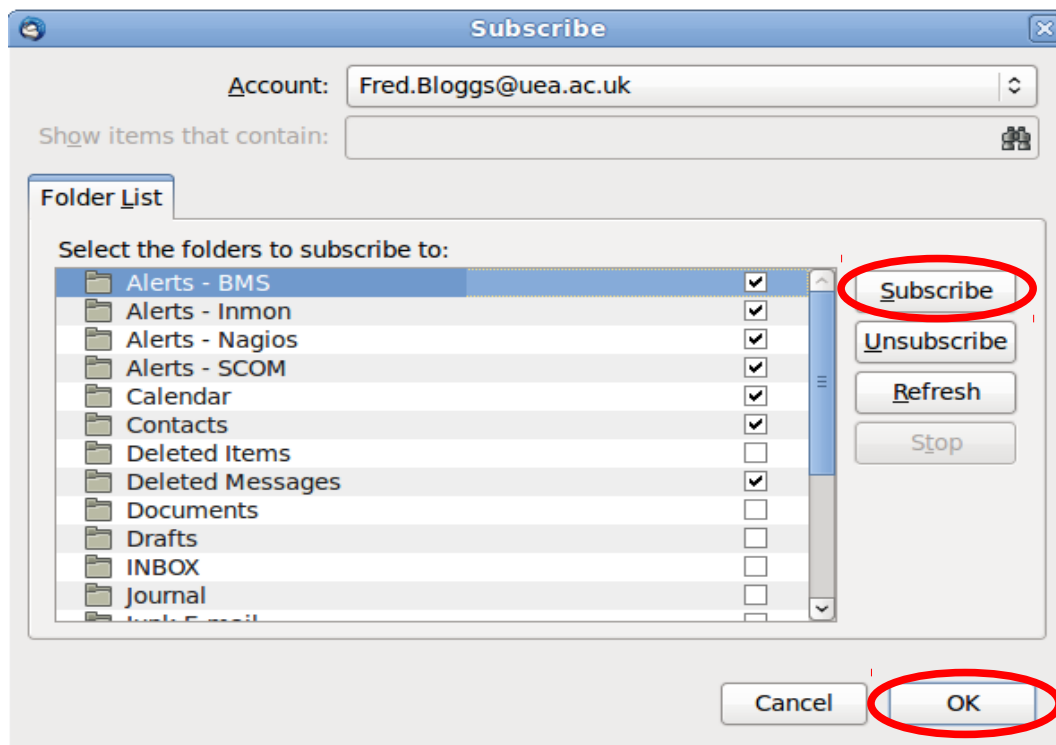
Subscribe to Your Folders

To view your mailbox folders you have to subscribe to them following these steps:

Step 1: Click on your account name then click Manage folder subscriptions in the right hand pane.



You will now see the list of folders that are available to your mailbox:

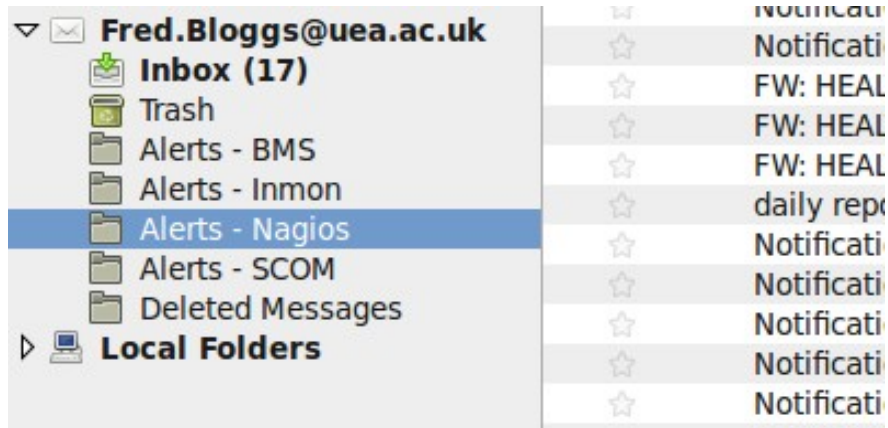


Step 2: Tick the folders that you wish to view.

Note: If you have nested folders you will have to expand each parent folder and then check on each folder to subscribe.

Click Subscribe then click OK.

You should now be able to see all the selected folders under your account:

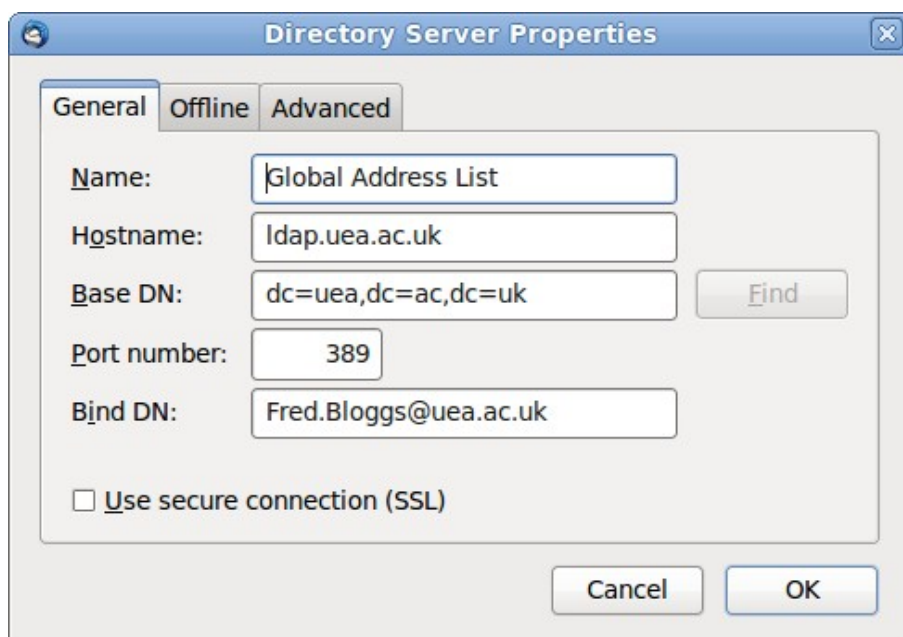


You can create new folders on your exchange mailbox by right clicking your account and selecting New Folder.

Thunderbird and LDAP address book setup.

Step 1: Click on Tools → Address Book.

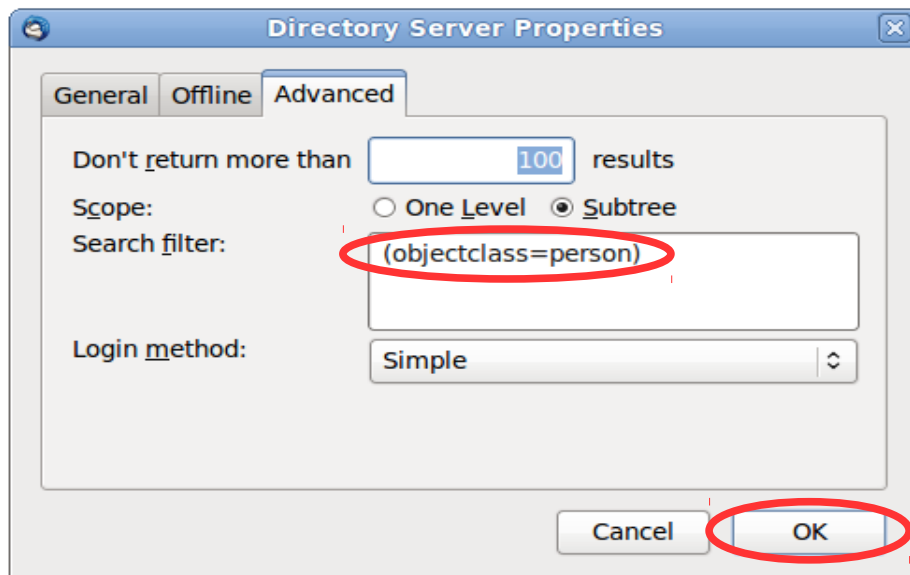
Step 2: Click File → New → LDAP Directory.



Enter the following Directory Server Properties:

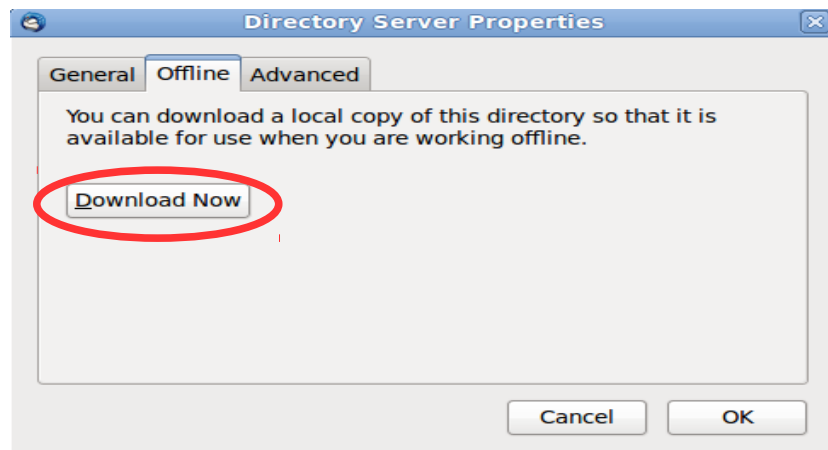
Name: A descriptive name for your address book .e.g. Global Address List
Hostname: ldap.uea.ac.uk
Base DN: dc=uea,dc=ac,dc=uk
Port number: 389
Bind DN: yourusername@uea.ac.uk

Step 4: Click the advanced tab:



Step 5: To improve search speed change the search filter to: (objectclass=person). Leave all other settings, click OK.

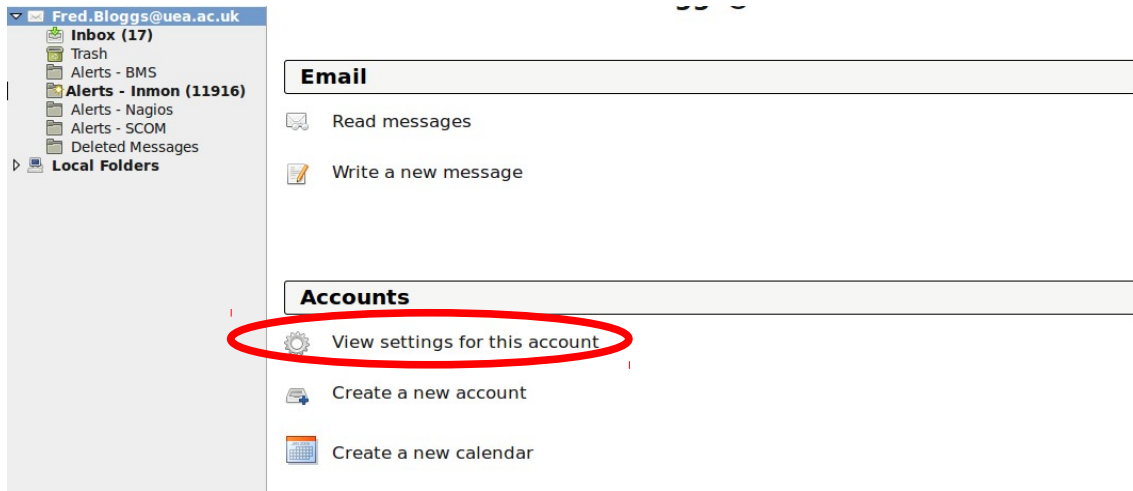
Step 6: Click the Offline tab, click Download now.



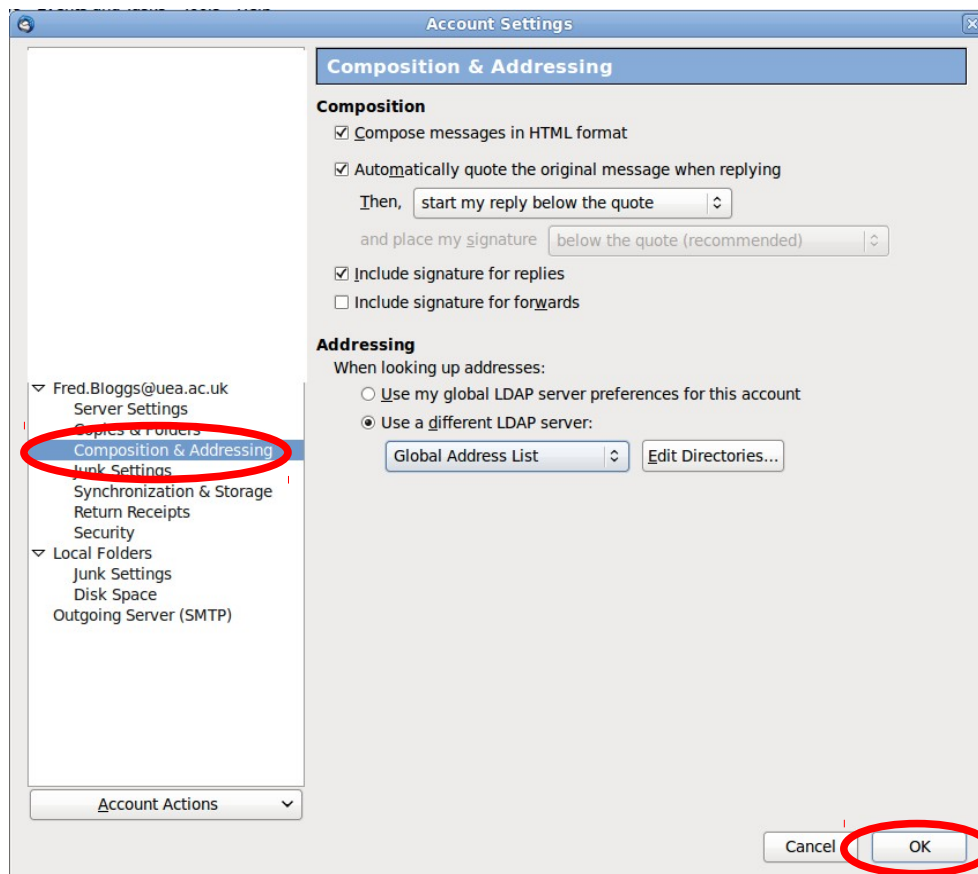
If there are no errors you can now set the new address book as your default address book for composing messages.



Step 7: Click on your mail account then click View settings for this account in the left hand pane:



Step 8: Click Composition & Addressing:



Select Use a different LDAP server then choose your new address book name from the drop down list, then Click OK.



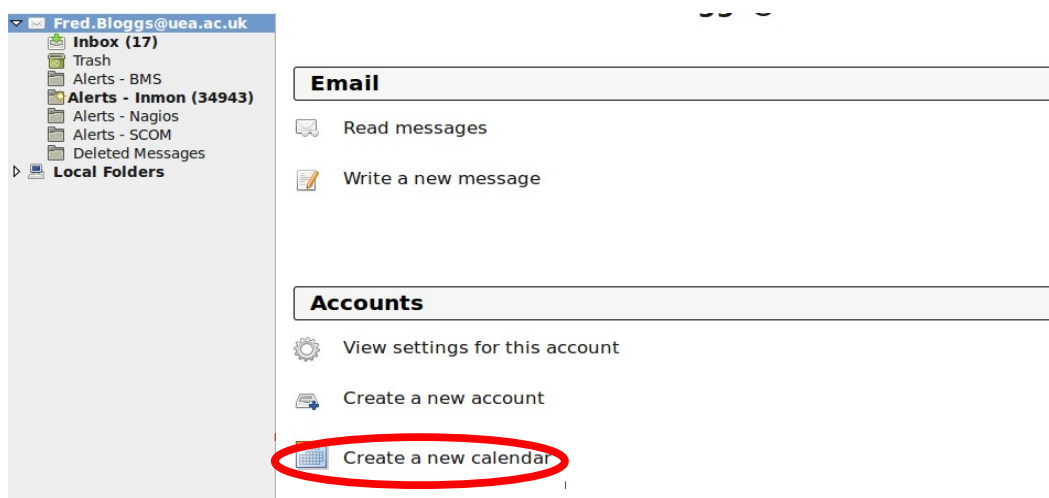
Calendar Setup

In order to configure Thunderbird to work with your exchange calendar you will need to install two Thunderbird add-ons, Lightning and The Exchange 2007/2010 Calendar and Tasks Provider.

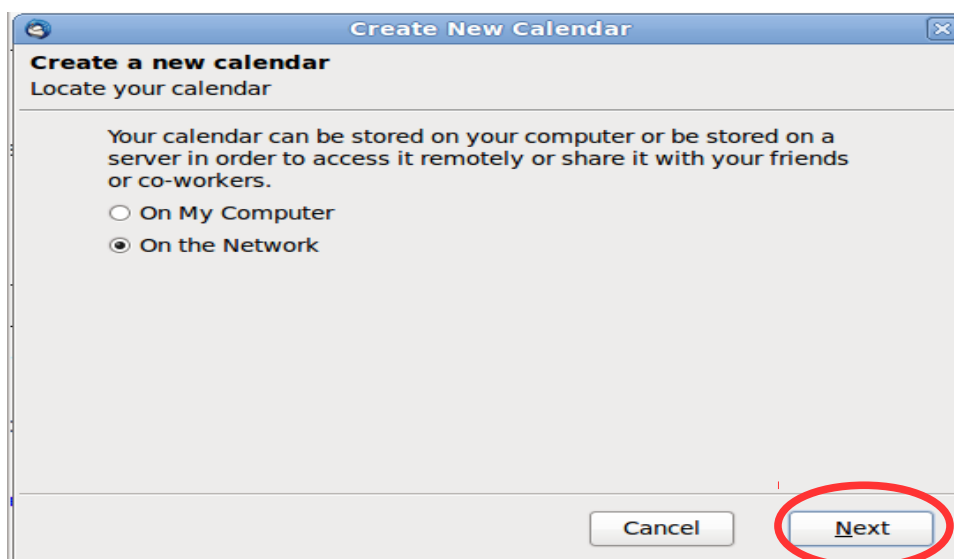
Locate and install these by opening the add-on manager from within Thunderbird by clicking tools → add-ons. Search for both add-ons and install.

Once the add-ons are installed follow these steps to connect to your exchange calendar.

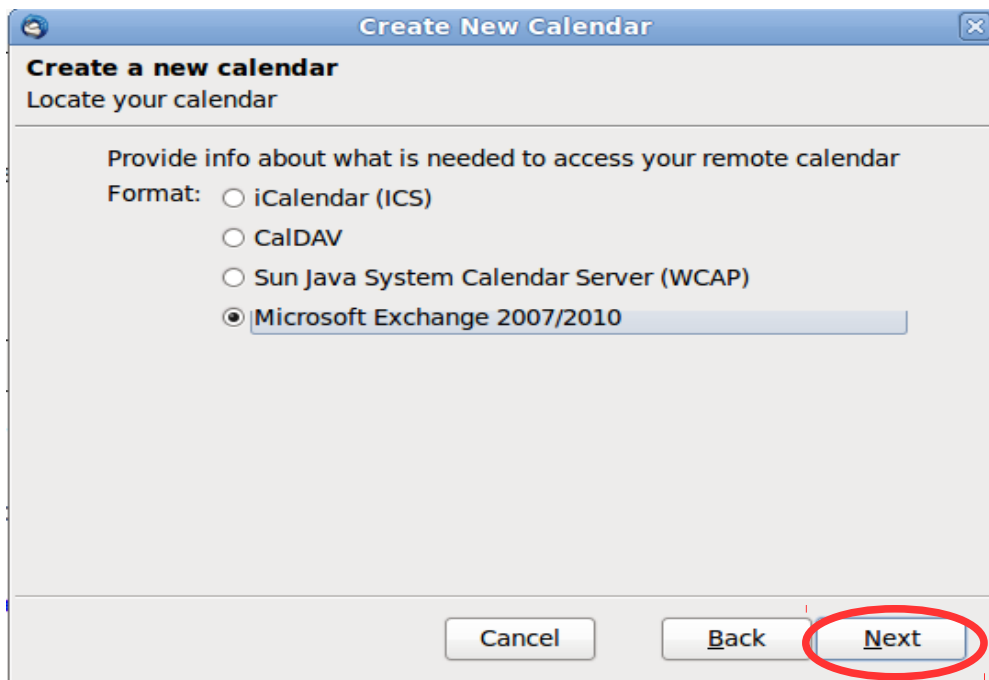
Step 1: Highlight your mail account and click Create new calendar:



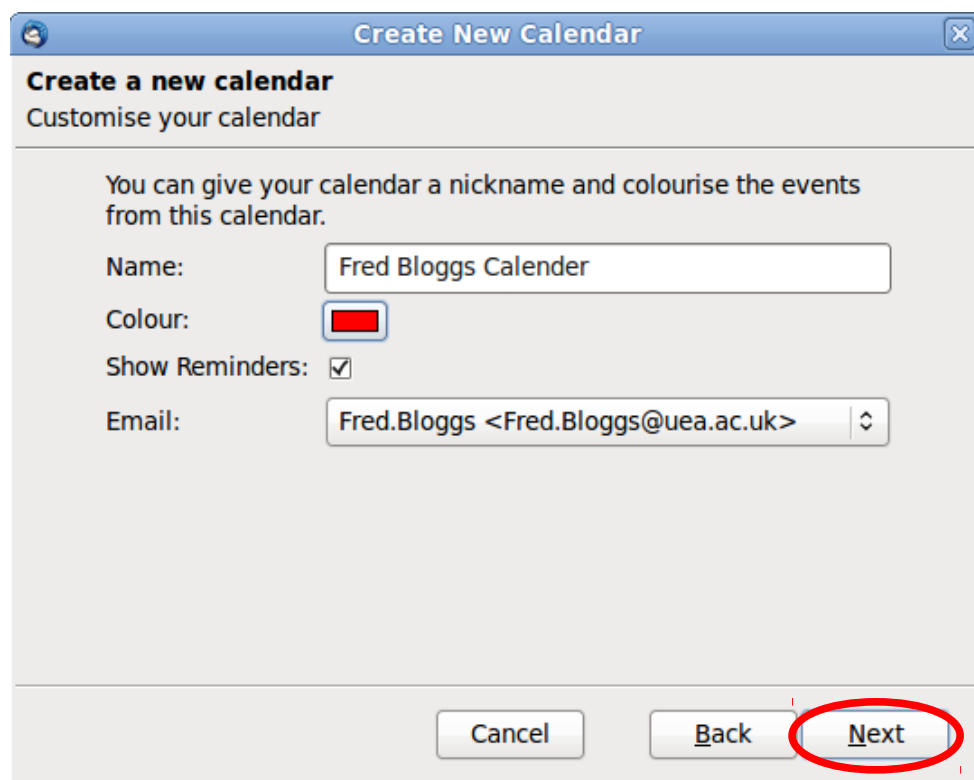
Step 2: Select On the Network, click Next:



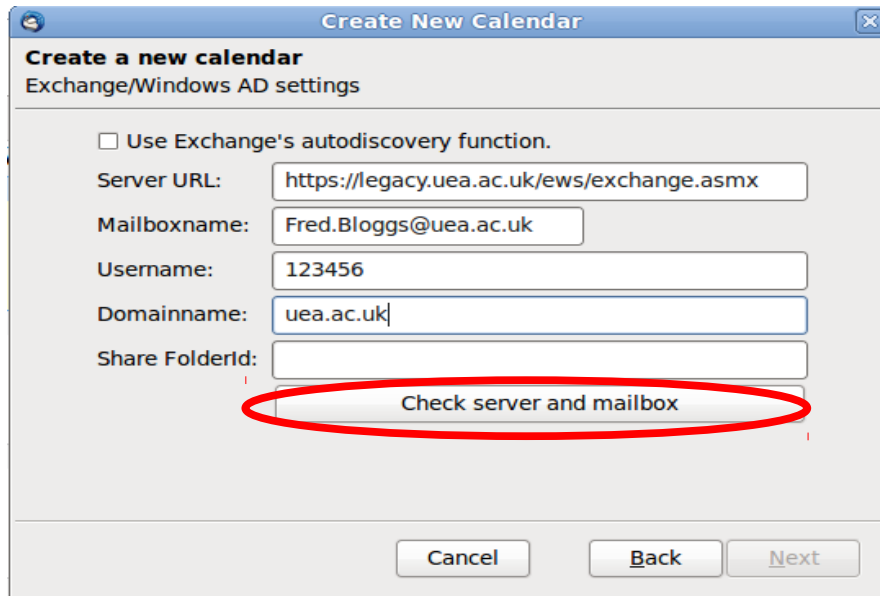
Step 3: Select Microsoft Exchange 2007/2010, click Next:



Step 4: Give your calendar a descriptive name, and if you wish, a colour to colourise calendar events then click next:



Step 5: On this screen:



Enter the following details:

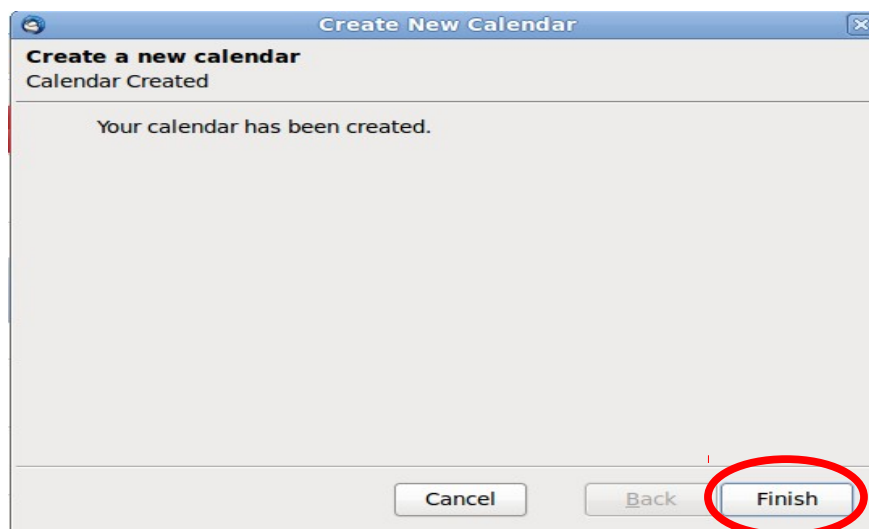
Server URL:	https://legacy.uea.ac.uk/ews/exchange.asmx
Mailboxname:	Your email address
Username:	Your username
Domainname:	uea.ac.uk

*Note that the Server URL is a temporary address, this will change to ueaexchange.uea.ac.uk after migration to Exchange 2010

Click Check server and mailbox.

Step 6: Once the check has been completed click Next.

Step 7: Click Finish:



You can now access your calendar by clicking on the calendar icon.

