A. Installing Mozilla Thunderbird

1. Download Thunderbird from. https://www.mozilla.org/en-US/thunderbird/

2. Click **Save File.**

3. Double click the downloaded file.

4. The installation program will begin by extracting the downloaded installation file.
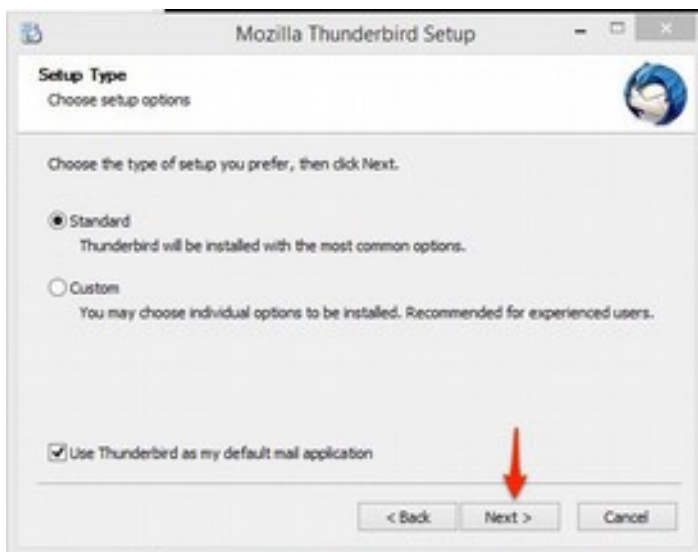
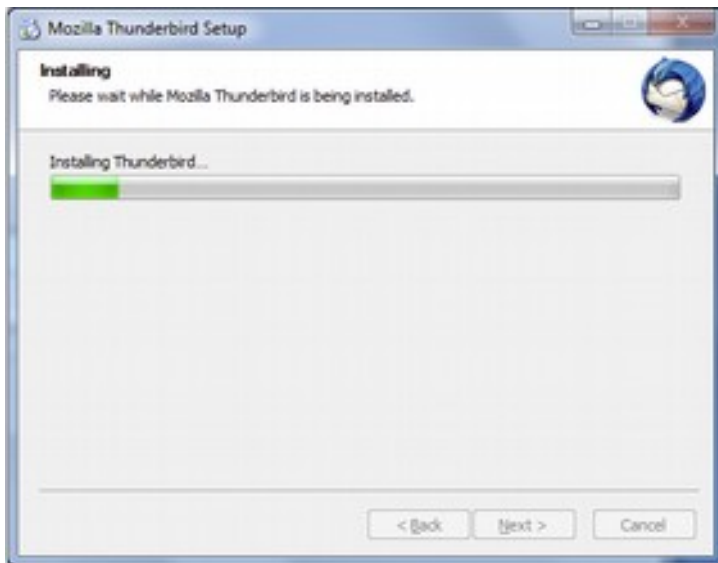**5.** Mozilla Thunderbird Setup Wizard will launch. Click **Next.**

6. Click **Next**

7. Click **Install** to continue.

8. Wait for the installation to be completed

9.   Click **Finish.**

B. **Setting up regional email in Mozilla Thunderbird**

1. Click **Skip this and use my existing email.**

2. On Mail Account Setup:
Your Name: Enter your name, as you want it to appear on outgoing email messages. Email address: Enter your regional email address
Password: Enter your regional
password Check Remember Password.

Click **Continue.**

3. Choose **IMAP**, click **Manual config.**
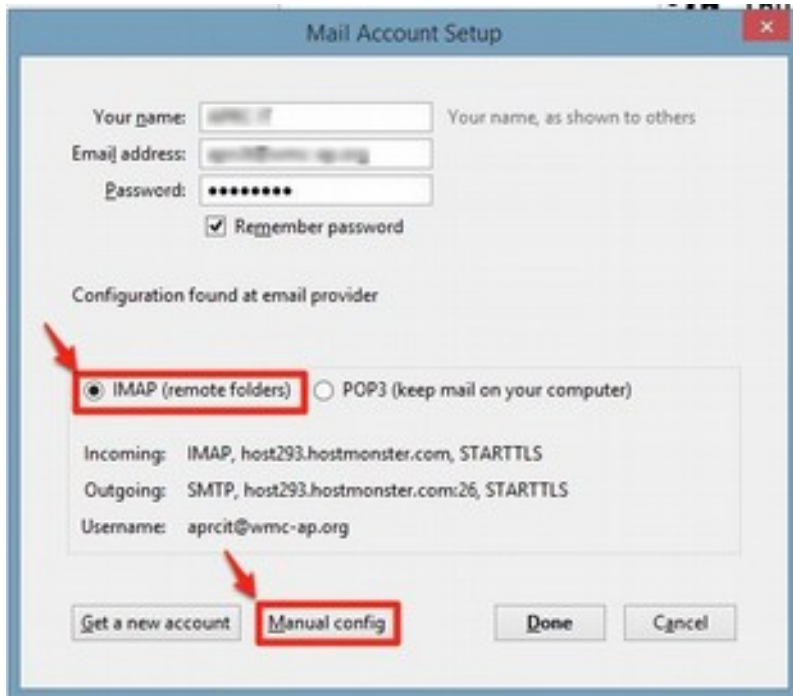
4. To manually configure thunderbird for your Globalnaz account.

- **Incoming Server hostname** and **Outgoing Server hostname**
  In the New Email Account message you received, you will see that your account is either on the Global Server or the Field Server.
  If you are on the Global Server, enter: **mail.globalnaz.org**
  If you are on the Field Server, enter: **gnmail.globalnaz.org**
- From the pulldown menu next to **Incoming** choose **IMAP**.
- In the next field, enter **993** for the incoming email port number.
- In the field directly below this, enter **465** for the outgoing email port number.
- Make sure both of the pulldown menus next to the port numbers are set to **SSL/TLS.**
- In Authentication click pulldown menu, then select **Normal Password**.

- Click **Done**.

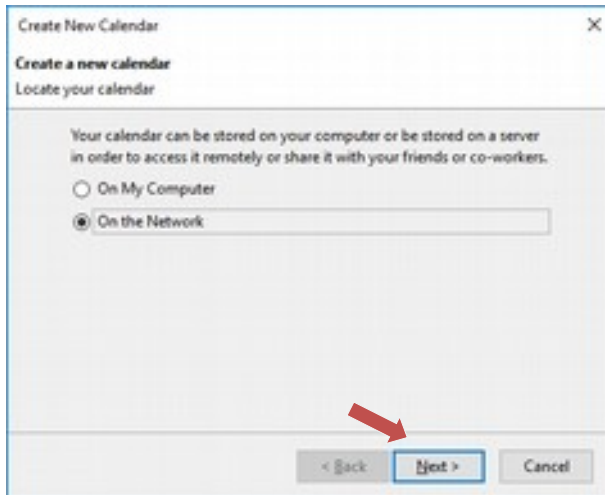**C.** Setting up your Calendar
1. Switch to the Calendar tab
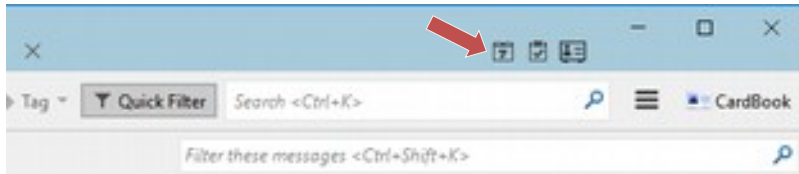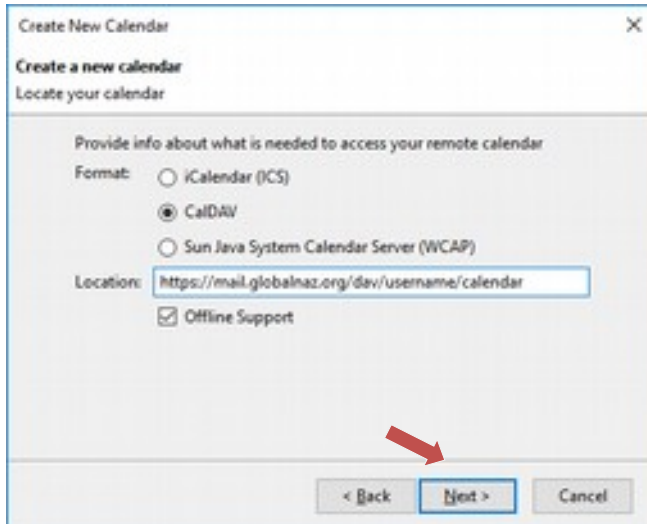

2. Right click underneath the calendar in the blank area. Click New Calendar
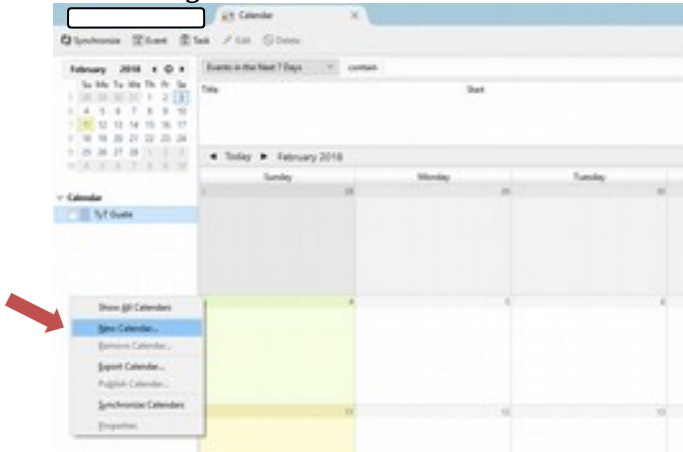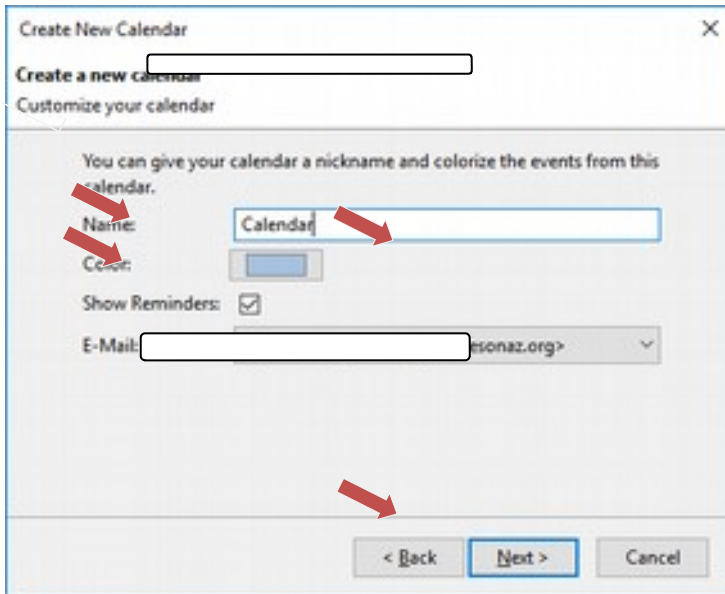

3. Select On the Network

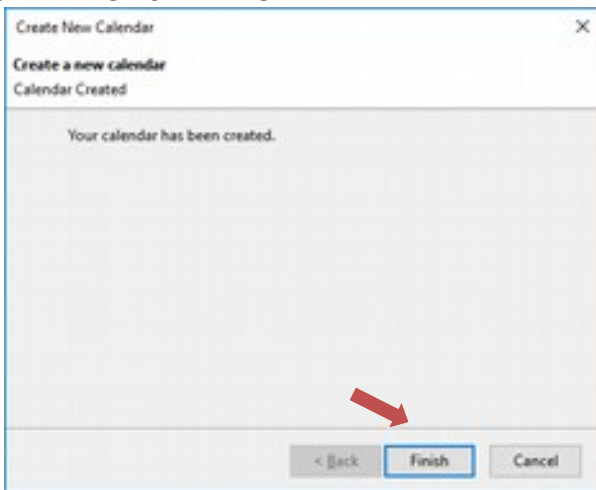**4.** Click Next and Select CalDav and Enter your calendar Location

5. Enter the name that you would like to have the calendar be identified by in your calendar list.
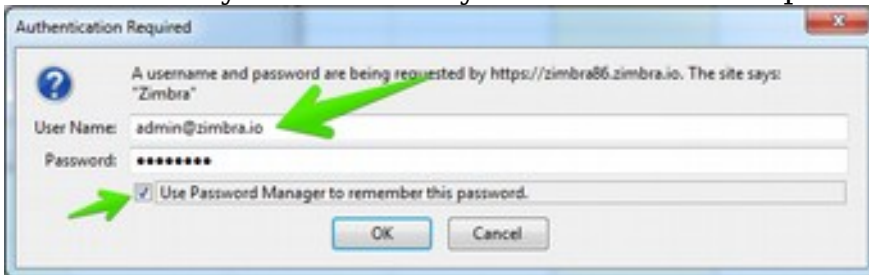Set the Color you would like to have your appointments displayed in the calendar
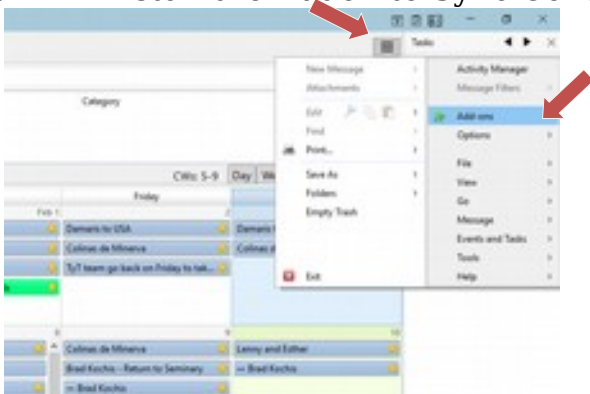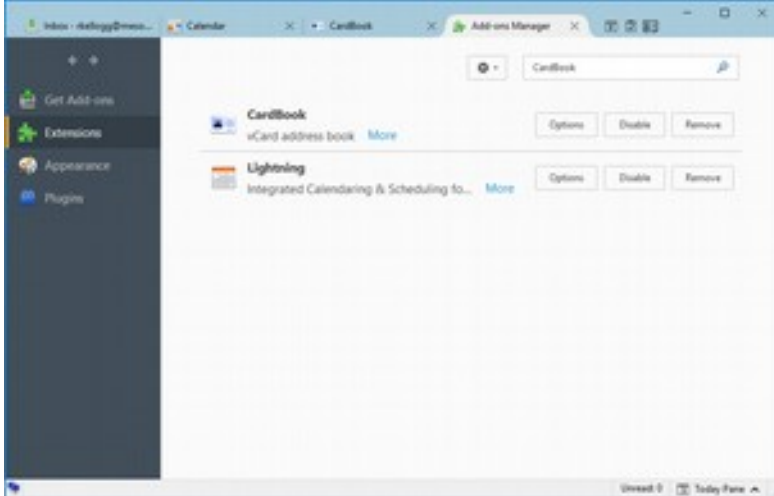
6.

7. Click Finish

8. You may be asked for your username and password to synchronize.
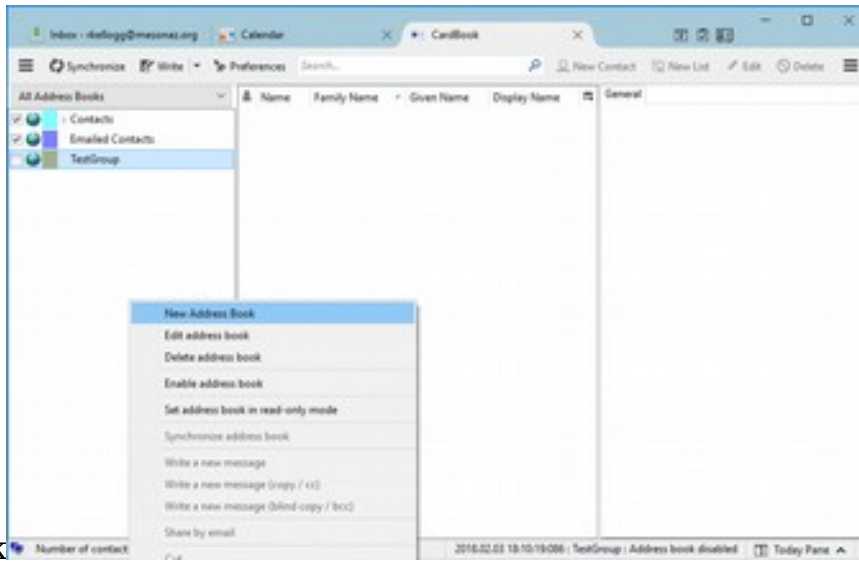

D. Contacts Setup

1. Install the Addon to Sync Contacts

2. Featured Add-ons might have the addon CardBook Listed. If not Click on Extensions and type in CardBook in the search bar

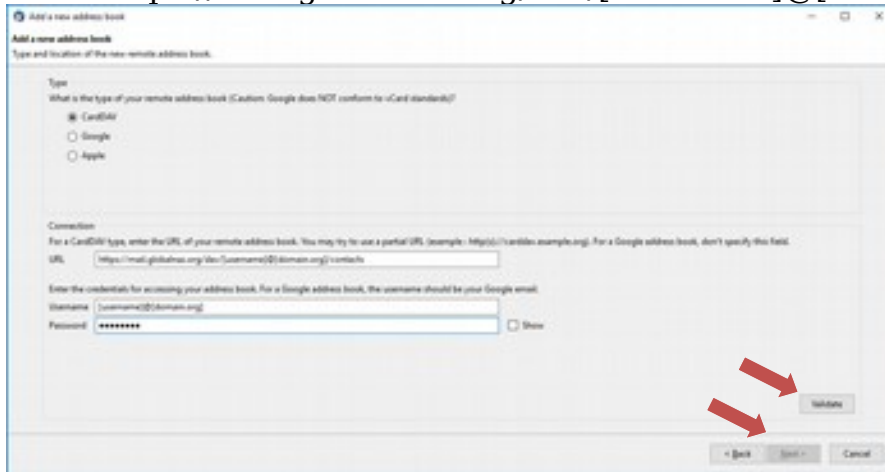**3.** Right click in the White area under All Address Books and select New
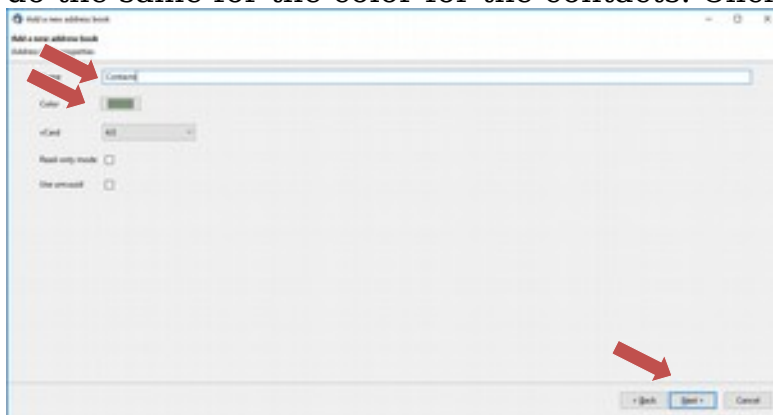

Address Book

4. Select Remote and click next

5.   https://mail.globalnaz.org/dav/[username]@[domain.org]/contacts

6.   Click Validate, Click next when the Validate has completed
7.   You can Change the name of the Contacts or just leave the default, You can
   do the same for the color for the contacts. Click Next

8.   Click Finish and Your contacts will sync with the server.