## A. Installing Mozilla Thunderbird

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



## 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

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Please wait while Mozila Thunderbird is	being installed.	5
Installing Thunderbird		
	< Back Ne	ext > Cancel
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9. Click Finish.



- **B.** Setting up regional email in Mozilla Thunderbird
- 1. Click Skip this and use my existing email.

Would you like a new email address?	
Your name, or nickname	Search
In partnership with several providers, Thunderbird can offer you a your first and last name, or any other words you'd like, in the field	new email account. Just fill i s above to get started.
The search terms used are sent to Mozilla ( <u>Privacy Policy</u> ) and to 3 jandi.net ( <u>Privacy Policy</u> , <u>Terms of Service</u> ) to find available email	rd party email providers addresses.

2. On Mail Account Setup:

Your Name:Enter your name, as you want it to appear on outgoingemail messages.Email address:Password:Enter your regionalpassword Check Remember Password.

## Click **Continue**.

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## 3. Choose IMAP, click Manual config.

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- 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**.

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Emai] address:	-						
Password:		•					
	Remer	mber password					
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- **C.** Setting up your Calendar
- 1. Switch to the Calendar tab



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

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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

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	You can give your calendar a nickname and colorize the events from this calendar. Name: Celor: Show Reminders: E-Mail: roonaz.org>
6. 7.	Create New Calendar
	Create a new calendar Calendar Created Your calendar has been created.
8.	You may be asked for your username and password to synchronize.
_	Authentication Required  Authentication Required  Ausemanne and password are being requested by https://zimbra86.zimbra.io. The site says:  "Zimbra" User Name: admin@zimbra.io Password:  Vise Password Manager to remember this password.  OK Cancel

D. 1.



2. <u>Fo</u>tured Add-ons might have the addon CardBook Listed. If not Click on Extensions and type in CardBook in the search bar



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

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- Click Validate, Click next when the Validate has completed
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