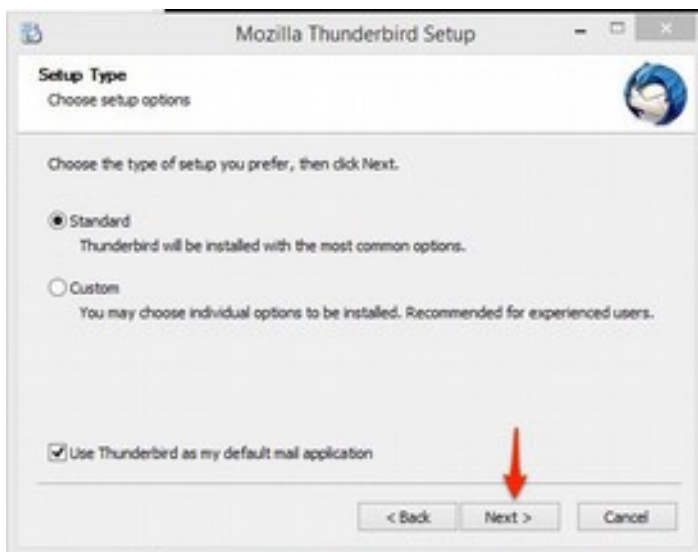


5. Mozilla Thunderbird Setup Wizard will launch. Click **Next**.



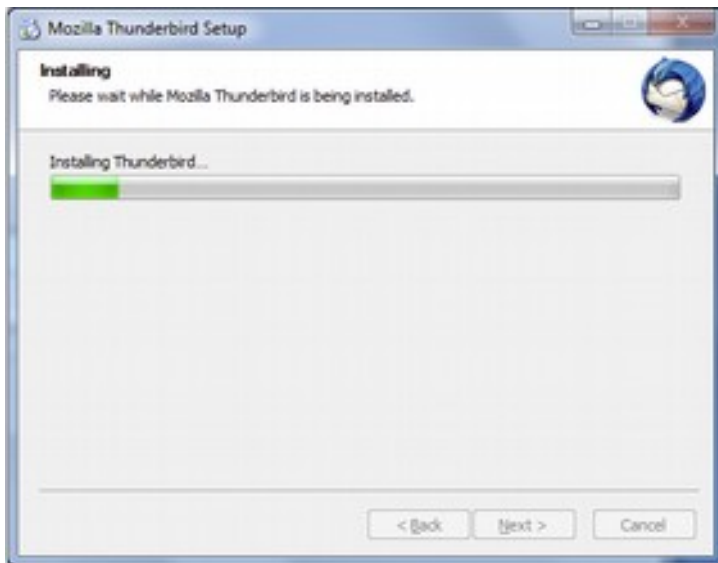
6. Click **Next**



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**.



The image shows a 'Mail Account Setup' dialog box with a blue title bar and a red close button. It contains three text input fields: 'Your name' (with a small dropdown arrow), 'Email address', and 'Password' (with a masked password of seven asterisks). To the right of the 'Your name' field is the text 'Your name, as shown to others'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: 'Get a new account' on the left, 'Continue' in the center, and 'Cancel' on the right. A red arrow points to the 'Continue' button.

Mail Account Setup

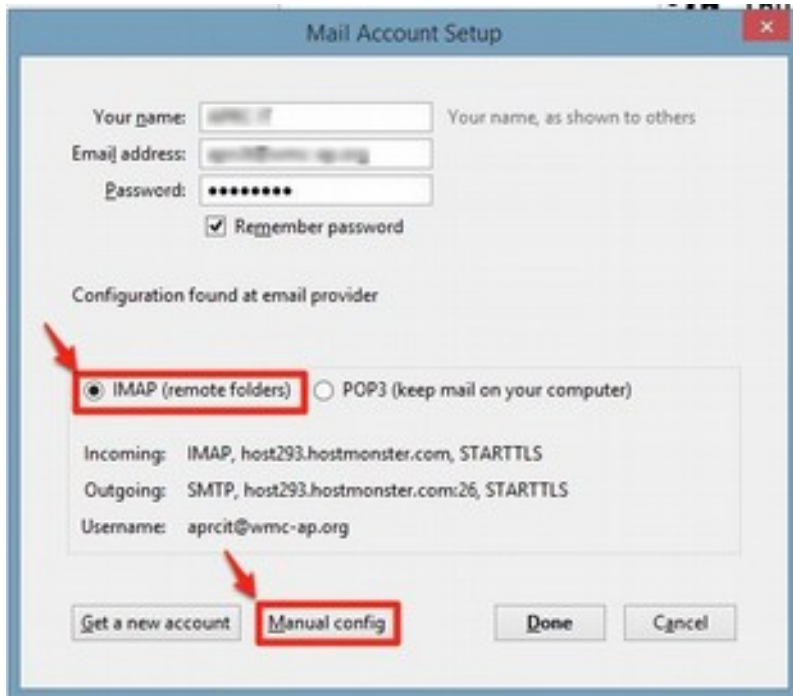
Your name: Your name, as shown to others

Email address:

Password:

Remember password

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: **gmail.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**.

The image shows a 'Mail Account Setup' dialog box. At the top, it has a title bar with a close button. Below the title bar, there are input fields for 'Your name', 'Email address', and 'Password', along with a checked 'Remember password' checkbox. A section titled 'The following settings were found by probing the given server' contains a table of settings for incoming and outgoing mail. The 'Done' button at the bottom right is highlighted with a red box and a red arrow pointing to it.

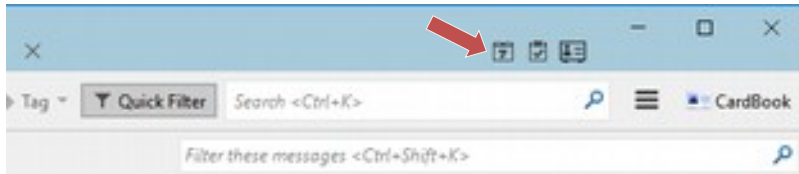
	Server hostname	Port	SSL	Authentication
Incoming:	mail.globalnaz.org	993	SSL/TLS	Normal password
Outgoing: SMTP	mail.globalnaz.org	465	SSL/TLS	Normal password

Username: Incoming: [] Outgoing: []

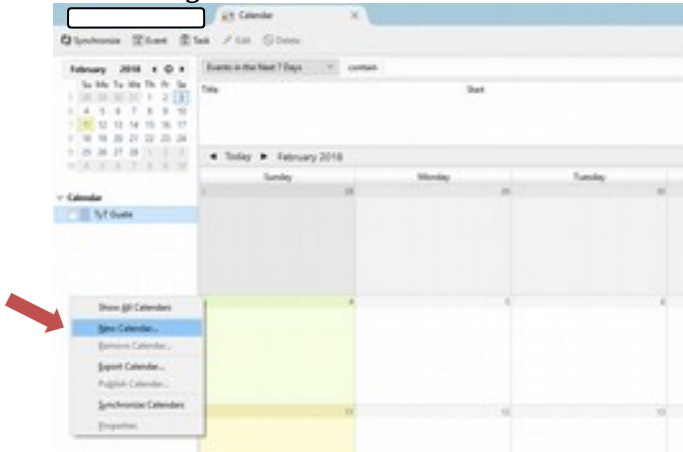
Buttons: Get a new account, Advanced config, Re-test, **Done**, Cancel

C. Setting up your Calendar

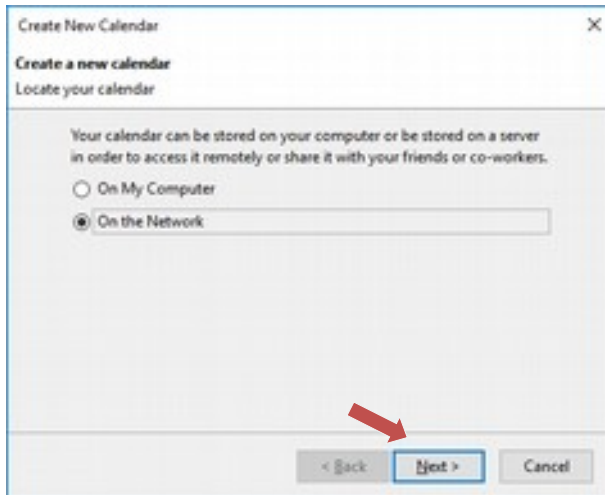
1. Switch to the Calendar tab



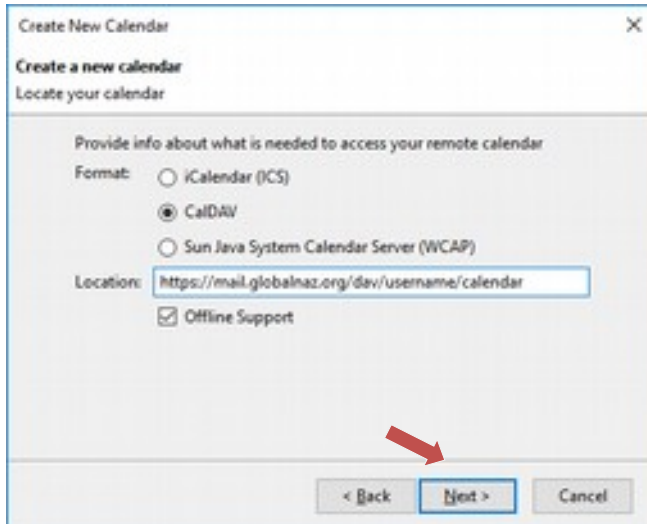
2. Right click underneath the calendar in the blank area. Click New Calendar



3. Select On the Network

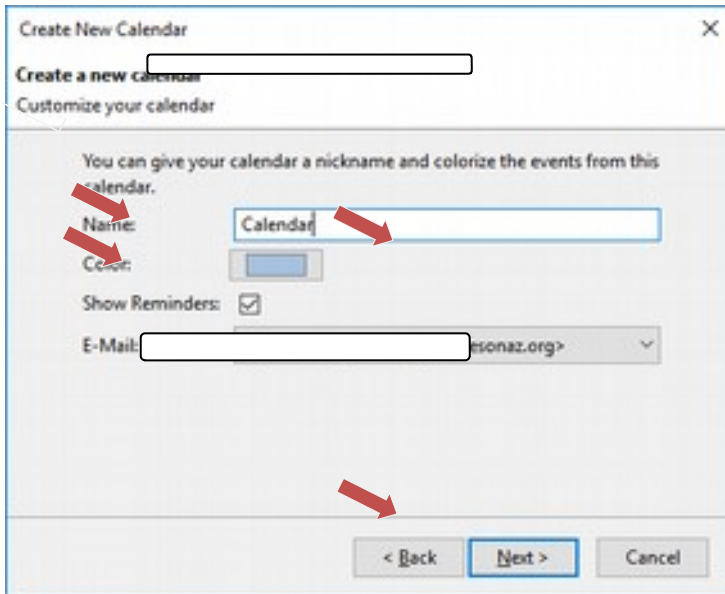


4. Click Next and Select CalDav and Enter your calendar Location

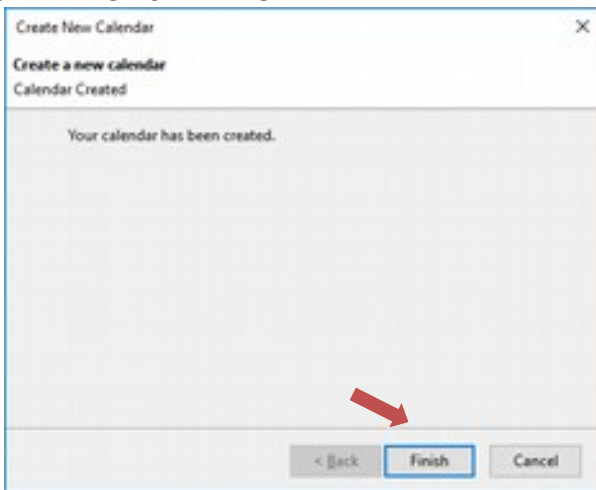


5. Enter the name that you would like to have the calendar be identified by in your calendar list.

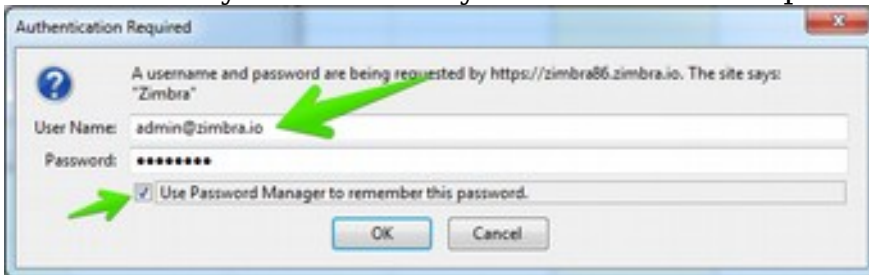
Set the Color you would like to have your appointments displayed in the calendar



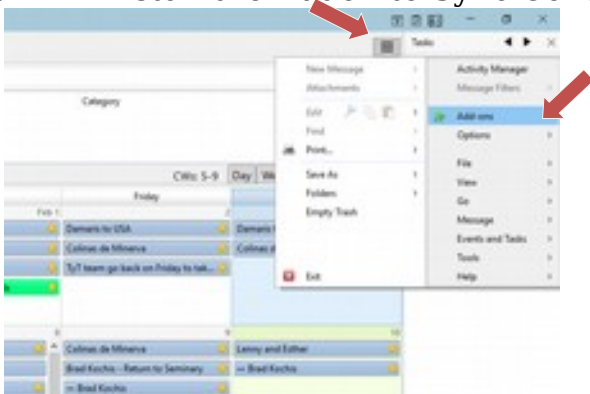
- 6.
- 7. Click Finish



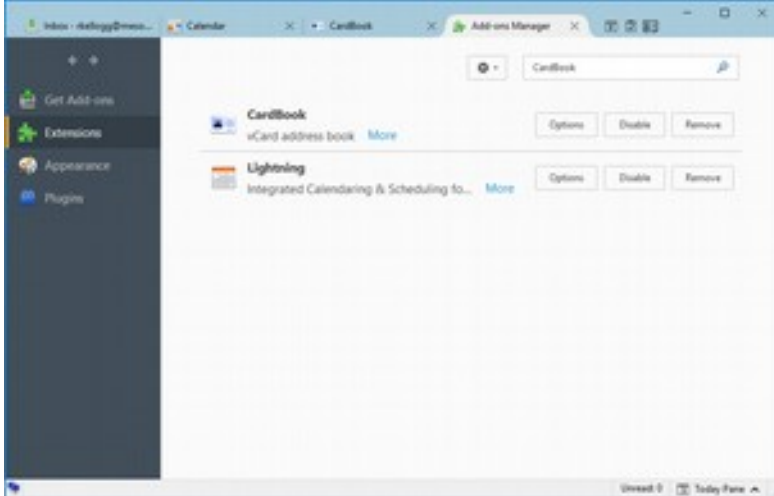
- 8. You may be asked for your username and password to synchronize.



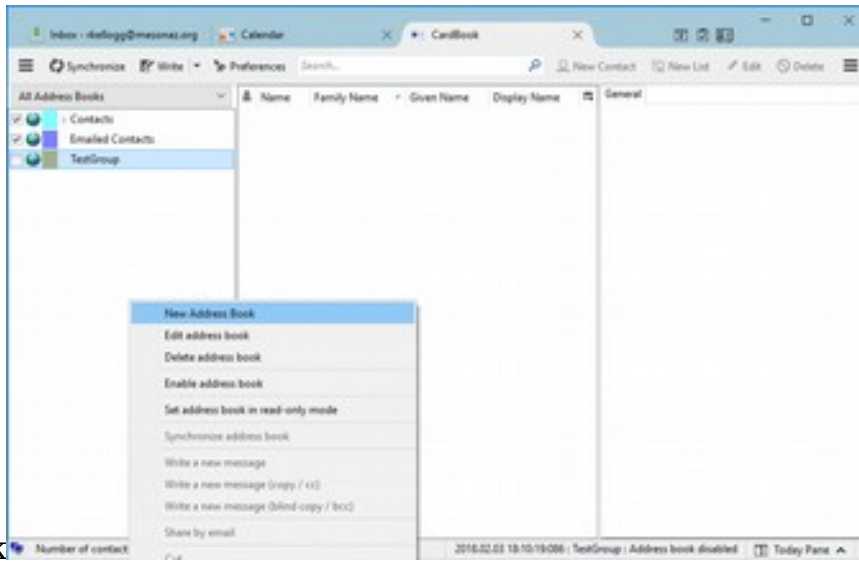
- D. Contacts Setup
- 1. Install the Addon to Sync Contacts



2. Featured Add-ons might have the add-on 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

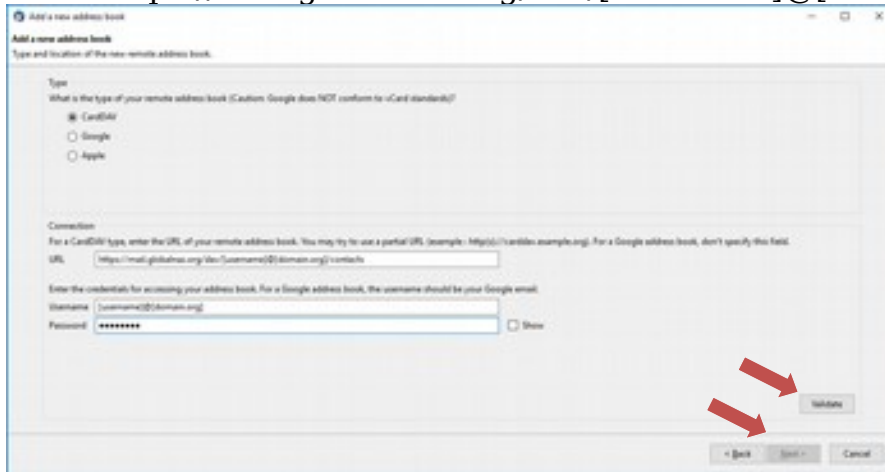


Address Book

4. Select Remote and click next

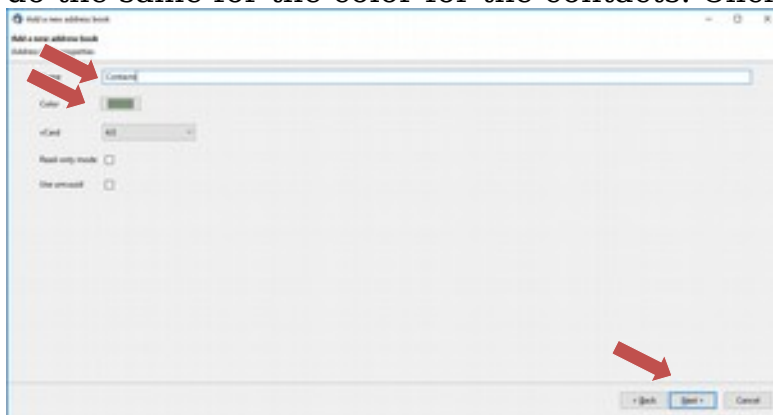


5. [https://mail.globalnaz.org/dav/\[username\]@\[domain.org\]/contacts](https://mail.globalnaz.org/dav/[username]@[domain.org]/contacts)



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.

