Guide for email, calendar, and address book setup for Thunderbird at Aalesund University College

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Author: Robin T. Bye (roby@hials.no)

Purpose of this guide

You may want to have access to the email, calendar, and address book functionality of Outlook on all your computers, even non-Windows systems such as Mac OS X and Linux. One option is to install Thunderbird on your system (http://www.mozilla.org/en/thunderbird) and use this guide to have it properly set up. All your emails, the calendar, and the address book will then be in sync.

Please contact the author or Orakel (orakel@hials.no) if you have suggestions or find mistakes.

Setting up IMAP email

You can find the IMAP settings by logging in to the email web interface at https://epost.hials.no with your AAUC username and password. Once logged in, choose "Options" and "About" to find the following settings:

Setting	External IMAP	External SMTP
Server name:	epost.hials.no	epost.hials.no
Port:	993	587
Encryption method:	SSL	TLS

Enter these settings during the Mail Account Setup. Use SSL/TLS for IMAP and STARTTLS for SMTP and "Normal password" as Authentication.

Note: If you choose "Re-test," the Authentication field may change to Kerberos. If so, change it back to "Normal password."

# Setting up DavMail for Calendar and LDAP address book

Follow the instructions at http://davmail.sourceforge.net and install DavMail Gateway on your system.

Work calendar

The work calendar is available in the standard Windows computers at AAUC from within Microsoft Outlook. You are required to use the calendar to arrange and notify about meetings, vacations, out of office, and other messages.

To enable the calendar in Thunderbird, install the Lightning extension. Next, follow the instructions at http://davmail.sourceforge.net/thunderbirdcalendarsetup.html and create a network calendar (File → New → Calendar... → On The Network). Use settings like the following, where you exchange "roby@hials.no" with your own email address (username). Use the same password as for your email.
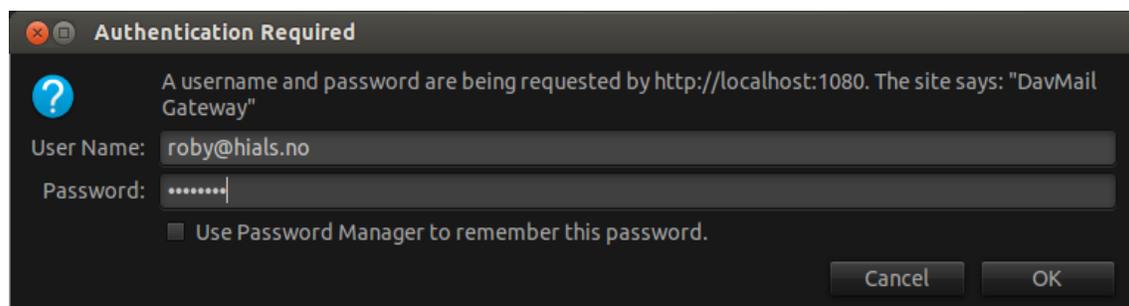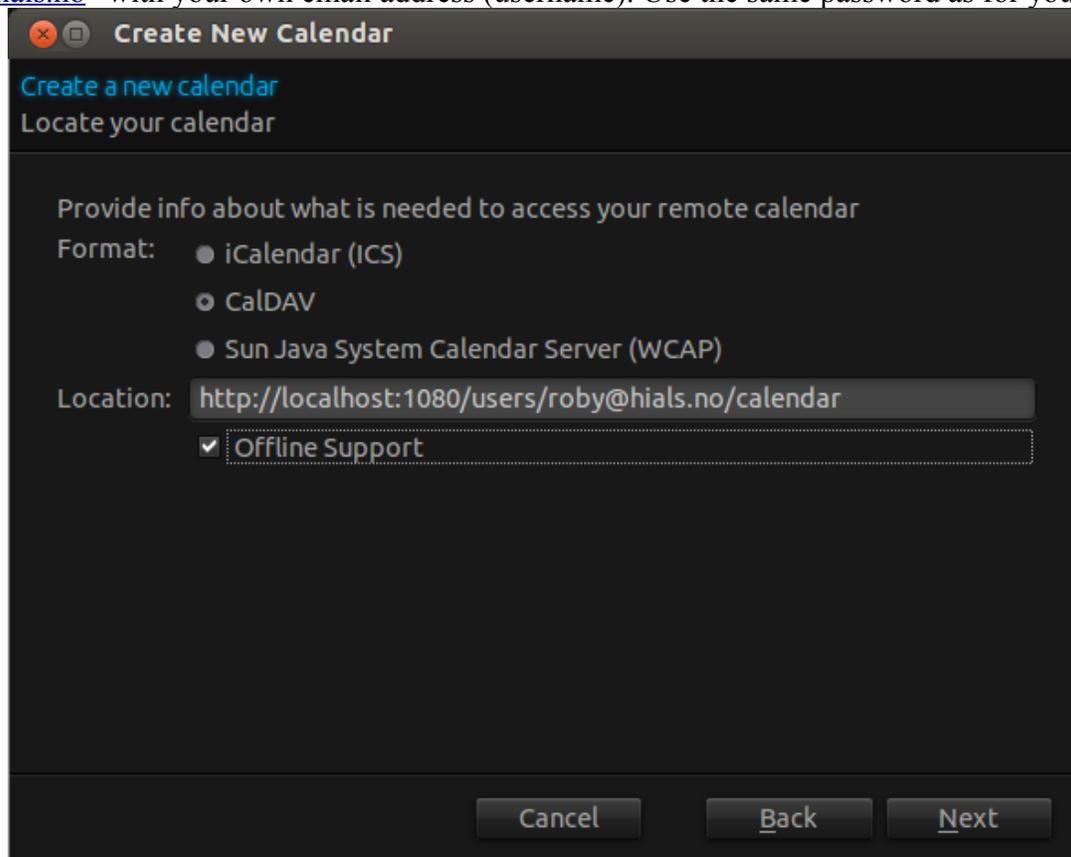
Check the "Offline Support" setting for a quicker calendar that spends less time synchronising. Your Thunderbird calendar will synchronise with your work calendar when online. You should see the calendar filling up with the same information as you can see when accessing your work calendar by using the web interface at https://epost.hials.no or if you have Outlook properly set up on your computer. Note that this can take some time the first time you do it.

LDAP Address book

The LDAP address book contains all the email addresses of staff and students at AAUC. This enables the very convenient auto-complete function when composing emails. To enable it, go to Edit → Account Settings... → Composition and Addressing → Edit Directories → Add. Pick a name, and then use the following settings under "General":

Name:	Hials Exchange LDAP (or choose your own name)
Hostname:	Localhost (do not modify)
Base DN:	ou=people (do not modify)
Port number:	1389 (use this instead of default 389)
Bind DN:	roby@hials.no (change to your own email)
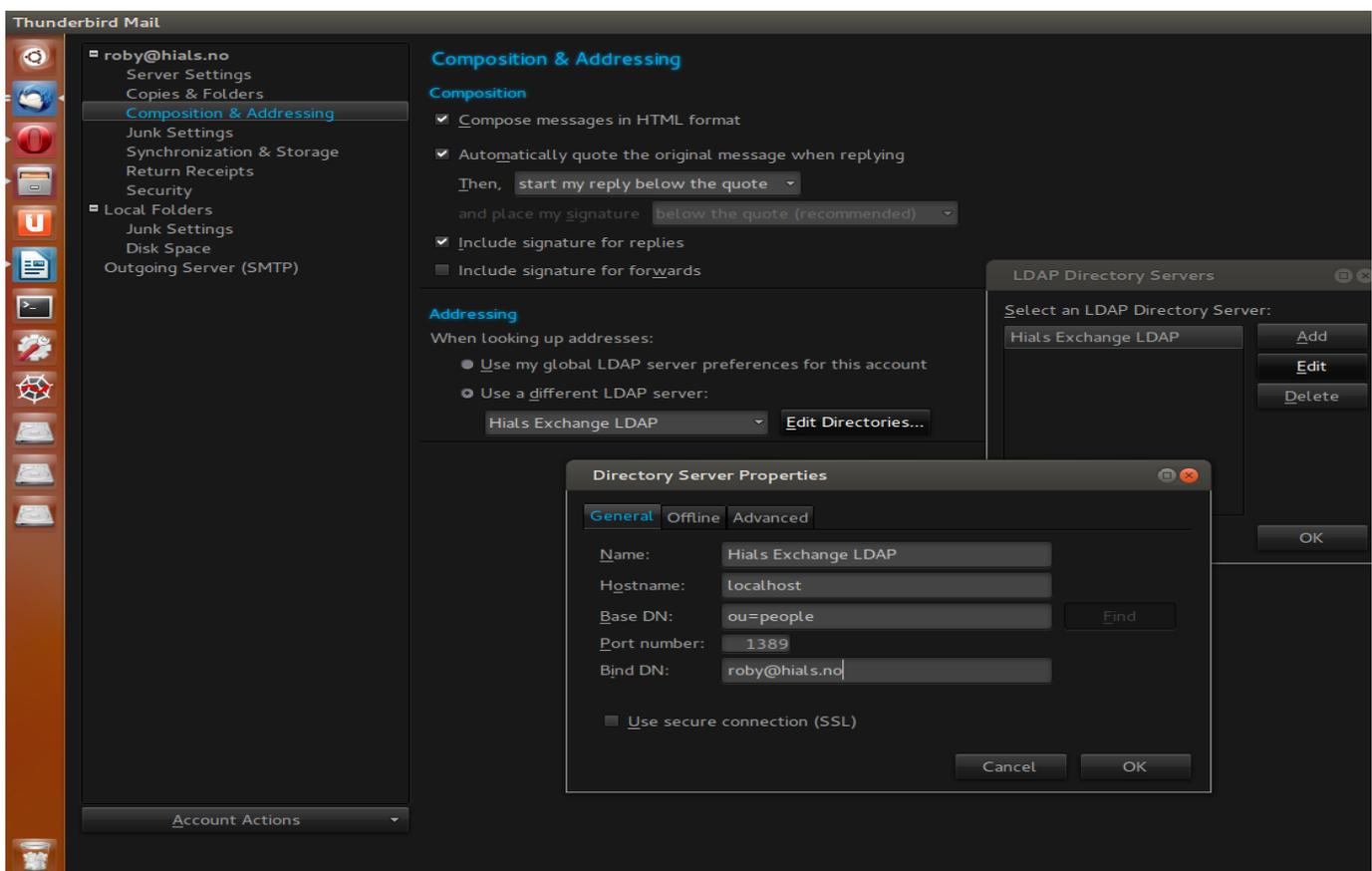
You may also go the next tab called "Offline" and choose "Download now" to check that your settings are working. You will probably be asked for your password. Check "remember password" to avoid retyping it every time.

You should also start composing a new email and type a few letters in the "To:" field to see that the composer will suggest names at AAUC in the address book.