Mozilla Thunderbird settings for workflow.rocks email server

February, 2016

For all questions regarding this document, please email support@thetaxworkflow.com

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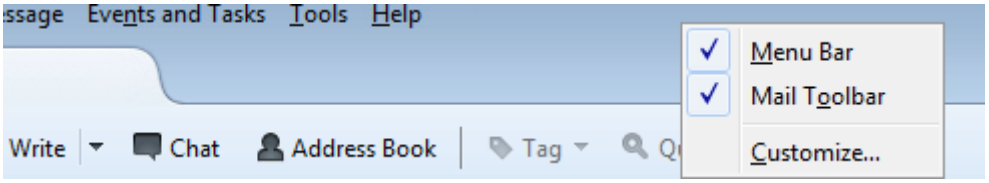
Set up your email account

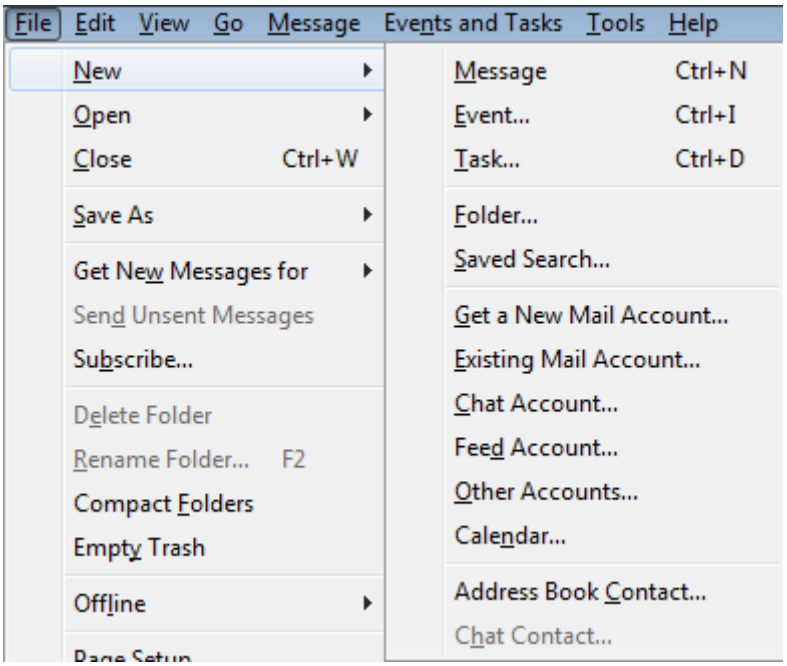
Mozilla Thunderbird can successfully work with your workflow.rocks email account. Network Calendar and Address Book are also available in this application.

You can download the latest version of Thunderbird from the official web-page of the application - https://www.mozilla.org/en-US/thunderbird/

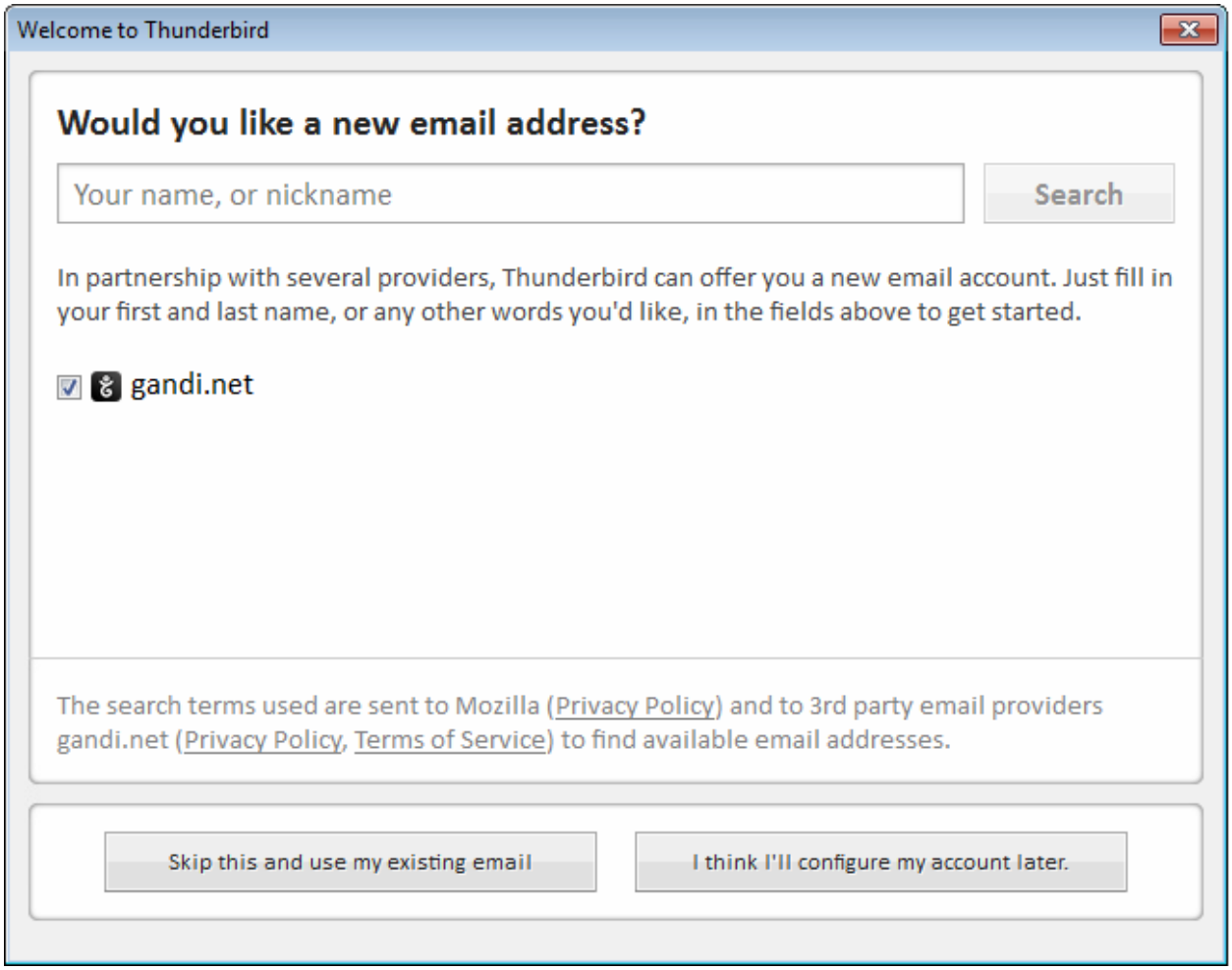
After the application is downloaded and installed you can start to setup your email account. For this purpose click right mouse button on the top of the window and check the “Menu Bar” checkbox.



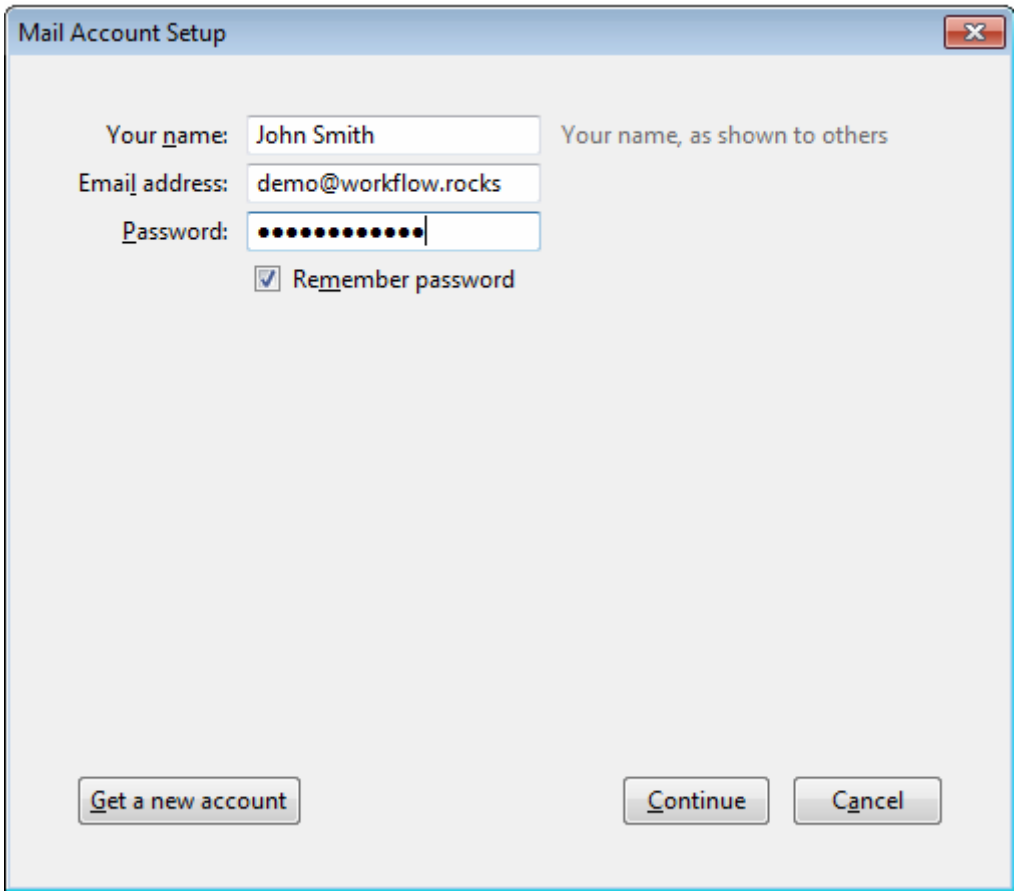
Now go to “File >> New >> Get a New Mail Account…”:



In the new window click on “Skip this and use my existing email” button:



Enter your name, your workflow.rocks email address and password and click “Continue” button:



In the new window you need to update the following fields:

Incoming IMAP server hostname is: **email.workflow.rocks**

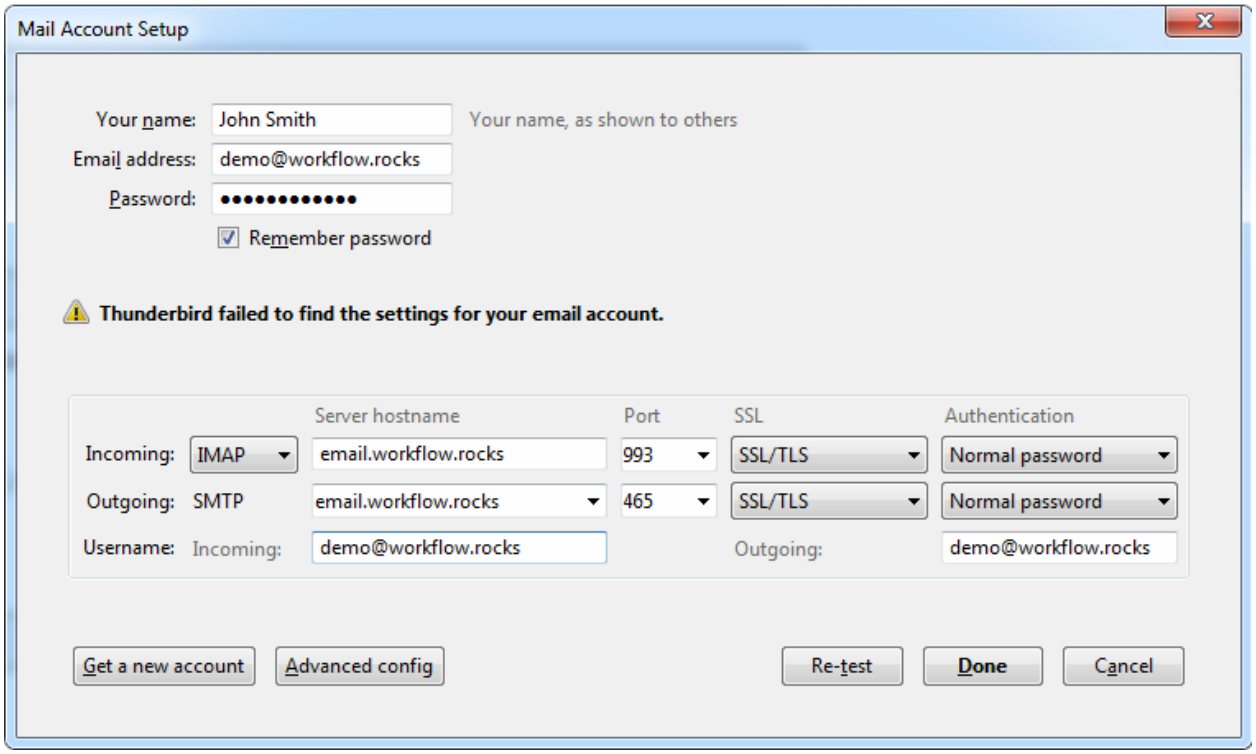
Incoming port: **993**

Outgoing SMTP server hostname is the same: **email.workflow.rocks**

Outgoing port: **465**

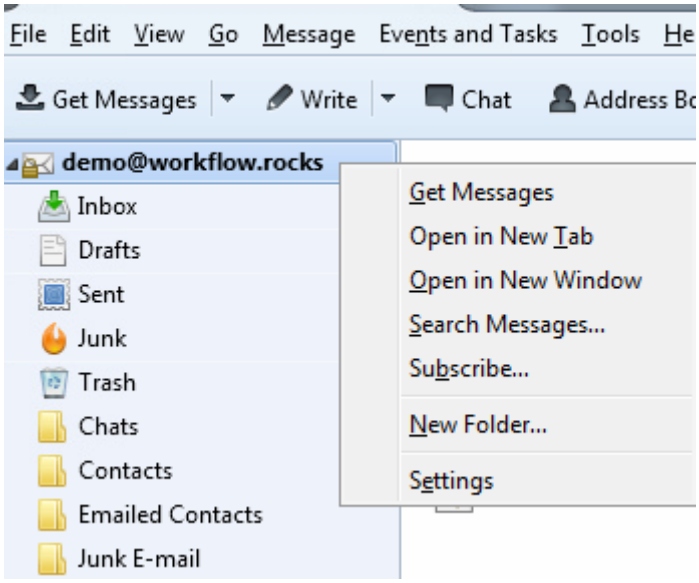
For both servers select **SSL/TLS** and **Normal password**.

Please note that your User Name must match your full email address:

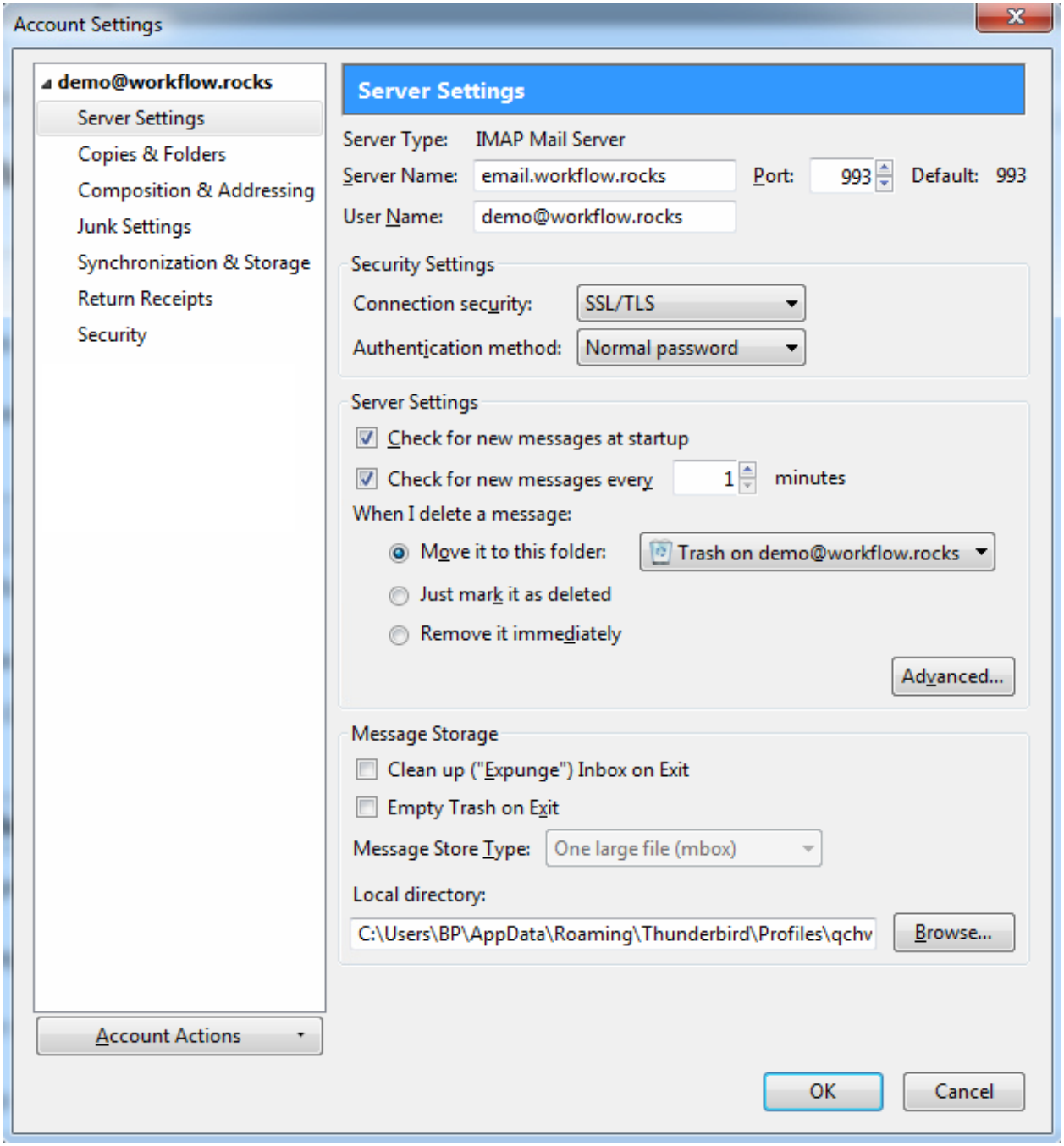


Click “Done” to complete email setup and close the window.

If you already setup your account and want to check your settings, you can view and edit them by clicking right mouse button on your account and selecting “Settings”



In the “Account Settings” window you can manage additional settings, such as checking for new messages, where to store you sent items, junk mails etc.



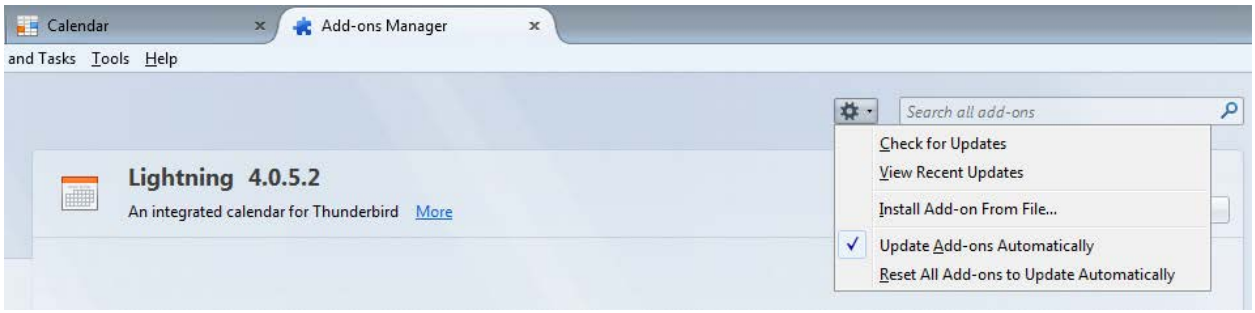
Setup Calendar and Address Book

Add-on installation

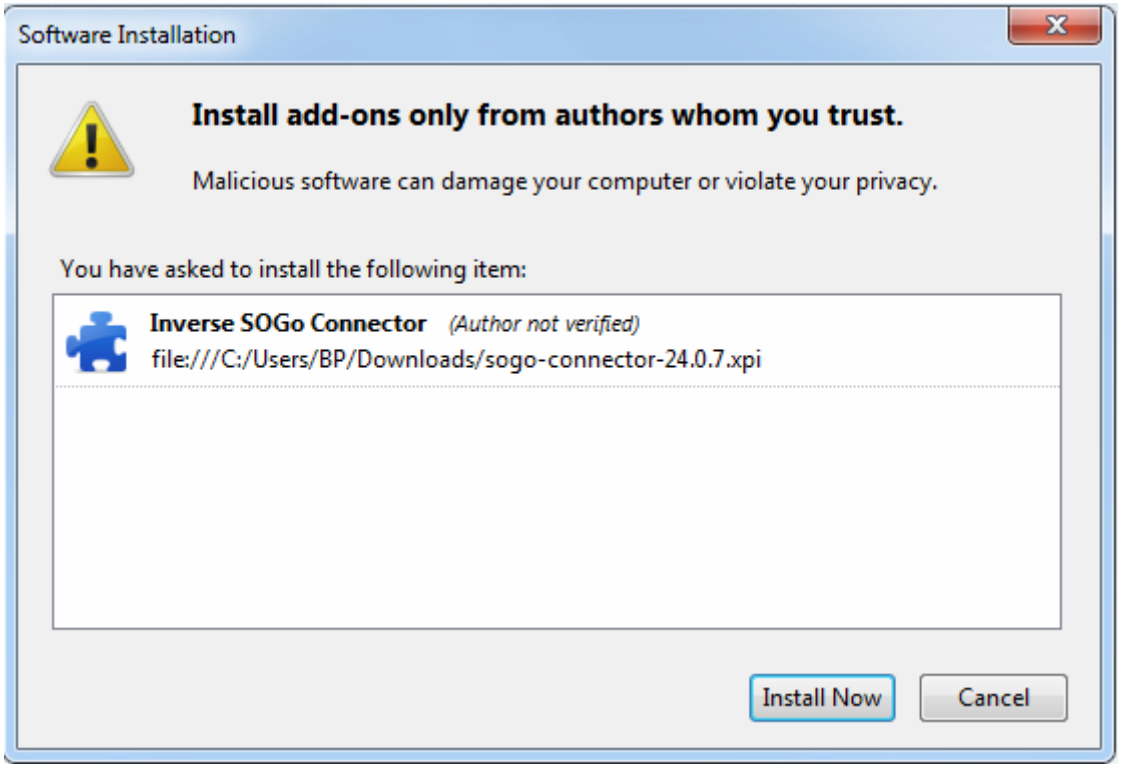
To access your calendar Lightning add-on for Thunderbird must be installed. This add-on is already installed if you use the latest version of Thunderbird. In case it's not installed you can download it from here: https://addons.mozilla.org/en-US/thunderbird/addon/lightning/

To add a network address book you need to install SOGo Connector add-on. You can download it from the following url: http://www.sogo.nu/files/downloads/SOGo/Thunderbird/sogo-connector-24.0.7.xpi

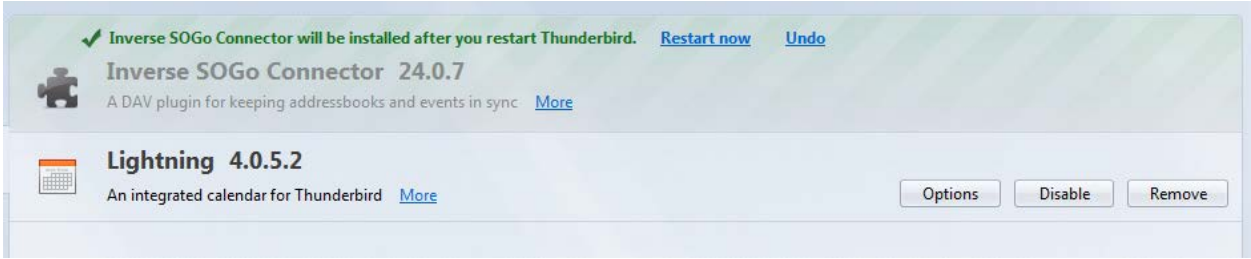
To install the add-on go to "Tools >> Add-ons", click on the cogwheel and select "Install Add-on From File…":



Select the *.xpi file and install the add-on:

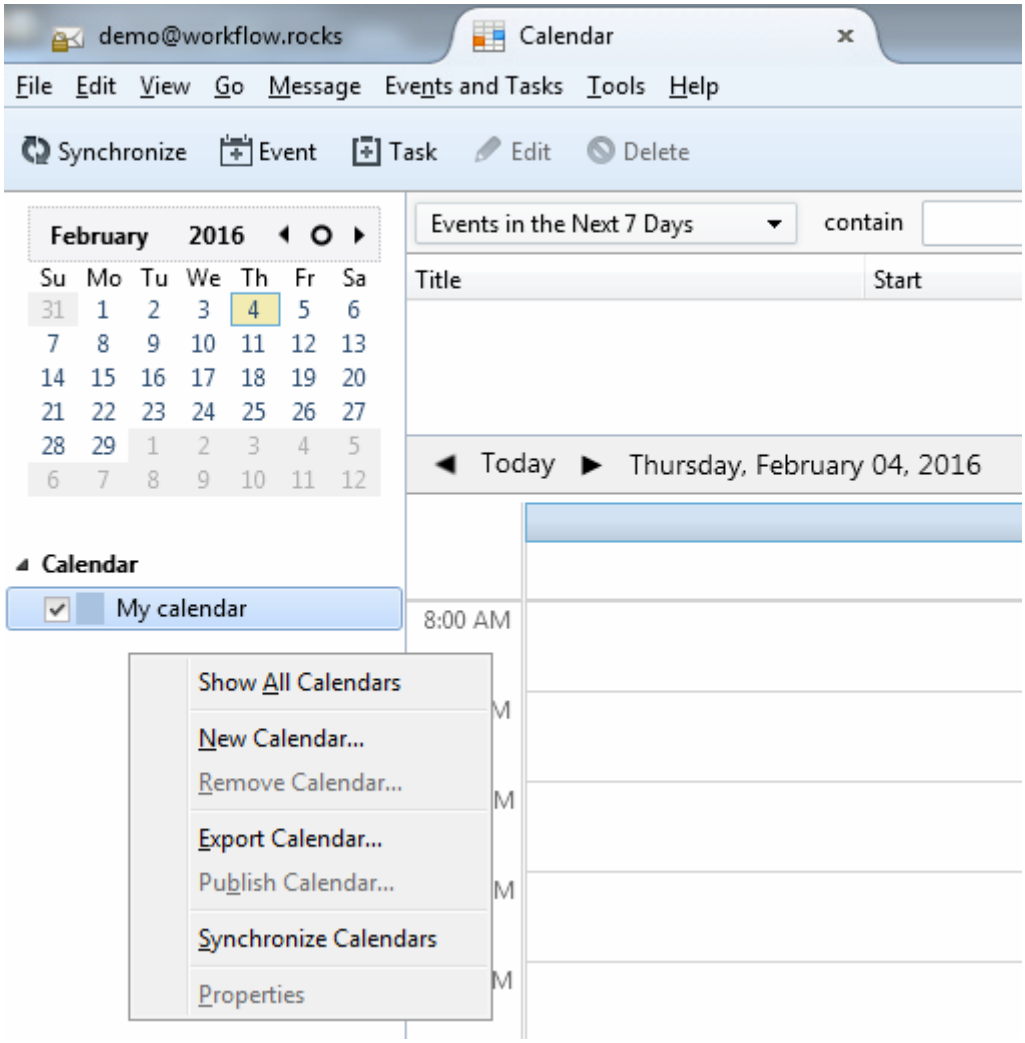


Restart your application to complete the installation:

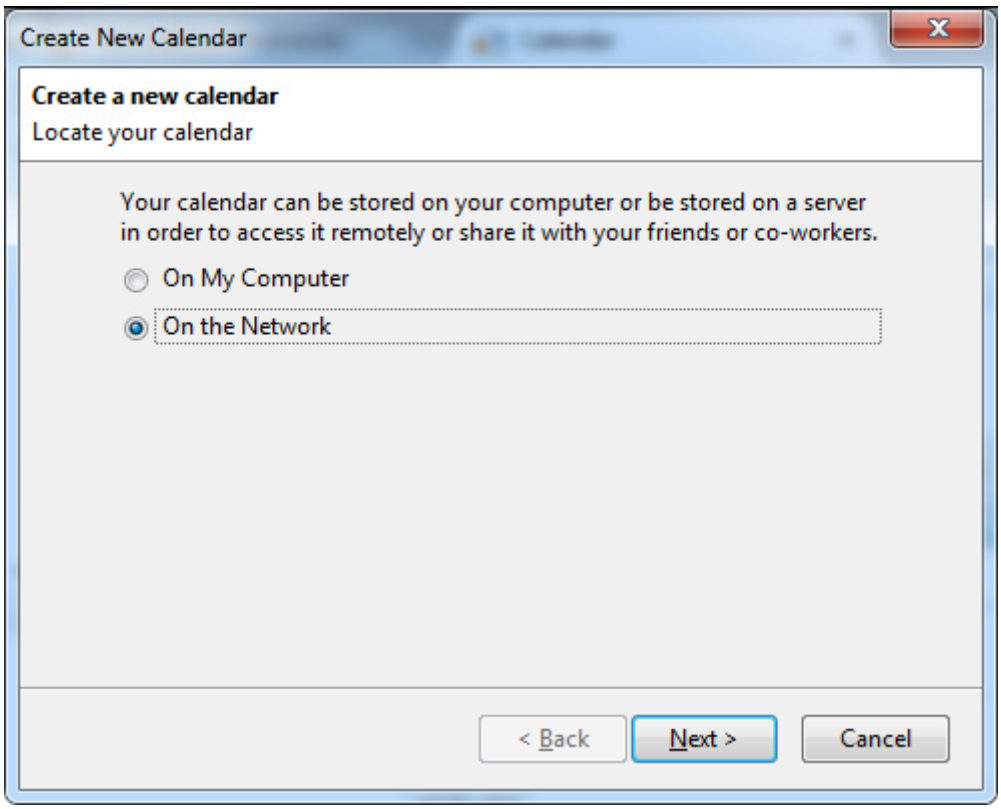


Calendar

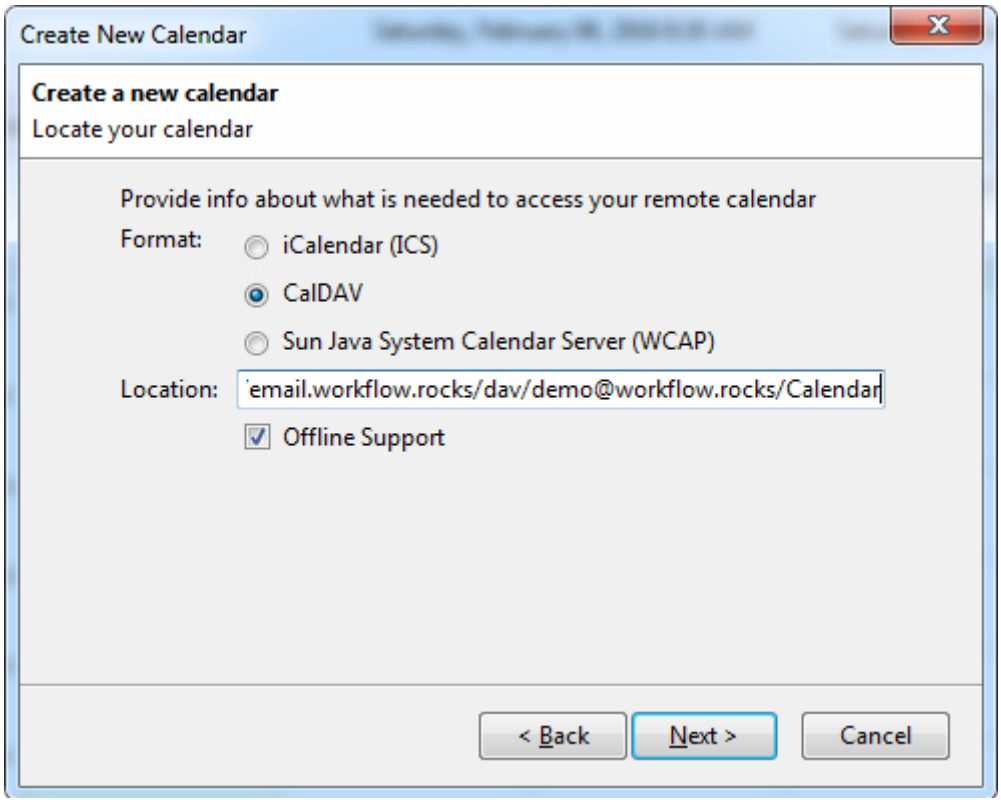
To setup your calendar you need to go to “Events and Tasks >> Calendar”. Click right mouse button in the area where the list of calendars is located and select “New Calendar…”:



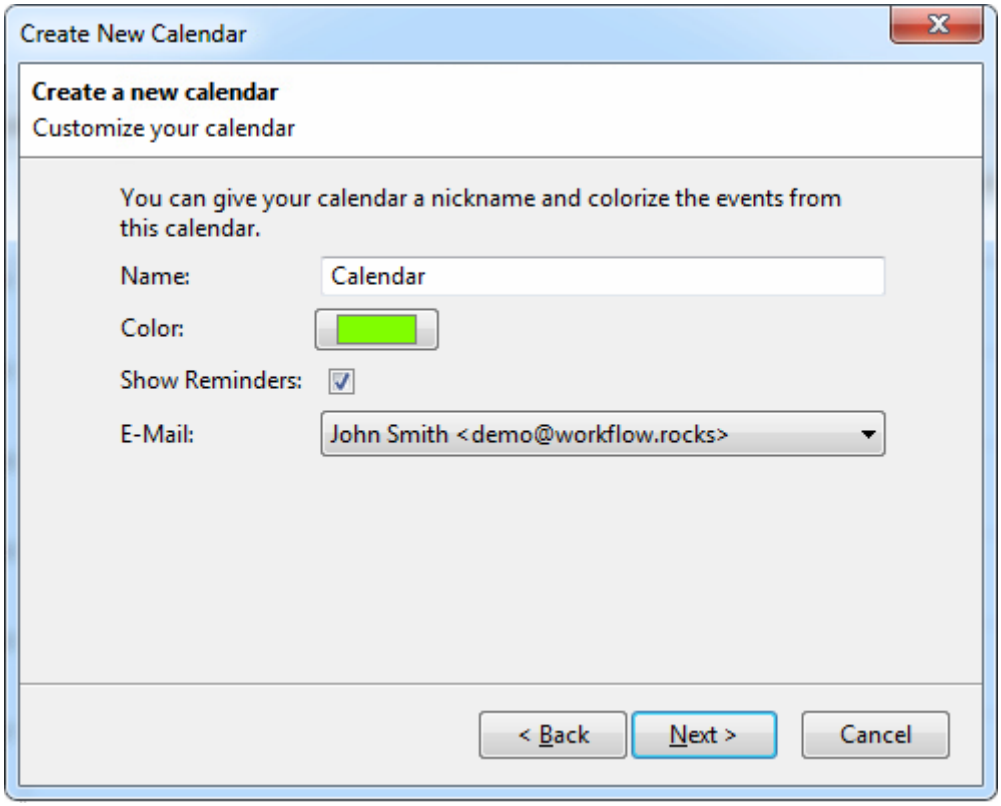
In the new window select “On the Network” and press “Next”:



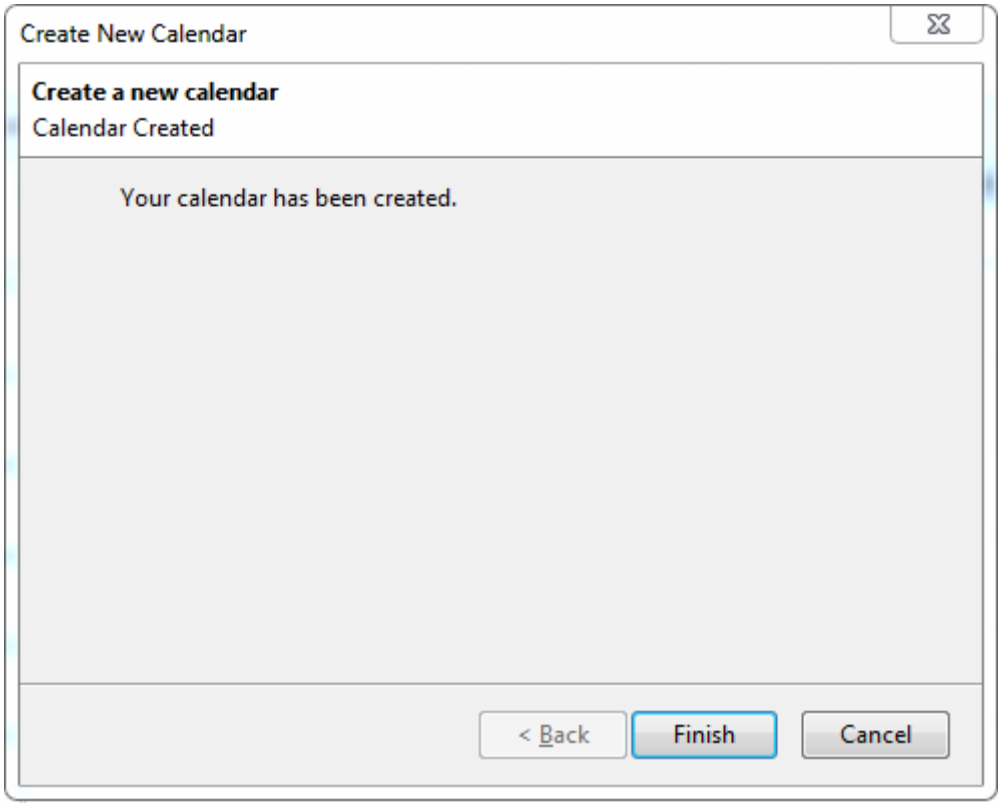
Now select “CalDAV” format and enter the following location:
https://email.workflow.rocks/dav/demo@workflow.rocks/Calendar
Make sure you replaced demo@workflow.rocks within your email address and click “Next”:



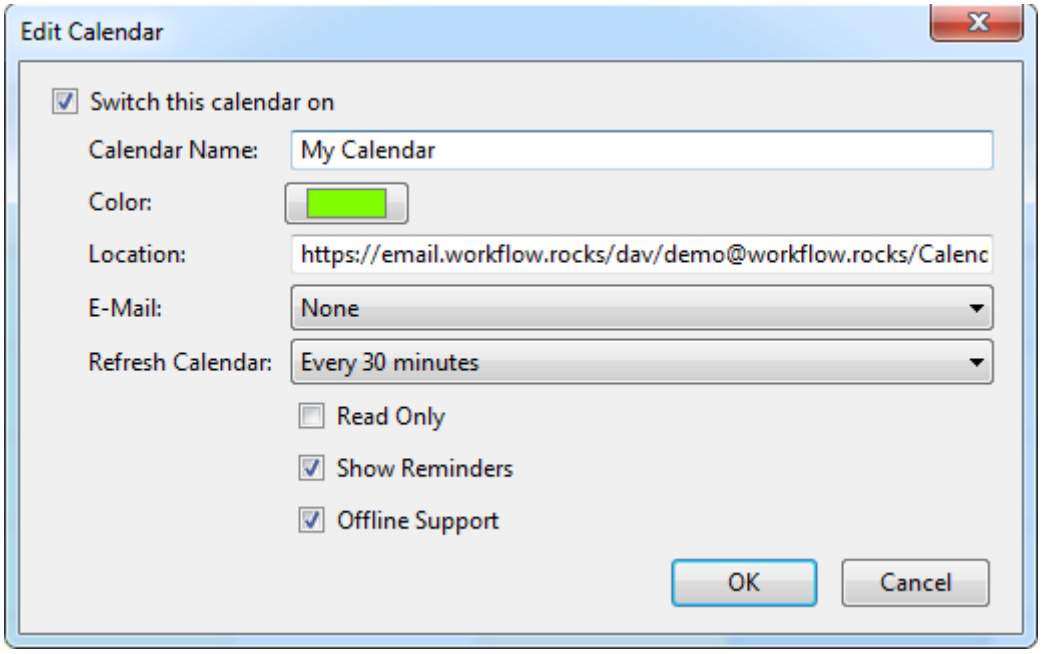
Enter the name of your calendar, select a color for it, check “Show Reminders” checkbox if you want to see reminders and make sure you’ve chosen a correct email from the drop-down list:



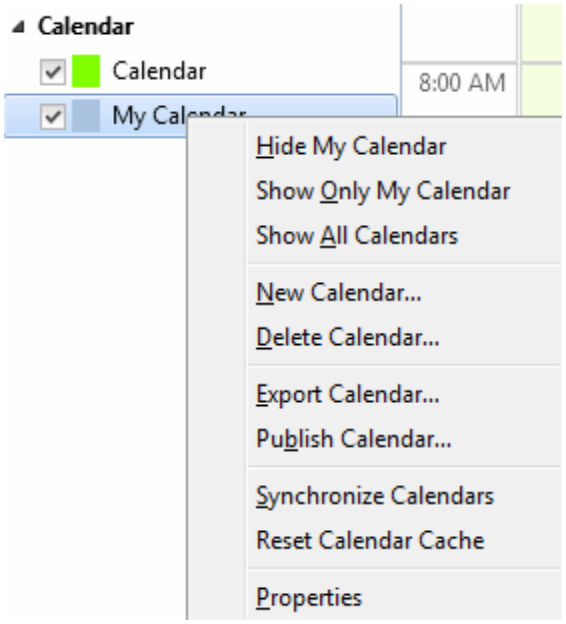
Now your calendar has been created:



You can change your calendar's settings by clicking right mouse button on its name and selecting "Properties":



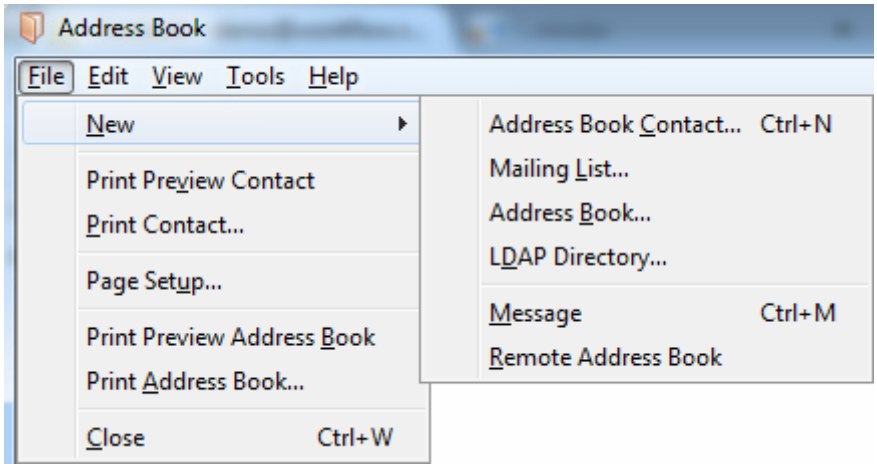
If you don't use your local calendar that was created by the add-on by default it's strongly recommended to delete it to avoid confusion in future. Click right mouse button on a local calendar and select "Delete Calendar…":



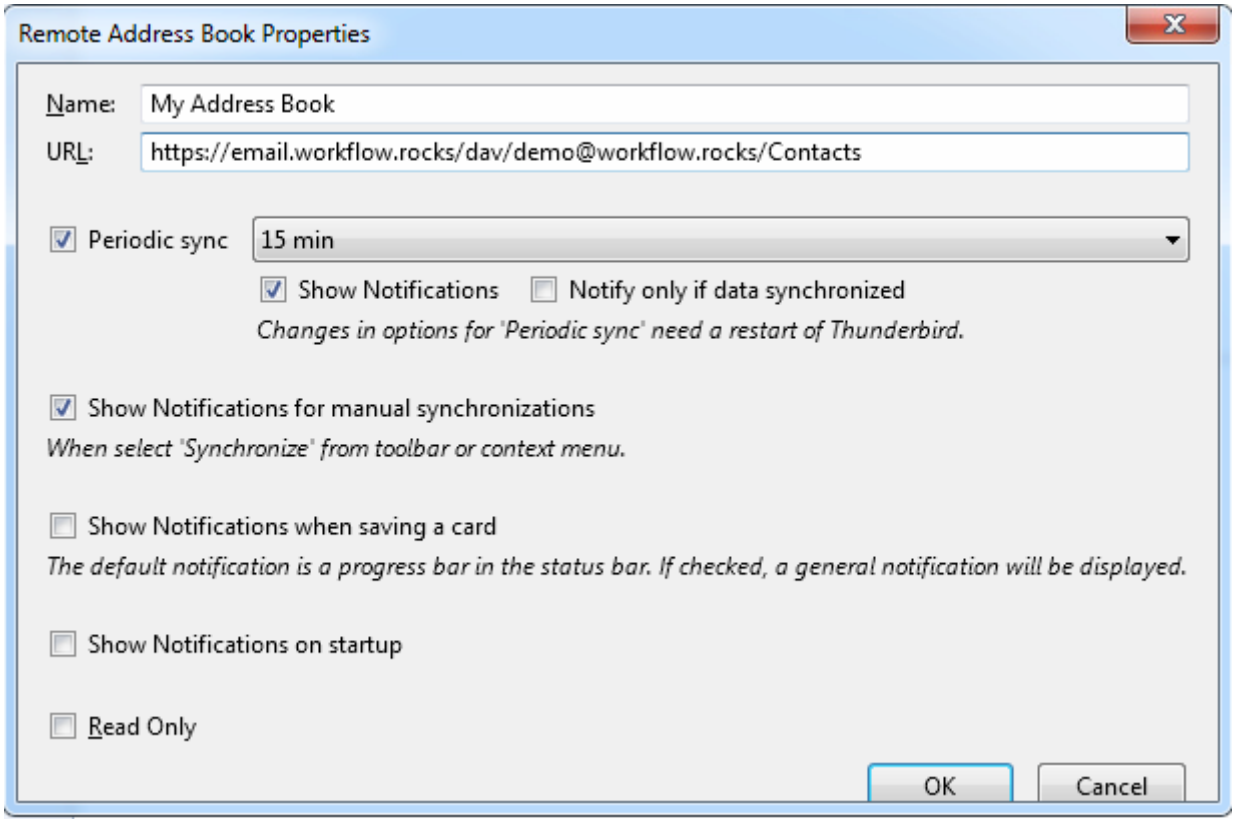
Address Book

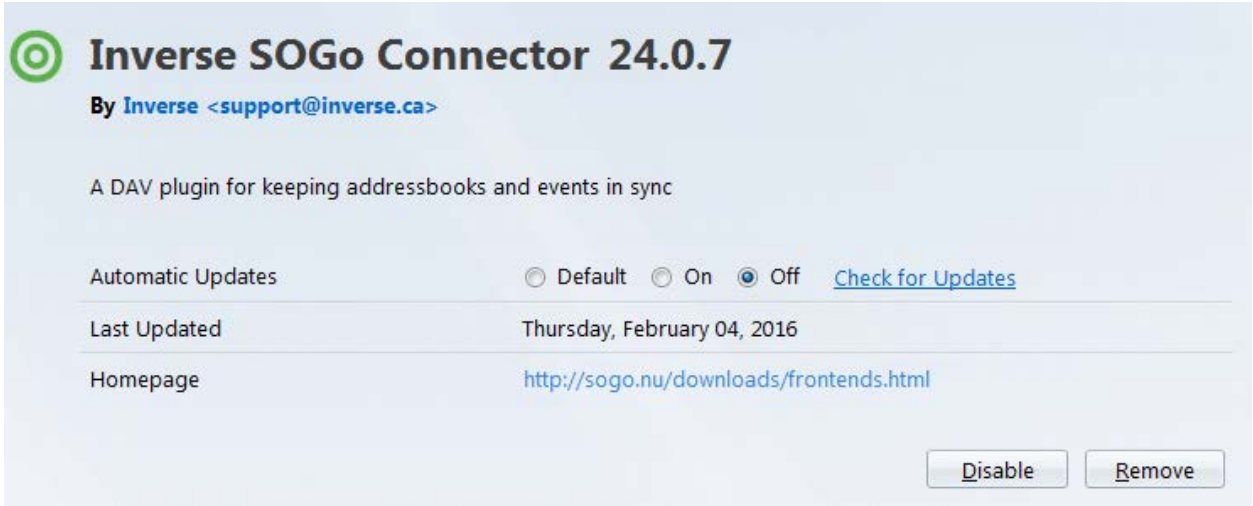
Before setting up your address book make sure SOGo add-on is installed. See how to do it in "Add-on installation" topic of this guide.
Then open your address book using an appropriate button of the Mail Toolbar:

Click "File >> New >> Remote Address Book":



Enter the name of the address book and the following URL:
https://email.workflow.rocks/dav/demo@workflow.rocks/Contacts
Make sure you replaced demo@workflow.rocks within your email address.
Setup periodic sync and notifications and click “OK”.



Now go to “Tools >> Add-ons” and click More near Inverse SOGo Connector add-on:

Turn off automatic updates to guarantee the add-on work properly with your Thunderbird: