

Mozilla Thunderbird settings for workflow.rocks email server

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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 - <u>https://www.mozilla.org/en-US/thunderbird/</u>

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.

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	\checkmark	<u>M</u> enu Bar
	\checkmark	Mail T <u>o</u> olbar
Write 🔻 🔲 Chat 🛛 💄 Address Book 📗 🗞 Tag 👻 🔍 🔾	2	<u>C</u> ustomize

Now go to "File >> New >> Get a New Mail Account...":

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>G</u> o	<u>M</u> essage	Eve <u>n</u> t	s and Tasks	<u>T</u> ools	<u>H</u> elp
	<u>N</u> ew			•		<u>M</u> essage		Ctrl+N
	<u>O</u> per	1		•		<u>E</u> vent		Ctrl+I
	<u>C</u> lose	2		Ctrl+W		<u>T</u> ask		Ctrl+D
	<u>S</u> ave	As		•		<u>F</u> older		
	Get N	le <u>w</u> Me	ssage	es for 🔹		Saved Searce	:h	
	Sen <u>d</u>	Unsen	t Mes	sages		<u>G</u> et a New I	Mail Acc	ount
	Su <u>b</u> s	cribe				<u>E</u> xisting Ma	il Accou	int
	D <u>e</u> let	e Folde	er			<u>C</u> hat Accou	int	
	Rena	me Fol	der	F2		Fee <u>d</u> Accou	int	
	Com	pact <u>F</u> o	Iders			Other Acco	unts	
	Empt	y Trasl	n			Cale <u>n</u> dar		
	Offlir	ne		•		Address Bo	ok <u>C</u> ont	act
	Dage	Setun				C <u>h</u> at Conta	ct	



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

Welcome to Thunderbird	— ×-
Would you like a new email address?	
Your name, or nickname	Search
In partnership with several providers, Thunderbird can offer you a new email a your first and last name, or any other words you'd like, in the fields above to ge	account. Just fill in et started.
🖉 👸 gandi.net	
The search terms used are sent to Mezilla (Privacy Policy) and to 2rd party are	il providors
gandi.net (<u>Privacy Policy</u> , <u>Terms of Service</u>) to find available email addresses.	in providers
Skip this and use my existing email I think I'll configure my account	ount later.



Mozilla Thunderbird settings for workflow.rocks email server

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

Mail Account Setup			×
Your <u>n</u> ame:	John Smith	Your name, as shown to others	
Emai <u>l</u> address:	demo@workflow.rocks		
<u>P</u> assword:	•••••		
	Remember password		
<u>G</u> et a new acco	punt	<u>C</u> ontinue C <u>a</u> ncel	



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:

Your <u>n</u> ame: Emai <u>l</u> address:	John Smit demo@w	th Your name, vorkflow.rocks	as shown to oth	lers	
Password:	•••••	••••			
	Re <u>m</u> e	mber password			
Incoming: I	MAP 🔻	Server hostname email.workflow.rocks	Port 993 -	SSL SSL/TLS	Authentication Normal password
Incoming: I Outgoing: SI	MAP 🔻	Server hostname email.workflow.rocks email.workflow.rocks	Port 993 ▼ • 465 ▼	SSL SSL/TLS SSL/TLS	Authentication Normal password Normal password
Incoming: Outgoing: SI Username: In	MAP	Server hostname email.workflow.rocks email.workflow.rocks demo@workflow.rocks	Port 993 ▼ 465 ▼	SSL SSL/TLS SSL/TLS Outgoing:	Authentication Image: Authentication Image: Normal password Image: Authentication Image: Authentication

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"

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>G</u> o	<u>M</u> essag	je Ev	ve <u>n</u> ts and Tasks	<u>T</u> ools	<u>H</u> e
2	Get Me	essages	•	🖋 Wri	te 🔻	🗬 Chat 🧧	Addre	ss Bo
	demo	@wor	kflov	v.rocks				
	lnbo	эх				<u>G</u> et Messages		
E	Draf	its				Open in New <u>T</u>	ab	
	Sent	t				Open in New V	Vindow	
6	Junk	c				Search Messag	es	
🔯 Trash						Su <u>b</u> scribe		
Chats						<u>N</u> ew Folder		
Contacts						S <u>e</u> ttings		
	6 Ema	iled Co	ntact	s				
	Junk	c E-mai	I					



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.

Account Settings	×
demo@workflow.rocks	Server Settings
Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security	Server Type: IMAP Mail Server Server Name: email.workflow.rocks Port: 993 ♥ Default: 993 User Name: demo@workflow.rocks Security Settings Connection security: SSL/TLS ▼ Authentication method: Normal password ▼ Server Settings ✓ Check for new messages at startup ✓ Check for new messages every 1♥ minutes When I delete a message: Move it to this folder: Trash on demo@workflow.rocks ▼ Just mark it as deleted Remove it immediately
	Message Storage Clean up ("Expunge") Inbox on Exit Empty Trash on Exit Message Store Type: One large file (mbox) Local directory: C:\Users\BP\AppData\Roaming\Thunderbird\Profiles\qchv Browse
Account Actions •	OK Cancel



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: <u>https://addons.mozilla.org/en-US/thunderbird/addon/lightning/</u>

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

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

Calendar × Add-ons Manager × and Tasks Iools Help	
	Search all add-ons
Linktring AOE 2	Check for Updates
An integrated calendar for Thunderbird More	Install Add-on From File
	✓ Update Add-ons Automatically <u>R</u> eset All Add-ons to Update Automatically

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

Software Installation	x
Install add-ons only from authors whom you trust. Malicious software can damage your computer or violate your privacy.	
You have asked to install the following item:	
Inverse SOGo Connector (Author not verified) file:///C:/Users/BP/Downloads/sogo-connector-24.0.7.xpi	
Install Now Canc	el



Restart your application to complete the installation:

1	Inverse SOGo Connector will be installed after you restart Thunderbird.	Restart now	Undo			
2	Inverse SOGo Connector 24.0.7					
	A DAV plugin for keeping addressbooks and events in sync More					
-	Lightning 4.0.5.2					
	An integrated calendar for Thunderbird More			Options	Disable	Remove



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":

Create	New Calendar
Creat Locat	t e a new calendar re your calendar
	Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers.
	On My Computer
	On the Network
	< <u>B</u> ack <u>N</u> ext > Cancel

Now select "CalDAV" format and enter the following location:

https://email.workflow.rocks/dav/demo@workflow.rocks/Calendar

Make sure you replaced <u>demo@workflow.rocks</u> within your email address and click "Next":

Create New Calenda	ar 🛛 📉 🗙	
Create a new calendar Locate your calendar		
Provide inf	o about what is needed to access your remote calendar	
Format:	💿 iCalendar (ICS)	
	CalDAV	
	Sun Java System Calendar Server (WCAP)	
Location:	email.workflow.rocks/dav/demo@workflow.rocks/Calendar	
	✓ Offline Support	
	< <u>B</u> ack <u>N</u> ext > Cancel	



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:

Create New Calendar	X
Create a new calendar Customize your calendar	
You can give your this calendar.	calendar a nickname and colorize the events from
Name:	Calendar
Color:	
Show Reminders:	
E-Mail:	John Smith <demo@workflow.rocks></demo@workflow.rocks>
	< <u>B</u> ack <u>N</u> ext > Cancel

Now your calendar has been created:

Create New Calendar		23
Create a new calendar		
Calendar Created		
Your calendar has been created.		
	< <u>B</u> ack Finish (Cancel



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

Edit Calendar		
✓ Switch this calenda	ar on	
Calendar Name:	My Calendar	
Color:		
Location:	https://email.workflow.rocks/dav/demo@workflow.rocks/Calenc	
E-Mail:	None 🔹	
Refresh Calendar:	Every 30 minutes 🔹	
	Read Only	
	Show Reminders	
	✓ Offline Support	
	OK Cancel	

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":

Address Book	1 mm
<u>File</u> <u>E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp	
New Print Preview Contact Print Contact Dage Seture	Address Book <u>C</u> ontact Ctrl+N Mailing <u>L</u> ist Address <u>B</u> ook L <u>D</u> AP Directory
Print Preview Address <u>B</u> ook Print <u>A</u> ddress Book	Message Ctrl+M Remote Address Book
Close Ctrl+W	



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

Remote Address Book Properties			
<u>N</u> ame:	My Address Book		
UR <u>L</u> :	https://email.workflow.rocks/dav/demo@workflow.rocks/Contacts		
📝 Perio	✓ Periodic sync 15 min		
		Show Notifications 🔲 Notify only if data synchronized	
		Changes in options for 'Periodic sync' need a restart of Thunderbird.	
Show	Show Notifications for manual synchronizations		
when se	ieu synch	nonze from toolour of context menu.	
🔲 Shov	v Notificat	tions when saving a card	
The default notification is a progress bar in the status bar. If checked, a general notification will be displayed.			
Show Notifications on startup			
🔲 <u>R</u> ead	Read Only		
	OK Cancel		

Now go to "Tools >> Add-ons" and click <u>More</u> near Inverse SOGo Connector add-on:

()	Inverse SOGo C A DAV plugin for keeping	onnector 24.0.7 g addressbooks and events in sync More
Turn	off aut	tomatic updates to gu	uarantee the add-on work properly with your Thunderbird:
0	Inv By Inv	erse SOGo Co erse <support@inverse.co plugin for keeping addres</support@inverse.co 	a> ssbooks and events in sync
	Autom	atic Updates	Default O On Off <u>Check for Updates</u>
	Last Updated		Thursday, February 04, 2016
	Home	bage	http://sogo.nu/downloads/frontends.html
			Disable <u>R</u> emove