



**taxWorkflow**

# **Mozilla Thunderbird settings for workflow.rocks email server**

February, 2016

For all questions regarding this document, please email [support@thetaxworkflow.com](mailto:support@thetaxworkflow.com)

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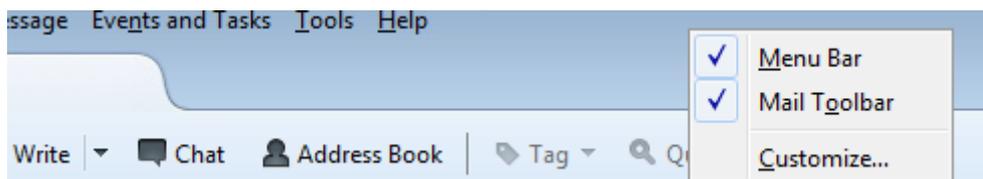
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## Set up your email account

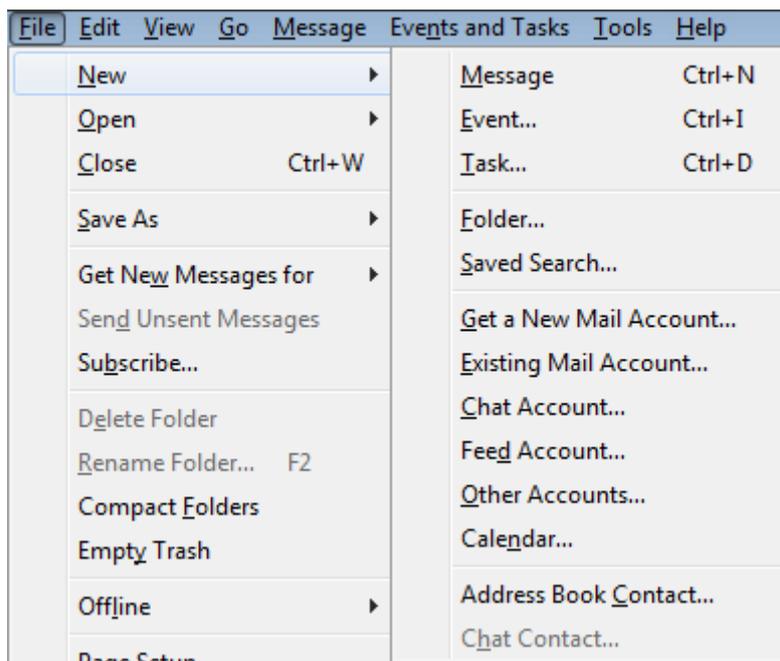
Mozilla Thunderbird can successfully work with your workflow.rocks email account. Network Calendar and Address Book are also available in this application.

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

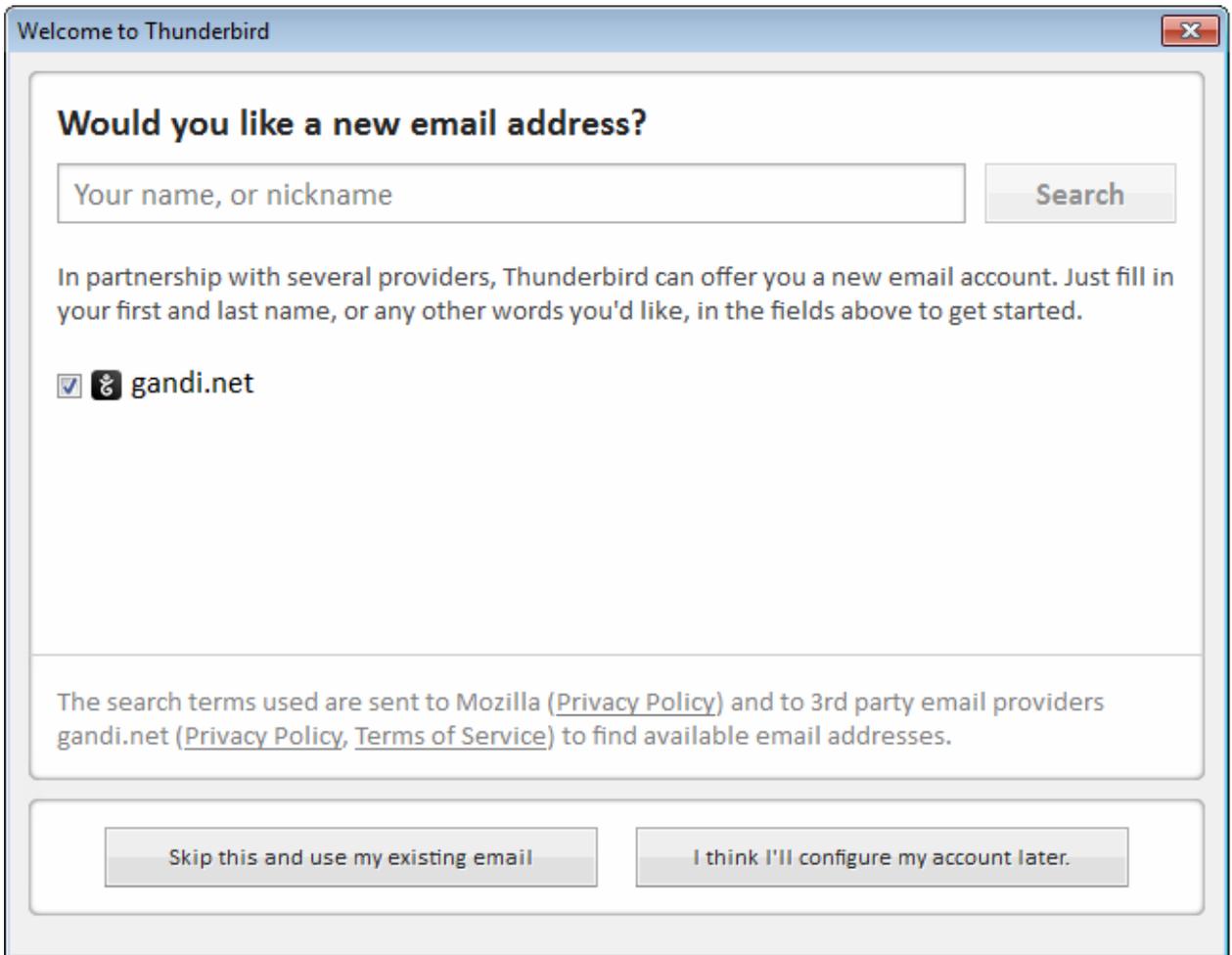
After the application is downloaded and installed you can start to setup your email account. For this purpose click right mouse button on the top of the window and check the “Menu Bar” checkbox.



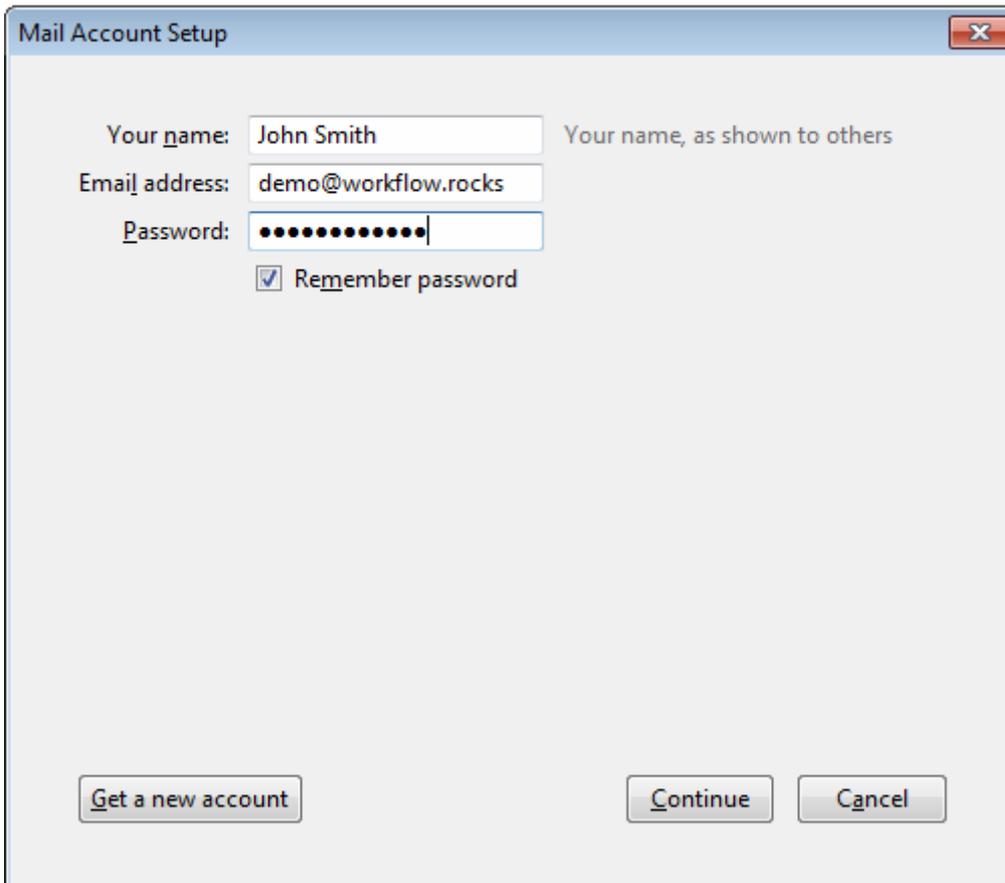
Now go to “File >> New >> Get a New Mail Account...”:



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:



The image shows a 'Mail Account Setup' dialog box with the following fields and options:

- Your name:** John Smith (with a tooltip: 'Your name, as shown to others')
- Email address:** demo@workflow.rocks
- Password:** [Redacted with 12 dots]
- Remember password

Buttons at the bottom: [Get a new account](#), [Continue](#), and [Cancel](#).

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

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

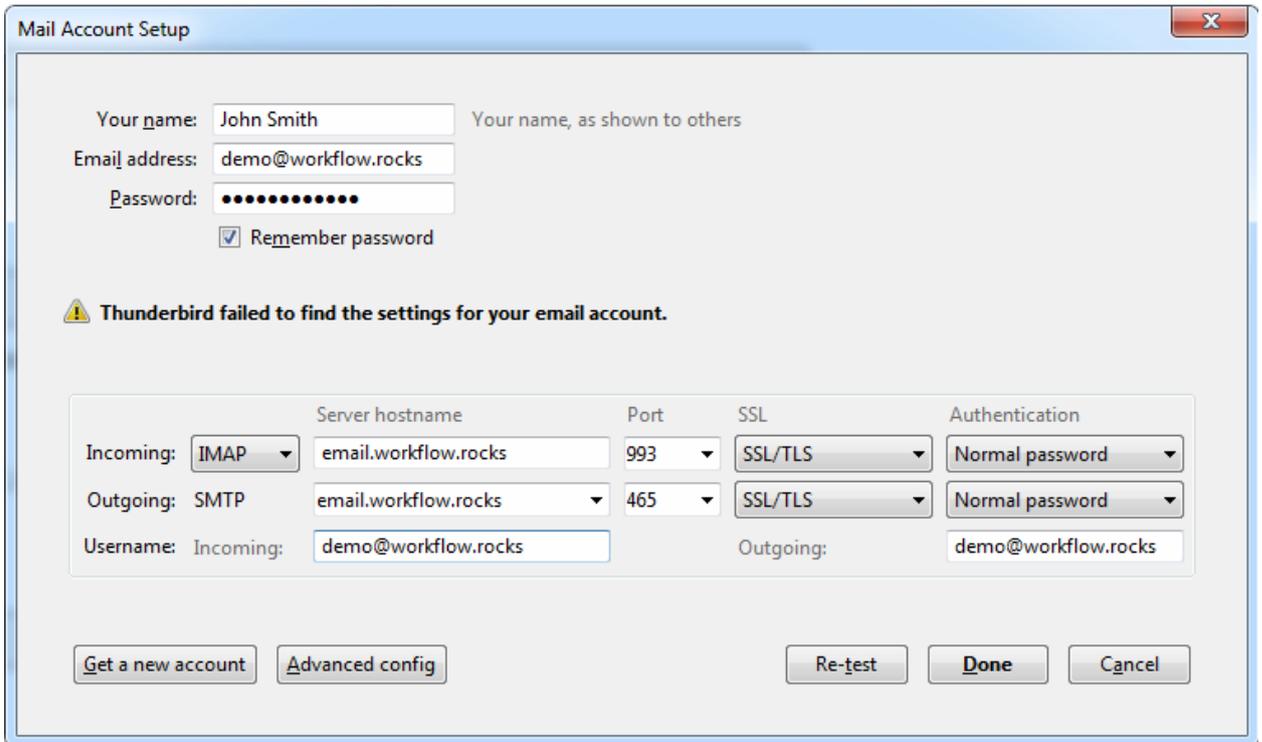
Incoming port: **993**

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:

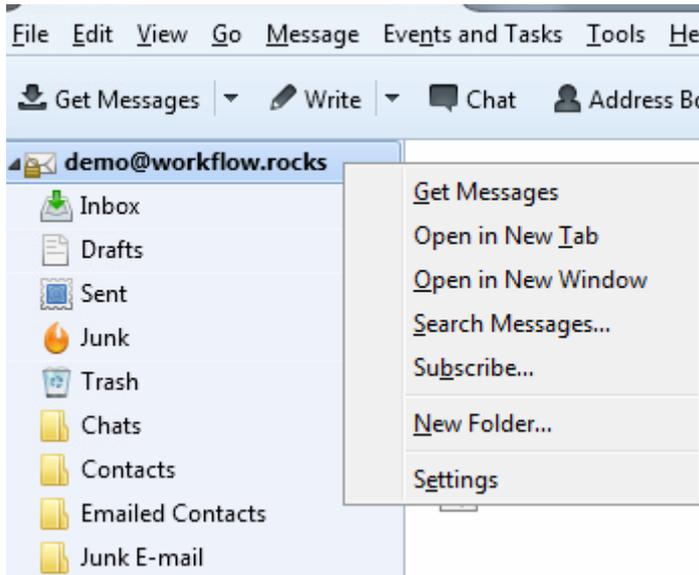


	Server hostname	Port	SSL	Authentication	
Incoming:	IMAP	email.workflow.rocks	993	SSL/TLS	Normal password
Outgoing:	SMTP	email.workflow.rocks	465	SSL/TLS	Normal password

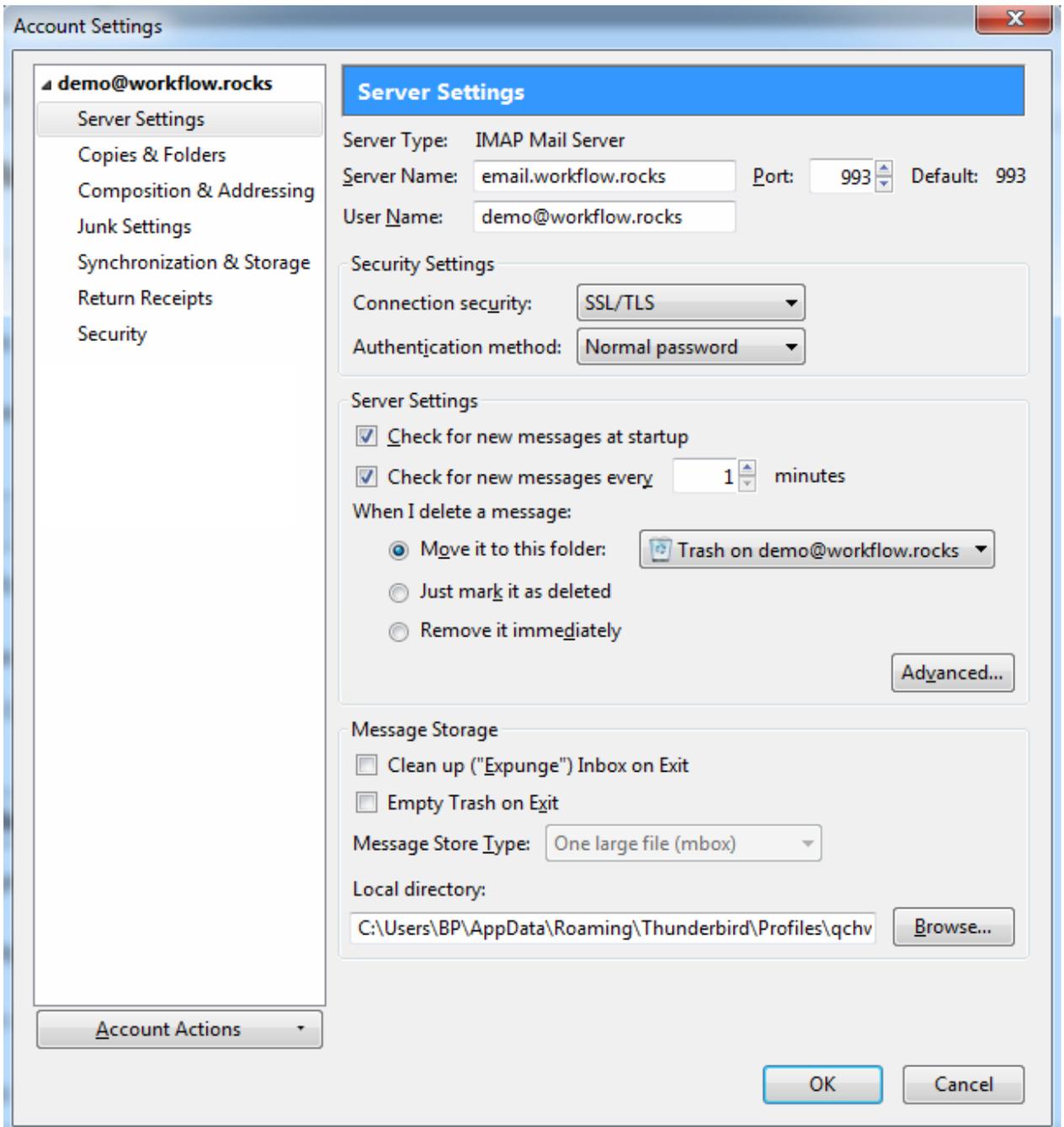
Username: Incoming: demo@workflow.rocks      Outgoing: demo@workflow.rocks

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.



The screenshot shows the "Account Settings" window for the account "demo@workflow.rocks". The window is divided into several sections:

- Server Settings:** 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):**  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 (with a Browse... button).

At the bottom of the window, there are "OK" and "Cancel" buttons, and an "Account Actions" dropdown menu.

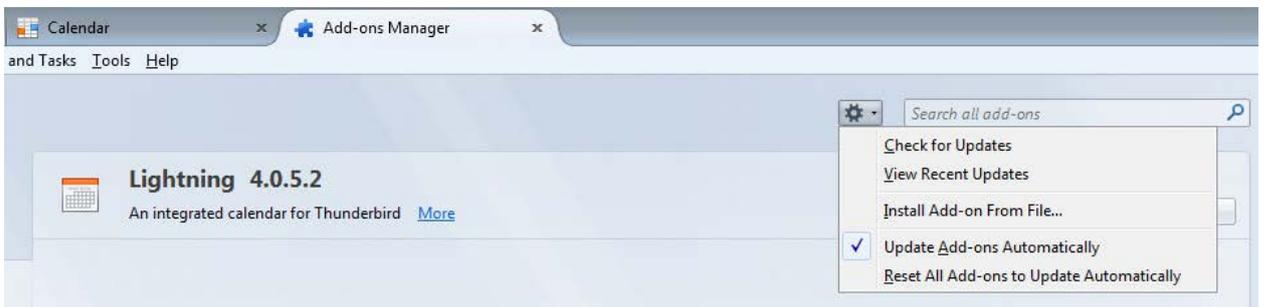
## Setup Calendar and Address Book

### Add-on installation

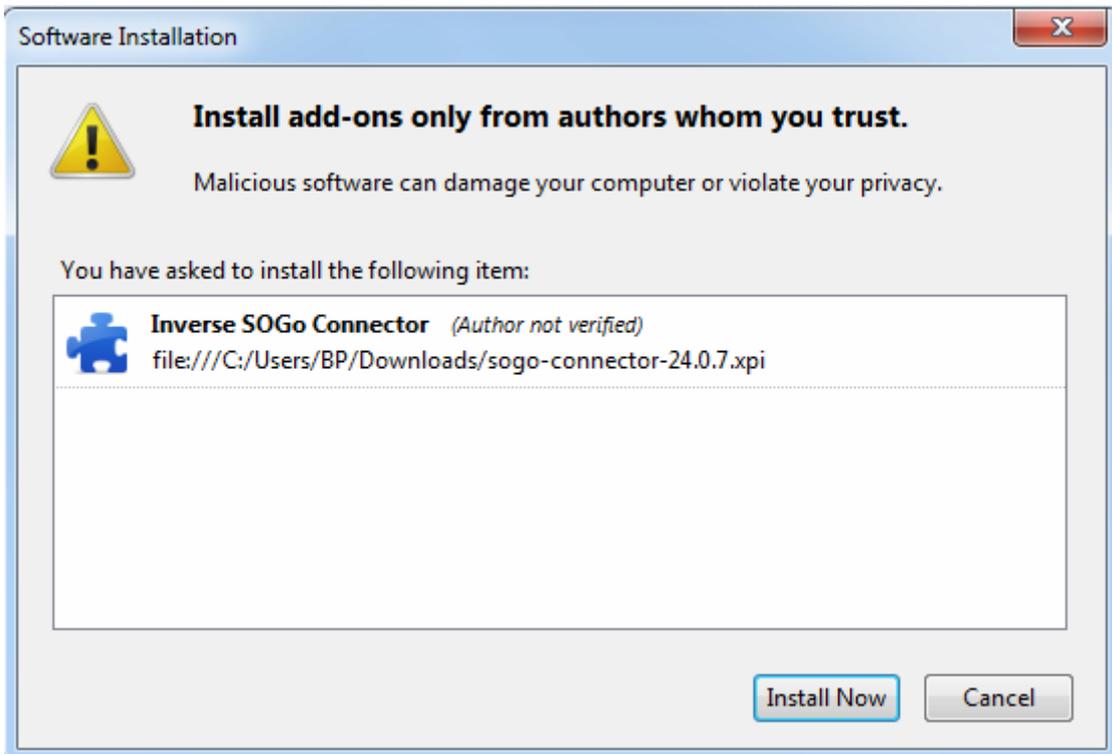
To access your calendar Lightning add-on for Thunderbird must be installed. This add-on is already installed if you use the latest version of Thunderbird. In case it's not installed you can download it from here: <https://addons.mozilla.org/en-US/thunderbird/addon/lightning/>

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/SOGGo/Thunderbird/sogo-connector-24.0.7.xpi>

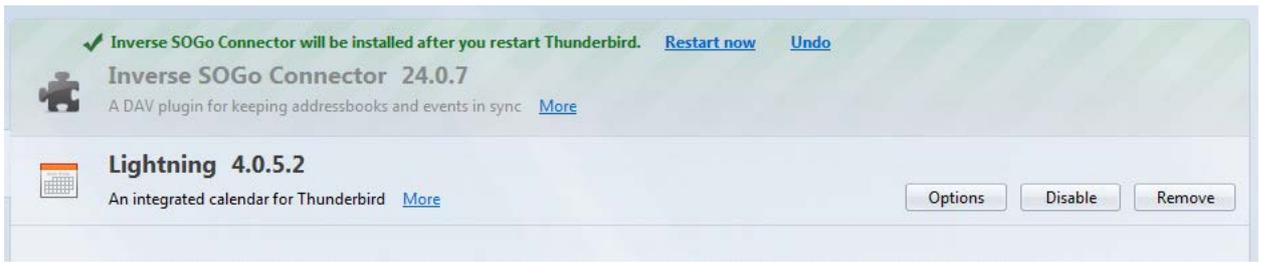
To install the add-on go to “Tools >> Add-ons”, click on the cogwheel and select “Install Add-on From File...”:



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

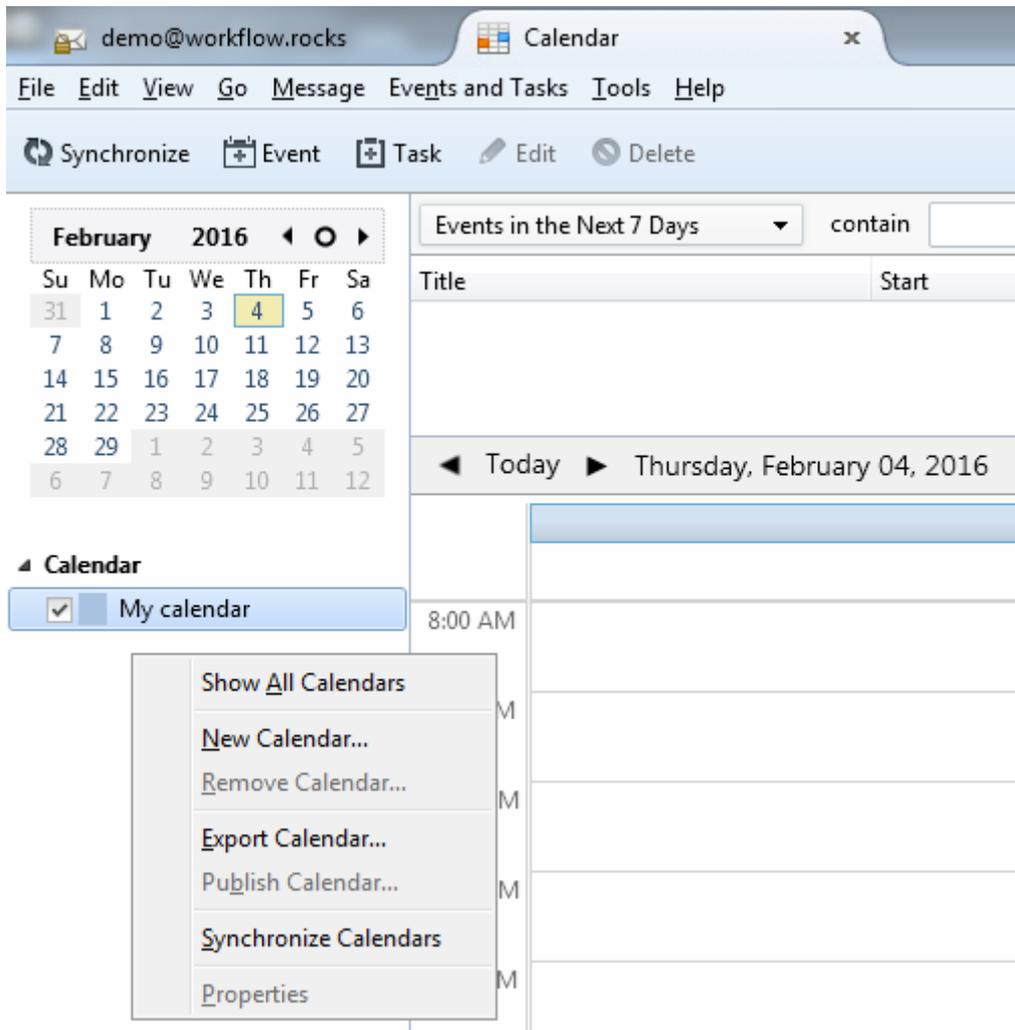


Restart your application to complete the installation:



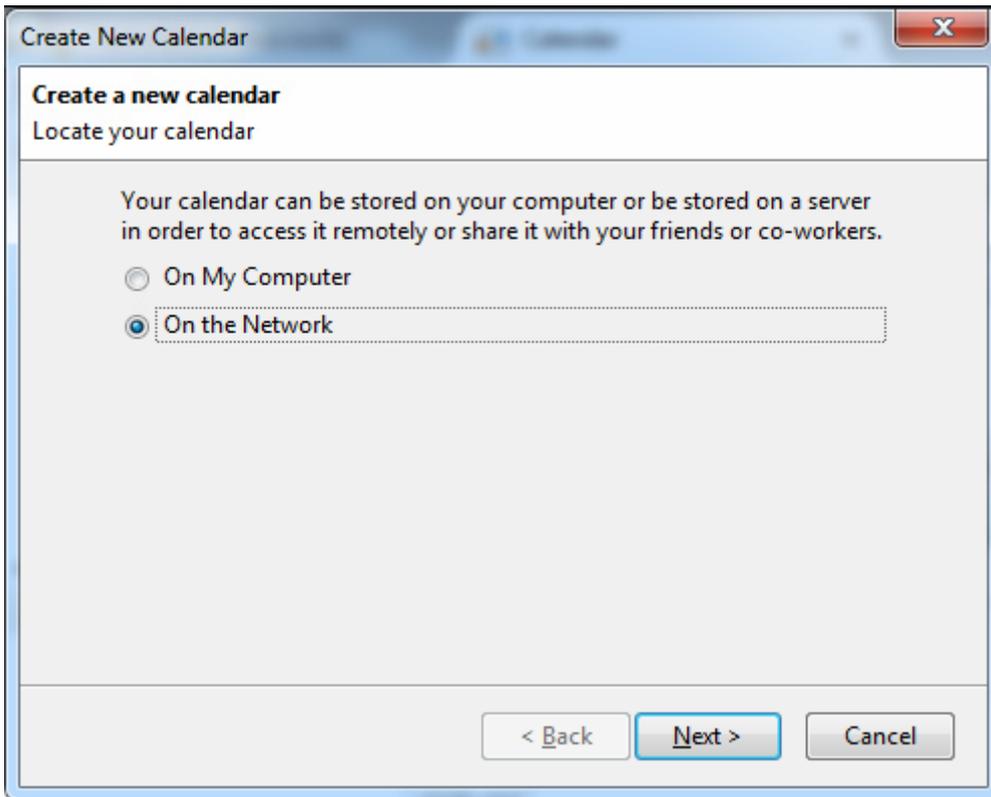
## Calendar

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...”:



The screenshot shows the Mozilla Thunderbird interface with the Calendar window open. The address bar shows 'demo@workflow.rocks' and the window title is 'Calendar'. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Message', 'Events and Tasks', 'Tools', and 'Help'. The toolbar contains 'Synchronize', 'Event', 'Task', 'Edit', and 'Delete'. On the left, there is a calendar view for February 2016, with the 4th highlighted. Below it, a list of calendars is shown with 'My calendar' checked. A right-click context menu is open over this list, showing options: 'Show All Calendars', 'New Calendar...', 'Remove Calendar...', 'Export Calendar...', 'Publish Calendar...', 'Synchronize Calendars', and 'Properties'. The main calendar area shows 'Events in the Next 7 Days' and a table with columns 'Title' and 'Start'. The date 'Today' is Thursday, February 04, 2016. The time slot '8:00 AM' is visible on the left side of the calendar grid.

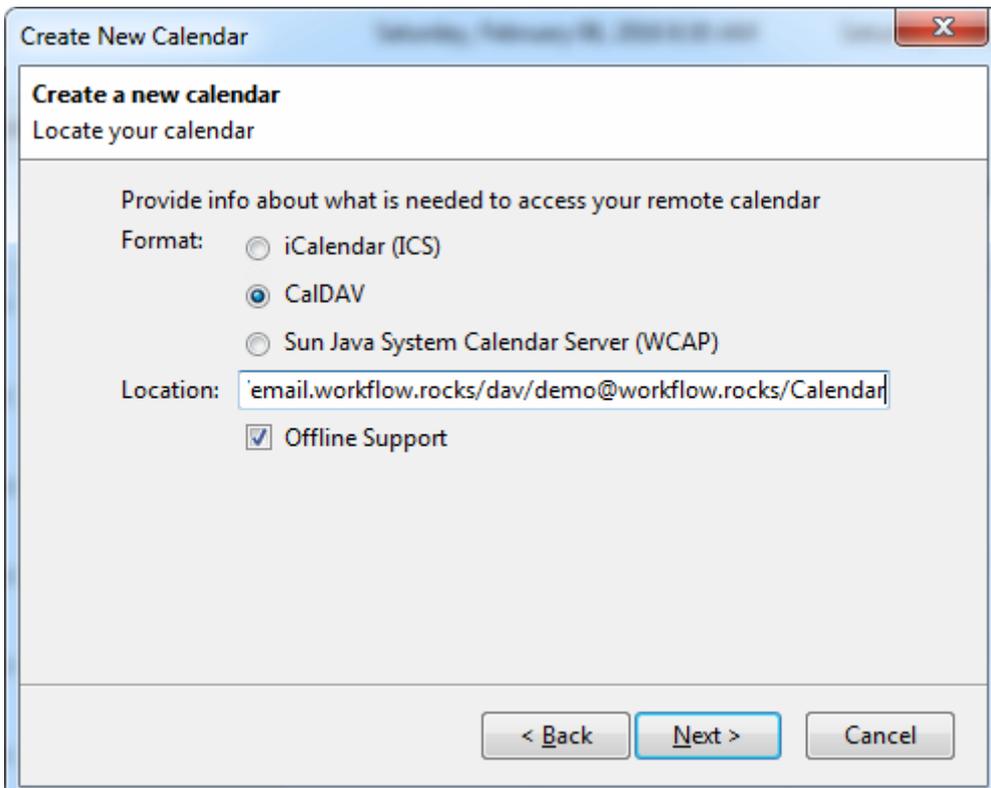
In the new window select “On the Network” and press “Next”:



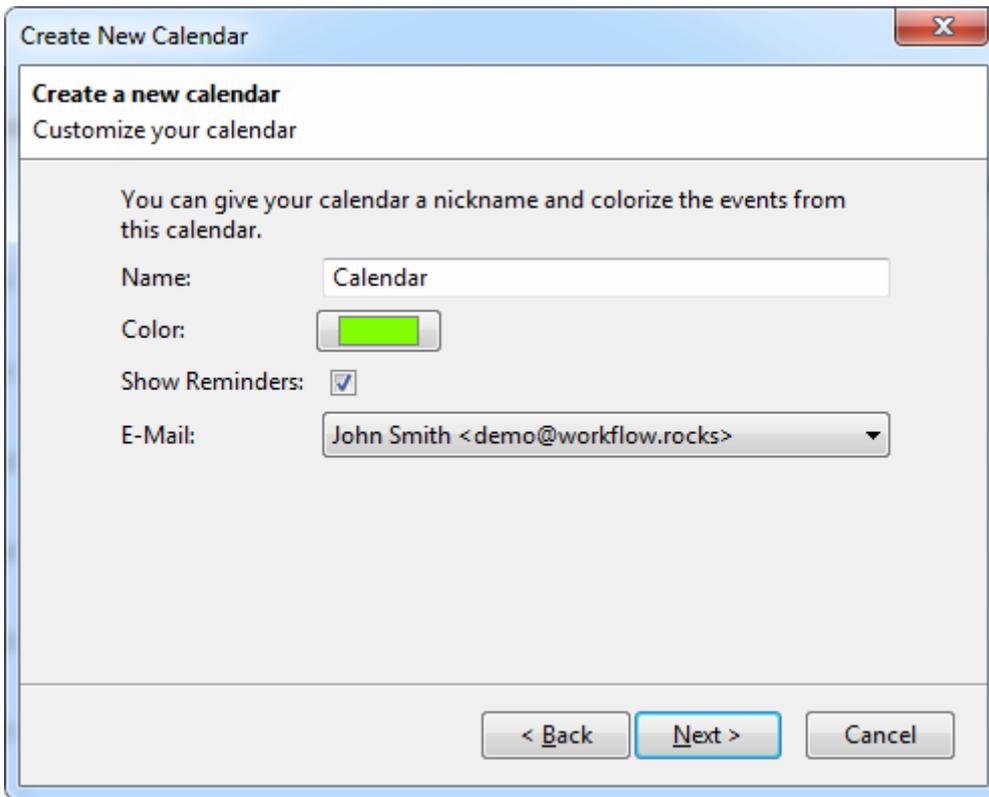
Now select “CalDAV” format and enter the following location:

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

Make sure you replaced [demo@workflow.rocks](mailto: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:



**Create New Calendar**

**Create a new calendar**  
Customize your calendar

You can give your calendar a nickname and colorize the events from this calendar.

Name:

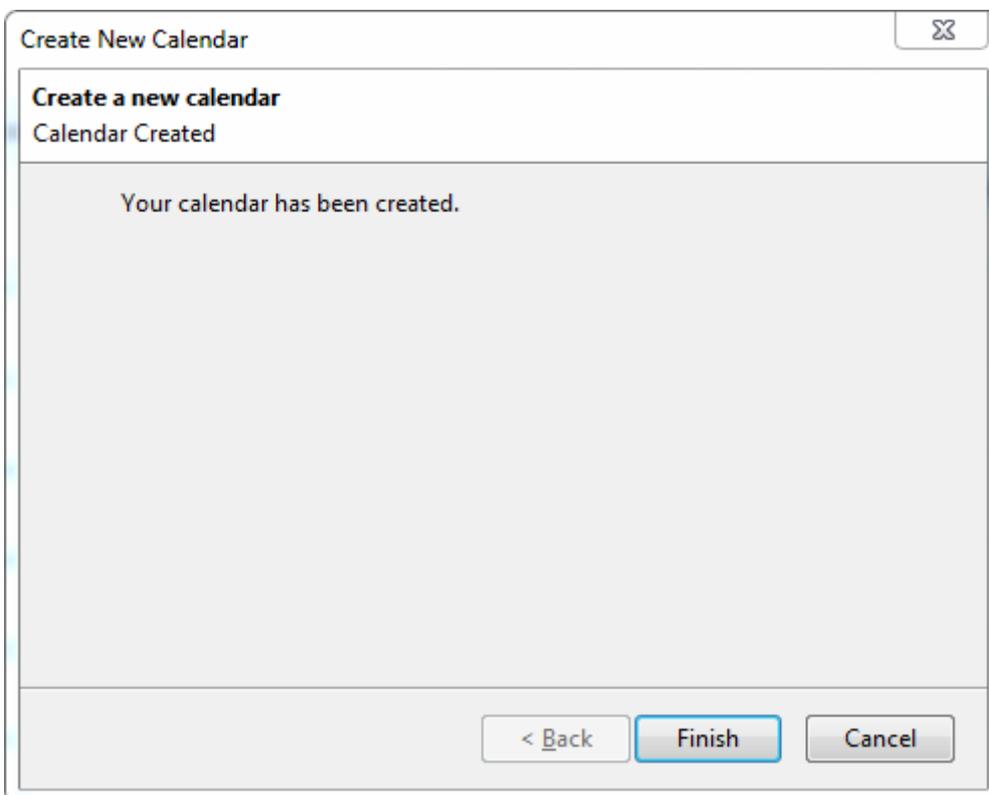
Color:

Show Reminders:

E-Mail:

< Back   Next >   Cancel

Now your calendar has been created:



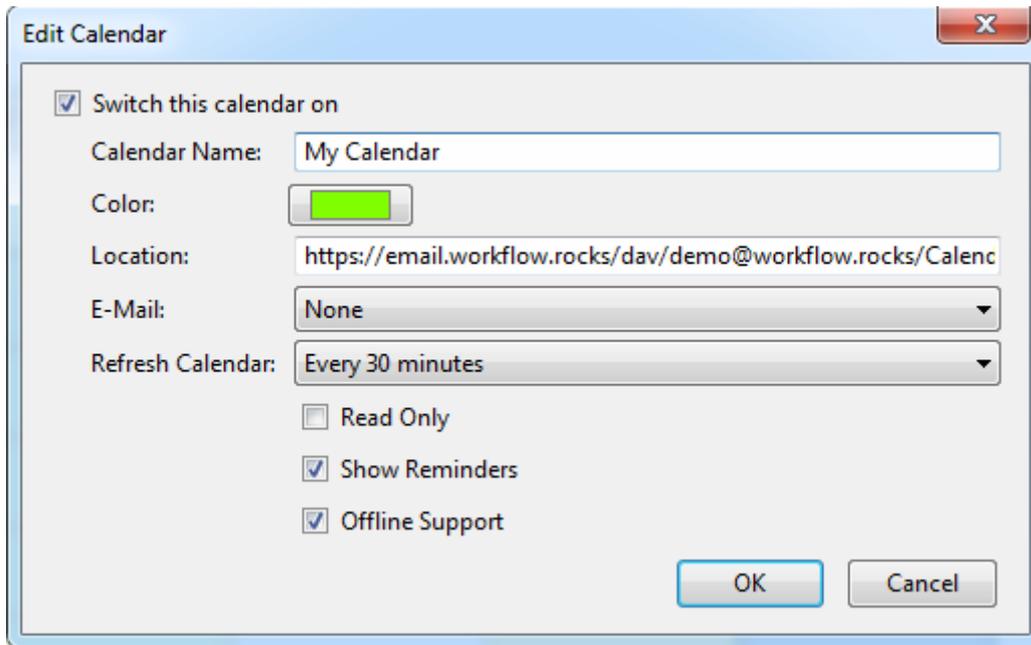
**Create New Calendar**

**Create a new calendar**  
Calendar Created

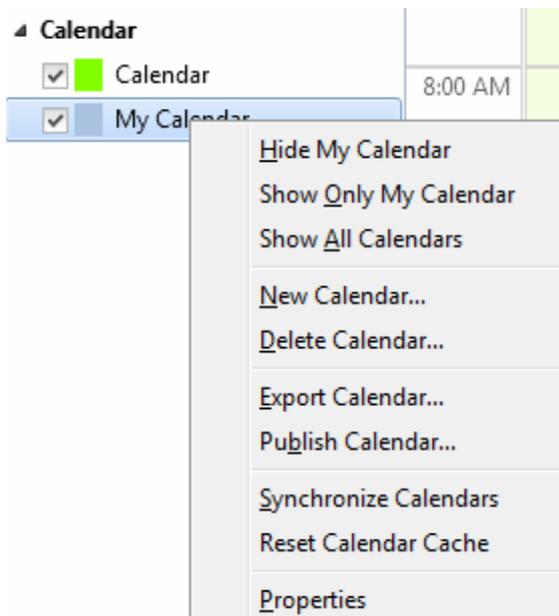
Your calendar has been created.

< Back   Finish   Cancel

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...":



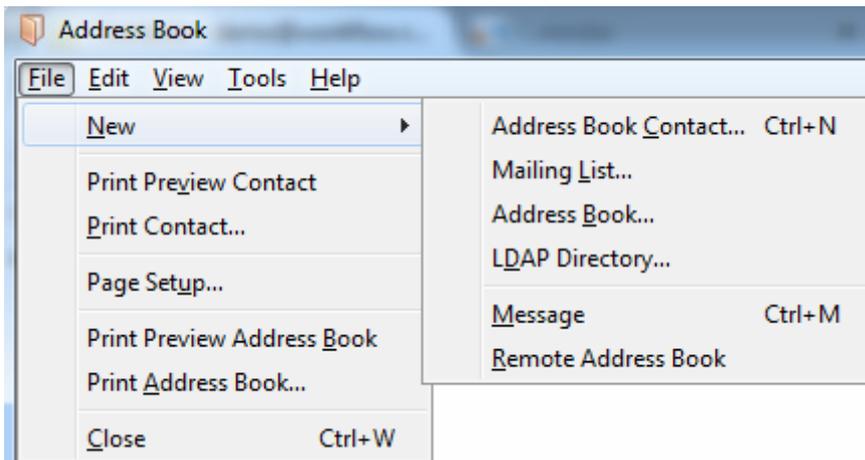
## Address Book

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”:

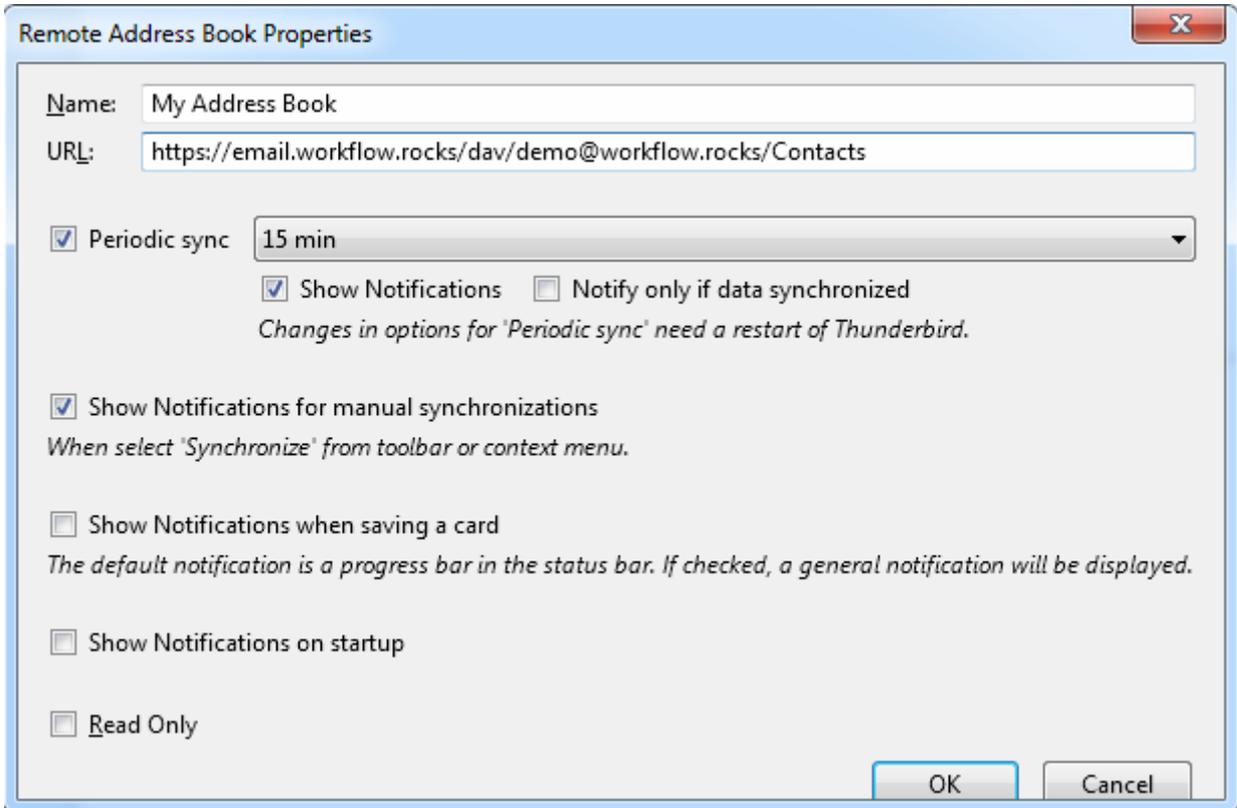


Enter the name of the address book and the following URL:

<https://email.workflow.rocks/dav/demo@workflow.rocks/Contacts>

Make sure you replaced [demo@workflow.rocks](mailto:demo@workflow.rocks) within your email address.

Setup periodic sync and notifications and click “OK”.



**Remote Address Book Properties**

Name:

URL:

Periodic sync

Show Notifications  Notify only if data synchronized

*Changes in options for 'Periodic sync' need a restart of Thunderbird.*

Show Notifications for manual synchronizations

*When select 'Synchronize' from toolbar or context menu.*

Show Notifications 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

Read Only

OK Cancel

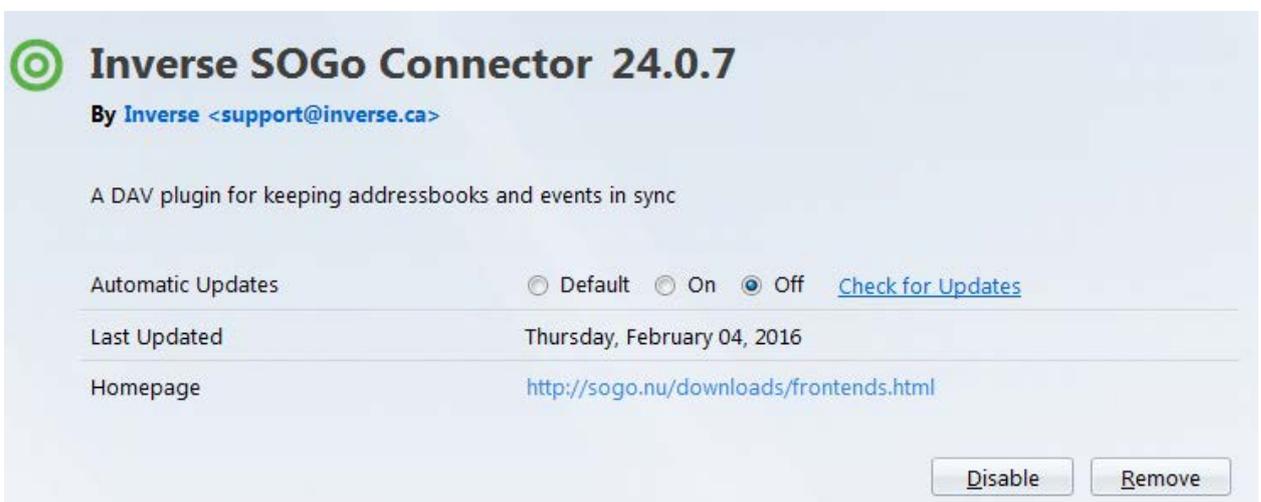
Now go to “Tools >> Add-ons” and click [More](#) near Inverse SOGo Connector add-on:



**Inverse SOGo Connector 24.0.7**

A DAV plugin for keeping addressbooks and events in sync [More](#)

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



**Inverse SOGo Connector 24.0.7**

By [Inverse <support@inverse.ca>](mailto:support@inverse.ca)

A DAV plugin for keeping addressbooks and events in sync

Automatic Updates  Default  On  Off [Check for Updates](#)

Last Updated Thursday, February 04, 2016

Homepage <http://sogo.nu/downloads/frontends.html>

Disable Remove