

Setting Up Exchange on Thunderbird

Thunderbird is the recommended email client for Linux computers, and older Mac computers without Intel processors.

Linux users: Use Thunderbird if you have a laptop computer, or an off-campus desktop computer.

Mac users: If you have an older Mac computer, first follow the steps in Section 1 to determine if your computer has an Intel processor. If it does, you should use the Outlook 2011 client instead of Thunderbird.

Section 1: Determining if You're Mac Has an Intel Processor

1. Click the Apple logo at the top left of your screen.



2. Click **About This Mac**.
3. Next to **Processor**, check to see if the word **Intel** is listed. If you see the word **Intel**, you should use Outlook 2011 for Mac. Go to <http://louisville.edu/email/outlook-install> for instructions.

If you do not see the word **Intel**, your Mac does not have an Intel processor and Outlook 2011 will not work on your computer. Information Technology recommends that you use the Thunderbird email client. If you do not already have a Gmail account, proceed to Section 2. If you have a Gmail account, proceed to section 3.

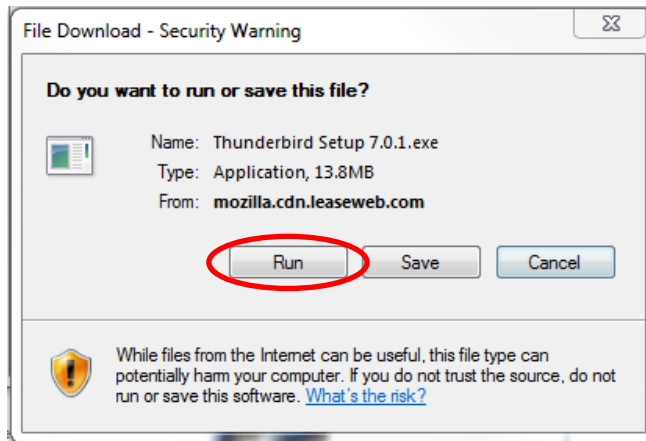
Section 2: Downloading and Installing Thunderbird

1. Go to www.mozilla.org/thunderbird
2. Click **Thunderbird Free Download**.

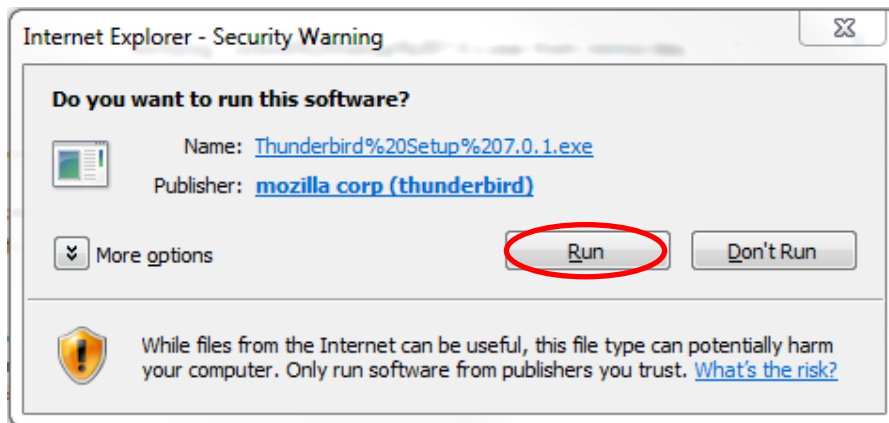


Setting Up Exchange on Thunderbird

3. Click **Run**.



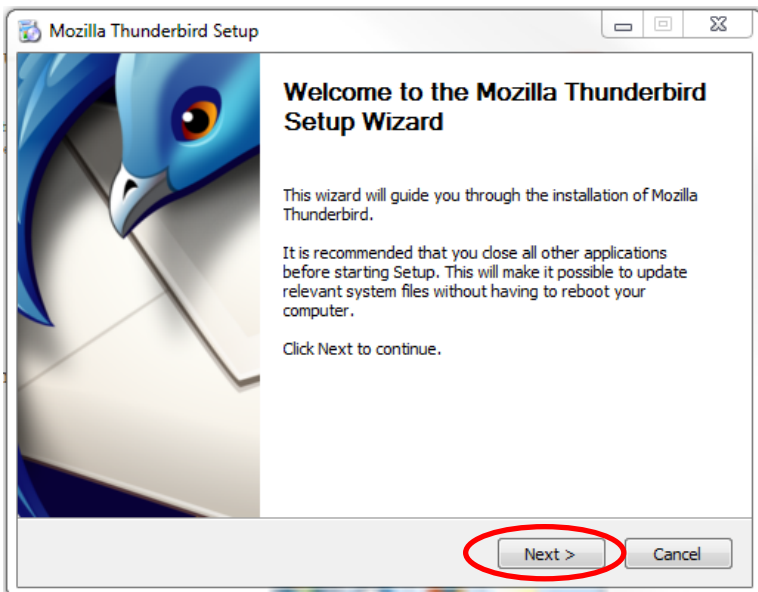
If prompted with the following screen, click **Run** again.



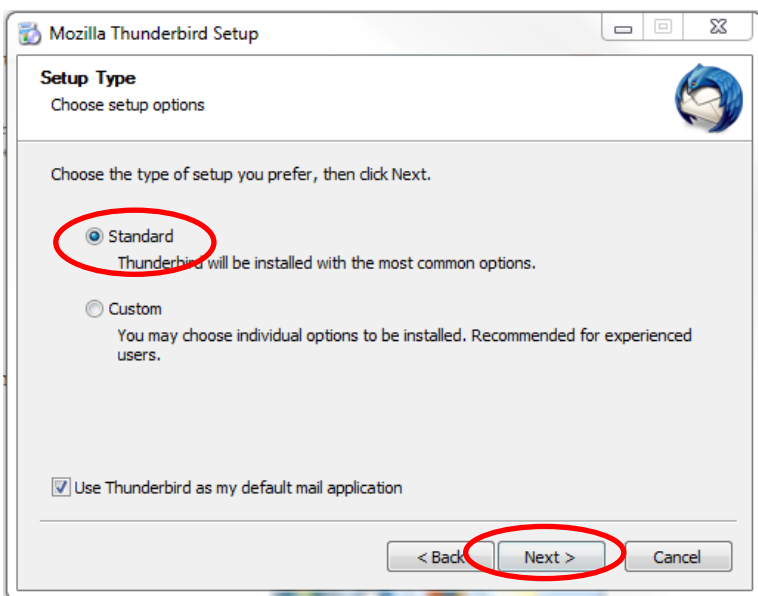
Please be patient. Thunderbird can take up to a few minutes to download.

4. The Thunderbird Setup Wizard will open. Click **Next**.

Setting Up Exchange on Thunderbird

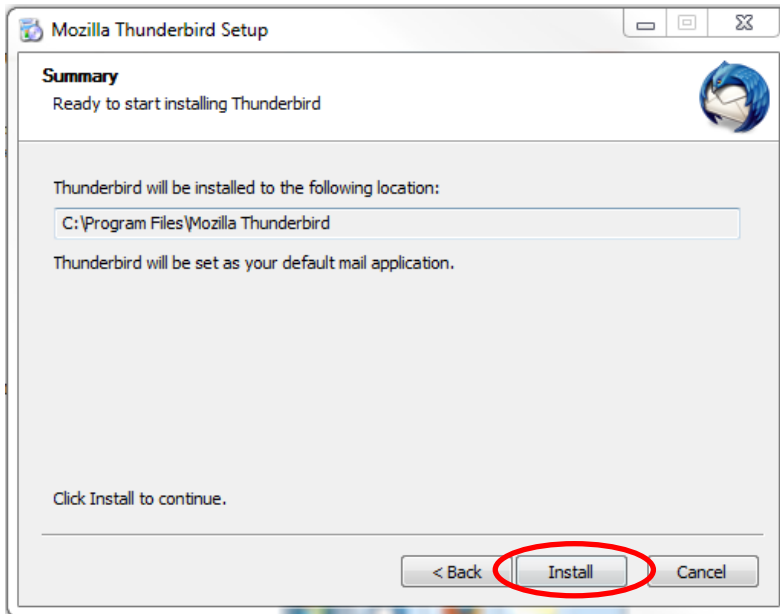


5. Click **Next** to choose the Standard setup.

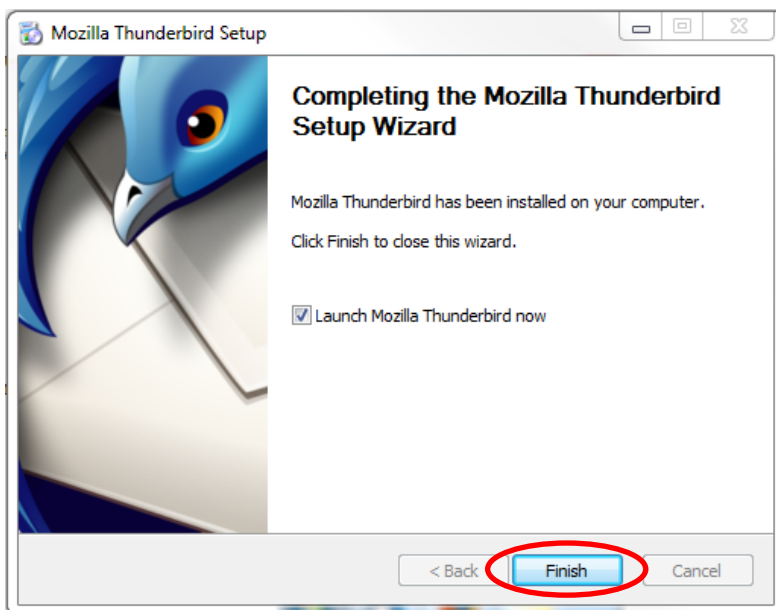


Setting Up Exchange on Thunderbird

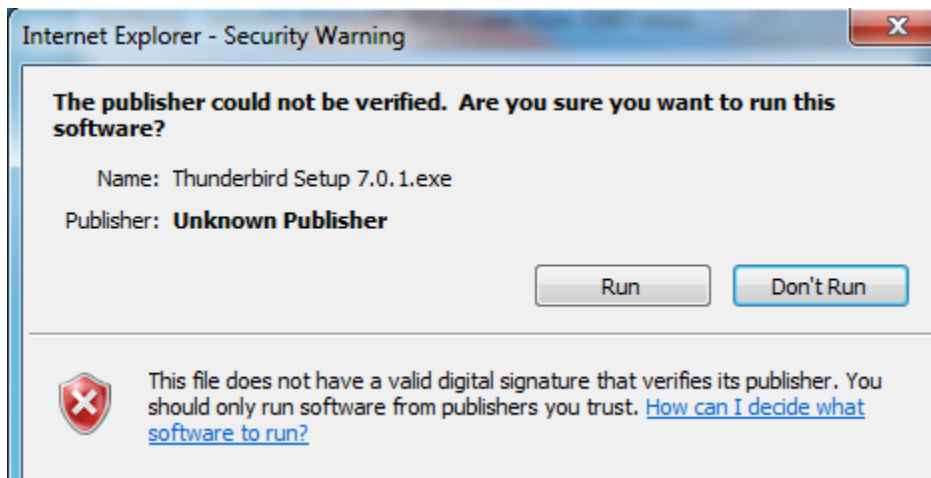
6. Click **Install**.



7. Click **Finish**.

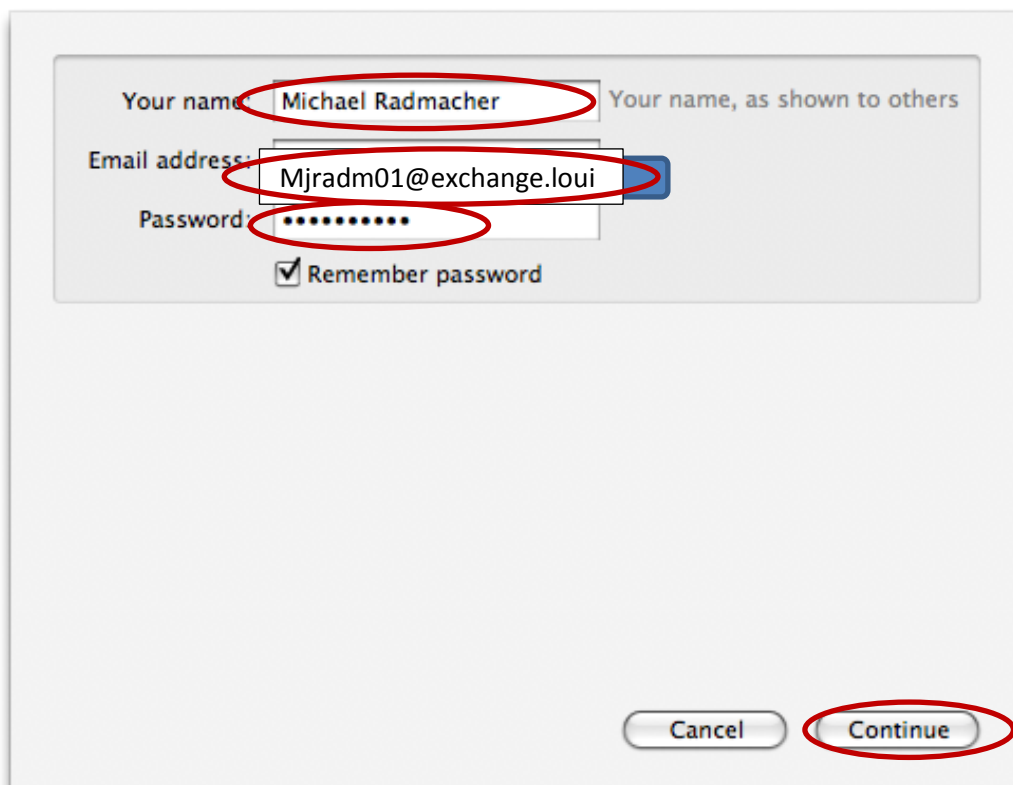


8. Click **Run**.



9. Enter your

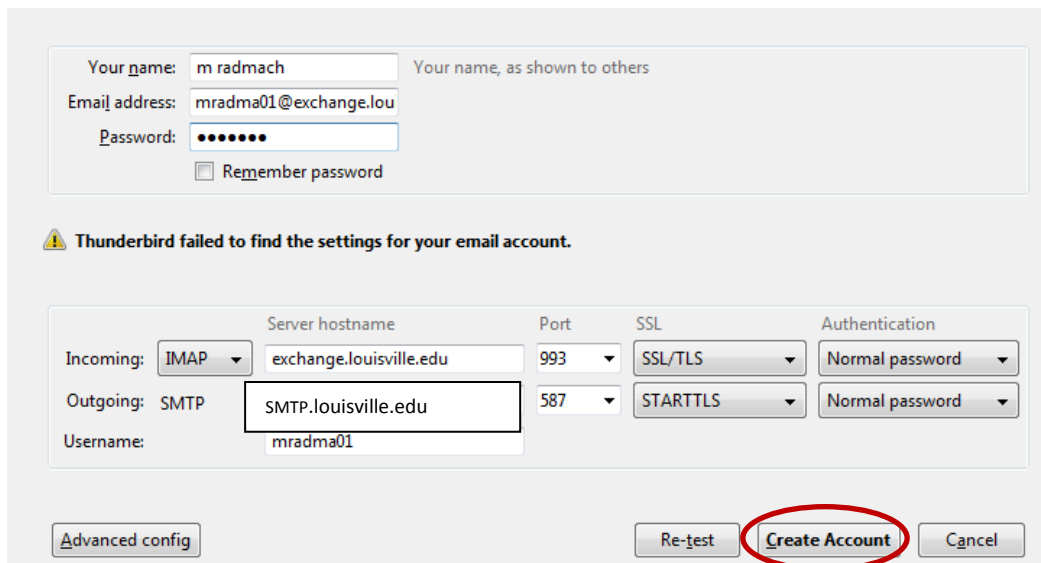
- Name
- Email Address userID@exchange.louisville.edu
- ULink password



Setting Up Exchange on Thunderbird

10. Enter the following information next to the prompts, and using the drop-down buttons, to make your Mail Account Setup appear as in the screenshot below:

- Incoming Server hostname: **exchange.louisville.edu**
- Incoming Port: **993**
- Incoming SSL: **SSL/TLS**
- Incoming Authentication: **Normal password**
- Outgoing Server hostname: **smtp.louisville.edu**
- Outgoing Port: **587**
- Outgoing SSL: **STARTTLS**
- Outgoing Authentication: **Normal password**
- Click **Create Account**



The screenshot shows the Thunderbird Mail Account Setup dialog box. At the top, there are input fields for 'Your name' (m radmach), 'Email address' (mradma01@exchange.lou), and 'Password' (masked with dots). Below these is a 'Remember password' checkbox. A warning message states: 'Thunderbird failed to find the settings for your email account.' The main configuration area has a table-like structure with columns for 'Server hostname', 'Port', 'SSL', and 'Authentication'. The 'Incoming' row shows IMAP, exchange.louisville.edu, 993, SSL/TLS, and Normal password. The 'Outgoing' row shows SMTP, SMTP.louisville.edu, 587, STARTTLS, and Normal password. The 'Username' field contains mradma01. At the bottom, there are buttons for 'Advanced config', 'Re-test', 'Create Account' (circled in red), and 'Cancel'.

	Server hostname	Port	SSL	Authentication
Incoming:	exchange.louisville.edu	993	SSL/TLS	Normal password
Outgoing: SMTP	SMTP.louisville.edu	587	STARTTLS	Normal password

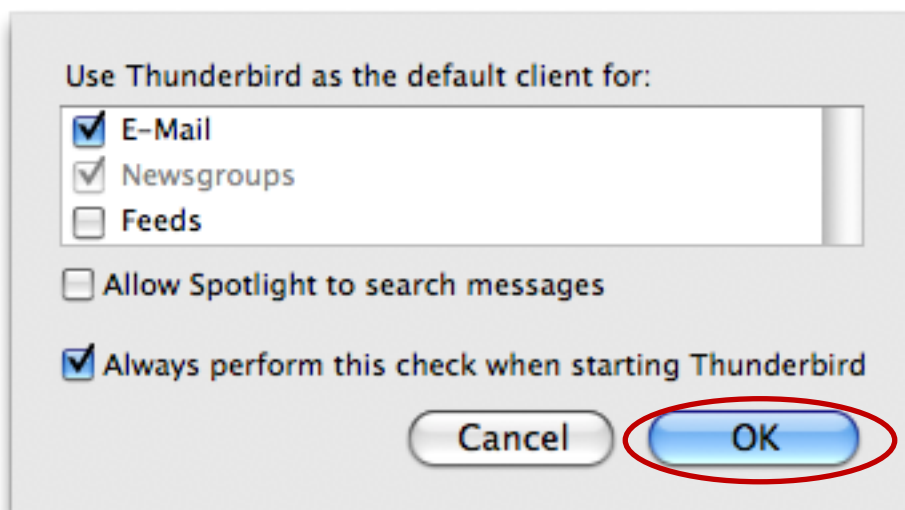
Username: mradma01

Buttons: Advanced config, Re-test, **Create Account**, Cancel

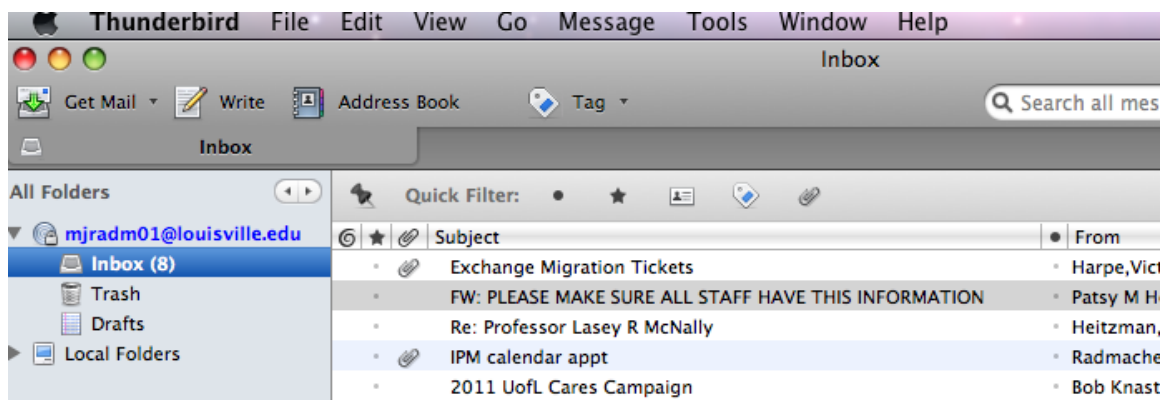
Setting Up Exchange on Thunderbird



11. Click **OK**

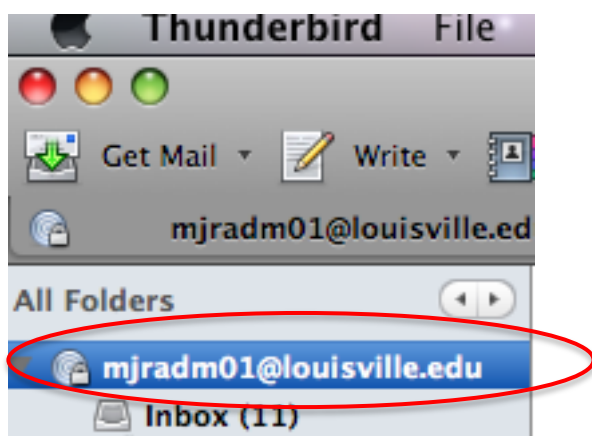


12. Your account **Inbox** will now populate



13. To retrieve your **folders and filed email**

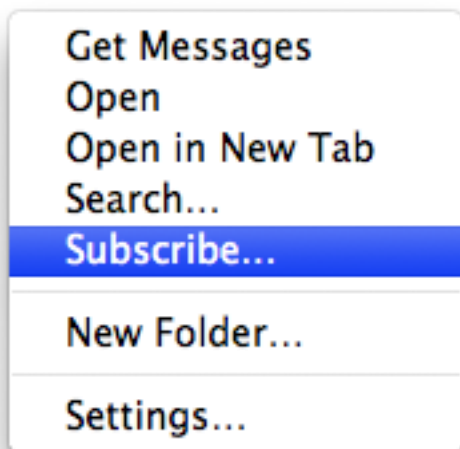
Right Click on your [userID@louisville.edu](mailto:mjradm01@louisville.edu) in the folder column.



Setting Up Exchange on Thunderbird

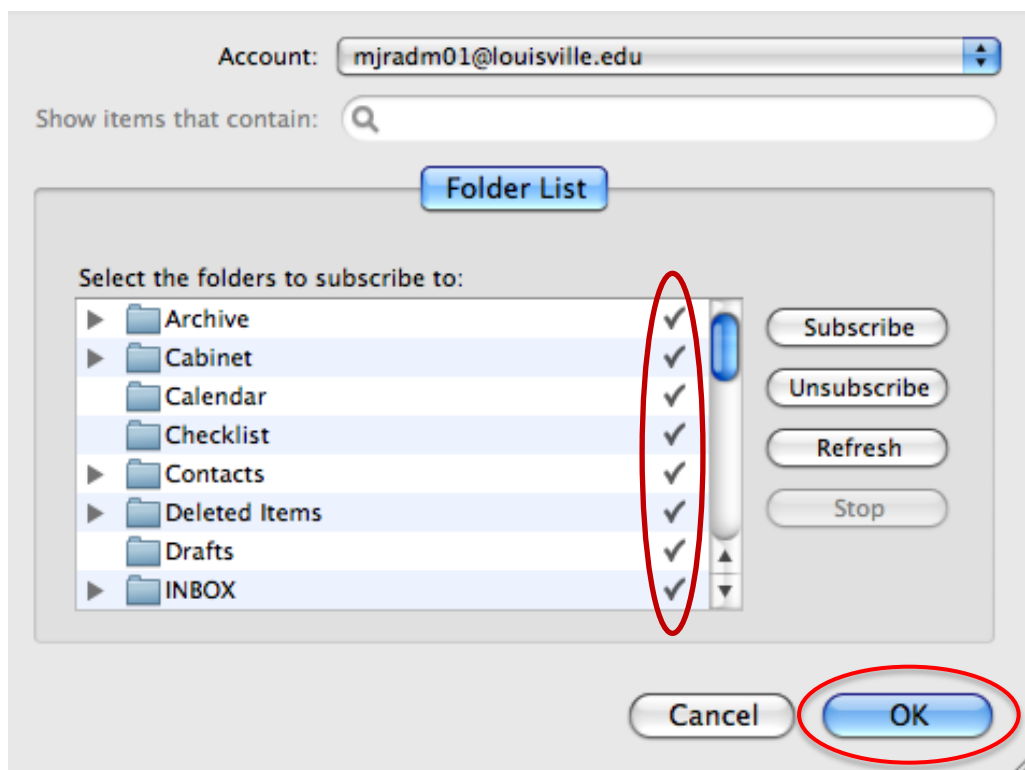


14. Click **Subscribe**



15. Click On all your folders you want to be displayed

16. Click **OK**



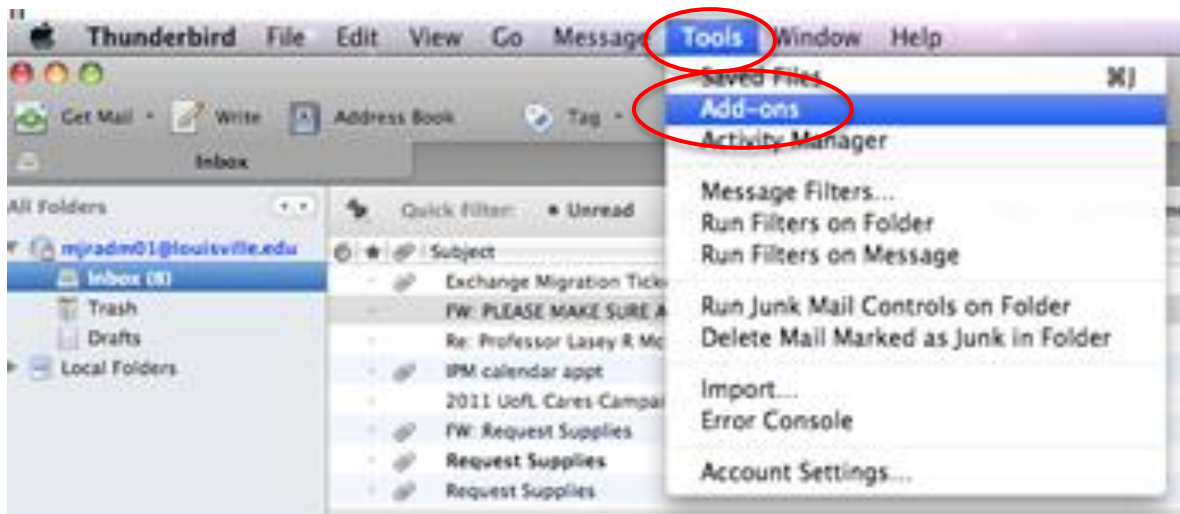
Your folders and email should now appear.

Setting Up Exchange on Thunderbird

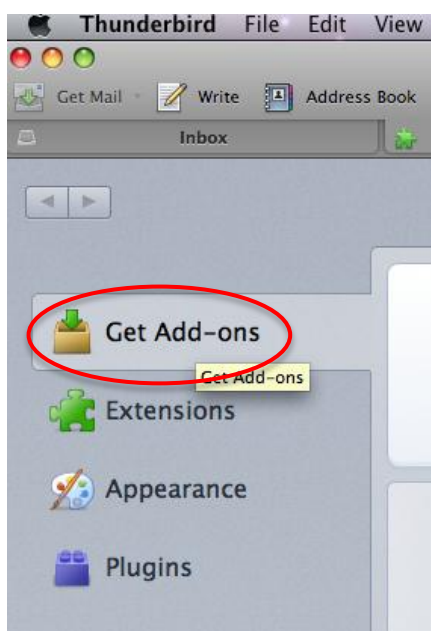
Section 3: Adding a Calendar to Thunderbird

Thunderbird is by default a mail-only client. You can add a calendar by following the steps below.

1. In Thunderbird, click **Tools**.
2. Click **Add-ons**.

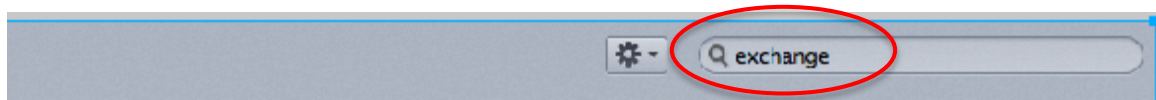


3. Click **Get Add-ons**.

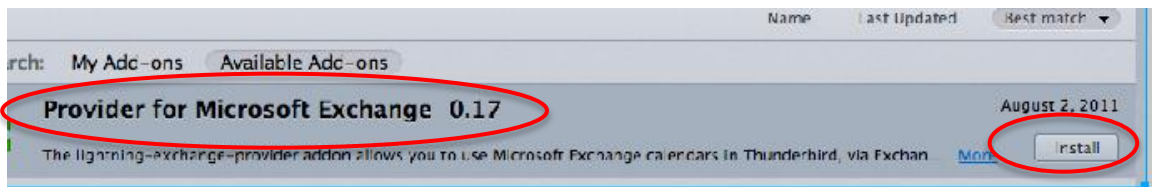


Setting Up Exchange on Thunderbird

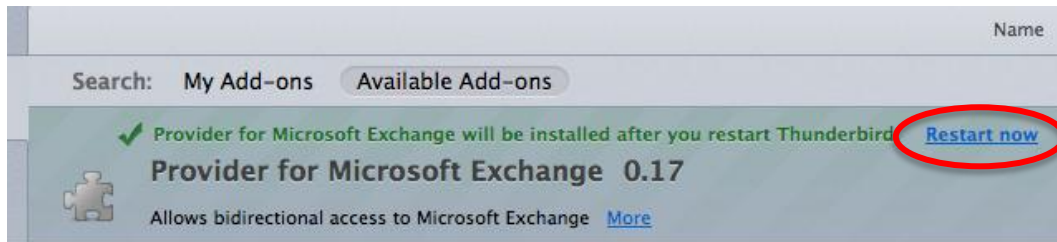
4. Type **exchange** into the **Search all add-ons** field. Press **Enter**.



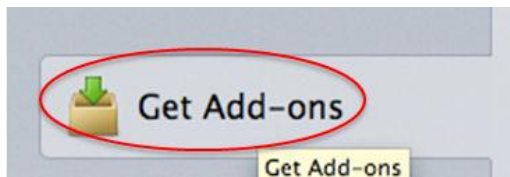
5. Click **Install** next to **Provider for Microsoft Exchange 0.17**.



6. Click **Restart now** to restart Thunderbird.



7. Click **Get Add-ons**.



8. Click **Lightning**.

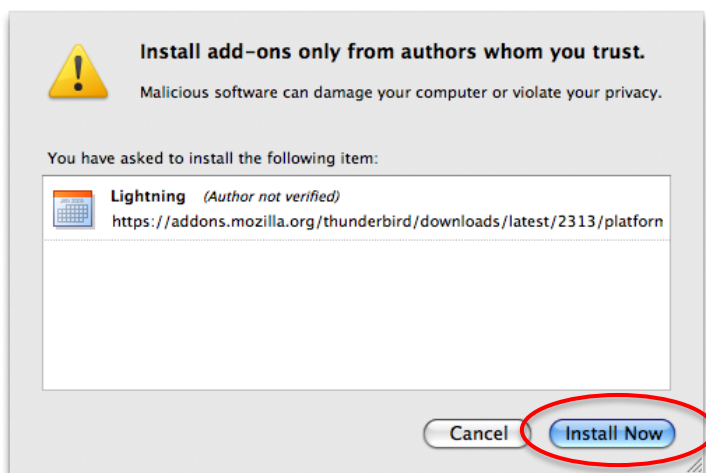
Setting Up Exchange on Thunderbird



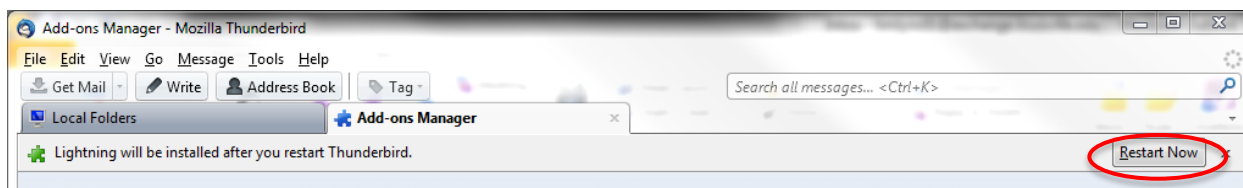
9. Click **Add to Thunderbird**.



10. Click **Install Now**.

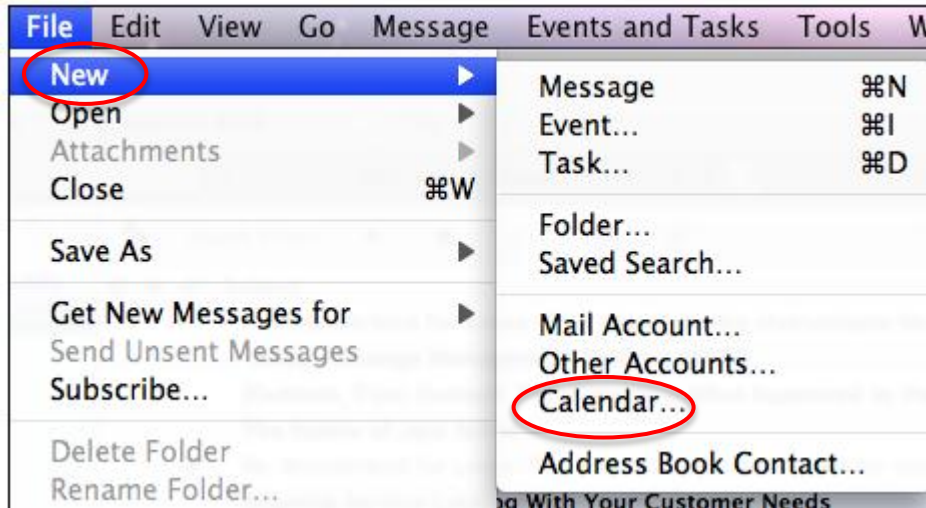


11. Click **Restart Now** to restart Thunderbird.

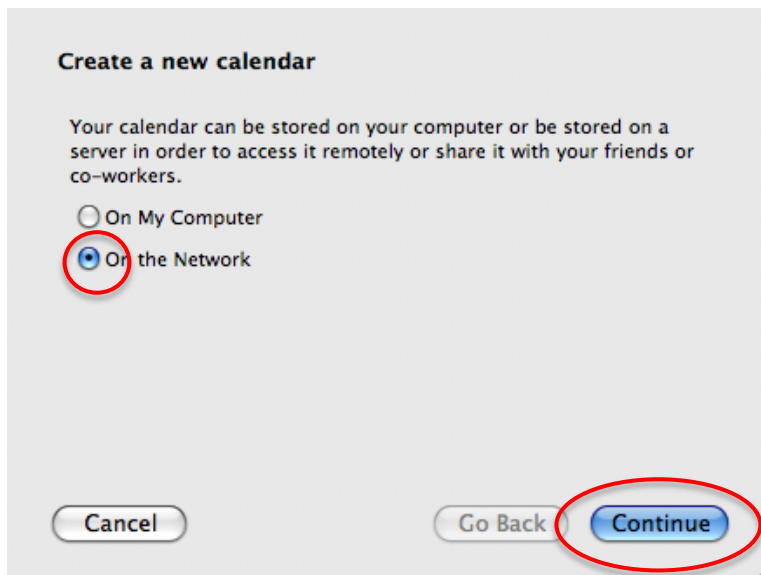


Setting Up Exchange on Thunderbird

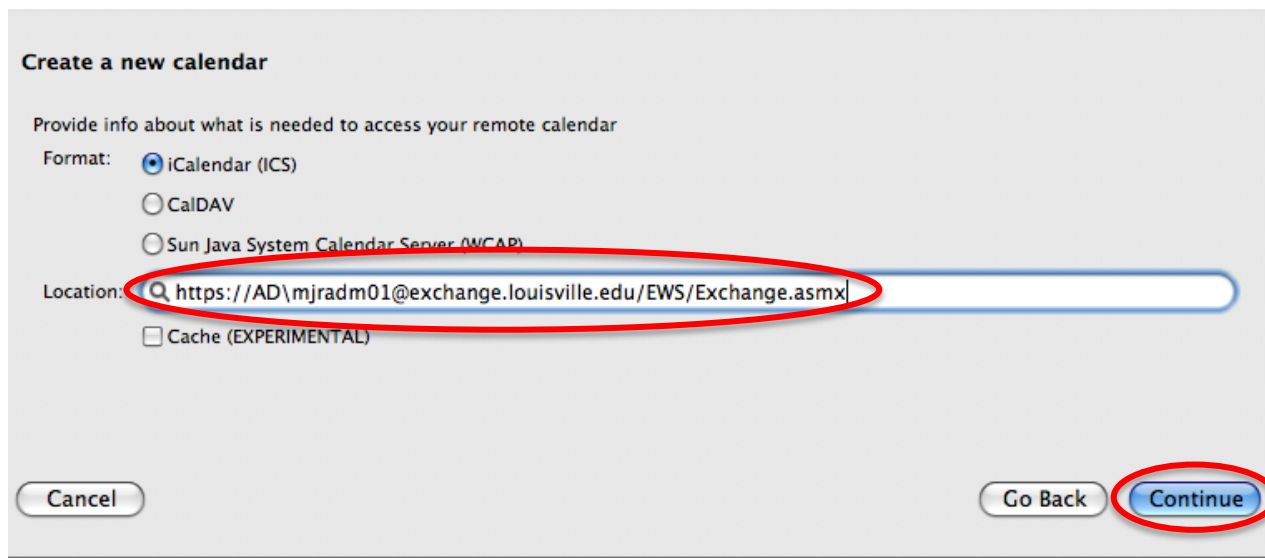
12. Click **File** at the top left of the Thunderbird screen.
13. Select **New**, and then click **Calendar**.



14. Click the button beside **On the Network**.
15. Click **Continue**.



16. Type <https://AD\userID@exchange.louisville.edu/EWS/Exchange.aspx> into the Location field, using your ULink userID. Be sure to type upper and lowercase letters as indicated.
17. Click **Continue**.



Create a new calendar

Provide info about what is needed to access your remote calendar

Format: iCalendar (ICS)
 CalDAV
 Sun Java System Calendar Server (WCAP)

Location:

Cache (EXPERIMENTAL)

Cancel Go Back **Continue**

18. Give the calendar a name in the **Name** field, such as your **name** or **ULink userID**.
19. Click **Next**.

Setting Up Exchange on Thunderbird



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: hmlync01

Color:

Show Alarms:

E-Mail: Hayley Lynch <hmlync01@louisville.edu>

< Back Next > Cancel

20. If prompted, enter your **ULink userID and password**.

21. Click **OK**.

Authentication Required

Enter username and password for https://exchange.louisville.edu

User Name:

Password:

Use Password Manager to remember this password.

OK Cancel

22. Click **Finish**.

Setting Up Exchange on Thunderbird

