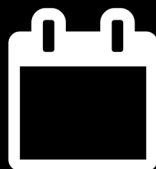


Thunderbird



Thunderbird Configure calendar



For use by: Students, employees and guests
Version: 2.0
Date: 23-10-2017
Owner: ICT

Configure TU Delft exchange calendar in Thunderbird

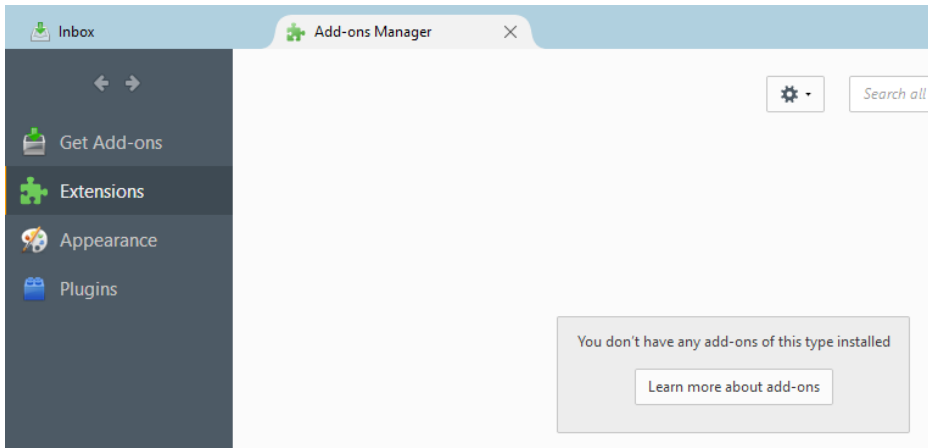
Using lightning and ExchangeCalendar to connect you TU Delft calendar to Thunderbird

Before you begin

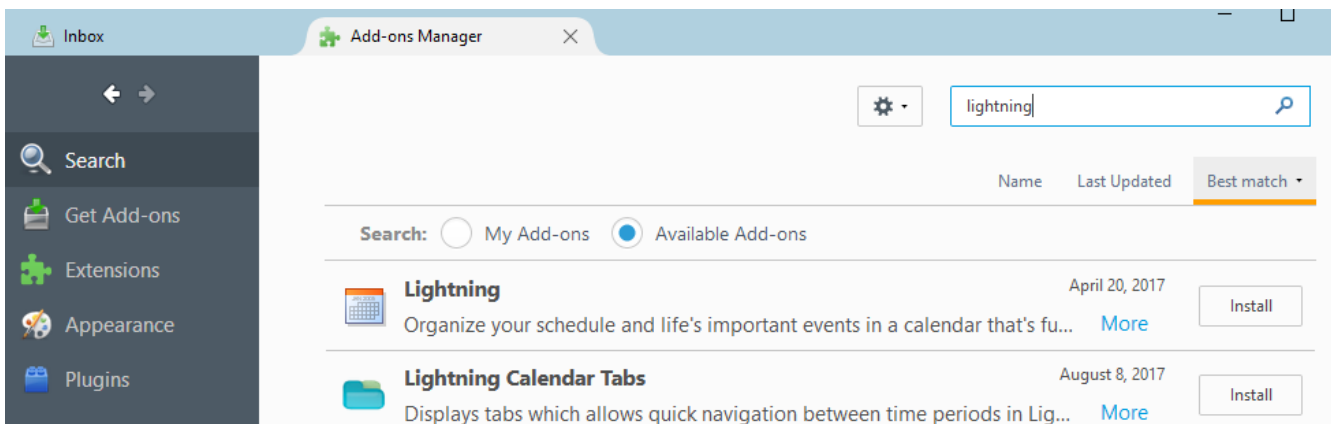
The following instructions are supported by TU Delft and have been tested to be working. We are offering this manual to you as an extra service. In the event you have problems with connecting, we advise you to contact your nearest Service Desk, Student IT Desk (SID) or Workstation services (WPS).

Step 1. Start Thunderbird.

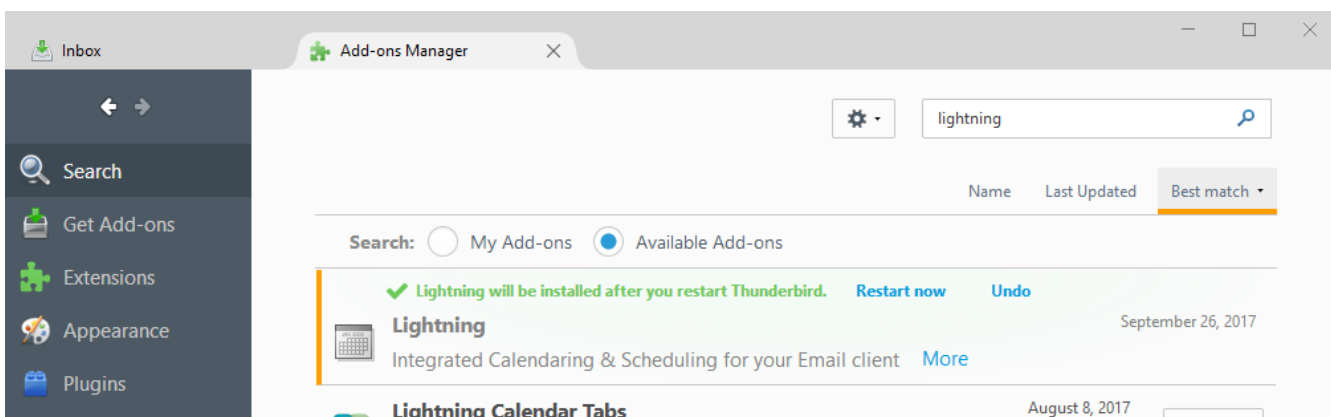
Step 2. First, the Lightning add-on has to be installed. Open the Add-on manager by clicking on Alt for the menu, then Tools --> Add-ons



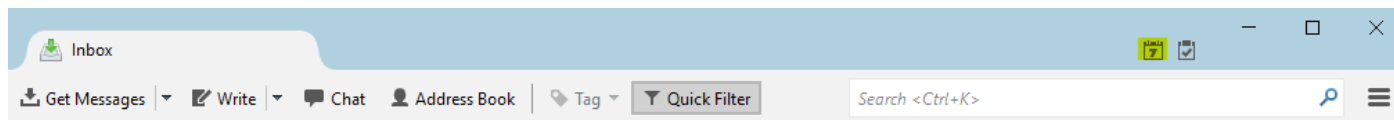
Step 3. If the Lightning add-on is already installed, the add-ons manager screen can be closed again. Then go to step 6. Otherwise search for the Lightning add-on in the Search screen.



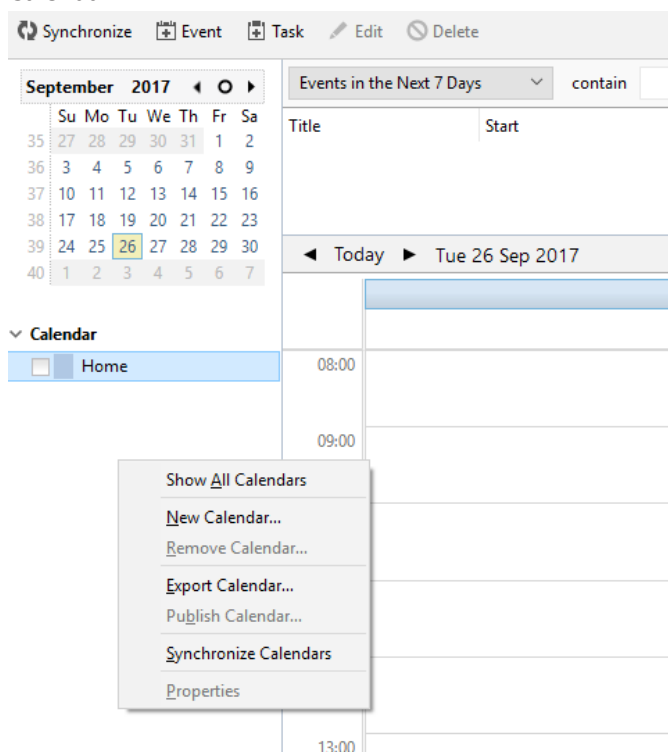
Step 4. Install the Lightning add-on by using the Install button and restart Thunderbird afterwards.



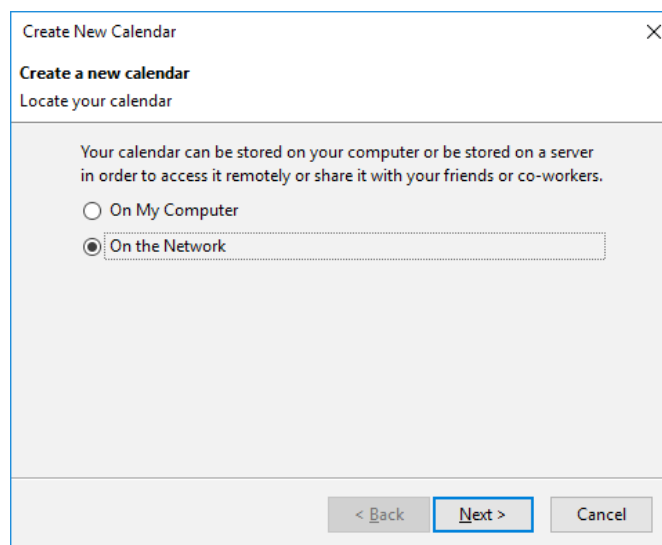
Step 5. Open the agenda tab by clicking on the calendar icon with the number 7 in the right corner above.



Step 6. Click right below in the window below the calendar. A pop-up menu appears and click on New Calendar...

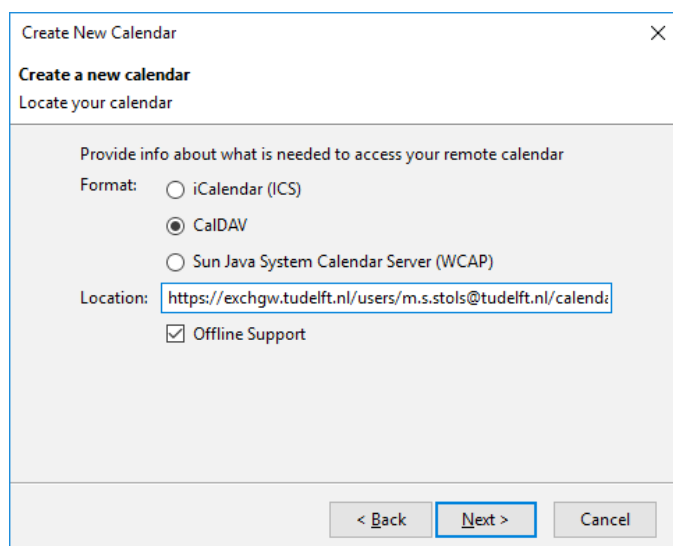


Step 7. Choose On the Network and click Next.

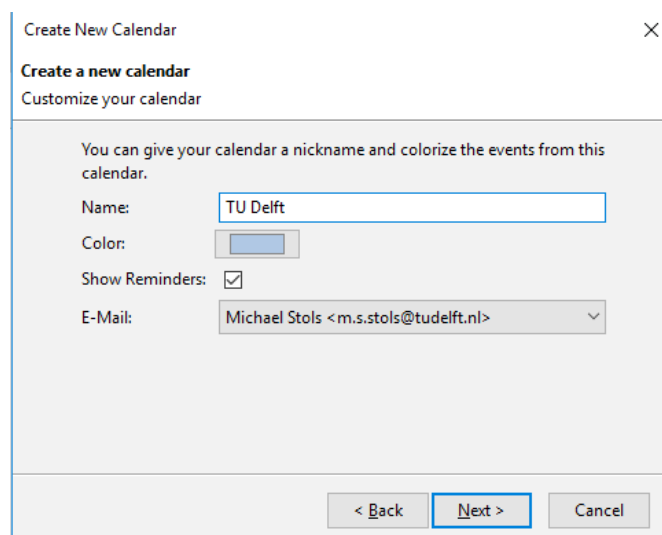


Step 8. Choose CalDAV as format. As location the following link should be filled in, with [your e-mail address] replaced by your TU Delft e-mail address: [https://exchgw.tudelft.nl/users/\[your e-mail address\]/calendar](https://exchgw.tudelft.nl/users/[your e-mail address]/calendar)

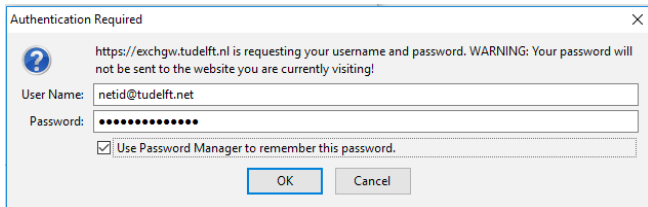
The box Offline Support can stay checked and click Next.



Step 9. A recognizable name can be chosen for the calendar, for example TU Delft. The color can be changed here as well. Then click Next.



Step 10. You will be asked to log in. Fill in yournetID@tudelft.net (Mind the .NET!) and your password. Check the box with "Use password manager to remember this password" and click on OK.



Authentication Required

https://exchgw.tudelft.nl is requesting your username and password. WARNING: Your password will not be sent to the website you are currently visiting!

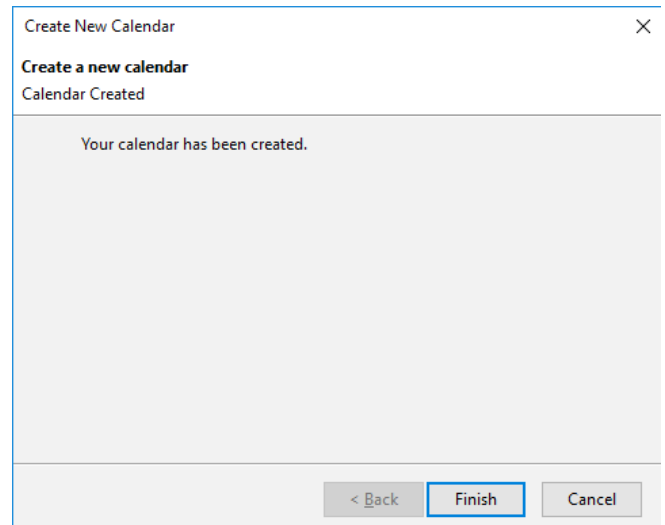
User Name:

Password:

Use Password Manager to remember this password.

OK Cancel

Step 11. Click on Finish to close the wizard. Your meetings will be almost directly visible in the calendar.



Create New Calendar

Create a new calendar

Calendar Created

Your calendar has been created.

< Back Finish Cancel