Universität Bamberg

Add an E-Mail Account to Thunderbird

Important:

- In order to add an email account to Thunderbird, you must already have a valid **user account** (e.g. **BA-Number** and **password**).
- To add a **departmental email inbox** to Thunderbird you must already have the required **access authorisation** (e.g. from the head of that particular unit). For that, you need to be on the authorisation list as a member.

1   Add an email account

If you have not yet set up an email account in Thunderbird the configuration assistant will start automatically. This gives you the option to **set up an existing email address.** Enter your name, email address and corresponding password and then select **Configure manually** at the bottom left. Further set-up settings will now open.

If the welcome window does not appear or you want to add another existing account, you can navigate to the set-up window via **File - New - Existing Email Account**.... to start the configuration assistant.

If you want to avoid having to log in each time, you can check **Remember Password** box. Now click **Configure manually**.

In the setup window, first enter your **name** or – in the case of departmental accounts – the function designation, the **email address** and the **password** of your *personal* BA-number. If you want to avoid having to log in each time, you can **save the password**. Now click on **Configure manually**.
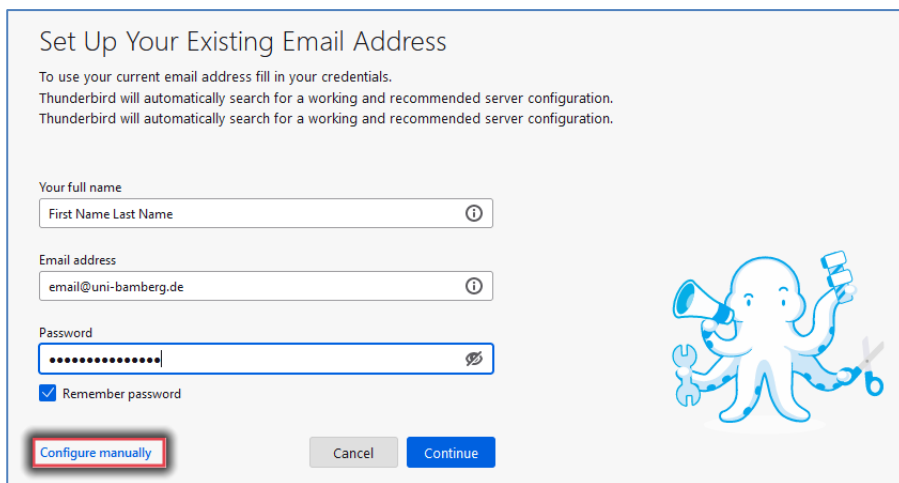

Figure 1: Window for setting up an existing mail address

2   Set up your email account

Select which type of account you would like to set up and then continue with the corresponding section:

- **Email accounts for students:**
    - 2.1 Set up Office 365 for students
    - 2.2 Set up alternative email system (Mailex) for students
- **Email accounts for staff members:**
    - 2.2 Set up alternative email system (Mailex) for staff members (personal mail account)
    - 2.3 Set up a departmental email inbox

2.1   Set up Office 365 for students

Please use the following IMAP settings:

- **Incoming Server:**
    - IMAP
    - Hostname: outlook.office365.com
    - Port: 993
    - Connection security: SSL/TLS
    - Authentication Method: OAuth2
- **Outgoing Server:**
    - Hostname: smtp.office365.com
    - Port: 587
    - Connection security: STARTTLS
    - Authentication method: OAuth2
- **Username:**
    - Incoming Sever: firstname.lastname@uni-bamberg.de
    - Outgoing Sever: firstname.lastname@stud.uni-bamberg.de

Click on **Done** to open the Shibboleth log in window. Enter your BA-number and corresponding password and click on **Login**.
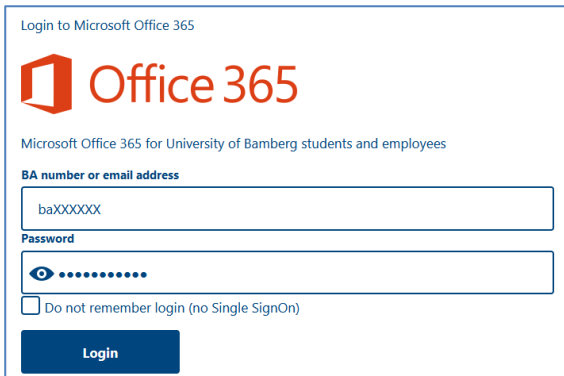

Figure 2: Shibboleth Login

After a moment you will be redirected to the Microsoft website where you have to accept the requested permissions by clicking **Accept**. Finally, click **Done** to complete the configuration of your mailbox.
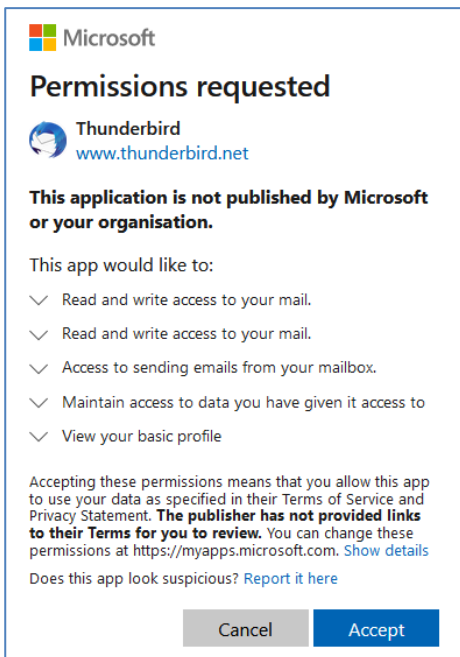

Figure 3: Accept requested permissions

2.2 Set up alternative email system (Mailex) for students and staff members

Please use the following IMAP settings:

- **Incoming Server:**
  - IMAP
  - Hostname: mailex.uni-bamberg.de
  - Port: 993
  - Connection security: SSL/TLS
  - Authentication Method: Normal password
- **Outgoing Server:**
  - Hostname: mailex.uni-bamberg.de
  - Port: 587
  - Connection security: STARTTLS
  - Authentication method: Normal password
- **Username:**
  - Incoming Sever: firstname.lastname@stud.uni-bamberg.de
  - Outgoing Sever: your BA-number

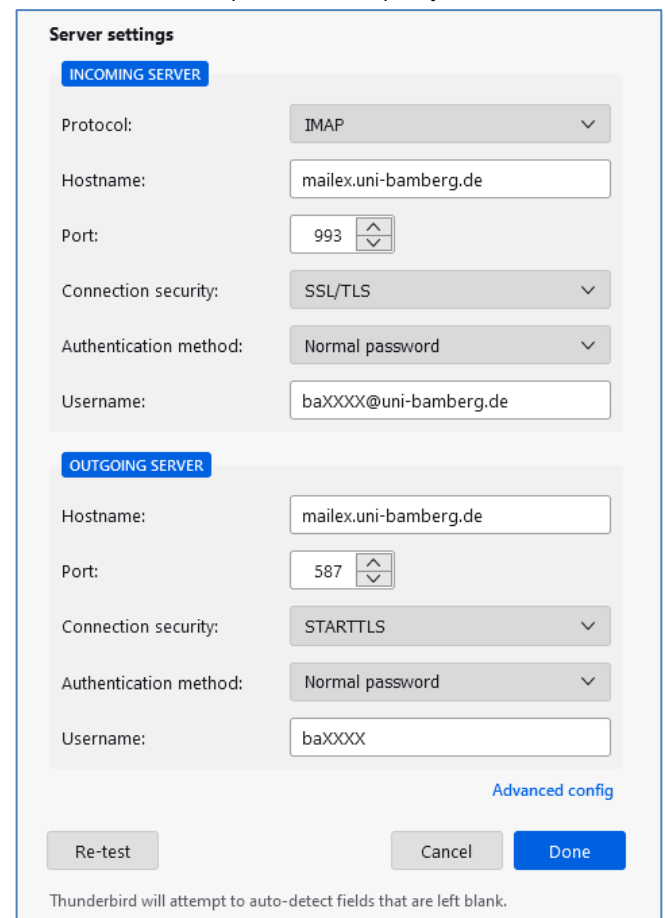By clicking on **Done** you can confirm the entered information and complete the set-up of your Mailex account.

Figure 4: Manual set-up

2.3 Set up a departmental email inbox

Please use the following IMAP settings:

- **Incoming Server:**
  - IMAP
  - Hostname: mailex.uni-bamberg.de
  - Port: 993
  - Connection security: SSL/TLS
  - Authentication Method: Normal password
- **Outgoing Server:**
  - Hostname: mailex.uni-bamberg.de
  - Port: 587
  - Connection security: STARTTLS
  - Authentication method: Normal password
- **Username:**
  - Incoming Sever: uni-bamberg.de\your personal BA-number\the part of the departmental email address before the @
    Example: for the email address it-support@uni-bamberg.de the username would be: uni-bamberg.de\baXXXX\it-support
  - Outgoing Sever: your BA-number

By clicking on **Done** you can confirm the entered information and complete the set-up of your departmental inbox.

3 Subscribe to folders

If you open your email account in Thunderbird for the first time, your existing folders will not be displayed because they are not imported automatically. Don't worry, they are still on the server.

Click on **File** and **Subscribe**.... in the menu bar. In the following dialog window please first select under **Account** the mail account for which you want to subscribe to the folders. Then check the system folders **Drafts, Deleted Items, Sent Items, Drafts, INBOX** and **Trash** in the folder list as well as all your self-created folders to subscribe to them. Make sure that no other folders have a check mark. Then click **Subscribe**.

> It can happen that folders are displayed grouped, meaning that existing subfolders are not visible. Grouped folders have an arrow in front of the folder name pointing to the right. Click the arrow to display all subfolders.

In addition, Thunderbird by default uses different and also differently named folders for drafts, deleted and sent emails than the web interface OWA (mailex.uni-bamberg.de) and other email programs. If you want to use the same folder structure on all interfaces (Thunderbird, OWA, ...) and devices on which you set up your emails, you still have to the necessary settings. The IT-Support will be happy to help you with this.

4 Any Questions?

IT-Support
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