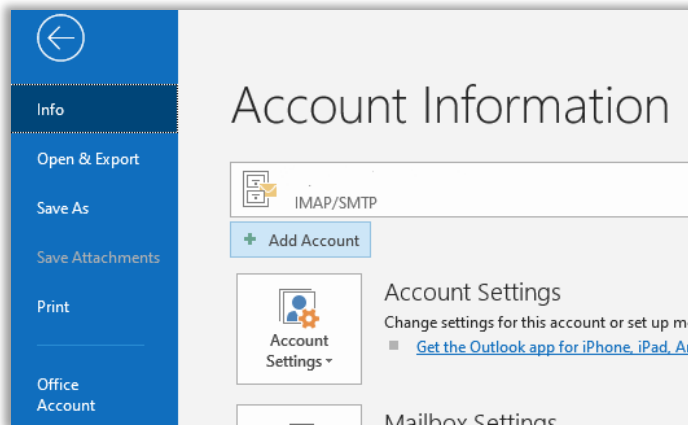


# Email and Calendar at Home

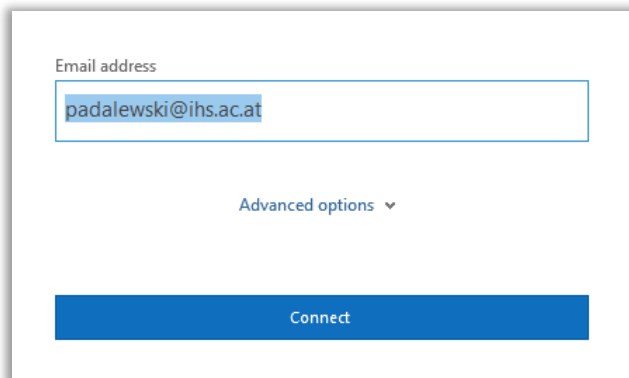
## MS Outlook

*Attention: The procedure described below is suitable for non-IHS computers only.*

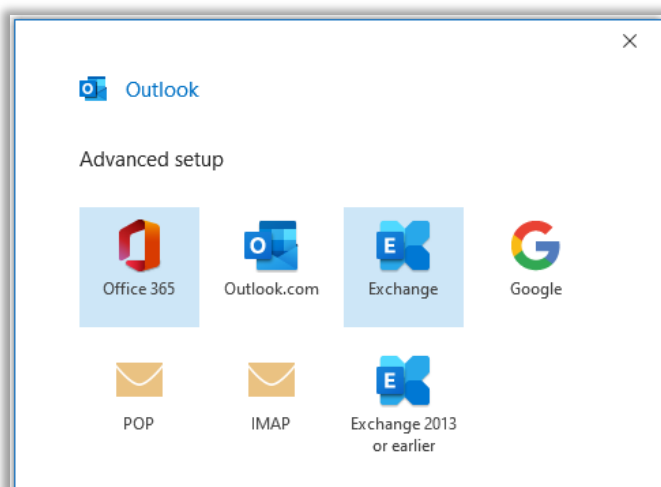
For loading your IHS-email address in MS Outlook you have to complete the following steps:



- Open MS Outlook
- In the **File** tab click **Add Account**



- Enter your full **email address** (e.g. padalewski@ihs.ac.at)
- Click **Connect**



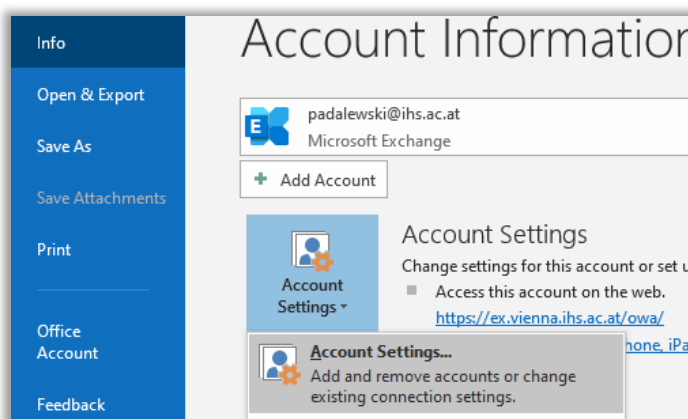
- Select **Exchange**
- Enter your **password** in the new popup, enable **Remember my credentials** and click **OK**
- Click **Finish** and **restart MS Outlook** (this may take a little while)
- Your mailbox is not ready to use!

## Cached Mode for laptops – working offline

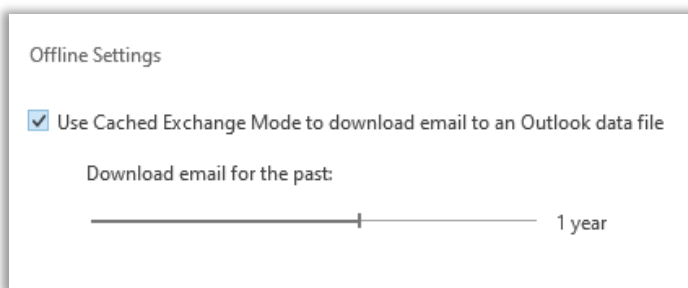
MS Outlook can also work from the copy of your mailbox that is cached locally on your computer. This mode is called **Cached Exchange Mode** and will be configured automatically. The copy of the mailbox provides quick access to your data and is frequently updated with the mail server.

With this mode, you don't need to worry about the online and offline version, MS Outlook detects when the server is available and updates your locally cached copy automatically. If you work offline, whether by choice or due to a connection problem, your data is still available to you instantly wherever you are.

**Warning:** This can use significantly more disc space and take some time for initial sync.



- To enable or disable the Cached Exchange Mode go to the **File** tab
- Click **Account Settings**, again **Account Settings...**
- Select your account with a double click.



- Now you may enable or disable the Cached Exchange Mode and define the time frame for downloading email for the past (e.g. 1 year).
- Finish setup by clicking **Next**

- If a connection from your computer to the IHS mail server isn't available, Outlook switches to **“Trying to connect”** or **“Disconnected”**.
- If the connection is restored, MS Outlook automatically switches back to Connected or **Connected (Headers)**.
- Any changes you make while a connection to the server isn't available will be synchronized automatically as soon as a connection is available. You can continue to work while changes are synchronized

# Thunderbird

## Account set up

### Initial steps:

- If you are using Thunderbird for the first time, launch Thunderbird, and proceed as described below.
- Otherwise, open Thunderbird and add a new account via **New – Add – Existing Mail Account**.

Your name: Daniela Rader Your name, as shown to others  
Email address: rader@ihs.ac.at Your existing email address  
Password: .....  
 Remember password  
Manual config Cancel Continue

- Email address: **<IHS username>@ihs.ac.at**
- Password: **<IHS password>**
- Activate **Remember password**
- Click **Manual config**

Your name: Daniela Rader Your name, as shown to others  
Email address: rader@ihs.ac.at Your existing email address  
Password: .....  
 Remember password  
Incoming: IMAP Server hostname: imap.ihs.ac.at Port: 143 SSL: STARTTLS Authentication: Normal password  
Outgoing: SMTP Server hostname: mailext.ihs.ac.at Port: 587 SSL: STARTTLS Authentication: Normal password  
Username: Incoming: rader Outgoing: rader  
Advanced config Cancel Re-test Done

### Incoming:

- **IMAP**
- Server hostname: **imap.ihs.ac.at**
- Port: **143**
- SSL: **STARTTLS**
- Authentication: **Normal password**
- Username (Incoming): **<IHS username>**
- Click Done and let Thunderbird connect your account.

### Outgoing:

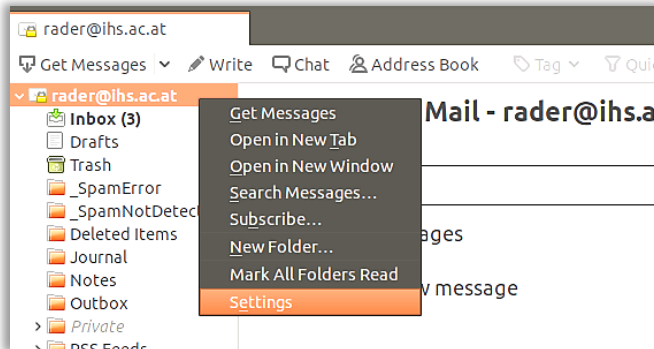
- **SMTP**
- Server hostname: **mailext.ihs.ac.at**
- Port: **587**
- SSL: **STARTTLS** (or TLS)
- Authentication: **Normal password**
- Username (Incoming): **<IHS username>**

### Further configuration:

- Now, in the Menu, go to **Options** and select **Advanced**.

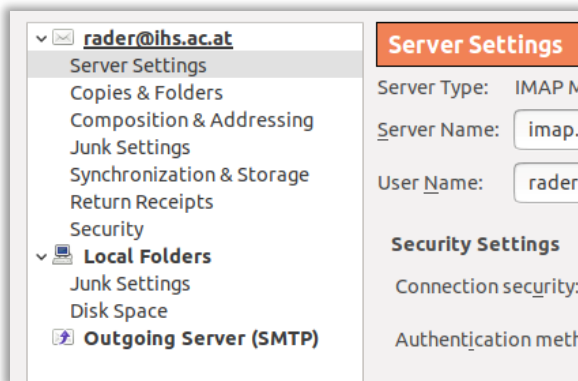
- In the tab **General**, open the **Config Editor**.
- Enter **mail.server.default.send\_client\_info** into the Config Editor's search bar.
- Double click the resulting entry, to switch its value state to **false**.
- Close the Config Editor and the Options window.

## Set up email folders

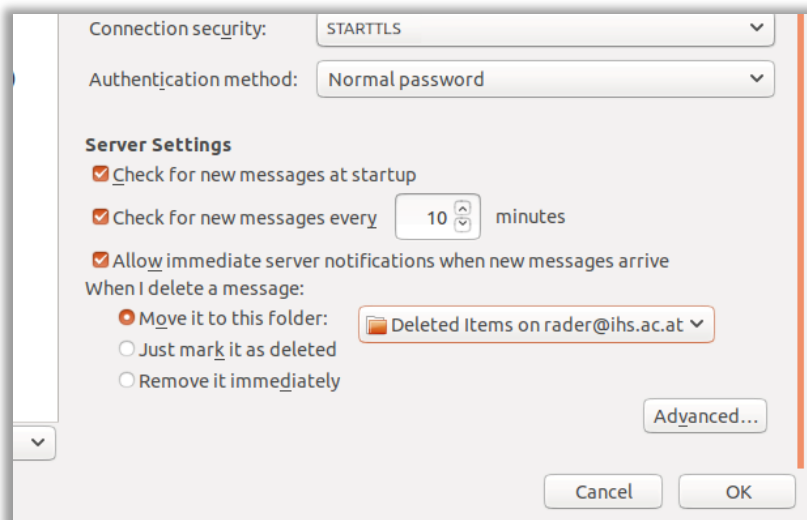


- In the folder pane, right-click your IHS Account (e.g. rader@ihs.ac.at) and select **Settings**

### Deleted Items:

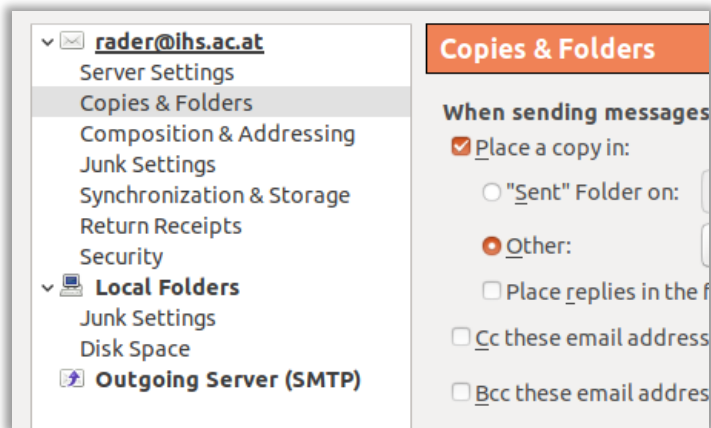


- Go to **Server Settings**

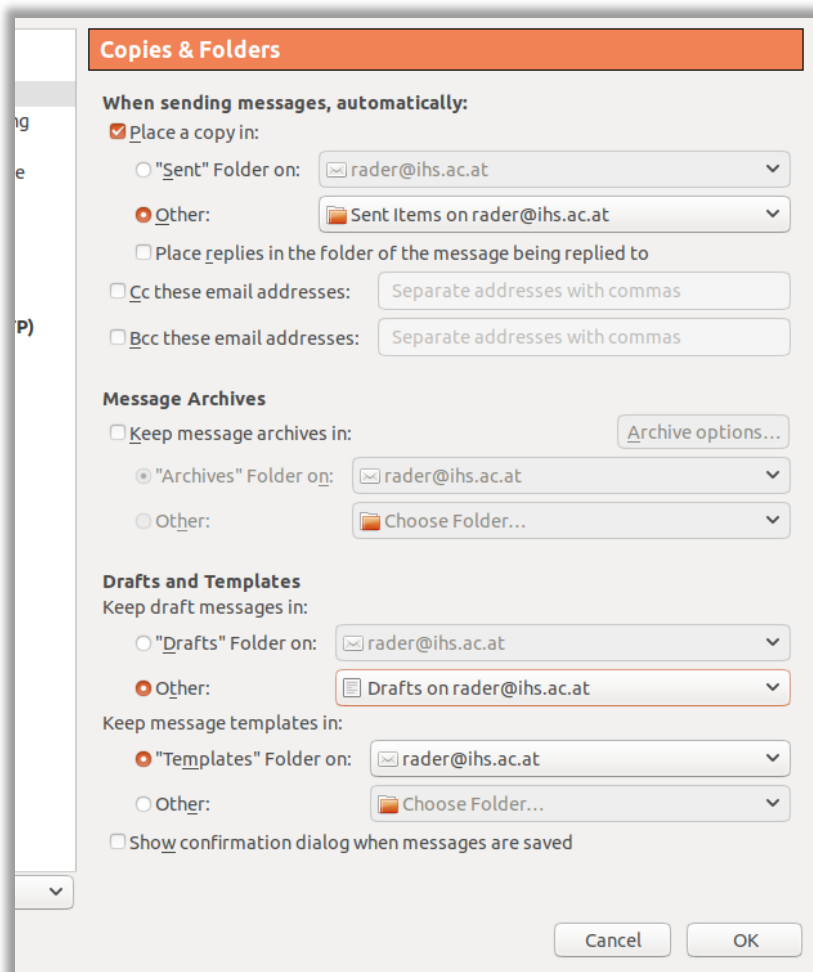


- Go to section **Server Settings**
- Change settings:  
 “When I delete a message:”  
 “Move it to this folder:”  
**“Deleted Items on <IHS username>@ihs.ac.at”**

## Sent Items and Drafts:

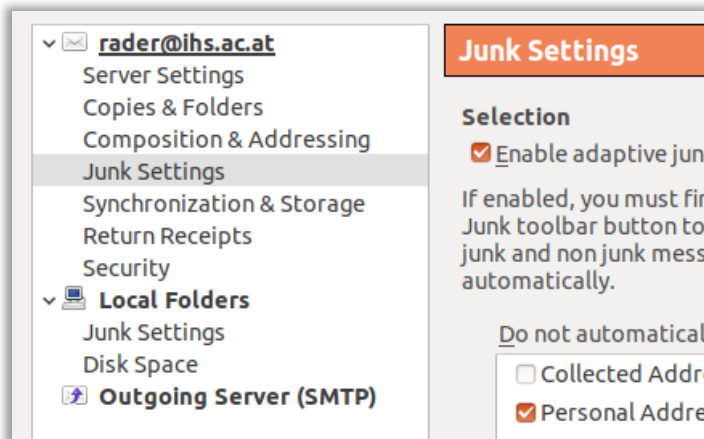


- Go to **Copies & Folders**

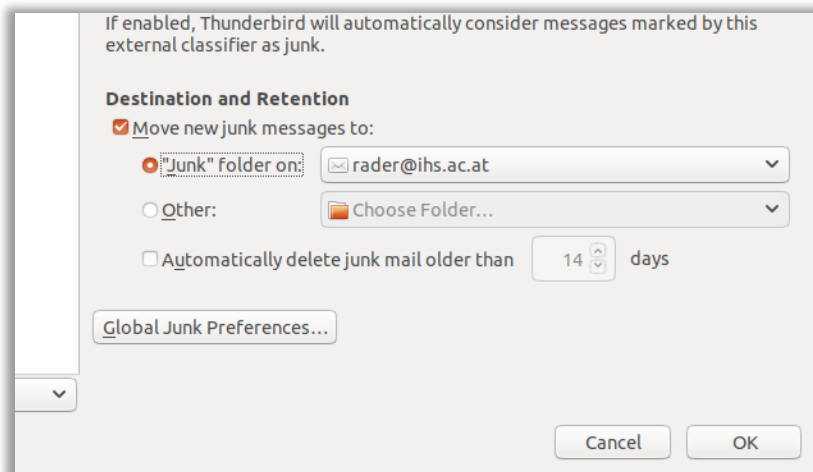


- Go to section **When sending messages, automatically:**
- Change settings:  
"Place a copy in:"  
"Other: Sent Items on <IHS username>@ihs.ac.at"
- Go to section **Drafts and Templates**
- Change settings:  
"Keep draft messages in:"  
"Other: Drafts on <IHS username>@ihs.ac.at"

## Junk:



- Go to **Junk Settings**



- Go to section **Destination and Retention**
- Change settings:  
Move new junk messages to:  
“Junk’ folder on:  
<IHS username>@ihs.ac.at”

- Save your settings with **OK**