How to use Thunderbird to access and manage Exchange 2010 calendars

This is written for Thunderbird version 17.0. This should work for versions of Thunderbird greater than 17.0, but no guarantees are made.

Microsoft Exchange 2010 is a collection of servers and software that provide email, calendaring, task management, and contacts. Vanderbilt has chosen to use Exchange 2010 to provide these services to its faculty and staff.

Thunderbird is an email client that we use to connect to the Exchange servers and deal with our email. Thunderbird is provided on our computers that use the Ubuntu Linux operating system.

There are two Thunderbird add-ons that must be installed and one that is optional:
- Lightning 1.9 – An integrated calendar for Thunderbird
- Exchange 2007/2010 Calendar and Tasks Provider 3.1.101 – Allows you to sync calendar and tasks with the Microsoft Exchange 2007/2010 server that Vanderbilt is using.
- (optional) Calendar Tweaks 4.4 – Provides several tweaks to the Lightening calendar interface that improves usability

How to install the Thunderbird add-ons

- **Lightning 1.9**
    - In Thunderbird click on the Tools menu and click Add-ons
    - Select Get Add-ons and type "lightning" in the *search all add-ons* box
    - Find Lightning in the list and click on the Install button. Follow the instructions

- **Exchange 2007/2010 Calendar and Tasks Provider 3.1.101** – The version of this add-on available from within Thunderbird is too old so you must download the add-on from the developer.
    - Go to http://www.1st-setup.nl/wordpress/?page_id=133
    - Scroll down and find the link "Exchange Calendar and Tasks addon for Thunderbird Lightning (Version 3.1.3)". Click on the link to download the add-on. A file called "exchangecalendar-3.1.3.xpi" is downloaded.
    - In Thunderbird, click on the Tools menu and click Add-ons
    - In the tab that appears, click on the tools icon (near top right) and select "Install Add-on From File..."
    - In the dialog that appears, select the file downloaded above and click the Open button
    - Restart Thunderbird to complete the installation

      Now we are going to configure the add-on to connect to your personal Exchange calendar and the Biostatistics Department Calendar.

    - Open up a Calendar tab (Events and Tasks menu and select "Calendar"
    - Right click in the Calendar navigation area (on left) and click New Calendar...
    - In the Create New Calendar windows select On the Network and click Next

- Select Microsoft Exchange 2007/2010 and click Next
- Set a Name (can be anything, for example, "My Exchange Calendar" or "Department Calendar"). Set E-Mail to be your Vanderbilt email address if you are connecting to your personal calendar. Set E-Mail to "None" if you are connecting to the department calendar.
- Leave unchecked "Use Exchange's autodiscovery function"
- set Server URL: https://email.vanderbilt.edu
- If connecting to your personal calendar, set Primary email address to "your.address@vanderbilt.edu" where "your.address" is your actual Vanderbilt email address. If connecting to the Biostatistics Department Calendar then use "biostatistics.calendar@vanderbilt.edu" as the Primary email address.
- Set username: <your vunetid>
- Set Domain name: vanderbilt
- Now, check the "Use Exchange's autodiscovery function"
- Click "Perform autodiscovery"
- ...wait a long time...
- A Select window asking "Choose an EWS server from the list..." will appear with only one choice; Click Select
- On the "Create New Calendar" dialog that appears next, Click Next
- Enter your epassword if asked. Make the setting to remember the password if you don't want to enter it each time.
- You will then get a dialog that says that the calendar has been created. Click Finished.
- That should be it. It might take a few seconds for the calendar's events to be loaded.

- **Calendar Tweaks 4.4**
  - In Thunderbird click on the Tools menu and click Add-ons
  - Select Get Add-ons and type "Calendar Tweaks" in the *search all add-ons* box
  - Find Calendar Tweaks in the list and click on the Install button. Follow the instructions