

Calendar sync using Mozilla Thunderbird

Thunderbird supports syncing of DAV calendars using an add-on called “Lightning”.

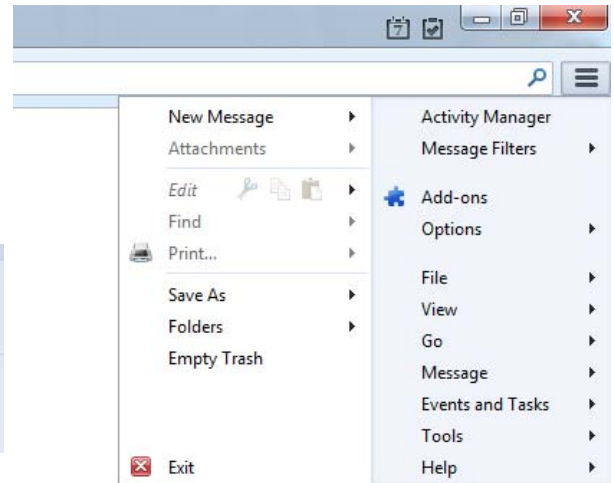
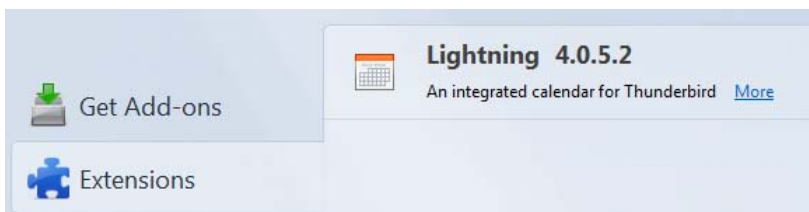
Your installation may already have this add-on installed, but it can be found here if needed:

<https://addons.mozilla.org/en-GB/thunderbird/addon/lightning/?src=cb-dl-featured>

How to check if the Lightning add-on is installed

Click on the Thunderbird menu and click on **Add-ons**

Click on Extensions. If you do not see Lightning, please download it from the link above.



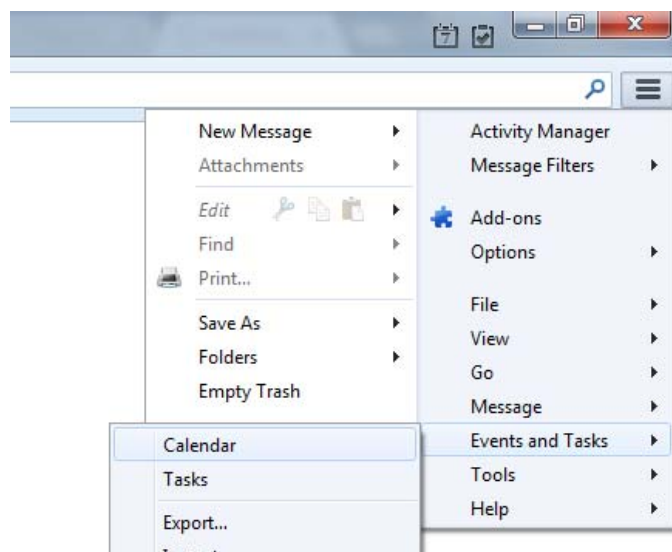
Once you have confirmed Lightning is installed, you can proceed to set up your calendars.

Steps to sync HostAway calendars

First, log into webmail at <https://mail.hostaway.net.au> to ensure the password you have for your email address is correct. You'll be entering this information later so it's best to simply check here first.

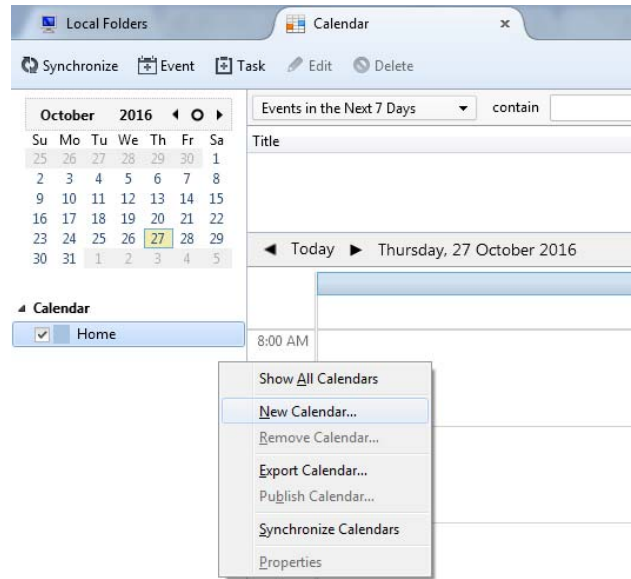
When you have confirmed you have the correct username (full email address) and password, you are now ready to install the calendar on Thunderbird.

Switch to the Calendar view by clicking on the Calendar icon on the top right of the window, or going through Menu > Events and Tasks > Calendar



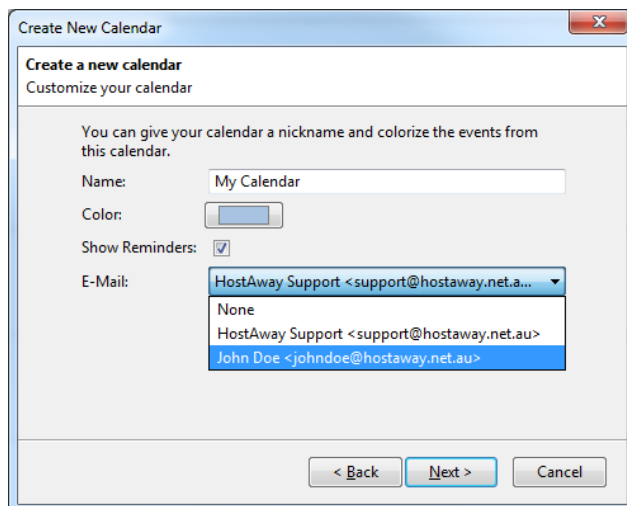
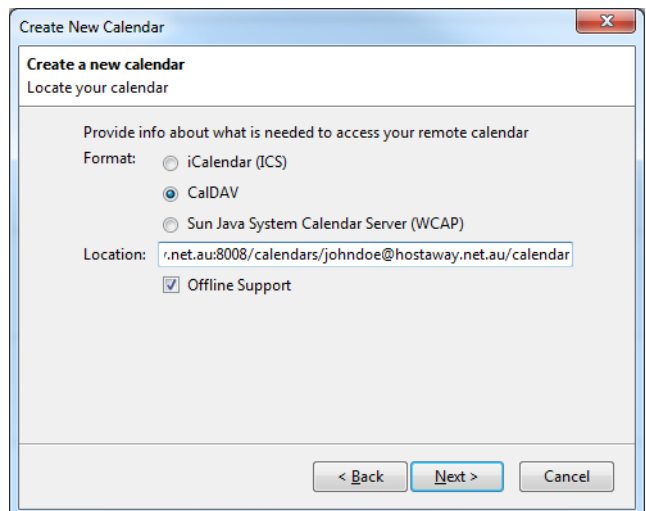
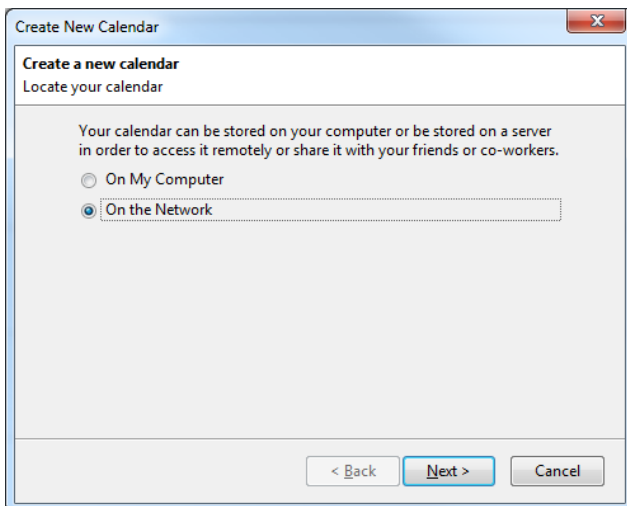
Right click on the left pane and select **New Calendar...**

This will bring up the Create New Calendar Wizard. Follow the steps in these screenshots to set up your calendar



Choose **On the Network**

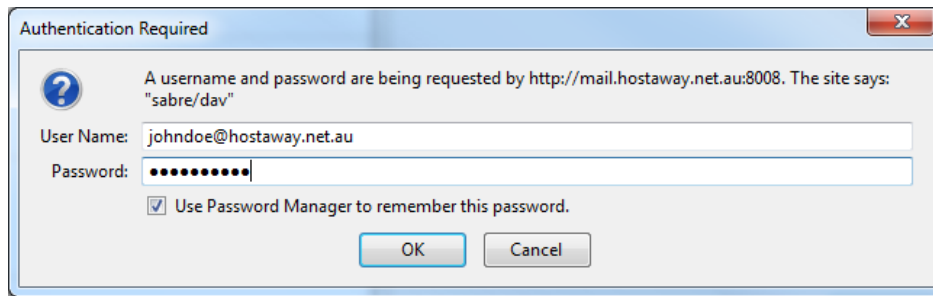
Then choose **CalDAV** and enter (or copy and paste): <http://mail.hostaway.net.au:8008/calendars/name@yourdomain.com/calendar/> as the location (Please substitute name@yourdomain.com with your own email address)



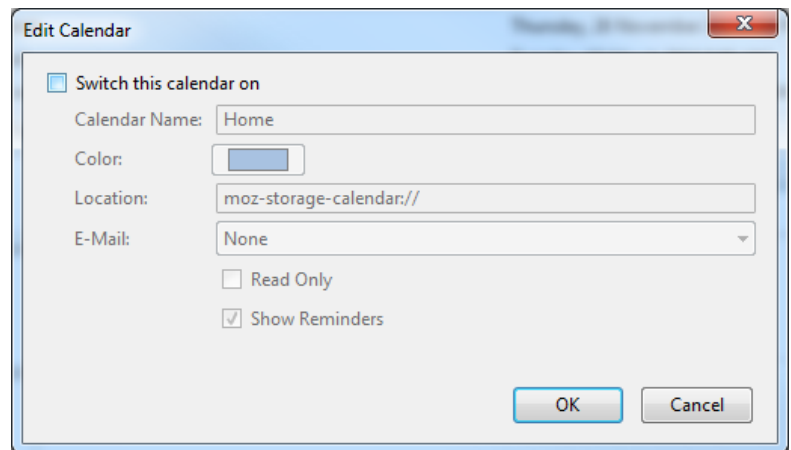
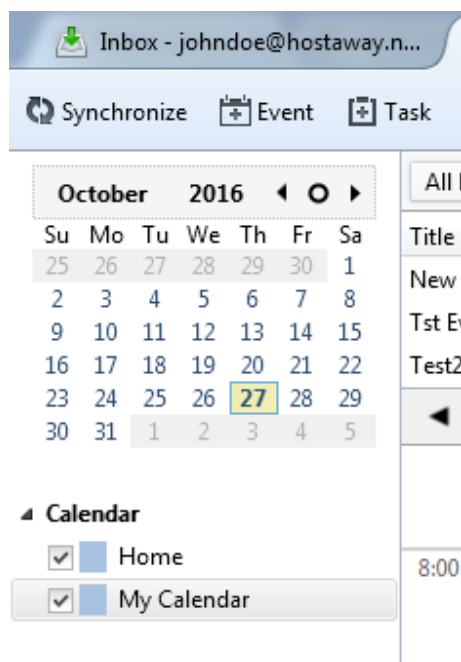
Next, give your calendar a name and select which email address this calendar should be attached to.

Selecting a colour is optional but is useful if you add multiple calendars to Thunderbird.

Enter your email address and its password in the Authentication Required window



Your calendar will now show on the left hand pane. You can also remove/disable any other calendars (eg. the default calendar) you don't use to avoid confusion.



To disable the calendar, untick **Switch this calendar on** in the calendar properties (right click the calendar name to get there)

To change how often your calendar synchronises, change the **Refresh Calendar** setting in its properties.

