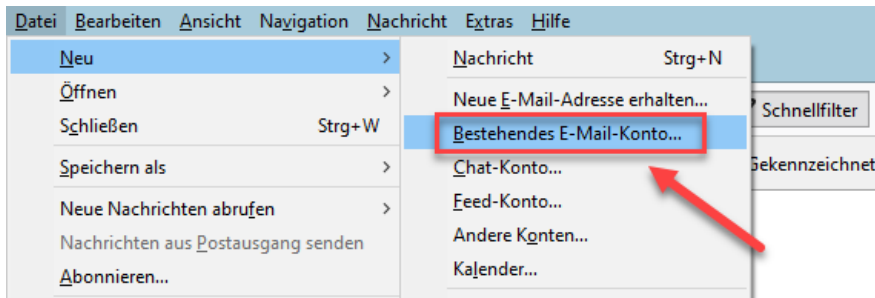


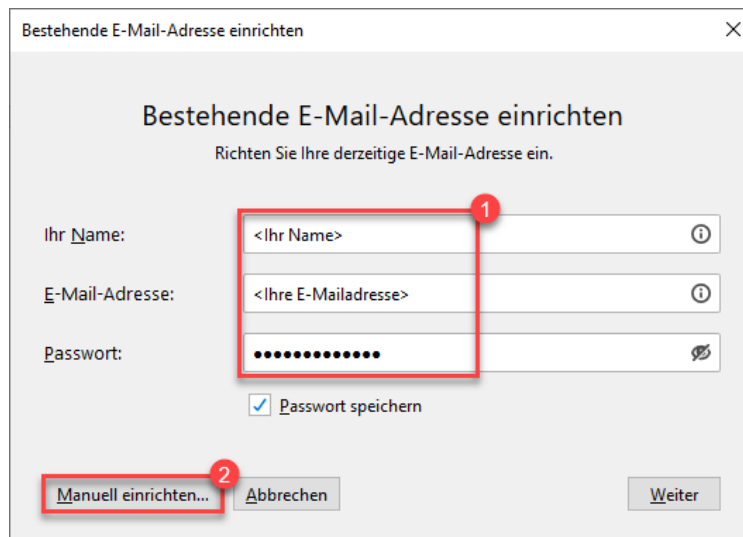
Setting up your mailbox (Thunderbird)

If you would like to add your Exchange mailbox to Thunderbird, follow the instructions below:

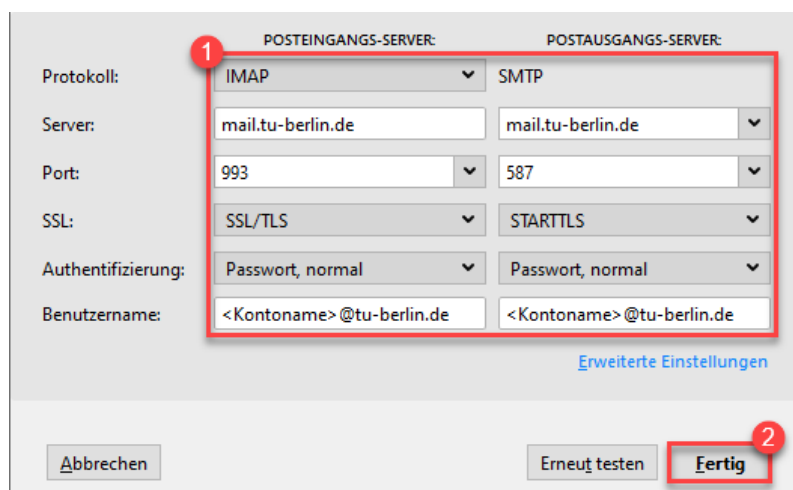
1. Open Thunderbird and click "**Datei**" > "**Neu**" and then "**Bestehendes E-Mail-Konto...**" (File > New > Existing email account).



2. A new window will open prompting you to enter your **name, email address, and TUB password** (1). Then click "**Manuell einrichten...**" (set up manually) (2).

A screenshot of the 'Bestehende E-Mail-Adresse einrichten' (Existing email address setup) dialog box. The title bar says 'Bestehende E-Mail-Adresse einrichten'. The main text reads 'Bestehende E-Mail-Adresse einrichten' and 'Richten Sie Ihre derzeitige E-Mail-Adresse ein.' Below this are three input fields: 'Ihr Name:' with a placeholder '<Ihr Name>', 'E-Mail-Adresse:' with a placeholder '<Ihre E-Mailadresse>', and 'Passwort:' with a masked password '.....'. A checkbox labeled 'Passwort speichern' is checked. At the bottom, there are three buttons: 'Manuell einrichten...' (highlighted with a red box and a red circle with the number 2), 'Abbrechen' (Cancel), and 'Weiter' (Next). A red box also surrounds the three input fields, with a red circle and the number 1 next to it.

3. Fill in the **necessary data provided below** (1) and then click "**Fertig**" (2) to complete the process.

A screenshot of the 'Erweiterte Einstellungen' (Advanced Settings) dialog box. The title bar says 'Erweiterte Einstellungen'. The main text reads 'Erweiterte Einstellungen' and 'Richten Sie die Servereinstellungen für Ihre E-Mail-Adresse ein.' Below this are two columns of settings: 'POSTEINGANGS-SERVER:' and 'POSTAUSGANGS-SERVER:'. The 'POSTEINGANGS-SERVER:' column has: 'Protokoll:' set to 'IMAP', 'Server:' set to 'mail.tu-berlin.de', 'Port:' set to '993', 'SSL:' set to 'SSL/TLS', 'Authentifizierung:' set to 'Passwort, normal', and 'Benutzername:' set to '<Kontoname>@tu-berlin.de'. The 'POSTAUSGANGS-SERVER:' column has: 'SMTP', 'mail.tu-berlin.de', '587', 'STARTTLS', 'Passwort, normal', and '<Kontoname>@tu-berlin.de'. A red box surrounds the entire settings area, with a red circle and the number 1 next to it. At the bottom, there are three buttons: 'Abbrechen' (Cancel), 'Erneut testen' (Test again), and 'Fertig' (Done), which is highlighted with a red box and a red circle with the number 2.

	Posteingangs-Server (inbox server)	Postausgangs-Server (outbox server)
Protokoll (protocol)	IMAP	SMTP
Server	mail.tu-berlin.de	
Port	993	587
SSL	SSL	STARTTLS
Authentifizierung (authentication)	Passwort, normal	
Username:	<Your TUB account name>@tu-berlin.de	