

Thunderbird - Syncing Contacts and Calendars

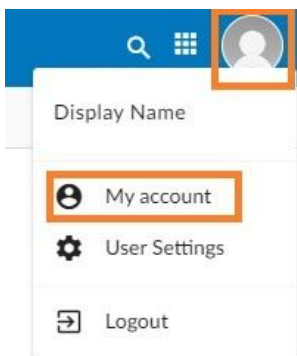
Keep your schedule and address book in sync across all your devices using **CalDAV** and **CardDAV** protocols. This allows you to manage your data directly within Thunderbird rather than using a web interface.

Note: Please ensure your email account is an **Enhanced** mailbox, as these mailboxes support advanced synchronization features.

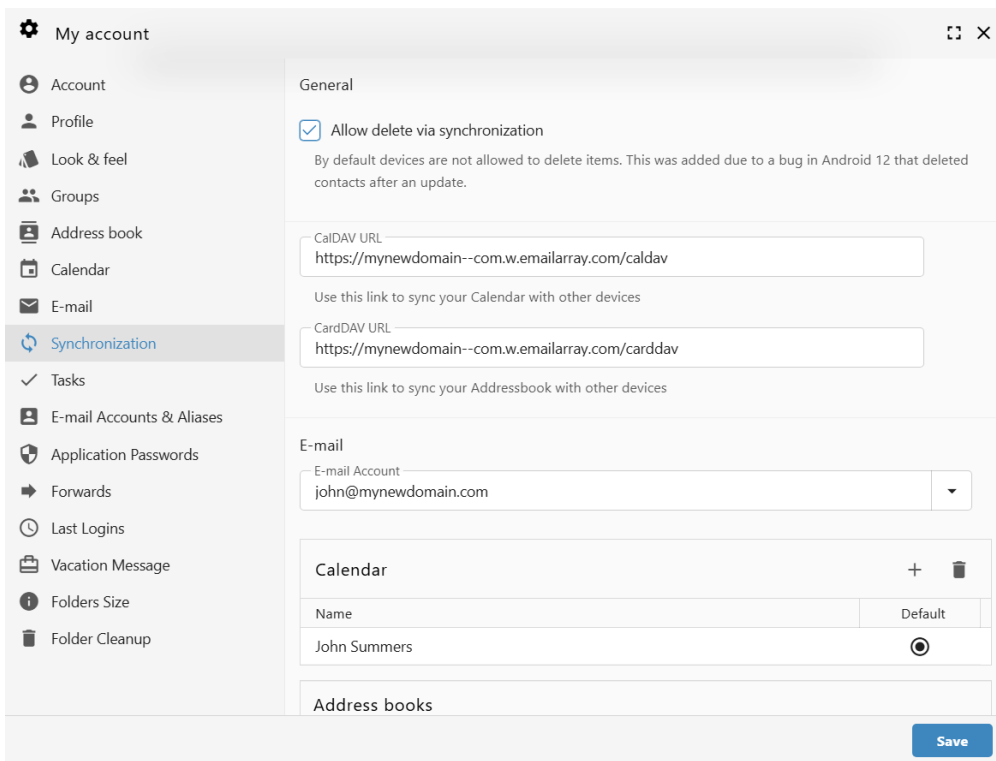
Step 1: Get Your Server URLs

You will need a specific URL for your Calendar and another for your Contacts. You can find these in your webmail:

1. Log into your **Webmail**.
2. Click on your **Profile Picture/Icon** in the top corner.
3. Select **My Account**.



4. Navigate to the **Synchronization** tab on the left-hand menu.
5. Copy the unique links found under **CalDAV URL** and **CardDAV URL**.

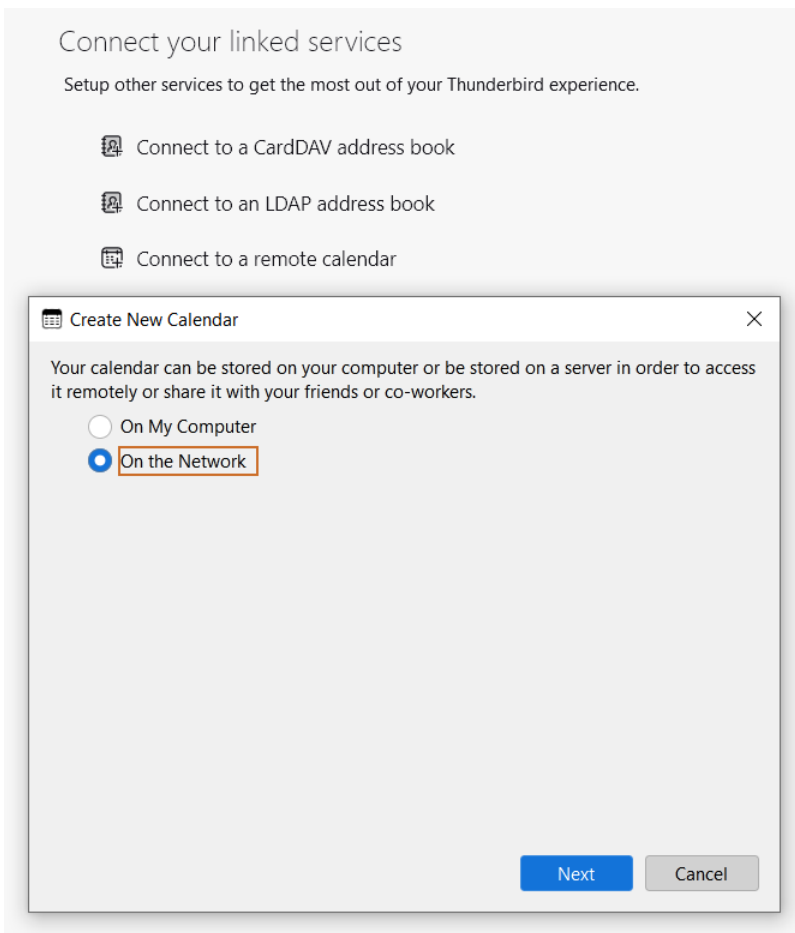


Example URL Formats:

- **CalDAV:** `https://yourdomain--com.w.emailarray.com/caldav`
- **CardDAV:** `https://yourdomain--com.w.emailarray.com/carddav`

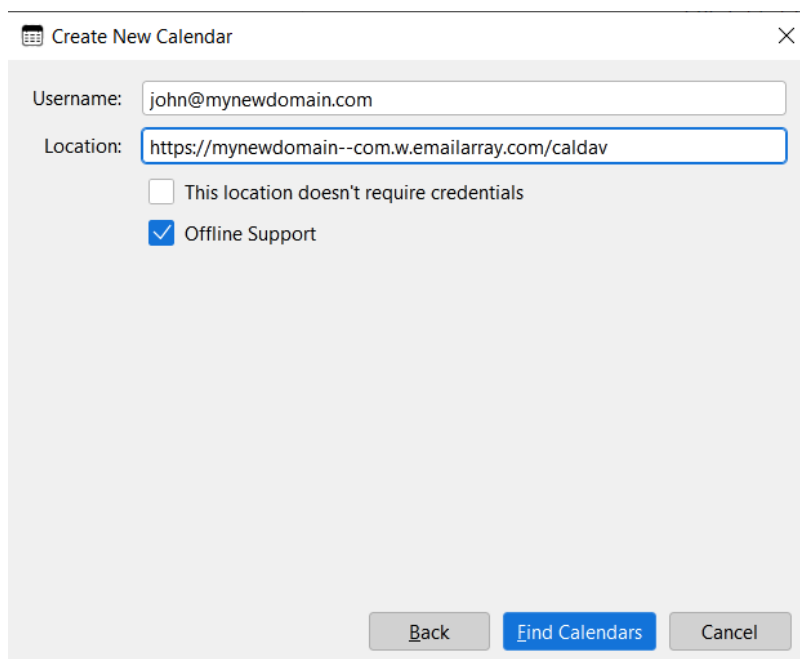
Step 2: Set Up Your Calendar (CalDAV)

1. In Thunderbird, locate the **Connect your linked services** section and click **Connect to a remote calendar**.
2. In the "Create New Calendar" window, select **On the Network** and click **Next**.

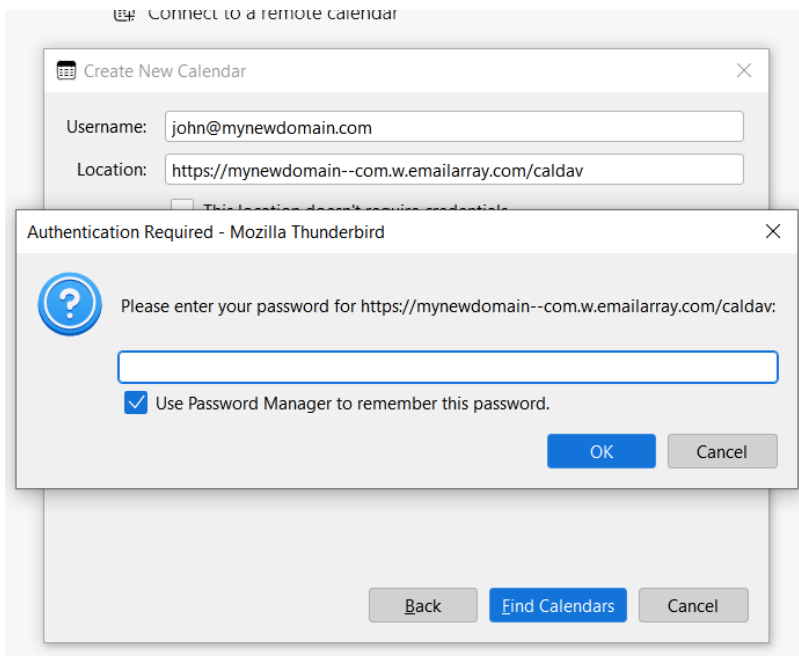


3. Enter Connection Details:

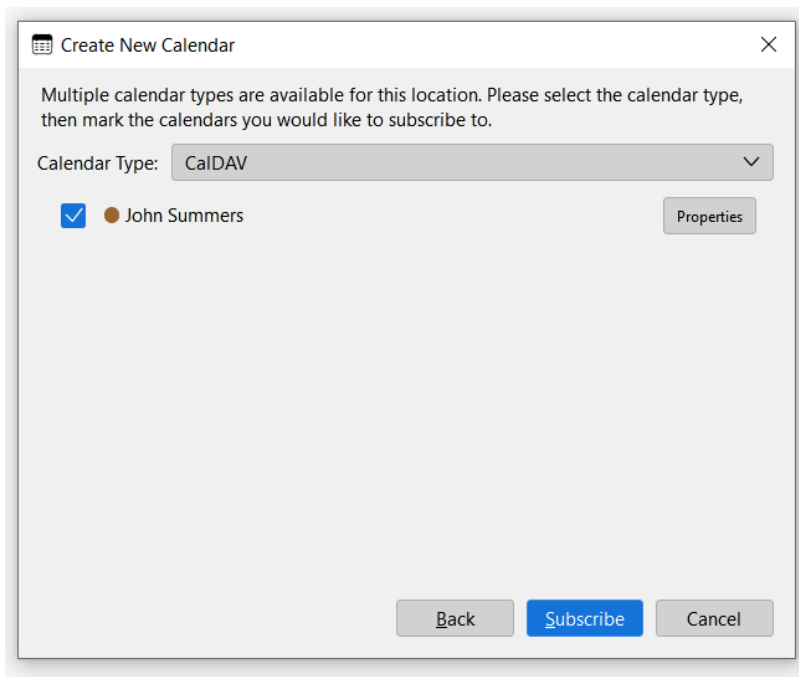
- **Username:** Your full email address.
- **Location:** Paste your unique **CalDAV URL** from Step 1.
- Click **Find Calendars**.



4. **Authentication:** A prompt will appear asking for your password. Enter your email password and check **Use Password Manager to remember this password**.



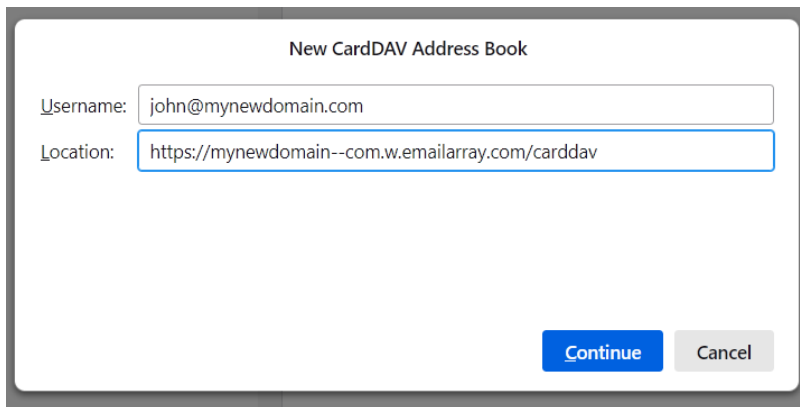
5. **Finalize:** Select the calendar(s) you wish to subscribe to and click **Subscribe**.



Step 3: Set Up Your Contacts (CardDAV)

1. In the **Connect your linked services** section, click **Connect to a CardDAV address book**.
2. **Enter Connection Details:**

- **Username:** Your full email address.
- **Location:** Paste your unique **CardDAV URL** from Step 1.
- Click **Continue**.



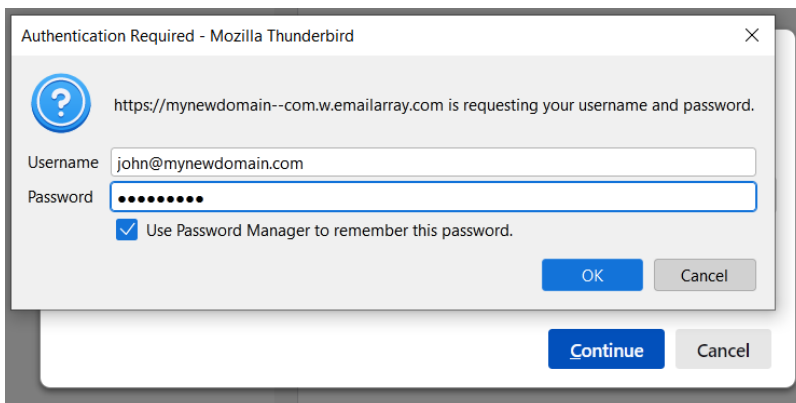
New CardDAV Address Book

Username: john@mynewdomain.com

Location: https://mynewdomain--com.w.emailarray.com/carddav

Continue Cancel

3. **Authentication:** When the "Authentication Required" window appears, verify your username and enter your email password. Check the box to remember the password and click **OK**.



Authentication Required - Mozilla Thunderbird

https://mynewdomain--com.w.emailarray.com is requesting your username and password.

Username john@mynewdomain.com

Password ●●●●●●

Use Password Manager to remember this password.

OK Cancel

Continue Cancel

4. Your address book will now synchronize with Thunderbird.

Troubleshooting Tips

Verify Your Plan: Basic mailboxes support email synchronization only. If you cannot see the Synchronization tab in webmail, you may need to upgrade to an Enhanced plan.

Check Your URL: Ensure there are no extra spaces at the beginning or end of the URL when pasting it into Thunderbird.

Direct Sync: Unlike standard IMAP which only syncs email, these steps ensure your Calendar, Contacts, and Tasks stay updated across your computer, phone, and tablet.

Revision #1

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