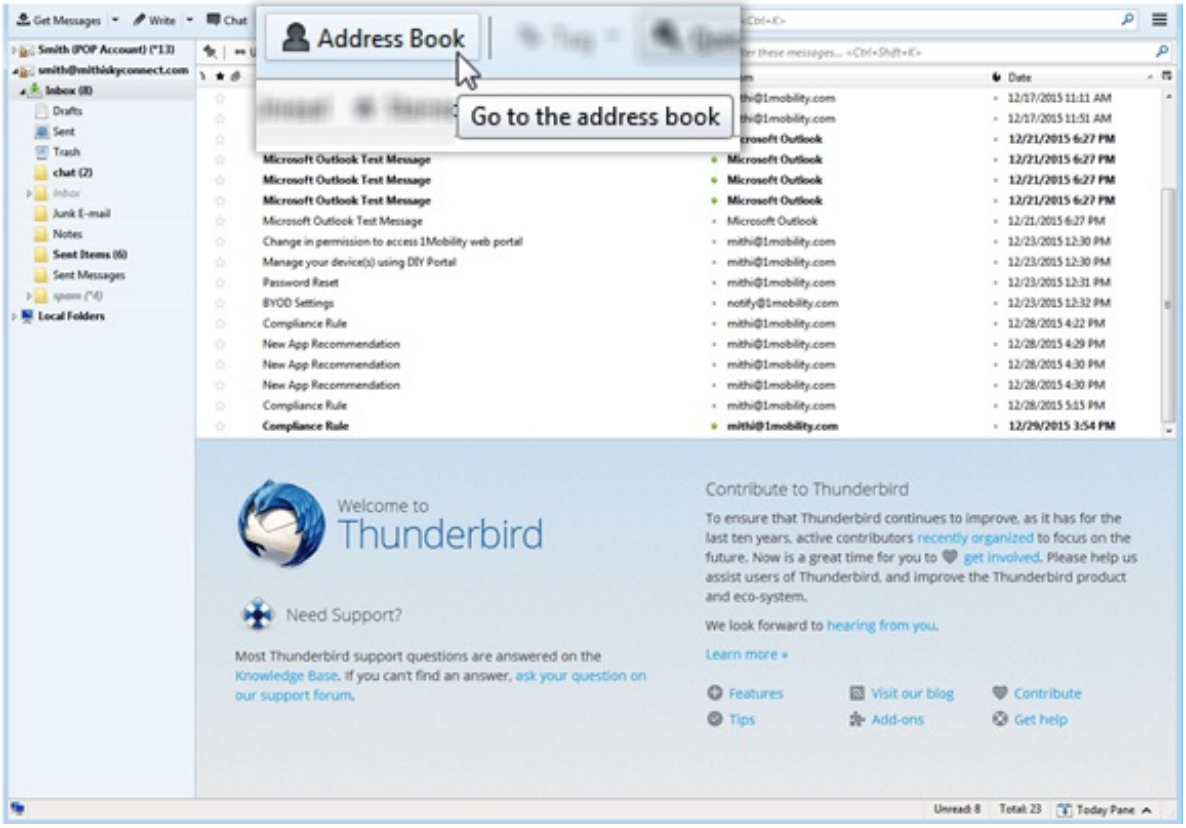
Thunderbird on desktop

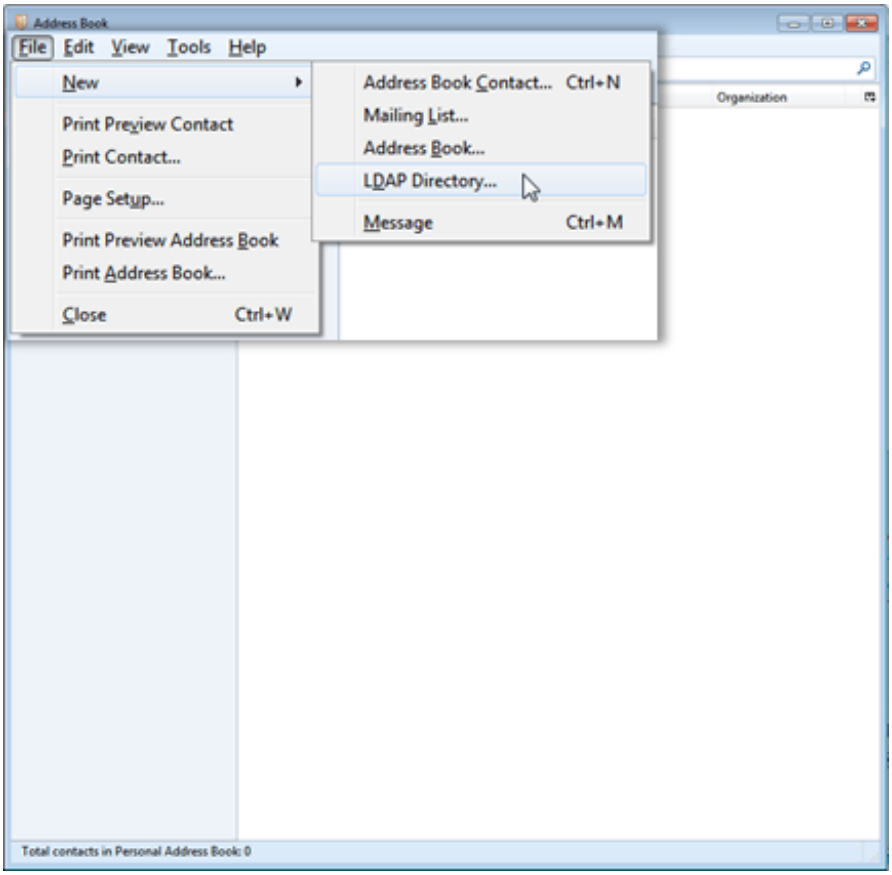
Configure an LDAP account in Thunderbird

You can configure an LDAP account in Thunderbird to look up the shared contacts on the server. Refer the topic import contacts into Thunderbird (https://docs.mithi.com/docs/contacts/thunderbird/import-contacts) to save the contacts for offline use. Go through the troubleshooting topic if you face any problem while configuring the account.

1. Select the **Address Book** tab



2. Select the menu **File** => **New** => **LDAP Directory**



3. On the **Directory Server Properties** window,
    i. Select the **General** tab and provide account settings
        - **Hostname**: Enter Server name URL For example, mail.mithiskyconnect.com

        > Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.

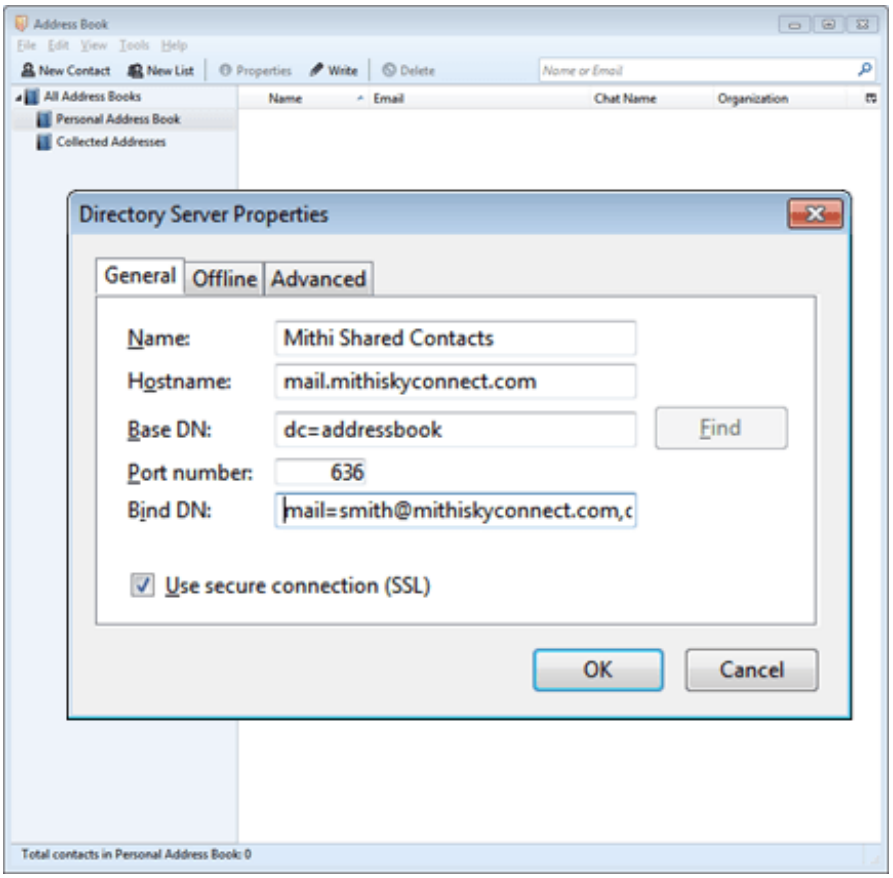
        - **Base DN**: Enter the string dc=addressbook
        - Use secure connection (SSL): Keep the check-box selected
        - **Port Number**: Keep the port number value 636 as it is
        - **Bind DN**: Enter the string in the format given below without any space or newline in it **mail={user id},dc=addressbook**Example : mail=smith@mithiskyconnect.com,dc=addressbook

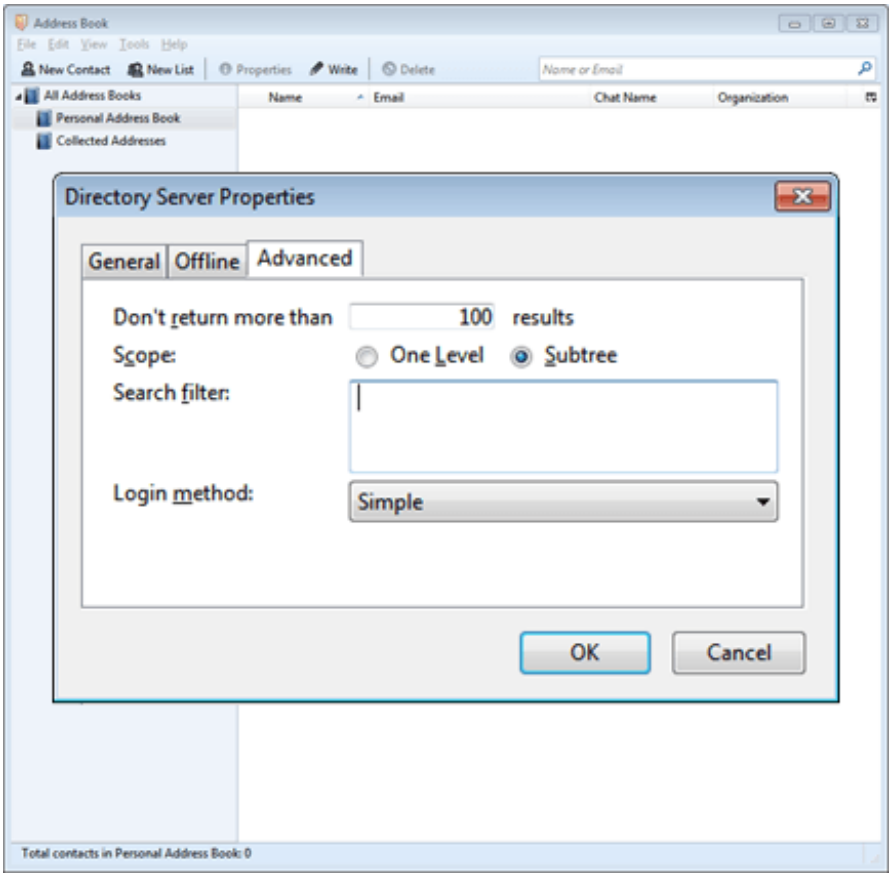
        > Using Mithi SkyConnect trial account? Use the User Id received in the Welcome Mail and Password provided by the Mithi team.

    ii. Want to connect to the server without using SSL?Select the Advanced tab,

- **Scope**: Choose the Subtree option
- **Serach Filter**: Keep the value blank
- **Login Method**: Select the Simple option from the list

iii. Click **OK** to configure the account.



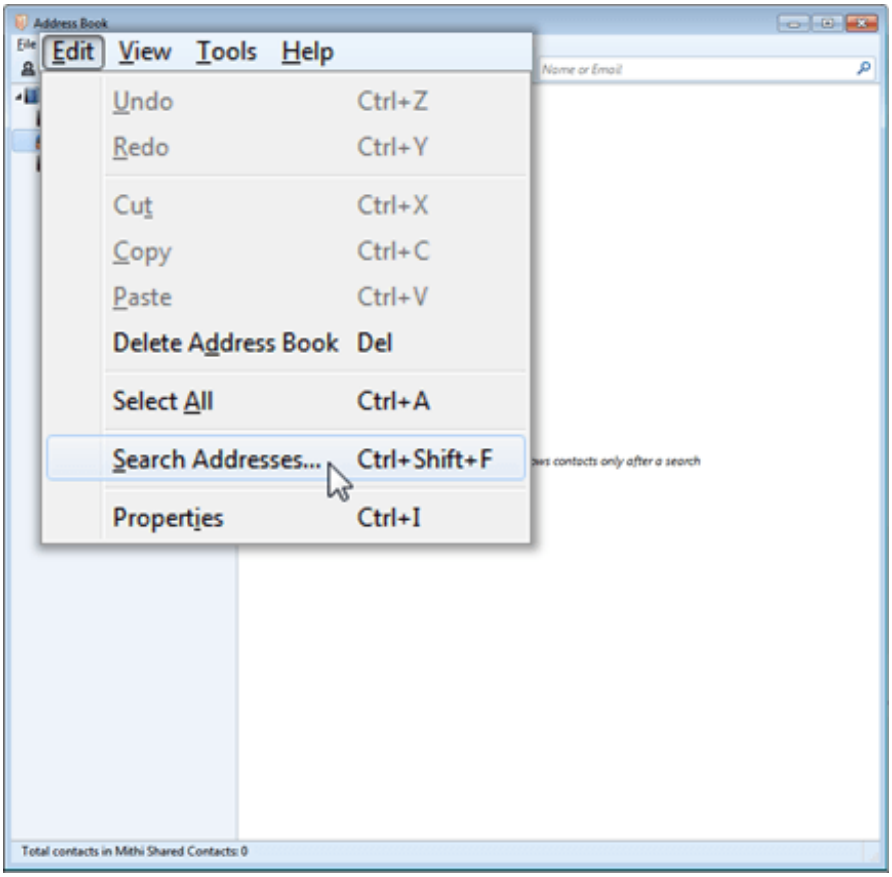


Assign the directory for auto-completion

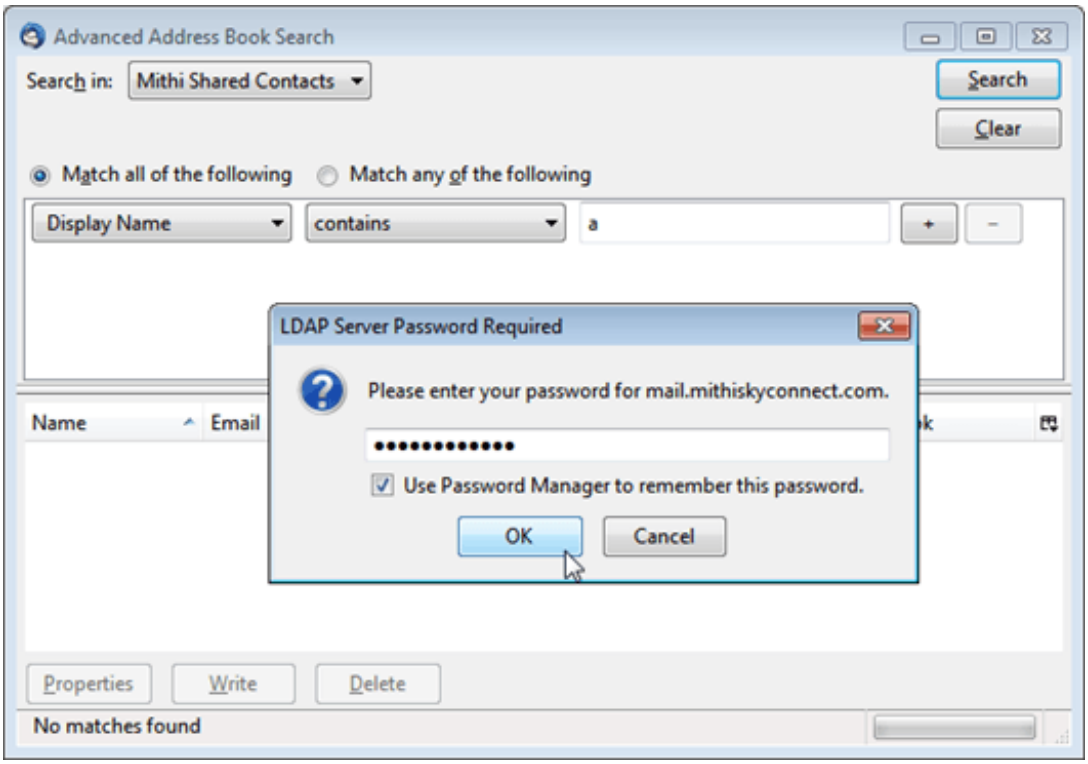
1. Go to the menu **Tools** => **Options**
2. Select the **Composition** => **Addressing** tab
3. Select the **Directory Server** box
4. Choose the LDAP directory from the list
5. Click **OK** to continue.

Search contacts on the server

1. Go to the menu **Edit** => **Search Addresses**

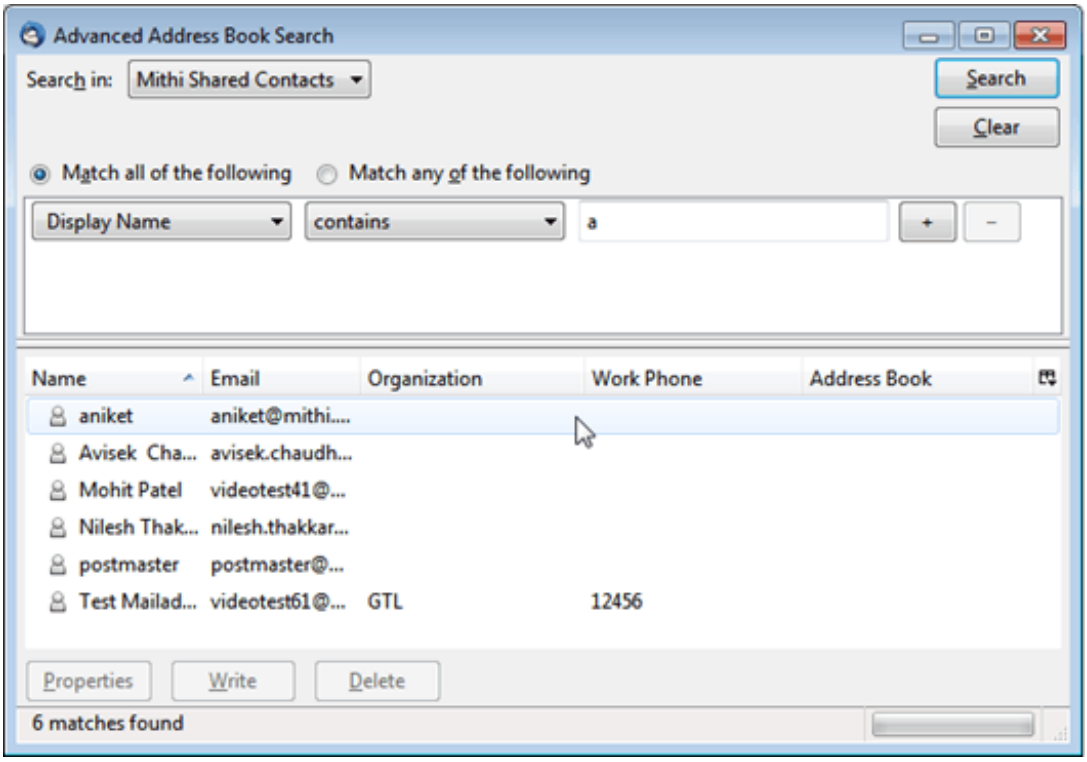


2. You need to provide the password of your account for the first time connection to the server. Choose to save the password in the password bank for future.



3. On the **Advanced Address Book Search** window,
    i. **Search in** : Choose the newly created LDAP Directory account
    ii. **Search Criteria**: Define the serach criteria For example, search addresses whose Display Name contains the character a
    iii. Click the **Search** button to proceed.

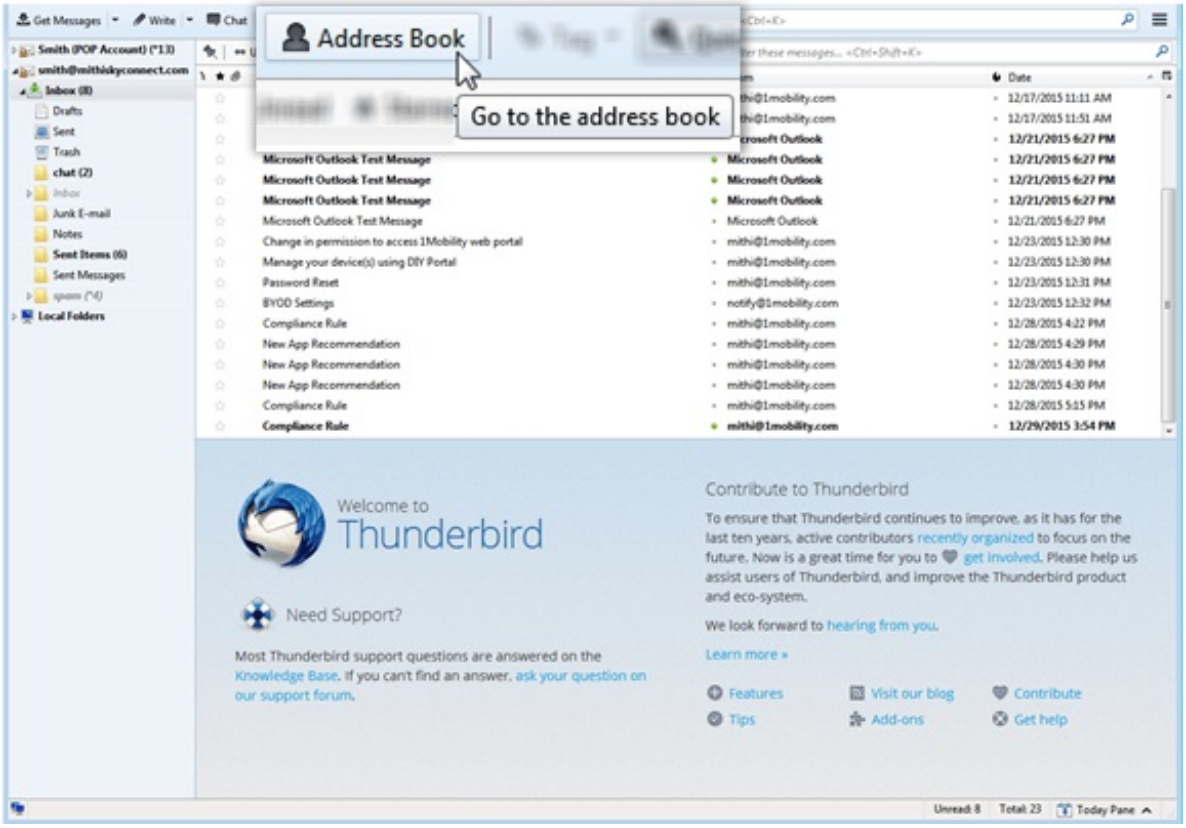
    All the matching addresses are listed on the screen. This way you can only search and view the contacts on the server. Each time while composing an email, you need to select the addressbook we have configured and search for a required contact on the server. You can Import Contacts from server into Thunderbird local contacts to avoid searching each time.



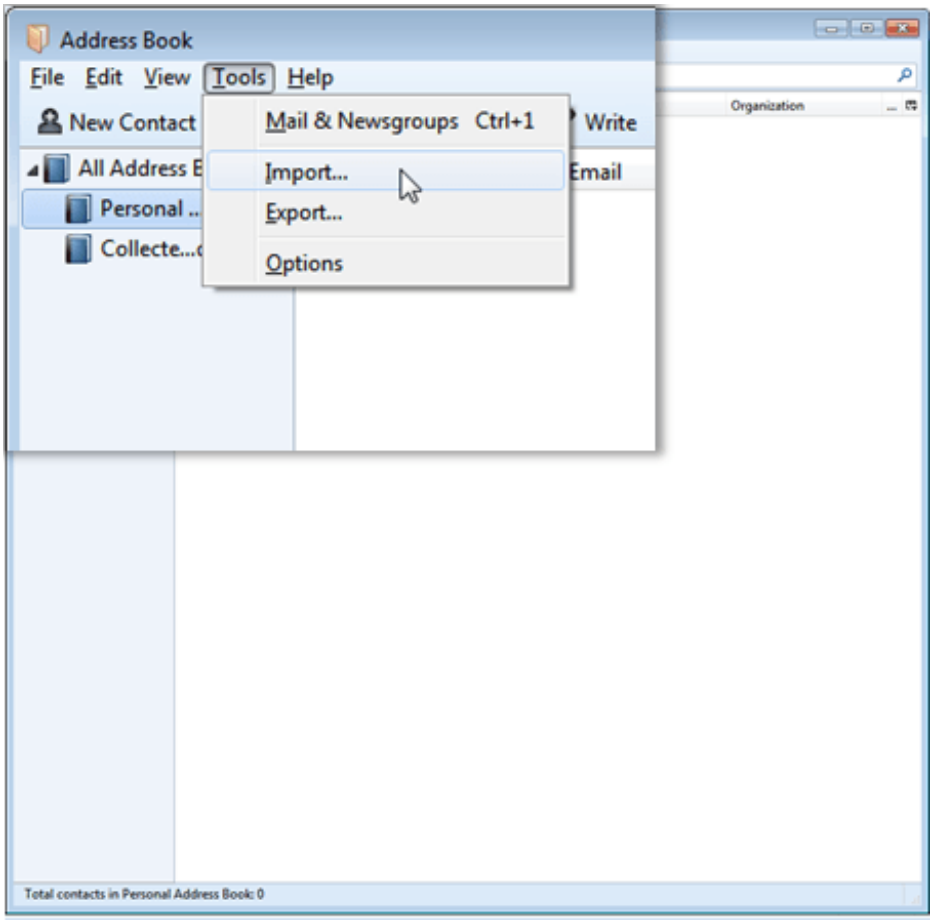
Import contacts saved in CSV to Thunderbird

You can import contacts into Thunderbird for offline use. Thunderbird allows various file format to import. This document gives you instructions to import CSV files into Thunderbird.

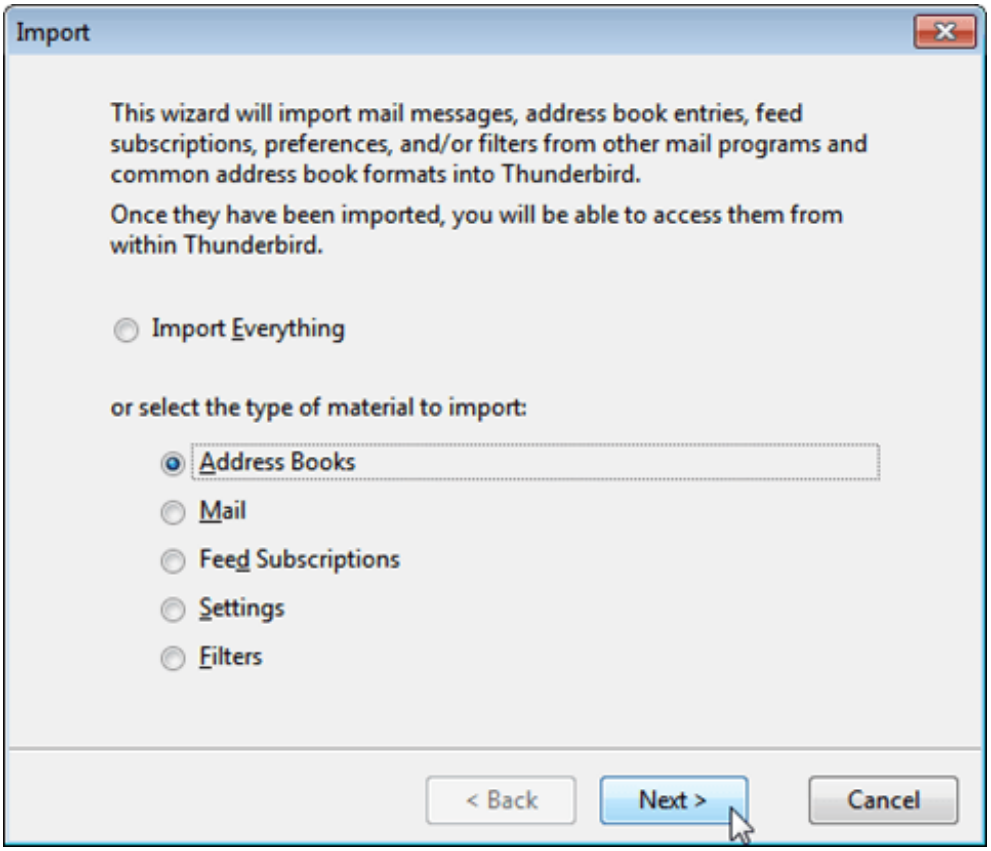
1. Select the **Address Book** tab



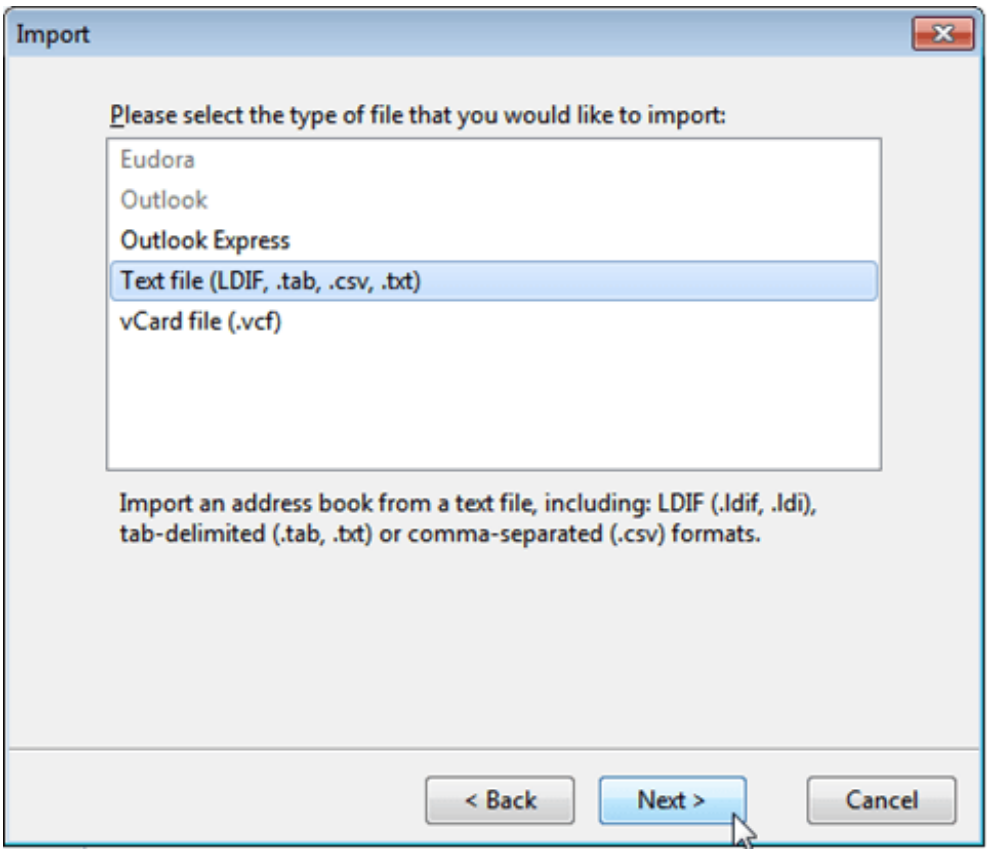
2. From the **Tools** menu, choose the **Import** option.



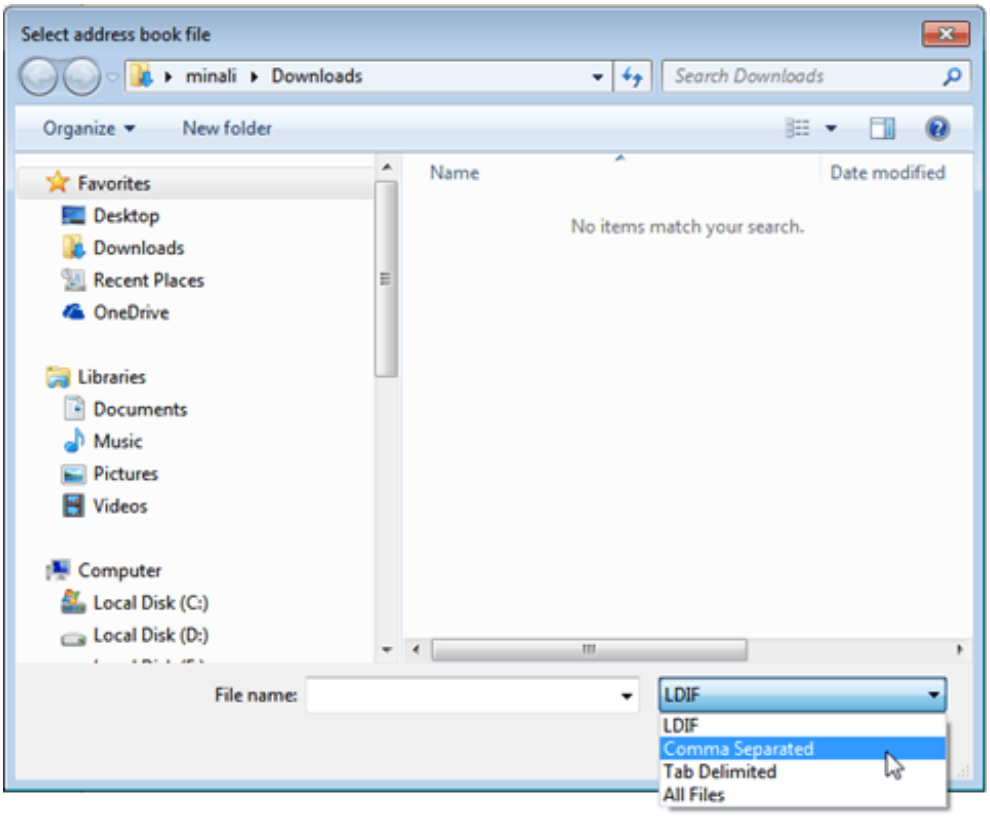
3. On the **Import** wizard, choose the **Addressbook** option to import. Click **Next** to continue.



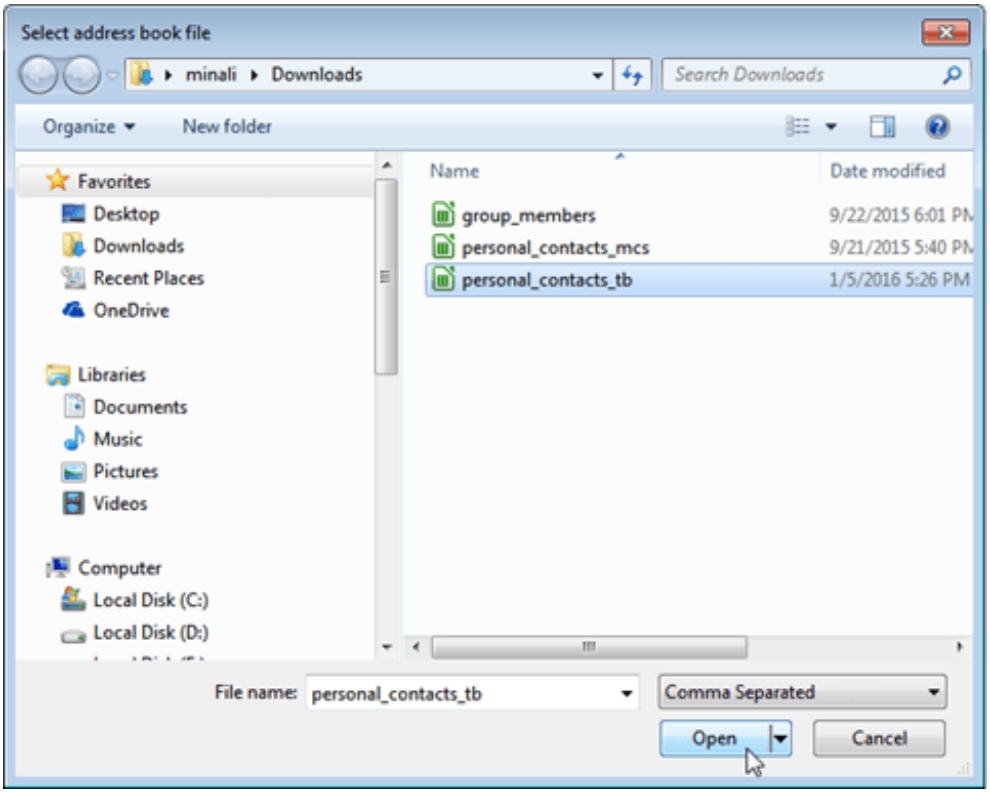
4. Choose the **Text file** option from the list. Click Next to continue.



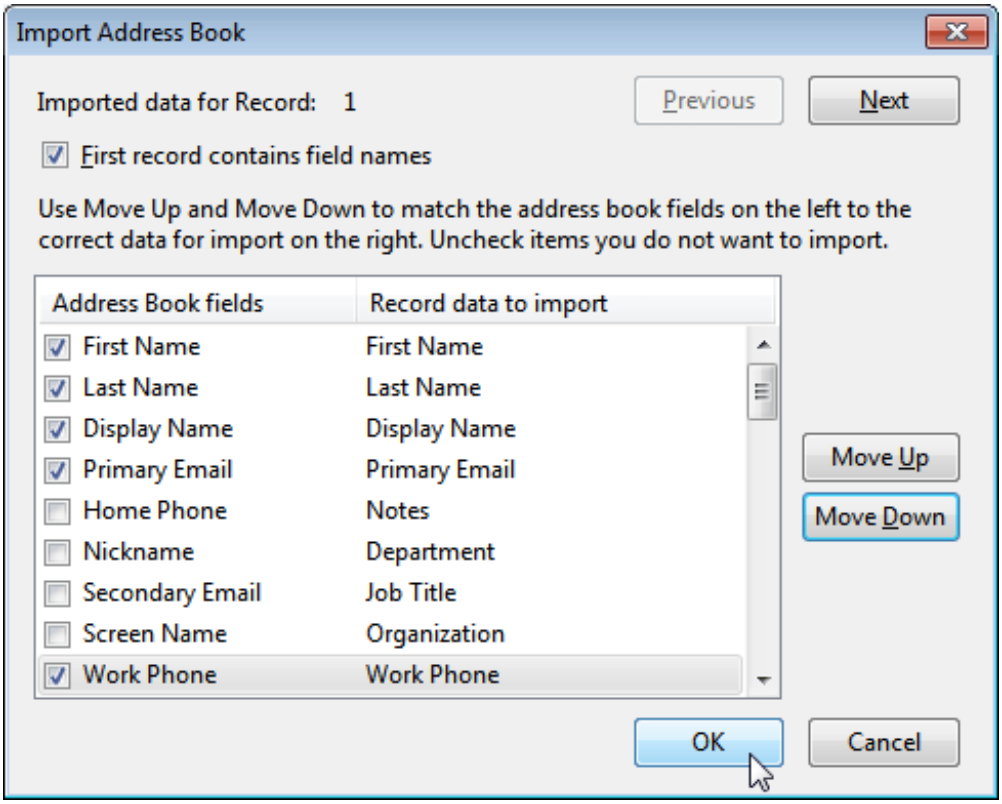
5. Locate .csv or the LDIF/ tab delimited file on your machine which needs to be imported.



6. Click the **Open** button to import the selected file.

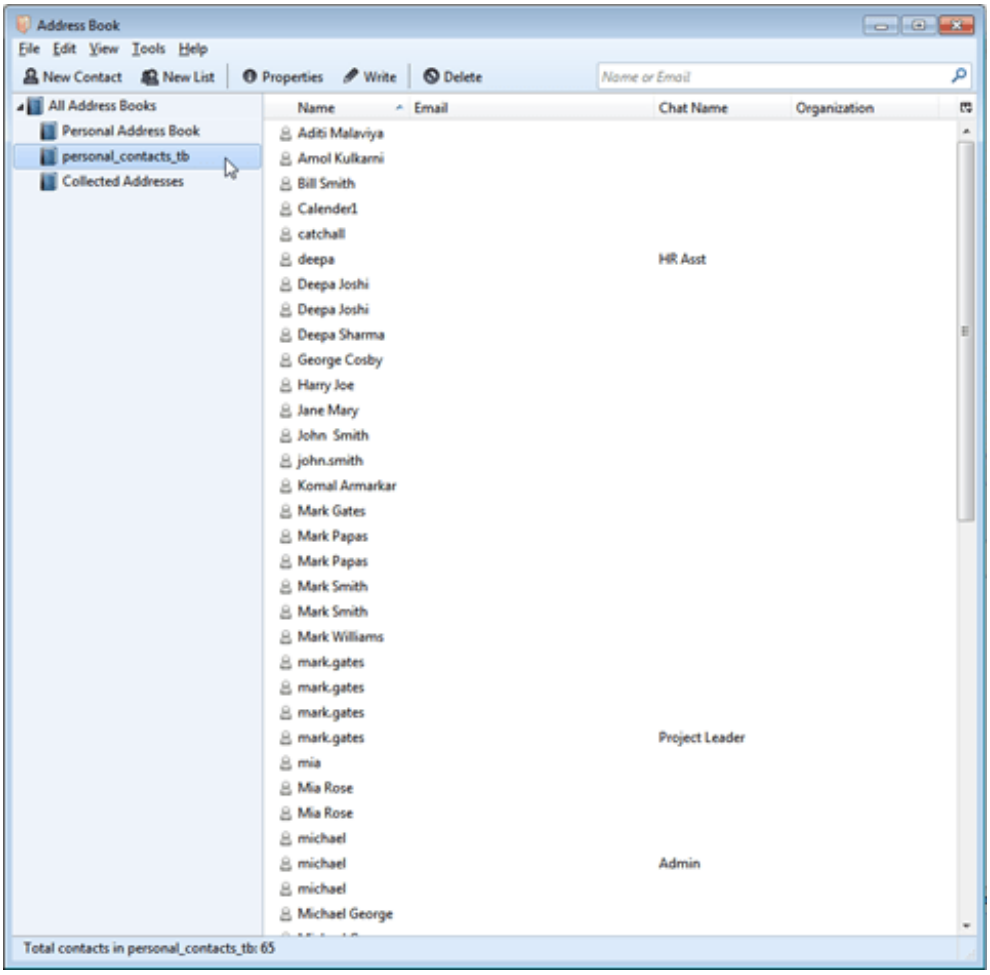


7. Match the address book fields with source record data file. Click **Ok** to finish the import process.



8. Thunderbird creates an Addressbook with same name as that of the csv file

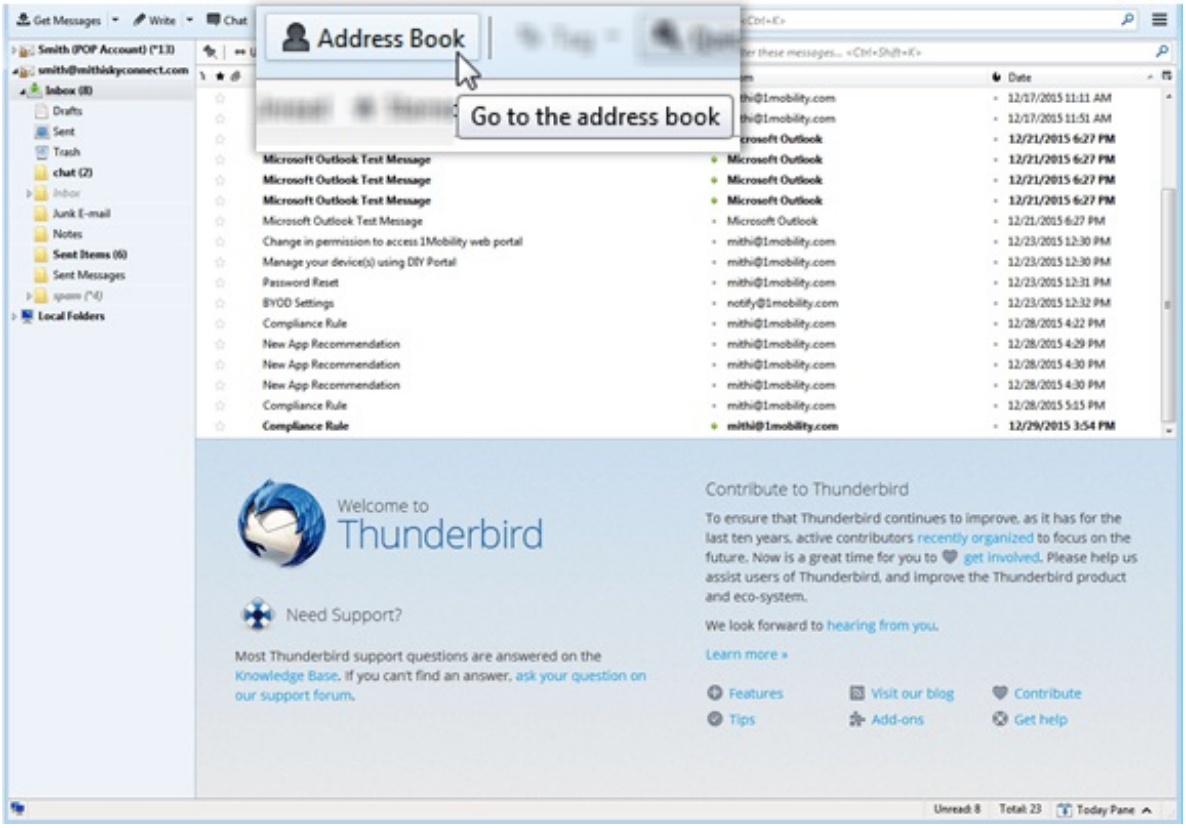
you are importing. Select the addreesbook to view all the imported contacts.



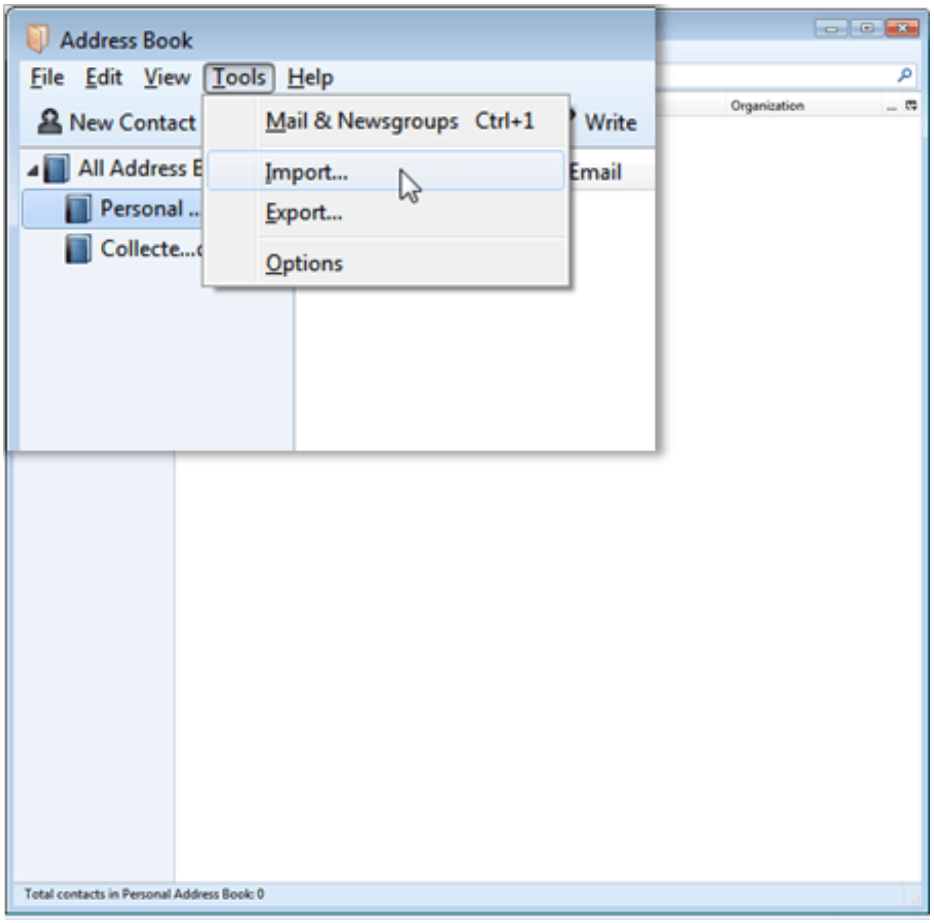
Import contacts saved in VCF to Thunderbird

You can import contacts into Thunderbird for offline use. Thunderbird allows various file format to import. This document gives you instructions to import VCF files into Thunderbird.

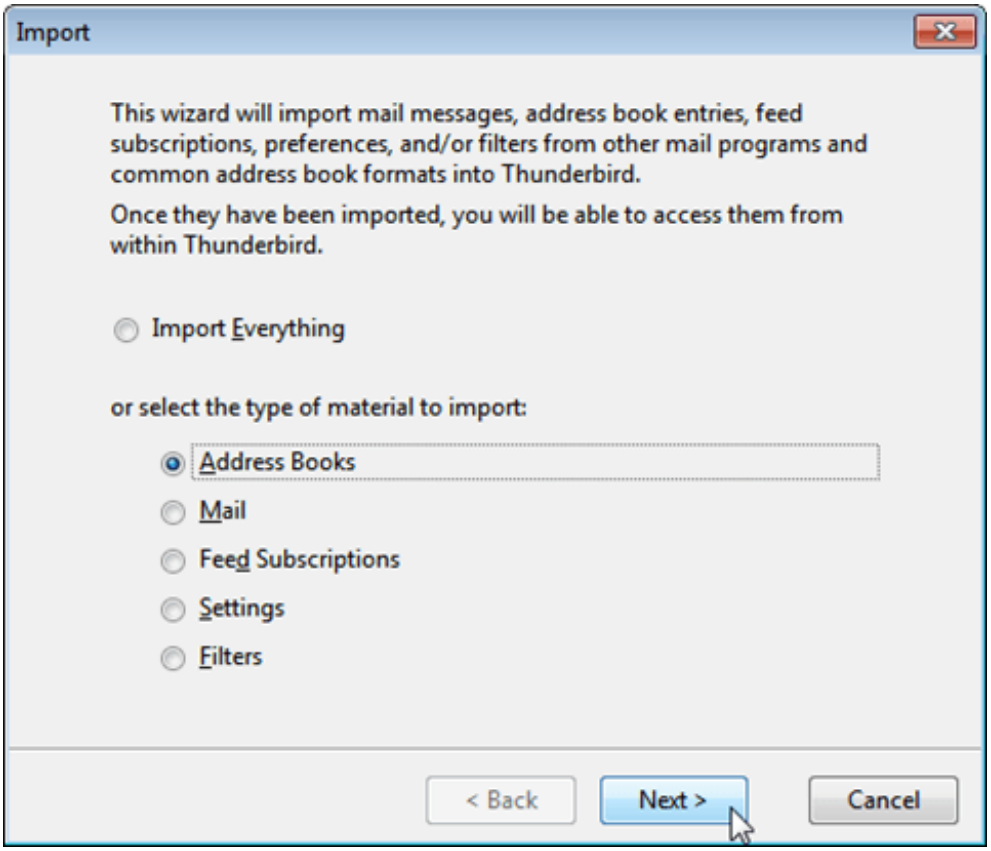
1. Select the **Address Book** tab



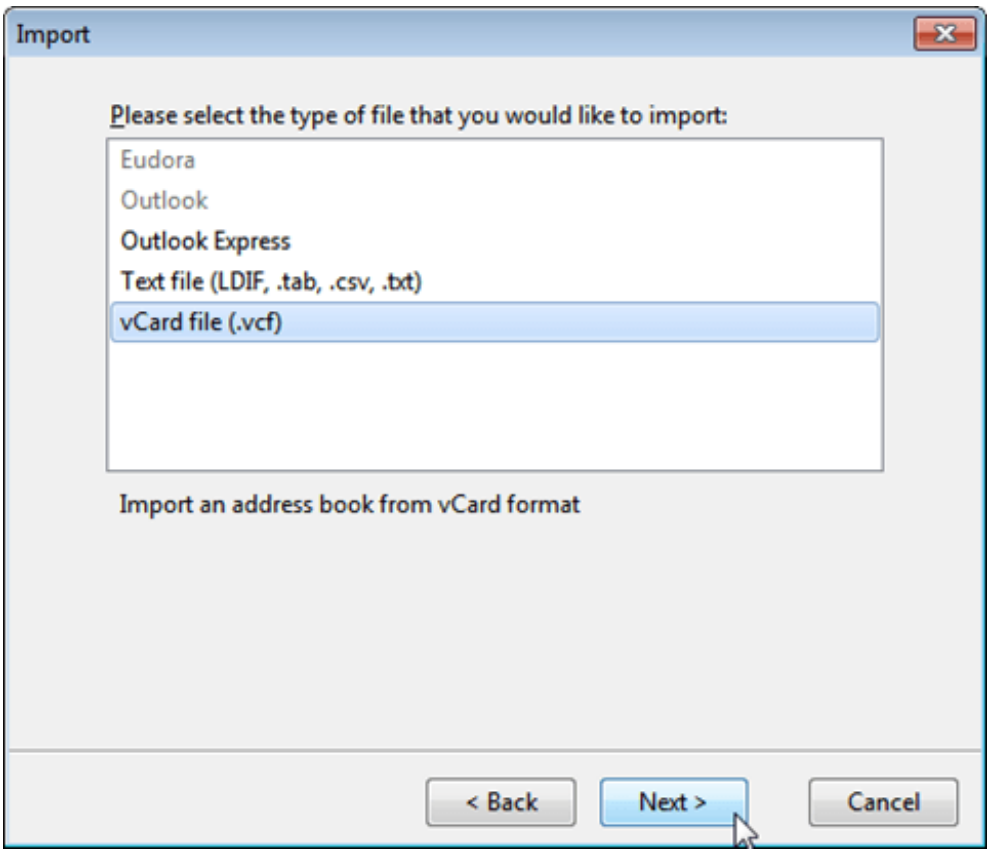
2. From the **Tools** menu, choose the **Import** option.



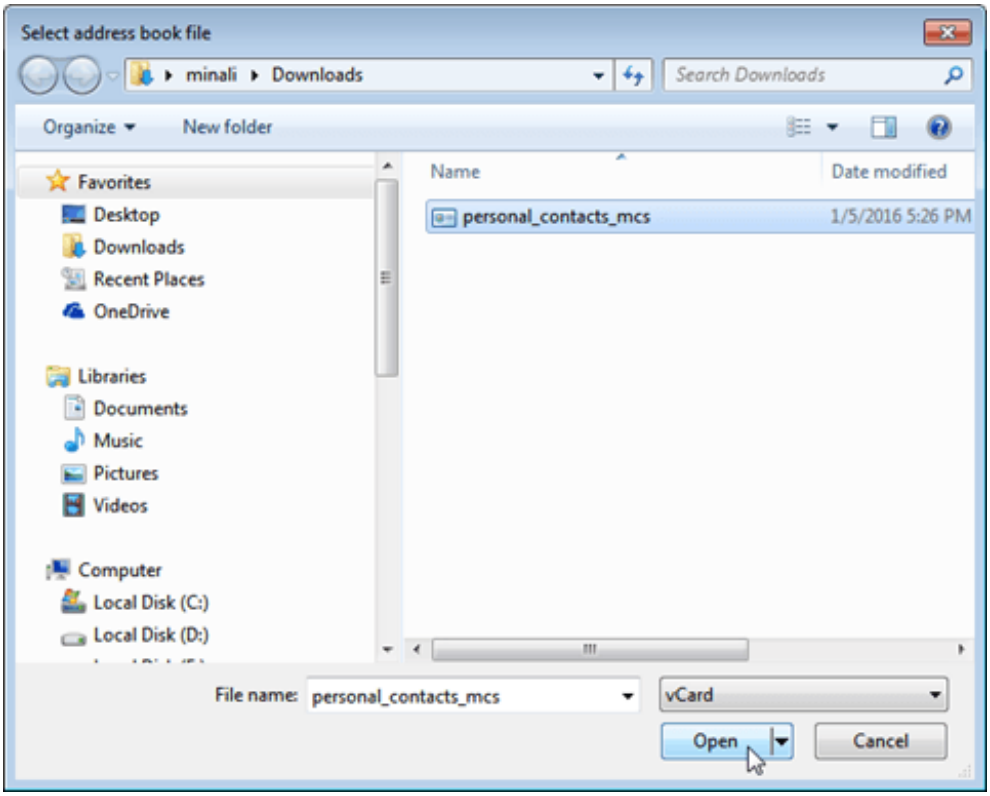
3. On the **Import** wizard, choose the **Addressbooks** option to import. Click **Next** to continue.



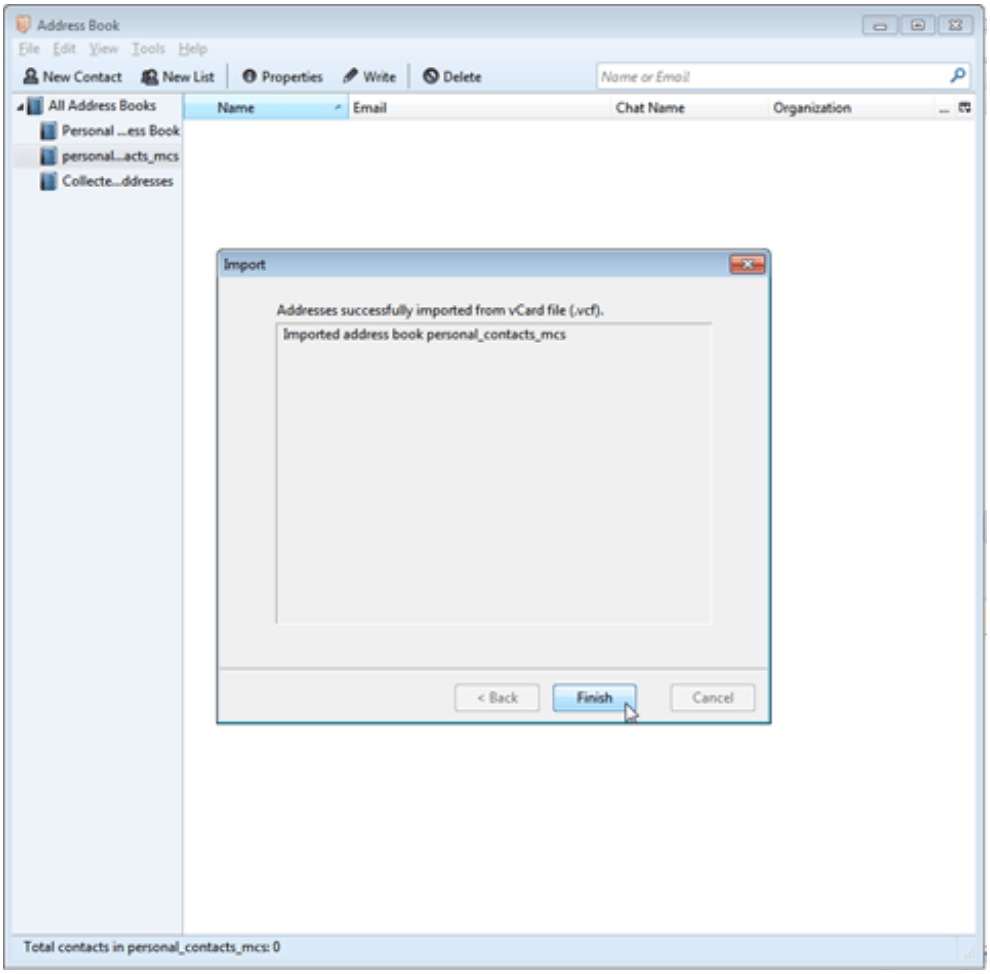
4. Choose the vCard file (.vcf) type of file to import. Click Next to continue.



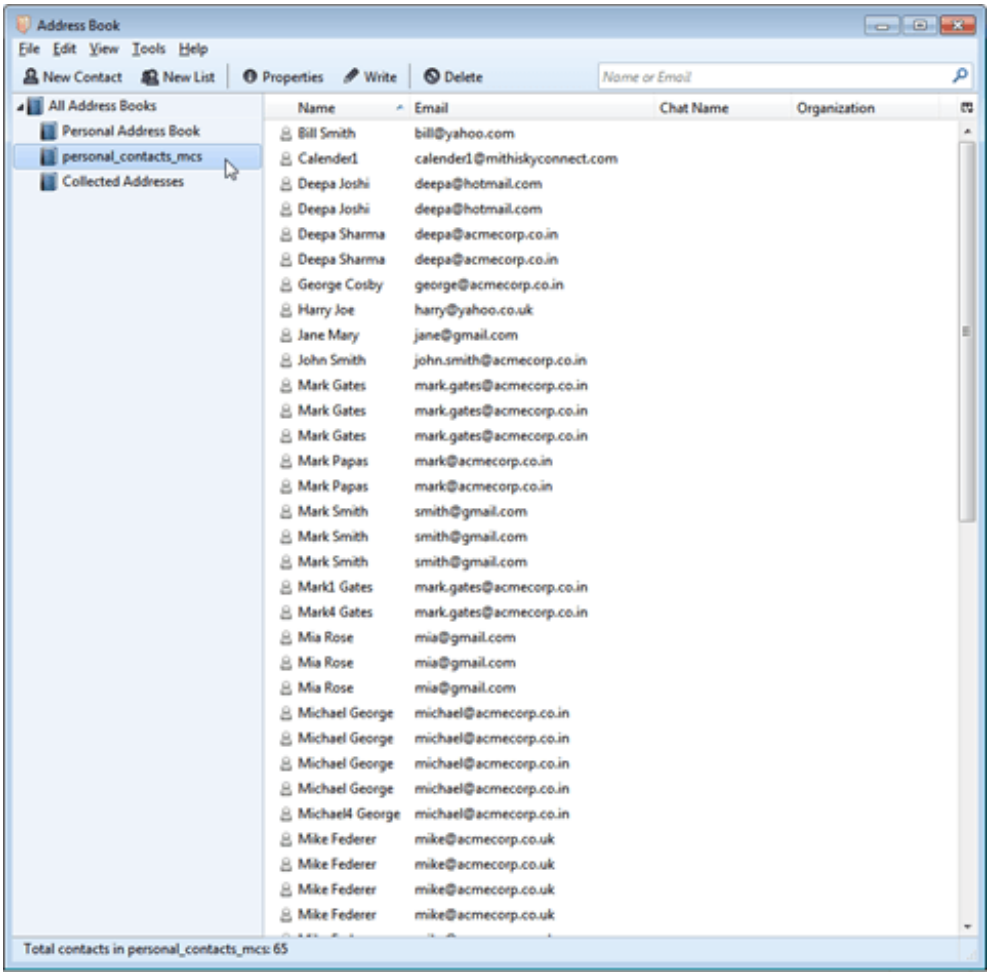
5. Locate the .vcf file on your machine to be imported. Click the**Open** button to import the file.



6. Click the **Finish** button to complete the import process.



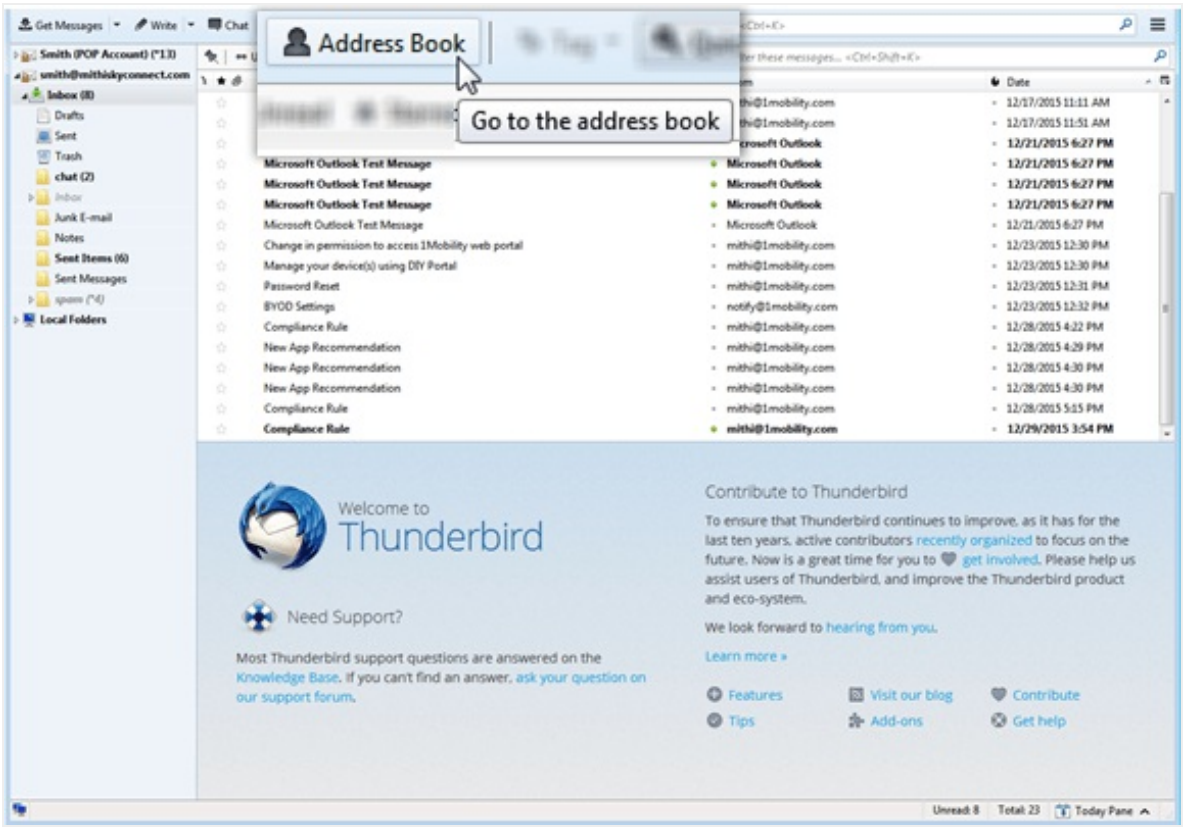
7. Thunderbird creates an Addressbook with same name as that of the vcf file you are importing. Select the addreesbook to view all the imported contacts.



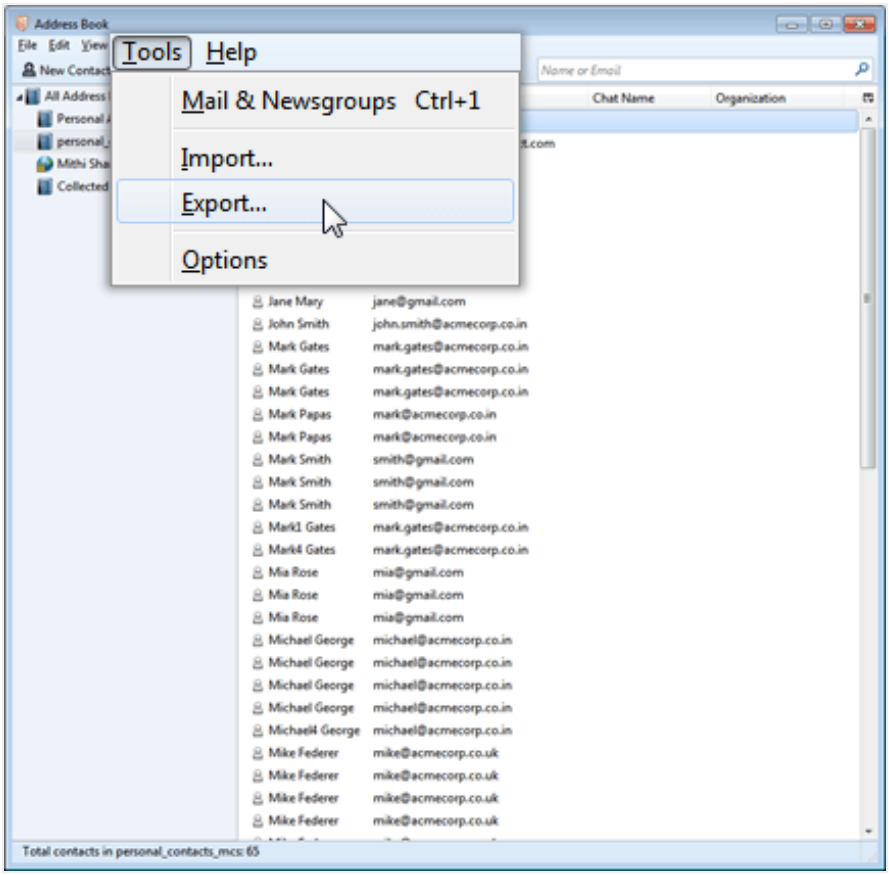
Export Contacts from Thunderbird

You can export your contact list from Thunderbird to a .csv format file.

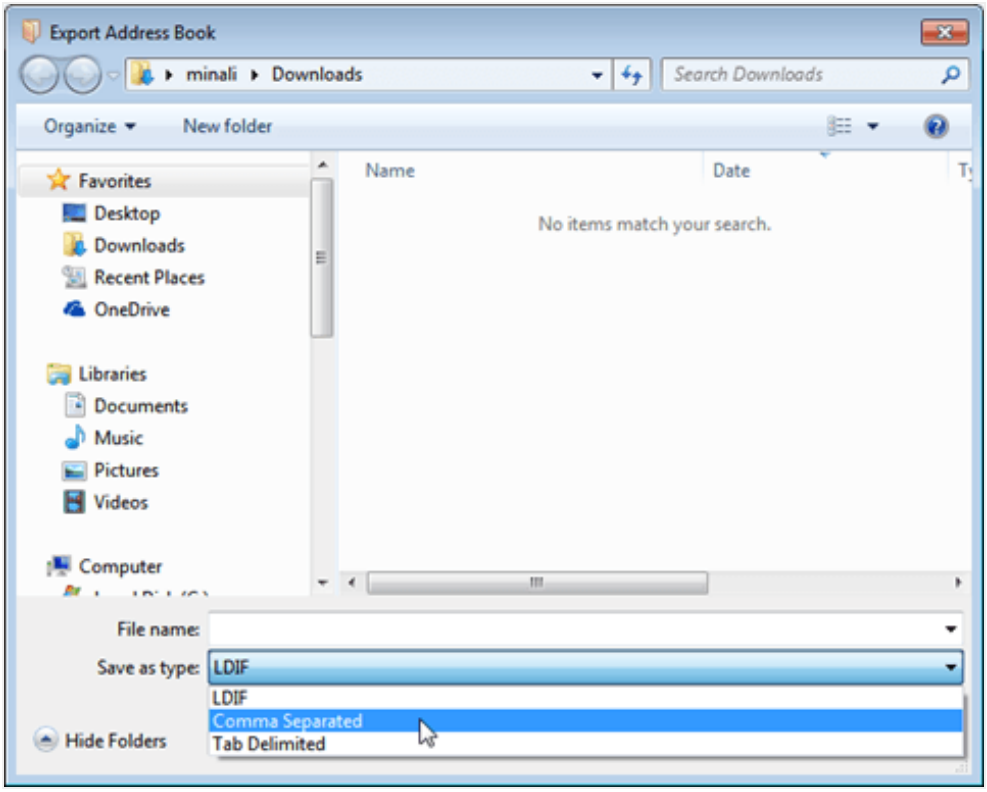
1. Select the **Address Book** tab



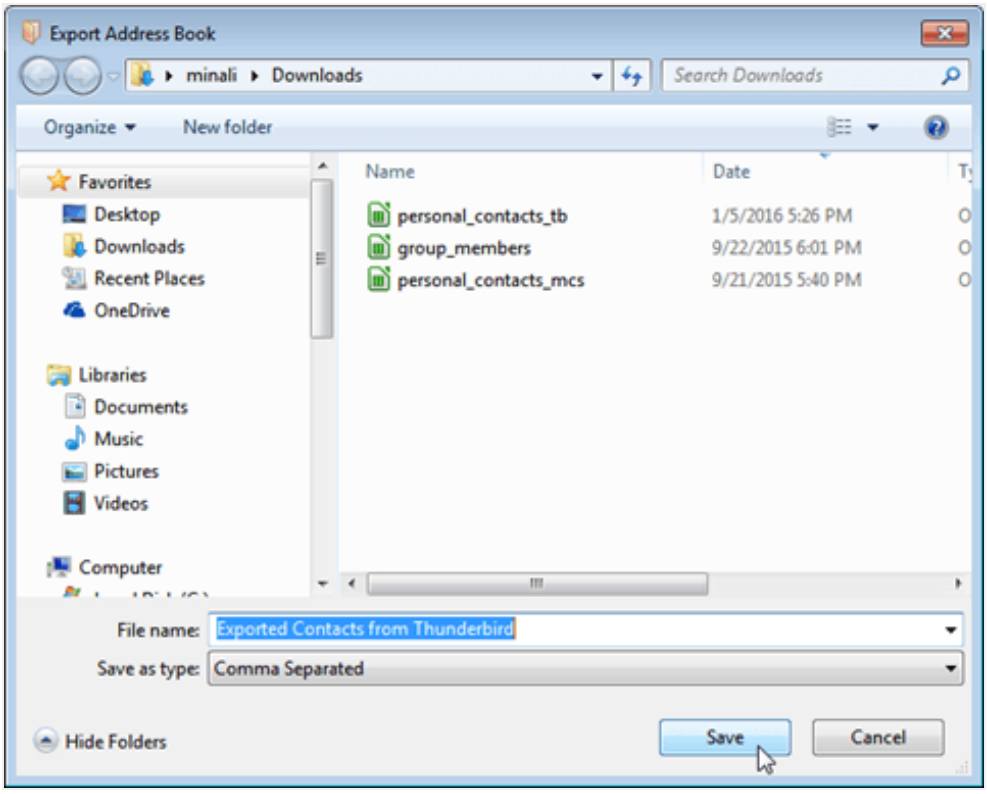
2. From the **Tools** menu, choose the **Export** option.



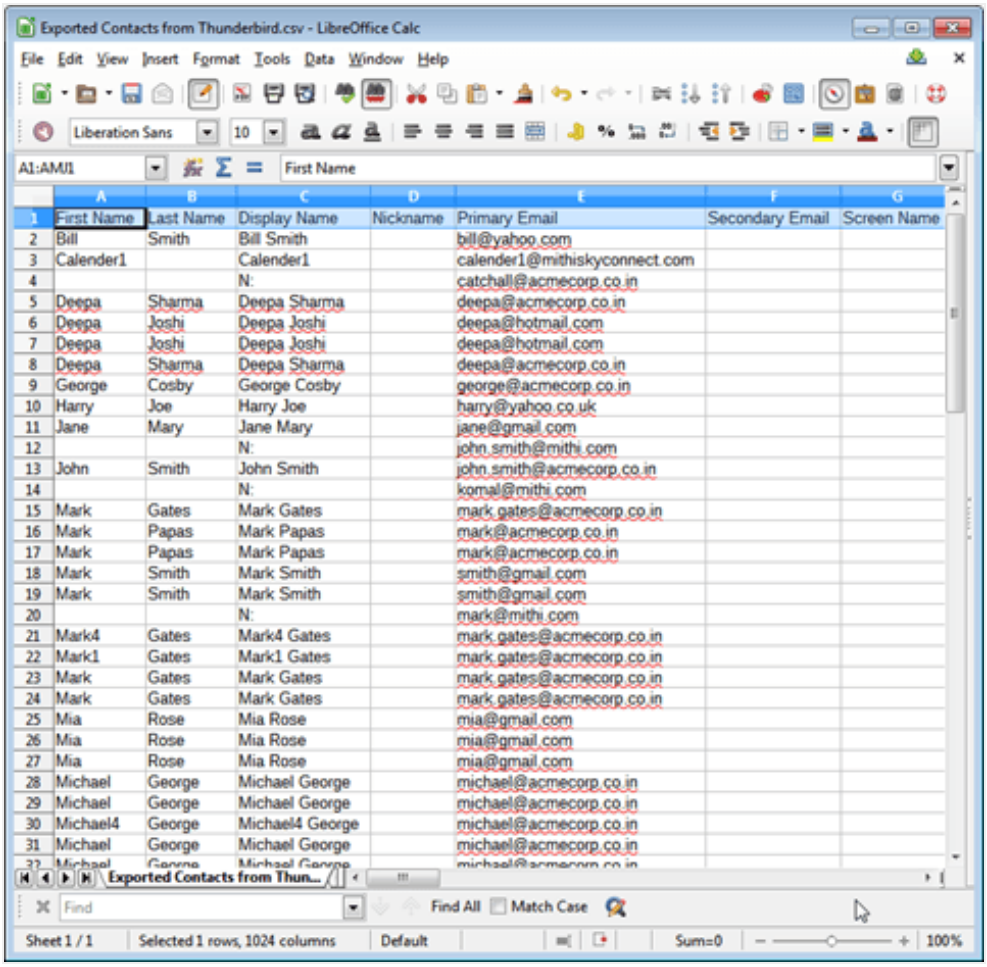
3. **Save** the file with required file type



4. Give name to the file and save it at required location on your machine.



5. Thunderbird exports all the contacts and saves in the selected format file.



	A	B	C	D	E	F	G
1	First Name	Last Name	Display Name	Nickname	Primary Email	Secondary Email	Screen Name
2	Bill	Smith	Bill Smith		bill@yahoo.com		
3	Calender1		Calender1		calender1@mithiskyconnect.com		
4			N:		catchall@acmecorp.co.in		
5	Deepa	Sharma	Deepa Sharma		deepa@acmecorp.co.in		
6	Deepa	Joshi	Deepa Joshi		deepa@hotmail.com		
7	Deepa	Joshi	Deepa Joshi		deepa@hotmail.com		
8	Deepa	Sharma	Deepa Sharma		deepa@acmecorp.co.in		
9	George	Cosby	George Cosby		george@acmecorp.co.in		
10	Harry	Joe	Harry Joe		harry@yahoo.co.uk		
11	Jane	Mary	Jane Mary		jane@gmail.com		
12			N:		john.smith@mithi.com		
13	John	Smith	John Smith		john.smith@acmecorp.co.in		
14			N:		komal@mithi.com		
15	Mark	Gates	Mark Gates		mark.gates@acmecorp.co.in		
16	Mark	Papas	Mark Papas		mark@acmecorp.co.in		
17	Mark	Papas	Mark Papas		mark@acmecorp.co.in		
18	Mark	Smith	Mark Smith		smith@gmail.com		
19	Mark	Smith	Mark Smith		smith@gmail.com		
20			N:		mark@mithi.com		
21	Mark4	Gates	Mark4 Gates		mark.gates@acmecorp.co.in		
22	Mark1	Gates	Mark1 Gates		mark.gates@acmecorp.co.in		
23	Mark	Gates	Mark Gates		mark.gates@acmecorp.co.in		
24	Mark	Gates	Mark Gates		mark.gates@acmecorp.co.in		
25	Mia	Rose	Mia Rose		mia@gmail.com		
26	Mia	Rose	Mia Rose		mia@gmail.com		
27	Mia	Rose	Mia Rose		mia@gmail.com		
28	Michael	George	Michael George		michael@acmecorp.co.in		
29	Michael	George	Michael George		michael@acmecorp.co.in		
30	Michael4	George	Michael4 George		michael@acmecorp.co.in		
31	Michael	George	Michael George		michael@acmecorp.co.in		