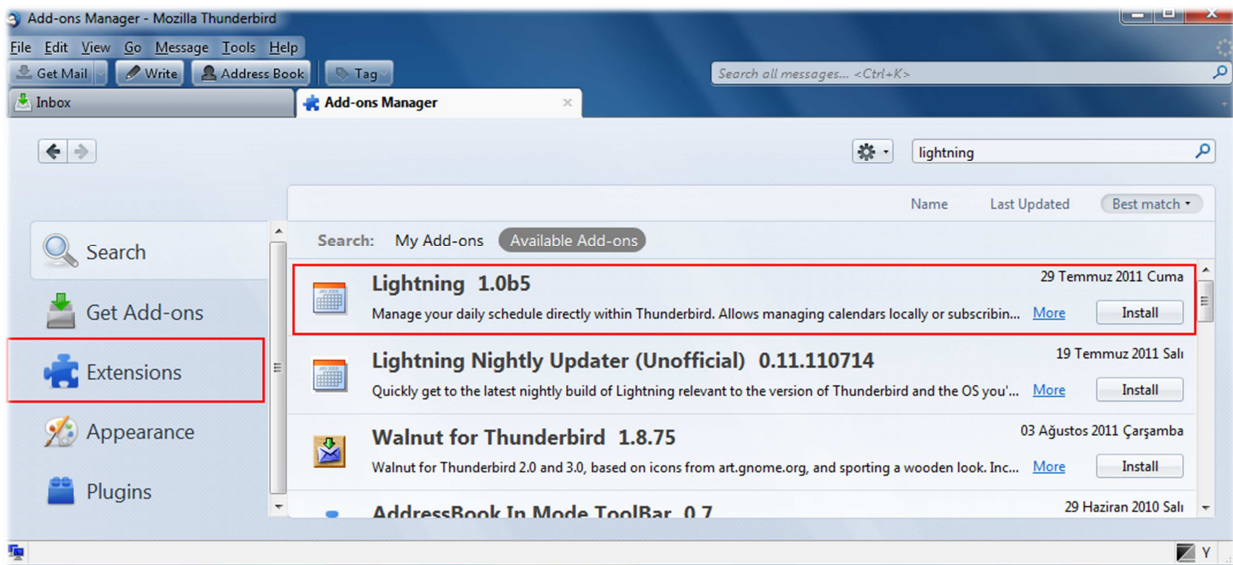
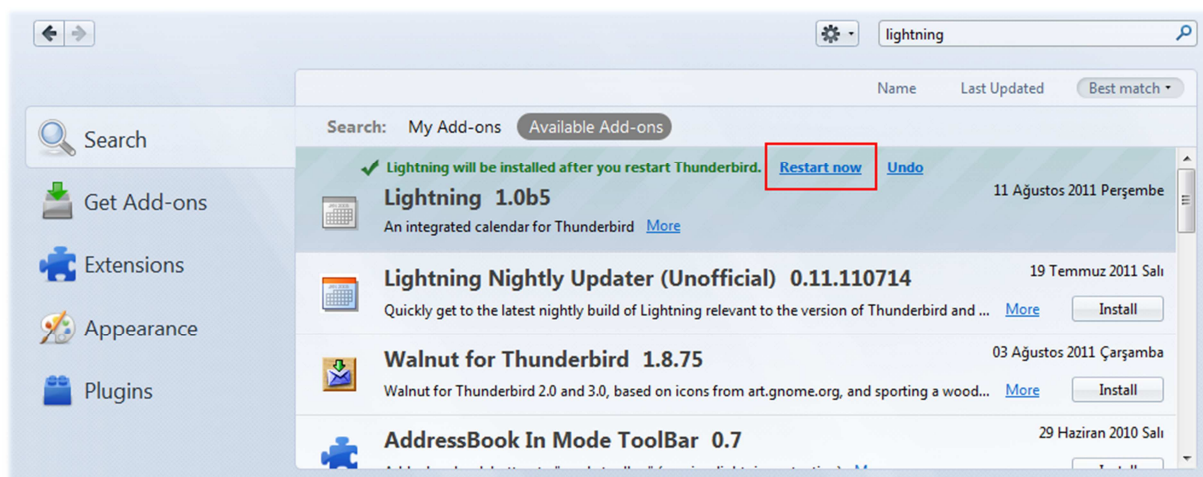


**HOW CAN I MANAGE MY WEBMAIL TASK LIST AT THUNDERBIRD SYNCHRONOUSLY?**

- ✓ You can manage your WebMail Task List at applications which have support for **ics** format calendar like Thunderbird.
- ✓ **Lightning** add-on should be installed at your Thunderbird to use task list feature.
- ✓ Click **Add-ons** from **Tools** menu at Thunderbird.
- ✓ If **Lightning** does not exist at **Extensions** section, write Lightning to **Search all add-ons** field.
- ✓ Click the **Install** button located **Lightning 1.0b5** at search result. (Lightning version can be different according to your Thunderbird version and the date)



- ✓ After installation process, click **Restart Now** button to complete installation of Lightning.



- ✓ After installation completed successfully, you will see Calendar panel at right side of Thunderbird. You can hide or unhide this panel with **F11**.

- ✓ You can manage your WebMail Task List at Thunderbird after the Lightning extension installation.
- ✓ Click **Tasks** tab at WebMail Collaboration Suite. Right click the calendar which you want to share and click **Share Task List** from opening menu.

**Share Properties**

Name: Work  
Type: Task Folder

Share with:

- ☒ Internal users or groups
- ☐ External guests (view only)
- ☐ Public (view only, no password required)

Email:

**Role**

- ☐ None None
- ☒ Viewer View
- ☐ Manager View, Edit, Add, Remove
- ☐ Admin View, Edit, Add, Remove, Administer

**Message**

Send standard message ▼

Note: The standard message displays your name, the name of the shared item, permissions granted to the recipients, and login information, if necessary.

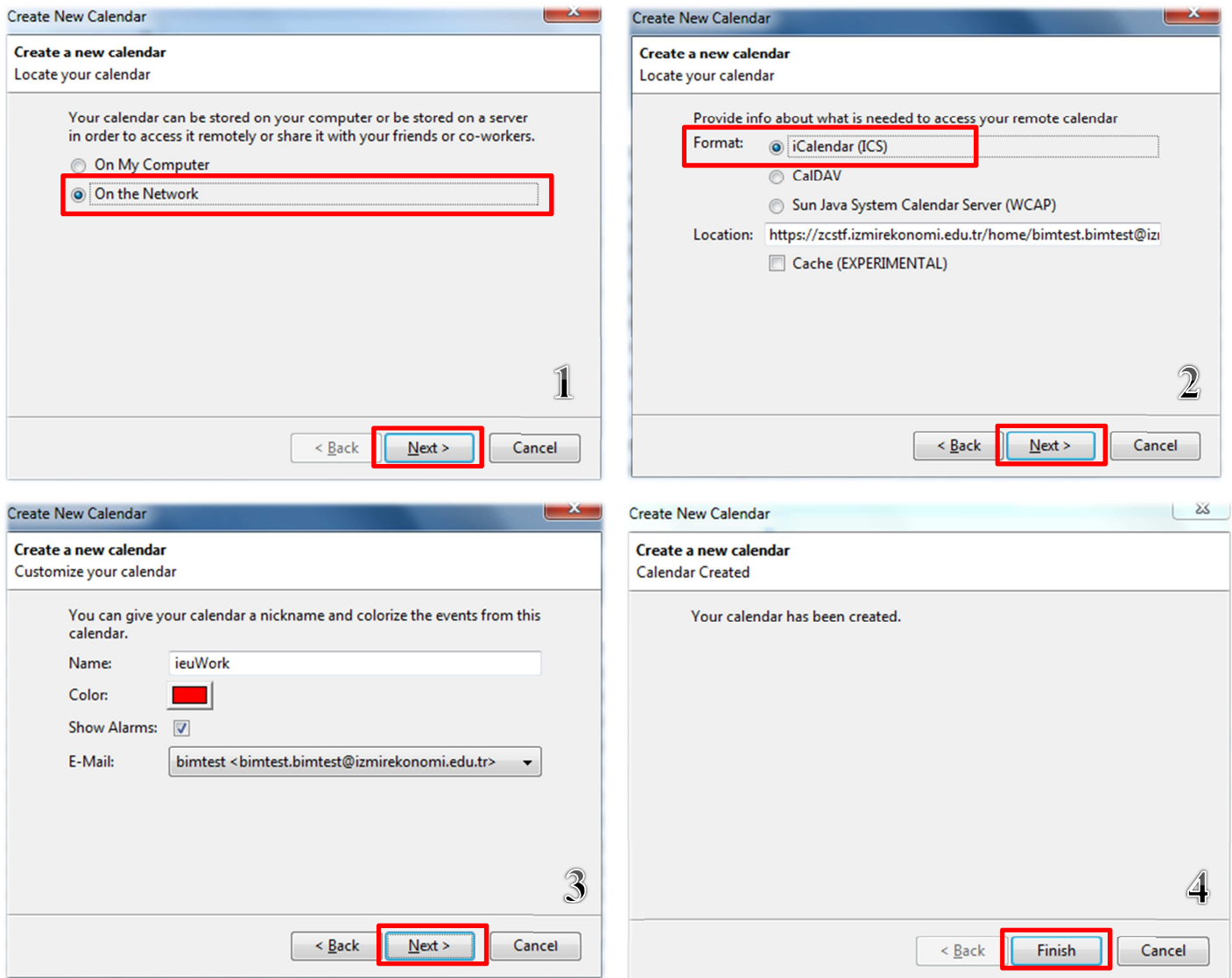
**URL**

To allow others to access this item, direct them to this URL:

<https://zcstf.izmirekonomi...@izmirekonomi.edu.tr/Work>

OK Cancel

- ✓ Right click the link at **URL** section and click **Copy Link Location** from opening menu
- ✓ Click **New**, then **Calendar** from **File** menu at Thunderbird.
- ✓ Click **On The Network** from opening **Create New Calendar** window and then click **Next**.
- ✓ Click **iCalendar (ICS)** at **Format** field.
- ✓ Paste your copied calendar link to **Location** field.



- ✓ When you click Next button the 3<sup>rd</sup> window will be opened. You can define a name and color for your calendar. You should select your webmail account at **E-Mail** field.
- ✓ **Your Calendar has been created** notification window, shown figure 4 will be opened after clicking **Next** button .
- ✓ If Remember my password option is not set for your Thunderbird account , Username and Password window will be opened. Your Calendar will be added after your user name and password verification. You can Access your Calendar right side of Thunderbird.
- ✓ You can manage your task list and all of your updates will be dynamically updated at WebMail Collaboration Suite.