

## Manual: HfMT E-MAIL

IT SERVICE CENTER

FON: 040.428482-390

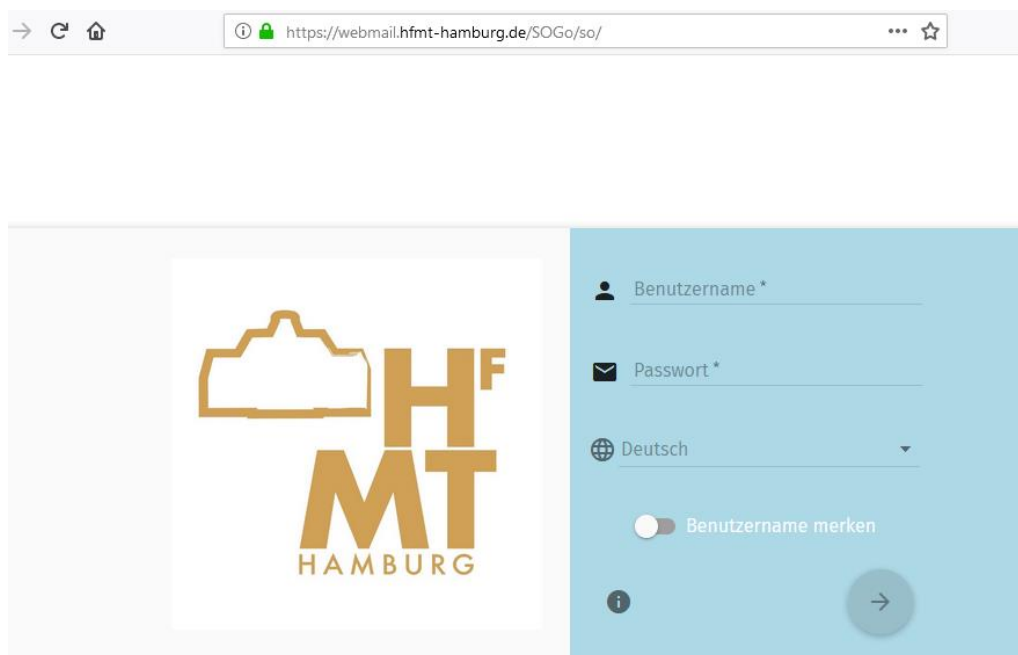
EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

HfMT Hamburg Harvestehuder Weg 12 20148 Hamburg

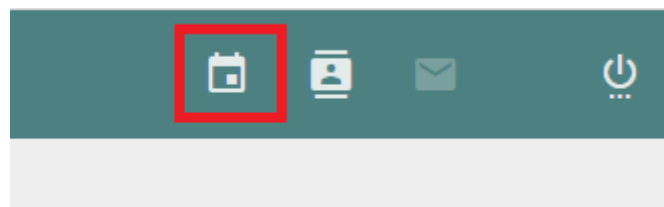


## This manual will show you how to import an HfMT webmail calendar into Thunderbird.

Open the webmail via <https://webmail.hfmt-hamburg.de> and login with your personal HfMT username and corresponding password.



By default you are directed to the calendar view. If not you can navigate to the calendar by clicking on the calendar symbol in the upper right corner.



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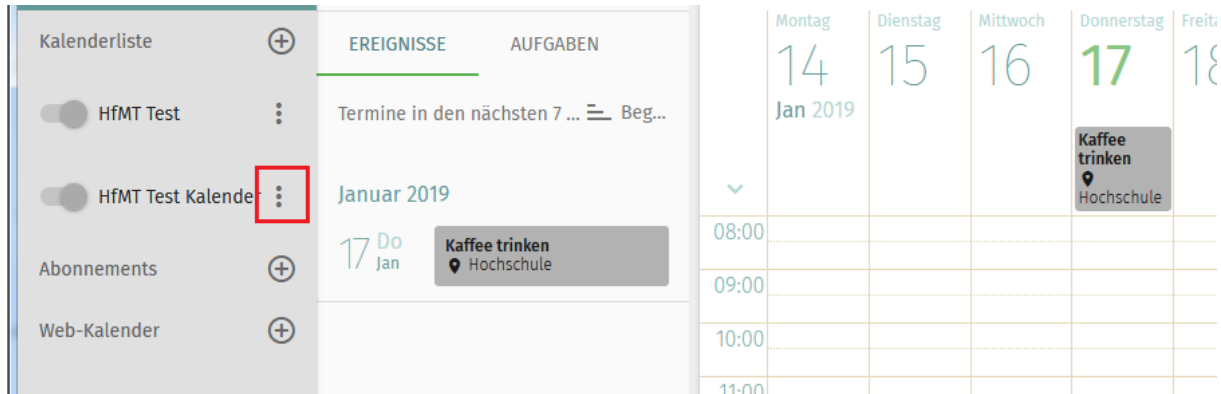
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EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

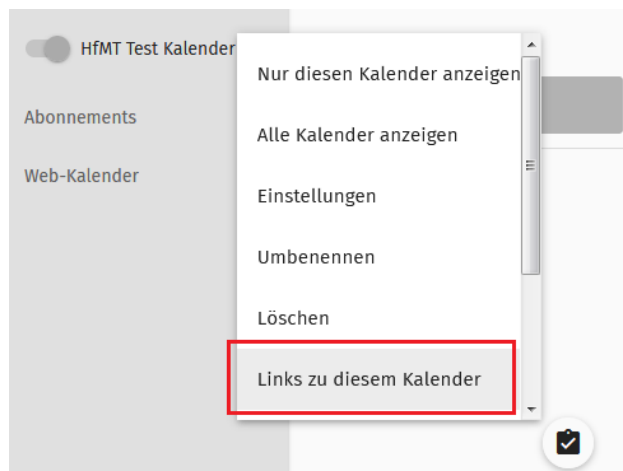
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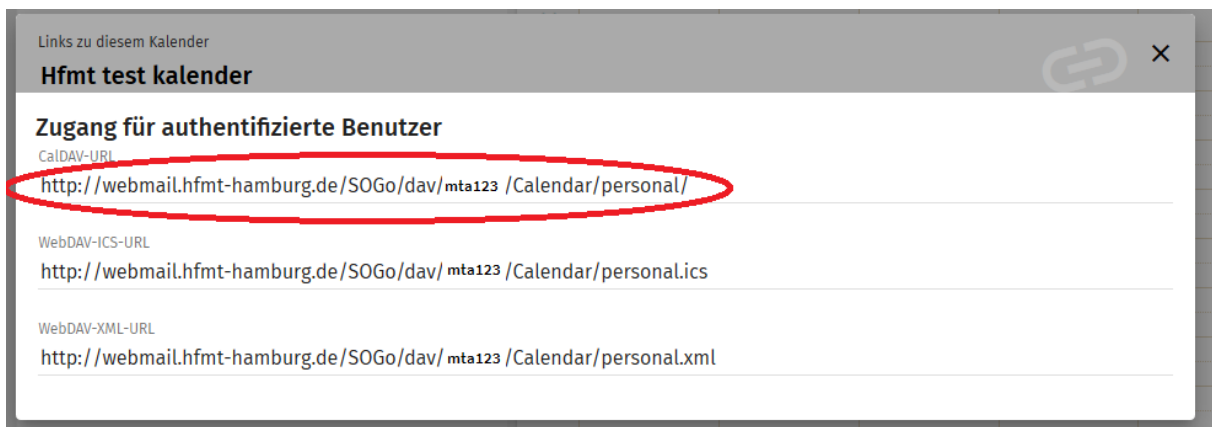
Click on the three dots besides your calendar of choice.



Choose „Links to this calendar“.



Copy the calDAV-URL that is shown at the top.



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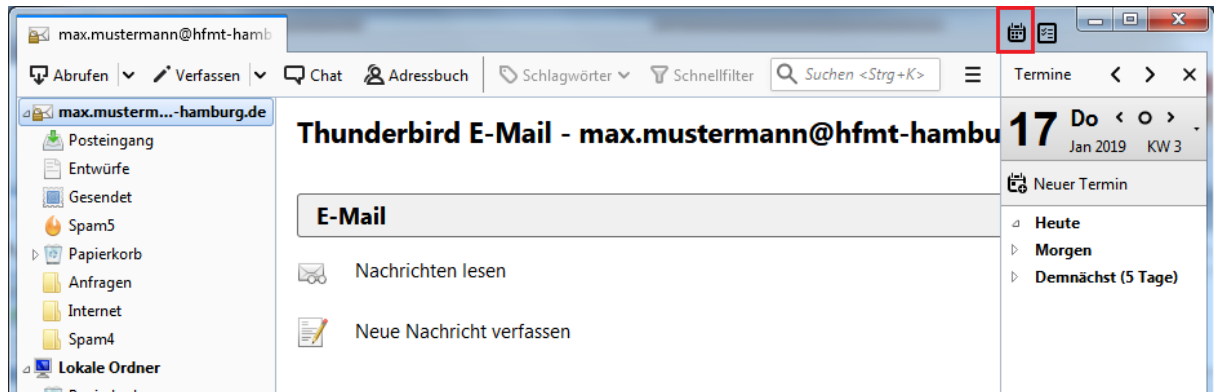
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EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

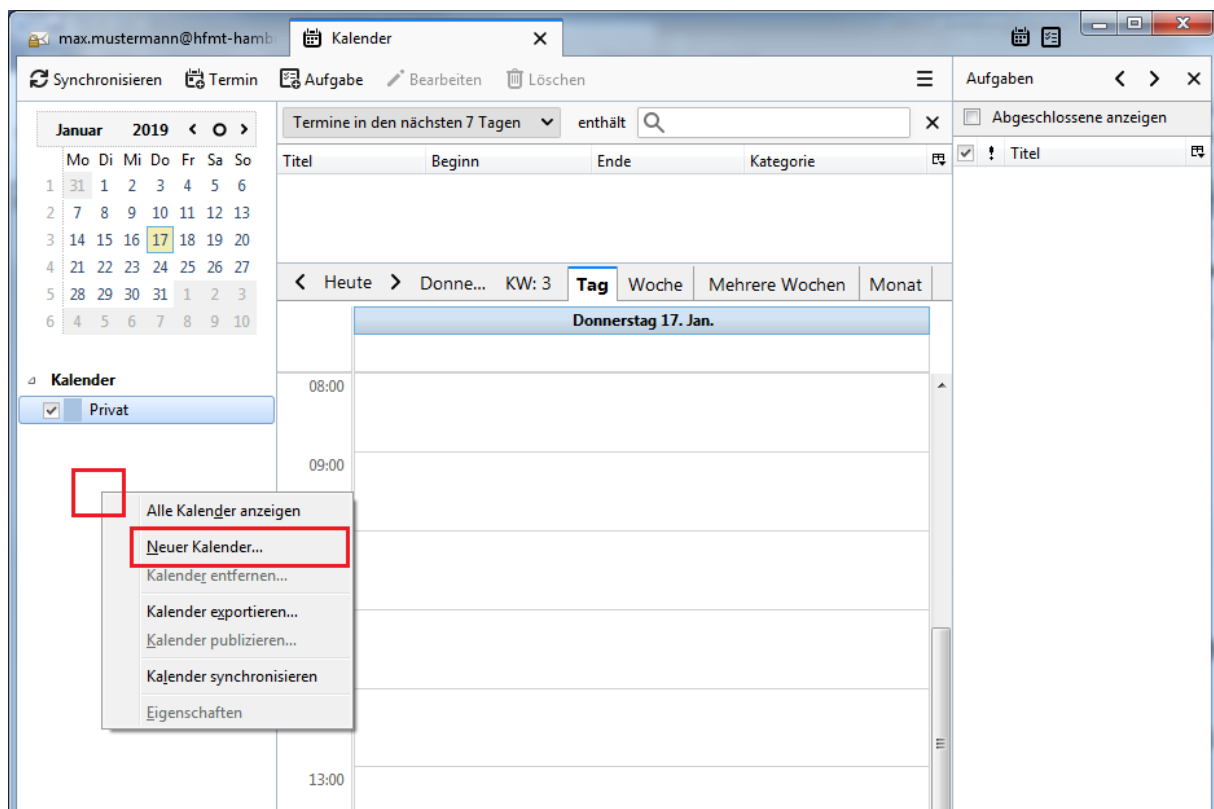
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Open Thunderbird, switch to the calendar view by clicking on the calendar symbol in the upper right corner.



Perform a right click on the white space beneath "Calendars", choose "new calendar".



Choose „On the network“ and click „next“.

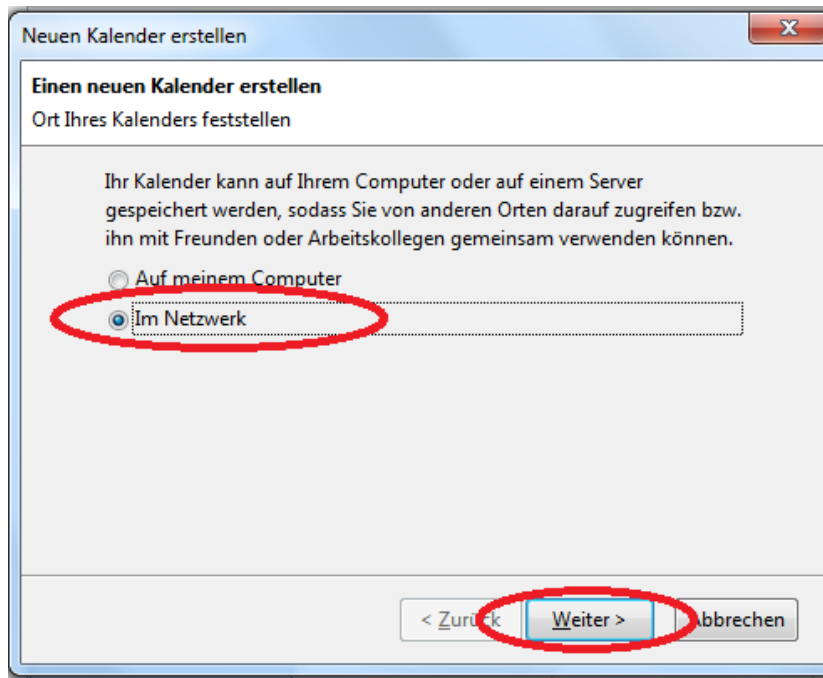
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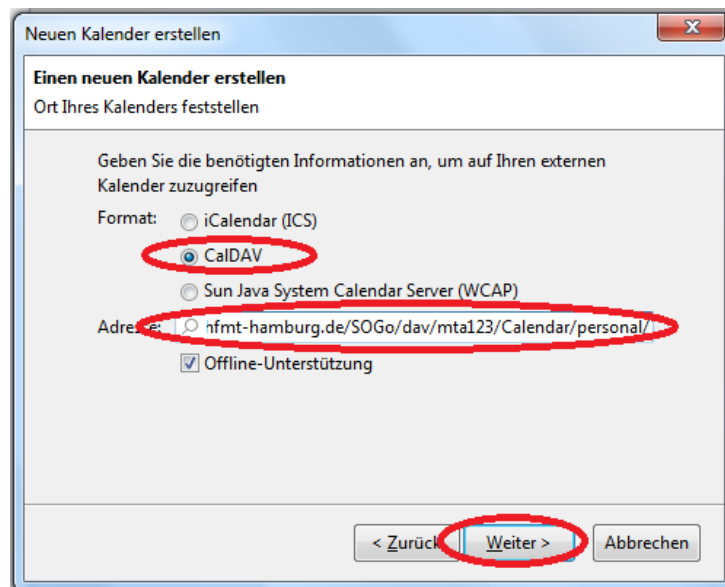
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EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

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Choose „CalDAV“ and paste the link you just copied from the webmail. Click „next“.



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Choose a reasonable name for your calendar and make sure the right HfMT E-Mail account is selected.

Neuen Kalender erstellen

**Einen neuen Kalender erstellen**  
Ihren Kalender anpassen

Sie können Ihrem Kalender einen Namen geben und Ereignisse dieses Kalenders einfärben.

Name: **HfMT Kalender**

Farbe:

Erinnerungen anzeigen:

E-Mail: **Max Muster max.muster@hfmt-ham...**

Versenden der E-Mails über den Klienten bevorzugen

< Zurück Weiter > Abbrechen

The calendar and its appointments should now appear!

max.mustermann@hfmt-hamb Kalender

Synchronisieren Termin Aufgabe Bearbeiten Löschen

Termine in den nächsten 7 Tagen enthält

Titel	Beginn	Ende	Kategorie
Kaffee trinken	Donnerstag, 17. Janu...	Donnerstag, 17. Jan...	

< Heute > Donne... KW: 3 Tag Woche Mehrere Wochen Monat

Donnerstag 17. Jan.

Kaffee trinken

08:00

09:00

Kalender

Privat

HfMT Kalender

Congratulations and happy working!!!

Your IT Service Center Team