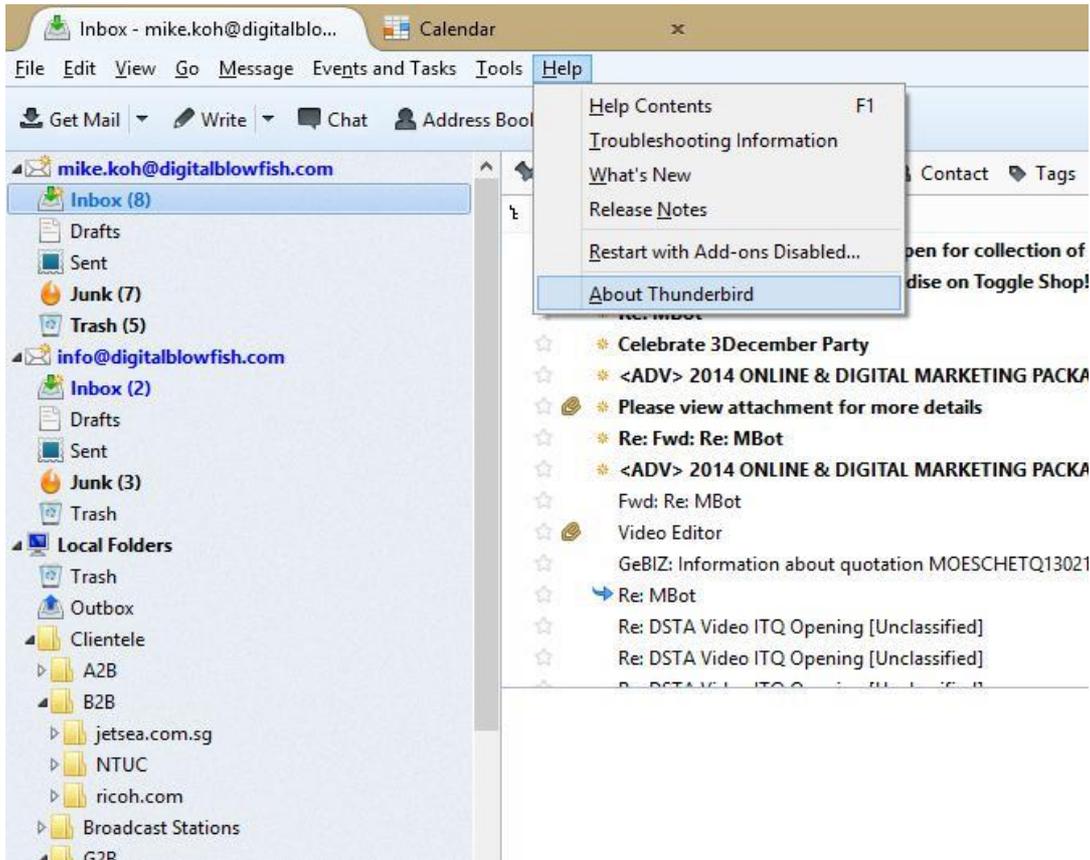


## Setup Guide For Thunderbird's Lightning & Google Calendar

Step 01 :-

Update your Thunderbird to the latest version first. Select "Help" in main menu and "About Thunderbird".

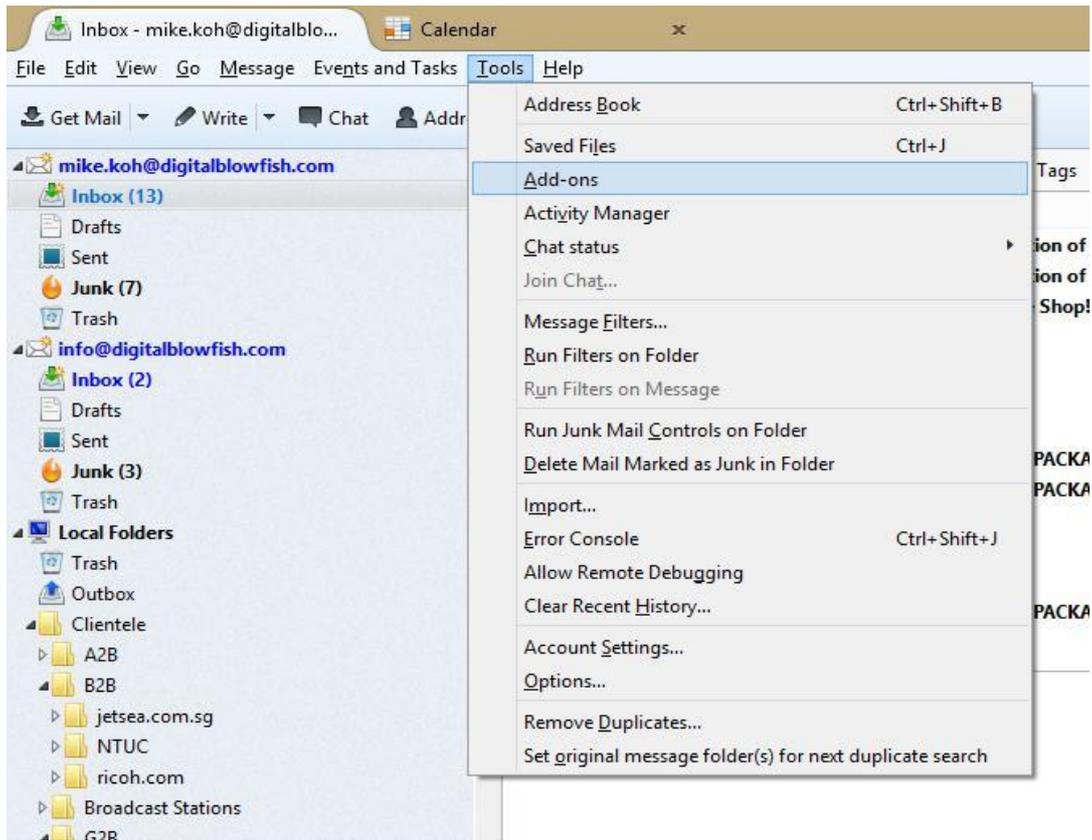


Step 02 :-

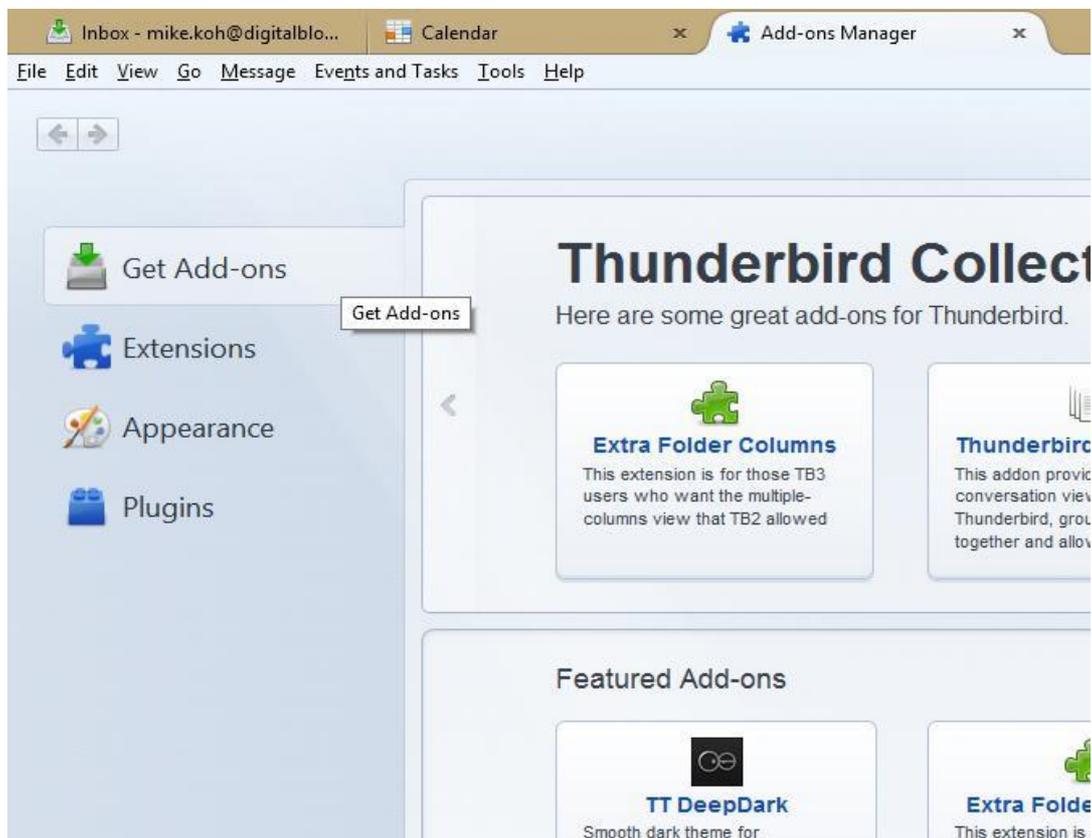
In the new pop-up dialog box, you should be automatically prompted your current version of Thunderbird and the newer updates available. Update and restart Thunderbird.



Step 03 :-  
Navigate to "Tools" and "Add-ons".

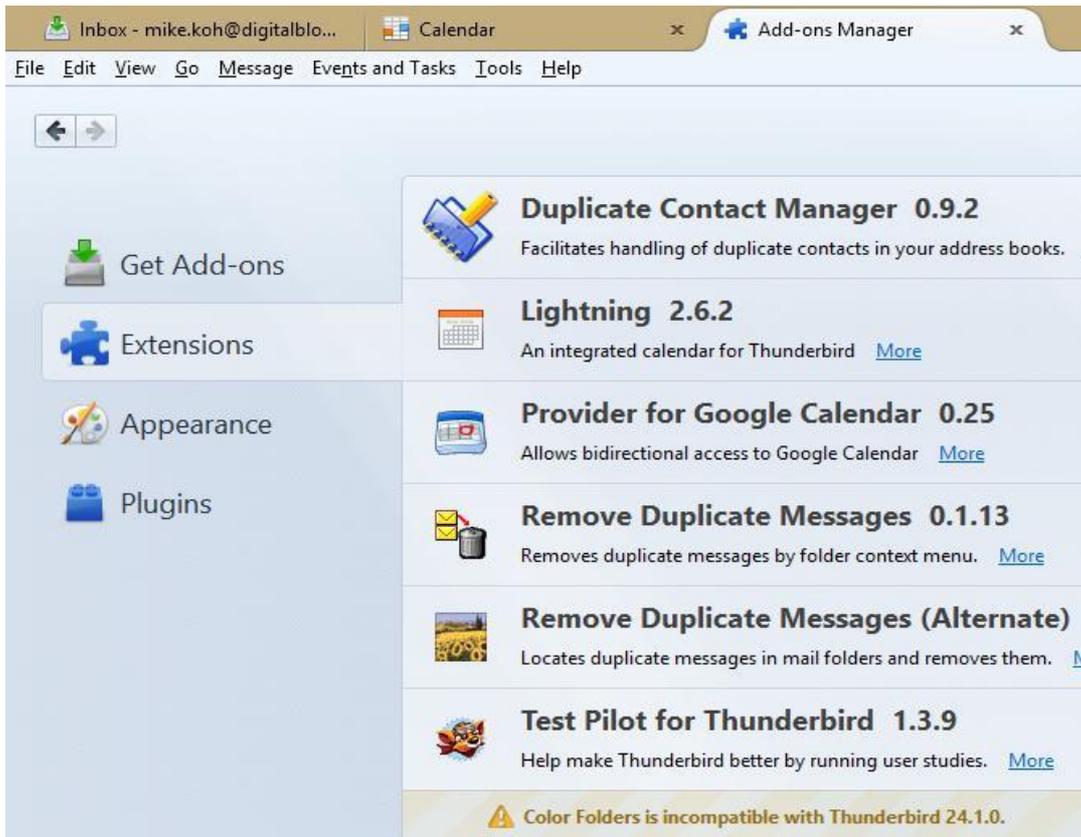


Step 04 :-  
In "Add-ons" page, select "Get Add-ons" and search for "Lightning" & "Provider for Google Calendar" plugins.



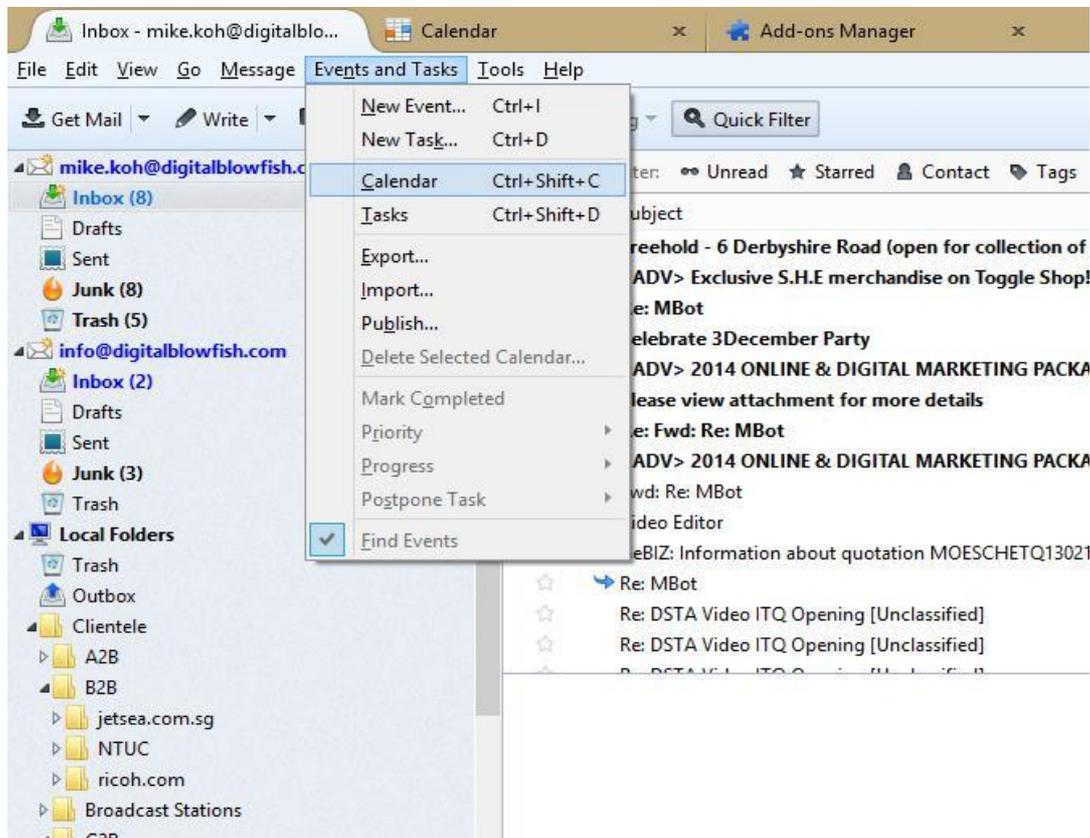
Step 05 :-

After installing both add-ons, restart Thunderbird.



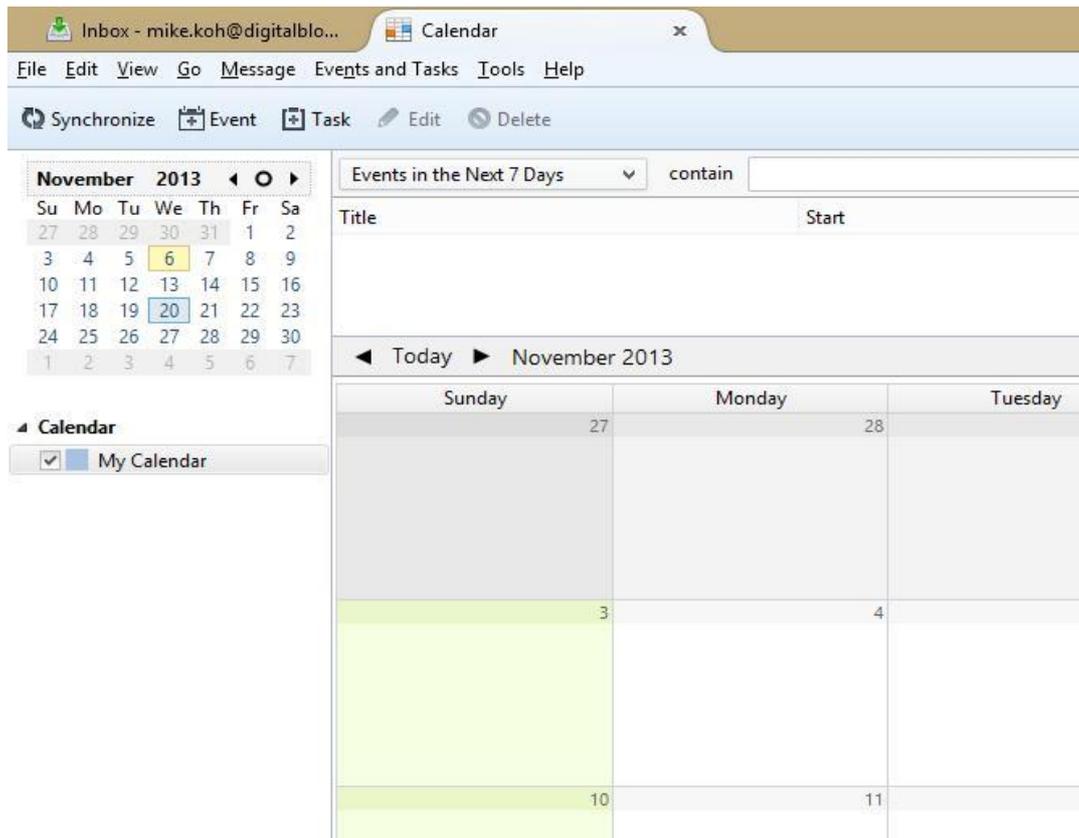
Step 06 :-

You should be able to see a new menu "Events and Tasks" in the main menu.



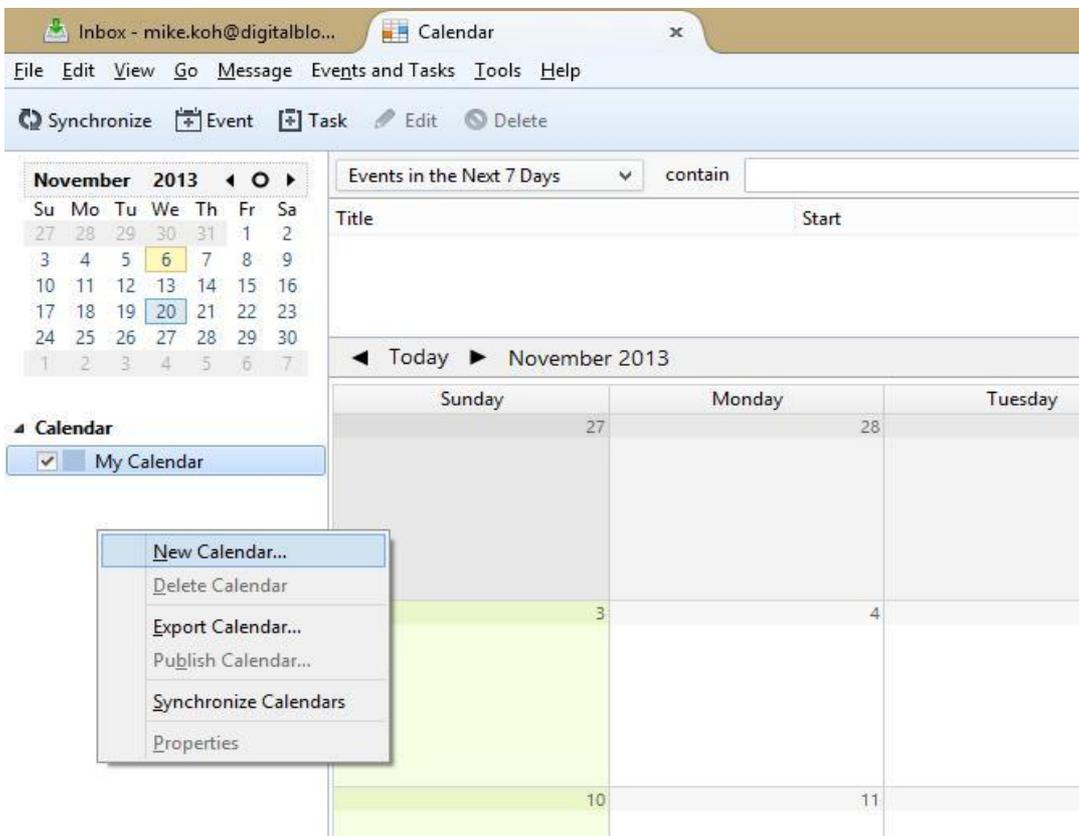
Step 07 :-

Select "Calendar" to open up Lightning's interface in Thunderbird.



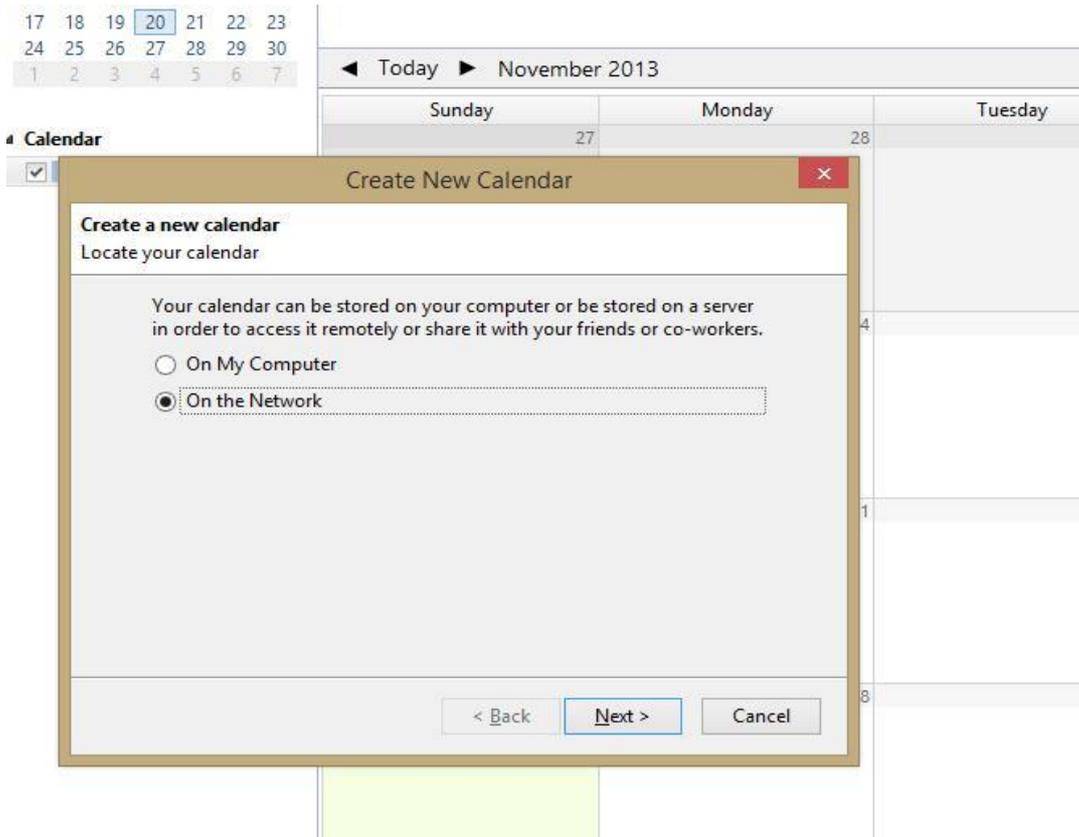
Step 08 :-

In Lightning's left hand panel, you should see a "Calendar" panel, right click and select "New Calendar".



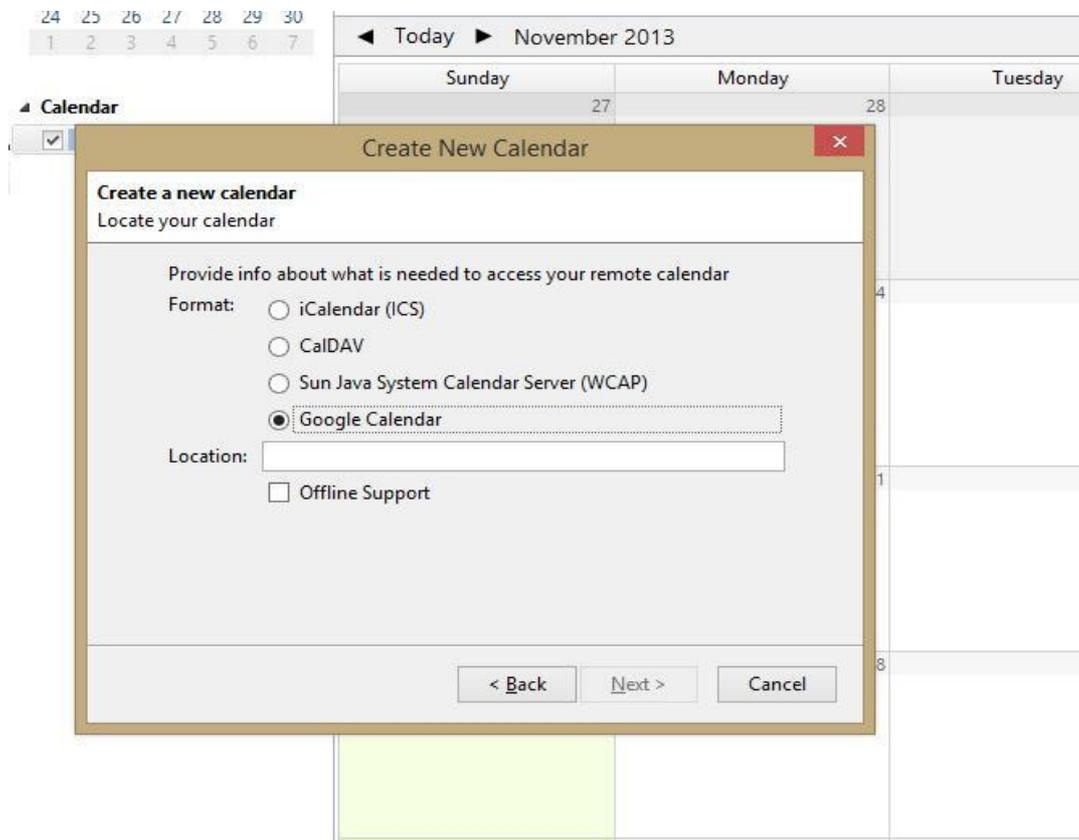
Step 09 :-

In the "Create New Calendar" pop-up dialog box, select "On the Network".



Step 10 :-

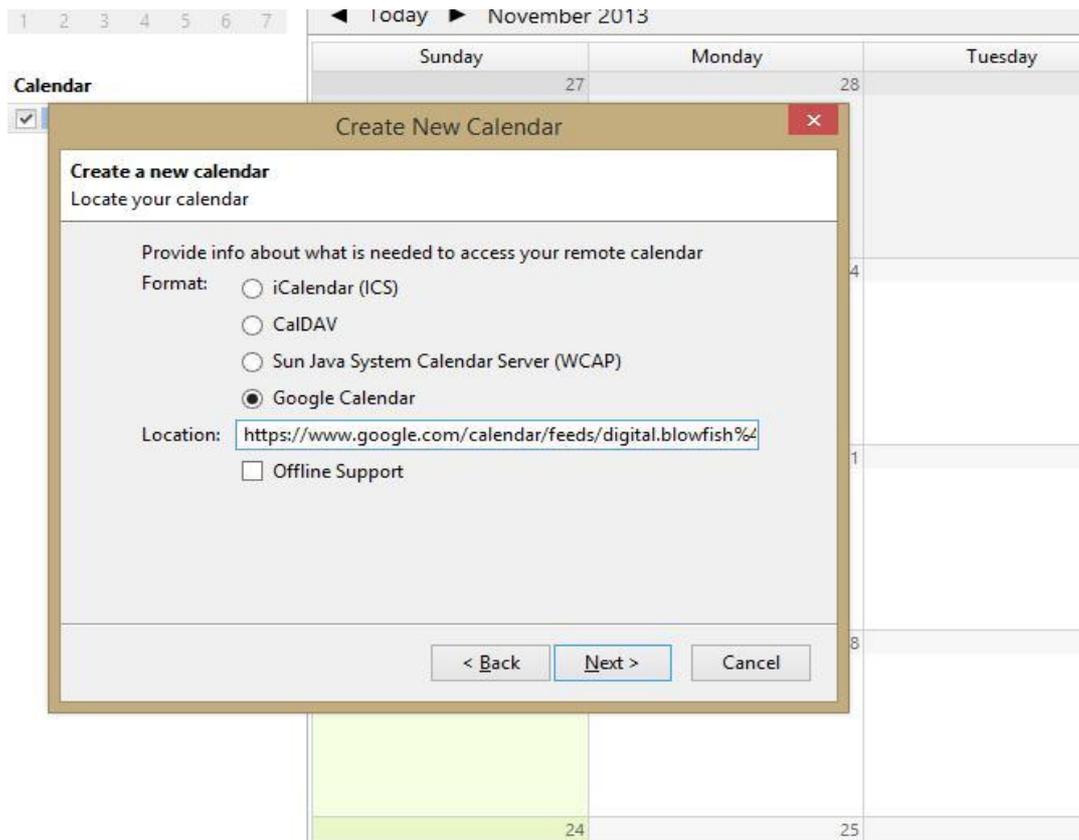
In the next dialog box, select "Google Calendar" in Format.



Step 11 :-

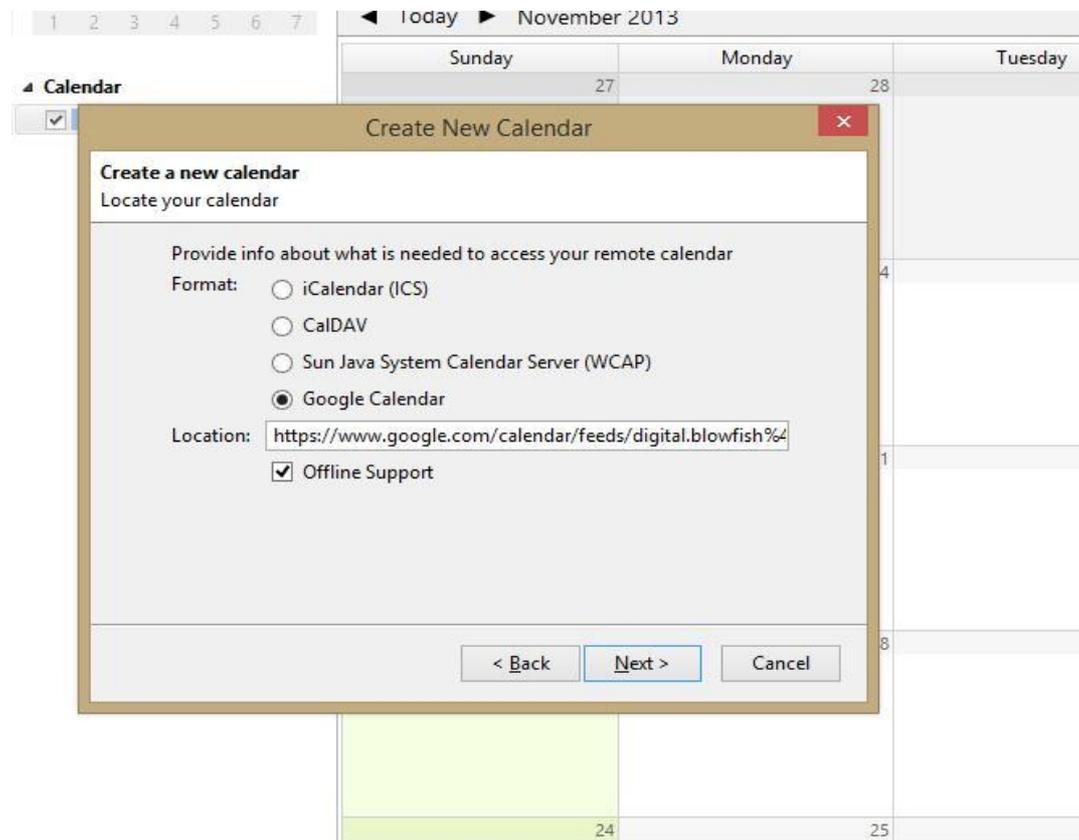
Copy and paste this string into Location : -

<https://www.google.com/calendar/feeds/digital.blowfish%40gmail.com/private-00b72efca62107a3bd4631214b02d029/basic>



Step 12 :-

and click on "Offline Support"

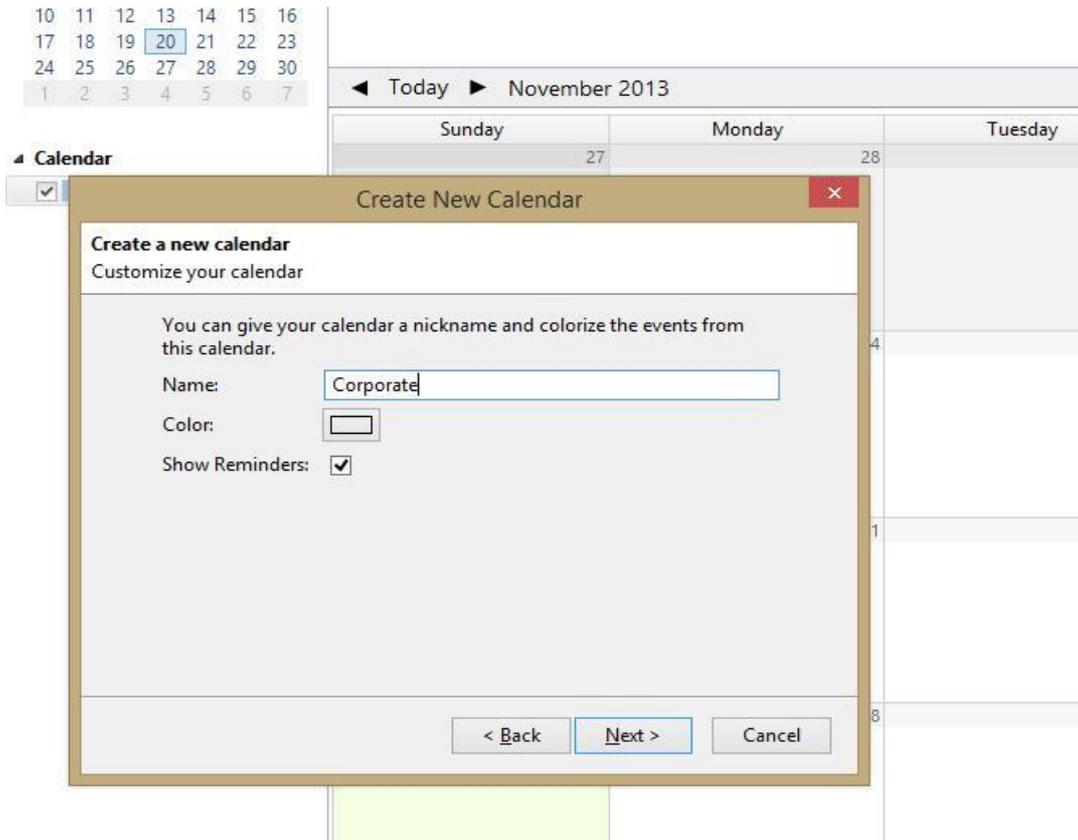


Step 13 :-

When prompted for login and password, the login should automatically show something like "[digitalblowfish@googlemail.com](mailto:digitalblowfish@googlemail.com)" or "[digitalblowfish@gmail.com](mailto:digitalblowfish@gmail.com)" (leave it as it is) and key in the password "Digitalbf1".

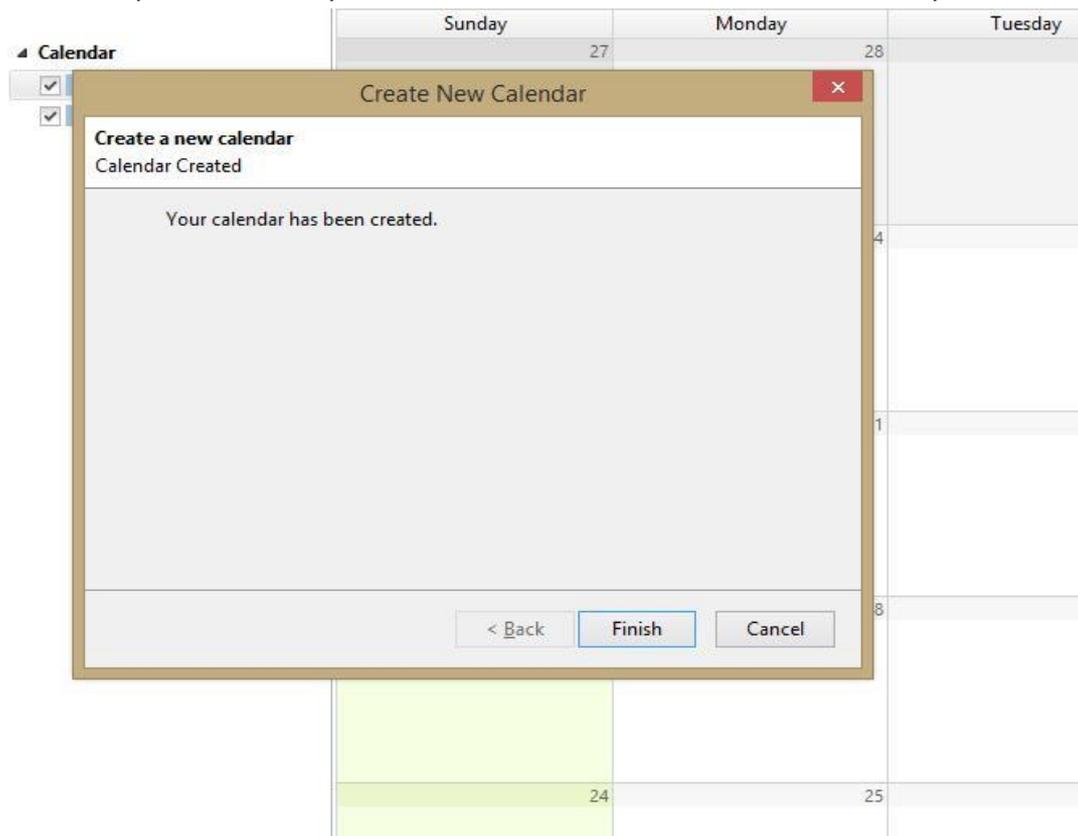
Step 14 :-

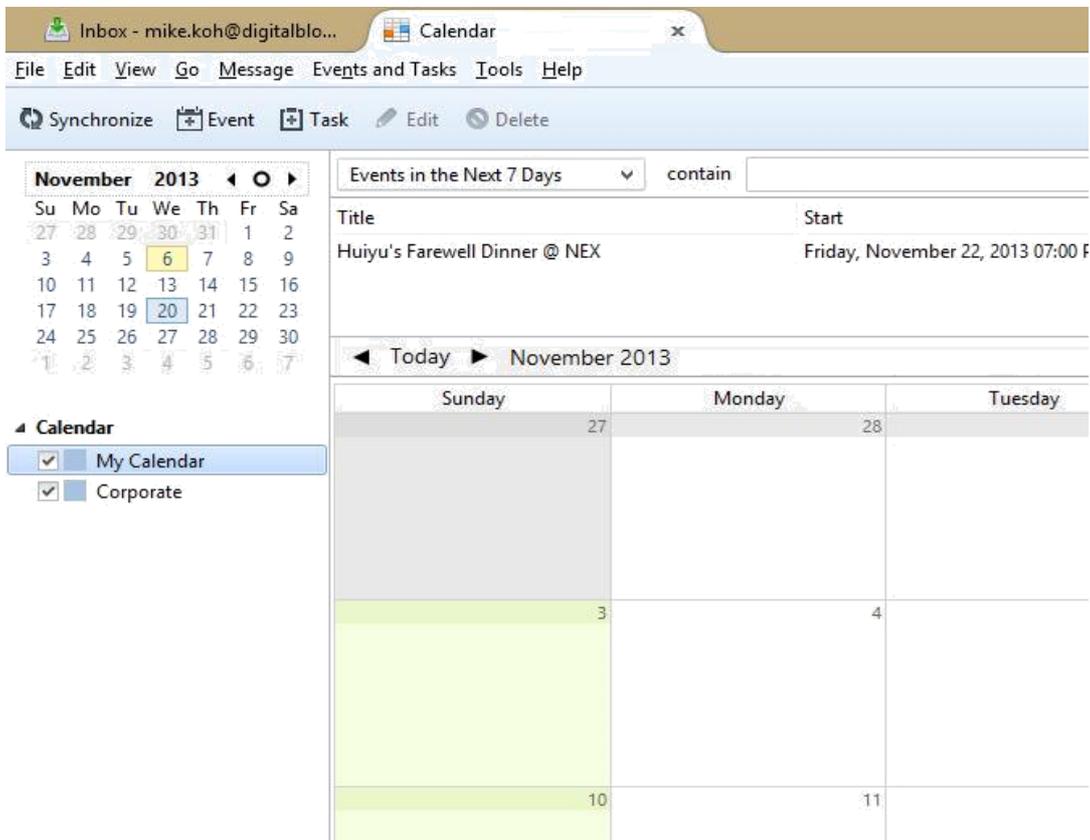
In the next dialog box, type in "Corporate", select "Show Reminders".



Step 15 :-

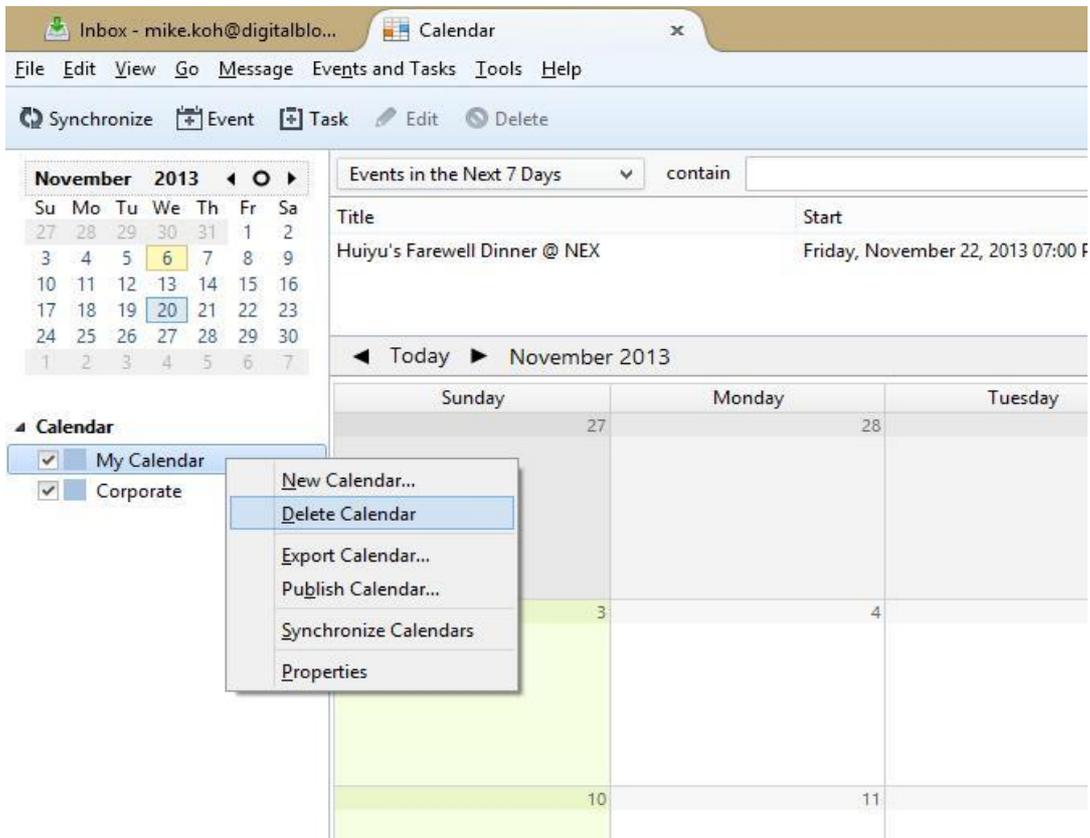
Your setup is done and you should see a new calendar listed as "Corporate".



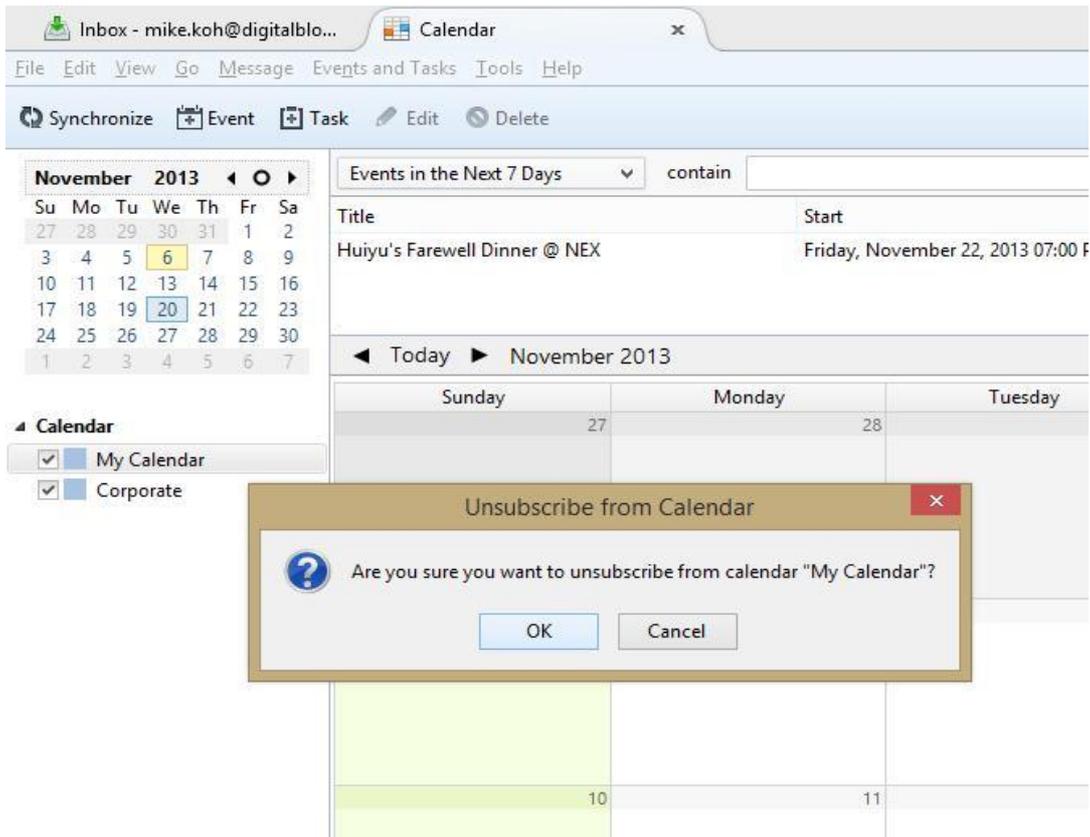


Step 16 :-

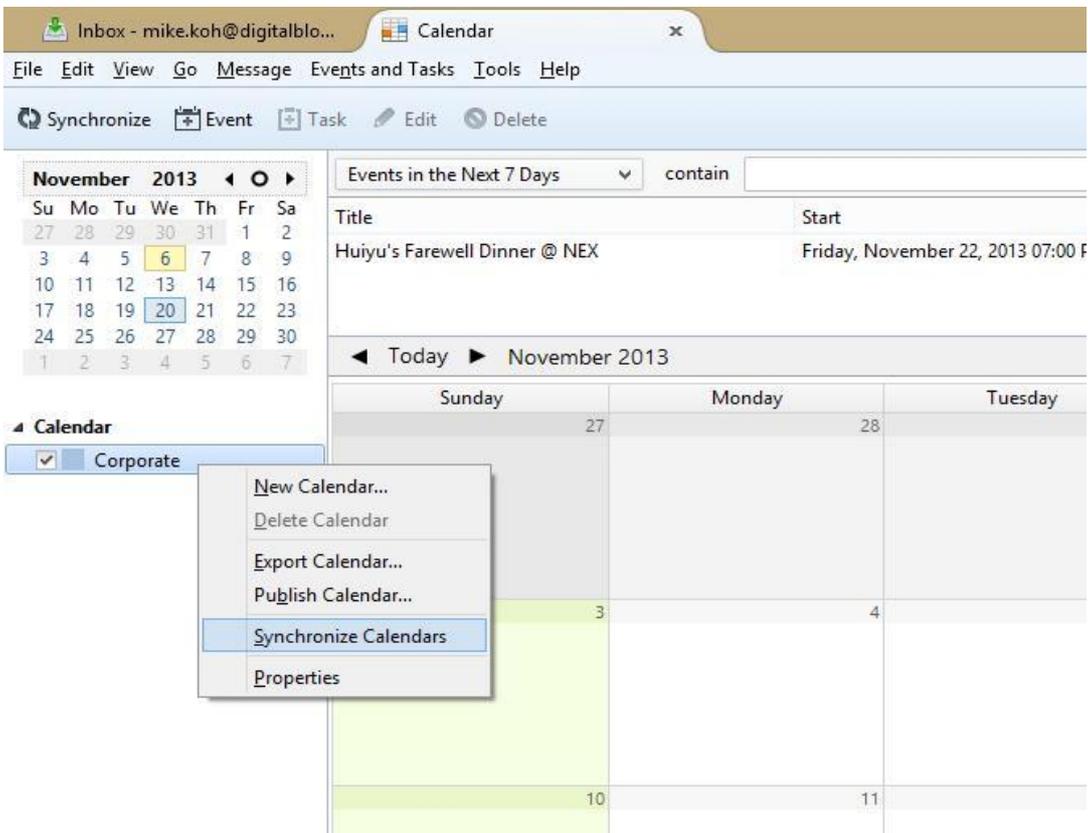
To remove other unnecessary calendar in the list if required, select and right click on the calendar.



Step 17 :-  
Click "OK" to remove.



Step 18 :-  
Your Calendar is setup and ready for use. Always Synchronize your Calendars to keep them updated online and offline.



## Example posting format

The screenshot shows an Outlook calendar event edit window titled "Edit Event: Huiyu's Farewell Dinner @ NEX". The window has a menu bar with "Event", "Edit", "View", and "Options". Below the menu bar are buttons for "Save and Close", "Invite Attendees", "Privacy", "Attach", and "Delete".

The event details are as follows:

- Title:** Huiyu's Farewell Dinner @ NEX
- Location:** Swenson's @ NEX
- Category:** Company Outing
- Calendar:** Corporate
- All day Event
- Start:** 22-Nov-13, 7:00 PM
- End:** 22-Nov-13, 9:00 PM
- Repeat:** Does not repeat
- Reminder:** No reminder
- Description:** Posted by Mike  
Reposted by Yushan  
Huiyu's farewell dinner @ NEX's Swenson

The background shows a calendar grid with the date Friday, November 22, 2013, highlighted. The grid also shows other dates like 28, 4, and 11, and the day of the week Tuesday.

Documented & Published by Mike Koh – 20/11/2013.