

Windows 8.1 using Thunderbird/Lightning to import and export ical files.

The presentation will setup Lightning in Thunderbird to import and export ical files.

Preuss

9/25/2014



Tim Preuss



This PC



Recycle Bin



Control Panel



Mozilla Firefox



Mozilla Thunderbird

Logon to your system.



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Inbox

Get Messages | Write | Chat | Address Book | Tag | Quick Filter | Search... <Ctrl+K>

tim_preuss@m...innesota.edu | Filter these messages... <Ctrl+Shift+K>

Subject	From	Date
Re: MSCTC Programming/IT Advisory Meeting I...	Margo Rolczynski	9:12 AM
Re: MSCTC Programming/IT Advisory Meeting I...	John Tassava	9/24/2014 3:59 PM
Re: MSCTC Programming/IT Advisory Meeting I...	Sluke	9/24/2014 1:06 PM
Re: MSCTC Programming/IT Advisory Meeting I...	Sluke	9/24/2014 11:05 ...
Re: MSCTC Programming/IT Advisory Meeting I...	White	9/24/2014 8:40 AM
Re: MSCTC Programming/IT Advisory Meeting I...	Drive	9/24/2014 1:41 AM
Re: MSCTC Programming/IT Advisory Meeting I...	Ingolfsland	9/23/2014 10:40 ...
Re: MSCTC Programming/IT Advisory Meeting I...	Tassava	9/23/2014 9:29 PM
Re: MSCTC Programming/IT Advisory Meeting I...	Curtis	9/23/2014 4:45 PM
Re: MSCTC Programming/IT Advisory Meeting I...	Stieha	9/23/2014 2:32 PM
Re: MSCTC Programming/IT Advisory Meeting I...	Wilkins	9/23/2014 12:42 ...
Re: MSCTC Programming/IT Advisory Meeting I...	White	9/23/2014 11:51 ...
Re: MSCTC Programming/IT Advisory Meeting I...	Bohanna	9/23/2014 11:32 ...
Re: MSCTC Programming/IT Advisory Meeting I...	Tim Sanden	9/23/2014 11:27 ...
Re: Fwd: Good Morning Tim	Loren Haagenon	9/23/2014 11:07 ...

Unread: 0 | Total: 27

Start Thunderbird. Thunderbird should already be setup to work with your college email account.



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Mozilla Thunderbird

Access the Thunderbird menu.
Select the menu option
Add-ons.

- Activity Manager
- Message Filters
- Add-ons**
- Options
- File
- View
- Go
- Message
- Tools
- Help

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- Control Panel
- Mozilla Firefox
- Mozilla Thunderbird

Inbox | Add-ons Manager

← → [Settings] Search all add-ons

What are Add-ons?

Add-ons are applications that let you personalize Thunderbird with extra functionality or style. Try a weather notifier, or a themed look to your own.

Add-on Collection

Extensions for Thunderbird.

- Extra Folder C
- Thunderbird C

This is the add-ons manager screen.



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Inbox

Add-ons Manager



Enter the term lightning in the search box.

lightning



Search



Get Add-ons



Extensions



Appearance



Plugins

Name

Last Updated

Best match



Lightning 3.3.1

Tuesday, September 23, 2014

Organize your schedule and life's important events in a calendar t... [More](#)

Install



Lightning Calendar Tabs 1.3

Sunday, November 11, 2012

Displays tabs which allows quick



Lightning Nightly Update

Quickly get to the latest nightly



LightningButton 1.0

Toolbar-Buttons for Lightning

The presentation installs Lightning 3.3.1. The version of Lightning changes often, so your number may not be the same. You want the basic Lightning package as shown.



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- Mozilla Thunderbird

Inbox | Add-ons Manager

lightning

Search: My Add-ons | Available Add-ons

Lightning will be installed after you restart Thunderbird. [Restart now](#) [Undo](#)

Name	Last Updated	Best match
Lightning 3.3.1 An integrated calendar for Thunderbird More	Thursday, September 25, 2014	Restart now Undo
Lightning Displays tabs	Monday, November 4, 2012	Install
Lightning Quickly get t	Tuesday, July 19, 2011	Install
Lightning Toolbar-Butt	Thursday, March 29, 2012	Install

Once Lightning is installed, Thunderbird must be restarted. The presentation selects Restart Now to continue.



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Mozilla Thunderbird

Inbox Add-ons Manager

Thunderbird restarted. You may close the Add-ons manager screen.

Thunderbird Collection

Here are some great add-ons for Thunderbird.

Lightning Extra Folder C Thunderbird C

Today Pane

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Mozilla Thunderbird

Inbox

Get Messages | Write | Chat | Address Book | Tag | Quick Filter | Search... <Ctrl> | Events

tim_preuss@m...innesota.edu

Inbox

Subject	From
Re: MSCTC Programming/IT A...	Margo Rolczynski
Re: MSCTC Programming/IT A...	John Tassava
Re: MSCTC Programming/IT A...	Mike Sluke
Re: MSCTC Programming/IT A...	Mike Sluke
Re: MSCTC Programming/IT A...	Shane White
OneDrive now supports 10 GB ...	OneDrive

Templates

[Gmail]

Drafts

Sent Mail

All Mail

Spam

Trash

Important

Starred

Follow up

Misc

Priority

Local Folders

Trash

Outbox

The presentation prefers a tab for the calendar. The presentation selects the menu option | Events and Tasks | Calendar to open a calendar tab.

New Message

Attachments

Edit

Find

Print...

Save As

Folders

Empty Trash

Calendar

Tasks

Export...

Import...

Publish...

Delete Selected Calendar...

Mark Completed

Priority

Progress

Postpone Task

Find Events

Calendar Properties...

Activity Manager

Message Filters

Add-ons

Options

File

View

Go

Message

Events and Tasks

Tools

Help

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- Recycle Bin
- Control Panel
- Mozilla Firefox
- Mozilla Thunderbird

Inbox | Calendar

Synchronize | Event | Task | Edit | Delete

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Events in the Next 7 Days contain

Title	Start	End	Category
Thursday Sep 25			
	8:00 AM		
	9:00 AM		
	10:00 AM		
	11:00 AM		
	12:00 PM		
	1:00 PM		
	2:00 PM		
	3:00 PM		
	4:00 PM		

Today | Thursday... | CW: 39 | Day | Week | Multiweek | Month

Tasks

Show completed Tasks

Title

Today Pane

The presentation prefers a Month view. The presentation selects the Month tab.



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brazil.minnesota.edu

brazil.minnesota.edu

Google

Minnesota State Community and Technical College MState Information Technology Academic Department Moorhead, MN

Welcome to the brazil web site. This site primarily provides instructional support for classes taught at Minnesota State Community and Technical College, Moorhead MN. This site does provide information for selected Minnesota State University Moorhead Information Technology classes. We do have some items that may interest visitors, however no has permission to damage this site.

Most visitors will find more information about [Minnesota State Community and Technical College](#) site. Additional information about [Minnesota State University Moorhead](#) is available.

[Fall Classes](#)

[Spring Classes](#)

[General Interest](#)

The presentation goes to a web site to obtain an ical file to import.



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http://brazil.mi...0/csci1110.html x +

brazil.minnesota.edu/csci1110/csci1110.html

Google

Informatics

CSCI1110

Opening csci1110_fall2014.ics

You have chosen to open:

- csci1110_fall2014.ics
which is: ics File (5.0 KB)
from: http://brazil.minnesota.edu

What should Firefox do with this file?

- Open with
- Save File
- Do this automatically for files like this from now on.

These are the class materials

[Download the class syllabus](#)

[Download the class schedule](#)

[Download the iCalendar file](#)

[Lab01](#)

[Lab02](#)

[Lab03](#)

[Lab04](#)

The presentation selects an ical file for a class and downloads the file to the computer.

Command Prompt



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Mozilla Thunderbird

http://brazil.mi...0/csci1110.html x +

brazil.minnesota.edu/csci1110/csci1110.html

Google

csci1110_fall2014.ics
5.0 KB — minnesota.edu — 9:55 AM

Show All Downloads

These are the class materials for Mr. Preuss class

[Download the class syllabus](#)

[Download the class schedule and assignment schedule](#)

[Download the iCalendar file for this class](#)

[Lab01](#)

[Lab02](#)

[Lab03](#)

[Lab04](#)

The file is small and the download is done quickly.

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- Control Panel
- Mozilla Firefox
- Mozilla Thunderbird

Import

This PC > Downloads

Search Downloads

Organize | New folder

Name	Date modified	Type
csci1110_fall2014.ics	9/25/2014 9:55 AM	ICS File

File name: csci1110_fall2014.ics | iCalendar (*.ics)

Open | Cancel

Calendar interface showing a month view for September 2014.

Category: []

Day | Week | Multiweek | **Month**

Thursday	Friday	Saturday
4	5	6
11	12	13
18	19	20
25	26	27
2	3	4

Today Pane

The presentation goes the folder with the ical file. The presentation selects the file and opens the file

4 Reminders

- Quiz01 Closes**
Saturday, September 6, 2014 9:00 PM – 10:00 PM
Location: D2L
[Details...](#)
Snooze for ▾
Dismiss
- Quiz02 Closes Saturday, September 13, 2014 9:00 PM
- Lab 01 Due Friday, September 19, 2014 4:00 PM
- Quiz03 Closes Saturday, September 20, 2014 9:00 PM

Snooze All for ▾ Dismiss All

Calendar window with search and navigation options.

End Category

- Saturday, September 27, 2...
- Thursday, September 25, ...
- Tuesday, September 30, 2...

CWs: 36-40 Day Week Multiweek **Month**

Calendar

Home

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Aug 1:00 AM Quiz...	1 Sep MSCTC Holid...	2 2:00 PM csci1...	3	4 2:00 PM csci1...	5	6 9:00 PM Q... ⚠
7 1:00 AM Quiz...	8	9 2:00 PM csci1...	10	11 2:00 PM csci1...	12	13 9:00 PM Q... ⚠
14 1:00 AM Quiz...	15	16 2:00 PM csci1...	17	18 2:00 PM csci1...	19 4:00 PM La... ⚠	20 9:00 PM Q... ⚠
21	22	23 2:00 PM csci1...	24	25 2:00 PM csci1...	26	27 9:00 PM Q... ⚠
	29	30 Sep 2:00 PM csci1...	1 Oct	2 2:00 PM Artic...	3 4:00 PM La... ⚠	4

Today Pane ^

The presentation successfully imported the class data into the calendar.

- Control Panel
- Mozilla Firefox
- Mozilla Thunderbird

New Event: Happy test

Event Edit View Options

Save and Close Invite Attendees Privacy Attach Delete

Title: Happy test

Location: Happy Lande

Category: None Calendar: Home

All day Event

Start: 9/26/2014 4:00 PM

End: 9/26/2014 5:00 PM

Repeat: Does not repeat

Reminder: No reminder

Description: This is a test event in the Home calendar.

Time as: Busy

The presentation creates a new event for the home calendar.

Calendar application window showing a monthly view. The calendar is for September 2014. A new event is highlighted in yellow on Saturday, September 27th, at 9:00 PM. The event title is partially visible as '9:00 PM Q...'. Other events are visible on various days, including '2:00 PM csci1...' and '4:00 PM La...'. The calendar view includes tabs for 'Week', 'Multiweek', and 'Month', and a 'Today Pane' at the bottom right.

Thunderbird



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Control Panel



Mozilla Firefox



Mozilla Thunderbird

Calendar window showing event details and a monthly view.

Events in the Next 7 Days

Title	Start	End	Category
Quiz04 Closes	Saturday, September 27, 2...	Saturday, September 27, 2...	
csci1110	Thursday, September 25, 2...	Thursday, September 25, ...	
csci1110	Tuesday, September 30, 20...	Tuesday, September 30, 2...	

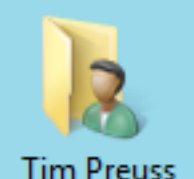
Navigation: Today, September 2014, CWs: 36-40, Day, Week, Multiweek, **Month**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Aug	1 Sep	2	3	4	5	6
1:00 AM Quiz...	MSCTC Holid...	2:00 PM csci1...		2:00 PM csci1...		9:00 PM Q... ⚠
7	8	9	10	11	12	13
1:00 AM Quiz...		2:00 PM csci1...		2:00 PM csci1...		9:00 PM Q... ⚠
14	15	16	17	18	19	20
1:00 AM Quiz...		2:00 PM csci1...		2:00 PM csci1...	4:00 PM La... ⚠	9:00 PM Q... ⚠
21				25	26	27
1:00 AM Quiz...				4:00 PM Hap...		9:00 PM Q... ⚠
28				2	3	4
				M Artic...	4:00 PM La... ⚠	

Calendar sidebar: Home

Today Pane: 25 Today Pane ^

The event is successfully saved in the Home calendar.



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Control Panel



Mozilla Firefox



Mozilla Thunderbird

Inbox | Calendar

Synchronize | Event | Task | Edit | Delete

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Events in the Next 7 Days contain

Title	Start	End

Today | September 2014 | CWs:

Sunday	Monday	Tuesday	Wednesday
31 Aug	1 Sep	2	3
7	8	9	

Calendar

- Home

Downloading 110 of 115 in Sent Mail

- New Message
- Attachments
- Edit
- Find
- Print...
- Save As
- Folders
- Empty Trash
- Calendar
- Tasks
- Export...
- Import...
- Publish...
- Delete Selected Calendar...
- Mark Completed
- Priority
- Progress
- Postpone Task
- Find Events
- Calendar Properties...

- Activity Manager
- Message Filters
- Add-ons
- Options
- File
- View
- Go
- Message
- Events and Tasks
- Tools
- Help

The presentation opens the menu | Events and Tasks | Export.

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- Recycle Bin
- Control Panel
- Mozilla Firefox
- Mozilla Thunderbird

Export

This PC > Downloads

Search Downloads

Organize | New folder

Name	Date modified	Type
csci1110_fall2014.ics	9/25/2014 9:55 AM	ICS File

File name: Home.ics

Save as type: iCalendar (*.ics)

Hide Folders | Save | Cancel

Calendar

Category

27, 2...
r 25, ...
30, 2...

Day | Week | Multiweek | **Month**

Thursday	Friday	Saturday
4	5	6
		9:00 PM Q... ⚠
11	12	13
		9:00 PM Q... ⚠

The presentation gives the ical file a name and saves the file. The entire Home calendar is in the newly saved file.