Lightning is a so-called add-on for the mail client Thunderbird and with Lightning the University’s calendar can be integrated into the mail client.

**Pre-Settings**
First, you need to set up your personal email account provided by the University in Thunderbird. A “How-to” can be found here: [http://www.uni-bielefeld.de/bits/services/e-mail-und-kalender/index.html](http://www.uni-bielefeld.de/bits/services/e-mail-und-kalender/index.html)

**Install Lightning**

To install Lightning please go to the Add-ons Manager tab by clicking the **Menu button > Add-ons > Extensions** to display the search box.

Enter „Lightning” in the search box and click either **Enter** or click the **magnifying glass icon**. Click on **Install** next to the found Lightning Add-on.

Wait for the add-on to be downloaded and click on **Restart now** if prompted.
After the installation of Lightning you will now find a calendar icon in the Thunderbird tool bar.

To configure Lightning just click on the calendar icon.

Configure Lightning

Right-click in the calendar list on the left side of the screen. Choose New Calendar from the drop-down menu.
Select **On the Network** and click **Next**.

**As Format select**

> **CalDAV**

Enter the following path in the **Location** box:

> https://caldav.uni-bielefeld.de/users/Uni-Email-Address@uni-bielefeld.de/calendar/

**Example:**

https://caldav.uni-bielefeld.de/users/max.muster@uni-bielefeld.de/calendar/

Enter a name for the calendar, select whether reminders should be displayed or not and select the email account of the calendar owner from the list shown.

Click **Next** to finish the configuration.
Enter your username and password for the server if requested

Username:
- Your email address provided by the University
Password:
- Your BITS-Password

The setup is done and a click on Finish will end the configuration.

Adding shared calendars

To add shared calendars please use the configuration described above. Instead of your personal email address just use the email address of the shared calendar.

Example:
Max Muster wants to add the calendar of Berta Musterfrau. So the caldav location path is:
https://caldav.uni-bielefeld.de/users/berta.musterfrau@uni-bielefeld.de/calendar