

Changing Your Thunderbird Connection from Physics to Exchange

Updated: 7/25/14

Following this configuration document will cause your Thunderbird client to resynchronize its folder list and all messages with your new Exchange mailbox. Large mailboxes may notice a delay before all folders and messages appear.

Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between the Physics mail server and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding so they can be replicated.

Locally stored filters, rules and settings should remain in place, however any rules, permissions, filters or other settings stored on the Physics server will need to be recreated manually on the Exchange mailbox.

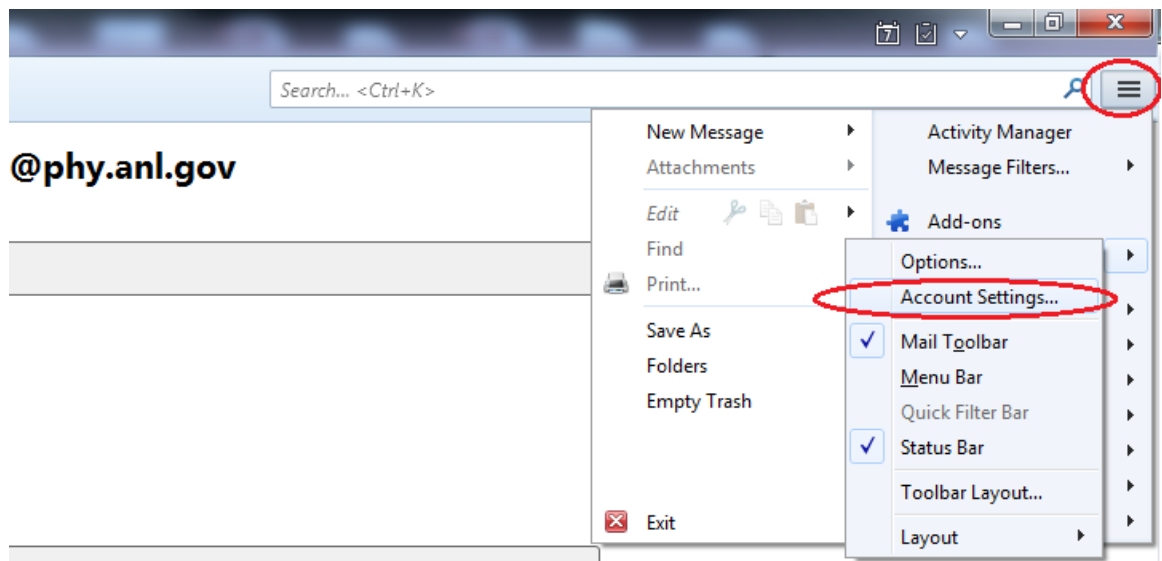
If you have any message rules or filters configured within Thunderbird, you may want to export them before you begin in case you discover they need to be re-imported after you set up your new mailbox. Instructions for exporting and importing your Thunderbird message rules can be found in the Email Services How-to section, or by referencing the following link.

https://wiki.inside.anl.gov/wiki_inside/images/a/a2/Exporting_and_Importing_Message_Rules_in_Thunderbird.pdf

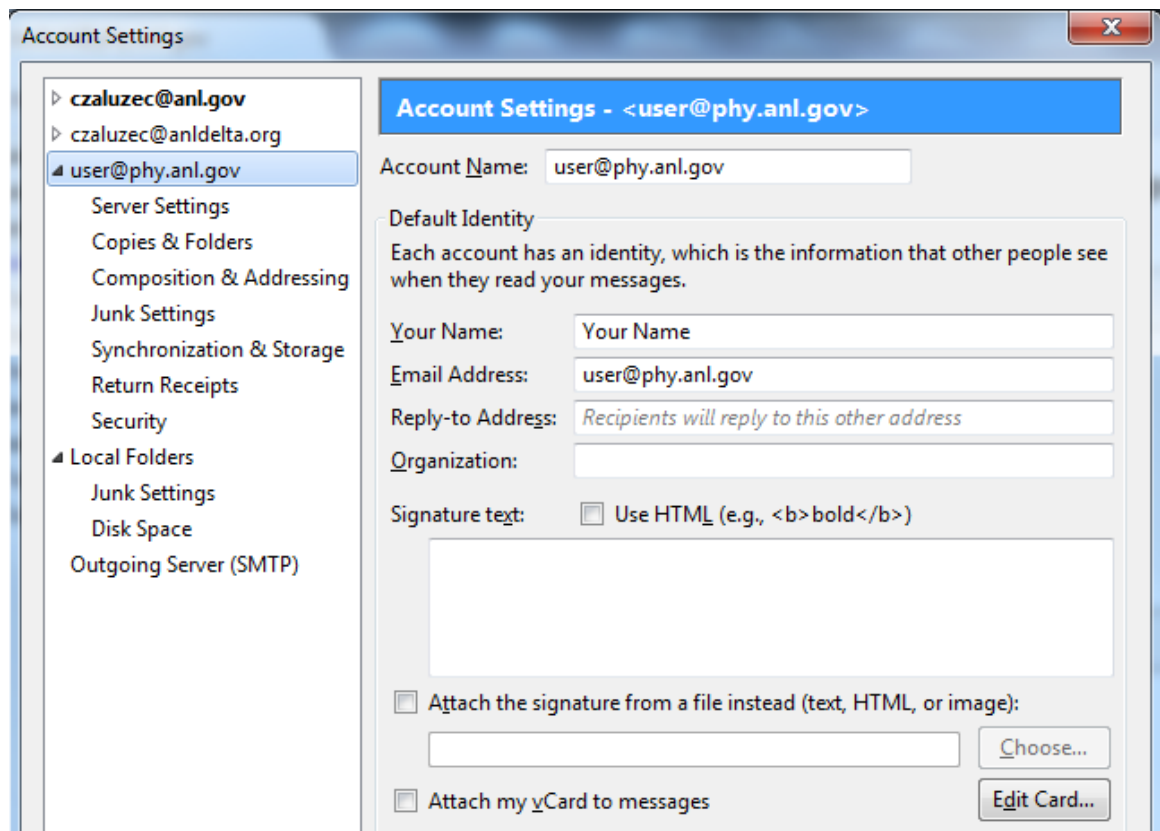
1. Start up “Thunderbird”.



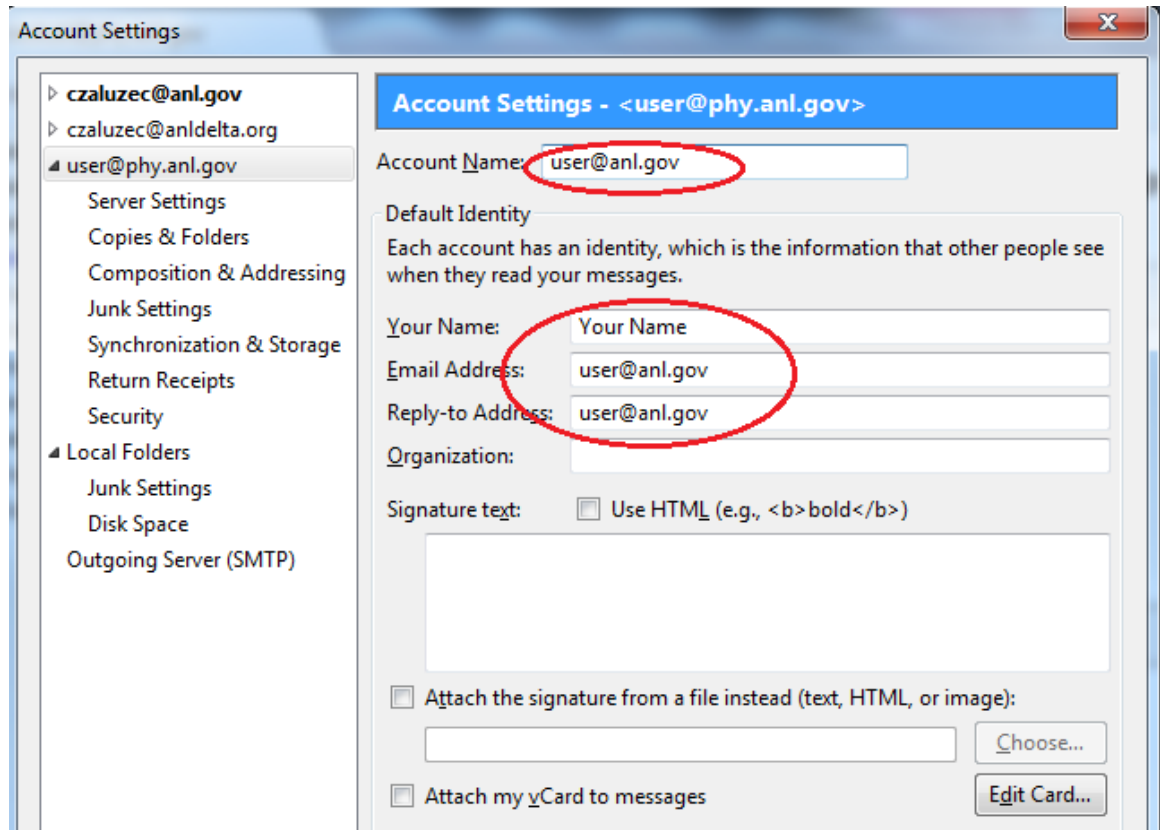
2. From the main menu, click “Options” and Choose “Account Settings”.



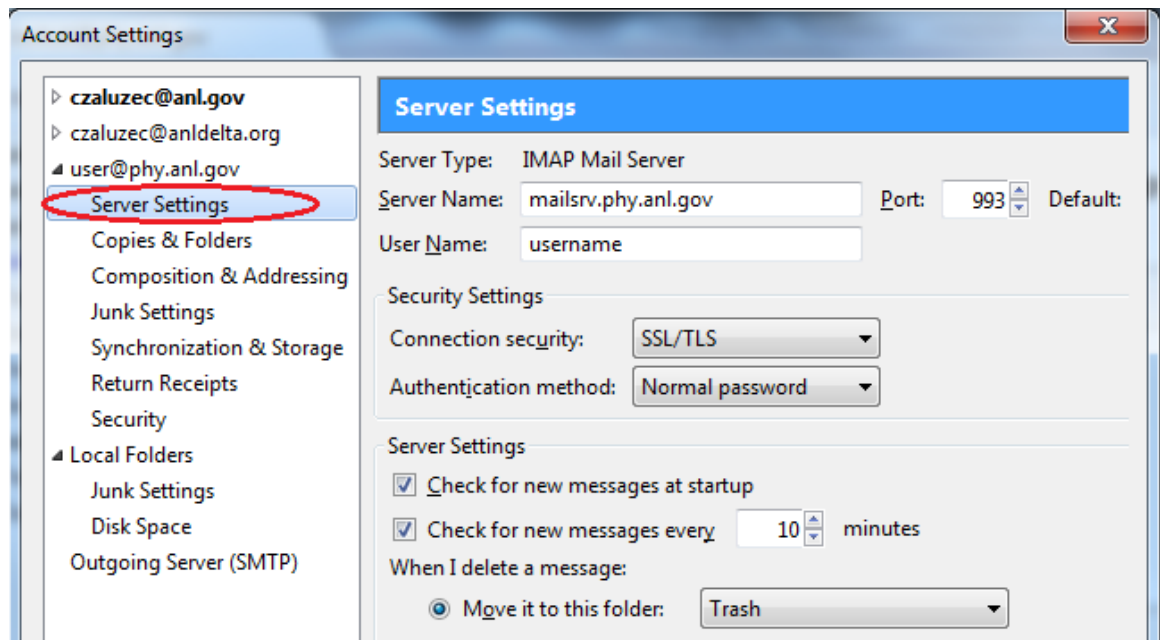
3. Click on your “**email account name**” on the left, if it is not already selected.



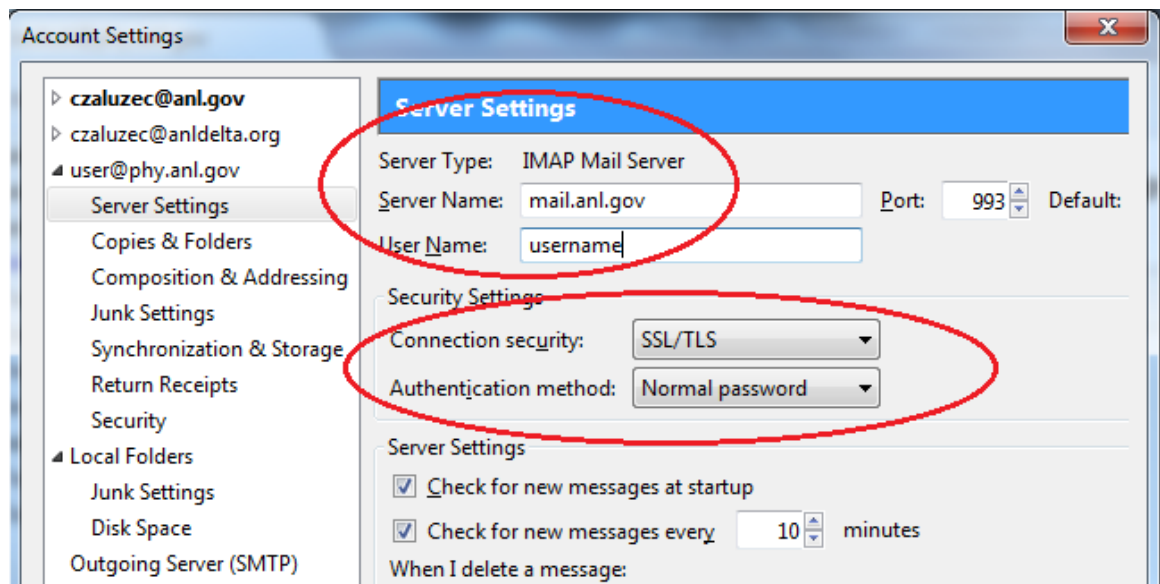
4. Edit **“Your Account Name”** by *Clicking* on it, , change any instances of your @phy.anl.gov address to your @anl.gov address.



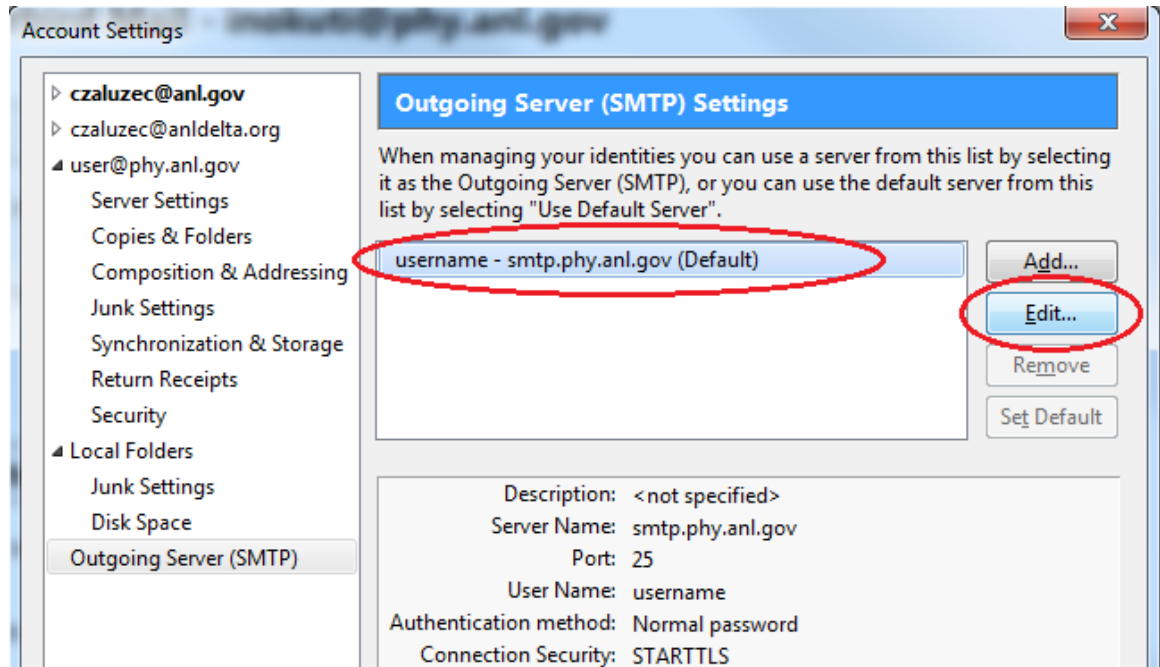
5. Click on “**Server Settings**” on the left below your email address.



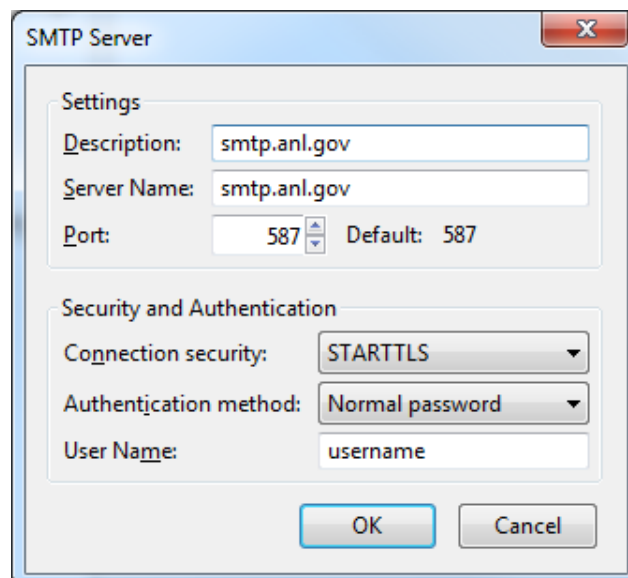
6. Edit the “**Server Name**” by clicking in the box. Change “**mailsrv.phy.anl.gov**” to “**mail.anl.gov**”. Confirm that the “**User Name:**” listed is your **ANL domain username**, “**Connection Security:**” is set to “**SSL/TLS**” and “**Authentication method:**” is set to “**Normal Password**”.



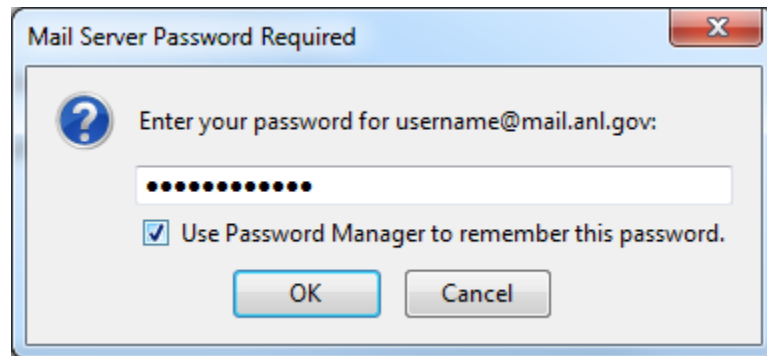
7. Click on **“Outgoing Server (SMTP)”** on the left at the bottom of the list. *Highlight* the Physics SMTP server (smtp.phy.anl.gov) and Click **“Edit...”**.



8. Replace **“smtp.phy.anl.gov”** with **“smtp.anl.gov”**. Confirm that the **“Port:”** is set to **“587”**, **“Connection Security:”** is set to **“STARTTLS”**, **“Authentication Method:”** is set to **“Normal Password”**, and **“User Name”** is set to your ANL domain User Name. Click **“OK”** to confirm the changes.

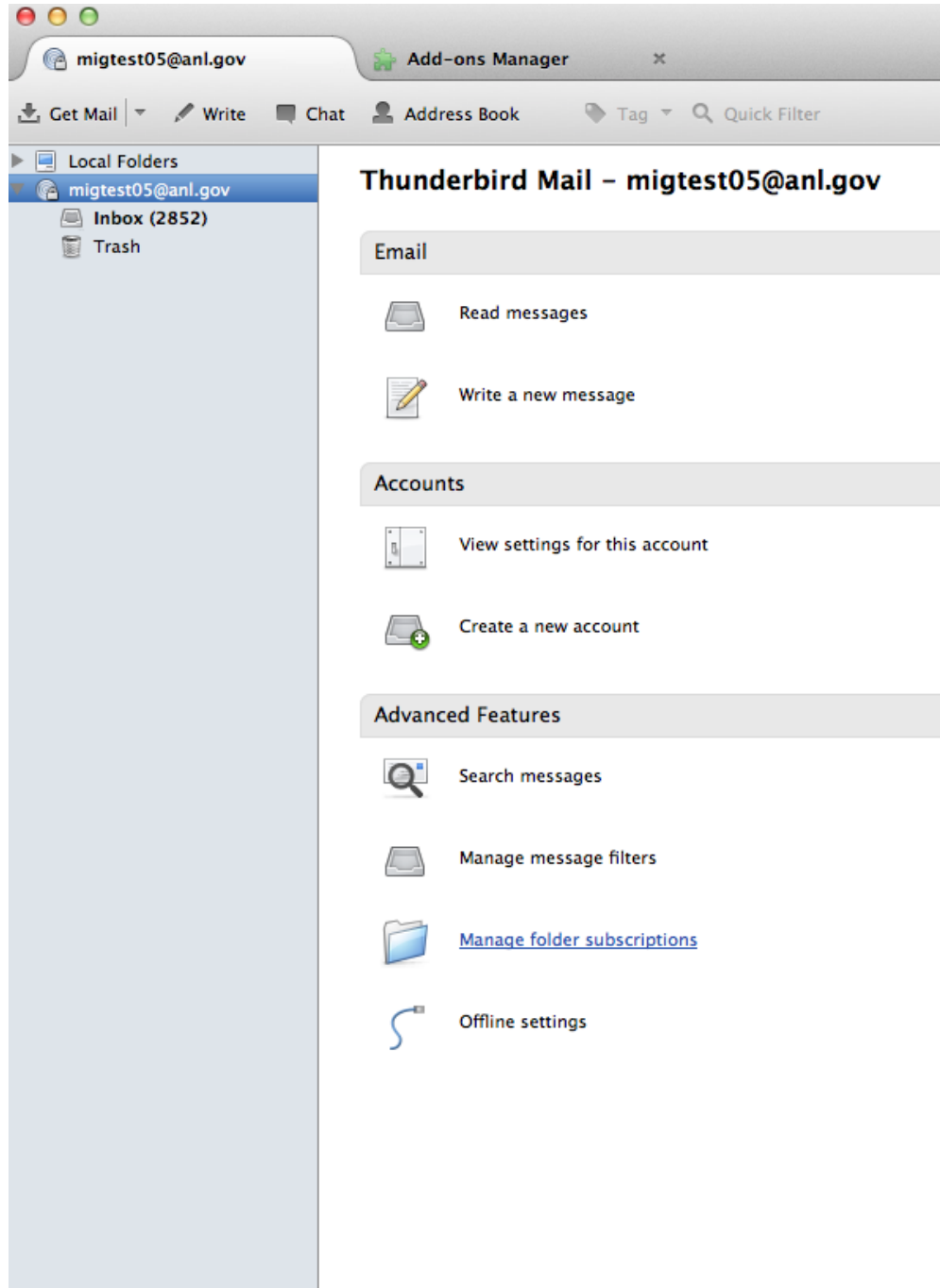


9. Close Thunderbird and re-open it. If prompted to enter your password, do so. The password may fail the first time. Click “retry” and the password should go through properly. Optionally, *check* the **“Use Password Manager to remember this password”** check box if you don’t want to have to enter your password each time you connect.

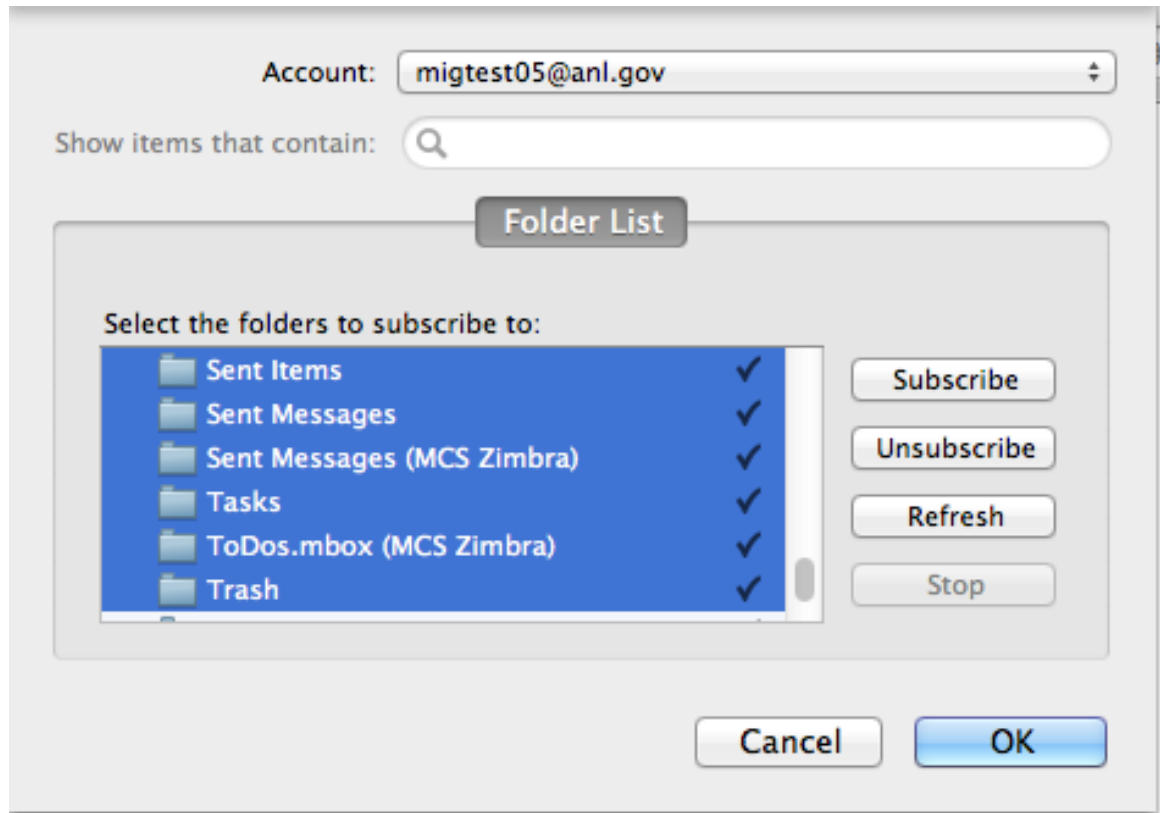


10. Thunderbird will begin synchronizing with your mailbox. If you find you that not all of your folders appear initially, continue on to the optional steps below to change additional default settings

11. Your **“Email”** should now show your **“anl.gov”** address. Click on this address, then choose “manage folder subscriptions in the “Advanced Features” section.

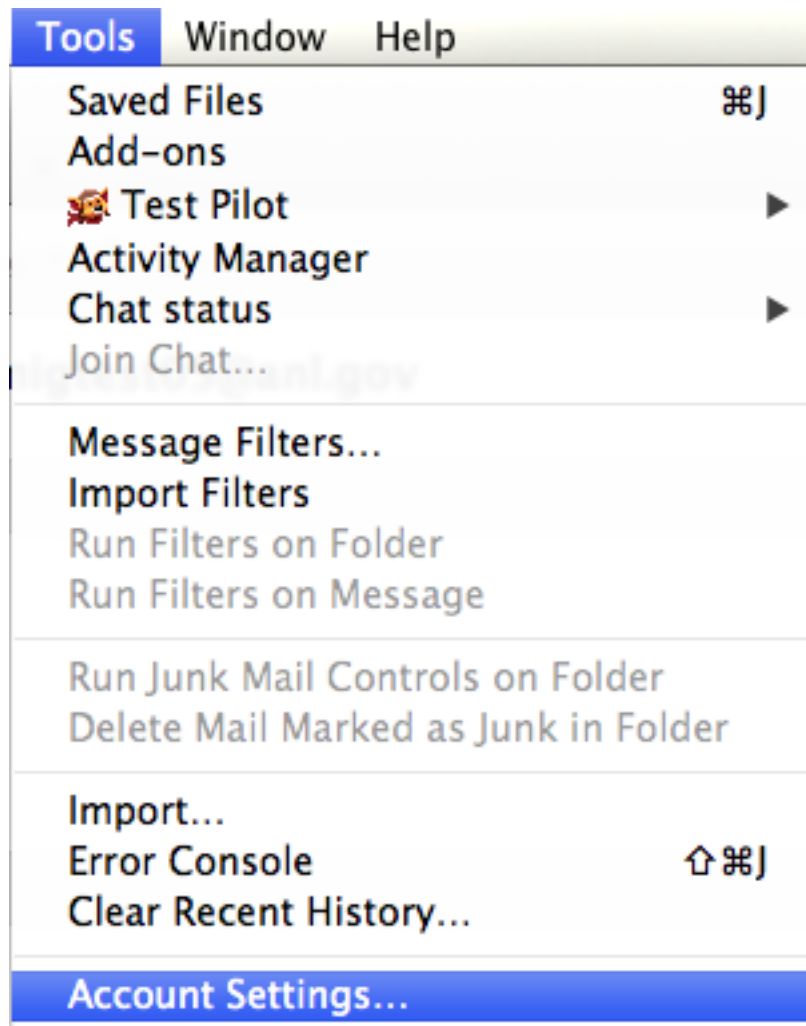


12. Highlight the folders you want Thunderbird to synchronize with (Hold the Shift Key while you click on them to select multiples). Click “Subscribe” to subscribe to these folders.

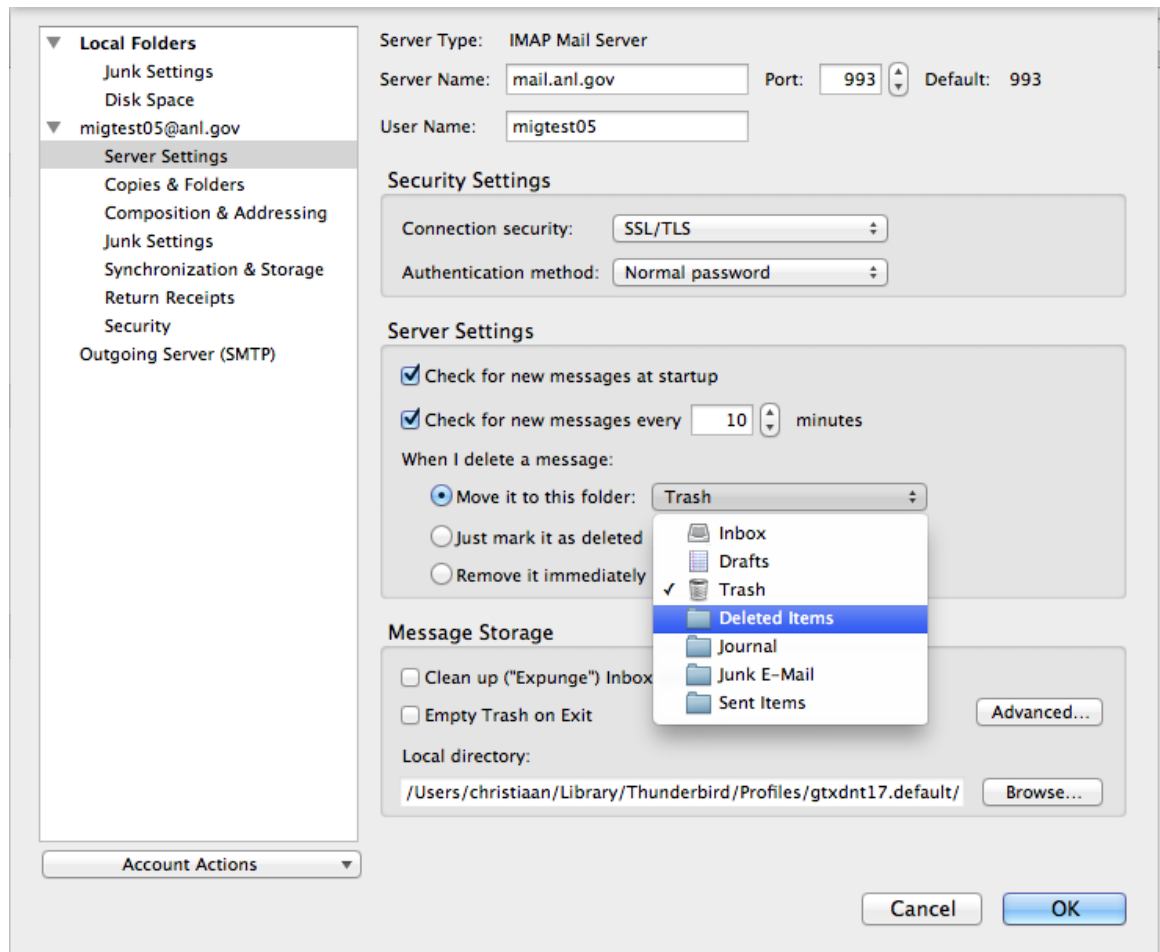


13. Thunderbird will now resynchronize with your Exchange Mailbox. It may take some time for all your messages and folders to appear. In the meantime, you can access all your mail using the Outlook Web App at <http://mail.anl.gov>.

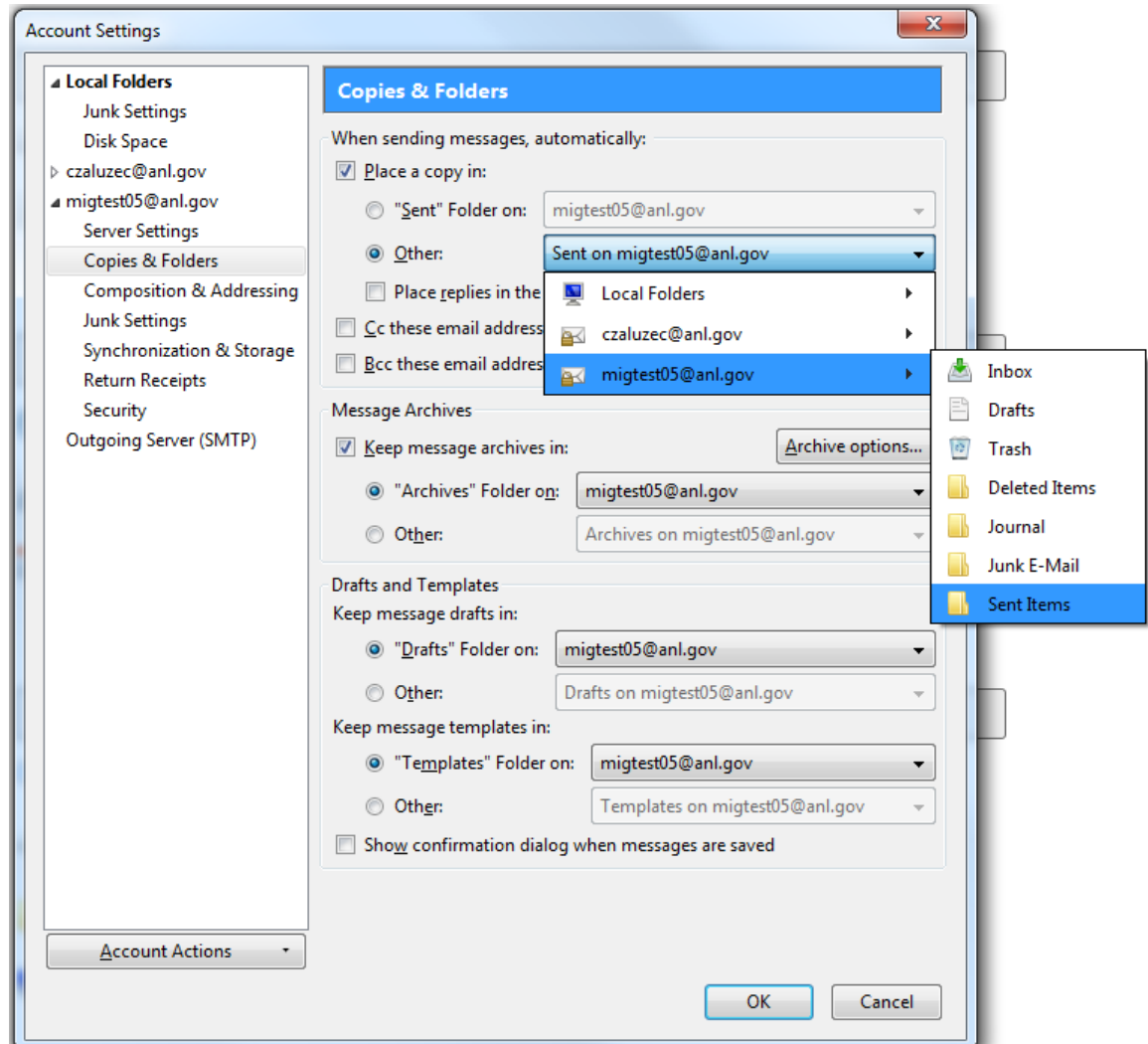
14. From the “Tools” menu, choose “Account Settings”



15. Choose “Server Settings”, then change your “When I delete a message” Folder settings from “Trash” to “Deleted Items”. If you do not see “Deleted Items” as an option, refer back to steps 14 and 15 to make sure you have subscribed to the “Deleted Items” folder.



16. Choose “Copies & Folders”. In the section entitled “When Sending Messages, Automatically:”, change destination folder to “Sent Items”.



17. Click OK to exit Settings and complete Thunderbird Setup.