## 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.

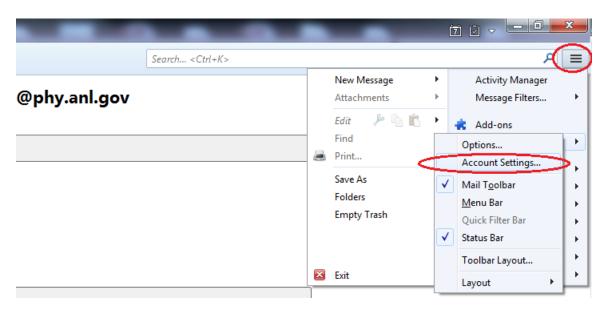
If you have any message rules or filters configured within Thunderbird, you may want to export them before you begin in case you discover they need to be reimported after you set up your new mailbox. Instructions for exporting and importing your Thunderbird message rules can be found in the Email Services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

https://wiki.inside.anl.gov/wiki\_inside/images/a/a2/Exporting\_and\_Importing\_Me ssage\_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.

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czaluzec@anl.gov czaluzec@anldelta.org	Account Settings - <user@phy.anl.gov></user@phy.anl.gov>	
<ul> <li>user@phy.anl.gov</li> <li>Server Settings</li> <li>Copies &amp; Folders</li> <li>Composition &amp; Addressing</li> <li>Junk Settings</li> <li>Synchronization &amp; Storage</li> <li>Return Receipts</li> <li>Security</li> <li>Local Folders</li> </ul>	Default Identity Each account has an when they read your <u>Y</u> our Name: <u>E</u> mail Address:	er@phy.anl.gov identity, which is the information that other people see messages. Your Name user@phy.anl.gov Recipients will reply to this other address
Junk Settings Disk Space Outgoing Server (SMTP)	Signature te <u>x</u> t:	Use HTML (e.g., <b>bold</b> ) ture from a file instead (text, HTML, or image): <u>Choose</u> to messages

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

Account Settings	
czaluzec@anl.gov czaluzec@anldelta.org	Account Settings - <user@phy.anl.gov></user@phy.anl.gov>
✓ user@phy.anl.gov	Account Name: User@anl.gov
Server Settings Copies & Folders Composition & Addressing	Default Identity Each account has an identity, which is the information that other people see when they read your messages.
Junk Settings	Your Name: Your Name
Synchronization & Storage Return Receipts	Email Address: user@anl.gov
Security	Reply-to Address: user@anl.gov
▲ Local Folders	Organization:
Junk Settings Disk Space Outgoing Server (SMTP)	Signature te <u>x</u> t: Use HTM <u>L</u> (e.g., <b>bold</b> )
outgoing server (swift)	Attach the signature from a file instead (text, HTML, or image):

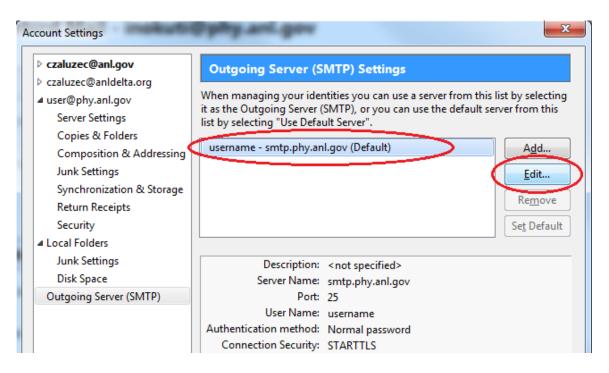
5. *Click* on **"Server Settings"** on the left below your email address.

Account Settings	×
▷ czaluzec@anl.gov	Server Settings
<ul> <li>czaluzec@anldelta.org</li> <li>user@phy.anl.gov</li> <li>Server Settings</li> </ul>	Server Type: IMAP Mail Server Server Name: mailsrv.phy.anl.gov Port: 993 🖨 Default:
Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	User Name: Username Security Settings Connection security: SSL/TLS ▼ Authentication method: Normal password ▼ Server Settings ✓ Check for new messages at startup ✓ Check for new messages every 10 → minutes When I delete a message: <ul> <li>Move it to this folder: Trash</li> </ul>

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".

Account Settings	
czaluzec@anl.gov     canluger@anl.gov	Server Settings
a user@priy.am.gov	Server Type: IMAP Mail Server
Server Settings	<u>S</u> erver Name: mail.anl.gov <u>P</u> ort: 993 ♥ Default:
Copies & Folders	User Name: username
Composition & Addressing	Security California
Junk Settings	Security Settings
Synchronization & Storage	Connection security: SSL/TLS
Return Receipts	Authent <u>i</u> cation method: Normal password 🔹
Security	
▲ Local Folders	Server Settings
Junk Settings	Check for new messages at startup
Disk Space	✓ Check for new messages every 10  minutes
Outgoing Server (SMTP)	When I delete a message:

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..."**.



 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.

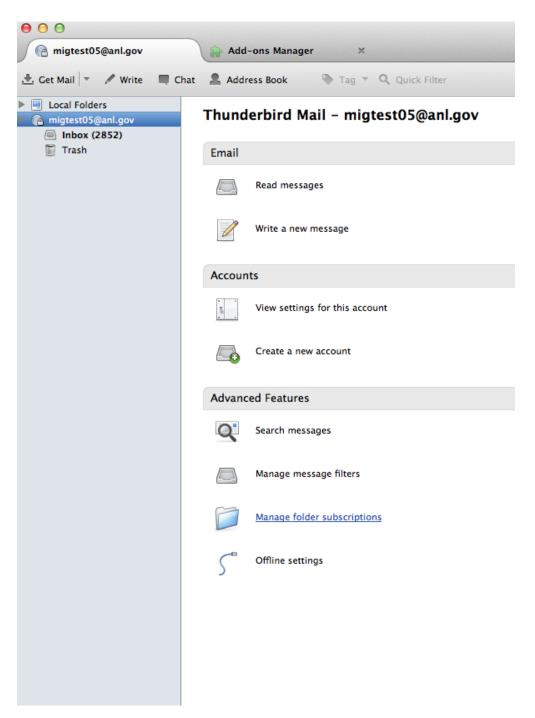
Settings		
Description:	smtp.anl.gov	
Server Name:	smtp.anl.gov	
<u>P</u> ort:	587 🚔 Default: 587	
Connection	curity:	STARTTLS
Connection se		
Authent <u>i</u> cation	-	Normal password

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.

Mail Serv	er Password Required
?	Enter your password for username@mail.anl.gov:
	•••••
	Use Password Manager to remember this password.
	OK Cancel

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.

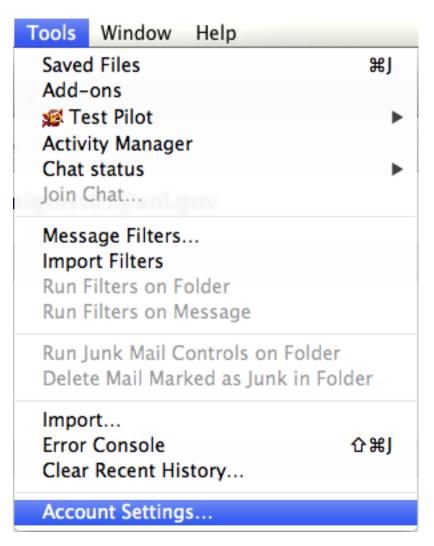


12. Highlight the folders you want Thunderbird to synchronize with (Hold the Shift Key while you click on them to select multiples). Click "Subscribe" to subscribe to these folders.

now items that contain: Q Folder Lis	t
Select the folders to subscribe to:	
🚞 Sent Items	✓ Subscribe
🚞 Sent Messages	✓
🚞 Sent Messages (MCS Zimbra)	✓ Unsubscribe
🛅 Tasks	✓ Refresh
🛅 ToDos.mbox (MCS Zimbra)	✓ Mentesii
🛅 Trash	✓ Stop
-	

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 <u>http://mail.anl.gov</u>.

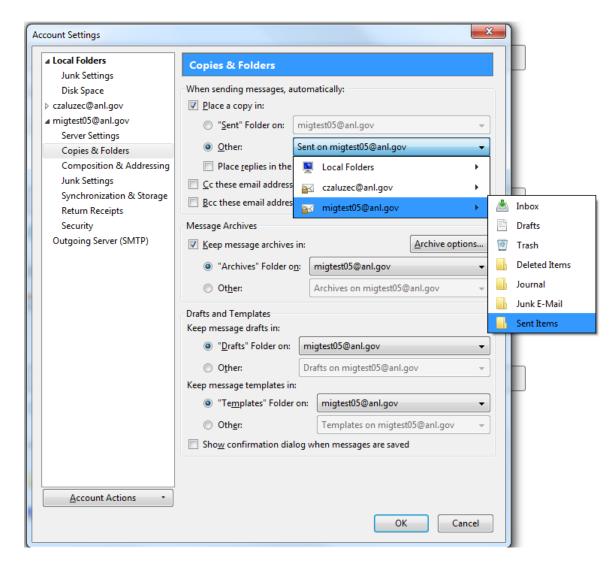
14. From the "Tools" menu, choose "Account Settings"



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.

▼ Local Folders	Server Type: IMAP Mail Server
Junk Settings	Server Name: mail.anl.gov Port: 993 🖕 Default: 993
Disk Space	
▼ migtest05@anl.gov	User Name: migtest05
Server Settings Copies & Folders	Security Settings
Composition & Addressing Junk Settings	Connection security: SSL/TLS \$
Synchronization & Storage Return Receipts	Authentication method: Normal password +
Security	Server Settings
Security Outgoing Server (SMTP)	<ul> <li>Check for new messages at startup</li> <li>Check for new messages every 10          minutes     </li> <li>When I delete a message:         <ul> <li>Move it to this folder:</li> <li>Trash</li> <li>Drafts</li> <li>Browse it immediately</li> <li>Clean up ("Expunge") Inbox</li> <li>Junk E-Mail</li> <li>Sent Items</li> <li>Advanced</li> </ul> </li> <li>Local directory:         <ul> <li>/Users/christiaan/Library/Thunderbird/Profiles/gtxdnt17.default/</li> <li>Browse</li> </ul> </li> </ul>
Account Actions	
	Cancel

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.