

Changing Your Thunderbird Connection from Zimbra to Exchange

Updated: 7/15/13

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 Zimbra 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 Zimbra server will need to be recreated manually on the Exchange mailbox.

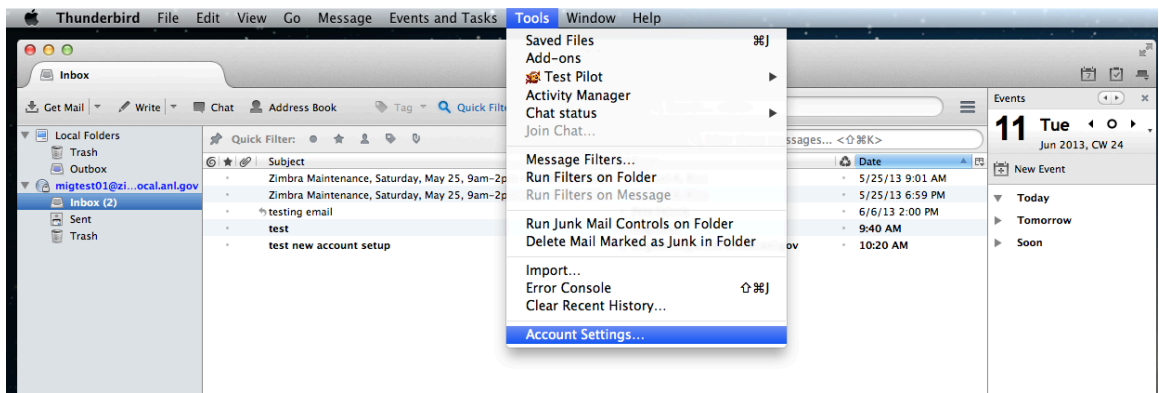
If you have any message rules or filters configured within Thunderbird, you may want to export them before you begin in case you discover they need to be re-imported after you set up your new mailbox. Instructions for exporting and importing your Thunderbird message rules can be found in the Email Services 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. Click on “Tools” Choose “Account Settings”.



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

The screenshot shows a configuration window for an email account. On the left, a sidebar lists various settings categories under 'Local Folders'. The account 'migtest01@zimbra.local.anl.gov' is selected and highlighted in blue. The main area of the window is titled 'Default Identity' and contains the following fields and options:

- Account Name:** migtest01@zimbra.local.anl.gov
- Each account has an identity, which is the information that other people see when they read your messages.**
- Your Name:** migtest01@zimbra.local.anl.gov
- Email Address:** migtest01@zimbra.local.anl.gov
- Reply-to Address:** Recipients will reply to this other address
- Organization:** (empty field)
- Signature text:** Use HTML (e.g., bold)
- Attach the signature from a file instead (text, HTML, or image):** (with a 'Choose...' button)
- Attach my vCard to messages:** (with an 'Edit Card...' button)
- Outgoing Server (SMTP):** migtest01@zimbra.local.anl.gov - zimbra.anl.gov (...)
- Buttons:** 'Manage Identities...', 'Cancel', and 'OK'.

4. Edit **“Your Account Name”** by *Clicking* on it. Change your account name to your @anl.gov address. Child domain addresses such as @aps.anl.gov, and @mcs.anl.gov can be used if they are your default reply-to address. @zimbra.anl.gov addresses or external email addresses should not be used.

Local Folders

- Junk Settings
- Disk Space
- migtest01@zimbra.local.anl.gov**
- Server Settings
- Copies & Folders
- Composition & Addressing
- Junk Settings
- Synchronization & Storage
- Return Receipts
- Security
- Outgoing Server (SMTP)

Account Name: migtest01@anl.gov

Default Identity

Each account has an identity, which is the information that other people see when they read your messages.

Your Name: migtest01@zimbra.local.anl.gov

Email Address: migtest01@zimbra.local.anl.gov

Reply-to Address: Recipients will reply to this other address

Organization:

Signature text: Use HTML (e.g., bold)

Attach the signature from a file instead (text, HTML, or image):

Choose...

Attach my vCard to messages Edit Card...

Outgoing Server (SMTP): migtest01@zimbra.local.anl.gov – zimbra.anl.gov (... ↕)

Manage Identities...

Account Actions ▼

Cancel OK

5. *Edit “Email Address” and “Reply-to Address”* if necessary. Change your email address to your @anl.gov address. Child domain addresses such as @aps.anl.gov, and @mcs.anl.gov can be used if they are your default reply-to address. @zimbra.anl.gov addresses or external email addresses should not be used.

Local Folders

- Junk Settings
- Disk Space
- migtest01@zimbra.local.anl.gov**
 - Server Settings
 - Copies & Folders
 - Composition & Addressing
 - Junk Settings
 - Synchronization & Storage
 - Return Receipts
 - Security
 - Outgoing Server (SMTP)

Account Name: migtest01@anl.gov

Default Identity

Each account has an identity, which is the information that other people see when they read your messages.

Your Name: migtest01@anl.gov

Email Address: migtest01@zimbra.local.anl.gov

Reply-to Address: Recipients will reply to this other address

Organization:

Signature text: Use HTML (e.g., bold)

Attach the signature from a file instead (text, HTML, or image):

Attach my vCard to messages

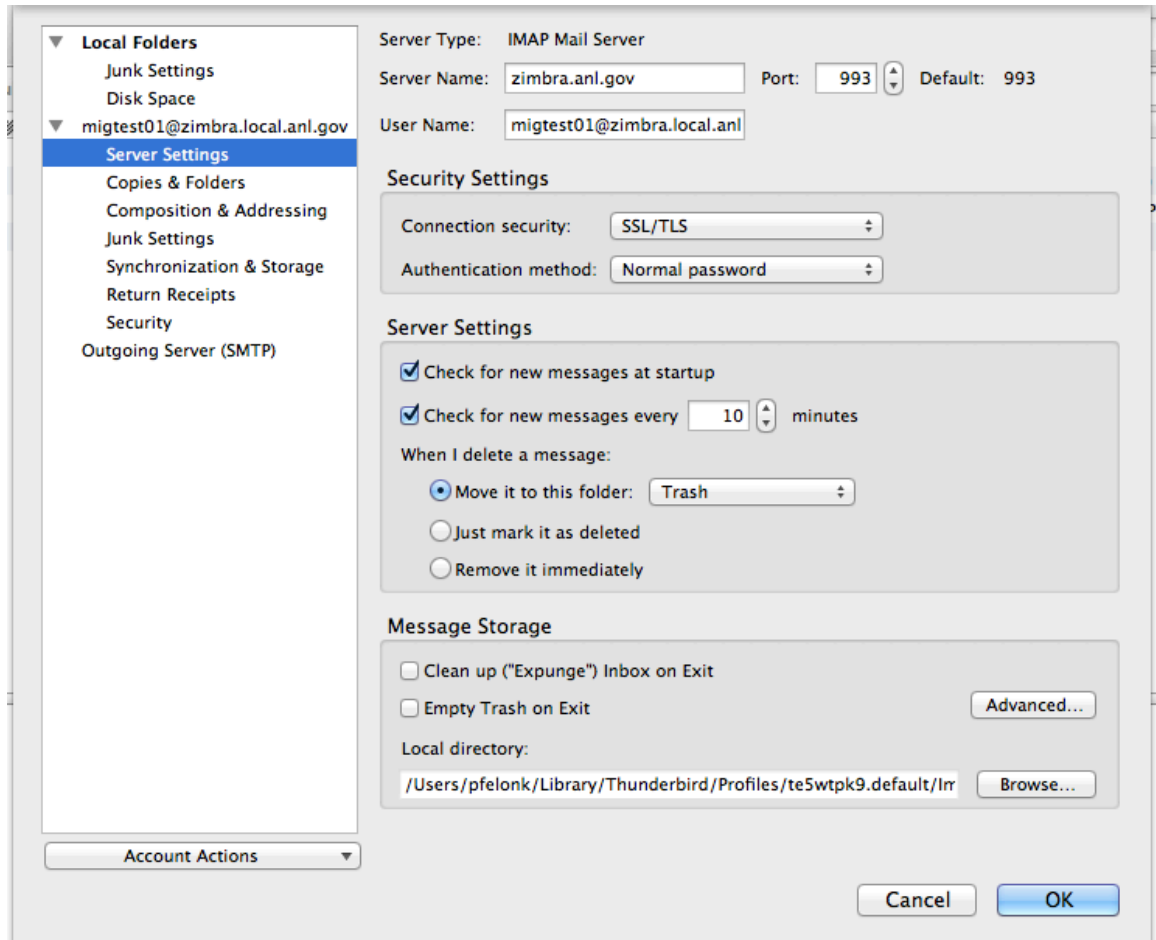
Outgoing Server (SMTP): migtest01@zimbra.local.anl.gov - zimbra.anl.gov (...)

Manage Identities...

Account Actions

Cancel OK

6. Click on **“Server Settings”** on the left.



7. Edit **“Server Name”** by clicking in the box. Change **“zimbra.anl.gov”** to **“mail.anl.gov”**

Local Folders

- Junk Settings
- Disk Space
- ▼ migtest01@zimbra.local.anl.gov
 - Server Settings
 - Copies & Folders
 - Composition & Addressing
 - Junk Settings
 - Synchronization & Storage
 - Return Receipts
 - Security
 - Outgoing Server (SMTP)

Account Actions ▼

Server Type: IMAP Mail Server

Server Name: Port: Default: 993

User Name:

Security Settings

Connection security:

Authentication method:

Server Settings

Check for new messages at startup

Check for new messages every minutes

When I delete a message:

Move it to this folder:

Just mark it as deleted

Remove it immediately

Message Storage

Clean up ("Expunge") Inbox on Exit

Empty Trash on Exit

Local directory:

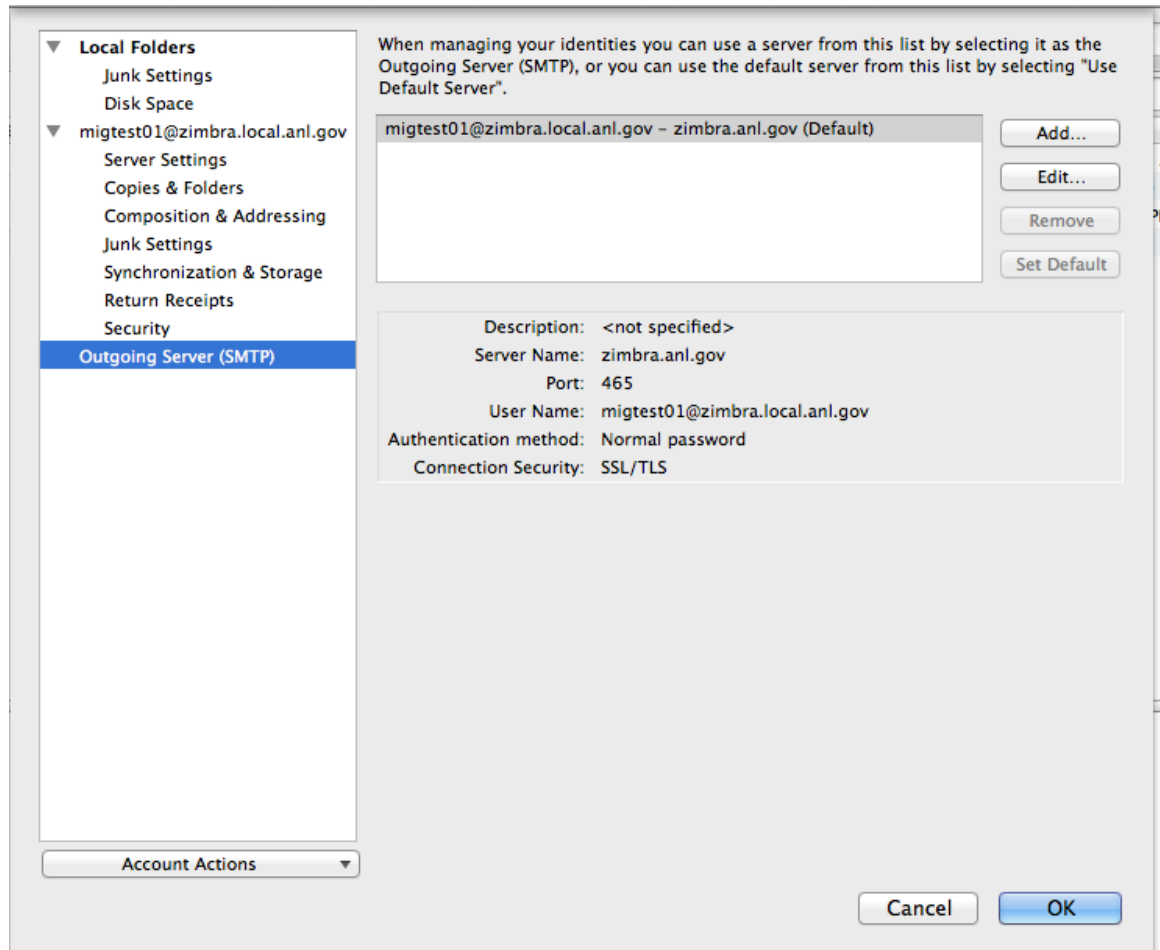
8. In the “**User Name**” field enter your ANL Domain username (i.e. The account information you use to access the Inside Argonne Portal). This may be different than the current login information you have configured. Enter the account information in the format “user@anl.gov”

The screenshot shows the Thunderbird account configuration dialog box for an IMAP Mail Server. The left sidebar lists various settings categories under 'Local Folders' and 'migtest01@zimbra.local.anl.gov'. The main area is divided into several sections:

- Server Type:** IMAP Mail Server
- Server Name:** mail.anl.gov
- Port:** 993 (Default: 993)
- User Name:** migtest01@anl.gov
- 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:
 - Move it to this folder: Trash
 - Just mark it as deleted
 - Remove it immediately
- Message Storage:**
 - Clean up ("Expunge") Inbox on Exit
 - Empty Trash on Exit
 - Local directory: /Users/pfelonk/Library/Thunderbird/Profiles/te5wtpk9.default/In

Buttons for 'Cancel' and 'OK' are at the bottom right. An 'Account Actions' dropdown is at the bottom left.

9. Click on **“Outgoing Server (SMTP)”** on the left. *Highlight* the outgoing server in the list and *Click “Edit”*



10. Replace “**zimbra.anl.gov**” with “**smtp.anl.gov**”. Replace Port: “**465**” with Port: “**587**” and change “Connection security” from “**SSL/TLS**” to “**STARTTLS**”.

Settings

Description:

Server Name:

Port: Default: 587

Security and Authentication

Connection security:

Authentication method:

User Name:

11. In the **“User Name”** field enter your ANL Domain username (i.e. The account information you use to access the Inside Argonne Portal). This may be different than the current login information you have configured. Enter the account information **WITHOUT** the @anl.gov extension.

Settings

Description:

Server Name:

Port: Default: 587

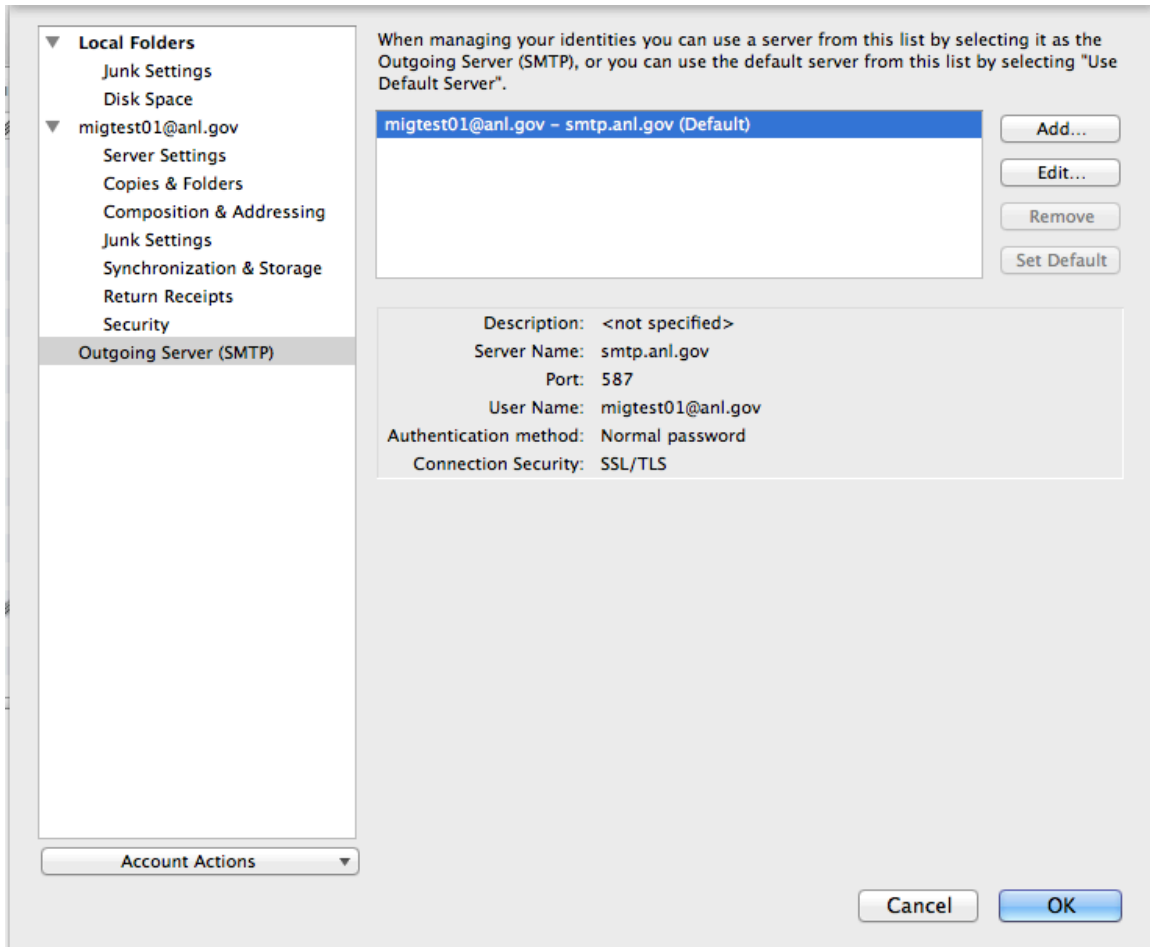
Security and Authentication

Connection security:

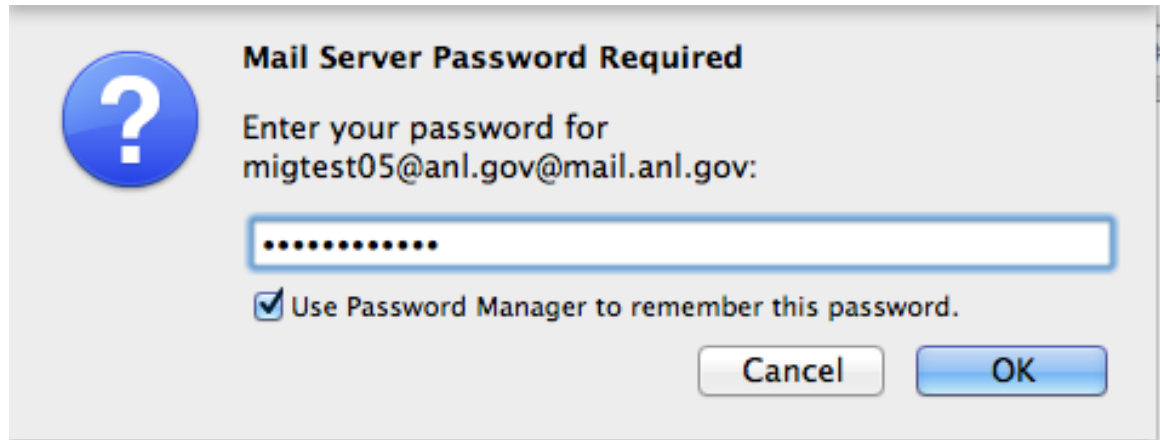
Authentication method:

User Name:

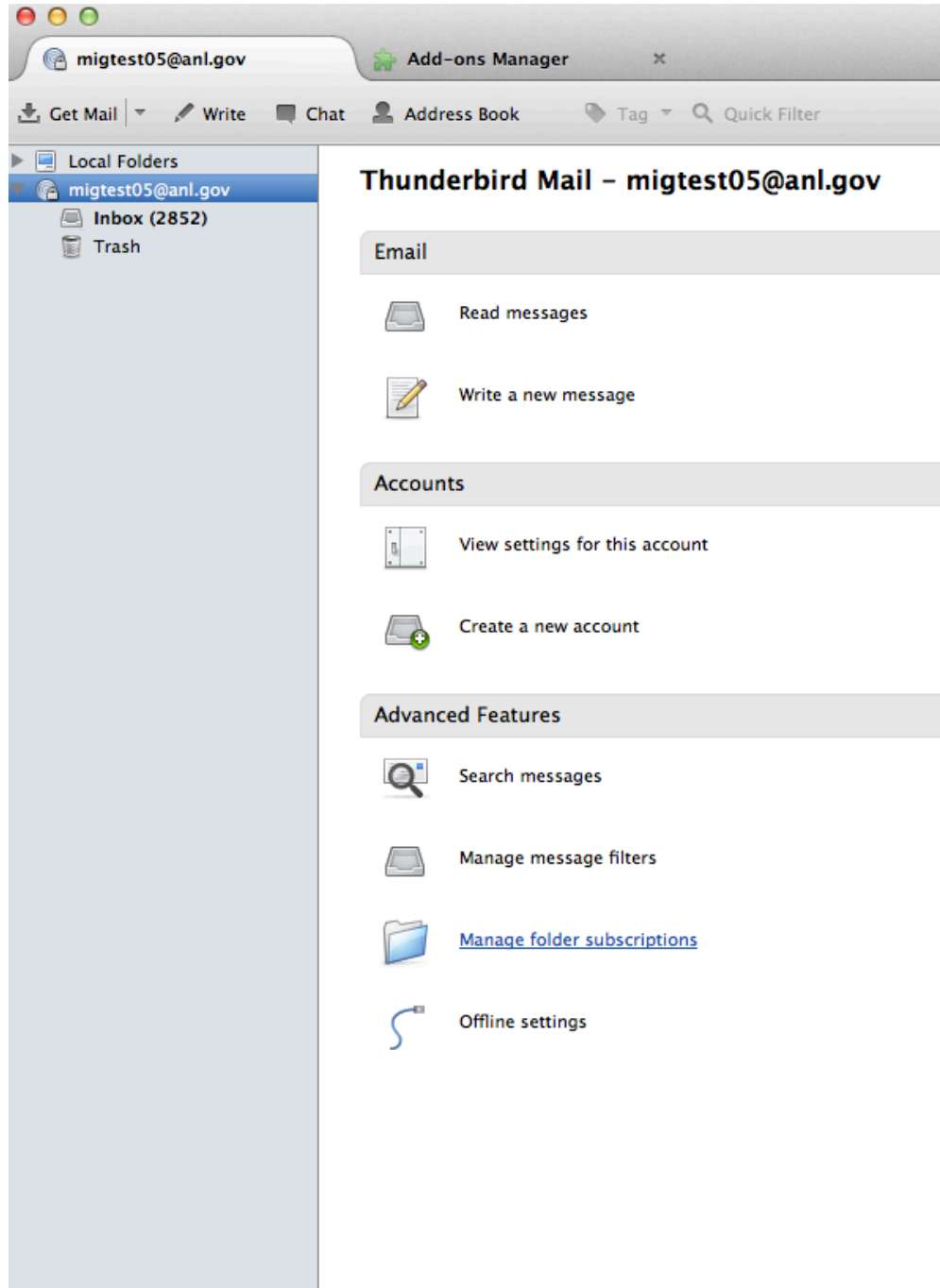
12. Click **“OK”** and you should be returned to this screen. Click **“OK”** again.



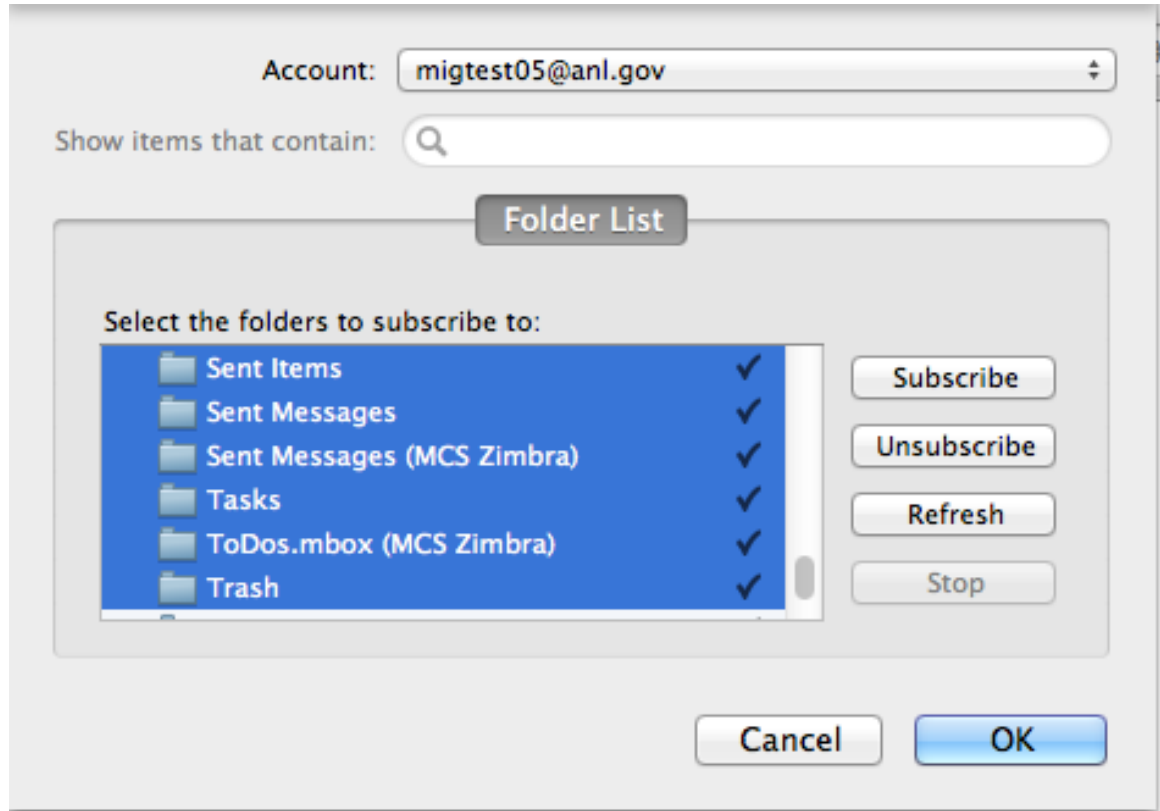
13. Close Thunderbird and re-open it. If prompted to enter your password, do so. Remember, this is your ANL domain user account and password. The password may fail the first time. Click “retry” and the password should go through properly.



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

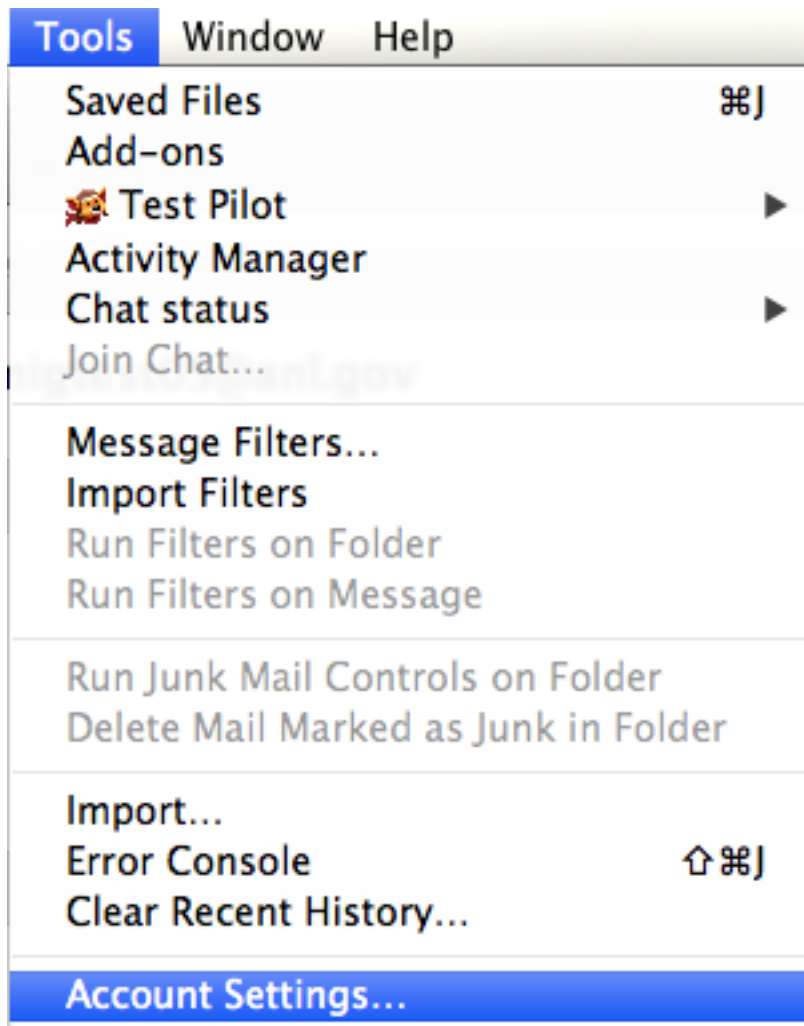


15. Highlight the folders you want Thunderbird to synchronize with (Hold the Shift Key while you click on them to select multiples). Click “Subscribe” to subscribe to these folders.

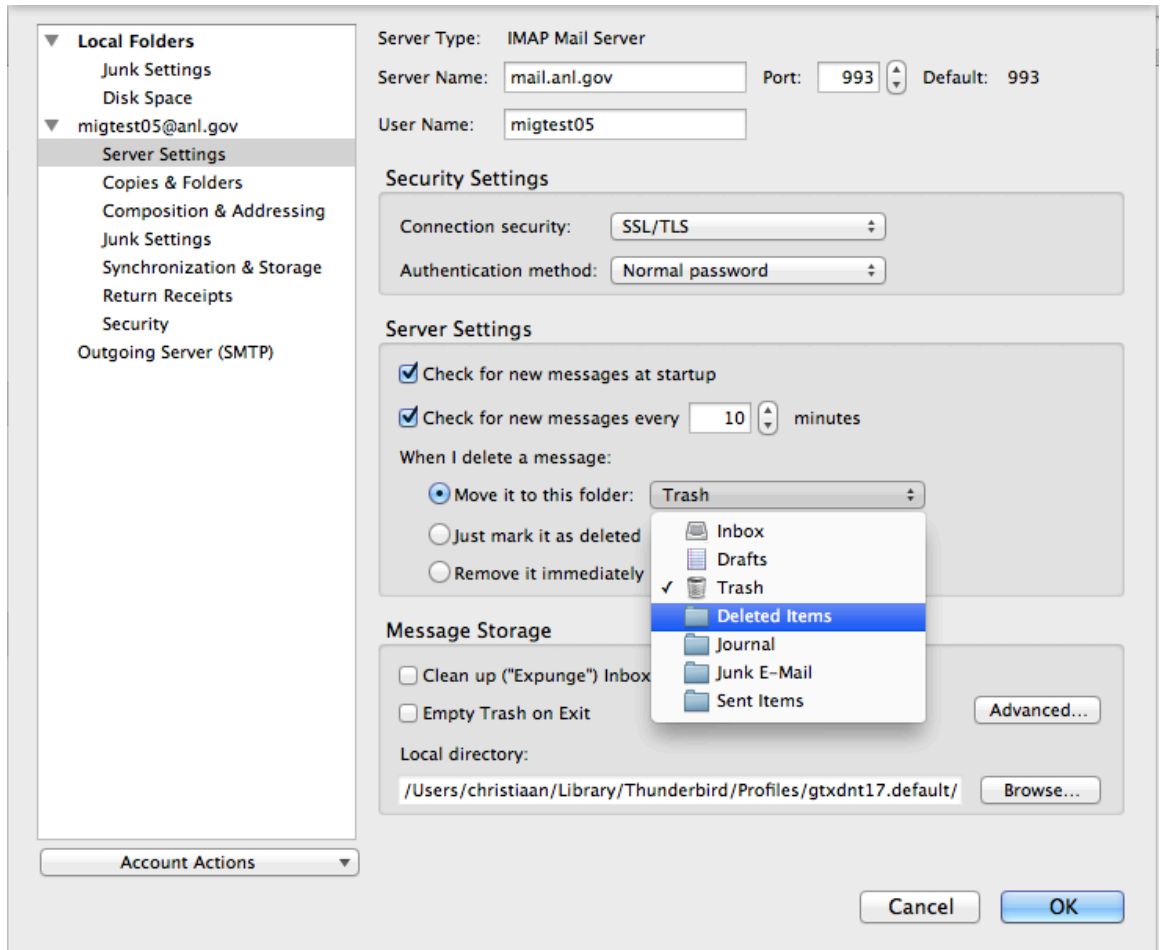


16. Thunderbird will now resynchronize with your Exchange Mailbox. It may take some time for all your messages and folders to appear. In the meantime, you can access all your mail using the Outlook Web App at <http://mail.anl.gov>.

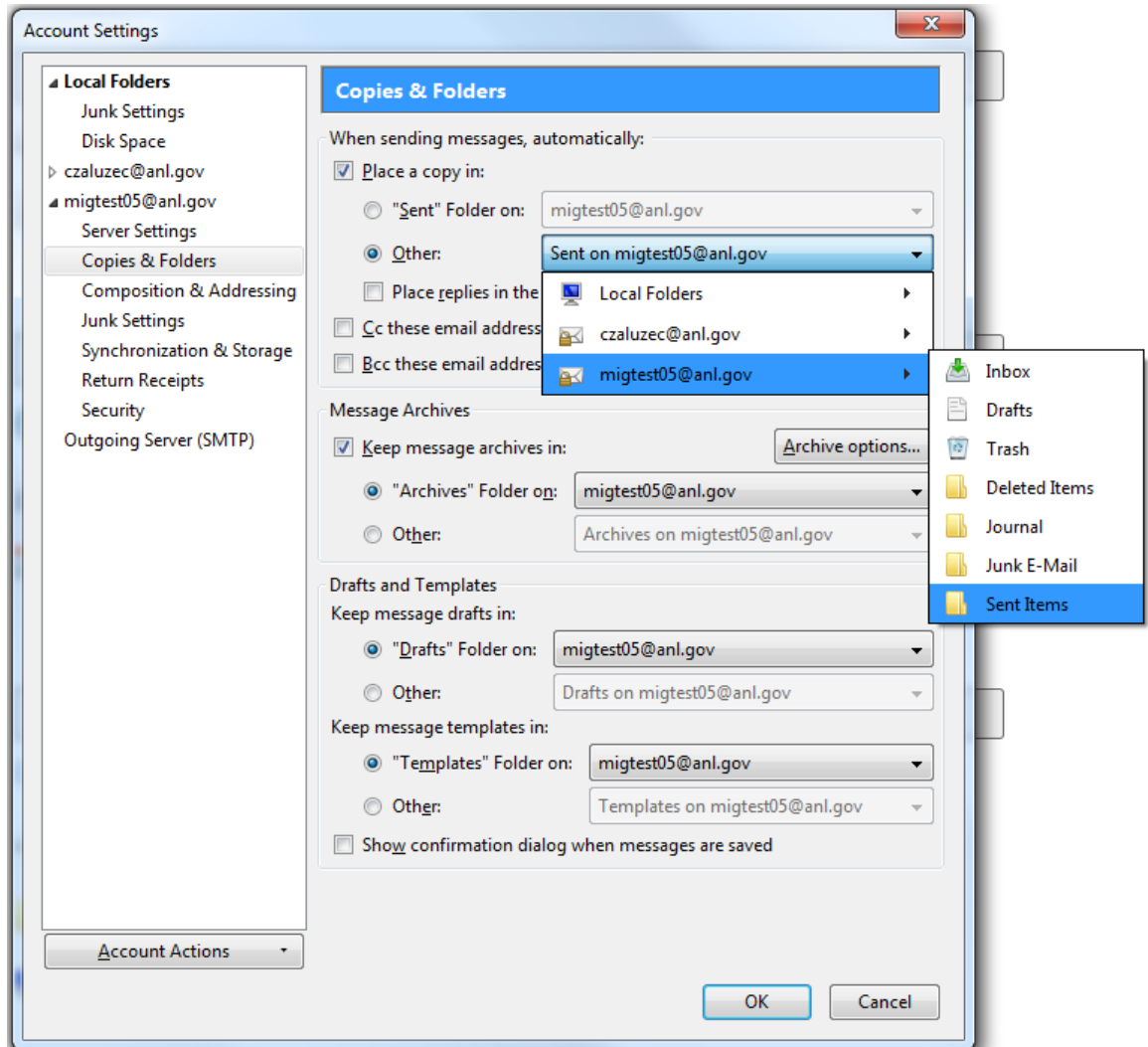
17. From the “Tools” menu, choose “Account Settings”



18. 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.



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



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