

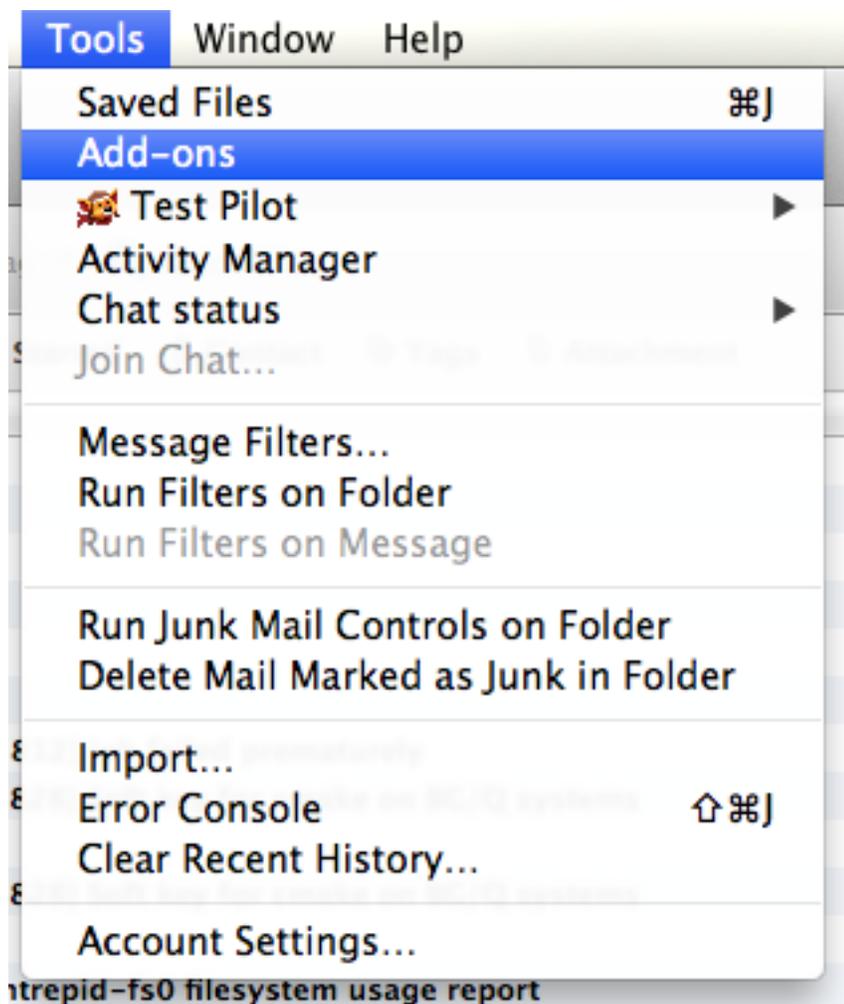
Exporting and Importing Message Rules in Thunderbird

6/10/13

1. Download the Filter Import export tool from <https://addons.mozilla.org/en-US/thunderbird/addon/tb-import-export-wind-li-port/>

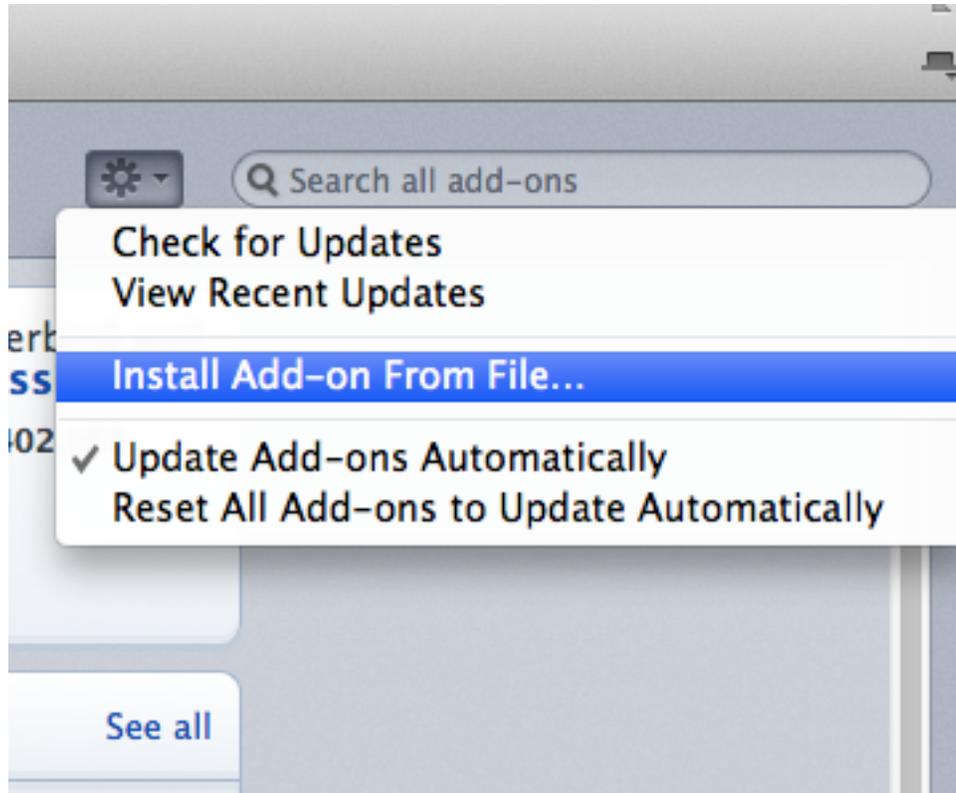
Make note of where you saved the file.

2. Open Thunderbird, then from the “Tools” menu choose “Add-ons”

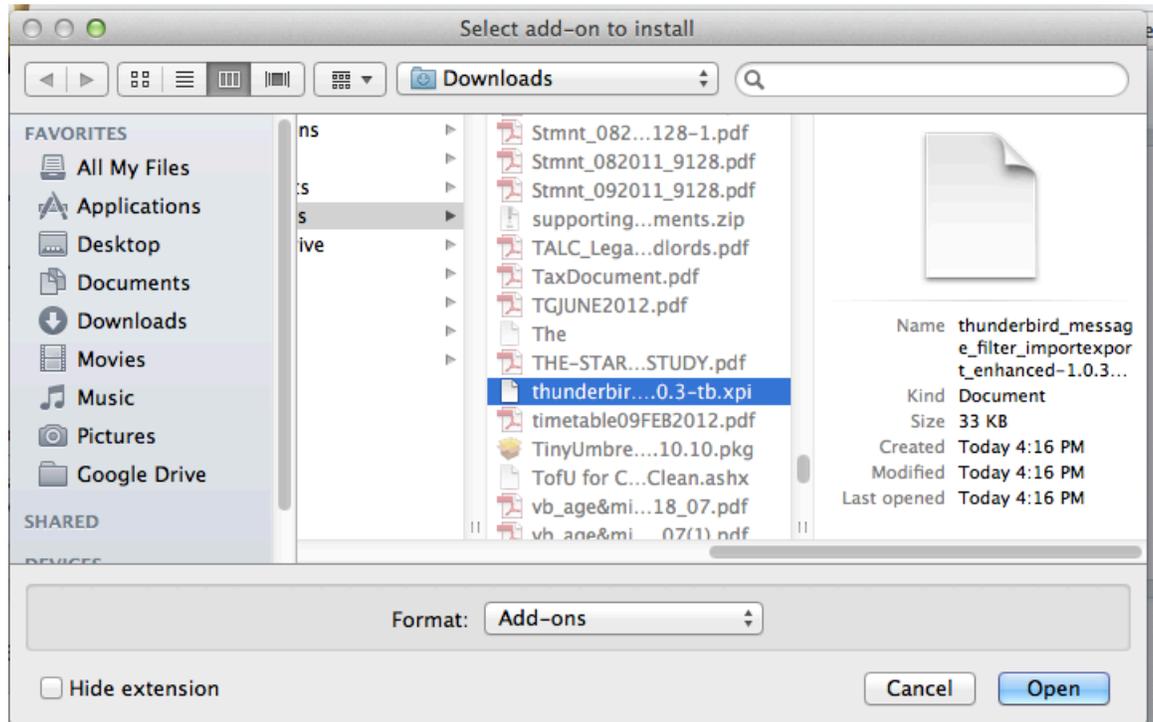


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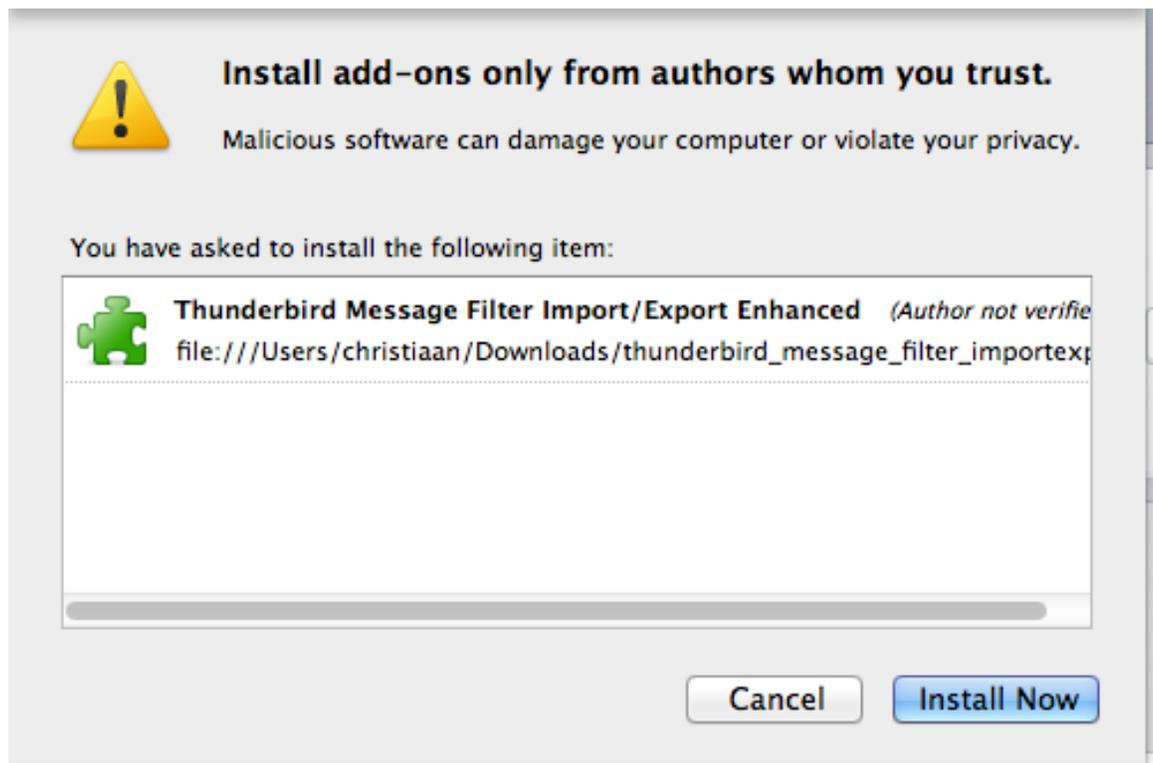
3. From the options button next to the add-on search field in the upper right hand corner of the "Add-on" window, select "Install Add-on From File..."



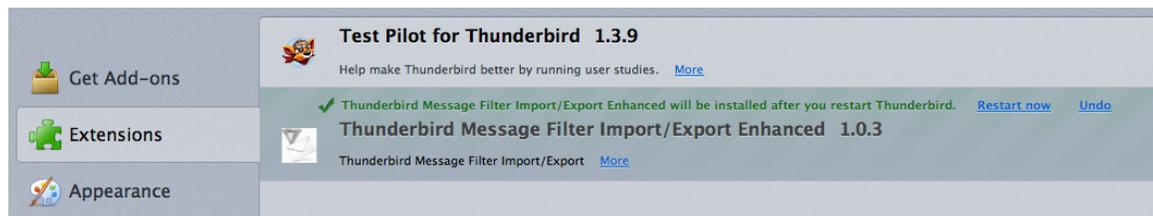
4. Browse to the directory where you saved the install file in step 1. Select it, then click “Open”.



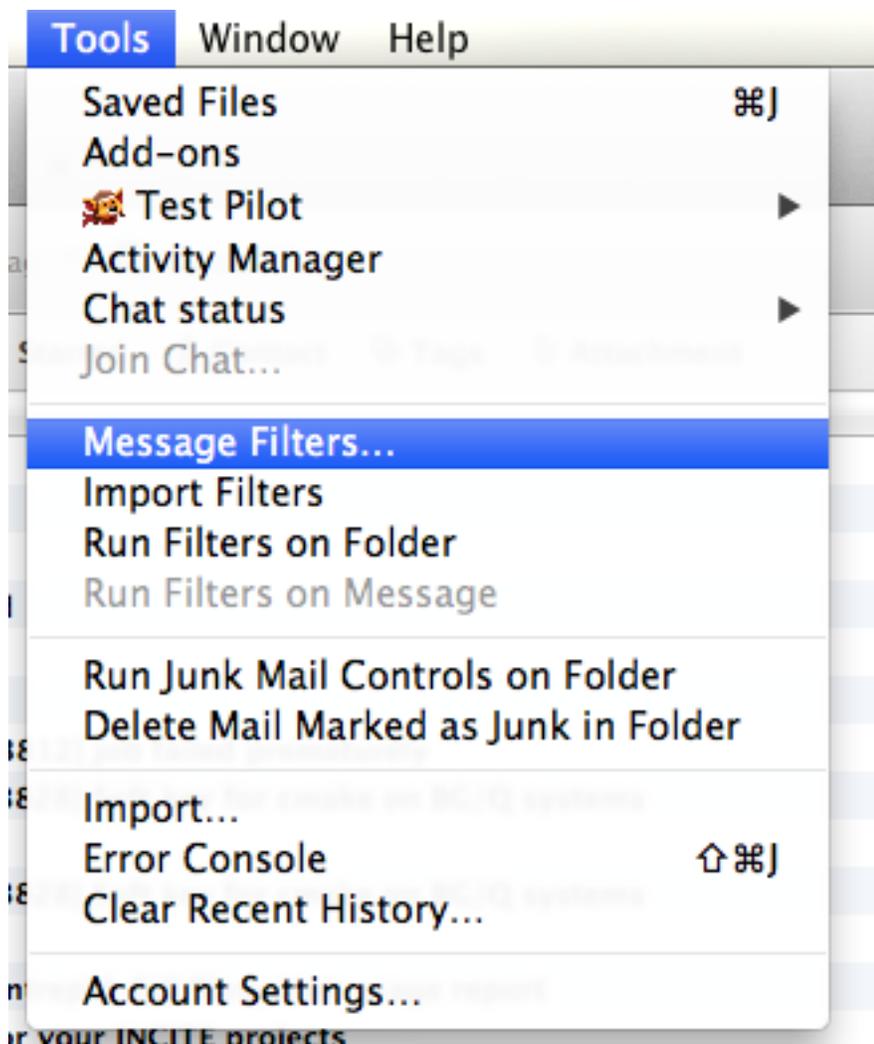
5. When prompted to confirm the Installation, choose “Install Now”



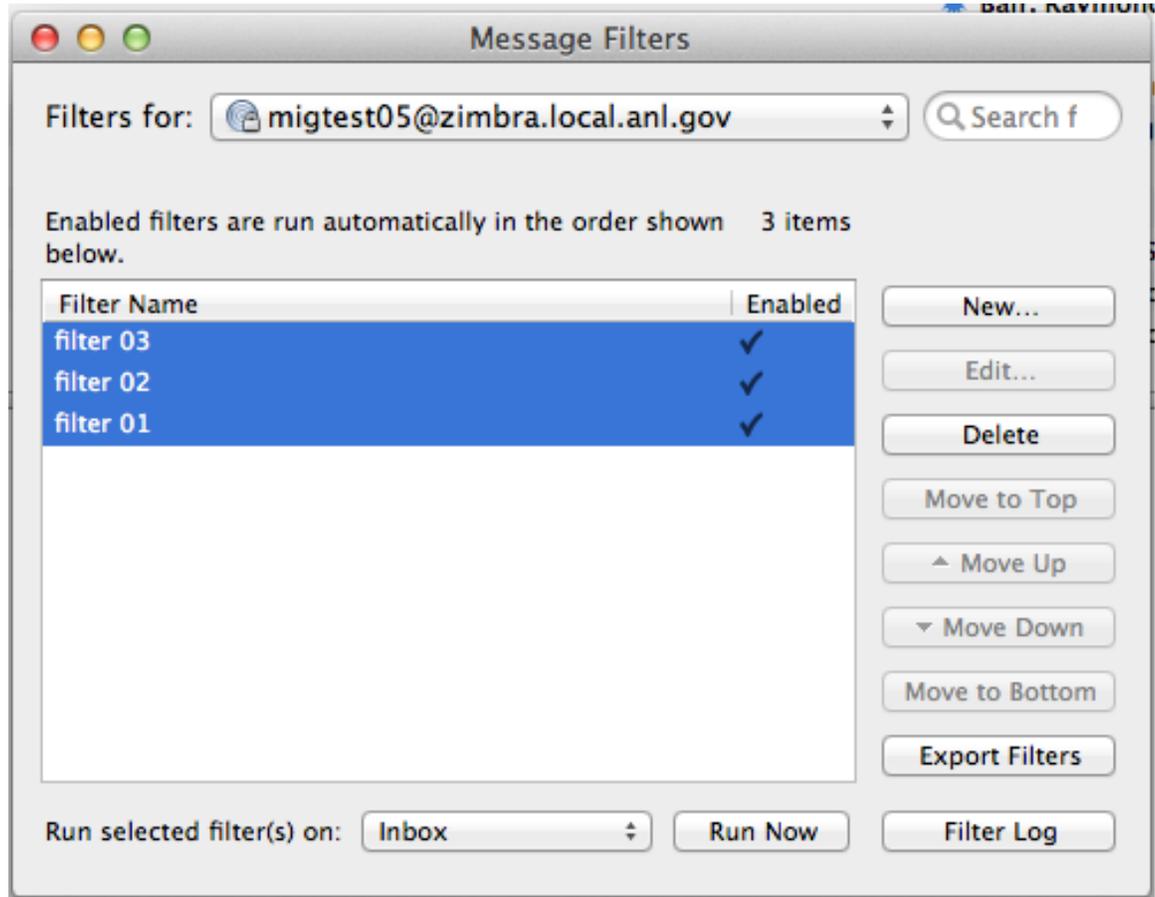
6. Click the “Extensions” icon to view the “Add-on” installation status. It will likely indicate that Thunderbird needs to be restarted. Restart Thunderbird to complete the installation.



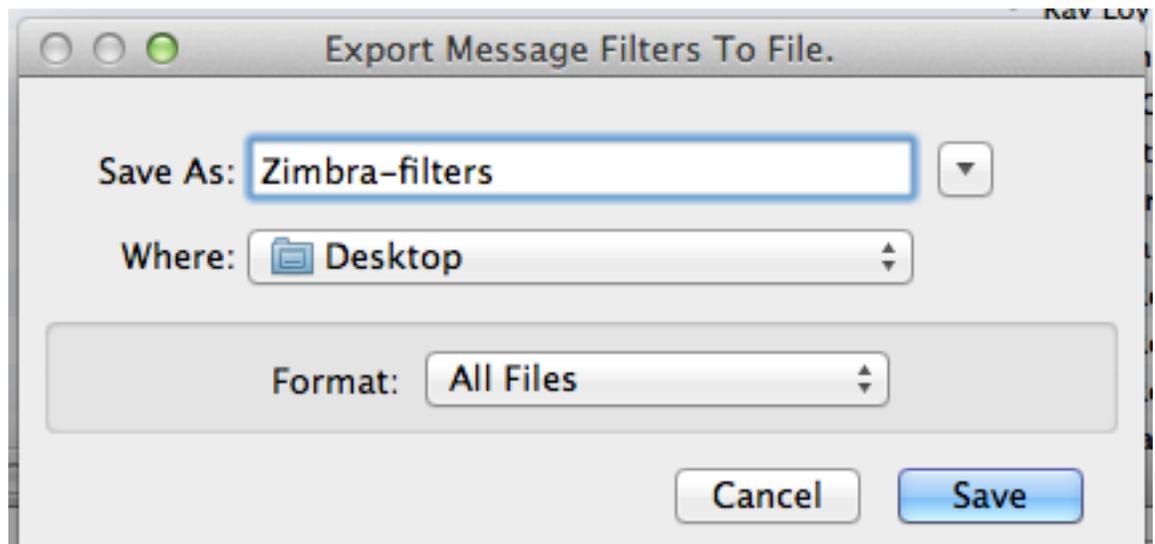
7. From the Tools menu, choose “Message Filters”



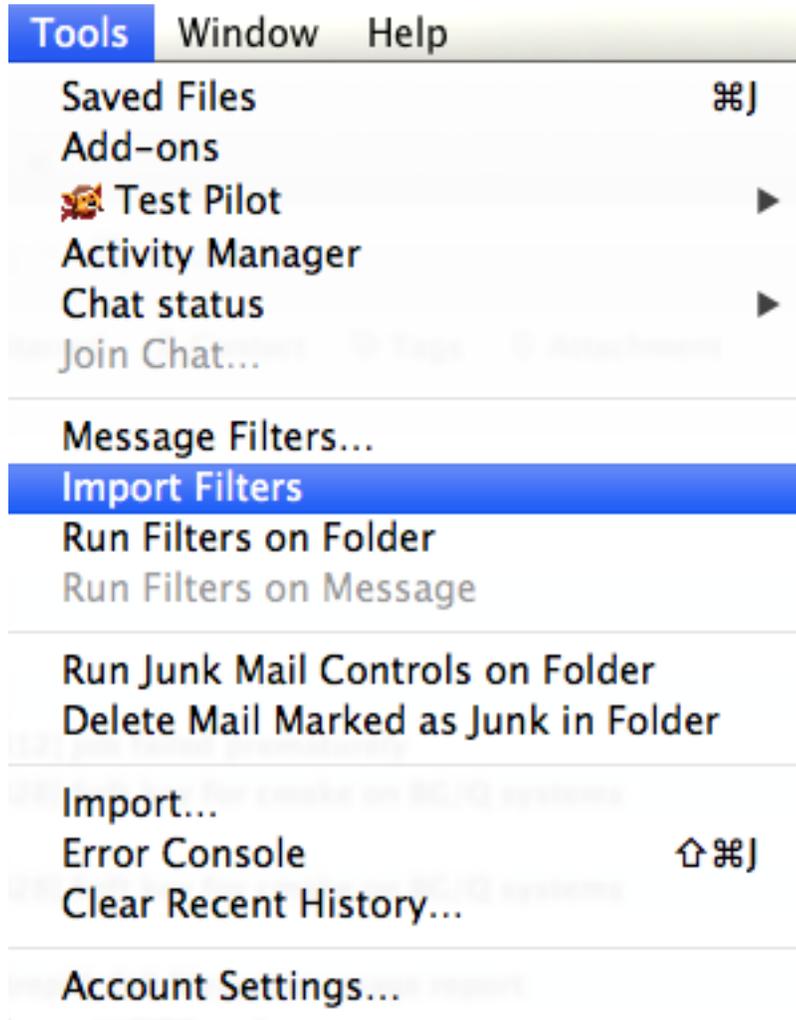
8. Highlight the filters you want to export, and click “Export Filters”



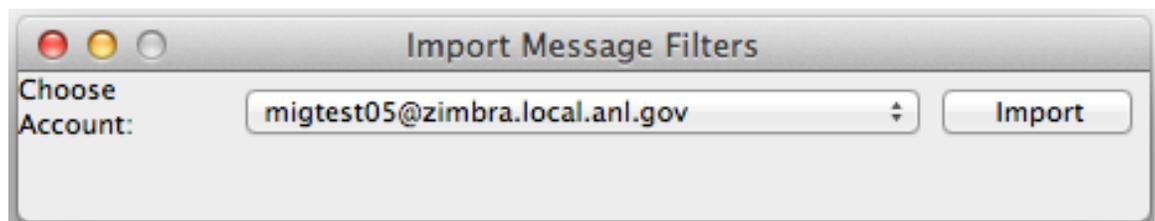
9. Name the file, then choose a folder in which to save the Export, then click “Save”. Remember the location of this file.



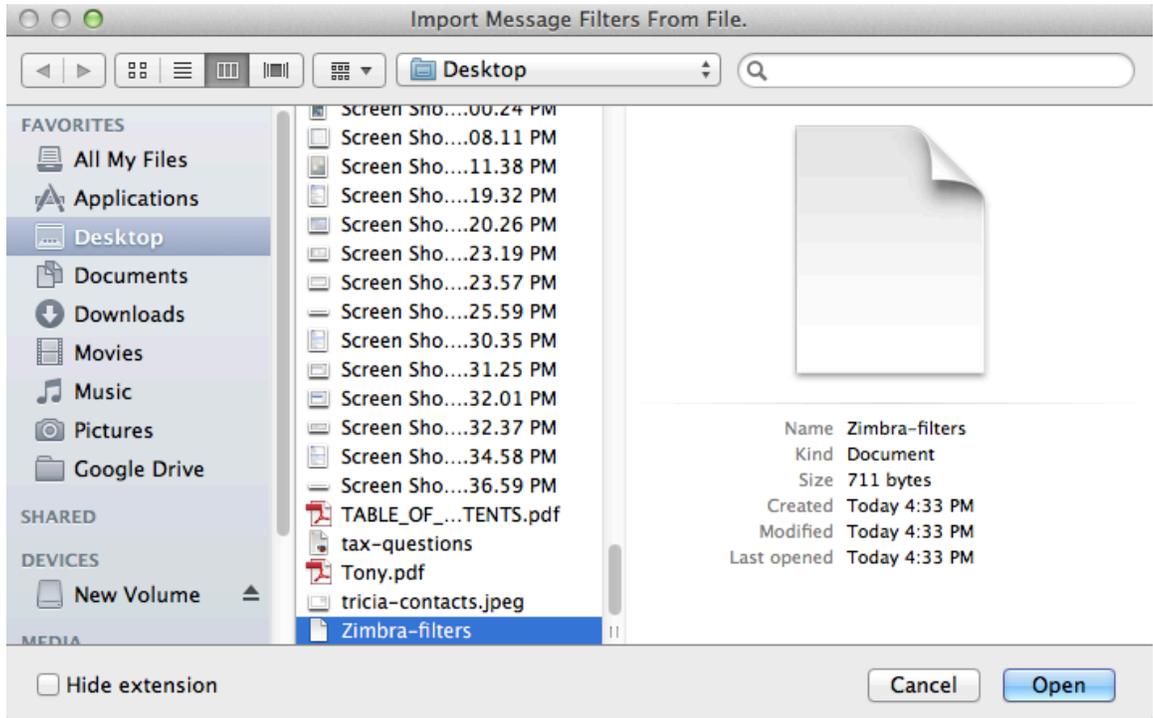
10. Once your new or rebuilt Thunderbird connection has been configured, choose "Import filters" from the "Tools" menu.



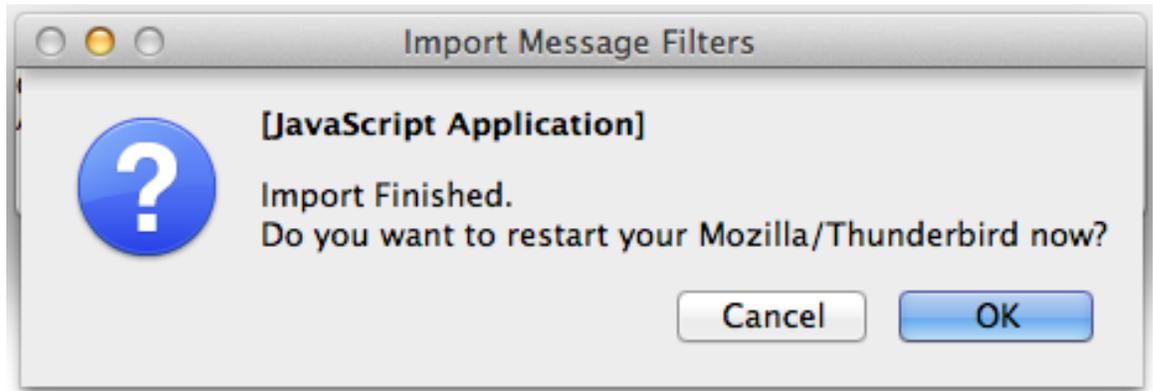
11. Choose the Account into which you intend to import filters, and select "Import"



12. Browse to the location of the Export file you created in step 9. Highlight it and click “Open”.



13. Upon completion of the import, you will be instructed to restart Thunderbird. Click “OK” to do so.



14. Verify your filters were imported properly by choosing “Message Filters” from the “Tools” menu.

