

Adding Your Exchange Mailbox to Thunderbird

Updated: 7/15/13

The instructions outlined in this document will add your Exchange mailbox to your Thunderbird profile while leaving your existing Zimbra mailbox connection intact.

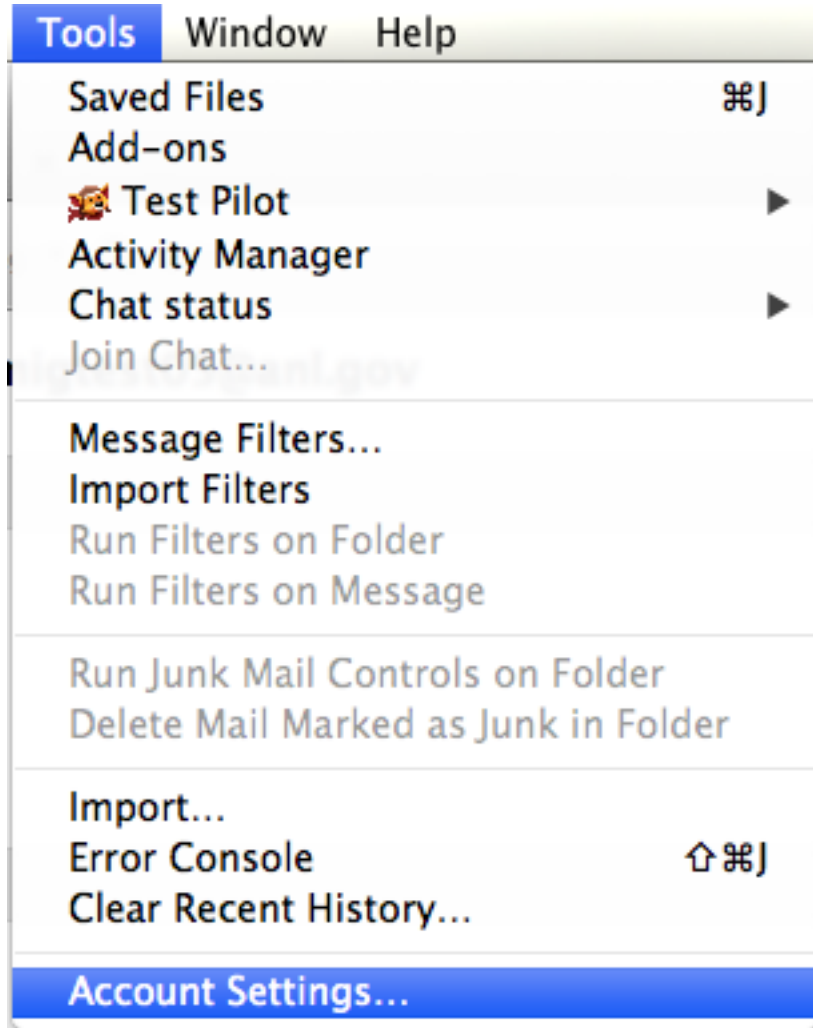
Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding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

If you have any message rules or filters configured within Thunderbird, you may want to export them before you begin so they can 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.

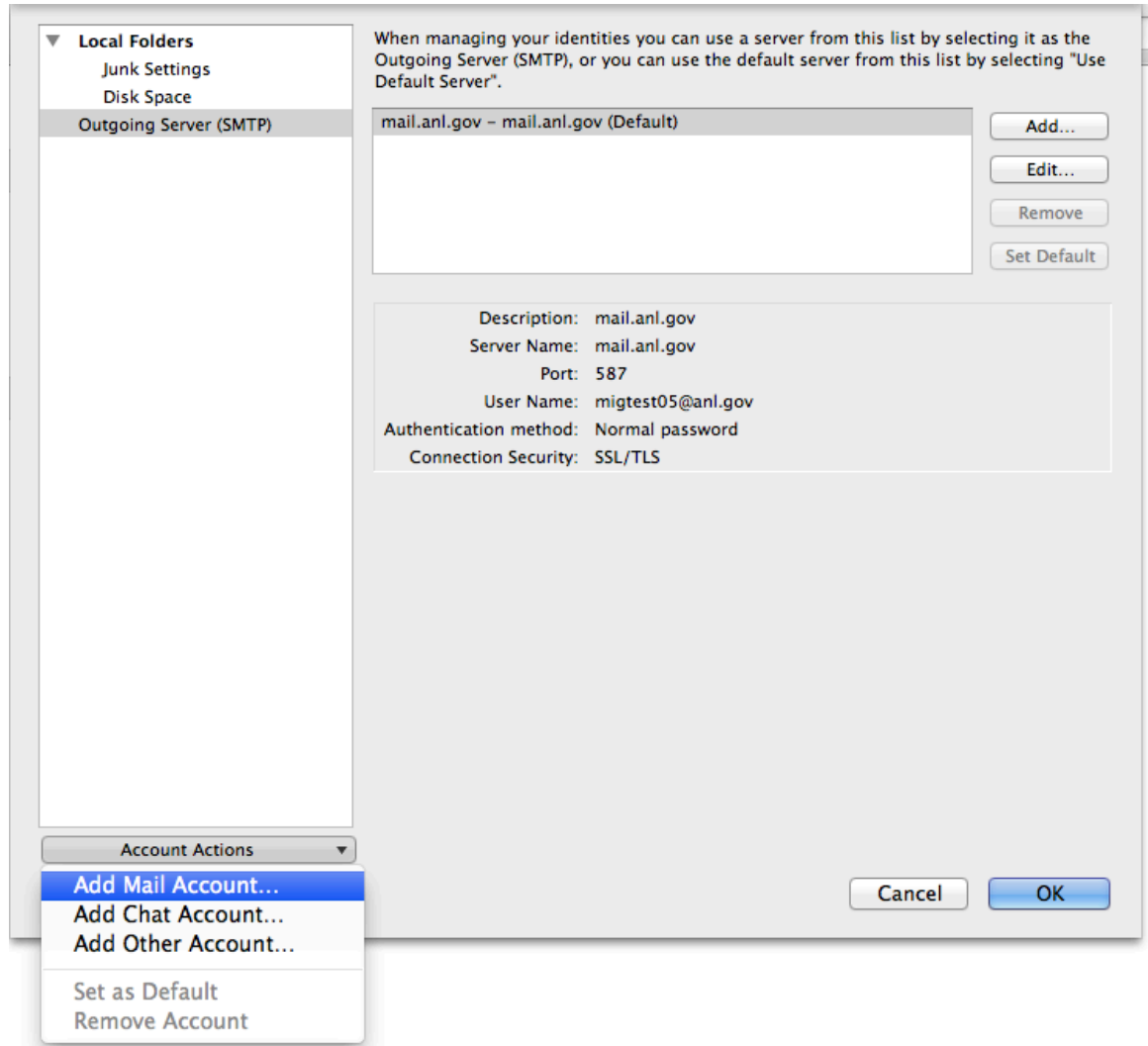
https://wiki.inside.anl.gov/wiki_inside/images/a/a2/Exporting_and_Importing_Message_Rules_in_Thunderbird.pdf

Once your migration has completed, it is recommended that you remove your Zimbra mailbox and Zimbra "Outgoing Server (SMTP)" from Thunderbird, or else connection errors may begin to appear.

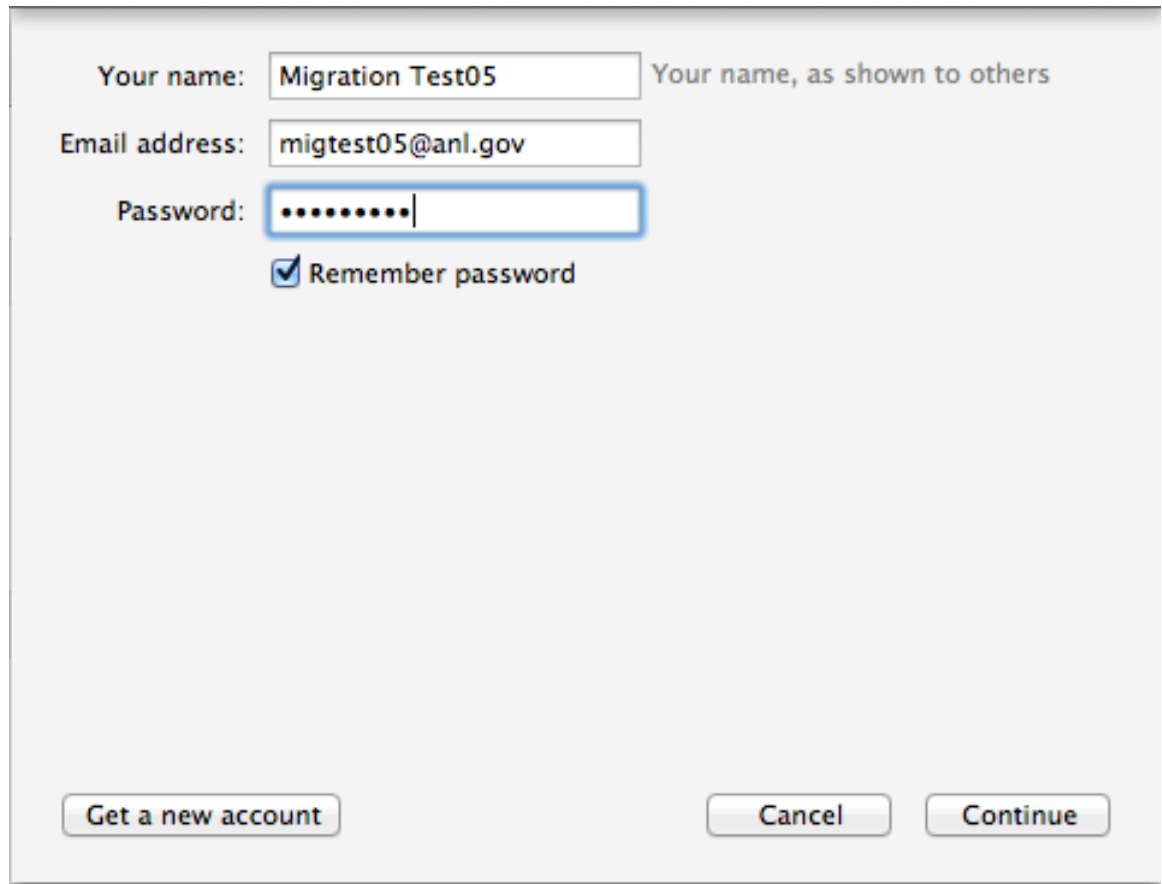
1. Open Thunderbird and choose "Account Settings" from the "Tools" menu.



2. From the "Account Actions" menu, choose "Add Mail Account..."



3. Enter your account information. In the “E-mail Address” field, enter your username in the format “user@anl.gov. This should be your ANL domain user name (i.e. The account you use to access the Inside Argonne Portal). Enter the appropriate password in the password field. Click “Continue” to move on.

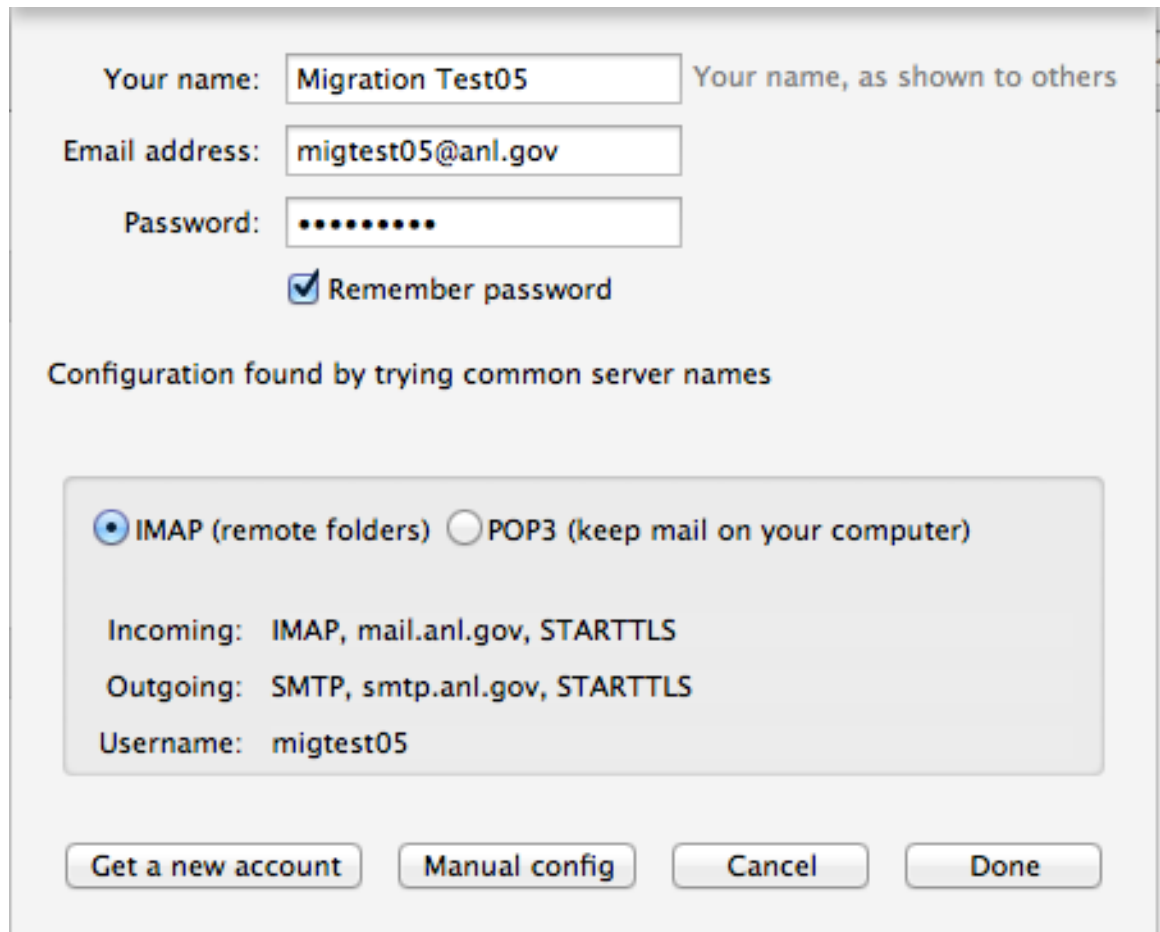


The image shows a registration form with the following fields and options:

- Your name:** Migration Test05 (with a tooltip: "Your name, as shown to others")
- Email address:** migtest05@anl.gov
- Password:** [Redacted with 8 dots]
- Remember password

At the bottom, there are three buttons: "Get a new account", "Cancel", and "Continue".

- Thunderbird will attempt to discover server settings automatically. When you are presented with this screen, click "Manual Config"



The image shows a Thunderbird account configuration dialog box. It contains the following elements:

- Your name:** A text box containing "Migration Test05" and a label "Your name, as shown to others".
- Email address:** A text box containing "migtest05@anl.gov".
- Password:** A text box containing eight dots, representing a masked password.
- Remember password:** A checked checkbox with the label "Remember password".
- Configuration found by trying common server names:** A section containing two radio buttons: "IMAP (remote folders)" (selected) and "POP3 (keep mail on your computer)".
- Server settings:** Below the radio buttons, the following settings are displayed:
 - Incoming: IMAP, mail.anl.gov, STARTTLS
 - Outgoing: SMTP, smtp.anl.gov, STARTTLS
 - Username: migtest05
- Buttons:** At the bottom, there are four buttons: "Get a new account", "Manual config", "Cancel", and "Done".

5. Change the IMAP port to 993, and verify the rest of the settings are consistent with the screen shot below. Click “Done”. If “Done” is greyed out, click “Re-test”, then re-verify the settings and click “Done”.

Your name: Your name, as shown to others

Email address:

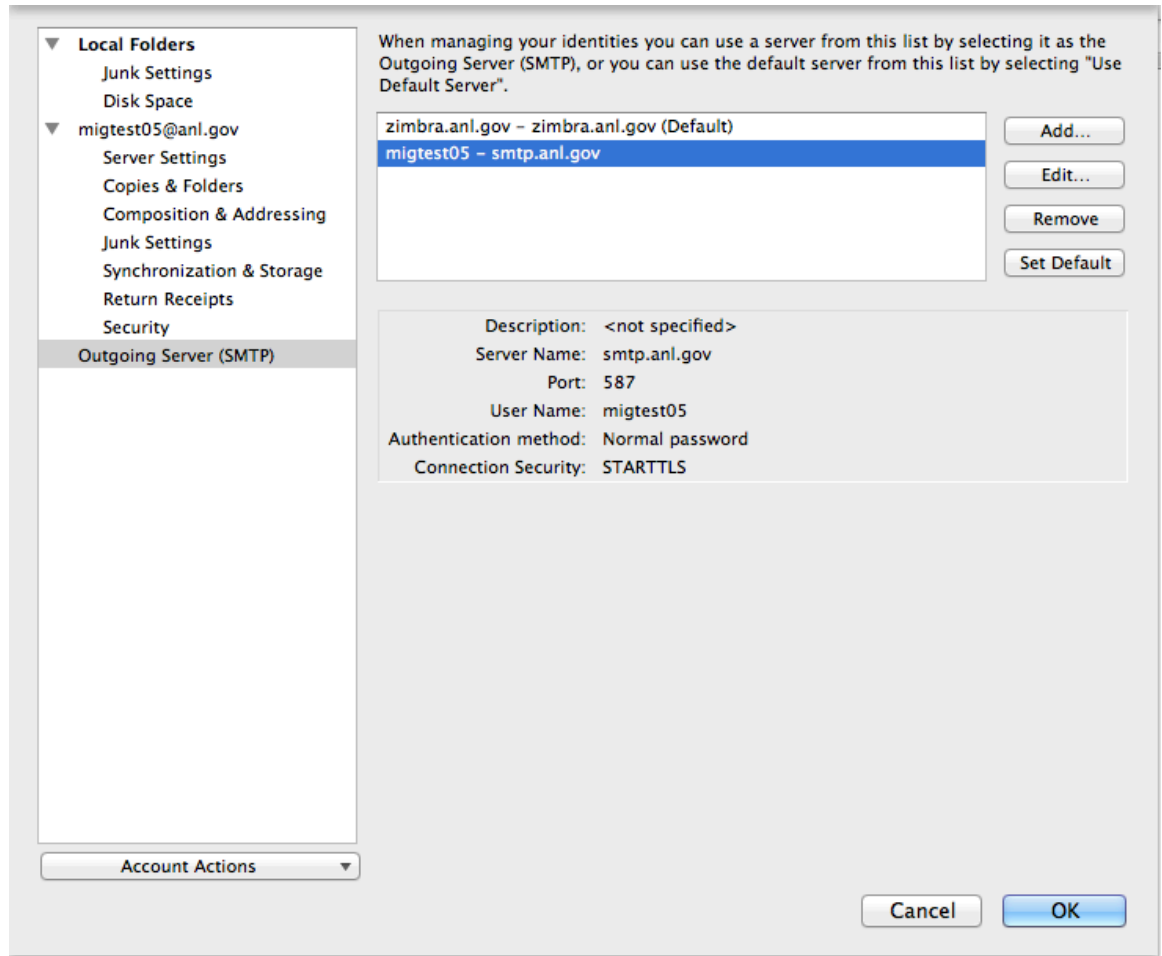
Password:

Remember password

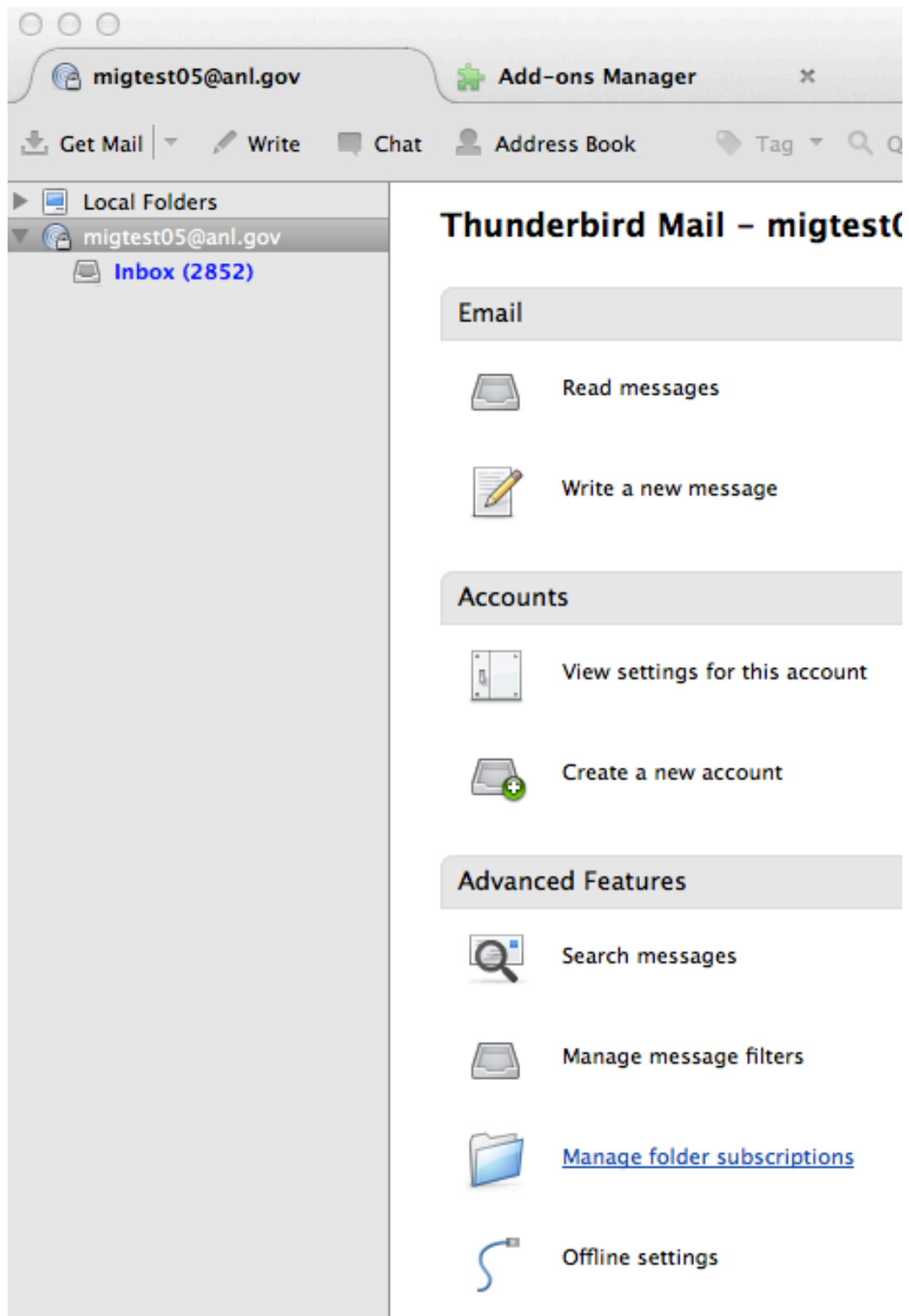
Configuration found by trying common server names

	Server hostname	Port	SSL	Authentication
Incoming:	<input type="text" value="mail.anl.gov"/>	<input type="text" value="993"/>	<input type="text" value="SSL/TLS"/>	<input type="text" value="Normal password"/>
Outgoing:	<input type="text" value="smtp.anl.gov"/>	<input type="text" value="587"/>	<input type="text" value="STARTTLS"/>	<input type="text" value="Normal password"/>
Username:	<input type="text" value="migtest05"/>			

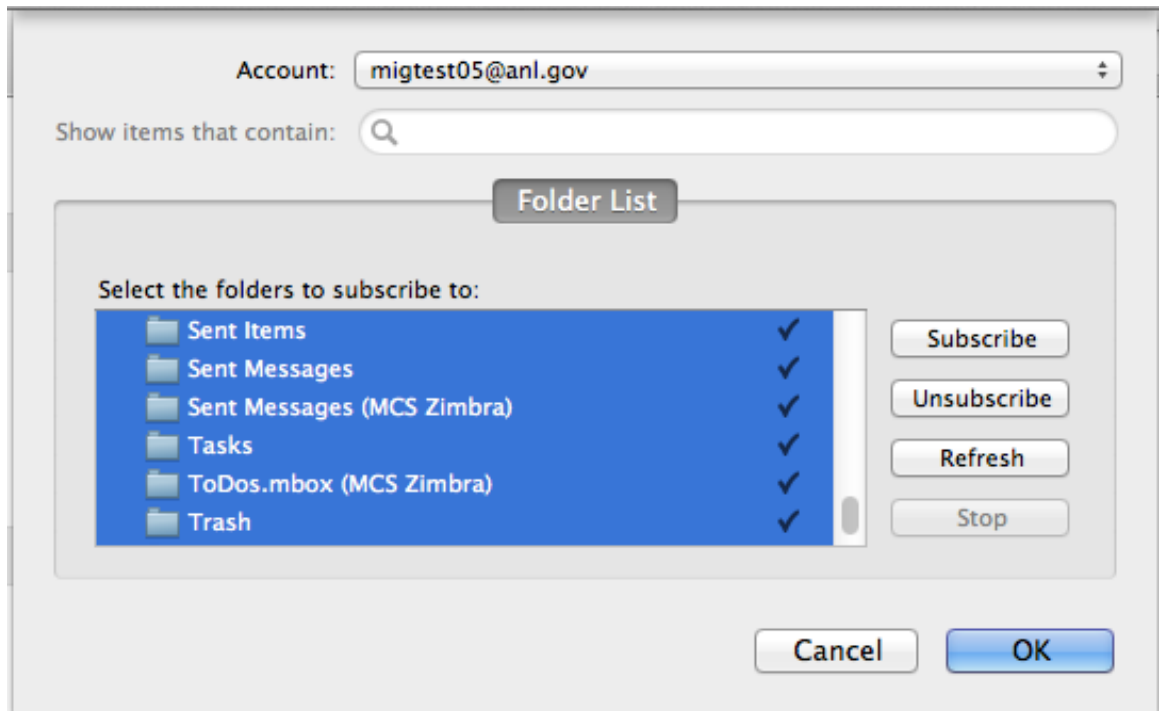
6. Click "Outgoing Server(SMTP)". Highlight the server labeled "smtp.anl.gov" and click "Set Default". Click "OK" to complete the setup.



7. Your inbox will begin synchronizing. If you have additional mail folders you would like to Download to thunderbird, highlight your account in the folder list and choose “Manage Folder Subscriptions”.

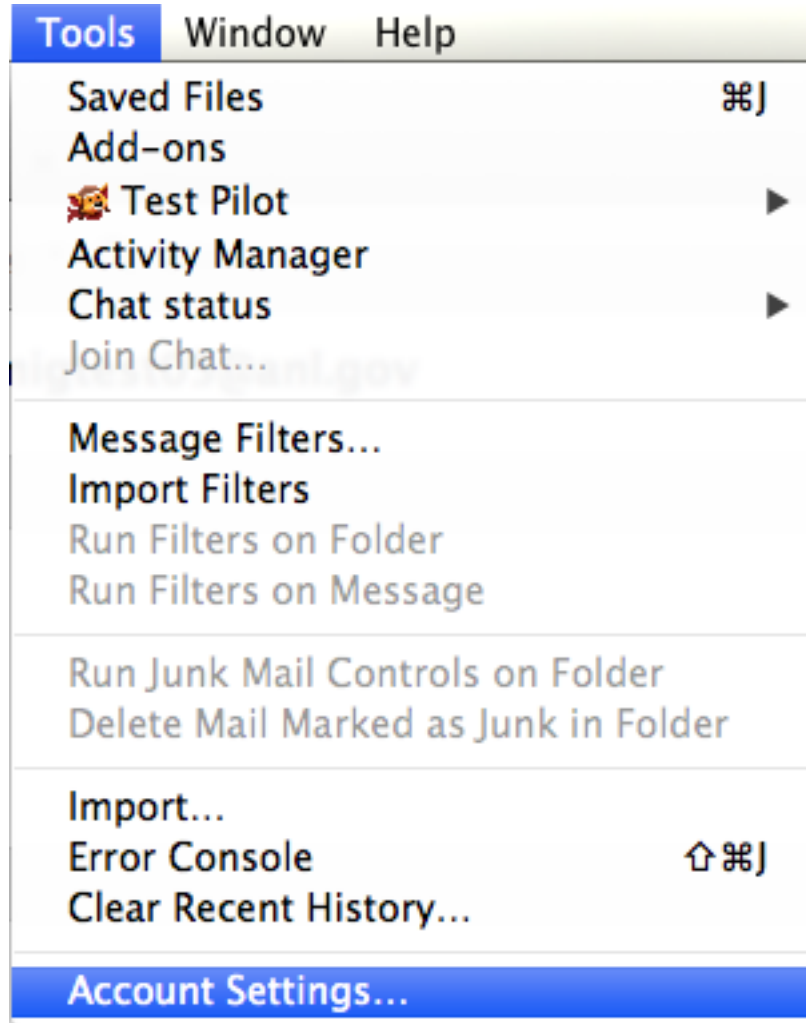


8. Highlight the folders which you would like to appear in Thunderbird. You can select multiples by holding down the Shift or Ctrl key while you select. Click "Subscribe" to subscribe to the selected folders, then click "OK".

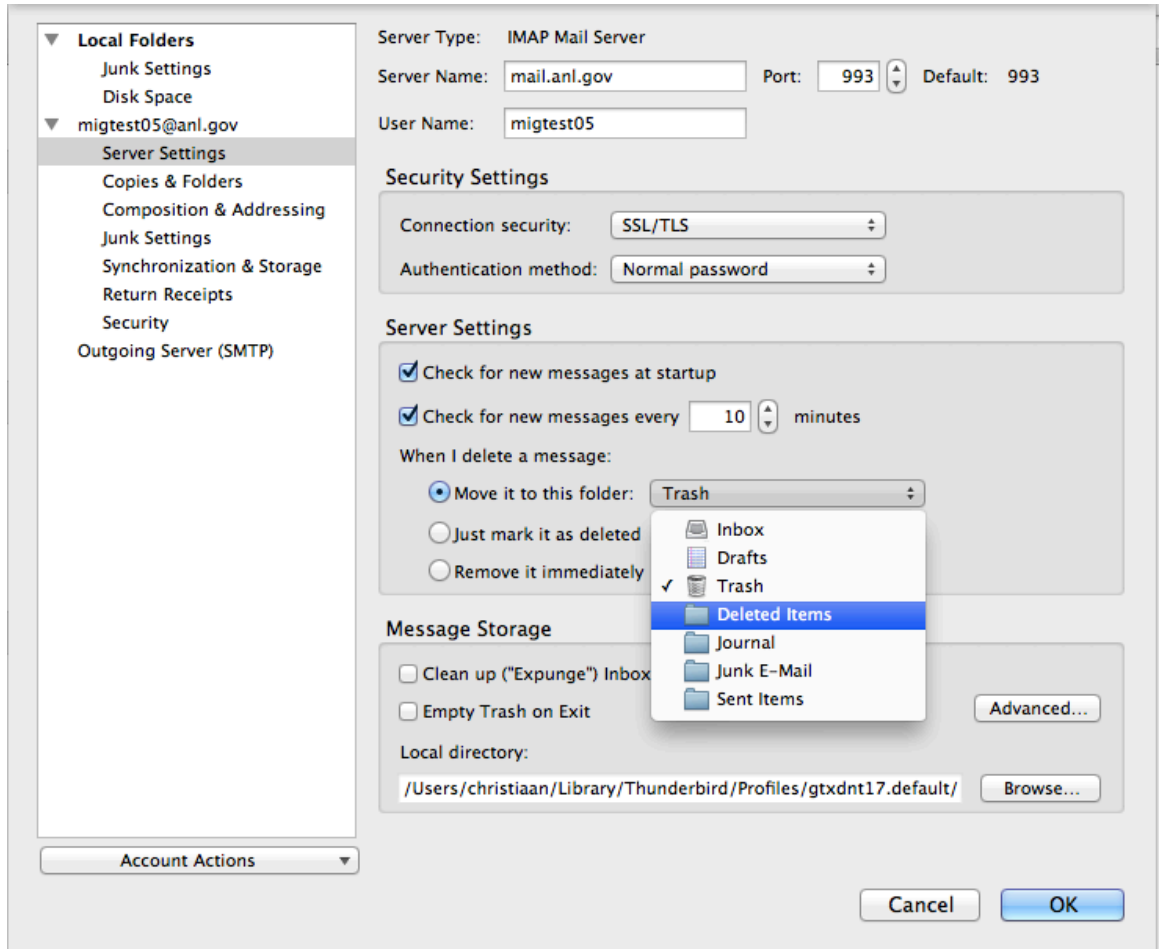


9. You may need to close and re-open Thunderbird to get all of the folders to reappear. If you receive a notification that authentication failed, re-enter your password when prompted to do so.

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



11. 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 7 and 8 to make sure you have subscribed to the “Deleted Items” folder.



12. Click OK to exit Settings and complete your Thunderbird Setup.