Removing Zimbra and Adding Exchange to Thunderbird

Updated: 06/12/13

The instructions outlined in this document will remove your Existing Zimbra mailbox connection from your Thunderbird profile and add your Exchange mailbox to it.

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_Me ssage_Rules_in_Thunderbird.pdf

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



2. Highlight your Zimbra account in the Account list, then choose "Remove Account" from the "Account Actions" menu below

Local Folders	Account Name: migtest05@anl.gov
Junk Settings	Defende Islandin
migtest05@anl.gov	Default identity
Server Settings Copies & Folders	Each account has an identity, which is the information that other people see when they read your messages.
Composition & Addressing	Your Name: Mail Migration Test
Synchronization & Storage	Email Address: migtest05@anl.gov
Return Receipts Security	Reply-to Address: Recipients will reply to this other address
Outgoing Server (SMTP)	Organization:
	Signature text: Use HTML (e.g., bold)
	Attach my vCard to messages Edit Card
	Outgoing Server (SMTP): mail.anl.gov – mail.anl.gov (Default)
	Manage Identities)
Account Actions	Manage Identities
Account Actions Add Mail Account Add Chat Account	Manage Identities
Account Actions Add Mail Account Add Chat Account Add Other Account	Manage Identities
Account Actions Add Mail Account Add Chat Account Add Other Account Set as Default	Manage Identities Cancel OK

3. When asked to confirm account removal, click "OK"



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

 Local Folders Junk Settings Disk Space 	When managing your identities you can use a server from Outgoing Server (SMTP), or you can use the default server Default Server".	n this list by sele er from this list b	cting it as the y selecting "Us
Outgoing Server (SMTP)	mail.anl.gov - mail.anl.gov (Default)		Add
			Edit
			Eurt
			Remove
			Set Default
	Description: mail on loov		
	Server Name: mail and gov		
	Port: 587		
	User Name: migtest05@anl.gov		
	Authentication method: Normal password		
	Connection Security: SSL/TLS		
Account Actions Add Mail Account		Cancel	ОК
Add Chat Account Add Other Account			
Set as Default			

5. 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.

Your name:	Migration Test05	Your name, as shown to others
Email address:	migtest05@anl.gov	
Password:	••••••	
	Remember password	
Get a new acc	ount	Cancel Continue

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

Your name:	Migration Test05	Your name, as shown to others
Email address:	migtest05@anl.gov]
Password:	•••••	
	Semember password	
Configuration fo	und by trying common server	names
• IMAP (rem	ote folders) OPOP3 (keep m	ail on your computer)
Incoming:	IMAP, mail.anl.gov, STARTTLS	
Outgoing:	SMTP, smtp.anl.gov, STARTTL	s
Username:	migtest05	
Get a new acc	count Manual config	Cancel Done

7. 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 "Retest", then re-verify the settings and click "Done".

nail address:	migtest05@	anl.gov				
Password:	•••••					
	🗹 Remembe	er password				
figuration f	ound by taking					
inguration fo	ound by trying	common server names				
		Server hostname	Port	SSL	Authentication	
		Server nosename				
Incoming:	IMAP	 mail.anl.gov 	993	▼ SSL/TLS	Normal password	
Incoming: Outgoing:	IMAP SMTP	mail.anl.gov smtp.anl.gov	993 • 587		Normal password Normal password	
Incoming: Outgoing: Username:	IMAP SMTP	mail.anl.gov smtp.anl.gov migtest05	993 v 587	SSL/TLS STARTTLS	Normal password Normal password	

8. Click "Outgoing Server(SMTP)". Highlight the server labeled "smtp.anl.gov" and click "Set Default".

•	Local Folders Junk Settings Disk Space	When managing your ider Outgoing Server (SMTP), o Default Server".	ntities you can use a se or you can use the defa	rver from this list by sele ult server from this list b	cting it as the y selecting "Use
	migtest05@anl.gov	zimbra.anl.gov - zimbra	anl.gov (Default)		Add
	Server Settings	migtest05 - smtp.anl.go	V		
	Copies & Folders				Edit
	Composition & Addressing				Remove
	Junk Settings				
	Synchronization & Storage				Set Default
	Return Receipts				
	Security	Description:	<not specified=""></not>		
	Outgoing Server (SMTP)	Server Name:	smtp.anl.gov		
		Port:	587		
		User Name:	migtest05		
		Authentication method:	Normal password		
		Connection Security:	STARTTLS		
	Account Actions 🔹				
				Cancel	ОК

9. Highlight the server labeled "zimbra.anl.gov" and click "Remove". Click Yes to confirm the removal, then "OK" to exit Account configuration.

•	Local Folders Junk Settings	When managing your ider Outgoing Server (SMTP), o Default Server".	ntities you can use a server or you can use the default s	from this list by sele erver from this list b	cting it as the y selecting "Use
	migtost05@anl.gov	zimbra anl gov – zimbra	anl.gov		
	Former Settings	mintest05 - smtn anl no	v (Default)		Add
	Server Settings	ingrestos - sintplainigo	(Denauly)		Edit
	Copies & Folders				
	Composition & Addressing				Remove
	Junk Settings				Set Default
	Synchronization & Storage				
	Return Receipts	Description	-impression and service		
1.0	Security	Description:	zimbra.ani.gov		
	Outgoing Server (SMTP)	Server Name:	zimbra.ani.gov		
		Port:	405		
		User Name:	migtestus@ani.gov		
		Authentication method:	Normal password		
		Connection Security:	SSL/1LS		
	Account Actions 🔹				
				Cancel	OK
				cancel	

10. 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".



11. 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".

Folder Lis	t
Select the folders to subscribe to:	
🚞 Sent Items	V Subscribe
🛅 Sent Messages	✓
🚞 Sent Messages (MCS Zimbra)	V Unsubscribe
Tasks 📃	✓ Refresh
ToDos.mbox (MCS Zimbra)	✓
Trash 💼 Trash	✓ Stop

12. 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.