

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.

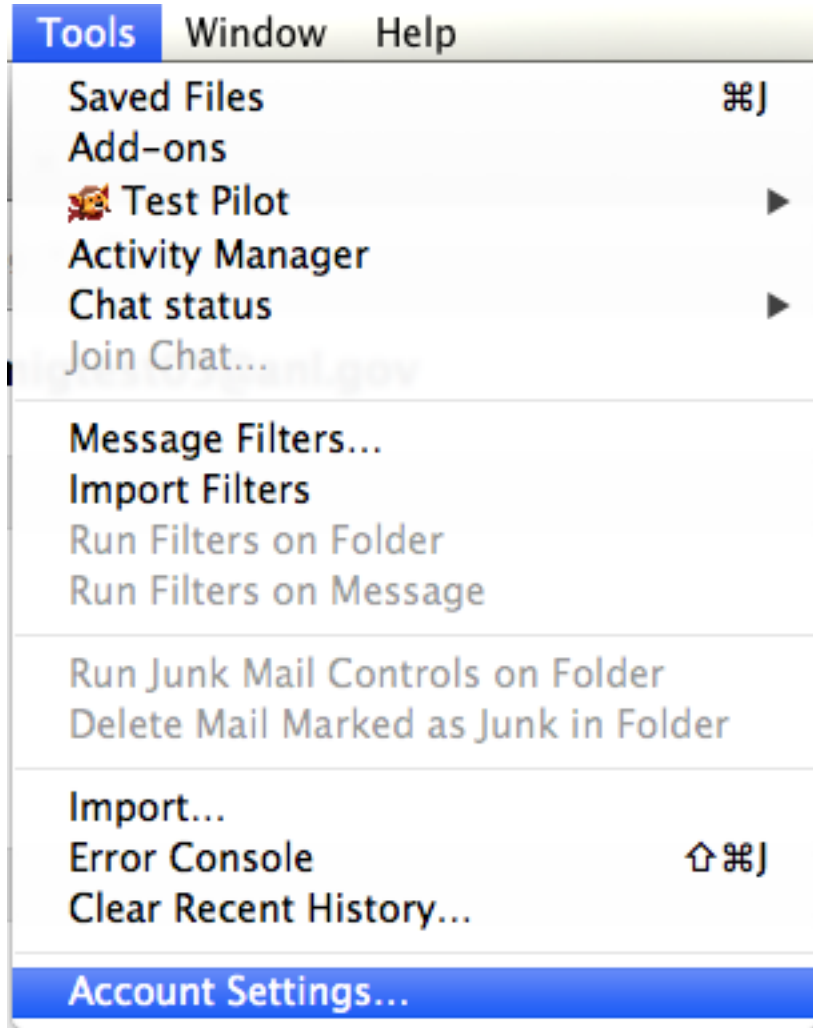
Please note that most settings such as message rules, mailbox permissions, and other customizations do not migrate between Zimbra and Exchange and may have to be recreated once you connect to your new mailbox. It is advised that you record any settings that you would like to retain before proceeding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

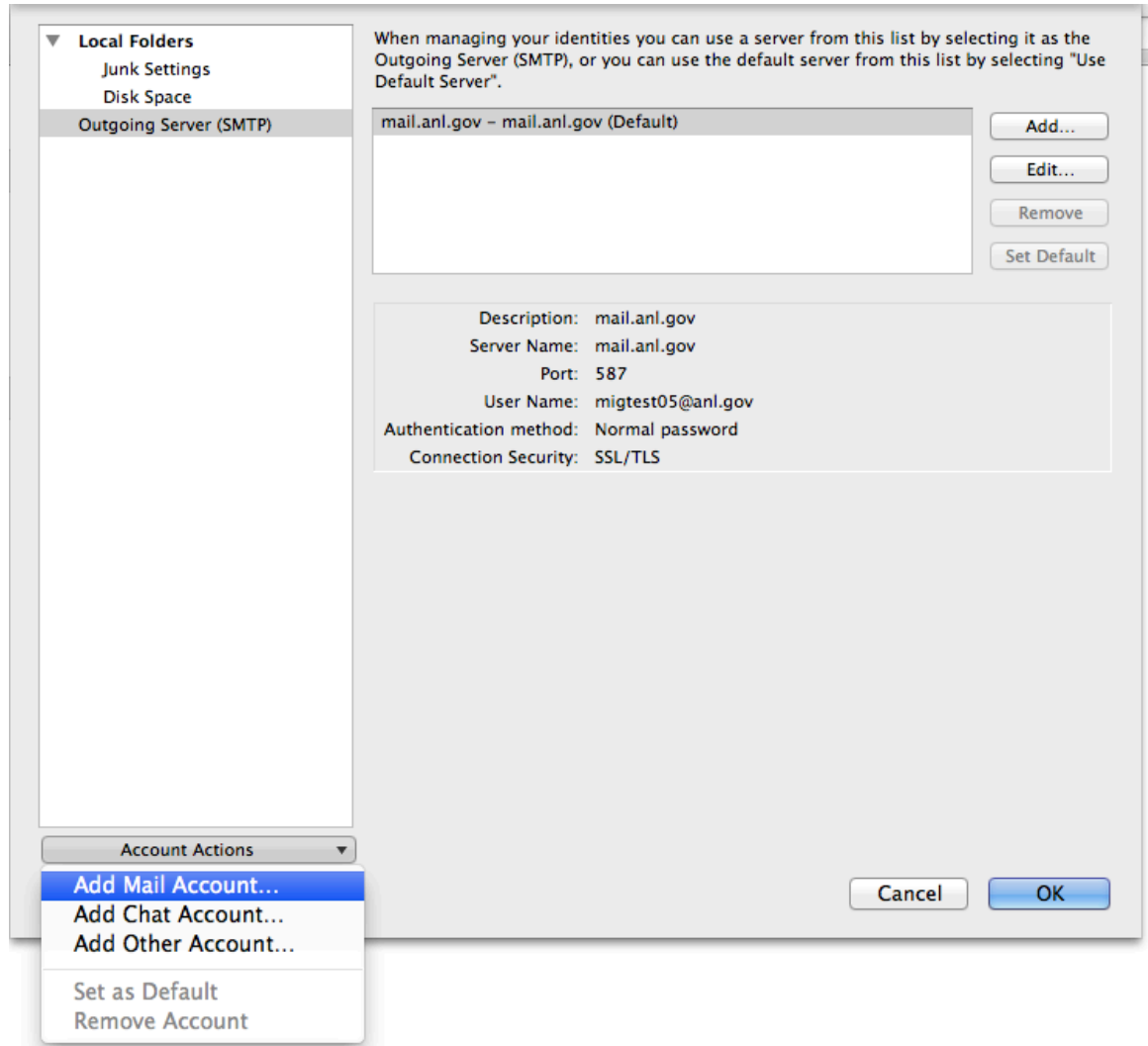
https://wiki.inside.anl.gov/wiki_inside/images/a/a2/Exporting_and_Importing_Message_Rules_in_Thunderbird.pdf

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.

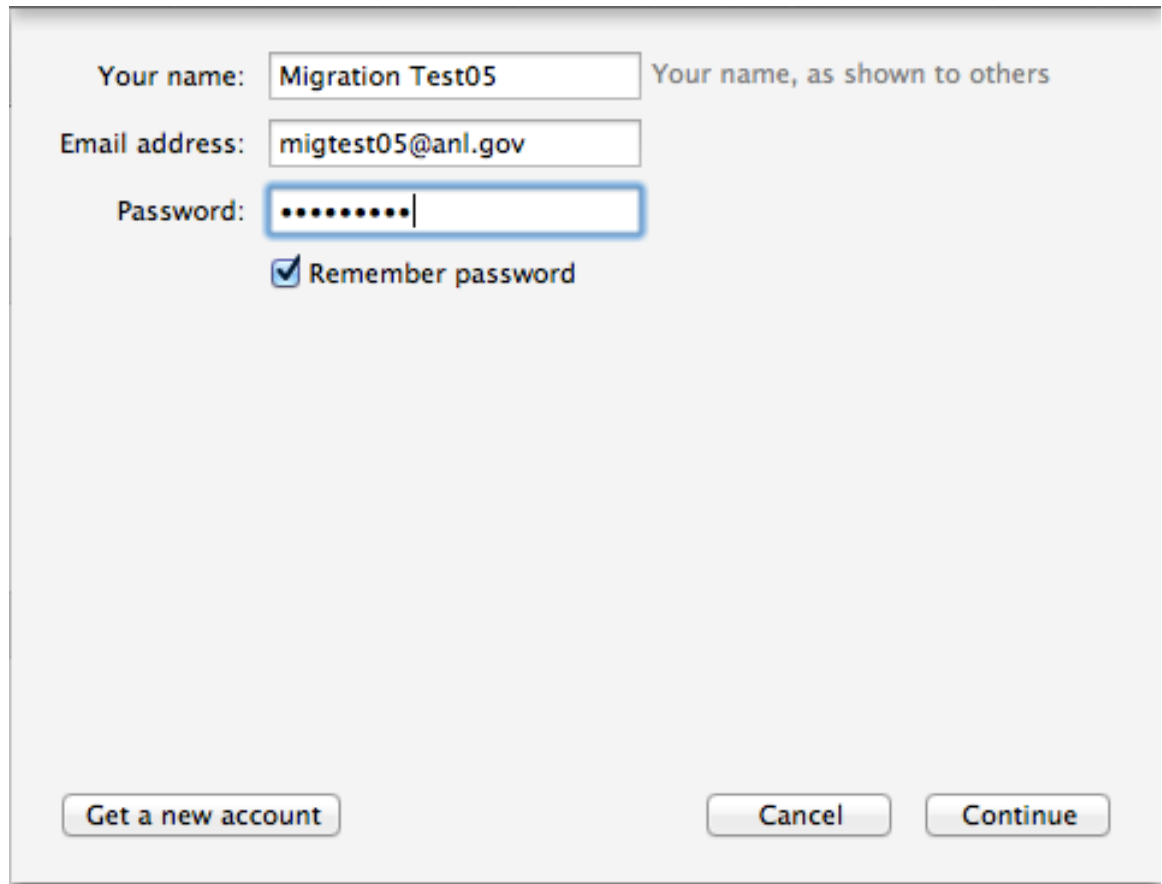
1. Open Thunderbird and choose "Account Settings" from the "Tools" menu.



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.



A screenshot of a web form for account creation. The form is set against a light gray background. It contains three input fields: 'Your name' with the value 'Migration Test05', 'Email address' with the value 'migtest05@anl.gov', and 'Password' with a masked password of eight dots. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom of the form are three buttons: 'Get a new account' on the left, and 'Cancel' and 'Continue' on the right.

Your name: Your name, as shown to others

Email address:

Password:

Remember password

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

Your name: Your name, as shown to others

Email address:

Password:

Remember password

Configuration found by trying common server names

IMAP (remote folders) POP3 (keep mail on your computer)

Incoming: IMAP, mail.anl.gov, STARTTLS

Outgoing: SMTP, smtp.anl.gov, STARTTLS

Username: migtest05

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:

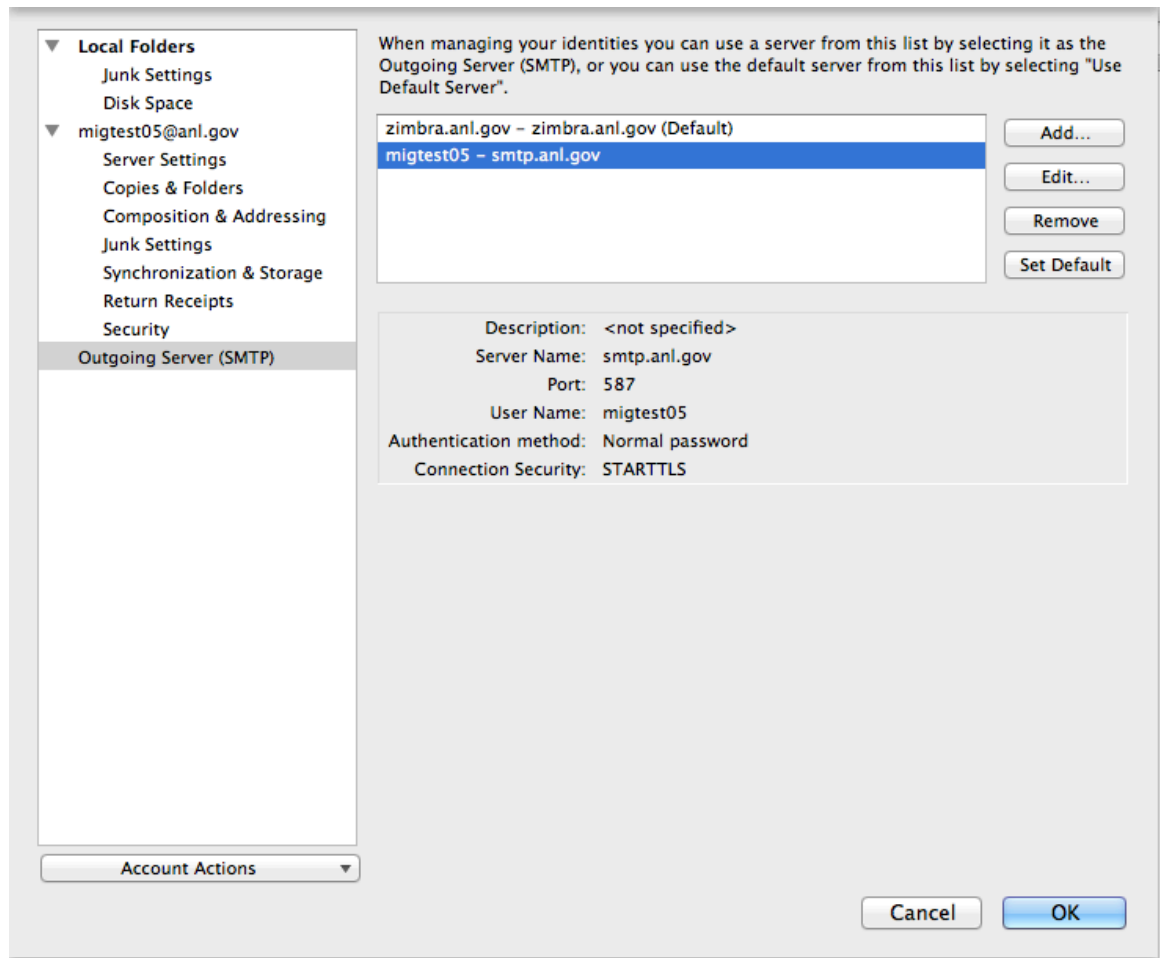
Password:

Remember password

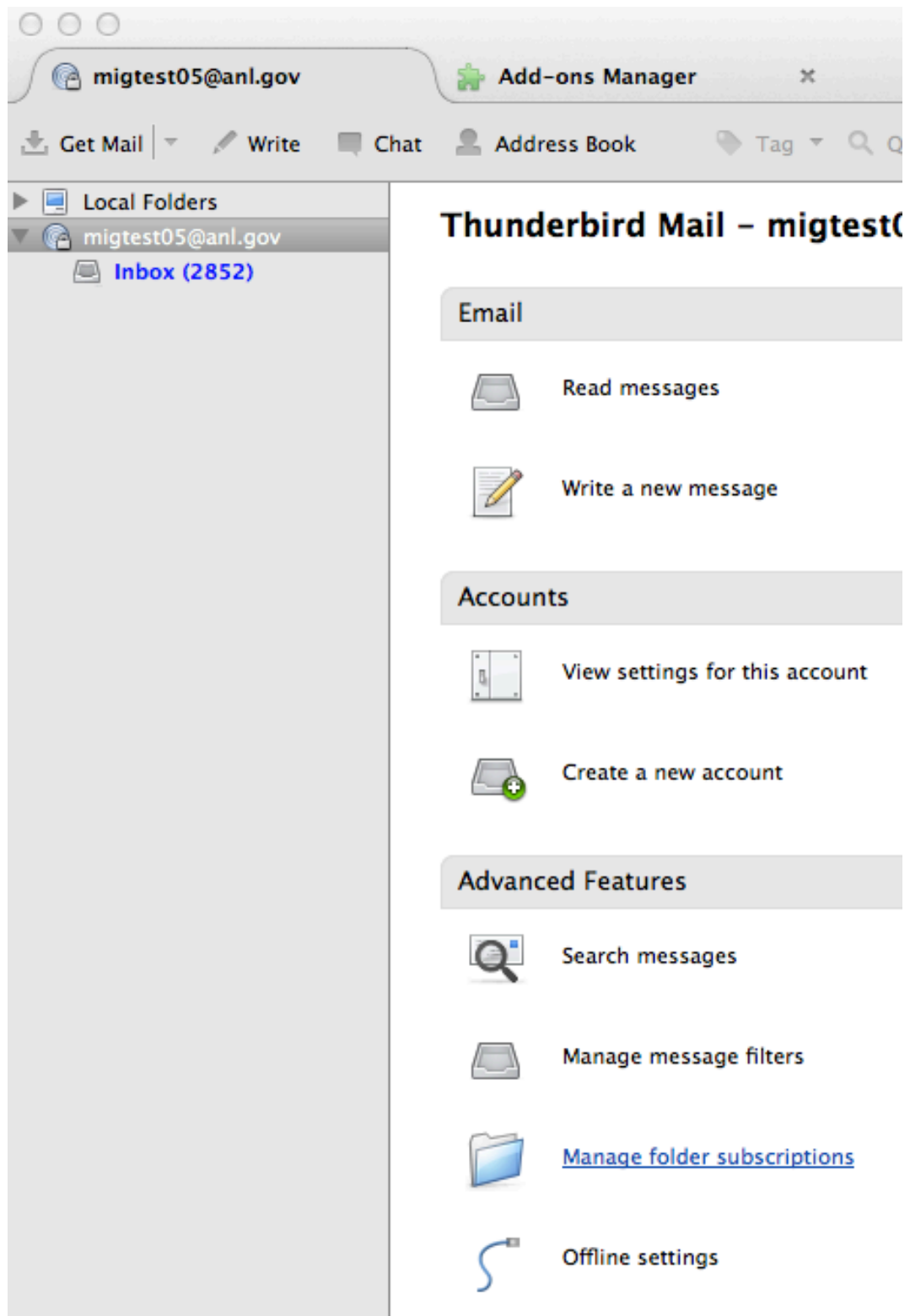
Configuration found by trying common server names

| | 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"/> | | | |

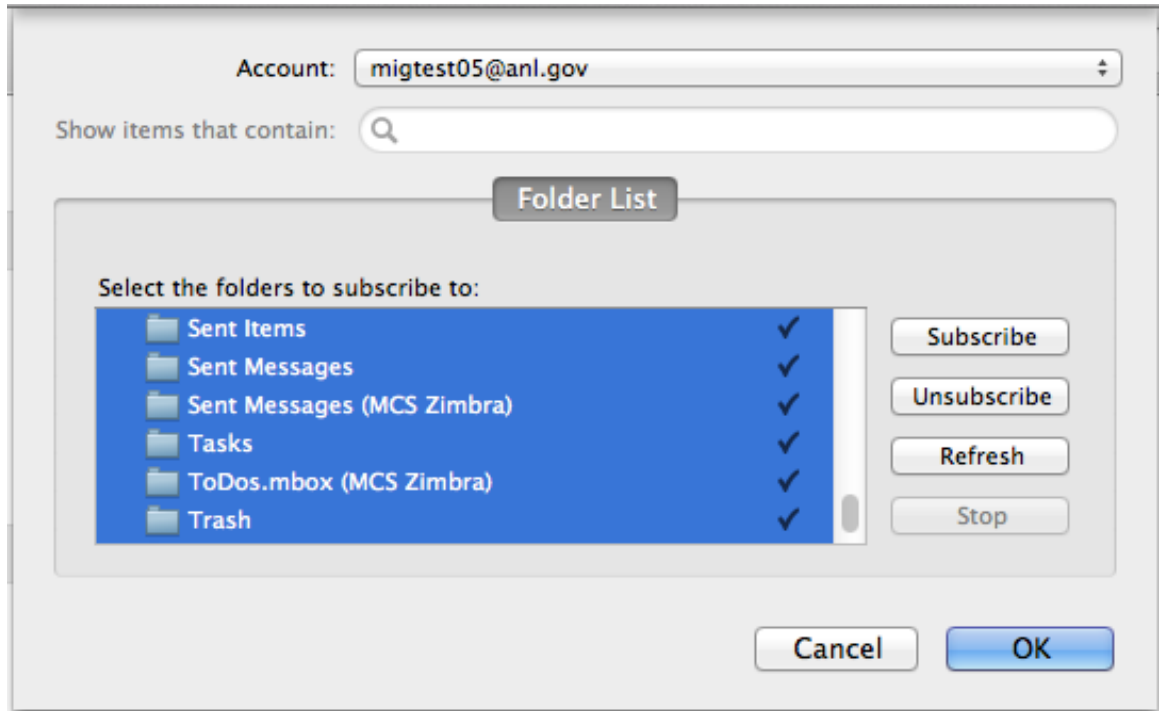
6. Click "Outgoing Server(SMTP)". Highlight the server labeled "smtp.anl.gov" and click "Set Default". Click "OK" to complete the setup.



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”.

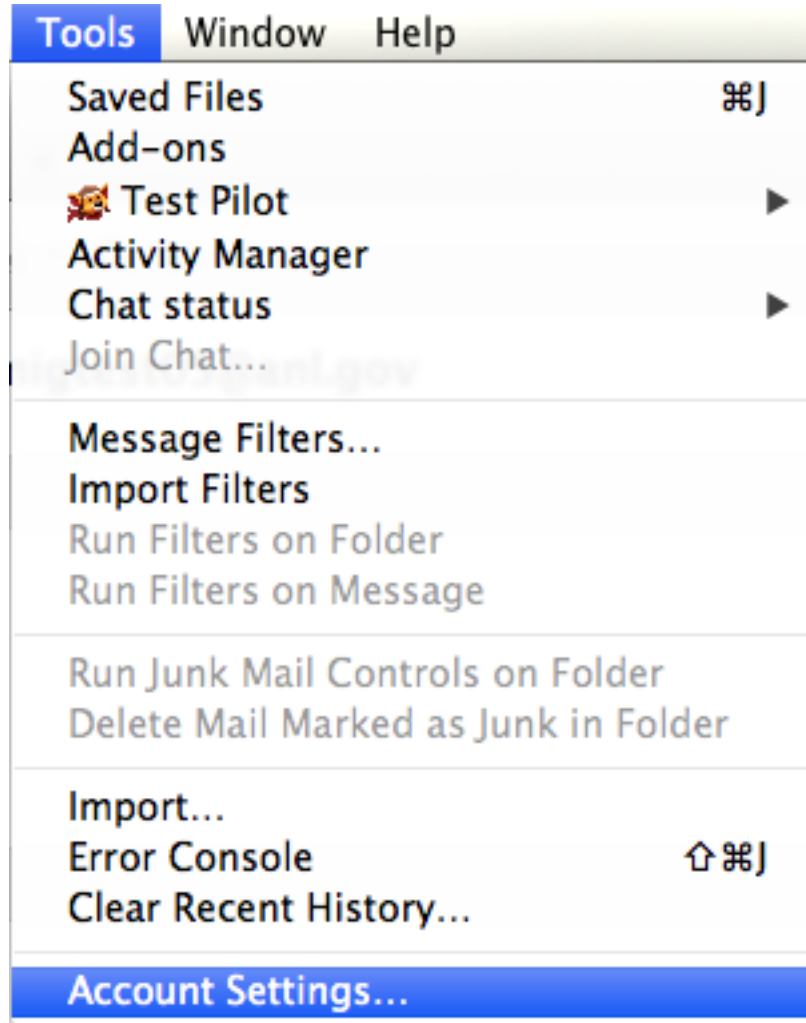


8. Highlight the folders which you would like to appear in Thunderbird. You can select multiples by holding down the Shift or Ctrl key while you select. Click "Subscribe" to subscribe to the selected folders, then click "OK".

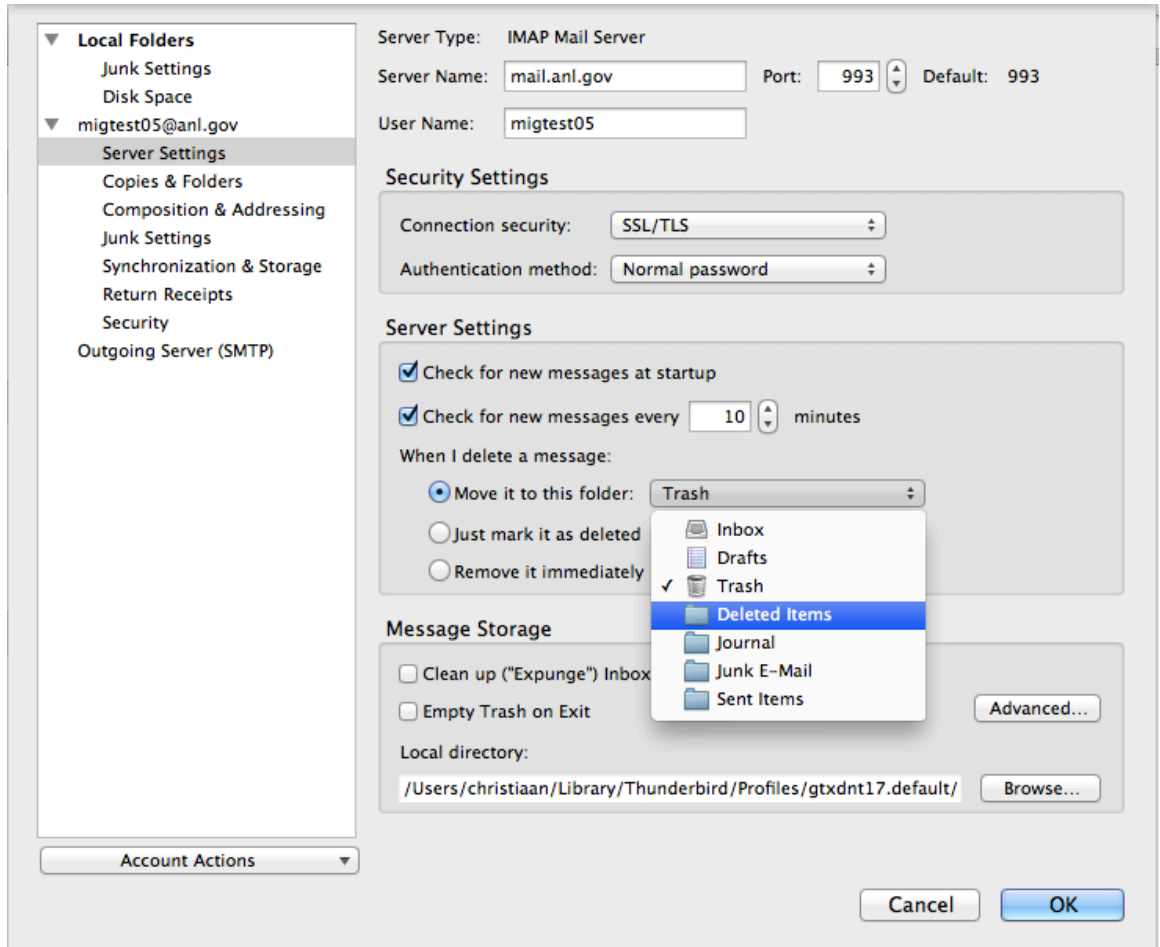


9. You may need to close and re-open Thunderbird to get all of the folders to reappear. If you receive a notification that authentication failed, re-enter your password when prompted to do so.

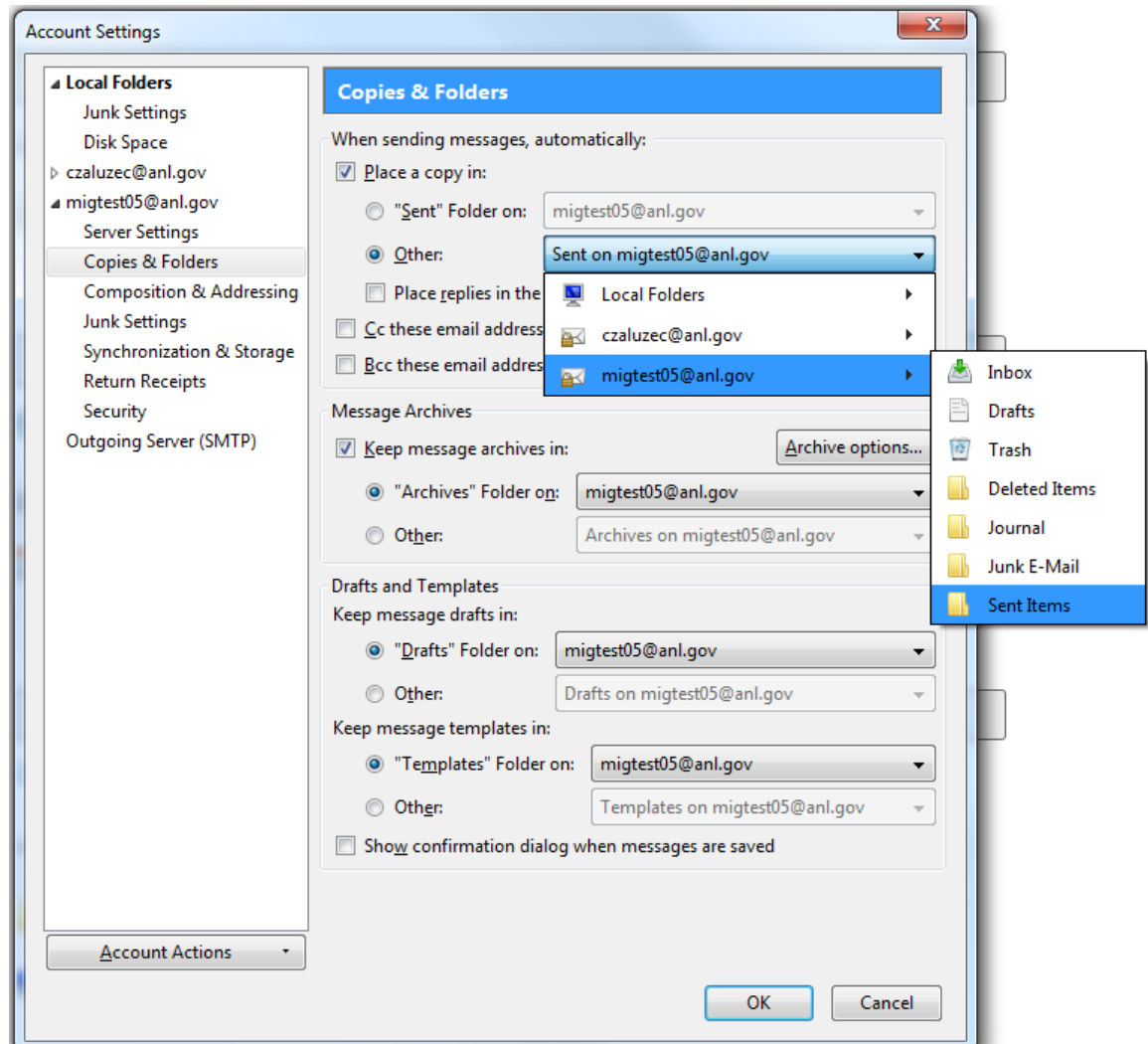
10. From the “Tools” menu, choose “Account Settings”



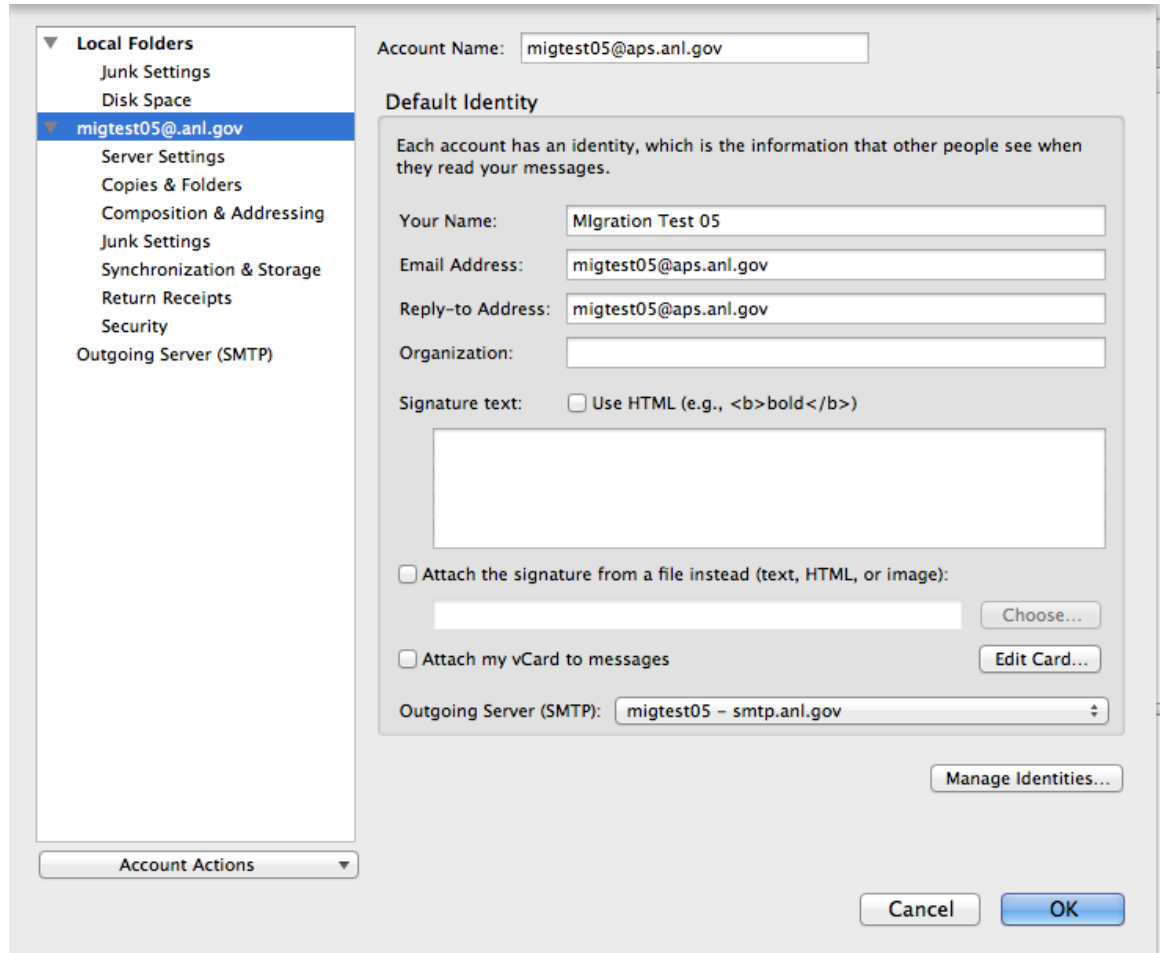
11. Choose “Server Settings”, then change your “When I delete a message” Folder settings from “Trash” to “Deleted Items”. If you do not see “Deleted Items” as an option, refer back to steps 7 and 8 to make sure you have subscribed to the “Deleted Items” folder.



12. Choose "Copies & Folders". In the section entitled "When sending messages, automatically:", change destination folder to "Sent Items"



13. Optional: If you have an @aps.anl.gov or @mcs.anl.gov address that you use as default address, you can click on the [user@anl.gov](#) in the settings window and change your **Account name**, **Email Address**, and **reply to: address** fields to reflect that. @zimbra.anl.gov or external email addresses should not be used here.



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