

# LCmail Migration Using Thunderbird

**Software:** LCmail/Thunderbird

**Platform:** Mac/PC

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## Overview

Lewis & Clark College is transitioning to an email system powered by Google. With this change comes a host of additional services and benefits including increased email storage (up to 25 GB). Existing email will need to be migrated to the new system. This helpsheet covers how to use Thunderbird to move your email to the new system. This process is required for those who have over (still to be determined)GB of email to migrate and is recommended for those who want to pick and choose what email to migrate.

## Pre-Transfer Checklist

- **Take stock** - Before you transfer your email, take stock. What should you move? What *can* you move?
  - Don't transfer messages and folders you no longer need.
  - Consider simplifying existing folder schemes.
  - Plan on using the web instead of Thunderbird? You'll need to export your contact list.
  - Export or recreate filters?
  - Recreate signature and other preferences (forward as attachment, quoted reply location, etc.)
- **Folders vs labels** - Google organizes email with labels instead of folders. When you move Thunderbird folders to LCmail, the folder name becomes a label. You'll also see some new folders that correspond to default LCmail labels such as important and starred messages. Before you simply replicate your existing filing scheme in LCmail, consider how this may change your current email filing and folder system.
- **Time** - If you have a lot of data to transfer, the process will take hours or even days. Plan accordingly.

## Migrate Email Using Thunderbird

Copying saved email folders in the current email system to the new LCmail system using Thunderbird is as simple as creating a Thunderbird account for LCmail and then dragging and dropping folders or messages from your existing email account to your new LCmail account.

1. Launch Thunderbird and select **Tools > Account Settings**.
2. Go to the bottom of the Account list and select **Add Mail Account** from the Account Actions pull down menu (figure 1).
3. When prompted, enter the appropriate information for your Name, Email address, and Password. Click **Continue**.



figure 1

4. Click the **Manual Configuration** button to enter your own options (figure 2).



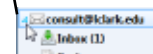
figure 2

5. Make the following changes to the configuration:
  - Set the IMAP server hostname to **imap.gmail.com**
  - Set the IMAP SSL pull down menu to **SSL/TLS**
  - Add **@lclark.edu** to the Username
6. Click Re-test
7. After a successful test, click Create Account to add your LClmail account to Thunderbird. Your newly created account will now show up in the accounts list.

You will want to set your LClmail account as your default account (the account that appears on the top of your account list). To do so, click the LClmail account and select **Set as Default** from the Account Actions pull down menu.

8. Click OK to return to the main Thunderbird screen.
9. In the Folders List on the left-hand side of the main screen, expand both your old and new account folder lists.
10. Now you can move, copy, or drag and drop mail from your old email account to your new LClmail account.

click expansion arrow to expand/  
hide Thunderbird folder lists



- **Copy** folders by dragging a folder from one account to another.
- Revamping your filing scheme? Create a new folder in LClmail and then drag and drop individual or groups of selected messages into that new folder. (Standard selection commands work such as Shift-Click, Command-Click (mac) or Control-Click (win) and Select All.)
- **Move** messages by selecting them in the folder list and then selecting the desired destination from the **Messages > Move To** menu.

11. Once you have verified the copy was successful, you can delete your old mail. Messages and folders you delete will either be moved to your trash or marked for deletion, depending on your Thunderbird preferences. If you are close to your email quota, you may want to temporarily change your Thunderbird preferences to immediately delete.

You have until May 7, 2012 to complete your email migration. If you have questions or need further assistance, please contact the IT Help Desk at 503-768-7225 or [consult@lclark.edu](mailto:consult@lclark.edu).