

TRAINING AT THE BEACH

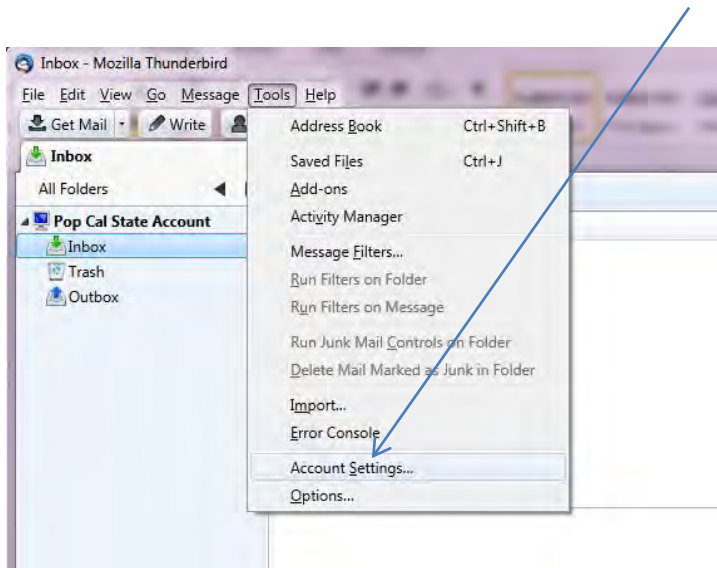


Thunderbird to Outlook 2010 Migration Outline

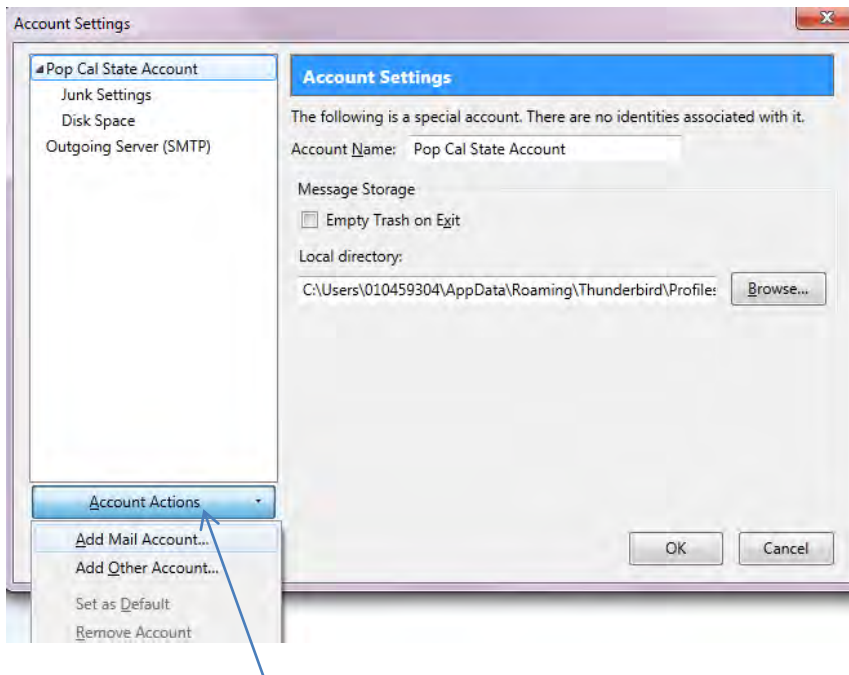
Thunderbird @csulb setup and Migration and Instructions

Purpose: Identify the process for migrating local mail, folders and contacts from Mozilla Thunderbird to the new @csulb Microsoft Exchange Email system

To set up a new mail account in Thunderbird go to **Tools>Account Settings**.

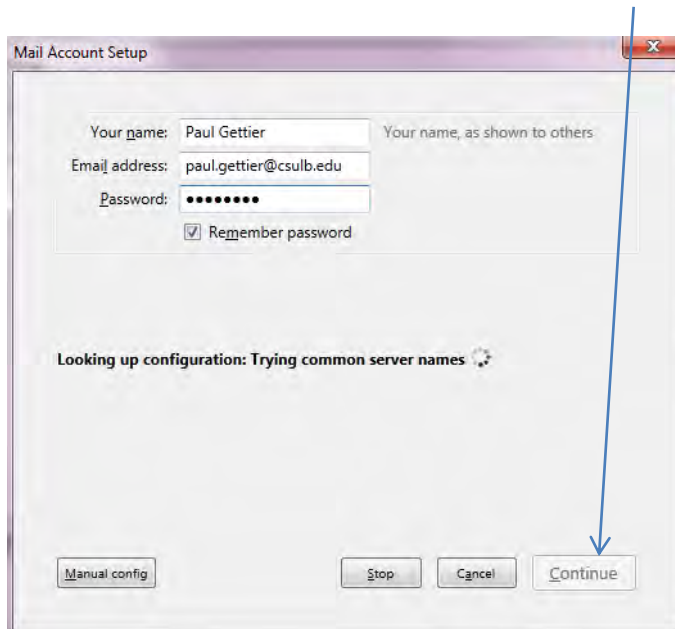


You will be presented with the **Account Settings** screen.



Choose **Add Mail Account** from the drop down menu.

Enter your @csulb account information, and click **Continue**.

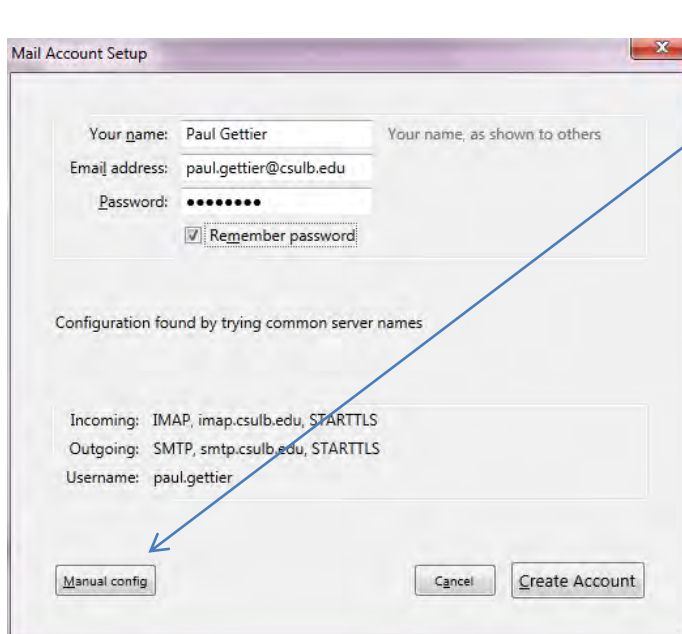


The dialog box is titled "Mail Account Setup" and contains the following fields and options:

- Your name: Paul Gettier (Your name, as shown to others)
- Email address: paul.gettier@csulb.edu
- Password: [Redacted]
- Remember password

Below the fields, it says "Looking up configuration: Trying common server names" with a loading spinner. At the bottom, there are three buttons: "Manual config", "Stop", and "Continue". A blue arrow points from the top right towards the "Continue" button.

The automatic configuration will run. Once it completes choose **Manual Config**



The dialog box is titled "Mail Account Setup" and contains the following fields and options:

- Your name: Paul Gettier (Your name, as shown to others)
- Email address: paul.gettier@csulb.edu
- Password: [Redacted]
- Remember password

Below the fields, it says "Configuration found by trying common server names". A text box displays the following configuration:

- Incoming: IMAP, imap.csulb.edu, STARTTLS
- Outgoing: SMTP, smtp.csulb.edu, STARTTLS
- Username: paul.gettier

At the bottom, there are three buttons: "Manual config", "Cancel", and "Create Account". A blue arrow points from the top right towards the "Manual config" button.

Change your **Incoming Mail Server Hostname** to: **outlook.csulb.edu**

Mail Account Setup

Your name: Paul Gettier Your name, as shown to others

Email address: paul.gettier@csulb.edu

Password: [masked]

Remember password

Configuration found by trying common server names

	Server hostname	Port	SSL	Authentication
Incoming:	IMAP outlook.csulb.edu	143	STARTTLS	Kerberos / GSSAPI
Outgoing:	SMTP smtp.csulb.edu	587	STARTTLS	Normal password

Username: paul.gettier

Advanced config Cancel Re-test Create Account

Leave all other settings intact and click **Create Account**.

Your account settings should now resemble the settings below:

Account Settings

Server Settings

Server Type: IMAP Mail Server

Server Name: outlook.csulb.edu Port: 143 Default: 143

User Name: paul.gettier@csulb.edu

Security Settings

Connection security: STARTTLS

Authentication method: NTLM

Server Settings

Check for new messages at startup

Check for new messages every: 10 minutes

When I delete a message:

Move it to this folder: Trash

Just mark it as deleted

Remove it immediately

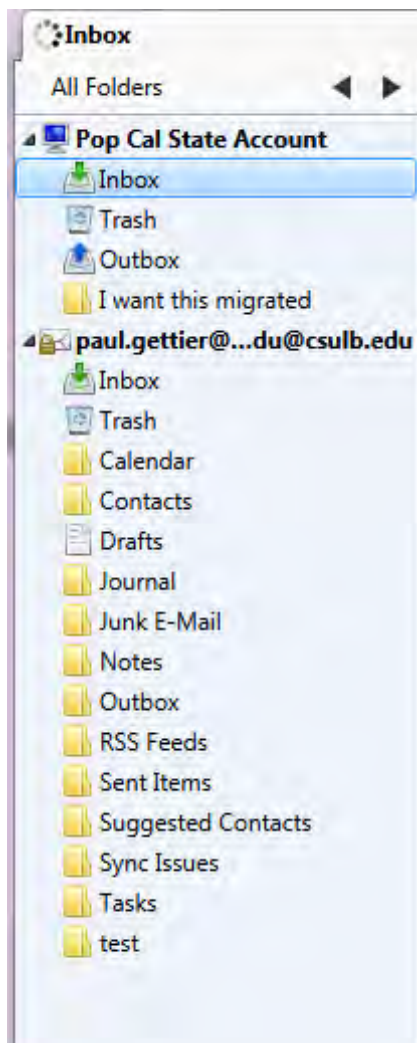
Clean up ("Expunge") Inbox on Exit

Empty Trash on Exit

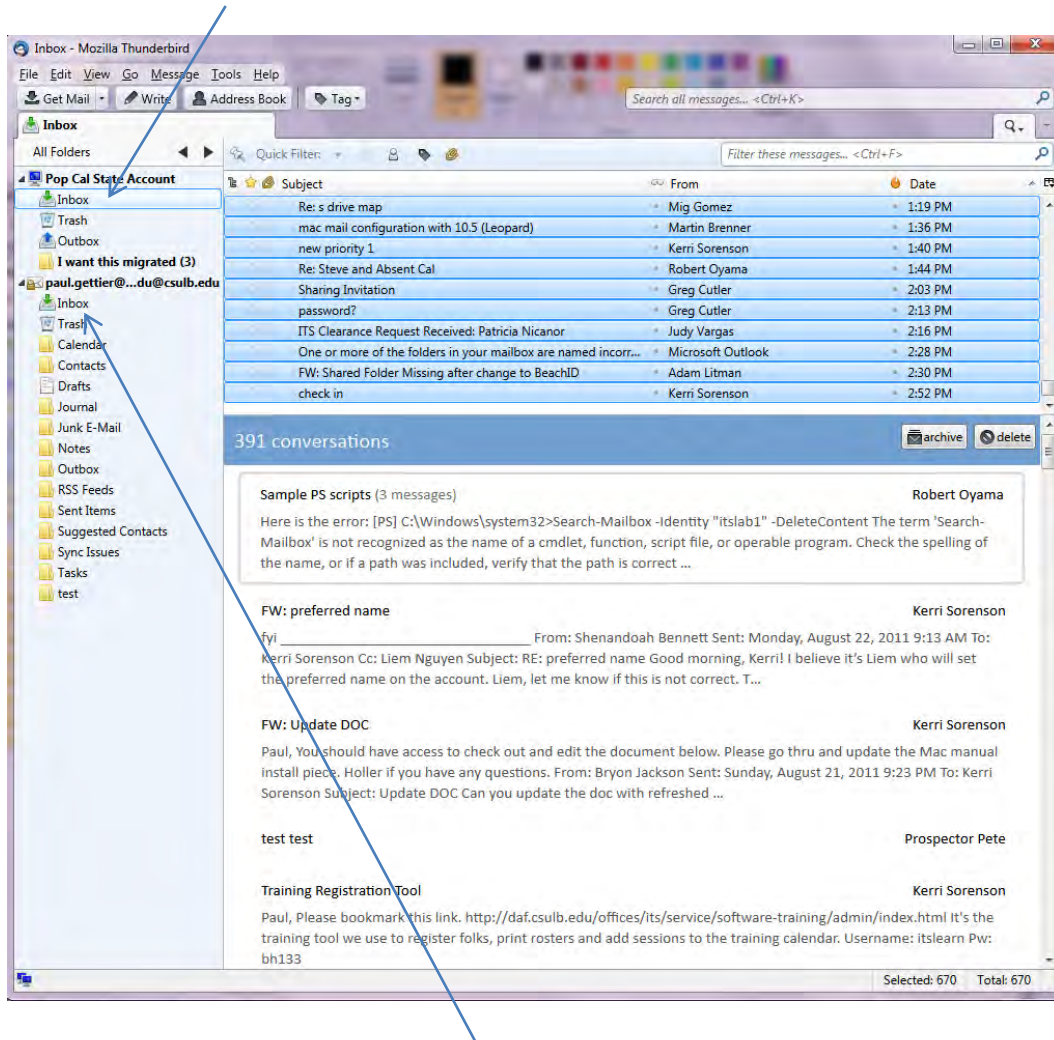
Local directory: C:\Users\010459304\AppData\Roaming\Thunderbird\Profiles\yr3k13

Account Actions OK Cancel

You will now have you existing POP mail account Local Folders visible and the new @csulb Microsoft Exchange Mailbox visible within the same Thunderbird window.



In order to move old Local Thunderbird Mail into your new @csulb Exchange Mailbox use a simple drag and drop technique.



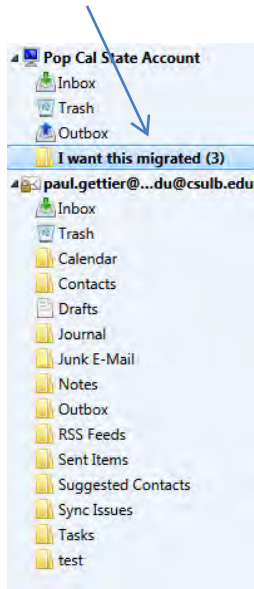
To transfer all messages within your Inbox to you new @csulb Exchange Mailboxes Inbox choose your Local Folder's Inbox.

Select all mail messages, then drag and drop them to the new Exchange Inbox on the folder list.

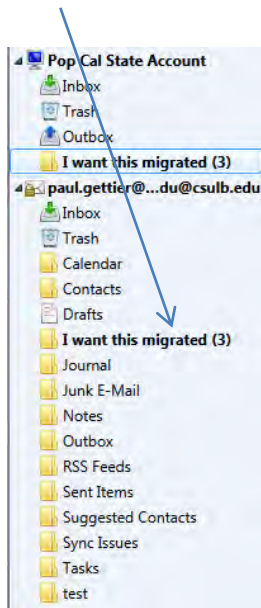
The same process holds for moving Mail Folders. Simply select the folder you wish to move, and drag it into your new Mailbox within the Folder List.

In this example simply drag the folder named "I want this migrated" from one Mailbox list to the new mailbox list

Before:



After:



Note: This will copy, not move. So the folder will also still appear within the local folder list as well as in your new Exchange mailbox.

Migrating Contacts from Thunderbird to Outlook 2010

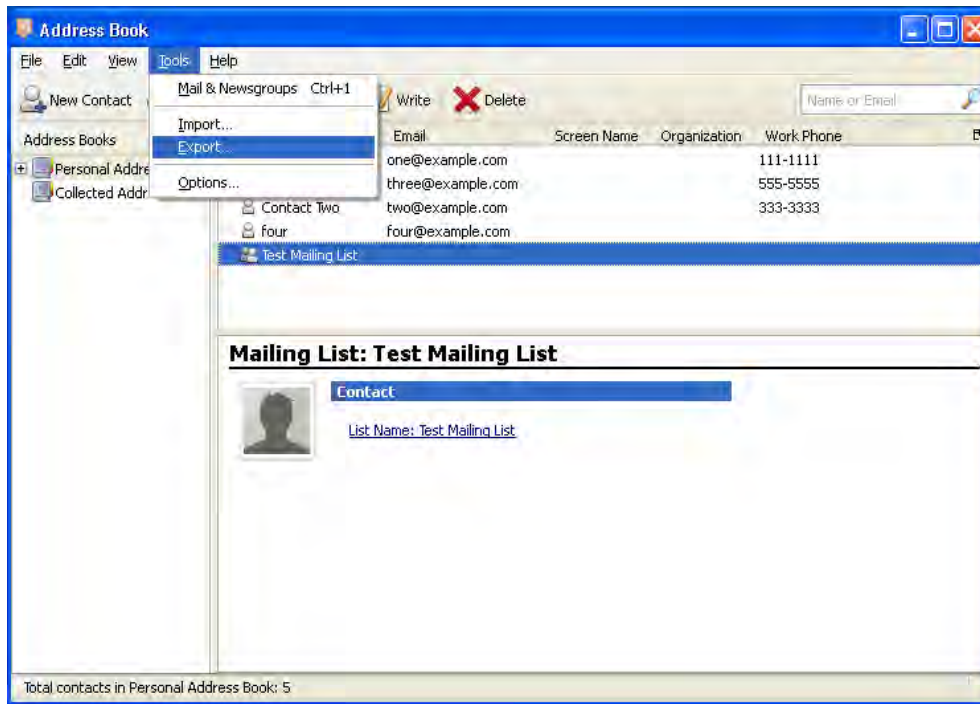
The screenshots and examples in these instructions use Mozilla Thunderbird on Microsoft Windows because that is the primary email client configuration used on the CSULB campus, but the same overall concept should generally apply to other mail clients and operating systems. If your mail client cannot export contacts to an LDIF file, the next best choice is to use a Comma Separated Values (CSV) file. Keep in mind that a CSV file may be a more manual process, including possibly having to manually map the columns of the file to specific Outlook contact fields, which Outlook allows you to do during the import procedure.

Also be aware that Outlook is limited in how it handles VCF files, and is only able to see one contact in each VCF file, unlike other programs that can import or export multiple contacts per VCF file. So VCF is not a desired format to transfer contacts to Outlook.

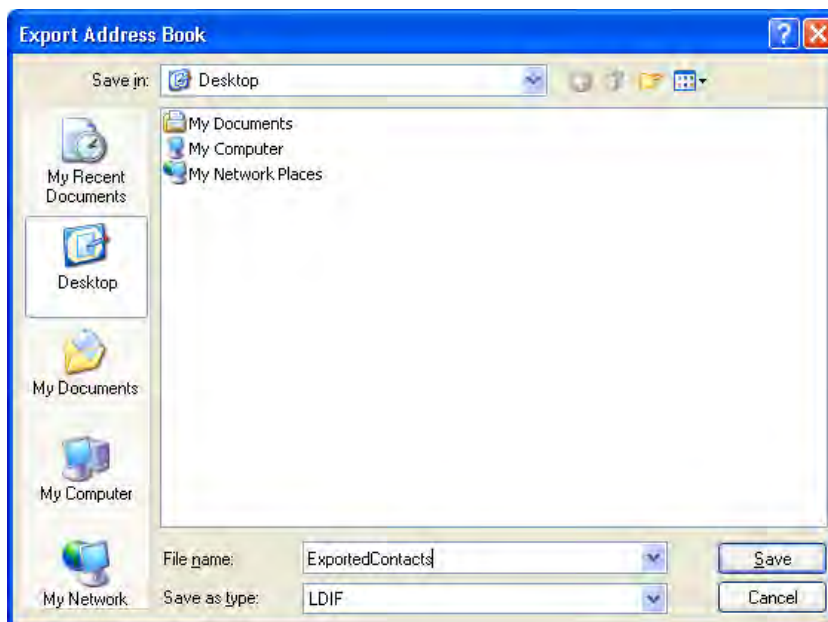
Finally, please also note that the Thunderbird address book manager is not very well behaved, and can easily cause contacts to disappear and create duplicates, especially when editing mailing lists, so try to avoid any manipulation of contacts and mailing lists in Thunderbird as much as possible.

The transfer procedure is an indirect, three-step process (export from Thunderbird, import into Windows contact manager, then import into Outlook) because this is the simplest, most automated, and least error-prone way of accomplishing this task.

1. Export contacts to a LDIF file. In the Thunderbird Address Book, click **Tools > Export**,

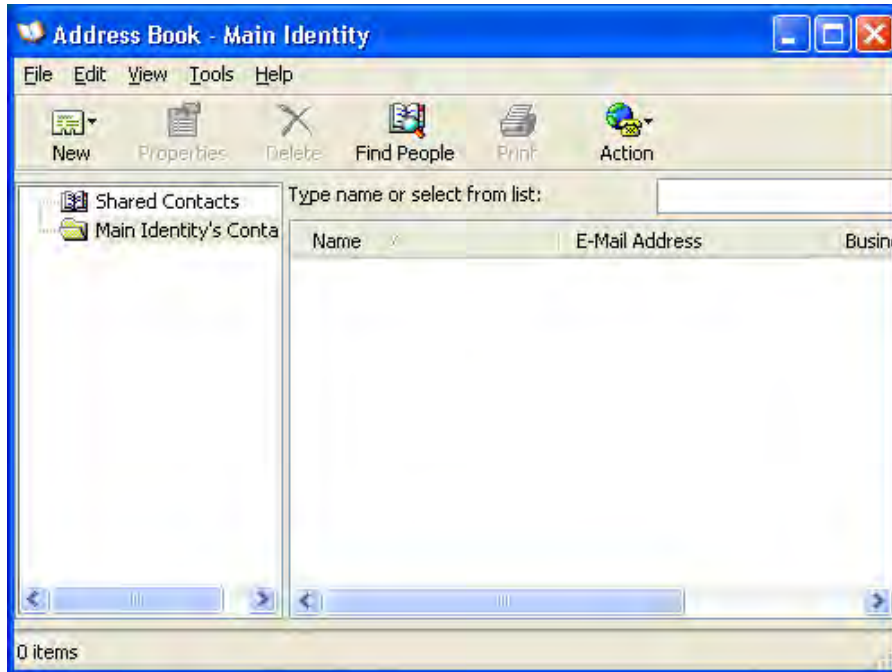


2. In the file browser that opens up, select the folder where you want to save the contacts file, name the file, make sure the Save as type choice is LDIF, then click **Save**:

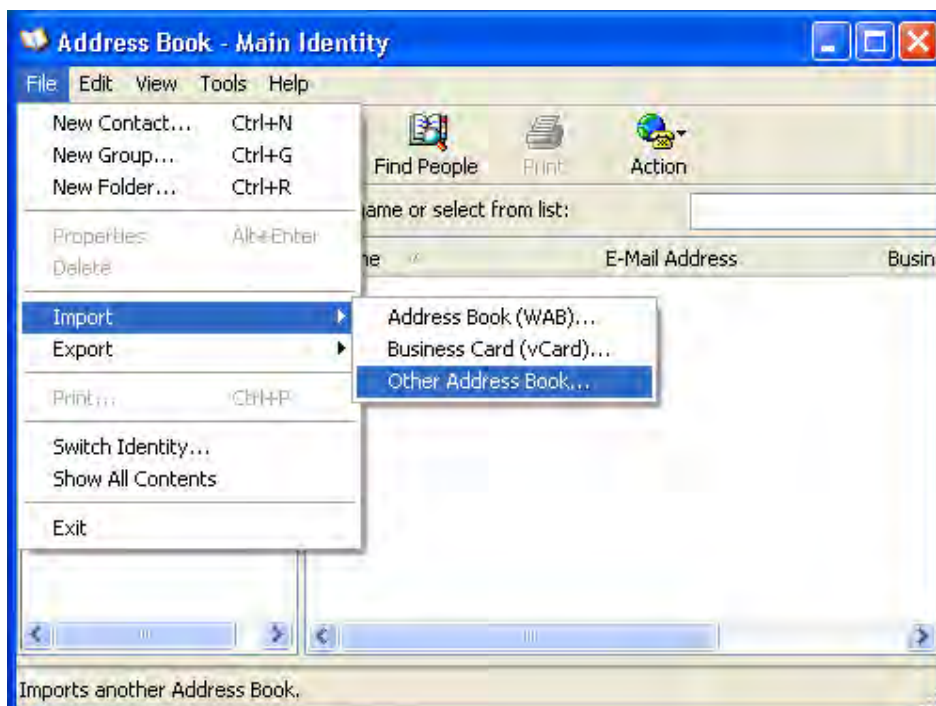


3. Now open the Windows contact manager and import the contacts. In Windows XP, it is called “Address Book” and is found at **Start > All Programs > Accessories > Address Book**. In **Windows 7**, it is called “Contacts”, and can most easily be found by typing **contacts** on the search bar in the Windows

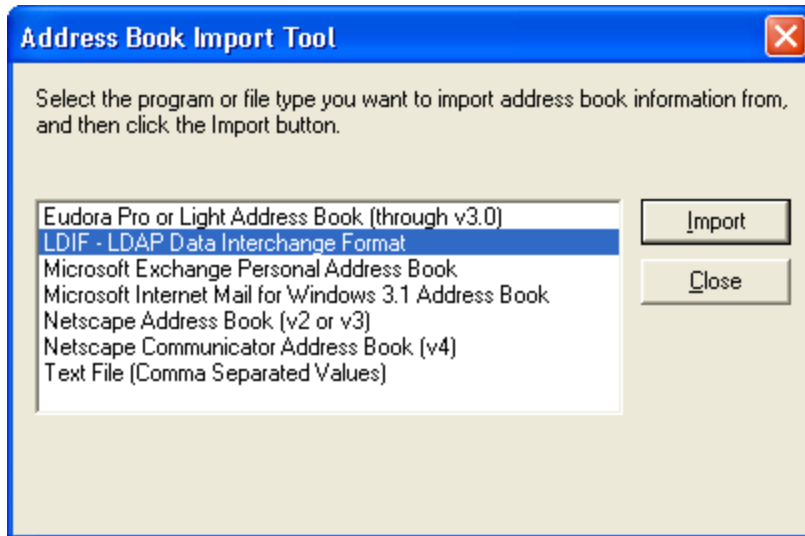
Start orb, and then clicking on the program that it finds, called **Contacts**. The screenshots will continue to refer to the Windows XP version, but the steps are the same, except where noted:



4. In the Windows XP address book, go to **File > Import > Other Address Book**. In **Windows 7**, just click the **Import** item on the menu bar:



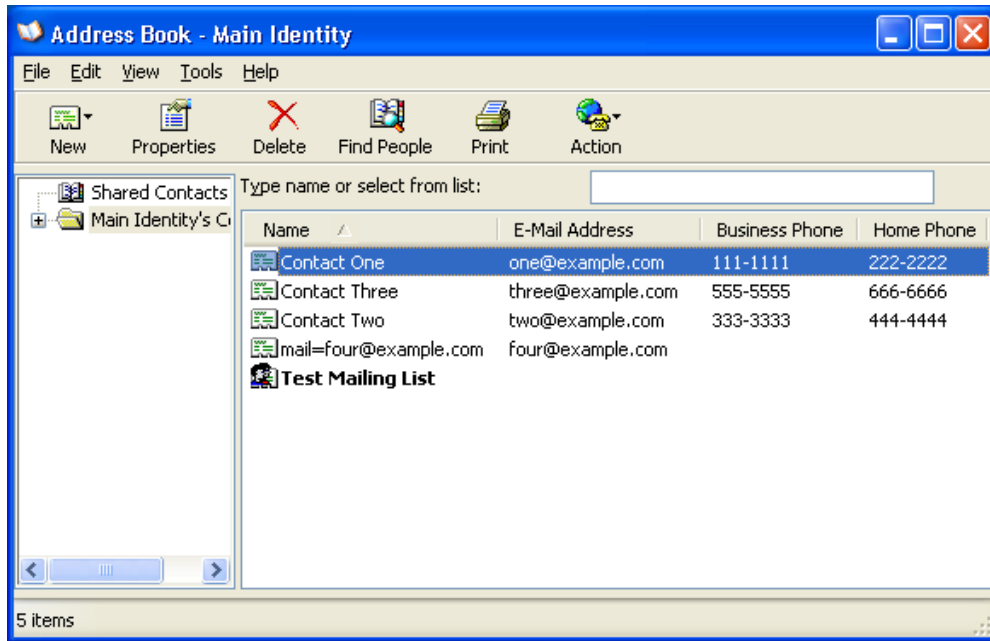
5. Select **LDIF** as the file type you wish to import, and then click **Import**:



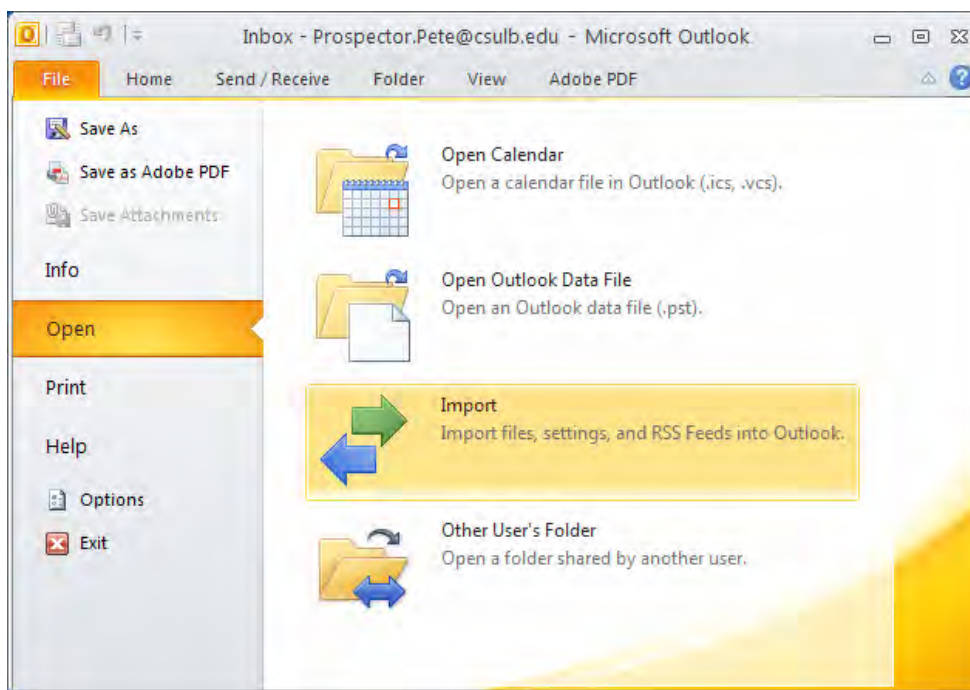
6. On the file browser that opens up, select the LDIF file that you had previously exported from Thunderbird, then click **Open**:



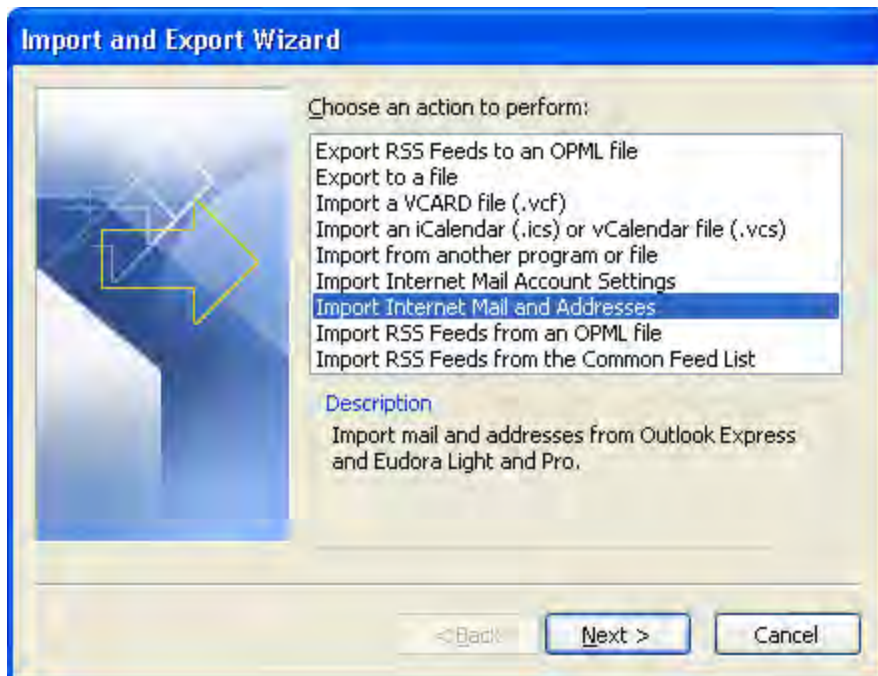
7. Now you should see the same contacts and mailing lists that were exported from Thunderbird located in the Windows contact manager:



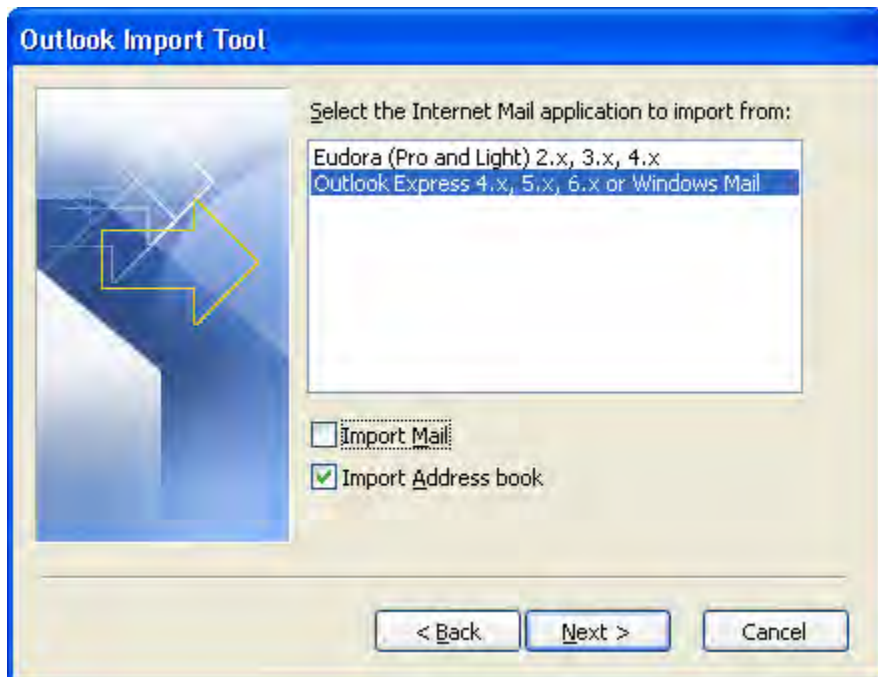
8. In Outlook, go to **File > Open > Import**:



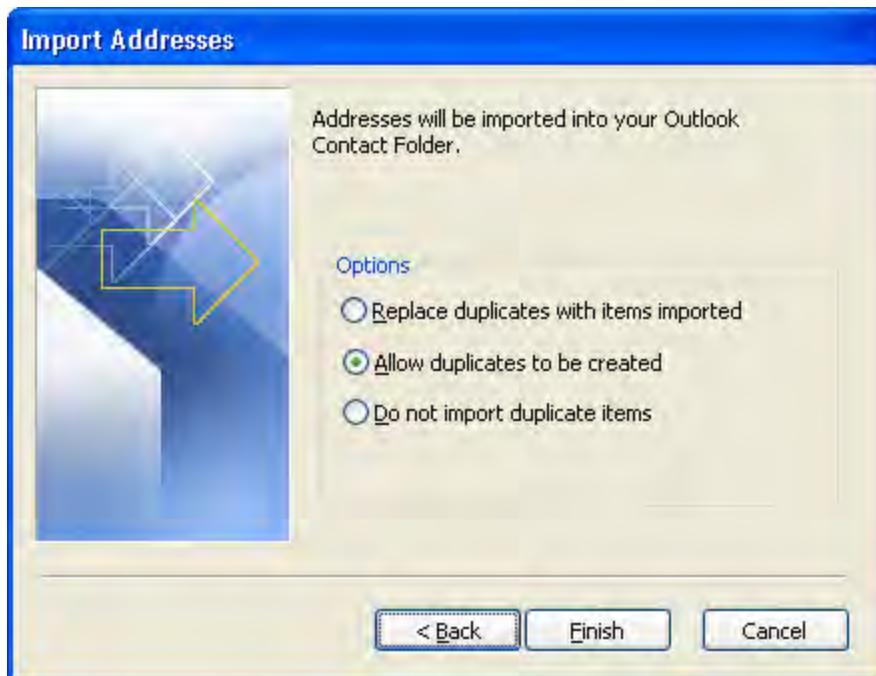
9. In the Import and Export Wizard, select **Import Internet Mail and Addresses**, then click **Next**:



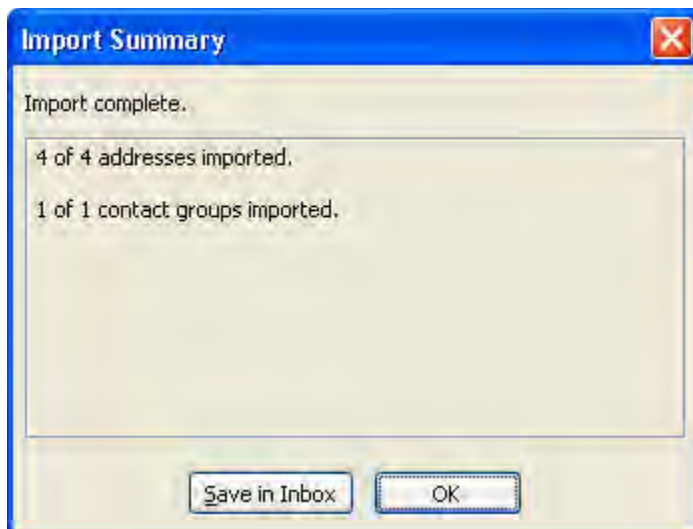
10. In the Outlook Import Tool, select **Outlook Express 4.x, 5.x 6.x or Windows Mail**, uncheck the **Import Mail** checkbox, and click **Next**:



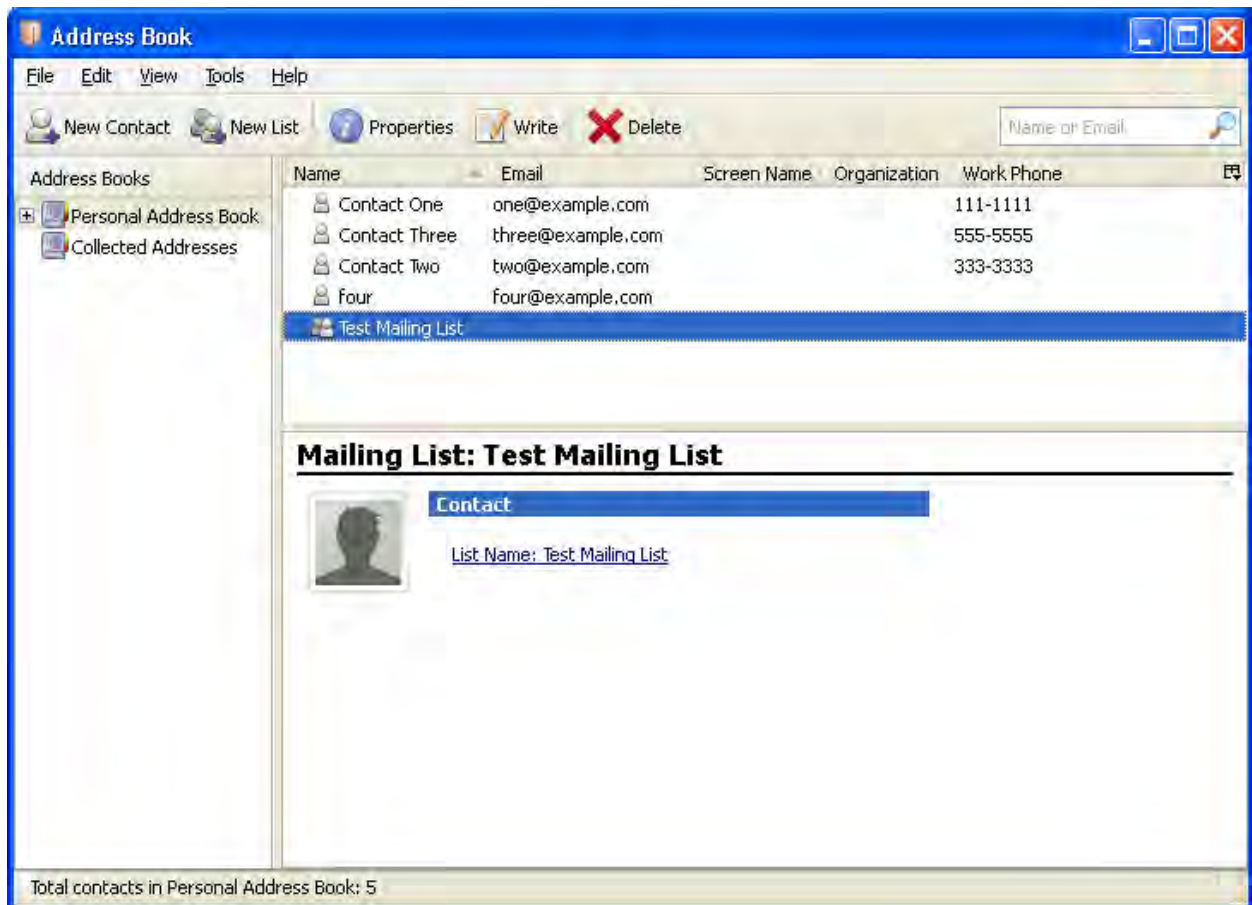
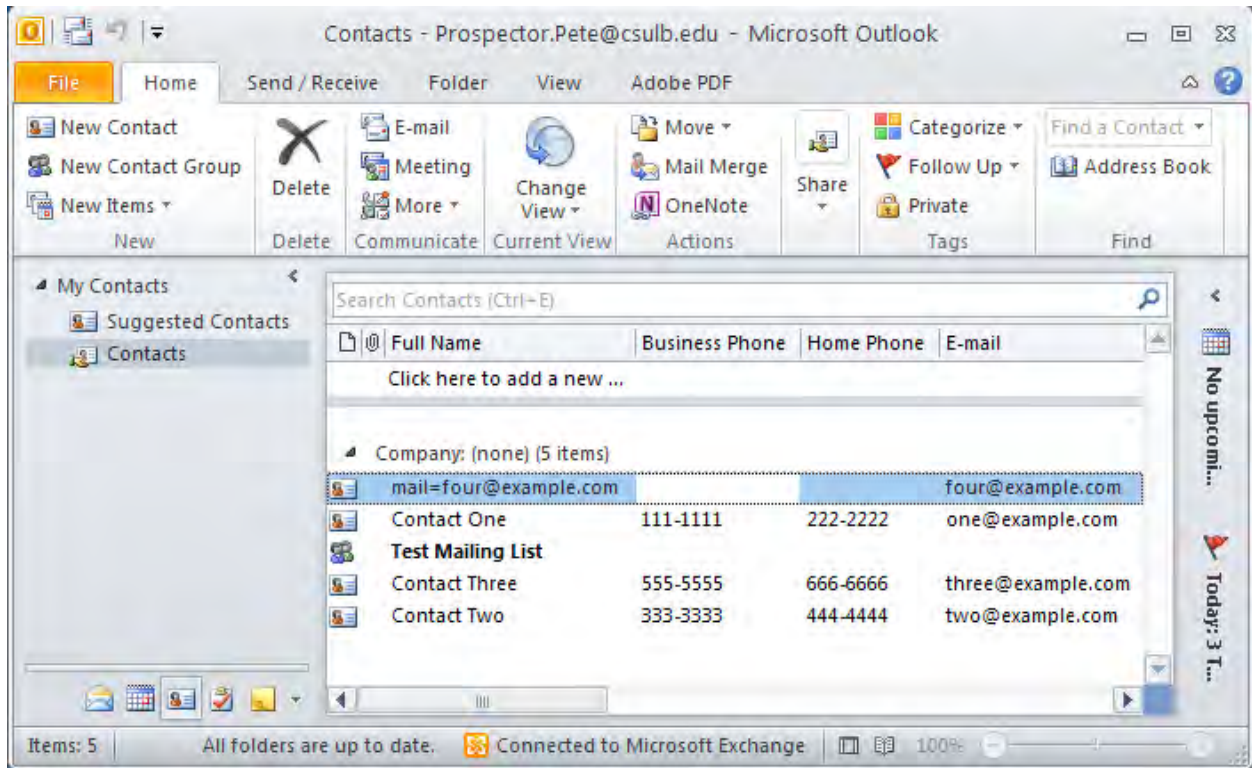
11. In the Import Addresses window, click **Finish**:



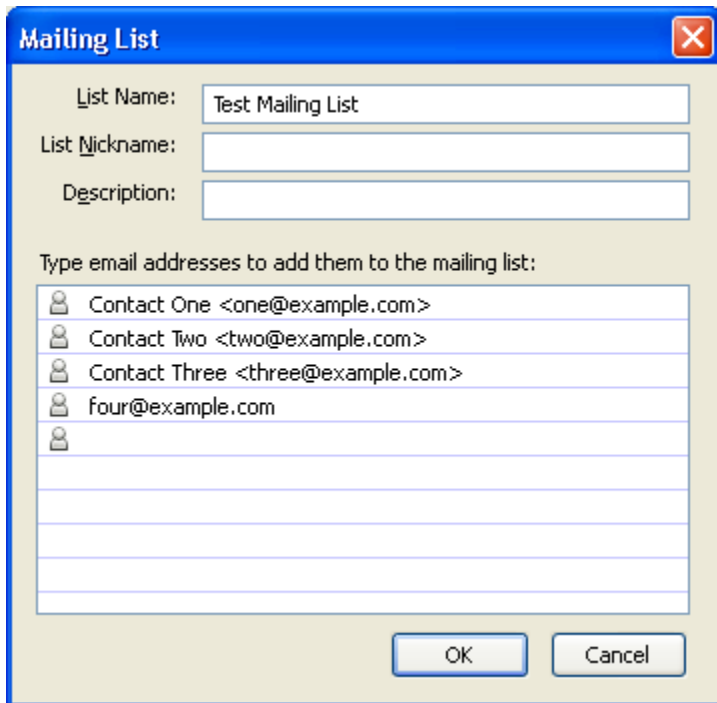
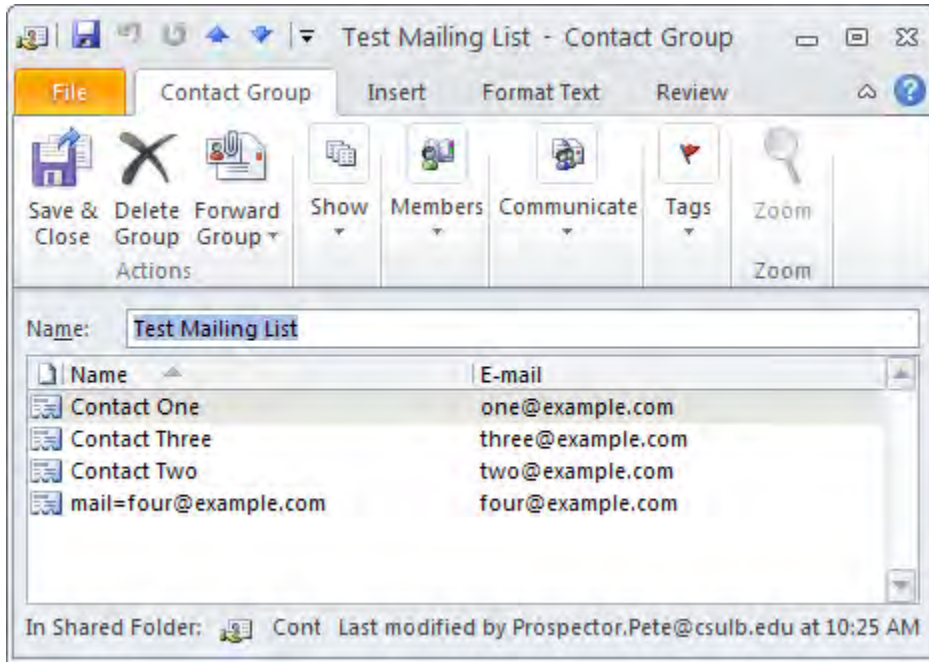
12. You will receive a summary of the import process. Click **OK**:



13. Review all the contact information and compare it with the data in Thunderbird to ensure completeness. As you will note, some contacts may need a little bit of clean-up if some required fields are missing from the original data (see the first contact in the screenshot below, which was missing the name fields in Thunderbird):



14. Also review the information in any mailing lists that were imported into Outlook, to ensure completeness and accuracy:



Congratulations! You have reached the end of these instructions!