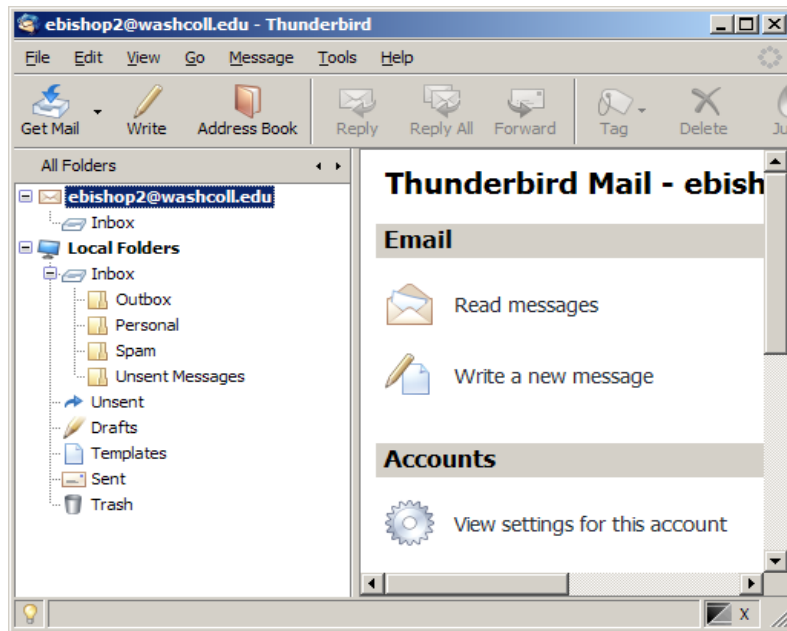


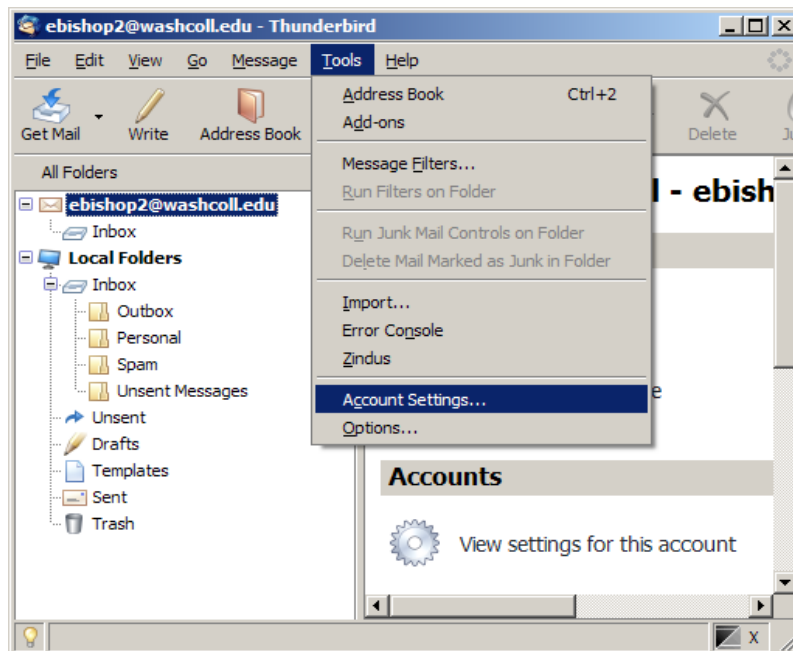


Transfer Thunderbird Personal Folders to Zimbra

1. First, open any internet browser and log into the network. You won't be able to transfer anything if you are not logged in.
2. Start Thunderbird

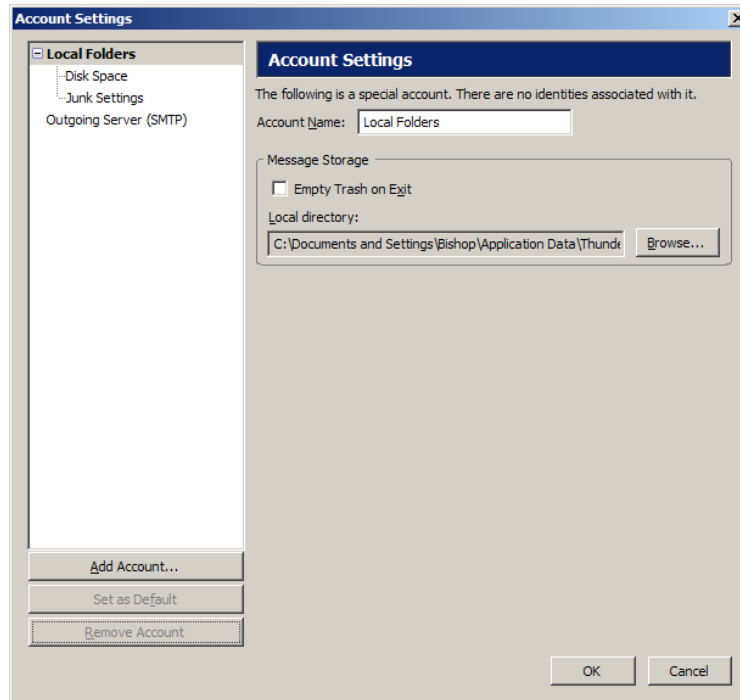


3. Click Tools and then Account Settings

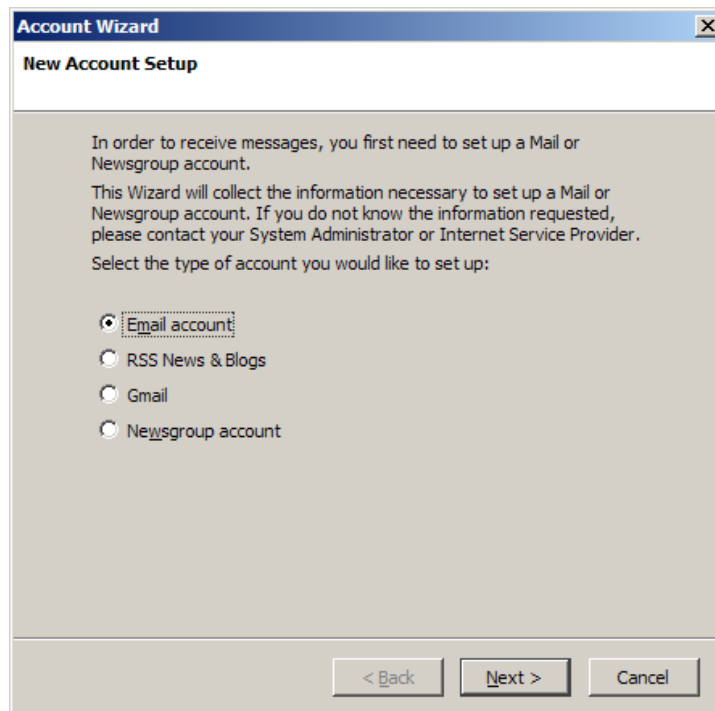




4. Click the Add Account button near the bottom left of the window that opens.



5. First select what you would like to do. You're creating an email account, so select this and click Next. You will enter the Zimbra email server information on the next screens.





6. Now enter your name and email address. Click Next when you have finished.

The screenshot shows the 'Account Wizard' dialog box with the 'Identity' step selected. The title bar reads 'Account Wizard'. Below the title bar, the word 'Identity' is displayed. The main content area contains the following text: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Zimbra is an IMAP server. So click this button, enter `zmail.washcoll.edu` into the box, and click Next.

The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' step selected. The title bar reads 'Account Wizard'. Below the title bar, the words 'Server Information' are displayed. The main content area contains the following text: 'Select the type of incoming server you are using.' Below this, there are two radio buttons: 'POP' and 'IMAP'. The 'IMAP' radio button is selected. Below this, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' with the value 'zmail.washcoll.edu' entered. Below that, it says: 'Your existing outgoing server (SMTP), "zmail.washcoll.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.' At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.



8. First, enter your email username as shown in the image below and click Next.

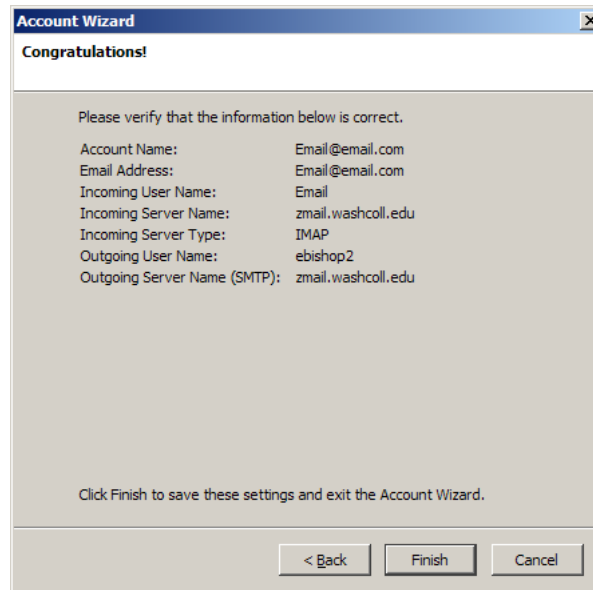
The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "User Names". Below the heading, there is a text instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." Below this instruction is a text input field labeled "Incoming User Name:" containing the text "Email". Below the input field, there is another text instruction: "Your existing outgoing (SMTP) username, 'ebishop2', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

9. Now you will enter the name of the account (your email address) and click Next.

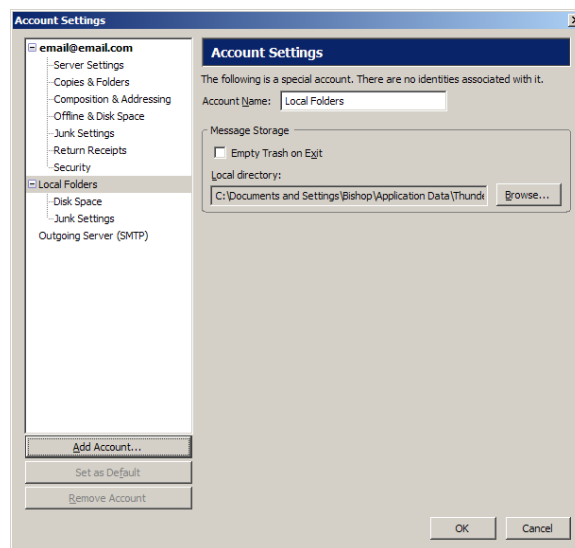
The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The main heading is "Account Name". Below the heading, there is a text instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this instruction is a text input field labeled "Account Name:" containing the text "Email@email.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".



10. Click Finish in the next window that appears.



11. Click Ok on the next window and you have created an account for Zimbra in Thunderbird. Now you can start transferring your personal folders.



12. Now just drag and drop each personal folder from Thunderbird onto the Inbox folder of the Zimbra email account you have just created. You should do the same for your Sent folder. Again- the only way this will work is if you are logged into the network.

Once you have finished moving each folder you will be able to view your personal folders on Zimbra from any computer with internet access. You will no longer need to use an email client.