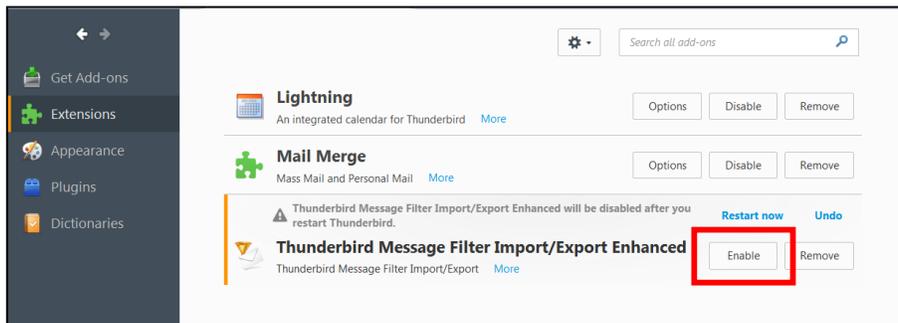


## Importing and Exporting Thunderbird Mail Filters

This tutorial will explain how to copy Thunderbird mail filters using the *Thunderbird Message Filter Add-on*. If you are using a University supported machine the Add-On is installed but you may need to enable it. If you are using your personal machine, you will need to complete the steps to install the Add-On.

### Enabling the Add-on on your University supported machine:

- 1) Click **Tools** and then click **Add-ons**
- 2) Click **Extensions**
- 3) Click **Enable** for **Thunderbird Message Filter Import/Export Enhanced** (if you do not have the option for Enable, the Add-on has already been added).

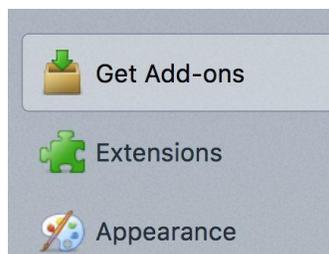


### Downloading the “Thunderbird Message Filter Import/Export Enhanced” Add-on to your personal machine:

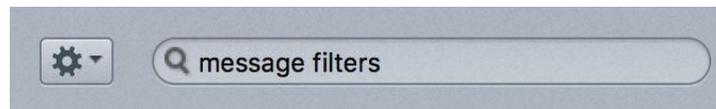
- 1) Click **Tools** and then click **Add-ons**



- 2) Select **Get Add-ons**



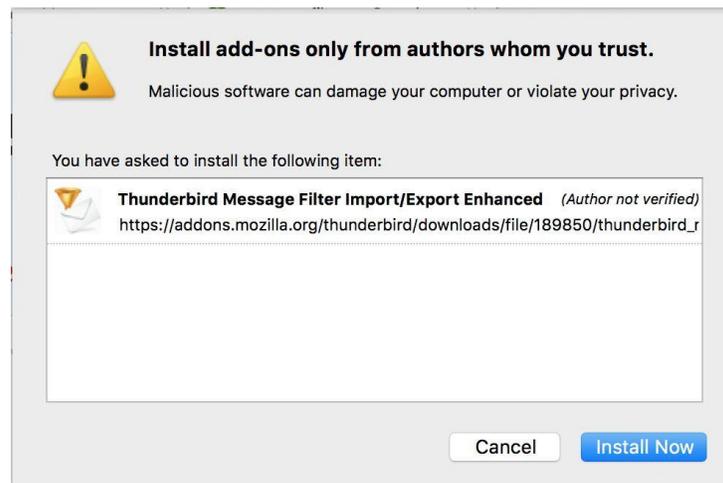
- 3) In the top right-hand search box, enter the search term: **message filters** and press **ENTER**



- 4) The first page of search results will be displayed. Scroll to the bottom of the page and click the link that says **See all 60 results** (the number of results may vary)
- 5) On the next page of results, find the Add-On titled **Thunderbird Message Filter Import/Export Enhanced** as shown below, and click on **+ Add to Thunderbird**



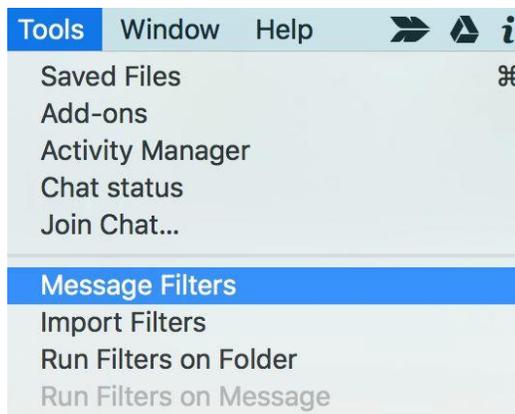
- 6) A warning message will pop up regarding downloading unknown Add-ons. For this particular add-on, it is OK to click **Install Now** even though the author of the Add-On has not been verified by Mozilla.org.



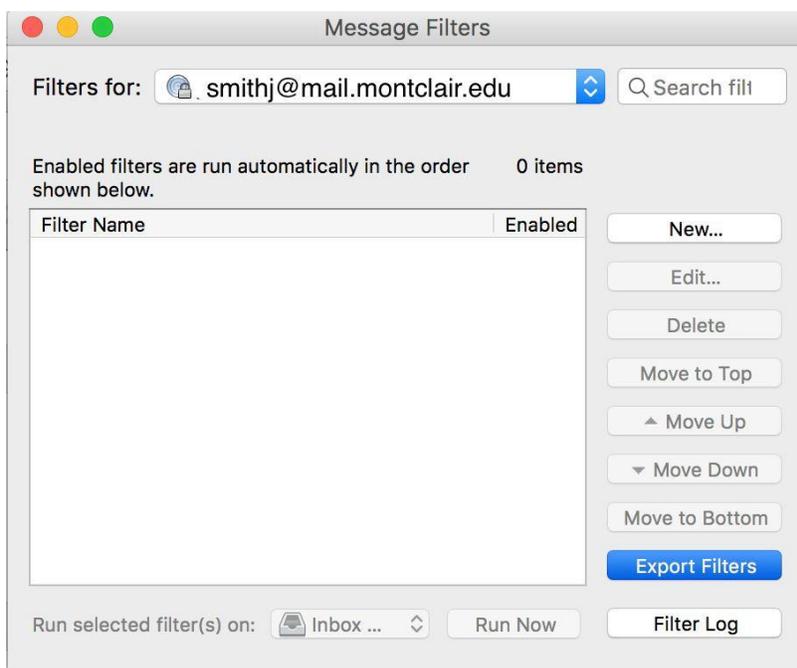
You will need to restart Thunderbird for the new Add-on to be activated.

## Using the Add-On to export your Thunderbird mail filters from your old account and importing them into your new MSU Google Mail account

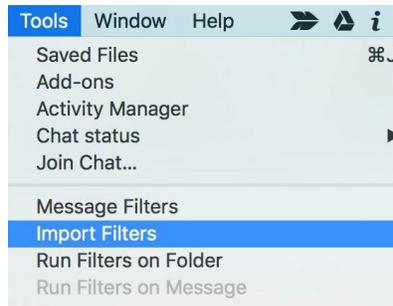
- 1) Once Thunderbird has been restarted, you'll need to first export the message filters from your old mail.montclair.edu account. Click on the **Tools** menu and select **Message Filters**.



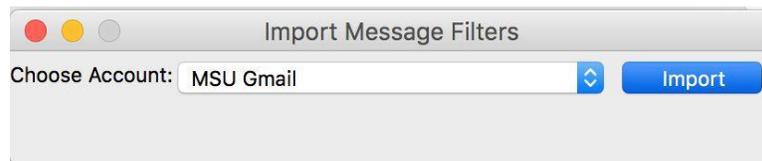
- 2) In the Message Filter window, click the drop down arrow for **Filters for:** and select your old mail.montclair.edu account. In the example below we have selected Filters for: smithj@mail.montclair.edu, which is the name of our Thunderbird account profile for our old email account. The filters for your old email account will be shown in the box under **Filter Name** (there are no filters shown in the example screen shot below)



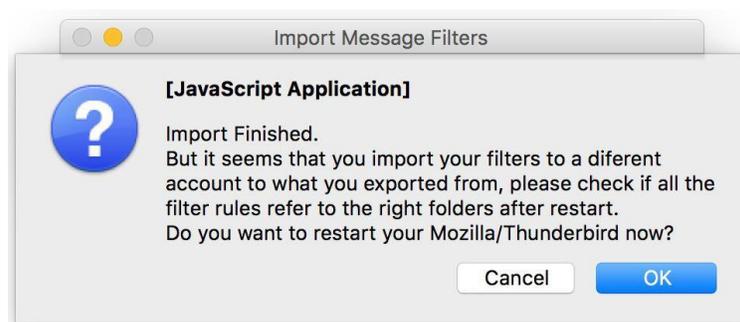
- 3) Click **Export Filters** and save your filters to a file name of your choosing. Pick something descriptive like "My Thunderbird mail filters" and be sure to note which directory/folder the file is saved to.
- 4) Next we will need to Import that saved filter file into your new MSU Google Mail account profile in Thunderbird. From the **Tools** menu select **Import Filters**.



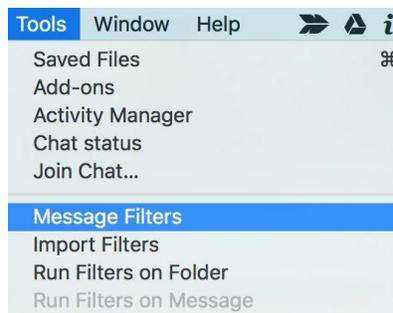
- 5) A small dialog box will be displayed asking you to select the account you want to import the filters into. Select the name of your new MSU Google Mail account profile. In the example below the new MSU Google Mail account profile is called **MSU Gmail**.



- 6) Click the **Import** button and select the filter file that you created in step #3. When the import has finished you will see an informational message reminding you to check the newly imported filters to make sure they are referring to the correct folder locations in your new account (see below).
- 7) Click **OK** to restart Thunderbird

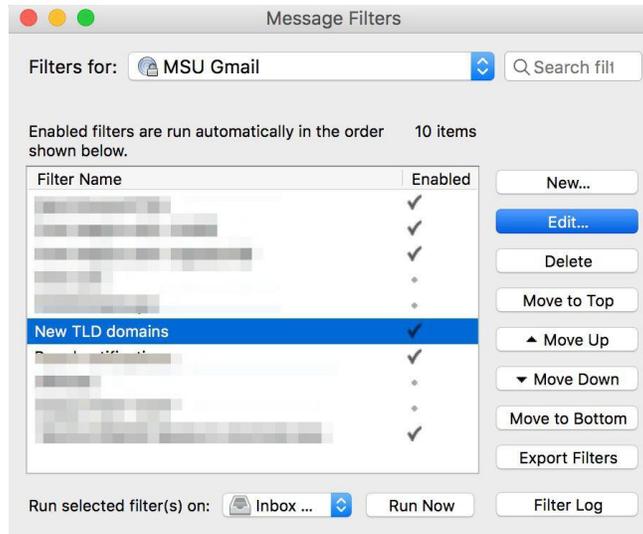


- 8) After Thunderbird restarts, select **Tools** and then select **Message Filters**

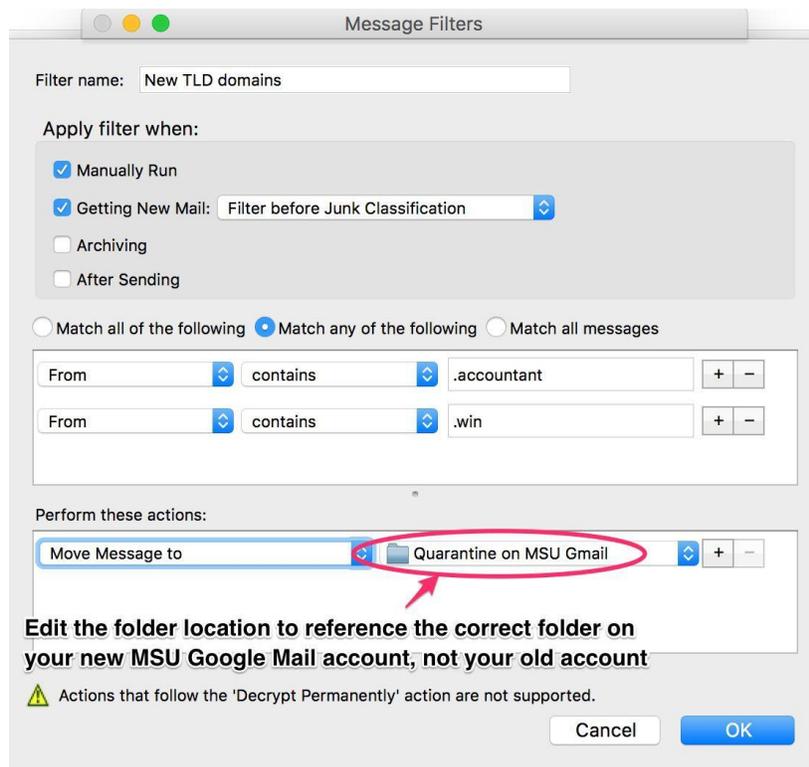


- 9) Make sure you have selected your new MSU Google Mail account and that you can see the newly-imported message filters. You now need to edit each of those mail filters to make sure that any filters that have an action to move a message to a particular folder has the correct account reference and folder name.

In the example below we are selecting the filter named “New TLD domains” and clicking **Edit**



10) In the edit window for the “New TLD domains” filter, we need to change the destination folder so that it references the new MSU Gmail account and folder name and not the old mail.montclair.edu account and folder name that came over from the filter export file.



11) Be sure to edit all of your imported filters to make sure the “action” section is using the correct folder on your new MSU Google Mail account and not pointing to any old account/folder locations that came over from the export file.