Thunderbird for MSU Google Mail

This tutorial will explain how to add an account for MSU Google Mail to Thunderbird, the University-supported email application.

Adding Your MSU Google Mail Account

IMPORTANT: Be sure you are using the latest version of Thunderbird (38.6 or higher). Older versions of Thunderbird may not have the features necessary to access the Google Mail service. If you are unable to update Thunderbird on your machine due to security permissions, please contact the IT Service Desk at x7971.

1) Launch the Thunderbird application (ver. 38.6 or higher) and under the **Tools** menu select **Account Settings**

2) Next, select **Account Actions** and select **Add Mail Account**

3) Enter **Your name**

4) Enter your Google Mail **account name** in the **Email address** field (this is `<your NetID>@montclair.edu`)

   Note: For this step the Email address should **not** have the word ‘mail’ in front of montclair.edu. (This will be set back to `mail.montclair.edu` in step #9 of this section.)

5) Enter your **NetID Password**

6) Click **Continue**
This will bring up a detailed server information screen that needs to be filled out with the server names, port numbers, security, and authentication methods entered exactly as shown in the image below.

*It is very important that under **Username** you remember to replace `mynetid@montclair.edu` with your own NetID, for example: `smithj@montclair.edu`*

<table>
<thead>
<tr>
<th>Incoming:</th>
<th>Server hostname</th>
<th>Port</th>
<th>SSL</th>
<th>Authentication</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAP</td>
<td>imap.gmail.com</td>
<td>993</td>
<td>SSL/TLS</td>
<td>OAuth2</td>
</tr>
<tr>
<td>Outgoing:</td>
<td>smtp.gmail.com</td>
<td>587</td>
<td>STARTTLS</td>
<td>OAuth2</td>
</tr>
</tbody>
</table>

Username: `mynetid@montclair.edu`

(Get a new account) (Advanced config) (Re-test) (Done) (Cancel)

(IMPORTANT: “OAuth2” will not appear the first time you click the **Authentication** pull-down menu. Select “Normal password” first. Then before clicking “Done”, click the “Re-test” button. Then click the **Authentication** pull-down menu again and “OAuth2” should be available for selection. “OAuth2” is highly preferred because it is the newest Authentication method and will work with additional Google account security features like their optional two-step verification.)

7) Click **Done** when your settings match above with the exception of “mynetid” which should be your own NetID, for example `smithj@montclair.edu`

8) Another window will pop up and ask you to log into your Google account. Enter `mynetid@montclair.edu` (replace “mynetid” with your own) and click **Next**, then enter your password.
9) Finally, a screen will pop up asking you to confirm that Thunderbird can “View and manage your mail”. Click Allow.

10) Modify your Default Identity so the Email Address is of the format: <your NetID>@mail.montclair.edu by clicking on Tools and Account Settings

Setting your email address to the standard “@mail.montclair.edu” format will ensure compatibility with messages sent to campus and external mailing lists.

Congratulations! Your MSU Google Mail account has now been added to Thunderbird!

11) Click on the account name on the left side of the main Thunderbird window and click Inbox to have Thunderbird begin pulling the messages from the Google Mail servers.
Note: the first time Thunderbird accesses your account on the Google Mail servers it will pull down an index of all folders and message headers. This may take some time if you have many thousands of messages in your Inbox or many nested sub-folders, but you should be able to begin reading and composing messages immediately.

If certain folders do not appear, right-click on your account name (i.e. “MSU Gmail” in the above picture) and select “Subscribe…”. Confirm that your folders have a check mark next to it.

**IMPORTANT:** A special folder named “[Gmail]” will appear in your list of folders and in the “Subscribe…” dialog. This folder contains some of the special folders used in the Google Mail web interface for “Labels” as well as Sent Mail, Spam, and Trash. **DO NOT DELETE or rename** this Gmail folder as that will result in unexpected behavior, including email loss.

You may have two Sent folders that fall under Gmail (Sent Mail and Sent Mail Messages). It is recommended that you unsubscribe (uncheck) to Sent Mail Messages and leave Sent Mail selected. Also make sure that the Trash folder under Gmail is also selected. (See below)
It is also recommended to unsubscribe (uncheck) to **Deleted Messages**. This is NOT under Gmail.

To ensure that your Trash is being delivered to the correct folder:
1) Click **Tools** and select **Account Settings**
2) Select **Server Settings** under your account
3) Under **When I delete a message** select **Move it to this folder** and click the drop down menu
4) Select **Gmail** and then **Trash**

To ensure that your Sent Messages are being delivered to the correct folder:
1) Select **Copies & Folders** under your account name
2) Under **When sending messages, automatically**: make sure **Place a copy in** is selected and select **Other** and then click on the drop down arrow
3) Select your account, **Gmail** and **Sent Mail**
Copying Mail Filters

If you had created Thunderbird filters under your campus mail server account in Thunderbird, they will not appear under your Google Mail account automatically. Thunderbird custom mail filtering rules are associated with a specific account. There is no built-in mechanism to copy filters from one account to another. Fortunately, there is a Thunderbird Add-On that can be used for this purpose. Please refer to the document titled “Importing and Exporting Thunderbird Mail Filters” for instructions.

Note: Be sure to copy any filters from your old mail.montclair.edu account before removing your old account. Once the old account has been removed from Thunderbird the filters stored in that account will no longer be available to copy.