Thunderbird for MSU Google Mail
What Do I Do With My Old Mail Account and Archived Mail?

Q. What if I want to keep my old “mail.montclair.edu” account?
A. Since your mail has been migrated to MSU Google Mail it is not necessary to keep your old account. However, if you choose to do so you must disable “Checking for New Email” on your old account.

1) In Thunderbird, click **Tools** and select **Account Settings**
2) Find your original campus mail server account in the list (your mail.montclair.edu account)
3) Under that account, click on **Server Settings**
4) In the middle of the **Server Settings** window, uncheck the options for “Check for new messages at startup” and “Check for messages every # minutes”
5) Click **OK**

Thunderbird should now stop checking for new email, prompting you to login to your old account during startup and periodically.

Q. What if I want to remove my old “mail.montclair.edu” account?
A. You can remove your old account from your Thunderbird profile.

**WARNING:** Removing your old mail.montclair.edu account from your Thunderbird profile is optional and will also remove any email filters associated with that account. So you want to be sure your mail filters have been migrated properly. Please refer to the document titled "Imported and Exporting Thunderbird Mail Filters" before doing this.

1) In Thunderbird, click **Tools** and select **Account Settings**
2) Select your old mail.montclair.edu account profile from the left hand menu
3) Open the **Account Actions** menu and select **Remove Account**
Q. How do I move my locally archived email to Google Mail?

A. The new MSU Google Mail service does not have a storage quota, so you won’t ever run out of space online. Therefore it is no longer necessary to periodically archive mail to a local folder, unless you just want to keep a local copy offline.

If you have email previously archived to a local folder on your computer you may want to move this email back to your MSU Google Mail account to keep it all in one place.

1) Within Thunderbird, create a new folder in your MSU Google Mail account to store the local mail that you are going to copy over. To create a new folder, right-click** on your top-level MSU Google Mail account and select “New Folder” from the drop-down menu. (** on a Mac, hold down on the <control> key and then click your mouse button to simulate a Windows “right click” action).

![Image showing how to create a new folder in Thunderbird]

2) After you have created the new destination folder in your MSU Google Mail account you can simply drag and drop email from the local Thunderbird folder into the folder created in Step 1.

In the example below, the Local folder called “2013 Inbox archive” (and its two subfolders “Coursework” and “Project related”) is selected. Clicking and dragging this folder to the folder you created in step 1, will make a complete copy of the folder and its two sub-folders onto your MSU Google Mail account. Note that this drag and drop method makes a copy of the local folders into the destination folder; it does not actually remove the original local folders from your computer.

![Image showing how to drag and drop a folder]

**Note:** Depending on the number of sub-folders and the amount of email messages stored in the Local Folder on your computer, it may take a several minutes for the copy function to complete. If you have a large amount of locally stored mail it is recommended that you copy each sub-folder individually or in small batches rather than dragging the entire top-level local folder at once.