Configuring Thunderbird for GMail

There are a couple of settings that need to be changed on Gmail before you can add the account to Thunderbird.

1) Log in to Gmail and click on Settings (which looks like a little cog) near the top right of the screen.
2) Click on Forwarding and POP/IMAP. Scroll down until you get to the IMAP Access section
3) Select Enable IMAP and click Save Changes
There is one more step that needs to be completed before you can add your Gmail account to Thunderbird.

4) From a browser, go to myaccount.google.com to access advanced features that pertain to your Gmail account.

5) Log in to Google

6) Click on Sign-in & security

Now that you’ve configured Gmail, you can now configure Thunderbird.
Adding a Montclair Gmail Account to Thunderbird

- Click Email under Create a new account

    ![Thunderbird Interface](image)

- Click Skip this and use my existing email

    ![Email Provider Interface](image)

- A new window will appear asking for your name and email. You’re going to put your name, followed by your Gmail account (which is your netid@montclair.edu) and then your netid password). Click Continue.
After you log in, Thunderbird will automatically try to configure your settings, but it will not succeed. Click on Manual config and it will bring up detailed server information that needs to be entered. The image below shows you the correct server names, port numbers, security and authentication methods.

It is very important that under “username” you remember to put in your netid@montclair.edu.

If you prefer a more secure connection, you may select OAuth under Authentication. Please be aware that in doing so, you will also need to be utilizing the most up-to-date version of Thunderbird.

Once done, Thunderbird will present you with a Google login screen. Please sign in with your netid and password to authorize this connection.
You will then be asked to confirm that Thunderbird can **View and manage your mail**. Click **Allow**.

- Click **Done** and your Gmail account will be added to Thunderbird! Just click on the account name on the left and click on Inbox to have Thunderbird pull the messages from the Gmail servers.
- Don’t be alarmed if your folders are not loading. You will need to close Thunderbird and reopen it for your folders to reload.

Note: When adding an account to Thunderbird, it will take at least a full 24 hours for all of the emails to load properly in all of your folders. We suggest not moving anything within the folders until the 24 hours have passed.
Once your folders repopulate, you will need to remove subfolders under the folder Gmail such as All Mail and Important. You will also need to remove the extra Trash can that was created by Thunderbird.

Note: If you leave these three folders available in Thunderbird, you could have loading issues as it causes the system to create duplicates.

Removing ‘Subscribed’ Folders
To remove the subscribed folders All Mail, Important and the extra Trash, right-click on your email and choose Subscribe.

A new window will pop up where you will can uncheck the extra/not needed folders. Uncheck them and press OK.
Listserv Needed Settings

When you need to send an email to a list, you need to be subscribed to it. Our listserv system was setup to have your @mail.montclair.edu account as the ‘subscribed’ account. In order to fix this so that you can still email the lists, you will need to do the following.

1) Click on **Tools** and click on **Account Settings**
2) Within **Account Settings**, change your email address to include @mail.montclair.edu.

Once this has been done and you press OK at the bottom, you will be able to send to the proper listserv emails.

Trash Settings

After you have fixed the subscribed folders, you will need to update the Trash settings. This needs to be done to make sure that your trash goes to the proper folder.

1) Under the **Account Settings**, click **Server Settings** on the left
2) Navigate to the section **When I delete a message/Move it to this folder**
3) Click on the **Choose Folder** drop-down
4) Chose the **Trash** subfolder under the **Gmail** folder
5) Click **OK** to save your changes
LDAP Settings

You will need to make sure your LDAP settings are correct in order to have your Montclair Address book populate properly.

1) Go into your **Account Settings**
2) Choose **Composition & Addressing** on the left
3) Navigate to the area listed as **Addressing**
4) Select **Use a different LDAP server**
5) Change it to the option other than **None**
Adding an LDAP Server Manually

If you do not have another option besides ‘None’, you will need to add the LDAP server manually. You can do so by doing the following:

1) Click **Edit Directories**
2) Under The LDAP Directory Services, click **Add**

3) Enter in the below information:
   a. **Name**: Montclair State University
   b. **Hostname**: ldap.montclair.edu
   c. **Base DN**: o=montclair.edu, dc=montclair, dc=edu
   d. **Port Number**: 389
4) Once you have added all the correct information:
   a. Click **OK** at the bottom of the screen
   b. Click **OK** on the LDAP Directory Servers screen
   c. Select the **Montclair State University** server you just added from the dropdown
   d. Click **OK** at the bottom of Account Settings

**Password Expired ‘Google’ popup**
If your NetID password has expired and you receive the below pop up in Thunderbird, but it doesn’t allow you to click NEXT:

![Google popup](image)

The easiest way to fix this issue without removing your email account is by:

1) Allowing **Lesser Secure Apps** (See Page 2 for instructions)
2) Going into Account Settings and going to **Server Settings**
3) Changing the **Security Settings** to the below:
4) Going to **Outgoing Server** at the bottom of Account Settings
5) Choosing the default outgoing server and clicking on **Edit**
6) You will need to change the settings to look like the below:

7) Click **OK** to close the SMTP server window and click **OK** for the Account Settings window
8) Close Thunderbird and reopen it. The Thunderbird password window will pop up asking you to enter in your password

**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 on how to install the Add-On and copy your existing filters to your new account.

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

## Moving Locally Archived Email to Google Mail

In order to stay within the allotted email storage quota on the legacy campus mail server, you may have previously archived email from the campus server to a local folder on your computer’s hard drive or other external storage device. The new MSU Google Mail services 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 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 online and make it easier to search old messages when using the Gmail web interface. Moving local folders up to Google Mail is as simple as dragging and dropping the folder from the “Local Folders” section of the Thunderbird folder list and dropping it into the appropriate destination folder in your new MSU Google Mail folder list.

**Note:** To make it easier to identify and sort the local mail that you are copying to MSU Google Mail, it is recommended that you first create a new subfolder in your MSU Google Mail account called something like “My Local Mail”, or any other descriptive name of your choosing, and then move all of your local mail into that folder. This will ensure that there aren’t any naming conflicts between your local mail folder names and any existing folder names in your MSU Google Mail account.

1) 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.)
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 onto the appropriate folder under your MSU Google Mail account. 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 My Local Mail 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.

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.