

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

General	Labels	Inbox	Accounts	Filters and Blocked Addresses	Forwarding and POP/IMAP	Labs
Forward Learn mo	ing: pre		Dis Fo ka Add a Tip: Ya	sable forwarding rward a copy of incoming mail to eep Montclair State University Mail's c a forwarding address ou can also forward only some of y	opy in the Inbox	○
POP Dov Learn mo	wnload: ore		1. Sta En 2. Wh 3. Con	tus: POP is disabled able POP for all mail able POP for mail that arrives fro en messages are accessed with nfigure your email client (e.g. Ou puration instructions	m now on POP keep Montclair State Univer tlook, Eudora, Netscape Mail)	rsity Mail's co
IMAP Ac (access Mon other clients Learn mo	CESS: tclair State Uni using IMAP) Dre	iversity Mail fi	statu: rom o En	s: IMAP is enabled able IMAP sable IMAP		

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



- 7) Scroll down to Apps with account access
- 8) Scroll down to Allow less secure apps
- 9) By default, this is turned off, but it needs to be turned on otherwise Google won't allow Thunderbird to pull your information. Turn on by clicking the on/off option as below.



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 Mail - Local Folders
Accounts
View settings for this account
Create a new account:
◎ Email (☐) Chat Image Newsgroups Novemail
Advanced Features
Search messages
Manage message filters

• Click Skip this and use my existing email

and breaching the second second	Search
In partnership with several providers, Thunderbird can offer you a in your first and last name, or any other words you'd like, in the fi	new email account. Just fill elds above to get started.
	-
The search terms used are sent to Mozilla (<u>Privacy Policy</u>) and to 3 ind available email addresses.	rd party email providers to
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• 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 <u>netid@montclair.edu</u>) and then your netid password). Click **Continue**.

Your name:	John/Jane Doe	Your name, as showr
Email address:	Doej@montclair.edu]
Password:	•••••]
	Remember password	

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 <u>netid@montclair.edu</u>.

	Password:	•••••				
		🗸 Remember pas	sword			
4	Thunderbir	rd failed to find the	e settings for your email accour	nt.		
_						
			Server hostname	Port	SSL	Authentication
	Incoming:	IMAP ᅌ	imap.gmail.com	993 💙	SSL/TLS	Normal password
	Outgoing:	SMTP	smtp.gmail.com	465 🖌	SSL/TLS	Normal password
U	lsername:	Incoming:	montclair.edu]		Outgoing:	montclair.edu
G	et a new acc	count Advance	ed config		Cancel	Re-test Done

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**.

INBOX	~
🔚 Trash1	
✓ <mark>]]</mark> [Gmail]	
Drafts	~
🔜 Important	
	>
	•
Starred	~
≻ <mark></mark> } Trash	•

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**
- Within Account Settings, change your email address to include @mail.montclair.edu.

<u>Y</u> our Name:	John Smith	
Email Address:	smithj@mail.montclair.edu	
Reply-to Address:	Recipients will reply to this other address	
Organization:		
		•

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

Server Settings Step 1	
Copies & Folders	Server Type: IMAP Mail Server
Composition & Addressing	Server Name: imap.gmail.com Port: 993 Default: 993
Junk Settings	User Name: smithj@montclair.edu
Synchronization & Storage	Security Settings
Return Receipts	Connection security: SSL/TLS ~
Security	
V Local Folders	Authentication method: Normal password
Junk Settings	Server Settings
Disk Space	Check for new messages at startup
🏤 Outgoing Server (SMTP)	✓ Check for new messages every 10 minutes
	Allow immediate server notifications when new messages arrive
	When I delete a message:
Ste	p 2 Move it to this folder: Choose Folder Step 3
	🔾 Just mark it as deleted 🖉 Inbox
	Remove it immediately [Gmail] [Gmail]
	Drafts
	Sent Mail
	Message Storage
	Step 5 Trash > 2

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**

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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

LDAP Directory Servers	8
Select an LDAP Directory Server:	
	Add
	Edit
	Delete
	ОК

- 3) Enter in the below information:
 - a. Name: Montclair State University
 - b. Hostname: Idap.montclair.edu
 - c. Base DN: o=montclair.edu, dc=montclair, dc=edu
 - d. Port Number: 389

<u>N</u> ame:	Montclair State University	
H <u>o</u> stname:	ldap.montclair.edu	
<u>B</u> ase DN:	o=montclair.edu, dc=montclair, dc=	<u>F</u> ind
Port number:	389	
B <u>i</u> nd DN:		

- 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	
Sign in to continue to Mozilla Thunderbird Email	
Enter your email smithj@montclair.edu	
Forgot email?	
More options	NEXT

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:

Server Settings							
Copies & Folders	Server Type:	IMAP Mail	Server				
Composition & Addressing	Server Name:	imap.gma	il.com	Port:	993 🖨	Default:	993
Junk Settings	User <u>N</u> ame:	smithj@m	ontclair.edu				
Synchronization & Storage	Security Settings						
Return Receipts	Connection se	ecurity:	SSL/TLS	\sim			
Security	connection see <u>o</u> nty.		556/165				
V 🖳 Local Folders	Authenticatio	n method:	Normal password	\sim			

- 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:

Return Receipts Security V Local Folders Junk Settings		<u>E</u> dit Re <u>m</u> ove Se <u>t</u> Default
Outgoing Server (SMTP)	SMTP Server Settings Description: smithj Server Name: smtp.gmail.com Port: 465 ➡ Det Security and Authentication	×
	Connection security: SSL/TLS Authentication method: Normal password User Name: smithj@montclair.edu Au OK	Cancel

- 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.

 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.)



Click here to create a new destination folder in your MSU Google Mail account to store copies of your local mail folders 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.