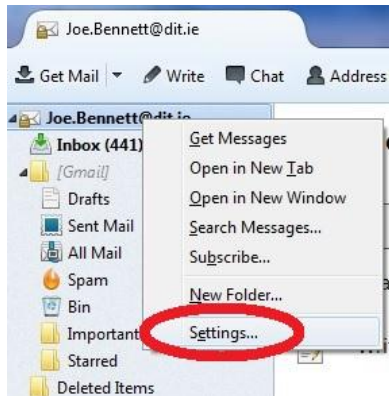


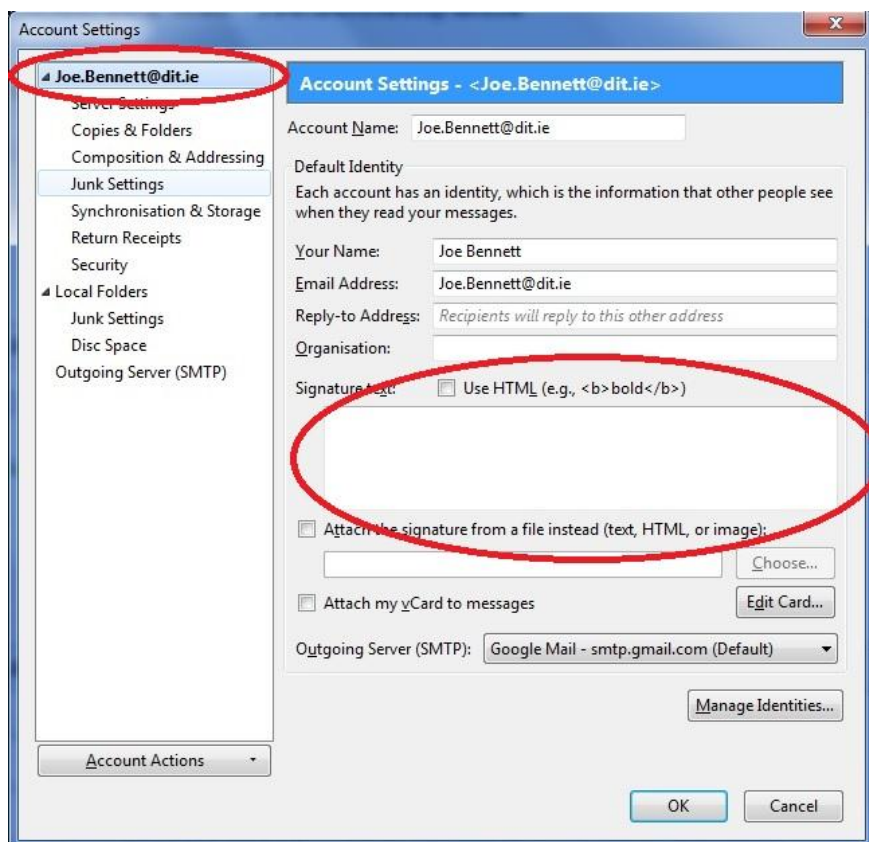
Migrating to Gmail using Thunderbird 24 (PC)

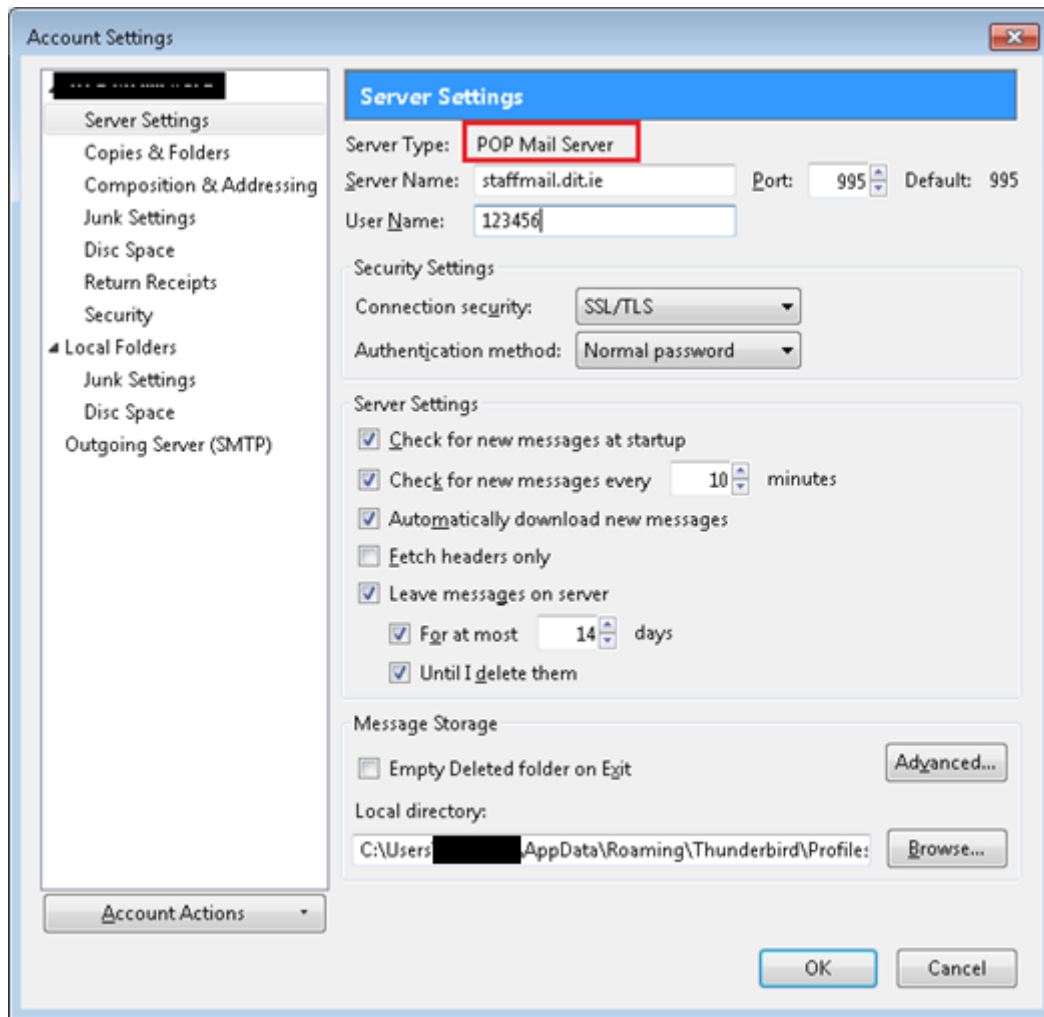
1) Open up Thunderbird.

Right-Click on your account to bring up the menu below then click on settings.



If you use a signature, the text of it may appear in the highlighted box. If so, copy this to a text file. If you use a signature from a standalone file, its location will be shown in the next box down. Take note of this.





2) Identify if the account you have it POP or IMAP (see red box on diagram above)

If the account type is IMAP, you can simply click **Account Actions** at the bottom left of the screen and select Remove Account and skip ahead to step 4 below

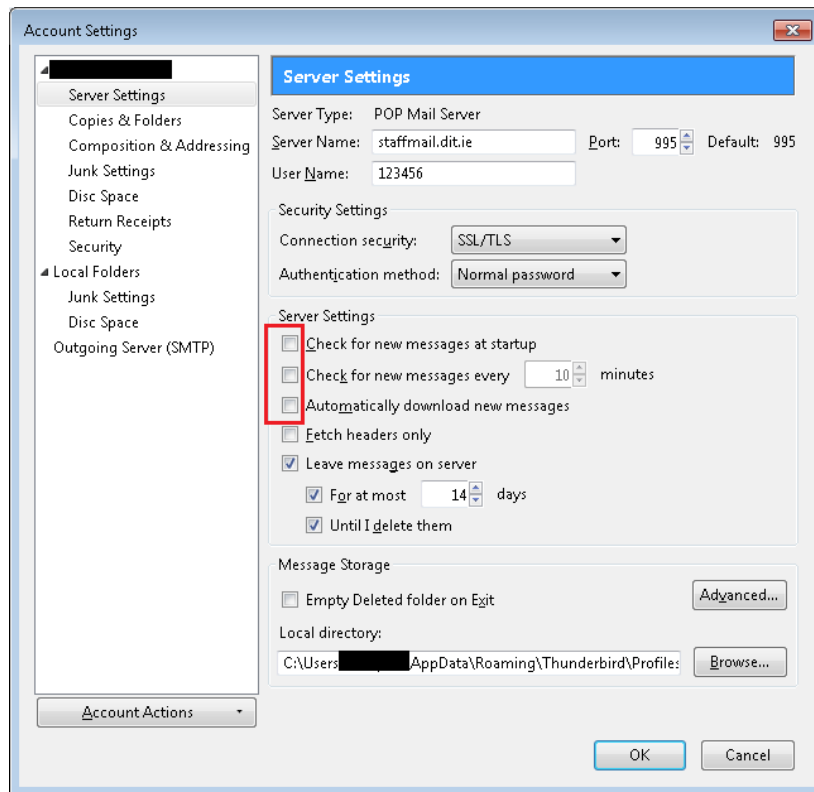
Warning: If the account type is POP, clicking the Account Actions button at the bottom of the window and removing the account will remove all existing email from Thunderbird.

If you wish to keep old emails on your system, please complete step 3

3) On the server settings window, untick the following options:

- Check for new messages at startup
- Check for new messages every XX minutes
- Automatically download new messages

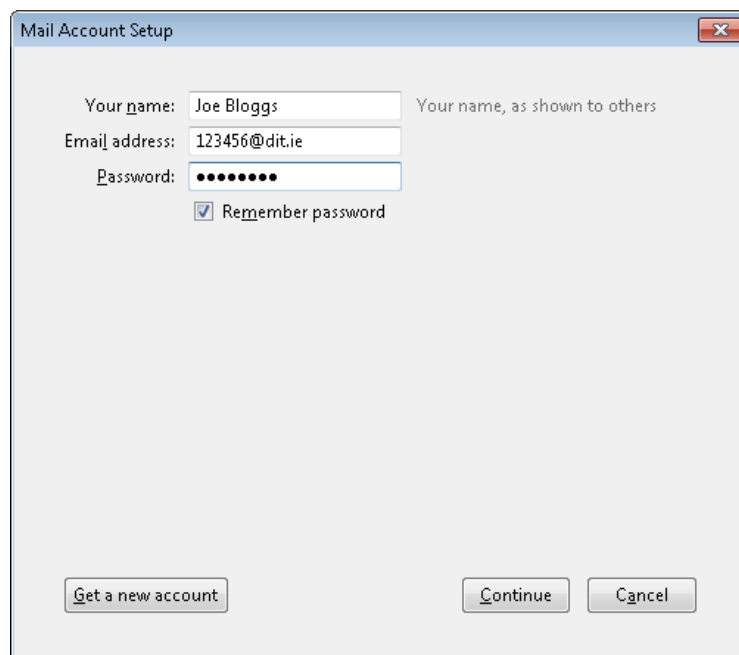
Click OK



4) Click Account Actions and select “Add Mail Account”

Enter in your name, email address in the form of <staff number>@dit.ie and your email password

Click Continue



Thunderbird should automatically pick up the server settings

Your name: Your name, as shown to others

Email address:

Password:

Remember password

Configuration found in Mozilla ISP database

IMAP (remote folders) POP3 (keep mail on your computer)

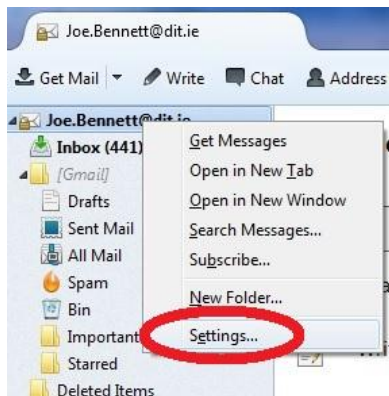
Incoming: IMAP, imap.googlemail.com, SSL

Outgoing: SMTP, smtp.googlemail.com, SSL

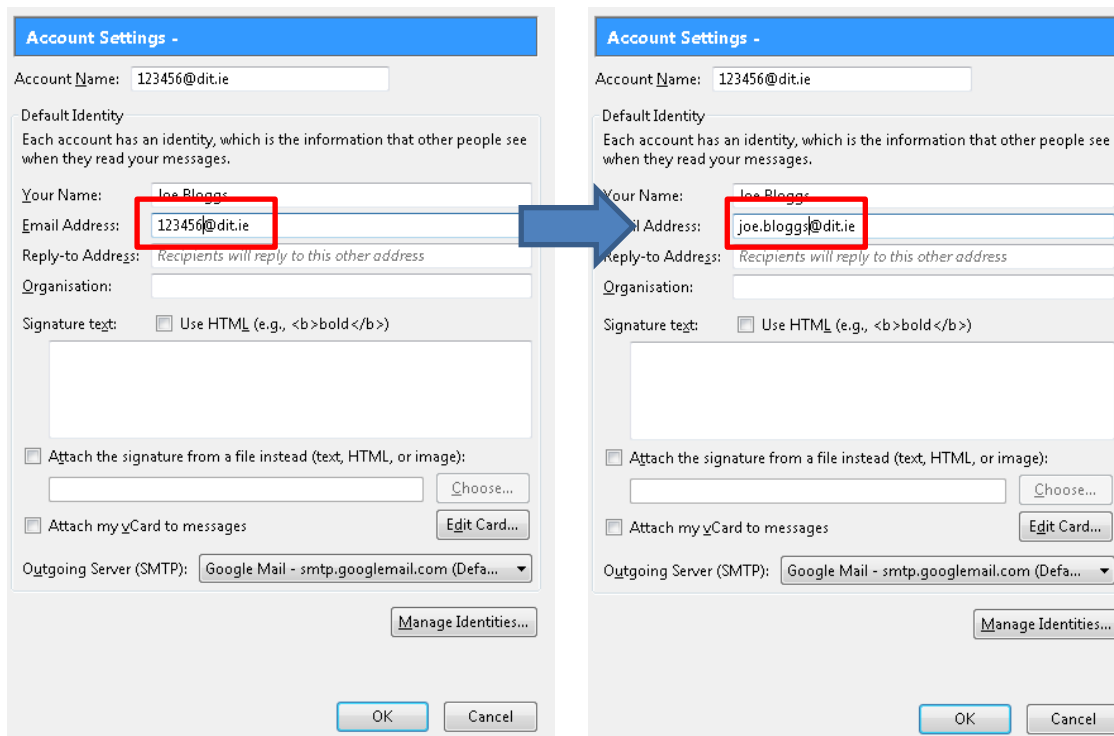
Username: 123456@dit.ie

Leave IMAP as the default setting and click **Done**

Next, right click on your account and click settings



Change the email address from your staff number account @dit.ie (e.g. 123456@dit.ie) to your firstname.lastname@dit.ie account (*ensure it's all in lower case characters*).



Your Account has now been added to thunderbird

Please continue to step 3 of the migration instructions.