Moving messages from SUmail to a Gmail account - ARCHIVED

Moving Your SUmail Messages to GMail

This one-time procedure requires the use of Mozilla Thunderbird, a free, open source, cross-platform e-mail and news client developed by the Mozilla Foundation, the group that also developed the Firefox web browser. You can find out more and download the program at http://www.mozillamessaging.com/en-US/thunderbird/.

After you've downloaded and installed Thunderbird, follow these steps to move your saved email from SUmail to Gmail.

Process Overview

You will configure Thunderbird to "see" both your SUmail account and your Gmail account, in effect becoming a bridge between the two programs. Once Thunderbird sees both accounts, you will be able to drag and drop your SUmail messages to your Gmail message folders. You will need to know your Syracuse University NetID and official email address (YourNetID@syr.edu) to complete this process.

Step 1: Adding your SUmail account to Thunderbird

You now need to setup SUMail in Thunderbird. Follow the instructions below.

1. Start Mozilla Thunderbird (if not already running).
2. From the menu bar at the top of the Mozilla Thunderbird screen, select Tools > Account Settings.
3. At the Account Settings window, click the Add Account button.
4. In the Account Wizard, enter the following, clicking the Next button after each screen:
    a. Select type of account you would like to set up: E-mail account
    b. Your Name (as you would like it to appear on your outgoing mail)
    c. E-mail Address (YourNetID@syr.edu)
    d. Select the type of incoming server you are using: IMAP
    e. Incoming Server: POD51000.OUTLOOK.COM
    f. Outgoing Server: SMTP-HOST.syr.edu
    g. Incoming User Name (your NetID@syr.edu)
    h. Outgoing User Name (your NetID)
    i. Account Name: change YourNetID@syr.edu to SUmail (IMAP)
    j. At the Congratulations screen, verify your settings and then click the Finish button
5. if correct (or click "Back" to make changes)
6. At the Account Settings window, click Outgoing Server (SMTP) in the left column, then click the Edit button on the right.
7. On the SMTP Server window, under "Use Secure Connection," select SSL and then click the OK button.
8. Expand the SUmail settings by clicking the plus ➕ sign if it is not already expanded. Highlight "Server Settings" and click the radio button to enable SSL under "Security Settings"
9. At the Account Settings window, click OK to close.
10. At the main Thunderbird screen, in the Folders list on the left-hand side, click on the Inbox icon under SUmail (IMAP).
11. At the Mail Server Password Required prompt, type your NetID password, check the box in front of "Use Password Manager" to remember this password (if desired), and click the OK button to connect and download your SUmail.

Step 2: Adding your Gmail account to Thunderbird

1. Log into Gmail and click Settings in the upper right corner of your screen.
2. Click on the Forwarding and POP/IMAP tab.
3. Under IMAP Access select Enable IMAP and click Save Changes
4. In Thunderbird go to Tools > Account Settings.
5. At the Account Settings window, click the Account Actions button and select Add Mail Account.
6. Enter your Name, Gmail e-mail address and password and click Continue.
7. Thunderbird should automatically configure the Gmail settings. Click Create Account.
8. Click OK to close the Account settings window.

Step 3: Moving your SUmail messages to Gmail

1. Start Mozilla Thunderbird (if not already running).
2. At the main Thunderbird screen, in the Folders list on the left-hand side, expand the SUmail and Gmail folder lists.
3. Drag and drop mail you want to move from your SUmail folders to the Gmail folders using standard Windows or Mac techniques.
4. Once you have copied all desired mail and have ensured that it copied correctly, delete the SUmail and Gmail account(s) in Thunderbird, or uninstall the Thunderbird program.

http://www.mozillamessaging.com/en-US/thunderbird/