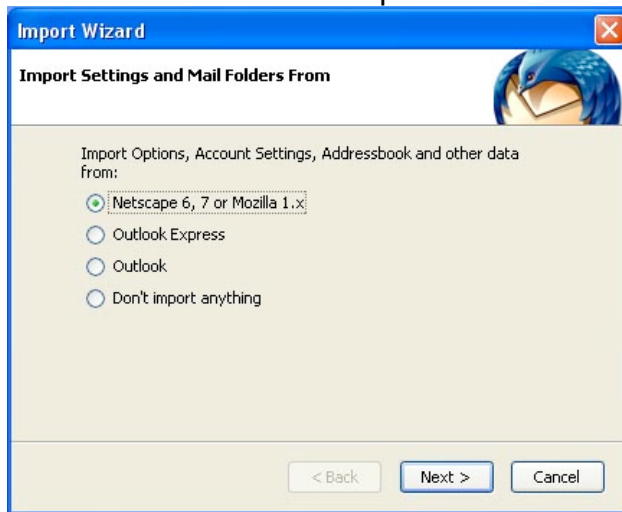


TECHNOLOGY AT SIMMONS COLLEGE
Transferring Mail to Mozilla Thunderbird: Macintosh

Transfer Netscape mail to Thunderbird

Thunderbird includes a tool that imports your Netscape profile, meaning all of the details about how you were using Netscape (if you were using version 7 or higher) directly into Thunderbird. If you follow the steps below, all of your email settings (Simmons account information), email messages, filters and rules, and address books will be automatically imported from Netscape into Thunderbird.

1. Close all Netscape applications, including the Netscape browser and Netscape Mail.
2. Open Thunderbird. The first time you open Thunderbird the *Import Settings and Mail Folders Wizard* opens.



Note: If you do not see the import screen, or have previously opened Thunderbird, follow these steps:

- a) Quit Thunderbird, if it is open.
 - b) Navigate to the following folder: `/Users/username/Library/Thunderbird`
 - c) Move the file called `profiles.ini` to the Desktop. You may delete this file when the import process is complete.
 - d) Open Thunderbird.
3. Make sure the Netscape option is selected, and then click **Next**.
 4. When the import is complete, click **Finish**.

Transfer Apple Mail to Thunderbird

The process of importing your Apple Mail messages into Thunderbird depends on the version of OSX you are using. Please note: all messages imported in this process will show as unread in Thunderbird after importing.

Apple Mail for 10.4 and above (Tiger)

1. Open Apple Mail.
2. Open the mail folder you want to import into Thunderbird.
3. From the top menu bar, click **Edit**. From the drop-down menu, click **Select All**. All of the messages in the folder should now be selected.
4. From the top menu bar, click **File**. From the drop-down menu, click **Save As**.
5. In the Save As dialog box, type in the name of the email folder.
6. From the column on the left, click your Home folder. *If you do not see the column on the left, click on the box with an arrow in it to the right of the Save As box.*
7. Starting from the center column, click *Library > Thunderbird > Profiles*. There is a folder in this directory that appears to have random characters. Open this folder. Continue to click *Mail > Local Folders*.
8. From the drop-down menu titled *Format*, click the option for "Raw Message Source."
9. Click **Save**.
10. Repeat steps 2-9 for each email folder you want to import into Thunderbird.
11. Open Thunderbird. Your email folders appear under the *Local Folders* heading.

Apple Mail for 10.3 and below (Panther and Jaguar)

1. Open Apple Mail.
2. Click the mail folder you want to import into Thunderbird.
3. Drag the entire folder onto your Desktop.
4. While holding down the Control key, click that folder on your Desktop. From the menu that appears, click "Show Package Contents." A Finder window opens.
5. In the new Finder window, locate the folder named "mbox." Drag this file to your Desktop. Rename the file to be the same name as your original mail folder (see step 2 above).
6. Delete the first file that you dragged to your Desktop (from step 2). This file should have a mailbox icon.
7. Repeat steps 2-6 for each mail folder you want to import into Thunderbird.
8. Quit Apple Mail.
9. Activate the Finder by clicking once on your Desktop.
10. From the top menu bar, click *Go*. From the drop-down menu click *Home*. A new Finder window appears.
11. From the Finder window, click *Library > Thunderbird > Profiles*. There is a folder in this directory that appears to have random characters. Open this folder. Continue to click *Mail > Local Folders*.
12. Drag all of the email files you just created on your Desktop into *Local Folders* (open in the Finder window).
13. Open Thunderbird. Your email folders appear under the *Local Folders* heading.

Transfer Entourage Mail to Thunderbird

*Please note: all messages imported through this process will appear as **unread** in Thunderbird after importing.*

1. Open Entourage Mail.
2. From the list of folders in the left column, select the folder you want to import into Thunderbird.
3. Drag the folder from Entourage Mail to your Desktop. This creates an mbox file in the name of your email folder.
4. Rename the folder to an appropriate name, removing the mbox extension.
5. Click once on your Desktop to activate the Finder.
6. From the top menu bar, click *Go*. From the drop-down menu click *Home*. A new Finder window appears.
7. From the Finder window, click *Library > Thunderbird > Profiles*. There is a folder in this directory that appears to have random characters. Open this folder. Continue to click *Mail > Local Folders*.
8. Drag the email file from your Desktop (the one you created in step 3 above) into *Local Folders* (open in the Finder window).
9. Repeat steps 2-8 for each email folder you want to import into Thunderbird.
10. Open Thunderbird. Your email folders appear under the *Local Folders* heading.