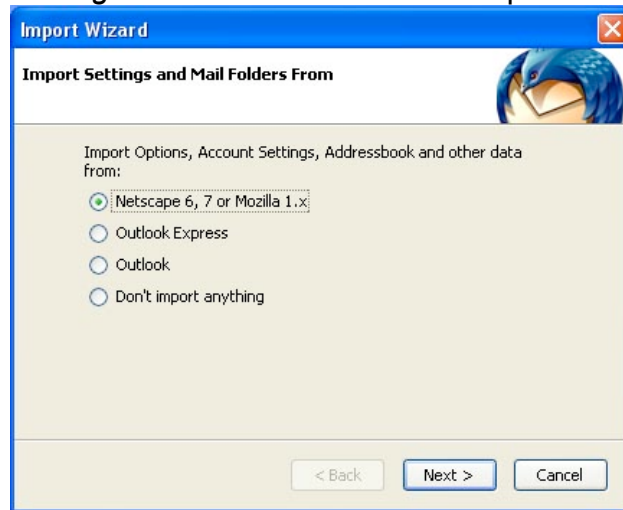


**TECHNOLOGY AT SIMMONS COLLEGE**  
**Transferring Mail to Mozilla Thunderbird: Windows**

### 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: C:\Documents and Settings\*profile name*\Application Data\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 Outlook or Outlook Express Mail to Thunderbird

Thunderbird includes a tool that allows you to import Outlook or Outlook Express email into Thunderbird. All of your email messages and address books will be imported. **Please note that all of your messages will show as unread after importing.**

- 1) Make sure Outlook or Outlook Express is your default mail application. You'll find this setting in Outlook or Outlook Express if you click *Edit* then *Preferences* and check for general mail settings.

### Outlook

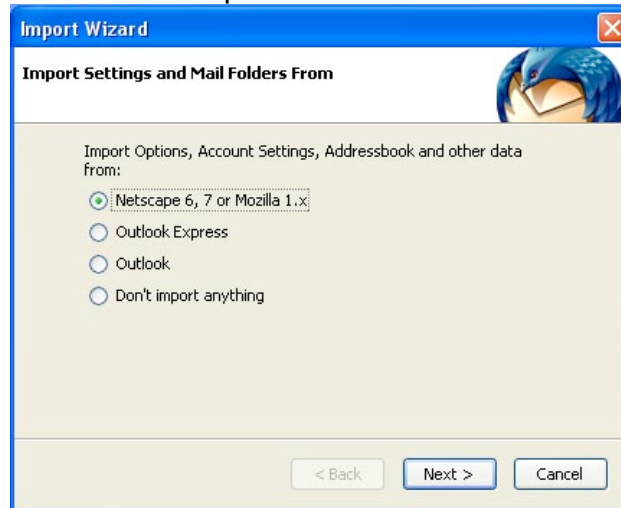
5. Open Outlook.
6. From the top Menu bar click *Tools*. From the drop down menu, click *Options*.
7. In the Options window click the *Other* tab.
8. In the General section, make sure that the option to *Make Outlook the default email program* is selected.
9. If you have made changes, at the bottom of the window click *Apply*, otherwise click *OK*.

### Outlook Express

- a) Open Outlook Express.
- b) From the top Menu bar click *Tools*. From the drop down menu, click *Options*.
- c) In the Options window, look under the Default Messaging Programs section. The first option says either "This application is the default Mail handler" or "This application is NOT the default Mail handler." Click on the *Make Default* button to the right of this option, (if it is not grayed out). If you have made changes, click *Apply* at the bottom of the window, otherwise click *OK*.

- 2) Quit Outlook or Outlook Express (continue to step 3)

- 3) Open Thunderbird. The first time you open Thunderbird an *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: C:\Documents and Settings\*profile name*\Application Data\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.
- 4) Make sure either the Outlook or Outlook Express (depending on the application you are importing from) option is selected, and then click *Next*.
- 5) When the import is complete, click *Finish*.
- 6) After you have imported your messages, you will need to set up an email account in Thunderbird. For detailed instructions see <http://my.simmons.edu/technology/helpdesk/email/thunderbird.shtml>