Thunderbird on desktop

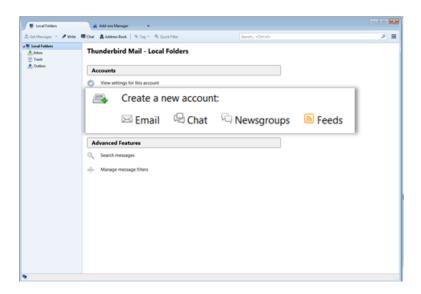**Table of Contents**

Configure an IMAP email account in Thunderbird

Step 1: Create new account

    i. Launch the Thunderbird desktop client.

    ii. On the left hand side pane, click the **Local Folders** option. The right hand side pane will display options
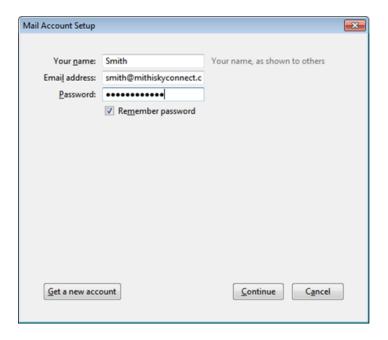
to edit accounts and configure advanced features.

iii. Under the **Create a new account**, click the **Email** option.

Step 2: Provide account information

i. On the **Mail Account Setup** box,

- Provide **User id** and **Password** of the account
- Click the **Continue** button

ii. Using Mithi SkyConnect trial account? Use the User Id and the Password received in the Welcome Mail sent by the Mithi team.

iii. Thunderbird looks up for the information provided and enables the **Manual Configuration** button once the look up process is over.

iv. Choose the **IMAP** option and click the **Manual Configuration** button to proceed.
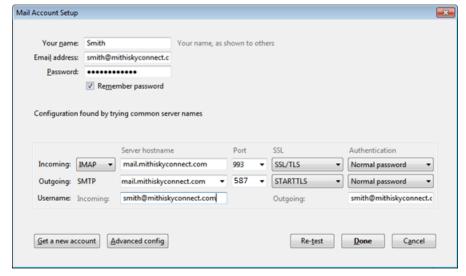

Step 3: Provide Incoming and Outgoing server settings

i. On the **Mail Account Setup** dialog box,In the **Incoming** row,

- Choose the **IMAP** option
- Enter the **Server Name** of your server
- Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.
- Choose the **SSL/TLS** as the SSL option
- Choose **993** as the Port for connection
- Choose the **Normal Password** option as the type of **Authentication** required
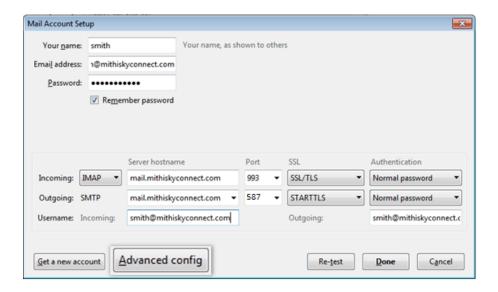
ii. In the **Outgoing** row,

- Choose the **SMTP** option
- Enter the **Server Name** of your server
- Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.
- Choose the **STARTTLS** as the SSL option
- Choose **587** as the Port for connection
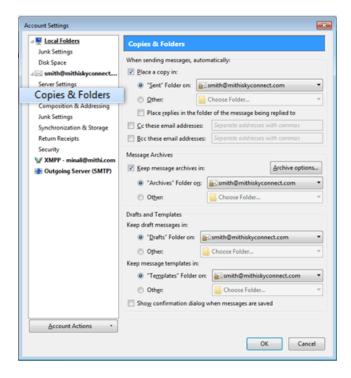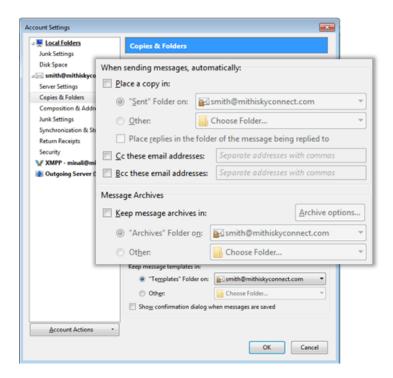- Choose the **Normal Password** option as the type of **Authentication** required

iii.

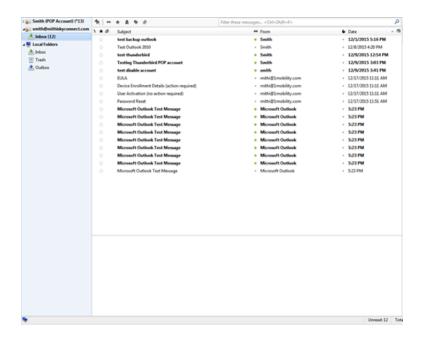iv. Click the **Advanced config** button.

v. On the left pane, click the **Copies & Folders** option.

vi. Under the **When sending messages automatically** section, deselect the **Place a copy in** check-box, to **disable the setting to save a copy of an email sent to local folder on your machine**.

vii. Under the **Message Archives** section, deselect the **Keep message archives in** check-box. Click the **Ok** button to configure the account.

viii. Thunderbird configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.
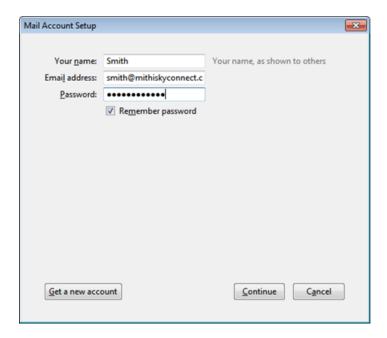
Configure a POP email account in Thunderbird

Before configuring a POP type of account understand the Difference between POP and IMAP type of account.
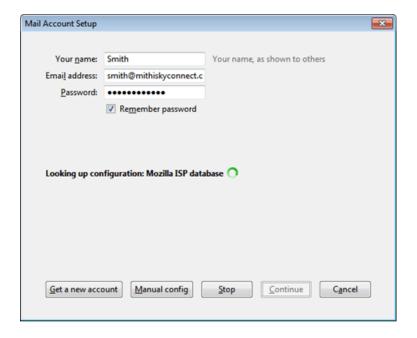
Step 1: Create new account

i. Launch the Thunderbird desktop client.
ii. On the left hand side pane, click the **Local Folders** option. The right hand side pane will display options to edit accounts and configure advanced features.
iii. Under the **Create a new account**, click the **Email** option.

Step 2: Provide account information

i. On the **Mail Account Setup** box,

- Provide **User id** and **Password** of the account
- Click the **Continue** button

ii. Using Mithi SkyConnect trial account? Use the User Id and the Password received in the Welcome Mail sent by the Mithi team.

iii. Thunderbird looks up for the information provided and enables the **Manual Configuration** button once the look up process is over.

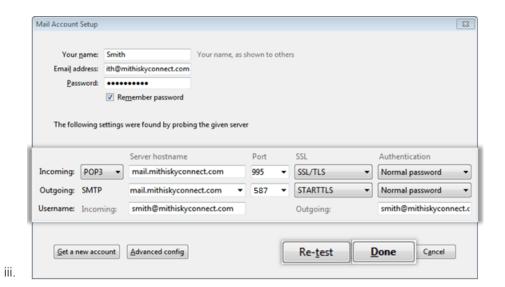iv. Choose the **POP** option and click the **Manual Configuration** button to proceed.

Step 3: Provide Incoming and Outgoing server settings

i. On the **Mail Account Setup** dialog box,In the **Incoming** row,

- Choose the **POP** option
- Enter the **Server Name** of your server
- Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.

www.mithi.com

- Choose the **SSL/TLS** as the SSL option
- Choose **995** as the Port for connection
- Choose the **Normal Password** option as the type of **Authentication** required

ii. In the **Outgoing** row,

- Choose the **SMTP** option
- Enter the **Server Name** of your server

- Don't know your server name? Access the online help (https://docs.mithi.com/home/faqs-on-baya-v3-web-client-in-skyconnect#how-to-access-help-to-configure-a-desktop-client-) to know the server settings required to configure your account.
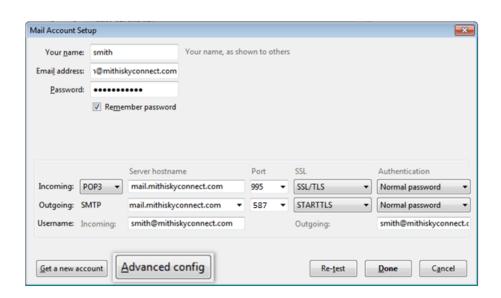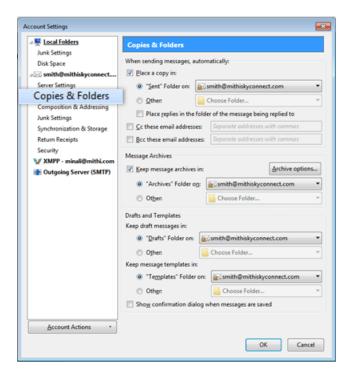
- Choose the **STARTTLS** as the SSL option
- Choose **587** as the Port for connection
- Choose the **Normal Password** option as the type of **Authentication** required
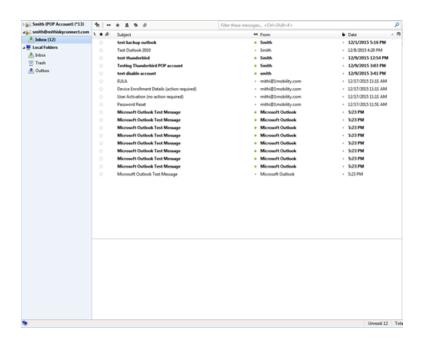
iii.

iv. Click the **Advanced config** button.

v. On the left pane, click the **Copies & Folders** option.

vi. Thunderbird configures your account and displays the Inbox folder which holds all the mail received to your mailbox. You can find a copy of an email sent in the Sent Items folder of the desktop client which syncs automatically on the server.
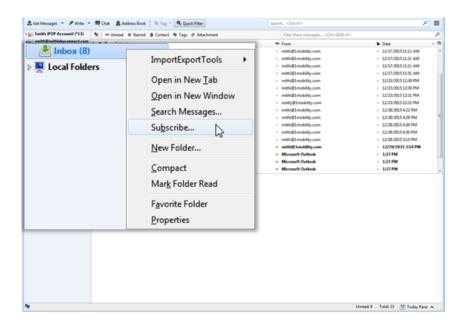

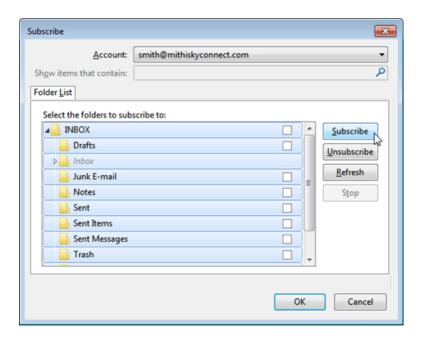# Manage your email account configured in Thunderbird

Subscribing IMAP Folders in Thunderbird

If you have configured an IMAP type of account, you can subscribe to access the IMAP folders on the server which includes Sent Items, Drafts, and other personal folders on the server. When you subscribe these folders then you can view and modify the content of these folders. Following steps describe you how to subscribe the folders.
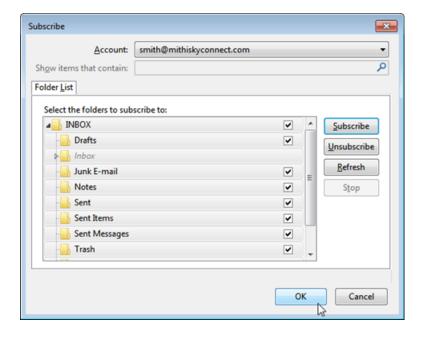
i. On the left pane of Thunderbird user interface, right click the **Inbox** folder. Pop-up menu displays on the screen. Select the **Subscribe** menu item.

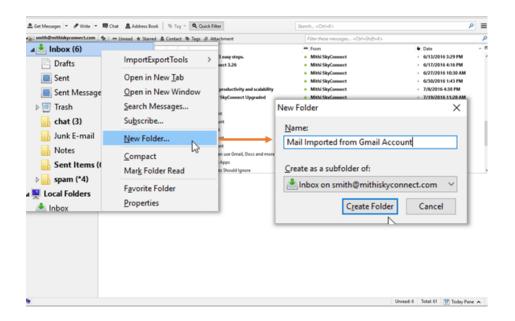ii. Select all the/required folders from the list. Click the **Subscribe** button to proceed.

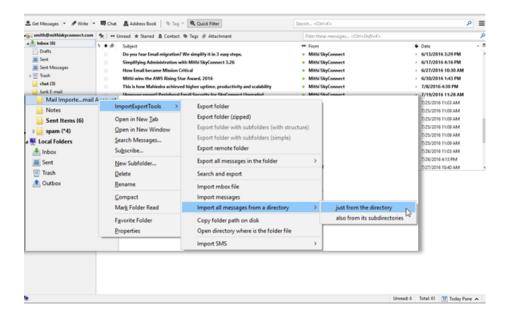iii. Click the **Ok** button to finish the subscription process.

Import eml file in Thunderbird

You can import the saved eml file to your Thunderbird account. To import the eml file to your Thunderbird account, you need to install the ImportExportTools Add On to the Thunderbird. On successful addition, the ImportExportTools option appears under Tools menu and the right-click menu of the folder present in the folder list.
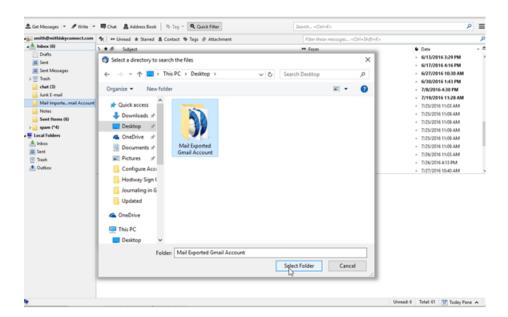
i. Create a folder to save the eml files. For example : MailImportedFromGmailAccount
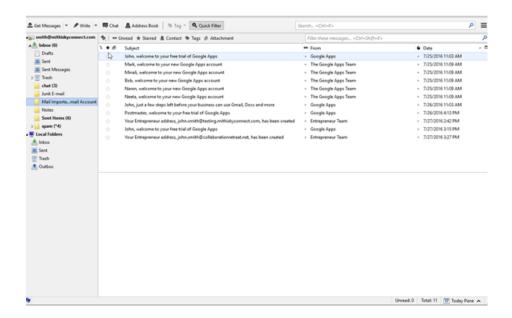

ii. Right-click the newly created folder. Here it is the MailImportedFromGmailAccount folder.
iii. Choose the menu item **ImportExportTools** > **Import all messages** from a directory just from the directory.

iv. Locate the eml files folder on your desktop.

v. Select all the folders from the directory.

vi. All the messages will be imported with the folder structure under the MailImportedFromGmailAccount folder.

Take a back up of your account

It is a good practice to take a back up of your mailbox. Also, before converting your POP account to IMAP, it is recommended to take backup of your mailbox or only important folders like Sent Items.
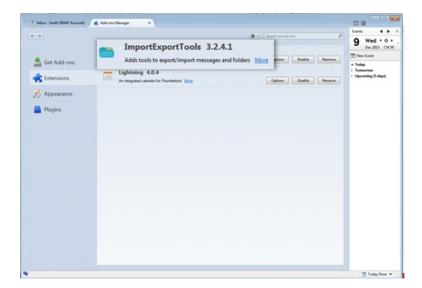
Advantages of taking backup,

- You will always have a copy of all the important messages if something goes wrong while converting your account to IMAP.
- By keeping the backup of the data file on your desktop, you will minimize the storage required on the server.
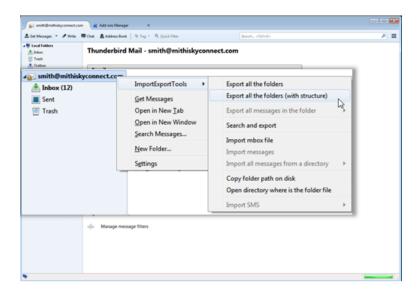
To have backup of your mail account in Thunderbird, you can export your email and mail folders from Thunderbird as mbox file. Import this mbox file in one go onto a different computer or into another mail profile. The mbox file can only be opened within Thunderbird; other programs will not be able to open a mbox file.

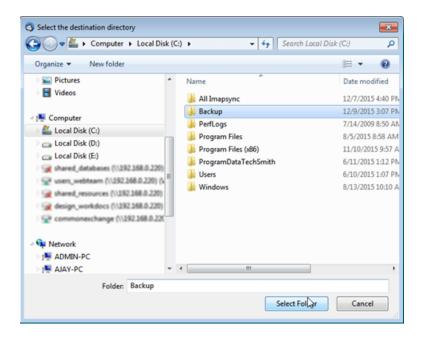### Steps to backup your account in Thunderbird

i. Install the ImportExportTools Extension (https://addons.mozilla.org/en-US/thunderbird/addon/importexporttools/) in Thunderbird to take the back-up of your account.

ii. On the left pane, right-click the **Inbox** folder.

iii. Choose the menu item **ImportExportTools** > **Export** folder with subfolders (with structure) option.

iv. Save the exported mbox file on your desktop or a folder on your machine. You can export all the remaining IMAP folders to the backup folder.

Set your default email account for sending new email

Refer to the steps mentioned here (https://www.sadomain.co.za/index.php/knowledgebase/216/Thunderbird-for-Windows---Changing-Your-Default-Account.html) to set your default email account for sending new email