



Solutions For New Technologies

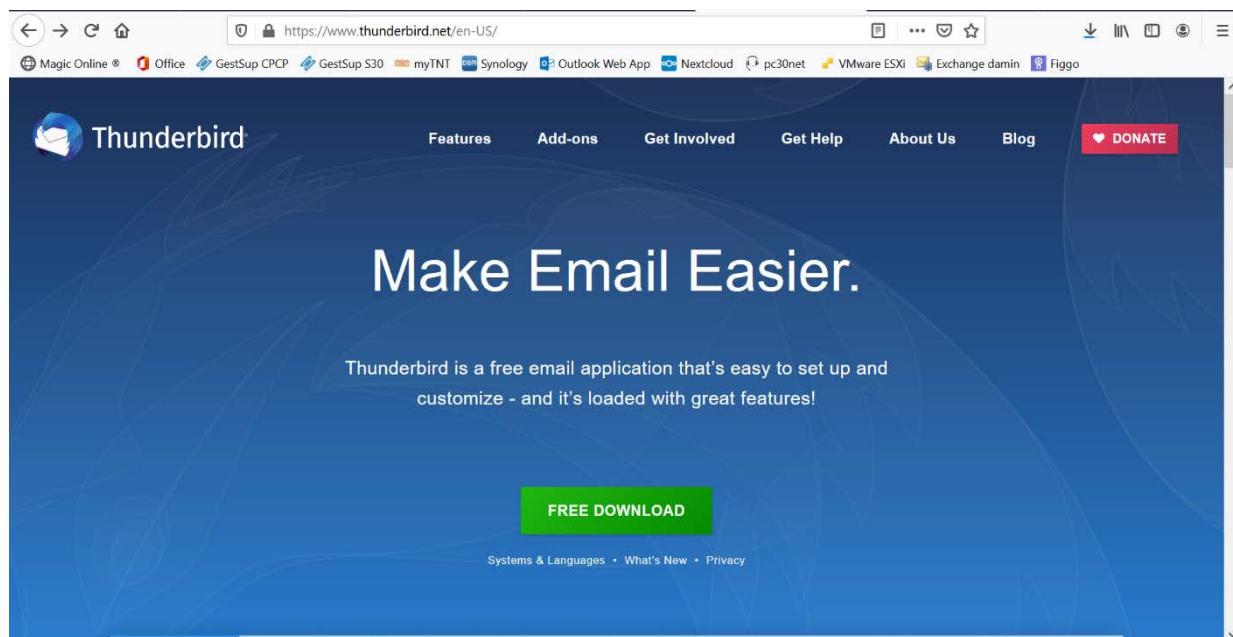
Mailbox configuration and backup.

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1 Thunderbird Set Up

<https://www.thunderbird.net/en-US/>



2 Thunderbird Configuration

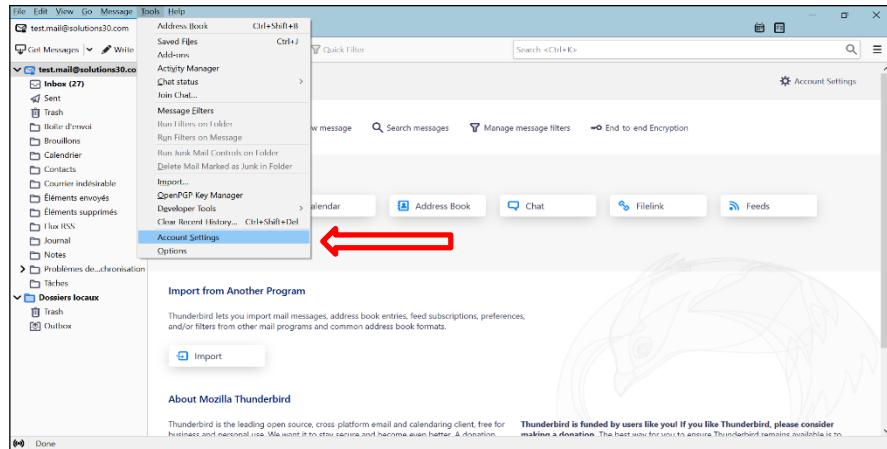
- Press [alt] on your keyboard to show the menu.
- Go to the View menu, then check Menu Bar.

2.1 Creation of the old mailbox.

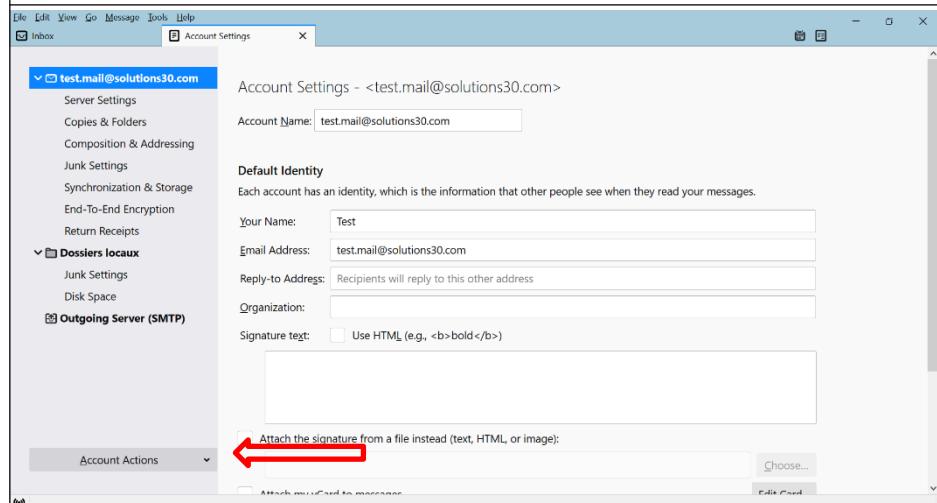
The screenshot shows the 'Set Up Your Existing Email Address' window. It includes fields for 'Your name', 'Email address', 'Password', and a 'Remember password' checkbox. At the bottom are buttons for 'Configure manually...', 'Cancel', and 'Continue'.

- If this window appears when you open Thunderbird, go directly to [page 6](#).

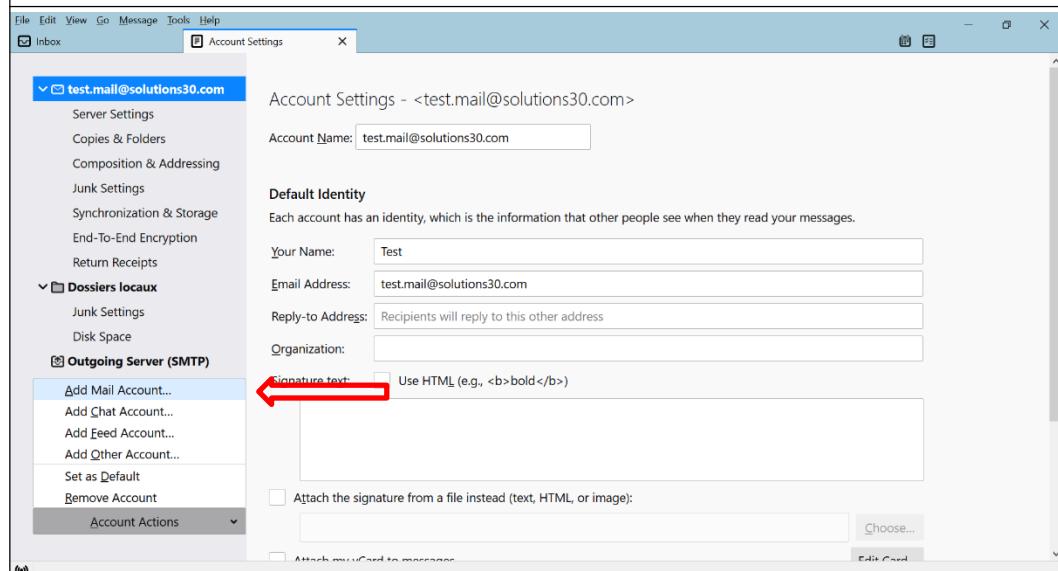
Mailbox configuration and backup



- To display the menu bar, go to [page 3](#).
- Go to **Account settings** on **Tools** menu.

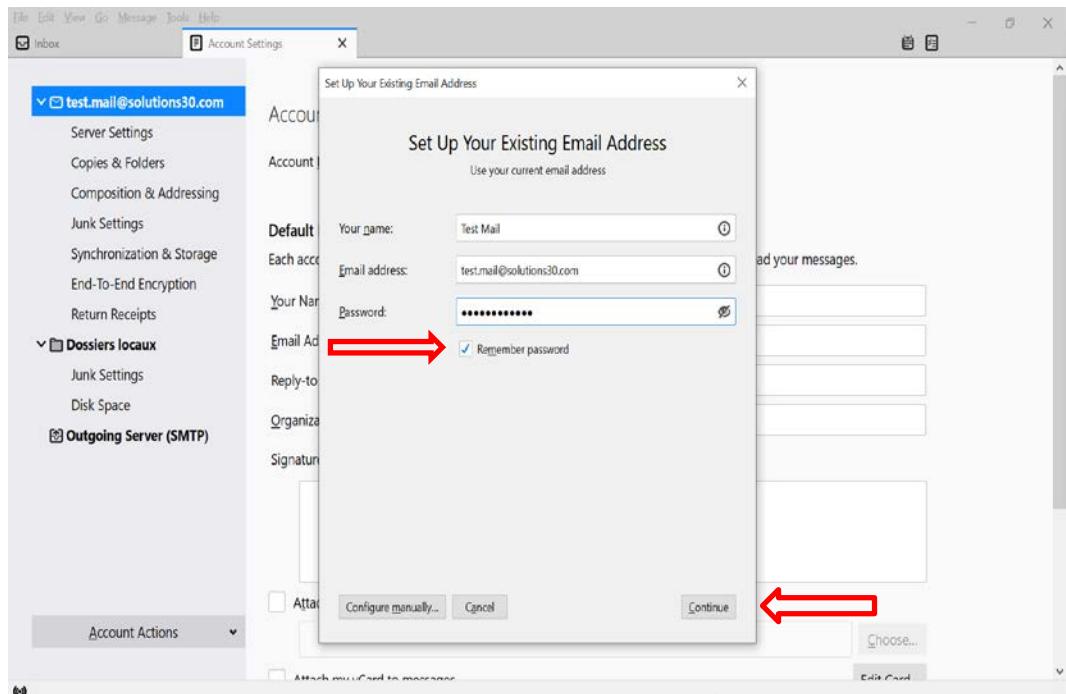


- Click **Account Actions**.

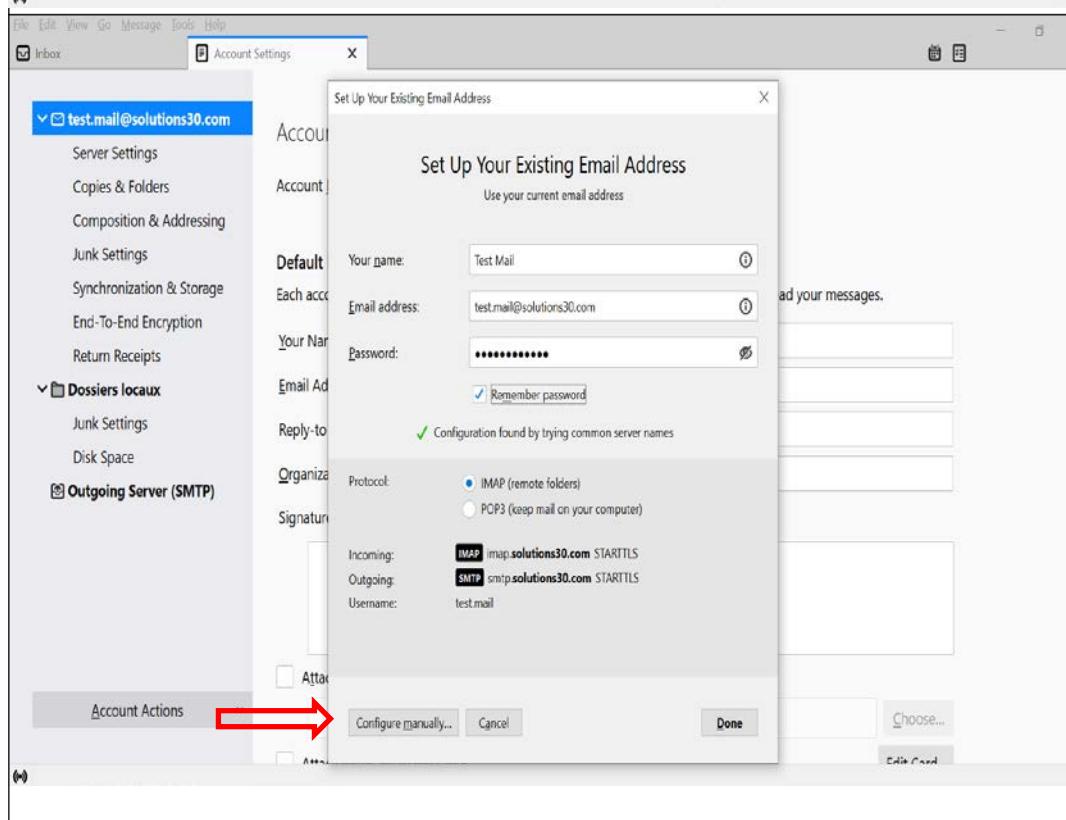


- Click **Add Mail Account...**

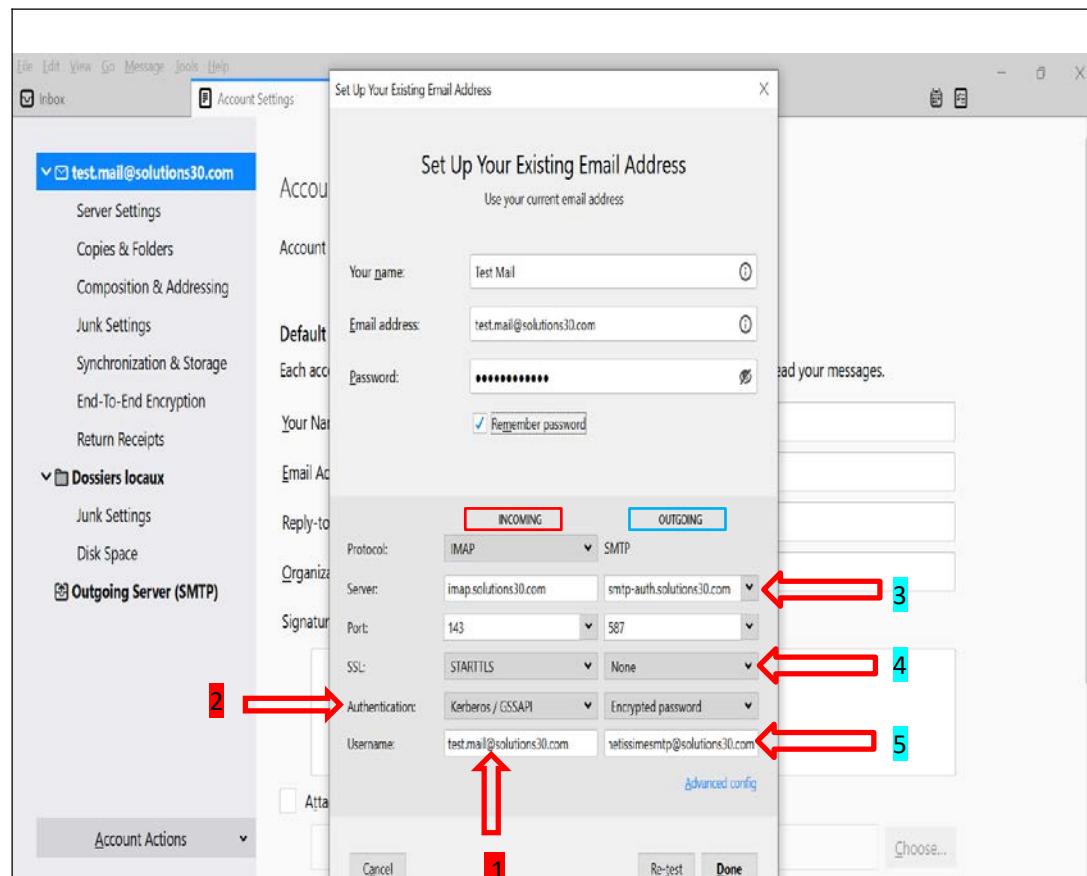
2.2 Configuration of the old mailbox.



- Fill up the **Your name** field (ex: John Miller).
- Fill up the **Email address** field (ex: john.miller@solutions30.com)
- Fill up the **Password** field with your old password.
- Check the box **Remember password**.
- Then, click **Continue**.



- Before the end of the configuration, click **Configure manually...**

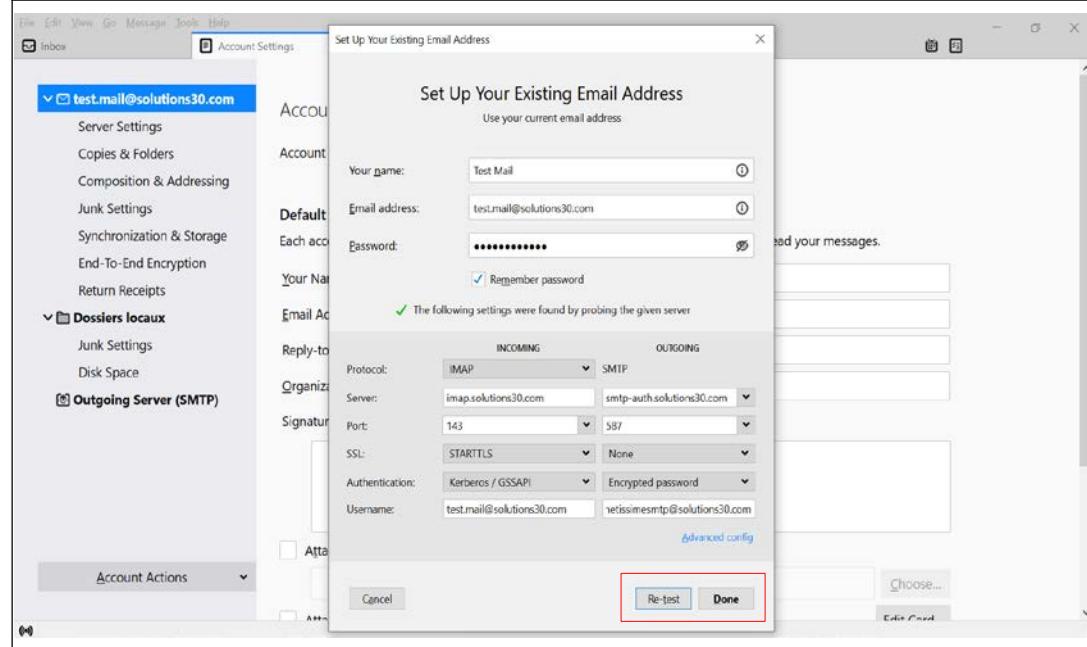
**In the « incoming » column:**

1. In the **Username** field, replace [firstname.lastname] with your e-mail address.
2. In the **Authentication** field, select **NTLM**.

In the « outgoing » column:

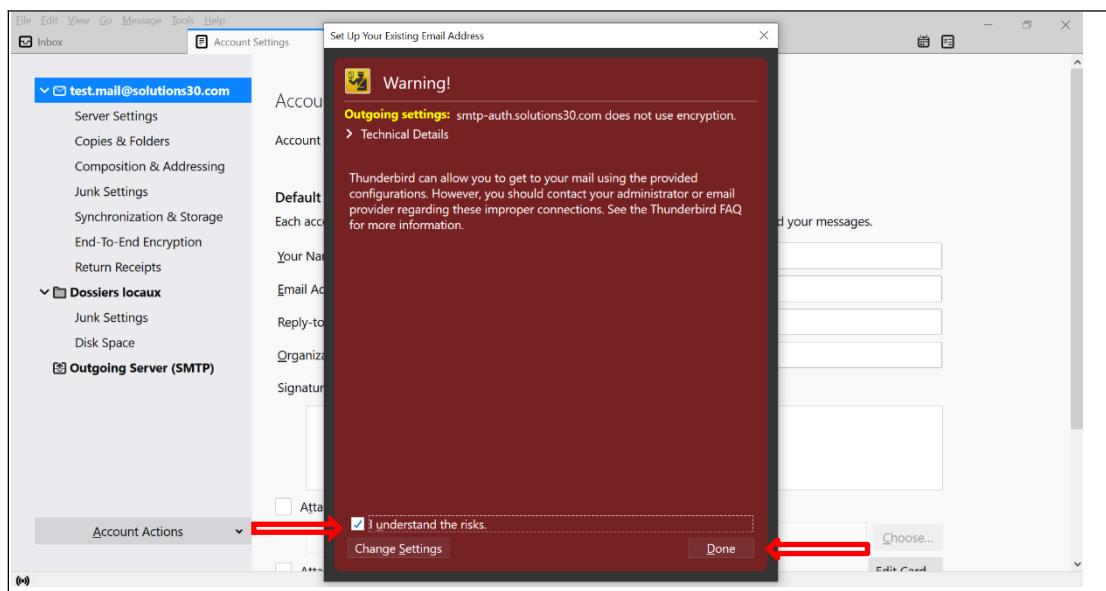
3. In the **Server** field, replace « smtp.solutions30.com » with « smtp-auth.solutions30.com ».
4. In the **SSL** field, select « None ».
5. In the **Username** field, replace your e-mail address with « netissimessmtp@solutions30.com ».

Attention lors des copier/coller à ne pas copier d'espace.

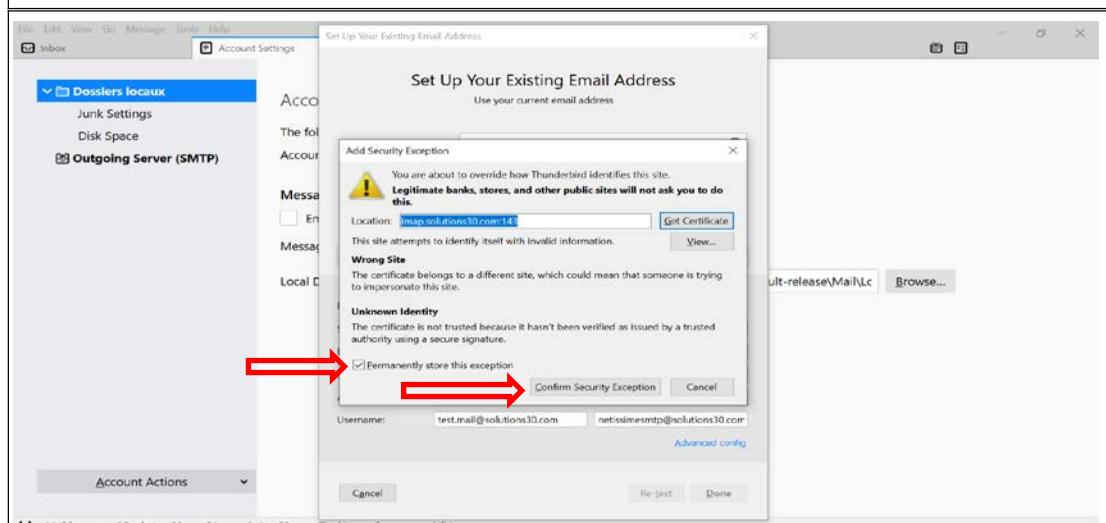


- Click **Re-test**, then **Done**.

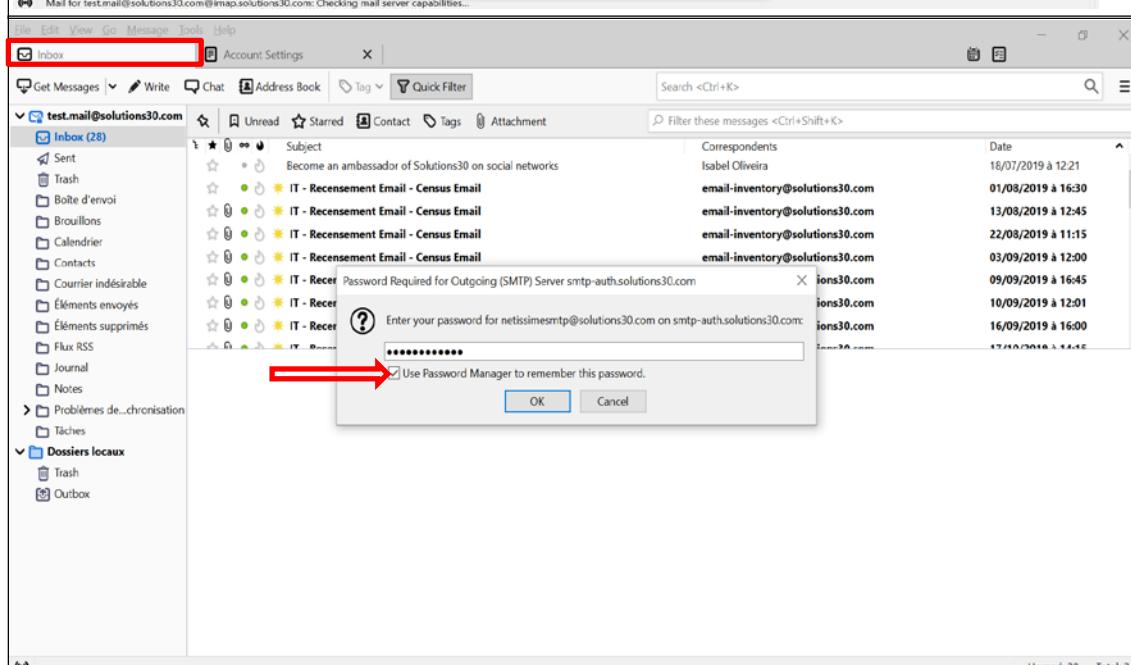
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- Check the box **I understand the risks.**
- Click **Done.**



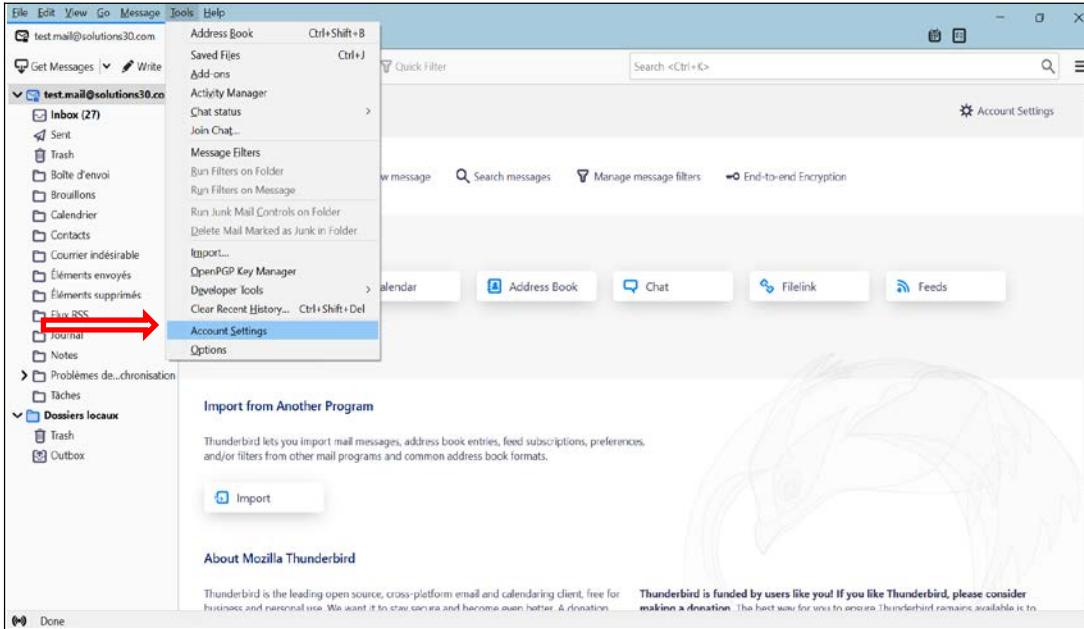
- If this window appears:
- Check the box **Permanently store this exception.**
 - Click **Confirm Security Exception.**



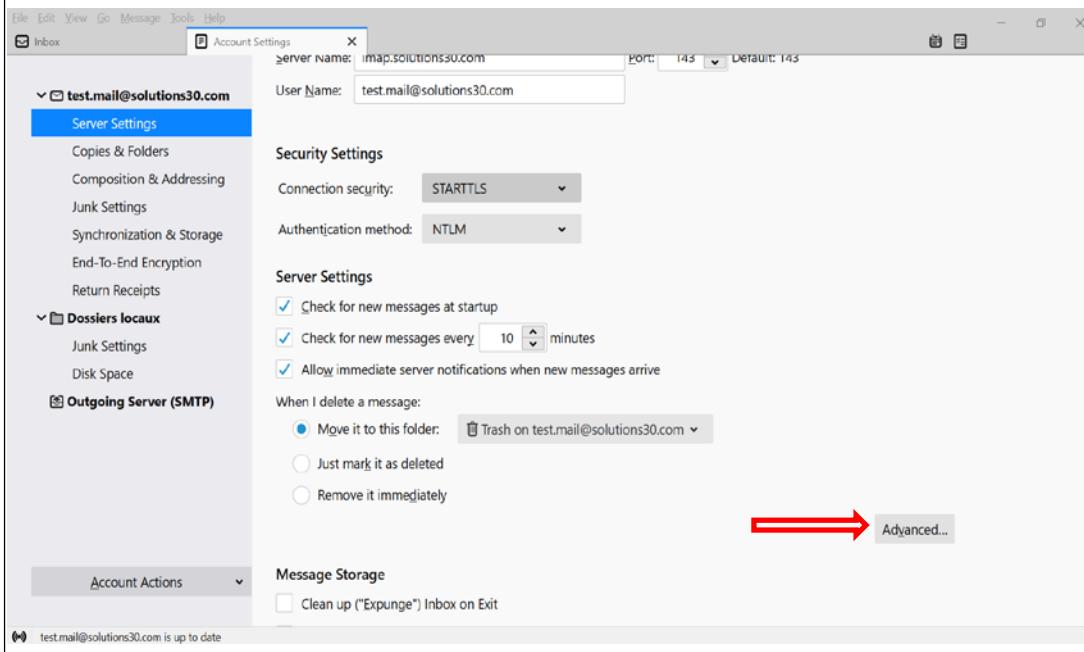
- Go to the mailbox/home tab.
- When you will send your first mail, a password will be requested: type « MPKxb!jdnx33 ».
- Check the box **Use Password Manager... , then click **OK**.**
- The configuration is done.

⚠ Attention lors des copier/coller à ne pas copier d'espace.

2.3 Folders Display

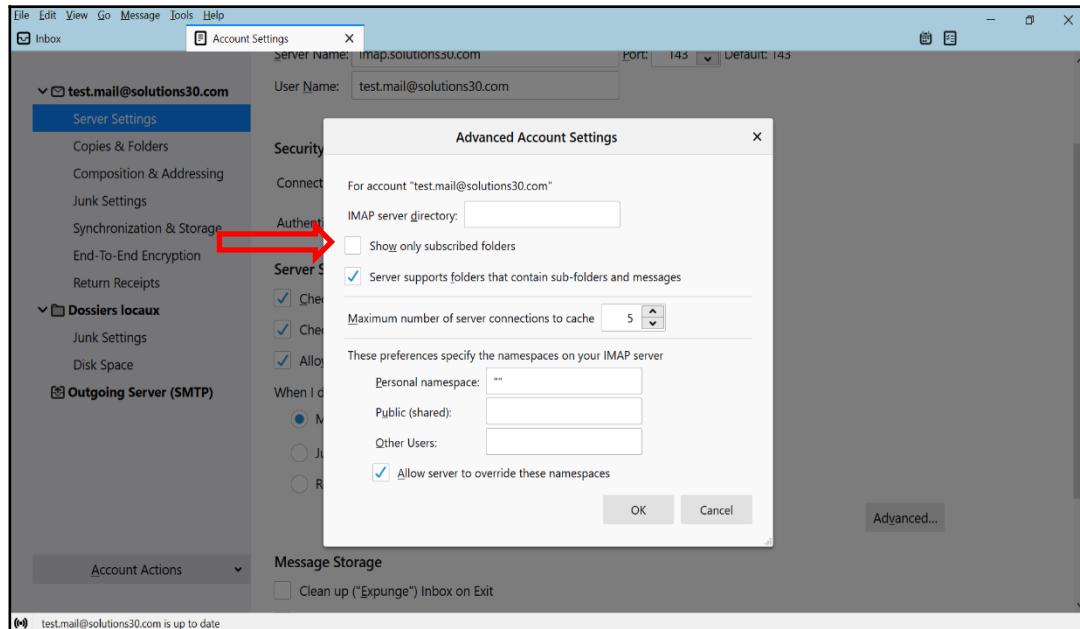


- In order to have all your folders displayed, go back to **Account Settings** on **Tools** menu (q.v. [page 3](#)).

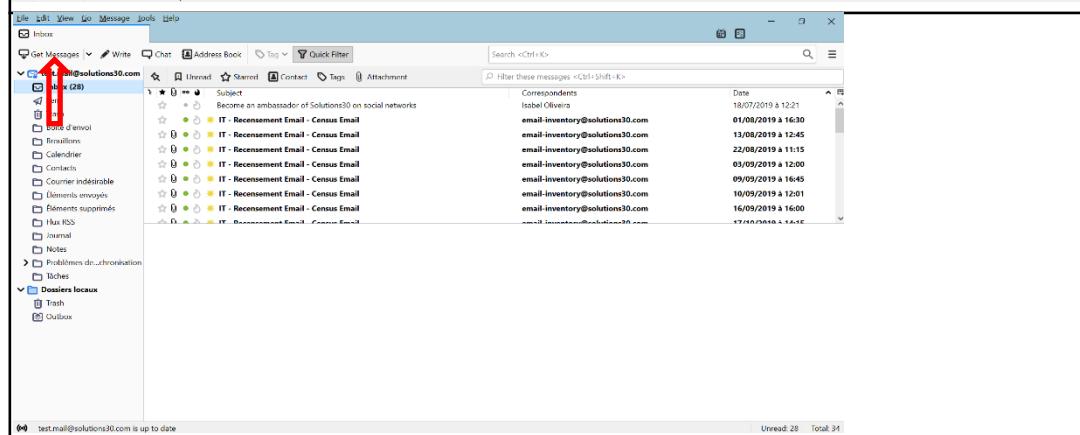


- Click **Advanced...**.

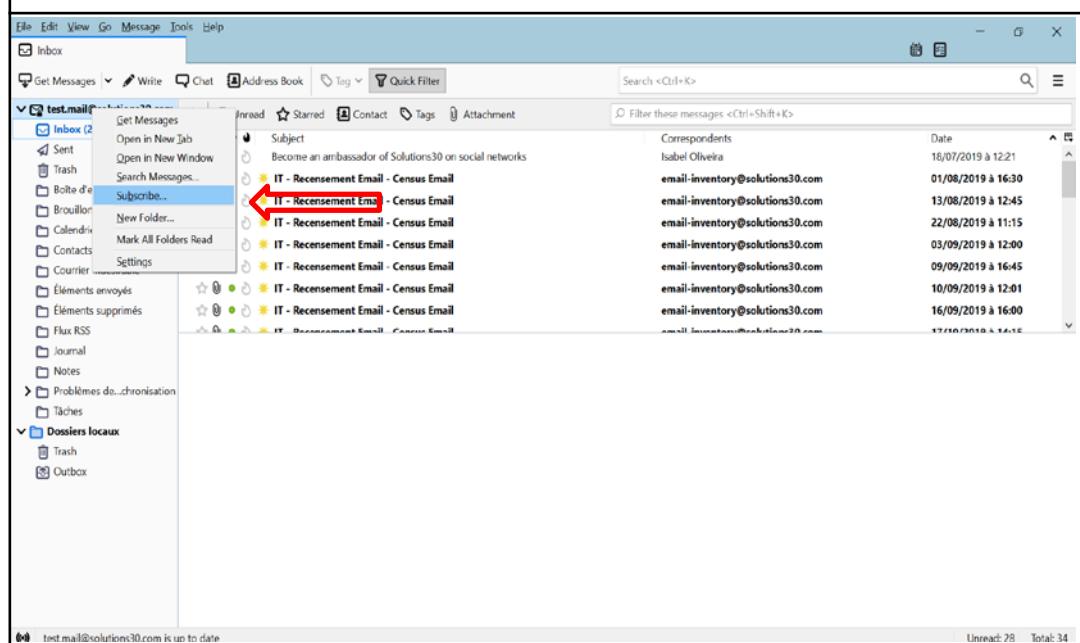
Mailbox configuration and backup



- Uncheck **Show only subscribed folders**.
- Click **OK**.



- Select your mailbox then click **Get Messages**.
- Wait a while so your account can synchronize.



- To be sure all your folders have been synchronized, go to **Subscribe** with a right click on **your mailbox**.

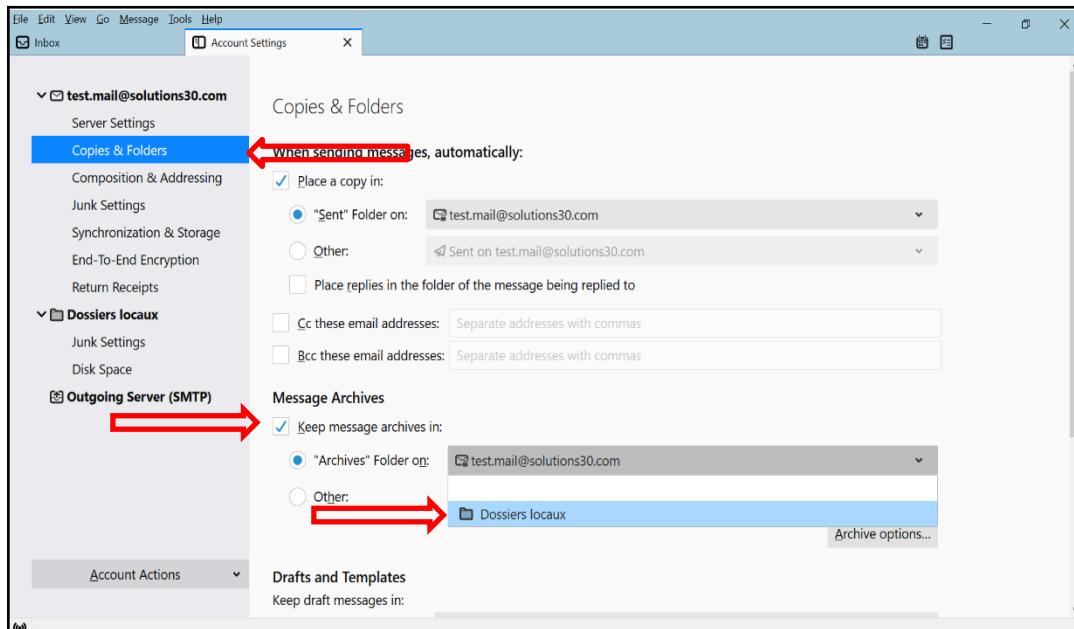
Mailbox configuration and backup

The screenshot shows a 'Subscribe' dialog box overlaid on a standard email client interface. The dialog lists several folder categories with checkboxes. Two red arrows highlight the checkboxes for 'Brouillons' and 'INBOX'. The 'Subscribe' button is located at the bottom right of the dialog.

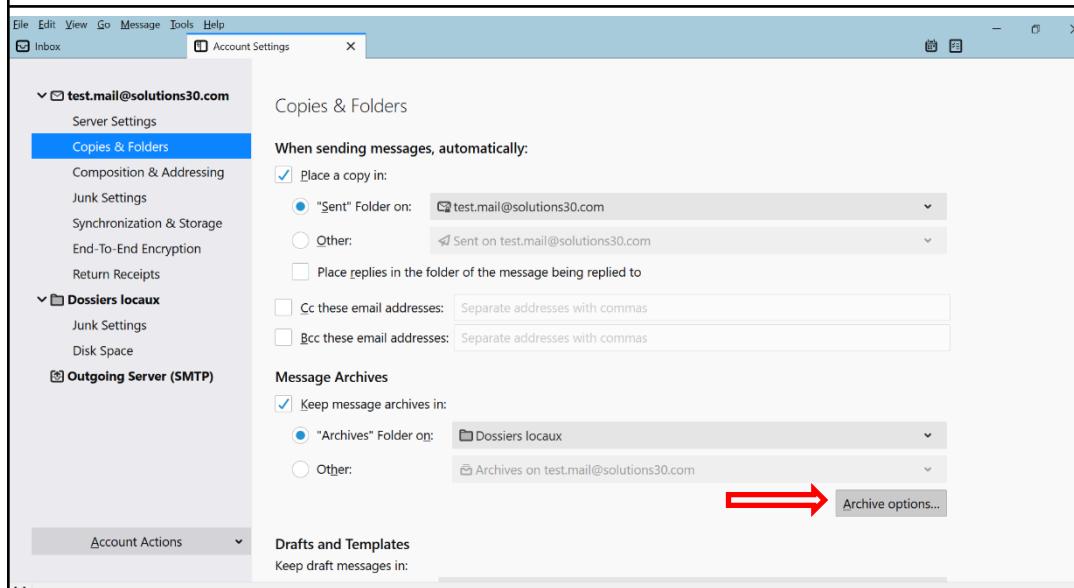
- Make sure all your folders and subfolders are checked.
- After checking the desired folders, click **Subscribe** and then **OK**.

NB: you can check multiple boxes at the same time by holding Shift while selecting the first and last desired folder.

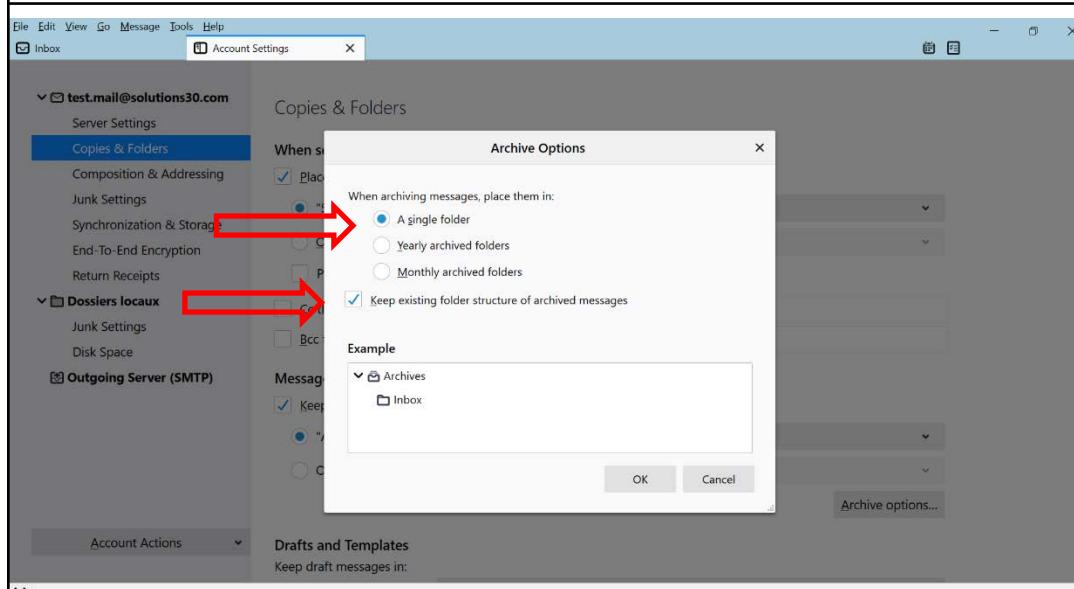
2.4 Old mailbox archiving



- In order to save your folders locally, go back to **Account Settings**,
- Go to the **Copies & Folders** tab.
- Check the boxes **Keep message archives in:** and **« Archives » Folder on:**.
- Select **Local folders** (**Dossiers locaux**).



- Click **Archives options...** .



- Select the fields **A single folder** and **Keep existing folder structure of archived messages**.
- Click **OK**.

Mailbox configuration and backup

Inbox View:

- Subject: Covid-19 - message à tous nos collaborateurs / Covid-19 - message to all our employees
- From: amaury.boilot <amaury.boilot@solutions30.com>
- Body: Bonjour à tous, Nous sommes confrontés à une crise sanitaire exceptionnelle et, dans ce contexte, nous avons été amenés à prendre un certain nombre de dispositions. La situation est assez disparate à l'échelle du Groupe. Si certaines activités ont significativement diminué, d'autres doivent con...
- Subject: IT - Recensement Email - Census Email
- From: email-inventory@solutions30.com
- Body: English version below Bonjour, Dans le cadre d'un recensement pour mettre à jour nos outils pouvez-vous remplir le formulaire Les boites email qui ne répondront pas à ce questionnaire seront considérées comme inactives, par conséquent elle seront supprimées. N'hésitez pas à...

Archived View:

- Subject: Become an ambassador of Solutions30 on social networks
- From: Isabel Oliveira
- Body: English version below Bonjour
- Subject: IT - Recensement Email - Census Email
- From: email-inventory@solutions30.com
- Body: Dans le cadre d'un recensement pour mettre à jour nos outils pouvez-vous remplir le formulaire Les boites email qui ne répondront pas à ce questionnaire seront considérées comme inactives, par conséquent elle seront supprimées.

- To archive your mailbox, select any mail then press **Ctrl+A**.
- Once all e-mails are selected, click **Archive**.
- Repeat for each folder.

- Your mailbox is now archived and accessible offline.