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# **Changing the Configuration Settings on Mozilla Thunderbird 3 from POP to IMAP**

## **GUIDE**



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**IT Services**  
**University of Malta**  
**Msida MSD 2080**  
**Malta**

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email: [support.itservices@um.edu.mt](mailto:support.itservices@um.edu.mt)  
<http://www.um.edu.mt/itservices>  
Tel. +356 2340 4112

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## A. Introduction

This guide provides staff & students with step-by-step instructions to change the configuration settings on Mozilla Thunderbird from POP to IMAP. These settings can be applied on both office & home computer systems.

Mozilla Thunderbird can be configured to access email via POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). The choice between these two protocols depends on the user's preferences to access email on the server.

**POP** - Choosing POP means that Thunderbird will be configured to download all messages from the mail server to the user's system, removing them from the server and making them available only on the computer the user is working on. This means that such messages can no longer be accessed from other computers through the UoM Webmail facility or otherwise. It is possible for users to set POP in Thunderbird and apply a setting to leave the email messages on the server but if there is a requirement to do so, then such users should consider IMAP.

**IMAP** - Choosing IMAP means that all active (both read & unread) email will remain available on the mail server and will therefore be accessible from different computers and locations. This is particularly useful for users who need access to all their email from different locations e.g. when on campus, at home, abroad etc. IMAP users should monitor that messages do not use all the mailbox storage space on the mail server. The email quota can be monitored at:

<http://www.um.edu.mt/go/mailquota>

## B. Before you start...

Before you proceed with switching to IMAP:

1. The existing email messages that have been downloaded through POP will remain on your computer (i.e. no messages will be lost). However, you are strongly advised to backup all your email as per instructions available here:

<http://www.um.edu.mt/itservices/students/email/backup>

2. If your existing Thunderbird configuration makes use of Local Folders, which is the default option as per **Fig. A**, you can proceed directly to **Section C** (page 3).

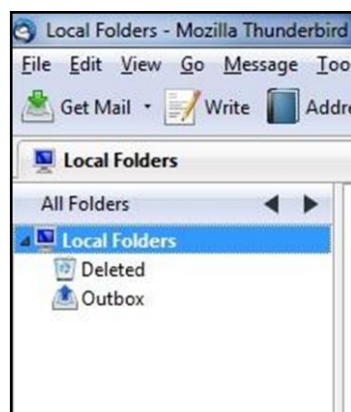


Fig. A



Fig. B

If your Thunderbird is configured as per **Fig. B**, you must first copy all messages to the Local Folders, as follows:

- a. Make sure that you have a folder named **Inbox** within the Local Folders. If not, create one by right clicking on Local Folders and selecting **New Folder...** Type **Inbox** in the Name field and click **OK**.



- b. Select **Inbox** within your University account (not Local Folders) which contains your incoming messages.
- c. Click **Edit** menu.
- d. Move cursor to **Select** and click **ALL**.
- e. Click **Message** menu.
- f. Move cursor to **Copy to**, hover to **Local Folders** and click **Inbox**. All messages will be copied to this folder.
- g. Repeat steps b - f for the other folders i.e. **Sent**, **Drafts** etc. If you make use of other folders, you will need to re-create these in the Local Folders (as per step a) and then copy the messages.

**Note that:**

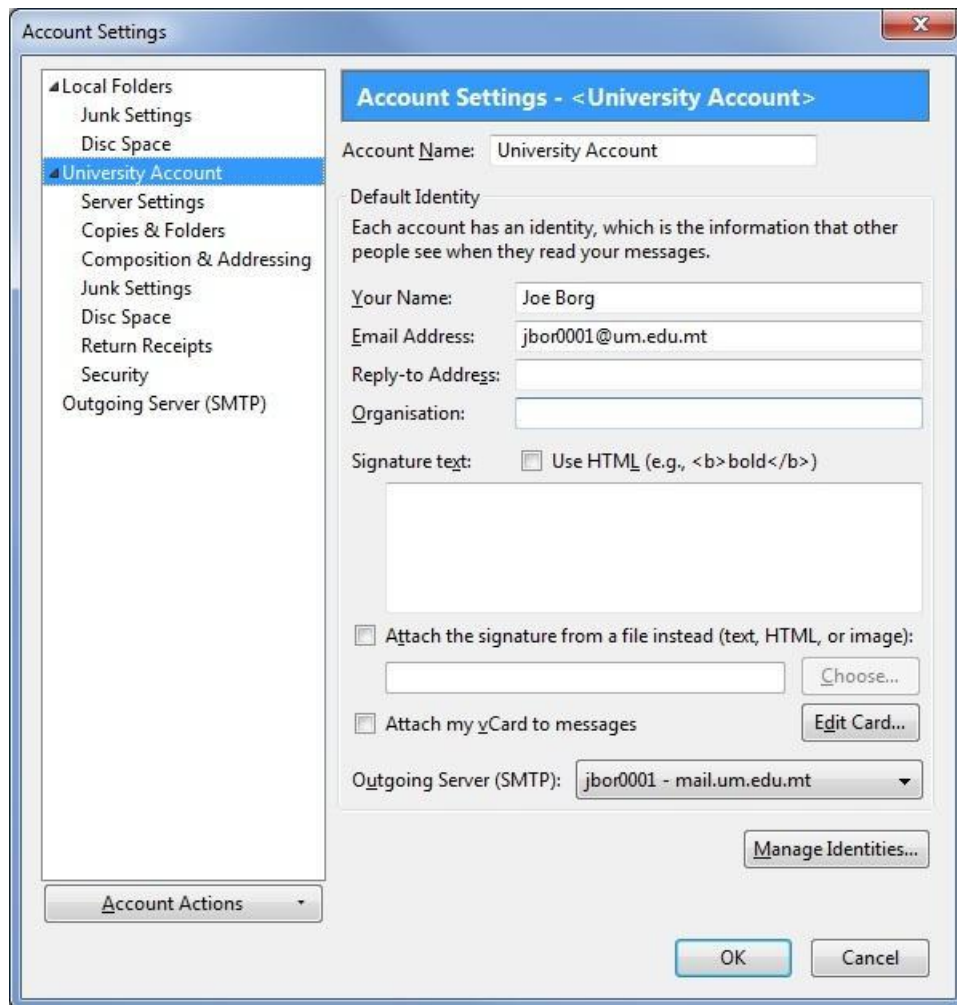
- Messages in the **Local Folders** are only available on the computer the user downloaded these messages from, irrespective of whether the University account is set as POP or IMAP.
- Some users have set message filters in Thunderbird, i.e. incoming messages are automatically routed to particular folders according to the subject or sender etc. If you make use of such mail filters, you will need to set these manually on every computer that you use to access email.
- These mail filters are different from the spam filter. The latter is a filter on the server that takes care of unwanted mail. Switching to IMAP will NOT change any settings you may have for the spam filter. More information about the UoM Spam Filter facility available here:

<http://www.um.edu.mt/itservices/students/email/spam>

## C. Switching from POP to IMAP

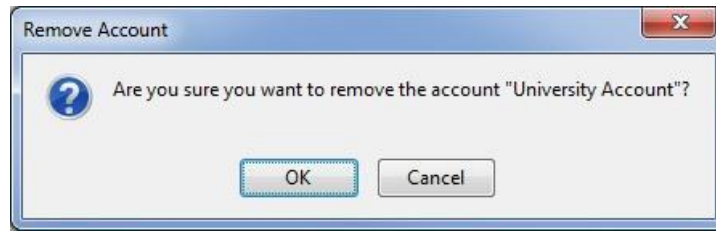
Make sure that you have copied all emails to the **Local Folders**, as indicated in **Section B**. **Any emails that are not in the Local Folders will be lost.**

1. Launch Mozilla Thunderbird.
2. Click **Tools** menu.
3. Click **Account Settings...** The Account Settings dialog box is displayed.

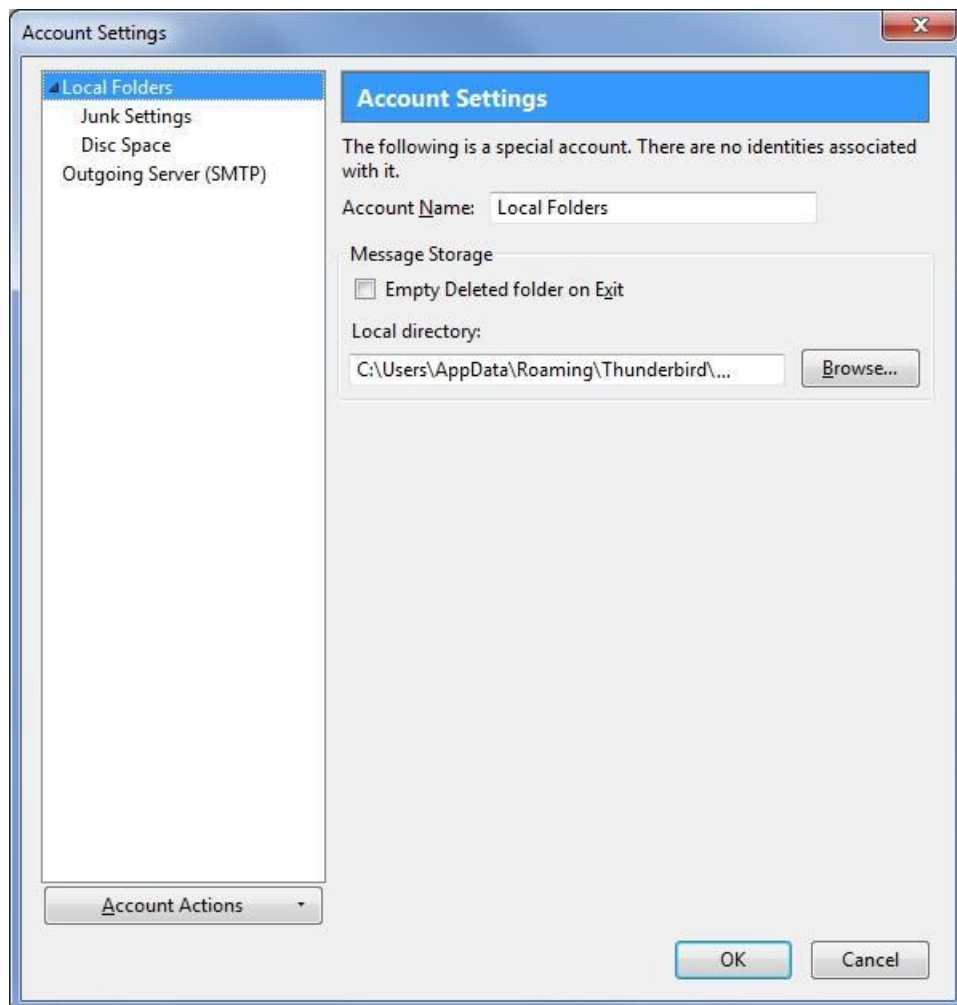


4. Select the University account, as displayed above.
5. Click **Account Actions** drop-down menu.

6. Click **Remove Account** button. The following dialog box is displayed.



7. Click **OK** button. Emails in Local Folders will not be affected.



8. Click **Account Actions** drop-down menu.

9. Click **Add Mail Account ...** button.

10. In **Your name:** field, type the name that you wish to be displayed when you send mail: e.g. Joe Borg.



11. In **Email address:** field, type your UoM email address:

e.g. jbor0001@um.edu.mt (UoM student email address format)

jbor0001@jc.um.edu.mt (JC student email address format)

john.borg@um.edu.mt (staff email address format)

jborg01@um.edu.mt (casual staff email address format)

12. In **Password:** field, type your UoM IT Account password.

13. Click **Continue** button.

Thunderbird will now automatically try and discover the incoming and outgoing mail server, including ports and security settings.



14. Click **Edit** button to modify these settings.

15. Confirm that the **User name:** field is correct:

e.g. jbor0001 (student user name)

jbor1 (staff user name – **Note:** joe.borg is not a valid user name)

jborg01 (casual staff user name)

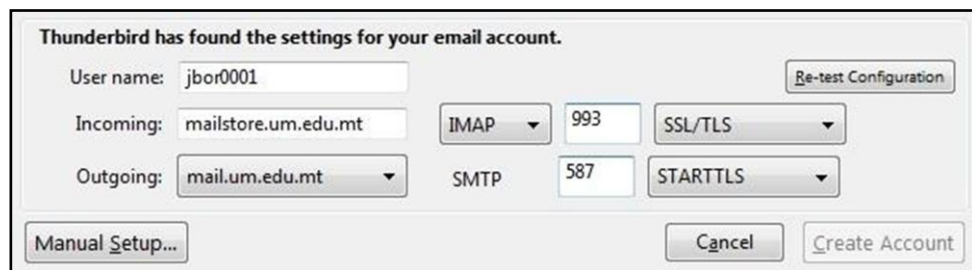
16. Enter server information, as indicated below:

Incoming:

- **mailstore.um.edu.mt**
- **IMAP**
- **993**
- **SSL/TLS**

Outgoing:

- **mail.um.edu.mt**
- **SMTP**
- **587**
- **STARTTLS**

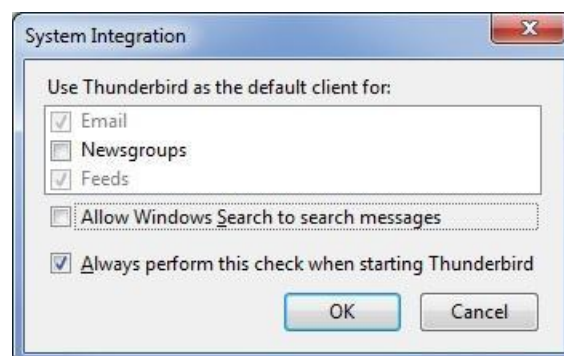


17. Click **Re-test Configuration** button.

18. Click **Create Account** button.

19. Tick **Allow Windows Search to search messages** if you wish to be able to search for email messages using Windows Search.

*This feature is only available in Windows 7/Vista.*



20. Click **OK** button.

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