

Moving Your MyMail Messages to SUMail



This provides instructions for moving messages you've saved in MyMail to your SUMail account. Please note that only your saved email messages can be moved using this method; your address book and calendar cannot be directly moved to SUMail. To get your MyMail address book entries into SUMail we recommend you cut and paste your contacts individually into an email and mail them to yourself once you have activated your SUMail account. Then cut and paste your address book entries individually from the email into your SUMail address book.

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This one-time procedure requires the use of Mozilla Thunderbird, a free, open source, cross-platform e-mail and news client developed by the Mozilla Foundation, the group that also developed the Firefox web browser. You can find out more and download the program at <http://www.mozilla-messaging.com/en-US/thunderbird/>.

After you've downloaded and installed Thunderbird, follow these steps to move your saved email from MyMail to SUMail.

Process Overview

You will configure Thunderbird to "see" both your MyMail account and your SUMail account, in effect becoming a bridge between the two programs. Once Thunderbird sees both accounts, you will be able to drag and drop your MyMail messages to your SUMail message folders. You will need to know your Syracuse University NetID and official email address (YourNetID@syr.edu) to complete this process.

Step 1: Adding your MyMail account to Thunderbird

1. Start Mozilla Thunderbird.
2. From the menu bar at the top of the Mozilla Thunderbird screen, select *Tools > Account Settings*.
3. At the Account Settings window, click the *Add Account* button.
4. In the Account Wizard, enter the following, clicking the *Next* button after each screen:
 - a. Select type of account you would like to set up: *E-mail account*
 - b. Your Name (as you would like it to appear on your outgoing mail)
 - c. E-mail Address (*YourNetID@syr.edu*)
 - d. Select the type of incoming server you are using: *IMAP*
 - e. Incoming Server: *IMAP-SERVER.SYR.EDU*
 - f. Outgoing Server: *SMTP-HOST.SYR.EDU*
 - g. Incoming User Name (your *NetID*)

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- h. Outgoing User Name (your *NetID*)
 - i. Account Name: change *YourNetID@syr.edu* to *MyMail (IMAP)*
 - j. At the Congratulations screen, verify your settings and then click the *Finish* button if correct (or click “*Back*” to make changes)
5. At the Account Settings window, click *Outgoing Server (SMTP)* in the left column, then click the *Edit* button on the right.
6. On the SMTP Server window, under “Use Secure Connection,” select *SSL* and then click the *OK* button.
7. If it is not already expanded, expand the MyMail settings by clicking the *plus (+) sign*. Highlight “*Server Settings*” and click the radio button to *enable SSL* under “*Security Settings*”
8. At the Account Settings window, click *OK* to close.
9. At the main Thunderbird screen, in the Folders list on the left-hand side, click on the *Inbox icon* under MyMail (IMAP).
10. At the Mail Server Password Required prompt, type your *NetID password*, check the box in front of “*Use Password Manager*” to remember this password (if desired), and click the *OK* button to connect and download your MyMail.

You now should see your MyMail folders in Thunderbird and be able to view individual messages.

Step 2: Adding your SUMail account to Thunderbird

1. Start Mozilla Thunderbird (if not already running).
2. From the menu bar at the top of the Mozilla Thunderbird screen, select *Tools > Account Settings*.
3. At the Account Settings window, click the *Add Account* button.
4. In the Account Wizard, enter the following, clicking the *Next* button after each screen:
 - a. Select type of account you would like to set up: *E-mail account*
 - b. Your Name (as you would like it to appear on your outgoing mail)
 - c. E-mail Address (*YourNetID@syr.edu*)
 - d. Select the type of incoming server you are using: *IMAP*
 - e. Incoming Server: *IMAP.EXCHANGELABS.COM*
 - f. Outgoing Server: *SMTP-HOST.syr.edu*
 - g. Incoming User Name (your *NetID@syr.edu*)
 - h. Outgoing User Name (your *NetID*)
 - i. Account Name: change *YourNetID@syr.edu* to *SUMail (IMAP)*
 - j. At the Congratulations screen, verify your settings and then click the *Finish* button if correct (or click “*Back*” to make changes)
5. At the Account Settings window, click *Outgoing Server (SMTP)* in the left column, then click the *Edit* button on the right.

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6. On the SMTP Server window, under “Use Secure Connection,” select SSL and then click the OK button.
7. If it is not already expanded, expand the SUMail settings by clicking the *plus (+) sign*. Highlight “Server Settings” and click the radio button to *enable SSL* under “Security Settings”
8. At the Account Settings window, click OK to close.
9. At the main Thunderbird screen, in the Folders list on the left-hand side, click on the *Inbox icon* under SUMail (IMAP).
10. At the Mail Server Password Required prompt, type your *NetID password*, check the box in front of “Use Password Manager” to remember this password (if desired), and click the OK button to connect and download your SUMail.

You now should see your SUMail folders in Thunderbird and be able to view individual messages.

Step 3: Moving your MyMail messages to SUMail

1. Start Mozilla Thunderbird (if not already running).
2. At the main Thunderbird screen, in the Folders list on the left-hand side, expand the MyMail and SUMail folder lists.
3. Drag and drop mail you want to move from your MYMail folders to the SUMail folders using standard Windows or Mac techniques.
4. Once you have copied all desired mail and have ensured that it copied correctly, delete the MyMail and SUMail account(s) in Thunderbird, or uninstall the Thunderbird program.
5. Use the SUMail web interface (<http://sumail.syr.edu>) to send, receive and manage your email.

If you need help or more information

Visit or contact the Information Technology Service Center:

North Campus:

Off the Atrium at the Center for Science and Technology

South Campus:

Goldstein Student Center, at the bottom of the main stairs

Phone: 315/ 443-2677

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