Thunderbird to Outlook 2010 Migration
Outline
Thunderbird @csulb setup and Migration and Instructions

Purpose: Identify the process for migrating local mail, folders and contacts from Mozilla Thunderbird to the new @csulb Microsoft Exchange Email system

To set up a new mail account in Thunderbird go to Tools>Account Settings.

You will be presented with the Account Settings screen.

Choose Add Mail Account from the drop down menu.
Enter your @csulb account information, and click **Continue**.

The automatic configuration will run. Once it completes choose **Manual Config**.
Change your **Incoming Mail Server Hostname** to: **outlook.csulb.edu**

Leave all other settings intact and click **Create Account**.

You account settings should now resemble the settings below:
You will now have your existing POP mail account Local Folders visible and the new @csulb Microsoft Exchange Mailbox visible within the same Thunderbird window.
In order to move old Local Thunderbird Mail into your new @csulb Exchange Mailbox use a simple drag and drop technique.

To transfer all messages within your Inbox to your new Exchange Mailboxes Inbox choose your Local Folder’s Inbox.

Select all mail messages, then drag and drop them to the new Exchange Inbox on the folder list.
The same process holds for moving Mail Folders. Simply select the folder you wish to move, and drag it into your new Mailbox within the Folder List.

In this example simply drag the folder named “I want this migrated” from one Mailbox list to the new mailbox list

Before:

![Before image](image1.png)

After:

![After image](image2.png)
Note: This will copy, not move. So the folder will also still appear within the local folder list as well as in your new Exchange mailbox.

**Migrating Contacts from Thunderbird to Outlook 2010**

The screenshots and examples in these instructions use Mozilla Thunderbird on Microsoft Windows because that is the primary email client configuration used on the CSULB campus, but the same overall concept should generally apply to other mail clients and operating systems. If your mail client cannot export contacts to an LDIF file, the next best choice is to use a Comma Separated Values (CSV) file. Keep in mind that a CSV file may be a more manual process, including possibly having to manually map the columns of the file to specific Outlook contact fields, which Outlook allows you to do during the import procedure.

Also be aware that Outlook is limited in how it handles VCF files, and is only able to see one contact in each VCF file, unlike other programs that can import or export multiple contacts per VCF file. So VCF is not a desired format to transfer contacts to Outlook.

Finally, please also note that the Thunderbird address book manager is not very well behaved, and can easily cause contacts to disappear and create duplicates, especially when editing mailing lists, so try to avoid any manipulation of contacts and mailing lists in Thunderbird as much as possible.

The transfer procedure is an indirect, three-step process (export from Thunderbird, import into Windows contact manager, then import into Outlook) because this is the simplest, most automated, and least error-prone way of accomplishing this task.
1. Export contacts to a LDIF file. In the Thunderbird Address Book, click **Tools > Export**, 

![Thunderbird Address Book](image1.png)

2. In the file browser that opens up, select the folder where you want to save the contacts file, name the file, make sure the Save as type choice is LDIF, then click **Save**: 

![Export Address Book](image2.png)

3. Now open the Windows contact manager and import the contacts. In Windows XP, it is called “Address Book” and is found at **Start > All Programs > Accessories > Address Book**. In **Windows 7**, it is called “Contacts”, and can most easily be found by typing **contacts** on the search bar in the Windows
Start orb, and then clicking on the program that it finds, called **Contacts**. The screenshots will continue to refer to the Windows XP version, but the steps are the same, except where noted:

4. In the Windows XP address book, go to **File > Import > Other Address Book**. In **Windows 7**, just click the **Import** item on the menu bar:

5. Select **LDIF** as the file type you wish to import, and then click **Import**:
6. On the file browser that opens up, select the LDIF file that you had previously exported from Thunderbird, then click **Open**:

7. Now you should see the same contacts and mailing lists that were exported from Thunderbird located in the Windows contact manager:
8. In Outlook, go to File > Open > Import:

9. In the Import and Export Wizard, select **Import Internet Mail and Addresses**, then click **Next**:
10. In the Outlook Import Tool, select **Outlook Express 4.x, 5.x 6.x or Windows Mail**, uncheck the **Import Mail** checkbox, and click **Next**: 

11. In the Import Addresses window, click **Finish**: 


12. You will receive a summary of the import process. Click **OK**:

![Import Summary](image)

13. Review all the contact information and compare it with the data in Thunderbird to ensure completeness. As you will note, some contacts may need a little bit of clean-up if some required fields are missing from the original data (see the first contact in the screenshot below, which was missing the name fields in Thunderbird):

![Importing Contacts](image)
14. Also review the information in any mailing lists that were imported into Outlook, to ensure completeness and accuracy:

Congratulations! You have reached the end of these instructions!