Step 1: Enable IMAP access from within your gmail account

- Visit [gmail.rider.edu](mailto:gmail.rider.edu) and sign in.
- Locate the gear icon on the top right side of your browser
- Click the gear icon and then click settings from the menu list.
- Select Forwarding and POP/IMAP from the list of tabs at the top.
- Under IMAP Access, select Enable IMAP
- Select Save Changes

Step 2: Rename the existing rider.edu account if the name shows up as “username@rider.edu”

This process allows you to view your existing/old mail in the same way you did before you transitioned over to gmail. No new mail will be received through this account. Use this only as a reference and until you are comfortable.

- Open up Thunderbird
- From the top menu, select Tools and then select Account Settings from the list.
Select the existing e-mail account you wish to change. Change the account name (first field at the top) to something different and identifiable as the old e-mail. For example you may wish to use, zimbra: username@rider.edu

Click OK

Step 3: Set up a new account in Thunderbird, to view Rider’s GMAIL

If not already, open up Thunderbird.
From the top menu, select Tools and then select Account Settings from the list.
Go to the bottom left drop down that reads Account Actions. Select Add Mail Account
Enter your name, e-mail and password.
If you already set up 2-step verification, you will need an app specific password, otherwise enter your Google/Gmail password.

Click Continue. The dialog window will run through a process. Once complete, make sure IMAP is selected and click on Manual Config button towards the bottom of the dialog window.
For each row you'll change the settings as so:

**Row 1**
1. **Incoming**  IMAP
2. **Server hostname**: imap.gmail.com
3. **Port**: 993
4. **SSL**: SSL/TLS
5. **Authentication**: Normal password

**Row 2**
1. **Outgoing**  SMTP
2. **Server hostname**: smtp.gmail.com
3. **Port**: 587
4. **SSL**: STARTTLS
5. **Authentication**: Normal password

**Row 3**
1. **Username**: username@rider.edu

- Click on **Re-test** and if test passes, you may click **Done**
**Your name:** Outcomes

**Email address:** outcomes@rider.edu

**Password:** ********

**Configuration found by trying common server names**

<table>
<thead>
<tr>
<th>Row</th>
<th>Server Hostname</th>
<th>Port</th>
<th>SSL</th>
<th>Authentication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IMAP</td>
<td>imap.gmail.com</td>
<td>993</td>
<td>SSL/TLS</td>
</tr>
<tr>
<td>2</td>
<td>SMTP</td>
<td>smtp.gmail.com</td>
<td>587</td>
<td>STARTTLS</td>
</tr>
</tbody>
</table>

**Username:** outcomes@rider.edu

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**The following settings were found by probing the given server**

<table>
<thead>
<tr>
<th>Server Hostname</th>
<th>Port</th>
<th>SSL</th>
<th>Authentication</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAP</td>
<td>993</td>
<td>SSL/TLS</td>
<td>Normal password</td>
</tr>
<tr>
<td>SMTP</td>
<td>587</td>
<td>STARTTLS</td>
<td>Normal password</td>
</tr>
</tbody>
</table>

**Username:** outcomes@rider.edu

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- Click **OK**
● **Restart Thunderbird**

**Step 4:** Start dragging folders or messages into your GMAIL account

- **Updated:** Before you drag individual messages from local folders to GMAIL be sure to create new labels in Gmail **before** you start moving or copying messages over. **Only create new labels** in GMAIL if you need a label that is different than the ones you already have established in GMAIL.
- **Important:** Drag specific messages (under 25mg) into your GMAIL account.
- **Important:** If you drag individual messages from local folders to GMAIL it will **move** those messages out of local mail all together. If you drag a folder from local mail to GMAIL it will **copy** the messages and folder to GMAIL.

**Important things to note about moving local folders or emails to GMAIL**

- Upload emails in small bunches since this process can be slow and can limit the bandwidth.
- Upload about 40-50 messages at the time.
- Messages that exceed Google Apps Mail size limit will not upload. (25mg and any trash and spam)

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**A note about migrated messages from Zimbra to GMail**

Email messages over 25 MB, or messages that have been marked as a virus or spam, will not be moved.
There are two different ways to check for messages over 25 MB.

**OPTION 1**

To check if you have messages over 25mb, you can go to your Thunderbird account:

1. Open up Thunderbird
2. View the account you want to search messages for.
3. Navigate to each inbox or folder.
4. In the message pane where the columns appear, right click and select size.
5. Sort by size to see what your largest message are.

**OPTION 2**

To check if you have messages over 25mb, you can go to your Thunderbird account:

6. Open up Thunderbird
7. View the account you want to search messages for.
8. Click on Edit > Find and then select **Search Messages**
9. Search for messages in: choose email account
10. Check “search subfolders”
11. Check “run search on server”
12. First drop down select **size**
13. Second drop down select **is greater than**
14. Value should be **24000** (25MG) or 22000 to be sure.
15. Click Search. If your results are blank it means you have no messages over 25MG.