This document will walk you through the steps of exporting your pharmacy emails to you ISU email account.

1 – Cleanup old/unneeded emails

- Log into your Pharmacy email account
  - http://mail.pharmacy.isu.edu
- Search for email with large attachments
  - In the search bar put **larger:5M**
  - Hit the search button
  - Select all of the large attachment messages you don't need and delete them
- Search for files before a certain date
  - In the search bar put **before:2015/12/31 or whatever date you want prior**
  - Hit the search button
  - Select the messages you want to delete
  - If you just want to select all of them
    - Select down arrow on the Check box at the top and select all
    - Look for text that says Select all conversations that match this search
    - Hit the delete button
- You can also do a combination of searches
  - For instance, **before:2015/12/31 is:unread** will select all messages you have not read that were sent before December 31, 2015
- **Make sure to empty your trash once you have cleared out your emails.**
  - Go to your trash on the left
  - Select Empty Trash now
    - It may take a few minutes if you deleted a lot of messages.

## 2 – Setup your Pharmacy Email to allow an email client to download messages.

Video of Process

- **Make sure to disable all screen savers and sleep mode on your computer for this step, otherwise you may have to restart multiple times**
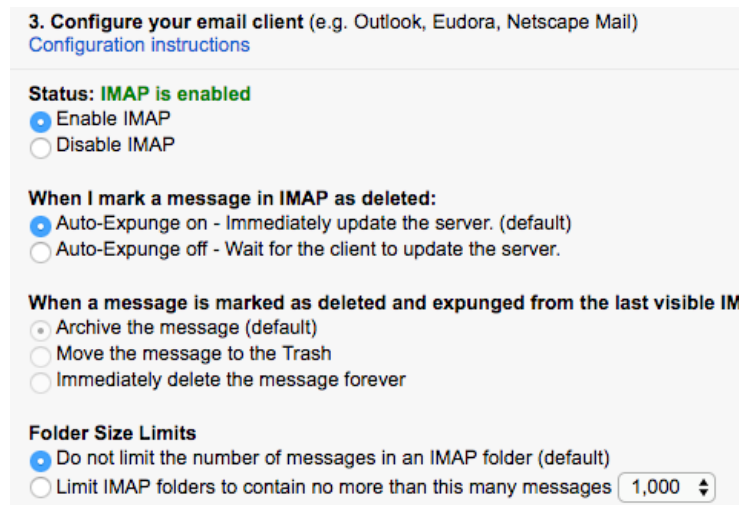- Log into your Pharmacy email account

- o http://mail.pharmacy.isu.edu/
- Click the Gear box on the right hand side
- Select settings
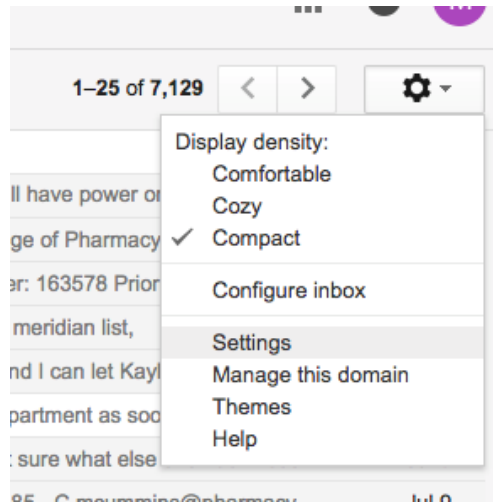
- Select Forwarding and POP/IMAP
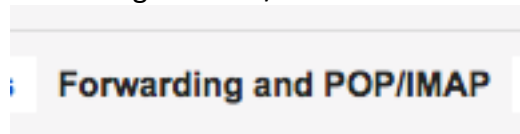
- Select Enable IMAP
- Select Auto-Expunge on – Immediately update the server. (default)
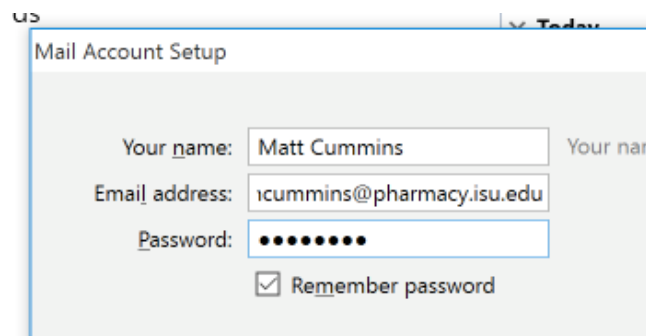- Select Do not limit the number of messages in an IMAP folder (default)

- Select Save Changes at bottom of browser.

Save Changes

3 – Download your Pharmacy Email in Thunderbird email client

Video of Process

- Download and install thunderbird
  - https://www.mozilla.org/en-US/thunderbird/
- Click Skip this and use my existing email
- Put in your Name
- Put in pharmacy email address, xxxxxxx@pharmacy.isu.edu
- Put in your pharmacy email password
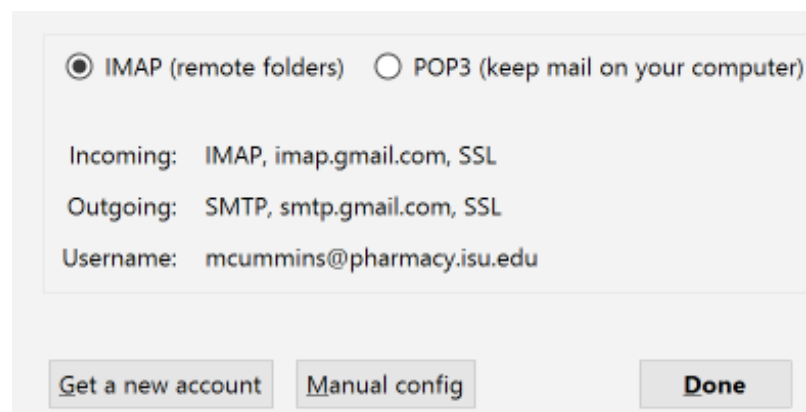- Select Continue

Mail Account Setup

Your name:	Matt Cummins
Email address:	ɪcummins@pharmacy.isu.edu
Password:	••••••••
	☑ Remember password

- Make sure IMAP (remote folders is select and hit Done

⊙ IMAP (remote folders)   ○ POP3 (keep mail on your computer)
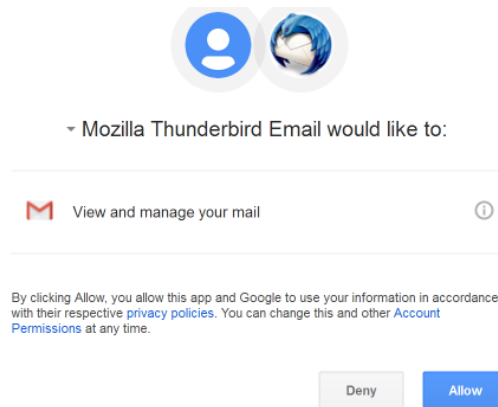
Incoming: IMAP, imap.gmail.com, SSL

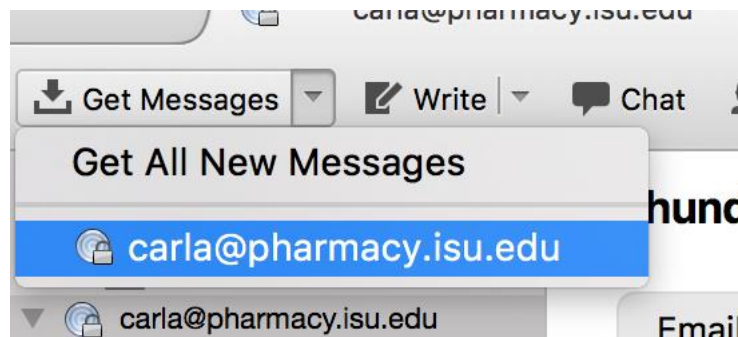Outgoing: SMTP, smtp.gmail.com, SSL

Username: mcummins@pharmacy.isu.edu

Get a new account   Manual config   **Done**

- A new browser window will open asking you to log into your pharmacy email. Go ahead and do so.
- Select Allow when asked by google to let thunderbird have access to email.

- Hit Get Messages in Thunderbird
 - Then select your pharmacy Email Address

- You will then see an indicator of the messages being downloaded to your computer.
  - Let this run for a day or so without shutting down thunderbird.
  - Wait for your emails to download, which could take a few days depending on the number of emails.
- Once it has run completely the first time, do it a second and third time, just to make sure it captures all of your emails.
  - The second and third time will take much less time to complete.
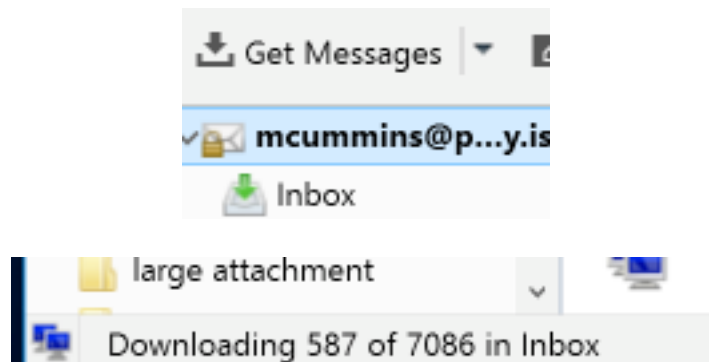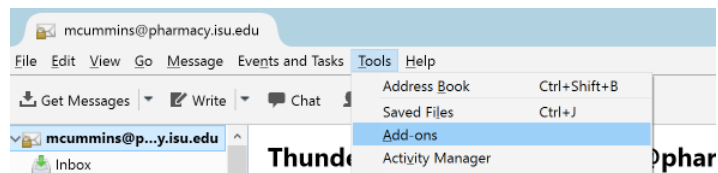
4 – Install the plugin to copy your email to your hard drive
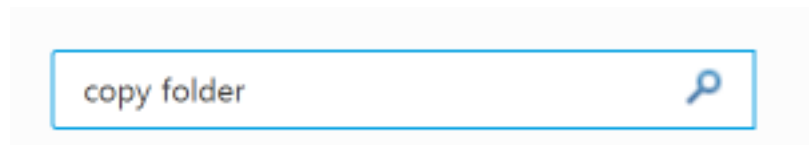
[Video of Process](#)

- Right Click on the Blue bar and check the Menu Bar Tab
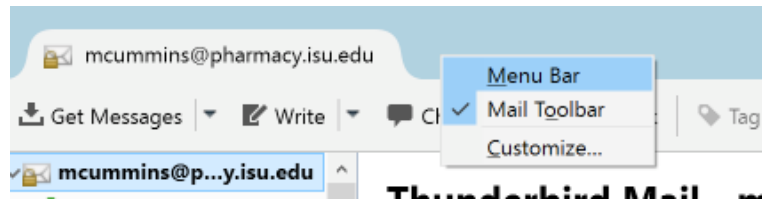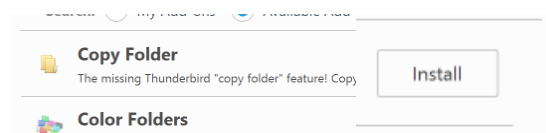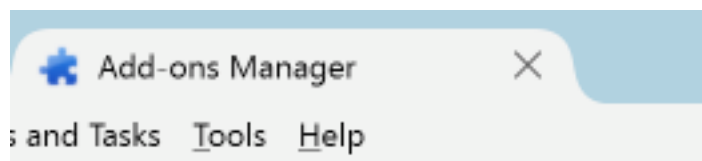

- Select Tools/Add-ons

- Search for copy folder

- Install Copy Folder
  - Copy Folder will allow you to make a backup of you Pharmacy email to your local hard drive. This local copy is what you will import into your ISU email, allowing your current pharmacy email to be untouched.
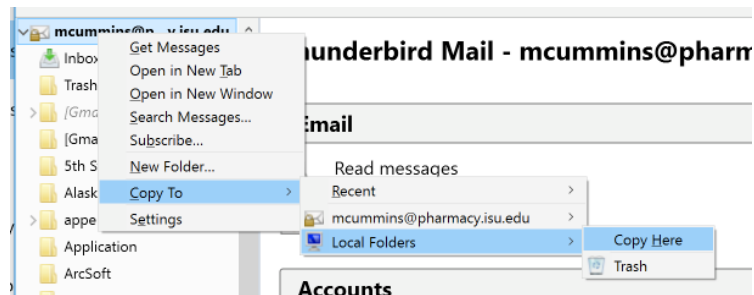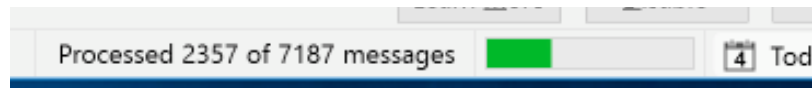

- Close the Tab


- Close Thunderbird and restart it

- Right click on your email address on the left
- Select Copy To/Local Folder/Copy Here

- When the window that shows source folder and destination folder information pops up
  - Select OK
- Let the copy process happen until it is done.

- If the process abort for some reason, just go through the step, starting with the **Right click on your email address on the left**, above again and it will the copy process will start where it last finished

- You will get a message saying success
- Hit Ok
- Select Tools/Account Settings
- Select your Pharmacy Email Account
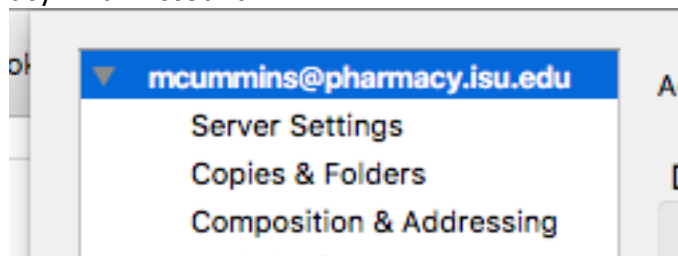
- Select Action Remove Account
  - Note this will only remove access to your pharmacy account from Thunderbird, but will not affect your email otherwise.
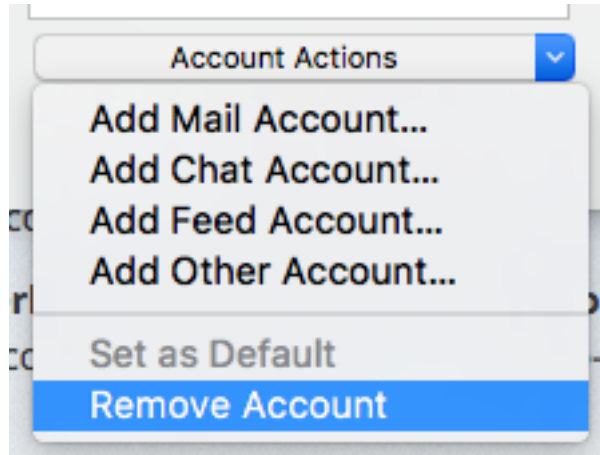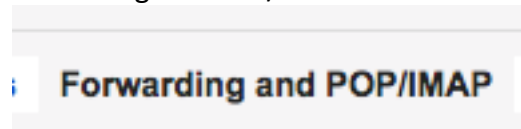
5 – Connect to your ISU email account to copy your Pharmacy email to it

Video of Process

- Log into your **ISU** email account
  - http://mail.google.com/a/isu.edu
- Click the Gear box on the right hand side
- Select settings
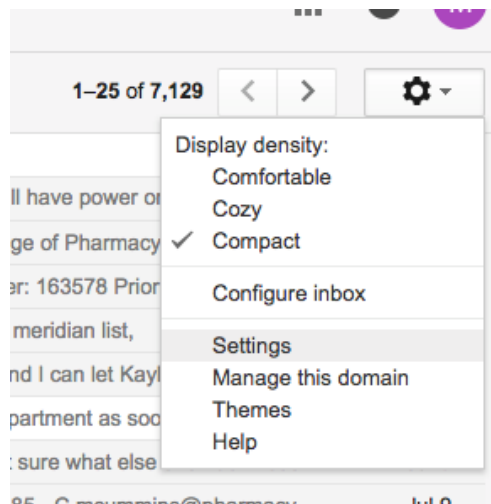
- Select Forwarding and POP/IMAP

- Select Enable IMAP
- Select Auto-Expunge on – Immediately update the server. (default)
- Select Do not limit the number of messages in an IMAP folder (default)

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
Configuration instructions

Status: IMAP is enabled
⦿ Enable IMAP
◯ Disable IMAP

When I mark a message in IMAP as deleted:
⦿ Auto-Expunge on - Immediately update the server. (default)
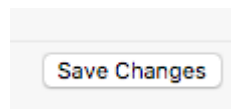◯ Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IM.
◉ Archive the message (default)
◯ Move the message to the Trash
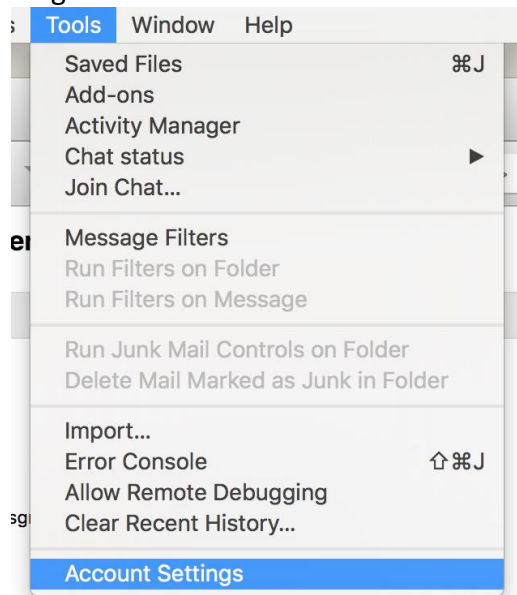◯ Immediately delete the message forever

Folder Size Limits
⦿ Do not limit the number of messages in an IMAP folder (default)
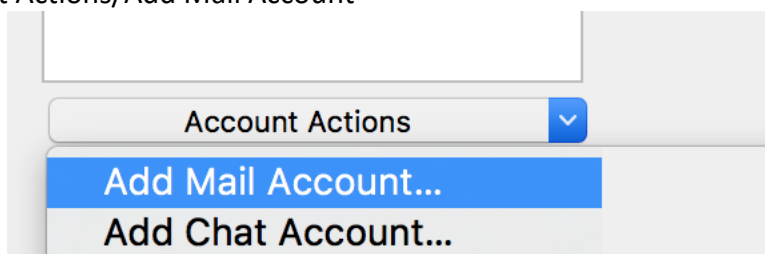◯ Limit IMAP folders to contain no more than this many messages [1,000 ⬍]
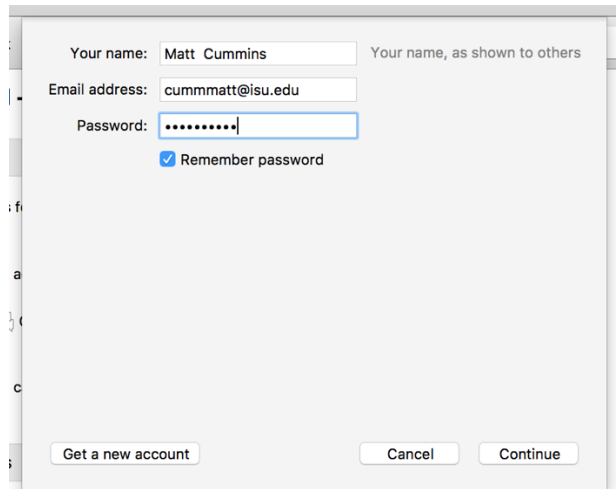
- Select Save Changes at bottom of browser.

Save Changes

- Select Tools/Account Settings

| Tools | Window | Help |

Saved Files   ⌘J
Add-ons
Activity Manager
Chat status   ▶
Join Chat...

Message Filters
Run Filters on Folder
Run Filters on Message

Run Junk Mail Controls on Folder
Delete Mail Marked as Junk in Folder

Import...
Error Console   ⇧⌘J
Allow Remote Debugging
Clear Recent History...

Account Settings

- Select Account Actions/Add Mail Account

Account Actions   ⌄

Add Mail Account...
Add Chat Account...

- Enter your ISU Email Information
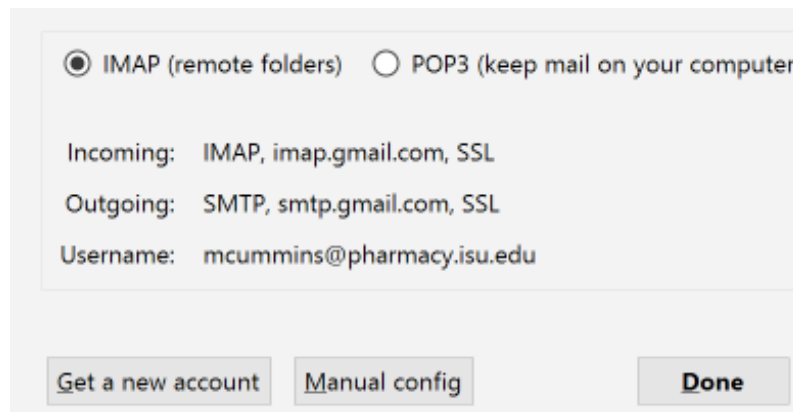
- Hit Continue
- Make sure IMAP (remote folders is select and hit Done

- A new browser window will open asking you to log into your ISU email. Go ahead and do so.
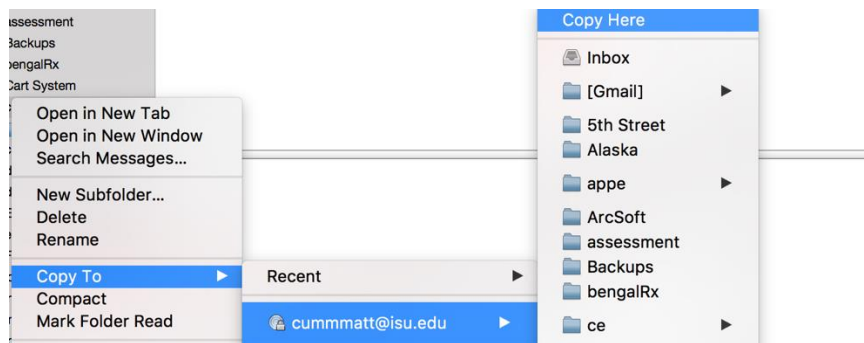- Select Allow when asked by google to let thunderbird have access to email.
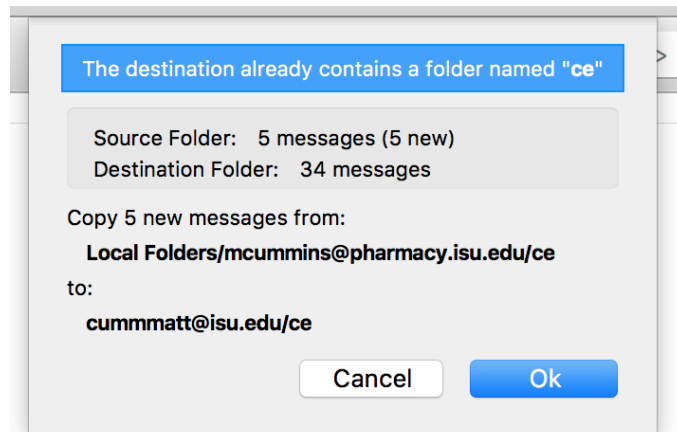
- **Note: Follow the next steps carefully!!!**
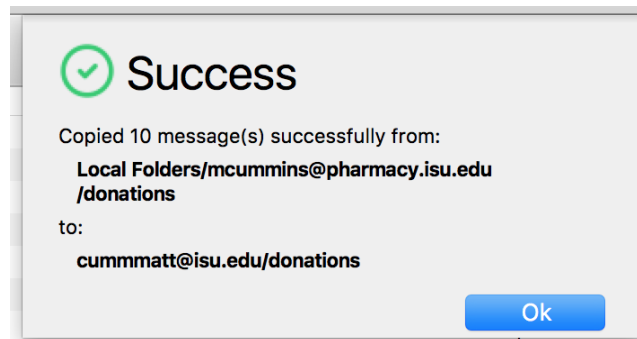- Under Local Folders open Select the ⌄ to show all of your pharmacy folders

- Right click on the first folder
- Select Copy To, your ISU email address, Copy Here
   - This will begin copying this folder to your ISU email

- You will then get a popup saying how many messages will be copied.
- Hit ok

- When it is done another popup will show letting you know it finished.

- **NOTE:** Please be patient during the copying. It may take a while for some folders to copy depending on number of messages and size of attachments.
- **NOTE:** Keep track of each folder you have already copied. That way you don't copy it multiple times.
- You will **need to** do this process for each folder you have in your Pharmacy email account.
    - This is very tedious, but it needs done this way or all of your email may not come over.
- Right click on each folder
- Select Copy To, your ISU email address, Copy Here and follow the same process until all of your folders have been copied.
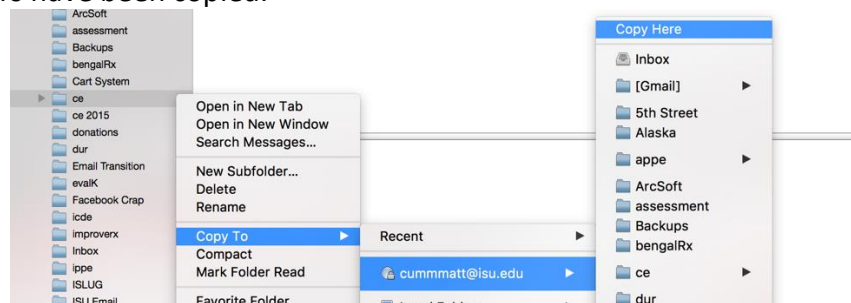
- Once you have finished these step, your email is transferred.
- Your pharmacy email account will still be accessible until the end of Spring 2017, this will give you time to make sure all of your emails did transfer.

The next step is to export your Pharmacy calendar to your ISU calendar and reset your sharing options.