

## Back-up Exchange Email to a Gmail Account

### First Steps – All Mail Programs

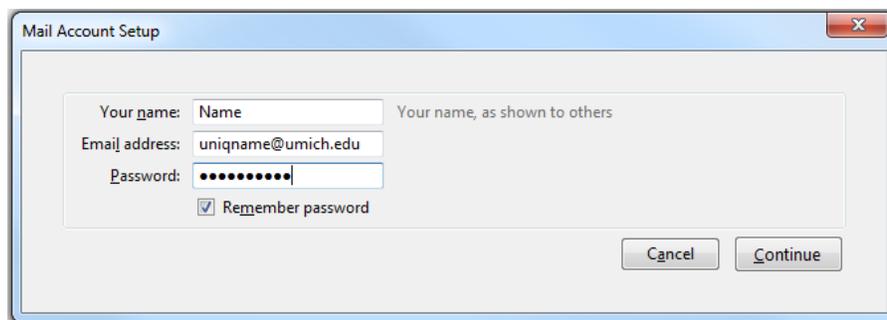
- 1) Create a Gmail Account. A secondary account that you don't use for other email is best.  
<http://mail.google.com/mail/signup>
- 2) Enable IMAP access in your new Gmail account. Go to this account and choose: Settings-> "Forwarding and POP/IMAP" tab -> Enable IMAP.

### Next Steps – Windows PC's Without Outlook

*To create a backup of your Exchange mail if you don't own Outlook, we recommend these instructions.*

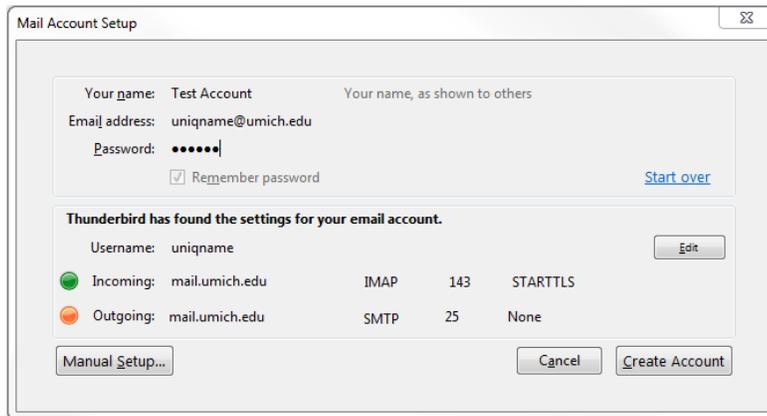
- 1) Download and install the free Mozilla Thunderbird Email Client:  
<http://www.mozillamessaging.com/en-US/thunderbird/>
- 2) Set up your Exchange Email in Thunderbird:
  - a) When Thunderbird first loads, begin entering settings in the "Mail Account Setup" window. If this window doesn't load, go to Tools->Accounts Settings->Account Actions->Add Mail Account.

In the "Mail Account Setup" window, enter your name, email address ([username@umich.edu](mailto:username@umich.edu)), and Exchange email password.

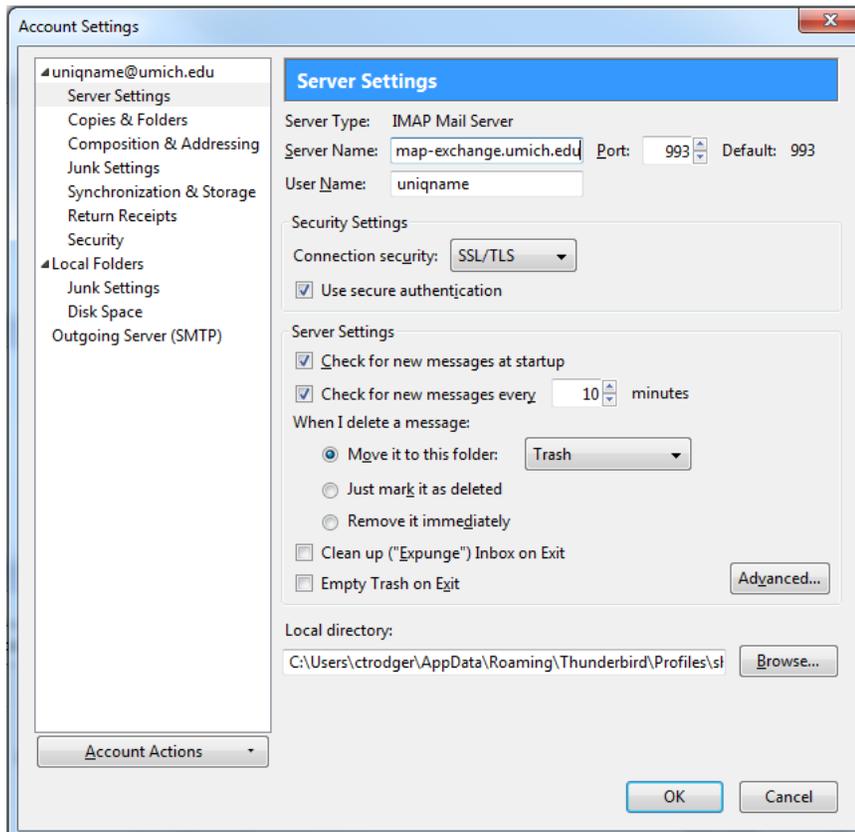


The screenshot shows a "Mail Account Setup" dialog box. It has a title bar with "Mail Account Setup" and a close button. The dialog contains three input fields: "Your name" with "Name" entered, "Email address" with "username@umich.edu" entered, and "Password" with a masked password. Below the password field is a checked checkbox labeled "Remember password". At the bottom right are "Cancel" and "Continue" buttons.

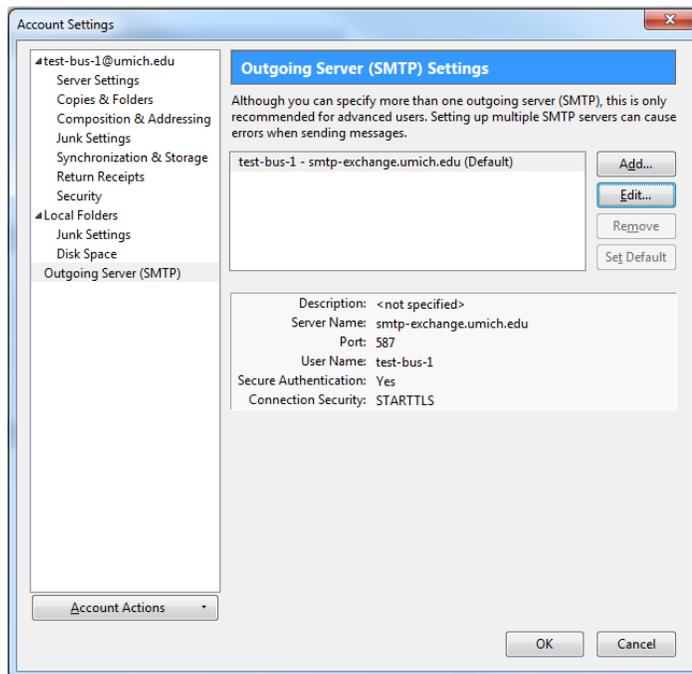
- b) The auto-detect will detect the wrong type of account. **Do not click "Create Account" here.** Ensure that your incoming server is "IMAP", and if not click "Edit". After "IMAP is selected", click "Manual Setup".



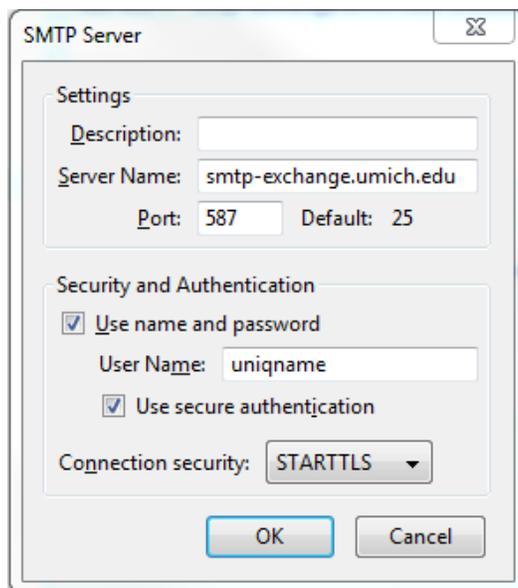
- c) - In the “Account Settings” box, select the “Server Settings” menu.
- In the “Server Name” box, enter *imap-exchange.umich.edu*
- In the “User Name” box, ensure that your uniqname is there.
- In the “Connection Security” drop down menu, select “SSL/TLS”
- Click on the “Outgoing Server” menu on the left side of the screen.



d) In the “Outgoing Server (SMTP) Settings” area, click “Edit”



e) Ensure that the Outgoing SMTP Server Settings are:



- 3) Now that you've set up your Exchange Email in Thunderbird, set up your new Gmail account in Thunderbird using Google's instructions:  
<http://mail.google.com/support/bin/answer.py?hl=en&answer=77662>
- 4) You will now be able to drag and drop email and folders from your University Exchange to the newly created Gmail account. *If you right click and then drag and drop, you should be able to copy messages instead of move them, which is the recommended method.*

**Make sure to do a few tests with unimportant mail, and check at <http://www.gmail.com> to make sure your email transfers correctly.**