

DOWNLOADING YOUR UC WEBMAIL MESSAGES ONTO YOUR COMPUTER

The first step in getting your email messages from WebMail to your computer is installing an email program. We recommend Mozilla Thunderbird since it is free and shouldn't affect any other email programs you already have installed. These instructions have been created assuming you'll be using Internet Explorer, Windows XP, and Mozilla Thunderbird. Use these instructions only as a guide if you are using other applications.

- 1) To download Mozilla Thunderbird:
 - a. Go to <http://www.mozilla.com/thunderbird> using Internet Explorer.
 - b. Click the green Free Download link.
 - c. When prompted, click the Save button.
 - d. Choose your Desktop and press the Save button again.
 - e. When the download is done close Internet Explorer
- 2) Install it by finding the Thunderbird Setup file on your desktop and double clicking on it.
- 3) Click Run if prompted by a Security Warning.
- 4) Click the Next button.
- 5) Read the terms and click on the circle next to "I accept". When done click the Next button.
- 6) Choose Standard Installation and click Next.
- 7) Click Next again. The installation could take a few minutes.
- 8) Be sure the "Launch Mozilla Thunderbird" box is checked and click Finish.
- 9) When the program opens choose "Don't Import Anything" and click Next.
- 10) The New Account Wizard should appear next:
 - a. Choose Email Account and click Next.
 - b. Enter your name and your UC email address and click Next.
 - c. Be sure the type of server selected is POP
 - d. In the Incoming Server box type **mail.utica.edu**
 - e. In the Outgoing Server box type **mail.utica.edu**
 - f. Click Next
 - g. Enter your username. This must be exactly the same as what you enter to login to WebMail. Click Next.
 - h. Change the Account Name field if you wish and press Next again.
 - i. Be sure the "Download messages now" box is checked and press Finish.
- 11) You will be prompted for your password. Enter the same password you would when logging into UC WebMail. Press OK.
- 12) You may be prompted to change Thunderbird to your Default Mail program. Click No.
- 13) Your Inbox should now show all the messages that were in your Inbox on WebMail. These messages will remain on your computer even after your UC email account is no longer active, but you will not be able to continue to receive mail.
 - a. To get messages from your Sent or other Folders on WebMail you must login to WebMail select the messages and move them to the WebMail Inbox. Once moved, open Thunderbird, enter your password, and the new messages will be downloaded.

If you would also like to move your Address Book from WebMail to an email program see our other Help Sheet "Exporting Your WebMail Address Book".