



MOZILLA THUNDERBIRD

PANDUAN MIGRASI MAILBOX DOMAIN LAMA KE DOMAIN BARU



MOZILLA THUNDERBIRD

EMAIL LAMA

`dummy1@logistik.itb.ac.id`

EMAIL BARU

`dummy1@itb.ac.id`

`dummy1@staff.itb.ac.id`

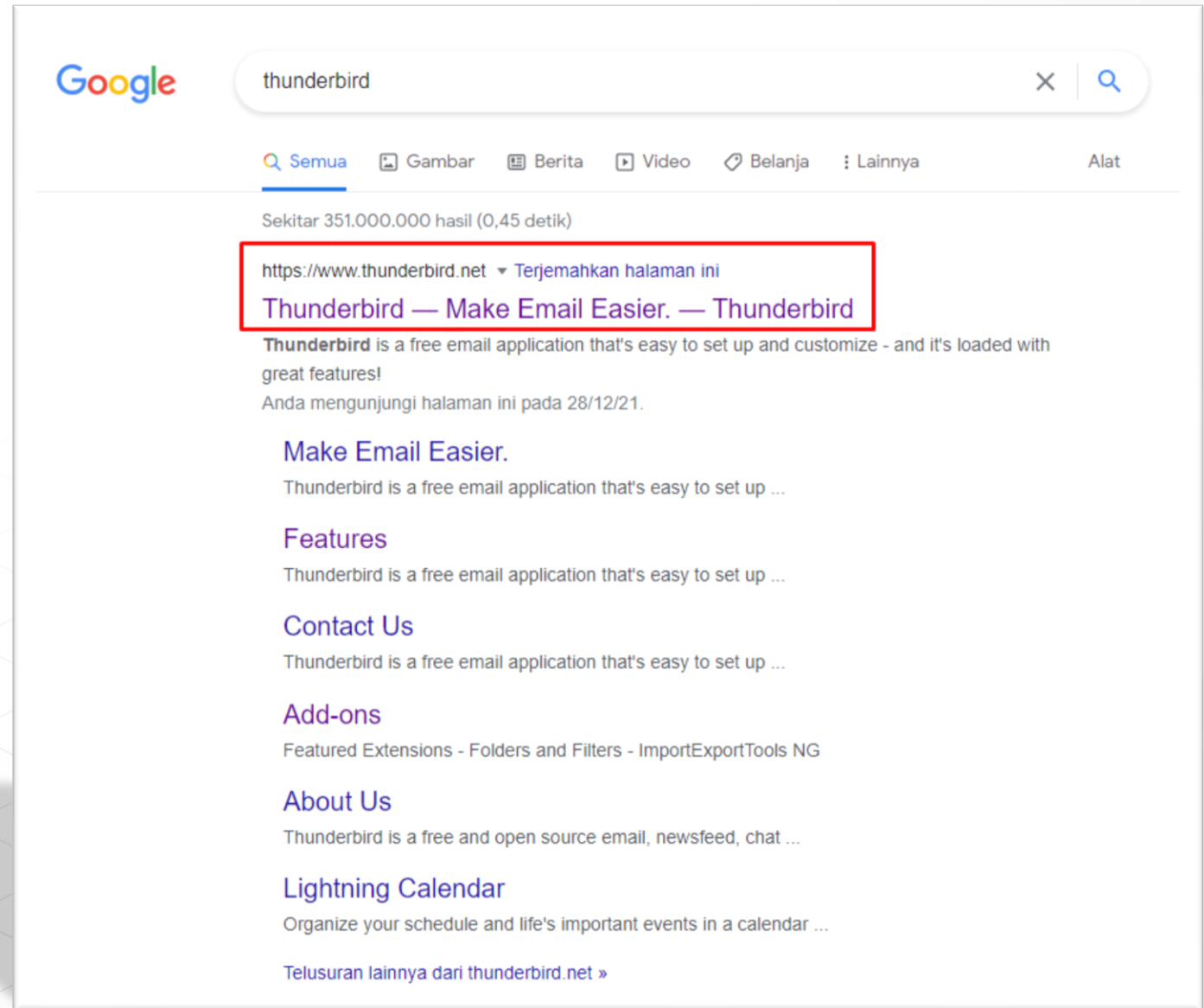
`dummy1@pusat.itb.ac.id`

Download & Instalasi Mail Client

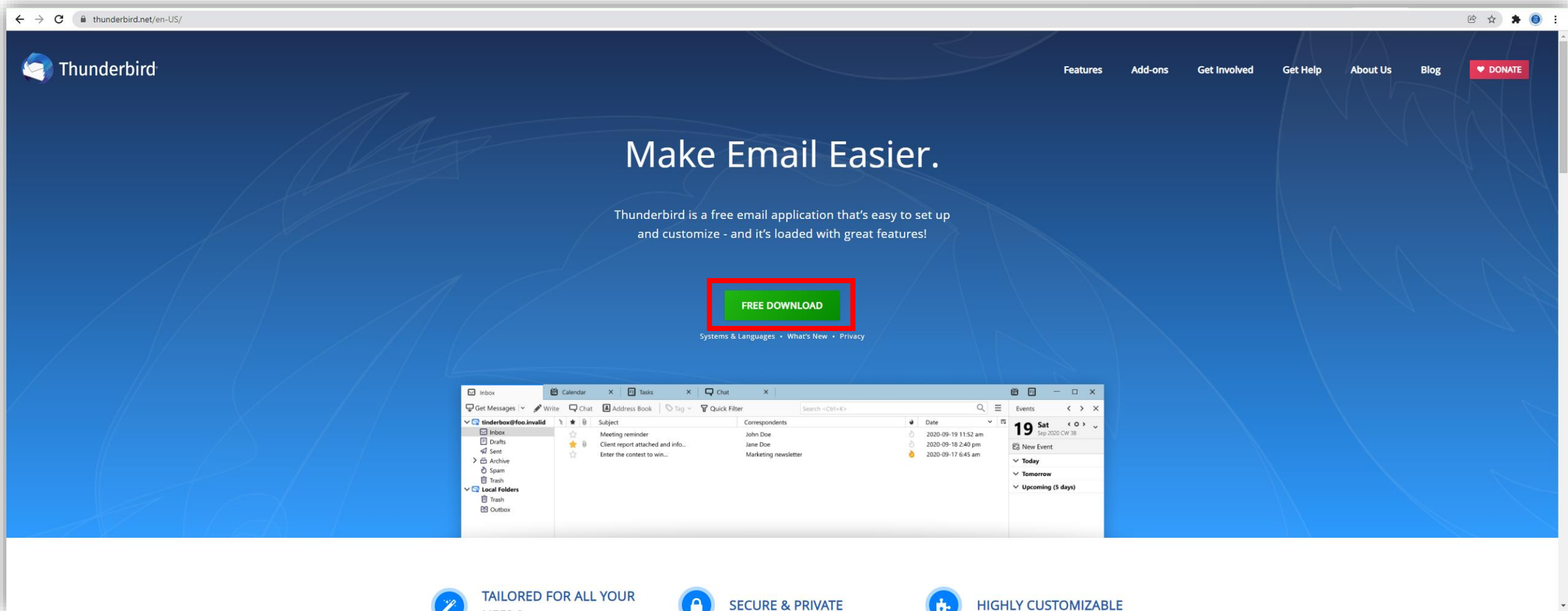


MOZILLA THUNDERBIRD

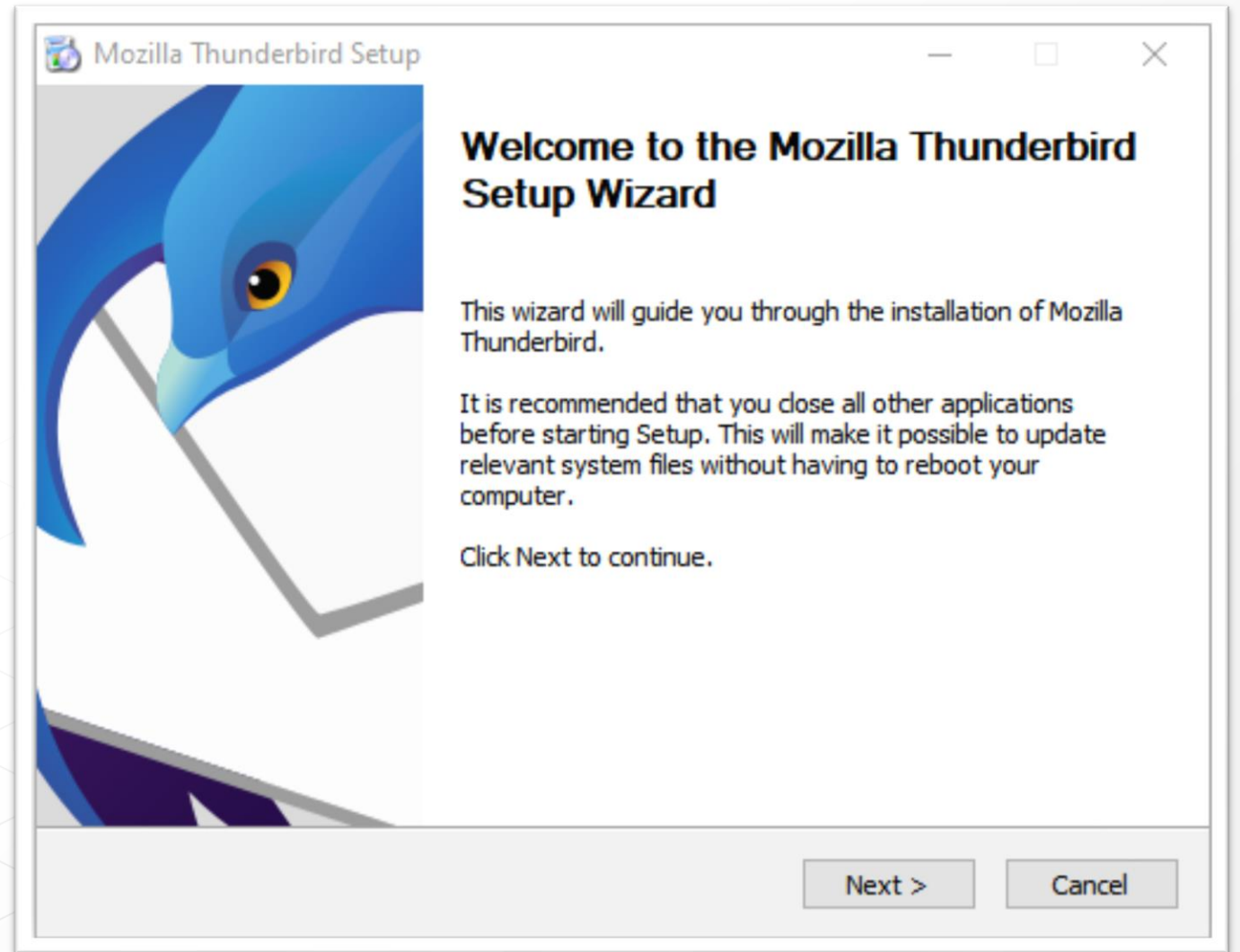
Buka website thunderbird bisa
searching di google lalu klik
www.thunderbird.net



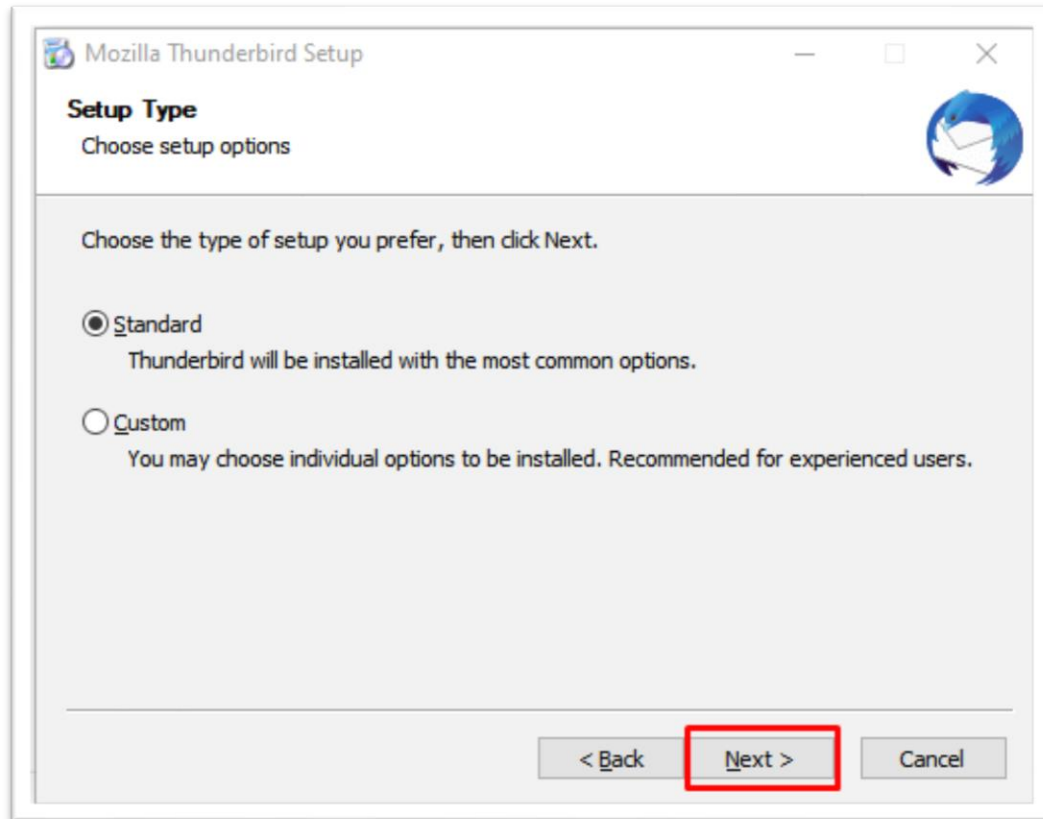
Pada halaman www.thunderbird.net klik tombol **FREE DOWNLOAD**



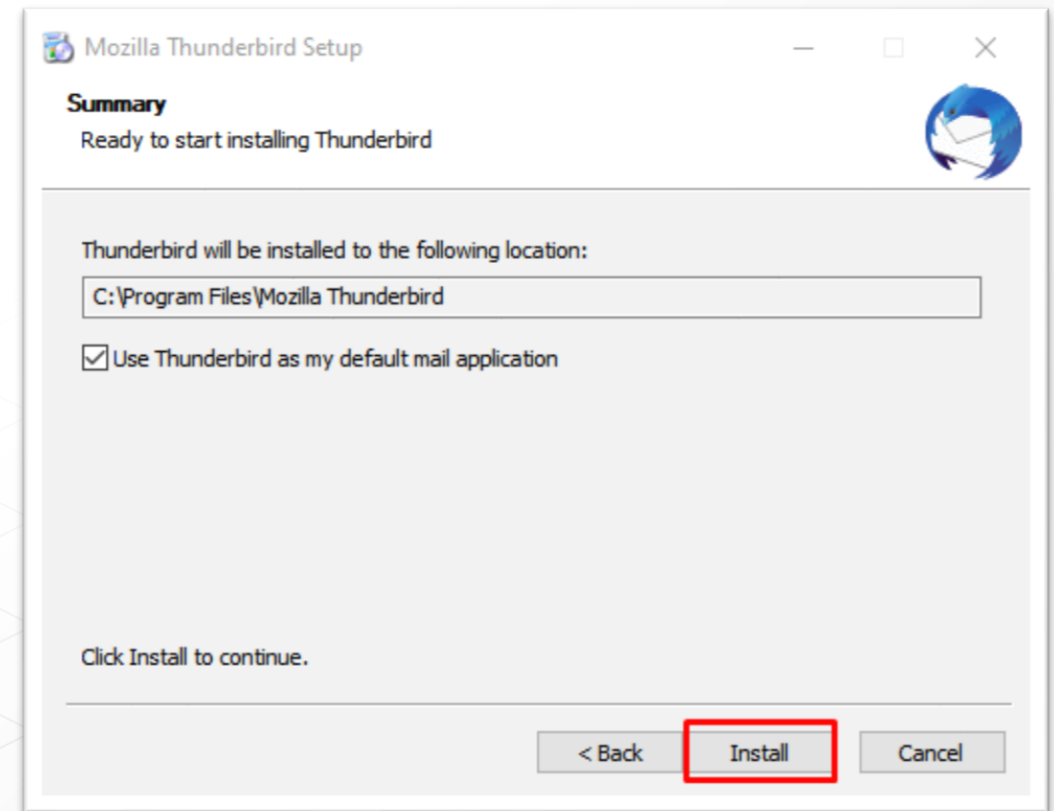
Setelah proses download selesai
lakukan Install aplikasi
Thunderbird Setup 91.4.1



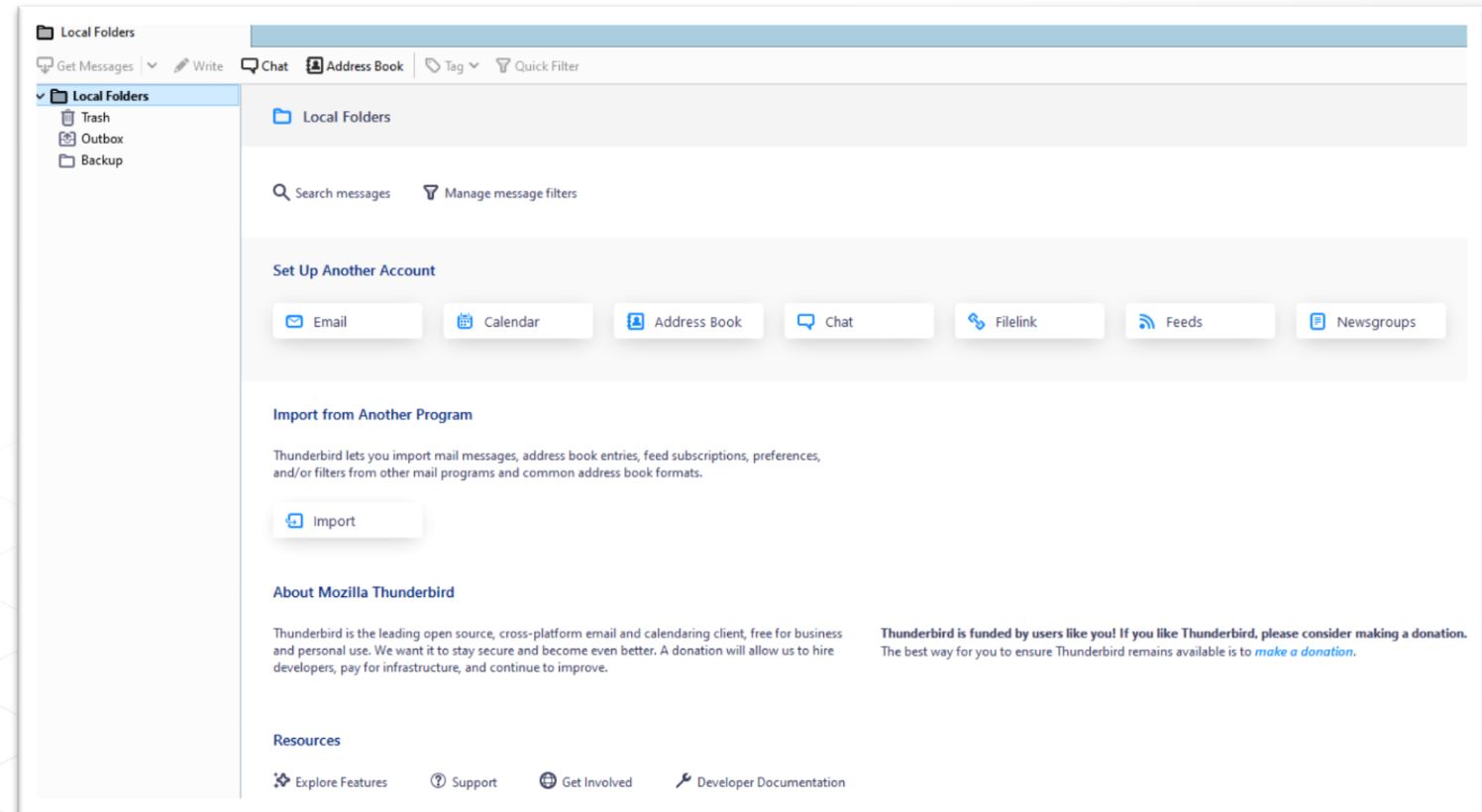
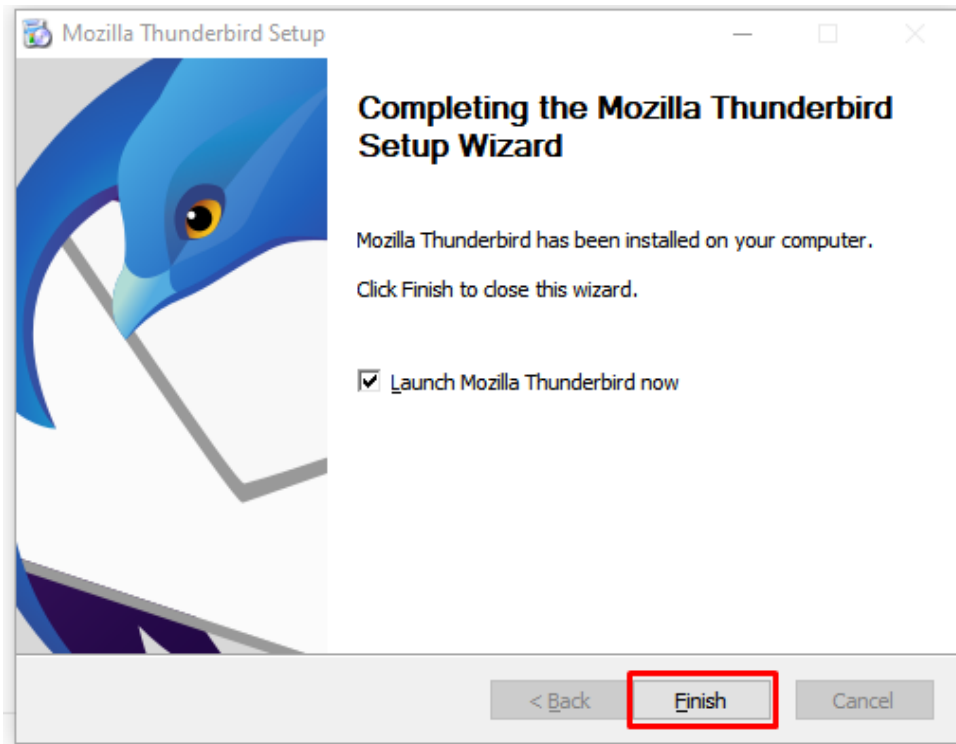
Klik tombol **Next**



Klik tombol **Next**



Klik tombol **Install**



Setelah proses instalasi selesai klik tombol **Finish**.

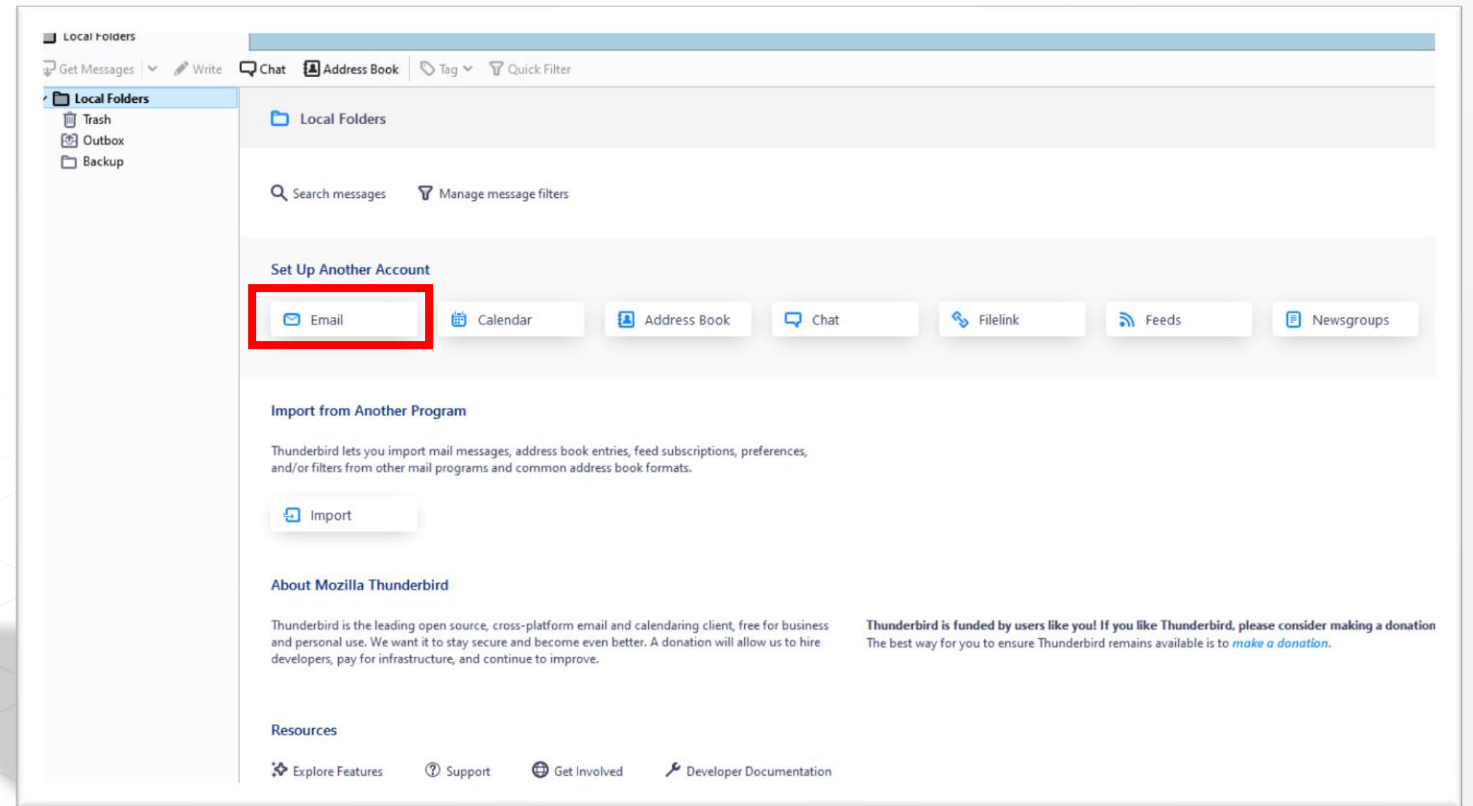


MOZILLA THUNDERBIRD

KONFIGURASI EMAIL LAMA

Contoh alamat email:
dummy1@logistik.itb.ac.id

Pada aplikasi Thunderbird pilih
Email pada menu
Set up Another Account



Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name

dummy1



Email address

dummy1@logistik.itb.ac.id



Password

••••••••



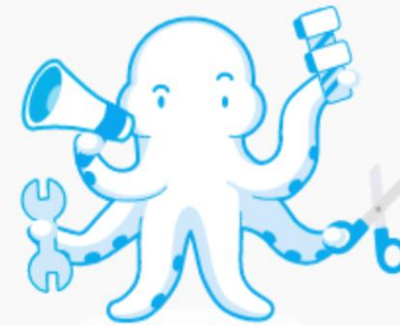
☒ Remember password

[Configure manually](#)

Cancel

Continue

Your credentials will only be stored locally on your computer.



Klik tombol **Continue**

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
dummy1

Email address
dummy1@logistik.itb.ac.id

Password
••••••••

☒ Remember password

✓ Configuration found by trying common server names.

Available configurations

☒ **IMAP**
Keep your folders and emails synced on your server

☒ **Incoming**
IMAP mail.logistik.itb.ac.id STARTTLS

☒ **Outgoing**
SMTP mail.logistik.itb.ac.id STARTTLS

☒ **Username**
dummy1

☐ **POP3**
Keep your folders and emails on your computer

[Configure manually](#) [Cancel](#) [Done](#)

Your credentials will only be stored locally on your computer.



Klik tombol **Configure manually**

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: mail.logistik.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@logistik.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Authentication method: Normal password

Username: iwan_cl

[Advanced config](#)

Re-test Cancel Done



INCOMING SERVER

Protocol: IMAP

Hostname:

IMAP

POP3

INCOMING SERVER

Protocol: IMAP

Hostname: Alamat mail server yang digunakan (mail.stei.itb.ac.id, staff.itb.ac.id, pusat.itb.ac.id, dll)

Port: 143

Connection security: STARTTLS

Username: Alamat email (harus lengkap dengan domain)

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Username: Akun INA/Akun SSO

Klik tombol **Re-test**

• Looking up configuration: Probing server...

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: mail.logistik.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@logistik.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Authentication method: Normal password

Username: iwan_cl

[Advanced config](#)

Stop Re-test Cancel Done

Thunderbird will attempt to auto-detect fields that are left blank.

Your credentials will only be stored locally on your computer.



✓ The following settings were found by probing the given server:

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: mail.logistik.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@logistik.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: Autodetect

Authentication method: Autodetect

Username: iwan_cl

[Advanced config](#)

Re-test Cancel Done

Thunderbird will attempt to auto-detect fields that are left blank.

Klik tombol **Done**

✓ Account successfully created

You can now use this account with Thunderbird.

You can improve the experience by connecting related services and configuring advanced account settings.

 dummy1 dummy1@logistik.itb.ac.id

IMAP

 Account settings

 End-to-end encryption

 Add a signature

 Download dictionaries

Connect your linked services

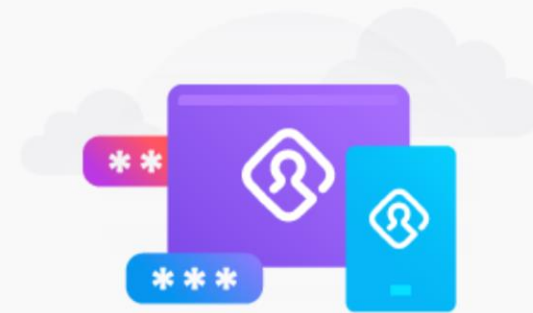
Setup other services to get the most out of your Thunderbird experience.

 Connect to a CardDAV address book

 Connect to an LDAP address book

 Connect to a remote calendar

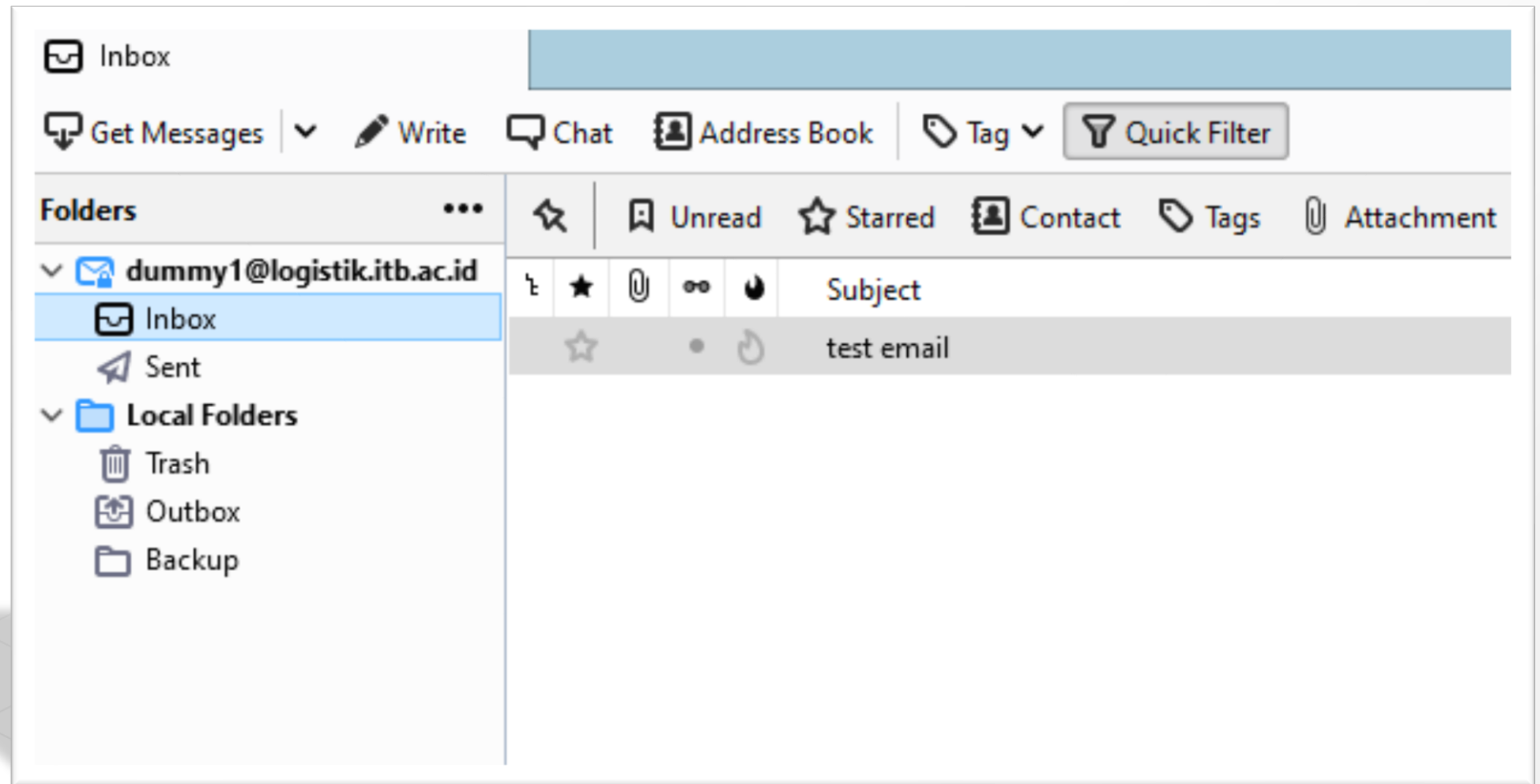
Finish



Not sure about your next steps?

[Getting started](#) - [Support forum](#) - [Privacy policy](#)

Klik tombol **Finish**



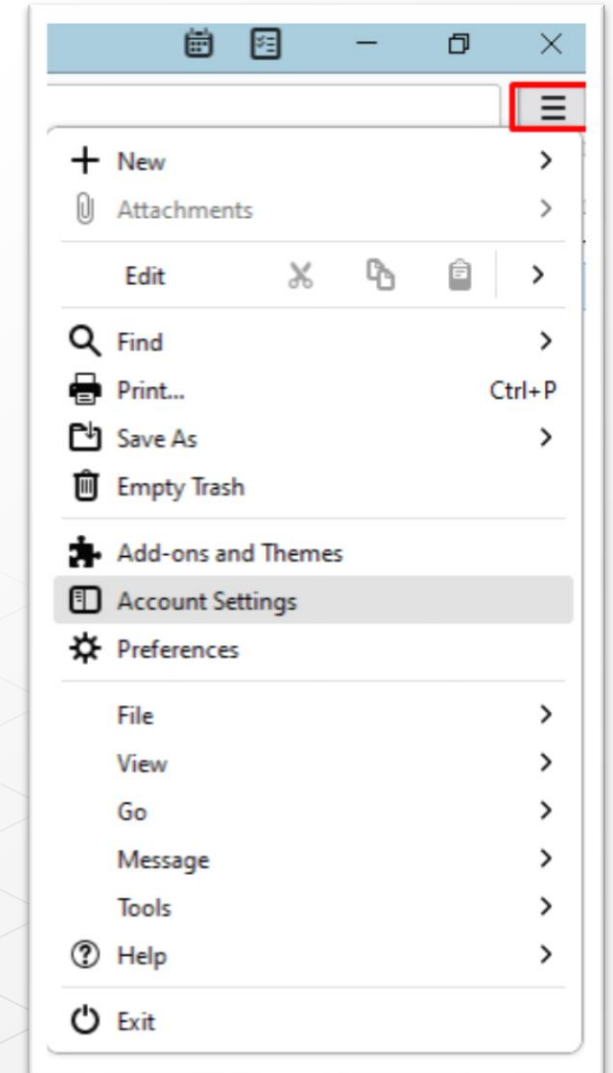
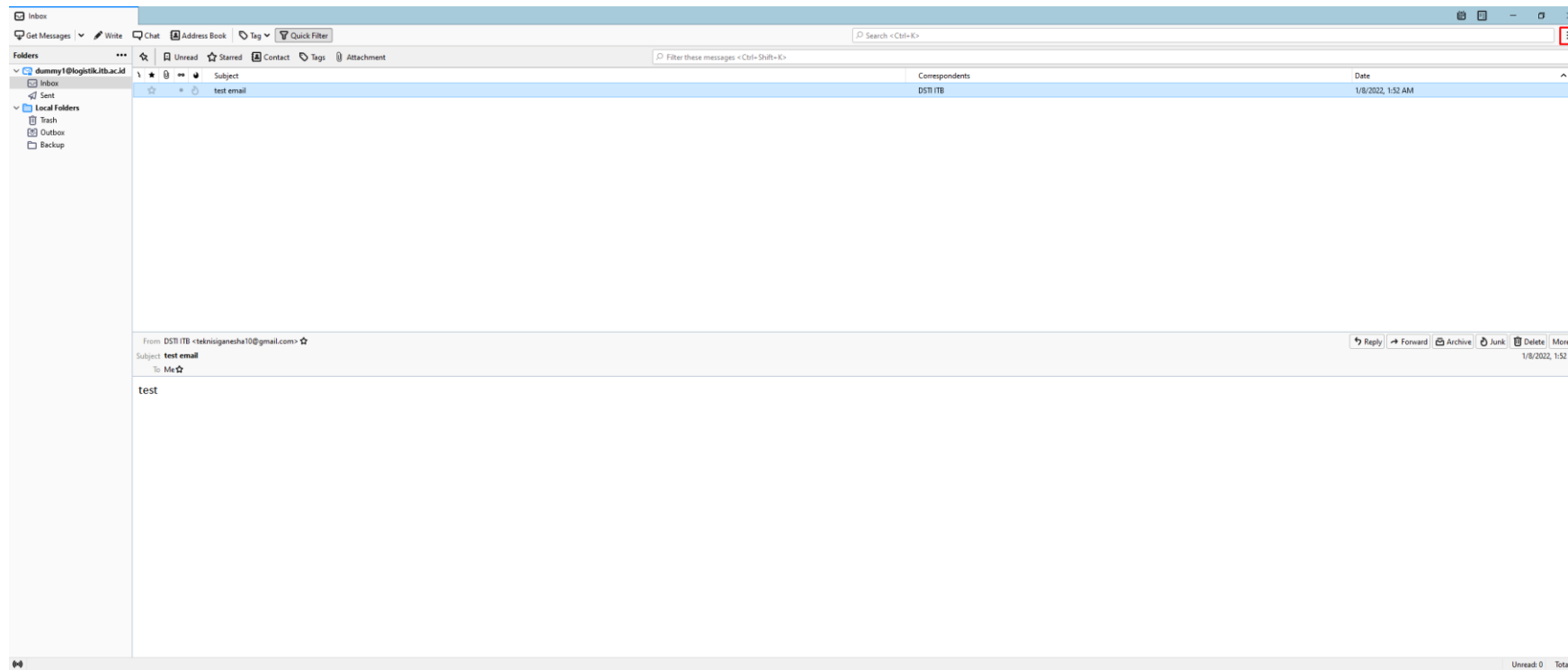
Email dummy1@logistik.itb.ac.id sudah dapat diakses pada aplikasi **Thunderbird**.



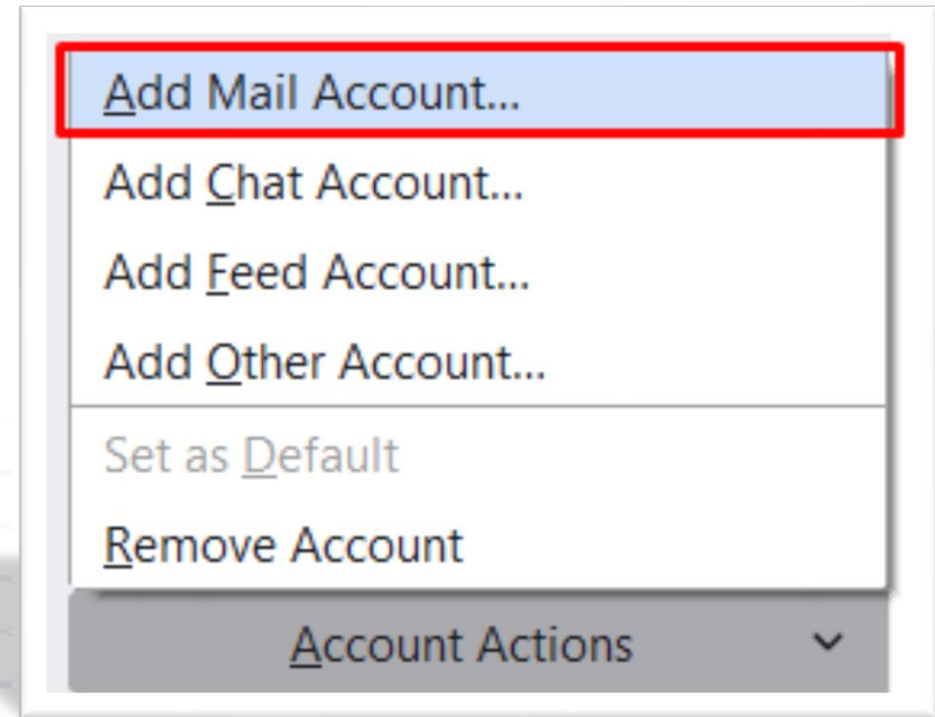
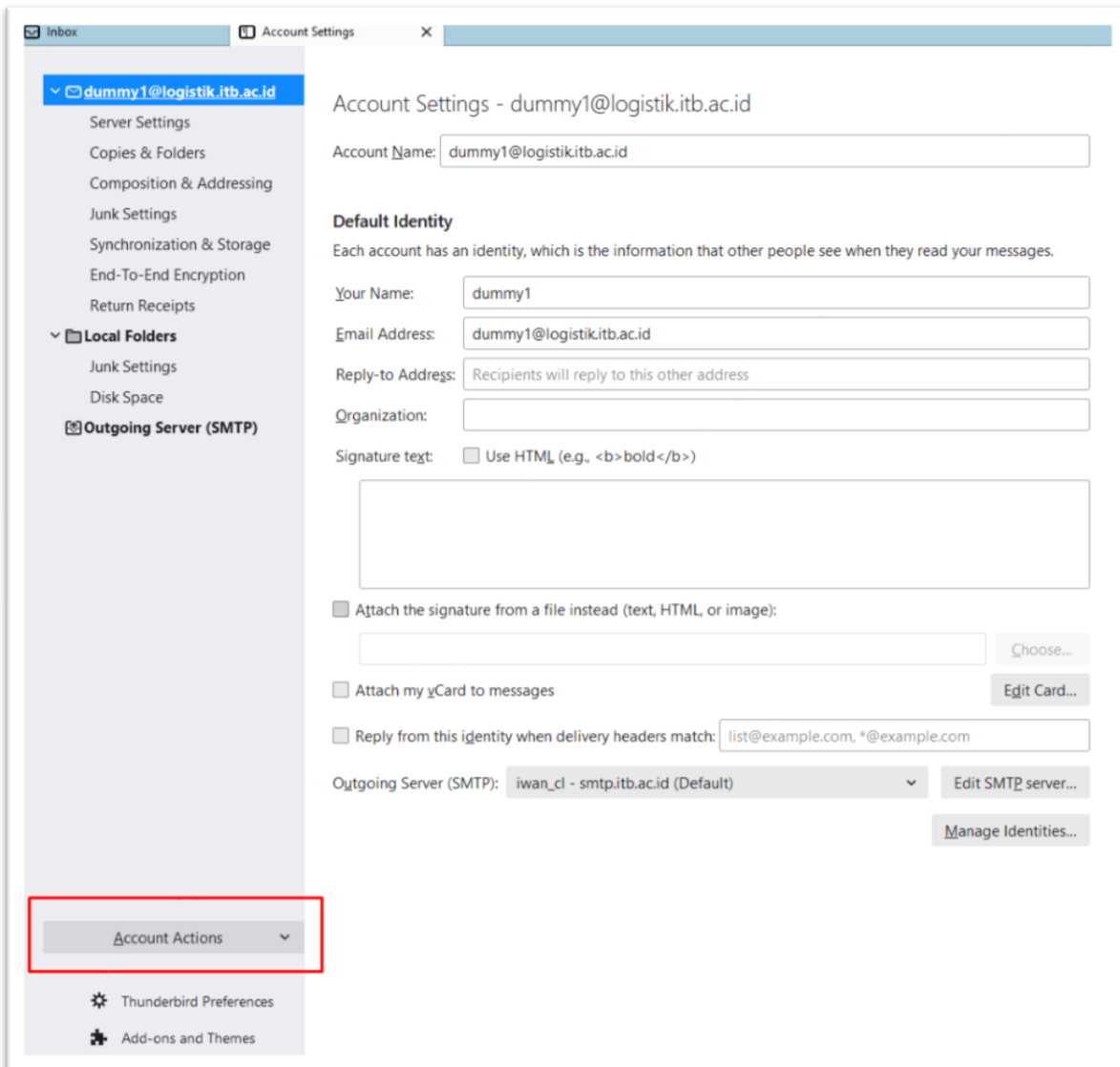
MOZILLA THUNDERBIRD

KONFIGURASI EMAIL BARU

Contoh alamat email:
dummy1@itb.ac.id



1. Pada aplikasi **Thunderbird** Klik Icon 
2. Kemudian klik **Account Settings**



1. Pada **Tab Account Settings** klik tombol **Account Actions**
2. Kemudian klik **Add Mail Account**

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name

Email address

Password

☒ Remember password

[Configure manually](#)

Your credentials will only be stored locally on your computer.



Masukan **Username** dan **Password** email Anda.

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
dummy1

Email address
dummy1@itb.ac.id

Password
••••••••

☒ Remember password

• Looking up configuration: Trying common server names...

Stop Cancel Continue

Your credentials will only be stored locally on your computer.



Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name
dummy1

Email address
dummy1@itb.ac.id

Password
••••••••

☒ Remember password

✓ Configuration found by trying common server names.

Available configurations

☒ IMAP
Keep your folders and emails synced on your server

- ☒ Incoming
IMAP mail.itb.ac.id STARTTLS
- ☒ Outgoing
SMTP smtp.itb.ac.id STARTTLS
- ☒ Username
dummy1

☐ POP3
Keep your folders and emails on your computer

[Configure manually](#) Cancel Done

Your credentials will only be stored locally on your computer.



Not sure what to select?
[Setup documentation](#) - [Support forum](#) - [Privacy policy](#)

Klik tombol **Done**

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name

dummy1

Email address

dummy1@itb.ac.id

Password

☒ Remember password

• Checking password...

Available configurations

☒ IMAP

Keep your folders and emails synced on your server

 Incoming

IMAP mail.itb.ac.id STARTTLS

 Outgoing

SMTP smtp.itb.ac.id STARTTLS

 Username

dummy1

☐ POP3

Keep your folders and emails on your computer

[Configure manually](#)

Cancel

Done

Your credentials will only be stored locally on your computer.



✓ Account successfully created

You can now use this account with Thunderbird.
You can improve the experience by connecting related services and configuring advanced account settings.

dummy1 dummy1@itb.ac.id

IMAP

 Account settings

 End-to-end encryption

 Add a signature

 Download dictionaries

Connect your linked services

Setup other services to get the most out of your Thunderbird experience.

 Connect to a CardDAV address book

 Connect to an LDAP address book

 Connect to a remote calendar

Finish



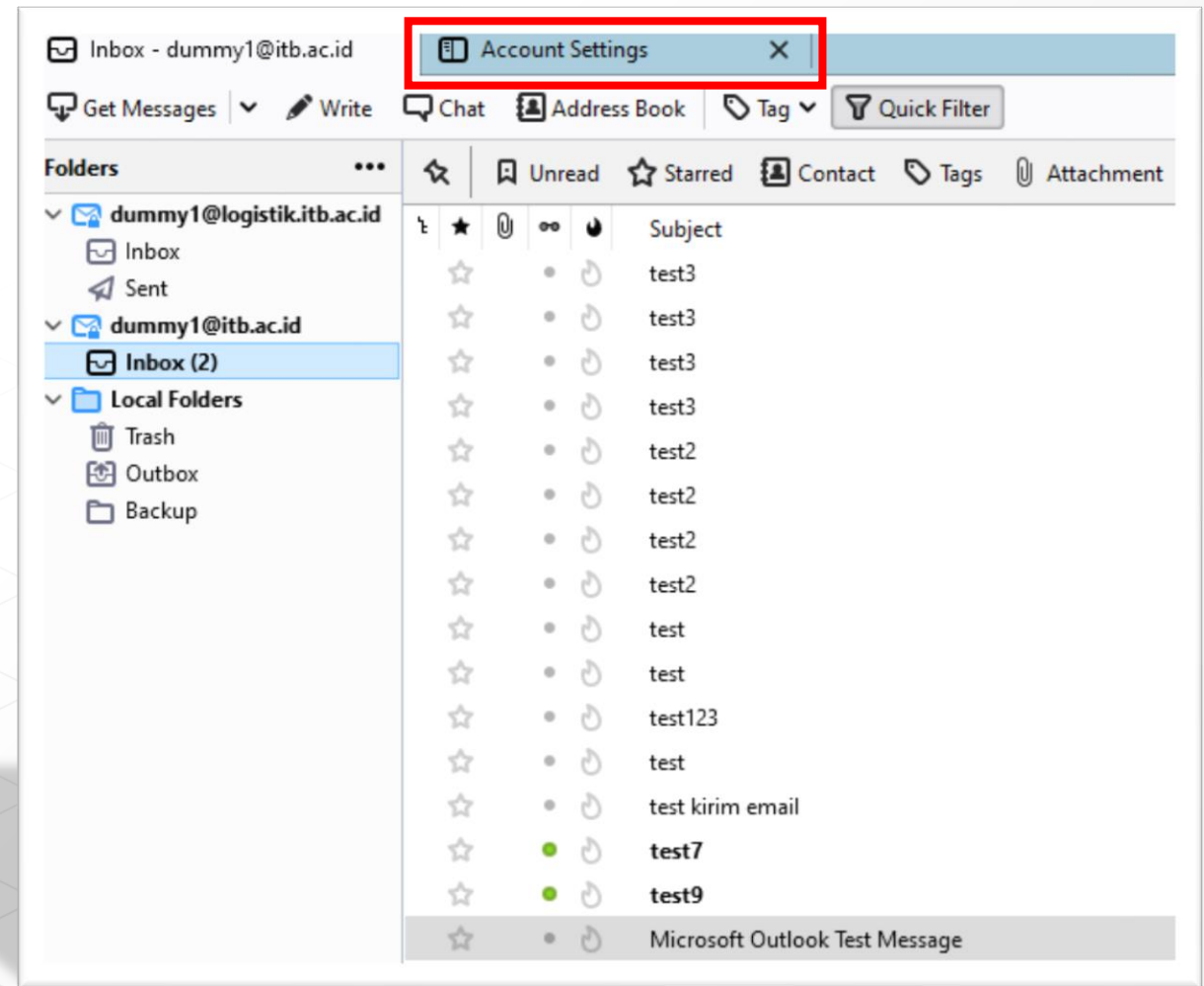
Not sure about your next steps?

[Getting started](#) - [Support forum](#) - [Privacy policy](#)

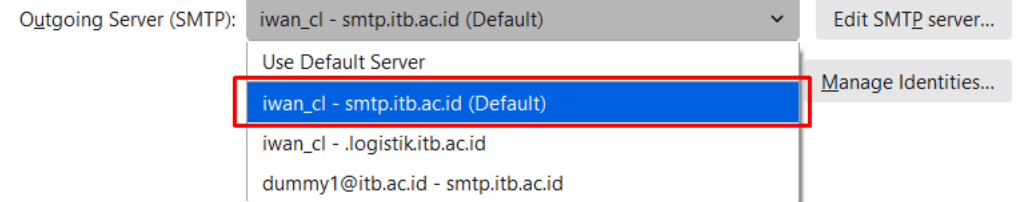
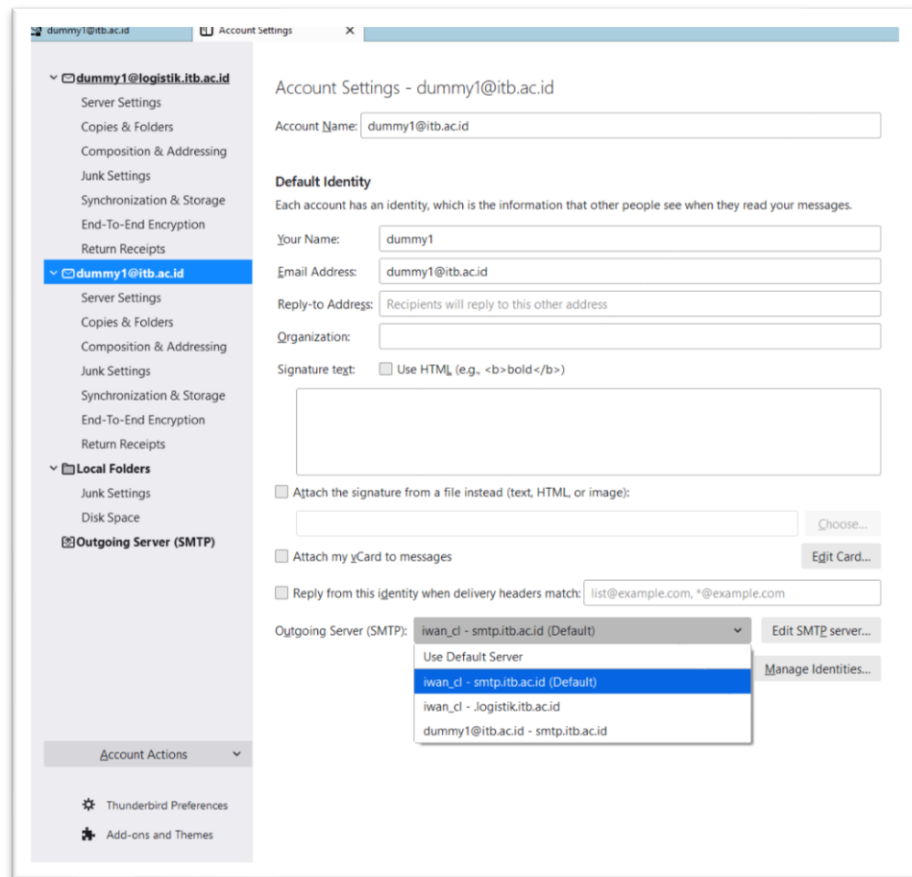
Klik tombol **Finish**

Email dummy1@itb.ac.id sudah dapat diakses pada aplikasi **Thunderbird**.

Kemudian pastikan alamat hostname pada **Outgoing Server** menggunakan alamat **smtp.itb.ac.id** dan **Username** menggunakan **Akun INA/Akun SSO**.



Klik tab **Account Settings**



kemudian pada bagian
Outgoing Server(SMTP) pilih
iwan_cl-smtp.itb.ac.id(Default)

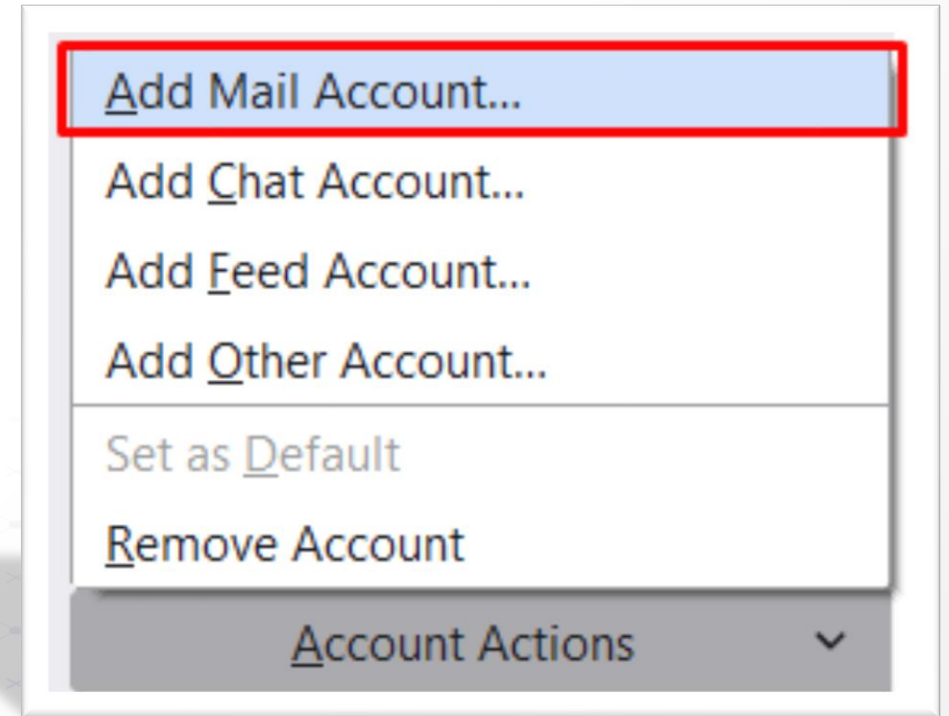
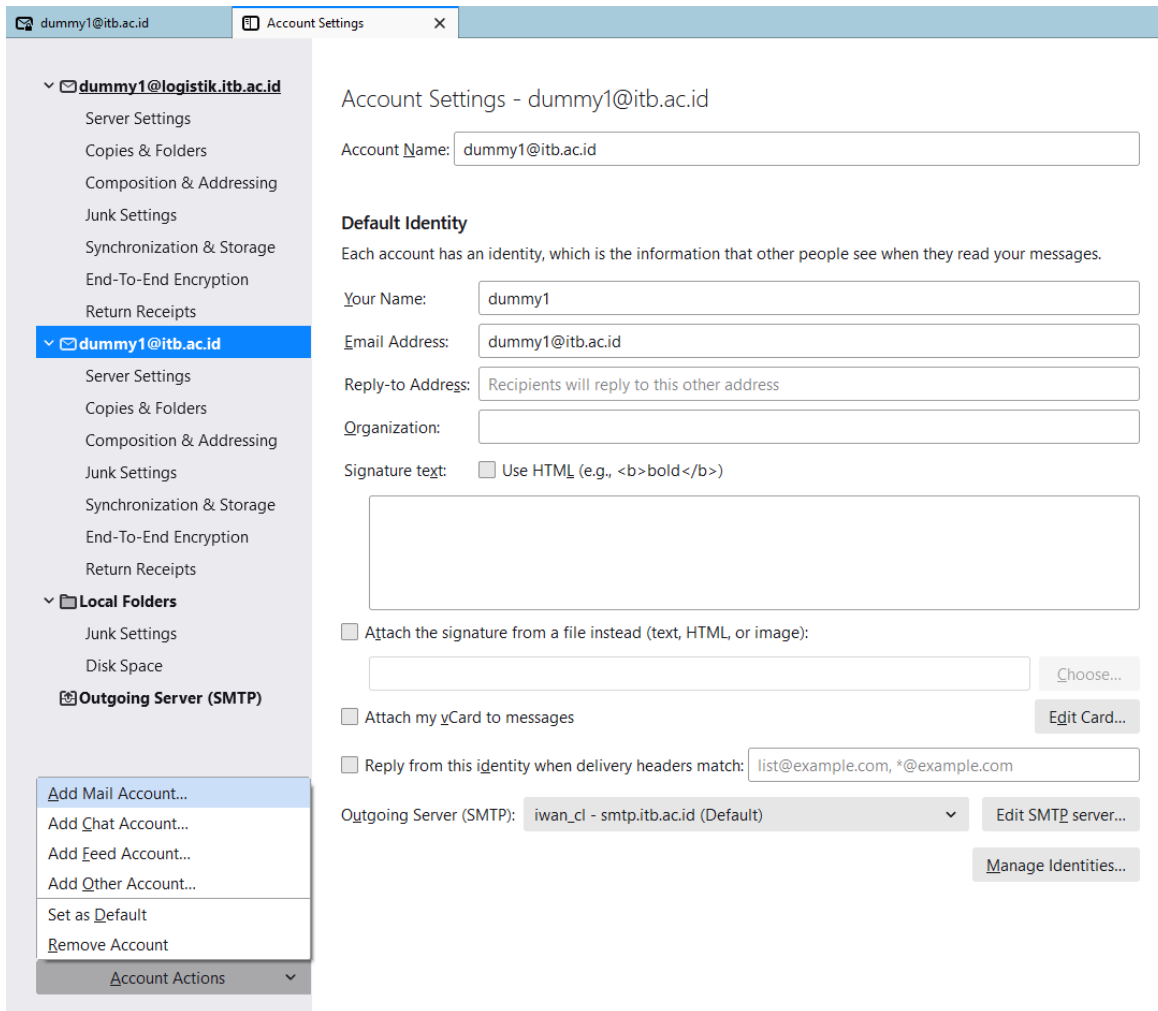
Pada Tab **Account Setting** klik
email dummy1@itb.ac.id.



MOZILLA THUNDERBIRD

KONFIGURASI EMAIL BARU

Contoh alamat email:
`dummy1@staff.itb.ac.id`



1. Pada Tab **Account Setting** klik tombol **Account Actions**
2. Kemudian klik **Add Mail Account**

Set Up Your Existing Email Address

To use your current email address fill in your credentials.
Thunderbird will automatically search for a working and recommended server configuration.

Your full name

dummy1



Email address

dummy1@staff.itb.ac.id



Password

••••••••



☒ Remember password

Configure manually

Cancel

Continue

Your credentials will only be stored locally on your computer.



Klik tombol **Configure manually**

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: mail.staff.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@staff.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Authentication method: Normal password

Username: iwan_cl

[Advanced config](#)

Re-test **Cancel** **Done**

Thunderbird will attempt to auto-detect fields that are left blank.

Your credentials will only be stored locally on your computer.

INCOMING SERVER

Protocol: IMAP

Hostname: Alamat mail server yang digunakan (mail.stei.itb.ac.id, mail.ftsl.itb.ac.id, dll)

Port: 143

Username: Alamat email (harus lengkap dengan domain)

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Username: Akun INA/Akun SSO

Klik tombol **Re-test**

✓ Checking password...

⚠ Unable to log in at server. Probably wrong configuration, username or password.



Jika muncul notifikasi gagal login ke server, silahkan ubah Hostname **mail.staff.itb.ac.id** menjadi **staff.itb.ac.id**.

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: staff.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@staff.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Authentication method: Normal password

Username: iwan_cl

Advanced config

Re-test Cancel Done

Thunderbird will attempt to auto-detect fields that are left blank.

Your credentials will only be stored locally on your computer.

Klik tombol **Re-test**

✓ The following settings were found by probing the given server:

Manual configuration

INCOMING SERVER

Protocol: IMAP

Hostname: staff.itb.ac.id

Port: 143

Connection security: STARTTLS

Authentication method: Normal password

Username: dummy1@staff.itb.ac.id

OUTGOING SERVER

Hostname: smtp.itb.ac.id

Port: 587

Connection security: STARTTLS

Authentication method: Normal password

Username: iwan_cl

[Advanced config](#)

Re-test Cancel **Done**

Thunderbird will attempt to auto-detect fields that are left blank.



✓ Account successfully created

You can now use this account with Thunderbird.
You can improve the experience by connecting related services and configuring advanced account settings.

dummy1 dummy1@staff.itb.ac.id IMAP

Account settings End-to-end encryption
Add a signature Download dictionaries

Connect your linked services

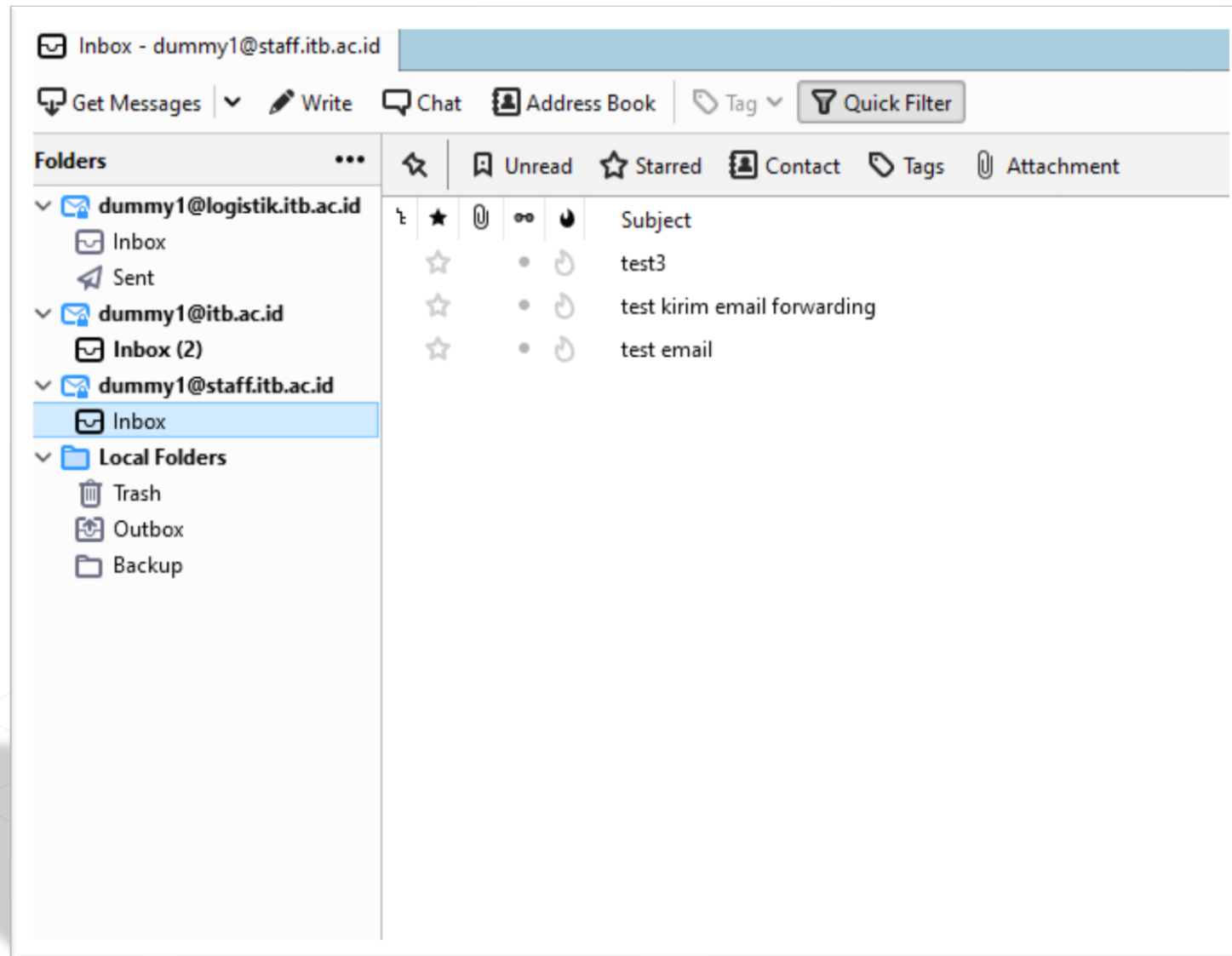
Setup other services to get the most out of your Thunderbird experience.

- Connect to a CardDAV address book
- Connect to an LDAP address book
- Connect to a remote calendar

Finish

Klik tombol **Finish**

Klik tombol **Done**



Email dummy1@staff.itb.ac.id sudah dapat diakses pada aplikasi **Thunderbird**.

PROSES MIGRASI MAILBOX

EMAIL LAMA

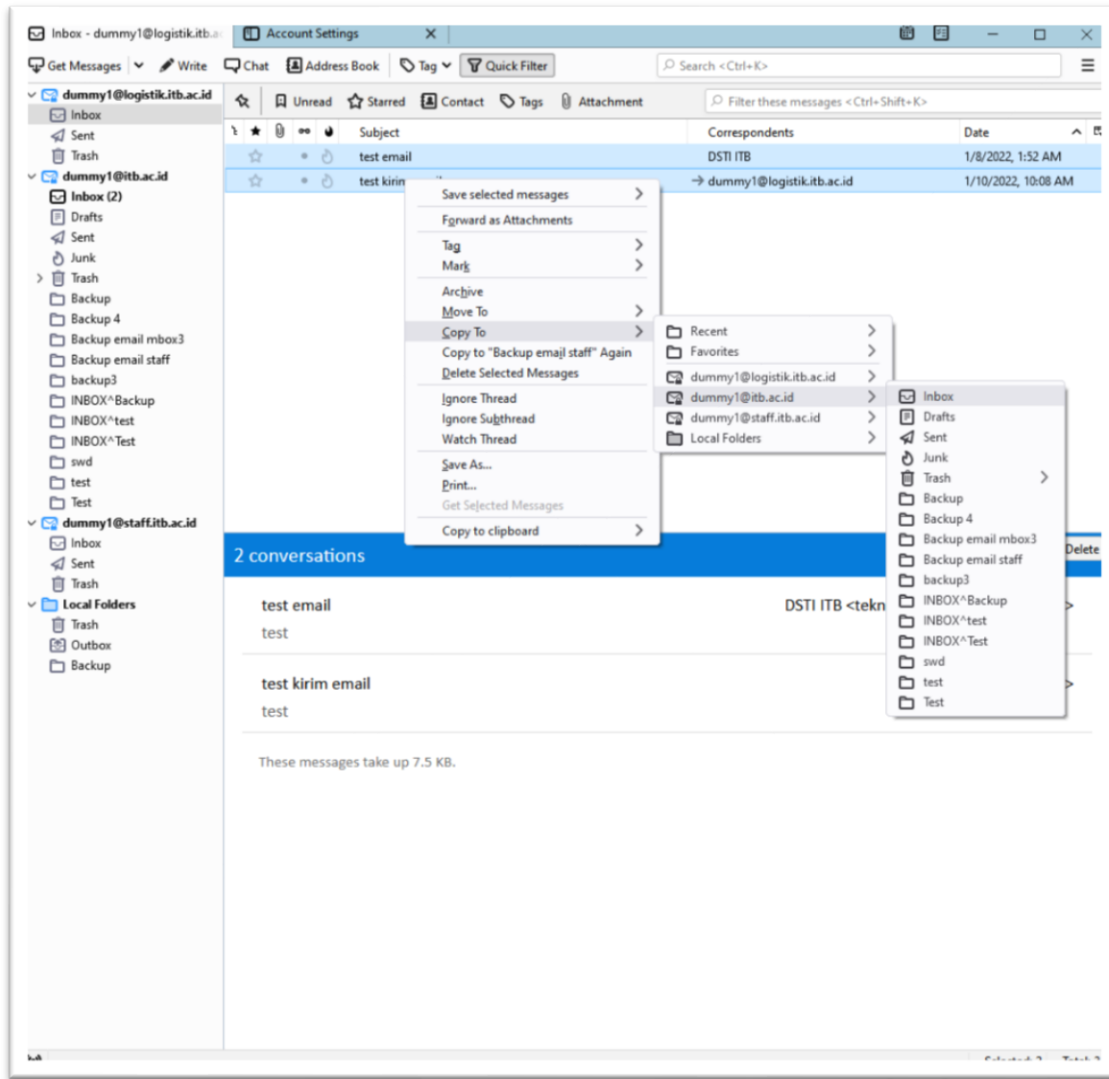
`dummy1@logistik.itb.ac.id`



EMAIL BARU

`dummy1@itb.ac.id`

`dummy1@staff.itb.ac.id`



Seleksi email mana saja yang akan kita pindah, kemudian klik kanan -> Copy to - > dummy1@itb.ac.id -> Inbox /Folder lain

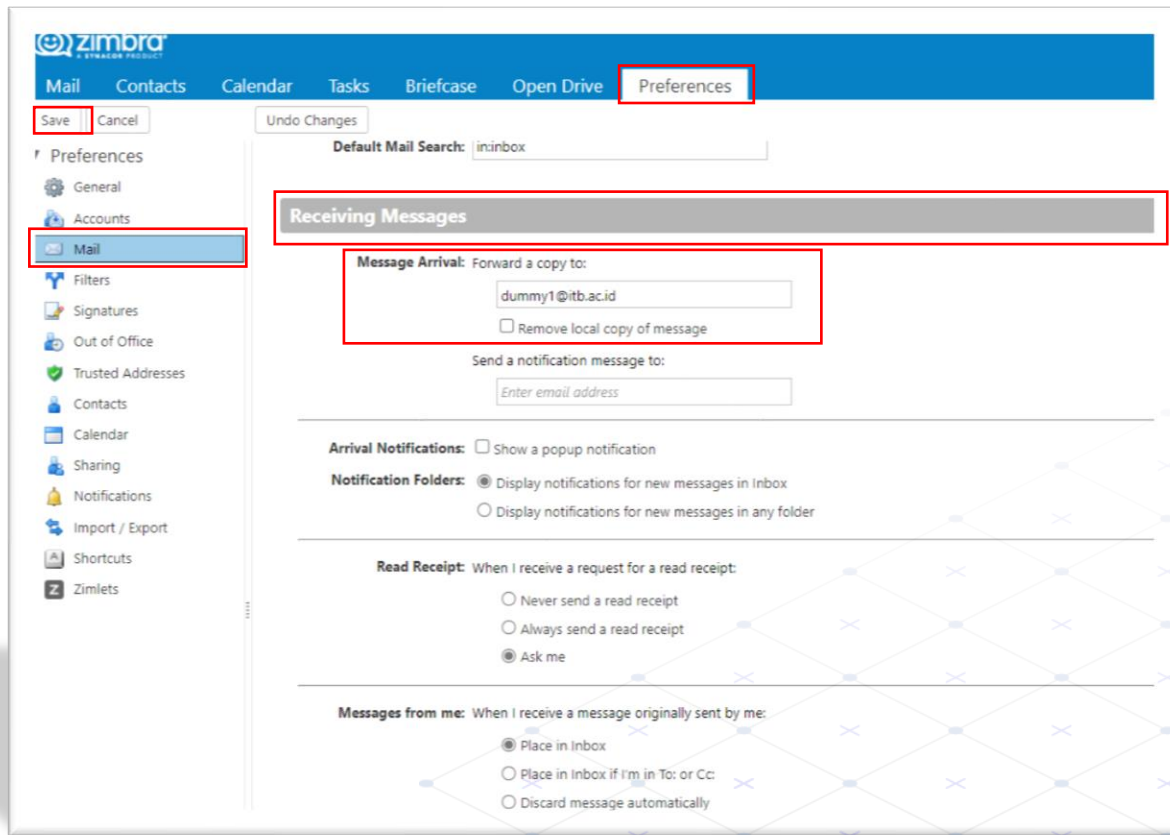
Contoh ilustrasi:

Memindahkan semua data yang ada pada inbox dummy1@logistik.itb.ac.id ke folder inbox pada inbox dummy1@itb.ac.id.

Membuat folder baru:

Untuk membuat *Folder* baru pada email lama/email baru, silahkan Klik kanan pada alamat email kemudian pilih New Folder

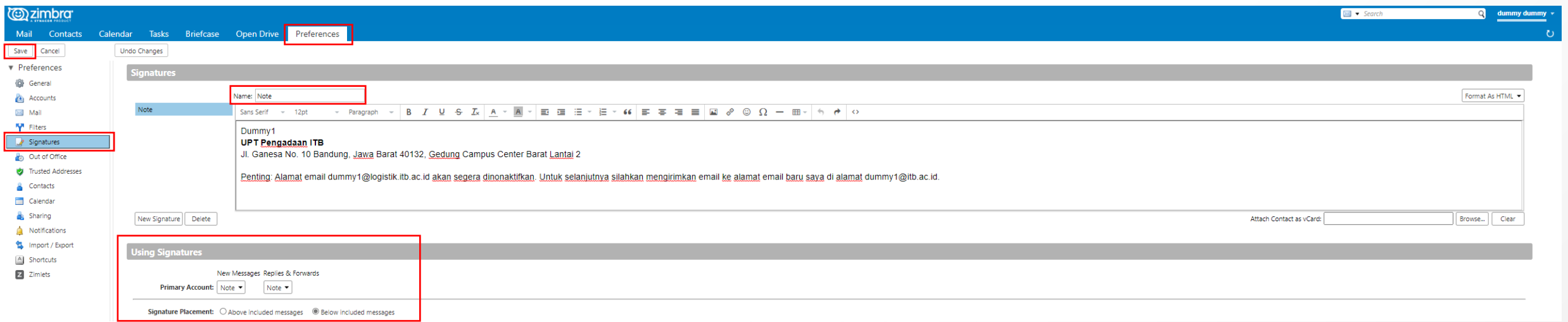
KONFIGURASI FORWARDING EMAIL



1. Login menggunakan email lama Anda.
2. Lakukan pengaturan *email forwarding* dengan cara masuk pada menu **Preference** -> **Mail**.
3. Pada menu **Receiving Message**, masukan alamat email baru anda (contoh: dummy1@itb.ac.id).
4. Kemudian klik tombol **Save**.



KONFIGURASI EMAIL SIGNATURE



1. Login menggunakan email lama Anda.
2. Lakukan pengaturan email forwarding dengan cara masuk pada menu **Preference -> Signatures**.
3. Pada menu **Signatures**, pada bagian Name masukan nama signature (contoh:Note)kemudian masukan informasi yang ingin kita tampilkan seperti contoh pada gambar.
4. Kemudian pada bagian **Using signatures**, silahkan sesuaikan dengan kebutuhan atau dapat juga sesuai pengaturan pada gambar.
5. Kemudian klik tombol **Save**.