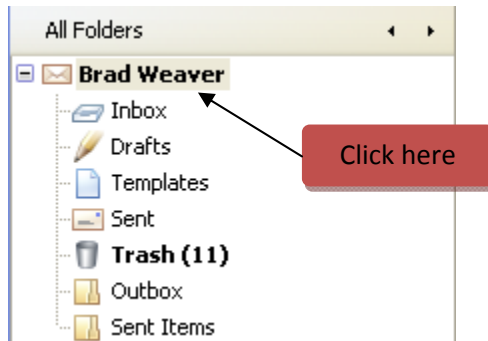


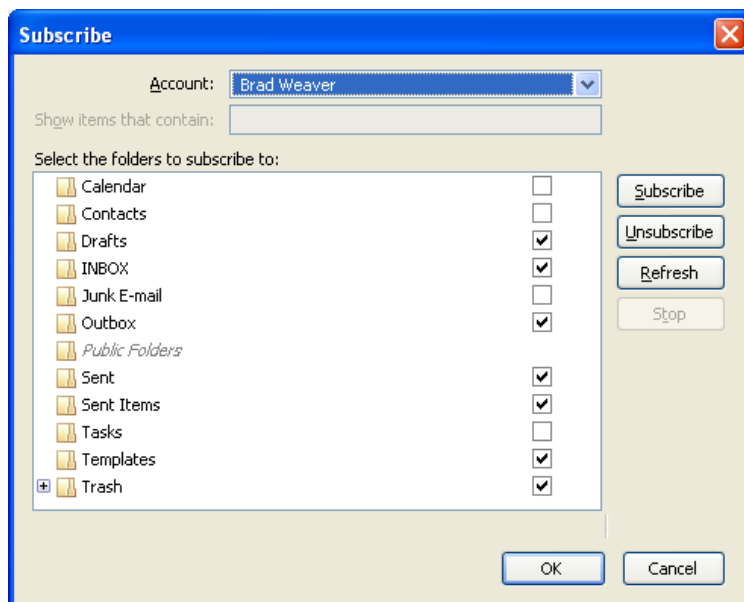
## Subscribing to Email Folders in Thunderbird

If you use Thunderbird to access your email, you will have to subscribe to any email folders that were migrated from the old email server. To subscribe to your folders, do the following.

1. Wait until you see old email in your Inbox. This will let you know that your email folders have been moved to the new mail server.
2. In Thunderbird, click on your account name at the top of the left pane of Thunderbird.



3. After you click on your name, you will see Thunderbird options in the main right pane. Click "Manage folder subscriptions."
4. A "Subscribe" window will pop up on the screen, that shows all of your email folders. Check the ones that you want to subscribe to, and click "Subscribe". Click OK to close the Subscribe window and save your settings.



5. You should now see your email folders in Thunderbird.

Contact the Help Desk ([helpdesk@wabash.edu](mailto:helpdesk@wabash.edu), 765-361-6400) for assistance or for more information.