

Oberlin College CIT

Moving Local Mulberry Mailboxes to Mail or Thunderbird on Mac

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NOTE: These procedures are only needed if you have locally stored mail in Mulberry. If any of your local mailboxes have special characters other than letters and numbers, you may need to rename them before following these procedures.

OS X Mail

1. Open Mail. (Macintosh HD → Applications → Mail or in your dock).
2. Under the **File** menu, select **Import Mailboxes**. Click the right arrow.
3. Select Import data from: **Other**. Click right arrow.
4. Make sure Mailboxes (mbox format) is checked. Click right arrow for this and next window.
5. Navigate to the Mulberry mailbox location. Usually this will be Documents → Mulberry → Mailboxes → Offline. Select the folder that contains the mailboxes and click **Choose**.
6. You will see a list of the mailboxes to import. Uncheck any you don't want and click the right arrow.
7. Mailboxes will appear in your mailbox list under On My Mac in a folder called Import.



Thunderbird for Mac

1. Make sure you have completed the basic Thunderbird setup and then quit Thunderbird.
2. From the Finder, navigate to the Mulberry mailbox location. Usually this will be Documents → Mulberry → Mailboxes → Offline. Open the folder containing your mailboxes.
3. Select the files with the extension **.mbx**. Hold down the Option key and drag these files to the desktop to copy them there.
4. Navigate to Username → Library → Thunderbird → Profiles → "xxxxx.default" → Mail → Local Folders. (Note the name of the "xxxxx.default" folder will vary.) Drag the .mbx files from your desktop to Local Folders.
5. Open Thunderbird. Your mailboxes will appear in your mailbox list under Local Folders. **NOTE:** If they do not show up, go to the **File** menu and select **Subscribe**. Highlight the mailboxes you want and click **Subscribe**. Click **OK**.

