

Activate archive space

Activate your archive space

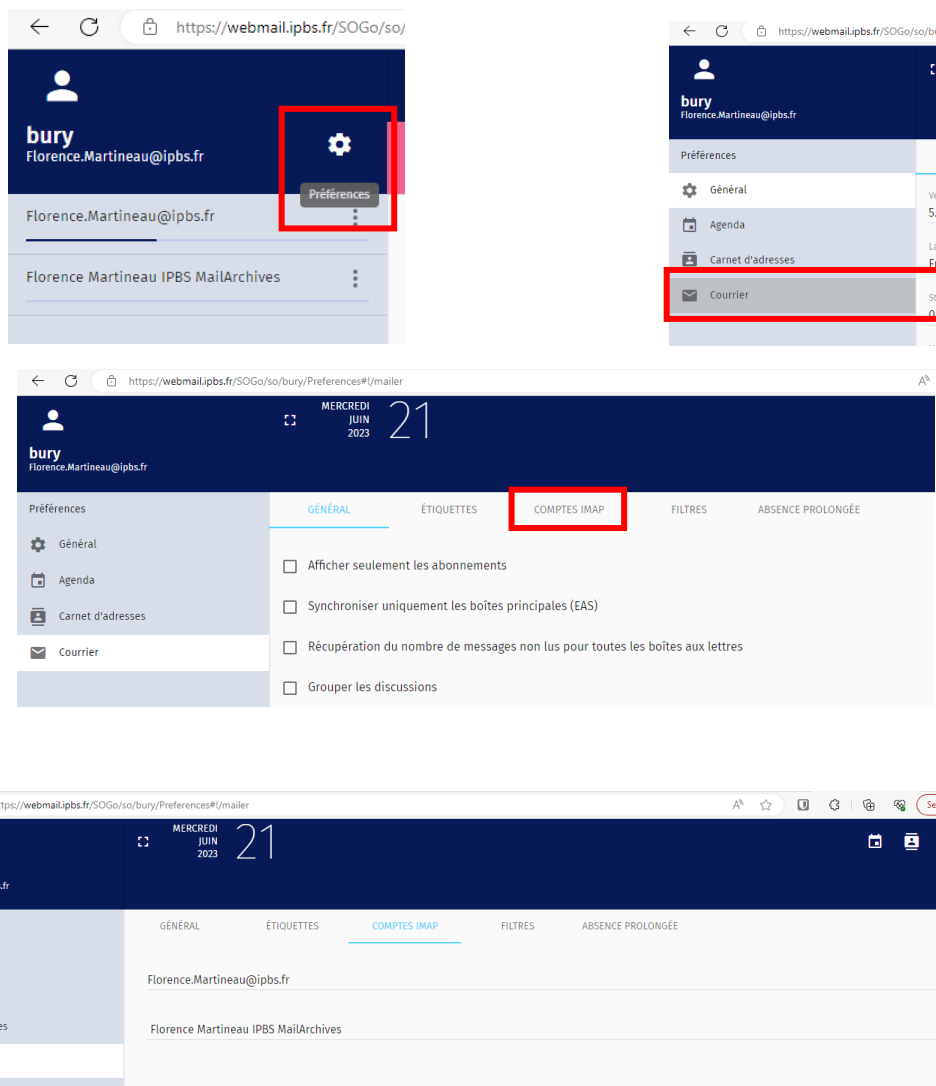
Your archive space on the new mail server is backed up every night. It is dedicated to archiving your old e-mails.

For all old user accounts (created before June 15, 2023), you must activate this space on the webmail, otherwise access to it may be impacted and slowed down.

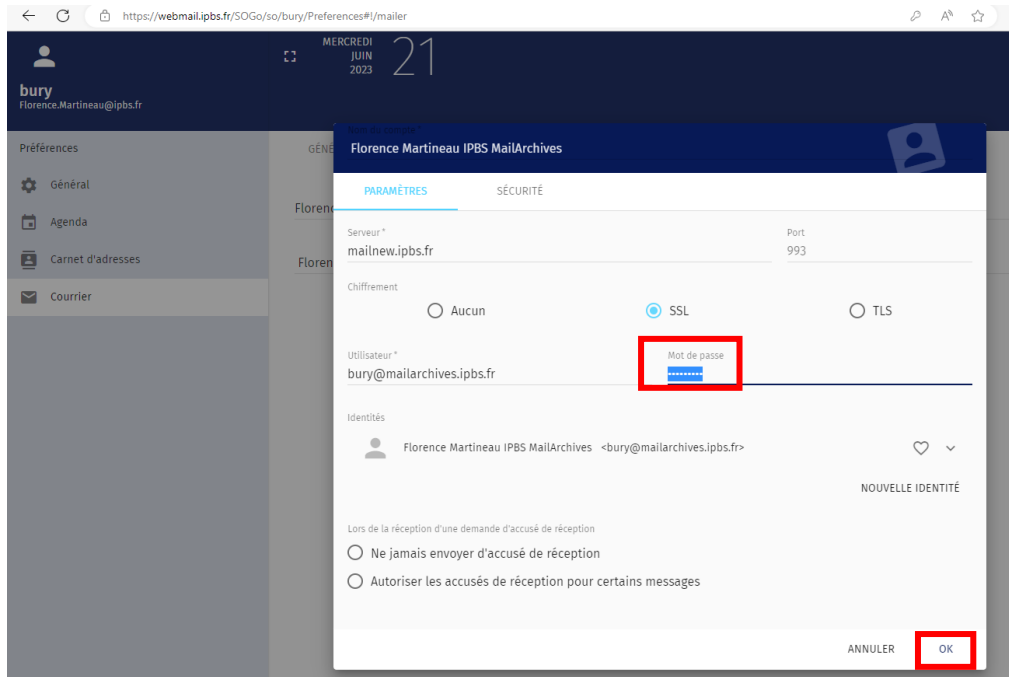
For new accounts created after June 15, 2023, you don't need to activate this space.

First, log on to <https://webmail.ipbs.fr> with your login and password.

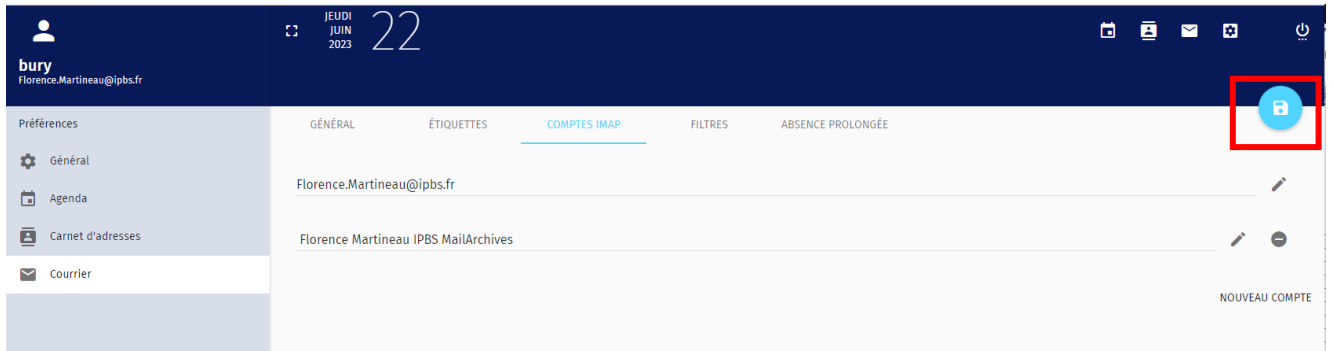
Go to Preferences / Mail / IMAP account / Edit Mailarchives account, then enter your password. Enter the same as your mailbox password.



If your archive does not appear, send us a ticket to sosinfo@ipbs.fr so that we can add it.



Click on OK and then on the blue diskette to save the password.

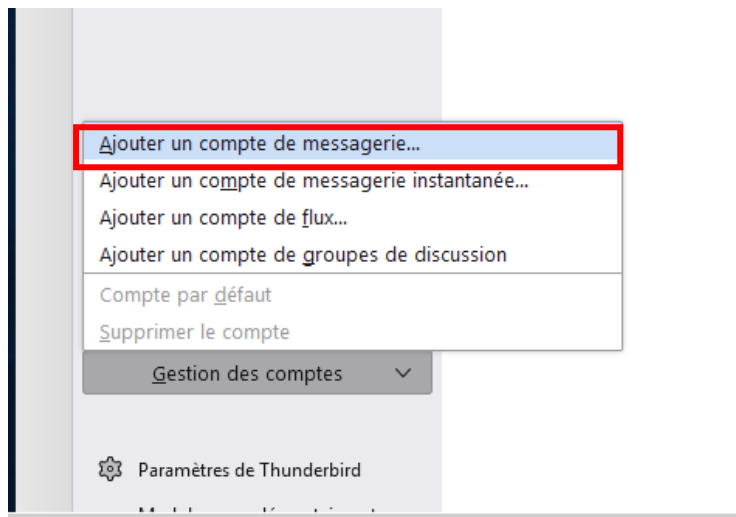


Disconnect and reconnect from webmail.

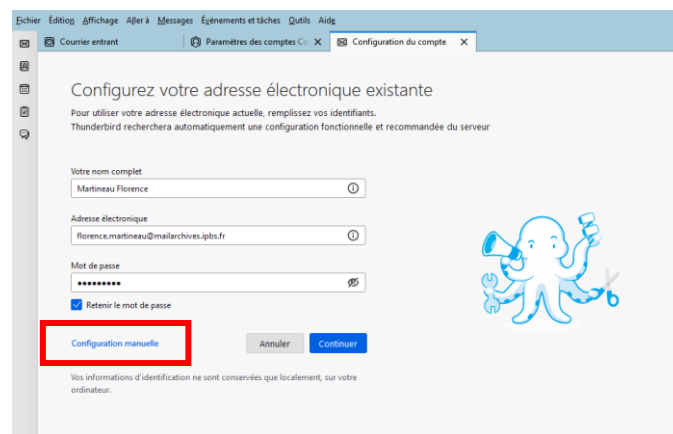
You now have webmail access to your mail archive.

Setting up the archive space in your Thunderbird e-mail client

You can configure your Thunderbird e-mail client to access this new archive space: Add a new e-mail account. Right-click on your name and select Settings. Go to Account management / Add an e-mail account.



Enter your name, your e-mail address (Prenom.Nom@mailarchives.ipbs.fr) and your password, then click on Manual configuration.



Configuring your mail archive in your email client

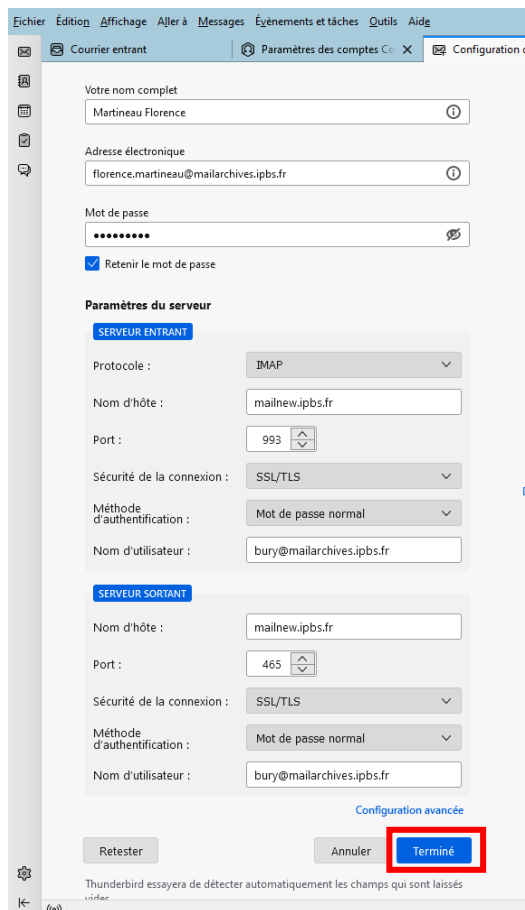
Incoming server :

- Protocole IMAP
- Nom d'hôte : **mailnew.ipbs.fr**
- Port : 993 (SSL/TLS)
- Authentification : mot de passe normal
- Nom d'utilisateur : login@mailarchives.ipbs.fr
- Password : Celui indiqué dans sogo

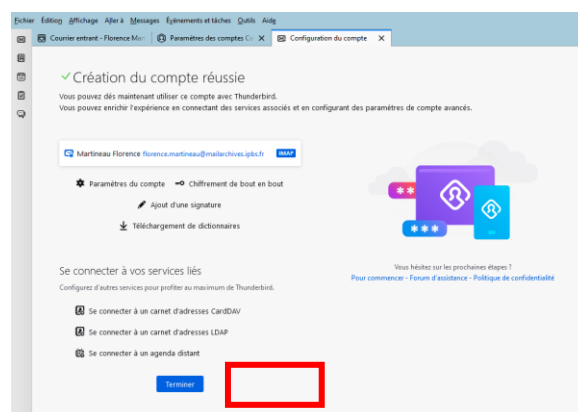
Outgoing server :

- Protocole SMTP
- Nom d'hôte : **mailnew.ipbs.fr**
- Port : 465 (SSL/TLS)
- Authentification : mot de passe normal

This space is only for storing your old e-mails. It is not possible to send mail with this account.



Then click on Done.



You now have two Thunderbird accounts:

- A mail account
- An account for archiving all your e-mails

If you have local e-mails in Thunderbird, we strongly recommend that you copy them to this new space so that your e-mails are backed up. However, don't copy all your e-mails at once - copy them in batches of up to 200! Choose the copy to option, not the move to option. Then, once all the e-mails have been copied and are present in the Archives, you can delete the original e-mails.