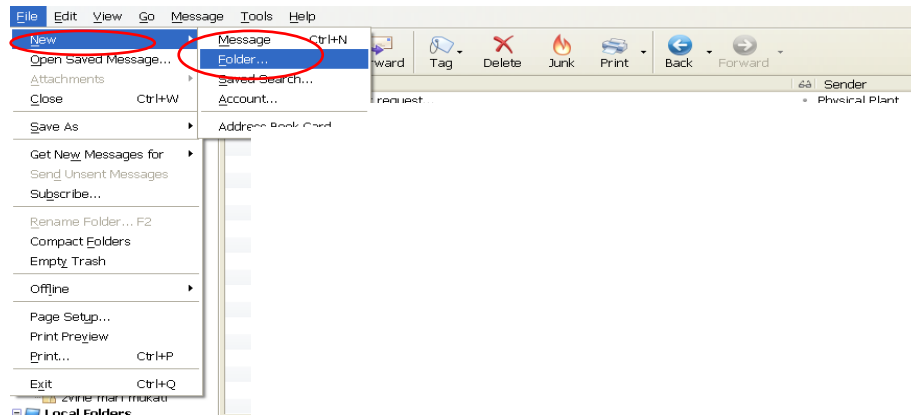


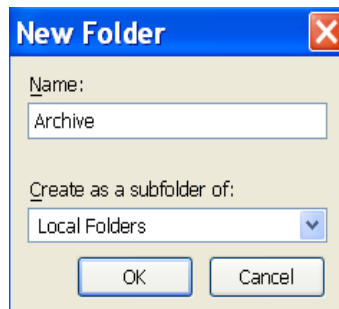
Archiving E-mail from the Mail Server Thunderbird for Windows

Creating an Archive Mailbox

1. Launch Thunderbird.
2. Select **File** from the main menu, then **New**, and choose **Folder...**

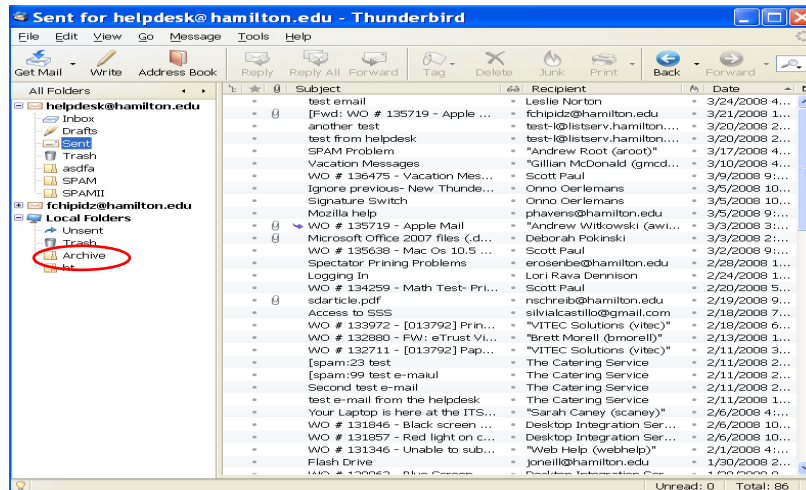


3. In the **New Folder** window that opens, enter the name for the mailbox you plan to store your emails and click **OK** when you are done. Name the file as appropriate to you e.g. *Archive* as shown in the following examples:



4. Your new folder will show up under the Thunderbird menu in the left column.

NOTE: Mail that you move to this folder will be stored on your computer's hard drive and **WILL NOT** be accessible on any other computer. Messages and other data stored under Local Folders are not backed up. Please refer to *Back Up* under Quick Reference and Guide on the ITS web page.

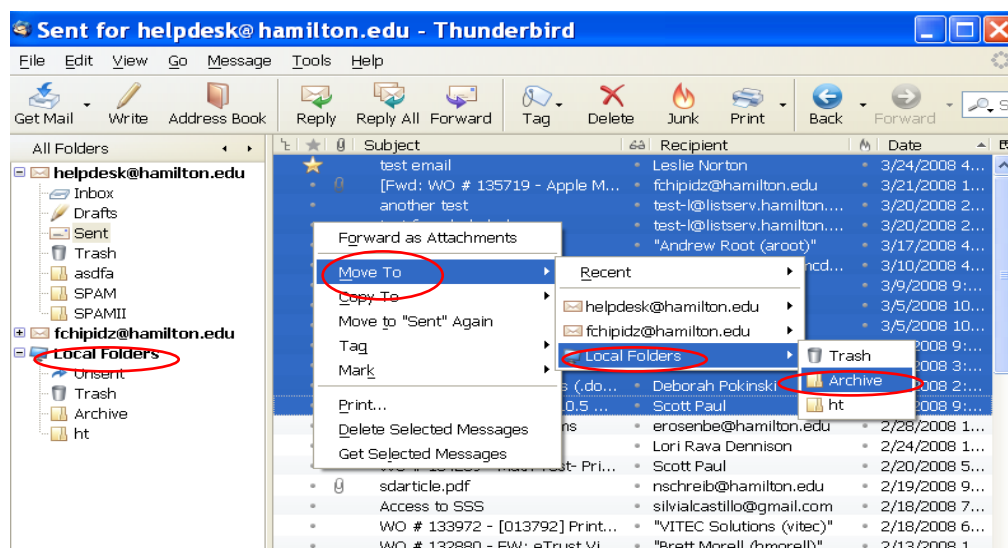


Archiving your messages

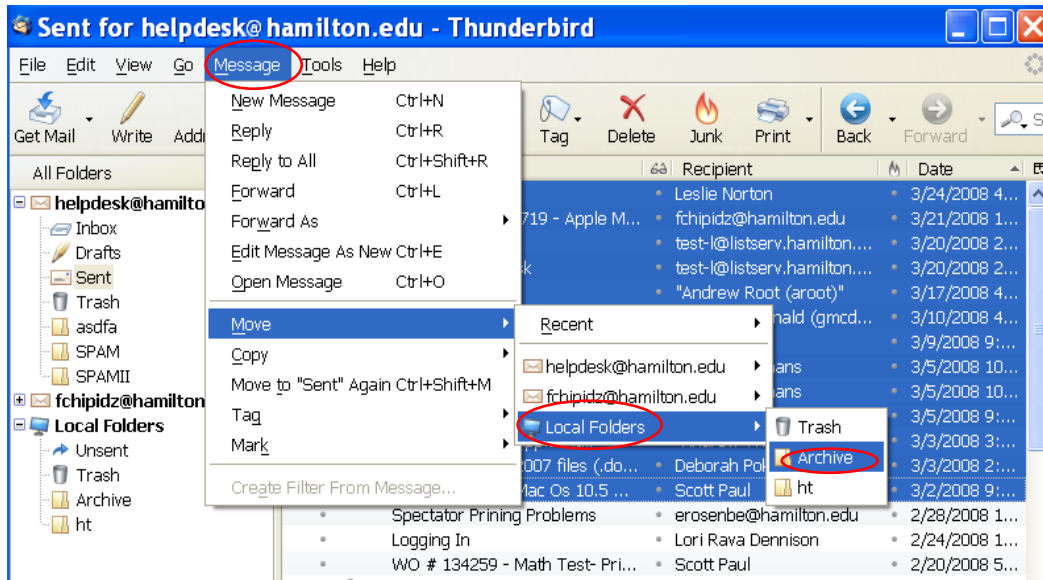
1. Open the mailbox that contains the messages you want to archive under Local Folders.
2. Highlight the messages that you wish to archive.

NOTE: To highlight the entire contents of a mailbox, click anywhere in its list of messages and hold the <CTRL> key and then hit the <A> key on your keyboard.

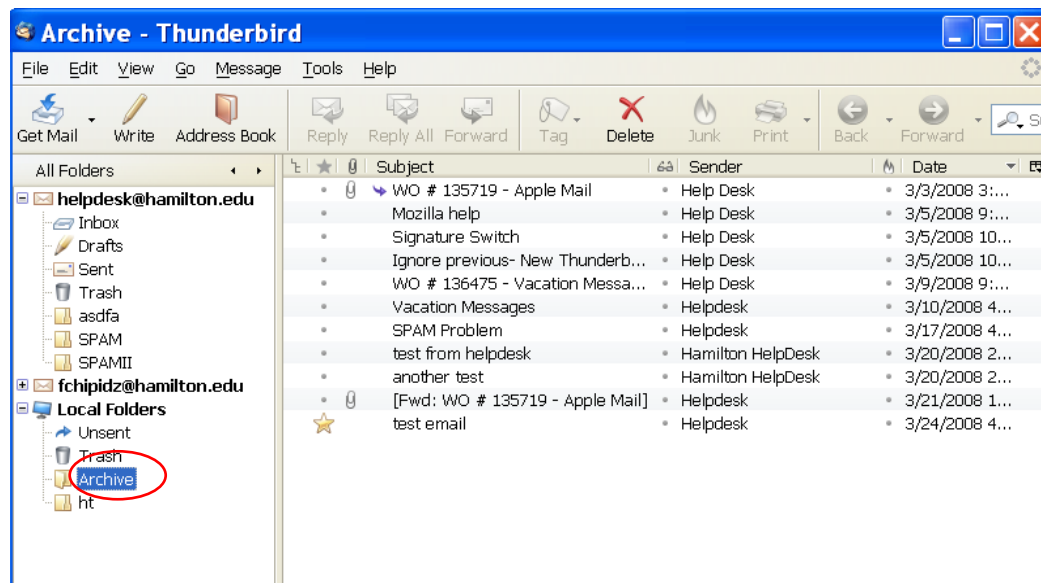
3. There are several methods you can choose from to move the messages to your **Archive** folder. Here are a few:
 - a. You can right-click in the list of messages you just highlighted and select **Move to** and then select the mailbox you just created.



- b. Or, you can just select **Message** from the main menu, **Move** and then select the mailbox you just created.



- c. Lastly, you can drag the highlighted messages to the mailbox you just created in the list of mailboxes on the left.



For questions or comments regarding this document, please email helpdesk@hamilton.edu.