



## Thunderbird 1.5 Archiving Mail (Part III)

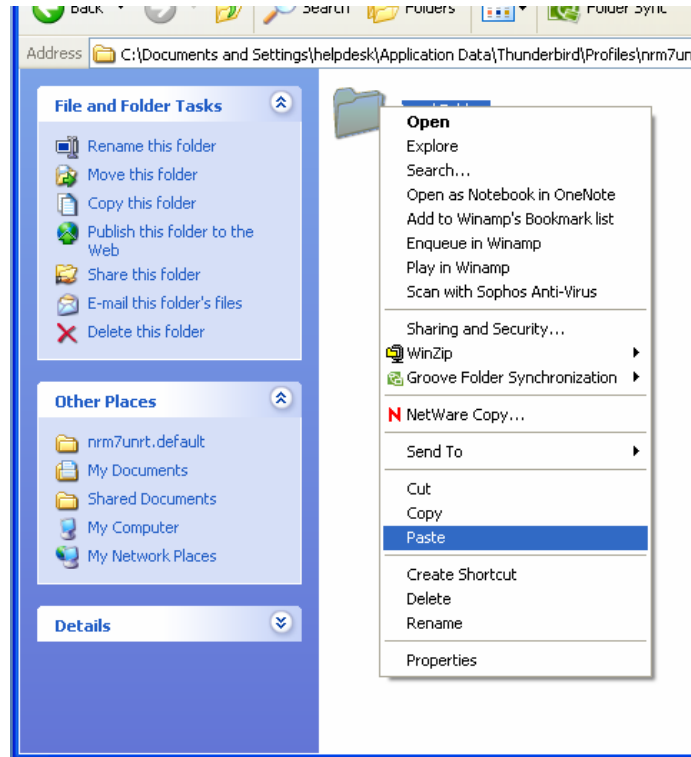
### How to Access and Use Archived Mail Stored on External Media

**NOTE: Before starting Thunderbird, insert the storage media where archived mail was stored.**

#### To View Archived Mail Files in Thunderbird 1.5:

- 1) Insert the storage media (zip, flash drive, or CD) that contains the archived mail into the appropriate drive to access **Local Folders** stored in the storage media
- 2) Double-click **My Computer**
- 3) Double-click **DVD/CD (E:) or other storage media device**
- 4) Double-click **Local Folders** (folder stored in storage media)
- 5) Highlight the archived file you want to use (the one without the .msf extension)
  - **Archiving mail creates 2 separate files per archived item. Ignore files with an .msf extension; they are built as needed for other mail applications.**
- 6) Right-click on the highlighted item.
  - **If there's an existing folder/file in your Local Folders directory of the same name, first rename the file to be copied to avoid overwriting the existing one.**
- 7) Select **Copy**
- 8) Access your **Local Directory Path** (see "Thunderbird 1.5 Archiving Mail (Part II)" on **How to find the Local Folder directory path**)
- 9) From the desktop, double-click the **My Computer** icon
- 10) Double-click **Local Disk (C:) drive**
- 11) Double-click **documents and settings**
- 12) Double-click your **username** (changes with user)
- 13) Double-click **Application Data**
- 14) Double-click **Thunderbird**
- 15) Double-click **Profiles**
- 16) Double-click **nrm7unrt.default** (changes with user)
- 17) Double-click **Mail**
- 18) Right-click **Local Folders**.

## 19) Select Paste



20) Log-in to **Thunderbird**.

21) Archived messages will be listed in the archived mail folder located under the **Local Folders** directory.

### To Open Mail in Your Local Folders:

- 1) Under **Local Folders**, click on the name of the folder that contains the mail you want to open
- 2) Double-click on the mail item to be opened

