

# Thunderbird 1.5 Archiving Mail (Part I)

## Archiving Mail to Your Hard Drive

**NOTE: Before following the archiving process you should first follow the instructions on the flyer entitled “I’ve Reached My Mail Quota, What Do I Do?”**

### What is Archiving?

To **archive** (back-up/store) is to save [in this case email messages] to a local storage media that can be removed and stored away for safekeeping. It is recommended that a zip drive or CD burner with CD-RW disk and DirectCD be used if you are archiving a large amount of email.

### Archiving Mail to Local Folders (hard drive C:/)

#### To Create a Folder on Your Local Folders Directory in Mozilla Thunderbird:

- 1) Right-click **Local Folders** in your directory listing (Figure 1)
- 2) Select **New Folder** (Figure 2)
- 3) Type a name for the new folder (Figure 3)
- 4) Click **OK** (Figure 3)

Figure 1

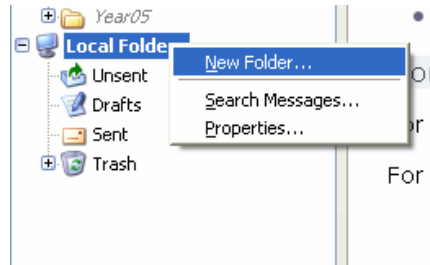
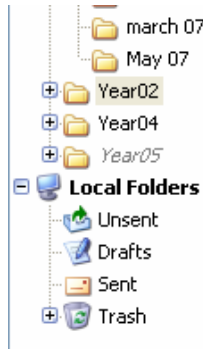
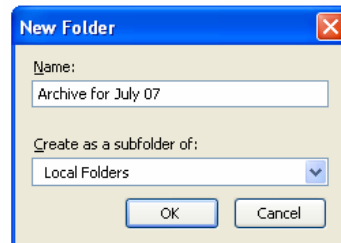


Figure 2

Figure 3



#### To Archive Mail to Local Folders C:/

- 1) Open your **Inbox** or folder that contains the mail you want to archive
- 2) Highlight the mail to be archived

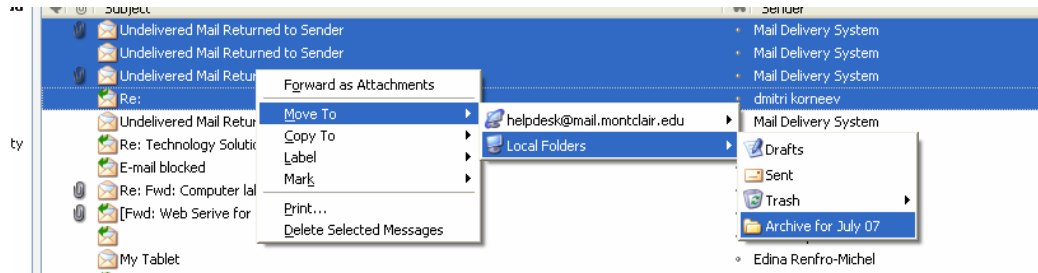
**To select multiple e-mails next to each other (adjacent):**

Hold down the **Shift Key** and click the **left mouse button** on the last e-mail in the group of items to be archived.

**To select multiple e-mails that are not next to each (non-adjacent):**

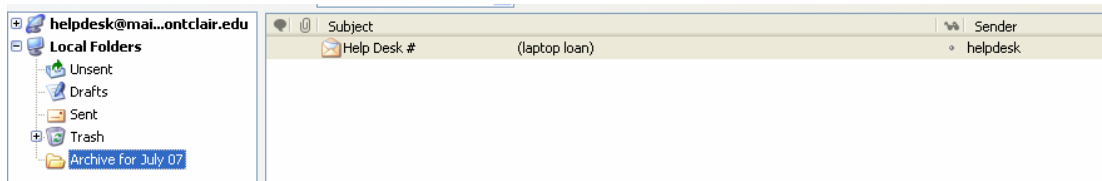
Hold down the **Ctrl Key** and click the **left mouse button** on each individual item to be archived.

- 3) Right click on the highlighted mail, and select **Move To**
- 4) Select **Local Folders**
- 5) Select the new folder you created to store your archived mail. This process will move your message from the original folder to the new folder you created, which is under the **Local Folders** directory. Archived messages are now stored on your computer hard drive rather than on the mail server.



### How to Open Mail that has been Archived in Your Local Folders C:/

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



**Note:** These messages can only be accessed by using the computer on which you archived your messages. Archived messages in the hard drive can NOT be accessed at any other computer unless you request further assistance.