

Thunderbird 1.5 Archiving Mail (Part II)

Archiving Mail from Local Folder C:/ to External Storage Media

Archiving mail to an external storage media is done so that you can carry it around with you and access your archived mail from any computer. Archiving saves the mail files to a local storage media (such as a flash drive or CD Rom) that can be removed and stored away for safekeeping. It is recommended that a flash drive or CD-burner with CD-RW disk and DirectCD be used if you are archiving a large amount of email.

Now that mail is archived locally, the next step is to take your archived mail from the local folder to an external storage media.

NOTE: The following instructions cannot be followed unless mail has been archived locally. [See “Part I, Archiving Mail to Your Hard Drive” instructions]

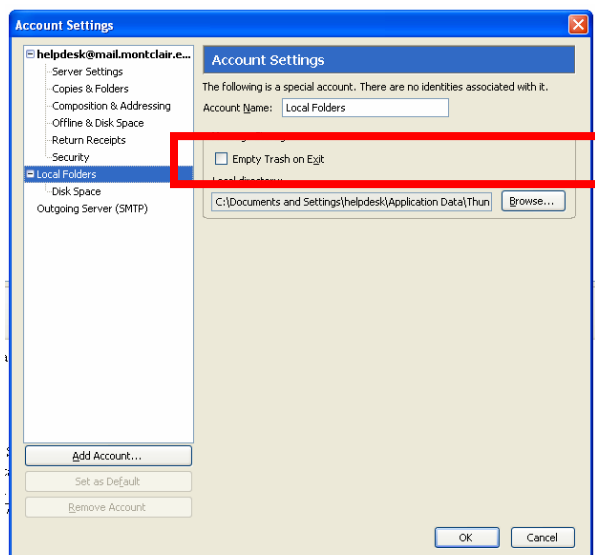
Locate the local folder that contains the archived mail to be placed on the external storage media. The following instructions will show you how to find the folder where your local mail is residing.

How to Find the Local Folder Directory Path:

- 1) Open **Thunderbird**
- 2) Click **Tools** from the menu
- 3) Click **Account Settings**
- 4) Click **Local Folders**
- 5) Original local folder directory path should be as follows [Archived mail will be here]:

C:\Documents and Settings**username**\Application
Data\Thunderbird\Profiles**nrm7unrt.default**\Mail\Local Folders

NOTE: The above bold information (username) changes per user.

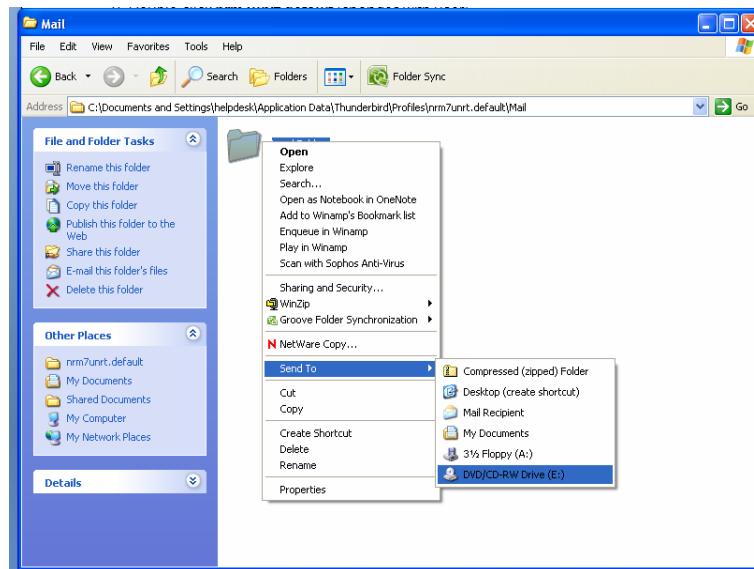


- 6) **Record the above local directory path.** You will need to access this path to locate archived mail
- 7) Click **OK**

The following instructions will show you how to access the folder where local mail is residing and how to save it to a floppy disk.

To Access the Folder and Copy the Content onto an External Media:

- 1) From the desktop, double-click the **My Computer** icon
- 2) Double-click **Local Disk (C:)** drive
- 3) Double-click **Documents and Settings**
- 4) Double-click **your username** (changes with user)
- 5) Double-click **Application Data**
- 6) Double-click **Thunderbird**
- 7) Double-click **Profiles**
- 8) Double-click **nrm7unrt.default** (changes with user)
- 9) Double-click **Mail**
- 10) Right-click **Local Folders**
- 11) Click on **Send To,**
- 12) Select **DVD/CR Rom (E:)** or other storage media device, such as a flash drive



Now your mail is safely stored on external media. Keep this media in a safe place for further/future use.