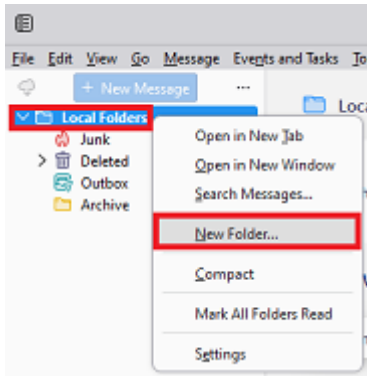


Email Archiving Guide on Thunderbird

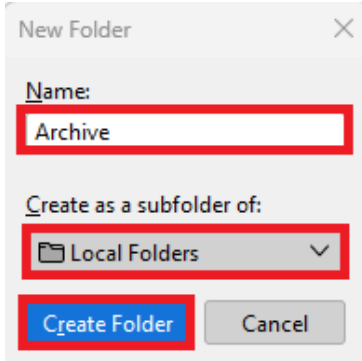
October 2023

Archiving emails on Mozilla Thunderbird

1. Right click Local Folders>Click New Folders.



2. Create a folder called Archive>create it as a subfolder of "Local Folders">Click "Create Folder".



- Next select the email (s) which you want to archive> right click>Select “Move To”>” Local Folders”>” Archive”.

