

## 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".

New Folder	$\times$
<u>N</u> ame:	
Archive	
<u>C</u> reate as a subfolde	r of:
🛅 Local Folders	$\sim$
Create Folder	Cancel

Continental Ltd, Staverton Technology Park, Cheltenham GL51 6TQ t. 01452 855 558 e. support@webnetism.com



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

V 🔀 test@	• 🗄 🕸 💩 Sub	່ ໄຊ ຟີ B Subject				8	Corres
<ul> <li>Inbox</li> <li>Drafts</li> <li>Deleted</li> <li>Deleted hems</li> <li>Junk Email</li> <li>Sent Items</li> <li>Local Folders</li> <li>Junk</li> <li>Deleted</li> <li>Outbox</li> <li>Archive</li> </ul>		Open Message in New Jab Open Message in New Jab Open Message in New <u>Win</u> <u>Reply to Sender Only</u> Reply to <u>All</u> Reply to <u>All</u> Forward Forward Forward As Redirect Edit As New Message	dow			0.000	2 2
	From To Subject Date Message ID User agent MIME-Version	Tag Mar <u>k</u> Archive	>	٥			
		Move To Gopy To Convert To	>	E Recent Forourites	>		
	Your new e-r	Delete message Ignore Thread Ignore Su <u>b</u> thread Watch Thread		Local Folders	> ninistrator or	ළු Jun බී Del	sk leted thive
	mail Enabl	Save As Print					