



**The College of Humanities and Social Sciences  
at Montclair State University**

**TECHNICAL SERVICES UNIT DOCUMENTATION**

**ARCHIVING EMAIL IN THUNDERBIRD**

VERSION 1.1  
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The purpose of this document is to help users create local folders and to move email from the server to the local folders. One reason for performing these actions is because each user has a disk space quota for email on the server. Once this quota is reached users will **NOT** be able to send or receive any email.

After opening the Thunderbird software, *Right Click Local Folders* and *Select New Folder* as shown in Figure 1, this action will open a window (Figure 2). Perform this action to create however many folders you need/want in your Local Folders.



Figure 1

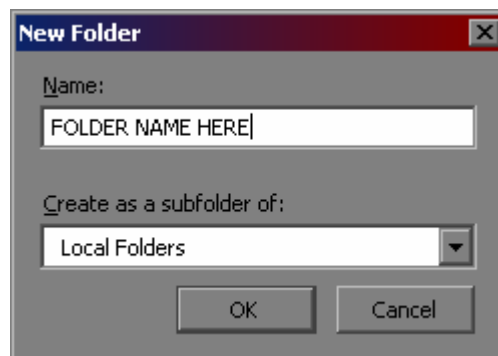


Figure 2

Once you are done creating your local folders, navigate to the folder that contains the email you would like to move to the local folders. *Select* the email that you would like to move then *Right Click*(you may choose one or many at a time). This will give you some options, in this case you will *Select Move To -> Local Folders -> Here you Select* the Folder you want to move your email to. In figure 3, I have chosen to move email from Sent to Sent.

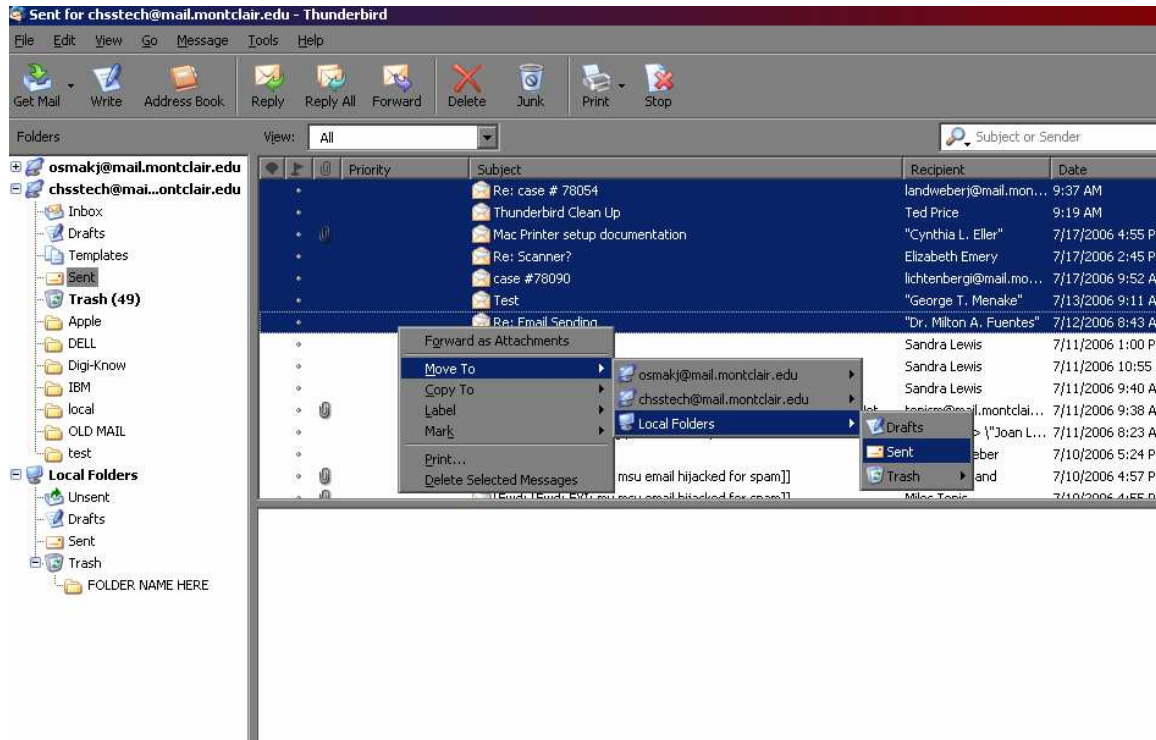


Figure 3

After performing the preceding steps, the email which you moved is now stored on the local computer in the following directory C:\Documents and Settings\USERNAME\Application

Data\Thunderbird\Profiles\xxxxxxxx.default\Mail\Local Folders for PC users (Figure 4a) and for MAC users the directory represented by Figure 4b. (the 8 x's represent a randomly generated string of letters and numbers). I recommend backing up this folder or the folder called Thunderbird which will save all your data and settings as well. The thunderbird directory is a couple levels above the Local Folders directory represented by Figures 4a and 4b.

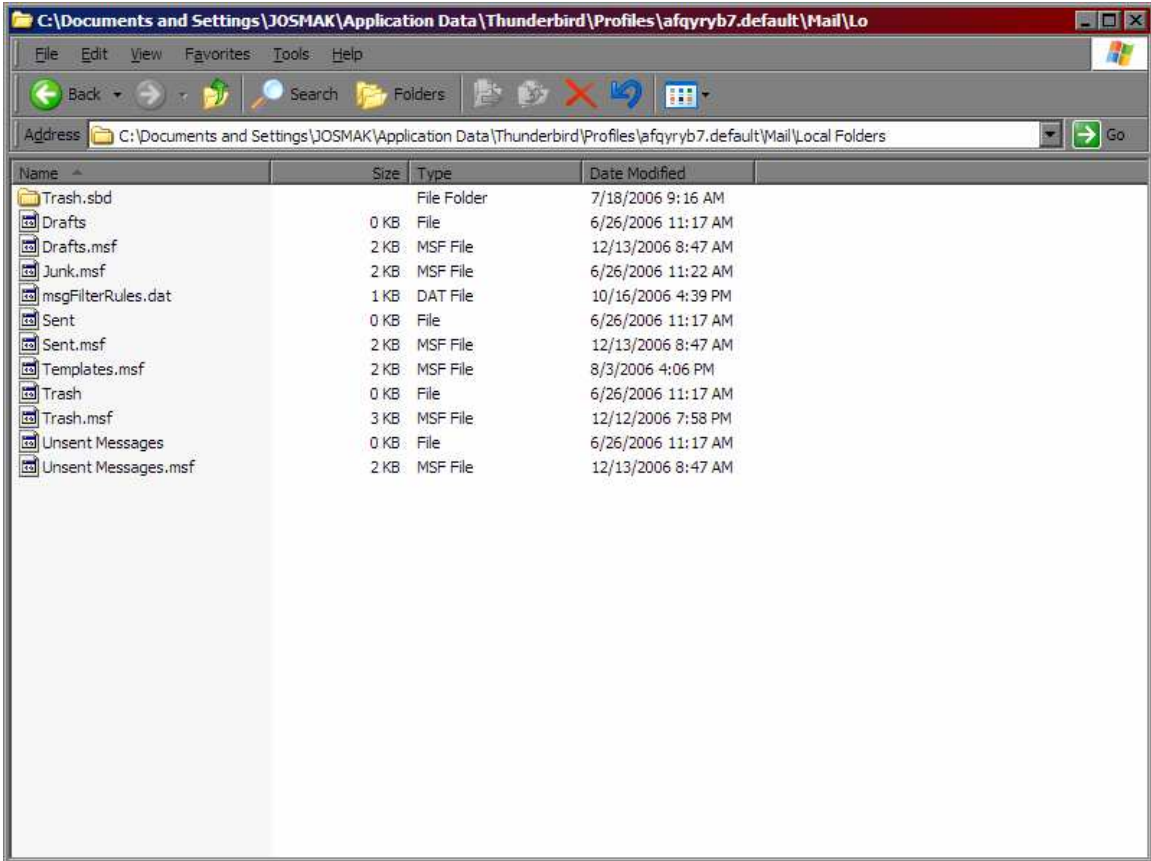


Figure 4a

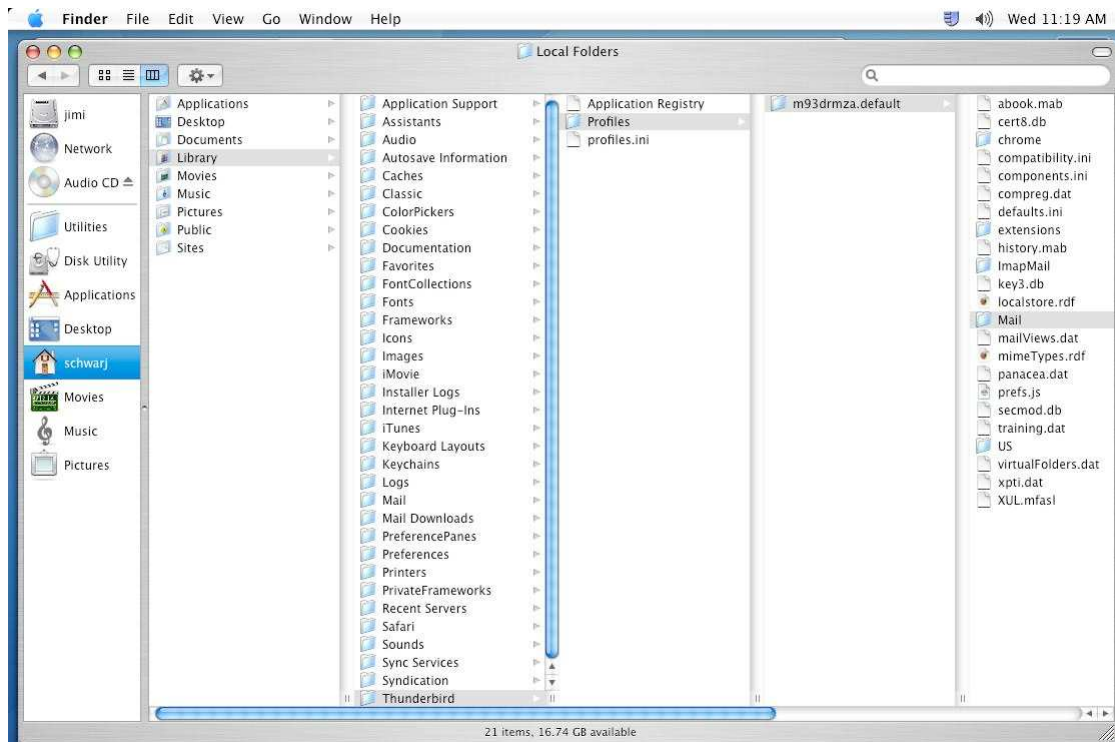


Figure 4b