Archiving Email

Software: Thunderbird   **Platform:** Mac/PC

Overview

A local archive is a great way to store e-mail that you don't access very often, but you're not ready to get rid of. Using the Local Folders in Thunderbird you can store messages on your hard drive and still access them in the same ways you access folders and messages on the server (you can use Search, Sort, Reply, Forward etc.).

Finding You Local Folders

When you first start up Thunderbird and create your account a set of Local Folders is automatically created for you. There are a few folders set up for you but you can create as many folders as you need to organize your local messages. These files are stored in the following the locations:
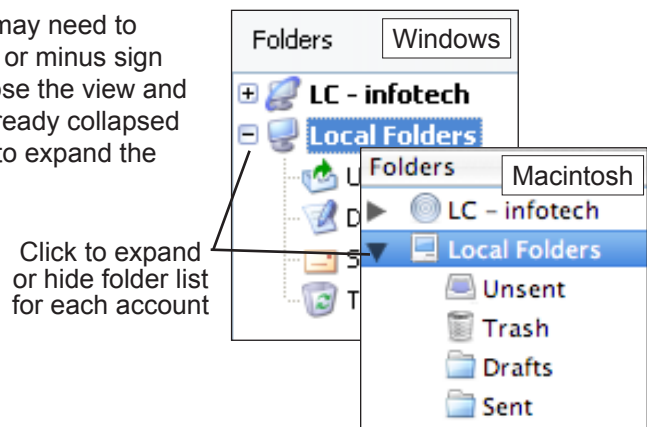
Macintosh:
   Macinthosh HD/ Users/ User (or *your login*)/ Library/ Thunderbird/ Profiles/ xxxxxx.default/ Mail/ Local Folders
Windows:
   C:\Documents and Settings\ *yourlogin*\ Application Data\ Thunderbird\ Profiles\ xxxxxx.default\ Mail\ Local Folders

If you do not see **Local Folders** in your Folders pane you may need to scroll down to the bottom or click the arrow (▼ Macintosh) or minus sign (**–** Windows) to left of your regular account header to collapse the view and hide all of your server folders. Local Folders is probably already collapsed so click the arrow (▶ Macintosh) or plus sign (**+** Windows) to expand the view and see the pre-configured folders.

Click to expand
or hide folder list
for each account
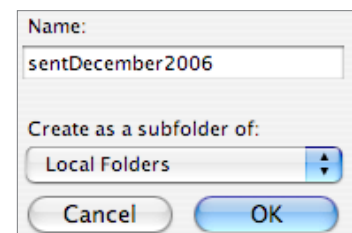
Archiving Your Email

Take a few minutes to think about how you want to organize your archive. The time will pay off when you need to find a specific message.

To create new folders:
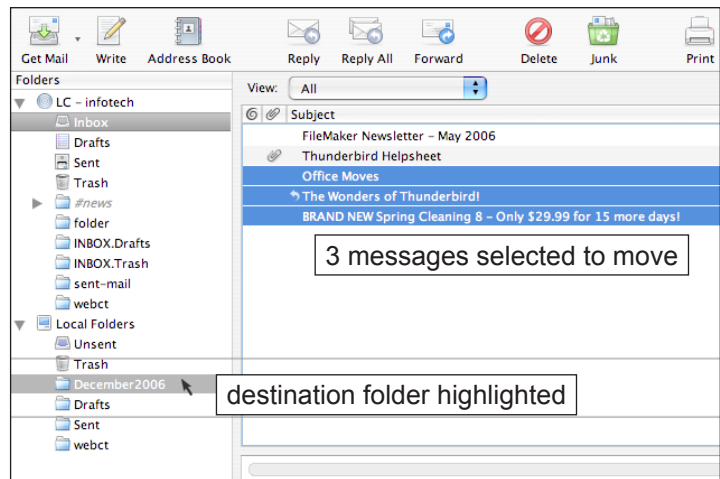
1. Select **File > New > Folder**

2. Type a name for the new folder. If you want to make a folder into which you can put sub-folders, type a forward slash (/) after the name, i.e. - **newfolder** creates a folder to store messages while **newfolder/** creates a folder to store folders.

3. Use the pop-up menu to confirm where the folder will be created. (If you are using Windows, select Local Folders > Choose this for the parent, to select the top level of Local Folders.)

4. Click **OK**.

To move messages from the server to your hard drive:

1. Open the folder on the server so you can see the messages you want to move.

2. Scroll down in the Folders pane so you can see the destination folder.

3. Select the message(s) you want to move and drag them to the destination folder.

   These messages will be deleted from their original location.

3 messages selected to move

destination folder highlighted

To select multiple messages when Select All won't do . . .
Contiguous messages: Select the first message, scroll to the last message and hold the shift key while clicking the last message.
Non-Contiguous messages: Win – Hold the Ctrl key while clicking. Mac – Hold the command key while clicking.

To copy an entire folder from the server to your hard drive:

This is a very simple "drag & drop" process.

1. Click on the folder you want to move, hold the mouse button down and drag it down so that the Local Folders is highlighted and let go of the mouse button.

2. Once the copy is complete you can select the new folder under Local Folders to view the contents. (Depending on the size of the folder the copy may take a while.)
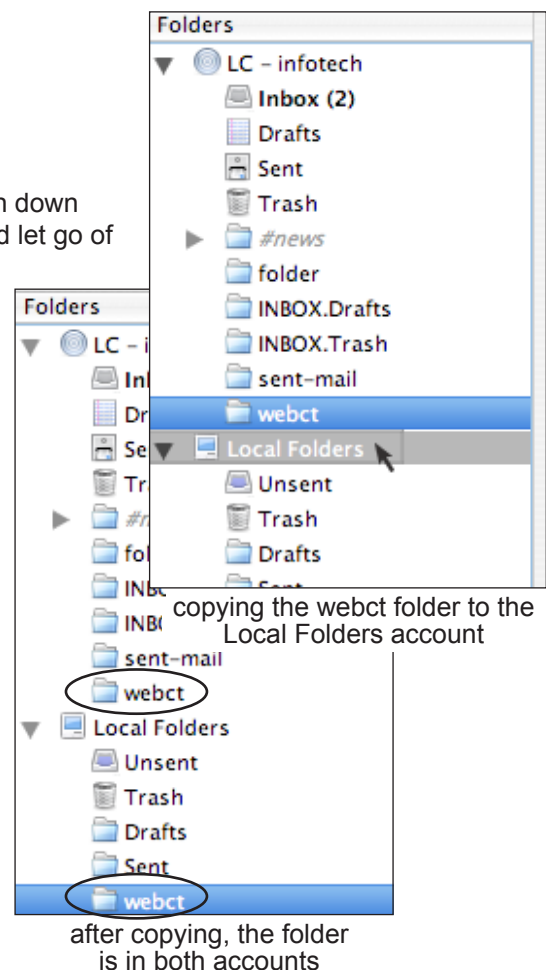
This drag and drop only *copies* the folder, you still need to delete the original from the server.

To delete the entire folder:

1. Go back to your account and select the folder

2. Select **Edit > Delete Folder**

To keep the folder but clear out the current messages (for sent mail, for example)

1. Go back to your account and select the folder.

2. Click once in the Contents pane.

3. Select **Edit > Select All**.

4. Press Delete.

copying the webct folder to the Local Folders account

after copying, the folder is in both accounts

Further Information

Additional Help Sheets are available from the Helpsheets section of Information Technology Website (www.lclark.edu/~infotech).

- If you previously had a local archive in Mulberry and want those files visible to Thunderbird, please see the *Importing Your Mulberry E-Mail Archive to Thunderbird* helpsheet.

- The *Getting Started With Thunderbird* helpsheet may also be useful.