Thunderbird
Archiving Mail

What is Archiving?
To archive email (back-up/store) is to save messages to a local storage media that can be removed and stored away for safekeeping. It is recommended that a USB flash drive is used.

Why Archive?

You’ve Reached Your Mail Quota
Each Montclair State University email account is allocated space on the email server. When a user gets close to reaching their quota they will receive a warning by the email system. When this happens, users should follow the steps below and read the article “I’ve reached my mail quota!” located on oit.montclair.edu under the documentation section.

“I always want an extra backup”
The Division of Information Technology goes to great lengths to ensure the reliability of its services provided. With email as one of the higher priorities, there are multiple backup measures in place. However, there may be scenarios when you prefer to have your own personal backup of your emails.

Archiving Mail to Local Folders:
1) To create a folder in your Local Folders Directory, right-click Local Folders in your directory listing (Figure 1)
2) Select New Folder (Figure 1)
3) Type a name for the new folder (Figure 2)
4) Click Create Folder (Figure 2)
Moving Mail to Local Folders:
1) Open your Inbox or folder that contains the mail you want to archive
2) Highlight the mail to be archived
   - **To select multiple emails next to each other (adjacent):**
     Hold down the Shift Key and click the left mouse button on the last email in the group of items to be archived.
   - **To select multiple emails that are not next to each (non-adjacent):**
     Hold down the Ctrl Key and click the left mouse button on each individual item to be archived.
3) Right-click on the highlighted mail and select Move To
   (Select Copy To if you have not reached your quota and you only want a personal backup)
4) Select Local Folders and click on the new folder you created to store your archived mail
   (Archived messages are now stored on your computer hard drive rather than on the mail server.)

How to Open Mail that has been Archived to Your Local Folders:
1) Under Local Folders, click on the folder that contains the mail you want to open
2) Double-click on the mail item to be opened

**Note:** If you moved the messages (as instructed) to your local folders they now only exist on your local computer. You are at risk of losing any and all of the emails you moved if your computer experiences problems such as hard drive failure, viruses or malware, etc.

*** It is highly recommended that you copy your messages to a USB flash drive as described below. ***
Copying Mail from Local Folders to a USB Flash Drive

Copying mail from your Local Folders to a USB Flash drive is extremely important. In addition to protecting your emails from accidental loss, you can also access your archived mail from another computer. The Division of Information Technology recommends keeping a copy of the archived mail stored away in a secure location.

After following the directions to archive mail, the next step is to copy your archived mail from Local Folders to a flash drive.

You will first need to find where your local mail folder is located on your computer.

**How to Find the Local Folder Directory Path:**
1) In Thunderbird, click **Tools** from the menu (If you do not see Tools, hit the **Alt** key on the keyboard then click **Tools**)
2) Click **Account Settings**
3) Click **Local Folders** (make a note of the path listed under “Local directory:”)

The default local folder directory path will show under Local Directory. Following are examples based on your operating system:

**Windows 7:**
C:\Users\netid\AppData\Roaming\Thunderbird\Profiles\xxyyzz.default\Mail\Local Folders

**Windows XP:**
C:\Documents and Settings\netid\Application Data\Thunderbird\Profiles\xxyyzz.default\Mail\Local Folders

**Mac OS X:**
/Users/netid/Library/Thunderbird/Profiles/xxyyzz.default/Mail/Local Folders

**NOTE:** The above bold information *(netid)* and *(xxyyzz.default)* changes per user.

4) Highlight the path under Local Directory
5) Right-click in the highlighted area and click on Copy
6) Click Cancel to exit Account Settings
Accessing the Local Mail Folder

**Windows XP**
1) Click **Start**
2) Click **Run**
3) Right-click and Select **Paste**
4) Click **OK**

**Windows 7**
1) Click **Start**
2) Right-click inside the search box directly above the Start button
3) Select **Paste**
4) Press **Enter**

**Mac OS X**
1) Click **Finder**
2) Click **Go**
3) Select **Go to Folder**
4) Right-click (or Use ⌘V) and select **Paste**
5) Click **Go**

- We recommend making a folder within your flash drive called **Archived Mail**.
- Copy the contents of the local mail folder (above) to the **Archived Mail folder** on your flash drive.

**Congratulations! You have successfully archived your Montclair State email and copied it to a flash drive! Keep the flash drive in a safe place.**