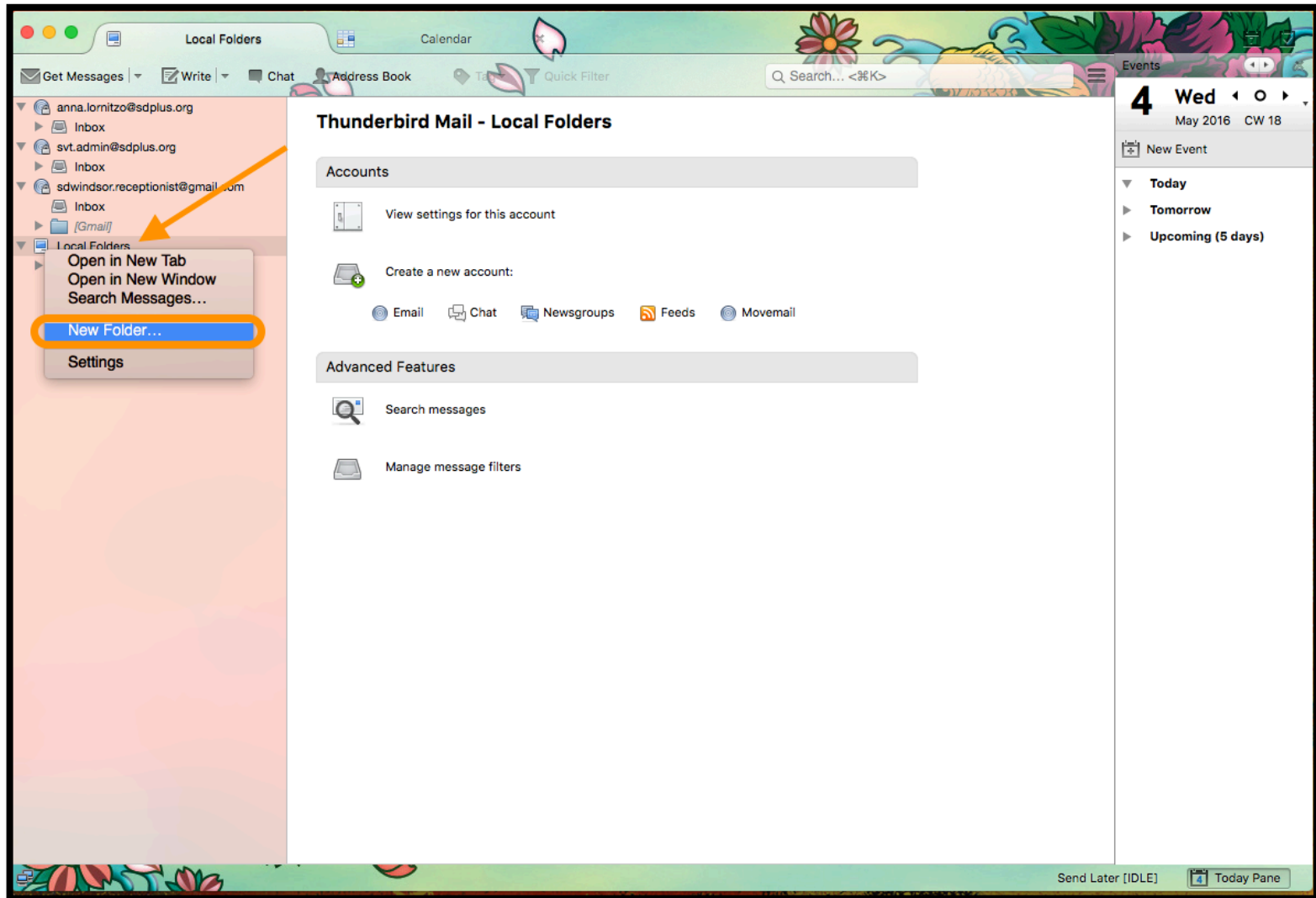# Thunderbird: Archive Mail Locally on Mac

This guide will show step-by-step instructions for archiving e-mails locally on your computer. This is necessary to save space on the webhost server.
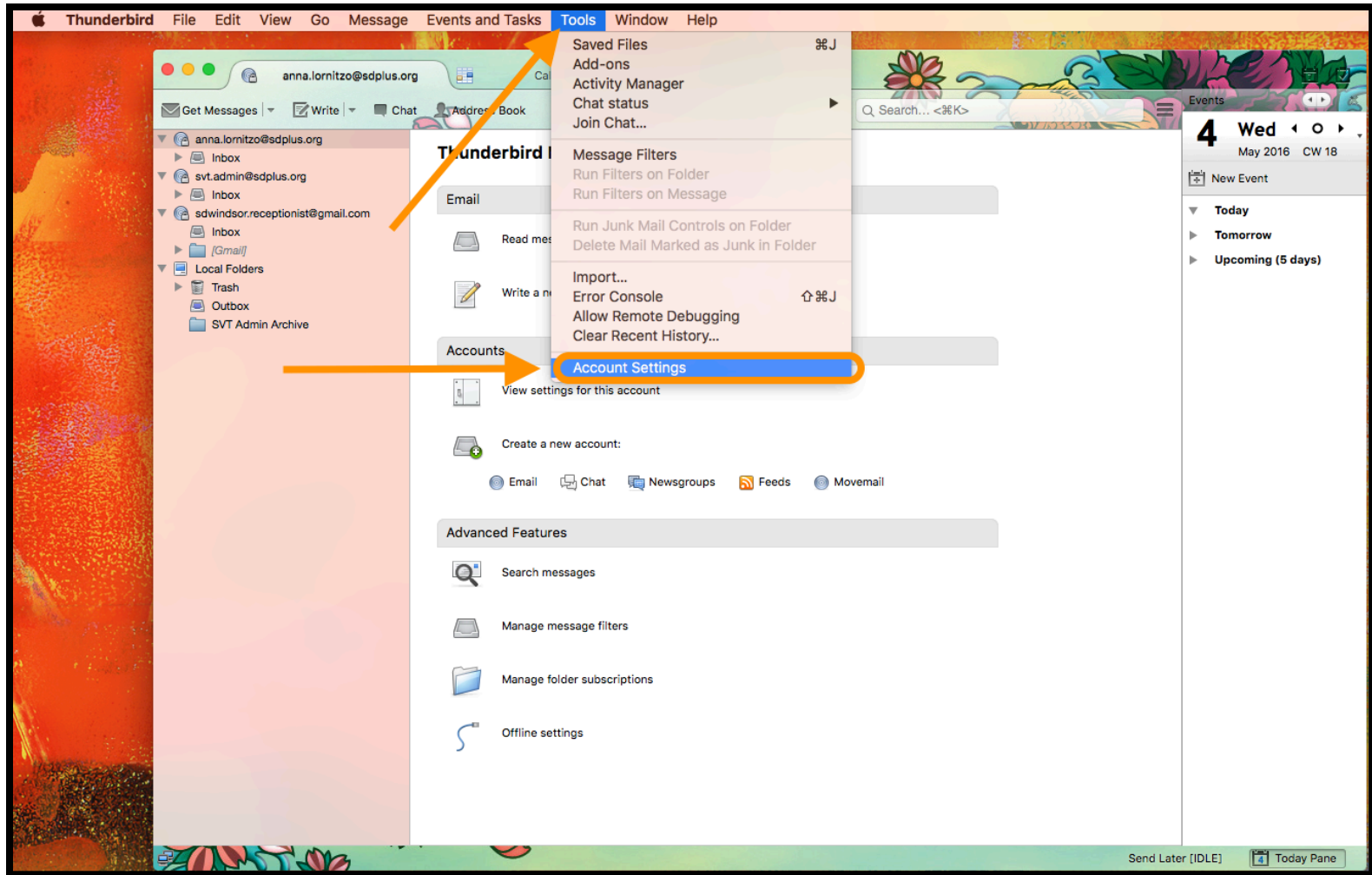
After opening the Thunderbird application, find Local Folders in the left side column of the window. Right click or Ctrl+Click on Local Folders and select New Folder.

# Name the new folder as you would like to see it. When ready click Create Folder.
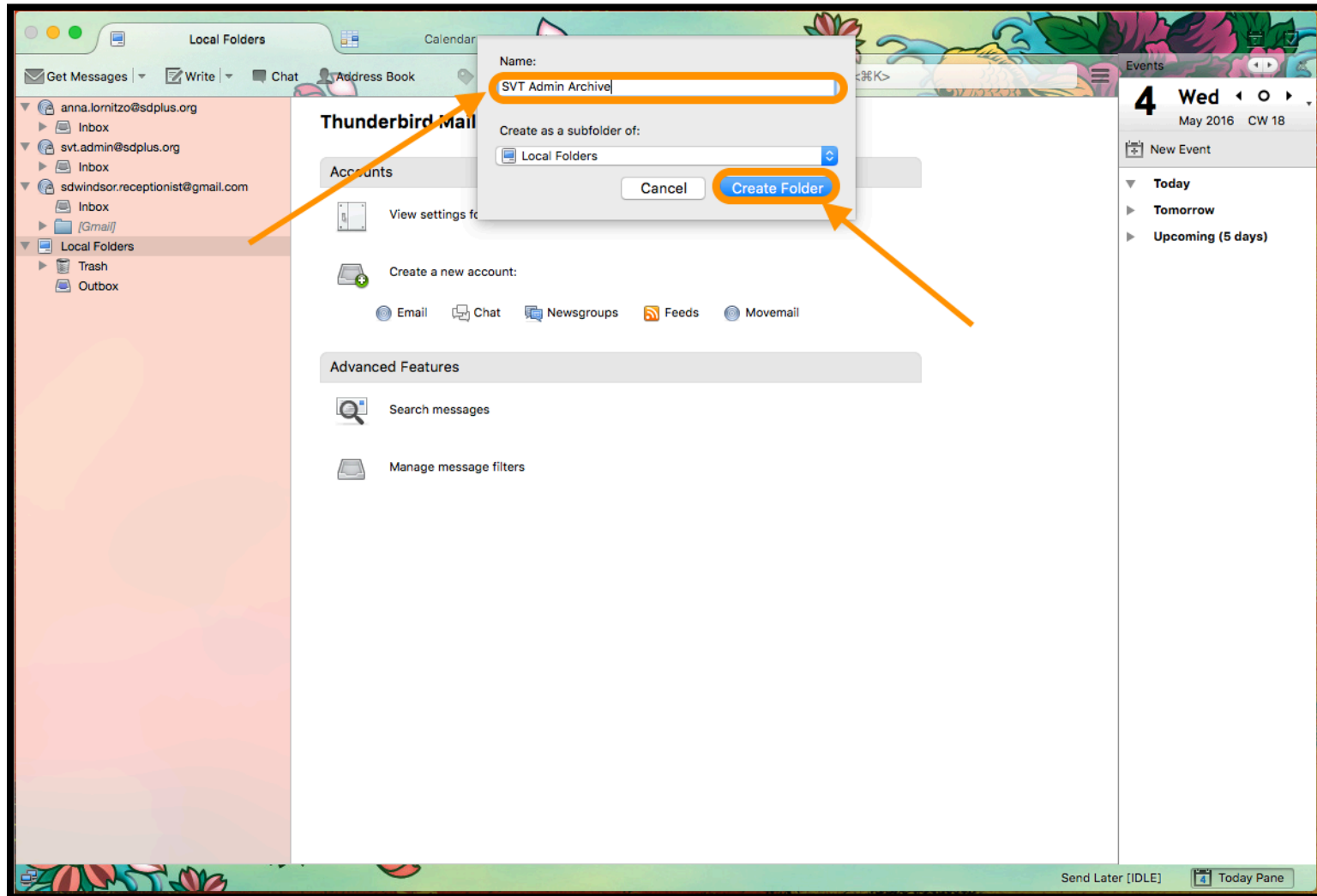
Go to Tools in the menu bar at the top of the screen and select Account Settings.

In the window that opens go to 1. Copies & Folders under the e-mail account you want to set up archiving for. 2. Choose other and 3. find Local Folders in the drop down menu to the right. 4. Select the folder you just created. 5. Go to Archive Options.
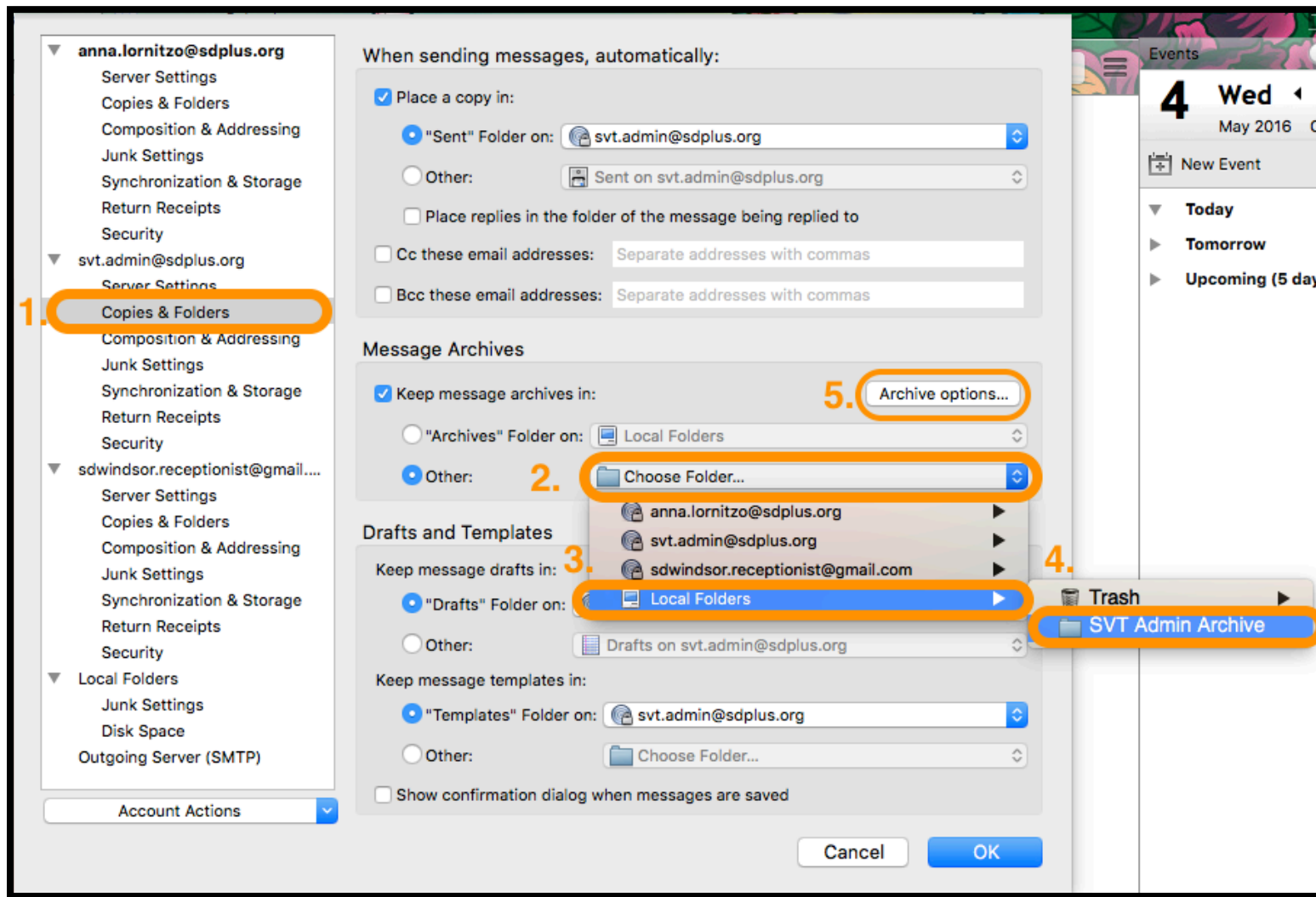
In the window that opens select how you would like the folder to organize e-mails. If you get a high volume of e-mails it is a good idea to select Monthly archived folders. The example window will show you what you can expect to see. Click OK when ready. Click OK on the Account Settings window when ready.
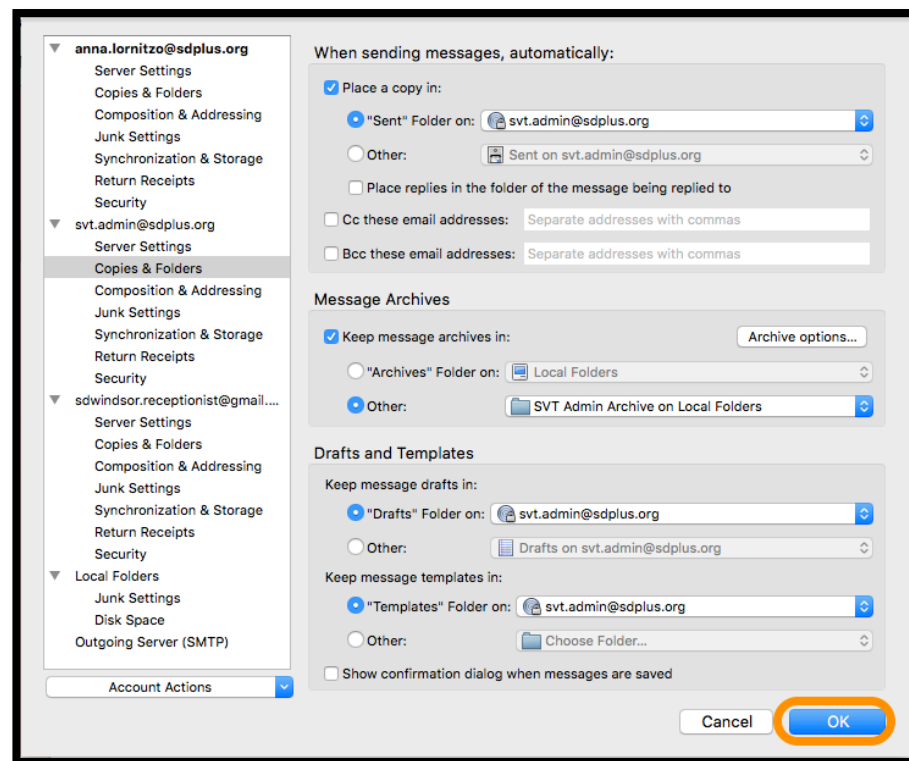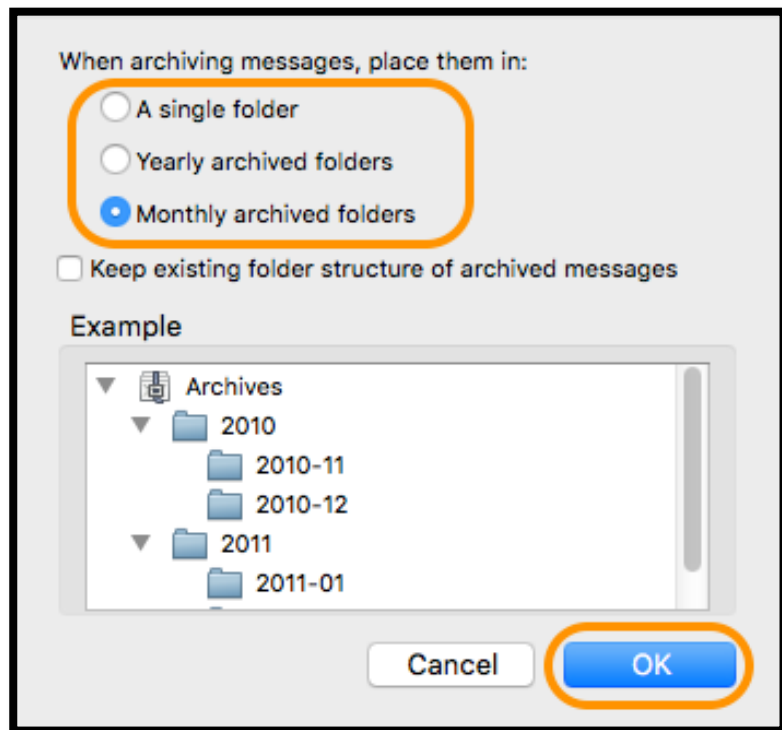
# Testing the Archive Function:

Select an e-mail from the account you have just set up for archiving. Right click or Ctl+click on the e-mail and select Archive. A message window may pop up asking if you want to compact your messages. Choose Compact Now. The e-mail should disappear.
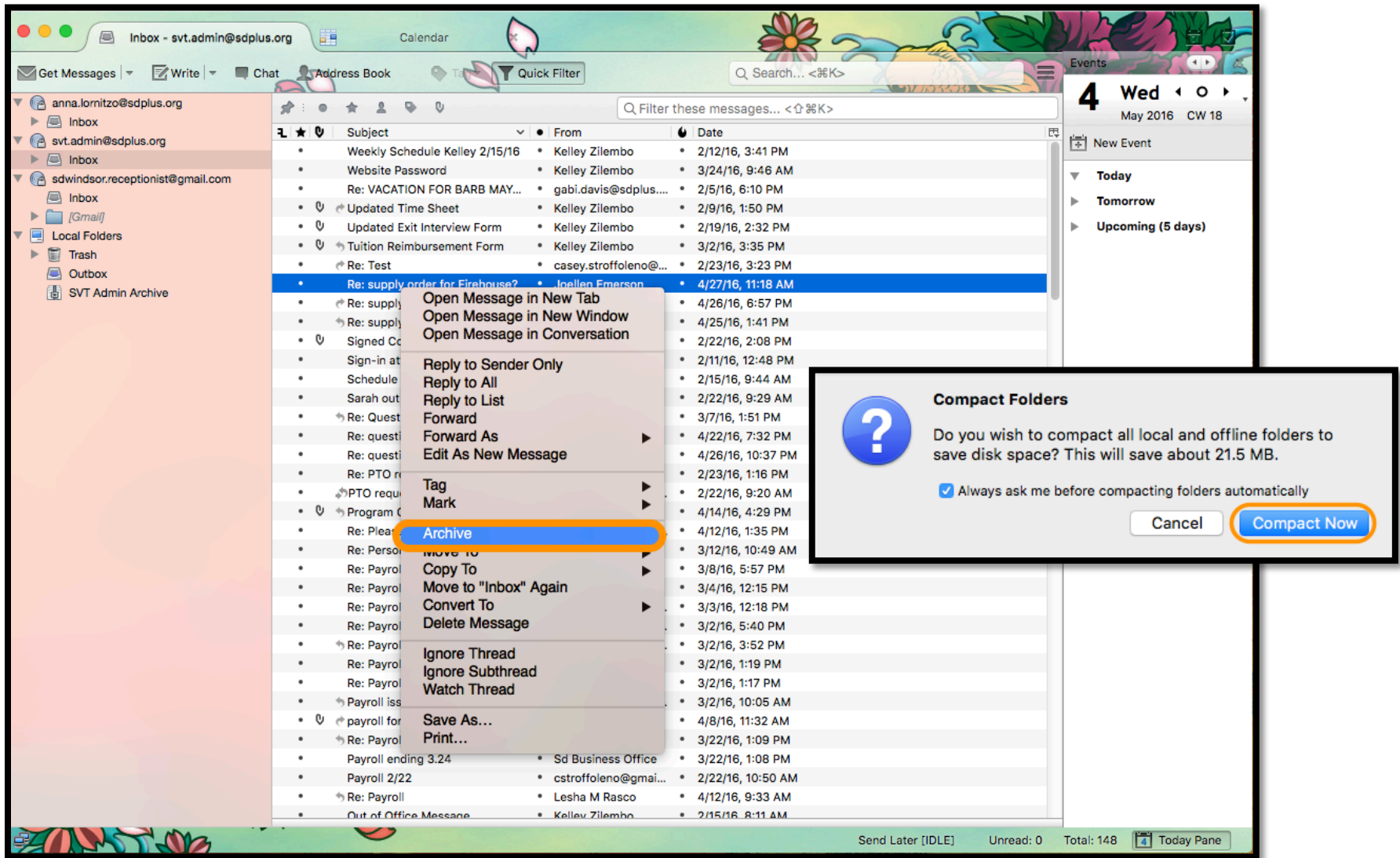
Find your newly created archive folder under the Local Folders. If you chose to have the archive folder organized by month, there will be a folder for the year with a sub folder for the month. You should see the archived e-mail in the archive folder.
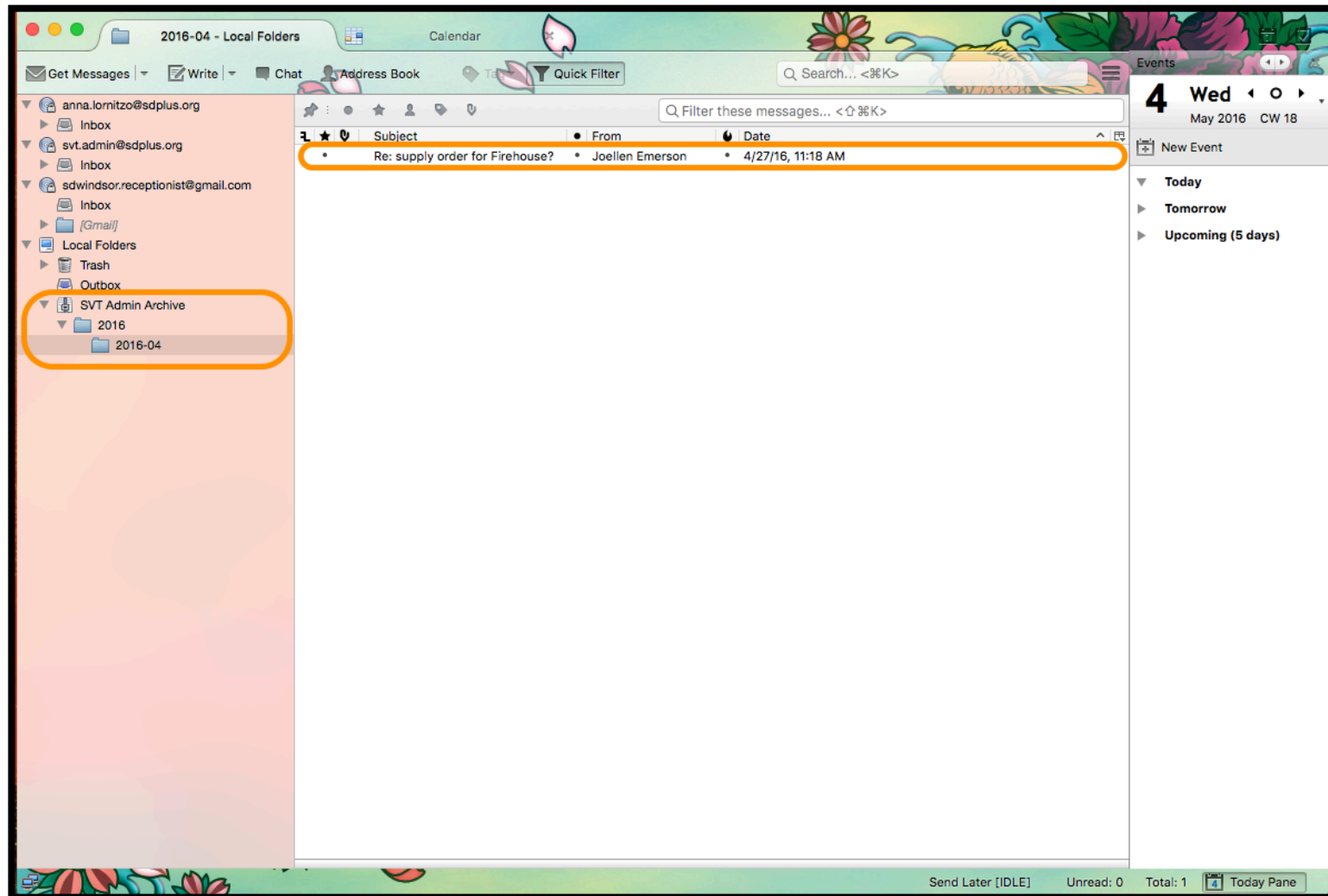
To archive all e-mails press ⌘+a to select all, then right click or Ctrl+click and select Archive from the menu that opens. Do the same for your Sent folder.

Alternatively you can sort through you e–mails and delete what you do not need to keep and archive what you do.
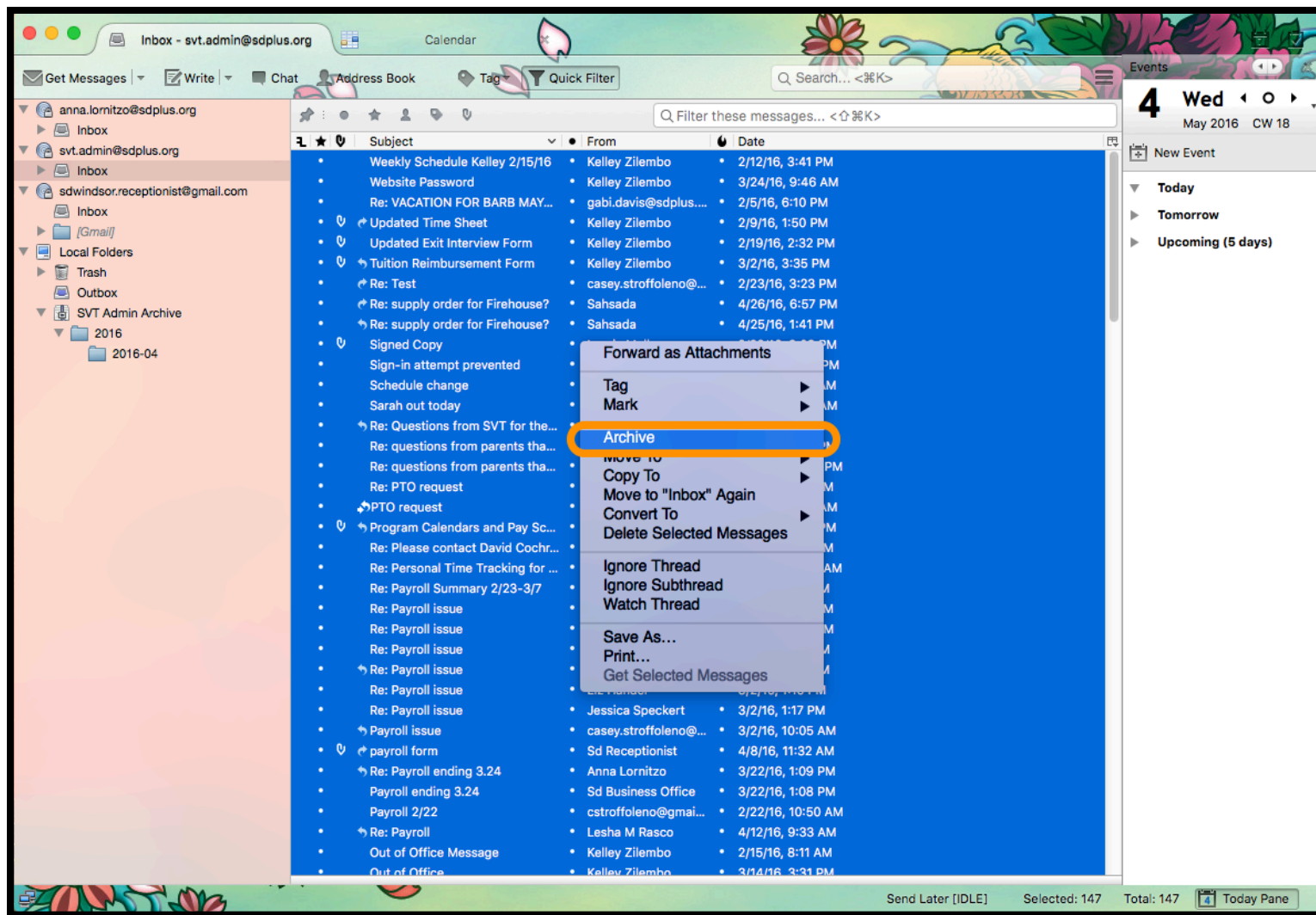
The archived e-mails will be organized in folders by year or month under the archive folder depending on which option you chose in the Advanced section. The image below shows a monthly organization of e-mails.
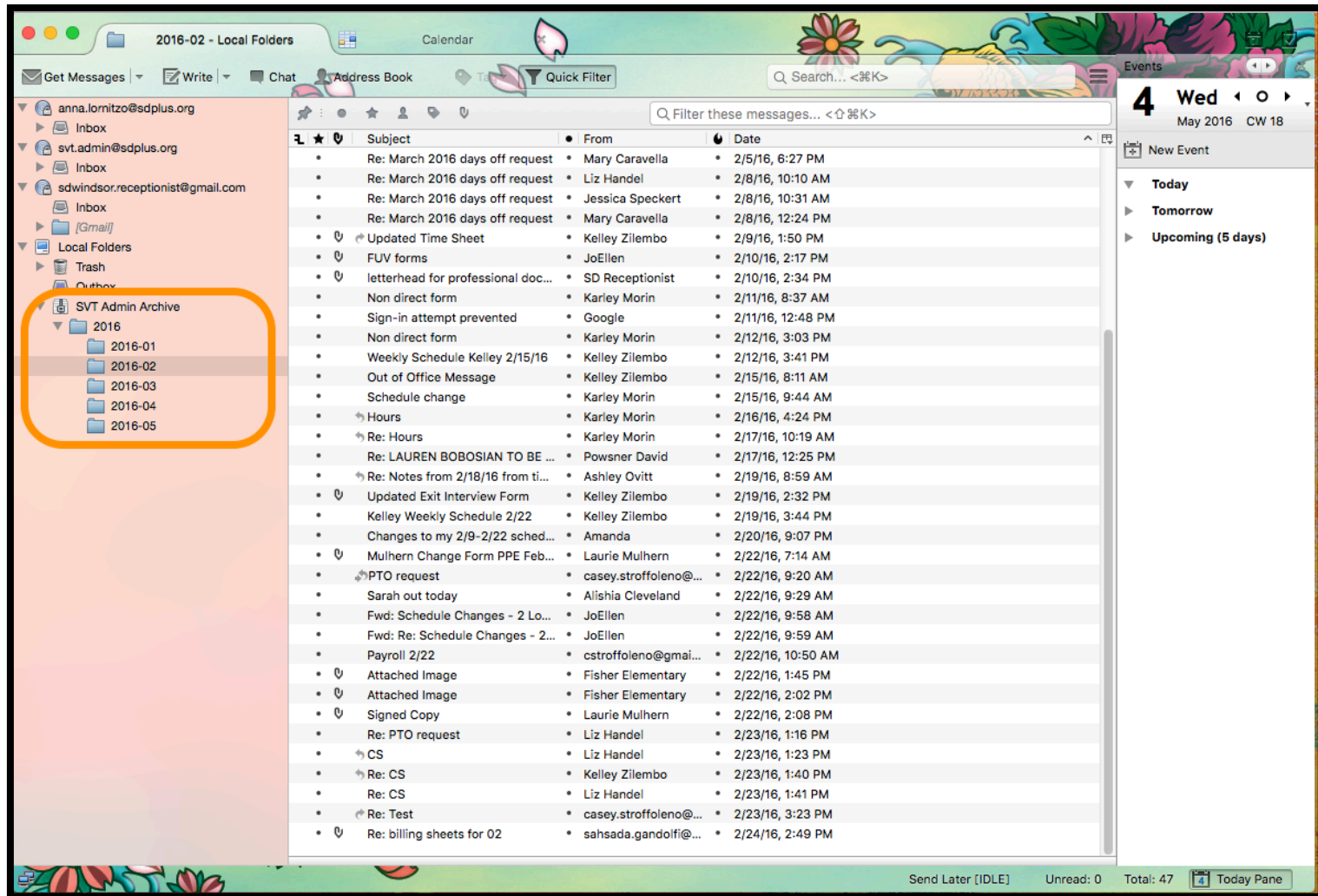
The folders can still be searched with the Quick Filter function at the top of the window as well organized by clicking the titles of each column.
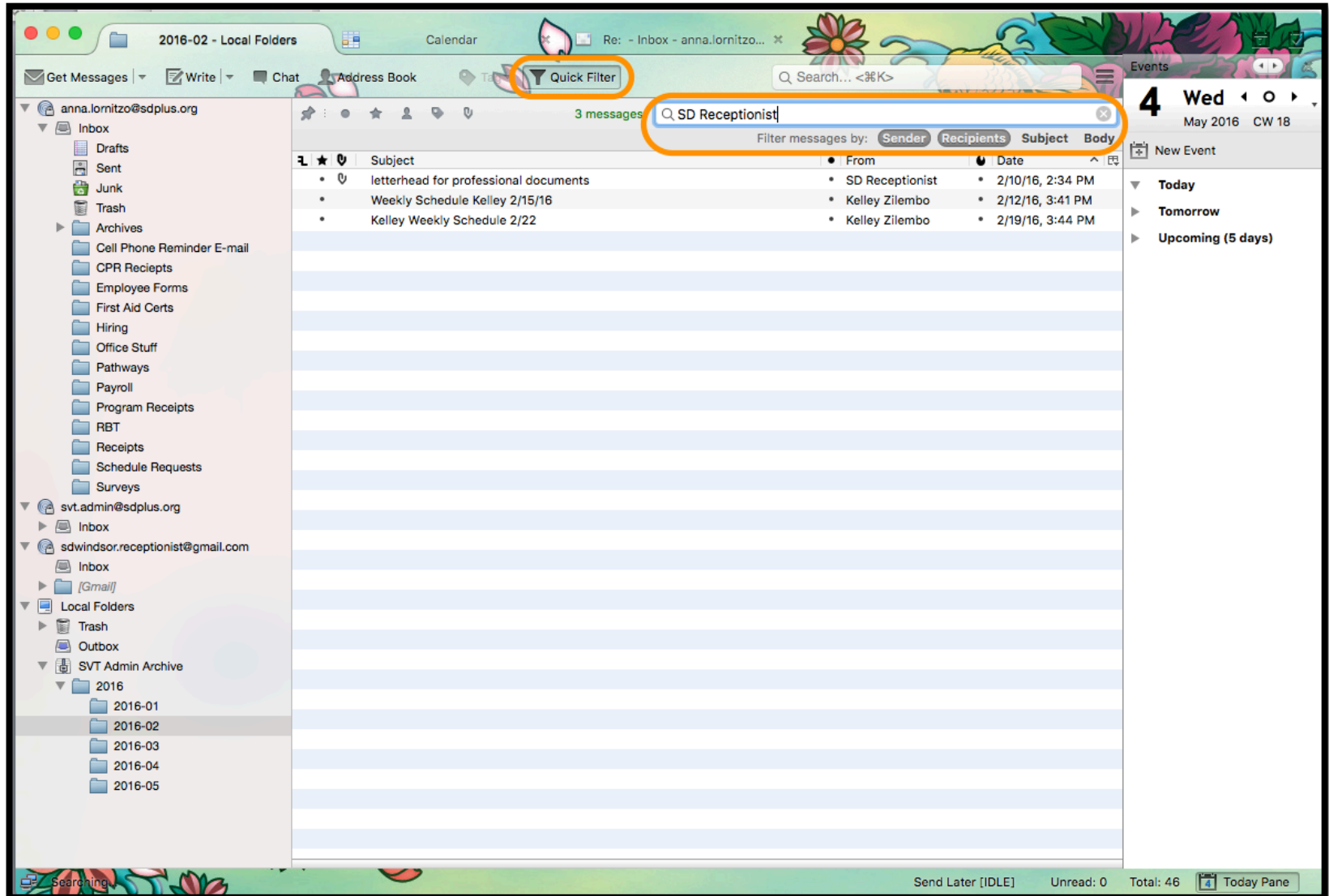
# Setting up a Signature:

S<sup>D</sup> e-mails should all use the standard signature for outgoing mail. Use the below format and confidentiality notice for your signature.

FullName here
sdplus.org email here
Sd Associates LLC
37 Talcott Road, Suite 114   (Change address to fit location)
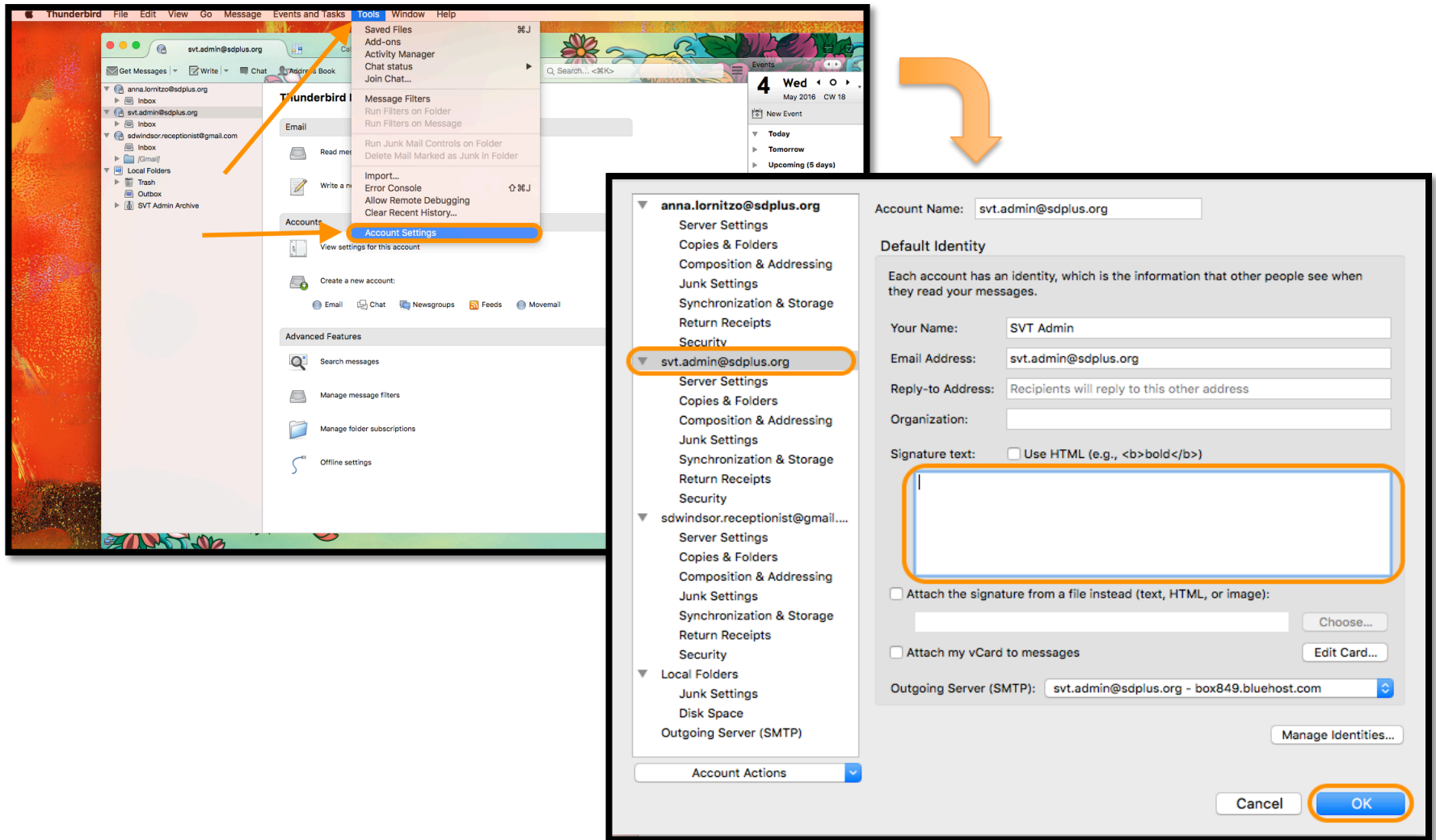Williston, VT 05495            (Change to fit Location)
Phone number: cell
Fax Number: facsimile
www.sdplus.org

CONFIDENTIALITY NOTICE: The information contained in this transmission may be privileged, confidential and protected from disclosure under Federal Confidentiality Laws (42 CFR Part 2 and 45 CFR Parts 160-164). Any dissemination, distribution, or duplication of this communication is strictly prohibited without the consent of the writer. If you are not the intended recipient, or you have received this communication in error, please notify the sender immediately at the email address above or delete this email.

To setup a signature go to Account Settings. Select the account you want to setup a signature for. And enter the your information along with the confidentiality notice as seen on the previous page into the Signature text box. Click OK when done.
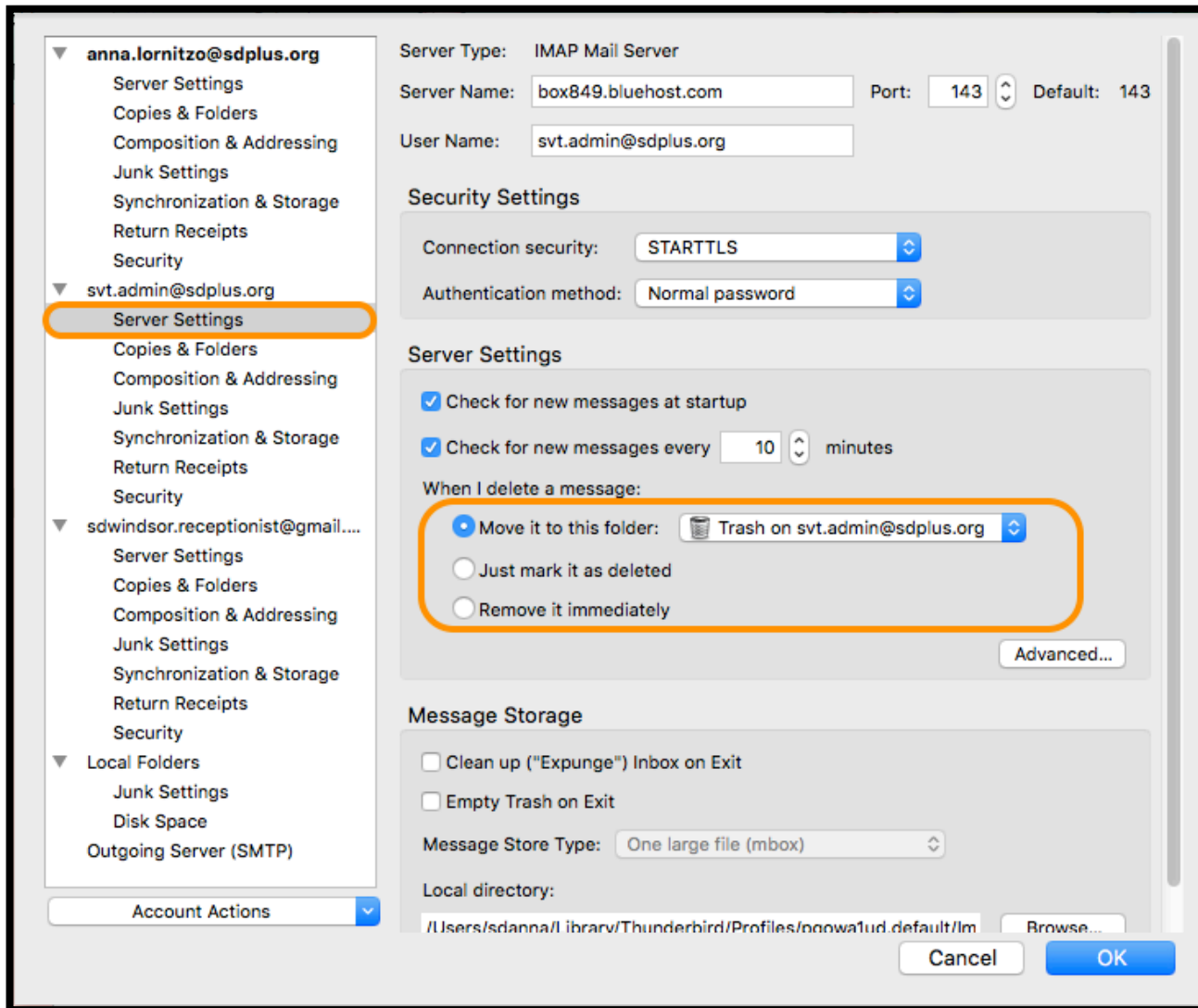
# Junk Settings:

While in the Account Settings window, go to Junk Settings to enable junk filters in case any spam makes it past the webhost. Junk messages should be set to go to the Junk folder on the sdplus.org account.
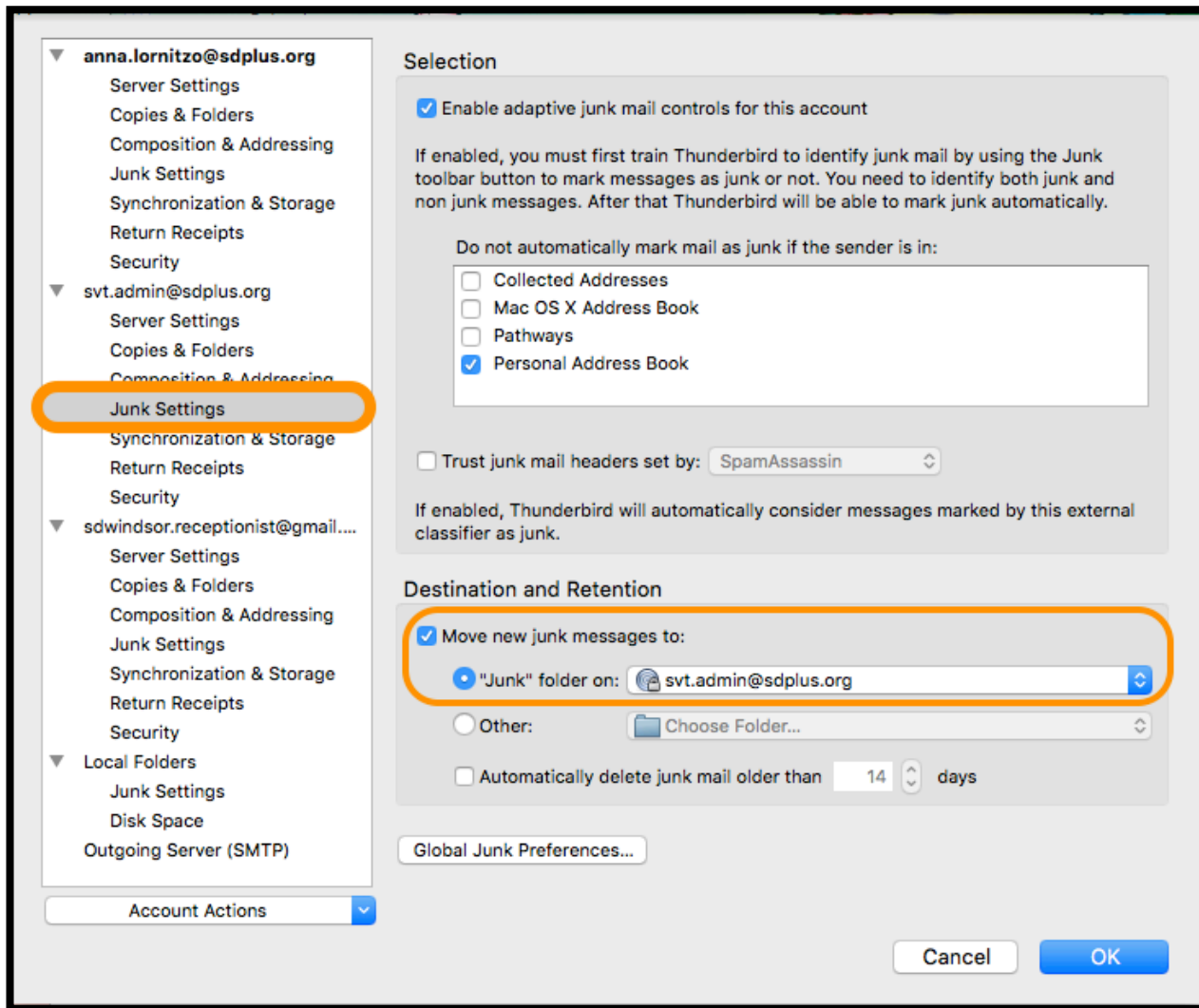
Next, go to Server Settings and make sure that deleted messages are moved to the Trash on the sdplus.org account.

Finally, go to Synchronization and Storage and set your account to delete messages older than 365 days. Select OK when finished.
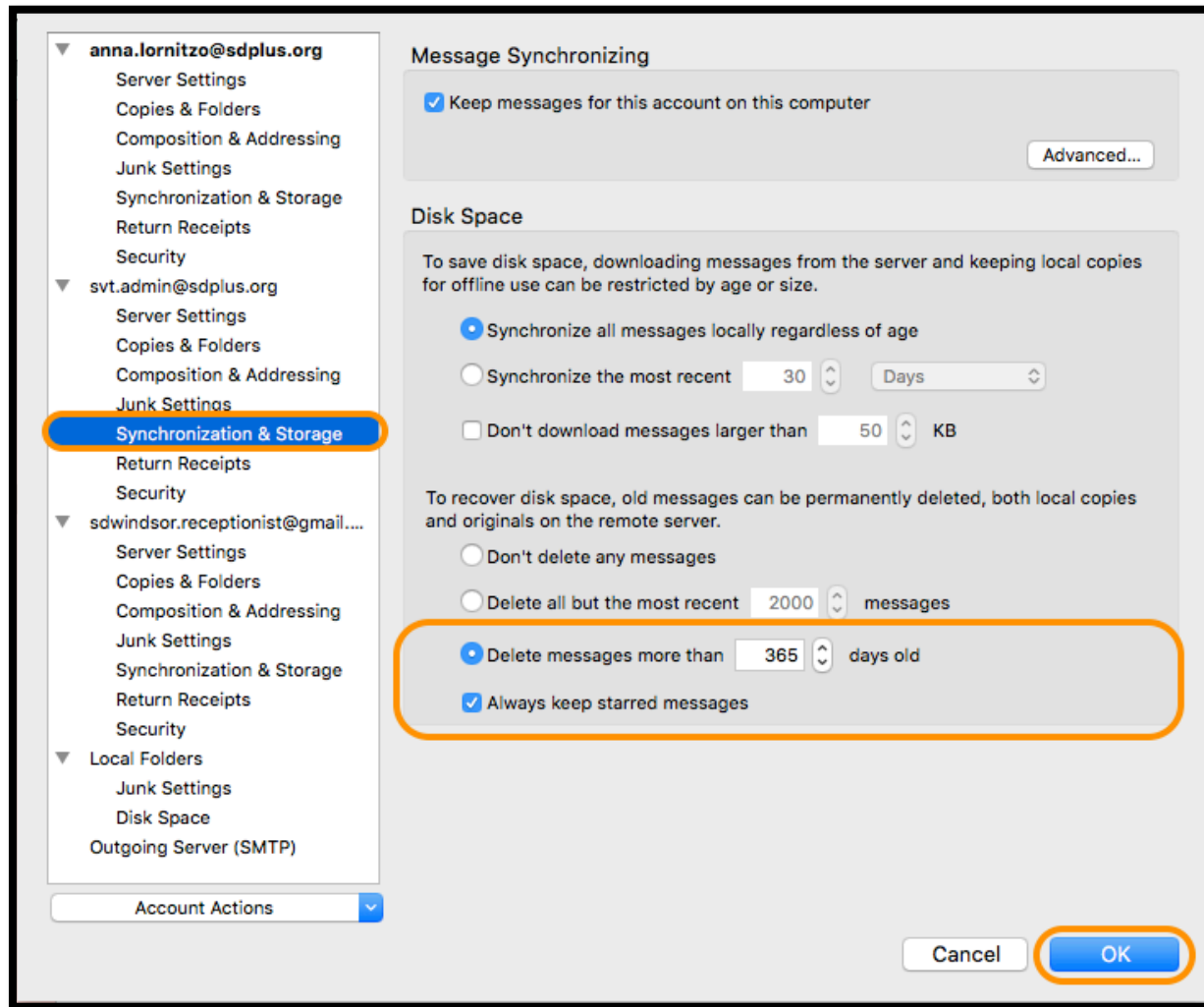


After carefully reading through this tutorial please contact IT if you have further questions.