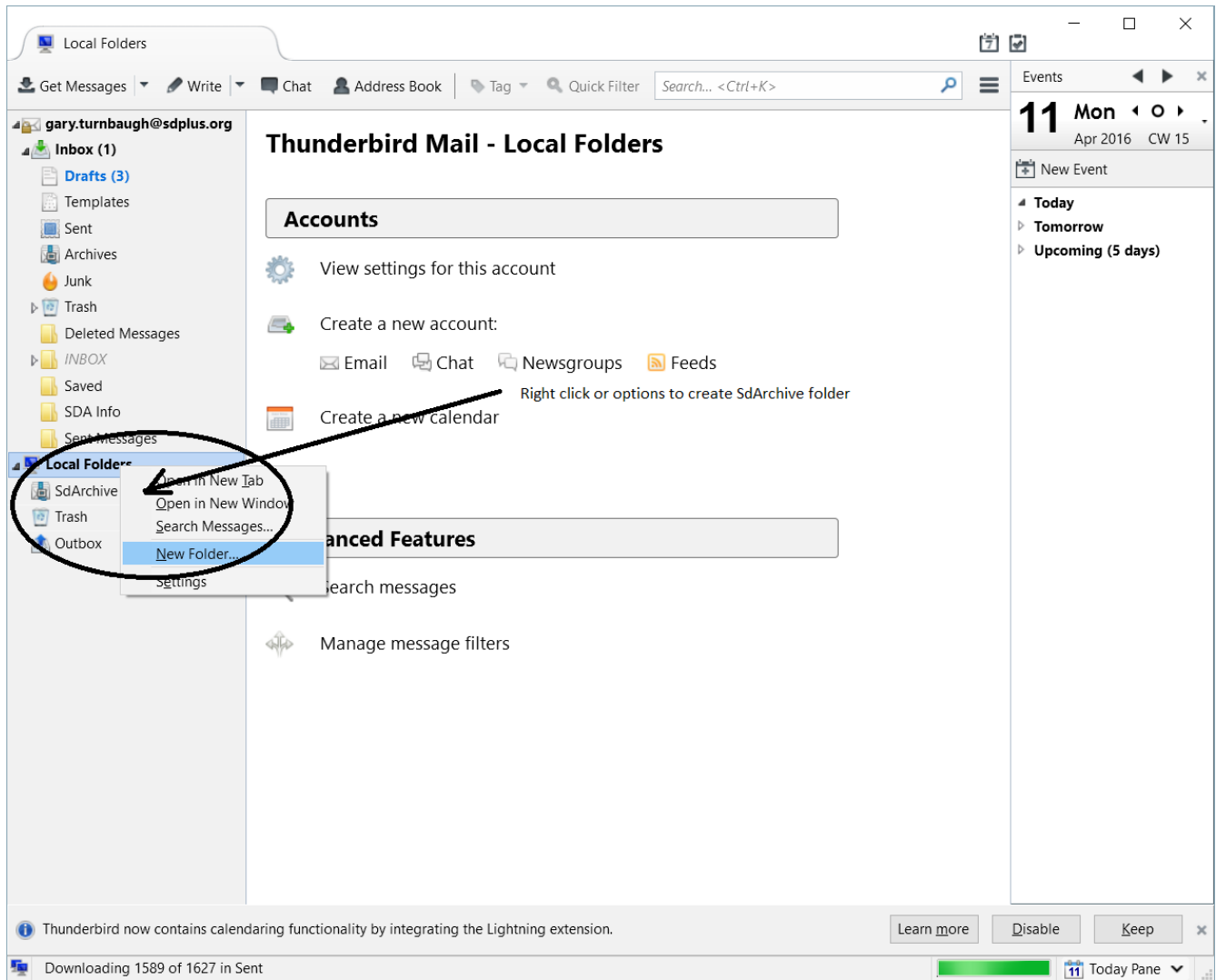
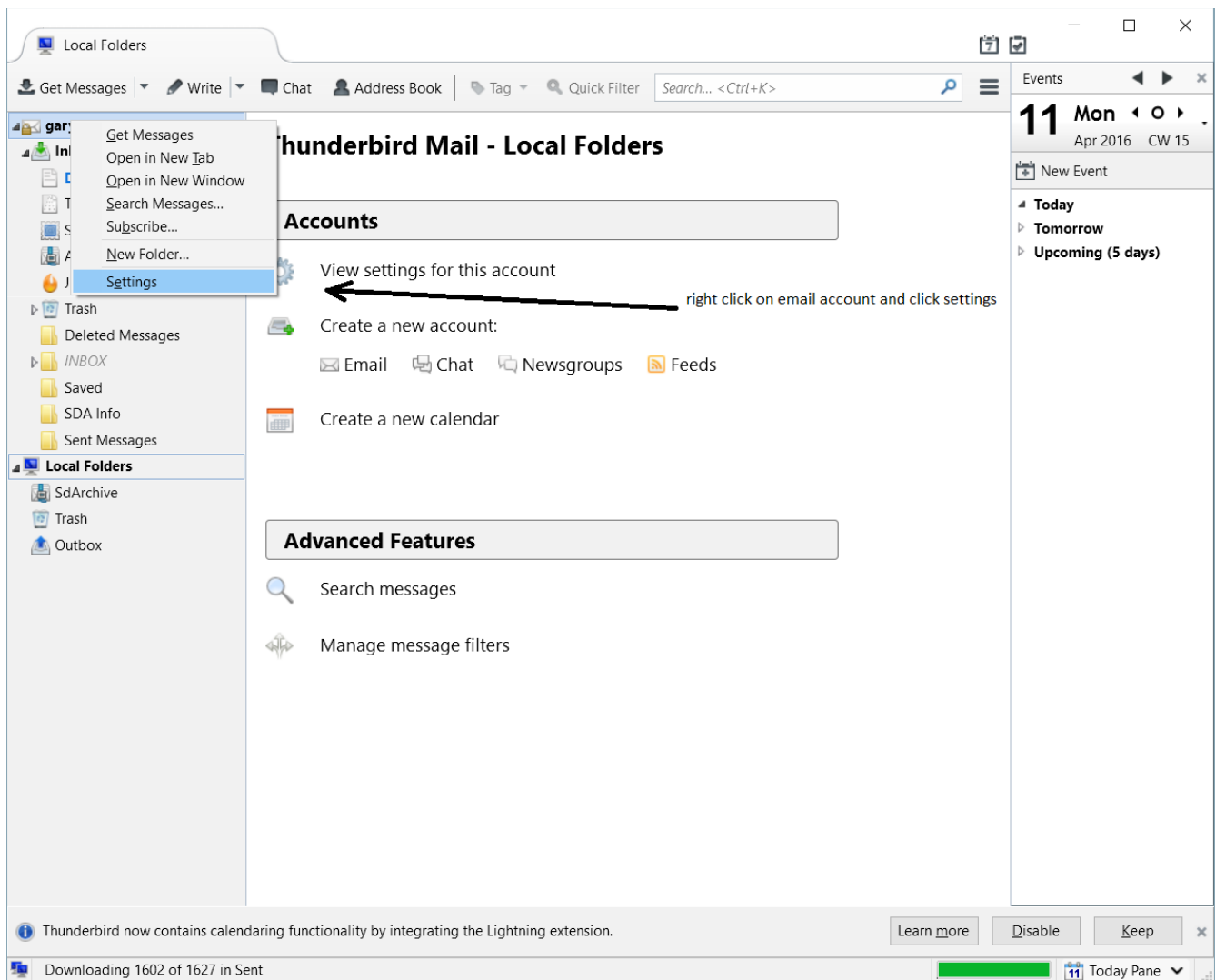


To Configure Thunderbird for Archiving



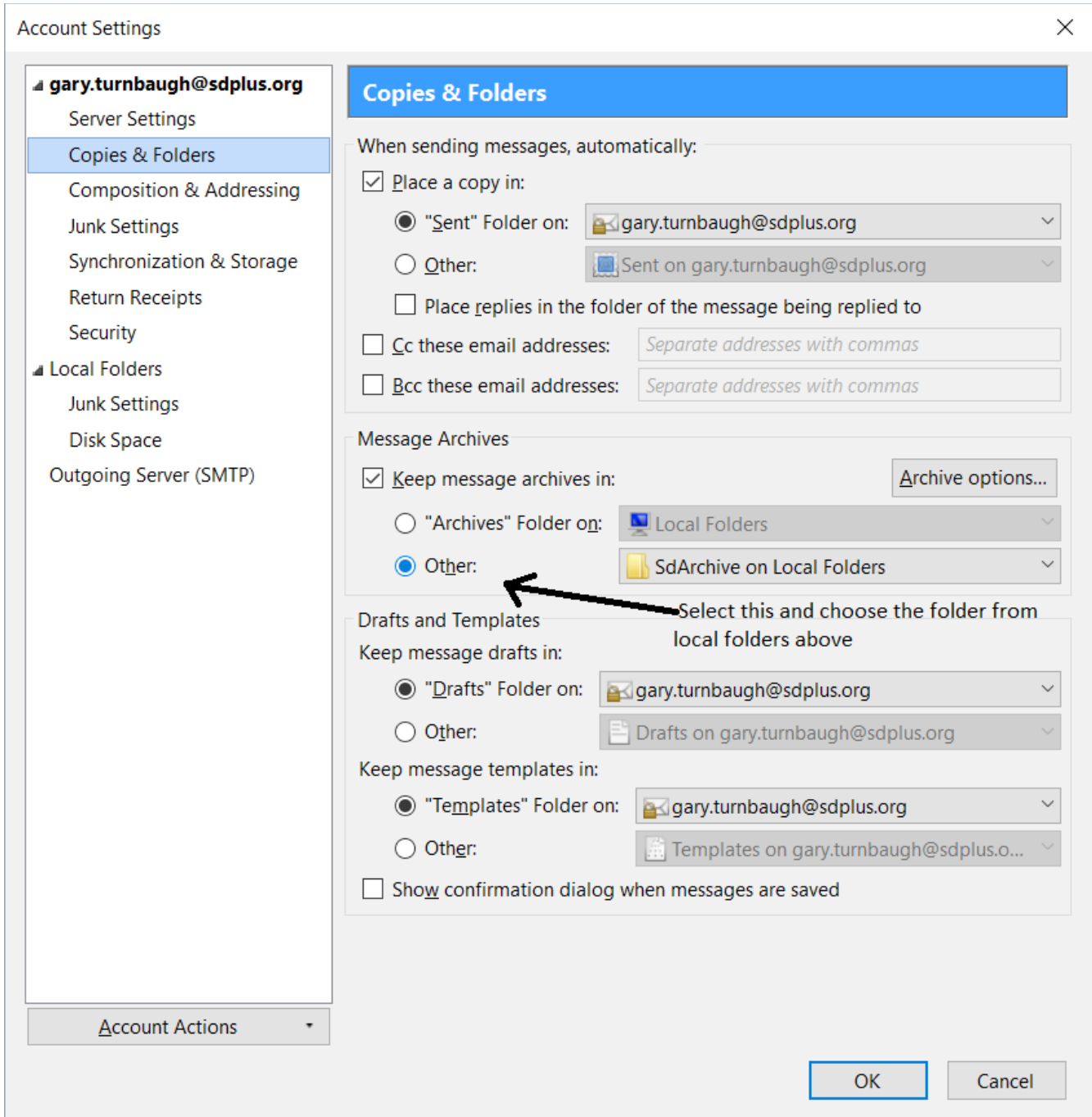
After folder creation

Either right click or highlight the email address and click “View settings for this account”

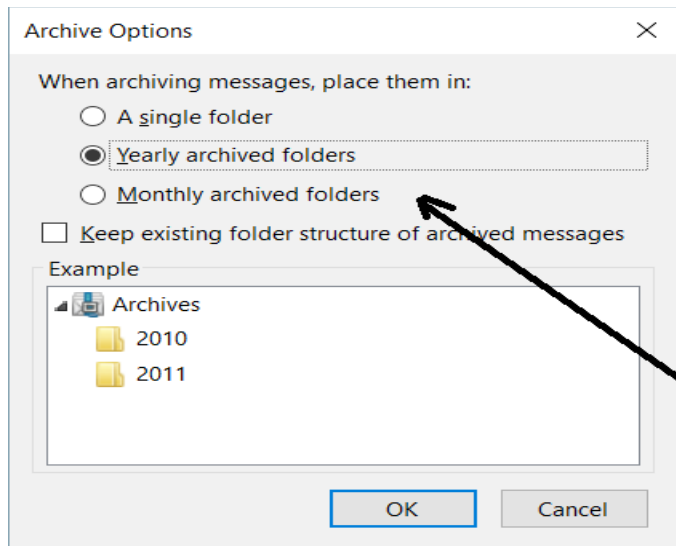


Select Copies and Folders

when you select local folders there will be another folder to see SdArchives



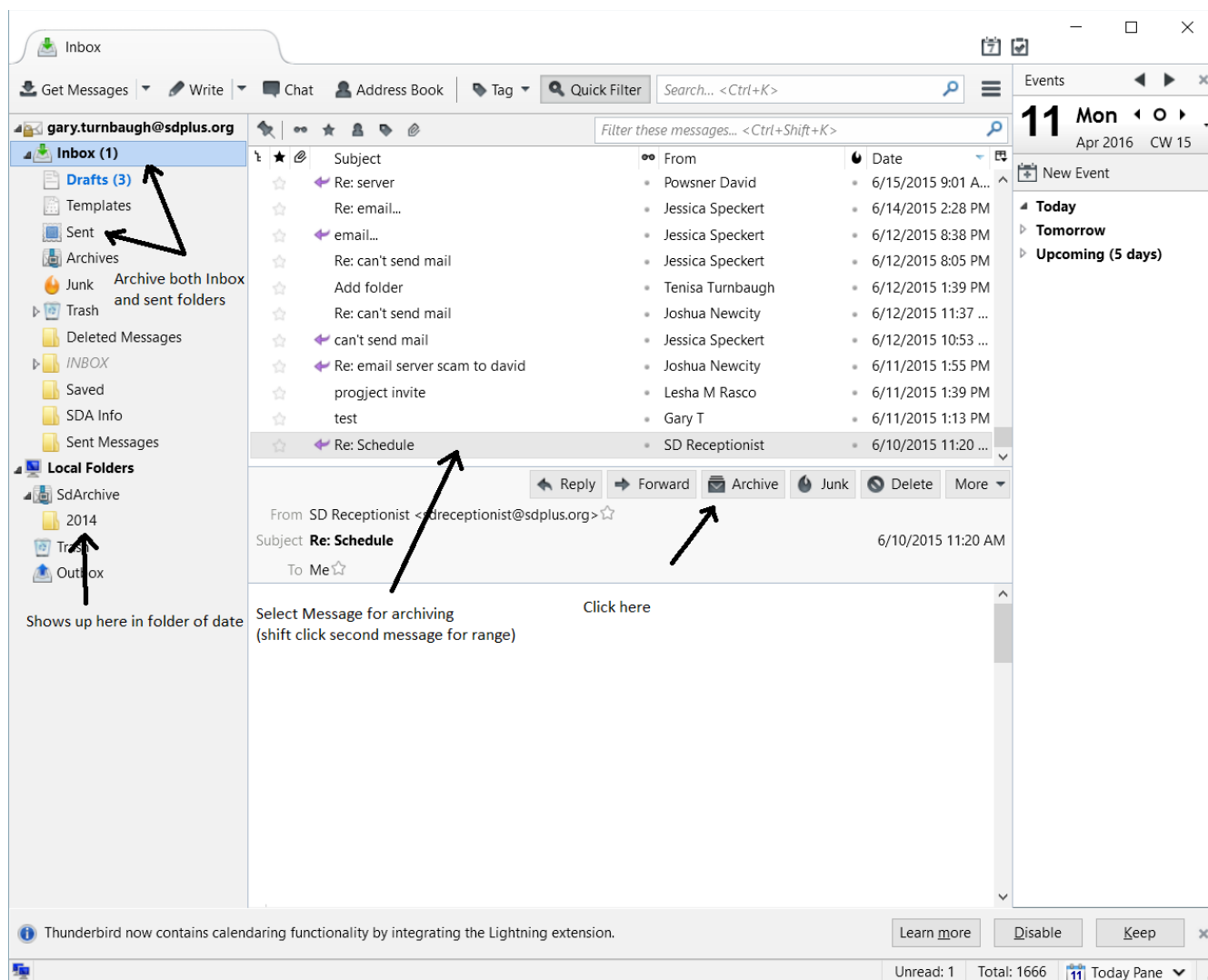
Select Archive Options



Make sure selected so it creates sub folders according to year

Choose monthly if your email is storage is large

Test by selecting a file to archive
And it should create folders under them by date



Please Copy and paste to image below if you don't have a 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.

▲ gary.turnbaugh@sdplus.org

- Server Settings
- Copies & Folders
- Composition & Addressing
- Junk Settings
- Synchronization & Storage
- Return Receipts
- Security
- ▲ Local Folders
 - Junk Settings
 - Disk Space
 - Outgoing Server (SMTP)

Account Settings - <gary.turnbaugh@sdplus.org >

Account Name: gary.turnbaugh@sdplus.org

Default Identity

Each account has an identity, which is the information that other people see when they read your messages.

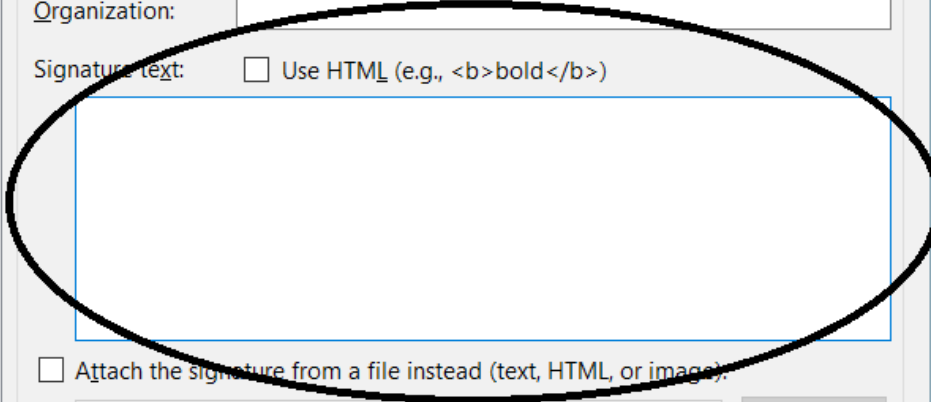
Your Name: Gary Turnbaugh

Email Address: gary.turnbaugh@sdplus.org

Reply-to Address: Recipients will reply to this other address

Organization:

Signature text: Use HTML (e.g., bold)



paste and edit signature here

Attach the signature from a file instead (text, HTML, or image):

Choose...

Attach my vCard to messages

Edit Card...

Outgoing Server (SMTP): gary.turnbaugh@sdplus.org - box849.bluehost.co... ▾

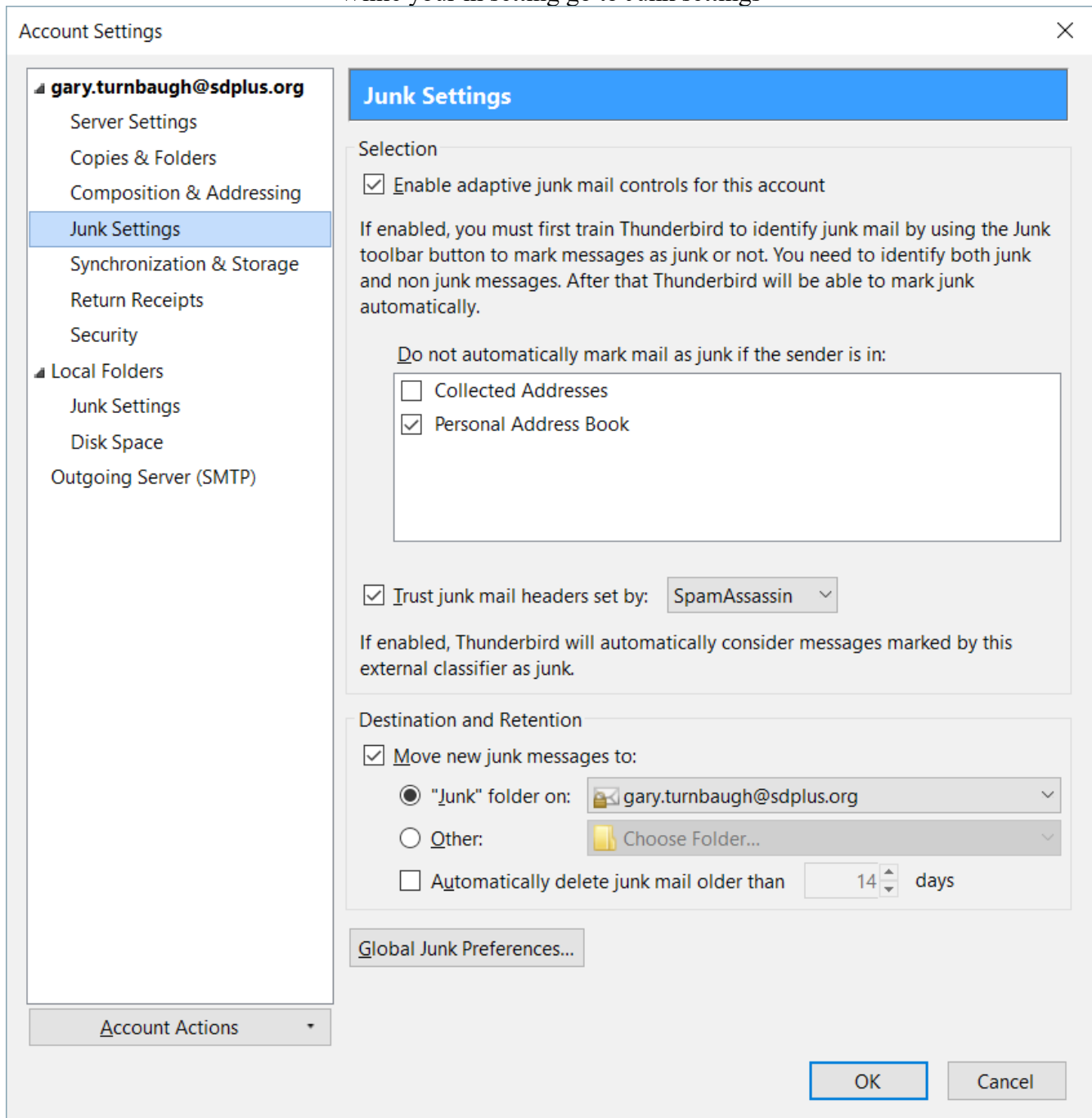
Manage Identities...

Account Actions ▾

OK

Cancel

While your in setting go to Junk settings



make sure junk filters are enabled in case spam makes it past webhost

Set Deleted messages to stay on server for virus safety

Account Settings

gary.turnbaugh@sdplus.org

- Server Settings
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Server Settings

Server Type: IMAP Mail Server

Server Name: Port: Default: 993

User Name:

Security Settings

Connection security:

Authentication method:

Server Settings

Check for new messages at startup

Check for new messages every minutes

When I delete a message:

- Move it to this folder:
- Just mark it as deleted
- Remove it immediately

Message Storage

Clean up ("Expunge") Inbox on Exit

Empty Trash on Exit

Message Store Type:

Local directory:

Should look like this with your email address on it

When all is been archived that needs to be 1 year or further back

set this make sure from then on archive before a year remember archives are searchable

Account Settings

gary.turnbaugh@sdplus.org

- Server Settings
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Synchronization & Storage

Message Synchronizing

Keep messages for this account on this computer

Advanced...

Disk Space

To save disk space, downloading messages from the server and keeping local copies for offline use can be restricted by age or size.

- Synchronize all messages locally regardless of age
- Synchronize the most recent Days
- Don't download messages larger than KB

To recover disk space, old messages can be permanently deleted, both local copies and originals on the remote server.

- Don't delete any messages
- Delete all but the most recent messages
- Delete messages more than days old
- Always keep starred messages

Account Actions

OK Cancel

After creating SdArchive folder and Archiving Inbox and sent folders, set this policy

