

## Set Thunderbird to Delete Old Emails Automatically

### *OPTION A: Remove Old Mail Automatically From a Folder*

To make Mozilla Thunderbird delete old emails in a specific folder (such as JUST your Sent folder or JUST your Inbox) automatically:

1. Click on the desired folder with the right mouse button.
2. Select **Properties...** from the menu.
3. Go to the **Retention Policy** tab.
4. Make sure **Use server defaults** or **Use my account settings** is not checked.
5. Check either **Delete all but the most recent \_\_\_ messages** (or **Delete all but the last \_\_\_ messages**) or **Delete messages more than \_\_\_ days old**.
6. Typically, make sure **Always keep starred messages** is checked; this allows for an easy way to preserve emails.
7. Enter the desired time or message count.
  - Keeping about 30 days or 100 messages in a **Trash** folder usually works fine.
  - Even for something like your default inbox, 90 days can work well.
8. Click **OK**.

### *OPTION B: Remove Old Mail Automatically for an Entire Email Account*

To set a default policy for an account that has Mozilla Thunderbird delete old emails across folders in the account:

1. Select **Preferences > Account Settings** from the Mozilla Thunderbird menu.
2. You can also select **Tools > Account Settings** from the menu.
3. Go to the **Synchronization & Storage** category for the desired account in the **Account Settings** window.
4. Make sure you checked **Delete all but the most recent \_\_\_ messages** or **Delete messages more than \_\_\_ days old**.
5. If you are prompted:

Click **OK** in the **Confirm permanent, automatic deletion of messages** dialog.

- Do keep in mind that **messages you did want to keep may inadvertently be deleted** with this setting; do, perhaps, not rely on your starring messages to retain them.
- At the same time, chances are you will not miss any messages older than, say, a year that have been permanently deleted.
- You can adapt the default settings for any individual folder to either keep more or less mail or to turn off automatic deletion altogether; see above (option A).

6. Click **OK**.