



Procedure To Archive Email From Server To Local Folders

Any emails & folders you have here are located on the email server.

If you wish to keep them indefinitely, they need to be moved to a local folder in order to ensure your email account does not exceed it's quota.

These local folders are located on your hard drive, and this is where you should be archiving emails.

Procedure

- 1) Create archive folder(s) under Local Folders to organize emails.
- 2) Copy emails and/or entire folders from the server account to the local folders.
- 3) Shutdown and restart your email client & confirm that the archived emails were copied correctly to the local folders.

Notes

This example uses Mozilla Thunderbird. Refer to the following for an example using Microsoft Outlook's Personal Folders:
http://bat.tiradito.arizona.edu/computing/documents/email_folders.pdf