Steps to Archive Emails or Folders in Mozilla Thunderbird

1. Open Thunderbird

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Inbox	ኑ 🛨 🖉 Subject
Drafts	Email
P Deleted Messages	
Filed	
Sent Messages	
Local Folders	
🔞 Trash	

2. Setup archive folder

If you haven't archived emails before, you will first need to create a folder to move your emails to.

Do create a new archive folder, right click on the "Local Folders" heading on the left hand column and then click on "New Folder..."



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You will then need to give the folder a name, here we have entered "Archive" for simplicity.

Choose "Local Folders" from the "Create as a subfolder of" dropdown and then click on the "Create Folder" button

Name:	
Archive	
<u>Create as a subfolder of:</u>	
Local Folders 🗸	
Create Folder Cancel	

You will then see your archiving folder in the left column under "Local Folders"



3. Move emails

You can now either drag and drop emails from your Inbox to your archiving folder in the left column, or you can right click on emails and choose to move them. See the example screenshot below.

Remember, you can drag and drop or choose to move multiple emails at once.

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	Open Message in Conversation							
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