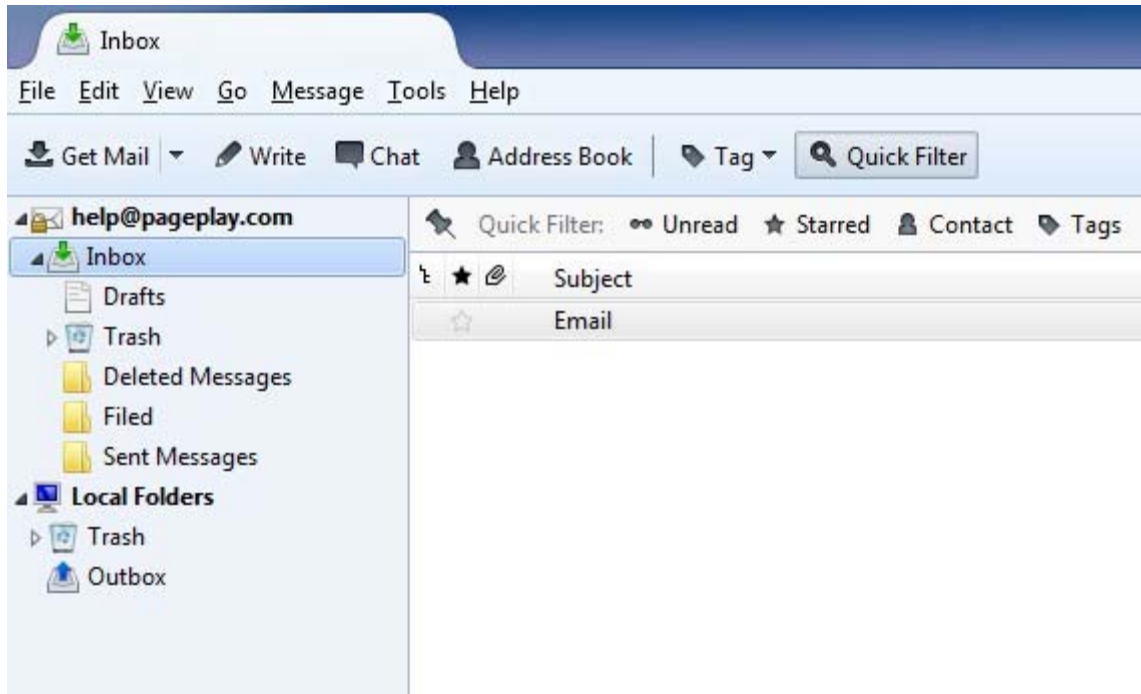*Steps to Archive Emails or Folders in Mozilla Thunderbird*
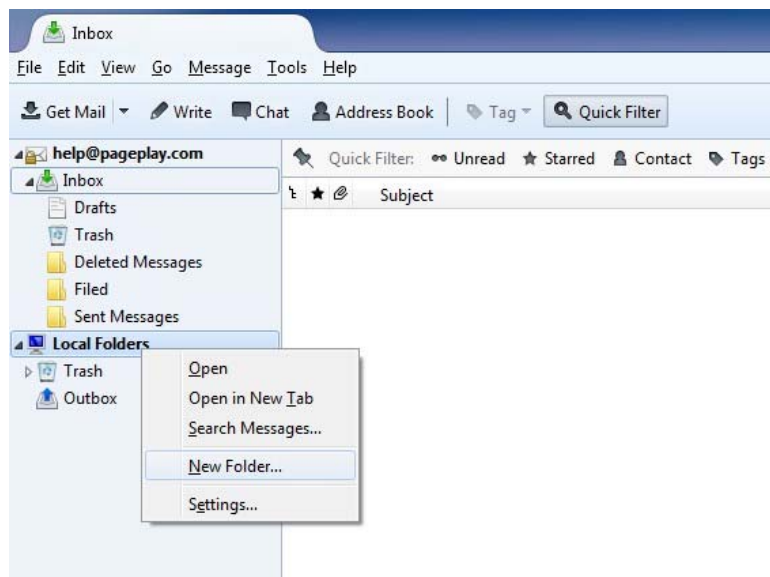
1. Open Thunderbird

2. Setup archive folder

If you haven't archived emails before, you will first need to create a folder to move your emails to.
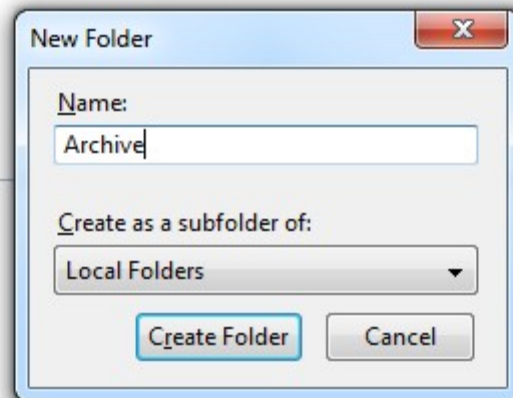
Do create a new archive folder, right click on the "Local Folders" heading on the left hand column and then click on "New Folder…"
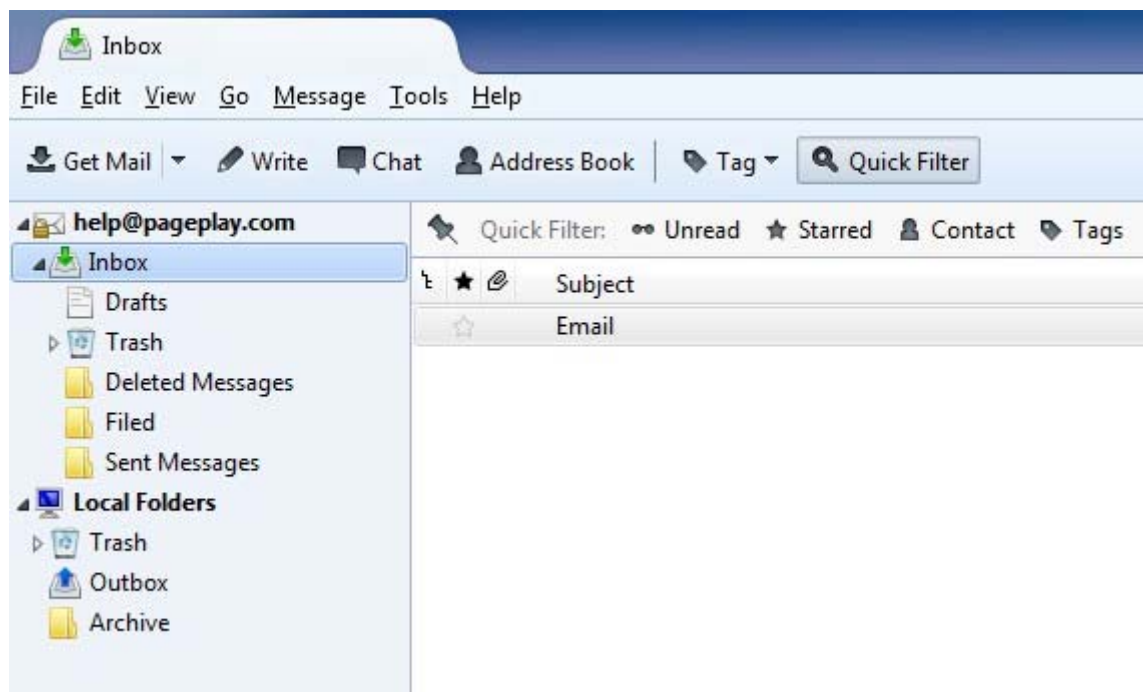
Steps to Archive Emails or Folders in Mozilla Thunderbird

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

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.