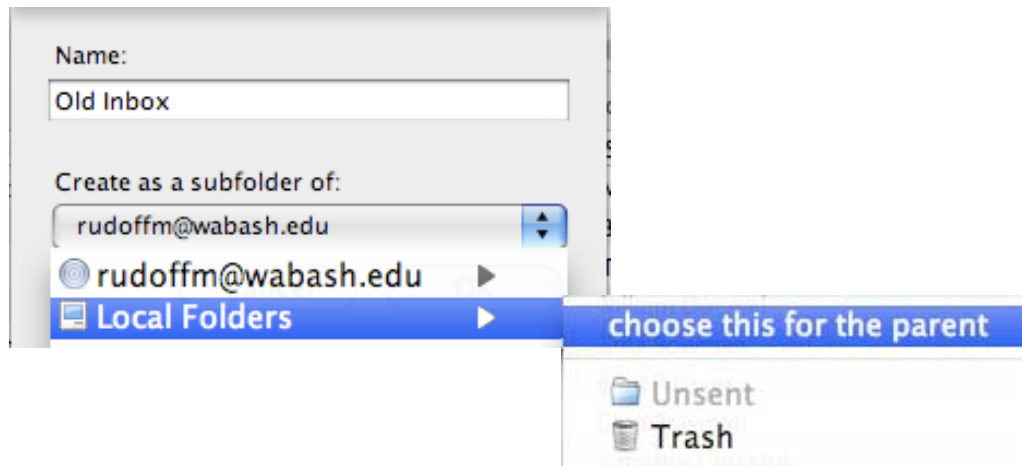# Creating local folders in Thunderbird (Mac)

1. Right-click or hold ctrl and click in the sidebar. In the menu that appears, select "New Folder".
2. A new window will appear. Type in the name of your folder, then Create as a Subfolder of > Local Folder > choose this for the parent.

Name:

Old Inbox

Create as a subfolder of:

rudoffm@wabash.edu

○ rudoffm@wabash.edu ▶
🖳 Local Folders ▶ | **choose this for the parent**
📁 Unsent
🗑 Trash

3. The new folder should show up in your sidebar. Hold "alt" or "option" while you drag and drop to put a **copy** of the email(s) into the folder.
   NOTE: If you do not hold the "option" key while you drag and drop, the email will be removed from the server, and will only exist in your local folder (i.e., you won't be able to access it from any other computer).