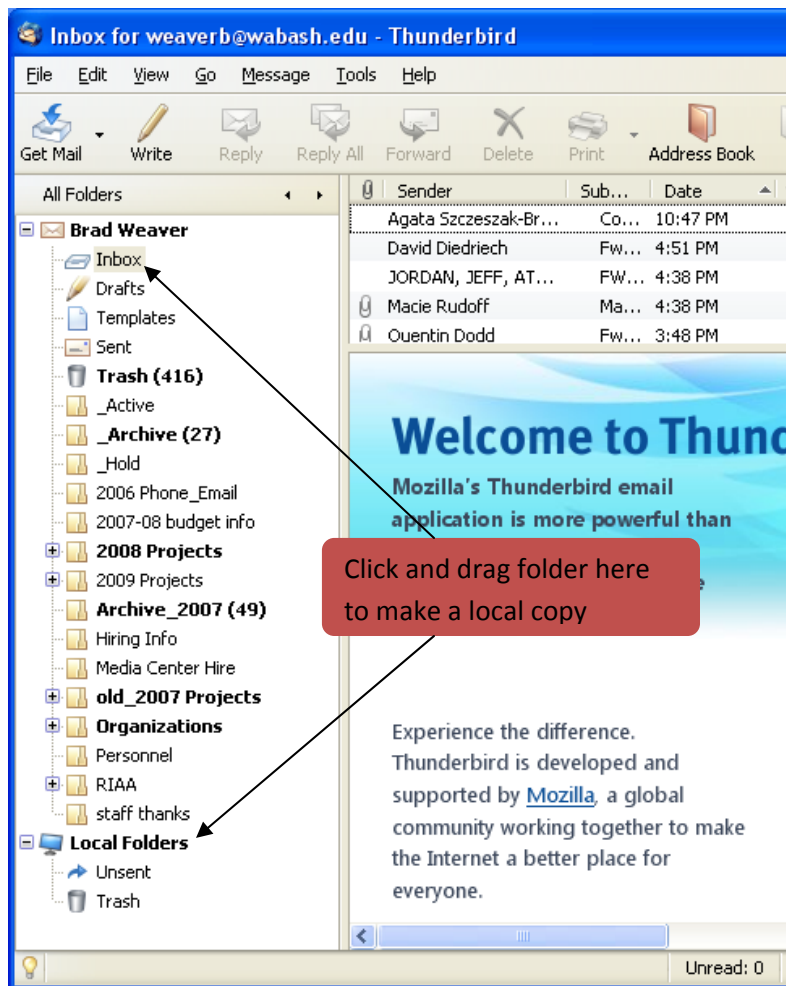


Creating a local folder in Thunderbird (Windows)

In Thunderbird, in the left pane with your list of email folders, you should see a section called “Local Folders”, typically below your regular email folders, as in the picture below.



To create a local copy of one of your email folders, simply click on the folder name in the left pane that you want to copy, and drag it to “Local Folders”.

Depending on the number of messages in the folder, it could take several minutes for all of the messages to download. Once the folder is finished copying, you can repeat to move other folders.

Note the following:

Local folders are only accessible from the computer on which they reside. If you run Thunderbird from your office computer and home computer and create a local folder on your office computer, it will not be accessible from your home computer (though you can make a local copy on that computer as well).

Local folders are not synchronized with your primary folders. If you make a copy of your Inbox and receive new messages, for example, the new messages will only appear in your primary Inbox folder, not the local copy.