Archiving Email with Apple Mail

1. Navigate to the Mailbox menu. Choose "New Mailbox..." from this menu.

2. Choose "On My Mac" from the Location Menu, and name your mailbox something appropriate, such as "Email Archive", then hit OK.

3. By dragging messages from your JTech email into this mailbox you move the messages from JTech's servers to your local hard disk, and thus they no longer count against your quota.

Remember, messages stored locally will not be available from webmail or from other devices. It's a good idea to make a backup of your email archive from time-to-time.