



Advanced website communication.

Archiving Email with Mozilla Thunderbird

1. Navigate to the Local Folders listing on the left side of the Thunderbird window. You may need to scroll to find it.
2. Right-click on "Local Folders" and choose "New Folder..." from the menu.
3. Name your folder something appropriate, such as "Email Archive" and hit "OK".
4. 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.