

Local Folders in Mozilla Thunderbird

(archiving mail messages)

Default location of Local Folders

Network Thunderbird

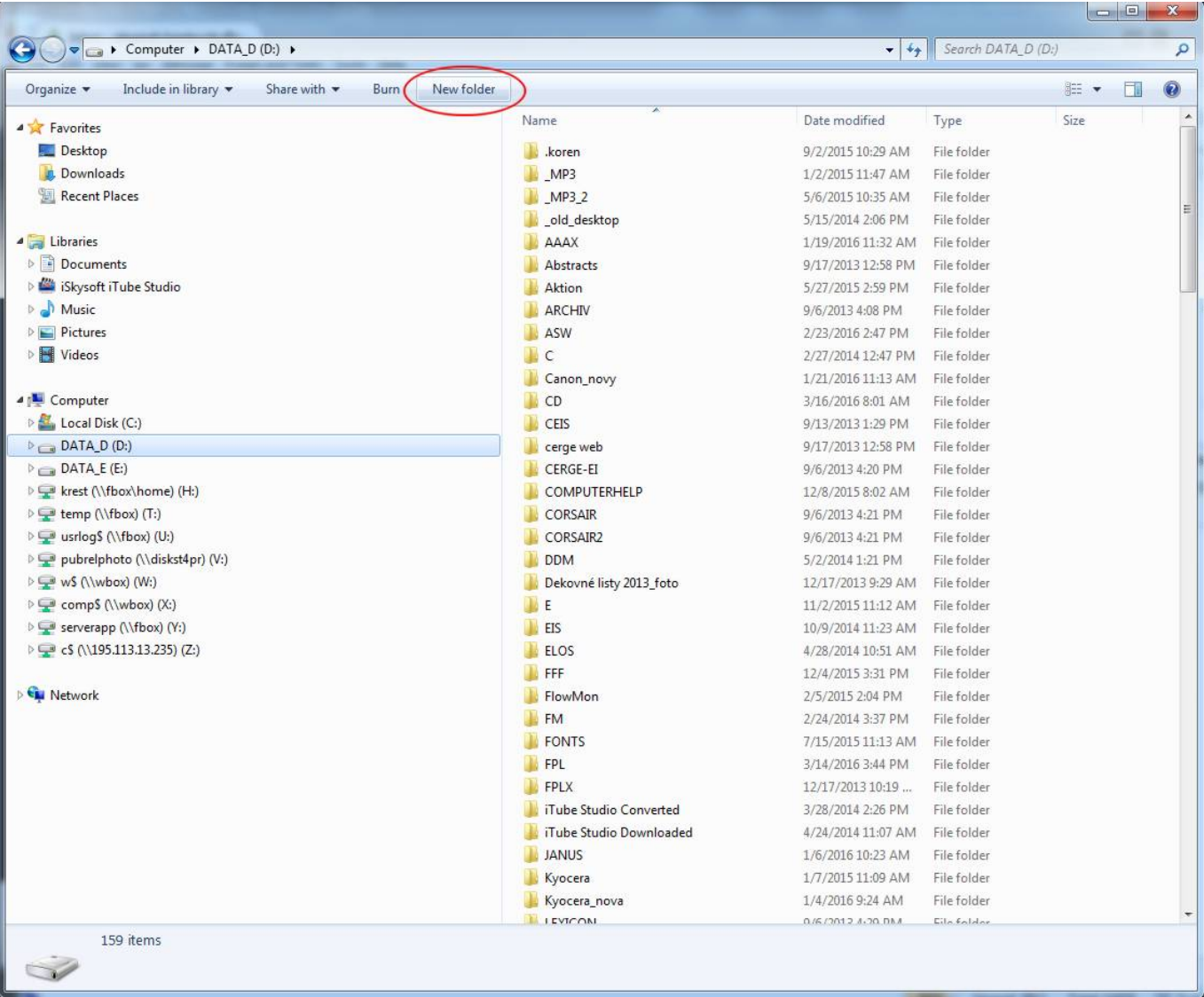
```
C:\Users\<username>\AppData\Thunderbird\Mail\Local Folders
```

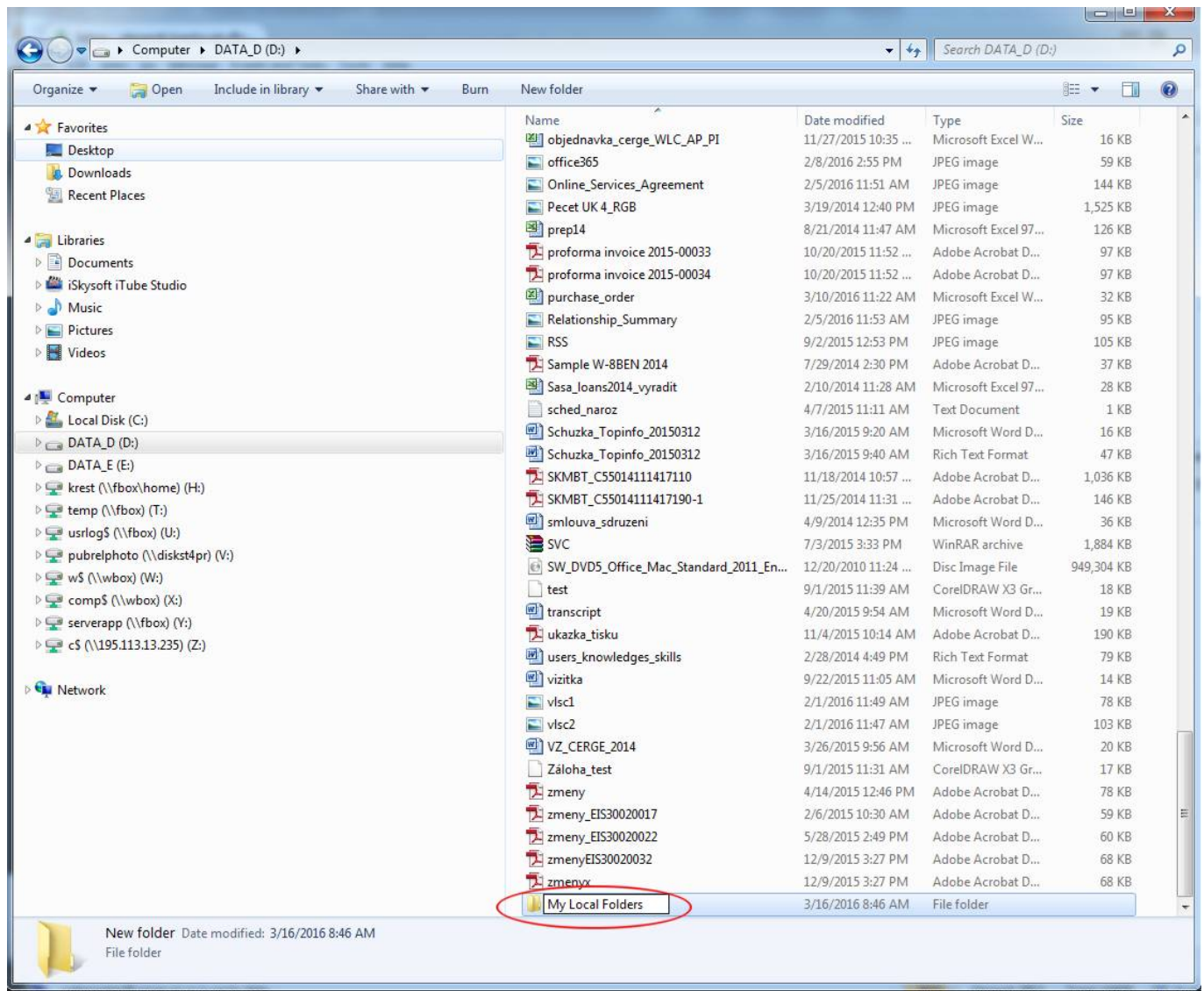
Locally installed Thunderbird

```
C:\Users\<username>\AppData\Roaming\Thunderbird\Profiles\<profile name>\Mail\Local Folders
```

1. Create a new storage location for Thunderbird Local Folders on your local disk partition







2. Move the contents of Local Folders from default to new storage location

from

```
C:\Users\<username>\AppData\Thunderbird\Mail\Local Folders
```

or

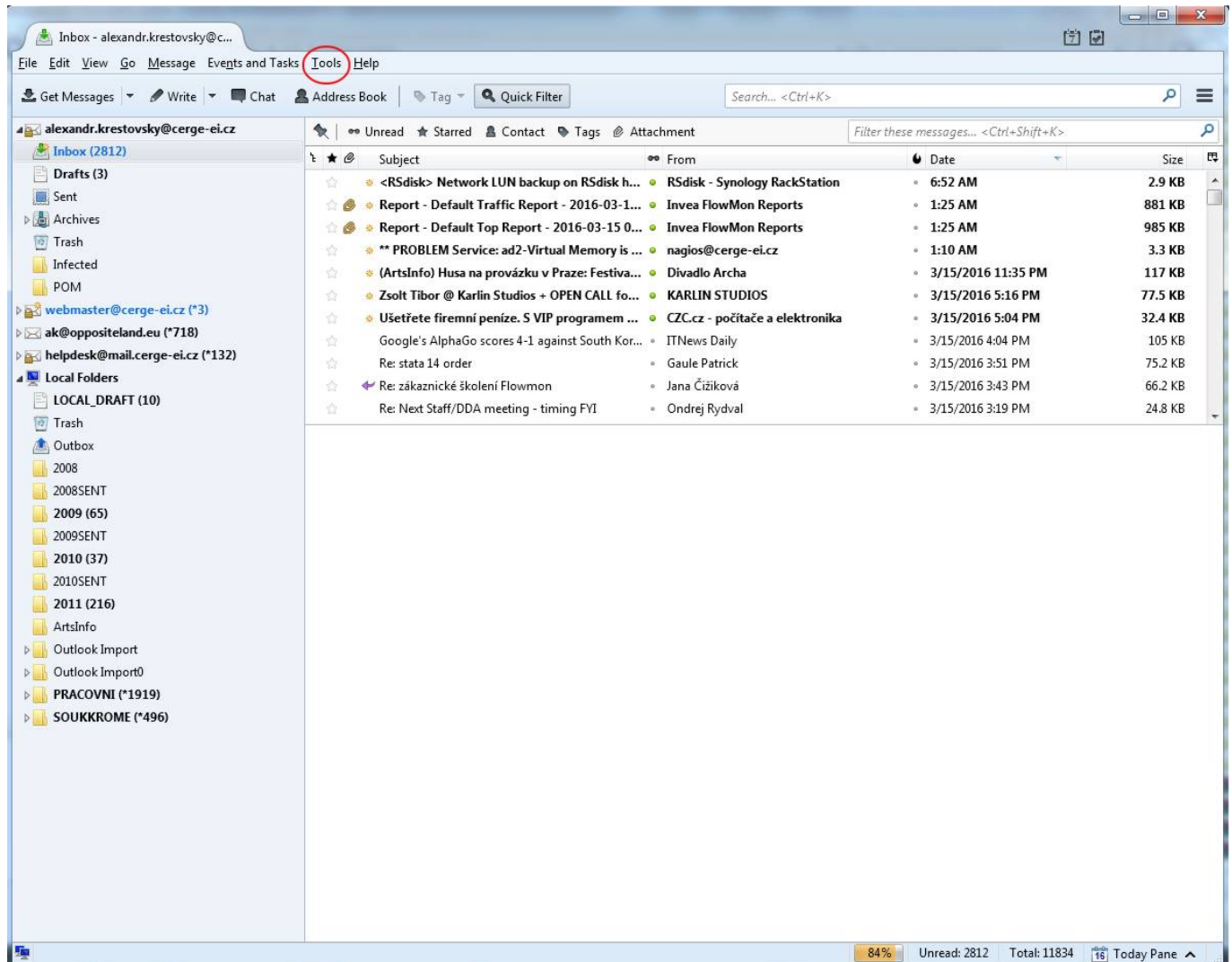
```
C:\Users\<username>\AppData\Roaming\Thunderbird\Profiles\<profile name>\Mail\Local Folders
```

to

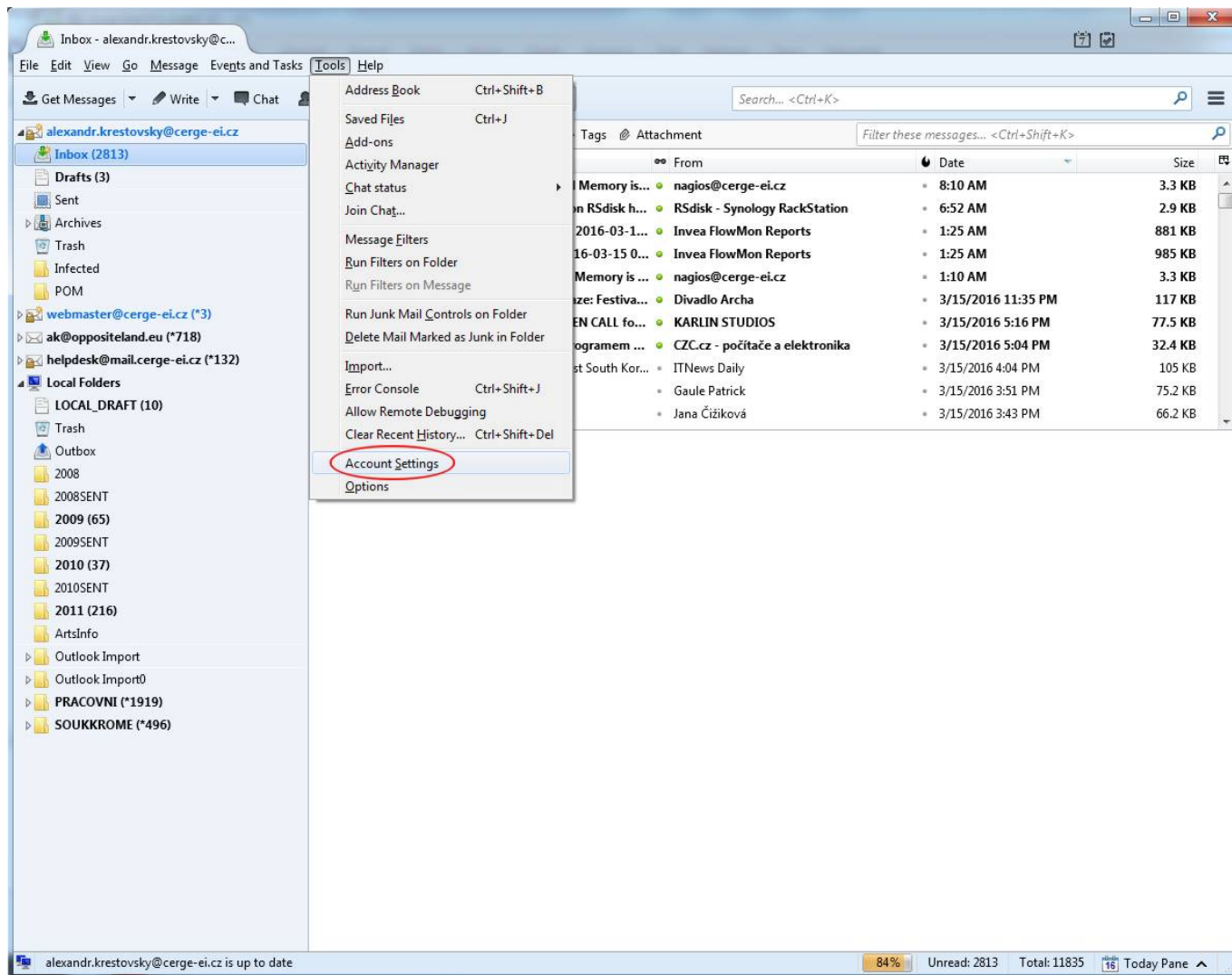
```
D:\My Local Folders
```

Changing Local Folders Location in Mozilla Thunderbird

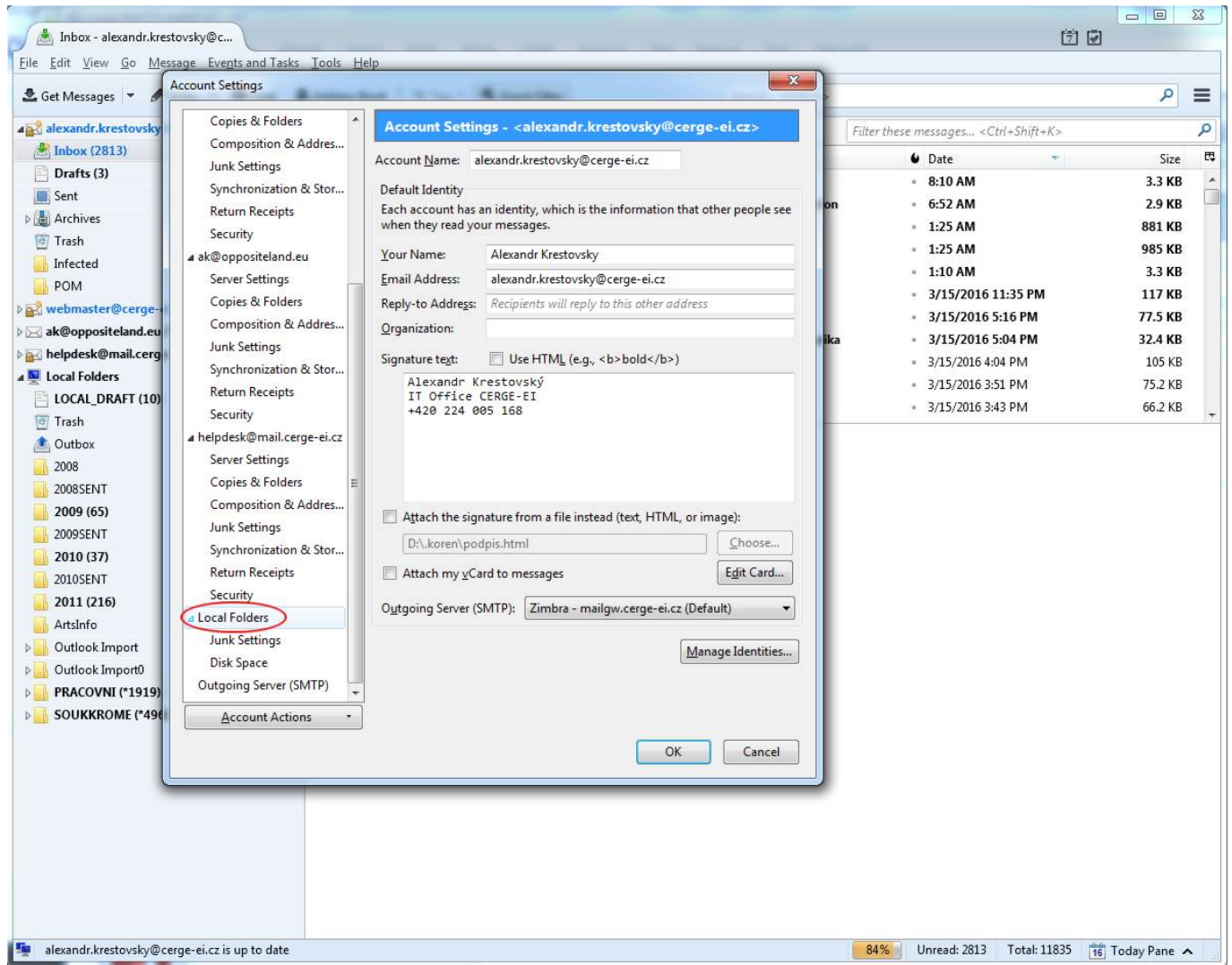
1. Open your Thunderbird application and click on **Tools** in the upper menu



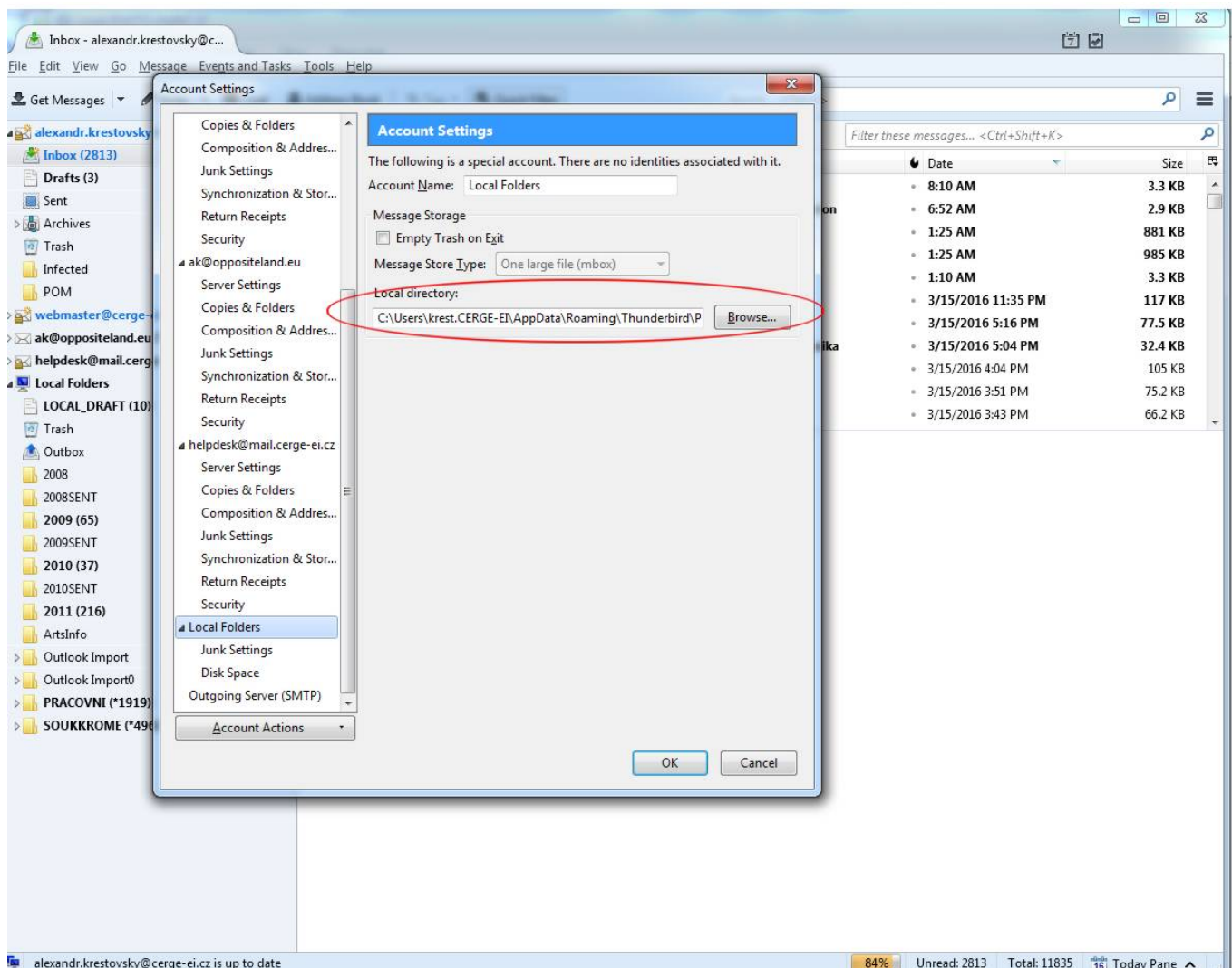
2. Click on **Account Settings** in the pop-up menu



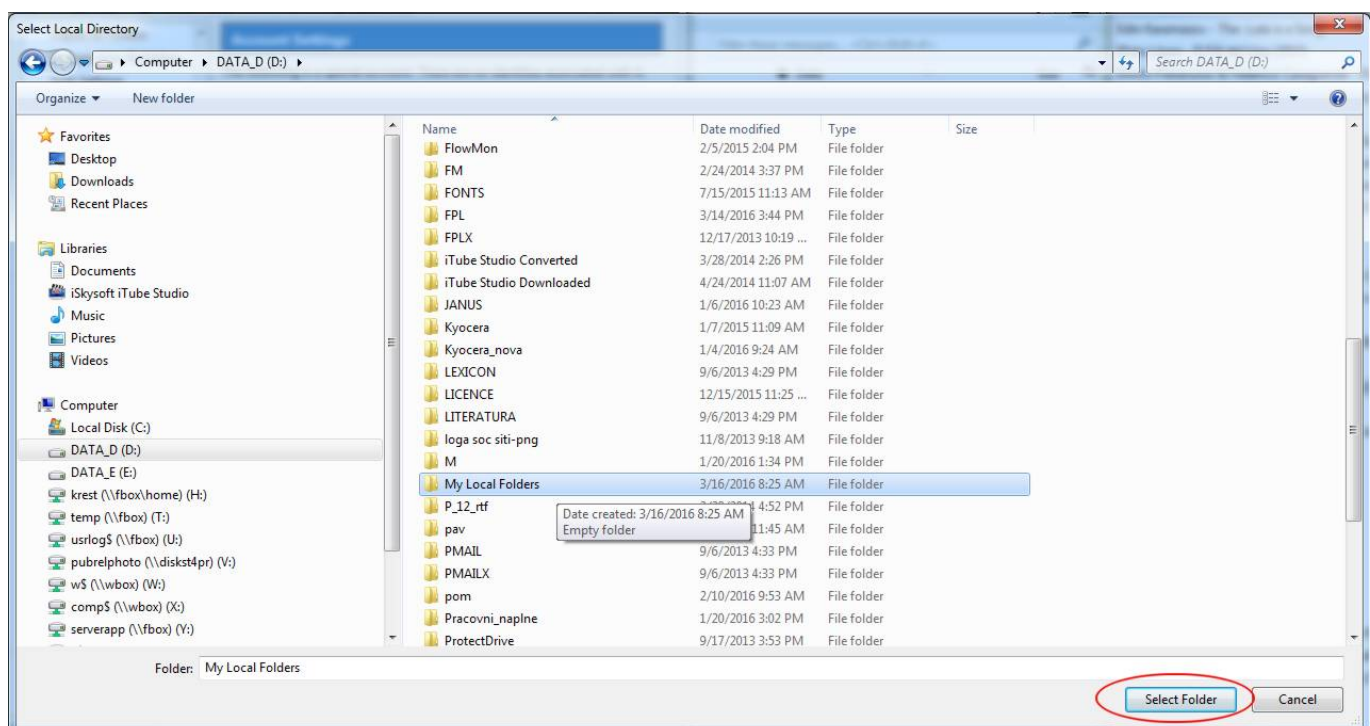
3. Select **Local Folders** in lowermost part of the Account Settings menu



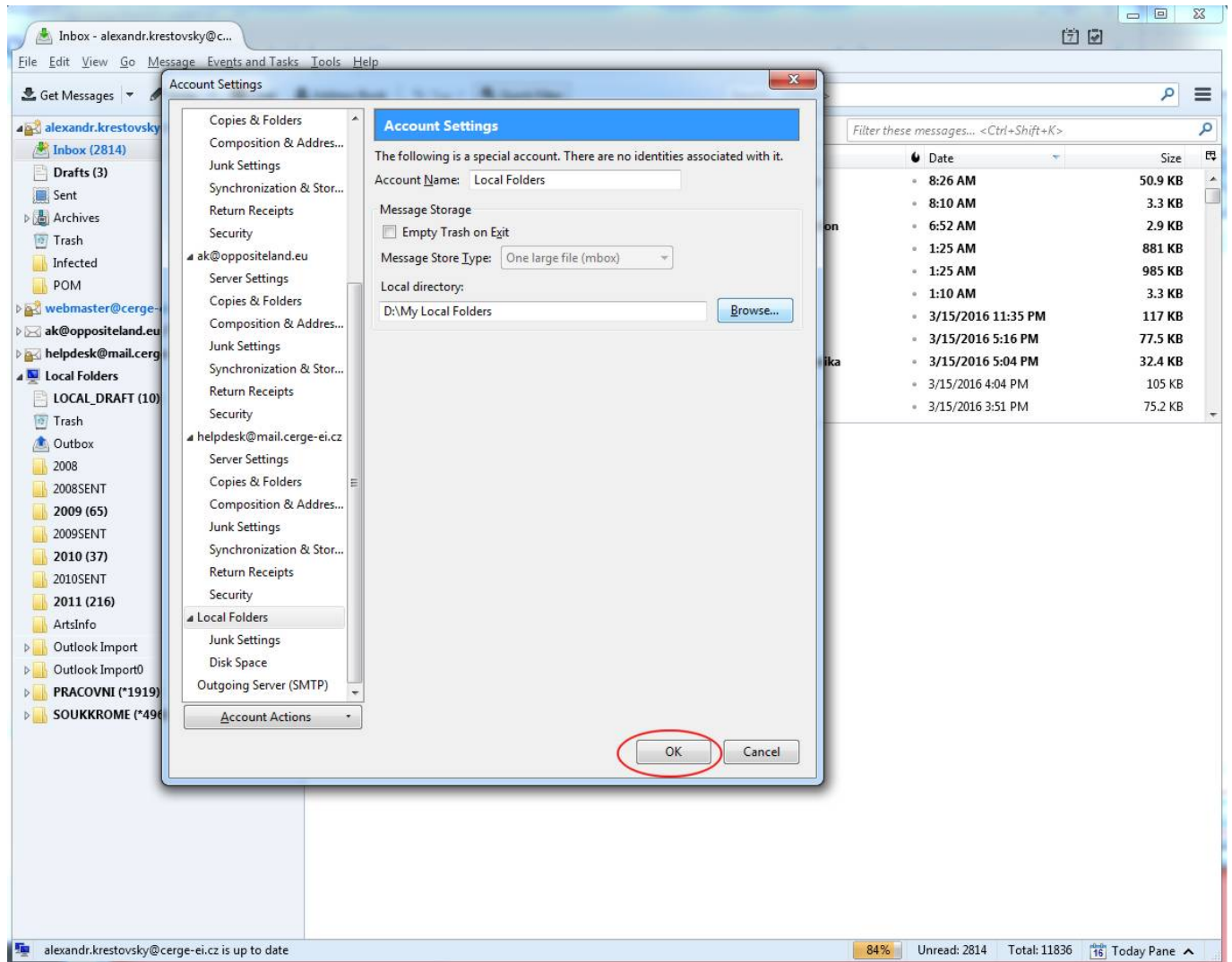
4. Click on Browse to locate a new Local Folders directory (My Local Folders)



5. Find and select **My Local Folders** as the Local Folders directory

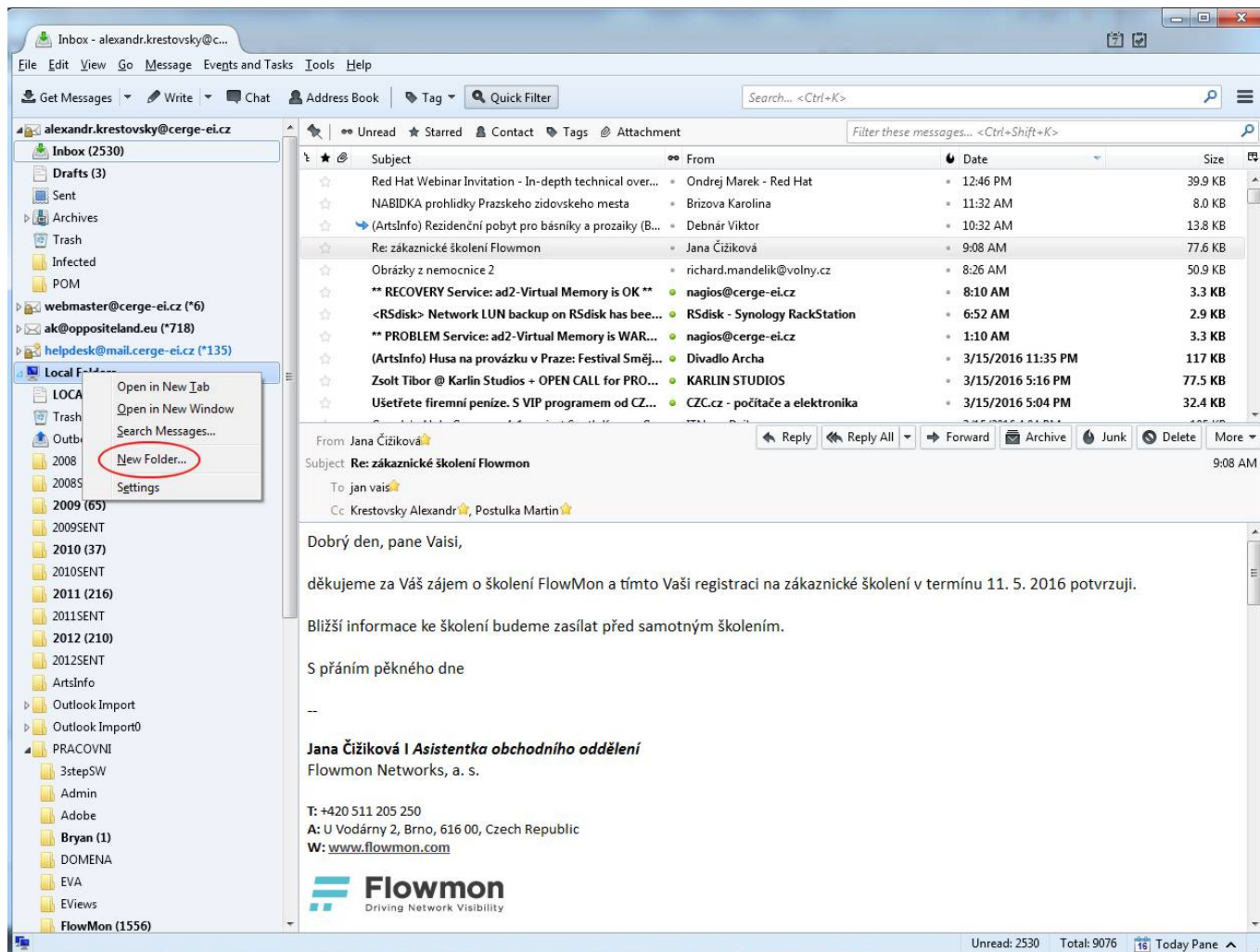


6. Set **My Local Folders** as the Local Folders directory

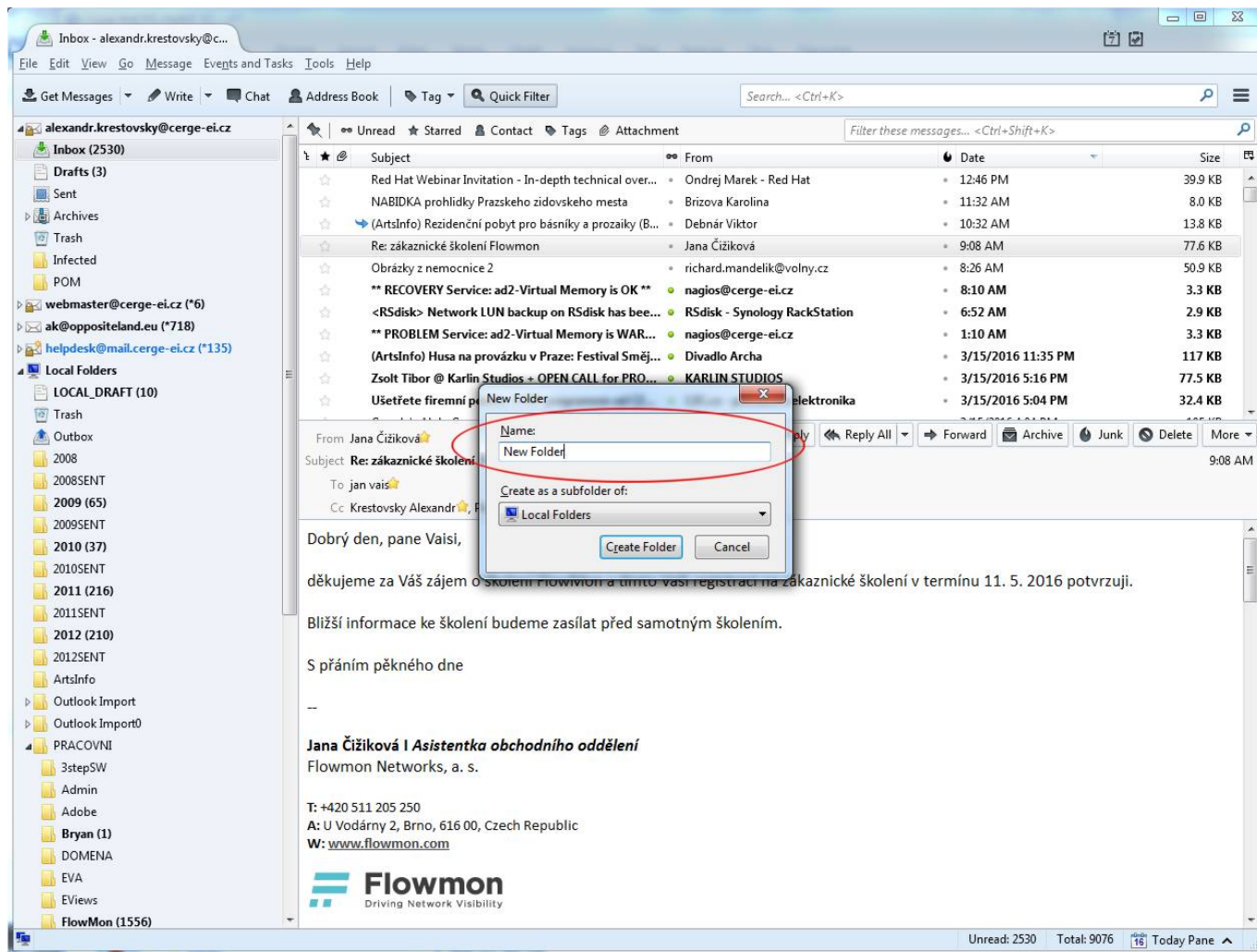


Create a new local folder

1. Click on **Local Folders** in the mailboxes and folders list and select **New Folder...** in the pop-up menu



2. Enter the name of the new local folder, e.g. Archive 2015 and click **Create Folder**



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