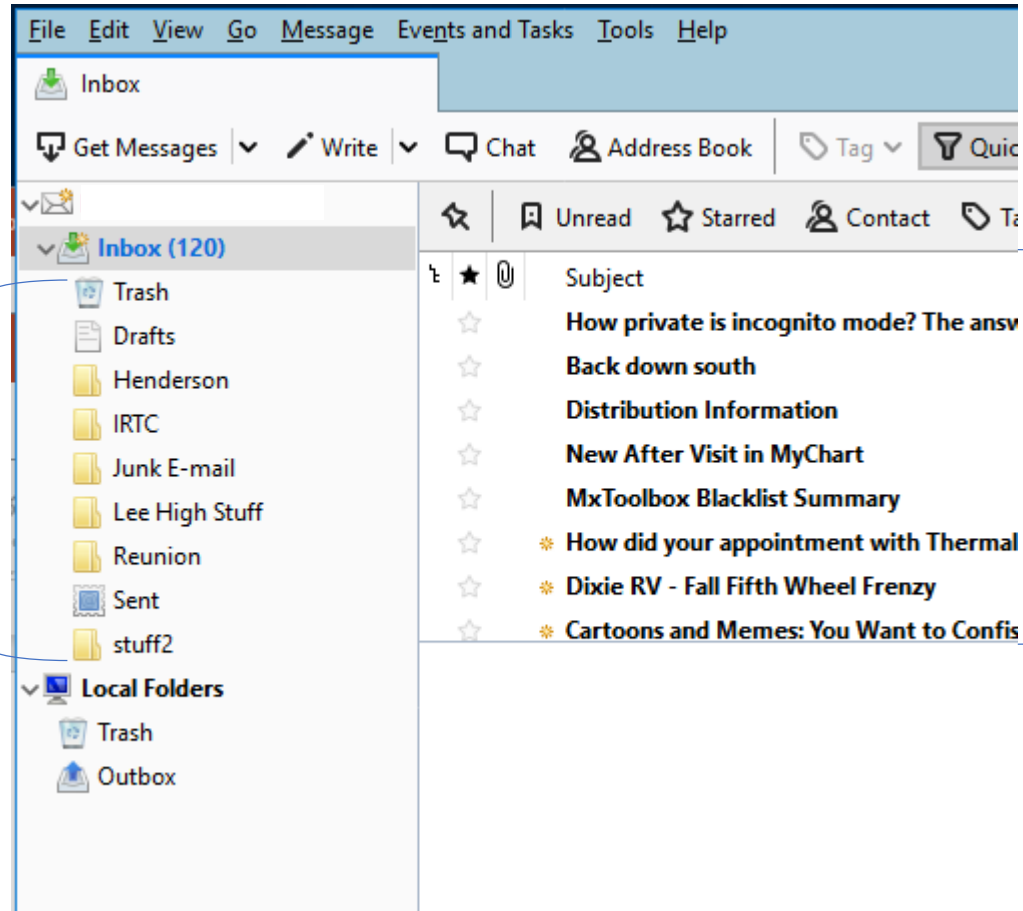# Move Folders from Server to your computer

Preserve your emails in folders to your computer

How to preserve Imap folders

- This example will be using Thunderbird Email software

- The methods are the same for other email programs
    - You will create a "local area for folders" (probably already there)
    - You will drag each folder you wish to preserve to your "Local" area
    - Your software will begin downloading your folder and emails
    - This may take quite a while
    - Create a new folder called "Saved Stuff"
    - Drag the current emails you wish to keep there

Imap email means everything is on the mail server and could possibly be deleted
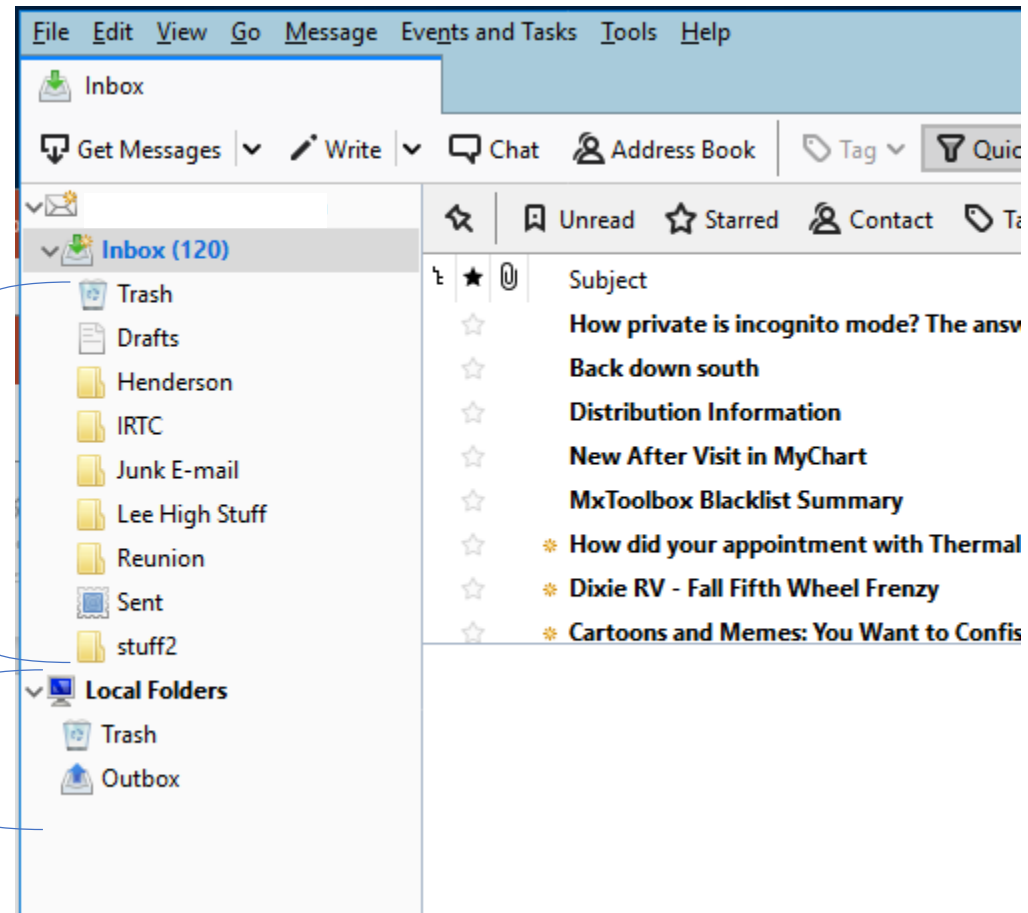
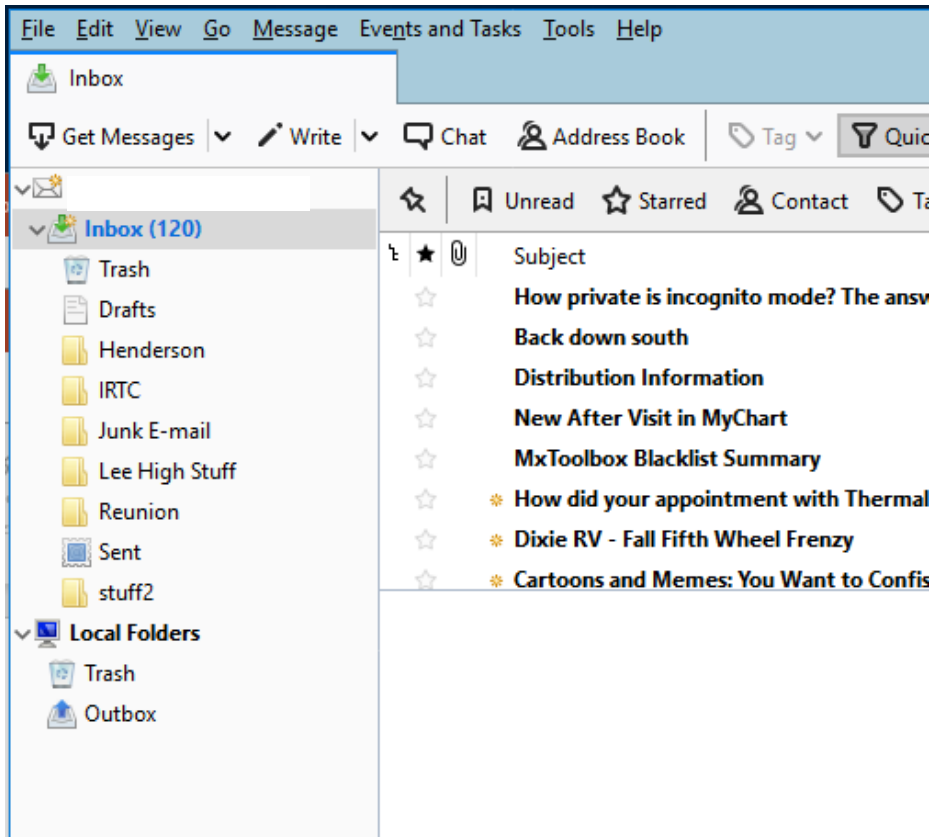Folders on server which are sub folders of Inbox

Emails stored on the server and displayed on your computer. There may be a lot of emails here; some you haven't checked, and probably a whole lot you would/should delete. New emails will appear here.

File   Edit   View   Go   Message   Events and Tasks   Tools   Help

Inbox

Get Messages   ∨   Write   ∨   Chat   Address Book   Tag ∨   Quic

Unread   Starred   Contact   Ta

Subject

How private is incognito mode? The ansv
Back down south
Distribution Information
New After Visit in MyChart
MxToolbox Blacklist Summary
How did your appointment with Thermal
Dixie RV - Fall Fifth Wheel Frenzy
Cartoons and Memes: You Want to Confis

Inbox (120)
Trash
Drafts
Henderson
IRTC
Junk E-mail
Lee High Stuff
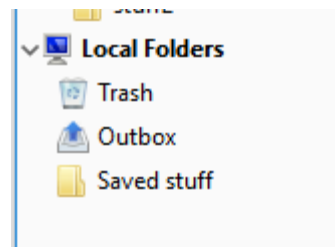Reunion
Sent
stuff2
Local Folders
Trash
Outbox

Folders on server

These are folders on your computer. These, you can backup and you can easily move almost any of the above folders here. To start, let's create a folder called "Saved stuff".
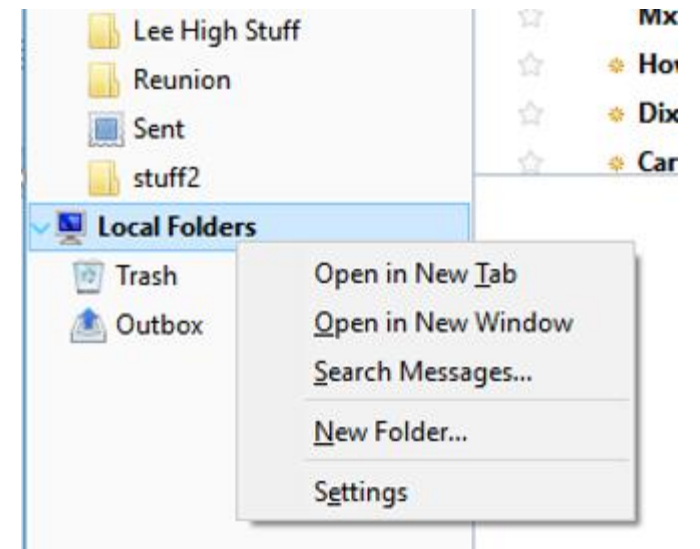
Right mouse click on Local Folders and choose "New Folder…"; name the new folder "Saved stuff" (or whatever you want to name it). We will use this later to drag down the current email we want to keep.
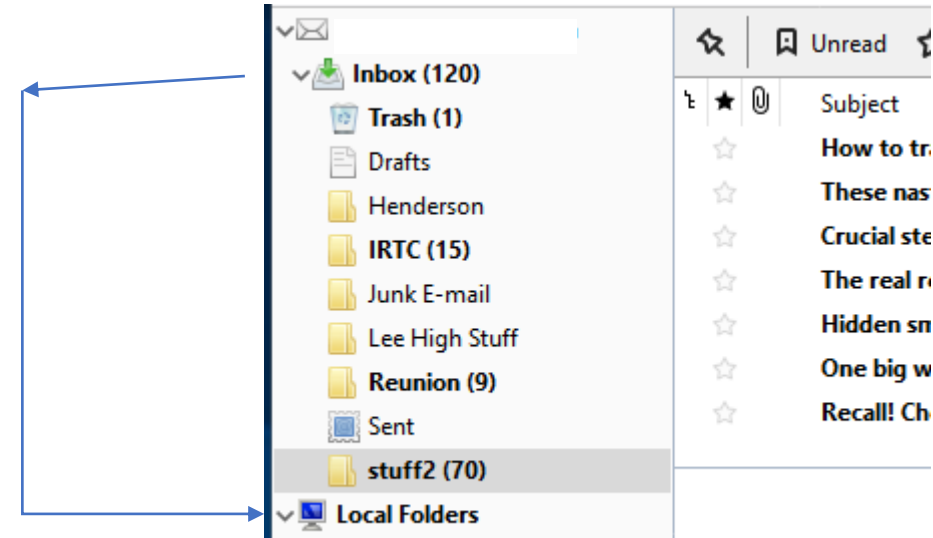
Notice we now have our new folder, "Saved stuff".

The simplest thing to do is to drag your "Inbox" to the "Local Folders" box below. That will copy your inbox from the server to your local machine and create all the folders that you have on the server to your local machine.

Depending upon how much email you have, this may take quite a while. If your Inbox has thousands of messages, it may take hours.

Drag your Inbox to "Local Folders". You should see another, "Inbox" appear below your "Local Folders"

Congratulations! You have saved all your emails from the server to your computer. Now, when we start the new server, your emails will be saved.