

How to take a backup of emails within your email client

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Created On: 30 Apr 2014 4:09 PM

Outlook 2013:

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<http://office.microsoft.com/en-in/outlook-help/export-or-back-up-messages-calendar-tasks-and-contacts-HA102809683.aspx>

Outlook 2010:

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<http://office.microsoft.com/en-in/outlook-help/export-outlook-items-to-an-outlook-data-filepst-HA102534110.aspx>

Outlook 2007:

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<http://office.microsoft.com/en-in/outlook-help/export-outlook-items-to-a-personal-folders-filepst-HA102538007.aspx>

Apple mail:

Â Extracted from: <http://support.apple.com/kb/ht2980#mail>

» To manually back up Mail messages (emails)

To back up entire mailboxes (where Mail stores messages), such as your Inbox, follow these steps:

1. Quit Mail if it's open.
 2. From the Finder's Go menu, choose Home.
 3. Open the Library folder.
 4. Copy the folder "Mail" to your backup location, such as a different volume or burnable disc.
- Important: Do not remove the Mail folder from ~/Library. If you're backing up to the same volume, hold the Option key as you drag the folder to make a copy instead of moving it (a "+" cursor appears).

ThunderBird:

Copying Mail to a Local Folder

1. Create new folder locally
 - o To copy e-mails locally you must first create a local folder.
 - o In the left pane of the Thunderbird window select Local Folders.
 - o Go to the File menu, click New, and then click Folder.
 - o Next, Assign the folder a name, and then select Local Folders

- o Click on the OK button to create the folder.

2. Move e-mail to new local folder

- o Now, select the e-mail messages that you wish to move offline and have saved in your local folder.
- o Once selected (highlighted), right-click on the PC or Control+Click on the Mac and select Copy To,
- o Then select Local Folder, then select the new folder.

OR

- » Install the following Addon in Thunderbird and restart the client.Â

<https://addons.mozilla.org/en-US/thunderbird/addon/importexporttools/>

- » In thunderbird client, right click on the account , click ImportExportTools , select "Export all the folders (with structure)", select OK.