Creating Thunderbird Local Storage Folders

As you probably know, all OWLSnet email accounts are assigned a limited amount of storage space on the OWLS email server to store email messages. (30 Mb by default) When you create a new IMAP folder, that folder is created on the server and is backed up to tape every weekday, Monday-Friday. Unfortunately, that server based storage can fill up quickly when you receive pictures or other large documents.

Local Folders to the rescue!

A Thunderbird local storage folder works just like an IMAP folder, with one important difference. All local folders are stored on your PC.   This means that rather than filling up your valuable / limited storage space on the email server, you are using the storage capacity of your computer's "local" hard drive. Your local hard drive often has "gigabytes" of unused storage space.

Why not save all of your email to local folders? There are 2 main reasons:

1. Email stored in local folders are only accessible on the PC they are stored on. For example, any email stored in local folders will not be available when using the OWLSnet web based email client.
2. Local email storage folders are not backed up by OWLS. It's your responsibility to back up your email messages by backing up your computer. If your computer's hard drive fails, and you don't have a backup, then all of your locally stored email is gone.
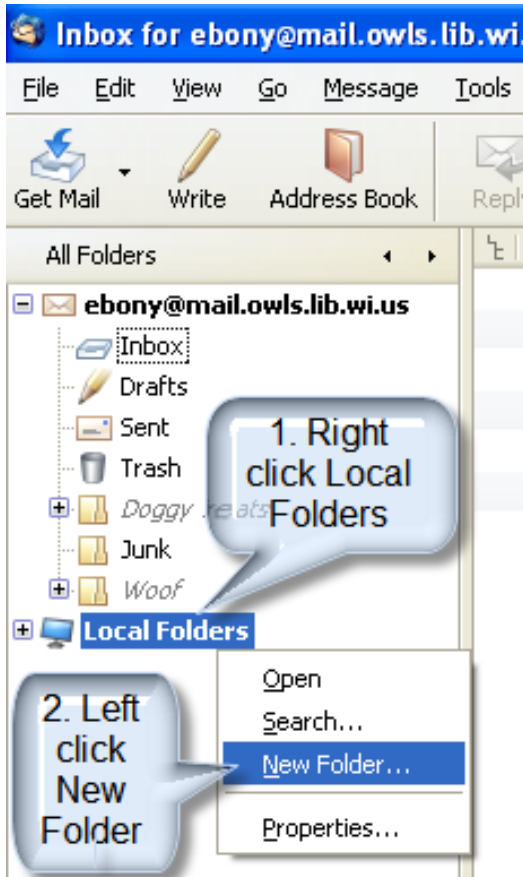
It's important to develop a balanced between which email messages you should store on the server, versus which messages to store locally. Usually, anything that's important, and not too large, should be left on the email server. Additionally, any email message that you'll need to access from multiple locations should also be stored on the server.

Local email storage folders are very useful for storing emails containing large attached pictures and documents. They could also be used to store messages that are not work related (on your home computer) so you don't use up your valuable server storage space. You never know when important library related emails need to arrive in your OWLSnet email INBOX.
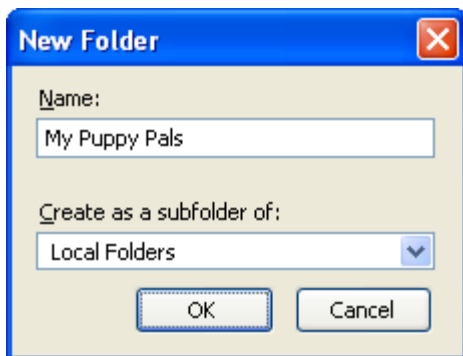
The following information shows how to use Thunderbird to create local email storage folders.

Creating Thunderbird Local Storage Folders – Continued

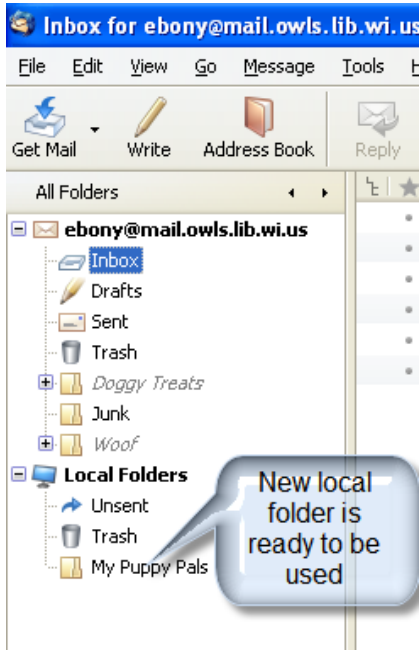1. The graphic below takes you through the first couple of steps needed to create local email storage folders.

2. Type in the New Folder name and click "OK".

Creating Thunderbird Local Storage Folders – Continued

3. The new local folder has been created.

4. It's also possible to create local subfolders. Note: <u>do not</u> use a trailing forward slash in the folder name.