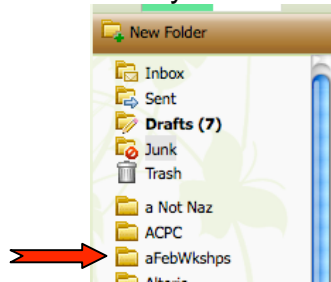
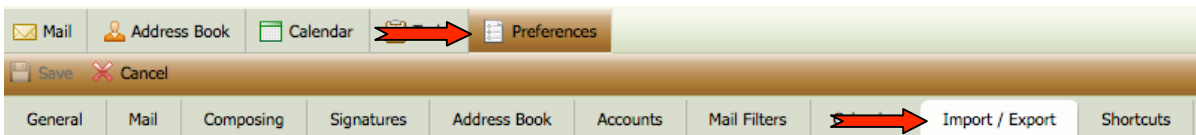


To reduce the quantity of mail stored in your Zimbra account taking up your quota space, you will need to follow these steps to move mail into folders, export the folders, and then delete the email.

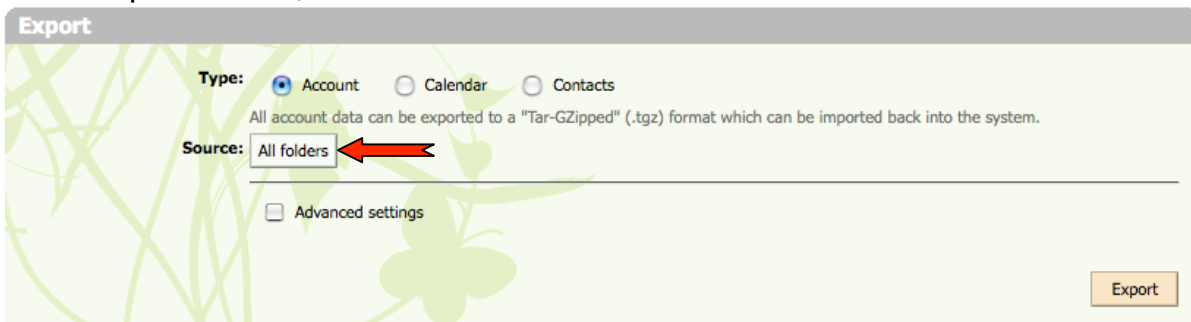
1. Create a folder(s) into which you will move all mail that you wish to remove from Zimbra and archive to your computer. You may also have subfolders within folders.



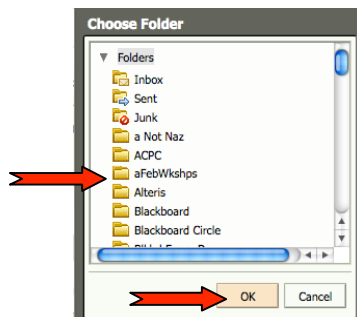
2. Once all email is organized into the folder(s) open your Preferences.



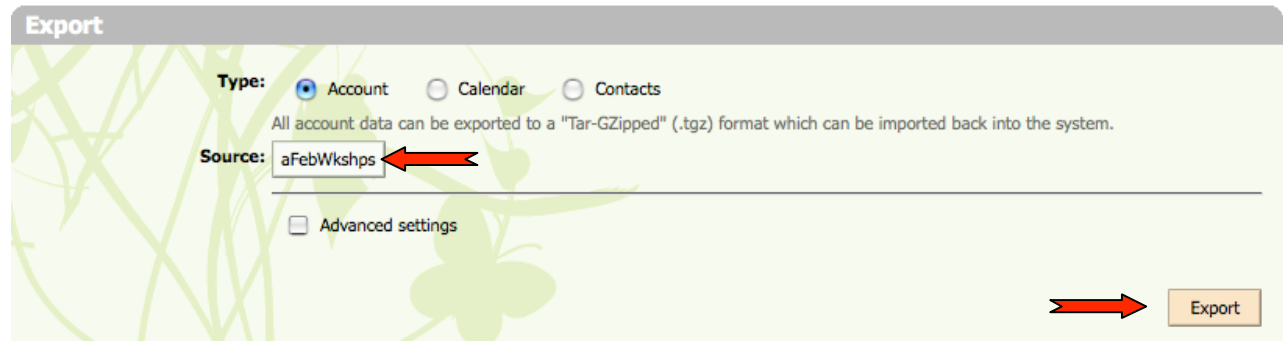
3. Select the Import/Export tab in Preferences.
4. In the Export section, click on the "Source: All folders" button.



5. Find the folder you wish to archive (one at a time) and click OK.

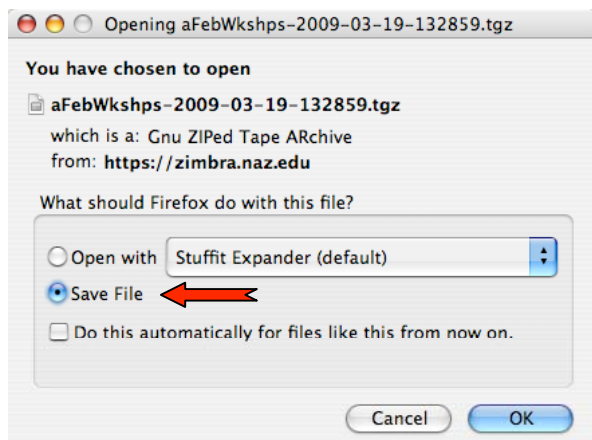


6. The name of the folder will now appear in the box next to "Source."

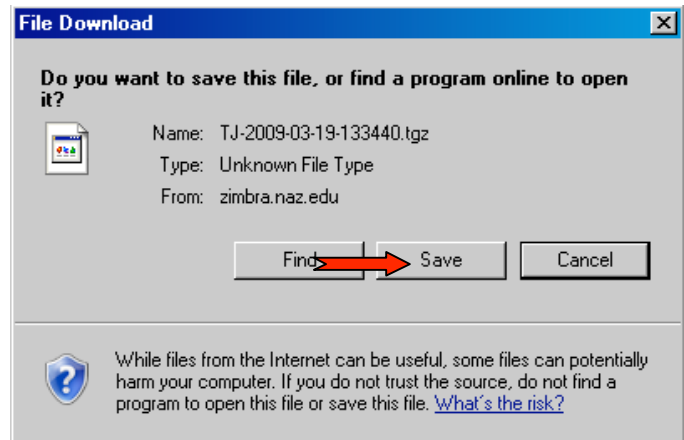


7. Click the Export button.

8. When prompted in a popup window, choose "Save" the file, and it will be downloaded as a compressed file to your computer.



Firefox



Internet Explorer

9. Save the compressed file somewhere on your computer or on a portable drive where you will easily retrieve it if necessary. The compressed file icon will look something like one of these and will be identified with the .tgz extension:

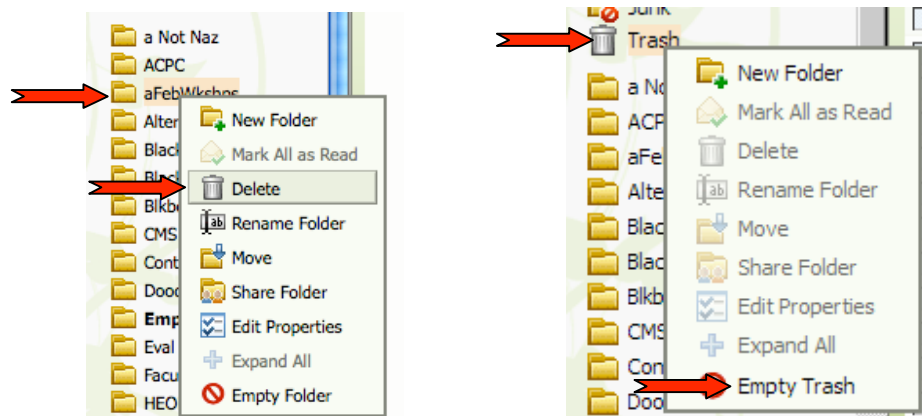


Mac

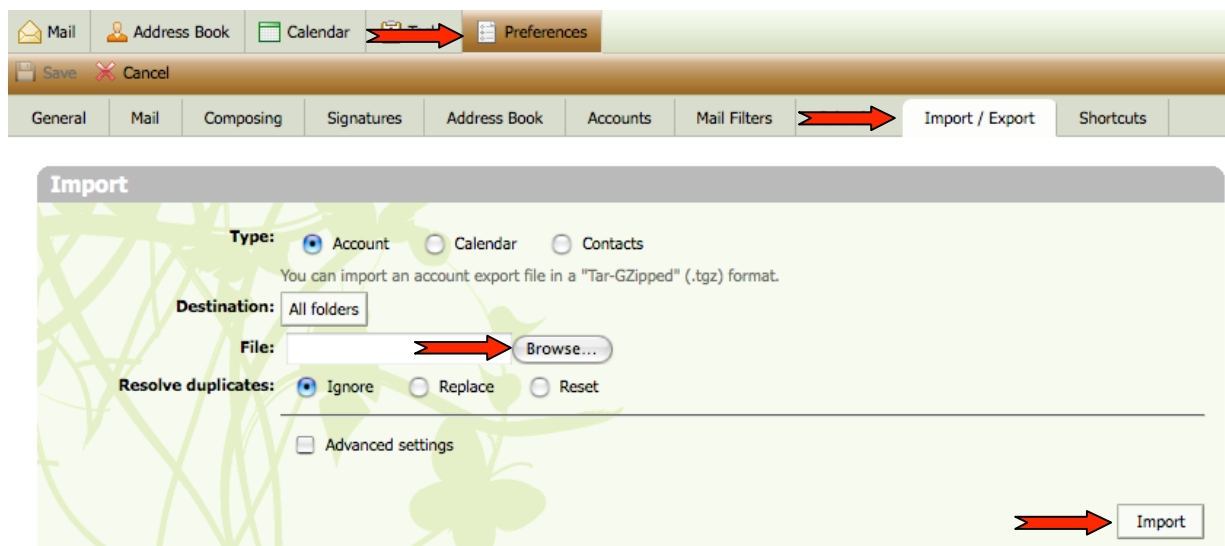


Windows

10. The folder still exists in Zimbra, so now you must go back to the folder in Zimbra and delete it. To do so you can either: a) click and hold on the folder and drag it to the Trash, or b) right click on the folder icon (Mac Control>click) to bring up a menu, then select Delete. To permanently remove the folder, empty the trash.



11. In the event that you need access to any of the mail that you just archived and deleted, you will come back to the Import/Export tab in your Preferences and reverse the process by browsing for the compressed file in the Import section at the top, then clicking the Import button.



12. The folder will reappear in your folders list and will be fully functional.

13. You would then repeat the whole process to again delete it and save quota space.