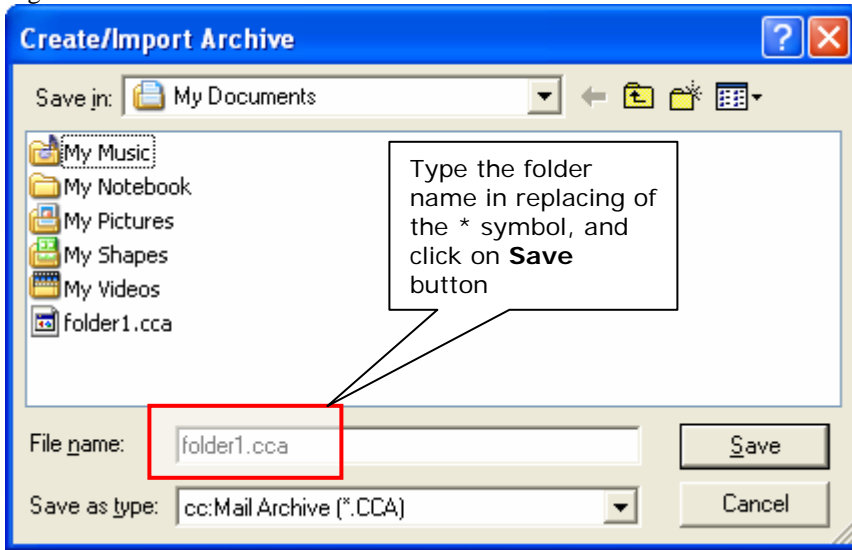




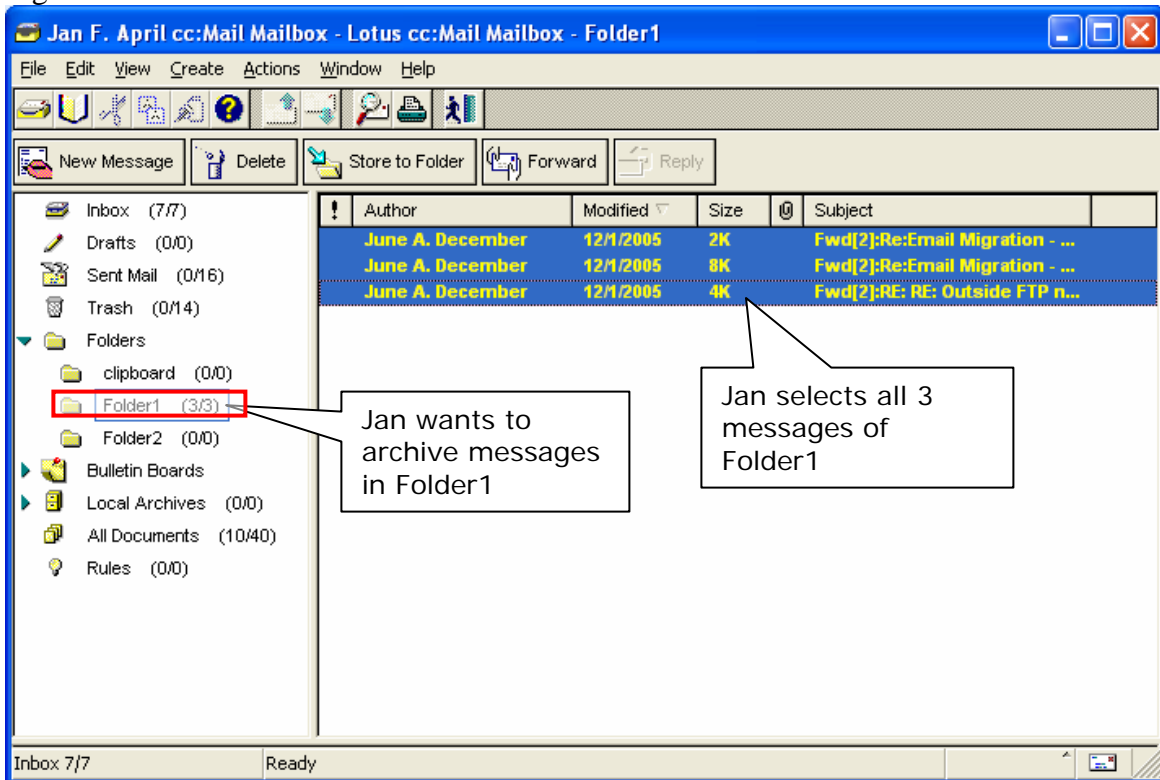
Figure 3



3. On the left panel, click a folder or inbox that you would like to archive and select all messages on the right panel – Figure 4

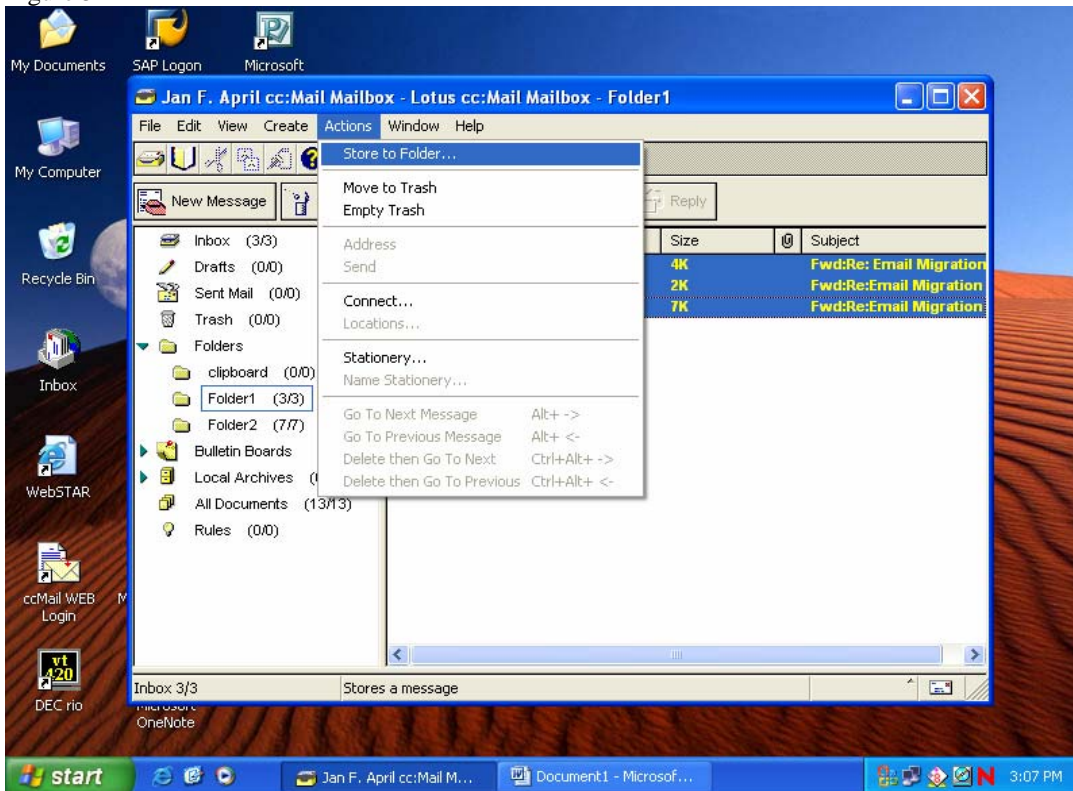
*Tip: To select all messages, click the first message, then hold down SHIFT and click the last message.*

Figure 4



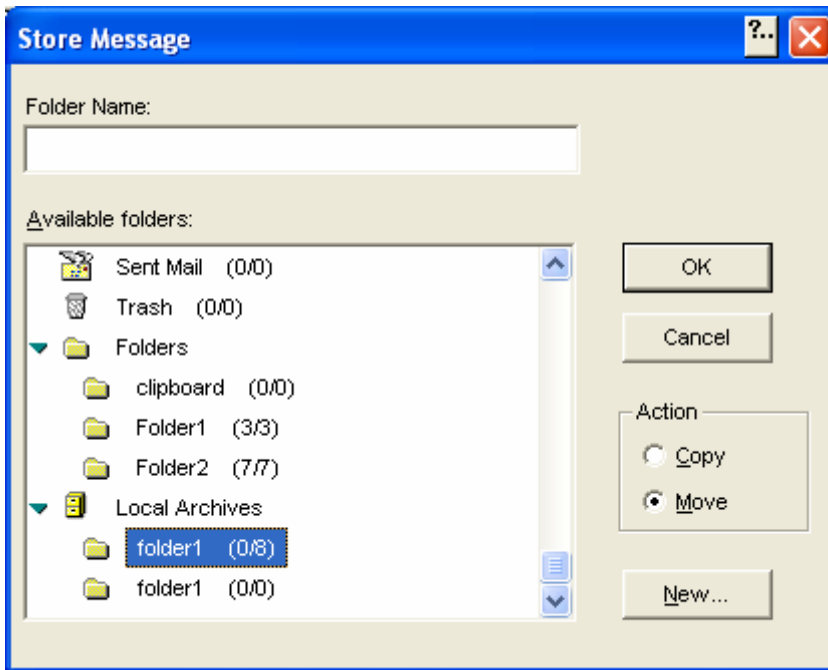
3. On the menu bar, select **Actions, Store to Folder** – Figure 5

Figure 5



4. A Store Message window appears as Figure 6. Browse the **Local Archives**, select **folder1**, and click on **OK** button. This is the folder you just created in step 1.

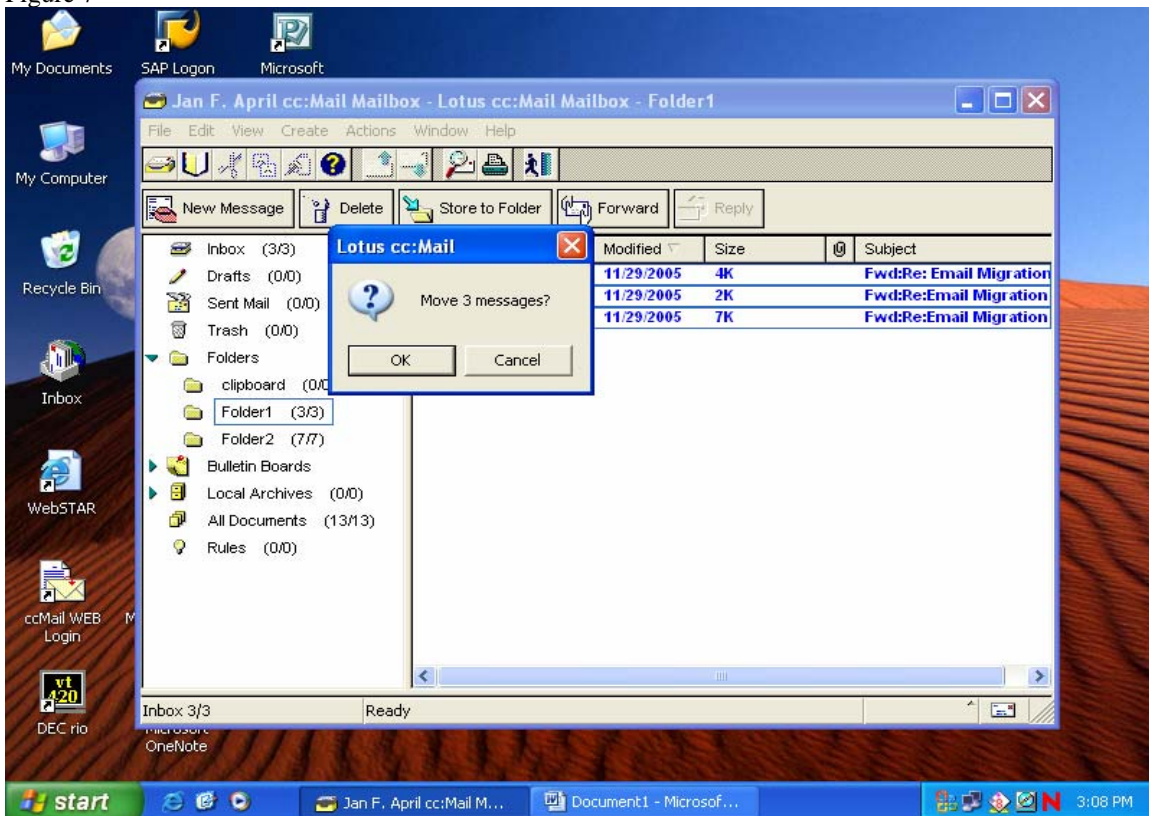
Figure 6



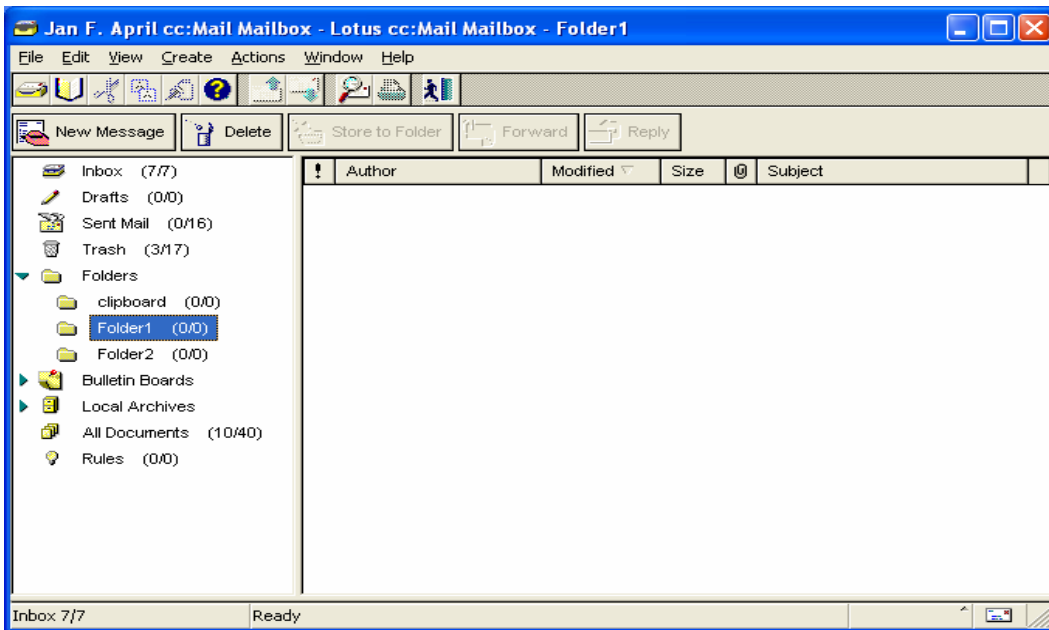
5. You will be asked to confirm – Figure 7.

Click on OK button. This action will move all selected messages into the local archived folder1.

Figure 7



6. The Folder1 shows (0/0). It means that you had properly archived all messages.



Congratulations to Jan!. She is ready for the migration.