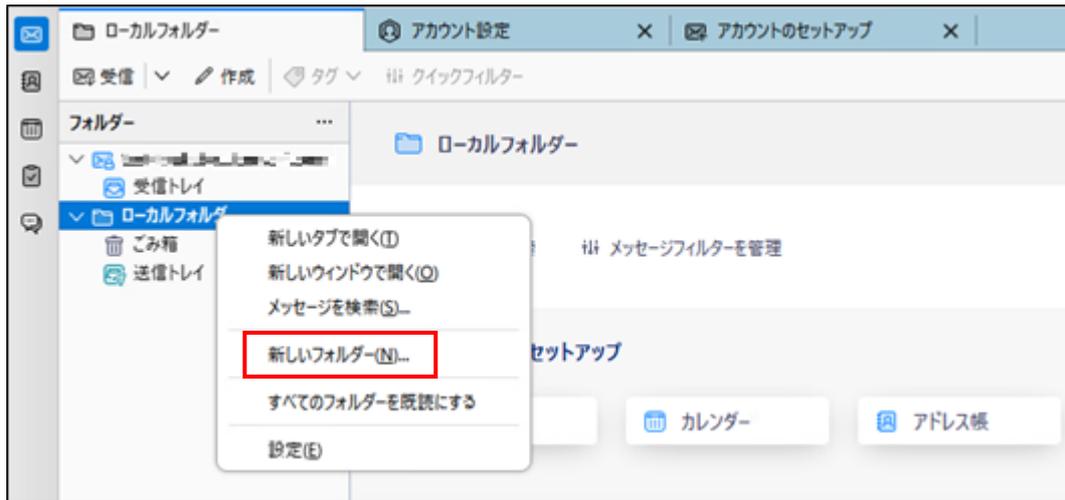


3-4-2. How to Make Backups

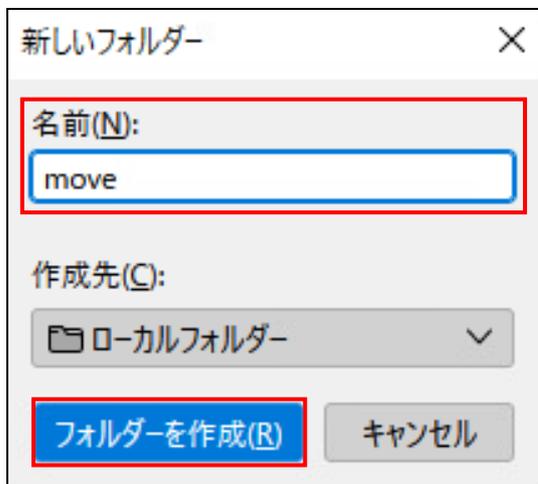
There are several ways to back up necessary emails in other locations. The following uses Thunderbird as an example to describe a method for saving emails in a local folder.

To back up necessary email data, follow the steps below.

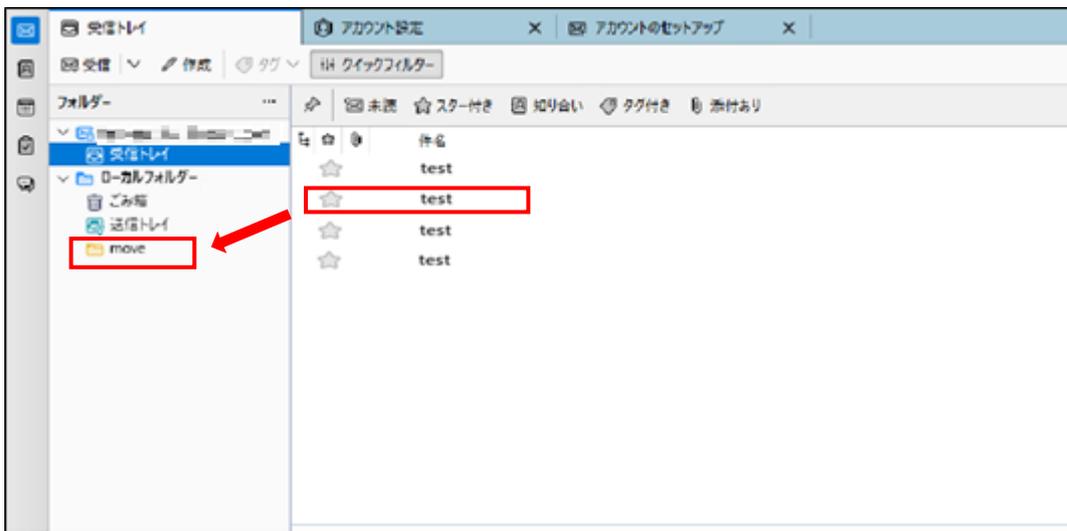
1. Right-click [ローカルフォルダー] and then select [新しいフォルダー].



2. Enter any name in [名前] and then click [フォルダーを作成].

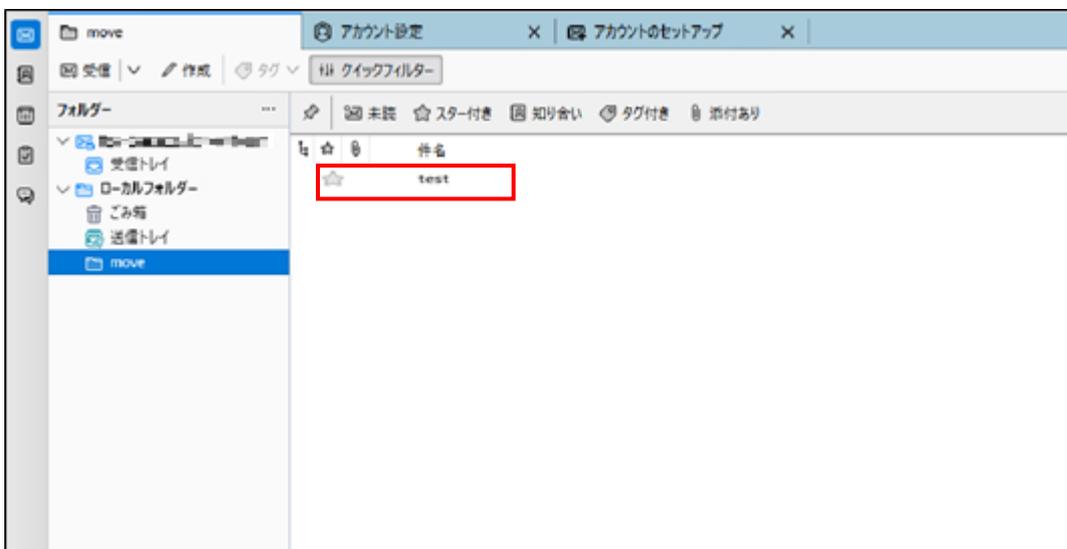


3. In [受信トレイ], drag the emails you want to move and then move (drop) them into the new folder you created in [ローカルフォルダー].



4. Confirm that the emails have been moved into the newly created folder.
(The emails you moved can also be returned to their original position by performing the same operation as above.)

The emails you moved are deleted from [受信トレイ].



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5. If you have created a folder in [受信トレイ], you can also make copies of emails by moving (dropping) the folder you created into [ローカルフォルダー].

After confirming that the emails have been copied, you can delete the folder that you copied to reduce your mailbox usage.

