

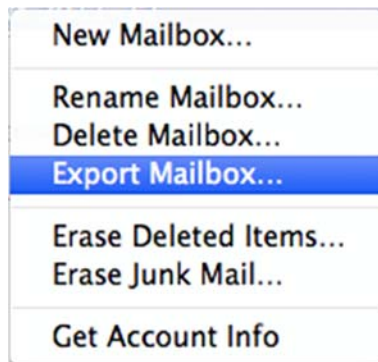
Steps to Archive Emails or Folders in Apple Mail

Step one

Launch Mail and choose *Mailbox > New Mailbox*. Now name the mailbox (Archive 2011-12, for example) and choose *On My Mac* as the location. Press *OK* and the mailbox appears in the list at the left.

Step two

Select the messages you wish to archive. You might want to choose all the mail you received between 2011-2012, if that happens to be appropriate to you. Once you've selected the messages you wish to archive, drag-&-drop them into your new Archive mailbox. Repeat this until all your messages are tucked away there.



Step three

With all your messages in the Archive, it's time to export them. *Control-click* on the mailbox name in the list on the left, and select *Export Mailbox...* from the contextual menu that appears. You can also do this by choosing the mailbox and using *Export Mailbox* in the *menu*.

Step four

Choose where to save your archive, but remember to check *Export all subfolders*, if you have any, to export. Click *Choose*.

Step five

Exporting your mail will take time -- it could take a long time. You might want to go do something more interesting for a while.

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Step six

Once export is complete, you'll see an mbox file icon appear where you exported the Mailbox too. Do check to make sure all the mbox files and subfolders you created are there.

Step seven

Now delete the Archive you created in Mail by *Control-clicking* the mailbox and selecting *Delete Mailbox*. Don't worry -- all your messages are already saved in your exported Archive.

Step eight

Whenever you need to search messages stored inside that archive, you should launch Mail and select *File>Import Mailboxes*, (select Apple Mail as data format). Click Continue and navigate to the exported archive(s) on your Mac, select the right collection and click Choose. In a little while, all your archived mails will reappear in Mail. Find the ones you need and copy, print or move them. Now, you can delete the Archived Mail you just imported (Right-click, Delete Mailbox) -- all your archived mail remains safe in the originally exported box.