

Using Mozilla Thunderbird to Archive CPS Mail

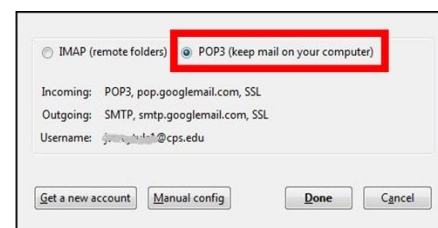
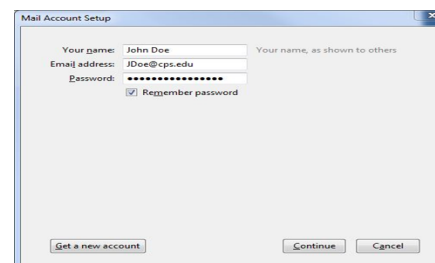
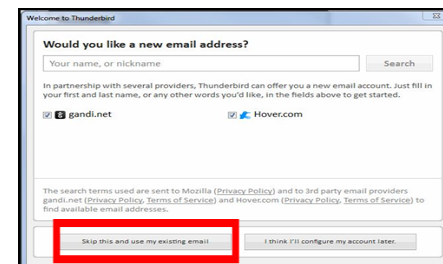
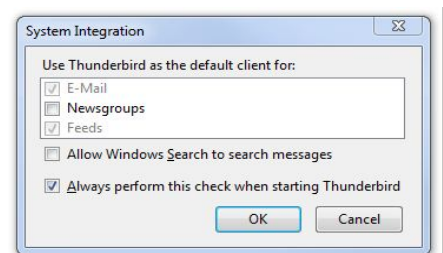
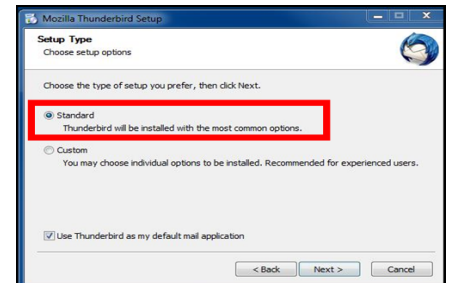
Installation and Initial Setup

Due to the fact that Gmail will only store your email for one year, it is important to manually archive your email for future reference.

*** To install Thunderbird, you will need administrator rights to your machine ***

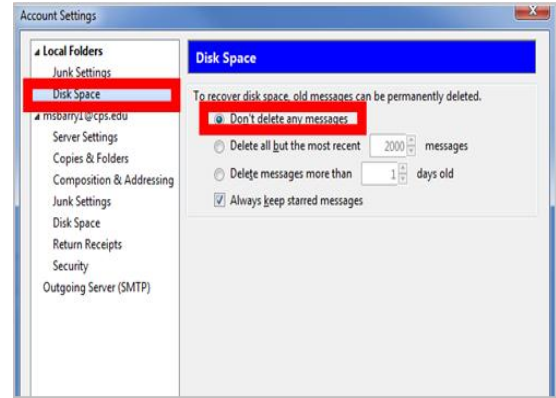
For additional support, please contact the CIP Support Center at (773) 663-4552 or online at <https://cpscip.zendesk.com>

1. Download Thunderbird to your computer from: <https://mozilla.org/en-US/thunderbird>
2. Choose 'Standard, then select 'Next'
3. On the summary screen, select 'Install'
4. When the installation is complete, select 'Finish'
5. Default settings will already be selected, click 'Ok'
6. Click 'Skip this and use my existing email'
7. Enter your full name, CPS email address, and CPS password
8. Click 'Continue'
9. Select the 'POP3' option

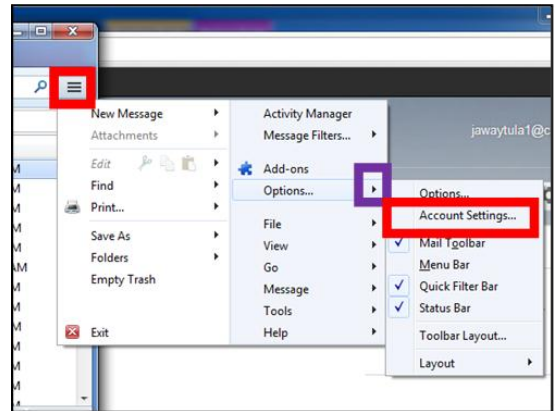


10. Select 'Done'

11. When Thunderbird is open, navigate to the "Account Settings..." option by selecting the settings button (indicated by three stacked lines) followed by the arrow next to 'Options...'



12. Navigate to 'Disk Space' and select 'Don't delete any messages'



13. Next, create a folder called "Email Backup" in your Google Drive, you will need this later

