

# Using Mozilla Thunderbird to Archive CPS Mail

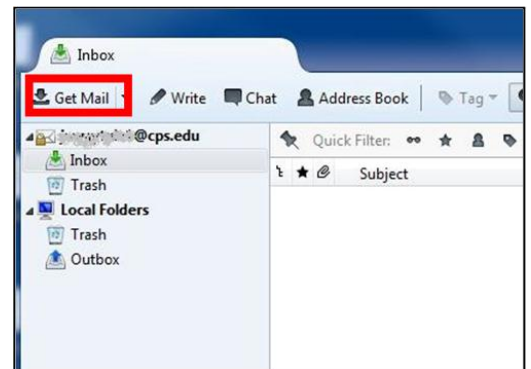
## Getting Mail & Archiving It In Thunderbird

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

**You should complete this process at least once per quarter.**

### 1. In Thunderbird, select 'Get Mail'

*(Note: this will take a significant amount of time after initial download. You may have to click the button multiple times in increments until no more messages will load. It is recommended that you allow your mail to fetch all day or overnight for the first time.)*



### 2. After ALL messages have been downloaded, select one message in your inbox and hold the CTRL key and click 'A' to grab all messages in the inbox.

*(they will turn blue)*

### 3. Select 'Archive' while all emails are highlighted.

