

Using Mozilla Thunderbird to Archive CPS Mail

Backing up your Archive to Google Drive

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 year.

Backing up your archive folder will safeguard your email messages in the event that your hard drive crashes. Please complete this process at least once per year, after you archive your messages in Thunderbird.

1. Type the following into your search bar in your START menu:
C:\Users\USERNAME\AppData\Roaming\Thunderbird\Profiles\
^ Replace with your CPS Username
2. Open the folder that ends with '.default'
3. Open the 'Mail' folder
4. Open the 'pop.googlemail.com' folder
5. Open 'Archives.sbd'
6. Upload the yearly file that does not end in '.msf' to your Google Drive "Email Backup" folder that you created

* When uploading quarterly, you will need to delete the previous uploads version of the current year, and only keep the most current *

* This process may take up to 20 minutes *

