Creating an Email Archive in Apple Mail (Snow Leopard)

1. First, **OPEN** Apple Mail:

2. Next, click on **Mailbox** and select **New Mailbox**:

3. In the **New Mailbox** window, click on the **Location** button:
4. On the menu that appears, select **On My Mac**: 

![Image of menu selection]

5. Next, type a name for your local archive in the **Name** box, and click **OK**:

![Image of name entry]

**New Mailbox**

Enter name for new local mailbox to be created at the top level of the “On My Mac” section.

**Location:** On My Mac

**Name:** Local Archive

[OK] [Cancel]
6. Notice the new **Local Archive** folder on your menu list under **ON MY MAC**:

![Local Archive on menu list]

7. Drag and drop messages (or folders) that you want to archive from your inbox to the **Local Archive** folder you created:

![Dragging and dropping messages]

Only messages that you manually drag and drop into the new local archive will be archived on the local system. If you drag and drop entire folders to the local archive, you will need to delete manually the old folder on the server.