Archiving Thunderbird Profile on a USB Storage Device
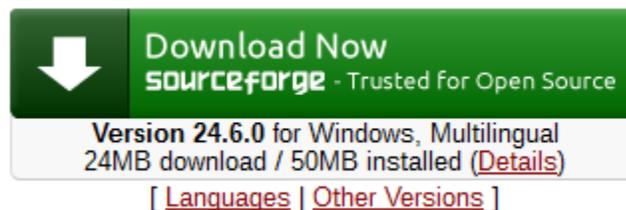
Introduction

SCLS will guarantee access to your Thunderbird Email accounts on your PCs until January 2015. Starting in January 2015, SCLS PC Technicians will no longer copy Thunderbird email to new PCs. This means you will be responsible for archiving your Thunderbird email if you want to ensure access after January 2015.

The following instructions will show you how to archive and access your old Thunderbird mail on a USB storage device. A USB storage device includes a USB flash drive or external USB hard drive. If your USB storage device has enough free space and you don't mind sharing, you can actually archive several email accounts on a single storage device.

Download Mozilla Thunderbird, Portable Edition

1. Plug in your USB flash drive or external USB hard drive.
2. Using your favorite web browser, download Mozilla Thunderbird, Portable Edition..
   a. Click Download Now.

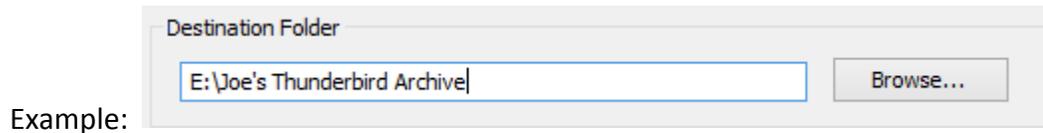   b. Save it to your USB storage device.

Install Mozilla Thunderbird, Portable Edition

1. Navigate to your external USB storage device using the Computer (Windows 7) or This PC (Windows 8) icon on your Desktop.
2. Double-click the Thunderbird Portable installer you just downloaded in the previous section.

   Example: ThunderbirdPortable_24.6.0_English.paf.exe
3. Click Next.
4. Destination folder: By default, the destination folder will be E:\ThunderbirdPortable. Change this to something like E:\Joe's Thunderbird Archive.

NOTE: Your drive letter could possibly be another letter other than E: if you have other devices plugged into your computer. If your drive letter is C:, you probably didn't save the Thunderbird Portable installer to your flash drive correctly.

Example:

5. Click Install.
6. **IMPORTANT:** Do not check the box to Run Mozilla Thunderbird, Portable Edition.
7. Click Finish.

Configure Mozilla Thunderbird, Portable Edition

1. Click Start.
2. Click Run.
3. Enter %APPDATA%\Thunderbird\Profiles
4. Click OK.
5. In the folder that appears you will see at least one Thunderbird profile. If there is more than one profile, you will probably be able to figure out which one is yours by looking at the text after the dot (.) in the folder name. That portion of the folder name is usually your initials, your name or job function.
6. Right-click your profile and select Copy
7. Navigate to your USB storage device.
8. Double-click your destination folder from step 4 in the previous section.
9. Double-click the Data folder.
10. Paste your profile into the Data folder.
11. Right-click your profile and rename it to profile.

Access the Your Email Archive
1. Your USB storage device should still be plugged into the computer.
2. Navigate to your external USB storage device using the Computer (Windows 7) or This PC (Windows 8) icon on your Desktop.

3. Double-click the folder you created for your email (this is the destination directory you selected in step 4 of Install section)

📁 Joe's Thunderbird Archive

4. Double-click ThunderbirdPortable.exe
5. Your Email should open.