

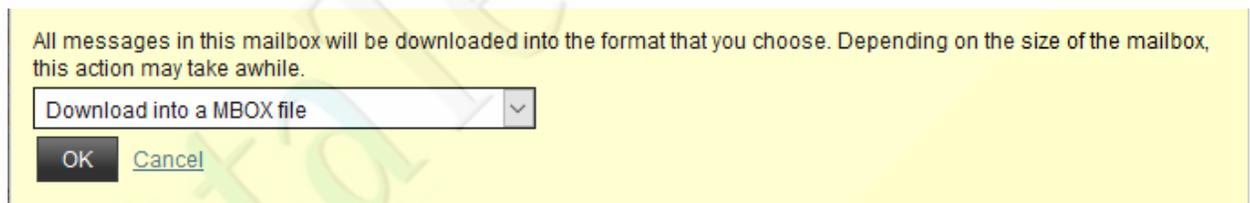
Backing Up Your Emails from Horde

1. Right Click on the folder name you want to Backup.
2. Choose Export from the Action Menu which will appear after right click on the folder.
3. You will be given an .mbox file to download. Store it in a location you'll remember.



Importing Your Emails Into Horde

1. Right Click on the folder name you want to restore your mails in.
2. Choose Import from the Action Menu which will appear after right click on the folder.
3. Next you'll browse to the download location you used above and select your .mbox file to import and click "Import."
4. Your messages should automatically be imported into your current folder.



Repeat this process for all your folders. For folders that are too large (your browser stalls or stops loading on export), you most likely have messages with attachments that are too large to handle. I recommend sorting the messages by size, downloading the attachments from the largest messages and forwarding them on with your preferred email client along with the message body. Then move (or delete) these messages from the folder you wish to export and try again.

Eventually you will have gotten the folder down to a reasonable enough size and the export will succeed.

The .mbox or .zip file will be created in the download folder per your browser settings.



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