

# Email Download Guide: Outlook, Thunderbird, and Eclipse Webmail

## Option 1: Backup Emails in Microsoft Outlook

For Outlook 2016, 2019, 2021, and Microsoft 365 (Windows)

### ◆ Step-by-Step:

#### 1. Open Outlook

- Launch Microsoft Outlook and make sure you're signed in to the account you want to back up.

#### 2. Go to File → Open & Export → Import/Export

- Click on **File** in the top-left corner.
- Select **Open & Export**, then click **Import/Export**.

#### 3. Choose Export Option

- Select **“Export to a file”**.
- Click **Next**.

#### 4. Choose File Type

- Select **“Outlook Data File (.pst)”**.
- Click **Next**.

#### 5. Select Mail Folders

- Choose the email folder(s) you want to export (e.g., Inbox, Sent Items).
- Check **“Include subfolders”** if you want to back up the entire mailbox.
- Click **Next**.

#### 6. Save the File

- Click **Browse** to choose where to save the .pst file.
- Choose a location like Desktop or an external drive.
- Name your file and click **Finish**.

## 7. Set a Password (optional)

- You can add a password or skip this step by leaving fields blank and clicking **OK**.

**Result:** Your Outlook emails are now backed up in a .pst file, these can be imported into another providers inbox, you're need to seek their assistance on how to import these into their mail systems.

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## Option 2: Backup Emails in Mozilla Thunderbird

Thunderbird stores emails locally by default. You can back them up manually or with an extension.

### ◆ Manual Backup (Default Method):

#### 1. Locate Thunderbird Profile Folder

- In Thunderbird, go to:
  - **☰ Menu → Help → More Troubleshooting Information**
- Under **"Profile Folder"**, click **"Open Folder"**.

#### 2. Find Mail Data

- Navigate to the Mail (for POP accounts) or ImapMail (for IMAP accounts) folder.

#### 3. Copy Mail Files

- Copy the entire Mail or ImapMail folder to your desired backup location (external drive, cloud storage, etc.).
- These contain **.mbox** files which hold your actual emails.

### ● Optional: Export Using Add-on

#### Use: ImportExportTools NG

##### 1. Install the Add-on:

- Go to **Add-ons and Themes** (Ctrl+Shift+A).
- Search for **ImportExportTools NG**.
- Install and restart Thunderbird.

## 2. Export Emails as EML or MBOX:

- Right-click the folder you want to export (e.g., Inbox).
- Choose:
  - **ImportExportTools NG → Export folder** (for MBOX)
  - **ImportExportTools NG → Export all messages in the folder → EML format**

**Result:** Your emails are backed up as either **.mbox** or **.eml** files, these can be imported into another providers inbox, you're need to seek their assistance on how to import these into their mail systems.

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### Option 3: Backup Emails in Roundcube Webmail

While the Eclipse Webmail does not have a built-in "export all" feature, but you can download emails individually or use IMAP with a client like Thunderbird.

#### ◆ Option A: Download Emails Individually via Webmail

##### 1. Log in to Eclipse Webmail

- Use your browser to access **Eclipse Webmail** and log in to your account.

##### 2. Open the Email

- Click on the message you want to back up.

##### 3. Download the Message

- Click the **"More"** or **":"** icon (depending on your theme).
- Select **"Download (.eml)"**.
- Save the file to your computer.

● Repeat this for any email you want to download.

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#### ◆ Option B: Use Thunderbird to Download All Emails via IMAP

##### 1. Set Up Eclipse Webmail Email in Thunderbird

- Open Thunderbird.

- Go to **Account Settings > Add Mail Account**.
- Enter your **Eclipse Webmail** email credentials.
- Use **IMAP** configuration.

## 2. **Download Emails for Offline Use**

- After setup, Thunderbird will sync your Roundcube account.
- Emails will be downloaded locally.

## 3. **Use ImportExportTools NG to Export**

- Follow the **Thunderbird add-on method** above to export all synced emails from your Roundcube account.

**Result:** Full mailbox backup from **Eclipse Webmail** via Thunderbird in either .mbox or .eml format, these can be imported into another providers inbox, you're need to seek their assistance on how to import these into their mail systems.