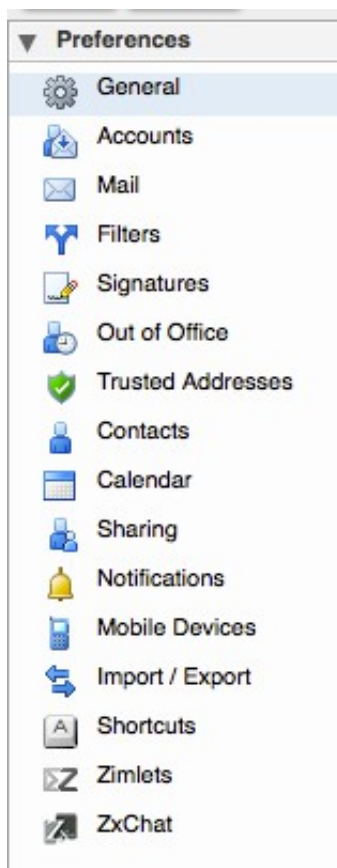# Backing up email in Zimbra

Login to Zimbra and choose the Preferences tab

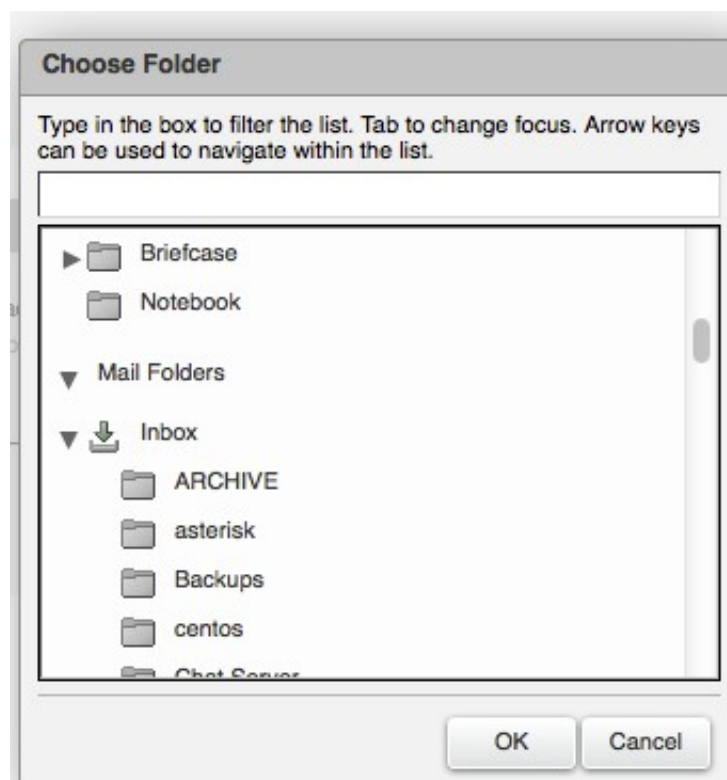On the left you will see the following options

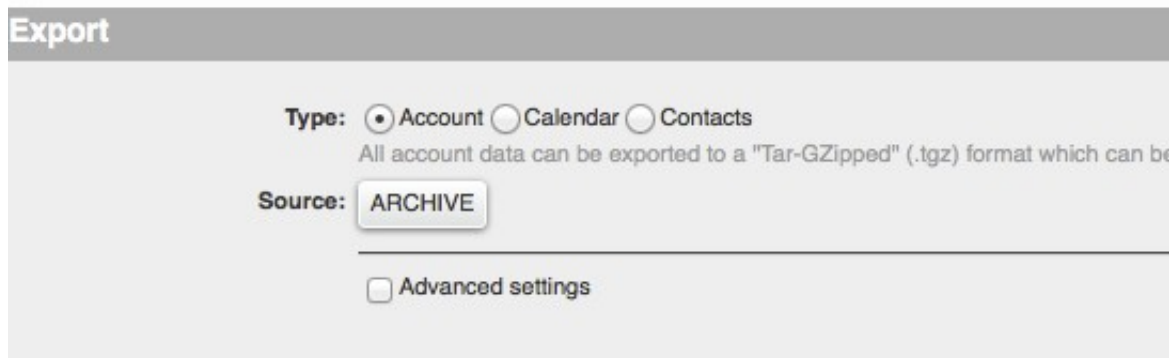Choose the Import / Export option and the following screen will appear

To backup your whole mailbox, just choose the export button on the right hand side. This will then prompt you with a download to save to your pc. (this may take some time depending in the amount of data in you mailbox)

To backup 1 folder in this case we will backup the Archive folder. Under the Export section chosse the source button currently saying All folders. Now a windows will pop us as below

Scroll down the list to to where your folder is located. You may need to user the arrows at the side of a folder to show any sub folders. Highlight the folder you would like to backup and then choose. ok.

Now you back at the main screen. You should see the folder you selected in the export section

To backup, just choose the export button on the right hand side.

If your trying to make space in your inbox, once you have your backup you can then delete the folder from Zimbra and restore if required in the future.

Please keep your backup safe