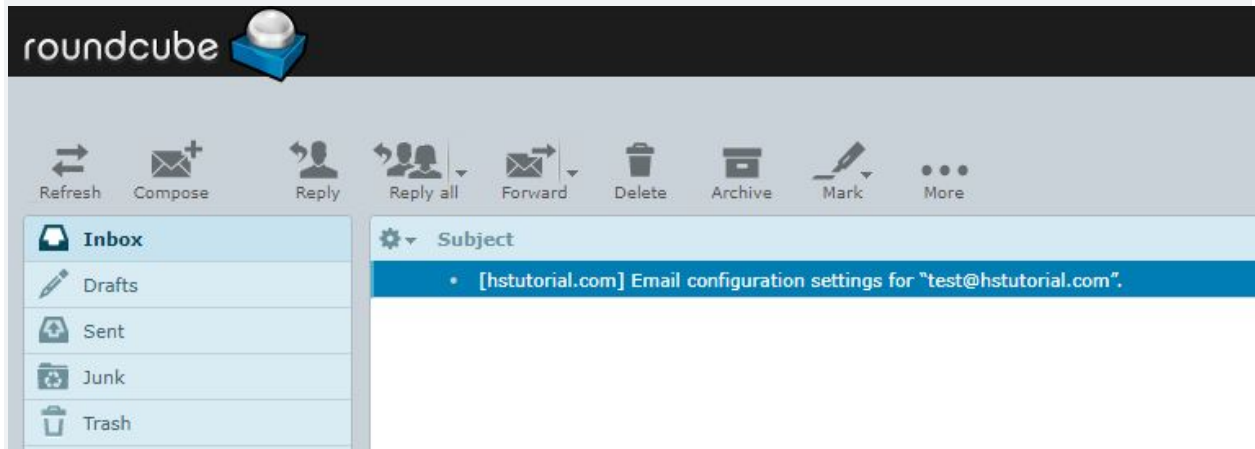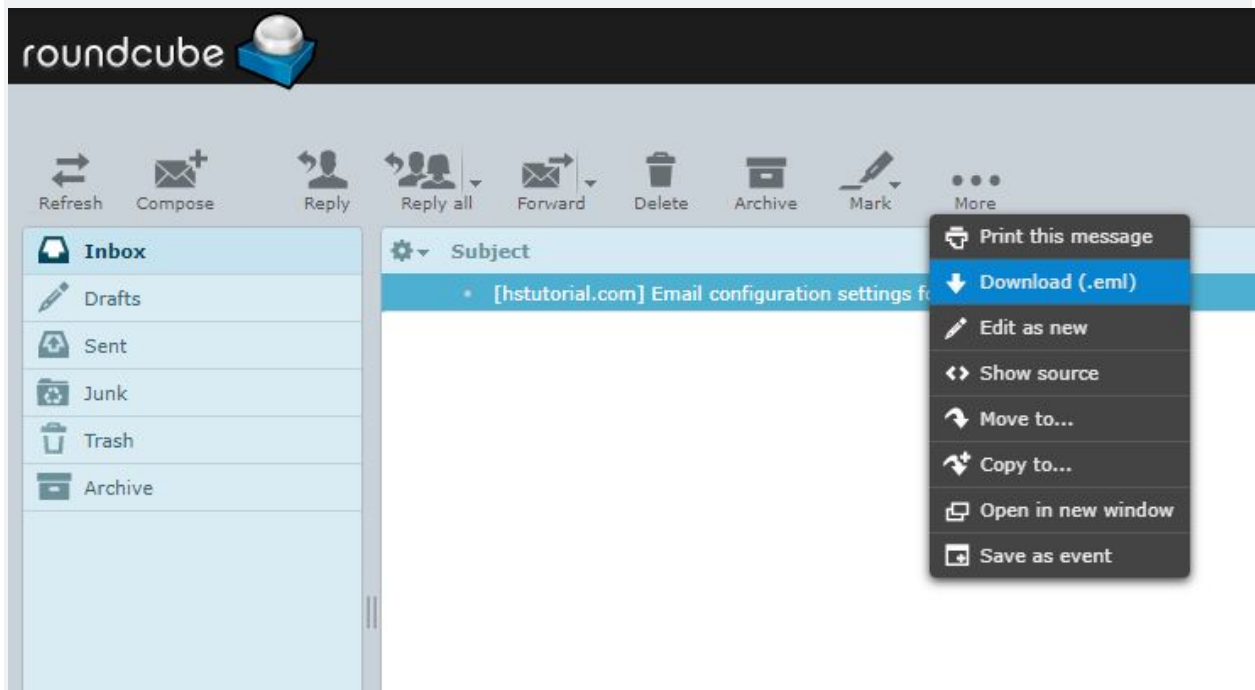## Roundcube

In order to back up (export) emails to your local computer, select the required email(s) and click on More icon in the bar above:
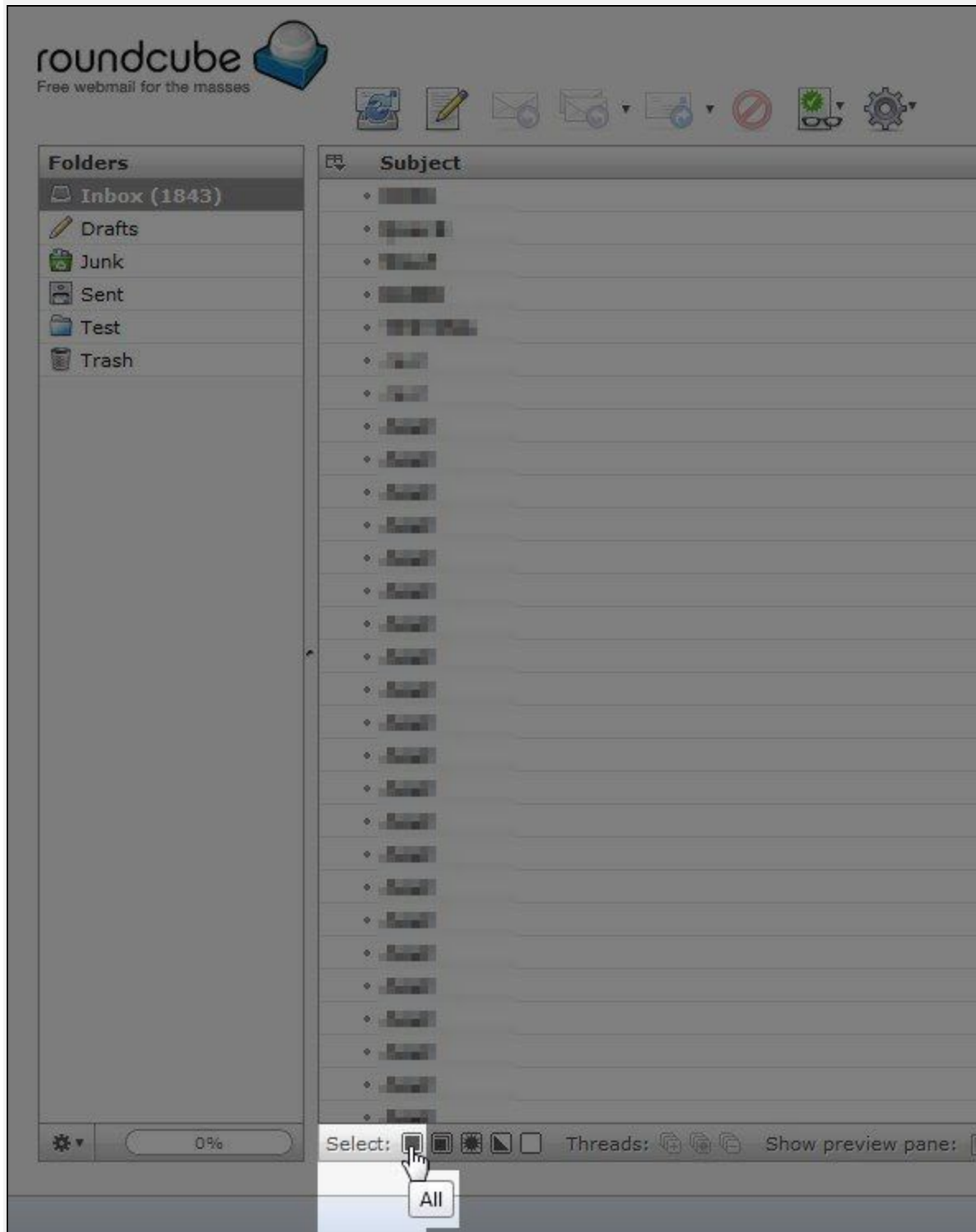

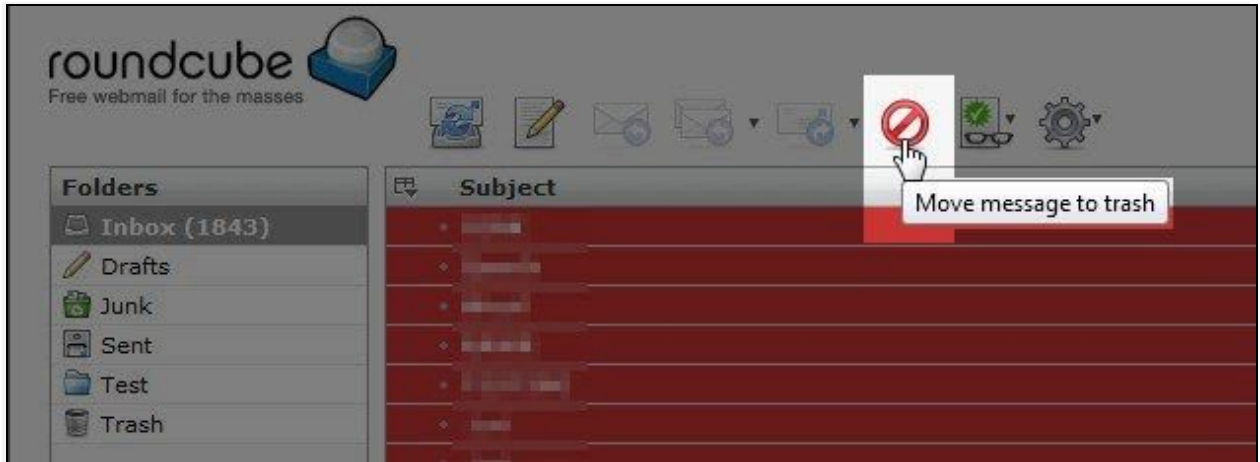**Select Download (.eml) in dropdown list option and specify the location to save the email(s) to:**

NOTE: .eml files are supported by most of the email services and can be easily restored later on different servers. Note that, Roundcube does not provide convenient functionality to download many emails at once, so if you want to back up the whole folder or account, we recommend using Thunderbird instead.

Mass Mail Deletion:

At the bottom of the screen, click the "Select All" icon.

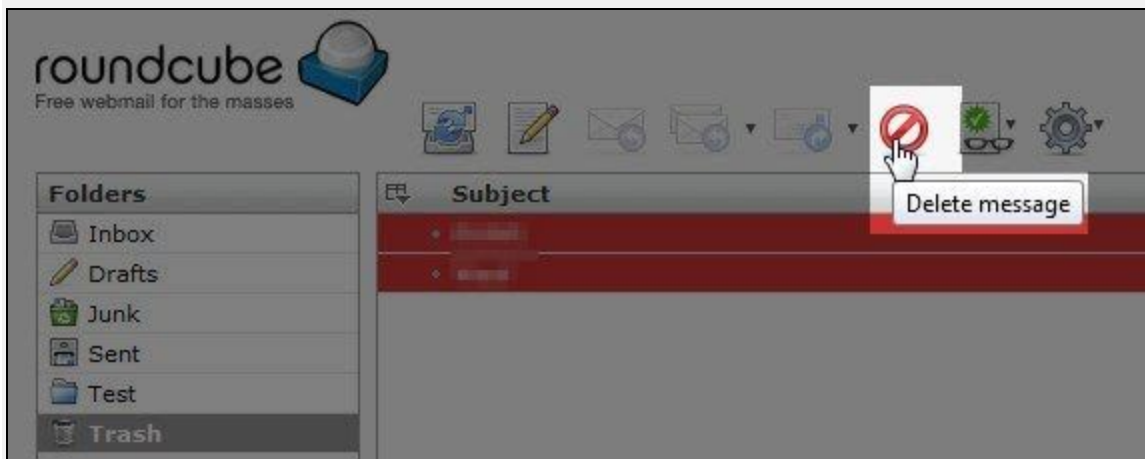At the top of the screen click the "Move message to trash" icon

This may take several minutes, depending on the number of messages in the Inbox.

If you have not previously set roundcube to "Clear Trash on logout" (under Settings > Server Settings) you will need navigate to the Trash folder to finish deleting the emails.

Click on the "Trash" folder on the left side of the screen.

Click the Select all icon at the bottom of the screen

Click the "Delete" icon to completely delete the messages (note there is no warning that messages will be deleted).

This process may take several minutes too, depending on the number of messages being deleted.