## 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:

roundcube 🍣	
Refresh Compose Reply	Reply all Forward Delete Archive Mark More
🖸 Inbox	Ø - Subject
Drafts	<ul> <li>[hstutorial.com] Email configuration settings for "test@hstutorial.com".</li> </ul>
🚱 Sent	
😨 Junk	
Trash	

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

roundcube 🍣	
Refresh Compose Reply	Reply all Forward Delete Archive Mark
🚨 Inbox	Image: Subject         Image: Transmission of the second sec
Drafts	[hstutorial.com] Email configuration settings fe  Download (.eml)
🐼 Sent	/ Edit as new
🐼 Junk	<> Show source
Trash	✤ Move to
- Archive	At Copy to
Archive	C Open in new window
	Save as event

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.

Folders	母 Subject
🗇 Inbox (1843)	
🖉 Drafts	• Minute B
🔠 Junk	• 1994au
🚔 Sent	• 100.000
🛅 Test	• 100 00 0000
🗑 Trash	•
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At the top of the screen click the "Move message to trash" icon

roundcube		
Folders	E Subject	
🖾 Inbox (1843)	Move message to trash	
🖉 Drafts		
🔠 Junk		
📇 Sent		
Test		
Trash		
	The second se	

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).

roundcube	
Folders	E Subject
🔄 Inbox	
/ Drafts	and the second se
👸 Junk	
💼 Sent	
🛅 Test	
🗑 Trash	

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