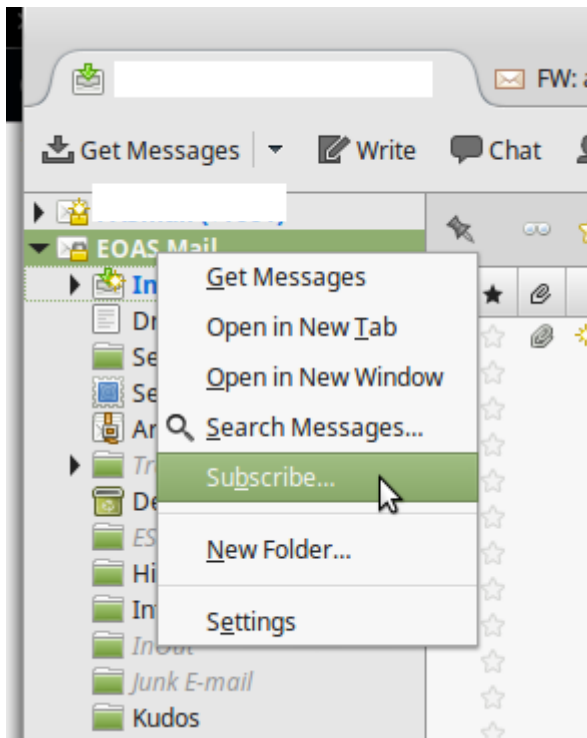




How to configure Thunderbird's folder settings with "Sent Items" and "Deleted Items" for Exchange accounts

Burner EOAS - 2025-03-17 - Email, calendar, and contacts

1. Launch Thunderbird
2. Right click on the mail account and select **Subscribe...**



3. From the folder list, ensure that **Deleted Items** and **Sent Items** are both checked and click **OK**.

4. Right click on the mail account folder and select **Settings...**

5. Click **Server Settings** under your account in the left pane. Under the option "When I delete a message, move it to this folder", select Deleted Items.

6. Click **Copies & Folder** under your account in the left pane. Under the option "When sending messages, automatically place a copy in", click **Other** and fromn the drop down list click to find the **Sent Items** folder and select it.

7. Click **OK** to save your settings.