

Knowledgebase > Email, calendar, and contacts > How to configure Thunderbird's folder settings with "Sent Items" and "Deleted Items" for Exchange accounts

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.