Zimbra Quota Full? Here's what you can try …

If you have run out of space on your zimbra account, you can move messages to your local computer. (I did not want to delete nor did I want to sift through my folders).

1. Install the [Zimbra Desktop](#) on your machine – it's free and easy to install on Windows. This will give you the "Local Folders" that they talk about in the documentation.

2. Once this is installed, you will have to enter your account information.

3. It will bring up the wmware zimbra desktop – Local Folders will be there and you can drag your "only to be stored locally" folders there. It will take a moment to set up – hit send/receive.

4. Keep in mind, these files are not backed up, so should your computer crash, they'd be gone. There are backup procedures you can perform – refer to the website.

The files are stored as single messages in

C:\Users**YourName**\AppData\Local\Zimbra\Zimbra Desktop\store

you can look at them in a text editor (but you would want to use zimbra since the folder structure is controlled by sqlite database files).

These folders will appear in your Zimbra Desktop but not be accessible on other machines and will free up some space for you to receive more email.

UPDATE Nov 27 – a couple of things I've discovered. If the transfer fails, it will appear to have lost your files that you were transferring. Do not panic. Go to the **Trash** on your regular zimbra account (not on zimbra desktop) and right click. You will find your files in there and can restore them with "Recover Deleted Items". It will lose your folder structure, but the email messages are recoverable.

The above problem can happen when network transfer is slow or drops. There are forums discussing the issue of 7.2.2 (the current release of Zimbra Desktop) being slow.

Note when archiving that the files are only can be sorted by Date and not subject or name as you would in regular zimbra (as opposed to desktop zimbra).

In addition, once you drag a folder to local it does not allow you to drag it back into zimbra folders.

This may require some patience – check the number on the messages as well – you may have to attempt the transfer more than once for large numbers of files (up to 1500 seem to work smoothly, beyond that, subfolders do the trick).