Introduction

UH students, faculty, and staff are allotted 20 megabytes of storage for their email accounts. Once this quota is met, the user is unable to continue to receive email until they make room in their account. This document will discuss how to save your email to a local disk on your computer's hard drive and remove it from the mail server.

This document was written for Eudora 6 on the Mac OS X platform. It is assumed that Eudora has been configured to use the IMAP protocol.

Moving Email Offline

CLEANUP

The first step in reducing your disk space usage should be cleaning up your current email. Delete any emails that are no longer needed, especially emails with attachments.
SAVING EMAIL

The Eudora mailbox menu is where the mailboxes on both the local hard drive and the server can be found. The folders on the top are the local folders, and the folders under the Dominant drop down arrow are on the server. The latter contains all the email that is stored on the server. This folder is limited by the Quota to 20 megabytes. See figure below.

CREATE NEW LOCAL FOLDER

Create a new local folder where you will store the email you no longer need to have online. To create a new local folder, go to the Mailbox menu and click New. See figure below.

Next, Give the folder a name, and then click on OK. This will create a new folder on your local hard disk. See figure below.
MOVE EMAIL TO NEW FOLDER

Now, select the email you wish to move offline and have saved in your local folder. After selecting the messages, go to the **Transfer** menu and select the new folder you created in the previous step (saved e-mail). See figure below.

Eudora will now transfer the selected emails into the local folder and move the emails on the server into the **Trash**. Note, depending on how you have setup your Eudora, the emails on the server may be moved into a folder other than Trash. In the figure below, both the **Saved E-mail** mailbox (on the local hard disk) and the **Trash** mailbox (on the server) are opened.
PURGE SAVED EMAIL FROM SERVER

After saving all email messages to your local hard drive, you must then purge those emails from the server to free up the disk space the emails are taking up. Eudora will automatically purge the emails from the Trash folder when you quit the program. To ensure that this option is set, click on the Special menu and select Settings. In the window that opens, click on Miscellaneous on the left side of the window. On the right side, ensure there is a check mark next to Empty Trash on Quit. Then click on the OK button. See figure below.
Moving email messages back online

There may come a time when you wish to move the emails you saved onto your local hard disk back online to be accessed from different locations. The process of moving the email back online is very similar to the process of saving them to your local hard disk.

The first step is to create a new folder in Dominant to transfer the emails back online into. To do this, go to the Mailbox menu, click on Dominant, and then click on New. See figure below.

Next, type in the name of the new folder and click on the OK button. Then select the emails you want transferred back online and go to the Transfer menu, and select the mailbox you just created. See figure below.

Eudora will move the selected emails from the local hard drive and place them in the folder on the server you selected. Your emails are now back online and you can now access them from multiple locations.
Getting Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send email to help@hawaii.edu, or fax (808) 956-2108. Neighbor islands may call the ITS Help Desk’s toll-free phone number at (800) 558-2669.

Or see the ITS Help Desk home page at www.hawaii.edu/help
The ITS walk-in Help Desks are located in Keller 105, Keller 213, and the ITS Hamilton Lab on the UH Mānoa Campus.

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