Netscape Mail & Your Quota
For the PC Using Netscape Mail v6.2.3
Keith Roberts

INTRODUCTION

MOVING EMAIL OFFLINE
- CLEANUP
- SAVING EMAIL
- CREATE NEW NETSCAPE MAIL FOLDER
- MOVE EMAIL TO NEW FOLDER
- VERIFY EMAIL HAS BEEN SAVED

MOVING EMAIL MESSAGES BACK ONLINE
- CREATE NEW FOLDER ON THE SERVER
- MOVE EMAIL TO NEW ONLINE FOLDER

GETTING HELP

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 assumes you are using Netscape Mail version 6.2.3 on a Windows OS platform. It is also assumed that Netscape Mail 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 Netscape Mail window is composed of three frames. The frame on the left displays your mail folders, both local and online. This is the frame we will be most concerned about for saving your email messages. In the figure below is an example of the Netscape email window. Notice that in the frame on the left, there are two major divisions among the folders. The first is called **UH E-Mail** (Note: this name may vary on your system, depending on how you configured Netscape Mail) and the second is called **Local Folders**. The latter is your email that is stored on your local hard drive. The former is your email that is stored on the server. This folder is limited by the Quota to 20 megabytes.
CREATE NEW NETSCAPE MAIL FOLDER

Create a new Netscape Mail folder where you will store the email you no longer need to have online. To create a new folder, go to the File menu, click on New, and then click on Folder. See figure below.

Next, Give the folder a name and ensure that the drop down box says Local Folders. Then click on the OK button. See figure below.
MOVE EMAIL TO NEW FOLDER

Now, select the email you wish to move offline and have saved in your local folder. Simply drag the emails that are to be saved into the new local folder that was created in the previous step. In the figure below, the email messages from ITSDemo was selected and moved into the new local folder, Saved E-mail.
VERIFY EMAIL HAS BEEN SAVED

To verify that the email has been saved to your local hard disk, double-click on the new folder you created (saved e-mail). The saved email should be displayed in the frame on the right. See figure below.

Once the emails have been moved, they will no longer be available to access on the server from Netscape Mail. The emails will be automatically purged from the server.

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.
CREATE NEW FOLDER ON THE SERVER

To create a new folder, go to the File menu, click on New, and then click on Folder. Next, Give the folder a name and ensure that the drop down box says UH E-mail (Note, this name may be different, depending on how you configured your Netscape Mail). Then click on the OK button. See figure below.

MOVE EMAIL TO NEW ONLINE FOLDER

Now, select the email you wish to move online to be accessed from multiple locations. Simply drag the emails that are to be uploaded into the new online folder that was created in the previous step. In the figure below, the email messages in the Saved E-mail folder was selected and moved into the new online folder, Upload E-mail.
That's it, your email is now back online. The email messages have been moved from the local folder and placed in the newly created folder online. These email messages now count against your quota, but they can be accessed 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](http://www.hawaii.edu/help)
The ITS walk-in Help Desks are located in Keller 105, Keller 213, and the ITS CLIC Lab on the UH Mānoa Campus.

The University of Hawai‘i is an equal opportunity/affirmative action institution.