OS X Mail & Your Quota
For the Macintosh Using Mail for OS X
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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 the Mac OS X Mail e-mail client. It is also assumed that 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 Mail window is composed of three frames. The frame on the right 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 Mail window. Notice that in the frame on the right, there is a list of all the email folders, including two folders with drop down arrows.

The folder called **On My Mac** is where all folders on the local hard disk are found.

The folder called **UH E-mail** is where all the folders online are found.

Note, the name of the folders on your Mac may be different, depending on how you configured your Mail application.
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 Mailbox. See figure below.

Next, give the folder a name. In the Location menu box, be sure to choose On My Mac. 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 ITS Demo in the Inbox was selected and moved into the new local folder, *Saved E-mail*.

![Emails in Inbox](image1)

**VERIFY EMAIL HAS BEEN SAVED**

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

![Emails in Saved E-mail](image2)
Unlike other email clients, Mail does not require you to purge the emails from the server after saving them to a local folder. The program does this automatically.

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 SERVER

Go to the Mailbox menu and then click New Mailbox. Next, Give the folder a name and change the Location drop down menu to UH E-mail (Substitute UH E-mail for the name of your online folder if it is different). Click on the OK button to create the folder. 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 from Saved E-mail 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
The ITS walk-in Help Desks are located in Keller 105, Keller 213, and the ITS CLIC Lab on the UH Mānoa Campus.

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