Eudora & Your Quota
For the PC Using Eudora v6
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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 Eudora version 6 on a Windows OS platform. It is also assumed that Eudora has been configured to use the IMAP protocol.

Moving Email Offline

Clean up

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 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 Eudora email window. Notice that in the frame on the left, there are two major divisions among the folders. The first is called Eudora and the second is called Dominant. The latter is your email that is stored on the server. This folder is limited by the Quota to 20 megabytes.

CREATE NEW EUDORA FOLDER

Create a new Eudora folder where you will store the email you no longer need to have online. To create a new Eudora folder, right-click on the Eudora folder, and then click New. See figure below.
Next, give the folder a name and click on the **OK** button to create the folder. See figure below.

![New Mailbox dialog box](image)

**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 the Inbox was selected and moved into the new local folder, **Saved E-mail**.

![Eudora window with email messages](image)
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, the deleted symbol will appear next to the emails that have been moved from the server. In the figure below, notice the deleted symbols to the right of the emails in the **Dominant Inbox**.
PURGE SAVED EMAIL FROM SERVER

After saving all email messages to your local hard drive, it is time to purge the saved emails from the server. To do this, go to the Message menu and click on Purge Messages. See the figure below. This will remove the saved emails from the server and free up disk space. Note; be sure to verify that the emails have been saved correctly before doing this step.

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 DOMINANT

Right click on Dominant and click New. See figure below.

Next, give the folder a name, and then 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 ITSDemo 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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