

Help Desk -- How to Transfer E-Mail to Folders on your Hard Drive

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To permit storage of messages in folders on the mail server, e-mail clients at Drake University are typically configured to use IMAP protocol. If you use this convention, all mail is normally stored in your INBOX on the server until it is moved or deleted.

The performance of the mail server is related, not only, to the size and number of messages you have in your INBOX, but also the overall number of messages in the server message store.

Here's how to move messages from the server to an e-mail folder on your local hard drive. Moved messages will no longer be available on web mail or through another computer.

If you run into difficulty, please call the Support Center (x3001) for assistance.

Eudora for Windows:

- 1 From the Tools menu, select Mailboxes.
- 2 Right Click on Eudora in the mailbox list and select New.
- 3 Type a name for the new mailbox.
- 4 **Do not check the box that says "Make it a Folder".**
- 5 Click OK.
- 6 Click once on the message to be moved.
- 7 Click on the Transfer Menu at the top of the screen and select the proper mailbox. If you have a group of messages to be moved to the same mailbox you can use the Shift Key or CTRL Key to select more than one message for transfer.

Eudora for Macintosh:

- 1 From the Mailbox menu, select New.
- 2 Type a name for the new mailbox.
- 3 **Do not check the box that says "Make it a Folder".**
- 4 Click OK.
- 5 Click once on the message to be moved.
- 6 Click on the Transfer Menu at the top of the screen and select the proper mailbox. If you have a group of messages to be moved to the same mailbox you can use the Shift Key or COMMAND Key to select more than one message.

Outlook 2003 (for Windows)

1 From the View menu, select Folder List.

2 Right Click on the [Personal Folders] icon in the Folders List and select New Folder.

3 Type a name for the new folder and click OK.

4 Click No when asked to create a shortcut.

5 Click once on the message to be moved and drag it to the proper folder in the folder list. If you have a group of messages to be moved to the same mailbox you can use the Shift Key or CTRL Key to select more than one message.

6 Note that the message is actually copied to the new folder and then deleted from the server. The message will have a line through it indicating that it has been deleted from the server.

Web Mail

Note: It is difficult to move messages to your desktop from the mail server using web mail. The instructions below explain how to move messages out of the server INBOX to some other folder on the server.

- 1 Click on the Folders icon at the top of the window.
- 2 Select Create Folder from the Choose Action drop down menu.
- 3 Enter a name for the folder (web mail uses the term “folder” instead of “mailbox”). Click OK.
- 4 Click the Inbox icon at the top of the window.
- 5 Check the box to the left of the message(s) you wish to move.
- 6 In the upper right hand corner of the screen you will see:
Move | Copy Message to
- 7 Click in the box that says Message to and select the proper folder.
- 8 Click Move.