

Tip - Moving Eudora Emails off CAMail Server

The CAMail server reviews statistics for all DLS client Eudora email boxes every day. When the server notices that a user's mailbox has 80% of the allotted mailbox storage quota in use, daily messages are automatically generated and sent to the user until the quota falls below the 80% threshold.

Typically, there are 2 "sections" listed in each Eudora mailbox in the Mailboxes window: Eudora and <Dominant>. The CAMail server counts all messages in all mailboxes under <Dominant> towards the quota for a mailbox.

Messages in mailboxes listed under Eudora are:

Stored locally on the desktop computer hard disk
Are not accessible through WebMail.

Messages in mailboxes listed under <Dominant> are:

Stored on the CAMail server
Are accessible through WebMail.

Email messages with large attachments such as image files or large documents should be moved from the mailbox under the <Dominant> section that resides on the CAMail server to a mailbox under Eudora that resides on the local desktop computer. By doing this, the messages will be accessible in Eudora when you are at the office. If you can move messages that you do not need to see through Webmail when you are out of the office, or away from your desk, the CAMail server will stop sending quota notification emails to you.

To move Eudora messages off the CAMail server, please follow these steps:

1. Create a New folder under Eudora into which to move messages:

- a. From File menu, select New.
- b. In the New Mailbox dialog box to create a New Top Level Mailbox, Enter a Name for the new mailbox, e.g. Images.
- c. Click OK.

The new Images mailbox will now be listed under the Eudora section of your mailbox.

2. Organize the <Dominant> mailboxes, such as the Inbox, to view messages to be moved by either:

- a. **Attachments** - Click the email with doc icon (the 3rd icon) in the <Dominant> Inbox column header row to see all emails with attachments.
- b. **Who** - Click either the word "Who" or the person icon (the 5th icon) in the <Dominant> Inbox column header row to see all emails in order of sender name.
- c. **Date** - Click either the word "Date" or the calendar with clock icon (the 6th icon) in the <Dominant> Inbox column header row to see all emails in date order. Then right-click on "Date" to set the date order preferred from the pop-up menu.

3. Select the messages to be moved to new folder:

- a. Click on the first message to move.
- b. Scroll to the last message to move.
- c. Right-click on the highlighted messages.
- d. From the pop-up menu, select Transfer and scroll to the Eudora folder name to which these messages will go

All the selected messages will be moved to the appropriate folder.

4. Login to Sendmail to check the progress on reducing the quota:

- a. Go to <https://www.camail.harvard.edu:8890/msadm/user/>
- b. In Email Address, enter Eudora username.
- c. In Password, enter Eudora password as is entered in office.
- d. Click the [View Account Storage and Message Usage link](#).
- e. On the Quotas page, review the percentage used in the 3rd item, Storage Usage.
- f. Click Cancel when done.
- g. Click the Log Out link.
- h. Click OK in the "You have been logged out" box.

If you need assistance with moving Eudora email messages off the CAMail server, please contact the Help Desk at 617-495-8411, or via email to dls@harvard.edu.