

Configuring
And
Using Eudora
with IMAP

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USING EUDORA WITH IMAP

What is IMAP?

IMAP is an acronym that stands for Internet Message Access Protocol. This is different from the current POP (Post Office Protocol) you currently use in that messages and attachments are stored on the e-mail server. Even folders and mailboxes you create will be stored on the server. This makes it more convenient for you to access your e-mail from multiple computers. Please note that your address book is **not** stored on the server. Address books are stored on your local computer.

When you use IMAP as your mail protocol you'll need to be much more diligent about managing your mail to ensure that your total amount of mail (in all folders and mailboxes) does not exceed the maximum mailbox size of 60 megabytes.

Also, if you access your e-mail account from multiple computers you will need to occasionally resynchronize your mailboxes so that folders or mailboxes you create on one computer will be available on the other location(s).

If you do not access your e-mail from multiple locations there really is not a big benefit in moving to IMAP and you should continue to use Eudora configured for POP mail.

In order to utilize the IMAP functionality of Eudora, it is recommended that you use a version of the product that is at least 5.1. Although earlier versions support IMAP functionality, version 5.1 provides additional security.

Determining the version of Eudora you are using

Please use the following steps to verify which version of Eudora you are using:

1. Start the Eudora program.
2. Select **Help, About Eudora...** from the menu.
3. Verify that this displays **Version 5.1R – Paid Mode** as the version you are using.



4. If this is not the case, contact your local computer support person to determine how you can obtain the appropriate version.
5. Click the **Close** button to exit the Help Screen.



For Users that currently leave mail on the server

If you currently leave mail on the server it is important to remove that mail before re-configuring Eudora to use IMAP. If you do not do so the old mail on the server will be redelivered as new, unread mail.

Use the following procedure to determine whether you currently leave mail on the server:

1. Select **Tools, Options...** from the menu.
2. Click the **Incoming Mail** icon.



3. Uncheck the Leave mail on server checkbox.



4. Click the **OK** button.
5. Check for new messages.
(This will not only retrieve new messages but it will also purge the previously retrieved messages and any that may be scheduled to be deleted.)
6. Now you can re-configure Eudora to use IMAP.

Reconfiguring Eudora for IMAP

Once you have verified that you are using the proper version, the next steps are to reconfigure Eudora to utilize IMAP as a mail protocol.

When you do this, please bear the following in mind:

1. You will not lose any mail as a result of reconfiguring Eudora.
2. If you currently leave mail on the server you will get duplicate messages if you do not first remove the mail you already retrieved. See the appropriate section of this guide for more information.
3. When you complete the reconfiguration process you will end up with your old Eudora folders, stored on your local computer, and IMAP folders that are stored on the server.
4. You may need to create new folders to store messages.
5. If you access your IMAP account from more than one computer you will need to resynchronize the folders after new folders are created.
6. In order to view older POP-based messages from multiple locations you will need to move them into the newly created IMAP folders.
7. If you are using **Filters**, some may need to be reset to work properly.
(This is because they need to point to new folders.)
8. You will need to actively manage the mail stored on the server to ensure that your total storage does not exceed 60 megabytes.
9. Deleting messages becomes a two-part process.
10. If you receive a lot of attachments, you'll want to make sure you do not keep them on the server longer than you need to. Otherwise, you will run out of room for normal mail.

Please use the following procedure to properly configure Eudora for use with IMAP:

11. Select **Tools, Options...** from the menu.
12. Click the **Incoming Mail** icon.



13. Click the IMAP radio button to change the mail protocol from POP to IMAP.



14. If you want to retrieve attachments from the server, click the **Full message...** radio button and then enter the maximum size of the attachments you expect to receive.

(Enter 1000 for 1 megabyte, etc. Bear in mind that the maximum size of any attachment is 10 megabytes.)

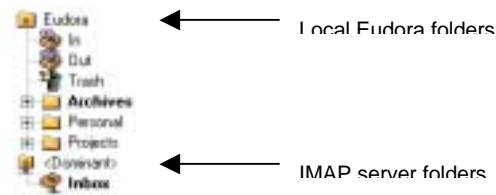
15. Click the **Mark it as deleted** radio button.
16. Click the **OK** button to exit from the Options dialog box.

(You will notice new choices in the dialog box. Leave all settings as they are for now.)

Note: When you receive an attachment it will be downloaded to whatever computer you are using at the time. If you choose to make changes to the attachment you will need to forward this edited version back to yourself. You cannot modify the attachment that is stored on the e-mail server

Using IMAP Folders

Once Eudora has been configured for IMAP you will have access to IMAP folders, which are stored on the server and the original folders you previously created within Eudora. Please note that the original Eudora folders will be stored on you local computer.



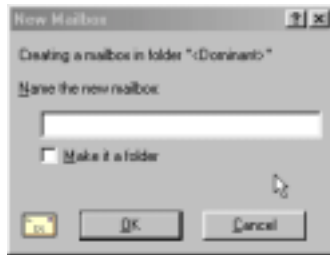
Please bear the following in mind as you begin to use IMAP folders:

1. If you access your IMAP account from more than one computer you will need to use Refresh Mailbox list command after new folders are created.
2. As you begin working with folders, you may need to use the Resynchronize Mailbox command to update its contents. (Although the folders contents will be updated by default when you access it.)
3. IMAP folders are stored on the server and all messages left in them take up space. The total capacity of all your mailboxes cannot exceed 60 megabytes. You will receive only one warning when your mailboxes reach a capacity of 50 megabytes. After you have reached your mailbox capacity all messages sent to you will be returned.
4. You can move messages from your previous Eudora folders into newly created IMAP folders. From that point forward, these messages will be available from any location you view your mail from.
5. It is a good idea to “Archive” messages to a local folder to keep your mailbox size reasonable.
6. Deleting messages now becomes a two-part process: first, you mark a message as deleted and then messages marked for deletion are *purged* from the server.
7. Eudora will continue to store a copy of any outgoing message in the local Out mailbox.

Creating a New Mailbox or Folder

Use the following procedure to create a new IMAP mailbox or folder. Create a folder to store multiple mailboxes and create a mailbox to store certain types of messages. Bear in mind that this folder, along with its' future contents, will be stored on the server.

1. Select **Mailbox, <Dominant>, New** from the menu.



2. If this folder will hold additional mailboxes, click the **Make it a folder** button and enter a name for the folder.
3. Enter a name for the mailbox or folder.
4. Click the **OK** button.

(The new folder and or mailbox will now appear in the Transfer menu and the Mailboxes listing.)

Moving Local Messages to an IMAP Mailbox

If you would like to have access to messages from multiple locations you simply need to make sure these messages are stored on the server. If these messages have been received since you began using IMAP they will probably already be in your IMAP Inbox or in another folder you may have moved them into.

If these messages reside in an older POP mail folder (which are stored on your local computer) you can have access to these from multiple locations by first creating an IMAP mailbox and then moving the messages in to that new folder.

Use the following procedure to move locally stored mail onto the server for access from multiple locations:

1. If necessary, first create a new mailbox and/or folder to store the messages.

2. Open the mailbox that holds the messages you want to move on to the server.

*(You can do this by selecting the mailbox from the **Mailbox** menu or by displaying a list of mailboxes and double-clicking the appropriate one.)*

3. Select the message(s) you want to move.

*(You can do this by holding down the **Ctrl** key and clicking on individual messages or holding down the **Shift** key and clicking on a beginning and ending message within a range. To select all messages in the folder press **Ctrl-A**.)*

4. Select the appropriate mailbox from the **Transfer** menu. You can also simply drag the selected messages to the new mailbox if you are displaying the mailboxes at this time.

Note: Depending on the amount of messages you are transferring, and whether you are connected to the mail server using a modem, the transfer process could take several minutes to complete.

Archiving IMAP Messages Locally

As you know, when you use IMAP you need to be more diligent about keeping your mailboxes at a reasonable size. In order to do this, you may find it necessary to store or “archive” some of your messages to a local mailbox. Please bear the following in mind when planning on how and when to archive messages locally:

1. It is a good idea to delete attachments you no longer need or save them in a local mailbox.
2. When you archive a message to a local folder it is then only available on that one computer.
3. When you archive messages, a copy is still left on the server but it is marked for deletion. The next time you purge messages they will be removed from the server.

Use the following procedure to archive one or more messages to a local folder:

1. If necessary, first create a new mailbox to store the messages.
2. Open the mailbox that holds the messages you want to archive to a local mailbox.

*(You can do this by selecting the mailbox from the **Mailbox** menu or by displaying a list of mailboxes and double-clicking the appropriate one.)*

3. Select the message(s) you want to move.

*(You can do this by holding down the **Ctrl** key and clicking on individual messages or holding down the **Shift** key and clicking on a beginning and ending message with in a range. To select all messages in the folder press **Ctrl-A**.)*

4. Select the appropriate mailbox from the **Transfer** menu. You can also simply drag the selected messages to the new mailbox if you are displaying the mailboxes at this time.

Note: The messages will be marked for deletion in their original mailbox and will be permanently removed the next time you purge messages.

Deleting Messages

When you delete a message stored on the IMAP server the message is merely marked for deletion the next time you “purge” messages. Truly deleting messages therefore becomes a two-step process. Messages are first deleted using the normal fashion and then they are “purged” from the server.

Use the following procedure to mark a message for deletion:

1. Open the IMAP mailbox or folder containing the message.
2. Select or open the message(s) you want to delete.
*(You can do this by holding down the **Ctrl** key and clicking on individual messages or holding down the **Shift** key and clicking on a beginning and ending message with in a range. To select all messages in the folder press **Ctrl-A**.)*
3. From the Message menu, choose Delete. Or press the Delete key.

If you change your mind about deleting a message you can choose to “undelete” it. Use the following procedure to undelete one or more messages:

1. Open the IMAP mailbox or folder containing the message.
2. Select or open the message(s) you want to undelete.
*(You can do this by holding down the **Ctrl** key and clicking on individual messages or holding down the **Shift** key and clicking on a beginning and ending message with in a range. To select all messages in the folder press **Ctrl-A**.)*
3. From the Message menu, choose UnDelete.

Once you have marked messages for deletion they must be purged from the server to permanently remove them. Use the following procedure to do this:

1. Select **Purge Messages** from the Message menu.

Resynchronizing an IMAP Mailbox or Folder

Keeping your mailboxes and folders remotely on an IMAP server lets you perform operations on them from different computers. For a particular IMAP mailbox, you may delete some messages from the mailbox from one computer, check mail from another computer, resulting in new messages being transferred to the mailbox, and change the status of some of the messages from a third computer.

Each computer has no idea what has been done to the mailbox from the other computer until you resynchronize the mailbox, which updates all operations performed on the mailbox from all computers that have access to the mailbox. In some situations, others may have access to these same mailboxes.

Use the following procedure to resynchronize an IMAP mailbox or folder:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is the inactive window in a tabbed group. The Mailboxes window appears.
2. Right-click on the mailbox or folder you want to resynchronize.
3. From the drop-down list, choose **Resynchronize Mailbox**.

Note: Every time you open an IMAP mailbox, you cause it to resynchronize automatically.

Refreshing Your List of IMAP Mailboxes and Folders

If you create additional folders and mailboxes from one computer, you will need to refresh the mailbox list to see these new folders from another computer.

Use the following procedure to refresh your list of mailboxes and folders:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is the inactive window in a tabbed group. The Mailboxes window appears.
2. Right-click on the top folder in the IMAP tree to display the drop-down list.
3. From the drop-down list, choose **Refresh Mailbox List**. The mailbox list is updated according to what actually appears on the IMAP server at that time.