

## Mail Utilities Contents



This help file contains a list of all Help topics available for the Mail Utilities application. You can use the scroll bar to see the entries that are not currently visible in the Help window.

For information on how to use Help, press F1 or choose Using Help from the Help menu.

### Overview

#### **File**

Exit

#### **Report**

Log...

#### **Help**

Contents

About Mail Utilities

## Overview



The Mail Utilities application allows you to manage your Mail mailbox. Mail Utilities is a separate icon that is used exclusively with Mail. To open the utility, do the following:

1. Quit the Mail application if it is open.
2. Choose the **Mail Utilities** icon. The Mail Utilities Login dialog box appears.
3. Enter the correct username and password and choose the OK button. The Mail Utilities dialog box appears.
4. Select one of the above actions and choose the Start button.

There are four selections or actions from which you can choose:

**Merge two mailboxes:** Select this to merge the messages from one mailbox into the current mailbox. The Mail Utilities - Merge dialog box appears. Choose the Dir... button and select source directory of the mail mailbox you want to merge into the current one and choose the OK button. For example, if you are using two different PCs (one at your office and one for travel), you can merge the messages from your mailbox on your travel PC to your mailbox on your office PC.

**Compact mailbox:** Allows you to eliminate empty space in the Mailbox that occurs when you have deleted numerous messages.

**Generate mailbox from message files:** Select this to generate or create a new mailbox. The Mail Utilities - Generate dialog box appears.

**Note:** When you are generating a new mailbox, your current folder hierarchy *will not* be generated. Only your current Rules are applied, but not your current folder hierarchy.

Fields are:

Append to current mailbox: Attaches the new mailbox to the current MAIL.DB file.

Use rules: Continue to use any rules you created using the Rules... option.

Place messages in folder: Indicates the folder where you want messages placed.

Source directory path: Indicates source directory of the mailbox you are generating. Mail Utilities can generate a database by appending or creating a new one.

**Remove unmatched entries:** Removes file entries in the mailbox that do not have physical files associated with them.

**Exit**

Select the Exit option from the File menu to exit Mail Utilities.

## **Log**

Select the Log option from the Report menu to access the Log dialog box.

1. Select the **Log...** option from the Settings menu.
2. Choose the Start button to start logging, or the Stop button to stop logging.
3. Choose the Save button to save the contents of the log window to a specified file.
4. Choose the Print button to print the contents of the log window.
5. Choose the Copy button to copy the contents of the log window onto the clipboard.
6. Choose the Clear button to clear the log window.
7. Choose the Close button to close the Log... option dialog

## Contents

### Using Help

#### To choose a Help topic:

- |          |  |
|----------|--|
| Mouse    | Point to the underlined topic you want to view and click the mouse button.<br><br>When the pointer is over an item you can choose, the pointer changes to a hand icon. |
| Keyboard | Press Tab to move the highlight to the underlined topic you want to view, and then press Enter.  |

#### To exit Help:

- |          |  |
|----------|--|
| Mouse    | <ol style="list-style-type: none"><li>1 Point to the File menu and click the mouse button.</li><li>2 Click the Exit command.</li></ol> |
| Keyboard | <ol style="list-style-type: none"><li>1 Press Alt.</li><li>2 Type the letter F.</li><li>3 Type the letter X.</li></ol>                 |

## **About Mail Utilities**

Information about the program etc.

1. Choose OK to continue.

