More about Mailboxes

Compacting Mailboxes: Recovering Storage Space
.i.Mailbox:Compacting;.i.Mailbox:Waste space in;Even after a message has been deleted with
the two-step process described above, the storage space which that message originally required is
still taken.   Normally, Eudora recovers this space automatically when it becomes troublesome.
However, if disk space is very tight, you can force this to happen earlier than usual.   In order to
reclaim the storage space, select the .i.Compact Mailboxes command;Compact Mailboxes from
the Special menu.   To compact an individual mailbox, hold down the [command] key and
single-click on the mailbox size display (see the "Mailbox Size Display" section).

.i.Mailbox:Compacting:Threshholds for automatic;Note:
Eudora compacts mailboxes automatically when you close them under either of two
conditions.   Mailboxes are compacted if the amount of wasted space in the mailbox is
greater than the amount of space the messages in the mailbox use, or if the amount of
space wasted in the mailbox is greater than 5% of the free space on the volume that
contains it.

Transferring a Message to a Different Mailbox

.i.Mailbox:Transferring messages between;.i.Message:Transferring;Messages may be transferred
between any two mailboxes.   For any current message, select the mailbox to which the message
should be transferred from the Transfer menu.   The message is removed from its previous
location and stored in the selected mailbox.

Transferring a message

.i.Mailbox:Transferring messages between:Copying during;.i.Message:Transferring:Copying during;If you hold down the [option] key while transferring a message, the message is copied into the new mailbox instead of transferred.   This is useful if you want to file a message in more than one mailbox.

Creating a Mailbox During Transfer
.i.Mailbox:Transferring messages between:Creating mailboxes during;.i.Message:Transferring:Creating mailboxes during;To create a mailbox and transfer the current message into it at the same time, select .i.New... command;New... from the Transfer menu instead of the name of a mailbox.   The New mailbox dialog is displayed.

New mailbox dialog

Type in the new mailbox name and click OK.   The mailbox is created and added to the Mailbox and Transfer menus.   The current message is also transferred into the new mailbox.   However, if you check the .i.Don't transfer, just create button;Don't transfer, just create mailbox option, the mailbox is created but the message isn't transferred into it.
You can also create mailboxes using the Mailboxes dialog under the Windows menu (see the "Mailboxes Window" section).   The Mailboxes window is most useful if you want to create several mailboxes at one time.

Creating a Mailbox Folder During Transfer
.i.Mail folder:Creating during transfer;.i.Mailbox:Transferring messages between:Creating mail folders during;.i.Message:Transferring:Creating mail folders during;Eudora allows you to create

mail folders in which you may keep one or more mailboxes and even other sub-folders that hold additional mailboxes.   In other words, not only can mailboxes be organized into folders, but folders can be contained one within another.

To create a new mail folder during message transfer, select .i.New... command;New... from the Transfer menu instead of the name of a mailbox.   The new mailbox dialog is displayed.   Type the name of the new mail folder and check the .i.Make it a Folder button;Make it a Folder option.   Click OK to create the folder.

<p style="text-align:center; color:magenta;">Creating a mail folder</p>

The new folder name is displayed at the bottom of the list of mailbox names under the Mailbox and Transfer menus.   There is an arrow next to the name designating it as a folder and not as a mailbox.   Your message can't be transferred, however, since messages must be in mailboxes and you have not yet created a mailbox.   Therefore, the new mailbox dialog is displayed again.   Now, type the name of the mailbox you want to create within the newly-created folder and click OK to complete the transfer.

Mailboxes Window

.i.Mailboxes window;Mailboxes and mail folders provide a structured way for Eudora users to organize received messages.   The Mailboxes window allows you to create new mailboxes and folders and to remove and rename them.   You may also want to move mailboxes and folders from one folder to another one.

To accomplish any of these tasks, choose .i.Mailboxes command;Mailboxes from the Special menu.   The Mailboxes window is displayed.

The Mailboxes window

The window has two identical listings with scroll bars, each entitled Eudora Folder (or whatever the name of the folder holding your mail is – see the "Mail Storage" section).   These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name).   This list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes aren't included.   Underneath each of the lists are buttons labeled Rename, New, and Remove.   Between the lists are two additional buttons labeled Move, each pointing from one list to the other.

.i.Mailboxes window:Opening a mailbox from;Double-clicking on any of the mailboxes in a list opens that mailbox window on the screen.   Individual messages can be selected, opened, and otherwise manipulated from there.

Finding the Mailbox or Folder
.i.Mailboxes window:Moving around in;If the Mailbox window isn't big enough to display all of your created mailboxes and folders, use the scroll bar on the right side of either list to view the rest of the mailboxes and folders.

Double-clicking on a folder (denoted with an arrow to the right of its name) changes the current title of the list from Eudora Folder to that of the chosen folder.   The contents of the list also change to the names of mailboxes and sub-folders contained in the chosen folder.

To move back out of the sub-folder to the folder that contains it, select the inner folder's title above the listing of its contents.   A popup menu is displayed listing the available folders. Choose one of the folder names in this popup menu to change the list to reflect that folder's name and contents.

Moving back out of a mail folder

Removing a Mailbox or Folder
.i.Mailboxes window:Removing mailboxes with;.i.Mailboxes window:Removing mail folders with;.i.Removing mailboxes;.i.Removing mail folders;With the Mailboxes window open, use the scroll bar and selection tool to locate the name of the mailbox or folder that you want to remove.

Note:
You can perform this function using either of the two lists in the Mailboxes window.   It is not

Once the desired mailbox/folder is found, click on it once to select it.   Then, click on the Remove button that is located below the list.

Starting to remove a mailbox

A dialog is then displayed asking you to confirm the mailbox removal.   Click on the Remove It button to remove the mailbox.

Mailbox removal dialog

.i.Mailboxes window:Selecting multiple mailboxes;If you press the [command] key while selecting from a list of mailboxes/folders, you can select more than one mailbox or folder simultaneously.   When you click on the .i.Mailboxes window:Remove button;Remove button, the mailbox removal dialog is displayed to verify the removal.
The dialog contains the name of the first mailbox you have selected.   If you click on .i.Remove It button;Remove It, Eudora removes that mailbox, and then displays another dialog for the next mailbox.   If you click on .i.Remove All button;Remove All, all of the selected items are removed without any further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other

mailboxes or folders are stored, all messages/mailboxes/folders contained within the selected mailbox are also removed.

Renaming a Mailbox or Folder
.i.Mailboxes window:Renaming a mailbox with;.i.Mailboxes window:Renaming a mail folder with;.i.Renaming a mailbox;.i.Renaming a mail folder;With the Mailboxes window open, use the scroll bar and mouse pointer to locate the name of the mailbox/folder that you want to rename.

Note:
You can perform this function using either of the two lists in the Mailboxes window.   It is not necessary to locate a mailbox or folder in both lists before renaming it.

Once the desired mailbox/folder is found, click on it once to select it.   Then, click on the Rename button that is located below the list..i.Mailboxes window:Rename button;

A dialog is then displayed requesting the new name.   Type in the new name and click on Rename to rename the mailbox/folder.

Creating a New Mailbox or Folder
.i.Mailboxes window:Creating a mailbox with;.i.Mailboxes window:Creating a mail folder

with;.i.Mailbox:Creating with Mailboxes window;.i.Mail folder:Creating with the Mailboxes window;New mailboxes and folders can be created using the Transfer menu, as described in the "Creating Mailboxes During Transfers" section, or they can be created using the Mailboxes window.

To create a new mailbox or folder, select Mailboxes from the Special menu.   Double-click on the folder in which the new mailbox/folder is to be created to open it.   Its name is displayed above one of the lists, and its contents are displayed therein.

Note:
You can perform this function using either of the two lists in the Mailboxes window.   It is not necessary to locate a folder in both lists before creating a new mailbox or folder inside it.

Click on the .i.Mailboxes window:New button;New button that is located below the list.

Creating a new mailbox

A dialog is displayed requesting the name of the new mailbox.

Naming a new mailbox

Type in the new name, check the Make it a Folder option if you want to do so, and click OK.

The new mailbox/folder is displayed in the designated folder's listing.   The newly created mailbox/folder is also added to the Mailbox and Transfer menus.

Moving a Mailbox (or Folder) from one Folder to Another
.i.Mailboxes window:Moving a mailbox with;.i.Mailboxes window:Moving a mail folder with;.i.Mailbox:Moving with Mailboxes window;.i.Mail folder:Moving with Mailboxes window;The Mailboxes window provides the means for moving mailboxes and folders to other folder locations.   This is why there are two lists in the window.

To begin, locate in one of the lists the folder or mailbox you want to move.   In the other list , find and open (by double-clicking on the name) the destination folder such that its name is displayed above the list, and its contents are displayed.   Then, select the mailbox or folder you want to move.   Now click on the .i.Move button;Move button that points from the list containing the item you want to move to the list displaying the destination folder.   The chosen mailbox/folder is moved to its new location.

Moving a mailbox, before and after

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