

How to Download Your NYUHome E-mail

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This article is part of an ongoing series of tips and training from ITS on a particular aspect of using e-mail at NYU.

Say you have old messages that you would like to keep, but your NYUHome e-mail account is nearing its quota. Or perhaps you simply want to store some messages on your computer or an external disk where you can refer to them even when your Internet connection is not active. These are two of the reasons that people find it useful to download copies of their NYUHome e-mail to their computer.

Although most people access their NYU e-mail through the NYUHome web portal, when it comes to downloading your e-mail, it is probably fastest and easiest to use an e-mail client that runs on your local computer with IMAP or POP capabilities. E-mail clients such as Eudora, Outlook Express, Netscape Messenger, and PC-Pine have both POP and IMAP capabilities. IMAP (Internet Message Access Protocol) and POP (Post Office Protocol) are e-mail protocols which allow you to access your e-mail from NYU's central server and either download it to your local computer or leave it on the server where it can be accessed from any Internet-connected computer.

Please note that NYU recommends IMAP rather than POP if

you use an e-mail client on your local computer to manage your e-mail. However, for the purpose of this article, POP provides the easiest way to download your e-mail from NYUHome's e-mail server to the hard drive of your computer, where it can then be stored or saved to external media such as a CD.

The procedure for downloading your e-mail directly to your computer's hard drive is demonstrated below using Eudora, which is available to most NYU community members on the 2004/2005 NYU-NET CD, as well as from the Software channel within the

Files tab of NYUHome (<http://home.nyu.edu>). Similar procedures employing the POP protocol can be used with the other e-mail clients mentioned above, but the moving, copying, or storage of your e-mail to external media is more complicated. Do not use these instructions with e-mail clients other than Eudora.

Before you begin, be sure to follow all of the computer security guidelines available at: <http://www.nyu.edu/its/security/guidelines.html>. In particular, be sure that you delete all suspicious e-mail messages and update your Symantec Anti-Virus software before downloading e-mail to your computer.

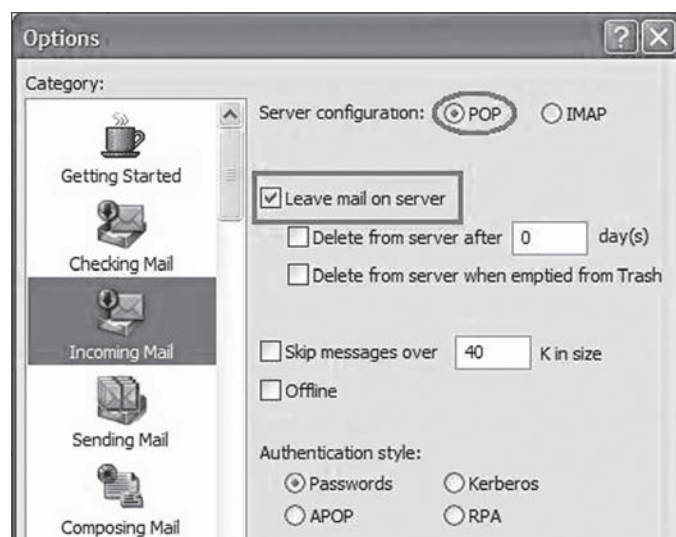


Figure 1. On Windows, make sure "Leave mail on server" is checked.

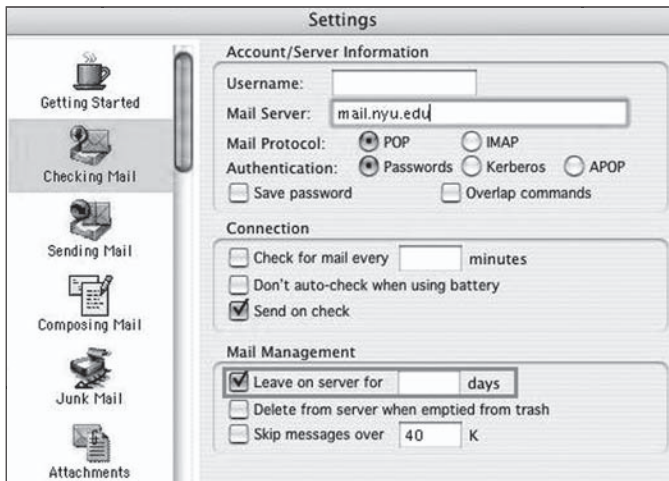


Figure 2. On Mac OS X, make sure “Leave on server ___ days” is checked.

Next, you must configure your e-mail client to use POP. Detailed POP configuration instructions for Eudora, Outlook Express, Netscape Messenger, and PC-Pine are available at <http://home.nyu.edu/help/mail/mailprograms.nyu>. Be sure to reconfigure your e-mail client for IMAP once you complete these instructions.

IMPORTANT NOTE: If you are using Eudora on a PC to download a copy of your e-mail, you must check “Leave mail on server” in the Incoming Mail category of the Options window (see figure 1). This is not included in the instructions on the above website, but when downloading copies of your e-mail, you *must* check this option or your messages will be deleted from the NYUHome server.

If you are using Eudora on Mac OS X, make sure “Leave on server for ___ days” is checked; leaving this option checked with the number of days left blank will ensure your e-mail is left on the NYUHome server (see figure 2).

If you plan to use an e-mail client other than Eudora, check to see if there is an option to leave your e-mail on the server before you download your e-mail. If so, be sure to activate that option.

If you don’t, your e-mail may be deleted from the server after you download a copy.

Once Eudora has been configured to use POP, the next time you check your e-mail, Eudora will download all of the messages in your Inbox to your computer’s hard drive. The messages will appear in the “In” mailbox under the “super-folder” called “Eudora”. Please note: If you currently use NYUHome to manage your e-mail and have created additional folders in which to store some of your e-mail messages, you will need to move those messages back into your main Inbox in order to download them to your computer’s hard drive.

Once your e-mail is downloaded to the “In” mailbox it has been saved to your computer’s hard drive. You will now be able to keep it stored in the Eudora folder, move it to another folder on your computer, or copy it to an external disk.

In order to read your e-mail in its proper form, you may need to use the e-mail client you chose to download it with (much as you might need Microsoft Word to view Word documents), or an e-mail client that uses the same mailbox file type. On Windows,

Eudora uses .mbx (pronounced dot-m-b-x) mailbox files. Any e-mail client that can read .mbx files will be able to open e-mail that you downloaded with Eudora.

The default e-mail folder that Eudora uses is called “In”, so unless you have created other mailboxes to organize your downloaded mail, the file name where your downloaded e-mail is stored is “In.mbx” (on Windows) or “In” (on Macintosh).

If you would like to move your downloaded e-mail to another folder on your computer, or copy it to an external disk for backing up, you will need to first exit Eudora. Next, if you use Windows, perform a search of your computer’s hard drive for “In.mbx” or, if you have used another mailbox, “ThatMailboxName.mbx.” In Windows 2000/XP, you can perform a search by going to Start and clicking on the “Search” icon. For Windows 98/ME, open the Start menu and click the “Find” icon.

If you use Eudora on a Mac, open the Macintosh HD and perform a search of your local disk for a folder called “Mail Folder” with the search tool on the top right corner of the window. Once you find “Mail Folder”, open the folder to find your desired mailbox. You can then copy it to an external disk or move it to a new folder, as you wish.

To learn more about configuring an e-mail client to download your NYUHome e-mail, including detailed information about the POP and IMAP e-mail protocols, visit <http://home.nyu.edu/help/mail/mailprograms.nyu> or call the ITS Client Services Center at 1-212-998-3333.

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