Copying Mail

Copying Mail to and from Mac Mail

Overview

You may save messages from UGAMail to your local computer very easily if you have a configured email client. This guide will demonstrate how to copy individual messages or entire folders directly onto your computer, from one account to another, and how to copy saved messages from your computer to your UGAMail account. Messages saved to your computer will be available for viewing even if you do not have an internet connection, but only on that machine. You can then copy these messages from your local machine to other email accounts, or back to the UGAMail server, where it will be available online.

Instructions

Copying E-mail from Local Folders to UGAMail

1. Open Mac Mail and setup your new e-mail account.
2. Expand your new UGAMail Mailbox and your On My Mac Mailbox on the left.
3. Drag and Drop the folder from On My Mac Mailbox to your UGAMail Mailbox to COPY the folder in its entirety.
   - Note: Please wait until Mac Mail is done synchronizing before closing Mac Mail.
4. If you no longer wish to keep your local folder, verify that you can view your copied items in OWA before deleting the local folder or removing the Mailbox.

Copying E-mail from UGAMail to Local Folders

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3. Drag and Drop the folder from your UGAMail Mailbox to your On My Mac Mailbox to COPY the folder in its entirety.
   - Note: Please wait until Mac Mail is done synchronizing before closing Mac Mail.
4. If you no longer wish to keep your UGAMail Mailbox, verify that you can view your copied items in Mac Mail’s On My Mac Mailbox before deleting the UGAMail folder.