

How to Backup Your Emails?

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Keywords

Backup,Email,Copy,mbox,Full,Capacity,Horde,Inbox,mbox,read

Symptom (public)

- Inbox in the NUR Email System is Full or reaching full capacity
- The quota bar get's first yellow and then red, I don't receive any emails anymore
- Taking Backup of NUR Email
- Read backup emails
- Read mbox files

Problem (public)

How to take Backup of NUR Emails

Solution (public)

Step 1: You need to go to TRADITIONAL mode.
Normally you are now in dynamic view mode to go to traditional mode go to Preferences->Dynamic View and untag "Show the dynamic view by default, if the browser supports it?"

Then you click Save and go to Inbox and you will be in Traditional mode

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Step 2: Now you will be in your INBOX. Now CLICK the menu FOLDERS in the top menu or see the image where it is circled in RED.

Step 3: Select the folders you wish to backup

Step 4: Click the CHOOSE ACTION either on top or below and then select either DOWNLOAD. Now the backup of your email will be stored in your local computer, if you select DOWNLOAD then it will be in created in the name of your folder name with .mbox as an extension.

The backup will be in *.mbox format.

Once the backup is done delete the emails in any one of the following orders:
(We are not responsible for your loss of data if you follow the following steps without taking backup)

1. Either by Size
2. The Oldest Ones (Leaving the last one month)
3. General Announcement Informations
4. COMPLETE DELETION OF EMAILS INBOX Normal 0 false false false EN-US X-NONE X-NONE

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mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman";
mso-bidi-theme-font:minor-bidi;}
```

STEP A: List the big ones: click on "size" located to the right-top of the mailbox

STEP B: Check the messages to be deleted

STEP C: Click on "Delete" located in top-left of the mailbox i.e This option will temporally delete the messages

STEP D: Click on "Purge Deleted" located on right -top of mailbox. This is important option where the messages will be permanently deleted as well as on our mail server. Make sure your mailbox doesn't 90% full (where the red color starts to appear) you will not receive any mail any more.

STEP E: Check your spam by selecting the spam folder from the pull down menu in the right top of your screen

STEP F: Check the unwanted email/spam Click on "Delete" located in top-left of the mailbox i.e This option will temporally delete the messages

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Execute STEP D again to permanently delete the mail.

OR

Follow STEP 2 and STEP 3

In STEP 4 choose the Action EMPTY and this will empty the folder you have selected.

Now the Biggest Question is how to read the emails which are backed up and it is in *.mbox format.

There are several ways to read this backup but we are trying to giving you a simplest solution.

Download the MBOX VIEWER from
[1]<https://downloads.nur.ac.rw/Windows/Utility%20Softwares/mboxview.exe> to you local machine and use this application to view your backup emails.

[1] <https://downloads.nur.ac.rw/Windows/Utility%20Softwares/mboxview.exe>