

# Migrating Eudora Mail to an Entourage 2004 Exchange Client

Please read this overview before following the steps described in the body of the document.

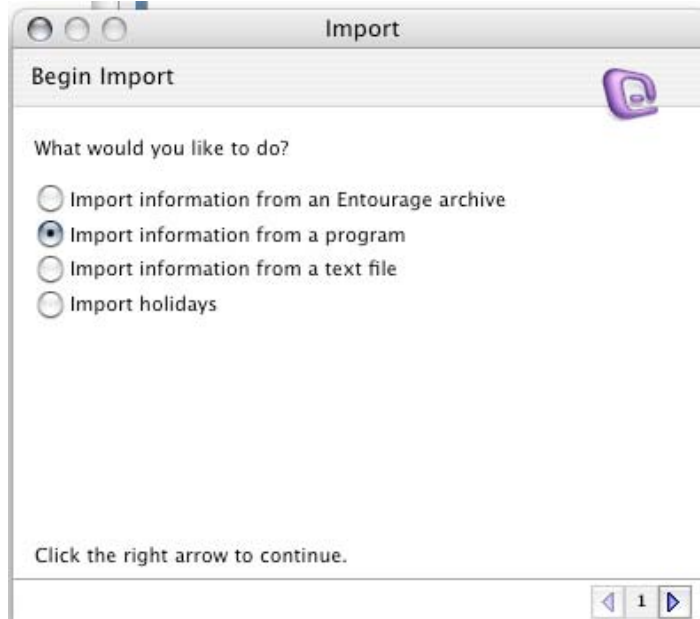
This document tells you how to migrate your mail and contacts from Eudora 6.x to Microsoft Entourage 2004. The process described in this document imports your current Eudora mail to Personal Folders in Entourage. You do not need to create the Personal Folder. It will be automatically created by Entourage. These Personal Folders live on your local machine, where you will be able to browse and search them using Entourage 2004. The location of the file can be found in **Documents > Microsoft User Data > Office 2004 > Identities > Exchange (Account Name) > Database**.

This process will transfer your mail, mailboxes, address book, signature and mail server configuration. It will not import filters from Eudora. Also, any e-mails that contain embedded HTML code will not migrate over to Entourage 2004.

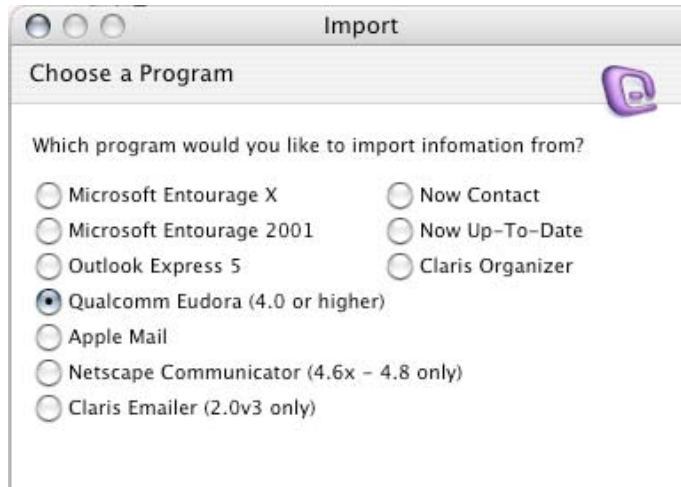
NOTE: It is possible that customizations to this image may result in slight differences in sequence or popup dialogs. In case of any difficulty, contact your department's PC Coordinator for help.

## Migrate from Mac Eudora to Mac Entourage OS X

**Step 1.** Launch ENTOURAGE and go to **File > Import...**



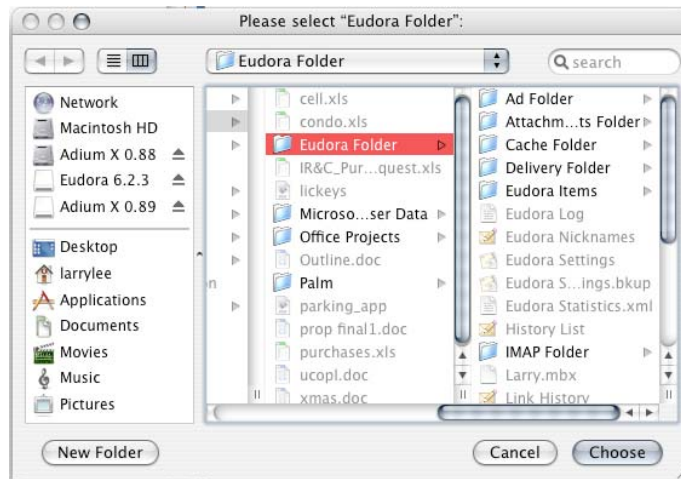
**Step 2.** Select Qualcomm Eudora (4.0 or higher).



**Step 3.** Leave the default items selected to import Messages, Contacts, Accounts, Rules, and Signatures from Eudora. Deselect any item you do not want to import.



**Step 4.** Select Eudora Folder. This can be found under **Documents > Eudora Folder**. Click on **Choose** once you have selected the Eudora folder.



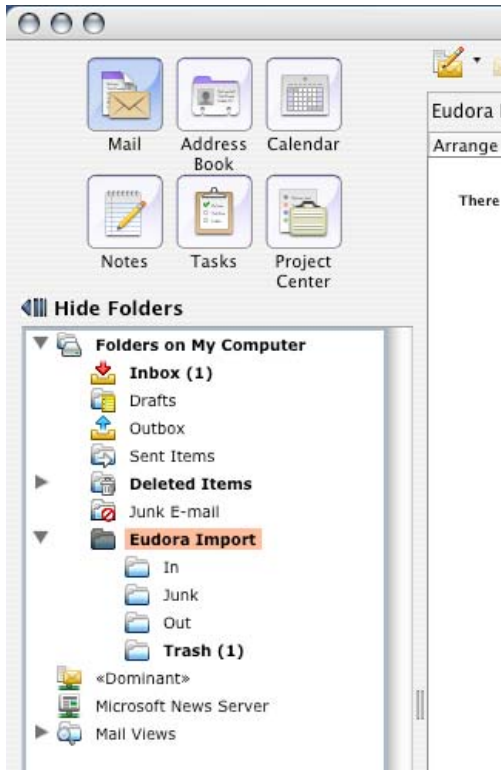
**Step 5.** A window will popup requesting Password for the imported account. Select Cancel to proceed.



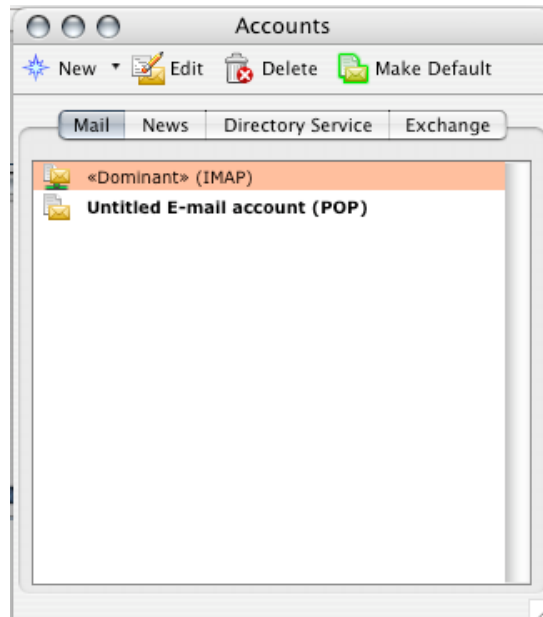
**Step 6.** Click on **Finish** and the import is complete.



**Step 7.** You can find your imported messages under Eudora Import. You will also find your imported contacts in the Address Book along with your existing contacts.



**Step 8.** The import is complete. We recommend you delete the <<Dominant>> IMAP account created by the import. Go to **Entourage > Account Settings...** Select <<Dominant>> (IMAP) and click on **Delete**.

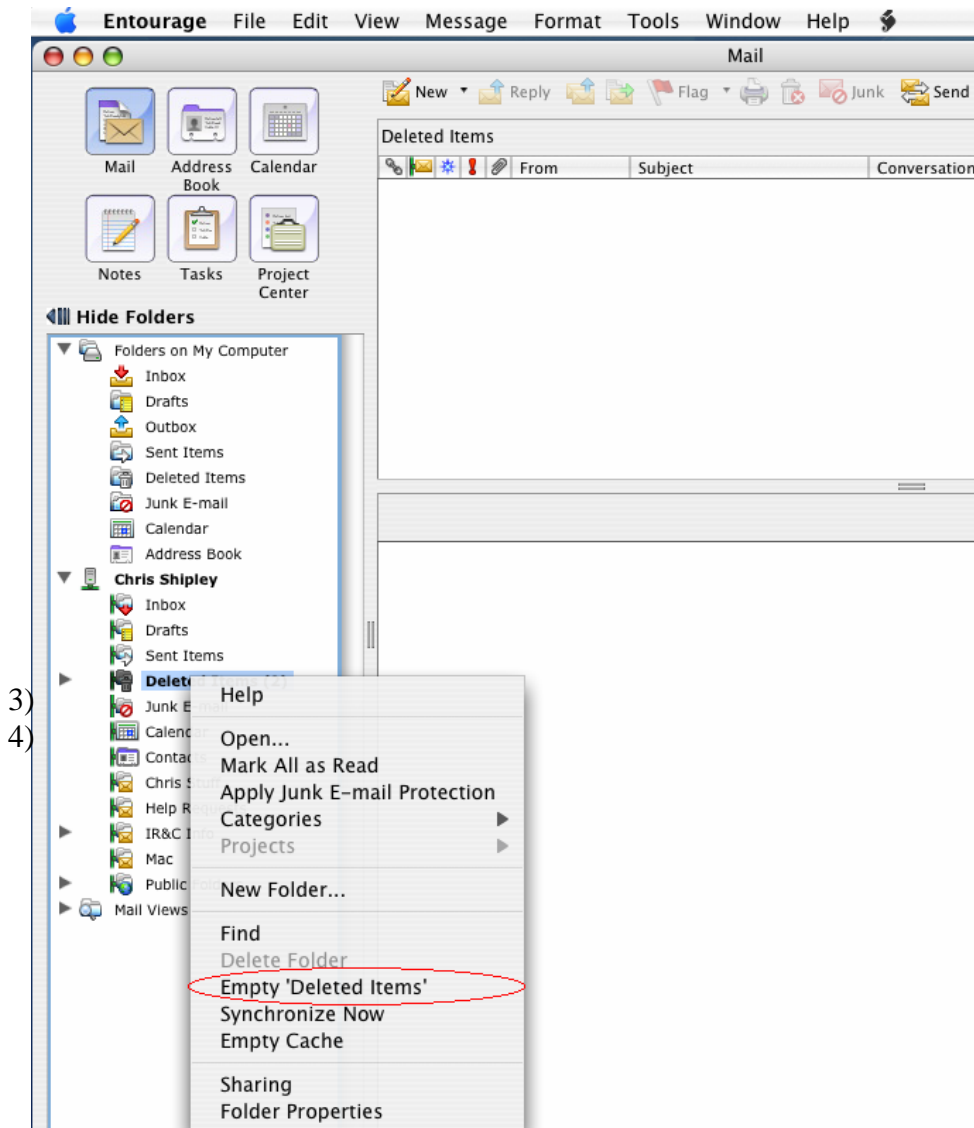


## Emptying Deleted Items in Entourage

If you are using Entourage throughout the day to send and receive messages or update your calendar you may want to clean up your space as you work.



- 1) From the *Navigation* pane, select **MAIL**
  
- 2) In the *Folder* list, press [control] and click the **DELETED ITEMS** folder  
A *Quick* menu appears, From the *Quick* menu, select '*Empty Deleted Items*'



3) A confirmation dialog box appears, Click **EMPTY**. Note: You may want to select the option “Don’t show this message again”, once selected, when emptying your “deleted items” folder this dialogue box will disappear.



## Entourage 2004 - Archiving Information

### About Archiving

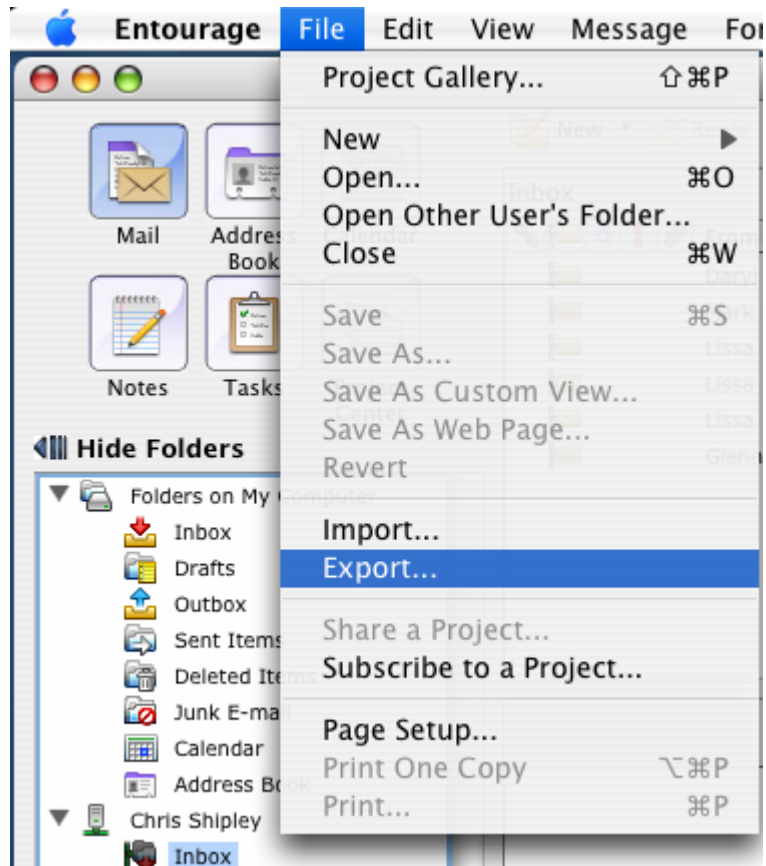
You can export items such as mail messages, tasks, contacts, notes, and calendar events from Entourage into an archive file (.rge extension). This allows you to store information in another location and remove it from Entourage or to make a back up of your Entourage information without removing it.

Important: When making back ups and archives, keep the following in mind:

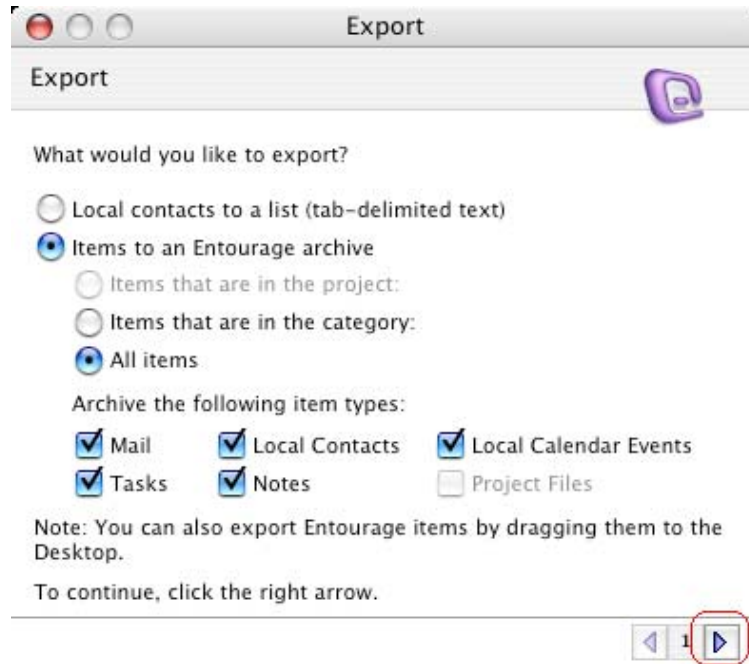
- Groups, notes with multimedia elements and category information for all items except contacts **CANNOT** be exported.
- When exporting messages stored on a mail server, the entire contents of the message can only be exported if it has been downloaded from the mail server.
- Even if you delete items after exporting, messages stored on the mail server will **NOT** be deleted.

### Archive or Back up Entourage information

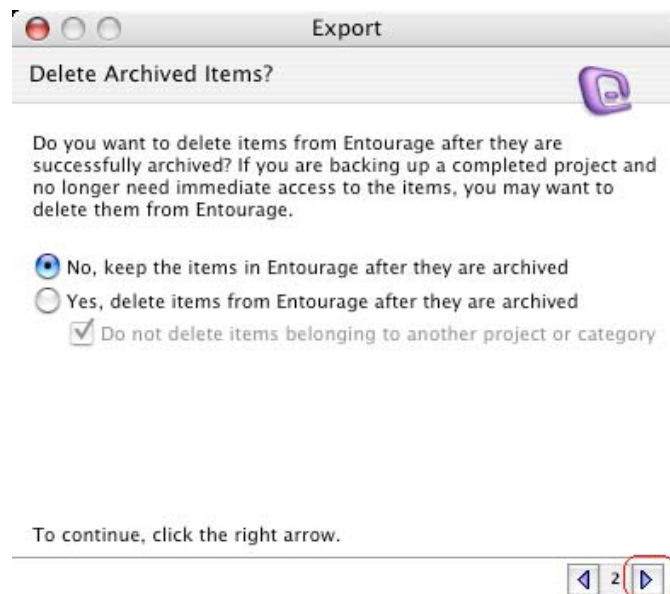
1. Empty all Deleted Items folders to avoid getting items you do not want. (CLICK HERE)
2. On the **File** menu, click **Export**.



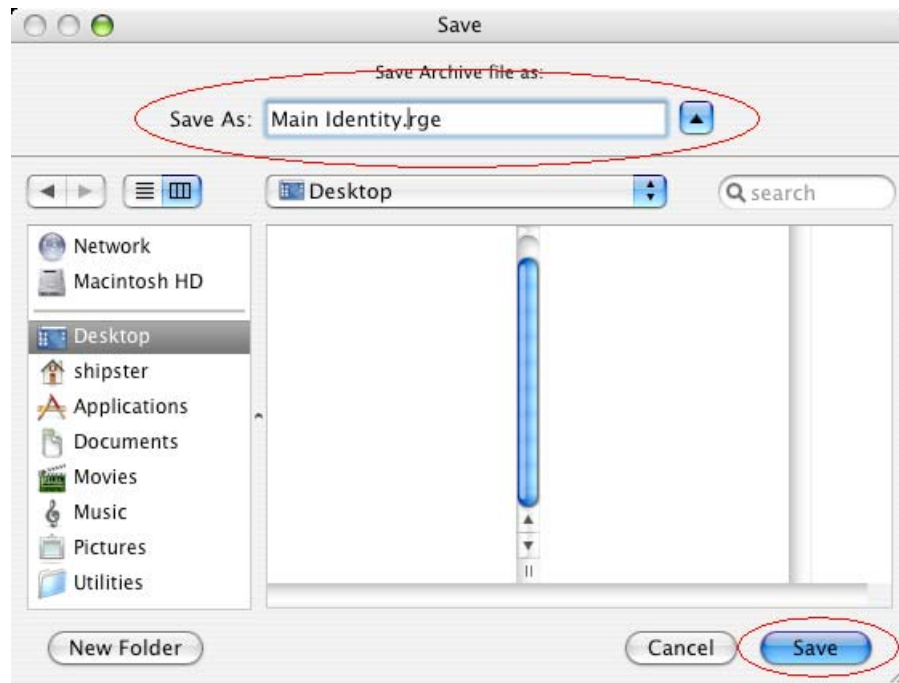
- 3) Click **Export items to an Entourage archive** and select the items that you want to include. Under **Archive the following item types**, select the types of items that you want to include and then click the right arrow to continue. Click right arrow to continue



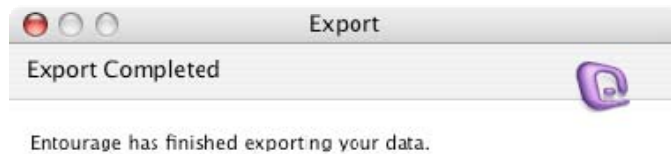
- 4) Choose whether or not you want to delete the items that you are exporting and then click the right arrow to continue.



5) Enter a name, default is Main Identity.rge, however you may enter anything for the filename, for the archive file and a location (ex: Desktop) to store it and then click **Save**. *Note: Click the blue arrow to the right of the filename field to extend to column view, as seen below.*



6) Once complete you will receive confirmation that the export has finished. Select Done.

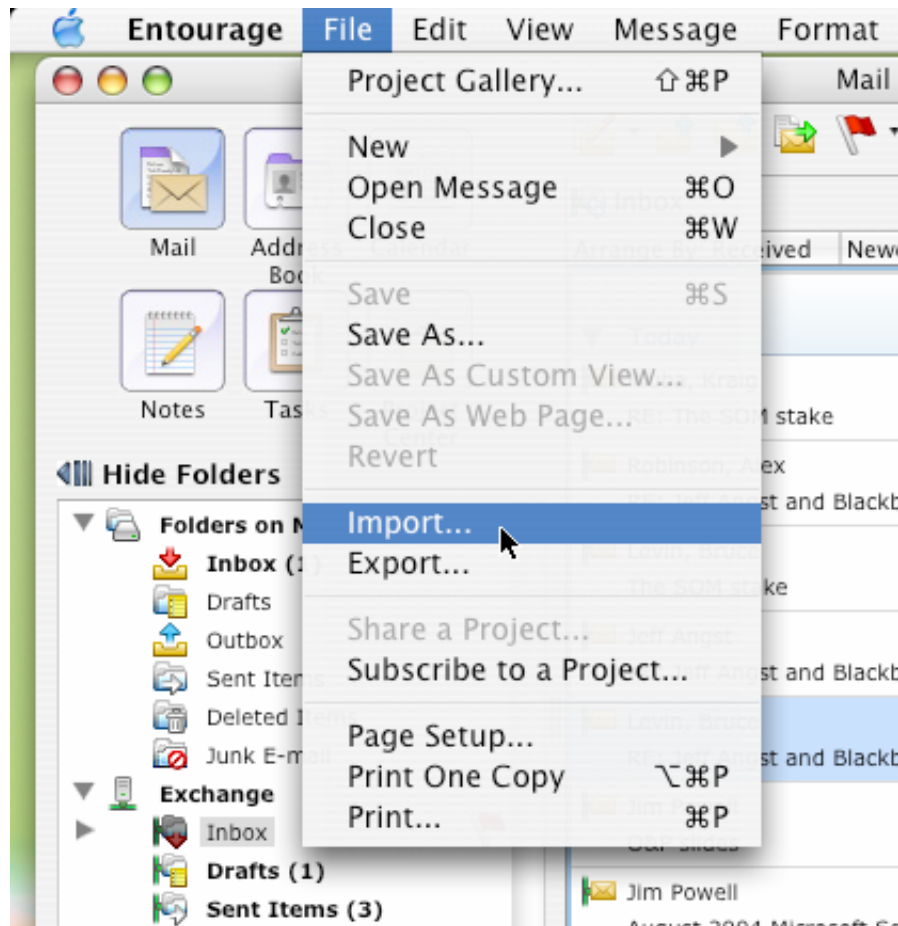


Done

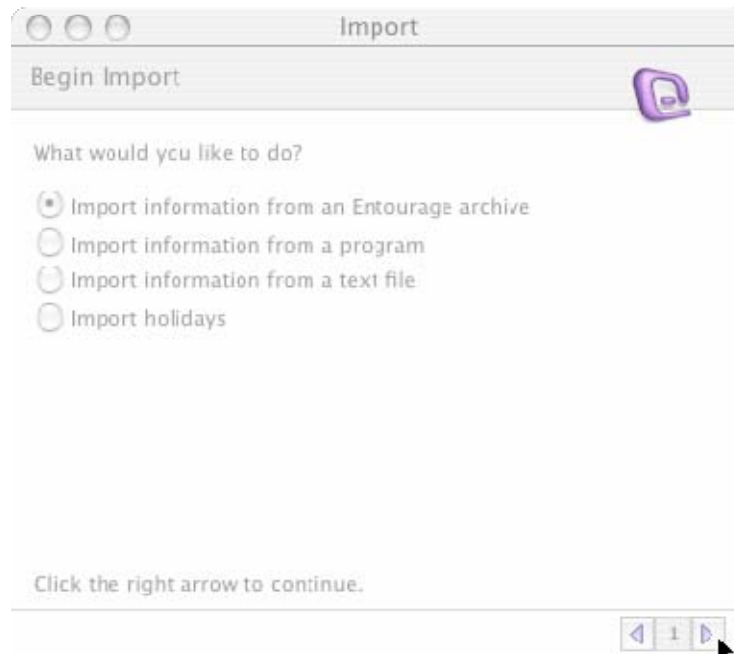


**Restore Entourage information from exported archive file (.rge)**

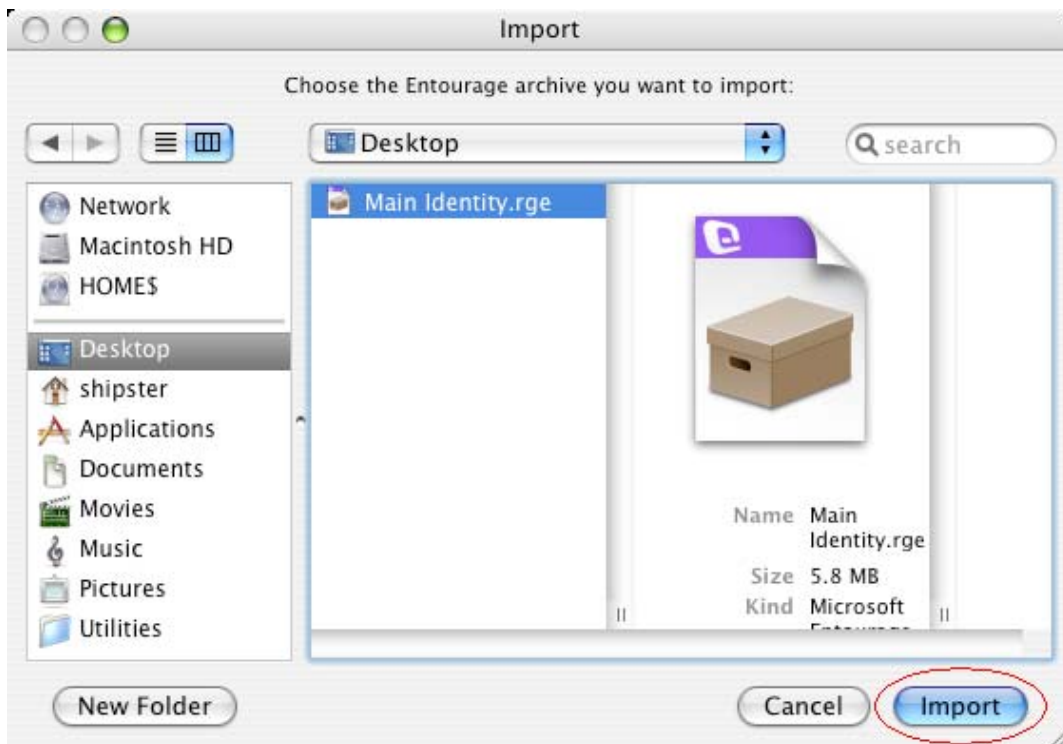
- 1) On the **File** menu, click **Import**.



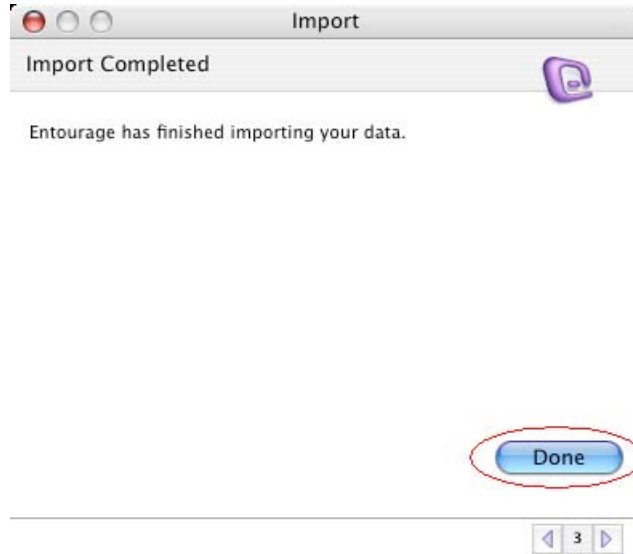
Click **Import information from an Entourage archive** and then click the right arrow to continue.



3) Locate the .rge folder that you want to import and then click **Import**. In this example, in step #5 under archiving (CLICK HERE), the file was exported to the Desktop. Once the .rge file is selected, click Import.



- 5) Once complete you will receive confirmation that the export has finished. Select Done.



- 5) Once complete you will see the imported folder in your personal archive folder (Folders on My Computer), see screen shot to the right.

