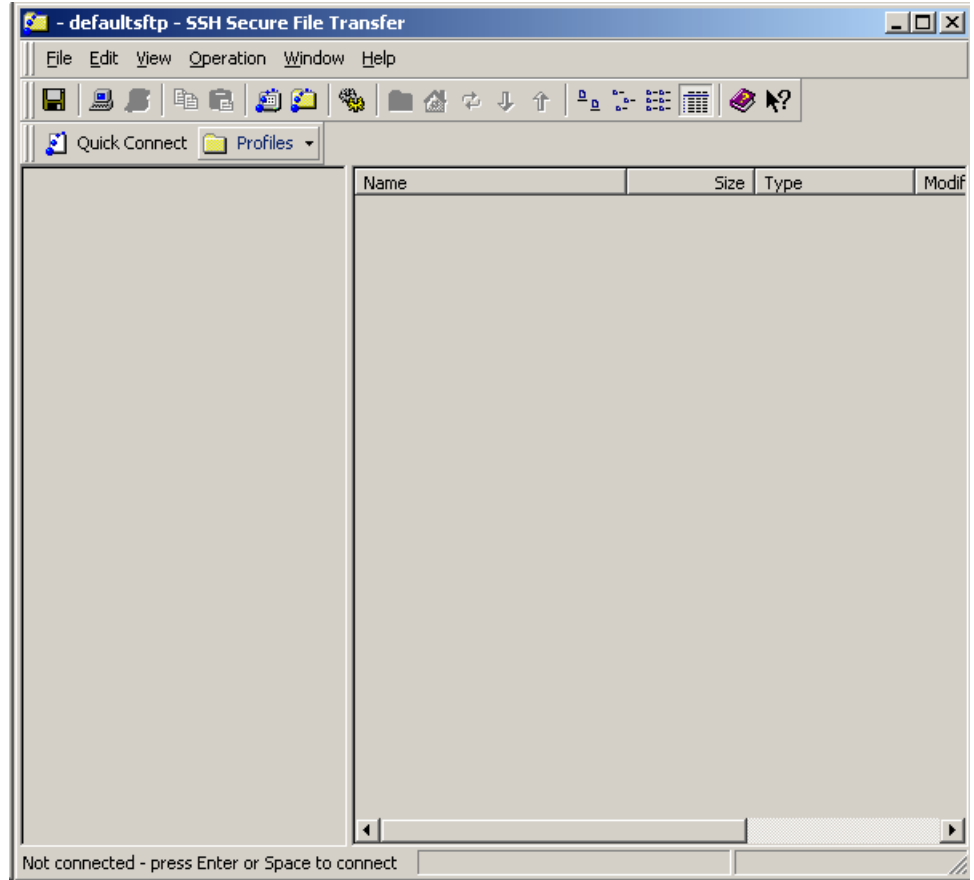


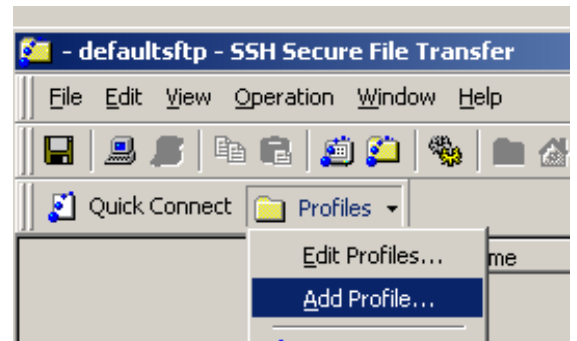
## Copying Mail Files from UW to your PC<sup>1</sup>

The first four steps you must do only once. They will configure FTP so that it will access your e-mail files. Once you have done the configuration, you can skip to step 5.

1. Open SSH Secure FTP. It is part of the UWICK starter set. If you don't have it, you can download it from <http://www.washington.edu/computing/software/uwick/starter/>



2. Click on Profiles and Add Profile



3. A dialog box will appear asking for a profile name. Choose something like YOURID\_MAIL, substituting your e-mail ID for YOURID.



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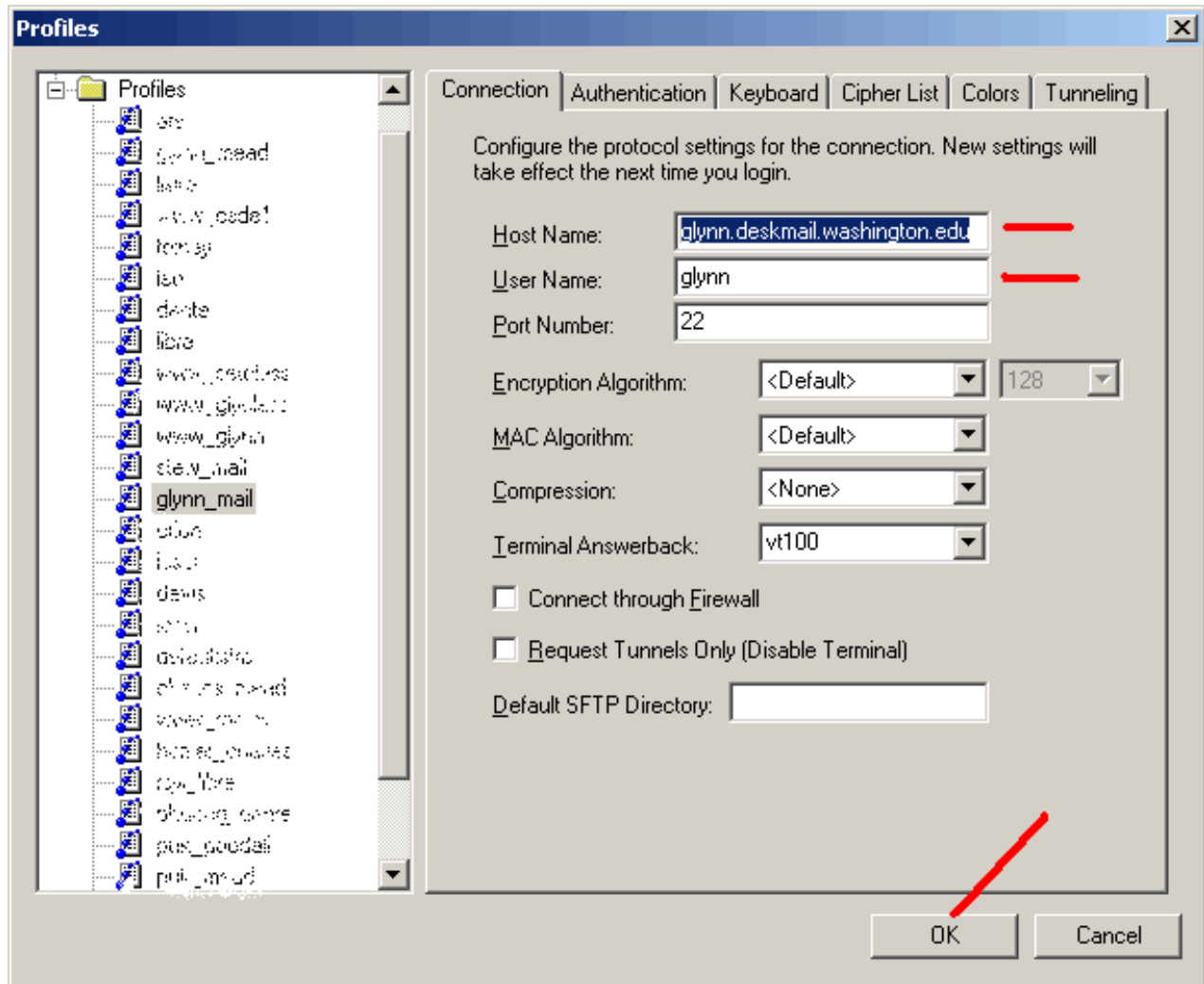
<sup>1</sup>Prepared by Patty Glynn, University of Washington, 5/18/02, revised 3/13/03.

- Click on Profile again, and then Edit Profiles. Make sure that your new profile is highlighted, and then fill in the Host Name and User Name.

For Host name, **YOURID**.deskmail.washington.edu **substituting** your own e-mail ID for **YOURID**.

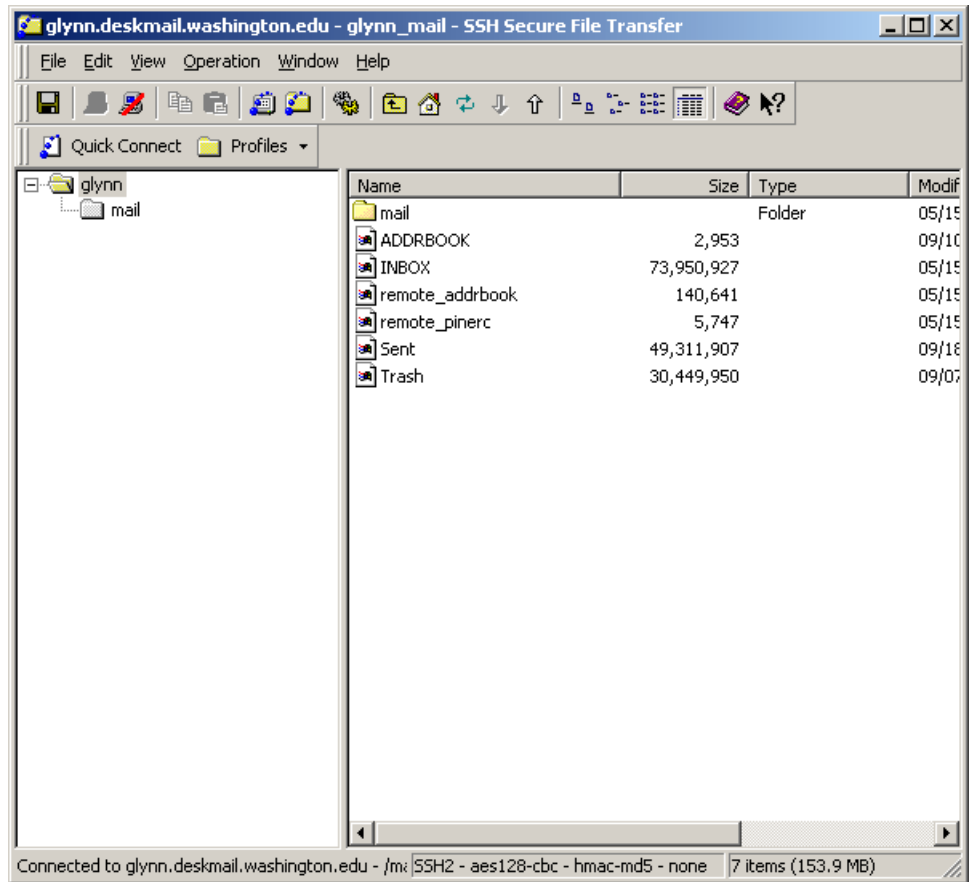
For User Name, put in your e-mail ID.

Click OK.

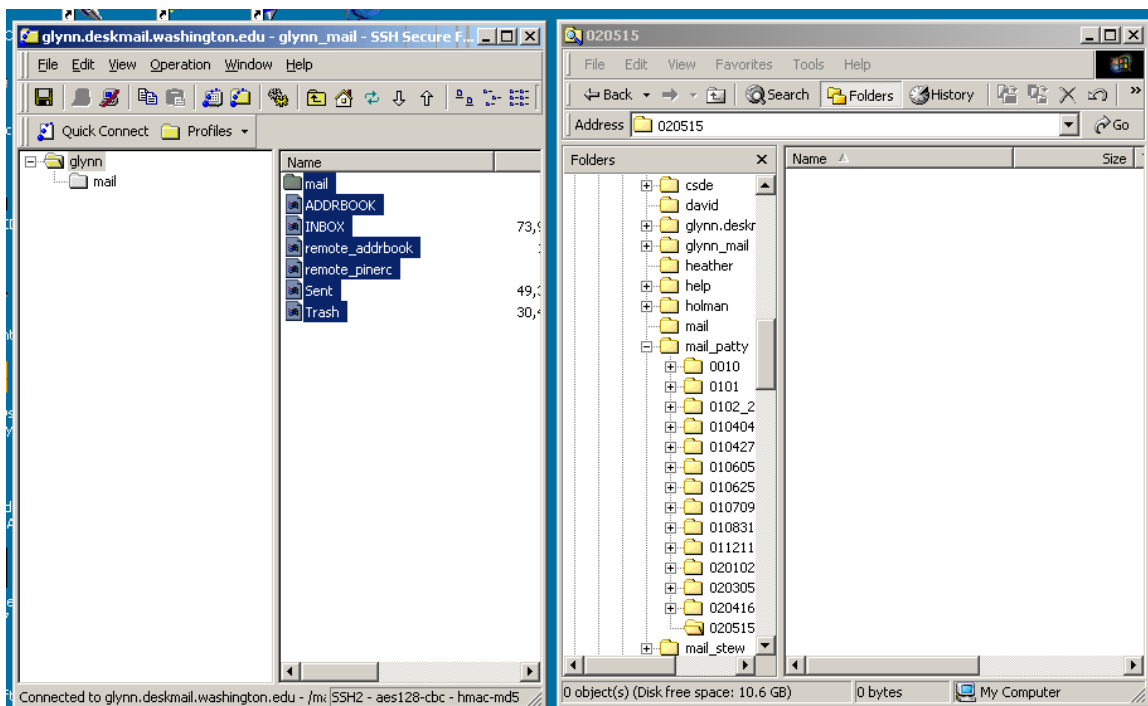




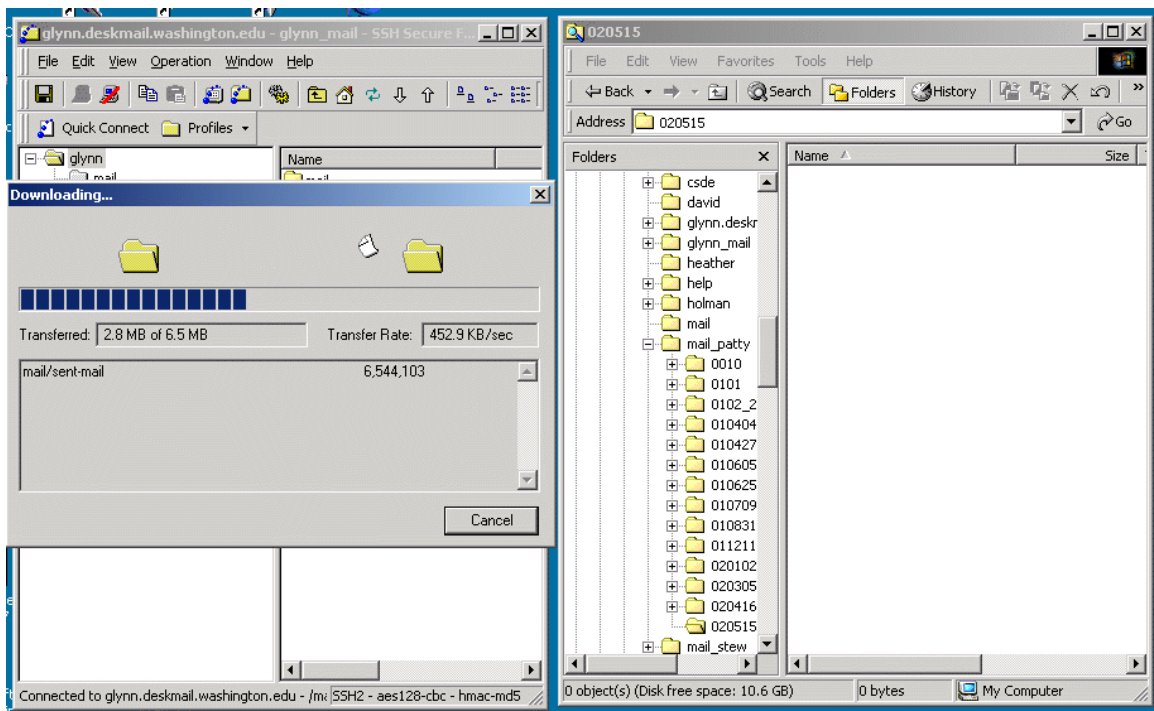
7. You will see all of the files and directories in your mail box.



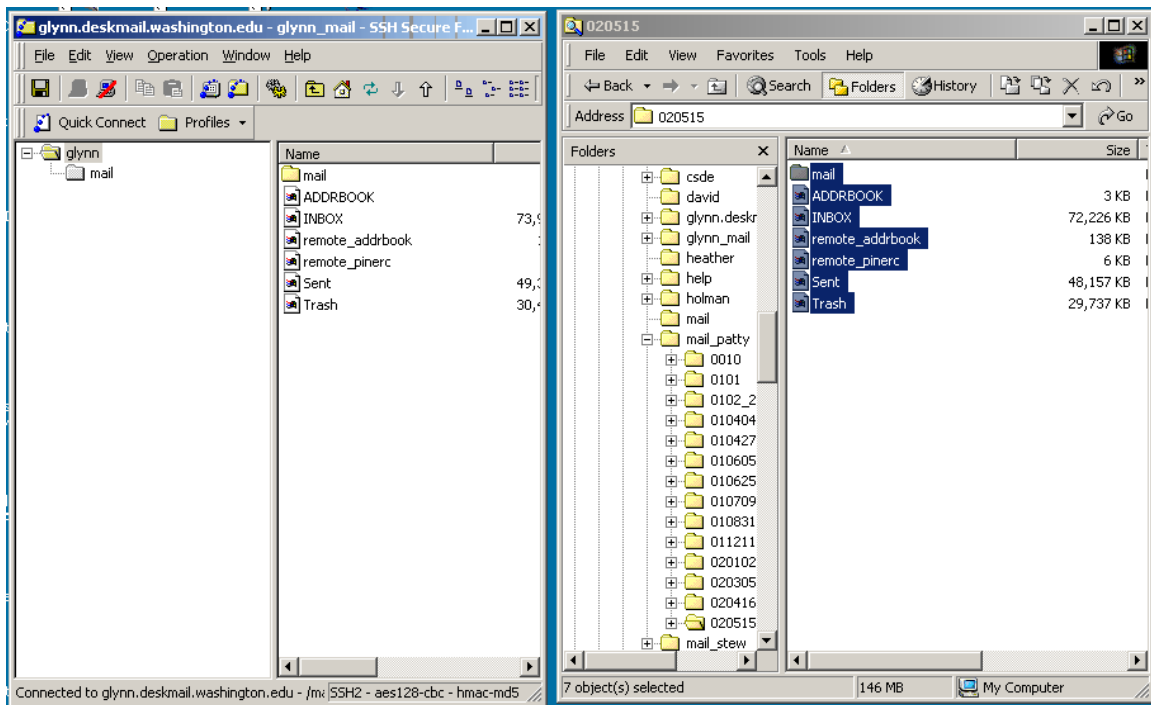
8. I have a folder on the hard disk on my PC. Each time I copy my mail, I create a subfolder reflecting the date of the day I am copying my mail. I set up my desk top so that I can view both the new folder where I will put my mail, and the glynn.deskmail folder. I select all of the files from glynn.deskmail, and drag them over to my new folder.



9. A “Downloading” window will appear. The downloading may take a while.



10. When it is done, the Downloading file will disappear, and the files will show up in your new window. You can now delete files from your e-mail account on Homer, knowing that you have them safely stored somewhere else.



11. The files are ASCII (text) files. I have found that Microsoft Word cannot read these files if they are very large (it opens them but the text is not readable). The files are readable if you open them in WordPerfect. Another option to read them again is to copy them to a deskmail account again. **CAUTION:** As a precaution against overwriting an existing mail file, **rename the file before copying it to a .deskmail account.**