

Eudora Mail information

Email number and size information: Here we have 7164 emails. Total size on disk = 21819K + 112K (because the mailbox is not compacted). Total = 21931kb = 21.9 MB

Size, which can be gained if the mailbox is compacted.

Just click on this box to compact.

Total email

Size of the mailbox if compacted

Best Practice:
Keep your mailbox compacted.

From	Date	Time	Size	Subject
servicedesk@cork.sns.slb.com	03:24 PM	4/14/2004	+0000	3 Ticket 0004572109 for Butre, Laurent has been created
servicedesk@houston.sns.slb.com	03:33 PM	4/14/2004	-0500	5 Re: SLB Template
pkiadmin@houston.sns.slb.com	02:21 AM	4/15/2004	+0000	6 Online Meeting Survey - Win an iPod
servicedesk@houston.sns.slb.com	12:08 PM	4/15/2004	+0000	3 Ticket 0004569640 for Cortesi, David has been set to Pending.

Sorting in Eudora

Mailbox without specific sorting options. All new email will be stack at the bottom of the mailbox

Email sorted by **Date**. You just need to click on the column header in order to sort (or unselect the sort) that specific column

From	Date	Time	Size	Subject
servicedesk@cork.sns.slb.com	12:09 PM	4/14/2004	+0000	5 Ticket 0004569640 for Cortesi, David has been created
servicedesk@houston.sns.slb.com	01:15 PM	4/14/2004	+0000	4 Ticket 0004553779 for Butre, Laurent has been Fixed.
pkiadmin@houston.sns.slb.com	05:01 PM	4/14/2004	+0000	3 Corporate Badge Notification of Change of Account
servicedesk@houston.sns.slb.com	05:24 PM	4/14/2004	+0000	3 Ticket 0004572109 for Butre, Laurent has been created
Simon Gentry	03:33 PM	4/14/2004	-0500	5 Re: SLB Template
Michael Bevans	02:21 AM	4/15/2004	+0000	6 Online Meeting Survey - Win an iPod
ar_mail	12:08 PM	4/15/2004	+0000	3 Ticket 0004569640 for Cortesi, David has been set to Pending.

How to group certain email within the sort?

ALT + Click Here

I want to group all email sent to or received from **Simon**

- 1) Select one email from **Simon**.
- 2) Push the **Left ALT Key** (keep it pushed down while clicking) and click on **Simon (Who column)**

This will bring all email related to Simon together and keep the original sorting around.
This can be done with other column, like "**Subject**" in order to regroup the email about the same subject within a sort option.

Multiple Columns Sort Criteria

Click on the different column in the order you want to sort them while keeping the **CTRL** key pushed down.

!!! Reminder !!!

Qualcomm strongly suggests to keep the IN box, OUT box and Trash box smaller than 2MB (which is roughly 500 email), this for a couple of reasons.

- 1) Eudora will allow have these mailboxes loaded in memory even if the mailbox is not open.
- 2) This will slow down your system and leave less memory for other applications
- 3) It will increase the risk of crash of you IN box or OUT box.

Please refer to previous Newsletter for Archiving or cleaning your mailboxes