University of Edinburgh

Library Systems Department

Moving P.Mail folders

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1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	3/2/00	Current and Initial Version (awaiting testing)	KM

1.2 Filename Path

Document can be found at the following path:

\\lib-srv4\images\document\training\train0026

2 Introduction

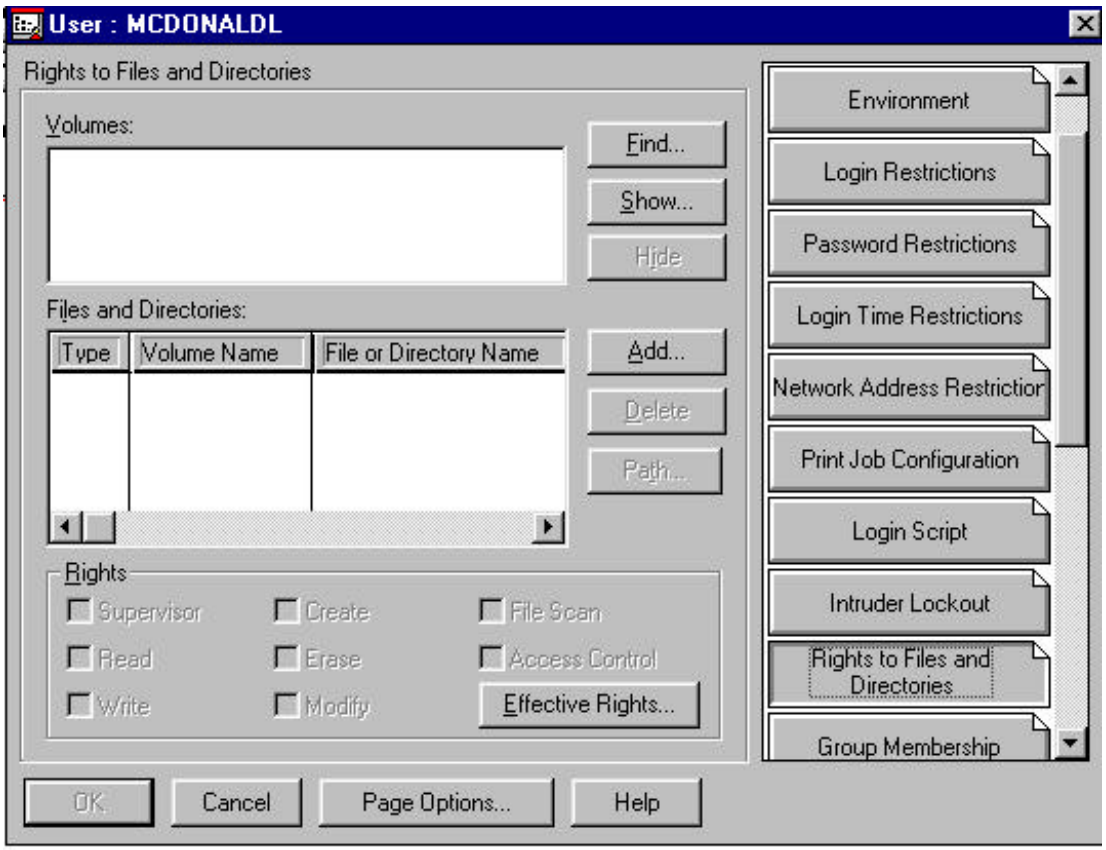
This document explains how to move mail folders from one P.Mail account to another.

3 Pre-Requisites

Login and password for useradmin/sysman.
The login and password for both accounts

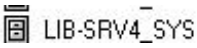
4 Step by Step Instructions

1. Login as useradmin and open **Network Administrator**. Open up the user name that you want to move the mail from.

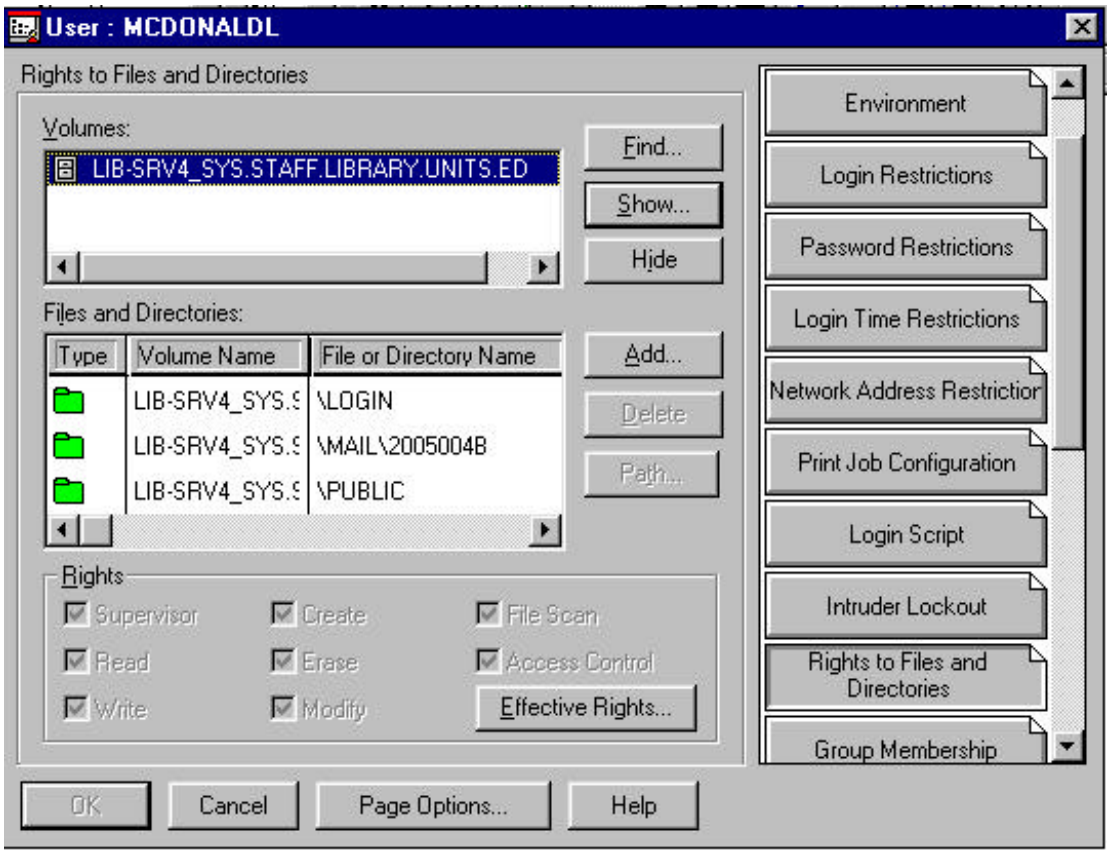


2. From the right-hand toolbar click on

then click on

3. Double click on 

4. Note down the number next to \MAIL\ **ie - 2005004B**



5. Repeat procedures 1 - 4 to find the number for the new username that you want to move the mail into
6. Close down Network administrator and open up **My computer**. Find the file numbers in **J:\mail** and open both files. Copy all **CNM files** from the old user login to the new

To move the mail folders

1.Open Windows explorer, then **Network neighbourhood\users1.** Open both H:\ files (old and new logins)

2.Click on the **mail** folder in both files. In the old mail folder select all then copy into the new mail folder. At the **replace all?** Prompt click on yes

To set up autoforward from the old account

1. Click on **Start/Run** then type **command**. Change to **C:**
2. Type **cd\pmail**
3. Type **pmgrant *oldusername* -i *newusername*@srv4.lib.ed.ac.uk**
4. Type **pmgrant *oldusername* -l *newusername*@srv4.lib.ed.ac.uk**

You must email **edlan registration** to set up a pointer to the new address using the following wording:

We currently have a user with the alias ***username***@ed, which points to ***oldusername*@srv4.lib.ed.ac.uk.**

Could it please be changed to point to ***newusername*@srv4.lib.ed.ac.uk**

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