

Working offline with IMAP

To speed up your email software, IMAP will often download just the "headers" of each email, and only download the contents of the email when you need it.

While this can be useful, it can cause problems if you want to view your emails while not connected to the internet. However, you can adjust the settings of your email software so that you download the complete emails, allowing you to access them anytime you want.

The process itself is quick and easy, but will differ depending upon which software you are using.

Important: While this process will store a local copy of your emails on your machine, you should always make backups of your email!

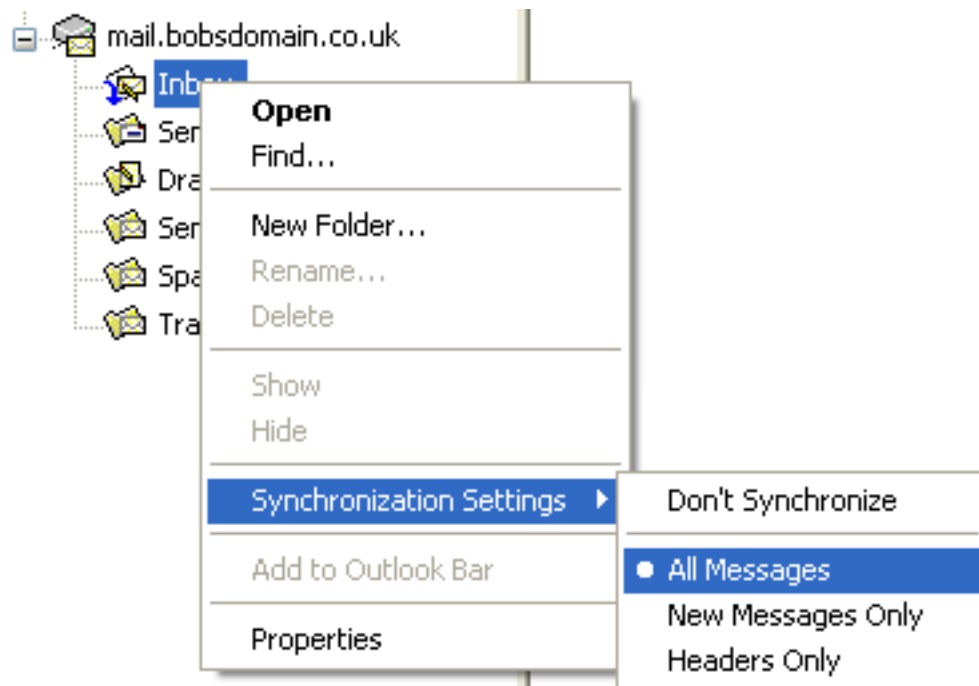
Outlook Express, Windows Mail and Live Mail

Step 1: Open Outlook Express. A list of your accounts will be seen on the left of the screen.

Step 2: Right click on the folder you want to make available if you are offline.

Step 3: Hover your mouse over *Synchronisation Settings* in the side menu that appears, click **All Messages** or **New Messages Only**.

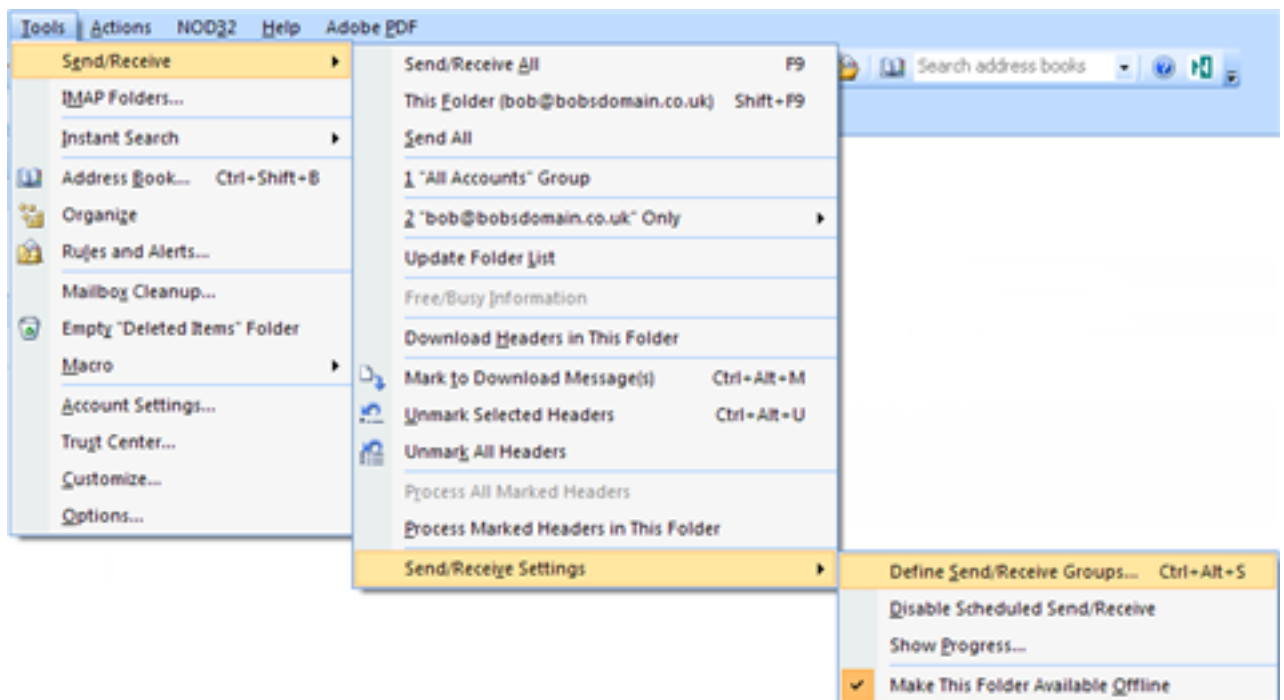
Note: Selecting All messages will synchronize all the contents within the folder, this may take a long time to complete.



Outlook 2003 and 2007

Step 1: Open Outlook and click **Tools**.

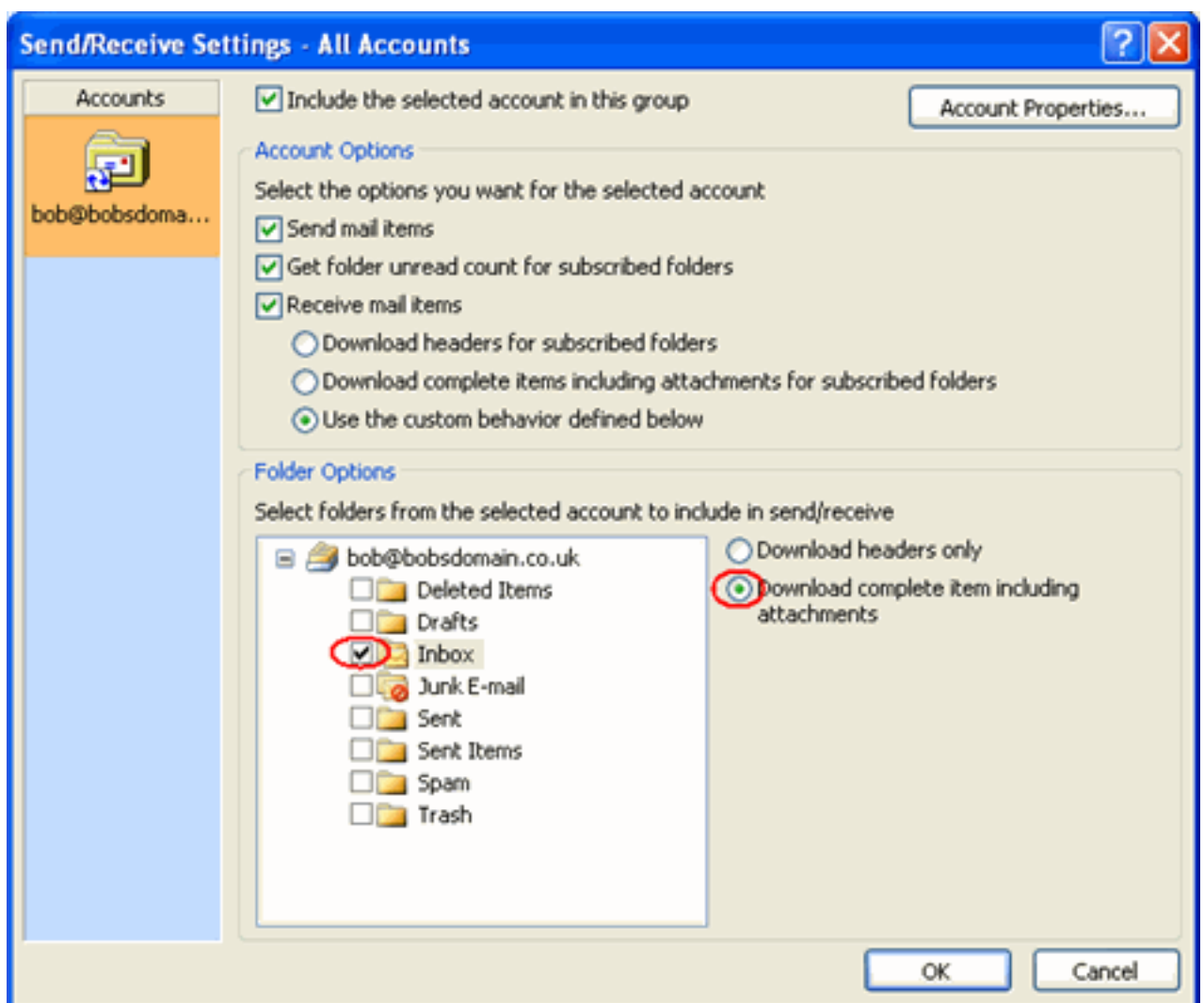
Step 2: In the drop down menus, select **Send/Receive**, **Send/Receive Settings** and **Define Send/Receive Groups**.



Step 3: Click **Edit**. A new window will open.

Step 4: In the *Receive mail items* section, select *Use the custom behaviour defined below*.

Step 5: Select the folders you would like to download the complete emails for and click *Download complete item including attachments*.



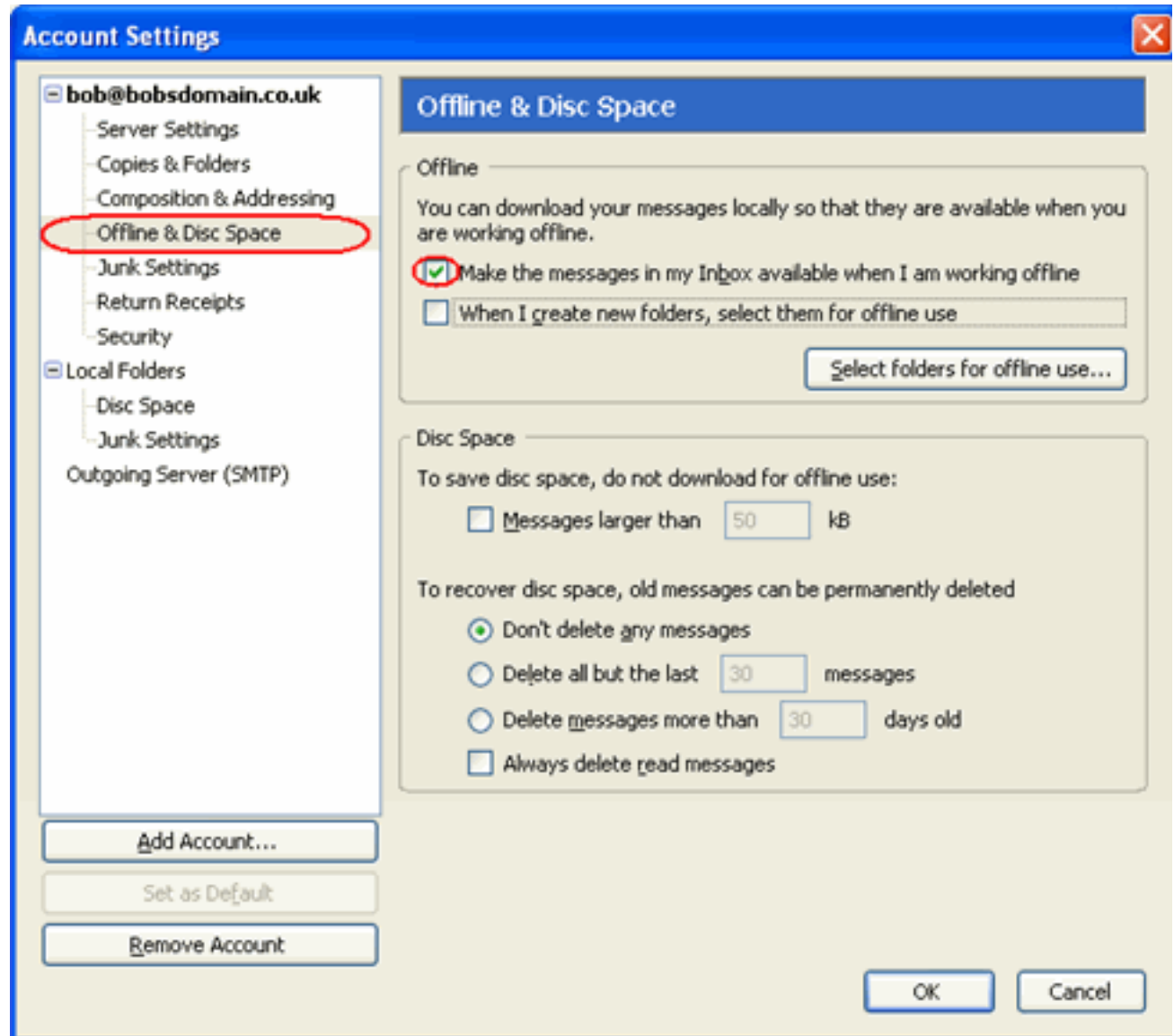
Step 6: Click **OK** and **Close** to make the changes and return to Outlook.

Thunderbird

Step 1: Open Thunderbird, then click **Tools** and **Account Settings** in the drop down menu.

Step 2: A list of your accounts will be displayed, click **Offline & Disc Space** for the account you want to edit.

Step 3: Tick the box marked *Make the messages in my Inbox available when I am working offline*.



Step 4 Click **OK** to make the changes and return to Thunderbird.

Mac Mail

Step 1: Open Mail. Click **Mail**, then **Preferences** in the drop down menu.

Step 2: Click **Advanced**. In the *Keep copies of messages for offline viewing* section, select **All messages and their attachments** from the list of options.

