EUDORA' MIGRATION UTILITIES V1.0 USER MANUAL



MEUDORA MIGRATION

UTILITIES

This manual was written for use with the Eudora® Migration Utilities (a conversion for cc:MailTM) software version 1.0.

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Chapter 1

Getting Started

In This Chapter . . .

- Introduction
- Multi-User Mode
- Single-User Mode
- Stages of Migrating Mail
- **■** System Requirements
- **■** Support Libraries
- Installing the Eudora Migration Utilities
- **■** Technical Support
- **■** Frequently asked questions
- The Resolver Host

Introduction

Welcome to the Eudora® Migration Utilities! This migration utility is a tool that allows you to migrate saved e-mail, private mailing lists, public mailing lists, and directory entries from cc:Mail to Eudora. There are two modes you may use to migrate mail information:

- 1 Multi-User Mode migration for many users
- 2 Single-User Mode migration for a single user.

Multi-User Mode

If you are the administrator of a cc:Mail Post Office, you can use the migration utility's powerful multi-user mode. In this mode, you can migrate mail folders and make the necessary directory changes for some or all of the local users of a post office at the same time. Also, in multi-user mode, you can migrate public mailing lists. The migration process is self-documenting so that a full audit trail can be maintained. For more information, refer to Chapter 2, Multi-User Mode.

Single-User Mode

In single-user mode, you, as a user, can migrate your e-mail information from cc:Mail to Eudora. Your repository of existing messages is stored in a secure proprietary Post Office on a Local Area Network (LAN) or on your mobile computer. The Post Office message format anchors you to cc:Mail and prevents you from moving on to more advanced and open e-mail systems. This migration utility helps you migrate from cc:Mail to Eudora and takes your accumulated history of cc:Mail messages with you. This means that while you use the migration utility, you still have access to your valuable message history, including attachments and text items from your old cc:Mail Inbox and folders. For more information, refer to Chapter 3, Single-User Mode.

Stages of Migrating Mail

Extraction: During the first stage in migrating from cc:Mail, you extract your messages out of the cc:Mail Post Office and leave them in an intermediate format in a path you specify.

Insertion: Insertion is the second stage in migrating your messages to Eudora. It assumes that you or the administrator have already performed the extraction step and that you know the path for the intermediate files.

You do not need to install and configure Eudora before you use the cc:Mail to Eudora migration utility. You can still perform migration tasks to extract messages and then later insert these messages in Eudora once it is up and running.

This migration utility converts from cc:Mail DB6 format (as used in cc:Mail release 2.x) to any of the following formats:

- -Eudora Pro version 3.x for Windows
- -Eudora Pro version 3.x for Macintosh
- —Eudora Light versions 3.x for Windows or Macintosh.

When migration is complete, users are able to use their old cc:Mail folders, messages, and attachments. Users can also reply to or forward migrated messages that may not have been read before migration.

System Requirements

Before you install the cc:Mail to Eudora migration utility, you need the following:

- IBM PC or compatible running Windows 3.1, Windows 95, or Windows NT 3.51 or higher.
- 1.9 MB disk space for the complete installation of the Eudora Migration Utilities
- minimum of 8MB of RAM required
- Adequate local disk space for migrating the cc:Mail store.

Note. To run the Macintosh Fixup Utility, you must have a Macintosh Plus or later model running Macintosh System 7.0 or higher. You can find mac_fixup_exe.hqx in the Migration directory or the directory where you installed the Eudora Migration Utilities.

Support libraries

The Eudora Migration Utilities application requires several DLLs (dynamic link libraries) that are provided with cc:Mail. These files must be in the Windows directory, the Windows\System directory, the application directory, or the executable path. If cc:Mail is installed on the machine, it is safe to assume that the necessary DLLs are present. The necessary files are the following:

VIM.DLL CHARSET.DLL MAILENG.DLL MEMMAN.DLL

Installing the Eudora Migration Utilities

To install the Eudora Migration Utilities, insert the CD into your CD ROM drive. If you have automatic setup, the Eudora Migration Utilities installation begins automatically. If you do not have automatic setup, choose Run from the Start menu. In the Run dialog box, enter the drive letter in which the CD is located (usually D:) and type setup.exe and click OK. Follow the installation prompts and the Eudora Migration Utilities install onto your computer.

If you are installing Eudora Migration Utilities as part of the Eudora WorldMail Server, click the Migration Utilities button on the World-Mail Server installation dialog box when it appears. The Eudora Migration Utilities install automatically with the Eudora WorldMail Server.

Technical Support

If you need assistance, first contact your e-mail migration administrator. Then contact the Eudora Technical Support Group. Eudora technical support can be reached at the following e-mail address: Migration-support@Eudora.com

Frequently asked questions

Can I harm my cc:Mail mailbox by using the cc:Mail to Eudora migration utility? No!

The cc:Mail to Eudora migration utility spends most of its time reading your old mailbox and recreating the messages in the Eudora format. It was a conscious design decision not to provide any facility to delete users or messages. You can delete messages in the normal way using cc:Mail, or your administrator may do this using cc:Mail utilities in conjunction with a well-conceived backup strategy.

Will my messages be secure once migrated? Yes!

However, you must be careful to migrate the messages to a file system that provides adequate security for your messages. The SMTP folder format used by Eudora is plain-text and can be read by most text editors. If you migrate your messages onto a public server, you make your e-mail history publicly readable.

Will I be able to read the attachments to my message? Usually, yes!

This depends on the type of the attachments and the set of applications you have installed on your current desktop. If you are combining migration from cc:Mail with moving to a new operating system you might need to install some updated viewers before you can read all attachments. In any case, this migration utility migrates all selected attachments so that if you do not have the necessary applications to browse all your attachments immediately, you can browse them as soon as those applications have been installed.

How can I migrate my cc:Mail ar-

Easily!

cc:Mail archives or bulletin boards?

Before migration begins, drag the messages out of your archives or bulletin boards into folders with similar names. Then you or your administrator can migrate the messages as normal. Refer to Chapter 3,

Single-User Mode, section: Migrating cc:Mail archives.

What should I do once my messages have been migrated?

Run Eudora and browse the messages in the folders migrated by the Eudora Migration Utilities. You should find the messages and attachments that you formerly accessed via cc:Mail.

Inspect the log file. If it shows that no messages or items were rejected, you should find everything from the selected cc:Mail folders in the new Eudora folders. If your administrator performed the migration, this log may not be accessible. Contact your administrator for details. Notify your administrator when you have completed the migration and have checked that your important messages were migrated.

The Resolver Host

An important requirement of the migration is the seamless availability of addressing information for other users who may also be in the process of migration. This requirement is met by using either a cc:Mail gateway or an SMTP server as a message routing service for addresses both inside and outside your organization.

The exact details of the system depend heavily on your organization's messaging infrastructure. By understanding the address mapping performed by you will be able to define a specific solution for your site.

When the migration utility extracts a directory or mailing list, or when it migrates a message, it performs cc:Mail address translation based on the fully qualified domain name of an SMTP mail server with redirection capabilities. This is tagged as the Resolver Host in the user interface. The server at this address should be capable of resolving the names of users who are still within the cc:Mail domain, and those who have migrated out of the cc:Mail domain.

The address translation unit takes cc:Mail addresses and replaces spaces with either underscores or periods. It then adds '@<Resolver Host fully qualified domain name>. In this way, it is possible for a migrated user to reply to a message from Alison Chan, because the return address has been translated to Alison_Chan@<Resolver Host fully qualified domain name>. If Alison has not yet migrated from cc:Mail, then the Resolver Host redirects the mail to the cc:Mail gateway host. If Alison has been migrated, then the Resolver has an alias entry for her with an address such as achan@devserver.company.com

Initially, the resolver redirects all entries back into the cc:Mail domain. In other words, mail addressed to alison_chan@<Resolver Host> is forwarded back to the cc:Mail Post Office. After a user has been migrated, his or her entry on the resolver host should be changed to forward mail to their new account. In other words, mail addressed to alison_chan@<Resolver Host> should be forwarded to achan@devserver.company.com

Consider the case where Alison Chan and Alfred Pena are the cc:Mail users. To ensure a completely seamless migration, the administrator creates two entries on the resolver host: alison_chan and alfred_pena.

Both are set to redirect mail back to the cc:Mail domain. Before either user is migrated, replies act as normal, and the resolver is not necessary. Next consider the case that Alison is migrated, but Alfred is not. When Alison was migrated, the option to Forward the cc:Mail was selected. This redirects all cc:Mail traffic to Alison Chan to the cc:Mail address alison_chan@<Resolver Host> at RESOLVER_GATEWAY which is the gateway from the cc:Mail domain to the resolver host (SMTP domain). Since Alison is migrated, her entry on the resolver host (alison_chan) should redirect mail to her new internet address

achan@devserver.company.com. When Alfred (who is not yet migrated) replies to a message written by Alison, his message goes to

the cc:Mail account "Alison Chan" which is forwarded through the gateway to the resolver (alison_chan@<Resolver Host>) which sends it to her new account (achan@devserver.company.com).

In the migration of Alison's messages, all cc:Mail addresses were adjusted to point to the resolver. For example, a letter from "Alfred Pena" now appears to have come from alfred_pena@<Resolver Host>. If Alison replies to one of her migrated messages from Alfredo, the mail goes to alfred_pena@<Resolver Host>. Since Alfred is not yet migrated, the message is redirected into the cc:Mail domain. After Alfred is migrated, his entry on the resolver would be updated, and the mail would be redirected to his new account. Internet addresses (any address containing '@') in migrated messages are unchanged.

Chapter 2

Multi-User Mode

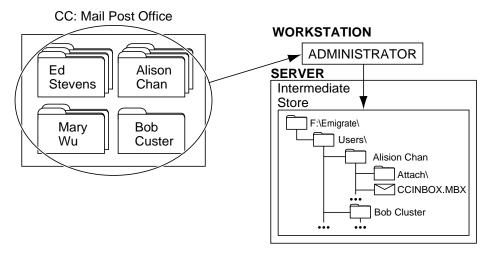
In This Chapter . . .

- Understanding the Process
- Stage 1: Extraction
- Selecting users to be migrated
- Starting the cc:Mail to Eudora migration utility
- Selecting messages to be migrated
- Warning to Administrators
- Migrating cc:Mail archives
- Setting logging options
- \blacksquare Estimating the size of the migration
- Starting the migration
- Stage 2: Insertion

Multi-User Mode: Understanding the Process

In multi-user mode, you perform migration tasks in two stages: extraction and insertion. First, you must extract users to an intermediate format. The result will be a file structure, probably on a file server, which should initially be inaccessible to general network users.

By default, cc:Mail users are migrated into a file hierarchy in the C:\EMIGRATE\ folder, although you should change this in the [Migrate To] text box to represent a file server (e.g., F:\EMIGRATE). This Emigrate directory contains some small data files and a folder called USERS. Once the migration starts, this folder will contain a separate folder for each user who has been migrated. If two or more users have similar names, the user folder names will be made unique by inserting digits at the end of the name. The file ~userlst.txt contains mapping information from full cc:Mail names to folder names. Each user's message data will be written to their folder, and their attachments will be written to the ATTACH folder located under his or her folder.



Migrating multiple users to the Intermediate store

Later, you must selectively grant access to users' folders in this hierarchy, so that they can run Fixup to collect their migrated messages and insert them in their Eudora directory.

The recommendations here assume that your migration will occur over a period of days or weeks and that some people in your organization will continue to use cc:Mail until the deployment is complete.

Stage 1: Extraction

- 1 Install and test your cc:Mail Internet gateway according to the vendor's recommendations. This is a prerequisite to migration if you expect seamless operation if you are migrating over a period of time. Establish the following details of the Internet gateway:
 - Internet Protocol (IP) hostname of the Internet gateway
 - cc:Mail Post office name of the Internet gateway. For example, INTERNET_PO.
- 2 Establish a "Resolver Host," a mail host with mail forwarding capabilities. This may in fact be your new SMTP mail host. Note the fully qualified domain name of this host, for example, company.com. All local cc:Mail addresses are adjusted to refer to this host (e.g., alison_chan@company.com). For more information, refer to the "The Resolver Host" section in Chapter 1.

Selecting users to be migrated

If you are a Post Office administrator and know the Post Office password, you can move many users performing only one task. Once you have logged in and selected migration, you are presented with a user pick list. Highlight the users you wish to migrate and push > (or just >> for all users). A double-click on a user within either list moves the user to the other list.

Starting the cc:Mail to Eudora migration utility

Note. If you have not installed the Eudora Migration Utilities, refer to the "Installing the Eudora Migration Utilities" section in Chapter 1.

To start the cc:Mail to Eudora migration utility in multi-user mode, do the following:

3 Click the migrate icon.



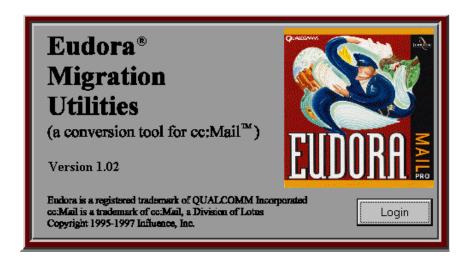
The first time the utility is run, an initialization file is created. The following settings creation notice window appears:



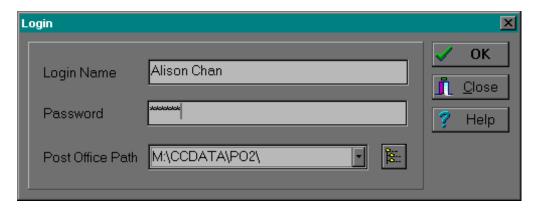
The settings creation notice

4 Click OK to proceed.

The Eudora Migration Utility windows appears.

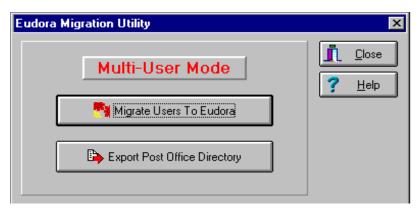


- 5 Click Login.
- 6 Enter your cc:Mail administrator login name and password. Enter the location of the cc:Mail Post Office and click OK. If you need help at any point, press F1 or one of the help buttons on the login window.



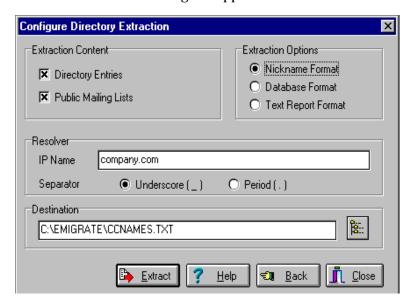
The Login dialog box

If you enter a Post Office administrator name as the login name, you are automatically in the multi-user mode. If you enter a user login name, you are automatically in the single-user mode. See Chapter 3, Single-User-Mode, for more information. Remember, only administrators can enter a Post Office name. If you are an administrator, always keep the Post Office password secret.



The Multi-User Mode window

7 The migration utility accesses the cc:Mail Post Office and lets you migrate users to Eudora or export the Post Office directory. Click [Export Post Office Directory] and the Configure Directory Extraction in multi-user mode dialog box appears.



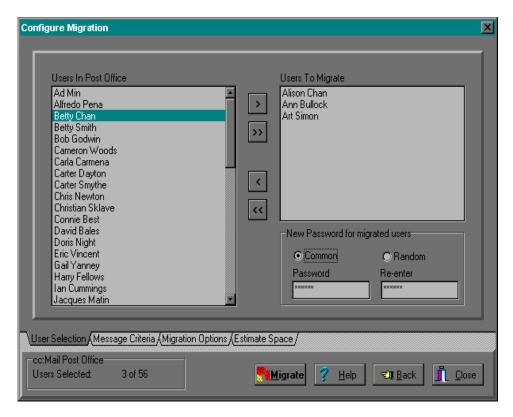
Directory extraction in multi-user mode

8 Decide whether you want to extract Directory Entries, Public Mailing Lists, or both.

There are three possible extraction formats:

- Eudora Nickname format (ccnames.txt). You might make entries in this table individually available for use by migrated users. This text file can be placed in each user's Eudora Nickname directory (e.g., C:\Eudora\Nickname) which will be visible in Eudora's Address Book.
- Database format (abook.txt). You can use this comma-delimited format to generate files for the redirection service on your server (resolver). You can also use this format to help you create accounts on your e-mail server.
- Text Report format (report.txt). This may be useful for archive purposes.

- Enter your site's [Resolver Host fully qualified domain name], choose a name separator character, and select a [Destination], then click [Extract].
 - Your directory entries and/or public mailing list are then migrated to the requested format. Click OK to close the Extraction Complete dialog box, and to exit the migration utility, click Close. Use the resulting extraction file as demanded by your site configuration to complete steps 10 and 11.
- **10** Create Eudora user accounts on your mail server for users you intend to migrate.
- 11 Based on the output of the directory extraction, create an import file for the Resolver host containing names in the form Firstname_Lastname, and addresses of the form user-name@internalHost for users who have new Eudora accounts on the server, and of the form Firstname_Lastname@smtplink.company.com for users who have not yet been migrated from cc:Mail. You may alternatively use a period (.) instead of an underscore (_) in the resolver naming scheme (e.g., Firstname.Lastname). Import this table to your mail host. In this way, the Resolver becomes the central reference point for all messages flowing during and after the migration process. This is an important step; please see the Resolver Host section in Chapter 1 for more information.
- 12 Set up a secure location large enough for the migrated users' messages and attachments. This may be a server file system mapped to a DOS/Windows drive letter, or it can be a local folder. In preparation, you can estimate the size of migration; see the section *Estimating the size of the migration* in this Chapter.
- 13 Rerun the cc:Mail to Eudora migration utility in multi-user mode to perform the user migration. After logging on using the administrator's name and password, select [Migrate Users to Eudora]. Refer to steps 3 6 in this Chapter. The Configuration Migration user selection window appears with the User Section page selected.



The Configuration Migration user selection window in multi-user mode

If your own mailbox is in this Post Office, you should verify that you wish to be migrated in this job. If you are the administrator of this Post Office and have not set up your Internet account, then notifications may have no way to reach you. Generally, an e-mail account should be in place before this migration utility migrates a user.

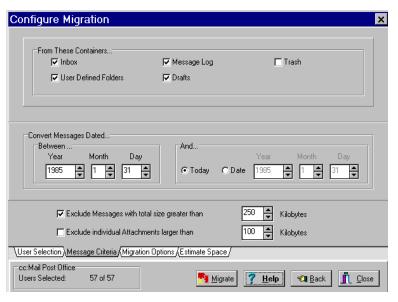
14 Once you have defined the list of users to migrate, select a password scheme to override the users' current individual passwords. When the users have been migrated, they can no longer be able to log into cc:Mail with their old passwords. This again implies that you should have already created the new e-mail accounts and distributed and installed Eudora on each user's workstation.

- Random Passwords: Users must ask the administrator to have their passwords reset if they need access to their old cc:Mail mailboxes.
- Common Password: All migrated users are given the same password.

Warning. If one of the users discovers this new password, that user is able to access the old cc:Mail mailboxes of *any other user* who was migrated in the same session. Use random passwords whenever possible.

Selecting messages to be migrated

15 Select the Message Criteria tab. The message criteria window appears:



The message criteria window of the multi-user migration options

In multi-user mode, you, as an administrator, must make your selection in a more generic fashion than in single-user mode because you are not able to interpret the personal folder names of each user. For this reason, you can select only from the standard containers—Inbox, Message Log, Drafts, Trash—and then decide whether *all* or *none* of each user's personally defined Folders should be migrated.

By default, you can migrate all messages received up to the time of migration. [Convert Messages Dated] allows you to select messages sent within a specific time window.

If [Exclude Messages with total size greater than] is selected, then messages whose remaining items total more than the selected size will be rejected.

Your final filtering option is based on message and item size. If [Exclude individual Attachments larger than] is selected, then items larger than the specified size are not migrated.

Warning to Administrators

For a smooth migration with the minimum of inquiries from users, it is recommended that you are generous with any size and age limits you may impose.

As you become more stringent, more messages or items are rejected, resulting in more requests for remigration. These requests delay removing the cc:Mail Post Office from service and might impose additional administrative overhead in allowing users re-enter to their cc:Mail accounts.

Migrating cc:Mail archives

cc:Mail archives are not directly accessible from the multi-user mode for several reasons. But with one additional step from each user, that information can be included in the migration process. Please refer to Chapter 3, Single-User Mode, Migrating cc:Mail archive section for details.

16 Select the Migration options tab. The Migration options window appears.

Configure Migratio Migration actions F:\EMIGRATE\ 9:: Migrate to Resolver Name Separator IP Name | company.com ● Underscore () Gateway INTERNET_PO O Period (.) Notifications 🗵 E-Mail final status to PO Administrator X Leave a Sentinel Message in old Inbox 🗵 E-Mail status to NEW Mailbox Put forwarding address in PO Directory Logging ▼ Subject Lines Logs to Migration Destination ▼ Event Times ☐ Folder Names O Logs to C:\ Rejected Messages X Start & End Times User Selection (Message Criteria) Migration Options (Estimate Space) cc:Mail Post Office Users Selected: Migrate

The migration options page of the Configure Migration

You can change the details that define which messages are migrated and where the intermediate format files are created. Also, you can change the logging details to increase or decrease the level and type of logging. Additionally, there are options to control the various notifications that are sent when migration is complete.

As messages are extracted from cc:Mail, addresses of recipients with cc:Mail, Post Office addresses are mapped to an Internet address of the form firstname_lastname@<the domain defined in the [Resolver Host fully qualified domain name] text box>. For example, alison_chan@company.com.You can select either an underscore (_) or a period (.) for the name separator character. The Resolver Host SMTP server or gateway at this address must have sufficient information to route messages either back into the cc:Mail domain or to another Internet destination. See the Resolver Host section in Chapter 1 for more information

When [E-mail status to NEW mailbox] is selected, a status message is sent to your new mail account via the Resolver Host for you to read when your migration is complete.

In order for notifications and forwarded mail to be sent to the new account, the Gateway Post Office name must be entered correctly. Check [E-Mail final status to PO Administrator] to automatically notify the administrator when your migration is complete. Your administrator may use the information to schedule your cc:Mail mailbox for deletion once you have migrated. In multi-user mode, the administrator receives a notification on completion for each user.

When you check [Leave Sentinel Message in old Inbox], the Migration Utility leaves a status message in your cc:Mail Inbox that can be used by you or the administrator to ensure that all messages are being forwarded since your migration.

In multi-user mode, you, as administrator, have an option to write forwarding information into the address field of each user's Post Office directory entry. This causes all mail arriving in the Post Office to follow the user to the new address.

Warning: If you plan to forward addresses in the PO directory, any remaining messages for those users in the Post Office are deleted when the administrator performs the cc:Mail Reclaim procedure.

Setting logging options

This migration utility logs the migration process by default to a file called MIGRATE.TXT in the same folder you select as a destination for the migrated messages. Estimations produce a similar log named ESTIMATE.TXT.

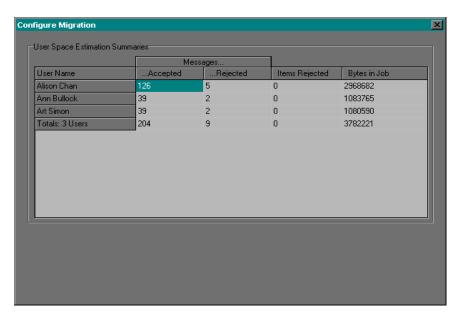
You may choose another location for the log. To do this, select [Logs to] and use the text box or browse button to define a different logging destination.

The default options for the level of logging detail are probably sufficient for most users. When [Event Times] is selected, every log entry is preceded by the current date and time. Selecting [Start & End Times] causes the start and end times of significant migration events to be summarized at the end of the log. [Rejected Messages] causes logging of all rejected messages *and* items. When [Subject Lines] are checked, the subject line of each message is written to the log as the message is migrated. For really detailed logging, check [Item Info] to cause

logging of each item as it is migrated. This is normally superfluous and inflates the log for little benefit, though it might be useful if you later wish to be able to find a certain attachment using the log.

Estimating the size of the migration

17 When you are satisfied with the details on each of the first three tabs (User Selection/Message Criteria, and Migration Options), in the Configure Migration window, you have the option of estimating the space required on the destination file system. This is particularly useful for the administrator who may need to provide several gigabytes of free space on a secure server. To obtain an estimate, go to the [Estimate Space] page and click the [Estimate Space Required] button. The process may take some time since the Post Office must be scanned in detail. In any event, the scan is significantly faster than a full migration since only summary information is transferred.



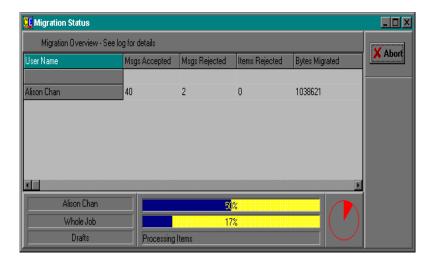
The estimation page in multi-user mode

Warning: In multi-user mode, creating an estimate will change user passwords just as a real migration does. Create an estimate only when you know that users are already able to access their Eudora server accounts.

Each user's job size is listed together with a summary of the total job size. This figure is a pessimistic estimate of the migrated size and can be interpreted based on experience at your site. The job may take up to 40% fewer bytes than indicated, depending on the characteristics of your messages.

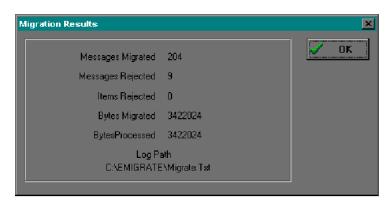
Starting the migration

18 When you are satisfied that the migration destination has enough free space for the estimated size of the migration, click the [Migrate] button. You can then watch the progress of the migration in the status window. If you need to abort the process, click the [Abort] button and pick an abort option. You can abort after the current item, message, folder, or user.



Multi-user migration status

A summary dialog appears when migration is complete. This shows the work done and the location of the log.



The migration results window

- **19** After reviewing the Migration Results and to exit the migration utility, click OK then Close.
- 20 Make each user's migrated data available to them. This probably consists of mapping a drive letter for each user to their directory in the intermediate mail folder hierarchy. Also, you will need to provide each user with the Fixup.exe tool. Distribute to all users and follow the steps listed in Stage 2: Insertion.

After becoming familiar with the migration process, refer to Chapter 4 for administrative presets.

Warning: Since Eudora's format is not inherently secure, you *must* have a security scheme in place to ensure that users' messages remain private.

Stage 2: Insertion

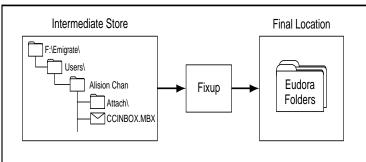
Insertion is the second stage in migrating your cc:Mail messages to Eudora. It assumes that the extraction step has already been performed, the path for the intermediate files is known, and that the fixup tool (fixup.exe or Mac Fixup Exe) has been distributed to each user. The insertion stage should be performed only while the user is preset to direct the operation. As the administrator performing the migration, you may choose to perform the insertion stage differently than prescribed.

This is the second stage in migrating your messages to Eudora. It assumes that the extraction step has already been performed, and that the path for the intermediate files is known.

The Fixup.exe program is a glorified copy program. It copies the message files from the intermediate store to the local Eudora message directory and attachments to the Eudora attachment directory. In order for Eudora to recognize an attachment link in a message, the fully qualified pathname of that attachment must be present in the message. Fixup must be told this information because only the user knows which directory contains his or her Eudora messages (e.g., c:\eudora, d:\internet\eudora, etc.). Not only does Fixup copy the message and attachment information, it "fixes" the reference to any attachments contained in a message by inserting their fully qualified pathnames.

The second function Fixup performs is to notify Eudora of the existence of the new folders. Eudora maintains a special file called "descmap.pce" that contains a list of all known folders. Fixup modifies this file so that your messages are available when you next start Eudora. This is not necessary for the Macintosh version of Eudora, since it does not use this file.

WORKSTATION



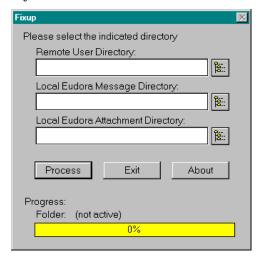
The Fixup Process

21 Determine the location of your intermediate extracted messages. Ensure that Eudora is not running before proceeding.

22 Click the Fixup icon.



Either enter the path from step 20, or user the browse button to locate your intermediate data directory. This is entered in the <Remote User Directory> field.



The Fixup Utility dialog box

- 23 Similarly, locate the folder on your workstation where Eudora looks for your Inbox. Enter the path, or use the browse button to locate it. This is entered in the <Local Eudora Message Directory> field, for example (C:\Eudora).
- 24 Fixup suggests the attach folder under the folder you have located above. If you prefer to locate migrated attachments in a different folder, then select it now. This is entered in the <Local Eudora Attachment Directory> field, for example, (C:\Eudora\Attach).
- 25 Click the Process button and watch the progress bar as your old cc:Mail folders are inserted in your Eudora folder list. When finished, click OK on the Process is Complete dialog box.

26 Exit Fixup by clicking the Exit button (Windows) or choosing File|Quit from the menu (Macintosh).

Congratulations, you are done! When you or the user start Eudora, you should find the old cc:Mail folders, messages, and attachments ready for inspection and reference.

NOTE for PC Fixup: When Migrating attachments that originated on a Macintosh, the full attachment is in a 'mac' subdirectory under the normal attachment directory. Since the data in some Macintosh attachments can be read by PC applications, the data fork is extracted to the normal attachment directory. Under most circumstances, a PC application is *not* able to read any attachments in the Mac directory, but they may be forwarded to a Macintosh user. All files in the mac subdirectory are stored in Apple Single format and may still require decoding by the recipient if forwarded.

NOTE for Mac Fixup: Gaining access to the intermediate message store can be problematic from the Macintosh. Ideally, you can map a drive to the proper directory on a server. A second (and far less desirable method) is to transfer the files to a local Macintosh disk. Be careful when doing this as many file transfer programs (e.g., FTP programs) perform automatic conversion of linefeed characters. This should not be done; a strictly "binary" transfer must be used. Do not forget to copy the intermediate attachment directory.

Chapter 3

Single-User Mode

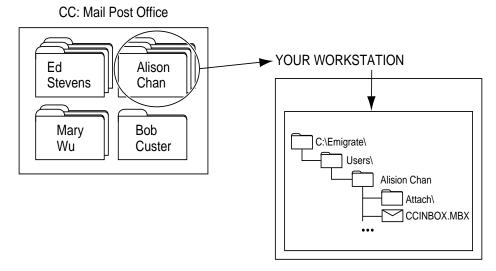
In This Chapter . . .

- Understanding the Process
- Migrating cc:Mail archives
- Stage 1: Extraction
- Starting the cc:Mail to Eudora migration utility
- Setting logging options
- Estimating the size of the migration
- Stage 2: Insertion
- Extracting your private mailing lists

Single-User Mode: Understanding the Process

In the single-user mode, migration takes place in two stages: extraction and insertion. The first of these may already have been performed by an administrator on your behalf. The second stage is usually performed by you, the end-user.

The first stage in migrating from cc:Mail takes your messages out of the cc:Mail Post Office and leaves them in an intermediate format in a path you specify. The intermediate format is compatible with the intermediate format created by an administrator in multi-user mode. Performing migration in two steps has the advantage that you can extract the messages even if you have not yet installed or configured Eudora. You can then *insert* the messages into Eudora once you have your copy of Eudora installed and running.



Extracting to the intermediate format

When migration is complete, you are able to use your old cc:Mail folders, messages, and attachments. You can also reply to and forward migrated messages that you may not have read before migration.

This section assumes you are performing both stages yourself. If you know that your administrator has already performed the *Extraction* stage, then you can skip directly to the Stage2: Insertion section below.

Migrating cc:Mail archives

cc:Mail archives are encoded in a proprietary manner. Unfortunately, the encoding scheme has never been put into the public domain by IBM/Lotus/cc:Mail, nor do they provide a public API to access the archives. This means that the only products that can legally access these archives are Lotus products or affiliates.

Fortunately, the problem can be solved in the cc:Mail client by selecting the messages in the archive and dragging them to a new cc:Mail folder of a similar name. This process puts a copy of the archived messages in the Post Office; migration can now be carried out in the normal manner (either single or multi-user mode) (the archived messages are included).

Stage 1: Extraction

- 1 Identify the post office path. This is usually M:\CCDATA, but your site might have another convention. If you are a cc:Mail mobile user and you followed the default installation recommendations, your post office is in C:\CCMOBILE\CCDATA1\.
- 2 Identify the location the migration utility should use for the intermediate extracted files. The cc:Mail to Eudora migration utility suggests C:\EMIGRATE, but you can pick any secure location with enough disk space.
- 3 Determine the fully qualified domain name of your resolver host and the name of your Internet Gateway Post Office, for example, company.com and INTERNET_PO. Your administrator should give you these with this migration utility.

Starting the cc:Mail to Eudora migration utility

4 Click the migrate icon.

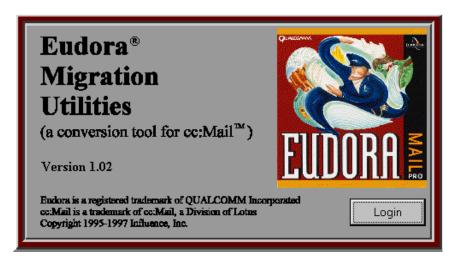


The first time the utility is run, an initialization file is created. Your administrator may have already created a migrate.ini file for you, please skip step 5.

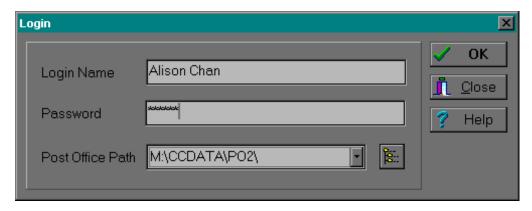


The settings creation notice

5 Click OK to proceed.

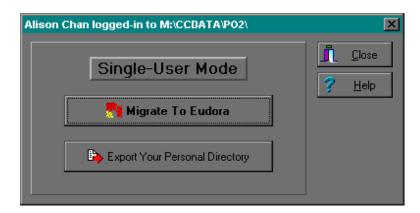


- 6 Click Login
- 7 Enter your cc:Mail user login name and password. Enter the location of your cc:Mail Post Office and click OK. If you need help at any point, press F1 or one of the help buttons on the login window.



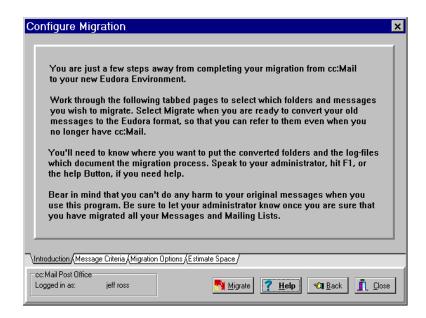
The Login dialog box

If you enter a user login name, you are automatically in the single-user mode. If you enter a Post Office administrator name as the login name, you are automatically in the multi-user mode. See Chapter 2, Multi-User Mode for more information.



The Single-User Mode window

The migration utility accesses the Post Office and allows you to migrate to Eudora or Export your personal directory. Select [Migrate to Eudora]. When the Configure Migration dialog box appears, the utility defaults to the introduction tab allowing you to read the single-user introduction page.



The introduction page in single-user mode

Selecting messages to be migrated

9 Select the Message Criteria tab.



The message criteria page of the single-user migration options

The [Message Criteria] tab allows you to select which messages are to be migrated based on source folder, message date, and message size. You are presented with a list of your folders, and you may select any set of folders (all, none, or partial) for migration.

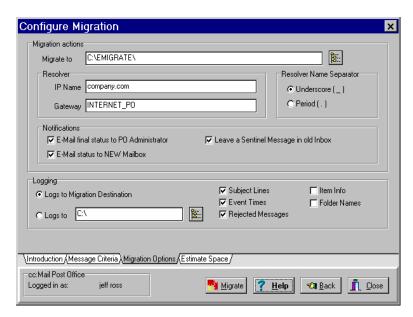
10 Select the folders for migration by clicking on the appropriate folder name. Be sure to select all folders for Migration by scrolling down through the "Select Folders for Conversion" box.

By default, you migrate all messages received up to the time of migration. [Convert Messages Dated] allows you to select messages sent within a specific time window.

If [Exclude Messages with total size greater than] is selected, then messages whose remaining items total more than the selected size are rejected.

The final filtering option is based on message and item size. If [Exclude individual Attachments larger than] is selected, then items larger than the specified size are not migrated.

11 Select the Migration Options tab.



The migration options page of the Configure Migration

You can change the details that define which messages are migrated and where the intermediate format files are created. Also, you can change the logging details to increase or decrease the level and type of logging. Additionally, there are options to control the various notifications that are sent when migration is complete.

As messages are extracted from cc:Mail, addresses of recipients with cc:Mail, Post Office addresses are mapped to an Internet address of the form firstname_lastname@<the domain defined in the [Resolver Host fully qualified domain name] text box>. For example, alison_chan@company.com. You can select either an underscore (_) or a period (.) for the name separator character. The Resolver Host SMTP server or gateway at this address must have sufficient information to route messages either back into the cc:Mail domain or to another Internet destination. See the Resolver Host section in Chapter 1 for more information

In order for notifications and forwarded mail to be sent to the new account, the Gateway Post Office name must be entered correctly. Check [E-Mail final status to PO Administrator] to automatically notify

the administrator when your migration is complete. Your administrator may use the information to schedule your cc:Mail mailbox for deletion once you have migrated.

When [E-mail status to NEW mailbox] is selected, a status message is sent to your new mail account via the Resolver Host for you to read when your migration is complete.

When you check [Leave Sentinel Message in old Inbox], the Migration Utility leaves a status message in your cc:Mail Inbox that can be used by you or the administrator to ensure that all messages are being forwarded since your migration.

Setting logging options

This migration utility logs the migration process by default to a file called migrate.txt in the same folder you select as a destination for the migrated messages. Estimations produce a similar log named estimate.txt

You may choose another location for the log. To do this, select [Logs to] and use the text box or browse button to define a different logging destination.

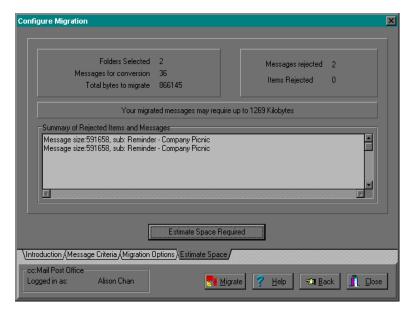
The default options for the level of logging detail are probably sufficient for most users. When [Event Times] is selected, every log entry is preceded by the current date and time. Selecting [Start & End Times] causes the start and end times of significant migration events to be summarized at the end of the log. [Rejected Messages] causes logging of all rejected messages *and* items. When [Subject Lines] are checked, the subject line of each message is written to the log as the message is migrated. For really detailed logging, check [Item Info] to cause logging of each item as it is migrated. This is normally superfluous and inflates the log for little benefit, though it might be useful if you later wish to be able to find a certain attachment using the log.

Estimating the size of the migration

12 When you are satisfied with the details on each of the first three pages (Introduction, Message Criteria, and Migration Options) prior to the actual extraction of messages, you have the option of estimating the space required on the destination file system. To obtain an estimate, go to the [Estimate Space] page and click the [Estimate Space Required] button. The process may take some time

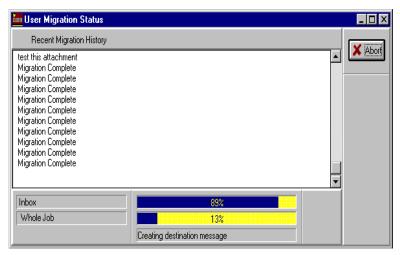
since the Post Office must be scanned in detail. In any event the scan will be significantly faster than a full migration since only summary information is transferred.

The rejected messages and items are documented in a scrolling panel and the details are summarized at the top of the page. The Estimate Space is not required for Migration.



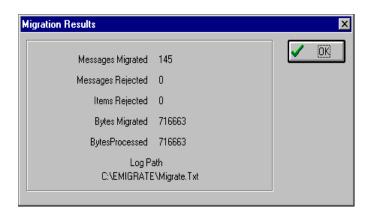
The estimation window in single-user mode

13 When you are satisfied that the migration destination has enough free space (C:\emigrate\), click the [Migrate] button. You can then watch the progress of the migration in the status window. If you need to abort the process, click the [Abort] button and pick an abort option. You can abort after the current item, message, or folder.



Single-user migration status

A summary dialog appears when migration is complete. This shows the work done and the location of the log.



The Migration results window

14 After reviewing the Migration results, click OK. To exit the cc:Mail to Eudora migration utility, click Close. Proceed to Stage 2: Insertion.

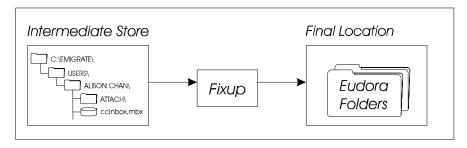
Stage 2: Insertion

This is the second stage in migrating your messages to Eudora. It assumes that you or the administrator have already performed the extraction step, and that you know the path for the intermediate files.

The Fixup.exe program is a glorified copy program. It copies the message files from the intermediate store to the Eudora message directory and attachments to the Eudora attachment directory. In order for Eudora to recognize an attachment link in a message, the fully qualified pathname of that attachment must be present in the message. Fixup must be told this information because only the user knows which directory contains his or her Eudora messages (e.g., c:\eudora, c:\program files\eudora, etc.). Not only does Fixup copy the message and attachment information, it "fixes" the reference to any attachments contained in a message by inserting their fully qualified pathnames.

The second function Fixup performs is to notify Eudora of the existence of the new folders. Eudora maintains a special file called "descmap.pce" that contains a list of all known folders. Fixup modifies this file so that your messages are available when you next start Eudora. This is not necessary for the Macintosh version of Eudora, since it does not use this file.

Workstation



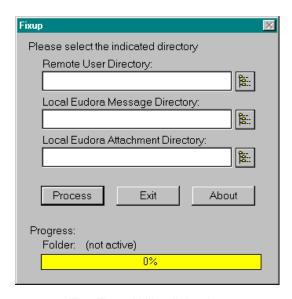
The Fixup Process

- 15 Determine the location of your intermediate extracted messages from step 2. If the administrator performed the first stage, you may find your files under a drive letter such as F:\. Contact your Administrator for more information. Make sure that Eudora is not running before proceeding.
- 16 Click the Fixup icon.



Fixup.exe

Either enter the path from step 14, or user the browse button to locate your intermediate data directory. This is entered in the <Remote User Directory> field.



The Fixup Utility dialog box

17 Similarly, locate the folder on your workstation where Eudora looks for your Inbox. Enter the path, or use the browse button to locate it. This is entered in the <Local Eudora Message Directory> field (e.g., C:\Eudora).

- 18 Fixup suggests the attach folder under the folder you have located above. If you prefer to locate migrated attachments in a different folder, then select it now. This is entered in the <Local Eudora Attachment Directory> field (e.g., C:\Eudora\Attach).
- 19 Click the Process button and watch the progress bar as your old cc:Mail folders are inserted in your Eudora folder list. When finished, click OK on the Process is Complete dialog box.
- **20** Exit Fixup by clicking the Exit button (Windows) or choosing File|Quit from the menu (Macintosh).

Congratulations, you are done! When you start Eudora, you should find your old cc:Mail folders, messages, and attachments ready for inspection and reference.

NOTE for PC Fixup: When Migrating attachments that originated on a Macintosh, the full attachment is in a 'mac' subdirectory under the normal attachment directory. Since the data in some Macintosh attachments can be read by PC applications, the data fork is extracted to the normal attachment directory. Under most circumstances, a PC application is *not* able to read any attachments in the Mac directory, but they may be forwarded to a Macintosh user. All files in the mac subdirectory are stored in Apple Single format and may still require decoding by the recipient if forwarded.

NOTE for Mac Fixup: Gaining access to the intermediate message store can be problematic from the Macintosh. Ideally, you can map a drive to the proper directory on a server. A second (and far less desirable method) is to transfer the files to a local Macintosh disk. Be careful when doing this as many file transfer programs (e.g., FTP programs) perform automatic conversion of linefeed characters. This should not be done; a strictly "binary" transfer must be used. Do not forget to copy the intermediate attachment directory.

Extracting your private mailing lists

21 Rerun the cc:Mail to Eudora migration utility in single-user mode to extract your private mailing list. After logging on, select [Export Your Personal Directory]. Refer to steps 4 - 7 in this Chapter. The Configure Directory Extraction dialog box appears.



Configure Directory Extraction window

There are two possible extraction formats:

- Eudora Nickname format (ccnames.txt). Your personal directory is converted to the Eudora Nicknames format. To use the nicknames, drop the ccnames.txt into your Nickname directory (e.g., C:\Eudora\Nickname). You can access these names via the Address book after you restart Eudora.
- Text Report format (report.txt). This may be useful for archive purposes.

Chapter 4

Administrative presets

In This Chapter . . .

- What are presets?
- How presets work
- How to create a customized preset file
- The [Preset Sect] options in migrate.ini
- The preset tags

What are presets?

Presets streamline the operation of the cc:Mail to Eudora migration utility for administrators who need to migrate users in small batches. If you are the administrator of a large site, and you make this migration utility available across the network, presets allow you to predefine many of the fields that remain constant for all users.

One example is the [Resolver Host fully qualified domain name] field on the Migration Options page. This value usually is the same for all your users. With a *locked* preset, not only can you predefine the value, but you can also make the value impossible to change inadvertently by a user.

By allowing the administrator to preset and optionally lock almost all the settings encountered in the migration utility, Preset can save time and effort especially when this migration utility is used repeatedly by the administrator, or when it is made available to cc:Mail users across an organization.

How presets work

When you start the cc:Mail to Eudora migration utility, it looks first in the user's windows directory for a file called migrate.ini. If the file is not found in the windows directory, the migration utility looks in the same directory as the program. If the file is found there, it is copied to the windows directory and subsequent runs of the program use this new copy.

If the migration utility cannot find the file in either of these locations, the migration utility creates the file with default settings in the windows directory.

This method of searching for and creating the migrate.ini file gives the administrator maximum flexibility in the deployment and use of the migration utility.

When you first run the cc:Mail to Eudora migration utility, you will see a dialog box confirming that the ini file is being created or copied. Once this is done, you can exit the migration utility and modify the migrate.ini file using the preset utility. Start the program and identify the settings you wish to change.

In the dialog box that appears, you can read the description of the setting and its locked status. Change a setting by clicking on its entry tag or value. A value and/or checked status may also be displayed depending on the setting. For example, a checkbox in the EMailNotifyAdmin has a checked status and no value. Other fields have a value, and no checked status. Click on the check status to toggle the field.

Gray is unchecked or inactive



Red is checked or active



You can also change the locked status of a setting by clicking on the padlock in the main grid. If a field is locked, it cannot be changed in the migration utility. This feature is especially useful when setting presets for single-user mode.

Gray is unlocked and changeable



Red is locked and unchangeable



Once you have made the changes you require, restart the cc:Mail to Eudora migration utility and verify that the new settings are in effect.

If you are administering the cc:Mail to Eudora Migration, you can package the newly modified migrate.ini file with the executables for deployment across a network, via e-mail, or by ftp. You most likely will choose not to distribute Preset.exe with the other files. This prevents casual users from making erroneous settings changes.

How to create a customized preset file

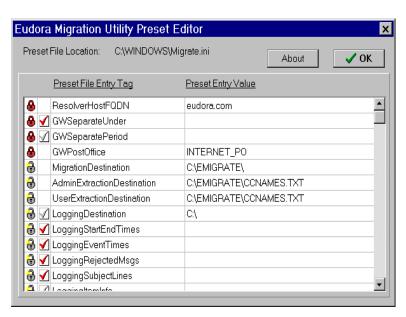
If you are an administrator, you may choose to create a preset file designed for your users. Do the following:

- 1 Run the cc:Mail to Eudora migration utility in single-user mode.
- 2 After the Login window, the Single-User Mode window appears. Choose [Migrate to Eudora] and note the values you need in the message criteria and migration options pages.
- 3 Return to the Single-User Mode window by clicking on the [Back] button.and select [Export Your Personal Directory]. Note the field values your users should use.
- 4 Click the preset icon to edit the preset file (migrate.ini) in your Windows directory using the migration utility preset editor.



Preset.exe

5 To make the appropriate changes, click its entry tag or entry value within the dialog box.



Migration Utility Preset Editor

- 6 When finished, click OK to save your migrate.ini settings and exit the preset utility.
- 7 Copy the new INI file to the application directory so that it becomes the default preset file for users running this migration utility for the first time.

The [Preset Sect] options in migrate.ini

There are two special features in the preset file value format:

- If a value is prepended with a '+', any corresponding checkbox or radio button is selected.
- If a value is prepended with a '\$', the corresponding edit control in the user interface is disabled, or locked.

The resulting syntax is:

tag=[\$][+]Value

This example shows some presets interspersed with comments:

ResolverHostFQDN=\$myCompany.com GWPostOffice=\$INTERNET_PO ;both the above are locked to prevent modification

EMailNotifyAdmin=+
PostSentinelMessage=+
;both the above are selected but not locked

ConvertFrom=\$1985/1/31 ConvertTo=\$TODAY ;both the above are locked - neither is selectable

ExcludeMsgsGT=\$+350 ;new value is set, checked and locked.

ExcludeAttsGT=+150 ;new value is set and checked, not locked.

The preset tags

The preset tags are listed below with their location in the interface.

Tag	Represents: Page/Field Name	Selectable	
ResolverHostFQDN	Migration Options/Resolver Host fully qualified domain name		
GWSeparateUnder	Migration Options/Underscore Separator	Yes	
GWSeparatePeriod	Migration Options/Period Separator	Yes	
GWPostOffice	Migration Options/Gateway Post Office		
MigrationDestination	Migration Options/Migrate to		
AdminExtractionDestination	Configure Directory Extraction/Administrator's Directory Export Destination		
UserExtractionDestination	Configure Directory Extraction/Users Directory Export Destination		
LoggingDestination	Migration Options/Logging	Yes	
LoggingStartEndTimes	Migration Options/Start & End Times	Yes	
LoggingEventTimes	Migration Options/Event Times	Yes	
LoggingRejectedMsgs	Migration Options/Rejected Messages	Yes	
LoggingSubjectLines	Migration Options/Subject Lines	Yes	
LoggingItemInfo	Migration Options/Item Info	Yes	
LoggingFolderNames	Migration Options/Folder Names	Yes	

EMailNotifyAdmin	Migration Options/E-Mail final status to PO Administrator	Yes
PostSentinelMessage	Migration Options/Leave Sentinel Message in old Inbox	Yes
ConvertFrom	Message Criteria/Between	
ConvertTo	Message Criteria/And	
ExcludeMsgsGT	Message Criteria/Exclude Messages with total size greater than Kilobytes	Yes
ExcludeAttsGT	Message Criteria/Exclude individual Attachments larger than Kilobytes	Yes

Chapter 5

File locations

In This Chapter . . .

- Application files
- Log files
- **■** Extracted Directory files

Application files

The Eudora Migration Utilities application may be installed in any convenient directory. In the same directory the following files should be present:

ADMINMSG.TXT

A simple text file that is attached to user notification messages if notification is selected. This file can be modified by the administrator to distribute site-specific migration information to migrated users.

USERSMSG. TXT

A text file added to the notification sent to the users' mailboxes when running in single-user mode. Whether the migration utility is distributed by a site administrator or made available on a network server, this file may be modified by the administrator to provide site-specific information to users.

ATTACH.TYP

This file provides information on MIME type mapping to and from files in the windows environment. Update this file if your site frequently encounters special file types that are not already registered and for which the default base64 encoding is unacceptable.

MIGRATE.INI

This file may appear in the application directory if it has been copied there by the administrator. Otherwise, it is created in the user's windows directory if necessary.

Log files

The following files are generated when you run the cc:Mail to Eudora migration utility, and they are written to your specified location (e.g., default C:\emigrate).

1 ESTIMATE.TXT

A detailed log of the items and messages rejected during the estimation process. This information might be useful in tuning the migration options written to the migration destination or elsewhere if specified. The file is overwritten by each new estimate.

2 MIGRATE.TXT

A detailed log of the items and messages rejected in the migration process. For an administrator, this log is useful for answering users' questions about the contents of the migration. The file is overwritten by each new migration.

Note. The Estimate.txt and Migrate.txt conform to the same format, so you should see little difference between them if you create an estimate and then migrate according to that estimate.

3 ~USERLST.TXT

A simple log matching cc:Mail user names with migrated folders names (e.g., AlisonChan, AlisonChan).

4 C:WINDOWS\TEMP\~CCB*.*:

The location of this directory may vary depending on your windows version and configuration. The location is based on information provided at run time by windows and is expected to be private and have single-user access even in server-based windows networks. The directory is used for temporary files to hold large attachments during migration.

Extracted Directory files

The following files can be generated by the multi-user directory extraction process of and are different formats of the public directory and/or mailing list data. Each contain the user's name, resolver name (e.g., alison_chan@resolver), and comment.

The single user directory extraction process allows you to create the ccnames.txt and report.txt formats based on your cc:Mail private mailing lists.

- 1 **CCNAMES.TXT**-directory extraction into Eudora's nickname format
- 2 ABOOK.TXT-directory extraction into a database format with a comma to delimit the listing
- **REPORT.TXT**-directory extraction into a text report format with multi-line tags for various fields (name, etc.).