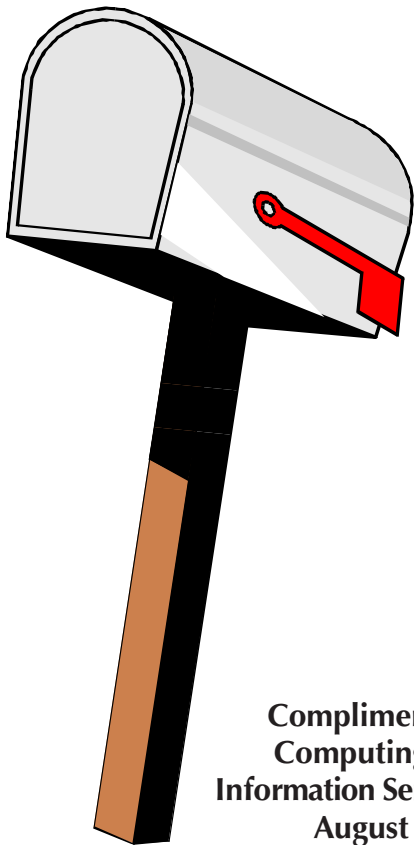


# Eudora Quick Reference Guide



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## Running Eudora

Eudora 5.x can be run in one of three different modes: Light mode, Sponsored mode, and Paid mode. Light mode is free but has reduced features. Sponsored mode has all the features of Paid mode and is free, but displays a small ad in a corner window. You must pay for Paid mode which has all the features and no ads. To change the mode, select **Payment & Registration** from the **Help** menu and select the mode you want.

## Configuring Eudora

When you first launch Eudora you will be prompted to configure it with your email account information.

1. Enter your POP account. Your POP account consists of your username, the "@" symbol, and the full name of the computer. Here are some examples of POP accounts at HMC:

Administrative staff:

`username@hmcadm.admin.hmc.edu`

Faculty and academic staff:

`username@thuban.ac.hmc.edu`

Students: `username@odin.ac.hmc.edu`

2. In the box labeled "Real name" type your name as you would like it to appear in your email message.
3. In the box labeled "Return address" we recommend you type your Mail Central address (i.e. `FirstName_LastName@hmc.edu`).
4. Click **OK** to save your configuration.

## Creating and sending messages

1. Select **New Message** from the **Message** menu.
2. Enter an email address (or Nickname) in the To: field.
3. Press the Tab key to move to the Subject: field.

4. Type a subject for your message.
  5. Press Tab to move to the Cc: field and type an email address (optional).
  6. Press Tab to move to the Bcc: field and type an email address (optional).
  7. Press Tab and type the body of your message.
  8. When you are done click the **Send** button.
- ✓ You can save a message and work on it later by selecting **Save** from the **File** menu. You can find the message in the **Out** mailbox, reopen it, edit it, and send it later.
  - ✓ You can type multiple email addresses in the To:, Cc:, and Bcc: fields by separating them with commas.

## Checking for and receiving email

To check for mail manually:

1. Select **Check Mail** from the **File** menu.
2. If Eudora asks for your password type it in and press **OK**.
3. If there is no mail waiting for you, a "No Mail" alert is displayed. Click **OK** to dismiss it.
4. If you have new mail, Eudora transfers the messages and displays a "New Mail" alert. Click **OK** to dismiss it.
5. The new messages are displayed in your In mailbox. Unread messages are displayed with a black dot next to them. Double-click a message summary to open it.

To set up automatic mail checking:

1. On the Macintosh select **Settings** from the **Special** menu. On the PC select **Options** from the **Tools** menu.
2. Select the **Checking Mail** icon.
3. In the "Check for Mail Every\_\_Minutes" field type the number of minutes between automatic mail checks (15 minutes or greater is recommended). Click the checkbox to turn on this feature.

4. Click **OK** to save your changes.
- ✓ You can change how Eudora alerts you to new mail. Select the **Getting Attention** icon in the **Settings** or **Options** dialog box to see other options.
  - ✗ Don't set automatic mail checking for less than 15 minutes; it puts an unnecessary load on the mail server.
  - ✗ Don't check the "Save password" option. You'll forget your password!

## Replying to a message

1. Select or open the message you want to reply to.
  2. Select **Reply** from the **Message** menu. Eudora automatically fills in the To: and Subject: fields based on the original message. The original message is included in the body of the reply with comment characters (">") at the beginning of each line.
  3. You can edit the original message to remove unnecessary text (but don't alter the original meaning of the message) and then type in your own message.
  4. Click the **Send** button when you're done.
- ✓ *Replying to a message will respond to the original sender of the message. If you'd like to respond to everyone who received the original message, hold down the Option key on the Macintosh when you select **Reply** from the **Message** menu. On the PC select **Reply to All** from the **Message** menu.*

## Forwarding a message

1. Select or open the message you want to forward.
2. Select **Forward** from the **Message** menu. Eudora automatically fills in the Subject: field and inserts the headers and body of the original message into the new message.
3. Type the address(es) of the people you want to forward the message to in the To: field.

4. You can add additional text to the message, but be sure to make it clear that this text is from you and not the original sender.
5. Click the **Send** button when you're done.

### Redirecting a message

1. Select or open the message you want to redirect.
  2. Select **Redirect** from the **Message** menu. Eudora automatically fills in the From: and Subject: fields based on the original message.
  3. Type the address(es) of the people you want to redirect the message to in the To: field.
- ✓ *Redirecting a message is different from forwarding it. It lets you send a message that was sent to you to another person, but keeps the original headers intact. The recipient can then reply to the original sender of the message.*

### Transferring messages

1. Select or open the message you want to transfer.
  2. Select the name of the mailbox you want to transfer it to from the **Transfer** menu.
  3. To transfer a message to a new mailbox select **New** from the **Transfer** menu and give the new mailbox a name.
- ✓ *Transferring messages to other mailboxes helps keep your email organized and keeps your In mailbox to a manageable size.*
- ✗ *Don't let your In and Out mailboxes get too large. Eudora will complain eventually, especially on the Macintosh.*

### Deleting a message

There are several ways to delete a message:

1. Select or open the message you want to delete and select **Delete** from the **Message** menu.
2. Select a message in the mailbox window and press the Delete key.

3. Select or open the message you want to delete and select **Trash** from the **Transfer** menu.
- ✓ *Deleted messages are transferred to the Trash mailbox. If you delete a message by mistake you can retrieve it by transferring it back to the In mailbox. Messages are deleted from the Trash mailbox when you quit Eudora.*

### Creating a signature

1. Sponsored and Paid modes support multiple signatures. Light mode supports only one signature.
  2. To create a signature select **Signatures** from the **Special** menu on the Macintosh or from the **Tools** menu on the PC.
  3. To edit the Standard signature, double-click on it on the Macintosh or right-click it and select **Edit** from the drop-down menu on the PC.
  4. In the text box that appears type the text that you would like to appear at the bottom of your email messages. Signatures can include your full name, title, department, office number, phone and fax numbers, and your full email address, but try not to make them over four or five lines of text.
  5. When you're done close the window and click **Save** to save it.
  6. If you're using Sponsored or Paid mode you can create a new signature by clicking the **New** button at the bottom of the window on the Macintosh or by right-clicking somewhere in the Signature window on the PC and selecting **New** from the drop-down menu.
- ✓ *To automatically append a signature to your email messages select **Settings** from the **Special** menu on the Macintosh or **Options** from the **Tools** menu on the PC. Click the **Composing Mail** icon and select the signature from the Signature drop-down menu.*

- ✓ *To use a different signature on an individual message, select a different signature (or None) from the Signature drop-down list in the message toolbar.*

### Creating a nickname

1. Select **Address Book** from the **Special** menu on the Macintosh or from the **Tools** menu on the PC.
  2. Click the **New** button and type a short name for your Nickname. Click **OK**.
  3. Type the email address you would like associated with that Nickname in the box labeled "Addresses." You can type multiple addresses by inserting a carriage return at the end of each address.
- ✓ *Adding a Nickname to the Quick Recipient list lets you quickly address a message to one of your Nicknames. Select **New Message To** from the **Message** menu. You can also select **Reply To**, **Forward To**, and **Redirect To**.*

### Attaching a file

1. To attach a file to your message create a new message as you normally would.
  2. Select **Attach Document** from the **Message** menu.
  3. In the file dialog box locate the file you want to attach, select it and click the **Open** button.
  4. The path to your file will appear in the Attachments: field of your message header.
- ✓ *To delete an attachment without sending it, delete the file name from the Attachments: field.*

### Receiving an attachment

1. Eudora automatically detaches attachments from your message and places them in the Attachments folder inside the Eudora directory.

2. Double-click the attached file icon at the end of your message to open it.

### Using Eudora with dial-in

1. If you dial-in to the HMC network with a laptop or with a home computer you'll need to make some changes to the Eudora configuration.
2. If the computer is not your primary machine you need to change the way Eudora checks mail so that your mail is not split between two machines. (If this is your primary computer, you can skip this step.) On the Macintosh select **Settings** from the **Special** menu. On the PC select **Options** from the **Tools** menu. Click the **Checking Mail** icon and check the "Leave mail on server" option. Do **not** check this option on your primary computer. If you never delete your mail from the mail server, Eudora will eventually choke as it tries to check your new mail.
3. If you are dialing in using an ISP such as Verizon or Earthlink you will need to change the outgoing SMTP server to the server provided by the ISP. Click the **Sending Mail** icon in **Settings** or **Options** and enter the outgoing SMTP server name provided by your ISP in the box labeled "SMTP server." You do not need to do this step if you are dialing in using the HMC modem pool.
4. Another option if you are using an ISP is to use the HMC VPN (Virtual Private Network). VPN allows your computer to access internal HMC resources when dialing in using an ISP. Please contact the CIS Help Desk at help-desk@hmc.edu or by calling extension 7-7777 for more information about installing and configuring the VPN client.