

Eudora: e-mail for your PC



Workstation & Microcomputer Facilities
Information Systems & Technology
University of California at Berkeley

The W&MF staff has prepared this document for you so that you can familiarize yourself with the basics of Eudora (version 3.03). This document is meant to serve as a future reference for you. It covers from the very basic to the fairly detailed. Not all the information mentioned in this document will be covered in the **Eudora for PC** class. Before taking this course, you should be familiar with the Windows (PC) computing environment or have completed the *Introduction to PC* class.

What is Eudora?

Eudora is a full-featured Windows application that allows users to communicate with each other by sending and receiving electronic messages.

Using Eudora, you can:

- Read and send mail
- Save mail to a file
- Organize saved messages into mailbox files
- Send attachments (such as word processing or graphics files)

In addition Eudora allows the sending and receiving of formatted documents through the network with automatic file conversion.

Why would I want to use Eudora over UNIX or PINE?

Eudora takes mail from the Unix machines and saves it on your Windows disk drive. The primary difference with Eudora is that it works on a POP (Post Office Protocol) server. When checking your mail with Eudora, you never truly log in. Your incoming mail arrives at the POP server, where it waits for Eudora to pick it up.

Getting Started

Requirements

- Before you can use Eudora, you will need to have an e-mail account on a UNIX host that is running a POP3 Server. Examples of such accounts are the *uclink* machines, *garnet*, *socrates*, etc. Eudora does not receive mail directly; it needs the POP server to act as an intermediary to your UNIX account. Most *.berkeley.edu* e-mail accounts run on a POP server.
- You also need one disk.

Where can I get Eudora?

Networked users can obtain Eudora from the facilities.

- Under **Start > Programs > Networking > Eudora Pro.**



Starting up Eudora

To start Eudora, click on the Eudora Pro bar. You will be asked to place a pre-formatted 3.5i disk into the A: drive. The Eudora menu bar will appear:



Configuring the Settings

When you use Eudora for the first time you will need to edit the Configuration so that Eudora knows who you are and where to go to retrieve your mail. To customize the Configuration, go to the **Tools** menu and select **Options...**



Once you do this a dialog box will pop up on the screen. Make sure you fill out the four boxes in the *Getting Started* section.

- Enter your email address into the *POP account* field, i.e. smole@uclink4.berkeley.edu
- Enter in your name as you want it to appear under the From section of your emails in the *Real Name* field.
- If you want messages to be sent to another account when the recipient returns your mail, enter it in the *Return address* field.



Settings Window

Note: most account names are lower-case, and many POP servers are case-sensitive, and will consider the correct password not valid if your pop account is not entered in lower-case!

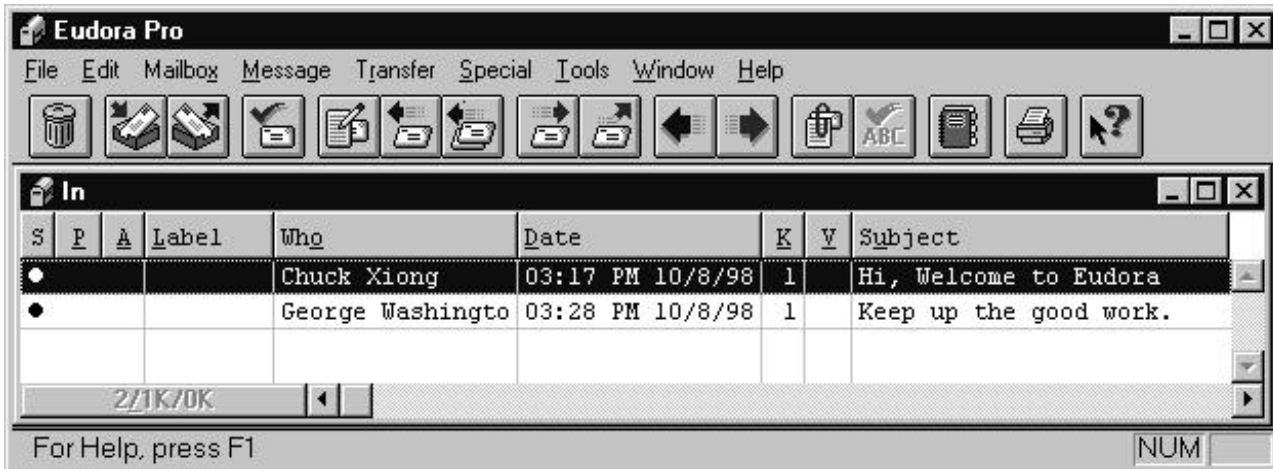
That's all you need to do to get started. Click **OK**. You are now ready to read and send mail with Eudora. There are a few other sections in the **Options...** dialog box with settings that

you can set to customize Eudora. Some of the more useful options are discussed at the end of this handout.

Using Eudora

Reading Mail

To collect your mail, select **Check Mail** from the **File** menu. Eudora will ask you to supply the password for your email account. Eudora will then log in to the POP server to see if you have any mail waiting. If you do, Eudora will automatically download it. A listing of your new mail will then appear in the *In* mailbox window. Unread messages are marked with a bullet •.



In Mailbox Window

To read a message, double-click on it. A window will come up with the text of the message, along with a header saying whom it is from, the subject, when it was sent, etc.

You can also read other mail by clicking on the *Out* or *Trash* button on the menu bar.

Sending Mail

To send a message, select **New Message** from the **Message** menu.



A new composition window will come up with the blinking cursor situated at the start of the To: field. Each of the fields (i.e. To:, From:, Cc:, Bcc:, and Attachments:) are explained in the diagram below. (For those that are familiar with PINE, these are the same fields as when you compose a message.) After you fill in the fields with the necessary information, you can then edit the body of the message as you would with any Windows word processor. When you are finished, you can click on the *Send* button and Eudora will send your message.



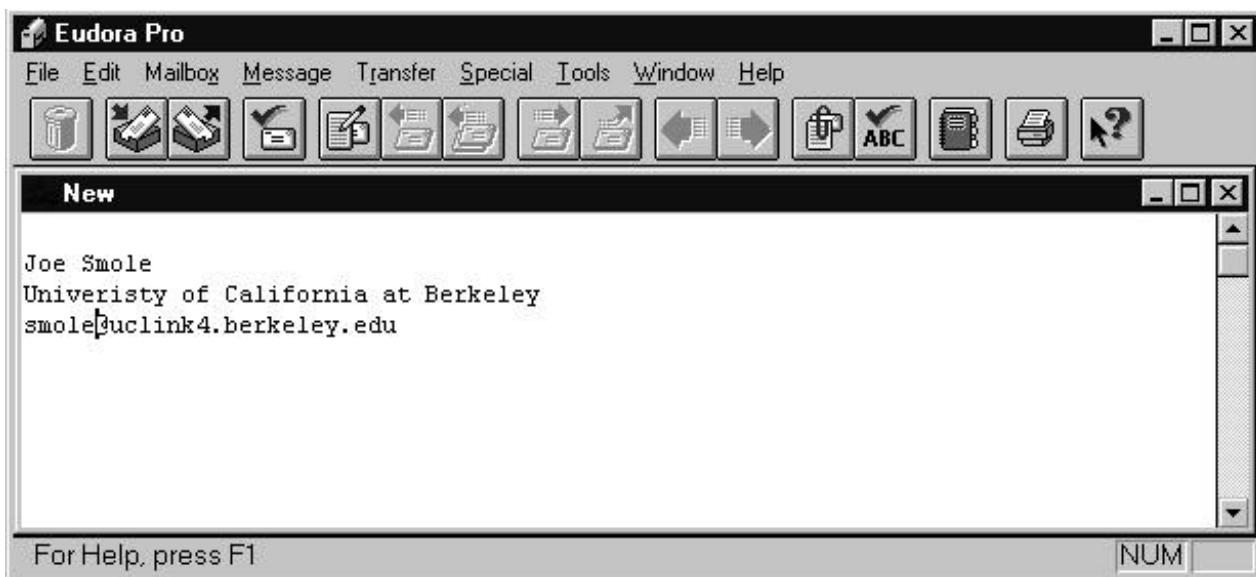
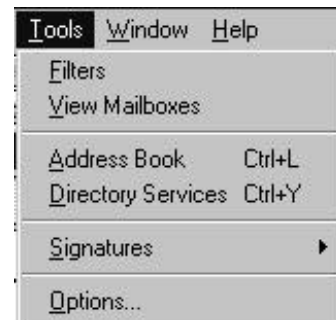
Mail Message Window

Creating Signatures

A *signature* is a brief message automatically added by Eudora to the end of outgoing messages. Usually it consists of a few lines giving the sender's name and e-mail address. Other pertinent details such as phone number, postal address, or place of employment are also sometimes included.

Eudora supports the use of different signature. To create a signature, go to the **Tools** menu and select **Signatures**.

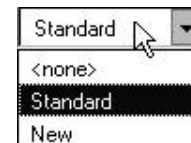
The menu will give you the option of making a *new* signature or to *delete* an old one. To make a new one, just click on *new* and give it a title, then enter the signature you would like to attach to the end of your email.



Once I created a signature, how do I use it?

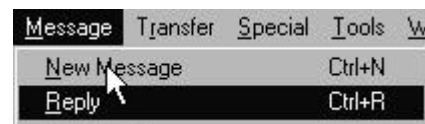
At any time while you are composing a new message, you can tell Eudora whether or not you want to include a signature and which signature to use if you have more than one. At the top of the **New Message** window, there are various icons that let you customize your letter. (These icons are individually explained at the end of the document.)

By clicking on the signature icon, you will see a menu of the signature options. Just highlight the desired option and you are set. *Note: The signature text is not displayed at the end of the messages you create, but your recipients will see it.*



Replying to Mail

To reply to a message, with the message window open, select **Reply** from the Message menu.



Eudora will create a new message window with the text of the original message quoted, and the address of the sender automatically inserted in the *To:* field. You can edit this message as you would any word processing document. Unlike UNIX and Pine, Eudora supports the use of a mouse to select and delete areas of text. You can also add in certain formatting like bold/italics text, bigger fonts, etc. However, please note that not every user will have an email program that supports these extra features. It is more useful to just type a message with the default text settings.

Deleting Messages

If you do not want to keep a message, you can highlight it in the In mailbox (or any other mailbox) window and select **Delete** from the Message menu. Eudora will put it into the Trash mailbox. As a precaution, it is not yet really deleted. If you change your mind, you can retrieve it from the Trash by highlighting it in the Trash mailbox window and using the Transfer menu to put it in another mailbox.

More Advanced Features

Sending and Receiving Files

If you would like to attach a file with your mail message, Eudora can do that for you. You can even send formatted files an Excel spreadsheet or a MS Word file for example without having to do any special formatting beforehand. Eudora will automatically encode the file into a format that can be sent with the mail.

To attach a file to your message:

- ① Under the **Message** menu, select the **Attach File** option.
- ② Select the file that you want to attach. We will attach the file plan.doc as an example.

Use:

MIME when you are sending to someone using a MIME-capable mail program (MIME stands for Multipurpose Internet Mail Extensions, which is an emerging set of standards for sending various types of data through electronic mail.)

BinHex when the person to whom you are sending the file is using Eudora 1.3 or older, or one of many other mail programs (e.g., QuickMail or NUPop).

Uuencode when you are sending mail to someone who is using older PC or UNIX systems.

Mailboxes

By default, Eudora is configured with three mailboxes: In, Out and Trash.

In is where Eudora stores your mail

Trash is where Eudora puts messages that you have deleted

Out If you choose to save copies of your outgoing mail (this is an option that is set from the iSwitches... item under the Special menu), they will be saved here.

You can also create other mailboxes to organize your saved messages.

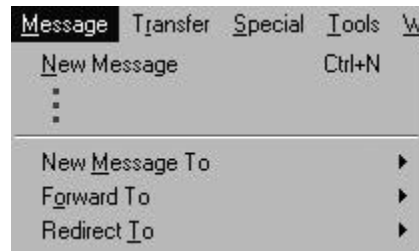
- ① Select **New** from the Mailbox menu
- ② Then type in a name for the new mailbox.



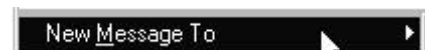
Mail can then be transferred at any time between mailboxes by highlighting the message and choosing another mailbox from the **Transfer** menu.

Quick Recipient List

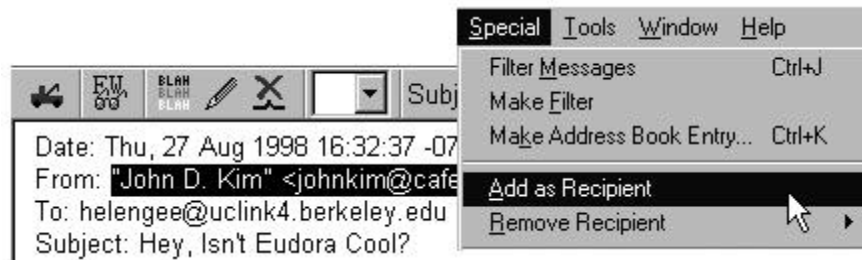
Under the **Message** menu are the items used to send mail, reply to mail, etc. Below this first list is another group of the same items, but with a right arrow at the end of each item. This right arrow allows you to see more details related to that item you selected.



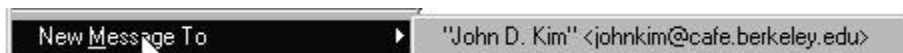
If you select **New Message To** from this second list and drag the cursor to the right over the arrow a pop-up list will appear that contains a list of e-mail addresses. For now it should be empty.



If you would like to add a recipient to this list, all you have to do is highlight an e-mail account name from some mail that someone has sent you, for example, a nickname, and then choose **Add as Recipient** from the **Special** menu. In the example below, I received a letter from johnkim@cafe. I will be mailing this person multiple times in the near future, so to save myself the energy of typing out his complete address every time, I will add his address to my recipient list. To do this, I just highlight his e-mail address from within the message, go to the **Special** menu and select **Add as Recipient**.



When I go back to the **Message** menu and select **New Message To**, I will see his address as an option:

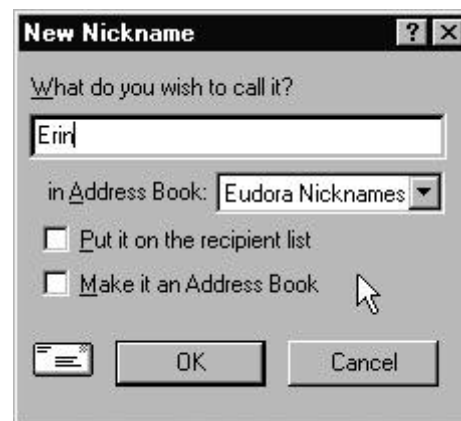


Creating Nicknames/Aliases

Eudora supports nicknames, or aliases as they are called in UNIX mail. For example, you have a friend who has an account at UCLA. Instead of typing out erin@bambam.ucla.edu each time that you send that person a message, you can create a nickname by choosing the **Address Book** item from the **Tools** menu.



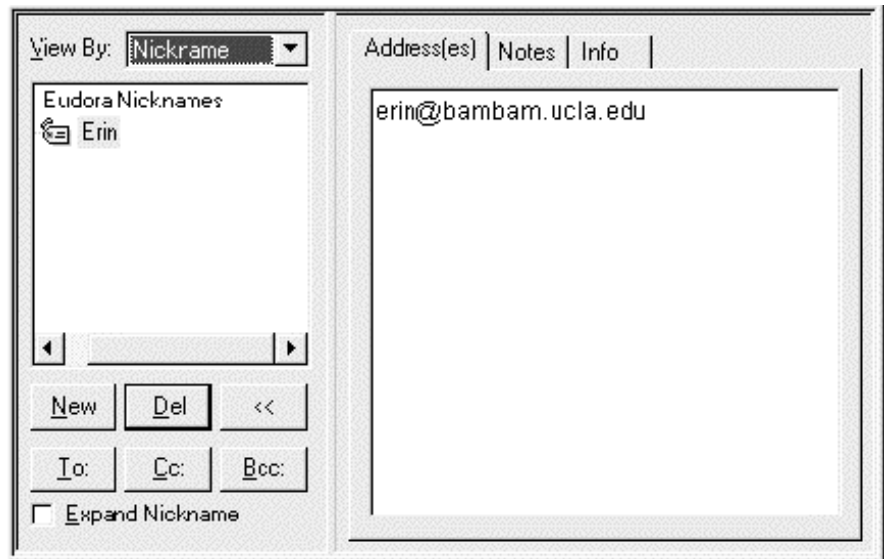
A dialog box will appear prompting you for the name of the new addressbook entry. In our example, we want to create a nickname erin for the account erin@bambam.ucla.edu. If you want this nickname to show up on the Quick Recipient list under the **Message** menu, check the **Put in on the recipient list**. Then, click **OK**.



The new nickname is displayed in the **Nickname** field of the window and the insertion point is placed in the **Address(es)** field. Make sure that **Nickname** is indicated in the selector box.

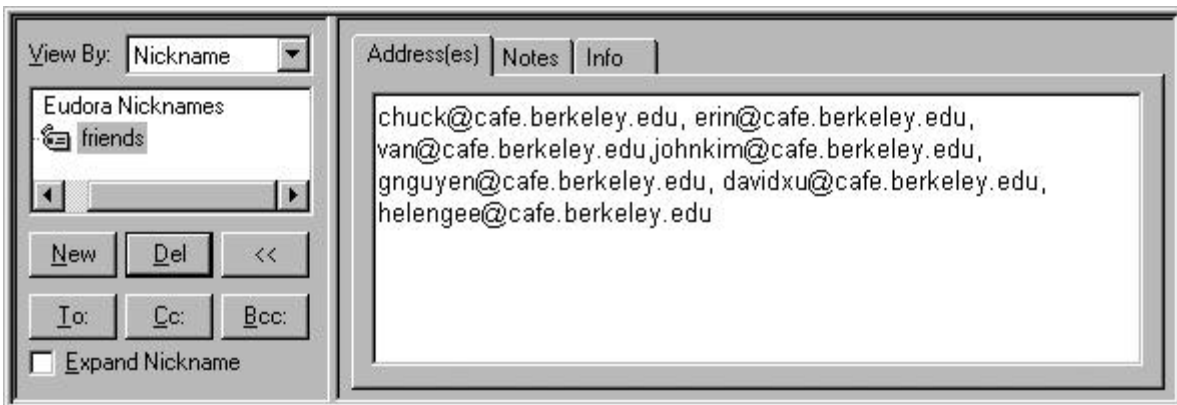
Here, type in the full e-mail address, in this case: erin@bambam.ucla.edu

When you close the dialog box, you will be asked if you want to save the changes you have made. Once you have saved the nickname, you can type the nickname instead of the full email address.



Creating a nickname for a group of people

If you regularly want to send mail to a group of several people, you can create a nickname for the group. Open the **Address Book** window, click on the **New** button under the **Nickname** field window, type in the nickname for the group, hit the tab key and type in the e-mail addresses of the people in the group in the **Address(es)** field. Be sure to separate each person's address with a comma or return.



Quick Reference Guide

This section of the document describes the various icon buttons and settings of Eudora. This is to help you have a greater understanding of what Eudora is capable of.

New Message Icon Bar

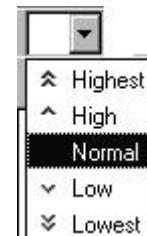
In each new mail message window, there is an icon bar that appears at the top of the window:



There is a check mark next to some of the icons, which means that the option the icon represents is on by default. If you want that option to be in use for a particular message, you can click it with the mouse and it will be toggled for just that message.



When selected, brings up the pop-up **priority menu**:
With the Priority Menu, you can rate the importance of the message you are sending. A respondent using Eudora will see the corresponding symbol in both the **In** mailbox and when the message is open.



The **Signature** icon is explained on page 4



The **BinHex** icon is explained on page 6



When the **Word Wrap Icon** is set, Eudora will automatically word wrap (start a new line) at the end of a line as you type.



When the **Tabs in Body Icon** is set, entering a tab in the body of a message will move the insertion point to the next tab stop by inserting spaces. Tab stops are located every eight spaces. Otherwise a tab in the body of the message will move the cursor to the To: field.



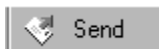
When the **Keep Copies Icon** is set, Eudora will keep a copy of each message that you send in the Out mailbox. Initially it is off. If you want to keep a record of your correspondence, you can turn it on in the Switches dialog box.



When the **Text as Attachment** icon is set, text files are included as separate attachment files, not in the body of the message.



When the **Return Receipt** icon is checked, a cooperating mailer will return a message to you notifying you when your outgoing message is delivered to the addressee. The return receipt is placed in your In mailbox.



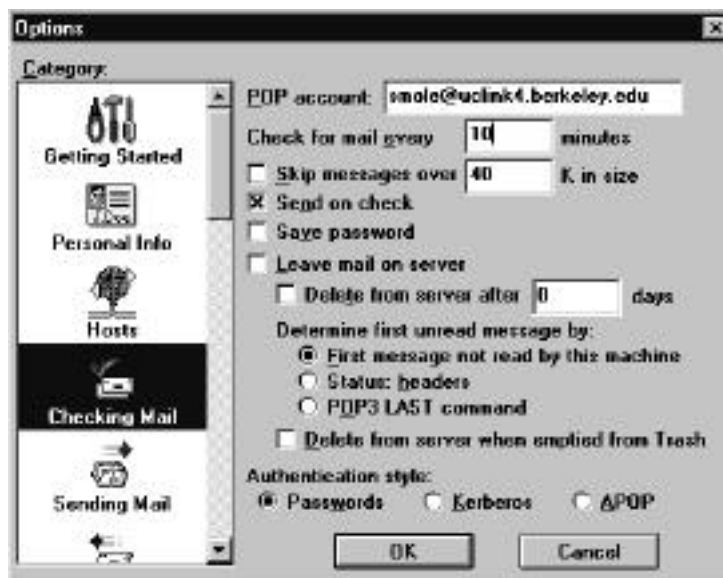
Send: Clicking on it sends your message when you are done editing it.

Tools → Options Menu settings

Auto-Checking Mail

Eudora has the ability to check for mail automatically at set intervals. This feature can be set from the **Options...** dialog box under the **Tools** menu. Then select the icon for **Checking Mail**. Enter the interval that you want. If you enter a 0 or nothing, then Eudora will only check mail when you select Check Mail under the File menu (the default).

(This option should not be set for checking mail more often than every 10 minutes.)



Reply Features

When you reply to mail, Eudora will send your reply only to the person who sent it to you. If you wish to include the other people that the message was addressed to, click on the Replying icon and select **Map Ctrl+R to Reply to All**. Then when you reply to a message, hit ctrl+R to reply to all people on the email.

If you want to send yourself a copy of the email message, check the box for **Include yourself**.



Leave Mail on Server

Another option available is to leave mail on the server. This is useful if you wish to read your mail both with Eudora and by logging into your UNIX account. For most people, it is better if it is left off, otherwise your mail would build up on your account. If you do want to leave a copy of your mail on the server, mark the *Leave mail on server* option under Options: **Incoming Mail** icon. You can also enter in a number for the number of days read mail stays in your account before it is deleted.

Keep Copies

If you want a record of your correspondence, set this option and Eudora will keep a copy of all your out-going mail in the Out mailbox. You can toggle this option by using the **Return Receipt** icon in the *New Message con Bar*. To set this option permanently, mark the option under **Options: Sending Mail** icon and **Keep Copies**.

Save Password

Unless your Eudora folder is in an area where no one can access it, it is a good idea to leave this option off. If it is on, anyone can launch Eudora from your Settings File and send mail or download mail from your account.

If you want to toggle this feature on or off, go to **Options: Checking Mail** icon: **Save Password**.

Conclusion

By this time, we hope that you have a fairly good idea of some of the commonly used features of Eudora Pro 4. Even though there were plenty of features that were not covered, we hope that you will find all of the information presented useful. If you have any questions, please ask the Instructor or Roamer. Also, try to experiment with the topics covered, and see what you can create as well.

Remember to fill out an evaluation before you leave, and thank you for attending Introduction to Eudora Pro 4.