



EUDORA

Eudora is an easy to use E-mail program that runs on the Macintosh and in Microsoft Windows.

Reference...

Main Window Toolbar

This toolbar consists of 15 buttons displayed just under the menu titles. Each button's function is described in the toolbar tip displayed just below the button when holding the mouse pointer over the button.

Trash Button...This transfers the current message(s) to the Trash mailbox. Its function is identical to the Delete command under the Message menu.

Open In Mailbox...This button opens your In Mailbox.

Open Out Mailbox...This button opens your Out Mailbox.

Check Mail...This button checks your POP server to see if you have any new mail.

New Message...This opens an outgoing message composition window.

Reply...This generates a reply to the current message.

Reply All...This generates a reply to the sender and all recipients of the current message.

Forward...This sends the current message to a new recipient. It shows you as the sender of the message.

Redirect...This sends the current message to a new recipient, maintaining the original sender of the message.

Open Previous Message...This button opens the previous message listed in a mailbox.

Open Next Message...This button opens the next message listed in a mailbox.

Attach File Button...This button displays the dialog box permitting the attachment of files. Any file can be attached to and sent with a Eudora message.

Address Book...This button opens the Address Book with listings of Nicknames and addresses.

Print...This button prints a current message, text file, signature file, or filter report window.

Anatomy of a Mailbox Window...

The **Title Bar** provides the mailbox name.

Each line in a mailbox window represents one message and is called a **message summary**. To select a message summary, single-click on it. You can select one summary, hold down the Shift key, and select another summary.

Each **message summary** is divided into 8 columns: Status (S), Priority (P), Attachment (A), Label, Sender/Recipient, Date, Size (K), and Subject.

The Status column displays the following:

- The message has not been read
- <blank> The message has been read
- R Message has been replied to
- F Message has been forwarded
- D Message has been redirected
- S Message has been sent
- Message transferred

Priority:

- ^ Highest priority
- ^ High priority
- <blank> Normal priority
- Low priority
- Lowest priority

The **Attachment** column displays the attachment icon when a message includes one or more attachments.

The **Label** column displays the message label which is assigned to incoming messages by the recipient, either manually or automatically using filters.

Resizing Columns...

You can resize any column in a mailbox window. Move the mouse pointer until it is over the column heading divider to the right of the column you want to resize. The pointer turns into the column resize cursor. Simply press the mouse button and drag the divider to the position you desire.

Using the Address Book...

When addressing messages, Eudora supports the use of nicknames in place of full user names. A nickname is an easily remembered, shorter substitute for an actual e-mail address or group of addresses. Typically, nicknames are created for persons with whom one has repeated correspondence. Eudora allows nicknames to be used in place of proper e-mail addresses in the To:, Cc:, and Bcc: fields in the headers of outgoing messages.

To create, edit, or remove a nickname, press the Address Book button. The Nickname field lists all your nicknames, the Address field displays the address that the nickname represents.

To add a new nickname, click on the New button. Type the name, and check the box if you want this nickname to show up on the Quick Recipient list under the Message menu. Now type the complete e-mail address.

Finding Someone on Campus...

Under the Tools menu, click on Directory Services and type the name of the person following the command box. Then click on Finger. Matches will be shown.

Creating a Signature...

A “**signature**” is a brief message automatically added by Eudora to the end of outgoing messages. It should consist of a few lines giving the sender’s full name and e-mail address. Other pertinent details, such as phone number or postal address are also sometimes included.

Under the Tools menu, select Signature. A blank Signature window is displayed. Type your signature text in this window. When you are finished typing, close the Signature window. You may modify your signature at any time by repeating this procedure.

The Tow Truck...

The top left of the incoming message window displays a red tow truck. Click and drag there to transfer that message to a mailbox.

Saving an Outgoing Message...

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to edit or add more text.