

Installing and Using Eudora 5.1 for Windows

Eudora 5.1 is a software program used to receive, store, and send electronic mail. This document contains instructions for obtaining and using Eudora on a PC at Haverford running Windows 95, 98 or ME. For Macintosh instructions, refer to the document *Installing and Using Eudora 5.1 on a Macintosh*.

Eudora is the main email program supported by Academic Computing. It is recommended for use on a primary computer, such as your office or dorm computer.

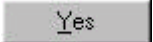
NOTE: ACC also supports a web mail program called **Emumail**, available at <http://webmail.haverford.edu>. Emumail is useful in public labs and while away from Haverford. Because Emumail and Eudora interact in a very specific way, Emumail users are encouraged to read the web-based documentation found at webmail.haverford.edu to avoid misplacing email between mail systems.

Installing Eudora 5.1

You must be connected to the Haverford College network to install Eudora. If you connect via modem, contact ACC to obtain a CD with the installer program, then run this program and begin at Step 4.

1. Open the **Control Panel** from the **Start** menu under **Settings**. Open **Add/Remove Programs**.
2. A window titled **Add/Remove Programs Properties** should appear, showing a **Network Install** tab. If this tab does not appear, refer to the document *Connecting Your Windows 95/98/ME PC to Haverford's Campus Network*.
3. Highlight the selection **Eudora Light 5.1** and click the button marked **Install...**
4. Follow the onscreen instructions. Clicking **Yes** or **Next** will take you to the next step in the installation process. Click **Finish** to complete the installation of Eudora.

Starting Eudora

Start the program by double-clicking on the **Eudora** icon on your desktop. You may be asked whether you want Eudora to be your default email program. You should make sure to put a check in the "Don't ask me anymore" box and then click .

The first time the program starts, a **Welcome to Eudora** window appears. Click **OK**. A **New Account Wizard** window will open. A series of screens request details about how to collect and send your email. Click **Next** as you proceed through each section and answer the questions using the following information:

Note: Insert your Eudora username in place of “juser” wherever shown.

Your Name:	Joe User
Email address:	juser@haverford.edu
Login Name:	juser
Incoming Server:	pop.haverford.edu
Outgoing server:	smtp.haverford.edu

When you are done, click . You can now begin using Eudora.

Eudora Modes

Eudora offers three different options for use: **light mode**, **sponsored mode**, and **paid mode**. By default, Eudora starts in the sponsored mode. The sponsored mode offers a number of popular features, including spell checking, in exchange for placing an advertising window on your computer screen. These same features are available in the paid mode, without ads. The light mode has fewer features, but no advertisements and no fee.

It is easy to switch between the light, sponsored, and paid modes. Open the **Help** menu and select **Payment and Registration**. Then choose the mode that meets your needs. ACC recommends the light mode, especially for new Eudora users.

Configuring Eudora

Eudora should be configured properly if you followed the steps in the **Starting Eudora** section above. However, you can confirm or adjust your settings at any time by following these instructions.

1. From the **Tools** menu select **Options**. Click on **Getting Started** on the left side of the window.
2. Fill in the fields so that your settings exactly match those shown below, substituting your full name for *Joe Username* and your Eudora account name for *juser*.



3. Click on the **Checking Mail** icon. You can specify how frequently Eudora checks for new messages when the program is running under **Check for mail every ___ minutes**. Check mail at most once every 15 minutes.
4. The **Checking Mail** section also has the option to leave mail on server. ACC recommends that you *do not check* the **Leave on server** option.

By default, email messages are deleted from our mail server as soon you download them into Eudora. Normally, this is good; it speeds up getting your email and clears off ACC's mail server. However, if you read email on multiple computers, you may find it useful to leave mail on the server, so you can download the same message on multiple systems. **If you do need to leave mail on the server, please restrict it to at most five days.**

5. Adjust other settings as desired. Eudora is already configured to function properly.

Testing your configuration

Verify that Eudora is working properly by sending yourself a test message.

1. From the **Message** menu select **New message**.
2. You should get a window for your mail. Enter your Eudora username in the **To:** field and then click **Send**.
3. To receive your new message, along with any other messages which have been sent to you, select **Check Mail** from the **File** menu. You will be prompted for your email password.

4. If you see your test message, Eudora is configured properly. If you received an error message, double-check your settings and try again. If you require assistance, contact your liaison at Academic Computing or your Residential Computing Consultant.

Changing your Password

You can change your Eudora password at any time. This will change the password for Eudora and for other Haverford services that use this password.

It is good practice to change your password a couple of times a year. Good passwords cannot be easily guessed - they contain at least 8 characters and should include both numbers and letters. They should not be dictionary words or identifying names. Remember, your password is case-sensitive, so take note whether you use lower or upper case letters.

To change your password:

1. Open the Eudora program and go to the **Special** menu and choose **Change Password**.
2. You will be asked to enter your password. Type in your old password in the **Password** box, then click the **OK** button. (Note: When you type your password, bullets will appear rather than characters. This makes it hard for someone looking over your shoulder to learn your password.)
3. When prompted, enter a **new password** in the **Password** field, and click the **OK** button.
4. You are asked to verify your password. Again, enter the **new password** into the **Password** field and click **OK**.

The Toolbar



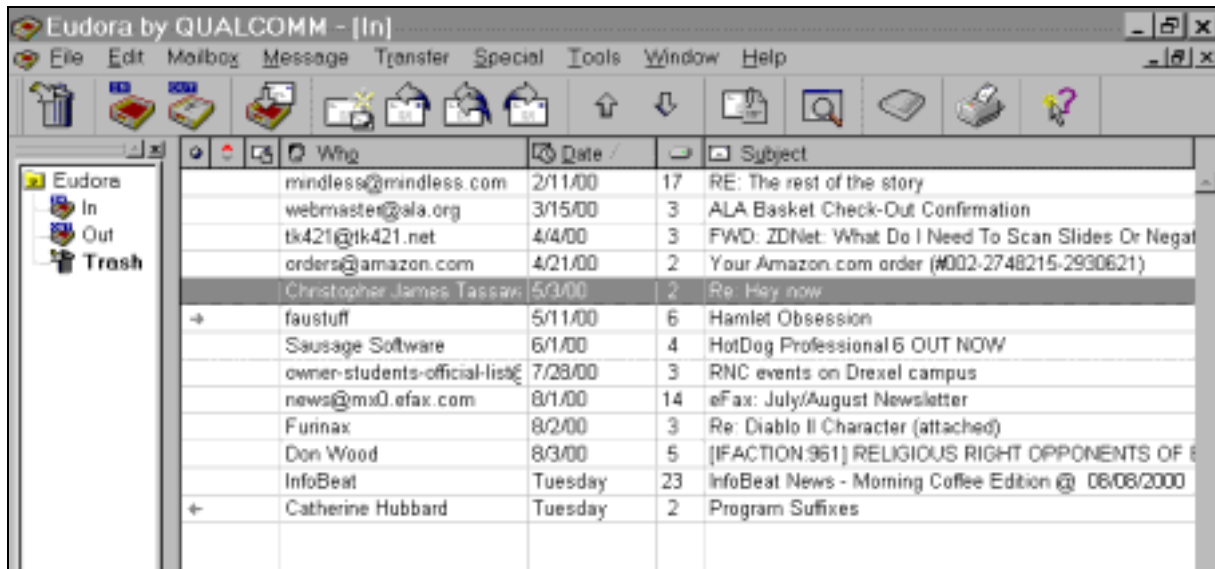
The **Toolbar** offers a simplified way to bypass the dropdown menus and accomplish tasks with the click of a button. You can discover the function of a button by positioning your mouse cursor over the button and reading the description that appears.

Reading Mail

You can have Eudora check for new mail on a regular basis by setting the frequency in the **Options** menu (from **Checking Mail**). With this option enabled, Eudora automatically checks for new mail messages when opened.

To check mail manually, select **Check Mail** from the **File** menu, or click the check mail button on the tool bar. Eudora will ask for your password the first time it checks mail, and download any new mail which you might have.

New messages are displayed in the Eudora **In** folder:



Each message is listed with information about the sender, the date/time the message was sent, and the subject of the message. In addition, some messages will have a character at the beginning of the line to show its status: a bullet (•) indicates that the message is new or unread; a forward arrow (→) means that you have forwarded the message, and a backward arrow (←) indicates that you have sent a reply to the message. If there is no character, it means you have read the message but not replied or forwarded it. The other columns denote the message **priority** (labeled importance) and whether or not the message was sent with an **attachment** (attached file). By clicking on the column headings in the mailbox window, you can sort the mail list according to that column's criteria (for example, by date or by sender).

To read a message, double-click on it. A window with the message will pop up. While in this message window, you can use the commands in the **Message** menu to reply to the message, forward it to others, delete it, etc.

Sending Mail

To send a message, choose **New Message** from the **Message** menu, or click on the appropriate button on the Toolbar. Fill in each field as described below. You can press the <tab> key to go to the next field, or click the mouse cursor in the proper location:

- To:** Enter the address(es) of the person(s) to whom you are sending the message. To send to more than one person, separate the addresses by commas. You can also use your Address Book (page 7) or Directory Services (*Finding Haverford Usernames*, page 7) to select the addresses you want.
- From:** This field is automatically filled in with the email address and real name you specified in the **Settings** configurations.
- Subject:** Enter the subject of your message here.

- Cc:** Optional. List addresses of people to receive “carbon copies” of your message. Rules for addresses are the same as for the **To:** line.
- Bcc:** Optional. “Blind carbon copy.” You can use this field to send a copy of your message to other people without the other recipients seeing that copies were sent. Rules for addresses are the same as for the **To:** line.

Now type your message in the text area. You can edit your message by using the mouse and the arrow keys, just as in other programs.

Keeping a copy of messages you send

You can send a carbon copy (cc) of email to yourself. After you fill in the **To:** line of your new message, fill in the **Cc:** line of your message with your username. To automatically keep a copy of all of the messages that you send out, go to the **Tools** menu and select **Options**. From the **Sending Mail** icon check the **Keep copies** box. The sent mail will be stored in the **Out** box.

Replying to Messages

To reply to an email message, choose **Reply** from the **Message** menu, or click the appropriate button from the Toolbar. A new message window will appear.

Eudora automatically inserts the address of the person to whom you are replying in the **To:** field. It also adds the subject, with a “Re:” in front, to indicate that you’re replying. (You can edit both of these.)

All of the text from the original message will be copied to the body of the message and treated as *quoted text*. Quoted text is marked with a vertical line to left of the message text. If you highlight a portion of the text in the original message and then click **Reply**, only the highlighted portion will be copied to the body of your reply.

You may type in your reply at either the beginning or the end of the quoted text. Sometimes it is useful to split up the quoted material and respond to the message point by point. It is a good practice to delete quoted parts of the message not directly relating to your reply, especially in a long message.

Forwarding Messages

To forward an email message to someone, choose **Forward** from the **Message** menu, or click the appropriate icon from the Toolbar. **Forward** allows you to resend an entire email message to a third party. When you forward a file that has an attachment, it will resend the attachment with the forwarded mail.

Attaching Files to Your Mail

To send files along with your text message, you can attach a file to your email message a number of ways: you can choose **Attach File** from the **Message** menu; you can select the appropriate button on the Toolbar and find the document in the search window; or you can drag the file or files and drop them onto the message window.

When attached, the document name appears in the **Attached:** line of the outgoing message.

Reading Attachments

To read an attachment you have received, double-click the file icon in the window of the mail message, or find the document in your **Attach** folder.

By default, Eudora automatically saves all your email attachments in the **Attach** folder. When you delete a message, it does not delete the attachment. To delete the attachment, you must delete the document directly from your **Attach** folder.

You can change your attachment settings (for example to have attachments deleted when their accompanying messages are deleted) by opening the Eudora **Options** from the **Tools** menu, and selecting **Attachments**.

Printing

To print a mail message, go to the **File** menu and select it **Print**, or click the printer icon on the toolbar. The printout will include your name and the name of the person who sent the message.

Address Book

Eudora allows you to create nicknames, which replace frequently used email addresses or lists of addresses with shorter names.

To use nicknames, choose the **Address Book** command from the **Tools** menu. To create a nickname, click the **New** button. In the pop-up window, next to the **nickname** spot, enter the nickname you wish to use to reference the address(es). (i.e. Mom, Jonathon, engl304, neighborhood watch).

In the large space under **This nickname will expand to the following addresses:** enter the email address(es) for the nickname. If you have multiple addresses for a nickname, separate them with commas or put them on separate line. For an address to be valid, you need only enter the nickname and email addresses. However, you can add additional information in the spaces provided.

To use a nickname, select a name from the list and click the **To:**, **Cc:**, or **Bcc:** button. Eudora will open a new outgoing message with that nickname inserted into the appropriate field. You can also type a nickname into the **To:**, **Cc:**, or **Bcc:** field without opening the Address Book. Eudora will recognize the nickname and send the message to the email address you specified in the **Address Book**.

Finding Haverford Usernames

You can look up the username of any user at Haverford College with Eudora's **Directory Services**. Go to the **Tools** menu and choose **Directory Services**.

The first time you use Haverford's directory service your must configure Eudora to find it:

1. Click the button **New Database...**
2. Within the **Modify Database Window**, enter the following fields:
Enter **Haverford College** under **Server Name**
Enter **ph.haverford.edu** next to **Host name**
Click **OK**
3. Check the box next to **Haverford College** in the Databases window (in the lower right hand corner of the screen).

You may now enter a search request next to **Query** and click the **Start** button. Eudora will return a user's name and email address. You can enter the person's last name or first name. In addition, you can enter part of a name using a * character if you are not sure about the spelling of a name; for example, **bar*** would return Barger, Barbara, and Barr.

You can also find users on the Web, via the online Haverford directory, linked from the Haverford College homepage.

Security Considerations

Remember that Eudora stores your mail on the hard drive of your computer; anyone who has physical access to your computer will also be able to read your mail.

Troubleshooting

Error Message: Error Involving Domain Name System.

Solution: Your Internet connection may not be working properly. Check if you can browse the network via Windows Explorer. If you cannot, then your network connection is not working. Check that your Ethernet cable is connected properly and your Network Configuration on the computer is set properly. Verify that other networked programs are working (such as a web browser) and that your Eudora settings are configured correctly. Check the troubleshooting section of your network connection guide.

Error Message: I said: PASS... and then the POP server said –ERR Password

Solution: You may have mistyped your password. Try checking mail again and re-entering your password from the keyboard. Verify that the CAPS-LOCK key is off. Sometimes restarting the computer will help here as well.

Error Message: 503 need RCPT (Recipient)

Solution: Check your address book to make sure that the nickname you are sending to is not blank.

If you are still having trouble, or need additional assistance in configuring or using Eudora, contact your liaison in Academic Computing or your Residential Computing Consultant.

Advanced Features

The following advanced features are also available in Eudora. The **Help** menu is an excellent source of information about these features.

- Paid and Sponsored Modes
- Filtering messages
- Using Signature Files
- Using mailboxes to organize messages
- Using Eudora on multiple computers
- Multiple users on one computer
- Search features
- Queuing mail to be sent later