Eudora® Email

User Manual for Windows

Version 5.0

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Petitioner has added romanettes to pages (i)-(iii). Otherwise, it leaves the original page numbering.

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About the Name

Why the name ***Eudora***?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O.," and named the program after the author of the story, Eudora Welty.
"Why I Live at the P.O." can be found in a collection entitled *A Curtain of Green and Other Stories* (Harcourt Brace & Co.). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

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Introducing Eudora® Email

Welcome to Eudora Email 5.0! Eudora Email, hereafter referred to as Eudora, is a comprehensive electronic mail (email) software program that accesses your Internet Service Provider (ISP) or network to receive and send your email messages.

In Eudora, you can write messages and send them with custom stationery and signatures. You can send files, both text and graphic, created in other programs and "attach" them to your email messages. You can forward messages, redirect them, or reply to all recipients of a message.

You can set up mailboxes and folders for your mail and build "filters" to sort messages, alert you, and even send an automatic reply.

All your favorite addresses can be stored in your personal address book, or you can let Eudora search for addresses for you. And if you use more than one ISP, Eudora allows you to create "multiple personalities" to send and receive mail to multiple accounts.

There are many more Eudora features and functions described later in this manual.

System Requirements

In order to install and use Eudora, you must have the following:

- IBM PC or compatible
- Microsoft Windows 95/98 or Windows NT 4.0 or above. It is recommended that you have the latest service pack for each operating system
- A mail account with an Internet Service Provider
- Access to your mail account via a modem or Internet-style network connection

What's New in Eudora Email 5.0

The following new features and functions have been added to Eudora in version 5.0.

- **Eudora Sharing Protocol (ESP).** ESP is a new Eudora feature that allows you to share documents and discussion among of a group of Eudora users without the use of a shared server. See "Using Eudora Sharing Protocol (Sponsored and Paid Modes only)" on page 253.
- **MoodWatch™.** MoodWatch is a new Eudora feature that can monitor offensive text (flaming) in both incoming and outgoing messages. You can display the new Mood-Watch options dialog to set MoodWatch settings. See "Using MoodWatch (Sponsored and Paid Modes only)" on page 45 and "MoodWatch" on page 247.
- **Statistics.** You can now display and print statistics on your Eudora usage and on the messages you send and receive. See "Statistics Window (Sponsored and Paid modes only)" on page 163.

- **New Address Book.** The Eudora address book has been improved for easier use and maintenance. It contains more categories per entry, and you can now print the address book. See “Using the Address Book” on page 165.
- **Signatures**. You can now see your signature in the message you are composing. You can also edit the signature if you like. If you prefer not to see the signature, turn this feature off by unchecking the “Show signature while composing” box in the Composing Mail options window. See “Composing Mail” on page 218.

For details on other changes in Eudora 5.0, refer to the README and RELNOTE text files that reside in the directory where Eudora 5.0 is installed.

Where Do I Find Information?

If you can’t find the information you are looking for in this user manual, it may be in the *Eudora Quick Start Guide,* or in the online help program in Eudora. This user manual is an online user manual; that is, it provides the basic procedures for using Eudora. The online help is primarily procedures and definitions.

The manual’s topics are linked. When you see a page number associated to a topic in the Table of Contents, the Index, or a cross-reference, just click the page number and the topic appears.

If you prefer, you can print the PDF manual. From the File menu in Acrobat Reader, choose **Print**.

Eudora Quick Start Guide

The *Eudora Quick Start Guide* is included in your Eudora product box and/or as an electronic file in you Eudora directory. The *Quick Start Guide* shows you how to install Eudora and allows you to begin using the basic functions of Eudora immediately. The Guide provides only simple descriptions, so for more details, refer to this document.

Information provided in the *Eudora Quick Start Guide* is as follows:

- Finding Information
- System Requirements
- Getting Started
- Installing Eudora
- Opening and Configuring Eudora
- Importing Mail and Address Book from another Email Application
- Operating Eudora in One of Three Modes
- Choosing a Eudora Mode
- Registering Eudora
- Technical Support
- Creating and Sending a Message

- Checking for and Receiving Mail
- Replying to a Message
- Forwarding a Message
- Redirecting a Message
- Shortcuts

The functions listed above, except for *Getting Started* and the Eudora installation sections, are described more thoroughly in this manual.

Online Help

There are several ways to get online Help with Eudora.

- To find out what something on the screen does, use context-sensitive help.
- For instruction on how to perform certain tasks, use the help topics.
- To receive daily tips on assorted Eudora features each time you open Eudora, read the Tip of the Day.

Context Sensitive Help

- Choose **Context Sensitive Help** from the **Help** menu. Then click the item in question. A brief description of the item appears. Click anywhere to close the description window.
- Click the **Help** button . Then click the item in question. A brief description of the item appears. Click anywhere to close the description window.
- Press the **F1** key. Select the option, command or field item in Eudora you want to know about, or use the Tab and arrow keys to move keyboard focus to that item. Then press F1. Keyboard focus is indicated by a dashed highlight box, a highlighted entry or item, or a flashing insertion cursor.

  If the item is in a tabbed window, move the mouse arrow to a field and press F1. The entire procedure for the window appears.

Help Topics

For instructions on how to do certain tasks, choose **Topics** from the **Help** menu. The Help Contents are displayed, and you may either browse the contents or use the Find and Index options.

For more information, see “Help Menu” on page 209.

Tip of the Day

After you set up Eudora, the Eudora Tip of the Day dialog box appears each time you open Eudora showing you the Tip of the Day. You can display the following and previous tips by clicking the **Next Tip** and **Previous Tip** buttons. To prevent the Tip of the Day dialog box from being displayed on startup, uncheck the “Show Tips at Startup” check box. You can always display the Tip of the Day from the Help menu.

To close the Tip of the Day dialog box, click the **Close** button.

About Eudora

About Eudora displays the software version, registration information, and the credits for those who worked on or contributed to this version of Eudora.

Importing from other Email Programs

You can import settings, address books, and mail from Netscape Messenger 4.x versions, Microsoft Outlook Express 4.0 and 5.x versions, Outlook 98, and Outlook 2000.

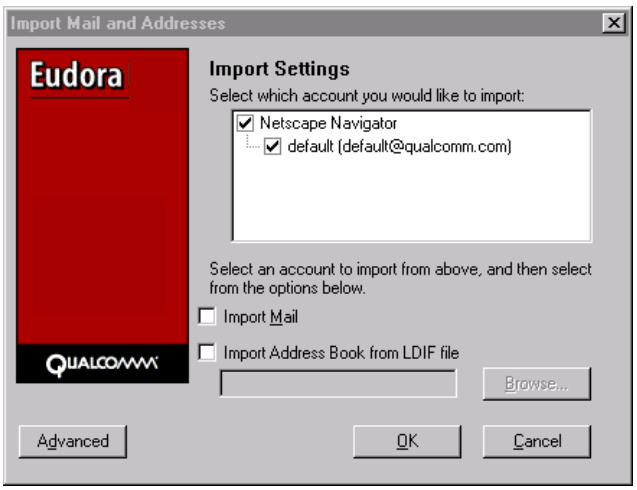
It may take a long time for the migration to occur depending on the amount of mail, the complexity of your settings, and the size of your address book that you are importing into Eudora. During the migration, if the process stops because of a corrupt message, you must go into your importing application and delete the corrupt message to resume the migration.

When the migration is occurring, notice in the Mailbox window that a mailbox tree begins to form. For example, you will see the folder “Outlook” and all its mailboxes listed underneath. A plus sign (+) next to the folder name indicates that other folders/mailboxes are contained within this folder. Your imported settings are immediate, and your mail is migrated.

To import from another program, do the following:

- From the **File** menu, choose **Import**. The Import Mail and Addresses dialog box appears.

Import Mail and Addresses dialog box (showing Netscape)



Important. In the dialog box previously shown, only the programs that appear in the text box are detected. Just select them, choose to import your mail and address book and click OK. However, if you don't see the programs you want to import, click **Advanced** to display the Advanced Import dialog box where you can look for the files.

Importing from Outlook Express

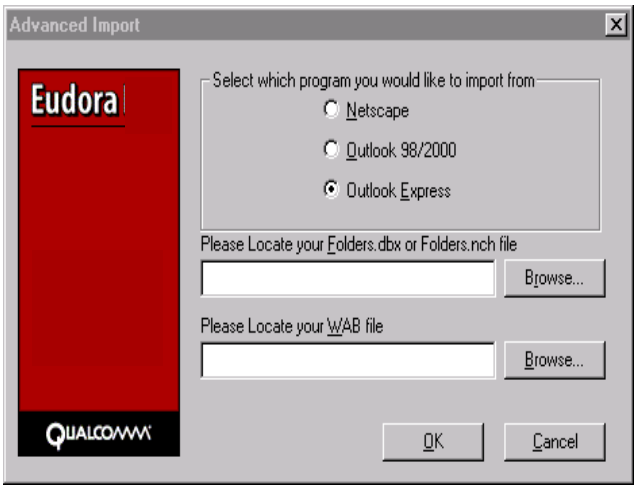
Note. Before you begin the import, empty the *Deleted Items* folder in Outlook Express. Also, if the *Import Mail* and/or *Import Address Book Entries* option is dimmed, Eudora cannot find the messages and/or address book.

To import from Outlook Express, do the following:

- From the **File** menu, choose **Import**. The Import Mail and Addresses dialog box appears.

1. In the dialog box, choose **Outlook Express**. If you don't see Outlook Express, go to step 3.
2. Choose Import Mail and/or Address Book then click **OK**. Outlook Express should begin importing into Eudora.
3. Click **Advanced**. The Advanced Import dialog box appears.

Advanced Import dialog box (showing Outlook Express required fields)



4. Choose **Outlook Express**.
5. In the **Please Locate your Folders.dbx or Folders.nch file**, click **Browse** and look for the Folders.dbx (for Outlook Express 4.x) or Folders.nch (for Outlook Express 5.x) file in you Outlook Express folder. Make sure the file appears in the text box.
6. In the **Please Locate your WAB file**, click **Browse** and look for your Windows Address Book. Make sure the file is visible in the text box. (The WAB file has the .wab extension. You can search for it using Windows Explorer.)
7. When finished, click **OK**.

Importing from Outlook 98 and Outlook 2000

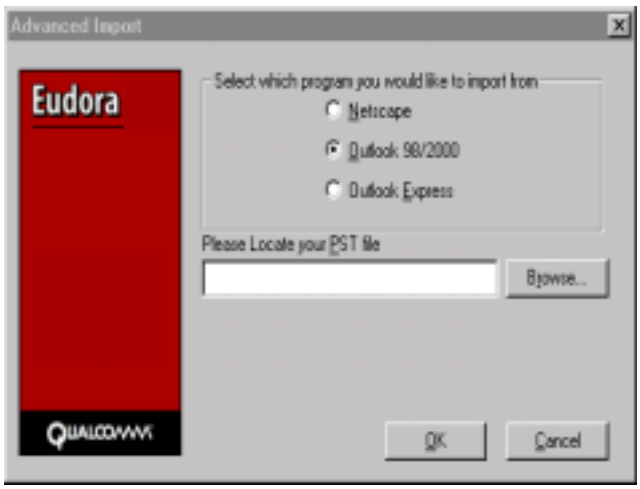
Before you begin the import, empty the *Deleted Items* folder in Outlook 98 and Outlook 2000.

In Outlook 2000, make sure its your default email program before you import it into Eudora. Once the migration is complete, close Eudora and restart. Only then can you make Eudora your Windows default email program.

To import from Outlook 98 and Outlook 2000, do the following:

1. From the **File** menu, choose **Import**. The Import Mail and Addresses dialog box appears.
2. In the dialog box, choose **Outlook 98/2000**. If you don't see Outlook 98/2000, go to step 3.
3. Choose Import Mail and/or Address Book then click **OK**. Outlook 98/2000 should begin importing into Eudora.
4. Click **Advanced**. The Advanced Import dialog box appears.

   Advanced Import dialog box (showing Outlook 98/2000 required field)



5. Choose **Outlook 98/2000**.
6. In the **Please Locate your PST file**, click **Browse** and look for the .pst file. Make sure the file appears in the text box. (The PST file has the .pst extension. You can search for it using Windows Explorer.)
7. When finished, click **OK**.

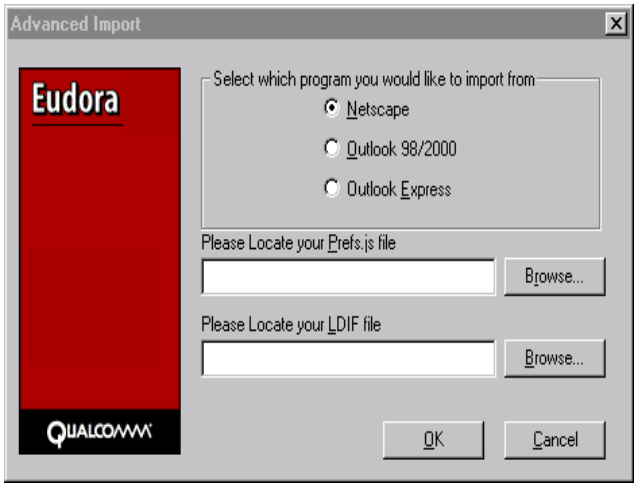
Importing from Netscape Communicator

Before you import your Netscape Address Book, you must first save it in LDIF format. LDIF means LDAP Data Interchange Format. To save your address book in LDIF format, follow the instructions to import Netscape into Eudora.

To import Netscape, do the following:

1. Launch **Netscape Communicator**.
2. From the **Communicator** menu, choose **Address Book**.
3. From the **File** menu in Netscape Communicator, choose **Save**. The Save dialog box appears.
4. Name the file while retaining the .ldif extension and save it on your computer.
5. In the dialog box, choose **Netscape Navigator**. If you don't check *Import Address Book from LDIF file*, the Browser button is dimmed. Click OK.
6. If you don't see Netscape Navigator in the dialog box, click **Advanced**. The Advanced Import dialog box appears.

   Advanced Import dialog box (showing Netscape required fields)



7. In the **Please Locate your Prefs.js file**, click **Browse** to look for the Prefs.js file. Make sure the file appears in the text box. The Prefs.js file should be in your Netscape folder.
8. In the **Please Locate your LDIF file**, click **Browse** to locate the address book file you just saved.
9. When finished, click **OK**.

Operating Eudora in One of Three Modes

You can ***choose*** one of three operating modes on how you wish to use Eudora. They are as follows:

- **Paid mode**

This mode provides the full-featured Eudora desktop email client without advertising.

- **Sponsored mode**

This mode provides the full-featured Eudora desktop email client at no charge, supported by sponsors' advertising. It includes all of the features that are in the Paid mode.

- **Light mode**

This is an upgrade to the freeware version formerly known as Eudora Light. It includes fewer features than the other modes and may include a sponsor image or logo.

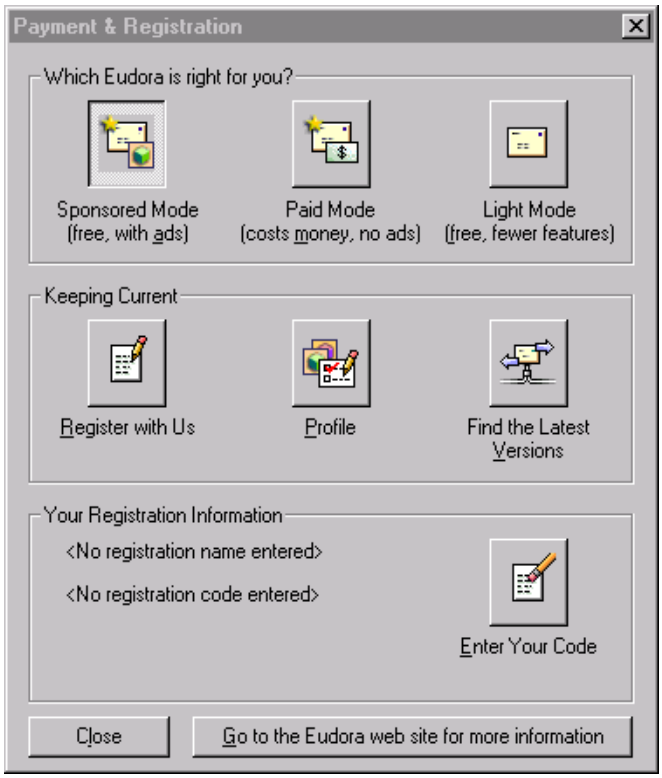
Changing Eudora Modes

If you bought Eudora from a retail store or from a web site, Eudora installs in Paid mode. However, if you would like to change the operating mode, for example to Sponsored mode, you can do so right in the Eudora program. (Remember to request a refund from QUALCOMM. See the last page of the Quick Start Guide for details.)

To change the Eudora operating mode after you install Eudora 5.0, do the following:

1 From the **Help** menu, choose **Payment & Registration**. The Payment and Registration window appears.

Payment and Registration Window



2 In the **Which Eudora is right for you?** section:

- To use Eudora in Sponsored mode, click **Sponsored Mode (free, with ads)**. Eudora displays the ad window.
- To use Eudora in Paid mode, click **Paid Mode (costs money, no ads)**. Eudora displays the Eudora web site for you to purchase Eudora.
- To use Eudora in Light mode, click **Light Mode (free, fewer features)**. Eudora changes to Light mode by shutting down certain features. The features that will be off are listed in the Light mode dialog box.

3 In the **Keeping Current** section:

- To add or change your profile, click **Profile**. Eudora displays a web site where you can provide information about yourself to help in customizing which ads would be of interest to you.
- To find the most current version of Eudora, click **Find the Latest Versions**. The Eudora web site displays where you can retrieve the latest version of Eudora.

Note. You can tell which mode you are in because that button is grayed out. To find out more information about the modes, click **Go to the Eudora web site for more information**.

4 To exit the dialog box, click **Close**.

Registering Eudora

If you are using Eudora in either Sponsored or Paid mode, you need to register to be eligible for technical support. If you don't register or use Eudora in Light mode, you are not eligible for technical support.

Note. If you switch from one mode to another, you must register in that mode even though you registered in your previous mode. For example, if you are a Paid mode registered user, and you wish to get a refund and use Sponsored mode, you must re-register in Sponsored mode.

To register your copy of Eudora, do the following:

1 From the **Help** menu, choose **Payment & Registration**. The Payment and Registration window appears.

2 In the **Keeping Current** section, click **Register with Us**. Eudora takes you to Eudora's registration web page.

3 Enter your information, click **Submit Registration**. An email will be sent to you confirming your registration.

Technical Support (Sponsored and Paid modes only)

If after reviewing all of the available materials—this user manual, the Quick Start Guide, the README files, the Online Help, and you still need help, contact your ISP or email administrator or the Eudora Technical Support group.

If you register your copy of Eudora, you can receive tech support depending on the mode you are using:

Paid mode— 6 calls per year to technical support, no time limit

Sponsored mode—6 calls per year to technical support, no time limit

Light mode—no technical support

Be sure to register as soon as possible to avoid any delays in receiving technical support.

Many common issues can be solved by visiting the Eudora technical support web site at: <http://www.eudora.com/techsupport/Win>. The technical support web site provides online answers to your technical questions about QUALCOMM's Eudora software products. Go to the Technical Support web site to get valuable "how to" information and step-by-step interactive tutorials <http://www.eudora.com/techsupport/tutorials/>.

Also, you will be able to retrieve most current Eudora products and documentation. (Light mode users may use the Eudora web site technical support and tutorials.)

If you are unable to find your answer using the technical support web site, Eudora tech support reps are available Monday - Friday from 8 a.m. to 5 p.m. Pacific Time using the following phone number and email address:

Phone: (858) 658-1292

Email: eudora-support@eudora.com

Starting and Quitting Eudora

To start Eudora, do the following:

1. From the **Start** menu under **Programs,** choose **Eudora**
2. Choose **Eudora** again. Eudora launches.

To quit Eudora, do the following:

1. From the **File** menu, choose **Exit** or press Ctrl+Q. Eudora closes.

If you have queued messages or timed messages due to be sent in the next 12 hours, you are given the option to send them. See the sections "Queuing a Message to Send Later" on page 49 and "Queueing a Message to Send at a Certain Time" on page 50.

The Trash mailbox is emptied if the "Empty Trash when exiting" option is selected in the Miscellaneous options. See "Miscellaneous" on page 249.

Creating Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. The simplest way to create an outgoing message is to do the following:

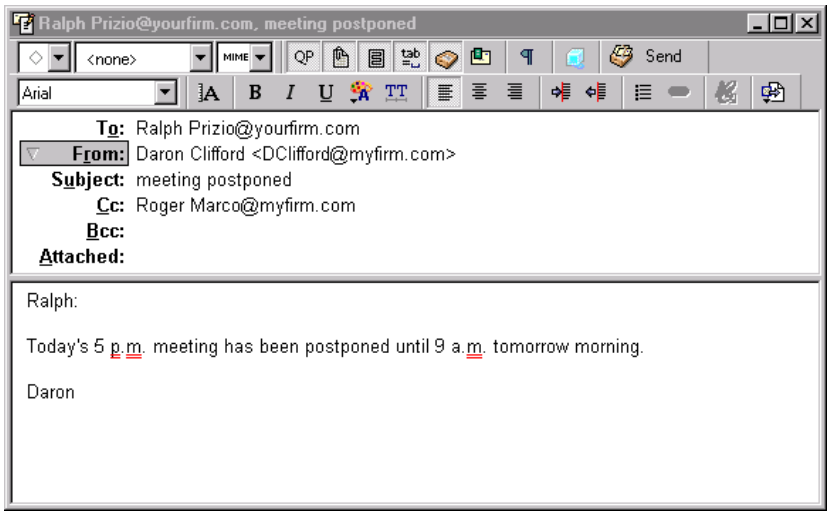
- From the **Message** menu, choose **New Message** or click the New Message icon on the main toolbar:

The composition window appears.

Using the Composition Window

The composition window consists of the title bar, the toolbar, the message header, and an area for the message body.

Headers and Composition Window



Title Bar

When completed, the title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject.

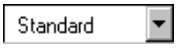
Text Toolbar

The text toolbar is of a series of buttons and menus displayed just under the title bar. It allows you to control the priority of your message, override some of your default options for the current message, send or queue the message, and apply text styles.

You can select or turn off each feature for the current message by clicking a button on the toobar. (A feature is selected when the button is depressed, and turned off when the button is raised.) You can set some of the defaults for the toolbar in the Sending Mail options. See “Sending Mail” on page 217.

The drop-down lists and buttons on the top row of the text toolbar are described below.

Priority drop-down list
This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see “Setting the Message Priority” on page 31.



Signature drop-down list
This lets you automatically append one of your signatures to the end of a message. For details, see “Using a Signature” on page 73.

Attachment type drop-down list
This lets you select the encoding format for attachments. For details, see “Attaching a File to a Message” on page 36.

Quoted-Printable Encoding
If this button is on, quoted-printable encoding is used when sending messages that contain special characters or long lines of text. It is used for all plain-text attachments. We recommend that you always keep this feature selected.

Text As Attachment
If this button is on, plain text files are attached to messages, not incorporated into the message as part of the message body.

Word Wrap
If this button is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.

Tabs in Body
If this button is on, pressing the Tab key within the message body inserts a tab. If this button is off, pressing the Tab key within the message body returns the cursor to the To field of the message header.

Keep Copy
If this button is on, a copy of each sent message is kept in the Out mailbox. Messages are saved there until they are deleted or transferred.

Return Receipt (Sponsored and Paid modes only)
If this button is on, the message to your recipients includes a Notify Sender button that, when clicked, creates a message notifying you that the original message was viewed. This function does not work in all cases. For details, see “Requesting a Return Receipt” on page 32.

Show Text Symbols
If this button is on, invisible text symbols such as carriage returns, tabs, and spaces appear in the message.You can see these symbols only in your composition window. They do not appear in the message you send.

MoodWatch
ice cube—There is no offensive language in the message.
1 chili—There may be a slight bit of offensive language in the message.
2 chilies—There may be offensive language in the message.
3 chills—There is offensive language in the message.

Send or Queue
This button lets you send a message immediately or put it in the queue to send later. If the “Immediate Send” option is selected in the Sending Mail options, the button is labeled Send. If the option is not checked, the button is labeled Queue. For details, see “Sending Mail” on page 217 and “Sending or Queueing a Message” on page 49.

The drop-down lists and buttons on the bottom row of the text toolbar are described below. Note that the text styles and attributes controlled by this row can also be accessed via text file windows and signature windows.

Font drop-down list
Make the selected text a specific font (typeface).

Size
Make the selected text a specific size.

Bold
Make the selected text **bold**.

Italics
Make the selected text *italic*.

Underline
Make the selected text underlined.

Color (Sponsored and Paid modes only)
Make the selected text a specific color. Note that “Automatic” is the default for text on your computer (usually black).

Typewriter (Sponsored and Paid modes only)
Make the selected text the fixed-width (typewriter-style) message font set in the Fonts options. See “Fonts” on page 223.

Align Left (Sponsored and Paid modes only)
Align the selected paragraph to the left margin.

Align Center (Sponsored and Paid modes only)
Align the selected paragraph to the center of the page.

Align Right (Sponsored and Paid modes only)
Align the selected paragraph to the right margin.

Indent In (Sponsored and Paid modes only)
Indent the selected paragraph indented once to the left.

Indent Out (Sponsored and Paid modes only)
Remove one left indent from the selected paragraph.

Bulleted List (Sponsored and Paid modes only)
Make the selected text a bulleted list.

Make Hyperlink (Sponsored and Paid modes only)
Make the selected text or graphic a clickable hyperlink to a Uniform Resource Location (URL), so that when the recipient clicks the item, he or she is immediately taken to the URL.

Clear Formatting
Remove all the formatting from the selected text or paragraph.

Insert Object (Sponsored and Paid modes only)
Insert a specified picture file or a horizontal line at the current cursor position in body text. For details, see “Inserting Objects in Message Text” on page 35.

Message Header

Outgoing mail headers consist of six fields: To:, From:, Subject:, Cc:, Bcc:, and Attached. Each field is described below. The To:, Subject:, Cc:, and Bcc: fields can be directly edited. To move the cursor from field to field, press the Tab key or click in the desired field with the mouse.

To resize the header region of the outgoing message composition window, drag the separator up or down. This change applies to the current message only.

To:—The intended recipients' email addresses or nicknames you have defined. Multiple addresses and nicknames must be separated by commas. See "Using the Address Book" on page 165. To select a name from a list, see "Using Automatic Name Completion (Sponsored and Paid modes only)" on page 30.

From:—The sender's email address. This is usually your incoming email account plus your real name. You can use a return address other than your incoming mail account by entering the address in the Return address field of the Getting Started options. See "Getting Started" on page 211.

If you have Alternate personalities set up, you can select the appropriate personality in the From: field drop-down list. See "Using Multiple Personalities" on page 81.

Subject:—Some brief text indicating the contents of the message. This field can be left blank although it is considered a point of email etiquette to include a Subject with each message. By default, Eudora warns you when you send a message with no subject.

Cc:—The email addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank. Cc means "carbon copy." To select a name from a list, see "Using Automatic Name Completion (Sponsored and Paid modes only)" on page 30.

Bcc:—The email addresses or nicknames of people to whom a blind copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the To and Cc fields will not know that a copy went to these addresses. Use Bcc to send a copy of a message to someone without showing the other recipients. Multiple addresses must be separated by commas. This field can be left blank. Bcc means "blind carbon copy." To select a name from a list, see "Using Automatic Name Completion (Sponsored and Paid modes only)" on page 30.

(Sponsored and Paid modes only) The Bcc field can also be used to put a copy of the message in one or more of your mailboxes. To do this, right-click in the body of the message to display the drop-down list. From the drop-down list, choose your mailbox from the Fcc menu (equivalent to the Transfer menu). The name of the mailbox is inserted into the Bcc field preceded by the expression "*f*\."

Repeat the procedure to Fcc to multiple mailboxes. Eudora automatically separates the entries with commas. When the message is sent, a copy is placed in each specified mailbox. Fcc means "folder carbon copy."

Attached:—A list of documents being attached to and sent along with the message. See the section "Attaching a File to a Message" on page 36 for instructions on how to add attachments. To delete an attachment from an outgoing message, select it and press the backspace or delete key. This field can be left blank.

Message Body

After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about formatting your message text, see “Formatting Text” on page 33. Also see “Text Toolbar” on page 25.

You can insert pictures and horizontal lines into message text. For details, see “Inserting Objects in Message Text” on page 35.

Using Automatic Name Completion
(Sponsored and Paid modes only)

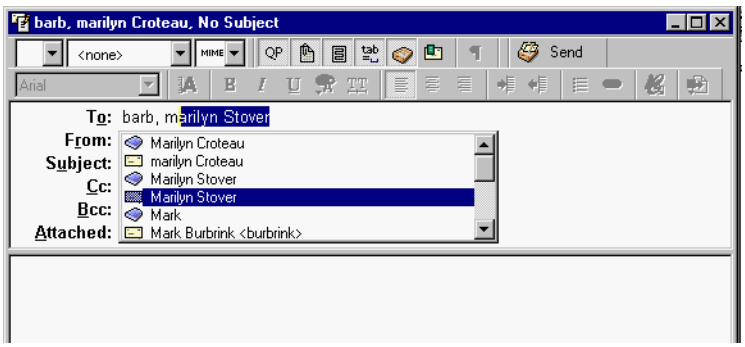
Similar to the “Finish Address Book Entry” command (see “Finish Address Book Entry Command” on page 176), Auto-Completion allows you to enter a portion of a name in the **To:**, **Cc:**, or **Bcc:** field, and Eudora automatically completes the name for you. Just start typing and Eudora will attempt to complete the name. If multiple past recipients match the text you’ve entered, a list of names from your history file and address book appear in a drop-down name list (provided both the history file and address book are selected in the new Auto-Completion option window explained later in this section). Select the correct name, and the name and email address appear in the field.

The history file consists of names and email addresses of people you have previously sent or forwarded messages to, or to whose messages you have replied within Eudora.

The address book consists of the nicknames you have entered for each person in your address book.

In the example below, you want to send Barb a message. Previously, you had to enter her nickname from your address book, or if she wasn’t in your address book, you had to enter her full email address. To use the auto-completion feature, just enter B in the To: field, and Eudora displays a drop-down name list of names beginning with “B” for you to choose from. (You can also press Esc to prevent the drop-down name list from appearing.) If you had typed BA, Eudora would have displayed a drop-down name list with all names beginning with “Ba.” Scroll through the name list and click or press Enter to select the correct name. The name is now entered into the header field.

Name auto-completion in a new message

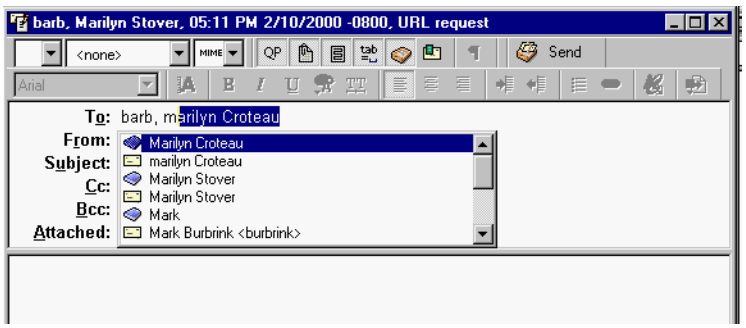


If you have only a “Barb” and a “Beth” as names in your address book or history file, Eudora completes the first alphabetical name. So when you type B, “Barb” would appear first on the list (if **Names should appear in alphabetical order** is selected in the Auto Completion options window explained later in this section).

indicates that the name came from your address book. If the name is from your address book, only the nickname appears in the drop-down name list. indicates that the name came from your history file. If the name is from your history file, both the user-name and email address appear in the drop-down name list as you type.

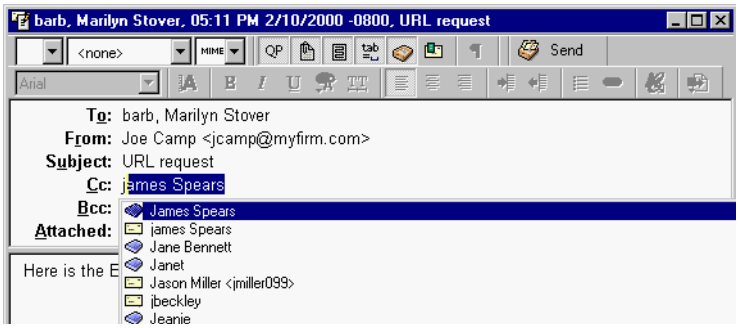
To complete the name in the field, select the correct name from the drop-down list. If you want to add another name in the To: field, type a comma (,) after the first recipient's name. Then you can begin to add another recipient's name as shown in the example below.

Second name auto-completion in the To: field



The example below shows auto-completion in the Cc: field.

Name auto-completion in the Cc: field



Note. To turn the name auto-completion feature off, go to the Tools menu, choose **Options**, and then select Auto-completion. Turn off **Address Book** and **History File** and click **OK**.

To delete an auto-completion entry, do the following:

- From the auto-complete drop-down list, choose the name you want to delete and press the **Delete** key.

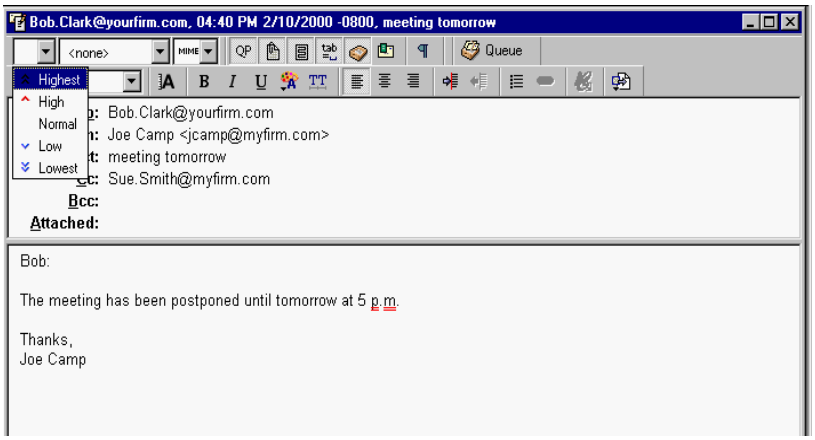
Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority identification is only for you and your recipients; it does not affect the way mail transport systems handle the messages.

There are five priority levels available, with 1 being the highest and 5 being the lowest. Each is represented by a small symbol in the Toolbar of a message window and the Priority column of a message summary. Priority 3 (normal) is used for messages that have no assigned priorities, and it is not displayed. The highest priority symbol, a double-caret, is red; the lowest priority symbol, an inverted double-caret, is blue.

New messages are created with a normal priority. To change the priority of the current message, use the Priority drop-down list.

Selecting a priority for a message



Note. To set up Eudora to default to the sender's priority on your replies, turn on the "Copy original's priority to reply" option in the Replying options. See "Replying" on page 220 for more information. You can always change the priority in the message window.

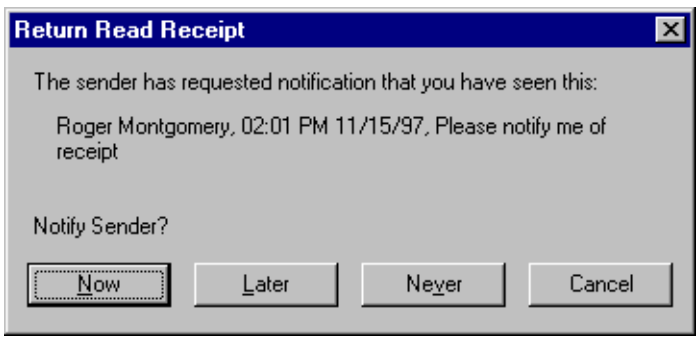
Requesting a Return Receipt

(Sponsored and Paid modes only)

You can request that your recipients notify you when they have seen your message. To do this, click in the message toolbar.

When your recipients open the message and then close it, a dialog box appears asking them to create a notification message now, later, or never. If you sent yourself a copy of the message, you will see the request for notification. If a recipient chooses to create a notification message, it is sent to you and tells you when the recipient opened your message.

Request for notification



If you receive a request for notification, you may respond as follows:

- Click **Now** to queue the notification message in your Out mailbox. It will be sent the next time queued messages are sent.
- Click **Later** to close the message without sending a notification. Note that each time you open the message and then close it (or if you try to delete it), the notification request will appear until you click either **Now** or **Never**.
- Click **Never** to cancel the notification request without ever sending a request for notification message.
- Click **Cancel** to dismiss the request for notification request from the screen while the return receipt message is open. Note that if you close the message, the notification dialog box will appear again.

The Return Receipt options may or may not work as described, depending on your recipients' email software.

Formatting Text

(Sponsored and Paid modes only)

You can use standard text-editing options to format the text of your outgoing messages, your text files, and your signatures. The formatting is delivered to your recipients using text-editing standards in common use today. In Eudora, styled and plain text formatting is delivered to your recipients using the Hypertext Markup Language format, HTML. This enables you to compose and send messages styled with different fonts, colors, font sizes, etc. However, the formatting your recipients see depend on how well their email packages support this standard.

HTML is the text formatting standard used in the World Wide Web by Web browsers and newer email applications. As well as allowing you to use enriched text, HTML also lets you embed pictures and create bullet lists in the messages you send.

It's important to remember that you cannot completely control what happens on your recipients' computers. Depending on the type of computers they are using, their installed fonts, their options or preferences, etc., they could end up viewing something other than what you had intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text that you did not make changes to appears using your recipient's default text settings, which may be different from yours.

In Eudora, you can select preferences for sending text in your messages as follows.

1. From the **Tools** menu, choose **Options**.
2. Scroll through the category list and select **Styled Text**.
3. In the Styled Text options window, you can select whether you want Eudora to send your messages with both plain and styled text, with styled text only, or with plain text only. Also, you can set a warning each time you send a message with styled text. However, the default is to send both styled and plain text. For details, see "Styled Text" on page 228.

Text in outgoing messages, text files, and signature files can be formatted using the commands on the Edit menu, the Text submenu, and the formatting toolbar. See the “Text Toolbar” section above for information on using the formatting part of the toolbar. The following Text submenu commands are described.

Text Editing Menu Commands

To format text, use the commands on the Text submenu of the Edit menu. If text in the message body is selected, the menu command applies the formatting to that text. If no text is selected but the cursor is in the message body, then the font-related commands apply the formatting to the next text you type, and the margin-related commands apply the formatting to the current paragraph; that is, the paragraph containing the cursor.

Important. You must place the cursor in the composition window to activate the options, otherwise the options are inactive (grayed out).

The formatting options are as follows:

Font—Make the text a certain font by choosing from the fonts available on your system. Remember that your recipient may not have the same fonts.

Bold, Italic, Underline—Make the text **bold**, *italic,* or <u>underlined</u>. The default is plain text.

Color—Make the text black or the selected color.

Typewriter—Set the text to the fixed-width (typewriter-style) message font selected in the Fonts Options.

Size—Make the text the selected size: Very Small, Small (the default), Medium, Large, Larger, Very Large, and Humongous. The increase or decrease is based on the next or previous standard point size.

Remember that you are viewing the text based on your default settings in the Fonts Options, but your recipient’s settings and fonts will be different. For example, if your recipient’s default font size is larger than yours and you send a message with text set to “Humongous,” your recipient will see text even more humongous than yours!

Left, Right, Center—Align the selected or current paragraph to the left, the right, or the center of the current indent.

Margins: Indent In, Indent Out—Indent the selected or current paragraph’s left margin in one level, or “outdent” the left margin: remove one level of indent. You must have text highlighted to activate this option.

Bulleted List—Convert the selected text to a bulleted list, or begin a bulleted list at the insertion point.

Make Hyperlink—Convert the selected piece of text, or the selected graphic, to a clickable, underlined hyperlink to a URL you specify; when your recipient clicks the hyperlink, he or she is immediately taken to the URL. You must select text or a graphic to activate this option.

Clear Formatting—Clear all formatting and go back to the default settings. This option is not active if you have no formatting in your message.

Insert Object—Insert objects in the body of a composition message. Includes the commands “Picture” (insert an embedded graphic file) and “Horizontal Line” (insert a horizontal rule as a separator).

Other Formatting Options

If you select the Word Wrap button in the message toolbar, a carriage return is automatically inserted at the end of each line of text with roughly 76 characters per line when the message is sent. This makes the message legible on your recipient’s computer.

It is a good idea *not* to include your own carriage returns within paragraphs if you have the Word Wrap option selected. Use carriage returns only to create new paragraphs in the message.

To manually wrap text, do the following:

1. Select and highlight the text you want to wrap.
2. From the **Edit** menu, choose **Wrap Selection**.

To unwrap text, select the text you want, then hold down the Shift key and from the Edit menu, choose **Wrap Selection**.

To copy wrapped text without taking the carriage returns, that is, to copy and unwrap, hold down the Shift key and choose **Copy** from the **Edit** menu.

Inserting Objects in Message Text
(Sponsored and Paid modes only)

To insert pictures and horizontal lines into the body of a message, use the Insert submenu under the Edit menu, or use the Insert Object button on the message toolbar. See “Text Toolbar” on page 25.

You can insert an object in the middle of a line of text or between lines of text in the message body.

To insert a picture in message text, do the following:

1. Move the cursor to where you want the picture.
2. From the **Edit** menu, choose **Insert**.
3. From the **Insert** submenu, choose **Picture**. A dialog box appears.
4. In the dialog box, select an image file and click **Open**.

The picture is inserted into the message body at the cursor position. You can continue typing text. Once the picture is inserted in your message, you can drag it to where you want it in the message. Your recipient will see the picture right in the message body.

With QuickTime 4.0 or later installed on your computer, you can insert a variety of graphics files into your outgoing messages using the *Insert Picture* command. You can insert formats that are supported by QuickTime, for example, JPEG, GIF, BITMAP, TIFF, PNG, BMP, PICT, QTIF, SGI, TARGA, FPX, PHOTOSHOP and more.

Note. What your recipient sees may depend on whether the receiving computer and email package support the display of inline images embedded in message text.

To insert a horizontal line in message text, do the following:

1 Move the cursor to where you want the line.

2 From the **Edit** menu, choose **Insert**.

3 From the **Insert** submenu, choose **Horizontal Line**. A horizontal rule is inserted immediately above the line on which the cursor resides.

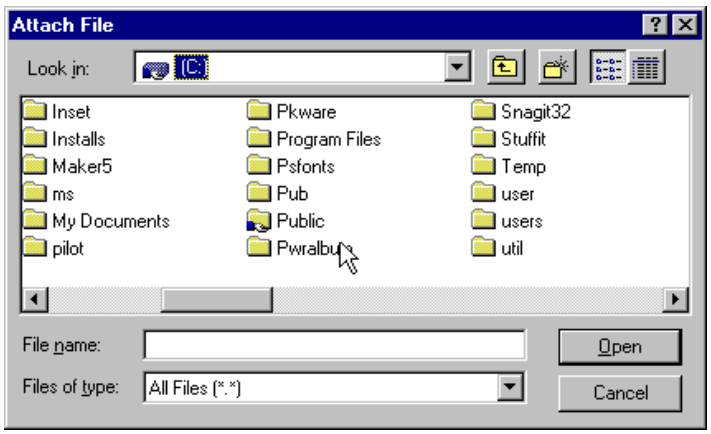
Attaching a File to a Message

Any file can be attached to and sent with a Eudora message. Most of the time, an attached document functions like a “rider” to the email message, and does not appear within the message text. Instead, the name of the document appears automatically in the Attached field of the message header.

To attach a file to an outgoing message, do the following:

1 From the **Message** menu, choose **Attach File**. The Attach File dialog box appears.

Attach File dialog box



2 Locate the file you want, select it, and click **Open** to attach the document to the current message or to open a new message with the file attached. You can add as many attachments as you want to a message.

You can also drag one or more files from either the desktop or the File Browser window onto the message window to attach them. See “File Browser Window” on page 156.

To detach an attached document before the message is sent, select the document name in the **Attached** field; then press either the backspace key or the Delete key.

When the message is sent, if the chosen document is not a plain text (ASCII) file, it is encoded in the selected attachment type. This allows you to send any kind of document through the mail, even applications.

If the document is an ASCII file, you can put it in the body of the message by turning off the Text as Attachment button in the message toolbar, or by turning on the “Put text attachments in body of message” option in the Attachments options. See “Attachments” on page 222. The toolbar button applies to the current outgoing message; the Attachments option applies to all outgoing messages.

The attachment types include the following:

MIME—This is best for recipients with MIME-compliant email readers, regardless of what operating system they are using. For more information on MIME, see “MIME and Mapping in the extended online user manual.

BinHex—This is best for recipients on a Macintosh with an email reader that is not MIME-compliant.

Uuencode—This is best for recipients using PC or UNIX systems that are not MIME-compliant.

Manually Decoding Attachments

If you send an attachment and your recipient’s email program does not automatically decode it, it will probably be included in the body of the message in the chosen attachment format (MIME, BinHex, or Uuencode).

If you receive a large message consisting largely of indecipherable text, it is probably an attachment that was not automatically decoded. Usually this is because the attachment headers are formatted incorrectly.

To decode an attachment that was not automatically decoded, open the message and choose **Save As** from the **File** menu to save the message as a text file. Then run the decoding utility appropriate for the encoding method that the sender used. Decoding utilities can be found at various shareware sites on the Internet.

Attaching a PureVoice™ File to a Message

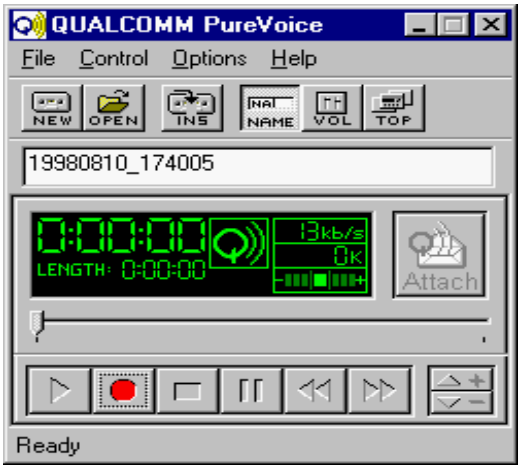
You can attach an audio file to your message. However, your recipient must have the PureVoice player/recorder to hear your audio attachment. Click the following website: `http://www.eudora.com/purevoice`

To attach a PureVoice file to your message, do the following:

1. Click the **PureVoice** icon on the toolbar or from the **Message** menu, choose **Attach** then choose **PureVoice**.

   The PureVoice player/recorder appears in an opened message.

PureVoice player/recorder



Note. QUALCOMM PureVoice software contains its own help program. For detailed information on PureVoice, choose **Topics** from the PureVoice **Help** menu.

2 To create an audio file, click the **New** button, or from the **File** menu, choose **New Recording**. If a current recording exists, a dialog box appears asking if you want to discard or save the current recording.

3 To record your voice, click the red round button or from the **Control** menu, choose **Record**.

4 Speak clearly into the computer's microphone. Observe the volume indicator in the digital display, and if necessary, adjust the microphone volume/sensitivity control.

5 When finished recording, click the square button or from the **Control** menu, choose **Stop**.

Note. To discard this audio file and start over, just repeat steps 2 through 5.

6 To attach the audio file, click **Attach** in the PureVoice window or from the **File** menu, choose **Attach**. You may also save the audio file to a folder. The PureVoice audio file attaches to your message.

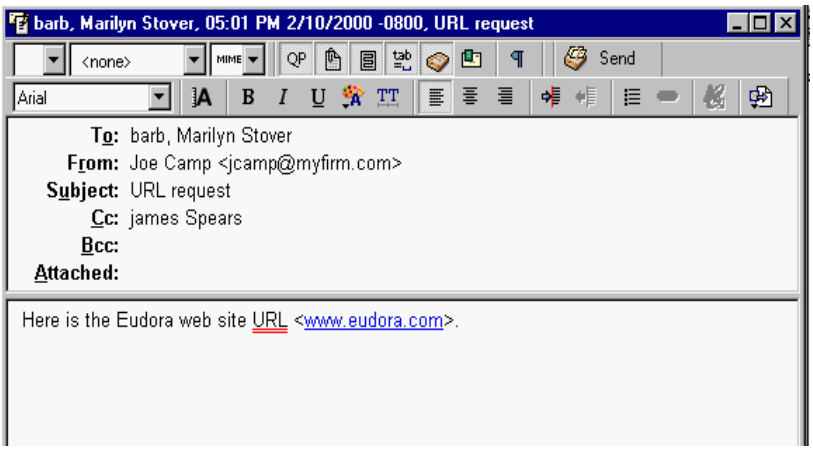
Note. If your recipient does not have PureVoice, choose **Attach Site Info** from the **Options** menu. This tells your recipient where on the Internet he or she can retrieve the PureVoice player/recorder. The Web site includes a file with download instructions.

Including a URL in a Message

(Sponsored and Paid modes only)

To include a *hot link* also known as a Uniform Resource Locator or URL in a message, enclose it with *less than* and *greater than* signs (angle brackets) to ensure that your recipient's email application can identify it as a URL, for example, `<http://www.eudora.com>` is a hot link.

URL in a message



Creating a Hyperlink in a Message

(Sponsored and Paid modes only)

Eudora lets you create a *hyperlink* in an outgoing message; that is, it converts a piece of text or a graphic into a link to a URL. When your recipients click the text or graphic, their browsers open and take them to that URL.

To create a hyperlink, do the following:

1. Type the text you want to link in your outgoing message, for example “Click here.”
2. Select the text to highlight it.

   Or, insert a graphic file by choosing **Insert** then **Picture** from the **Edit** menu and select the inserted graphic.
3. Either choose **Make Hyperlink** from the **Text** submenu under the **Edit** menu, or click the **Make Hyperlink** button on the message toolbar. See “Text Toolbar” on page 25. In the **URL** field of the Hyperlink dialog box, enter the full address of the URL, for example `http://www.eudora.com`
4. Click **OK**.

The text or graphic is now linked and is highlighted and underlined in the message. When your recipients receive the message, open it, and click the text or picture you hyperlinked, their browsers or other applications will open and go directly to the URL you specified.

For example, if you hyperlinked “Click here” to the Eudora Web site `www.eudora.com` and when your recipient clicks “Click here,” your recipient’s browser opens and the Eudora Web page appears.

Checking Your Spelling Automatically
(Sponsored and Paid modes only)

Automatic spell check is the inline spell check feature of Eudora. If automatic spell check is turned on, misspelled words are double-underlined in the message body after you type them and press the spacebar. To correct the word or display a drop-down word list from which to choose the correct word, right-click the underlined word.

Before you start using the automatic spell check feature, you must turn on this feature.

To turn on the automatic spell check, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and select **Spell Checking**. The Spell Checking options window appears.

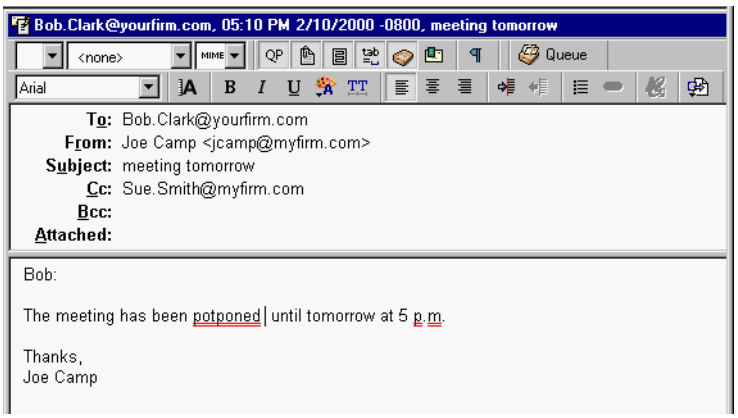
Spell Checking options window

3 Select **Automatically as you type**.

4 Click **OK**. Your automatic spell check should be on.

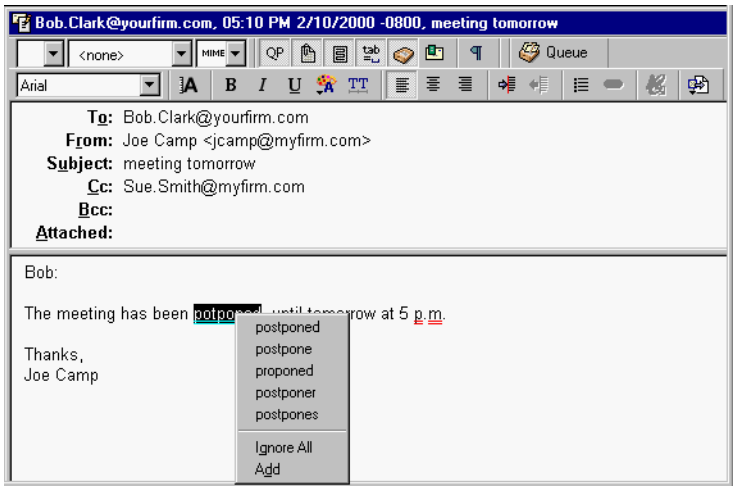
When you type in your message and misspell a word, the word is immediately underlined after you press the spacebar as shown in the example.

New message with automatic spell check



5 If you want to choose the correct word from the drop-down word list, right-click and the drop-down word list appears as shown below.

Drop-down word list



6 From the drop-down word list, choose the correct word. Your misspelled word is replaced by the correct word.

Note. Notice in our example that “p.m.” is double-underlined indicating that it’s misspelled according to the spell checker. From the drop-down word list, you can choose **Ignore All** to ignore the perceived error or **Add** to add the word to your dictionary. If you add the word, it will not display as a misspelled word in future messages.

Checking Your Spelling Manually

(Sponsored and Paid modes only)

If you prefer not to use the automatic spell check, Eudora has a manual spell checker. It can be used to check for misspellings in the body of current message composition windows, text files, and signature files. It includes a built-in dictionary and also allows for the creation of a custom user dictionary. Additionally, it can be configured to ignore capitalized words, words in all capital letters, words with numbers, and mixed-case words; to report doubled (repeated) words; and to suggest alternative spellings.

Note. Changes to the spelling options can be made in the Spell Checking options window. To open this window, from the **Tools** menu, choose **Options**. Scroll the category list and select **Spell Checking**. For details, see “Spell Checking” on page 229.

Important. For information on how to get dictionaries for languages other than U.S. English, see “Sources” in the online user manual.

To automatically check spelling when you send or queue a message, turn on the “Check when message queued/sent” option in the Spell Checking options. If this is on, the message is checked for spelling errors when you send or queue it. If you complete the spell-checking process, the message is automatically sent or queued. If you click Cancel instead, or leave spelling errors in the message, a dialog box appears asking you if you still want to send or queue the message. If you don’t want that dialog box to be displayed, turn on the “Don’t warn me anymore” option in the Spell Checking options.

To check the spelling of a current composition window, text file, or signature file, click **Check Spelling** in the main window toolbar or choose **Check Spelling** from the **Edit** menu (Ctrl+6). If there are no misspellings, the “No misspellings found” alert appears.

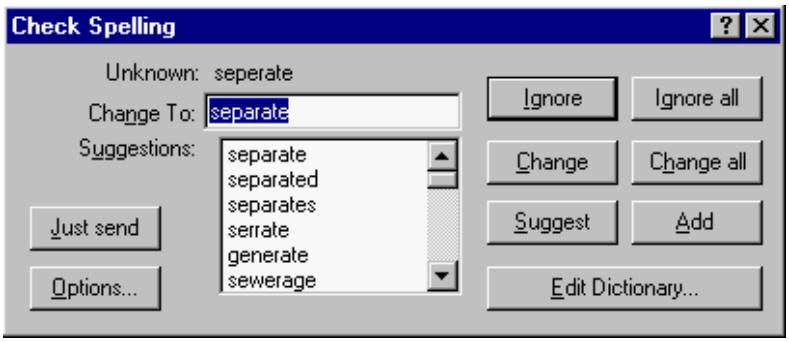
Note. For an alternate way to check your spelling, use the Shift+Check Spelling option on the Eudora main window toolbar, which lets you see all misspelled words at once and change only those you want to. See “Saving a Message for Later Changes” on page 46.

Also, if text is selected, Eudora checks the spelling only of the selected text. Otherwise, it starts the spelling check from the beginning of the message body or text file and checks the entire text.

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog box appears with the word listed in the Unknown field. If you want to send (or queue) the message without correcting the misspelled word, click **Just send**.

The following dialog box appears only if the **Warn me when sending/queueing message with misspellings** option is turned on. See “Spell Checking (Sponsored and Paid modes only)” on page 229.

Check Spelling dialog box



To correct the misspelled word, take one of the following steps.

- Type the correct spelling of the word in the **Change To** field (if it is not already there) and click **Change**.
- Select the correct word from the **Suggestions** list and click **Change**.
- Double-click the correct word in the **Suggestions** list. The spelling checker then proceeds with the check.

Check Spelling Dialog Box

The Check Spelling dialog box allows you to ignore an unknown word, change it, suggest the correct spelling, add the word to your user dictionary, edit your dictionary, or change the spelling options via the Options button. Each of the fields and buttons is described below.

Just Send/Queue—Click to send or queue the current message that contains the misspellings. The misspellings are not corrected before they are sent or queued.

Unknown—An unknown word is one that is not found in Eudora’s built-in dictionary or your own custom dictionary. You can act on an unknown word using the Ignore, Ignore all, Change, Change all, or Add buttons as described below.

Change To—This field works in conjunction with the Change and Change all buttons. It allows you to modify the unknown word by either typing its correct spelling in this field or selecting a suggested alternative spelling from the Suggestions field, and then clicking the Change or Change all button, as described below.

Suggestions—This field lists Eudora's suggestions for the correct spelling of the unknown word. If the Suggest words option is selected, all suggestions are listed here by default. If the option is deselected, click the Suggest button to display Eudora's suggestions.

Ignore—This button causes the spelling checker to ignore this occurrence of the unknown word.

Ignore all—This button causes the spelling checker to ignore this occurrence and all subsequent occurrences of the unknown word.

Change—This button substitutes the contents of the Change To field for the unknown word.

Change all—This button substitutes the contents of the Change To field for this occurrence and all subsequent occurrences of the unknown word.

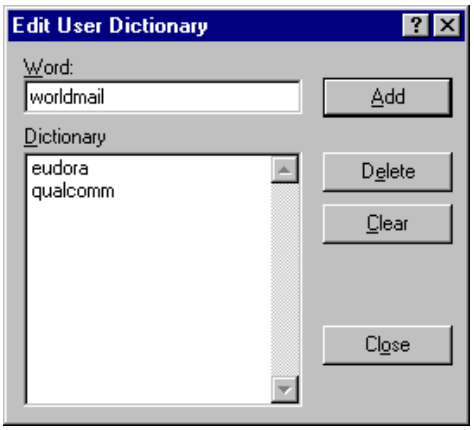
Suggest—This button causes the Suggestions field to display a list of Eudora's suggestions for the correct spelling of the unknown word.

If Eudora doesn't have suggestions in its dictionary, then it doesn't list any suggestions.

Add—This button adds the unknown word to your custom user dictionary.

Edit Dictionary—This button displays the Edit User Dictionary dialog box.

Edit User Dictionary



The Edit User Dictionary dialog box lists all of the words in your user dictionary in the Dictionary field. It also allows you to add words to or delete words from your personal user dictionary, or even to clear the entire dictionary.

Note. Words in the user dictionary are saved in all lower case.

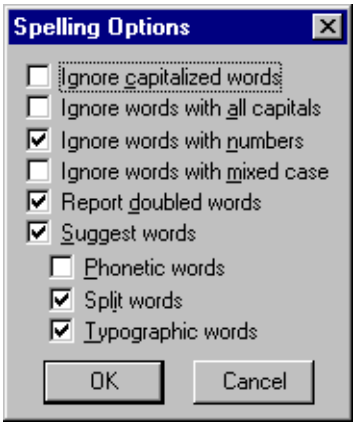
To add a word to the dictionary using this dialog box, type the correct spelling of the word in the Word field and click the Add button. The word is then added to the dictionary and displayed in the Dictionary field.

Note. The Add button in this dialog box works the same as the Add button in the Check Spelling dialog box.

To remove a word from the user dictionary, first type it in the Word field or locate it in the Dictionary field and single-click it to display it in the Word field. Then click the Delete button.

To delete the entire user dictionary, click Clear. You will then be prompted to confirm the deletions. If you click Yes, all of the words will be deleted from the user dictionary.

Spelling Options dialog box



The Spelling Options dialog box lists the spell-checking options. A check mark in the box next to the option name indicates that the option is selected.

Note. The spelling options can also be modified in Options under the Tools menu. For details, see “Spell Checking” on page 229.

The options are as follows:

Ignore capitalized words—The spelling checker ignores words that start with a capital letter, such as proper nouns.

Ignore words with all capitals—The spelling checker ignores words that contain all capital letters, such as acronyms.

Ignore words with numbers—The spelling checker ignores words that contain numbers.

Ignore words with mixed case—The spelling checker ignores words that contain a mixture of uppercase and lowercase characters.

Report doubled words—The spelling checker reports words that appear twice in sequence in text and identifies them as Doubled words.

Suggest Words—The spelling checker displays Eudora’s suggestions for the correct spelling of an unknown word. You can select any combination of the suggestion options: Phonetic words, Split words, Typographic words.

Note. If Eudora doesn’t have suggestions in its dictionary, then it doesn’t list any suggestions.

Using MoodWatch (Sponsored and Paid Modes only)

MoodWatch is a Eudora feature that monitors incoming and outgoing messages for offensive text. A new settings dialog has been added for MoodWatch so you can determine how you wish to use MoodWatch.

MoodWatch works similarly to a spell checker. MoodWatch scans and determines what words or phrases in a message or a header may be offensive. One, two, or three red chili peppers appear to indicate the severity of the offensive text. If you are sending or queueing a message, a warning appears letting you know that text in your message may be offensive to your recipient.

Using MoodWatch for Outgoing Messages

When you open a new composition window to begin writing a new message, MoodWatch scans each word and phrase you type and determines if it might be offensive to your recipient. The level of offensiveness is indicated by the appearance of one, two, or three red chili peppers, with three red chilies being the most offensive and one the least. As you write, chili peppers appear next to the Send or Queue button.

There is no offensive language in the message.

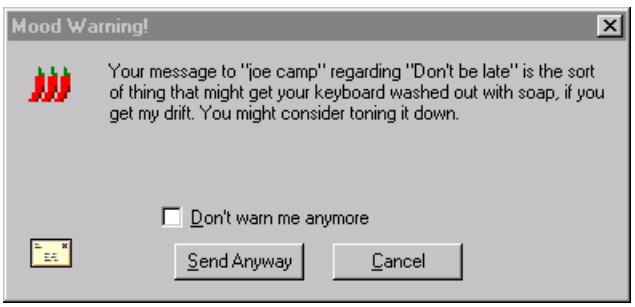
There may be a slight bit of offensive language in the message.

There may be offensive language in the message.

There is offensive language in the message.

After you click **Send** or **Queue**, a warning appears indicating there is offensive text in your email message. Following is the warning you would get if three chili peppers are displayed.

Three chili warning dialog box



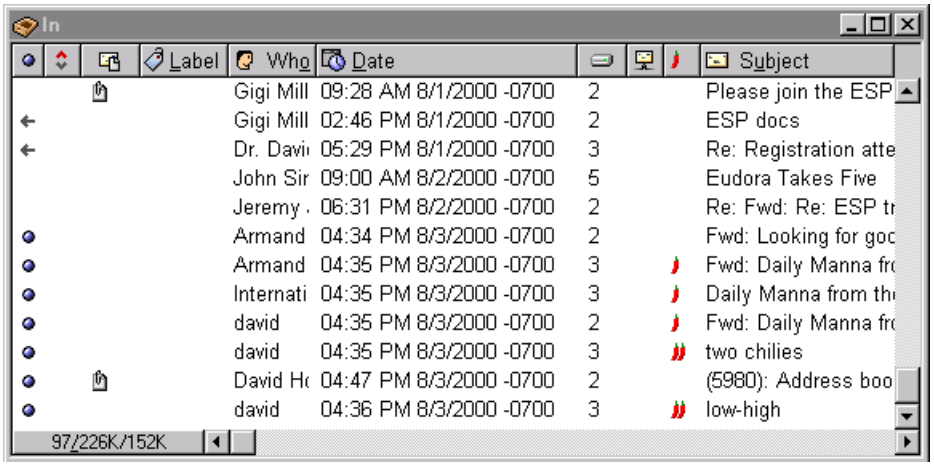
To send the message despite the offensive text, click **Send Anyway**. Your message is sent. If you have Eudora set to Queue messages for later transmission, you can still retrieve the message in the Out mailbox to edit or delete it. You can then send the message or requeue it.

To return to the composition window without sending or queueing the message, click **Cancel**.

Using MoodWatch for Incoming Messages

By changing the options in the MoodWatch settings dialog, you can have MoodWatch scan your incoming messages for offensive text as well. The indicators are one, two, or three chili peppers appearing in the mailbox message summary column, as shown.

MoodWatch scanning incoming mail



Also, by turning on an option in the MoodWatch settings, you can have MoodWatch scan and display chili peppers on all of your stored mail. See the next section, "Changing the MoodWatch Settings" for more information.

Saving a Message for Later Changes

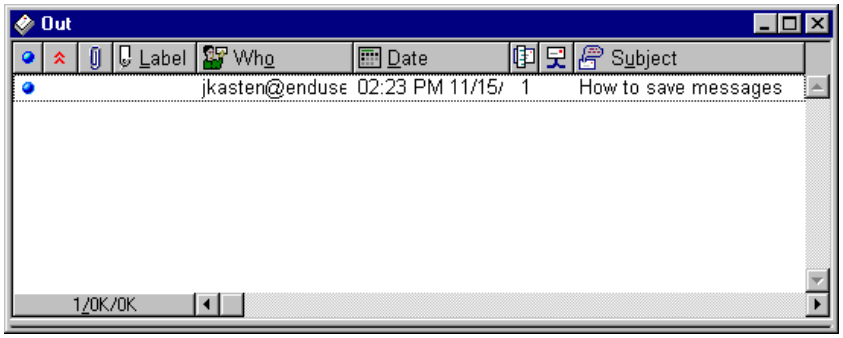
Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, do the following:

1. From the **File** menu, choose **Save**.

   Saved messages are put in the Out mailbox, and if at least one recipient is entered in either the To: or the Bcc: field, the saved message is shown with a bullet (•) in the Status column. If both the To: and Bcc: fields are empty, the Status column is blank. The bullet indicates that the message not only has been saved, but is also ready to be sent or queued.

Saved (and sendable) message in the Out mailbox



You can continue making changes to the message or close it. If you try to close an outgoing message window without saving that version of the message, an alert appears asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.

Sending Messages and Checking Mail

Sending or Queueing a Message

After you compose a message, you can send it immediately or put it in a queue to be sent later.

Note. Most outgoing (SMTP) servers do not require a password to send mail. For information about setting up a password check for sending mail, see “Troubleshooting” on page 321.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, be sure the “Immediate send” option is turned on in the Sending Mail options window. For information on the Sending Mail options window, see “Sending Mail” on page 217.

To send the current message, do the following:

- From the **Message** menu, choose **Send Immediately**, or click Send.

A Task Status window can be displayed to show the progress of the transmission. See “Task Status Window” on page 159.

If you have the “Immediate send” option on, but want to put the current message in the queue, hold down the Shift key and click the Send button. The Change Queueing dialog box appears, and you can set detailed instructions. For more details, see “Queueing a Message to Send at a Certain Time” on page 50.

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the “Immediate send” option is off in the Sending Mail options. For information on the Sending Mail options window, see “Sending Mail” on page 217.

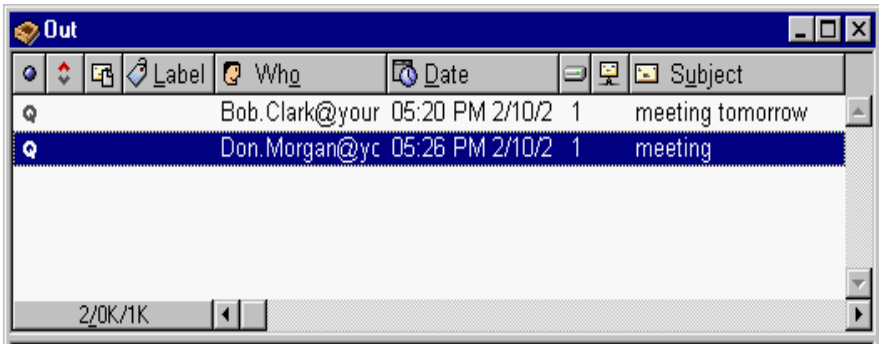
You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn on those options in the Extra Warnings options window. See “Extra Warning” on page 240.

To put the current message in the queue, do the following:

- From the **Message** menu, choose **Queue For Delivery** or click Queue.

The message window is closed, the message is saved in the Out mailbox marked **Q** (meaning it’s ready to be sent), and the date and time are placed in the Date column.

Queued messages in the Out mailbox



To send all of your queued messages, do the following:

- From the **File** menu, select **Send Queued Messages**. If you have the Task Status window displayed, you can see the progress of the transmission. See “Task Status Window” on page 159.

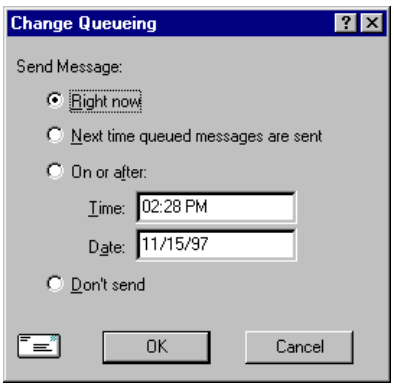
If you have the “Immediate send” option turned on, but want to send a message immediately, hold down the Shift key and click the Queue button. The Change Queueing dialog box appears, and you can select “Send Message Right Now.” However, if you select this option, all messages that are queued in the Out box will be sent.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, do the following:

1. From the **Message** menu, choose **Change.**
2. From the **Change** submenu, choose **Queueing**. The **Change Queueing** dialog box appears.

   Change Queueing dialog box



3. If you choose **Right now**, the message is sent immediately when you click **OK**. If you choose **Next time queued messages are sent**, the message is sent the next time queued messages are sent.

If you choose **On or after**, you can use the **Time** and **Date** fields to fill in the time and date at which the message should be sent. The message is saved in the Out mailbox with a clock icon in the Status column, and with the specified date and time in the Date column. The message is sent when the specified time arrives.

Important. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running, the message is sent the first time Eudora is run after the specified time has passed.

If you choose **Don't send** for a message that has never been queued, nothing happens. The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Note. When exiting Eudora with queued messages or timed queued messages (sent within the next 10 hours), Eudora gives you a warning and a chance to send these messages.

Editing a Queued Message

To edit a queued message, do the following:

1. Open the **Out** mailbox.
2. Click to select the message summary.
3. Make the necessary edits and save it. The message is kept in the Out mailbox. If you close the changed message without saving it, an alert appears asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but is not yet sent can be unqueued by doing the following:

1. Open the **Out** mailbox and select the desired message summary.
2. From the **Message** menu, choose **Change Queueing** and click **Don't send**. This changes the message status from queued (**Q**) to sendable (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

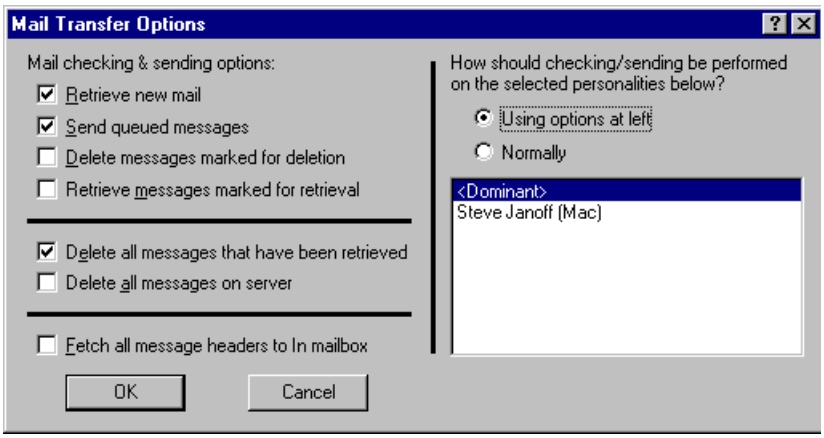
If the **Send on check** option in the Sending Mail options window is on, then every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent. See "Sending Mail" on page 217.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the incoming server, do the following:

1 Hold down the Shift key and from the File menu, choose **Send Queued Messages**. The Mail Transfer options dialog box appears.

Mail Transfer Options dialog box



2 Set the options you want and click **OK**. All the actions you have requested are completed.

Using SMTP Authentication

SMTP authentication operates automatically in Eudora.

Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used. Once Eudora discovers that your SMTP server allows authentication and when you send messages, a dialog appears that prompts you to enter a password.

If for some reason yo prefer that Eudora not attempt to login to your SMTP server, you can tell it not to do so by doing the following:

1 From the **Tools** menu, choose **Options**, then **Sending Mail**. The Sending Mail options window appears.

2 Turn off the **Allow Authentication**.

3 Click **OK**.

Important. If you turn off the Allow Authentication option, you may not be able to send mail. Please check with your email administrator or ISP if you have any difficulties.

Keeping Copies of Outgoing Messages

Following are the three ways to keep copies of your outgoing messages:

- To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies** option in the Sending Mail options window. See “Sending Mail” on page 217.
- To put a copy of the current outgoing message in the Out mailbox, select the **Keep Copy** button in the message toolbar.
- To put a copy of the current outgoing message in a particular mailbox, right-click in the body of the message and select the mailbox from the Fcc submenu.

In all these cases, when the messages are sent, they are put in the specified mailbox with a checkmark (✔) in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox after they have been sent.

Note. You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See “Filtering Messages” on page 114 for more information.

Checking for Incoming Mail

The incoming mail server is where your mail is received and stored until it is transferred by Eudora to your PC. You can use several different mail accounts with Eudora. Your main account, or “dominant personality,” is specified in the Getting Started options. Additional mail accounts, or “multiple personalities,” are set up in the Personalities window and the Account Settings dialog box. For more information on personalities and the Account Settings dialog box, see “Using Multiple Personalities (Sponsored and Paid modes only)” on page 81 and “Account Settings Dialog” on page 89.

Note. To better understand how the incoming mail server functions with Eudora, see “Mail Transport” on page 282.

There are two ways to check your incoming mail server and transfer mail to your PC: automatically or manually. These are described in the sections below.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see “Managing Your Mail on the POP Server” on page 61 and “Managing Your Mail on the IMAP Server” on page 64.

Checking for Mail Automatically

To set up Eudora to automatically check your incoming mail account and transfer new mail, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll through the category list and choose **Checking Mail**. The Checking Mail option window appears. For more information, see “Checking Mail” on page 213.

3 In the **Check for mail every _ minutes** field, enter the number of minutes that you want between mail checks.

Note. Fifteen minutes is a good minimum interval because checking mail more frequently puts an unnecessary load on your incoming mail server. If the field is empty or is set to 0, mail is not automatically checked.

If automatic checking is set, the Check Mail command under the File menu shows you the next scheduled time for an automatic check.

4 From the **Tools** menu, choose **Personalities**. The Personalities window opens. See “Personalities Window” on page 81 for more information.

5 For each personality you want automatically checked, right-click the personality to display the drop-down context menu.

6 From the context menu, choose **Properties**. The Account Settings dialog box appears.

7 Turn on the **Check Mail** option for that personality.

The Check Mail option also specifies that an account should be checked for new mail when a manual mail check is done.

Checking for Mail Manually

To manually check for new mail at any time, do the following:

1 From the **File** menu, choose **Check Mail** or click .

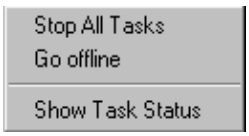
Any account that has the Check Mail option turned on in the Account Settings dialog box is checked. If you haven’t successfully entered your password since opening the Eudora program, a prompt appears for each personality being checked. A Task Status window can also appear indicating retrieval of your incoming mail. See “Task Status Window” on page 159.

Stopping a Mail Check

If you want to stop a mail check in the middle of the process, do the following:

1 On the Eudora status bar, right-click on the progress indicator or envelope. A drop-down context menu appears.

Task indicator’s context menu



2 From the drop-down list, choose **Stop All Tasks** to stop the mail check.

To resume mail check, right-click on the progress indicator and choose **Process All Waiting Tasks**.

Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for each incoming mail account that you have. This password is required by the incoming mail server before it will transfer your mail, so that no one else can get your mail from the server.

Note. This does not protect your mail once it is on your PC. Unless a message has been sent with some type of security, it is just plain text, which many applications can read. If you are interested in securing the messages on your PC, you may want to consider a disk driver that can encrypt hard disk data.

If you need to enter a password, the Eudora Password dialog box appears. Enter your password and click OK. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

Note. Your incoming mail account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly. Be sure that Caps Lock is off. If the Caps Lock key is on, the word “Caps” will appear on the bottom-right of the main Eudora window.

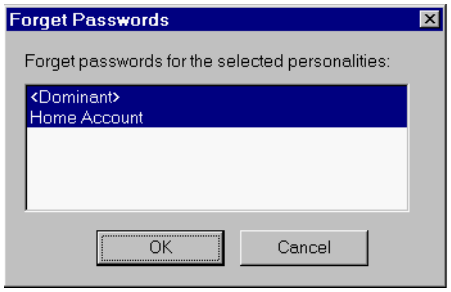
Password dialog box

If your password is rejected, an error message appears indicating you have entered the wrong password. Choose Check Mail from the File menu to redisplay the password dialog box.

As long as Eudora is running, it remembers all of your passwords. If you don’t want it to remember (for example, if you are away from your PC), choose **Forget Password(s)** from the **Special** menu. The next time you check mail for any account, Eudora prompts you for your password again.

Note. If you have more than one personality, a window appears listing the names of your personalities. You can select the personalities whose passwords you want Eudora to forget. All the personalities are selected by default. Deselect the personalities you don’t want Eudora to forget.

Forget Passwords window (multiple personalities only)



You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again, even if you quit and restart Eudora. You want to do this only if your PC is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on Save password in the Checking Mail options. See “Checking Mail” on page 213.

Changing Your Password

To change the password for one of your personalities, do the following:

1. From the **Special** menu, choose **Change Password**.
2. Select the personality whose password you want to change.
3. At the prompt, enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

Note. This works only if the incoming mail server is running a compatible password-change server. For information about these servers, see “Sources” on page 293.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some systems require at least one number or symbol in your password, and you may want to do that even if it is not required.

Receiving and Responding to Messages

Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog box, the opening of the mailboxes to which new mail is delivered, and a special “New Mail” sound. These options are turned on or off in the Getting Attention options. For information, see “Getting Attention” on page 236. Also, an envelope appears on the Windows taskbar indicating mail is waiting. See “Background Tasks” on page 237.

When you receive notice that new mail has arrived, select Eudora from the Windows task bar. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select In from the Mailbox menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet (•) in the Status column of the message summary.

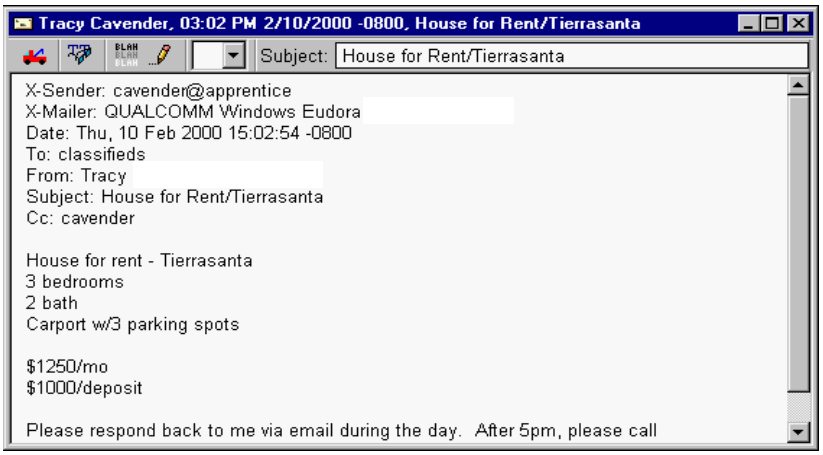
Double-click anywhere on a message summary to open the message. You can also view messages using the message preview pane at the bottom of the mailbox window while the message summary is highlighted.

Incoming messages are saved indefinitely in the In mailbox (or the mailbox into which they are filtered) until they are deleted or transferred to another mailbox.

Incoming Message Window

To open an incoming message, double-click on its message summary in a mailbox window, or if the message summary is current (highlighted), press the spacebar or the Enter key.

Incoming message window



Note. You can also view the message in the message preview pane. See “Working with Mailboxes” on page 99 for more details.

The incoming message window consists of the title bar, toolbar, and message body.

Title Bar

The title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

Toolbar

The toolbar consists of buttons and menus displayed just under the title bar.

Tow Truck
This can be used to move any current message into a different mailbox. In an opened message, hold the mouse button down on the icon and drag it to an open mailbox or a mailbox in the Mailboxes window.

Fixed Width
Click this button to convert the message text to the fixed-width (type-writer-style) message font set in your Fonts options. This lets you view aligned text, such as columns and tables, more easily.

BLAH BLAH BLAH
If this is on, all the message headers appear.

Pencil
If this is on, you can edit the message.

Delete From Server
If this is on, the message will be deleted from the server the next time mail is checked (POP servers only). This icon appears only if you have the “Leave Mail on Server” option selected in the Incoming Mail options window. See “Leaving Mail on the Server” on page 61.

Retrieve From Server (Fetch)
If this is on, the message is retrieved (fetched) from the server the next time mail is checked (POP servers only). This icon appears only if you have the “Leave Mail on Server” option selected in the Incoming Mail options window. See “Leaving Mail on the Server” on page 61.

Priority drop-down list
This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority” on page 31.

Subject: **Subject**
This is the subject that was assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see “Editing Incoming Messages” on page 60.

Message Body

The message body contains the message header and text information, as well as the name and icon of each attachment. Attachments can be opened from within the message window by clicking on the attachment icon or name.

Eudora lets you view incoming mail with advanced formatting, graphics, multimedia, and the like. Additionally, if you have the Use Microsoft’s viewer option turned on in the Viewing Mail options, and you have Microsoft Internet Explorer 3.0 or later installed and available on your system, then Eudora lets you take full advantage of the viewing capabilities of a Web browser. YOu can view directly in the email message itself, or linked to the Internet, without having to open your Web browser. See “Viewing Mail” on page 225.

Printing an Incoming Message

To print the current message, do the following:

- From the **File** menu, choose **Print**. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

Receiving Attachments

Unless you have specified a particular directory for your incoming attachments (see “Specifying an Attachment Directory” on page 60), they are automatically decoded and saved in the Attach Directory in your Eudora Directory. If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received.

Attachment names appear at the bottom of incoming messages and the message preview pane.

To open an attachment from the open message window or the message preview pane, click on the attachment name or its icon. If you have the application that the attachment was created in, that application launches and the attachment opens.

If you receive a large message consisting largely of indecipherable text, it is probably an attachment that was not automatically decoded. Usually this occurs because the attachment headers are formatted incorrectly. To decode an attachment that was not automatically decoded, do the following:

1. Open the message.
2. From the **File** menu, choose **Save As** to save the message as a text file.

3 Run the decoding utility appropriate for the encoding method that the sender used. Decoding utilities can be found at various shareware sites on the Internet. Also see “Attaching a File to a Message” on page 36.

Specifying an Attachment Directory

If you do not want to use the default Attach Directory to receive your attachments, do the following:

1 From the **Tools** men, choose **Options.**

2 Scroll through the category list and select **Attachments**.

3 Beneath the **Attachment directory** prompt, click on the large bar button. A standard file dialog box appears.

4 Double-click on the name of the directory you want to use (its name appears above the list).

5 Click **Use Directory**. The dialog box closes, leaving the Attachments options window opened. The name of the folder you just selected appears in the “Attachment directory” bar button.

Attachments options window

Note. If at any time Eudora cannot find your selected directory, Eudora will use the Attach Directory in the Eudora Directory for attachments until you designate a new directory.

Editing Incoming Messages

You can edit the message body in an incoming message if you select the **Pencil** button in the toolbar. You can also edit the Subject in the Toolbar (this is the subject shown in the message summary), and you do not need to select the Pencil button to do this.

To edit an incoming message, click on the Pencil button to turn it on, then edit the message body. When you are done, save your changes and close the message. See “Formatting Text” on page 33 for details on how you can edit the message text.

To edit the subject of an incoming message, open it and edit the subject in the toolbar, not in the message body. When you are done, click elsewhere in the message, or close it. The new subject appears in the message summary. The contents of the Subject field of the message header remain unchanged.

Note. If you reply to the message, the original subject is used for the reply, not your changed subject.

Using Active URLs

(Sponsored and Paid modes only)

Any string of text that Eudora recognizes as a *hot link* or URL (Uniform Resource Locator: http, ftp, mailto, gopher, ph, finger, etc.) to the Internet is active. Click a URL to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc. URLs are highlighted and underlined to show that they are active.

Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your computer, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more computers and keep your mail organized at the same time.

There are several options you can use to control your mail transfers and the storage on the server. Some of these options are available in the Incoming Mail options, for your dominant account only, and the Account Settings dialog box, for any of your personalities. Some of the options are available in the Mail Transfer options. For more information, see “Checking for Mail with Special Server Instructions” on page 63 and “Account Settings dialog box” on page 89.

Leaving Mail on the Server

If you use the POP protocol for your incoming server to retrieve mail, your mail is normally deleted from the server once it is delivered to Eudora. However, most POP incoming servers allow you to indicate that you wish to keep your mail on the server so you can retrieve it from several different computers at various times.

Facts you should know if you decide to leave your mail on the server:

- Some mail servers won’t allow you to keep mail on them.
- Your system administrator may not allow you to keep mail on the server even though you have the option turned on. Usually administrators do not like to keep too much mail on the server because of space concerns.
- Keeping a lot of mail on the server may slow down the mail checking process.
- If you check mail from several computers at different times, you can end up reading your messages two or more times. However, if you delete mail from your Trash folder, the message is deleted on the server.

Eudora has an option that allows you to leave your email messages on the server for a specified number of days.

To transfer all of your new messages from the incoming server to Eudora and also leave copies of those messages on the server, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll through the categories and select **Incoming Mail**.
3. In the Incoming Mail options window, turn on the **Leave mail on server** option. This option is available only if you are using POP.
4. Select the **Delete from server after _ days** box and set the maximum number of days that copies of your email messages should be kept on the server. This number is determined by the time it takes for you to check mail from all of your computers. If this number is too small, copies of your mail will not be delivered to all of your computers.

   Important. Make sure the settings in steps 3 and 4 are identical on all of the computers from which you will be receiving your mail. If you don't, one computer will delete the mail from the server before you can receive it at another computer.
5. Click **OK** and close the window.

At the next mail check from that computer, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer. For more information, see "Incoming Mail" on page 214.

Note. The "Leave mail on server" option can also be set for each alternate personality you have. To do this, use the Account Settings dialog box, accessed from the Personalities window. See "Account Settings dialog box" on page 89.

Important. The "Leave mail on server" option should be used with care, since it can result in a buildup of messages on the POP server.

Deleting a Message from the Server

To delete a message that has been left on the server (without retrieving it again), click the Trash button in the message toolbar or set the message summary's server status to Delete, then check mail again. Or use the "Delete all messages that have been retrieved" option in the Mail Transfer Options dialog box as described in "Checking for Mail with Special Server Instructions" on page 63.

Skipping Messages Over a Certain Size

To stop Eudora from transferring incoming messages that are too large, select the "Skip messages over _ K in size" option in the Incoming Mail options window, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred. See "Incoming Mail" on page 214.

Note. The "Skip messages over _ K in size" option can also be set for each personality you have. To do this, use the Account Settings dialog box, accessed from the Personalities window.

If you decide you want to transfer the whole message, click on the Fetch button in the incoming message window, or select the Fetch server status in the message summary, then check mail again. Also, you can use the Trash button or the “Fetch then Delete” server status so that the message is deleted from the server after it is transferred.

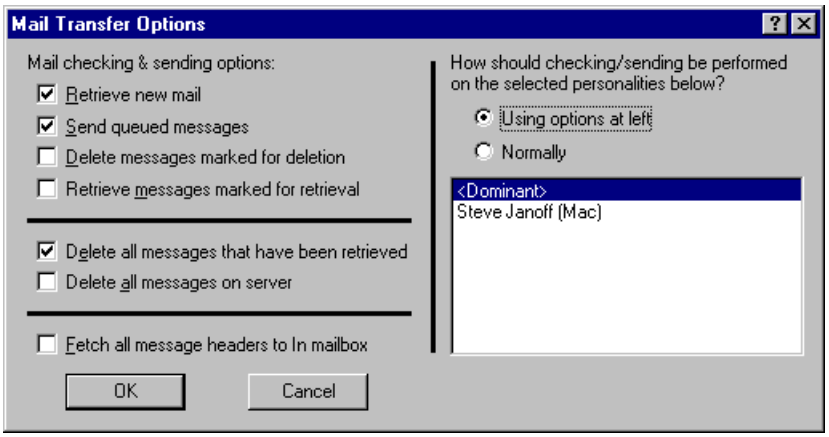
If you decide you don’t want the message and want to delete it from the server, click the Trash button in the incoming message window, or select the “Delete server status” in the message summary, then check mail again. The message will be deleted from the server without ever being retrieved.

Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the POP server, do the following:

1 Hold down the Shift key and from the **File** menu, choose **Check Mail**. The Mail Transfer Options dialog box appears.

Mail Transfer Options dialog box



Note. If you only have one personality (dominant), only the left side of this dialog box appears.

2 Set the options you want and click OK to continue checking for mail.

The Mail Transfer Options fields are described below.

Retrieve new mail—Transfer your new mail from the POP server to your computer.

Send queued messages—Send all the queued messages (marked **Q**) in your Out mailbox.

Delete messages marked for deletion—Delete from the POP server the messages that are marked Delete in Eudora. This is for messages that were retrieved only in part, either with:

- “Leave mail on server” or “Skip messages over _ K” in size options found in the Incoming Mail options window for your main account or the Account Settings dialog box for your multiple personalities.
- Or the “Fetch all message headers to In mailbox” option found in the Mail Transfer options window.

Retrieve messages marked for retrieval—Retrieve from the POP server the messages that are marked “Fetch” or “Fetch then Delete” in Eudora. This is for messages that were retrieved only in part with:

- **Skip messages over _ K in size** option found in the Incoming Mail options window for your main account or the Account Settings dialog box for your multiple personalities.
- Or with the **Fetch all message headers to In mailbox** option found in the Mail Transfer options window.

To mark a message “Fetch,” “Delete,” or “Fetch then Delete,” either click the buttons in the incoming message window, or select an option from the Server Status drop-down list of the message summary.

Delete all messages that have been retrieved—Delete *all of the messages* from the POP server that have already been fully transferred to the computer you are using. Messages that have been partially downloaded are not deleted from the server.

Delete all messages on server—Delete *all of your messages* from the POP server even the messages that have never been downloaded. *Be absolutely sure this is what you want to do, because there is no way to undo it!*

Fetch all message headers to In mailbox—Retrieve from the POP server the header and the first few lines of every new message. If you select this option, the messages are not filtered. Set the Server Status in the message summaries to specify what you want to do with the messages the next time you check mail.

> **Important.** If you delete the message header, and you have the “Delete from server when emptied from Trash” option on in either the Incoming Mail options window for your main account or the Account Settings dialog box for an alternate personality, the message is gone completely from Eudora and the POP server.

How should checking/sending be performed—If you have multiple personalities, you can check or send mail based on the options on the left of the Mail Transfer Options (turn on Using options at left), or as specified in the Incoming Mail options window for your dominant account. To set options for any of your personalities, access the Account Settings dialog box from the Personalities window. You can also specify the personalities that you want to check or send with this mail transfer. Hold down the Shift key to select multiple personalities in sequence, or the Ctrl key to select them out of sequence.

Note. Another way to check mail for multiple personalities, regardless of your settings elsewhere, is to open the Personalities window, select your desired personalities, right-click on the selection, and select Check Mail from the drop-down list. See “Using Alternate Email Accounts” on page 81.

Managing Your Mail on the IMAP Server

If your incoming mail server uses the Internet Message Access Protocol (IMAP), you manage your mail, mailboxes, and folders on the server, not on your computer. When you create mailboxes and folders, you create them on the server. However, you can see them in the Mailboxes window in Eudora. When you launch Eudora, you retrieve your mailboxes and folders from the server. When you check mail, the mail you retrieve is filtered on the server although your filters are created in Eudora. This is beneficial if you have to retrieve mail from different computers. Your mail remains on the server for you to retrieve at anytime on any computer.

During mail checks, partial messages or full messages are transferred to your computer, with or without attachments, depending on the options you specify in the Incoming Mail options window for your main account (see “Incoming Mail” on page 214). This is beneficial if you use a computer with limited disk space or a slow network connection. To specify options for your personalities, access the Account Settings dialog box from the Personalities window (see “Account Settings Dialog” on page 89).

When a message is transferred, either in part or in full, from the IMAP server to your computer during a mail check, a copy of the message remains on the server until you actively delete it.

Downloading Minimal Headers vs. the Full Message

By default, the “Minimal Headers Only” option is selected in the Incoming Mail options for an IMAP account. As a result, when you check mail for an IMAP account and the incoming mail is delivered to Eudora, only a minimal amount of information about each message is transferred to your computer. This consists of the information you would see in the message summary of a mailbox window: the sender, the date and time of the message, the subject, etc. When you open or preview the message, the full set of message headers and the entire message body is transferred to your computer. Whether or not any attachments to the message are also transferred depends on your setting for the “Full message except attachments over _ K” option.

If you always want the full message to be transferred to your computer during mail checks, with or without attachments as specified separately, rather than just the minimal headers, then turn off the “Minimal Headers Only” option. See “Incoming Mail” on page 214 with IMAP selected.

Full Message Except Attachments Over _ K

To prevent Eudora from transferring large attachments to your computer during mail checks, turn on the “Full message except attachments over _ K” option and specify a size. You can set this option in the Incoming Mail options for your main account, or in the Account Settings dialog box for any of your personalities. If you enter zero, the attachment, regardless of its size, will be retrieved.

Each time mail is then checked for the account, any attachments larger than the specified size are not transferred to your computer with the message. The rest of the message is transferred including the complete message body. Any attachments within the specified size are also transferred. Enter a large number to transfer most or all attachments to your computer.

Attachments not transferred during mail checks can still be retrieved. When you open or preview the message associated with the attachment, an icon for the attachment appears in the incoming message window or the message preview pane. To retrieve the attachment, do the following:

- Click the icon to retrieve the attachment from the IMAP server. Or right-click on a message to display the drop-down list, and from the drop-down list, choose **Fetch** then **Include Attachments**.

If you wish to re-retrieve a message at any time, do the following:

1. Right-click on a message to display the drop-down list.
2. From the drop-down list, choose **Redownload.**
3. Either choose **Include Attachments** or **Use Defaults**. If you want to delete the local copy of a message, right-click on the message to display the drop-down list. From the drop-down list, choose **Remove Cached Contents**. The message still exists on the server if you want to re-retrieve it.

If the “Full message except attachments over _K” option is turned off, only the attachment headers are transferred to your computer.

Important. In IMAP, your attachments download to the Attach folder, which is in the IMAP folder. However, if you have previously set up a directory in the Attachments options window to where you want your attachments to go, all attachments (POP and IMAP) go to that directory. See “Attachments” on page 222.

Deleting a Message from the Server

If you have the **When I delete a message, move it to Trash** option turned off in the Incoming Mail options window (see “Incoming Mail” on page 214), all new messages are delivered to your IMAP server and are kept there until you actively delete them.

Also, whenever you retrieve a message, either in part or in full from the IMAP server to your computer, a copy of the message is kept on the IMAP server until you actively delete it.

Therefore to delete an IMAP message, you must delete it from the IMAP server. To delete messages from the IMAP server, you must perform two steps.

- Mark the message for deletion.
- Remove all marked messages.

To mark a message for deletion, do the following:

1. Open the IMAP mailbox or folder containing the message.
2. Select or open the message.
3. From the **Message** menu, choose **Delete**. Or press the Delete key.

   To unmark a marked message so that it won’t be deleted from the IMAP server, select or open the message and from the **Message** menu, choose **UnDelete**. Or right-click to display the drop-down list, then choose **UnDelete**.

   To remove all messages from the IMAP server marked for deletion, from the **Message** menu choose **Remove Deleted Messages**. The messages are completely removed both from the IMAP server and from your computer.

Once you remove marked messages using the “Remove Deleted Messages” command, these messages are completely gone and *cannot* be restored. Therefore, use this command with caution.

Resynchronizing an IMAP Mailbox or Folder

Keeping your mailboxes and folders remotely on an IMAP server lets you perform operations on them from different computers. For a particular IMAP mailbox, you may delete some messages from the mailbox from one computer, check mail from another computer, resulting in new messages being transferred to the mailbox, and change the status of some of the messages from a third computer.

Each computer has no idea what has been done to the mailbox from the other computer until you resynchronize the mailbox, which updates all operations performed on the mailbox from all computers that have access to the mailbox. In some situations, others may have access to these same mailboxes.

To resynchronize an IMAP mailbox or folder, do the following:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is the inactive window in a tabbed group. The Mailboxes window appears.
2. Right-click on the mailbox or folder to display the drop-down list.
3. From the drop-down list, choose **Resynchronize Mailbox**. The content of the mailbox or folder is completely updated according to all operations that have been performed on the mailbox from all computers that have access to it.

Note. Every time you open an IMAP mailbox, you cause it to resynchronize automatically.

General mailbox and folder management for POP and IMAP servers is performed from the Mailboxes window. For more information, see "Using the Mailboxes Window" on page 107.

Refreshing Your List of IMAP Mailboxes and Folders

If you have shared folders set up, you and other users can access and change messages stored in mailboxes and folders you keep stored remotely on an IMAP server. However, users may access shared folders only, your personal folders cannot be accessed. The Mailboxes window does not reflect the "real-time" status of the IMAP mailbox list. So between mail checks, a disparity can grow between what appears in the list and what is actually on the IMAP server, as new mailboxes are added and existing ones are changed or removed.

To refresh your list of mailboxes and folders on the IMAP server, as it appears in the Mailboxes window, do the following:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is the inactive window in a tabbed group. The Mailboxes window appears.
2. Right-click on the top folder in the IMAP tree to display the drop-down list.
3. From the drop-down list, choose **Refresh Mailbox List**. The mailbox list is updated according to what actually appears on the IMAP server at that time. Also, the Mailbox and Transfer menus are updated with the current IMAP mailbox configuration.

Using IMAP Tasks Offline

If you use IMAP as your incoming server, you can perform certain tasks offline. Being offline is the preferred method when you are using a laptop away from home or office.

When you are offline, you are disconnected from the server.

To go offline, do the following:

1. Move your mouse pointer to the taskbar and right-click. A context drop-down list appears.
2. From the context menu, choose **Offline**. You are now disconnected from your IMAP server.

When you are offline, you can perform these tasks:

- disable timed mail checks
- manually check for mail
- transfer and delete messages after they are retrieved. However, a dialog box appears asking you to connect for as long as it takes to transfer and delete your messages. Once the tasks are completed, you immediately disconnect from the server.

Replying to a Message

To reply to the current message, do the following:

- From the **Message** menu, choose **Reply** or click .

A new message window appears, with the original sender's address automatically placed in the To: field of the header. All of the sender's original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

If the sender's text is quoted with a left sidebar, also called an "excerpt bar." See the following example:

Sender's text showing excerpt bar.

> This text includ
> and text that is

Messages that have been replied to are identified with a **left arrow** ← in the Status column of their message summary.

Using the Reply Options

There are several options that you can use when replying to messages.

To include everyone who received the original message, do the following:

- From the **Message** menu, choose **Reply to All** or click .

To include yourself as a recipient, select the “Include yourself” option in the Replying options. See “Replying” on page 220. This works only if you are using “Reply to All.”

Note. To determine who you are for the “Include yourself” option, Eudora uses the “me” nickname. If you do not have a “me” nickname set up in your Address Book, Eudora uses the contents of the Mail Server (Incoming), Login Name, and Return address fields from the Getting Started options. (Incoming mail accounts are usually of the form `login-name@mailservername`.) The “me” nickname is particularly useful if you have multiple addresses and don’t want replies to go to any of those addresses.

To put the addresses of the other recipients of the original message in the Cc: field (instead of the To field), select the “Put original To: recipients in Cc: field” option in the Replying options window. Only the original sender’s address is put in the To: field. This works only if you are using “Reply to All.” See “Replying” on page 220.

To copy the original message’s priority to your replies, select the “Copy original’s priority to reply” option in the Replying options window.

To change the keyboard shortcut Ctrl+R from its normal function of “Reply” to “Reply to All,” turn on the Map Ctrl+R to “Reply to All” option in the Replying options window. The change is reflected on the Message menu.

Reply with Selected Text

If you receive a message from someone, and you would like to reply to this message by using a selected part of the message, you can do so by just highlighting the text you want to appear in your reply.

To select text to include in a reply, do the following:

1. In a received message, click and drag to highlight the text you want to include in your reply.
2. Once the selected text is highlighted, choose **Reply** from the Message menu or click . The selected text now appears in your message reply.
3. Add more response, if needed.
4. To send, click **Send** (or **Queue**).

Forwarding a Message

Any message can be forwarded to someone else. You forward a message to someone who would consider the message as important as you do. To forward the current message, do the following:

- From the **Message** menu, choose **Forward** or click .

A new message window appears with your address in the From: field, the original subject preceded by “Fwd” and a space in the Subject: field, the original sender’s text quoted in the message body, and any original attachments in the Attached: field. For details on how

text is quoted, see the section “Replying to a Message” on page 68. Make any changes or add any comments you want, and enter the recipient’s address in the To: field. The message can then be sent or saved for further changes.

Note. If you forward an outgoing message (a message you sent), the attachments are not automatically included.

Messages that have been forwarded are identified with a right arrow ➔ in the Status column of their message summary.

Other ways to forward a message:

- With the desired message open or selected in a mailbox window, open the **Personalities** window, right-click on a personality, and choose **Forward As** from the **Message** submenu of the drop-down list.
- Set up a filter that uses the **Forward To** filter action. For more information, see “Filtering Messages” on page 114 and “Filter Actions” on page 121.

Redirecting a Message

Incoming messages can be sent to a new recipient “by way of” you, maintaining the original sender’s address in the From: field. You should redirect a message that should have gone to someone else.

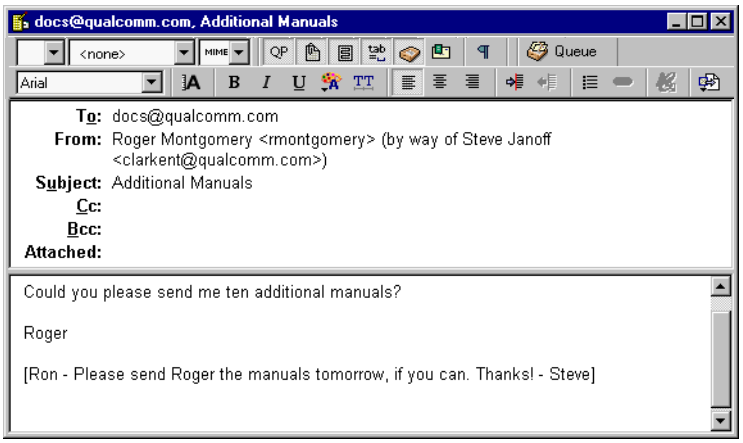
To redirect the current message, do the following:

- From the **Message** menu, choose **Redirect** or click .

A new message window appears with the original sender’s address in the From: field with the statement “by way of” followed by your real name and/or return address, the original sender’s text in the message body, and the original attachments in the Attached: field. Make any changes you want, and enter the recipient’s address in the To: field. The message can then be sent or saved for further changes.

Note. You may want to enclose any changes in brackets [ ] so that you don’t confuse the recipient about who wrote what.

Redirected message



Messages that have been redirected are identified with a diagonal arrow pointing up and right ↗ in the Status column of their message summary.

Other ways to redirect a message:

- With the desired message open or selected in a mailbox window, open the **Personalities** window, right-click on a personality, and choose **Redirect As** from the **Message** submenu of the drop-down list.
- Set up a filter that uses the **Redirect To** filter action. For more information, see “Filtering Messages” on page 114 and “Filter Action” on page 121.

Turbo Redirecting

You can redirect a message to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command. To do this, choose the **Turbo redirect by default** option in the Miscellaneous options window. Then, when you select a recipient from the Redirect To submenu under the Message menu, a turbo redirect will be performed automatically. For more information, see “Miscellaneous” on page 249.

Redirect and Signatures

When you use “Redirect” or “Redirect To,” your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the From: field exactly matches either your return address or one of the addresses belonging to your nickname called “me,” if you have one. See “Using a Signature” on page 73.

Sending Rejected Messages Again

If for some reason an email message can’t be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient’s address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it. For the current message, do the following:

- From the **Message** menu, choose **Send Again**. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

The “Send Again” command is useful for resending saved messages from your Out box, such as messages you’ve copied to yourself to save yourself retyping. You can send the same message to another recipient to avoid having to retype the whole message, or you can send a different message to the same recipients to avoid having to retype their addresses in the header.

Here’s another way to send again.

1. With the desired message open or selected in a mailbox window, from the **Tools** menu, choose **Personalities**, or select the Personalities tab if it is the deselected window in a tabbed group. The Personalities window appears.
2. Right-click on a personality. The drop-down context menu appears.
3. From the context menu, choose **Message**. The Message submenu appears.
4. From the **Message** submenu, choose **Send Again As**. The message is sent again but from the selected personality, which may or may not be the same as the personality under which it was originally sent.

Using Signatures and Stationery

Using a Signature

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You use only one signature at a time in a message, but you can create as many different signatures as you want. Also, you can choose to have your signature display or not display when writing an email. See “Composing Mail” on page 218.

Important. If you are using Eudora in Light mode, you are allowed only one signature.

Signatures are created and managed from the Signature window.

Signature Window

Use this window to manage and apply signatures.

To open the Signature window, do the following:

- From the **Tools** menu, choose **Signatures**. Or, if the Signature window is in a visible tabbed window, click its tab.

  Sample Signature window

The Signature window displays a single-column list of your signature files.

Note. You can select only one item at a time in the list; you cannot select multiple items.

If you right-click a signature in the list, a drop-down context menu appears with the following commands (the standard Eudora window-management commands appear at the bottom):

- **New**—Create a new signature. Eudora prompts you for the name of the new signature, then opens an editing window for you to type the signature text. Save the text with the File menu “Save” command, or close without saving to discard it.

- **Edit**—Open an editing window for the selected signature. (Double-click a signature as a shortcut for this command.) Save your changes with the File menu “Save” command, or close the window without saving to discard your changes.
- **Delete**—Delete the selected signature. Eudora asks you to confirm the deletion. Use the Delete key as a shortcut for this command.
- **Rename**—Rename the selected signature. Use the F2 key as a shortcut for this command, or click the signature item’s name box, then edit the name right in the box.

You can also display the drop-down context menu and create a new signature by right-clicking anywhere in an empty Signature window or by right-clicking anywhere *off* a signature item in a Signature window that is not empty.

Adding a New Signature

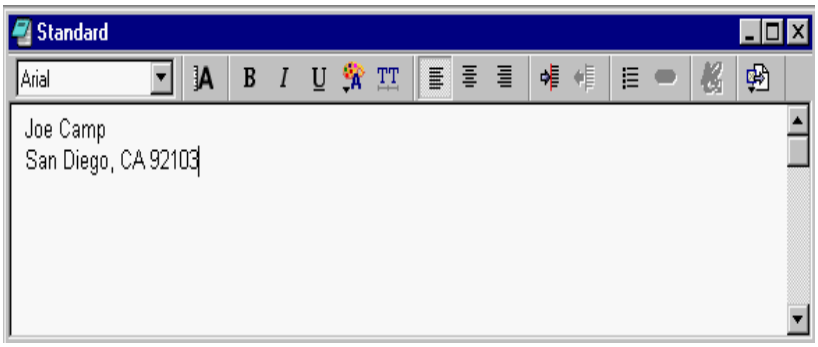
Following is the basic procedure for creating a new signature in the Signature window, followed by additional information on managing signatures and sending them with messages.

Eudora comes with a default signature called Standard. This is an empty signature file that you fill with signature text. Instructions for editing signature files appear after the procedure below.

To create a new signature, do the following:

1. From the **Tools** menu, choose **Signatures** or click the Signature window’s tab if it is the inactive window in a tabbed group.
2. Right-click anywhere inside the Signature window to select the drop-down context menu.
3. From the context menu, choose **New**. Eudora displays the **Create New Signature** dialog box, asking you for a name.
4. In the dialog box, enter a signature name and click **OK**. A signature window appears.
5. Enter your signature text in the signature window. You can format the text with styles; see “Formatting Text” on page 33 and “Text Toolbar” on page 25.

   Entering a new signature



6. To save the signature, from the **File** menu, choose **Save**.
7. Close the Signature window.

Modifying a Signature

To change a signature, do the following:

1. Right-click the signature in the Signature window to display the drop-down context menu.
2. From the context menu, choose **Edit**. The signature window appears for that signature.
3. Make the changes.
4. To save the signature, from the **File** menu, choose **Save**.
5. Close the Signature window.

Deleting a Signature

To delete a signature, do the following:

1. Select the desired item in the Signature window and press the Delete key. Or right-click the signature item and from the drop-down context menu, choose **Delete**.
2. When you are prompted to confirm the deletion, click **Yes** to delete it.

Using a Signature in a Message

To include a particular signature in an outgoing message, select the signature you want from the Signature drop-down on the message toolbar.

Selecting a signature for a message

To include a particular signature in *all* of your outgoing messages—unless you are using stationery, select a signature from the Signature drop-down list in the Composing Mail options window for your dominant account only, or in the Account Settings dialog box for any of your personalities. You can change this for a particular message by selecting a

different signature or None from the Signature drop-down list on the message toolbar. For more information, see “Composing Mail” on page 218 and “Account Settings Dialog” on page 89.

You can indicate if a signature with styled text can be sent with a message that has no styled text. If not, the signature is included but the style is removed. See “Styled Text” on page 228.

To hide or show your signature while composing a message. go the Composing Mail options window and turn on or off the *Show signature while composing* option. See “Composing Mail” on page 218.

Also, you can include your default with all replies. Go the Replying option to turn the option on. See “Replying” on page 220.

Note that if you open a new message with stationery, or if you have default stationery set for all new messages, then the signature stored with that stationery file is the one used with the new message, overriding any default signature. However, you can always make the final decision about what signature to send with a new message by choosing it from the Signature drop-down on the message toolbar. For more information on stationery, see the next section, “Using Stationery.”

Using Stationery

(Sponsored and Paid modes only)

Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to with the “New Message With” or “Reply With” commands. This way you don’t have to copy and paste text into a message; you can just open a pre-written message and edit it as necessary.

Stationery Window

Stationery files are created and managed from the Stationery window. You can also open a new stationery message from the Stationery window.

To open the Stationery window, do the following:

- From the **Tools** menu, choose **Stationery**. Or, if the Stationery window is in a visible tabbed window, click its tab.

Sample Stationery window

The Stationery window displays a single-column list of your stationery files.

Note. You can select only one item at a time in the list; you cannot select multiple items.

If you right-click a stationery item in the list, a drop-down context menu appears with the following commands.

- **New**—Create a new piece of stationery (a new stationery file). An untitled stationery window opens that you can fill out and choose “Save As Stationery” from the File menu.
- **Edit**—Open an editing window for the selected stationery item. Make your changes and choose “Save As Stationery” from the File menu, or close without saving to discard your changes.
- **Delete**—Delete the selected stationery item. Eudora asks you to confirm the deletion. Use the Delete key as a shortcut for this command.
- **Rename**—Rename the selected stationery file. Use the F2 key as a shortcut for this command, or click the stationery file’s name box, then edit the name right in the box.
- **New Message With**—Create a new message with the selected stationery. As a shortcut for this command, either select the stationery item and press Enter, or just double-click the stationery item.
- **Reply With**—Reply with the selected stationery to the sender(s) of the received messages that are currently selected.
- **Reply to All With**—Reply with the selected stationery to the sender(s) and all recipients of the received messages that are currently selected.

You can also display the drop-down context menu and create new stationery by right-clicking anywhere in an empty Stationery window or by right-clicking anywhere *off* a stationery item in a Stationery window that is not empty.

Creating New Stationery

Following is the basic procedure for creating a new stationery file in the Stationery window and additional information on creating and sending stationery messages.

To create a new stationery file, do the following:

1. From the **Tools** menu, choose **Stationery** or click the Stationery window's tab if it is the inactive window in a tabbed group. The Stationery window appears.
2. Right-click anywhere inside the Stationery window to display the drop-down context menu.
3. From the context menu, choose **New**. Eudora opens a composition window to be used for stationery. The Send/Queue button is inactive in the window; thus the message cannot be sent or queued.
4. Put the text you want into the message body, fill in the headers as appropriate (subject, copies, etc.), and make any desired setting in the toolbar.
5. From the **File** menu, choose **Save As Stationery**. The Save as Stationery dialog box appears.
6. Enter a file name and click **Save** to save the stationery file. The file is saved to your Stationery folder.
7. Close the stationery message.

Modifying Stationery

To change a stationery file, do the following:

1. In the Stationery window, right-click the stationery item to select and display the drop-down context menu.
2. From the context menu, choose **Edit**.
3. Make your changes.
4. From the **File** menu, choose **Save As Stationery** to save.

Deleting Stationery

To delete a stationery file, do the following:

1. Select the desired item in the Stationery window and press the Delete key; or right-click the stationery item and from the drop-down context menu, choose **Delete**.
2. When you are prompted to confirm the deletion, click **Yes**.

Using Stationery in a Message

To send a stationery message, do the following:

1. From the **Message** menu, choose **New Message With** or **Reply With**.
2. From either the New Message With or Reply With submenus, select a stationery file.

A composition window appears containing the header and body from the stationery file. If you are replying to a message, the stationery information is added to the reply. You can edit and send this new message just as you would any other message.

You can also send a new stationery message by double-clicking on a stationery item in the Stationery window, or by selecting the stationery item and pressing Enter. In either case, a new composition window opens containing the selected stationery.

To use a particular stationery file for *all* of your outgoing messages, select a stationery from the Stationery drop-down in the Composing Mail options for your dominant account only, or in the Account Settings dialog box for any of your personalities. Most new messages use this file, unless you create the message using the “Redirect,” “Send Again,” “New Message With,” or “Reply With” command. For more information, see “Composing Mail” on page 218 and “Account Settings Dialog” on page 89.

You can also set up a filter to reply with a stationery message. See “Filtering Messages” on page 114 for more information.

Replying with Stationery
(Sponsored and Paid modes only)

To reply to a message with stationery, do the following:

1. From the **Message** menu, choose **Reply With**.
2. From the **Reply With** submenu, select a stationery file. The stationery file is opened as a message and is addressed as appropriate.

You may also reply to message with stationery in the following ways:

With the desired message open or selected in a mailbox window

- Open the **Stationery** window, right-click a stationery item, and from the drop-down list, choose **Reply With**.

With the desired message open or selected in a mailbox window:

- Open the **Personalities** window, right-click a personality, and choose **Reply As** from the Message submenu of the drop-down list. The default stationery assigned to that personality is used in the reply.

With the Personalities window open

- Drag an open message by its **Tow Truck** (icon) or drag selected message summaries in a mailbox window, onto a personality in the Personalities window. A reply is initiated from that personality, and the stationery stored with that personality is used in the reply.

Set up a filter that uses the **Reply with** filter action. For more information, see “Filtering Messages” on page 114 and “Filter Actions” on page 121.

Using Multiple Personalities

(Sponsored and Paid modes only)

Using Alternate Email Accounts

You can set up alternate “personalities” in Eudora for each email account you have. For example, if you have work, home, and school email accounts, you can set up Eudora to send and receive email from each of these accounts, all without having to quit and restart Eudora. That is, you can check mail for all your accounts at once or for selected accounts at once, and you can do the same for sending mail.

To set up a personality, you use the Personalities window, New Account Wizard, and the Account Settings dialog box as described in this section. Your “dominant” personality, or principal email account, is set up when you install Eudora and can also be modified via the Account Settings dialog box.

Personalities Window

You use the Personalities window to manage, access, and apply your e-mail accounts — “personalities” — when you use more than one account.

To open the Personalities window, do the following:

- From the **Tools** menu, choose **Personalities**. Or, if the Personalities window is in a visible tabbed window, click its tab.

  Sample Personalities window

The Personalities window displays two columns of data:

- **Persona**—The identifying name assigned to the personality. <Dominant> indicates your principal email account, which is the account Eudora uses whenever you don’t specify otherwise and is the account associated with all mail stored before you began using alternate personalities.
- **Account**—The incoming mail account assigned to the personality. This is generally in the form `loginname@incomingmailserver`. See “Account Settings Dialog” on page 89.

To resize the column widths, position the pointer over the divider line between the column headings, until a splitter cursor appears. Then just drag the divider to left or right. Note that it is possible to completely collapse the Persona column.

Note. You cannot manually sort the information in the Personalities window. Clicking on a column heading does sort the column.

If you select one or more personalities in the Persona column and right-click the selection, a drop-down context menu appears with the following commands.

Note. You can select multiple items in the Persona column to perform some of the operations listed below. Hold down the Shift key to select a consecutive range of items, and hold down the Ctrl key to make non-consecutive selections.

- **Check Mail**—Check mail now for all selected personalities.
- **Send Queued Messages**—Send messages queued by all selected personalities now.
- **Message**—This submenu lets you perform message-creation functions using only *one* selected personality. The submenu is unavailable if multiple personalities are selected in the Persona column.
  - **New Message As**—Create a new message as the selected personality. As a shortcut for this command, double-click a personality in the Persona column, or select the personality and press Enter.
  - **Reply As**—Reply as the selected personality to the sender(s) of the one or more received messages that are currently selected.
  - **Reply to All As**—Reply as the selected personality to the sender(s) and all recipients of the one or more received messages that are currently selected.
  - **Forward As**—Forward as the selected personality the one or more received messages that are currently selected.
  - **Redirect As**—Redirect as the selected personality the one or more received messages that are currently selected.
  - **Send Again As**—Resend as the selected personality the one or more received or composition messages that are currently selected.
- **New**—Create a new personality. See “Adding a New Personality” on page 83 for more information. When you select this command, Eudora walks you through the New Account Wizard, that is the name, return address, login name, and incoming email server. Change these settings as desired, and when you are complete, the new account is created. Once created, the personality will be checking mail.
- **Properties**—Modify the properties of the selected personality. You can modify only one personality at a time. When you select this command, the Account Settings dialog box displays, with its fields filled in with the information associated with that personality. See the description of this dialog box later in this chapter.
- **Delete**—Delete all selected personalities. Note, however, that you *cannot* delete the **<**Dominant**>** personality. You are prompted to confirm the deletion for each personality you have selected to delete. Note that these deletions are *permanent* and *cannot* be undone! When you delete a personality, any messages associated with that personality are reassigned to your Dominant personality. You can use the Delete key as a shortcut for this command (you will still get the confirmation requests).

You can also display the drop-down context menu and create a new personality by right-clicking in a blank area of the Personalities window, *off* all personality items, when none of the items are selected. When creating a new personality this way, you are walked through the New Account Wizard as in the description of the “New” command above.

If you drag one or more received messages to a personality item in the Personalities window, Eudora will “Reply As” that personality to the messages (hold down the Shift key to Reply to All As).

Adding a New Personality

Following are the basic procedures for setting up alternate accounts, followed by additional information on using personalities to send and receive mail. There are three types of new personalities you can add.

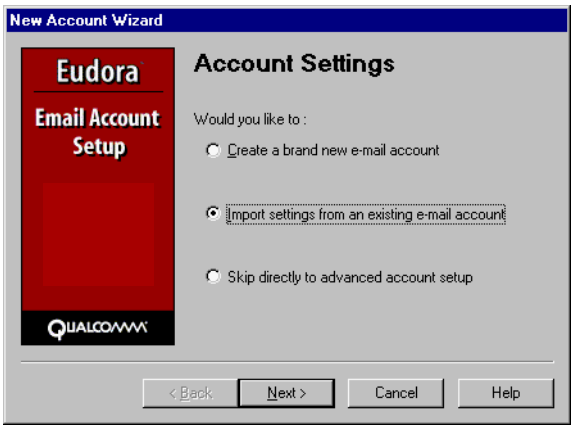
- Brand-new personality—see “Creating a New Personality” below.
- Personality migrated from Netscape Messenger™, Microsoft® Outlook Express™, or Outlook 98™—see “Migrating to Create a New Alternate Account” on page 86.

Creating a New Personality

To create a new personality (alternate email account), do the following:

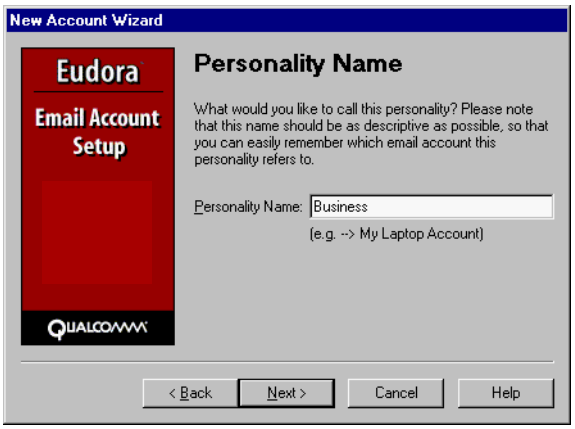
1. From the **Tools** menu, choose **Personalities**, or click the Personalities window’s tab if it is a deselected window in a tabbed group. The Personalities window appears.
2. Right-click anywhere inside the Personalities window to display the drop-down context menu.
3. From the context menu, choose **New**. The first New Account Wizard window, **Account Settings**, appears.

   New Account Wizard Account Settings window



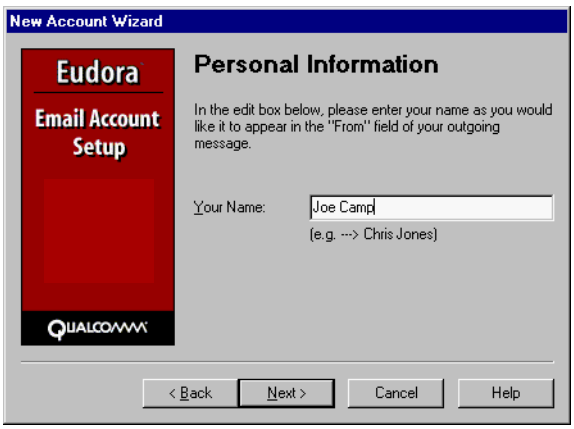
4. Select **Create a brand new email account** and click **Next**. The next New Account Wizard window, **Personality Name**, appears.

New Account Wizard Personality Name window



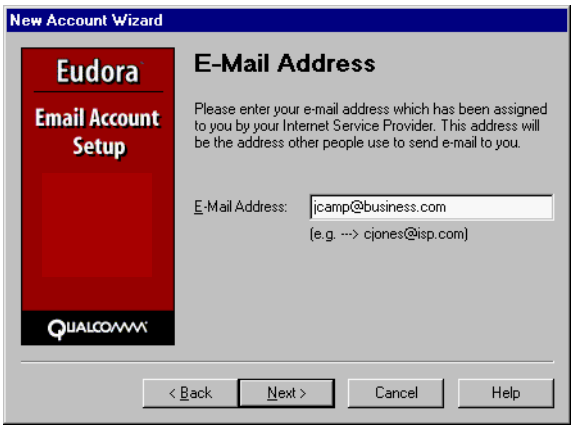
5 In the **Personality Name** text box, enter the name to identify this Personality only, for example “Business.” Click **Next** and the next New Account Wizard window, **Personal Information**, appears.

New Account Wizard Personal Information window



6 In the **Your Name** text box, enter your name. Click **Next** and the next New Account Wizard window, **E-mail Address**, appears.

New Account Wizard E-mail Address window

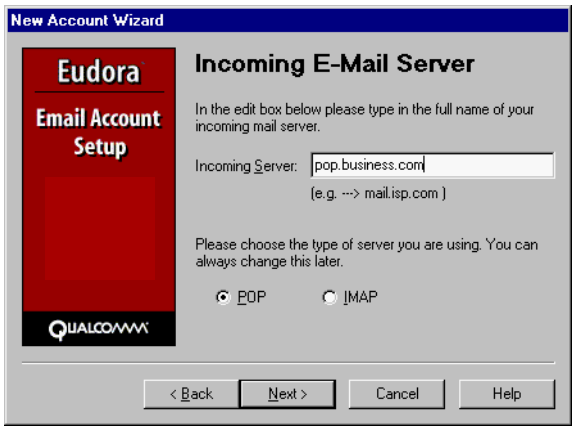


7 In the **E-mail Address** text box, enter your full email address and click **Next**. The next New Account Wizard window, **Login Name**, appears. This is your return address.

New Account Wizard Login Name window

8 In the **Login Name** text box, enter your login name. This is the account name you use to gain access to your email from your Internet Service Provider (ISP). Click **Next** and the next New Account Wizard window, **Incoming Email Server**, appears.

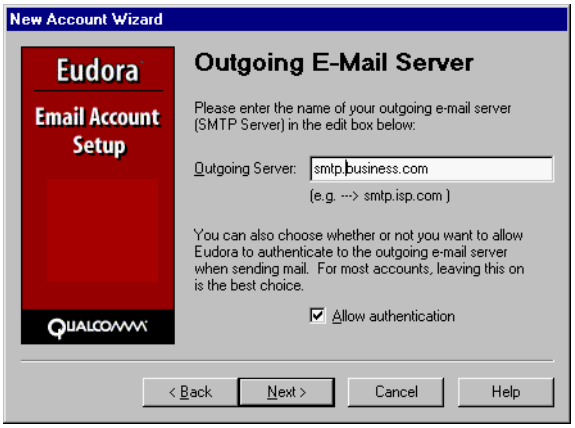
New Account Wizard Incoming email Server window



9 In the **Incoming Server** text box, enter the name of your incoming server. Your ISP or system administrator should provide you with the name of this server for this account.

10 At the bottom of this window, select the type of incoming server you will be using, POP or IMAP. Click **Next** and the next New Account Wizard window, **Outgoing email Server**, appears.

New Account Wizard Outgoing Email Server window



11 In the **Outgoing Server** text box, enter the name of your outgoing server. If you do not want authentication when sending mail, uncheck the **Allow authentication** box. See “Using SMTP Authentication” on page 52. This server is sometimes the same as your Incoming server name. Click **Next** and the **Success** window appears.

New Account Wizard Success window

12 Click **Finish**. You have successfully entered your new personality. Your new personality will be checking mail whenever you retrieve mail.

To change any of your personalities settings, go the “Account Settings Dialog” on page 89.

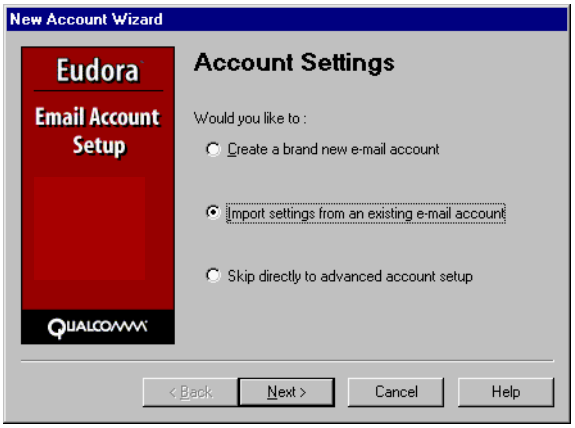
Importing Settings to Create a New Account

To set up a newly migrated account from Netscape Messenger 4.0 and later, Microsoft Outlook Express 5.0, Outlook 98, and Outlook 2000 as an alternate or multiple personality account using the New Account Wizard, do the following:

1 From the **Tools** menu, choose **Personalities**, or if the Personalities window is in a visible tabbed window, click its tab.

2 In the Personalities window, right-click to display the drop-down context menu. Choose **New**. The New Account Wizard window, **Account Settings**, appears.

New Account Wizard Account Settings window



3 Select **Import settings from an existing email account**. This option appears only if Eudora recognizes that you can import settings from another program. Click **Next** and the next New Account Wizard window appears.

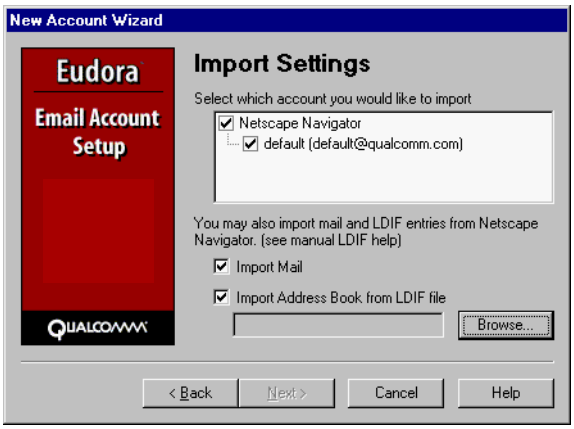
New Account Wizard Import Settings window (importing Netscape)

4 (From Outlook) To import your email messages, select **Import Mail**. To import your address book entries, select **Import Address Book Entries**. Go to step 8.

Note. It is advisable to empty the **Deleted Items** folder in Outlook before you begin the migration. Also, if an **Import** button does not display in the Import Settings dialog box, Eudora cannot detect a program to import from.

5 If you want to import your Netscape Messenger address book, select **Netscape Navigator** and the account you want to migrate. The following window appears.

New Account Wizard Import Settings window (importing Netscape)



6 (From Netscape) To import your email messages, select **Import Mail**. To import your address book entries, select **Import Address Book from LDIF file**. LDIF means LDAP Data Interchange Format.

Note. If you don't check *Import Address Book from LDIF file*, the Browser button does not appear.

Before you import your Netscape Address Book, you must first save it in LDIF format. To save your address book in LDIF format, do the following:

a Launch **Netscape Communicator**.

b From the **Communicator** menu, choose **Address Book**.

c From the **File** menu in Netscape Communicator, choose **Save**. The Save dialog box appears.

d Name the file while retaining the .ldif extension and save it on your computer.

e Then, in the Eudora Import Settings window, click **Browse** to locate the address book file you just saved.

7 To migrate your email account, click **Next**. Eudora transfers all settings including personalities, incoming and outgoing server names, real name, return name, and login name.

Important. It may take a long period of time for the migration to occur depending on how much mail, the complexity of your settings, and the size of your address book that you are importing into Eudora. During the migration, if the process stops because of a corrupt message, you must go into your Netscape Messenger 4.0 and earlier or Microsoft Outlook Express 5.0 or 98 and delete the corrupt message to resume the migration.

The Success window appears indicating that your migration was successful. Once migration occurs, the settings you are importing are immediate, and your mail is migrated.

Note. When the migration is occurring, notice in the Mailbox window that a mailbox tree begins to form. For example, you will see the folder "Outlook" and all its mailboxes listed underneath. A plus sign (+) next to the folder name indicates that other folders/mailboxes are contained within this folder.

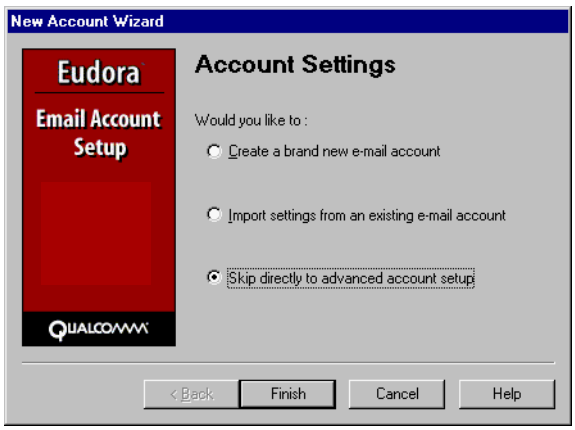
Adding a Personality via the Account Settings Dialog

You can add a new personality without going through the New Account Wizard series of windows, but via the Account Settings dialog box. Instead of entering information per window, you enter all the information on two tabbed panels in one dialog box, the Account Settings dialog box.

To add a personality via the Accounts Settings dialog box, do the following:

1. From the **Tools** menu, choose **Personalities**, or if the Personalities window is in a visible tabbed window, click its tab.
2. In the Personalities window, right-click to display the drop-down context menu. Choose **New**. The New Account Wizard window, **Account Settings**, appears.

   New Account Wizard Account Settings window



3. Select **Skip directly to advanced account setup**. The Account Settings dialog box window appears, and you begin to enter information into the fields. To continue, see the next section “Account Settings Dialog.”

Account Settings Dialog

This tabbed dialog box appears when you select “Skip directly to advanced account setup” from the New Account Wizard Account Settings window, or when you right-click on a personality in the Personalities window and choose Properties from the drop-down context menu. When you display the dialog box, enter the information in the fields. If you are modifying an existing personality, the fields are filled in with the information associated with the personality you have selected.

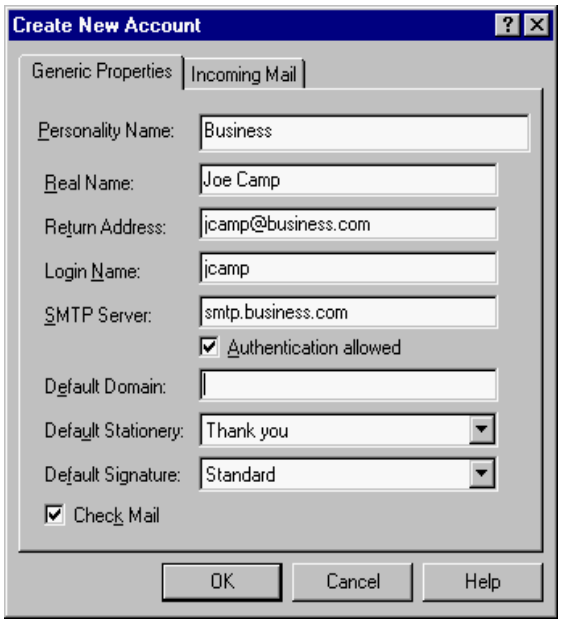
After you make your changes in the dialog box, click OK to save them, Cancel to discard them, or Help for more help.

Note. Any changes you make to your dominant personality in this dialog box are also changed where they are mirrored in relevant options of the Options dialog box. The same is true in reverse; changes you make in the Options dialog box are carried over here, when you next open this dialog box.

Generic Properties

This dialog box window contains the general characteristics associated with this personality.

Sample Account Settings (Generic Properties panel)



Following are option descriptions for the Generic Properties panel.

Personality Name—Enter a descriptive name to describe the personality (for example, Business or My PC Account). <Dominant> indicates your dominant personality.

Your dominant personality is your principal email account. All of your initial email settings are for your dominant personality. If you do not specify a personality, your dominant personality is used.

Note that the name shown here may be different from the Real Name associated with the personality (see below).

Real Name—Enter the real name of this personality—generally a first and last name. The text you enter here is included in the From: field of all your outgoing messages from this personality and identifies the source to your recipients. It appears before your return address in the message header.

Return Address—Enter the return email address used in outgoing messages and recipients' replies for this personality, if this address is different from the personality's incoming mail account. The address you enter here is included in the From: field of all your outgoing messages from this personality, and when a recipient replies to a message from this personality, the reply is sent to this address. If you do not enter an address in this field, Eudora uses the personality's incoming mail account as the return address. Incoming mail accounts are usually of the form *loginname@incomingmailserver*. For example, suppose your incoming mail account is `jcamp@pop.myfirm.com` but your return address is slightly different `jcamp@myfirm.com`. You would then enter `jcamp@myfirm.com` in this field.

Note. If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able to reply to mail sent from this personality.

Login Name—Enter the name you use to login to this email account. For example, in the incoming mail account `jcamp@pop.myfirm.com`, the login name is `jcamp`. The part after the at-sign "@" is the name of the incoming mail server. See "Incoming Mail" on page 214.

SMTP Server—Enter the name of the outgoing-mail server for this personality. SMTP stands for Simple Mail Transfer Protocol. Outgoing messages you send are routed through this server. If the computer selected by this personality's incoming mail account also runs on an SMTP server, you can leave this field blank. See "Sending Mail" on page 217.

Allow Authentication—Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used. See "Using SMTP Authentication" on page 52.

Default Domain—Enter the domain name that Eudora automatically adds to an unqualified name addressed in messages sent from this personality. An unqualified name is a name that doesn't have an "@" sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain. Also, different personalities can be used to send messages to different domains. For example, you can use one personality to send work-related messages to the domain `myfirm.com`, and another personality to send personal messages to the domain in your home email address or to your school account (for example, `myschool.edu`).

Default Stationery—Select the stationery to use for all outgoing messages sent from this personality from the drop-down list, or select <No Default> for no default stationery. For more details about using stationery with alternate personalities, see "Linking a Signature and Stationery to a Personality" on page 95 and "Sending Mail" on page 217.

Default Signature—Select the signature to use for all outgoing messages sent from this personality from the drop-down list. If you select a signature, Eudora automatically attaches that signature to the end of all outgoing messages sent from this personality. You can always change the signature in a particular outgoing message using the Signature drop-down list in the composition window. For more details about using signatures with alternate personalities, see "Using a Signature" on page 73 and "Sending Mail" on page 217.

Note. If the stationery you chose has a signature attached to it, that signature will override the signature you select here.

Check Mail—If this is selected, mail checking is activated for this personality in the following ways:

- If you have specified a number in the "Check for mail every _ minutes" option in the Checking Mail options window, then when automatic mail-checks are performed at these intervals, mail for this personality is checked as well.
- Each time you do a manual check for mail by choosing the Check Mail command from the File menu or via another method, mail is checked for this personality as well. When you create a personality, this option is checked by default.

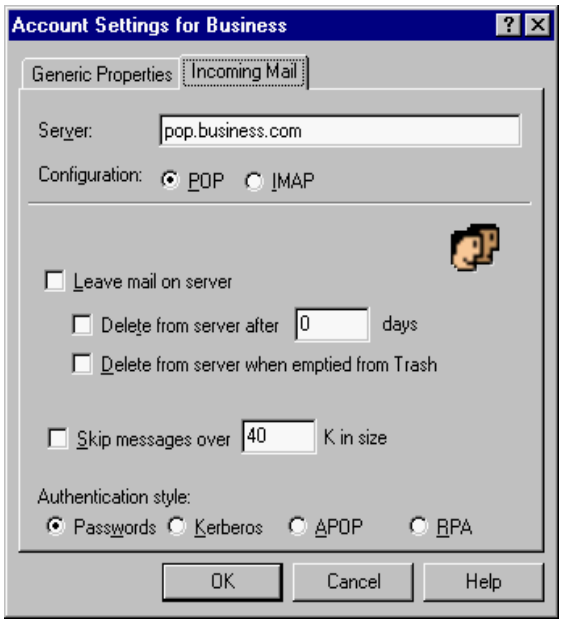
If the Check Mail option is turned off, mail for this personality is not checked during manual or automatic mail checks unless you override the setting. To override and check the mail for the personality, choose **Check Mail** from the drop-down context menu (right-click) in the Personalities window.

Incoming Mail

This panel contains settings that identify and configure the incoming mail server to be used in receiving mail for this account.

When Configuration = POP:

Sample Account Settings (Incoming Mail panel, POP configuration)



Following are option descriptions for the Incoming Mail panel (POP configuration).

Server—This is the name of the incoming-mail server for this personality. All incoming messages to this personality are routed through this server.

Configuration—This indicates which email protocol the incoming mail server uses: POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). Ask your email administrator which one to use, if you are not sure.

The settings in the rest of this panel depend on whether you've chosen POP or IMAP in this field. Settings for both configurations are described below.

Leave mail on server—If selected, then during mail checks, incoming mail for this personality is left on the incoming mail server and a copy is transferred to your PC. If this turned off, then when mail is checked, incoming mail for this personality is deleted from the incoming mail server after it is transferred to your PC. For more details, see "Managing Your Mail on the POP Server" on page 61.

Delete from server after _ days—This option has a check box for turning on or off and an edit box for specifying the number of days mail that was left on the POP server should be saved before being deleted. It is a good idea not to leave copies of your messages on the POP server indefinitely, as this will create mail storage problems on the server.

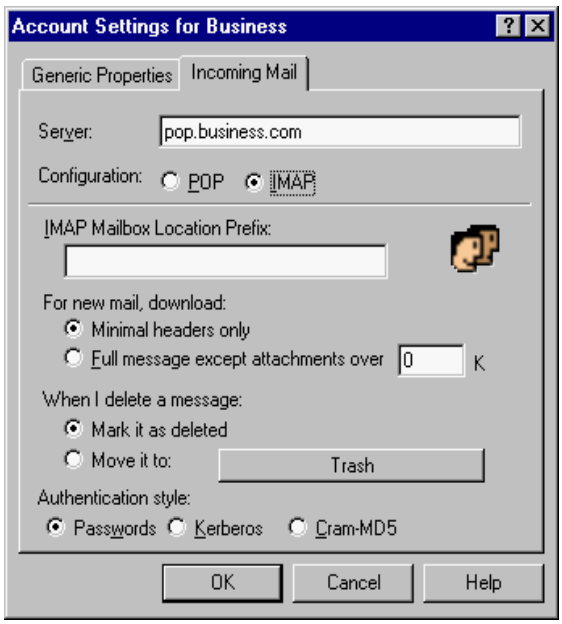
Delete from server when emptied from Trash—If selected, any messages that are deleted from your Trash mailbox are also deleted from the POP server. Messages are retained in your Trash mailbox until deleted. For details, see “Managing Your Mail on the POP Server” on page 61.

Skip messages over _ K in size—If selected, messages over the specified size are downloaded only in part. These messages include the first few lines, and a statement that says the message is not complete. This can be useful on slow connections. For details, see “Managing Your Mail on the POP Server” on page 61.

Authentication style—This specifies which POP account authentication technology to use for this personality: Passwords, Kerberos, APOP, or RPA. Ask your email administrator which one to use. If you use Eudora at home, most likely your Authentication Style is Password. CompuServe users should use the RPA authentication method.

When Configuration = IMAP:

Sample Account Settings (Incoming Mail panel, IMAP configuration)



Following are option descriptions for the Incoming Mail dialog box (IMAP configuration).

IMAP Mailbox Location Prefix—This specifies the mailbox location prefix that IMAP will use when locating your mailboxes on the incoming mail server. An example prefix is `/usr/mail`. Ask your email administrator what to enter here, if you are not sure.

For new mail, download—These two settings let you control the way incoming mail is downloaded from the IMAP server. One setting will always be marked.

> **Minimal Headers Only**—If selected, only a limited set of message headers is downloaded for each incoming message. The message’s status, From: field, date/time, server status, and subject are initially retrieved. Typically, you will see an open

diamond for the server status, which indicates a partial retrieval. Opening or previewing the message retrieves the message body. If you have a non-text attachment, then opening it will retrieve the attachments.

Full message except attachments over _ K—If this setting is selected and a number is entered in the edit box, any attachments larger than the specified size will *not* be downloaded with the message. If the setting is zero (default), *all* attachments are downloaded, regardless of size.

When I delete a message—These options (you must choose one) let you control the way you want your deleted messages handled.

Mark it as deleted—Select this option to mark your messages on the IMAP for deletion. These messages are not removed from the server until you choose to remove them. See “Deleting a Message from the Server” on page 62.

Move it to (mailbox)—Select this option to move your deleted messages to a specific mailbox. The default is your Trash mailbox.

Authentication style—This specifies which IMAP account authentication technology to use for this personality: Passwords, Kerberos, or CRAM-MD5. Ask your email administrator which one to use. The default is CRAM-MD5. If CRAM-MD5 is not being used, then it will use passwords.

Modifying a Personality

To modify an existing personality, do the following:

1. From the **Tools** menu, choose **Personalities**, or if the Personalities window is in a visible tabbed window, click its tab.
2. Open the Personalities window and right-click the desired personality to display the drop-down context menu.
3. From the context menu, choose **Properties**. The Account Settings dialog box appears.
4. Make your changes in the Account Settings dialog box. See “Account Settings Dialog” on page 89.

All options other than those specified in the New Account Wizard or the Account Settings dialog box cannot be changed for alternate personalities; they are effective for all. If you want to change other options for a personality or use a separate set of mailboxes for an account, see the section “Mail Transport” on page 282.

Deleting a Personality

You may delete any account except your dominant personality. To delete a personality, do the following:

1. From the **Tools** menu, choose **Personalities**, or if the Personalities window is in a visible tabbed window, click its tab.
2. Open the Personalities window and select the personality you want to delete.

3 Press the Delete key. A warning appears asking you if you're sure you want to delete this personality. Click **OK**.

The selected personality is deleted.

Linking a Signature and Stationery to a Personality

In Eudora, you can link a signature and a stationery to an existing personality via the Account Settings dialog box. For example, if you have a "Business" personality, you can link your "Business" signature and "Business" stationery to this personality. For creating signatures and stationery, refer to "Adding a New Signature" on page 74 and "Creating New Stationery" on page 77.

Important. Before you can link a signature and stationery to a personality, you need to create them first.

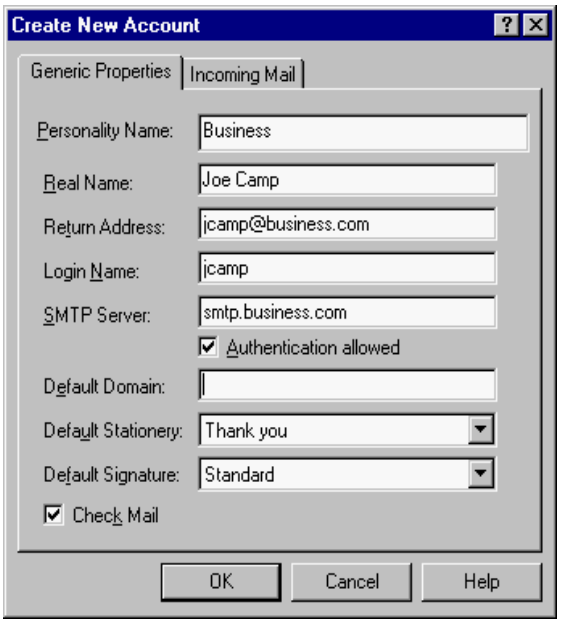
To link a signature and stationery to a personality, do the following:

1 From the **Tools** menu, choose **Personalities** or if the Personalities window is in a visible tabbed window, click its tab.

2 Select the personality and right-click to display the drop-down context menu.

3 From the context menu, choose **Properties**. The Accounts Settings' Generic Properties panel for this selected personality appears.

Account Settings Generic Properties panel



4 In the **Default Stationery** drop-down list, select the stationery for this personality.

5 In the **Default Signature** drop-down list, select the signature for this personality. Note that if the stationery you just selected has a signature linked to it, this signature overrides any signature you select here.

6 Click **OK**. This personality is now linked with the stationery and signature you chose from the drop-down lists.

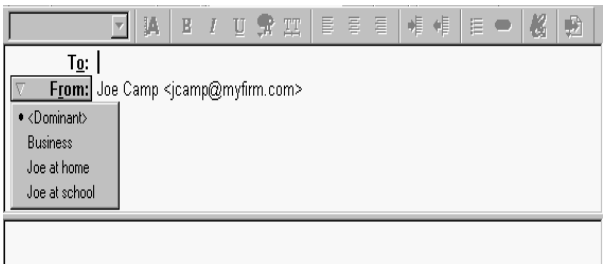
Selecting a Personality in a Message Header

You can select the account you want to use directly in the header of your outgoing email message. Just click the arrow to the left of the From: field, and a drop-down list appears showing your different personalities. Select the personality you want to use for this message.

The current personality will have a dot next to the personality's name. Also, to display the personalities drop-down list, press Alt + R.

See the following example.

Personality drop-down list in a message header



Using a Personality in a Message

The easiest way to create an outgoing message from a specific personality is to choose the one you want from the From: field's drop-down list. See the previous section "Selecting a Personality in a Message Header. However, there are several other ways to do it. See the following:

1. From the **Tools** menu, choose **Personalities** or select the Personalities window tab if grouped in a displayed tabbed window.
2. In the **Personalities** window, right-click the desired personality to display the drop-down context menu.
3. From the context menu, choose **Message**.
4. From the **Message** submenu, choose **New Message As**. Or, select the desired personality and press **Enter**. Or, simply double-click the desired personality. A new message opens from that personality.

When the composition window opens in response to any of the three message-creation methods as previously described, the default signature for the selected personality is used. But if a stationery file was selected or a default stationery file is specified in the account's options, then the signature stored with the stationery file is used. However, you can always change the signature drop-down list in the composition window. For details, see "Using a Signature" on page 73.

Once you open a new composition message from a particular personality, you can change your message's personality by doing the following:

1. In an open message, click the **From:** header or right-click to display the drop-down context menu.
2. In the From: field of the message header, choose the personality. Or from the context menu, choose **Change Personality**. From its submenu, select a new personality. The From: field of the message header changes to the information associated with the new personality for that message.

Note. If you are composing a message and decide to change the personality, the signature and stationery assigned to that personality in the Account Settings dialog box change as well.

When Eudora changes a personality as it responds to a message, it assigns the same personality under which it received the message. For example, if you receive a message sent to your Home account, your replies to that message are sent from your Home account.

There are two ways to change the personality of a response. The first is to initiate the response and *then* change the personality, using the drop-down context menu's Change Personality submenu.

The second way is to change the personality associated with the *original message* to which you are responding. Open that message and change its personality using the Change Personality submenu. From then on, *all of your replies* to that message will be sent from the newly assigned personality. The message does not have to be open. Just right-click on a message or set of messages in a mailbox's TOC. Select "Change Personality" and select the desired personality.

Note. You can also set up a filter to automatically assign a desired personality to incoming or outgoing messages that satisfy the filter criteria. See the Make Personality action under "Filter Actions" on page 121.

Working with Mailboxes

Opening a Mailbox

To open a mailbox, select it from the Mailbox menu, or double-click it in the Mailboxes window.

Note. The unread message icon appears in the Mailbox menu whenever a mailbox or folder contains unread messages that are less than five days old. Also any mailboxes or folders in the Mailboxes window that contain unread messages are displayed as bold.

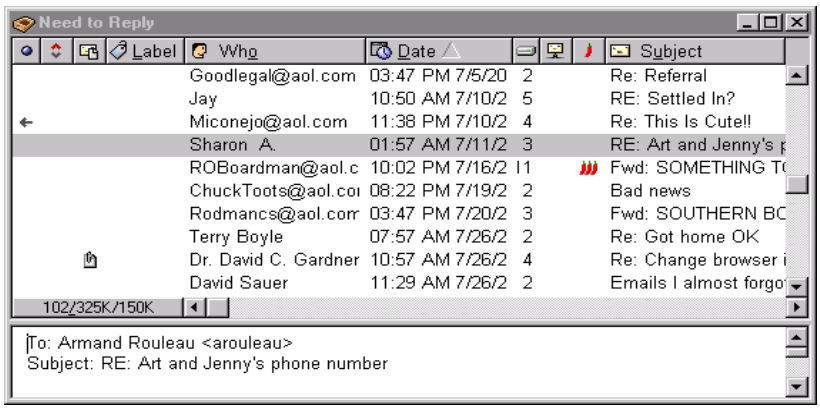
Understanding the Components of a Mailbox

Mailbox windows contain all of your incoming and outgoing message summaries. If the “Show message preview pane” option is selected in the Viewing Mail options window, mailbox windows also show the message preview pane, the bottom half of the window in the figure below. See “Viewing Mail” on page 225.

To open a mailbox, do the following:

- From the **Mailbox** menu, choose the mailbox you want to open, or double-click its icon or name in the Mailboxes window.

Mailbox window



Message Summaries

Each line in the list portion of a mailbox window represents a message and is called a *message summary*. Outgoing messages that are in any mailbox other than Out are shown with *italicized* message summaries.

To select one or more message summaries, use one of the following options:

- To select one summary, click it.

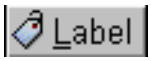
- To select a consecutive range of summaries, select a summary, hold down the Shift key, and select another summary. Or, drag the mouse over the summaries to select them—as long as you begin on an unselected summary.
- To select all of the summaries that have the same information in a particular column, hold down the Alt key and click one column in the summary. For example, if you click the Status column for one summary, all of the summaries with that status are selected.
- To make non-consecutive selections, hold down the Ctrl key and select summaries.
- To find messages by name or subject, type the first few letters of a name or subject, and Eudora selects the message.

Each message summary is divided into columns. The column names are shown below with the corresponding icons that appear in the column headings.

Status

Priority

Attachments



Label

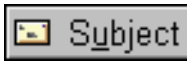
Sender/Recipient (Who)

Date

Size

Server Status

MoodWatch



Subject

You can show or hide these columns using the Display options window. See “Display” on page 224.

A message's Status, Priority, Label, Personality, and Server Status can be changed directly in the mailbox window. To do this, select the messages you want to change and click the right mouse button inside the selection. Select an option from the drop-down list to make your change.

To select the display of lines in the message summaries portion of mailbox windows—horizontal lines to separate summaries and vertical lines to separate columns—select the "Show mailbox lines" option in the Display options window.

Status Column

This column displays the message status, which is one of the following:

	Message has not been read (all mailboxes except Out), or is queueable or sendable but has not been queued or sent (Out mailbox only).
<blank>	Message has been read (all mailboxes except Out), or is not yet able to be queued or sent because it has no recipients in the To or Bcc: fields (Out mailbox only).
	Message has been replied to.
	Message has been forwarded.
	Message has been redirected.
	Message has been sent (outgoing messages only).
	Message is queued to be sent (outgoing messages only).
	Message is queued to be sent at a specified time (outgoing messages only).
	Message was transferred from the Out mailbox before being sent.
	Message is being processed for sending.
	Message cannot be sent because of an error. Usually the error is in the recipient's email address.

You can change the status of one or more selected messages, or an open message, from Read (blank) to Unread ( ) or from Unread to Read by pressing Shift+Space (all mailboxes except Out).

Priority Column

This column displays the message priority. You can use the drop-down list to set a particular priority.

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

For more information on message priorities, see “Setting the Message Priority” on page 31.

Attachments Column

If a message has attached documents, this column displays the attachment icon, a paper clip holding a sheet of paper.

Label Column

This column displays the message label. You can assign labels to messages, either manually or automatically using filters. See the section “Filtering Messages” on page 114 When a message summary is assigned a label, the entire summary changes color to match the label color.

To assign a label to an existing message, do the following:

1. Select the message in the TOC you want to label.
2. Right-click to display the drop-down list.
3. From the drop-down list, choose **Change Label**. Or from the **Message** menu, choose **Change** then **Label**. The Label submenu appears.
4. Choose the label you want for this message.

Note. Label colors and titles are assigned using the Labels options. See “Labels” on page 234

Sender/Recipient Column (Who)

This column shows the sender of the message (for incoming messages) or the intended recipients (for outgoing messages).

Date Column

This column displays the date and time the message was composed, or, for timed messages, the date and time the message is scheduled to be sent. Date formats, including age-sensitive indications such as the day of the week or “Today,” are set in the Date Display options window. See “Date Display” on page 232.

Size Column

This column displays the size of the message in kilobytes, K (1 K = 1,024 bytes).

Server Status Column

This column displays the action that is done to the corresponding incoming message on the server. The next time you check mail, the server status you requested is automatically completed.

	Fetched **Not fetched**	Don’t change the message on the server. A solid diamond indicates that the message has been fetched; an open diamond indicates that the message has not yet been fetched.
	Fetched but not attach-ments	(IMAP only) Retrieve messages from the IMAP server, but not all attachments have been fetched.
	Fetch	Retrieve the whole message from the server.
	Delete	Delete the message from the server.
	Fetch then Delete	Retrieve the whole message, then delete it from the server.

Note. To control the mail transfer for a POP server, you can also use the Mail Transfer options window. For details, see “Checking for Mail with Special Server Instructions” on page 63 and “Checking Mail” on page 213.

MoodWatch Column

MoodWatch scans each word and phrase in each message in the mailbox for offensive language. The level of offensiveness is indicated by the appearance of one, two, or three red chili peppers, with three red chilies being the most offensive and one the least.

There is no offensive language in the message.

There may be a slight bit of offensive language in the message.

There may be offensive language in the message.

There is offensive language in the message.

Subject Column

This column displays the subject of the message. The sender originally typed this information into the message header, but you can modify it. See “Editing Incoming Messages” on page 60.

Displaying and Resizing Columns

To indicate which columns you want displayed in your mailboxes, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll through the category list, and select **Mailboxes**. The Mailboxes options window appears.
3. In the **Show Mailbox Columns** list, select the column boxes you want to display. If you don’t want to display a column, just deselect the box. See “Mailboxes” on page 227.

To resize a 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, then drag the divider to the position you want. The column divider moves to the new location, and the mailbox is redrawn.

You can shrink a column only as far as its left divider. If you do that, a double divider line appears in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.

Using the Mailbox Size Display

In the lower left corner of the message summary part of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.

Mailbox size display

Wasted space is created when messages are deleted or transferred from a mailbox.

To manually clean up the wasted space in all mailboxes, do the following:

- Click the mailbox size display (for that mailbox only), or from the **Special** menu, choose **Compact Mailboxes** for all mailboxes.

Important. Try not to keep too many messages in your In, Out, or Trash mailboxes because it slows down your system's performance. If you wish to keep these messages, it's better to transfer them to other mailboxes.

Message Preview Pane

If the "Show message preview pane" option is selected in the Viewing Mail options window, then the *message preview pane* appears in roughly the bottom half of the mailbox window. See "Viewing Mail" on page 225.

The message preview pane shows the key headers and the message body of the currently selected message in the message summary list. If the full message body is not visible in the preview pane, scroll bars are displayed, allowing you to view the rest of the message. Only one message in a mailbox can be previewed at a time.

To move the keyboard focus from the message summary list to the message preview pane and back again, press Tab or F6. Or simply click in the preview pane to put the focus there.

When keyboard focus is in the preview pane, you can do any of the following, as you can in an open incoming message window.

- Press the spacebar to page down through the message.
- Use the arrow keys, as set in the Miscellaneous options window (unmodified or with Ctrl or Alt), to switch to the next or previous message in the mailbox. See "Miscellaneous" on page 249.
- Use standard keyboard shortcuts such as Ctrl+R for Reply, Ctrl+D for Delete, etc. See "Eudora Shortcuts" on page 274.
- Right-click anywhere in the preview pane to display a drop-down list with commands appropriate for the previewed message.
- Click an attachment icon or name to open the attachment.
- Click a URL (hot link) to launch the application for that URL.
- Press Ctrl + Shift + F to open the Find dialog box in a highlighted message.

If the “Show message preview pane” option is selected in the Viewing Mail options window, you can press F7 to show and hide the preview pane within the current mailbox only. However, this does not control the visibility of the preview pane in other mailboxes. Also, you can do this by clicking on the separator bar between the message list and the preview pane.

You can change the height of the preview pane relative to the message summary list. Just position the mouse pointer over the separator bar between the list and the preview pane and drag the bar up or down.

If the “Show message preview pane” option is turned off in the Viewing Mail options window, only the message summaries are shown in any mailbox window.

If the preview pane option is selected and the “Mark previewed messages as read after _ second(s)” option is selected in the Viewing Mail options window, the current message is marked as read (blank in the Status column) after the specified number of seconds. You can always change the message’s status back to Unread (•) by pressing Shift+Space while the message is selected or open (press again to change back to Read). If the “Mark previewed...” option is turned off, previewed messages are never automatically marked as read. For more information, see “Viewing Mail” on page 225.

Note. Eudora performs the auto-marking behavior only when you manually select or preview messages, not when it performs actions such as automatic mail checks or filtering.

Creating Mailboxes and Folders

Eudora lets you create mailboxes to hold messages, and folders to hold mailboxes.

There are three ways to create mailboxes and folders.

- Using the **New** command from the **Mailbox** menu and folder submenus.
- Using the **New** command from the drop-down context menu in the Mailboxes window. See “Using the Mailboxes Window” on page 107.
- Using the **New** command from the **Transfer** menu. See “Transferring Messages” on page 112.

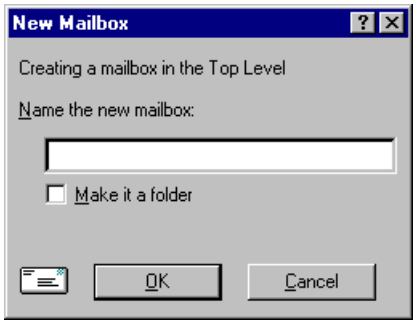
Note. Depending on whether your incoming mail server uses the POP or IMAP protocol, there are some differences in the way mailboxes and mail folders are created, stored, and managed. For more information, see “Mailbox and Folder Management: POP vs. IMAP Server” on page 109.

Creating a Mailbox or Folder Using the Mailbox Menu

To create a new mailbox or mail folder, do the following:

1 From the **Mailbox** menu, choose **New**, or from a mail folder submenu (to put the mailbox in that folder). The New Mailbox dialog box appears.

New Mailbox dialog box



2 To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the **Mailbox** and **Transfer** menus and to the Mailboxes window.

3 To create a mail folder, type the name of the new mail folder and select the **Make it a folder** option. Click **OK** to create the folder. The New Mailbox dialog box appears again.

4 Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox are displayed in the Mailbox and Transfer menus and in the Mailboxes window.

Using the Mailboxes Window

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. Mailboxes or folders that are bolded have unread messages.

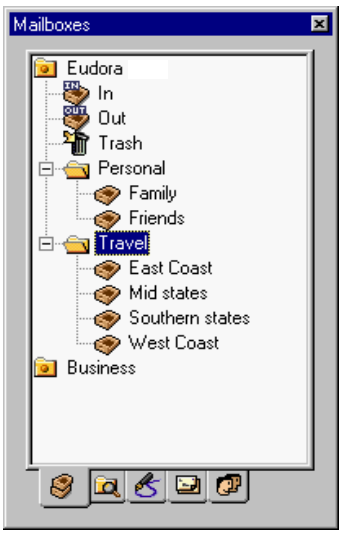
By default, the Mailboxes window is provided as the first window in a five-window tool group docked vertically to the left side of the main Eudora window.

To manage mailboxes and folders from the Mailboxes window, do the following:

1 From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is part of a visible tabbed window group.

For more information on how to manipulate the Mailboxes window alone and as part of a tabbed window group, see "Managing Windows in Eudora" on page 137.

Mailboxes window



2 To open a mailbox or folder within the window, double-click it, or click it once and press Enter. You can move among the folders and mailboxes using the up and down arrow keys, or close or open folders using the left and right arrow keys.

3 You may start typing the name of the mailbox or folder you want, and it is highlighted when you have typed enough unique characters to identify it (the item must be displayed, so a mailbox that is in a closed folder cannot be selected).

4 Right-click any item in the Mailboxes window and a drop-down list appears whose commands let you, depending on the item, create, find messages, remove, and rename mailboxes and folders, open existing mailboxes and folders, and empty the trash from the Trash mailbox.

The folder trees displayed in the Mailboxes window, and some of the operations available from the drop-down list, depend on what protocol your mail server uses, POP or IMAP. For more information on these differences, see “Mailbox and Folder Management: POP vs. IMAP Server” on page 109.

Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailboxes window, do the following:

1 From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window’s tab if it is part of a visible tabbed window group.

2 Right-click a folder.

3 From the drop-down list, choose **New**. A dialog box appears requesting the name of the new mailbox or folder.

4 Type in the new name and select the **Make it a folder** option if you want to make it a folder; click **OK**. If you chose to make it a folder, enter the name of the mailbox within the new folder when the dialog box appears again, and click **OK**. The new mailbox or folder appears in the lists and is added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

To rename a mailbox or folder, do the following:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is part of a visible tabbed window group.
2. Click the name of the mailbox or folder, pause, then click again to highlight the name. Or, right-click the item and choose **Rename**, or click once on the item and press F2.
3. Type in the new name. Press Enter to accept your change, or Esc to cancel it.

Moving a Mailbox from One Folder to Another

To move a mailbox from one folder to another, do the following:

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is part of a visible tabbed window group.
2. Click to select the mailbox you want to move.
3. Drag it to where you want it.

Removing a Mailbox or Folder

To remove a mailbox or folder, do the following:

Important. You ***cannot*** undo this deletion.

1. From the **Tools** menu, choose **Mailboxes**, or click the Mailboxes window's tab if it is part of a visible tabbed window group.
2. Right-click it and choose **Delete** from the drop-down list, or click once on it to highlight it and then press the Delete key.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, you are prompted to confirm the deletion for each such item selected. Click **Remove it** to delete the current item for which you are being prompted, or click **Remove all** to remove all items selected for deletion and no further prompts will appear. Or click **Cancel** to cancel the deletion. If you delete a non-empty mailbox or folder, all messages, mailboxes, and folders contained within the mailbox or folder are also deleted.

Mailbox and Folder Management: POP vs. IMAP

The location of your mailboxes and mail folders depends on whether your incoming mail server for your account uses the POP or IMAP protocol.

If your incoming mail server uses POP, then all of your mailboxes and mail folders are created and stored on your computer. If your incoming mail server uses IMAP, then all of your mailboxes and mail folders are created and stored on the IMAP server.

The parallel situation holds true if you have multiple email accounts: mailboxes and folders for *all* of your POP accounts are stored on your computer; mailboxes and folders for *all* of your IMAP accounts are stored on the respective IMAP servers.

Mail folders stored on an IMAP server can contain not only mailboxes, but also messages. Mail folders stored on a POP server can contain only mailboxes, not messages.

You create an IMAP server account using the New Account Setup wizard for your dominant personality, or using the Account Settings dialog box accessed from the Personalities window. See “Getting Started” on page 211 and “Using Multiple Personalities” on page 81.

The Mailboxes window is the main tool for managing your IMAP mailboxes and mail folders. In the Mailboxes window, right-click one of the folders or mailboxes in an IMAP hierarchy and select an item from the drop-down list. See “Using the Mailboxes Window” on page 107 for more information.

Note. The additional commands for IMAP are “Refresh Mailbox List” and “Resynchronize Mailbox.”

Some mailboxes stored on your IMAP server may have been created by others and made accessible to you. For some of these mailboxes, you may have both “read and write” permission; that is, you can read the messages stored in them, can change or delete the messages. Other mailboxes may give you only “read” permission; you can only read the messages, not change or delete them.

If you have multiple personalities (email accounts) and the incoming mail servers for all of them use POP, then you will have only one top-level mail folder, named “Eudora Mail” by default. If the incoming mail server for at least one of your personalities uses IMAP, then you can have multiple top-level mail folders; one to hold mail from *all* of your POP account, and one top-level folder for each of your IMAP accounts. The name of a top-level IMAP folder is the personality name for that IMAP account.

For more information on managing your mail on POP and IMAP servers, see “Managing Your Mail on the POP Server” on page 61 and “Managing Your Mail on the IMAP Server” on page 64.

Organizing Your Messages

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your computer: first put the message in the Trash, then empty the Trash. If your incoming mail server uses IMAP, the procedure is slightly different, as described later.

POP Procedure

To put a message in the Trash, do the following:

1. Click to select the message.
2. From the **Message** menu, choose **Delete**, or from the **Transfer** menu, choose **Trash**. Also, you can just press the Delete key or click the Delete toolbar button. The message is transferred to the Trash mailbox.

   Note. To cancel a deletion to the Trash, from the **Edit** menu, choose **Undo**.

To delete the messages in the Trash mailbox (that is, remove them permanently from your PC), do the following:

- From the **Special** menu, choose **Empty Trash**. Or, if the Mailboxes window is open on your desktop, right-click on the Trash mailbox in the window and choose **Empty Trash** from the drop-down menu.

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings options windows to select those options. See “Extra Warnings” on page 240.

Quitting Eudora empties the contents of the Trash mailbox when the “Empty Trash when exiting” option in the Miscellaneous options is selected. See “Miscellaneous” on page 249.

Finally, if you want to delete just a few messages from the Trash mailbox, open the Trash mailbox, and do the following:

1. Click to select the desired messages.
2. From the **Message** menu, choose **Delete**, or press the Delete key. Deleting a message from the Trash removes it completely.

IMAP Procedure

If you have the **When I delete a message, move it to Trash** option turned off in the Incoming Mail options window (see “Incoming Mail” on page 214), all new messages are delivered to your IMAP server and are kept there until you actively delete them.

You must perform two steps to remove a message from your computer: first mark it for deletion, then remove marked messages.

To mark for deletion a message stored in an IMAP mailbox or folder, do the following:

1. Click to select the message.
2. From the **Message** menu, choose **Delete**. Notice that the message has a red X in the server status column.

   To unmark the message for deletion, click to select it. Then from the **Message** menu, choose **UnDelete**.

   To remove all messages marked for deletion in the current IMAP mailbox, choose **Remove Deleted Messages**. The messages are completely removed not only from your PC but also from the IMAP server.

Important. Once you remove marked messages using the “Remove Deleted Messages” command, these messages are gone and cannot be restored; so use this command with caution.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted. To do this, select the “Delete attachments when emptying Trash” in the Attachments options windows. To do this, be sure the attachments are still in the Attach Directory or the directory you have specified for attachments. If you have this option selected, and want to delete a message but save its attachment, move the attachment into another directory before deleting the message. See “Attachments” on page 222.

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this.

- Click to select the message(s) you want to transfer, then choose a mailbox from the **Transfer** menu.
- Click to select the message(s) you want to transfer, then right-click on the selection and choose a mailbox from the Transfer drop-down menu.
- Drag a message summary to an open mailbox window or to a mailbox icon in the Mailboxes window.

To put a copy of a message in another mailbox instead of transferring the message, hold down the Shift key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert appears informing you that some header information may be removed from the message during transfer. Click Yes to transfer the message.

Important. Don’t forget to clean out your Out mailbox once in awhile to increase your system performance.

Note. You can undo mailbox transfers using the “Undo” command from the Edit menu.

Using the Transfer Menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, choose a mailbox from the Transfer menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open message window.

To drag a message summary to another mailbox, do the following:

1. Click to select the message summary or summaries.
2. Drag the summary into any open or minimized mailbox window, or any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

To drag an open message to another mailbox, hold down the mouse over the Tow Truck icon and drag the message into any open mailbox or any mailbox in the Mailboxes window. When you release the mouse button, the message is transferred.

When dragging to the Mailboxes window, pause over a closed folder. The folder temporarily opens making its mailboxes visible so that you can complete the drop operation. The folder closes again when you complete or cancel the drop.

Note. You can only drag messages around if the “Allow drag and drop transfers” option is selected in the Mailboxes options window. See “Mailboxes” on page 227.

Creating a Mailbox or Folder During Transfer

To create a mailbox and transfer the current message into it at the same time, do the following:

- From the **Transfer** menu, choose **New** instead of the name of a mailbox. The New Mailbox dialog box appears.

You can create a new mailbox or mail folder. For details, see “Creating Mailboxes and Folders” on page 106. When you are done, the current message is transferred into the new mailbox.

To create the new mailbox without transferring the message into it, select the “Don’t transfer, just create mailbox.”

Filtering Messages

Important. If you are using Eudora in Light mode, you have access to fewer features when using Eudora's Filtering functionality.

Many of the email management functions in Eudora can be done automatically using filters. For example, you can automatically reply to a request for information, transfer all the messages from your children into a personal mailbox, and label all the messages from your customers as "Hot."

A filter can be thought of as a personal "valet" or "butler" that takes your mail and does certain things to it that you specify. One kind of valet might watch for particular mail from a mailing list and move it into a mailbox, open the message, and play a sound. Another might look for other kinds of mail and give it a label color, a high priority, and a new subject line. You can create as many of these "valets" or "butlers" as you like, and you can give each of them from one to five instructions on what to do with your mail that fits a certain set of criteria, based on information in the header of the message and the message body.

Quick and Simple Filters with the Make Filter Command

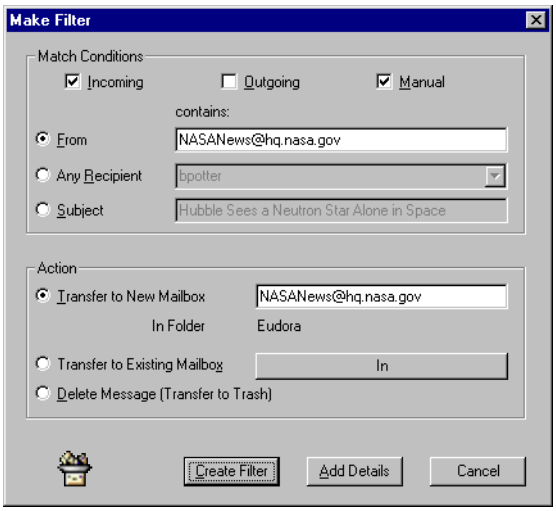
The simplest filters are those that transfer incoming messages to a particular mailbox based on the sender of the message or one or more of the recipients. For example, each time you check your mail, you may want to have Eudora take all of the incoming messages it receives from your friend Joe and automatically transfer them into a mailbox you've called "Mail from Joe." To get Eudora to do this, you set up a simple filter.

For new users, the Make Filter dialog box provides an easy way to learn how to use filters. Once you are comfortable with the simple filters created this way, you can go on to make more complex, powerful filters using the Filters window. Experienced users will find that the Make Filter dialog box provides a rapid, convenient method for making a simple transfer filter.

To open and use the Make Filter dialog box, do the following:

1. Open an incoming or outgoing message containing the information you want in your filter, or select one or more message summaries in a mailbox.
2. From the **Special** menu, choose **Make Filter**. Or right-click in the body of the open message, or in the selection of message summaries, or in the preview pane for a single-selected message, and choose **Make Filter** from the drop-down menu. The Make Filter dialog box appears.

Make Filter dialog box with sample filter



Match Conditions

The Match Conditions area of the dialog box helps you set up the criteria that will determine whether a particular message will be acted on by this filter.

You can specify that the *type* of messages you are interested in should be Incoming and/or Outgoing. You can also specify that this should be a Manual filter (described below). You can check and uncheck any combination of the three boxes: Incoming, Outgoing, and Manual.

Note. If the messages you selected when you chose Make Filter were in any mailbox other than your Out mailbox, the Incoming and Manual check boxes are checked automatically. If the messages you selected were in your Out mailbox, the Outgoing and Manual check boxes are checked automatically.

- **Incoming**—If this box is selected, then any incoming message that satisfies the content match condition you specify will be acted on according to the action you've specified in this filter.
- **Outgoing**—If this box is selected, then any outgoing message that satisfies the content match condition you specify will be acted on according to the action you've specified in this filter. The matching and action occurs after the message has been sent.
- **Manual**—If this box is selected, then when you select one or more message summaries in a mailbox window and choose Filter Messages from the Special menu, the incoming and/or outgoing messages selected that satisfy the content match condition you specify will be acted on according to the action you've specified in this filter. This option is useful when testing your filter or manually filtering messages that you have already received or sent.

Note. If Incoming or Outgoing is selected (or both), the filter is automatic; that is, Eudora performs the filter operation behind the scenes, automatically, when you send or check mail. If you now also select Manual, the filter becomes both automatic and manual, meaning, you can now manually perform the filter operation by selecting Filter Messages

from the Special menu while message summaries are selected in a mailbox window—but Eudora still filters the messages automatically during mail sends and checks. In short, checking Manual does not “turn off” Eudora’s automatic filtering for that filter.

Also, making a filter manual also gives you a good way to test the filter to your needs as soon as you set it up, rather than having to wait until the next time you send or check mail. After creating a manual filter with the Make Filter dialog box, check to see that it does what you want by selecting Filter Messages from the Special menu. Your open message or selected message summaries are immediately filtered according to the new filter.

You can choose one of three content matches: From, Any Recipient, or Subject.

From (selected by default)—Select to match the message against the From: field—the sender—of the messages you selected. You can then edit the field. The From: field of a target message must contain the information in this box but does not have to exactly equal it. Note that if you selected multiple messages and they do not have a common sender, the From: field is unselectable and is left blank.

Any Recipient—Select to match the message against any of the recipients in the messages you selected (recipients are contained in the To: and Cc: fields and, in an outgoing message, the Bcc: field). Choose one recipient from the drop-down menu (accessed from the menu button next to the field), or edit the text in the field. Note that the information you enter in the field must be contained in any of the recipient fields of the target message but does not have to exactly equal any recipient field.

Subject—Select to match the message against the Subject: field of the messages you selected. If you have selected multiple messages and they do not have a common subject, this field is left blank. In either case you can edit the field. The subject line of a target message must *contain* the information in this box but does not have to exactly equal it.

Action Area

The Action area of the window lets you determine the one action that will be performed on messages that satisfy the Match Conditions you’ve specified for this filter. The three action choices are all message-transfer actions; they transfer the filtered message to a mailbox. For messages that satisfy your match conditions, your simple filter will transfer the messages to either a new mailbox, an existing mailbox, or your Trash mailbox.

Transfer to New Mailbox—Select to transfer the filtered message to a new mailbox that you will specify. The text field is filled in with a suggested new-mailbox name based on your selected content match condition (From, Any Recipient, or Subject). You can change this name if you like. The In Folder field is a label showing you the folder in which your new mailbox will be created. By default, this is the same folder that holds the mailbox containing the messages you’ve selected. The new mailbox is created as soon as you create this filter.

Note. You can set the value of the “In Folder” field to your own desired default folders based on the chosen match condition: From, Any Recipient, or Subject. Use the three Eudora.ini file entries FilterFromFolder, FilterRecipFolder, and FilterSubjectFolder, respectively. Enter the path as it appears on the mailbox window. For example: FilterFromFolder=mail-lists\entertainment. See “Eudora.ini File” on page 302.

Transfer to Existing Mailbox—Select to transfer the filtered message into one of your existing mailboxes. Select the mailbox from the button next to the field. The default mailbox is the In box. When you click the button, a version of the Transfer menu appears, letting you choose the mailbox from the Transfer menu.

Note. Also, you can create a new mailbox in the Filters window by choosing **New** from the drop-down mailbox menu. This is handy for creating a new mailbox within another folder.

Delete Message (Transfer to Trash)—Select to delete the message that satisfies the filter match conditions, transferring it to your Trash mailbox. This feature is useful for deleting junk email, or “spam” as it is called in the Internet world. Test this filter to make sure messages you really want to keep don’t go to the Trash mailbox.

Buttons

- **Create Filter**—When you have set up your match conditions and filter action, click Create Filter to create the filter. The filter is added to the bottom of your filters list in the Filters window (discussed below). The filter is available immediately and will act on messages that satisfy the conditions at the next mail check, mail send, or selection of the “Filter Messages” command, as appropriate. Filters are processed from top to bottom of the filters list.
- **Add Details**—Alternately, after setting up the filter information, click Add Details to both create your filter and also open the Filters window. You can add additional information to your new filter and make it more powerful or just change it. The filter is added to the bottom of your filters list and is immediately available in the form in which it was set up in the Make Filter dialog box. Any changes you make in the Filters window must be saved before they become effective. Following is more information on the Filters window.
- **Cancel**—Click Cancel to cancel the filter if you change your mind. The filter is cancelled and your changes are not saved.

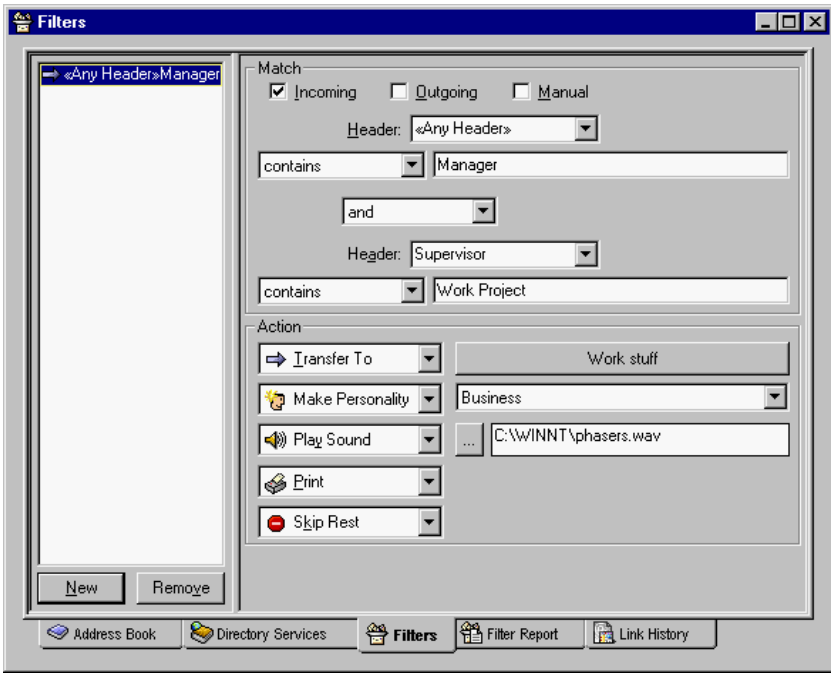
Detailed Filters with the Filters Window

The Make Filter dialog box, discussed previously, lets you create quick, simple filters that perform one operation—a mail transfer—based on one match condition—a piece of header information. The Filters window lets you create more complex, powerful filters that use multiple match conditions and perform multiple filter actions. You can also use the Filters window to create simple filters such as those created by the Make Filter dialog box.

To open the Filters window to create or modify a filter, do the following:

1 From the **Tools** menu, choose **Filters**, or click on the Filters window's tab if it is part of a visible tabbed window group. The Filters window appears, and any filters you have created are listed on the left. For more information on how to manipulate the Filters window alone and as part of a tabbed window, see "Managing Your Windows in Eudora" on page 137.

Filters window showing an example filter



2 To add a new filter, click **New** or to modify a filter, click an existing filter to select it.

3 Select the options for how you want the filter to be used: as an automatic filter to be invoked on any Incoming and/or Outgoing mail and as a Manual filter that can be invoked when you choose **Filter Messages** from the **Special** menu. Any combination of these options works.

4 Define the criteria for the filter by using the header item drop-down menus and the text fields to specify which header items should include a particular string of text. You can define two related terms for the criteria so that your filter is as specific as possible. For details, see "Filter Criteria" on page 119.

5 Define the action or actions to be taken on messages that fit the criteria and save the filters. For details, see "Filter Actions" on page 121.

Eudora places a small icon to the left of the filter in the list for some action you have selected for that filter—up to five icons/actions per filter.

Note. Filters are automatically named based on the first term of the criteria for the filter. You can reorder them by dragging a filter up or down in the list.

You should reorder your filters to indicate what order you want your messages filtered, and grouping your filters will make them easier to find.

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filter's criteria, the actions are done as specified until there are no more actions. Then the message is

matched against the next filter. If at any point a “Skip Rest” action is done, the remaining actions for that filter (if there are any) are performed on that message, the rest of the filters in the filters list are skipped for that message. The next message is filtered, again going from top to bottom down the filters list.

Filter order matters when a message addressed to you is also sent to a mailing list you’re on. If you have a filter that always places messages addressed to you into a personal mailbox, then you want Eudora to perform the filter for your personal mailbox before any other filtering.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the vertical “splitter” bar to the right of the list and drag the line to the left or right.

The next two sections refer exclusively to the Filters window. For information on the match conditions and filter actions in the Make Filter dialog box, see “Quick and Simple Filters with the Make Filter dialog box” on page 114.

Filter Criteria (Match Area)

Each filter in the Filters window can use one or two “terms” as its criteria, connecting them as appropriate with the conjunction drop-down menu.

Header—Use this field to specify which message header items you want the filter to search. You can choose an option from the drop-down menu or enter one yourself. This is helpful if you want to use a header item that does not appear on the menu, such as X-Priority. The selections are as follows:

- To:
- From:
- Subject:
- Cc:
- Reply-To:
- «Any Header»
- «Body»
- «Any Recipient»
- «Personality»

The «Any Header» option searches all message headers (including hidden headers that are shown with the BLAH BLAH BLAH option). The «Body» option searches the message body. The «Any Recipient» option searches all possible recipient items (To:, Cc:, Bcc:). The «Personality» option searches the name of the personality (email account) associated with the message. You will most likely want to search for both the To: and Cc: fields when receiving mail. If so, you should use <<Any Recipient>> instead of To: or Cc:.

Use the match type (“contains” is the default) drop-down menu to control how the header item is matched with the text string in the text field. The match options are as follows:

contains or **doesn't contain**—If the specified header item contains or does not contain the text string, filter the message. It allows other text to surround the text string.

is or **is not**—If the specified header item is or is not an exact match of the text string, filter the message.

starts with or **ends with**—If the specified header item starts with or ends with the text string, filter the message. The *starts with* item refers to the first non-whitespace character after the colon, so any spaces after the colon are ignored.

appears or **doesn't appear**—If the header item appears or does not appear in the message, filter the message (the text field is ignored). This is useful for filtering messages based only on the types of fields they contain. For example, some messages contain a Reply-To: header, some don't.

intersects nickname—If the text string is included in a nickname, whether it is a full address or a nickname within the nickname, filter the message.

matches regexp (case sensitive) (Sponsored and Paid modes only)—If the specific item matches the regular expressions characters with case sensitivity, filter those messages.

Note. Regular Expressions is an advanced and complex method of searching for text. For more information, see "Regular Expressions (Sponsored and Paid modes only)" on page 123.

Regular Expression is a search string that uses special characters to match text characters. For example, if you are filtering messages sent to you by two people, choose **From** in the first drop-down options list, then choose **matches regexp**. Then type their usernames between parentheses separated by a vertical slash, for example `(bobclark)|(janedoe)`in the text box. Eudora searches and displays all messages from these two people. For more information on regular expressions, refer to the `readme.txt` file in your Eudora folder or click on the following Web site URL `http://sansecus.usc.es/unixpages/concepts_regexp.html`

matches regexp (Sponsored and Paid modes only)—If the specific item matches the regular expressions characters, filter those messages.

Enter text in the text field boxes to specify the text strings that the filter is searching for.

Important. It is recommended that the contents of the text boxes be kept as specific and brief as possible. The greater the complexity, the less likelihood of a match.

Be sure not to enter a header label in the text box as part of the text string. For example, to filter all messages from Justine, do not enter "From: Justine" in the text box. Rather, select "From:" in the Header field, and enter simply "Justine" in the text box.

Use the conjunction drop-down menu ("ignore" is the default) to link the two terms. The conjunction options are as follows:

ignore—Ignore the second term. If the message matches the first term, filter the message.

and—If the message matches *both* the first and second terms (but not just one alone), filter it.

or—If the message matches either term (or both), filter it.

unless—If the message matches the first term, filter it *unless* the message also matches the second term, in which case *do not* filter it. (This lets you exclude certain variations of the first term.)

Filter Actions

For a filter you're creating or modifying in the Filters window, all messages that match the filter criteria are acted on as specified with the Actions drop down menus. Each filter can do up to five things to a message that matches the criteria. You can use the same action twice if it does not directly affect the original message. For example, "Copy To" can be used twice, but not "Transfer To."

Some filter actions have an associated icon. For these actions, Eudora places the action icon next to the filter in the filters list. Up to five icons can appear per filter.

The Action options are as follows.

None—No action.

Make Status—Assigns the selected status to message summaries.

Make Priority—Assigns the selected priority level to messages. If you select a set level from the drop-down menu, messages are set to that priority. If you select Raise or Lower, messages are raised or lowered one priority level based on their pre-filter level.

Make Label (Sponsored and Paid modes only)—Assigns the selected label to messages. Label colors and names are set in the Labels options window. See "Labels" on page 234.

Make Personality (Sponsored and Paid modes only)—Assigns the selected personality to messages. For outgoing messages, the message is *not* sent from the assigned personality. For incoming messages, all your responses to the message will be from the assigned personality until you change the personality associated with the incoming message or your response. For more information, see "Using Multiple Personalities" on page 81.

Make Subject—Assigns the new subject to message summaries (does not affect the subject in the message itself). If you choose this option, the entire subject of the message is replaced with the new subject. Use the "&" symbol to stand for the old subject if you want to add the new subject to the old subject. For example, entering New Subject [was &] results in New Subject [was Old Subject].

Play Sound (Sponsored and Paid modes only)—Plays the selected sound when messages are filtered.

Speak (Sponsored and Paid modes only)—Plays a voice to alert you of a message being filtered. *Who* and *Subject* fields display as well as a drop-down list where you can choose a voice type. Check Who to hear the voice read the sender's name and Subject to hear the voice read the subject line.

> **Note.** After you select Speak, the Who and Subject fields and a drop-down voice list appear. If these fields are grayed out, you must install Microsoft's Speech Engine applications. For more information and to retrieve the applications, please refer to the following website: `www.eudora.com/download/other`

Open (Sponsored and Paid modes only)—Opens the mailbox and/or message when a message is received. If you set a previous action to filter messages into a mailbox, then that mailbox is opened.

Print (Sponsored and Paid modes only)—Prints one copy of each message.

Notify User (Sponsored and Paid modes only)—Notifies you “As Normal” and/or “In Report” when messages are received. The “As Normal” option notifies you based on the options you have selected in the Getting Attention options. The “In Report” option notifies you by opening the Filter Report window and displaying in that window a filter report that details what filter actions have been done. See “Filter Report Window” on page 154.

Notify Application—Notifies the selected application when messages are received, and provides information from the message. Specify the application to use and the part of the message to be included.

Use the Browse button ... to select an application, or enter the command line yourself. The command line should include the path to the executable, any options, and the following substitution variables, all separated by blank spaces:

%1	Date
%2	To
%3	From
%4	Subject
%5	Cc
%6	The entire message

For example, the command line to send the subject of a message to a pager might look like this:

```
C:\apps\pager.exe -c %4
```

Forward To (Sponsored and Paid modes only)—Forwards messages to the email address given. Forwarded messages are placed in the queue in the Out mailbox and sent the next time you send queued messages.

Redirect To (Sponsored and Paid modes only)—Redirects messages to the email address given. Redirected messages are placed in the queue in the Out mailbox and sent the next time you send queued messages.

Reply with—Replies to messages with the selected stationery message. Replies are placed in the queue in the Out mailbox and sent the next time you send queued messages. One typical use of this action is to reply to specific senders with stationery telling them that you’re on vacation: “I’m out till the 10th. I’ll reply to your message when I get back.” For more details, see “Using Stationery” on page 76.

> **Note.** For filter actions Forward to, Redirect to, and Reply with, the resulting new message will always be queued regardless of your sending mail settings. If you want the message sent automatically, you need to have the Checking Mail settings set to “Automatically check mail every _ minutes” and “Send on check” enabled. See “Checking Mail” on page 213.

Server Options (Sponsored and Paid modes only)—Sets the message’s server status to Fetch and/or Delete. Use this only if POP is your incoming server type.

Copy To—Copies messages to the selected mailbox.

Transfer To—Transfers messages to the selected mailbox.

Skip Rest—Stops filtering for the message. The message is not matched to the rest of the filters in the filter list.

Regular Expressions (Sponsored and Paid modes only)

When searching for messages or defining a filter in Eudora, an option you can use is regular expressions. Following is a description of regular expressions and how they are used in Eudora.

There are two functions in Eudora where you can use regular expressions:

- **Filters window**—Located in the drop-down list where you indicate the relationship between a mail header and a piece of text (for example, the “Subject” contains Eudora, “Any Recipient” is joe@xyz.com, and so on). There are two regular expression criteria in that list, namely "matches RegEx" and "matches RegEx (case insensitive)."
- **Find Messages window**—Located in the center drop-down list. The option "matches regexp" appears. In the Find Messages window, regexp is not case sensitive.

There are various standard implementations of regular expressions, but Eudora uses the POSIX implementation. Following are symbols that are supported in Eudora.

Symbol	Character representation
.	(period) represents any one character.
[ ]	(brackets) contain a set of characters from which a match can be made. It corresponds to one character in the search string.
****	(backslash) is an escape character which means that the next character will not have a special meaning.
*****	(asterisk) is a multiplier. It will match zero or more of the previous character. (Note that it’s not a wildcard character as in file names.)
?	(question mark) is a multiplier. It will match zero or one of the previous character. (Note that it’s not a wildcard character as in file names.)
+	(plus) is a multiplier. It will match one or more of the previous character.
{ }	(squiggly brackets) contain a number which specifies an exact number of the previous character.
[^]	(brackets containing caret and other characters) means any characters except the character(s) after the caret symbol in the brackets.
^	(caret) is the start of the line.
$	(dollar) is the end of the line.
\<	represents the start of a word.
\>	represents the end of a word.
[:alpha:]	represents any alphabetic letter.
[:digit:]	represents any single-digit number.
[:blank:]	represents a space or tab.

Symbol	Character representation
|	(pipe) is OR. It requires that the joined expressions have parentheses around them.

Here are a few examples:

Symbols	What they match
E.*a	matches Eudora, Etcetera, Ea
ho+p	matches hop, hoop, hoooop, but not hp
etc\.	matches etc. but not etc
e.a	matches eta, eda, e1a; it only matches Eta if the matching is case-insensitive
[eE].a	matches eta and Eta

You can find further information on regular expressions on the web, for example the following web site: `www.robelle.com/library/smugbook/regexpr.html`.

Creating an Auto-Reply Message

(Sponsored and Paid modes only)

You can create an email message that can be sent to people automatically when you are on vacation or away from your computer. This message is called an auto-reply. You create an auto-reply by using Eudora's stationery and filter functions.

Before you create the auto-reply, make sure that the **Check for mail every _ minutes** (the value you enter must be greater than 0) and **Send on check** options are turned on in the Checking Mail options window. See "Checking Mail" on page 213.

Also, make sure you have entered your incoming mail server's password for your current session or have Eudora save your password.

To create an auto-reply, do the following:

1. Write your auto-reply message using Eudora's **Stationery** functions. Once the auto-reply message is written, name and save it in stationery. See "Creating New Stationery" on page 77.
2. From the **Tools** menu, choose **Filters**. The Filters window appears.
3. In the **Match** section, choose a header from the Header drop-down list. Select a header that matches the header in the messages to whom you want to send your auto-reply. <<Any Recipient>> is the most common for an auto-reply.

   Important. If you choose <<Any Recipient>>, all recipients including mailing list you subscribe to will receive your auto-reply.

   For example, to set an auto-reply only to messages sent to your user name, just select <<Any Recipient>>, then choose "contains." In the text box, enter your user name. You can match others as well, but it may cause a large number of emails to be auto-replied.

4 In the **Action** section, choose **Reply with** in the first drop-down list.

5 In the text box to the right of the first drop-down list, enter the name of the stationery.

6 Click **OK**. The stationery message you created will be sent to the people you indicated in this filter.

Important. Remember to delete this filter when you want your auto-reply message to stop.

Sorting Messages Within Mailboxes

When you check your mail and new messages come into your In box or are filtered into other mailboxes, the new messages are placed in their mailboxes in the order in which they arrive. By default, these new messages appear at the bottom of the message summary list in the mailbox window. Note that this is not necessarily a strict date order, since occasionally messages may arrive out of date order. (The date indicates when the message was sent, not when you receive them.)

Similarly, when you transfer messages to another mailbox, those messages appear at the bottom of the message summary list in that mailbox.

You can sort messages in a mailbox by status, priority, attachment, label, sender, date, size, server status, subject, and group by subject. You can sort these messages in either ascending or descending order one column at a time or by combining several columns in the sort.

Simple Sorting

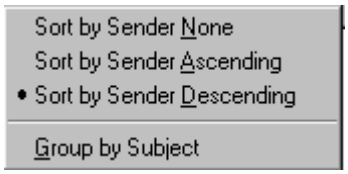
You can access Eudora's sort feature to perform a simple sort in three ways:

- By clicking the column header you want to sort. For example, if you click the Who column, senders of your messages are sorted in alphabetically order.
- By right-clicking anywhere on the column headings. The context menu appears for you to choose a sort criteria for that column. For example, if you choose the item to sort in descending order, the mailbox sorts from top to bottom.
- By choosing the Sort from the Edit menu. The Sort submenu appears for you to choose a column heading to sort.

Note. The normal sort order is ascending, for example, with the most current dates at the bottom of the list. If you hold down the Shift key and click the column header, the sorting becomes descending. You can mix ascending and descending sorts when sorting more than one column at a time.

Following is the context menu that appears when you right-click the Who column heading.

Mailbox sorting context menu



In each column heading, you can choose if that heading has no sort, is sorted in ascending order, or sorted in descending order. Also, you can group subjects together by choosing **Group by Subject**, which keeps messages with the same subject together all the time.

Messages (including replies) with the same subject, such as a work project are kept together in the mailbox regardless of whether you sort by Date, Sender, and so on. A checkmark next to the Group by Subject option in the context menu indicates that the option is active.

New messages that come into a sorted mailbox will automatically be placed in the correct sorted order. For example, if you have a mailbox sorted by date, and you want all of the messages to be grouped by subject, any new messages will be grouped with other messages containing the same subject in a chronological.

Note. You can also sort message in the Find Messages window when the Results panel is active.

Complex sorting

You can perform complex sorting by holding down the Ctrl key and click one column, then another column, and so on. The columns are sorted in the order you clicked on them. For example, if you click the Subject column first and then the Date column, the subjects in this mailbox sort alphabetically and then chronologically. You will notice numbers in each column header indicating the order of the sort. See the following example.

Complex sorting by subject and then date

Date			Subject
08:55 AM 11/12/1999 -	5		Re: Paid -> Adw
04:31 PM 1/19/2000 -0	1		PDF distiller
10:37 AM 1/18/2000 -0	2		Please donate y
12:31 PM 10/19/1999 -	2		Please join the E
01:29 PM 7/8/1999 -05	2		Please join the E
02:23 PM 10/25/1999 -	8		Prize Donations
11:02 AM 1/26/2000 -0	3		Proofs for the 80
03:53 PM 7/12/1999 -0	4		Property Passes

To perform a complex sort, you can click two columns or all eight! To cancel the sort, just click on the column that displays 1. All the sort criteria will cancel.

Using the Find Command

Eudora incorporates a Find command that searches for specific text within a single message, multiple messages, or even multiple mailboxes. To display the Find submenu of commands, do the following:

1 From the **Edit** menu, choose **Find**.

Find submenu (under the Edit menu)

Finding Text Within One Message

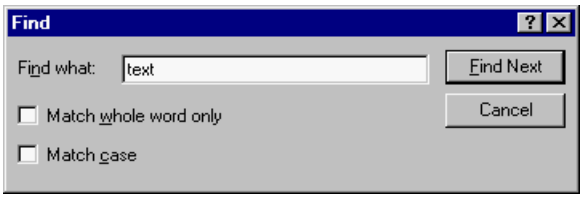
To search for text within a single message, do the following:

1 Open a message.

2 From the **Edit** menu, choose **Find** or in an open message or in the preview pane, press Ctrl + Shift + F.

3 From the **Find** submenu, choose **Find Text**. The Find dialog box appears, with the blinking insertion point located in the text field.

Find dialog box



4 In the text field, type the text you want to find.

5 Check **Match whole word only** to match the text as whole word (not embedded in another word). Check Match case to match the case of the entered text.

6 When finished, click the **Find Next** button.

7 To continue searching in the same message for the next occurrence of the text, click the **Find Next** button in the Find dialog box, or choose the **Find Text Again** command from the **Find** submenu. These commands are equivalent and limit the search to the same message. Repeating these commands cycles through the matches in the open message only.

Starting at the cursor's current position in the message, Eudora searches the current message for the specified text. If no match is found, the not found alert appears.

If the search is successful, the message is scrolled to the first point where the match is found and the matching text is highlighted.

Note. You can search for text in the messages summaries area of a mailbox. Just place your cursor in the summaries window and choose **Find** from the Edit window. Choose **Find Text** and enter the text you want to find in the Find Text dialog box. Eudora will highlight the first occurrence of the text.

Stopping a Find

If you want to stop Eudora from continuing a search, click the Stop button in the progress window, or press the Esc key.

Find Messages

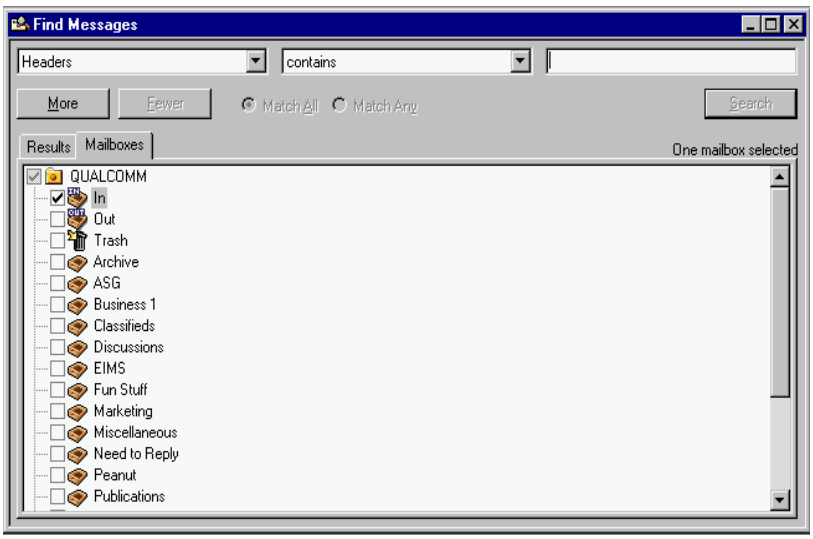
Important. If you are using Eudora in Light mode, you have access to fewer features when using Eudora's Search functionality.

You can perform complex searches through messages in all or a selected number of mailboxes or folders. Once your search is complete, you can sort, delete, and view the resulting messages. You can search for a specific piece of information in all your mail or just search for a particular item that matches the criteria you set. Set up the criteria for your search by selecting options from the drop-down lists and by entering text.

To set up criteria for a message search, do the following:

1. From the **Edit** menu, choose **Find** or press Ctrl+F. The Find submenu appears.
2. From the Find submenu, choose **Find Messages**. The Find Messages dialog box appears.

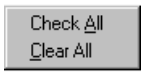
Find Messages dialog box



In the Find Messages dialog box, your mailboxes appear along with check boxes. If the boxes are checked, Eudora will perform a search in these mailboxes according to the criteria you are about to set up. To omit a mailbox from the search, just deselect the box. All the boxes are checked by default.

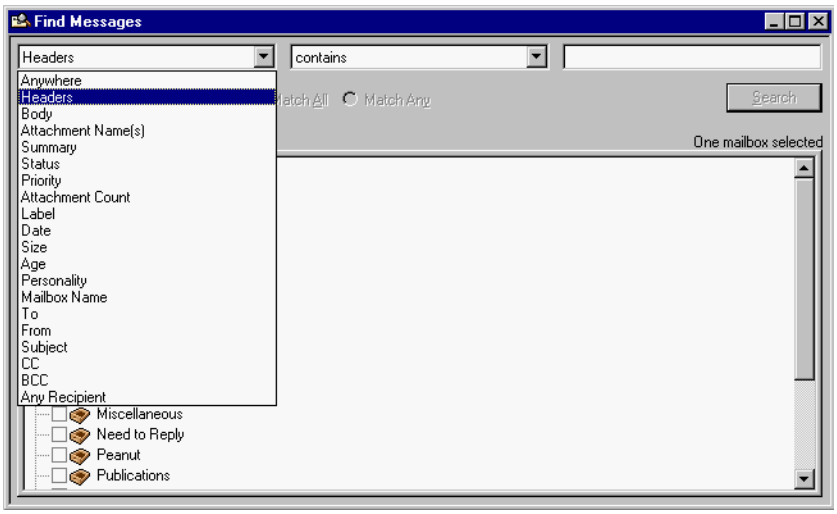
If you right-click in the Find Messages window, a context menu appears allowing you to clear all the check marks so you can select the mailboxes to search. Choose **Clear All** to clear the check marks or choose **Check All** to check all the mailboxes.

Find Messages context menu (right-click)



The top part of the dialog box is where you select and enter criteria for your search. Each search can use up to five “terms” and “conjunctions” as its criteria, connecting them as appropriate. Eudora remembers the previous criteria if you close and reopen the Find Messages dialog box. The drop-down and conjunction lists displaying the criteria you can select are shown, as follows:

Find Messages drop-down and conjunction options lists



3 In the drop-down criteria list (**Anywhere** is the default), choose where in the message you want Eudora to search for text. Following is a description of each option.

Anywhere—Choose this option to search everywhere in the message including all header fields and message body.This includes headers that are normally exposed only with the Blah Blah Blah icon button turned on.

Headers—Choose this option to search only in the header fields of the message. This includes headers that are normally exposed only with the Blah Blah Blah icon button turned on.

Body—Choose this option to search only in the body of the message.

Attachment Name(s)—Choose this option to search only attachment names in the message.

Summary—Choose this option to search text entered in only the header From: and Subject: fields of the message.

Status—Choose this option to search for messages by status. A status drop-down options list displays (the default is Unread). You can choose from Unread, Read, Replied, Forwarded, or Redirected. The conjunction field defaults to **is**.

Priority—Choose this option to search for messages by priority. A priority drop-down options list displays (the default is Highest). You can choose from Highest, High, Normal, Low, or Lowest. The conjunction field defaults to **is**.

Attachment Count—Choose this option to search the number of attachments joined to each message. A counter appears for you to select the desired number, or you can type the number in the text box. The conjunction field defaults to **is**.

Label—Choose this option to search for messages by label. Choose Label, and the labels drop-down options list displays (the default is None). You can choose from the labels you previously set up. The conjunction field defaults to **is**.

Date—Choose this option to search for messages by date. Once selected, today's date appears. Click the down arrow to display the current month's calendar. Using the arrows on the calendar, you can display the preceding or succeeding months and years. Choose the date to or from where you want the search to begin.

Size—Choose this option to search for messages by their file size (in kilobytes). A counter appears for you to select the desired number of kilobytes, or you can type the number in the text box. The conjunction field defaults to **is**.

Age—Choose this option to search for messages by age (in days). A counter appears for you to select the desired number of days, or you can type the number in the text box. The conjunction field defaults to **is**.

Personality—Choose this option to search for messages by account. A drop-down list displaying your previously set up personalities appears. Select the desired personality.

Mailbox Name—Choose this option to search for messages in a specific mailbox. Enter the name of the mailbox in the text box. This works well if you selected several mailboxes but only wanted certain mailboxes that matched the criteria you selected.

To—Choose this option to search text entered in only the To: header field of the message.

From—Choose this option to search text entered in only the From: header field of the message.

Subject—Choose this option to search text entered in only the Subject: header field of the message.

CC—Choose this option to search text entered in only the Cc: header field of the message.

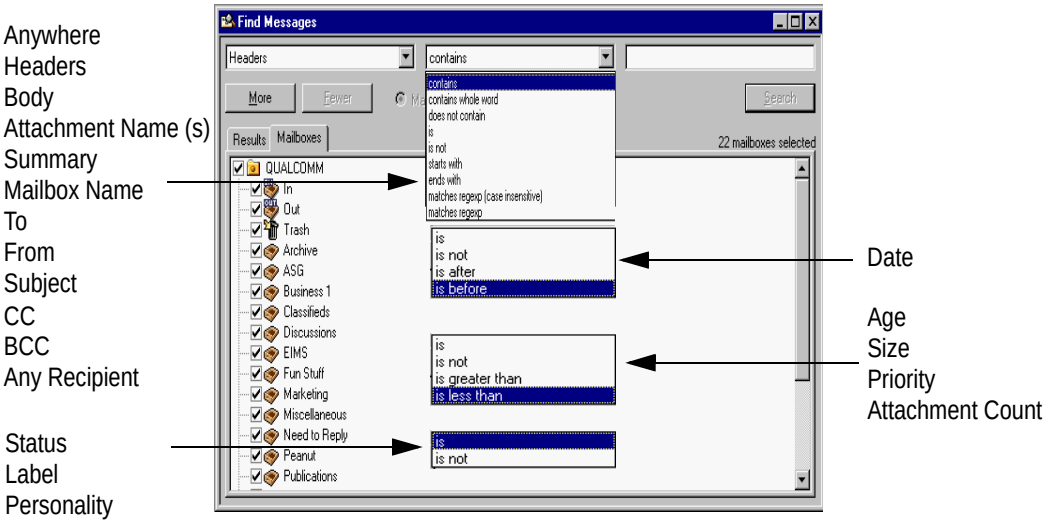
BCC—Choose this option to search text entered in only the Bcc: header field of the message.

Any recipient—Choose this option to search text entered in only the To:, Cc:, and Bcc: header fields of the message.

In the example below, Headers was selected from the drop-down options list as the first criteria.

4 After you select the option from the drop-down list, select a conjunction to link the first option with the text you will be searching for. Following are the conjunction drop-down lists.

Conjunction drop-down lists



Following is a description of each conjunction option in the drop-drop list.

contains—If the specific item contains the text string, search and display those messages. This allows for other surrounding text.

contains whole word—If the specific item contains the exact word, search and display those messages. This does not allow for other surrounding text.

does not contain—If the specific item does not contain the text string, search and display those messages.

is—If the specific item is an exact match, search and display those messages.

is not—If the specific item is not an exact match, search and display those messages.

starts with—If the specific item starts with the text string, search and display those messages.

ends with—If the specific item ends with the text string, search and display those messages.

matches regexp (case sensitive)—If the specific item matches the regular expressions characters with case sensitivity, search and display those messages.

Regular Expression is a search string that uses special characters to match text characters. For example, if you are searching for messages sent to you by two people, choose **From** in the first drop-down options list, then choose **matches regexp**, then type their usernames between brackets separated by a vertical pipe symbol, for example `(bobclark)|(janedoe)` in the text box. Eudora searches and displays all messages from these two people. For more information concerning regular expressions, refer to the readme.txt file in the Eudora folder, or click the following URL: `http://sansecus.usc.es/unixpages/concepts_regexp.html`

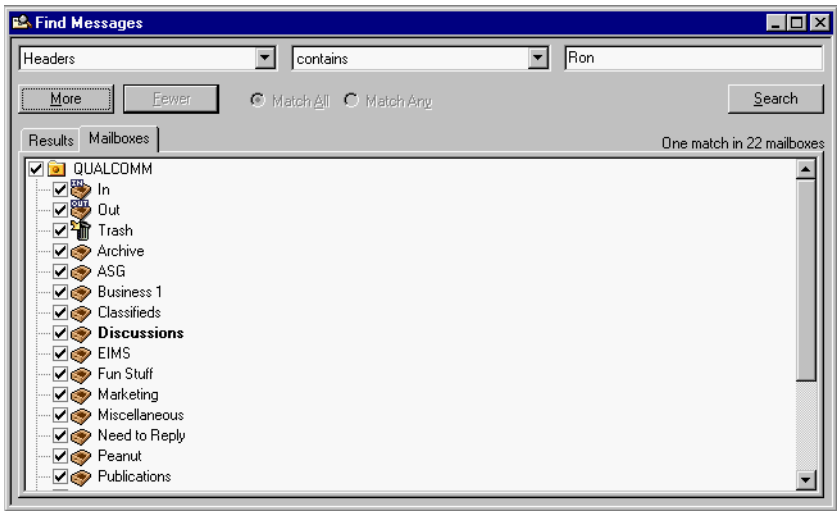
Note. Regular Expressions is an advanced and complex method of searching for text. For more information, see “Regular Expressions (Sponsored and Paid modes only)” on page 123.

matches regexp—If the specific item matches the regular expression string of characters, search and display those messages. **is after/is before** (Date only)—If the date is after or before the date displayed, search and display those messages.

is greater than/is less than (Age, Size, Priority, Attachment Count only)—If the specific item is greater than or less than the number indicated, search and display those messages.

5 Once you have chosen the conjunction, enter the text string that you are searching for, or choose a value from the drop down list if one appears. In the text box, you can enter as much text as you want. In the following example, a username was entered.

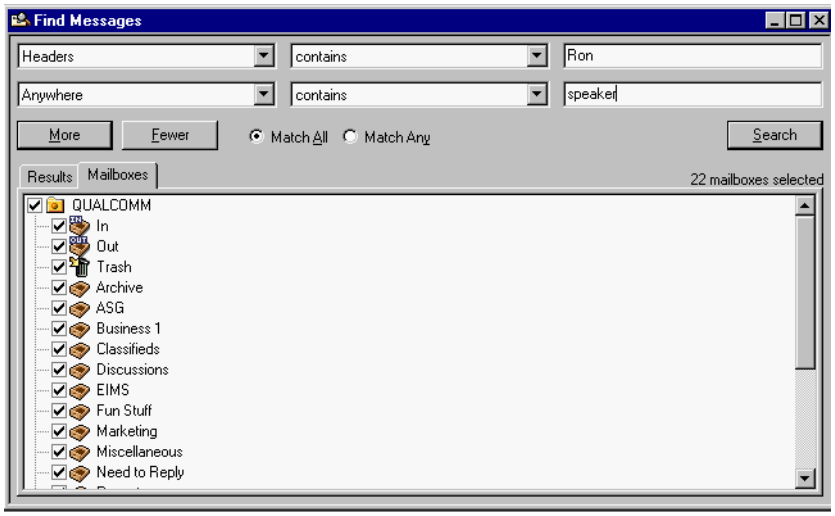
Example of search criteria for a one level search



In the above example, if you click **Search**, Eudora will search through all of your mailboxes for every message that contain the text Ron anywhere in the header portion of the message.

6 To continue adding a second level of criteria (you can add up to five levels), click **More**. Choose and enter more criteria to further streamline the search as in the following example. You can also select **Match All** or **Match Any** to include or differentiate the criteria from one level to the other. “Match All” will find messages that match all of the criteria you entered; “Match Any” will find messages that match any of the criteria you entered.

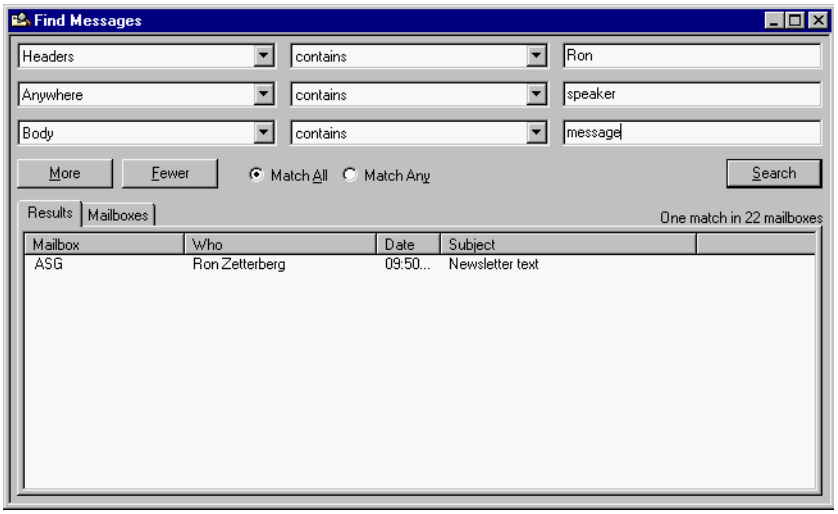
Example of search criteria for a two level search



In the above example, if you click **Search**, Eudora will search for every message through every selected mailbox that contains the word `speaker` anywhere but only if the text `Ken` is somewhere in the header.

7 To continue adding a third level or criteria, click **More**. Choose and enter more criteria to further reduce the search. Click **Search** to display the messages that contain the criteria you entered. Although this example shows three levels of criteria, you can click **More** to continue entering more criteria; click **Fewer** to return you one level back. The Search button is disabled if you have a blank text box.

Example of search criteria for a three level search with results



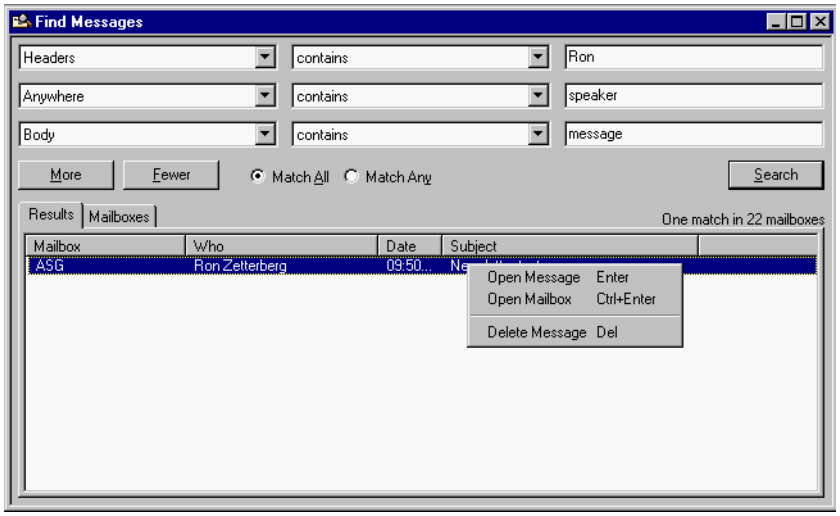
In the above example, if you click **Search**, Eudora will search for every message through every mailbox that contains the word `speaker` in either the message header and body but only if the text `Ron` is somewhere in the header. However, it will for messages that contain the word `message` in the message body only.

To select all the messages in the Results window, choose **Select All** from the **Edit** menu or press Ctrl + A.

The messages that fulfill the search criteria appear in the Results window.

Important. The Search feature will not work if you have any text boxes blank. You can click **Fewer** to reach a level where all text boxes are filled to conduct your search.

Search context menu (right-click)



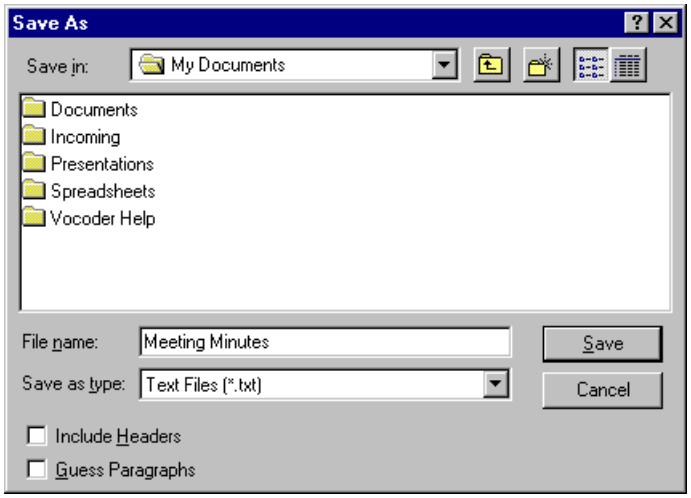
- To sort the messages, click the column headings to sort by that column. To sort in descending order, click the column header again.
- To open a message, select and double-click the message, or right-click to display the context menu. Choose **Open Message**.
- To open the mailbox where this message resides, highlight the message, right-click to display the context menu. Choose **Open Mailbox**.
- To delete a message, highlight the message and press the Delete key, or right-click to display the context menu. Choose **Delete Message**.

Saving a Message to a File

To save a message to a separate text file on your PC, do the following:

1. Open or select the messages you want to save.
2. From the **File** menu, choose **Save As**. The Save As dialog box appears.

Save As dialog box



3 Enter the name you want to give the text file and select the appropriate options.

4 In the **Save as type** drop-down menu, choose **Text Files**.

When selected, **Include Headers** retains the first message's header information in the saved document. If this is not checked, only the body of the messages is saved.

When selected, **Guess Paragraphs** removes extraneous carriage returns from the message and leaves returns only at the ends of paragraphs. It also converts multiple spaces into tabs.

5 Once you've made all of your choices, click **Save**.

If you select multiple messages from a mailbox window and choose **Save As**, all of the messages are saved to a single file.

Managing Windows in Eudora

Window States and Tabbed Windows

Every window in Eudora exists in one of three states.

- Normal
- Docked
- Floating

You can use these different window states to set up Eudora the way you want to *see* it on your screen. These states are described below and in the following sections.

A *tabbed window* is a collection of windows combined into a single window in which each window has its own tab, for activating and dragging. A tabbed window can exist in any of the above three window states: normal, docked, or floating. Tabbed windows are discussed separately below.

Note. Only *tool windows*, those windows accessible from the Tools menu, except the Options dialog box, can exist as docked windows, floating windows, and tabbed windows. All other windows in Eudora, particularly the mailbox TOC windows and message windows, exist only in the normal state and *cannot* be combined into tabbed windows.

The tool windows that can be docked, floating, or tabbed are as follows, in their order down the Tools menu.

- Filters
- Filter Report
- Mailboxes
- File Browser
- Stationery
- Signatures
- Personalities
- Task Status
- Task Errors
- Address Book
- Directory Services
- Link History

Note. If you minimize and then restore the main Eudora window, then all normal, docked, and floating Eudora windows, including tabbed windows, are also minimized and restored with it.

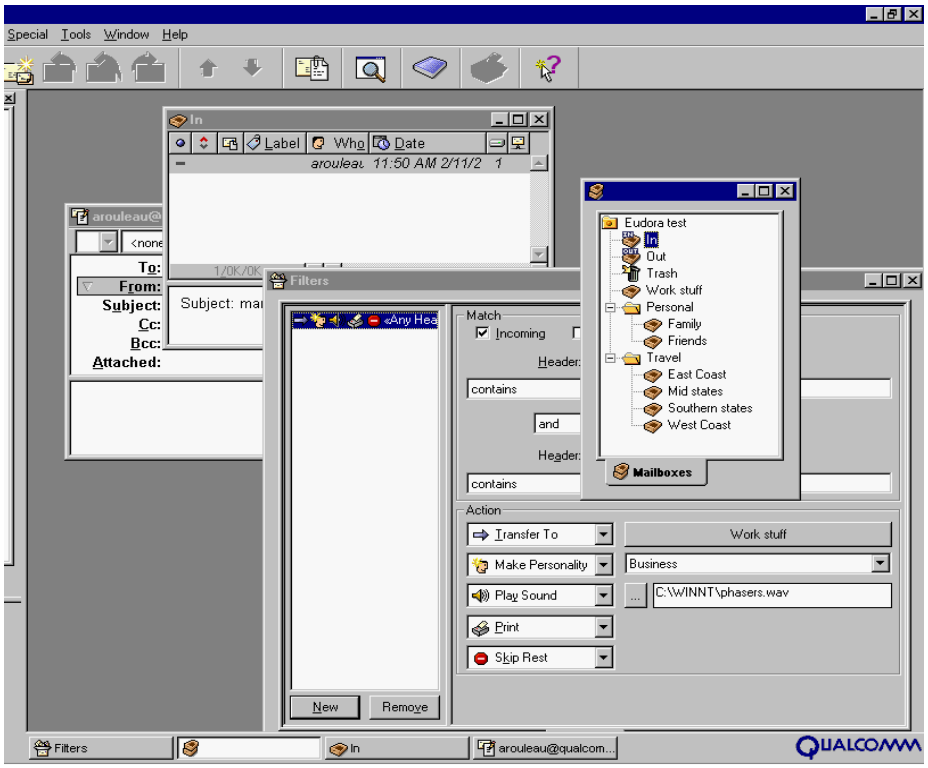
Closing a tool window does not erase its contents, unless the contents are saveable and you choose to discard changes. When you close a tool window or a tabbed window, the content, state, and position of the window or of all windows in the tabbed window are preserved. The preservation of content is useful for “persistent data” such as filter reports and directory service queries. If you try to close or de-activate a tool or tabbed window with unsaved changes, Eudora asks if you want to save the changes.

Note. If you are using Eudora in Sponsored mode, an ad window appears at the left-hand bottom of your screen. The ad window is the minimum size that corresponds to the ad being displayed, and this window can be moved.

Normal Windows

A window is in the *normal* state if it is restricted to the window work area of the main Eudora window and cannot be dragged out of the main window.

Sample normal windows inside the main Eudora window



Normal windows can be moved around within the window work area. They can also be minimized, and can be maximized to completely fill the visible window work area. When a normal window is maximized, its title bar partially blends with the main window title bar.

Normal windows can overlap other normal windows and are obscured by both docked and floating windows.

The title bar of a normal window contains the window-menu icon (far left) and three standard window buttons (far right): minimize/restore, maximize/restore, and close.

A tool window in the normal state, whether alone or in a tabbed group, can be dragged out of the confines of the main Eudora window, but it must first be converted to a dockable or floating window. To perform this conversion, do the following:

1. To display the drop-down context menu, right-click the window's border or tab.
2. To turn the command off, from the context menu choose **Float In Main Window**. The checkmark disappears.
3. To turn the command on, from the context menu choose **Allow Docking**. A check mark appears.

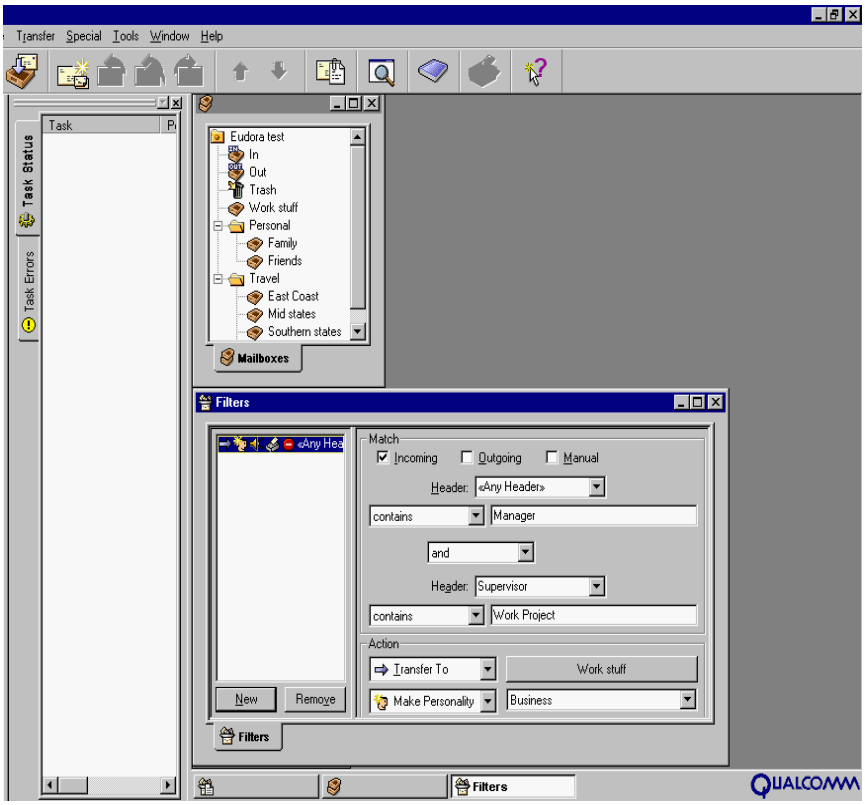
A non-tool window in the normal state, such as a mailbox window or a message window, can never be dragged out of the confines of the main Eudora window.

To convert a docked or floating window to a normal window, right-click the docked or floating window's border or tab, and choose "Float In Main Window" from the drop-down context menu.

Docked Windows

A window is *dockable* if it is capable of being attached to one of the four edges of the main Eudora window. A window is said to be in the *docked* state if it is currently attached to one such edge.

Sample windows docked to the main Eudora window



Note. Some application programs identify the docking feature by using terms such as "gravity," "snap," "glue," "sticky," "join," and the like.

Only tool windows, whether alone or tabbed, are dockable. All other windows in Eudora, particularly message windows and mailbox windows, are *not* dockable.

Note. The main toolbar, although not a window, is also dockable to any edge of the main Eudora window or to another dockable window.

Dockable windows can be docked to any edge of the main Eudora window and to each other. You can also dock multiple windows along a single edge of the main window.

When you dock a window to the main window, the visible window work area is reduced. Docked windows cannot be obscured by normal windows, but they can be obscured by floating windows.

To make a window dockable, do the following:

1. To display the drop-down context menu, right-click the window's border or tab.
2. To turn off the command, from the context menu choose **Float In Main Window**. The check mark disappears.
3. To turn on the command, choose **Allow Docking**. A check mark appears.
4. To then dock the window, drag the window to an edge of the main Eudora window or to another docked window. When the ghosted docking rectangle appears, indicating that the window will be docked, release the mouse button. The window attaches to the main window edge or the other window.

Some windows are more convenient to use when docked vertically (tall-and-narrow), while others are more convenient to use when docked horizontally (short-and-wide). Examples of windows that work better as tall-and-narrow windows are the Mailboxes window and the File Browser window. Examples of windows that work better as short-and-wide windows are the Task Status window and the Filter Report window.

Following are descriptions of the controls in docked windows.

Gripper Bar

The *gripper bar*, also called the *grab handle*, is the double line at one edge of the docked window. Drag the window by the gripper bar to undock it from the main window frame. The window now floats; you can leave it as a floating window, or you can dock it to any edge of the main window or to another docked window.

Note. The toolbar has a gripper bar.

Zoom Button

When two or more windows are docked on the same edge of the main window, Eudora activates each window's *zoom button*. This button appears next to the "x" close button and contains a small triangle. Click the zoom button to minimize, maximize, or restore the width or height of that docked window relative to the other docked windows adjacent to it.

Close Button

The close button contains an “x” and appears next to the zoom button. Click the close button to close the docked window.

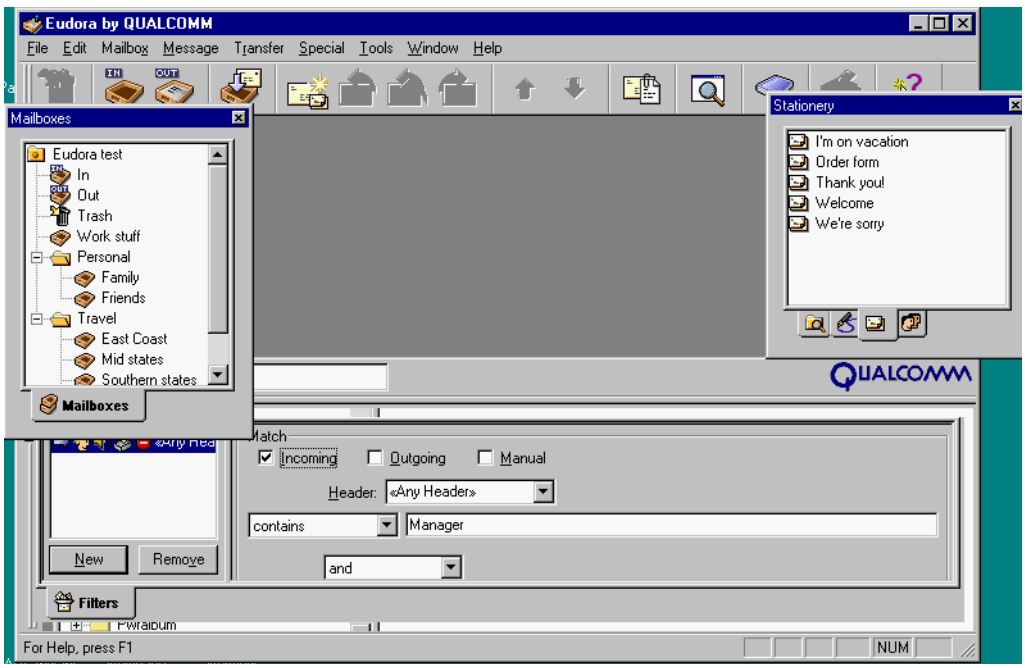
Resize Bar

When two windows are docked side by side along one edge of the main window, a bar appears between them, called the *resize bar*. Drag this bar up or down, or to the left or right, as appropriate, to enlarge one of the docked windows and reduce the other.

Floating Windows

A window is in the *floating* state if it floats above the main Eudora window and can be placed anywhere on the desktop, including outside the main Eudora window. In this way, a floating window is a standard Windows “Always on Top” window, like tool palettes in paint programs.

Sample floating windows



Only tool windows, whether alone or tabbed, can be made to float. All other windows in Eudora, particularly message windows and mailbox windows, *cannot* be made to float.

Note. The main toolbar, although not a window, can be made to float by undocking it from the main Eudora window using the gripper bar.

All windows in Eudora can be thought of as “living” in one of three layers or areas.

- Normal windows live in the window work area, the bottom layer.
- Docked windows live at the level of the main Eudora window’s border, the middle layer.
- Floating windows live at the level above the main Eudora window, the top layer.

Therefore, a floating Eudora window floats above all other Eudora windows except other floating windows.

The title bar of a floating window contains, in addition to the title, only the Close button. This distinguishes the window from a normal window when both appear to be in the window work area. A normal window's title bar contains the window-menu icon and three standard buttons. Note that a floating window can be dragged outside of the main Eudora window, whereas a normal window cannot.

You can diagonally resize any floating window in Eudora. Simply position the pointer over any window corner, and click and drag to enlarge or reduce.

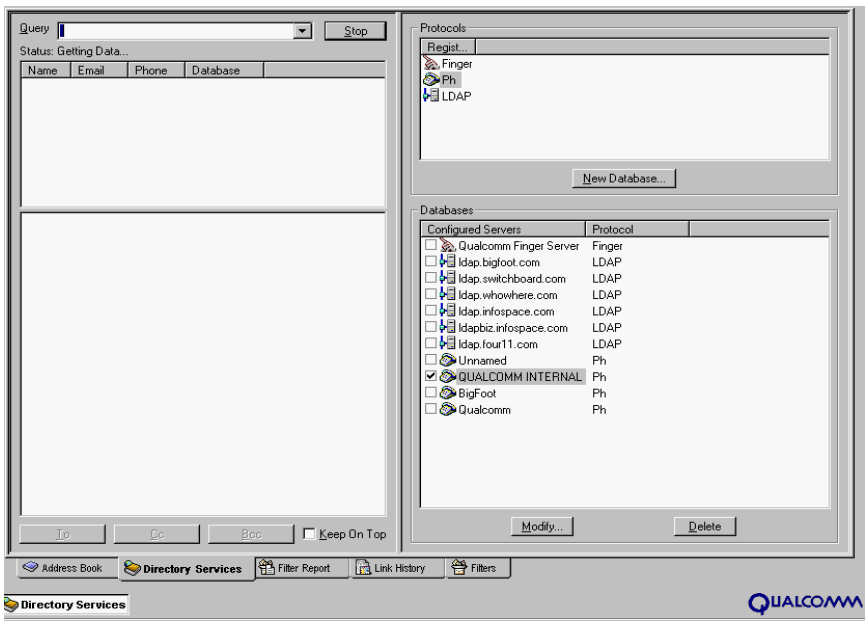
To convert a window to a floating window, either undock it from the main window, if it is docked, or do the following:

1. To display the drop-down context menu, right-click the window's border or tab.
2. To turn off the command, from the context menu choose **Float In Main Window**. The checkmark disappears.
3. Then choose **Allow Docking** to turn off the command. The checkmark disappears. For a docked window, you can also temporarily override the Allow Docking command and suspend docking by holding down the Ctrl key while dragging the window. The window drags as a floating window.

Tabbed Windows

A *tabbed window* is a collection of tool windows combined into one window. Each tool window in the tabbed window has its own *window tab*.

Sample tabbed windows



A window tab has two purposes:

- It lets you bring the window to the front of the group to display it by clicking on the tab.

- It serves as a “drag handle” that lets you drag the tool window from one tabbed window to another, so that you can reorganize your tabbed windows and create new tabbed windows.

Only tool windows, those windows accessible from the Tools menu, except the Options dialog box, can be combined into a tabbed window. All other windows in Eudora, particularly mailbox windows and message windows, *cannot* be combined into a tabbed window.

A tabbed window can be normal, docked, or floating. You can convert a tabbed window from any state to any other state.

If a tabbed window shows a title bar, the title in the bar is the name of the active window in the group.

Eudora’s Default Tabbed Windows

Eudora comes with three default tabbed windows, shown in the previous figure, which together include all eleven tool windows.

The first default is a vertically oriented tabbed window that is docked to the left side of the main window and contains the following five tool windows, with tabs in left-to-right order.

- Mailboxes
- File Browser
- Stationery
- Signatures
- Personalities

The second default tabbed window is a normal window that contains these five tool windows, with tabs in left-to-right order. To display this window, choose one of the member windows from the Tools menu.

- Directory Services
- Address Book
- Filters
- Filter Report
- Link History

The third default tabbed window is a docked window that contains two tool windows, with tabs on the left side in top-to-bottom order. To display this window, display one of the member windows from the Tools menu.

- Task Status
- Task Errors

Note. The far-left window is the default window that will appear. To change this default window, select the window you want to appear as the default, and drag it to the far-left tabbed window grouping. See “Reorganizing Tabbed Windows” on page 144 for more information.

As described later in this section, you can reorganize these default tabbed windows any way you like. Your newly arranged tabbed window will be preserved when you quit and restart Eudora.

Note. Due to file format incompatibilities, if you upgrade from a pre-4.0 version of Eudora, you will lose the previous docking state of your Mailboxes window and toolbar. Eudora will reset the toolbar and docking states to the default configuration noted above. However, customized toolbar information is preserved; only the size and location of your toolbar may change.

Opening and Activating Tabbed Windows

To open a tabbed window that's hidden, open any of its member windows by selecting the appropriate command from the Tools menu. The tabbed window opens with the selected window as the active (frontmost) window.

If the tabbed window is already visible and you wish to display one of its member windows that is currently not active, simply click the member window's tab. You can also select the appropriate item from the Tools menu. The desired window comes to the front of the tabbed group.

You can also use the tool window's keyboard shortcut, if it has one, to open or activate the tool window in its tabbed window.

Reorganizing Tabbed Windows

You are not restricted to the default tabbed window arrangements supplied with Eudora. You can mix and match tabbed windows any way you like.

At one extreme, you can have each of the tool windows in its own container with its own tab. At the other extreme, you can have all tool windows combined into one tabbed window. In between, you can have multiple tabbed windows open at once, mixed and matched to suit your purposes.

To move a window from one tabbed group to another, drag the window tab from the first group and drop it onto the second.

While the drag operation is in progress, the cursor changes and Eudora displays a small ghosted rectangle when you are over a valid drop location.

If you drop the window tab onto another tab in the second group, the new window tab is inserted at that position and the other tabs are displaced to accommodate it. If you don't drop the tab onto an existing tab, Eudora adds the new tab at the "end" of the group of existing tabs. The end depends on the location of the tabs in the tabbed window: top, bottom (the default), left, or right. For example, with tabs along the bottom, the "end" is the far right.

Note that the relocated window takes on the window state — normal, docked, or floating — of the destination tabbed window.

To reorganize the left-to-right or top-to-bottom order of tabs within a tabbed window, just drag the tabs left and right or top and bottom. The drop scheme is the same as that described above.

Creating a New Tabbed Window

To create a new tabbed window, drag one of the tabs from an existing tabbed window and drop it onto an exposed portion of the window work area. If the window work area is completely obscured — a normal window is maximized, for example — then drop the tab onto the status bar.

The dropped window converts into a normal tabbed window with a single tab. To convert the window to docked or floating, do the following:

1. To display the drop-down context menu, right-click the tab or the window border
2. **T**o turn off the command, from the context menu choose **Float In Main Window**. The check mark disappears.
3. to turn on the command, choose **Allow Docking**. The check mark appears.
4. While dragging the floating or docked window, you can hold down the Ctrl key to temporarily suspend docking behavior. When you release the key, docking behavior resumes.

Tab Display in Single-Tabbed Windows

If a tool window is in a tabbed window by itself, with one tab, you can hide or show the tab by doing the following:

1. To display the context menu, right-click the tab or the window border.
2. From the **Tab Location** submenu, choose **Show Single Tab**.

Note. You cannot hide the tabs in a tabbed window with two or more tabs.

Tab Contents, Location, Auto-Activation

- **Tab Contents**—A window tab contains both the icon and the text label associated with that window. If there is room enough in the tabbed window, both the icon and the label appear on each tab. If there is not enough room, only the icon appears for each tab. If only the icon is visible, pause the mouse pointer over the tab icon and Eudora will display the tab text in a Tooltip.
- **Tab Location**—By default, Eudora arranges window tabs along the bottom edge of a tabbed window. Sometimes, however, it is more convenient to have the tabs appear along a different edge. For example, in a short-and-wide tabbed window (one that is docked horizontally), you can improve the visibility of the window's contents by moving the tabs to the left edge. To change the location of the tabs in a tabbed window, right-click one of the tabs or on the window border, and choose a new location from the Tab Location submenu of the context menu.
- **Tab Auto-Activation**—During a drag and drop operation, if you pause the mouse pointer over the tab of an inactive window in a tabbed window, that window becomes active (is brought to the front), and you can complete the drop. For example, if you drag received messages to the Mailboxes window when it is inactive in a tabbed window, and pause the pointer over the Mailboxes window's tab, the window becomes active and you can drop the messages in a mailbox. Note that tab auto-activation is disabled when you are dragging a tool window tab.

Closing Tabbed Windows

To close a tabbed window, click the “x” close button in the upper-right corner of the window.

Alternately, right-click any tab in the window or on the window border, and choose Hide from the drop-down context menu.

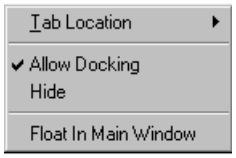
Note that when you close or hide a tabbed window, the contents of all member windows, and the state and position of the tabbed window, are all preserved. When you redisplay the tabbed window, the active window shows its prior contents and the tabbed window appears in its prior state and position.

However, if you attempt to close or hide a tabbed window in which the active window contains unsaved changes, or you attempt to deactivate that active window by making another window active in the group, Eudora asks you if you want to save your changes.

Window Context Menu

If you right-click the tab or border of a single tool window, or on any tab or the border of a tabbed window, Eudora displays a context menu containing window-management commands.

Window context menu



Tab Location

This submenu is always available on the window context menu. It lets you change the location of the tabs in a tabbed window and lets you show and hide the tab in a single-tabbed window.

By default, Eudora places window tabs at the bottom of a tabbed window. Choose Top, Bottom, Left, or Right from this submenu to move the tabs to the top of the tabbed window, the bottom, or the left or right side. Eudora places a bullet (radio button) next to the current tab location selection.

Changing tab locations can sometimes increase the visible space within a tabbed window. For example, a short-and-wide tabbed window (one docked horizontally) might show more content if you move the tabs to the left side.

“Show Single Tab” is available in a single-tabbed window and lets you show or hide the tab. A checkmark next to the command indicates that the tab is shown (the default). This command is not available in a tabbed window containing two or more tabs; you cannot hide the tabs in such a window.

Allow Docking

This command controls the dockability of floating and docked windows. It is available only when the “Float In Main Window” command is deselected. It is not available for normal windows when “Float In Main Window” is selected.

A checkmark next to the command indicates that it is selected.

When this command is on for a docked or floating window, the window can be docked to any edge of the main Eudora window.

When “Allow Docking” is deselected for a docked window, the window is converted to a floating window and cannot be redocked. When the command is turned off for a floating window, the window cannot be docked.

Even with “Allow Docking” selected, you can hold down the Ctrl key while dragging a docked or floating window to suspend dockability until you release the key.

Hide

This command is always available on the context menu.

Choose Hide to close the tool window or tabbed window. “Hide” performs the same function as the “Close” command (Ctrl+F4) on the standard MS Windows window context menu.

Note, however, that when you hide or close a tool window, its content, state, and position are all preserved. And when you hide or close a tabbed window, the content, state, and position of all member windows are preserved. Thus, if you hide and redisplay a floating tabbed window, the window floats in its same position.

If you attempt to hide or close a tool window that contains unsaved changes, or a tabbed window in which the active window contains unsaved changes, Eudora asks if you want to save your changes.

To redisplay a tool window after you’ve hidden it, choose it from the Tools menu. To redisplay a tabbed window after you’ve hidden it, choose one of its member windows from the Tools menu. The tabbed window redisplays with the selected window active. You can use keyboard shortcuts to reappears hidden tool or tabbed windows where appropriate.

Float In Main Window

This command is always available on the drop-down context menu.

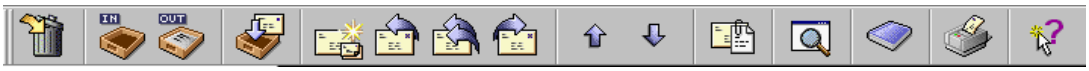
Selecting this command (indicated by a checkmark next to the command) converts a docked or floating window to a normal window. Deselecting this command converts a normal window to a docked or floating window.

Note that the availability of the “Allow Docking” command depends on the state of this command. “When Float In Main Window” is selected (checked), “Allow Docking” is unavailable (the window is normal). When “Float In Main Window” is deselected, “Allow Docking” is available.

Eudora Toolbar

The main toolbar is a strip of buttons that gives you easy access to your frequently used Eudora commands.

Main Toolbar



The toolbar can be moved to wherever you want it on the screen. Just hold down the left mouse button on the *gripper bar*, which is the double-line at one end, and drag the toolbar around until you find a place you like. You can dock it to any edge of the Eudora window (left, right, top, or bottom), or you can dock it to another dockable window, or you can put it anywhere on your desktop in the floating state.

The descriptions of the default icons are listed below.

Trash

Opens In box.

Opens Out box.

Checks for mail.
See “Checking for Mail Manually” on page 54.

Creates new message.
See “Creating an Outgoing Message” on page 25.

Replies to sender’s message.
See “Replying to a Message” on page 68.

Replies to all recipients of the message including the sender.
See “Replying to a Message” on page 68.

Forwards the message.
See “Forwarding a Message” on page 69.

Redirects the message. See “Redirecting a Message” on page 70.

Opens next message.

Opens previous message.

Attaches a file to the message.
See “Attaching a File to a Message” on page 36.

Checks spelling.
See “Checking Your Spelling” on page 40.

Open the Find Messages window. See “Find Messages” on page 128.

Opens address book.
See “Using the Address Book” on page 165.

Sends the message to the printer.

Activates context sensitive help.

Opens new message and displays QUALCOMM’s PureVoice™ recorder/player.

Viewing the Main Toolbar

To show or hide the main toolbar, select or deselect the “Show toolbar” option in the Display options window. See “Display” on page 224.

If the “Show cool bars” option is selected in the Display options window, the toolbar buttons have a flat look, and a button appears raised only when you position the mouse pointer over it. If this option is deselected in the Display options, the toolbar buttons always appear raised.

To see a description of each toolbar button, position the mouse pointer over the button; a description appears in the status bar at the lower-left of the main Eudora window if the “Show status bar” option selected in the Display options windows. If the “Show toolbar tips” option is selected in the Display options, a toolbar tip appears when you pause the mouse pointer over a toolbar button.

Adding, Moving, and Removing Toolbar Buttons

(Sponsored and Paid modes only)

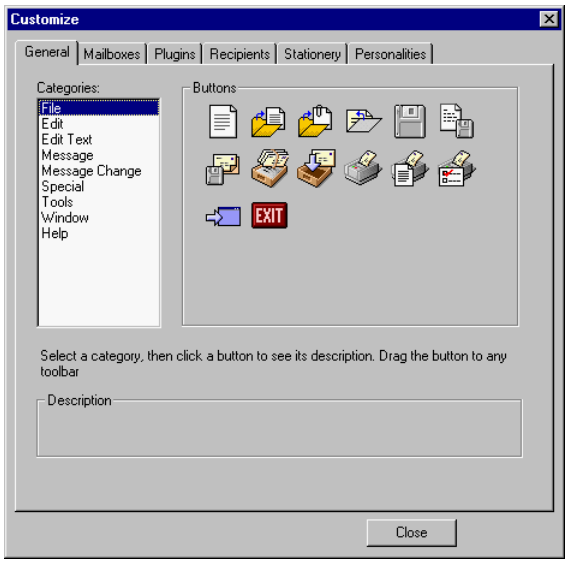
Adding Toolbar Buttons

To add buttons to the main toolbar, do the following:

1 Right-click anywhere on the toolbar, even on a button, to display the drop-down list.

2 From the drop-down list, choose **Customize**. The Customize toolbar window appears.

Customize toolbar window



The Customize window contains six tabbed panels: **General**, **Mailboxes**, **Plugins**, **Recipients**, **Stationery**, and **Personalities**. Each of these panels lets you add toolbar buttons for functions related to the tab title.

Note. The procedures for adding a toolbar button from each panel are similar.

3 In each panel, choose an item from the categories list on the left, and the corresponding button icons for that category are shown in the Buttons section on the right.

4 Click to select one of the button icons and view a description of the button's function in the **Description** field at the bottom of the panel. These descriptions also appear in the status bar of the main Eudora window if the bar is currently displayed when you position the mouse pointer over the button icon. In this case, you don't have to click the button.

Note. In these button descriptions, any instruction to hold down the Shift key means to do so when you are actually using the button from the toolbar, not when you are adding the button to the toolbar, and not when you are clicking on the button in the Customize window to view its description. For example, if you click the New Message button in the main toolbar, a new composition window opens. If you hold down the Shift key and click the New Message button in the main toolbar, the Message Options dialog box appears, allowing you to select options for creating a new message (Personality and Stationery).

5 Drag the button icon to your desired position on the toolbar.

Note. If you need help at any time during toolbar customization, click the Help button in the Customize dialog box.

6 When you are finished adding toolbar buttons, click the **Close** button to close the Customize dialog box.

Following are specific instructions for the tabbed panels of the Customize window:

- **General**—The Categories list contains names of menus and submenus. The buttons correspond to commands on these menus and submenus. For more information on the functions of these commands, see “Using Menu Commands” on page 199.
- **Mailboxes**—The Mailboxes list shows the same view as your Mailboxes window, open it by choosing Mailboxes from the Tools menu. To add a toolbar button for a mailbox, click the mailbox and drag the appropriate button to the toolbar. If the mailbox is in a closed folder, double-click the folder icon to open it and display its contents (or click the plus-sign [+] to open the folder), then click the mailbox and drag the desired button to the toolbar. Note that you cannot add a toolbar button for a mail folder. For more information on the Mailboxes window, see “Using the Mailboxes Window” on page 107.
- **Plugins**—The Plugins list shows installed message and resource plug-ins. You can add a plug-in button to the toolbar so that just by clicking on the button, you launch the plug-in application. Note that if you elected to install QUALCOMM’s PureVoice voice-messaging software plug-in when you installed Eudora, Eudora automatically adds a toolbar button for the PureVoice plug-in at the extreme right of the toolbar. See “Plug-ins (Extended Messaging Services)” on page 280 for more information on installing and using plug-ins.
- **Recipients**—The Recipients list on the left shows all recipients that are listed on your Quick Recipient List, which is the list of recipients to whom you frequently send mail. See “Using the Quick Recipient List” on page 179 for more information. The buttons correspond to functions you can perform when addressing and sending mail to recipients on your list: New Message To, Forward To, Redirect To (all on the Message menu), and Insert Recipient (on the Edit menu). If there are no recipients on your Quick Recipient List, the Recipients area of this dialog box panel is empty.
- **Stationery**—The Stationery list shows all of your stationery files. The buttons correspond to stationery-related commands: New Message With, Reply With, and Reply to All With, all under the Message menu. For more information on using stationery, see “Using Stationery” on page 76.
- **Personalities**—The Personalities list shows all of your email accounts if you use multiple personalities (multiple accounts). The buttons correspond to personality-related commands, such as the Message menu Change Personality command. For more information on using multiple personalities, see “Using Alternate Email Accounts” on page 81.

Moving a Toolbar Button

To change the placement of a button on the main toolbar, hold down the Alt key and drag the button to where you want it.

Removing a Toolbar Button

To remove a button from the main toolbar, hold down the Alt key and drag the button off the toolbar.

Adding and Removing Separators

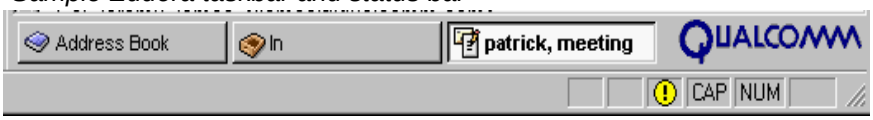
To add a separator line between two toolbar buttons where no line currently exists, first determine which button is farther from the gripper bar when the toolbar is docked. Now hold down the Alt key and carefully drag that button a little bit in the direction *opposite* the gripper bar. A separator line will be inserted between the two buttons. Be sure to drag the button less than one button-width away from its position; if you overdrag it, you will hop over the adjacent button and reposition the dragged button on the toolbar.

To remove a separator line from between two toolbar buttons, again determine which of the two buttons is farther away from the gripper bar when the toolbar is docked. Now hold down the Alt key and drag that button toward the gripper bar. The separator line is removed. Alternately, you can hold down the Alt key and drag the other button slightly in the direction *away* from the gripper bar, and that will remove the separator line. Again, be careful not to drag either button too far, or you will reposition it past the adjacent button on the toolbar.

Eudora Taskbar

The Eudora taskbar appears along the bottom edge of the window work area in the main Eudora window, and normally shows the QUALCOMM logo at the right.

Sample Eudora taskbar and status bar



The Eudora taskbar displays a button for each normal Eudora window that is open or minimized. The taskbar provides a convenient way to switch between normal windows by clicking buttons, without having to display the different windows from the Window menu.

The Eudora taskbar is modeled after the Windows 95/98 and Windows NT 4.0 system taskbars, which usually appear at the bottom of the screen — but there are important differences, as noted below.

To show or hide the Eudora taskbar, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll through the category list and select **Display**. The Display options window appears.
3. Select or deselect **Show MDI task bar** option.

Any *normal* Eudora window that is open or minimized is represented by a button on the taskbar. This includes composition messages, received messages, mailbox windows, and any tool windows or tabbed windows that are in the normal state. Any open tool or tabbed windows that are in the docked or floating state are *not* represented as buttons on the taskbar.

If a tabbed window is represented by a button on the taskbar, the button shows the name and icon associated with the active tool window in that tabbed window.

Click a taskbar button to make that normal window active. The window comes to the front of the stack of all normal Eudora windows.

If you right-click a taskbar button, the standard Windows context menu displays, letting you Restore, Minimize, Maximize, or Close that normal window.

If you right-click an exposed area of the taskbar (not on a button), the standard Eudora drop-down context menu displays.

If you drag an object over a taskbar button and pause for several seconds, Eudora activates the normal window associated with that button. For a tabbed window, Eudora activates the tabbed window with the indicated window active. You can then complete the drag and drop operation into the normal window. For a tabbed window, you can further pause the pointer over one of the inactive window tabs, and that window becomes active and you can complete the drop.

Each taskbar button displays both the window icon and the window title of the normal window. If there is not enough room to display the entire title, Eudora truncates the title and places an ellipsis (...) to indicate the truncation. If you pause the mouse pointer over such a button, Eudora displays the entire window title in a tooltip.

If you have many normal windows open or minimized, the taskbar buttons shrink so that all buttons are visible. When the bar becomes sufficiently crowded, the QUALCOMM logo is hidden to make room.

Note that, unlike with the Windows 95/98 and Windows NT 4.0 taskbars, you cannot move the Eudora taskbar to another edge of the main Eudora window; it always stays at the bottom of the window work area. You also cannot resize the taskbar as a separate item. It resizes automatically, however, when you resize the main Eudora window.

Main Window Icon

The main window icon displays when Eudora's main window is minimized on the Windows 95/98/NT 4.0 Taskbar. This icon provides a unique indication of when new mail has been delivered, when outgoing messages are queued, or both.

Normal
This is the normal state of the icon. There is no new mail and no messages are queued and waiting to be sent.

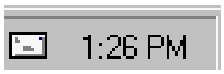
New Mail
The mailbox is open and has a letter in it, indicating that new mail has been delivered.

Queued Messages
The flag on the side of the mailbox is in the up position, indicating that you have outgoing messages queued for delivery.

New Mail/Queued Messages
The mailbox is open and has a letter in it *and* the flag on the side of the mailbox is in the up position, indicating that new mail has been delivered and outgoing messages are queued for delivery.

A *New Mail* notification icon in the Windows 95/98/NT 4.0 System Tray (clock area) also tells you when new mail has arrived. If you hold the mouse over the icon, a tooltip tells you how many messages you have. If you double-click the icon, Eudora is brought to the foreground. The icon goes away when you click the mouse button, or press a key, inside the Eudora window.

New Mail notification icon



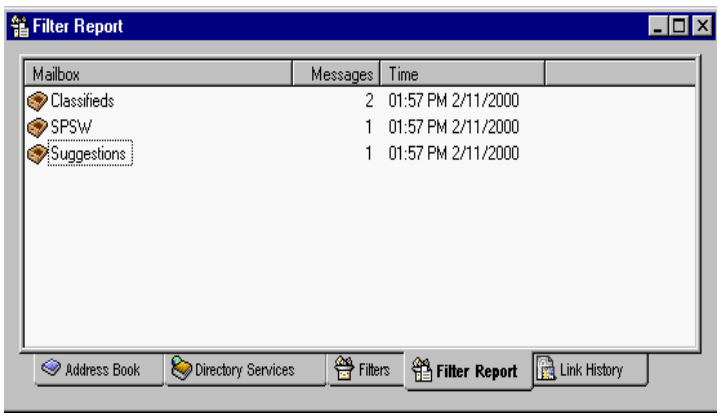
Filter Report Window

Eudora generates a filter report if the “Generate Filter Report” option is selected in the Getting Attention options window. This report can be viewed in the Filter Report window. See “Getting Attention” on page 236.

To open the Filter Report window, do the following:

- From the **Tools** menu, choose **Filter Report**. Or, if the Filter Report window is in a visible tabbed window, click its tab.

  Sample Filter Report window



If the generation of a filter report is enabled via the option mentioned above, then each time a filter operation is performed, Eudora adds the entry or entries to the Filter Report window and activates the window.

The Filter Report window displays three columns of data.

- **Mailbox**—Lists the names of the mailboxes into which messages have been filtered during the current Eudora session. Each listing represents one filter operation for that mailbox.
- **Messages**—Lists the number of messages filtered into each mailbox in the Mailbox column during the filter operation.

- **Time**—Lists the time that the messages were filtered into each mailbox in the Mailbox column during the filter operation.

By default, the entries in the window are sorted by time. However, you can click the column headings and sort the display by mailbox names (Mailbox) or by the number of messages filtered (Messages).

Note. Whenever new entries are added to the list, Eudora always appends them to the bottom of the list in order of arrival, ignoring the current sort order. Simply click a column heading to re-sort.

Select one or more entries in the list and double-click the selection, or press Enter, and Eudora opens the mailbox windows associated with those selections.

The Filter Report listing is a cumulative log of the filter actions for the *current Eudora session*. Eudora automatically clears the log when you quit the program.

Closing the Filter Report window *does not* erase the contents of the filter report. Only quitting Eudora erases this information.

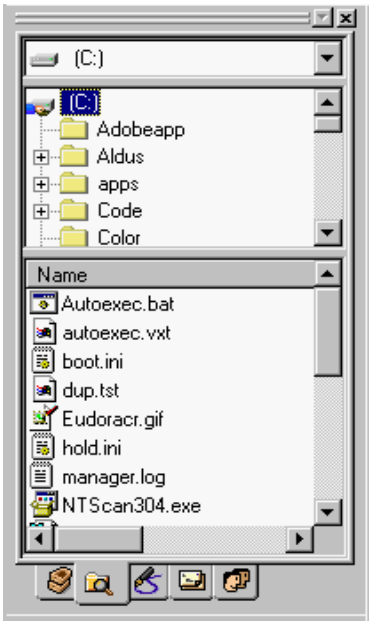
File Browser Window

Use this window to browse the Windows desktop. For example, you can use this window to find files to attach to new outgoing messages.

To open the File Browser window, do the following:

1 From the **Tools** menu, choose **File Browser**. Or, if the File Browser window is in a visible tabbed window, click its tab.

Sample File Browser window



The File Browser window performs some, but not all of the functions of the standard Windows 95/98 and Windows NT 4.0 Explorer programs.

Note. The File Browser window is *not* an exact replica of Windows Explorer.

The File Browser window contains three controls:

- **Drive Selector** (top box)—A drop-down list in this field contains a fixed set of high-level folders on your system, just like the corresponding control in Windows Explorer. The Drive Selector field determines what appears in the Folder Browser (middle section). When you first launch Eudora, the Drive Selector automatically sets itself to the drive containing your Windows folder. Note that the first entry in the drop-down list is a shortcut called “My Attachments” that points to your Eudora attachments folder.
- **Folder Browser** (middle section)—This is a tree control that displays the folder hierarchy whose root is the selection entered in the Drive Selector field. For example, if in the Drive Selector box you choose the C: drive, then the Folder Browser displays the folder tree-hierarchy branching down from the C: drive folder. Right-click a folder item in the Folder Browser to display the standard Windows context menu for that folder.
- **File List** (bottom section)—This is a list control that displays the files contained in the folder selected in the Folder Browser. You can select one or more file items in the list, then right-click the selection to display the standard Windows context menu for those

files. (Eudora does not fill in the “Send To” submenu on the context menu.) When selecting multiple items, use the Shift key to select a range of items, and use the Ctrl key for disjoint selections.

The File List control shows these four columns:

- **Name**—Displays the name of the file and the icon associated with the file.
- **Type**—Based on the file name extension, displays the file type as set in the Options dialog box of Windows Explorer.
- **Size**—Displays the size of the file in kilobytes (K), where 1K = 1,024 bytes.
- **Modified**—Displays the date and time that the file was last modified.

As in Windows Explorer, you can click any of the four column headings to sort the listing by the data in that column.

You can also resize the widths of the columns by dragging the separator line between the column heading labels. Position the pointer over the separator until you see a splitter cursor, then drag the line to left or right.

In the File List control, double-click an item in the Name column, or select one or more items in the column and press Enter to open the selected items. For program files, this action launches the program. For document files, this action generally launches the registered viewing or editing application for that document. Eudora displays an error dialog box if it is unable to open a file in this way.

To adjust the relative heights of the Folder Browser and File List controls, position the pointer over the separator bar between the Folder Browser and File List controls until the splitter cursor appears, then click and drag the separator up or down. Note that the File Browser window maintains a minimum height for the Folder Browser and File List controls, so you cannot close them all the way.

To manually refresh the File Browser window display, right-click anywhere in the File Browser window but *not* on a Folder Browser item or File List item, then choose “Refresh” from the drop-down context menu.

Tip. A good place to right-click is in the Drive Selector box. Alternately, press the F5 key while keyboard focus is in the File Browser window.

You can select one or more files in the File List control and drag them to a message composition window to attach those files to that outgoing message. This is especially handy if you keep the File Browser window docked and open. For multiple file selections, use the Shift key to select a range, and use the Ctrl key to make disjoint selections.

You can also select one or more items in the File List control and drag them to another application that can receive such files.

In general, the File Browser window lets you drag items out of the window (copying them rather than moving them), but the window is not a proper drop target; you cannot drop items into the window that you’ve dragged from elsewhere on your desktop. In particular, you cannot move files by dragging them to a target folder in the Folder Browser control. You also cannot drag and drop items within the File Browser window (from one control to another, for example). You can, however, manage the files and folders in the window using

the commands on the window's context menu, such as Cut, Copy, Paste, and Delete. To display the drop-down context menu to use these commands, you must first select the file you want then right-click.

Background Tasks (multi-threading)

In Eudora, you can retrieve, send, and compose mail at the same time! While sending and retrieving mail, you can compose a message, access Directory Services to look up addresses, edit stationery and signatures, read mail, etc. because retrieving and sending mail now occurs in the background.

The Task Status window is used to display sending and receiving activity as it happens. For example, when you check and send mail simultaneously, the progress of these functions are displayed in the Task Status window. Also, you can send messages from different personalities at the same time.

The Background Tasks options found in Options under the Tools menu allow you to set parameters that determine how background tasks behave, and what kind of information you want to see in the Task Status window. In other words, you can configure the behavior of background tasks. Also, you can set the Task Status and/or the Task Error windows to be brought to the front of other windows in Eudora when activity occurs.

In the Background Tasks options window, you can indicate the number of seconds of user inactivity before your newly retrieved mail is actually processed by Eudora. If you have automatic mail checking set up in the Checking Mail options, Eudora will retrieve the mail in the background from the incoming server at those time intervals. But Eudora will not process it until there is no user activity performed on your computer for the amount of seconds you indicate in the Background Tasks options window. An envelope displayed on the status bar, located at the lower right-hand corner of the Eudora window, indicates that there is retrieved mail to be processed; that is, messages to be filtered and placed in mailboxes.

Technical Note. In the background, Eudora retrieves and sends mail; in the foreground, Eudora processes attachments and applies filters.

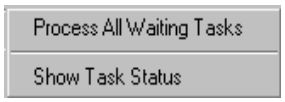
If you check your mail manually, it is retrieved from the server immediately and delivered to Eudora without waiting for user inactivity. However, if you do a manual check and then perform a task in Eudora while Eudora is retrieving your mail, Eudora will wait for user inactivity before processing your newly retrieved mail. When this occurs, the envelope displays on the status bar until the user inactivity time specified has been reached.

Important. The envelope that displays on the status bar only indicates that mail is waiting to be processed. It does *not* mean that you have new mail waiting on the server. When your mail is processed, user inactivity time is needed for your mail to be filtered and attachments decoded. Your inactivity allows you to decide when you want your mail processed.

Envelope displayed on the status bar

If you click once on the envelope, the mail is processed. If you right-click on the envelope, a drop-down list appears.

Envelope's drop-down list



Choose **Process All Waiting Tasks** to send or retrieve your messages in the background.

Choose **Show Task Status** to display the Task Status showing background activity.

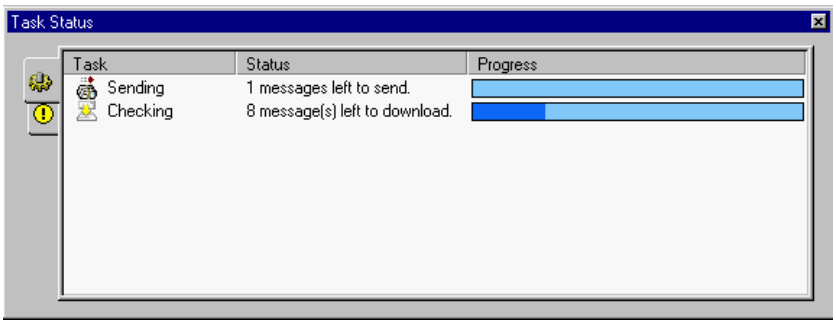
Task Status Window

The Task Status window displays background activity: retrieving mail from incoming servers and sending mail to outgoing servers. Mail can be retrieved and sent from each of your personalities simultaneously. Progress information is described in "Background Tasks" on page 237.

To access and display the Task Status window, do the following:

1 From the **Tools** menu, choose **Task Status**. Or, if the Task Status window is in a visible tabbed window, click its tab.The Task Status window appears.

Task Status window

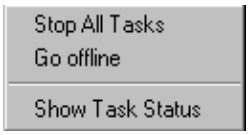


Notice the progress indicators on the status bar located at the right-hand bottom of the Eudora window. A progress bar and spinning black and white ball indicate that background tasks are occurring.

Progress bar and task progress indicator

On the progress bar or spinning indicator, click to display the Task Status window. Right-click to display the indicator's drop-down list.

Task indicator's context menu



Choose **Stop All Tasks** to cancel the tasks currently occurring.

Choose **Go offline** to disconnect from the server. An alert window appears letting you know that you are offline and cannot connect to the server. This is useful if you are using a laptop computer.

Choose **Show Task Status** to display the Task Status window.

You can see if your sent messages are sent, queued, or processing in your Out mailbox.

The following icons display to the left of the message name in your Out box:

Message is sent.

Message is queued.

Message is processing.

Following are field descriptions for columns in the Task Status window.

Task—(default) An icon and its description displays in this column indicating what function Eudora is performing. In the above example, the Send icon appears.

Persona—This column is available only if have set up more than one personality. If checked, the Personal column displays the personality name for the given task.

Status—(default) Displays a general description of the tasks current status, for example, “Logging into POP server.”

Details—Displays more information of the tasks’ status including network protocol commands.

Progress—(default) Displays a progress bar indicating the overall progress of the tasks.

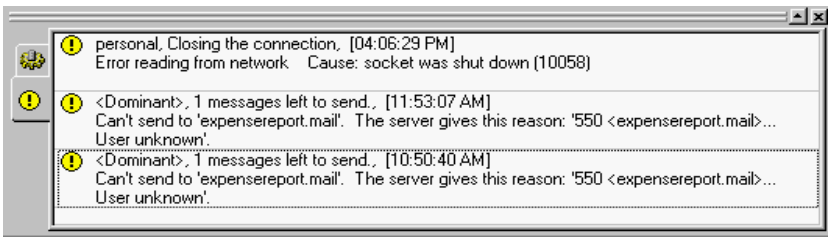
Task Error Window

The Task Error window displays an error message as it occurs. In the example below, a password error appears. You can indicate if you want the Task Error window brought to the front when an error occurs. See “Background Tasks” on page 237.

To access and display the Task Status window, do the following:

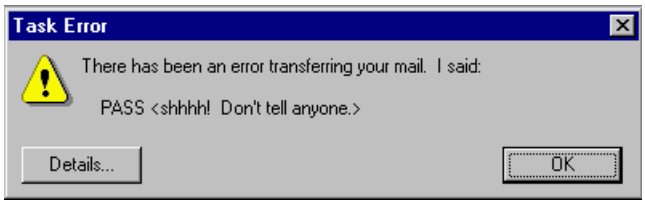
1 From the **Tools** menu, choose **Task Errors**. Or, if the Task Error window is in a visible tabbed window, click its tab.The Task Error window appears.

Task Error window displaying an error



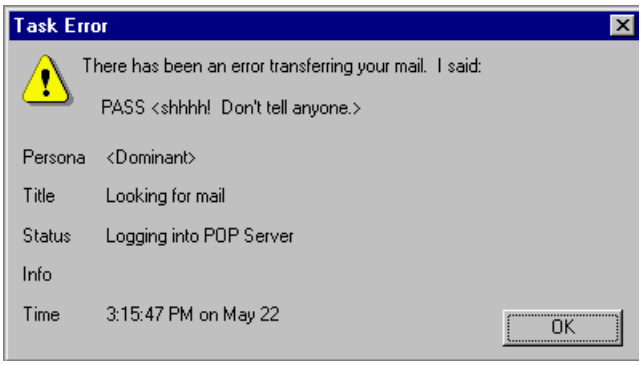
Notice the task error icon on the Eudora tool/status bar at the lower- right of the main Eudora window. Click this icon to display the Task Error message, as shown below.

Task Error message



Click **Details** to expand the message as follows.

Task Error details



Following are field descriptions for the Task Error details window.

Persona—The personality name associated with this error appears.

Title—The name of the Eudora function when this error occurred.

Status—The name of the system function when this error occurred.

Info—More information on this error appears, if any.

Time—The time and day of this error appears.

Link History

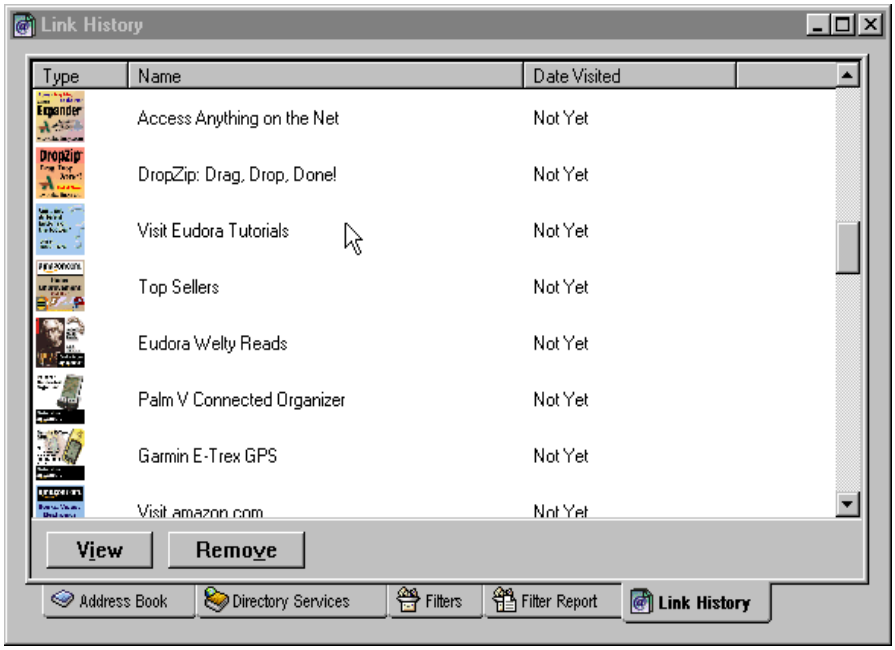
(Sponsored and Paid modes only)

Link History is a new option on the Tools menu that displays Internet web site URLs, attachments, and ads that have appeared in Eudora.

To display your link history, do the following:

1 From the **Tools** menu, choose **Link History**. The Link History window appears.

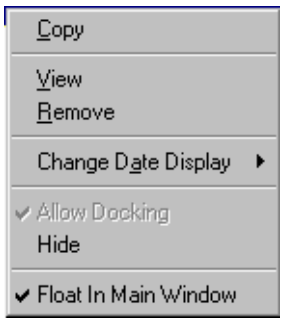
Link History window



2 To view a link in the list, double-click the item or click to highlight it, then click **View**. To remove the link from the list, click **Remove**.

If you right-click in the Link History window, a context menu appears.

Link History context menu



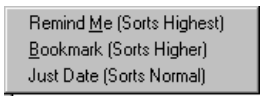
Copy—copies the link item to the clipboard.

View—displays the link item's web site page.

Remove—deletes the link item.

Change Date Display—displays a submenu allowing you to set reminders when to see the link, bookmark the link, or sort the link items by date.

Change Date Display submenu



Note. The items in this window expire and do not appear after 30 days.

Statistics Window

(Sponsored and Paid modes only)

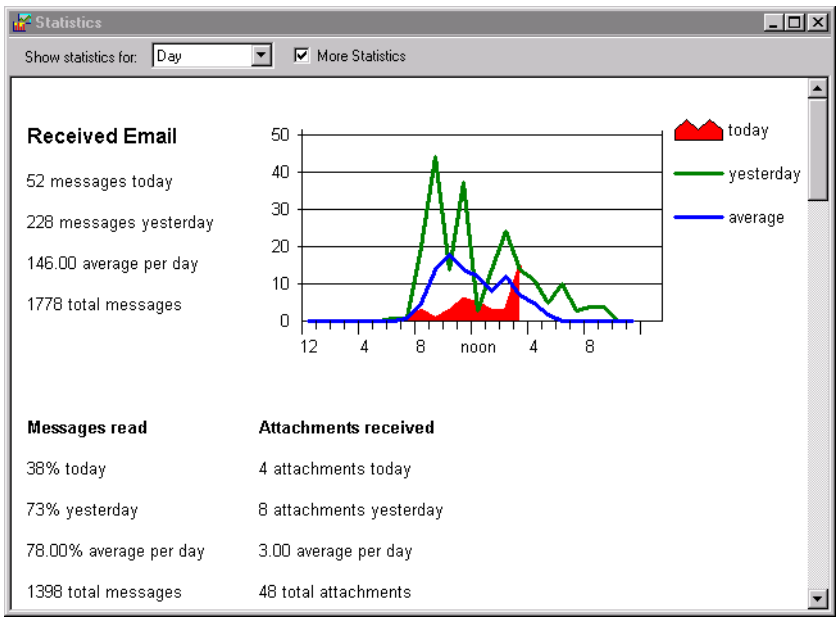
You can now display and print your Eudora usage statistics. These statistics keep track of how many messages you receive and send in a particular day, week, month, or year. You can also see how many attachments were received and sent as well as how many messages were read. In the *Sent Email* section, you can see how many messages you have replied to, forwarded, and redirected during a specific timeframe.

Note. Eudora usage statistics are statistics for you only. No statistical information is sent to Qualcomm or any other location.

To display the Statistics window, do the following:

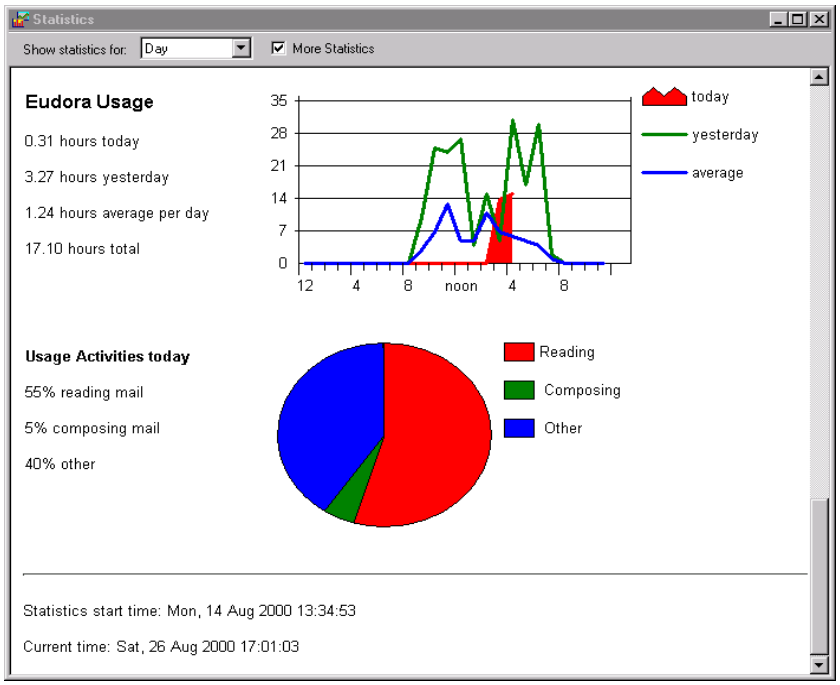
1 From the **Tools** menu, choose **Statistics**. The Statistics window appears.

Sample Statistics window showing received email for one day



(Sending mail usage not shown.)

Statistics window showing Eudora usage in general



2 From the drop-down menu, choose to see email usage statistics for the **Day**, **Week**, **Month**, or **Year**.

3 To see more statistical information, for example Attachments received, check the **More Statistics** box.

Note. To change the color, graph type, and other settings for the Statistics window, go to “Statistics” on page 248 for more information.

Printing the Statistics Report

To print the information in the Statistics window, do the following:

- With the Statistics window open, go to the **File** menu and choose **Print**. Your Statistics report will print.

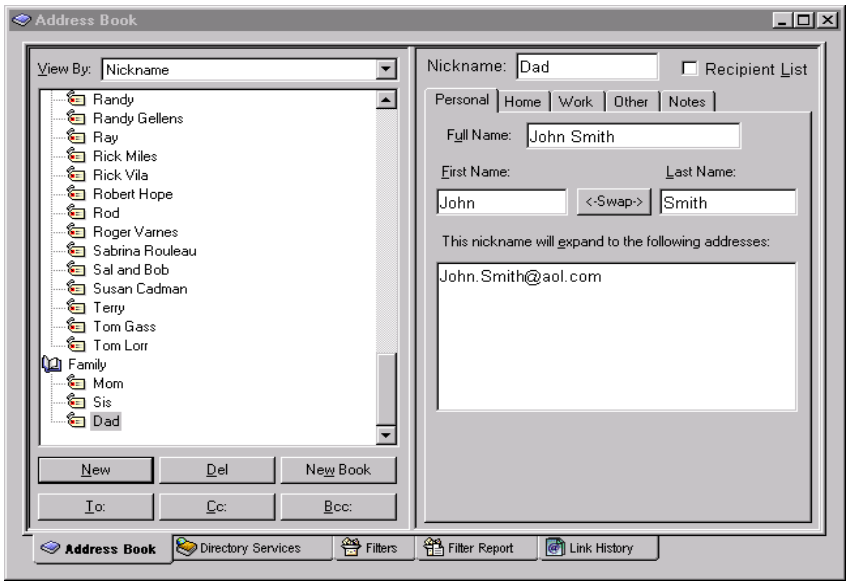
Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a name for a person or group, their full email address (email addresses for groups), a full name, any contact information including both home and work information, other email addresses and information, and any notes. You can also use the Address Book to put names on the Recipient List, and to address a new message. See “Using the Recipient List” on page 177.

To open your Address Book, do the following:

1 From the **Tools** menu, choose **Address Book**, or press Ctrl+L, or click the Address Book icon on the toolbar.

Address Book with sample entries



All of the names are kept in address books, so you can group your names by putting them in different address books. Eudora Nicknames is the default address book, and the example above shows an additional address book called “Family.”

To show or hide the names in an address book, click the book icon to the left of the file name. If the book is closed, the names are hidden; if the book is open, the names appear.

You can use the *View By* drop-down menu to display the names by different criteria, for example by *Last Name*. If you want to view the entries by Last Name, choose Last Name from the *View By* drop-down list. If you view by a field that does not contain any data, the entry appears as the nickname enclosed in brackets preceded by spaces: <<Dad>>.If you view by a field that doesn’t contain any data, the entry appears with << >>.

Note. Eudora remembers your selection in the *View By* field when you quit and restart the program.

You can do the following in the address book window:

- You can also start typing in the list of entries, and the appropriate entry is selected when you enter enough unique characters to identify it.
- To page up and down in the list of entries, use the arrow keys. To resize the list, drag the divider.
- To move the keyboard focus back and forth between the left and right sides of the Address Book, press F6.
- To move quickly through the tabbed panels on the right side of the Address Book, use the Ctrl+Tab, Ctrl+PgUp, Ctrl+PgDn, Ctrl+Home, and Ctrl+End keys.

Printing Your Address Book

To print your Address Book entries, do the following:

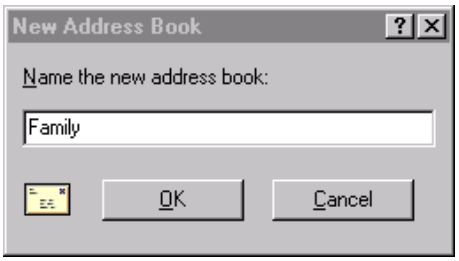
- While the Address Book is opened, from the **File** menu, choose **Print**.

Creating an Address Book within your Address Book (Sponsored and Paid modes only)

To create an address book within your Address Book, do the following:

1. From the **Tools** menu, choose **Address Book**, or press Ctrl+L. Or, if the Address Book is an inactive window in an open tabbed window group, click its tab.
2. Click **New**. The New Address Book dialog box appears.

   New Address Book dialog box

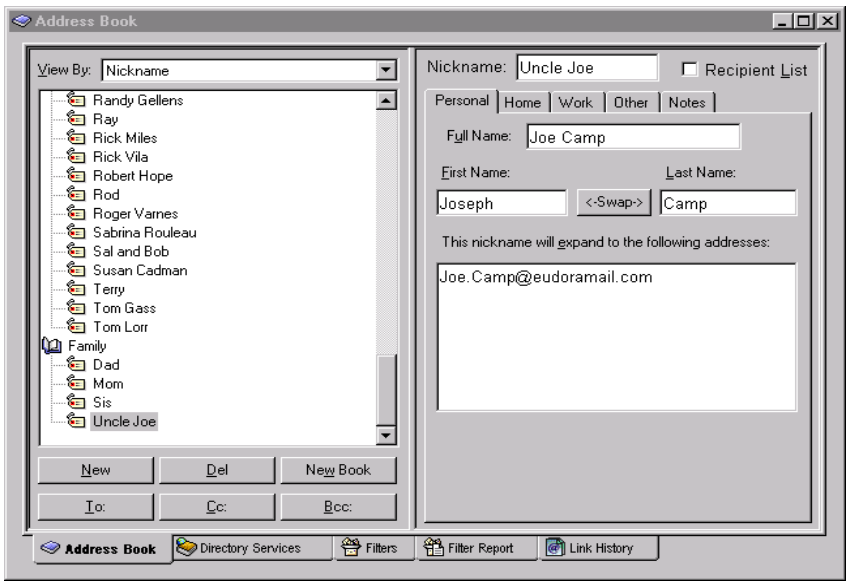
3. Enter a name for the new address book in the text box and click **OK**. The address book appears on the list, and you can now add people and group to your newly created address book.

Adding a Person to the Address Book

To create a new entry or entries to be included in the newly created address book, do the following:

1. From the **Tools** menu, choose **Address Book**, or press Ctrl+L. Or, if the Address Book is an inactive window in an open tabbed window group, click its tab.
2. In the Address Book, choose which address book (if more than one is set up) in which you want this person's information listed, for example "Family."
3. Either click **New** in the Address Book, or right-click anywhere in the entry list to display the drop-down list and choose **New**. A new entry appears in the address book column (left side).

   Address book - adding a new person

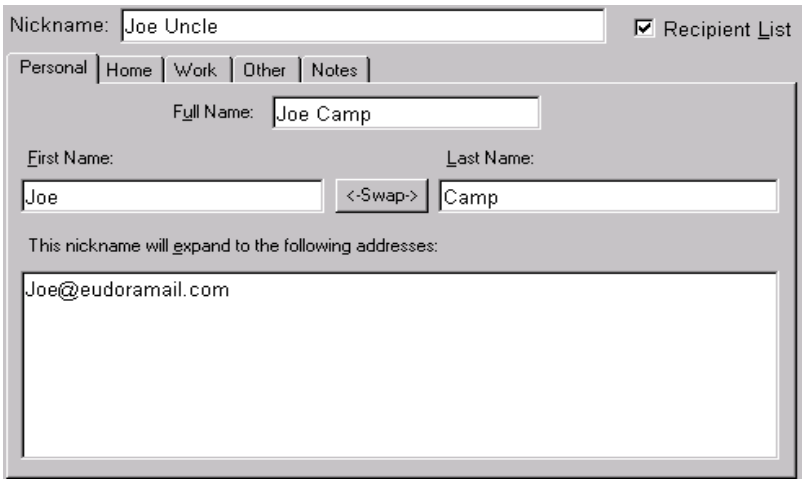


4. In the **Nickname** field (right side of window), enter what you want to call this person.

   A nickname, sometimes called an alias, is an easily remembered, shorter substitute for the email address in the entry. Nicknames can be used in place of proper email addresses in the To, Cc, and Bcc header fields of outgoing messages. A nickname entered here should be the name you wish to type in a header field (To, Cc, Bcc) when composing an email message. For example, although your Dad's name is John Smith, you can enter "Dad" as the nickname. So when you address a message, you can just enter "Dad" in the header field.

   Note. You cannot use the actual email address as the nickname. It must be different.
5. If you want the nickname on your recipient list, check the **Recipient list** box. Once the person is on the recipient list, the name is bolded in the address book list.
6. To create the entry, click anywhere or press Enter.
7. Click the **Personal** tab. The Personal dialog appears.

Personal dialog box



8 In the **Full Name** field, type the real name or an informal name for the person. If there is just one address for the entry, this name and the address are included in the "To:" field for your recipient to see.

9 In the **First Name** and **Last Name** fields, type the first and last name of the person.

You can interchange the first and last names by clicking <-Swap->.

10 In the **This nickname will expand to the following addresses** text field, enter at least one complete email address for this person. If this person has more than one address, enter the additional addresses here if you want him or her to receive your messages at each address.

Make sure this field contains no other information except addresses and nicknames, or your messages will be addressed incorrectly.

It is recommended that you have no more than 2,000 nicknames per nickname file. If the files are too large, they may appear collapsed in the address book, but you can still use all the nicknames when addressing messages. If you have a large number of entries, you might want to consider using a Ph or LDAP server.

11 To save your changes to the Address Book, from the **File** menu choose **Save**.

Adding a Group to the Address Book

You can set up a group as an address book entry by adding the group's email addresses or nicknames (if already set up in your address book) in the Personal dialog box.

To create a new group in an address book, do the following:

1 From the **Tools** menu, choose **Address Book**, or press Ctrl + L. Or, if the Address Book is in an inactive window in an open tabbed window group, click its tab.

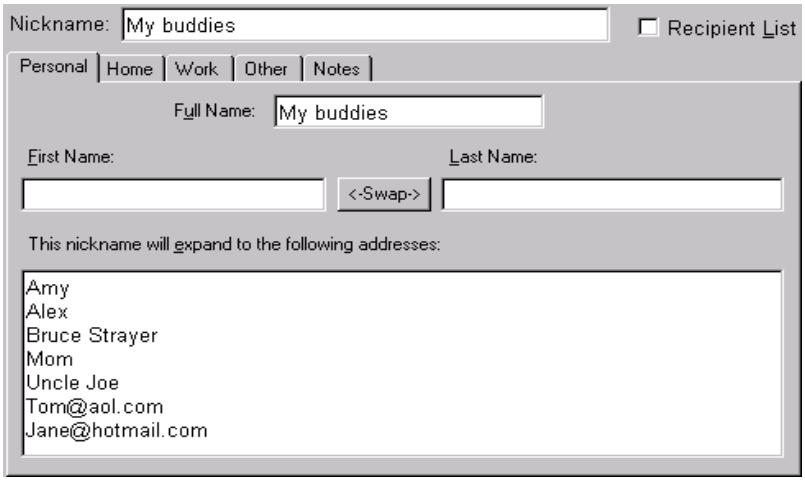
2 In the **Address Book**, choose which address book (if more than one is set up) in which you want this group's information listed. Click **New**.

3 Type the nickname in the **Nickname** text field on the right side of the window, for example "My buddies." The nickname entry appears in the list, and you can now add information for this entry.

4 When finished, click anywhere or press Enter and the nickname appears in the list.

5 Click the **Personal** tab. The Personal dialog box appears.

Address Book Personal dialog box (group)



6 In the **Full Name** field, type the a descriptive or an informal name for the group. This name is included in the "To" field for your recipient to see.

7 In the **This nickname will expand to the following addresses** text field, type the complete email address for each person included in the group. Separate multiple addresses with commas or carriage returns (this is the only place you can use a carriage return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined by their own entry. You can use a mixture of nicknames and complete email addresses.

Note. Make sure this field contains no other information except addresses and nicknames, or your messages will be addressed incorrectly.

8 If you want to put this group on your recipient list, check the **Recipient List** box. The group's name is bolded in the address book list.

Adding Entry Information

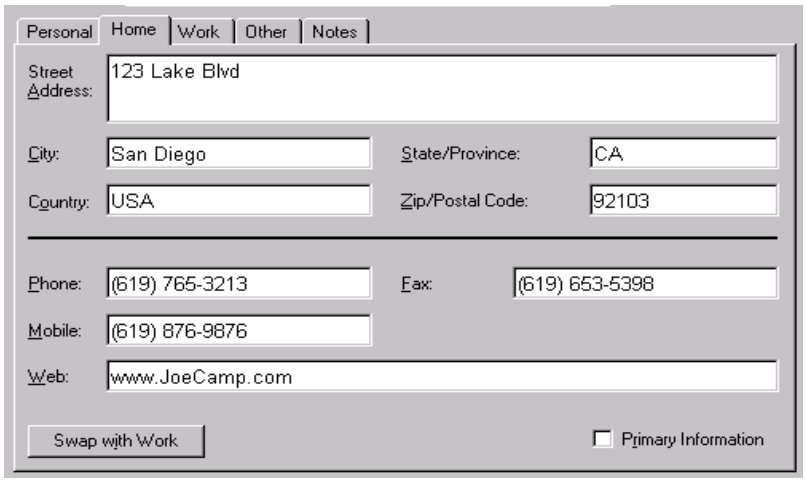
In the Eudora Address Book, there are several dialogs in which you can add information for a person or a group. These text fields may be used liberally when entering information. Following is a description of each dialog. Personal dialog is described in the "Adding a Person to the Address Book" on page 167.

To enter Home information for this entry, do the following:

1 In the left side of the window, choose the entry for whom you want to enter information. His or her nickname appears in the **Nickname** field.

2 Click the **Home** tab. The Home dialog box appears.

Address Book Home dialog box



3 In this dialog box, you can type postal information, phone numbers, and a web site address for this person. All fields are optional.

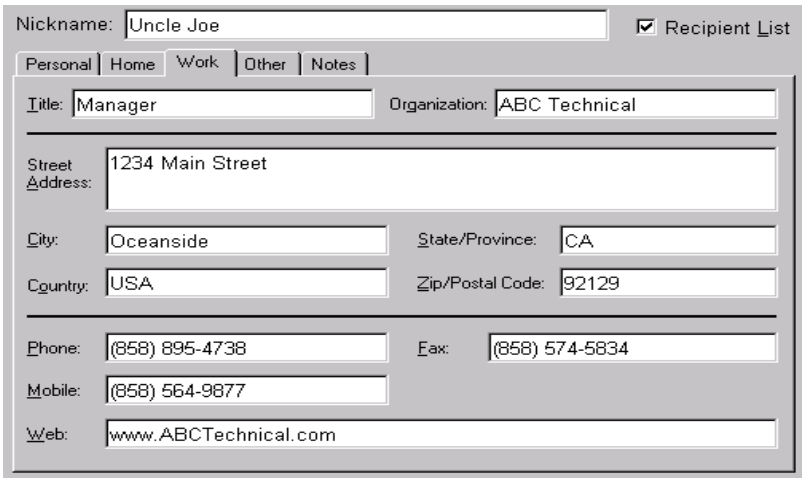
4 If you'd like to swap the Home and Work information, click **Swap with Work**.

5 If the information listed here is this person's main information, check the **Primary Information** box.

To enter work information, do the following:

1 Click the **Work** tab. The Work dialog box appears.

Work dialog box



2 In this dialog, you can type the person's work information, including title, company name, postal address, phone numbers and a web site address for this person's company. All fields are optional.

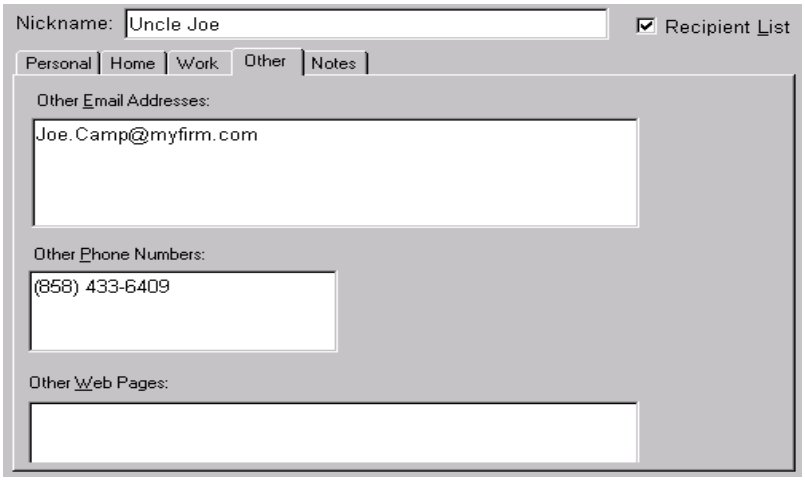
3 If you'd like to swap the work and home dialog information, click **Swap with Home**.

4 If the information listed here is this person's main work information, check the **Primary Information** box.

To enter other information, do the following:

1 Click the **Other** tab. The Other dialog box appears.

Other dialog box

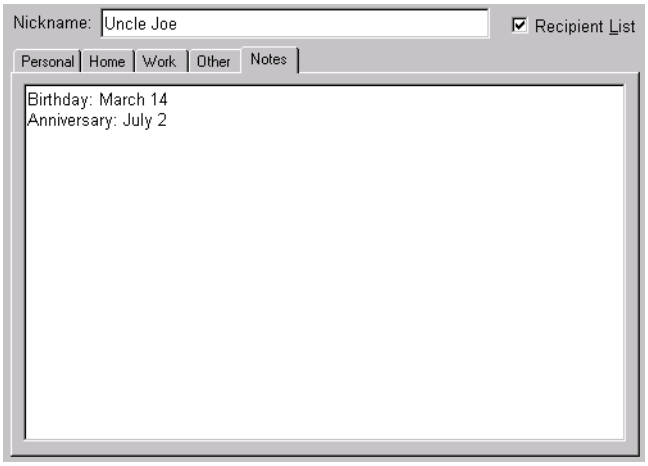


2 In this dialog, you can type other email addresses, phone numbers, and web site addresses for this person. All fields are optional.

To enter more information on this person, do the following:

1 Click the **Notes** tab. The Notes dialog box appears.

Notes dialog box



2 In this dialog, you can type anything you want. This is good place to enter information such as the person's birthday and other important dates specific to this person.

To save your changes to the Address Book, do the following:

- From the **File** menu, choose **Save** or press Ctrl+ S. Or if you close the Address Book, click **Save** in the warning dialog.

Note. If your Address Book has duplicate entries, Eudora recognizes only the topmost entry of the duplicates.

Changing, Deleting, Moving, and Copying Entries

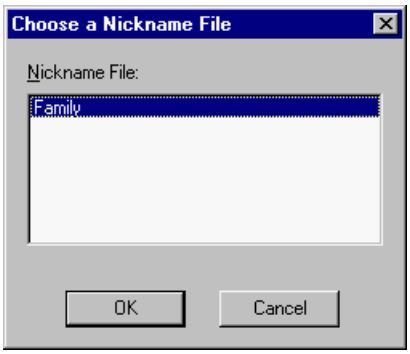
- To ***change*** the nickname for an entry, see the next section, “Renaming a Nickname.”
- To ***change*** an Address Book entry, choose the entry from the list and edit the fields in any of the address book’s dialog boxes as appropriate.
- To ***delete*** an entry or an address file, select it from the list and click the Delete button or press the Delete key. Or, right-click it and select Delete from the drop-down list. You cannot remove the Eudora Nicknames file.

  If a nickname file is set to read-only, meaning you cannot change it, you cannot move or copy entries into it, or delete an entry from it.
- To ***update*** your recipient list and address book, hold down the option key and open the address book (this rebuilds your address book's table of contents).

To ***move*** or ***copy*** an entry to another address book, do the following:

1. Right-click the address book entry to display the drop-down list.
2. From the drop-down list, choose **Move To** to move an entry or **Copy To** to copy an entry. The Choose a Nickname File dialog box appears so that you can select the file to which you want to move or copy the entry.

   Choose a Nickname File dialog box



3. You can move an entry (or entries) to a different file by dragging it, or copy it by holding down the Shift or Ctrl key and then dragging it.

   You cannot move an entry into the file it is already in, but you can copy an entry into its file. A “Copy of [Entry]” is created.
4. To save your changes, from the **File** menu, choose **Save**.

   Tip. Add a button for the File menu’s “Save” ctrl to your main toolbar as a handy way to save Address Book changes.

Renaming a Nickname

To change the nickname for an Address Book entry, do the following:

1. Set the **View By** field to **Nickname** and make sure the desired entry appears in the list.
2. Click the nickname for the entry, pause, and click it again. You can then edit the nickname in the edit box that appears.

   Alternately, click the nickname once to highlight it, then in the Nickname field in the Personal dialog box, enter the new nickname and press Enter.

   Important. If you change a nickname, be sure to correct any entries that reference that nickname.

Addressing a New Message from the Address Book

You can open and address a new message from the Address Book using the To:, Cc:, and Bcc: buttons.

To create a new message from the Address Book, do the following:

1. In the Address Book entry list, choose the entry you want to address the message to. To choose multiple entries in sequence, hold down the Shift key, or to select entries non-consecutively, hold down the Ctrl key
2. Click **To:**, **Cc:**, or **Bcc:** at the bottom of the Address Book.

A new composition window appears with the selected nickname(s) inserted in the recipient field.

Note. Also, you can double-click an entry to enter that nickname in a header field. A new composition window is opened and the nickname is entered in the To: field automatically. If a composition window is open when you double-click, the nickname is entered in the header field that last had keyboard focus.

To address the message with the completely expanded address or addresses for that entry, rather than the entry's nickname (the addresses are listed in the Address(es) field for the entry), do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and choose **Miscellaneous**. The Miscellaneous dialog box appears.
3. Turn on the **Automatically Expand Nickname** option.

Once the composition window appears, you can use the To:, Cc:, and Bcc: buttons to insert additional nicknames into the corresponding fields, subject to the following restrictions.

- If the Address Book is a docked or floating window, either alone or as part of a tabbed window group, the To:, Cc:, and Bcc: buttons apply to the topmost composition window, if any.

- If the Address Book is a normal window, either alone or as part of a tabbed window group, the To:, Cc:, and Bcc: buttons apply to the composition window, if any; that is, immediately under either the Address Book or the tabbed window group containing the Address Book.

Make Address Book Entry Command

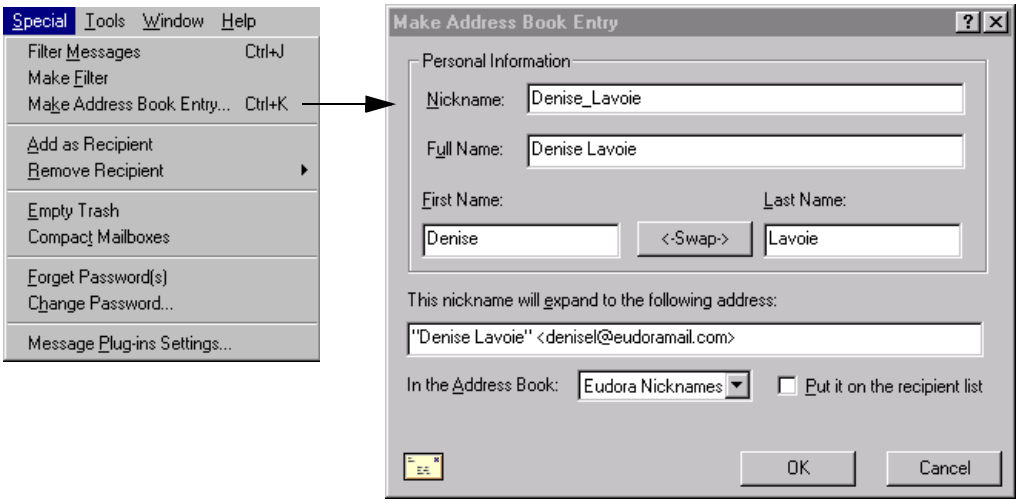
The *Make Address Book Entry* command is used to create entries in your Address Book and is especially helpful for making group entries.You can use this command from anywhere in Eudora, including open messages, open mailbox windows, the Address Book, and the Directory Services window.

To use the Make Address Book Entry command, do one of the following:

- In an open window, go to step 1.
- In an open mailbox window, first select the message summary or summaries you want in the address book, then go to step 1.

1 From the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog box appears.

Make Address Book Entry command and dialog box



2 In the **Nickname** text box, Eudora enters the name in the email address or the message. You can change it if you like.

3 In the **Full Name** field, Eudora enters the full name as it appears in the email address of the message. You can change it if you like.

4 In the **First Name** and **Last Name** fields, Eudora enters the first and last name of the person as it appears in the email address or the message. You can change it if you like.

5 In the **This nickname will expand to the following address** field, Eudora enters the email address as it appears in the message. You can change the email address if you like.

If you choose multiple message summaries in the mailbox window, addresses are taken from each message and all are put in the new entry.

If the open or selected message is an outgoing message, the new entry will include all of the addresses in the To:, Cc:, and Bcc: fields.

If the open or selected message is an incoming message, the new entry will include the address in the From: field.

6 If you have more than one address book, in the **In the Address Book** drop-down list, choose the address book in which you want to place this nickname. You cannot make a new address book using the *Make Address Book Entry* command.

7 If you want to put the nickname on your Recipient List, check the **Put it on the recipient list** box.

8 When finished, click **OK**. The new entry is now in your address book.

Note. If your new nickname has the same name as an existing nickname, a prompt appears asking if you want to add the address(es) to the existing nickname or replace the existing nickname with the new address(es).

Also, when you use the *Make Address Book Entry* command in an open message or mailbox window, Eudora uses your current Replying settings. If the *Reply to all By default* setting is turned on (or if it is not and you hold down the Option key when selecting Make Address Book Entry), the new entry will include all of the recipients of the message plus the sender. However, if the *Include yourself* setting is turned off and the current message is an incoming message, your address is not included in the new entry.

Creating a Group from the Address Book

You can take several of your existing nicknames and group them together under one composite nickname. For example, you can quickly combine your Family, Friends, and School nicknames under a composite nickname called Everybody. The Everybody entry contains the nicknames Family, Friends, and School, rather than their expanded email addresses. However, if you address a new outgoing message to Everybody, it will be sent to all of the email addresses contained in the Family, Friends, and School entries.

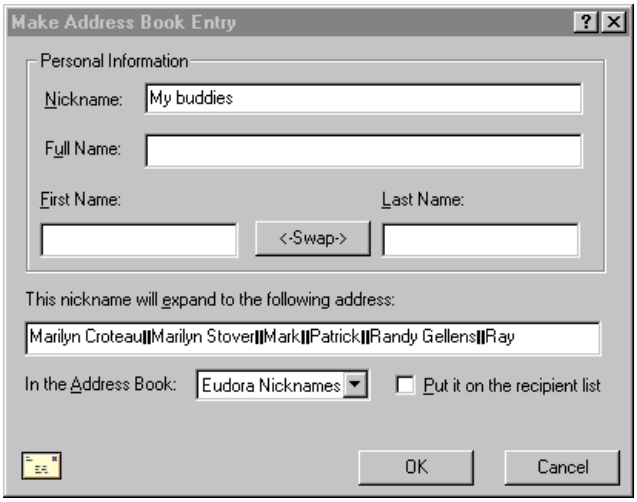
To make entries from the Address Book, do the following:

1 From the **Tools** menu, choose **Address Book**. Or, if the Address Book is in a group of tabbed windows, click its tab. The Address Book window appears.

2 Choose several different entries in the entry list (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make nonsequential selections).

3 From the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry dialog appears.

Make Address Book Entry dialog box



4 In the **Nickname** text box, type a nickname for the new entry.

5 In the **Full Name** field, type a descriptive name for this group.

6 In the **This nickname will expand to the following address** field, Eudora displays the nicknames you selected from the Address Book. You may add more nicknames and email addresses if you'd like.

7 If you have more than one address book, in the **In the Address Book** drop-down list, choose the address book in which you want to place this group.

8 If you want to put the group on your Recipient List, check the **Put it on the recipient list** box.

9 When finished, click **OK**. The new group is now in your address book.

Note. If your new group has the same name as an existing group name, a prompt appears asking if you want to add the address(es) to the existing name or replace the existing name with the new address(es).

Finish Address Book Entry Command

By using the *Finish Address Book Entry* command, you can enter a unique portion of a nickname in the *To:*, *Cc:*, or *Bcc:* fields of a message.

To use the *Finish Address Book Entry* command to complete a nickname in your message, do the following:

1 In the **To:**, **Cc:**, or **Bcc:** field, type a unique portion of the nickname.

2 From the **Edit** menu, choose **Finish Address Book Entry**. The nickname drop-list for that letter appears.

3 Choose the desired nickname from the list.

To insert the real addresses for the entry instead of the nickname, do the following:

- Hold down the Shift key and from the **Edit** menu, choose **Finish & Expand Address Book Entry**.

  To set this auto-expansion to happen all the time (so that you don't have to hold down the Shift key), check the Automatically Expand Nicknames box in the Miscellaneous options in Options under the Tools menu.

For an alternate way to complete nicknames, see the section, "Using Automatic Name Completion (Sponsored and Paid modes only)" on page 30.

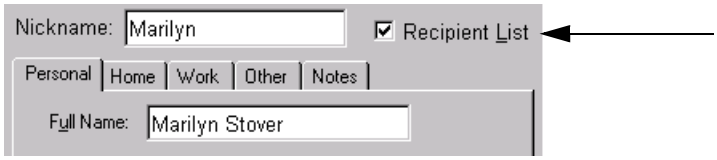
Using the Recipient List

The Recipient List is your list of recipients to whom you often send mail.

To add a nickname to the Recipient List, do the following:

1. From the **Tools** menu, choose **Address Book**, or press Ctrl+L. Or, if the Address Book is an inactive window in an open tabbed window group, click its tab.
2. Click to select the desired entry in your Nickname list.
3. On the right side of the window, check the **Recipient List** box, or right-click the selected item to display the drop-down list.

   Recipient List checkbox in the Address Book



4. From the drop-down list, choose **Add to Recipient List**. The entry's nickname is added to the Recipient List, and the entry is bolded in the Address Book list.

To add an email address to the Recipient List, do the following:

1. Open the **Address Book**.
2. Select the text that makes up the full address.
3. From the **Special** menu, choose **Add as Recipient**.The recipient's email address is added to your Recipient List.

To remove an entry from the list, do the following:

1. Open the **Address Book**.
2. Click to select the desired entry in your Nickname list.
3. Right-click the item to display the drop-down list.
4. From the drop-down list, choose **Remove From Recipient List**. The entry's nickname is removed from the Recipient List and the entry is unbolded in the Address Book list. Or, select the item you wish to remove from the **Remove Recipient** submenu under the **Special** menu.

To open a new message addressed to someone on your Recipient List, do the following:

1. From the **Message** menu, choose **New Message To**, **Forward To**, or **Redirect To**.
2. From the displayed list, select the nickname. A new message window appears addressed to the nickname you selected.

To insert a recipient into a message that you have already opened, do the following:

1. Move the cursor to where you want the recipient.
2. From the **Edit** menu, choose **Insert Recipient**. The Insert Recipient submenu appears.
3. From the **Insert Recipient** submenu, choose the recipient. The recipient you choose is inserted into the opened message.

To insert the real address(es), instead of a nickname, do the following:

1. Hold down the Shift key and from the **Edit** menu, choose **Insert Recipient**. The Insert Recipient submenu appears.
2. From the **Insert Recipient** submenu, choose the recipient. The real address of the recipient is inserted in the message. To set this to happen all the time, select the *Automatically expand nicknames* option in the Miscellaneous options window.

More than one recipient from the Recipient List can be added to the *To:*, *Cc:*, and *Bcc:* fields of any message. If you use the Insert Recipient submenu, commas are added where necessary.

Including Nicknames on the Recipient List

To include a nickname in the Recipient List, do the following:

1. Right-click the appropriate Address Book entry in the list to display the drop-down list.
2. From the drop-down list, choose **Add to Recipient List**. The nickname for the selected entry is included on the Recipient List, and the entry is bolded in the Address Book list.

To remove a nickname from the Recipient List, do the following:

1. Right-click the item in the Address Book list to display the drop-down list.
2. From the drop-down list, choose **Remove From Recipient List**. The nickname for the selected entry is removed from the Recipient List, and the entry is unbolded in the Address Book list.

If you change a nickname, the Recipient List is updated as appropriate. For details about using the Recipient List, see “Using the Recipient List” on page 177.

Note. You can add or remove multiple nicknames to or from the Recipient List by selecting multiple entries before right-clicking. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to select entries non-consecutively.

Using Central Address Book Files on a Server

You can set up central Address Book files on a server and configure Eudora clients so that they refer to the central files.

Important. You should be an expert user or an administrator to perform this function.

First, be sure the files are plain text, have a .txt extension, and are formatted as follows: one nickname on each line with the real addresses separated by commas, and one line for notes and info with the Notes text following the Info data. For example:

alias Wow joe@wow.com,lisa@wow.com,chris@wow.com
note Wow <fax: 222.2223><phone: 222.2222><address:1234 Street>
<name:Wow Inc.>My favorite company

Then, for each client application, add an “ExtraNicknameDirs” entry to the [Settings] section of the Eudora.ini file. This entry should be followed by the list of directories that contain Address Book files, separated by semicolons (;). Any Address Book files located in those directories are added to the Address Book. You will need to exit and re-open Eudora to see the new entries.

Using Address Book Files Not Created by Eudora

To use an Address Book file that was not created in Eudora, put the file in the Nickname directory located in your Eudora folder, and be sure the format is as shown in the previous section “Using Central Address Book Files on a Server.” You will need to exit and reopen Eudora to see your new entries in the Address Book.

Note. You can migrate your address book from Netscape Messenger, Outlook Express, Outlook ‘98, Outlook 2000 to Eudora. See “Importing Settings to Create a New Account” on page 86.

Using Directory Services

Opening Directory Services

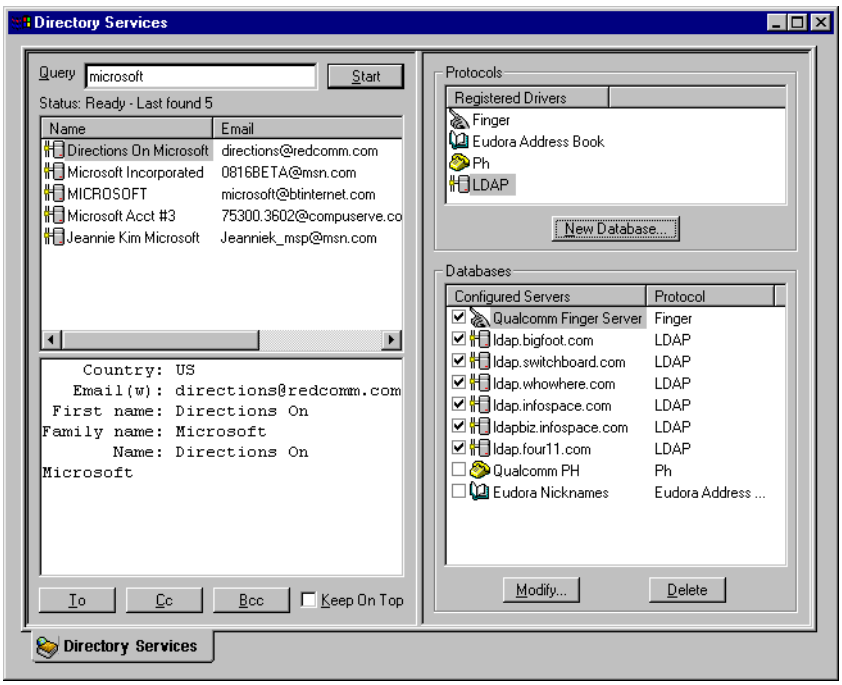
Eudora lets you look up information about people on the Internet, within your company, and in your Eudora Address Book using four directory service protocols.

- Ph
- Finger
- Lightweight Directory Access Protocol (LDAP)
- Eudora Address Book

To use directory services to search for someone, do the following:

1 From the **Tools** menu, choose **Directory Services**. Or, if the Directory Services window is an inactive window in a visible tabbed window group, click its tab. The Directory Services window appears.

Directory Services window with an example query



The directory service protocols available for your search are listed in the Protocols section of the window. For more information, see “Using Directory Service Protocols” on page 186.

The databases you can use to look up your target individual are listed in the Databases list. For more details, see “Using Directory Service Databases” on page 186, “Adding a New Database (Server)” on page 187, “Modifying a Database” on page 196, and “Deleting a Database” on page 197.

Keeping the Directory Services Window on Top

To keep the Directory Services window on top so that you can easily continue using it, select the “Keep On Top” option located at the bottom of the left pane. Eudora remembers the state of this option when you quit and restart the program.

Note. The behavior of this option is subject to the restrictions in the section “Considering the State of the Window” on page 185.

Making a Query

To look someone up on the Internet, within your company, or in your Eudora Address Book, open the Directory Services window and do the following:

Important. If you are using Eudora in Light mode, you cannot make multiple or simultaneous queries.

1. In the **Databases** list, select the database(s) you want to search in your query.

   To select a database, click the checkbox to the left of the database until a checkmark appears in the box. You can select multiple databases, and you can use multiple protocols. You must select at least one database in the list for Eudora to perform the query.

   Note. Eudora remembers which databases you’ve selected when you quit and restart the program.

2. In the **Query** field, type a text string you want to search against.

   If one or more of your selected databases use a protocol other than Ph, your entry in this field is always interpreted as a name. If you have only Ph servers selected as your databases, you can enter any commands that Ph will interpret.

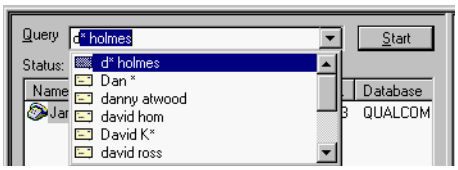
3. To start the query, press **Enter** or click **Start**. The query begins, and the Start button changes to Stop.

   To stop the query before it is completed, click the **Stop** button. When the query is completed, or if you click Stop to cancel the query, the Stop button changes back to Start.

Automatic Name Completion in Directory Services
(Sponsored and Paid modes only)

When looking up names in Eudora’s Directory Services, Eudora remembers the name and places it in a directory services history file. So whenever you begin typing a name, a drop-down list of names from your history file displays alphabetically. Just select the desired name from the list, and the name’s information appears. Following is an example of the auto name completion function.

Directory Services Auto Name Completion



Reading Query Results

Your query results are listed in the left half of the Directory Services window, in the *results list* (top view) and the *details pane* (bottom view). You can resize the two views relative to each other by dragging the separator up or down.

The results list consists of one-line summaries of the “hits” or successful targets of your query. These are listed by four columns:

- **Name**—indicates the username (or other name) of the target.
- **Email**—is the email address of the target.
- **Phone**—is the target’s telephone number.
- **Database**—tells you in which of your selected databases the target was found.

Click a column heading to sort the results list alphabetically or numerically by that column. Shift-click to sort in reverse order.

To resize the columns, drag the divider line to the right of the desired column to the left or right. Note that the columns resize dynamically during a query, to accommodate the width of each target’s data.

The Status field displays the status of your query, such as Ready, Connecting, Getting Data, etc. and the number of items found as shown in your summary list. This number is updated dynamically until the query is complete or you stop it.

If the results list does not fit in the available viewing space, scroll bars appear to let you navigate through the remaining part of the list.

To view the details of a result in the details pane, select the result in the results list by clicking once on it. The full data appears in the details pane. If nothing is selected in the results list, the details pane is blank. If multiple summaries are selected in the results list, the details pane lists the details for each item, with each item separated by a divider line.

To select multiple items in the results list, use the Shift key to select a continuous range, or use the Ctrl key to make non-consecutive selections.

Scroll bars appear in the details pane if the displayed information cannot fit in the viewing space.

Addressing a Message from the Directory Services Window

You can create and address a message with the query results in the Directory Services window.

To create a new message, do the following:

Important. Make sure there are no outgoing messages already open.

1. Perform your query.
2. Click to select one or more summaries in your results list.
3. Click the **To:**, **Cc:**, or **Bcc:** button. A new message is created, and it is addressed appropriately with the selected query results.

To add an address to an existing message, do the following:

Important. Make sure the message you want to address is active.

1. From the **Tools** menu, choose **Directory Services**, or if the Directory Services window is an inactive window in a visible tabbed window group, click its tab. The Directory Services window appears.
2. Perform the query.
3. Click to select one or more summaries in the results list.
4. Click the **To:**, **Cc:**, or **Bcc:** button. The addresses from the selected query results are added to the appropriate field of the current message.

Note. The behavior of the To:, Cc:, and Bcc: buttons is subject to the restrictions in “Considering the State of the Window” on page 185.

Making an Address Book Entry from Query Results

You can make a nickname from your query results in the Directory Services window and at the same time add the entry to your Address Book.

To make a nickname from your query results, do the following:

1. From the **Tools** menu, choose **Directory Services**, or if the Directory Services window is an inactive window in a visible tabbed window group, click its tab. The Directory Services window appears.
2. Perform the query.
3. Click to select one or more summaries in the results list.
4. From the **Special** menu, choose **Make Address Book Entry**. The Make Address Book Entry window appears so that you can name the nickname. The real name and email address for each selected query result is included in the new entry.

Note. The use of this command from this window is subject to the restrictions in “Considering the State of the Window” on page 185.

Printing Your Query Results

You can print and print preview the results of your query as shown in the details pane.

First perform your query, then select one or more summaries in the results list. The details pane lists the details of each selected item, with each item's details separated by a divider line.

To preview your query details for printing, do the following:

- From the **File** menu, choose **Print Preview**. The Print Preview window appears, showing how the query details will look when printed.

To print your query details, do the following:

- From the **File** menu, choose **Print**.

Note. The use of these commands from this window is subject to the restrictions in the next section, "Considering the State of the Window."

Considering the State of the Window

The behavior of some Eudora features internal and external to the Directory Services window depends on the state of the window. For definitions of window states, see "Managing Windows in Eudora" on page 137.

When the Directory Services window is in the docked or floating state, either alone or as part of a tabbed window group, the following applies.

- **Keep on top** setting in the window is ignored.
- **To:**, **Cc:**, and **Bcc:** buttons in the window apply to the topmost composition window, if any.
- Special menu's **Make Address Book Entry** command, and the File menu's **Print Preview** and **Print** commands apply to the Directory Services window only if the keyboard focus is in that window.

When the Directory Services window is in the normal state, either alone or as part of a tabbed window group, the following applies.

- **Keep on top** setting in the window is obeyed.
- **To:**, **Cc:**, and **Bcc:** buttons in the window apply to the composition window, if any, immediately under the Directory Services window or the tabbed window containing it.
- Special menu's **Make Address Book Entry** command and the File menu's **Print Preview** and **Print** commands apply to the Directory Services window only if it is the topmost normal window and is active, Or if the tabbed window containing it is the topmost normal window and the Directory services tab is active.

Using Directory Service Protocols

Protocols are used to access in Directory Services to find information on persons by entering their name, email address, etc. The Protocols section of the Directory Services window lists the directory service protocols available to you to use when looking up individuals via these services.

Eudora comes with four installed protocols.

- **Ph**
- **Finger**
- **LDAP** (Lightweight Directory Access Protocol)
- **Eudora Address Book**

Note. The Eudora Address Book protocol does not appear in the list until you have created an Address Book in Eudora.

Click the column heading, Registered Drivers, to sort the protocols alphabetically. Shift-click the column heading to sort in reverse order.

You can resize the column by dragging the divider line to the right of the column heading to the left or right.

The use of the New Database button shown in this section of the window, is described under “Adding a New Database” on page 187.

Using Directory Service Databases

The Databases section of the Directory Services window lists the databases that are available to you for searching for individuals over the Internet, within your company, or in your Address Book.

Eudora comes with these servers already configured by default.

- ldap.bigfoot.com
- ldap.switchboard.com
- ldap.whowhere.com
- ldap.infospace.com
- ldapbiz.infospace.com
- ldap.four11.com
- Eudora Nicknames—or the name of your nicknames file. This last item appears only if you have a Eudora Address Book set up.

You can modify or delete these databases, and you can also create new databases. See the following sections for more information.

You use the databases in this list to perform your lookup queries. To perform a query, you must first select one or more databases in the list. To select a database, click the checkbox to the left of the database name until a checkmark appears in the box. If no databases are selected, you cannot perform a query.

You can select multiple databases to perform a query, and you can mix protocols.

Click a column heading to sort this list by that column, alphabetically. Shift-click the column heading to sort in reverse order.

To resize columns, position the mouse pointer over the divider line to the right of the desired column, and drag the line to the left or right.

The use of the Modify button in this section of the window is described in “Modifying an Existing Database” on page 196. The use of the Delete button is described in “Deleting a Database” on page 197.

Adding a New Database (Server)

In addition to the default directory service databases that already come configured with Eudora, you can add new Ph, Finger, and LDAP databases for your Directory Services queries. By adding a new database, you can then query that database for names, email addresses, phone numbers, etc. Databases are created from the Protocols section of the window, and they must be created using one of these three listed protocols.

Important. You must be able to identify the server by its description and its host name before you can add it to Directory Services.

Note. You cannot create a new database using the Eudora Address Book protocol in the list. Nickname files must be created from the Address Book window. See “Using the Address Book” on page 165 for more details.

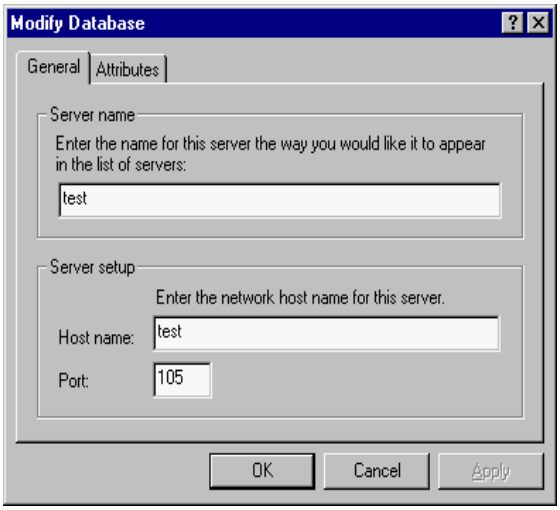
Ph Database

Ph is an online, fully indexed, fast-access white-pages directory service developed and freely distributed by the Computer and Communications Services Office at the University of Illinois at Urbana.

To add a new Ph database, do the following:

1. In the **Protocols** list, click the **Ph** protocol to select it.
2. Click **New Database**. Or, just double-click **Ph** in the Protocols list. The New Database window, **General** panel, appears.

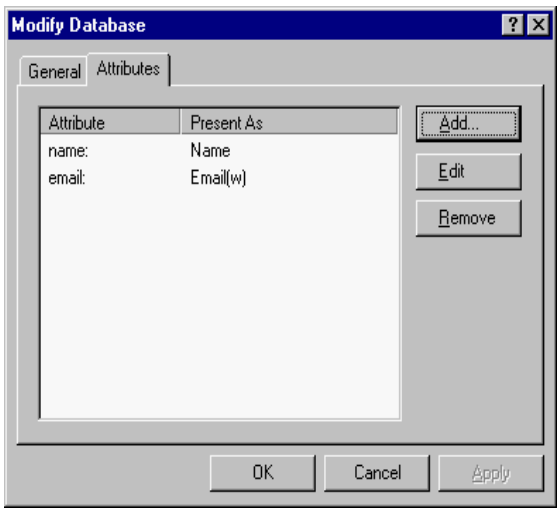
Ph Database window, General panel



3 In the **General** panel, enter a descriptive name for the Ph server, its **Host Name** or IP address of the Ph server, and the **Port** in the respective fields. The default port for Ph is 105. Don't change this port number unless you know for certain that the port number is not 105.

4 Select the **Attributes** tab to display the Attributes panel. The Attributes pane appears.

Ph Database window, Attributes panel



In the Attributes panel, you can add, edit, or remove attributes that display in the Results List (top-half of left window) and in the Details List (bottom-half of left window). An example Results and Details Lists are shown below.

Results and Details Lists (left pane of Directory Services window)

Results List

Details List

Results List

In the Results List, the data associated with the Ph attributes you name appear in the columns on the left pane of the Directory Services window. You do this by mapping attributes to one of the three special “Present A” field selections: **Name**, **Email(w)**, and **Phone(w)**. See step 5.

For example, if you want to display the data associated with the Ph attribute “Full_Name” in the column named “Name” in the Results List, add an attribute mapping for “Full_Name” with “Name” selected as the “Present As” value.

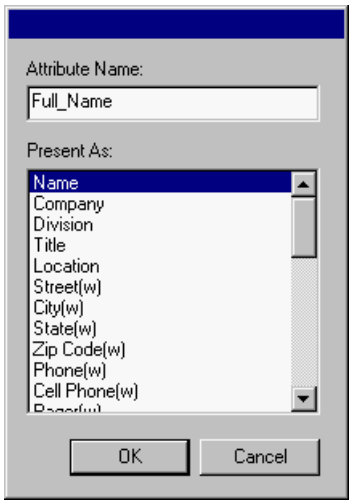
Details List

Any attribute name can be renamed before it appears in the Details List. This is done via the **Present As** field. Simply replace the text in the Details List with alternate text.

For example, if your Ph server is configured to display an attribute called *Full_Name* but you want only *Name* to display**,** you need to map “Full_Name” to “Name” using the “Present As” field. Therefore, any Ph query you perform on that server would display the “Full_Name” data in the **Name** column in the Results List.

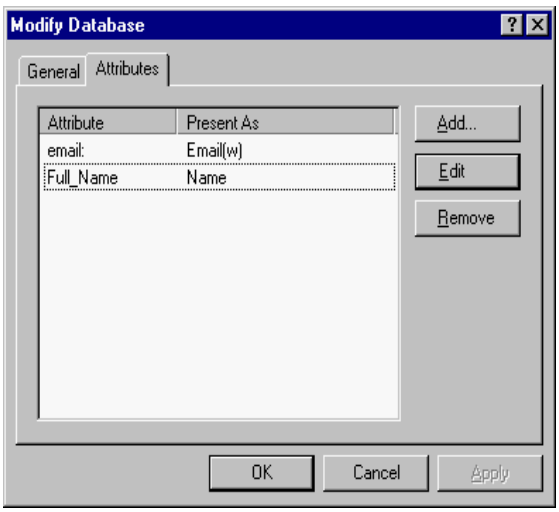
5 To add an attribute mapping to the attributes list, click **Add**. To edit an attribute mapping, click the attribute on the list and click **Edit**. Edit the attribute name. To remove an attribute mapping, click to select it and then click **Remove**.

Add an Attribute



6 When you are finished making entries or changes, click **OK**. The attributes are added to or changed in the database.

Attributes panel showing new attribute



If you added a new database, the database is added to the Databases list with its checkbox.

Finger Database

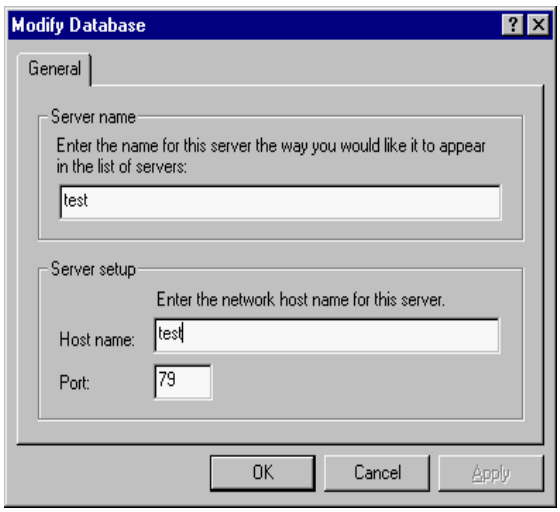
Finger is an Internet directory service similar to Ph.

To add a new Finger database, do the following:

1 In the **Protocols** list, click the **Finger** protocol to select it.

2 Click **New Database**. Or, just double-click **Finger** in the Protocols list. The New Database window, **General** panel, appears.

Finger Database window, General panel



3 In the **General** panel, enter a descriptive name for the server, the **Host Name** or IP address of the server, and the **Port** in the respective fields. The default port for Ph is 79. Don't change this port number unless you know for certain that the port number is not 79.

4 To create the new Finger database, click **OK**. A Finger database is created.

LDAP Database

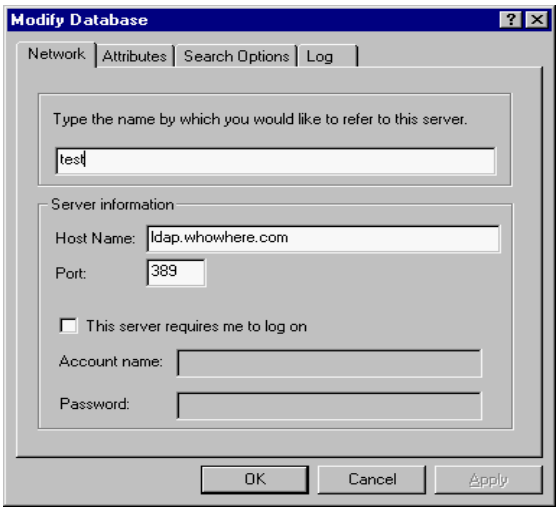
LDAP means Lightweight Directory Access Protocol. An LDAP server is a service that provides information about individuals. You can look up virtually anyone on the Internet using public LDAP servers. And furthermore, you can add new LDAP servers to query in Eudora.

To add a new LDAP database, do the following:

1 In the **Protocols** list, click the **LDAP** protocol to select it.

2 Click **New Database**. Or, just double-click **LDAP** in the Protocols list. The New Database window, **Network** panel, appears.

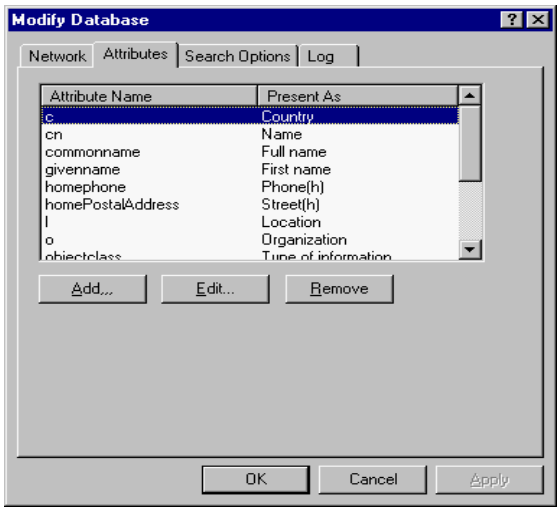
LDAP Database window, Network panel



3 In the **Network** panel, enter a descriptive name for the server, the **Host Name** or IP address of the server, and the **Port** number in the respective fields. If you select the **This server requires me to log on** option, new fields appear in which to enter an **Account name** and a **Password**. However, most LDAP servers do not require you to log in. Enter values in these fields if you have specific instructions from your LDAP administrator to so do.

4 Select the **Attributes** tab to display the Attributes panel.

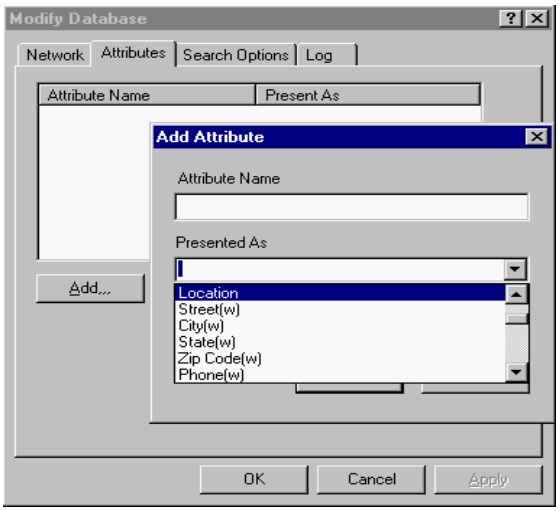
LDAP Database, Attributes panel



In the **Attributes** panel, you can add, edit, or remove attribute mappings using the buttons displayed just below the window. You use the Attribute list to manage how information appears in the query results list and query results details portion of the screen.

5 To add an attribute mapping, click **Add**. The Add Attribute list appears.

LDAP Database window, Attributes panel, Add Attribute



6 In the **Attribute Name** text box, enter the name for the attribute you wish to add a mapping for, for example, **cn** for common name. You must know the raw field names for the particular LDAP server you are adding.

Listed are the most common raw LDAP field name attributes.

- **c** — Country, expressed in a two-letter country code, for example US (United States), CA (Canada), UK (United Kingdom), FR (France), etc.
- **st** — State or province, expressed in a two-letter state code, for example, California (CA), Massachusetts (MA), Ontario (ON). etc. Also, if a country is considered a “state,” for example, France, then this field can show a city name, such as Paris.
- **l** — Location, that is a city, county, etc., for example San Diego, Montreal, London, Paris, etc.
- **mail** — Person’s email address. More than one email address may be listed, and more than one search listing may be returned for an individual with multiple email addresses.
- **gn** — Also Givenname. The person’s first name and/or middle initial, or any part of the person’s name before the last name, for example, John W, A Raymond, etc.Titles are sometimes given, such as Dr., Ms., etc.
- **sn** — Person’s surname or last name. Suffixes are sometimes given, such as Jr., III, M.D., Esq., etc.
- **cn** — Person’s common name. This includes the given name: first, middle initial, prefix and the person’s last name including suffixes.
- **o** — Organization, which includes companies, universities, non-profit organizations, government agencies, etc.

7 In the **Presented As** text box, enter the text for the attribute you wish to see displayed on the query results list, or click the down arrow to display some common attribute names.

Note. Three of the four columns in the query results list window can be assigned to any attribute you wish, but you cannot change the name of the column heading. To change the attribute that is assigned to each column, enter an attribute in the Attribute Name field, such as, cn, sn, gn, etc. Then select either Name, Email(w), or Phone(w) in the “Present As” list, which corresponds to the Name, Email, and Phone columns in the Results List. You cannot change what appears in the "Database" column. It always contains the name of the server where the data was found.

For example, if you want to display “cn” in the **Name** column, “TelephoneNumber” in the **Phone** column, and “mail” in the **Email** column, you would set up the attributes like this.

Attribute Name	***Present As (from drop-down list)***
cn	**Name**
TelephoneNumber	**Phone(w)**
mail	**Email(w)**

In the Details portion of the Results window, you can assign more readable attribute names.

Attribute Name	***Present As (from drop-down list)***
l	**Location**
st	**State**

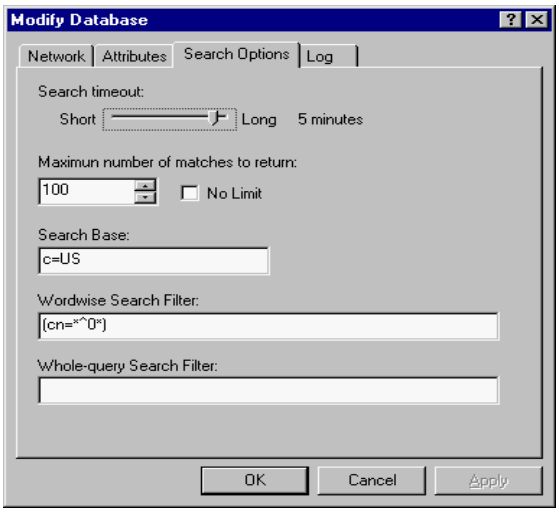
If you were to assign the names above, “State:Texas” would display instead of “St:Texas.”

In the attribute list, check the **only display these attributes** box if you want to limit what appears to only those attributes that are mapped.

Note. In the Present As drop down list, there is a choice called **Not Displayed**. If you choose “Not Displayed,” you can prevent a particular attribute from being displayed. For example, mapping the **c** (country) attribute to “Not Displayed” will have “c” removed from the displayed results in the Details List. This is useful if there is an usually long or confusing attribute you don’t want to display in the window.

8 Select the **Search Options** tab to display the Search Options panel.

LDAP Database window, Search Options panel



9 On the **Search Options** panel, specify the **Search timeout** by moving the bar indicator. You can adjust the bar indicator for a short to long timeout.

10 In the **Maximum number of matches to return** text box, you can select the up arrow to increase or the down arrow to decrease the number of matches you'd like to see displayed. Or select the **No Limit** option to specify unlimited matches.

11 In the **Search Base** text box, you can specify a part of the LDAP server to limit your search. See your LDAP administrator to specify the value in this field. However, the default is usually sufficient.

12 In the **Worldwise Search Filter**, you enter a type of search filter to form word queries. **cn=*^0*** is the default. The ^0 is substituted for each word to form a set of word queries. The purpose of this filter is to form a term for a word and then (AND) the terms together. Examples appear below.

Query: John Smith

Configuration: default (cn=*^0*)

Filter:

```
(& (cn=*John*)(cn=*Smith*) )
```

Records in which "cn" attributes contain "john" and "smith" are returned. Using the wildcard asterisks (*) before and after "john" and "smith" would return matches such as "Johnathon Smithson." If you wish to search whole words, remove the wildcard asterisks. The above example would also return records such as "John Dean Smith" and "Smithers Johnson."

Query: John Smith

Configuration: (| (cn=*^0*)(sn=*^0*)(gn=*^0*)(givenname=*^0*))

Filter:

```
(&
    (|(givenname=*John*)(cn=*John*)(sn=*John*)(gn=*John*))
    (|(givenname=*Smith*)(cn=*Smith*)(sn=*Smith*)(gn=*Smith*))
)
```

The default search filter in this example would possibly return more records than the default because it searches more fields for a substring match of the word.

13 In the **Whole-query Search Filter**, you enter a type of search filter to create a term for the whole query. You can set this filter as an alternate (OR) for the worldwise search filter results. Examples appear below.

Query: John Smith: whole query search filter

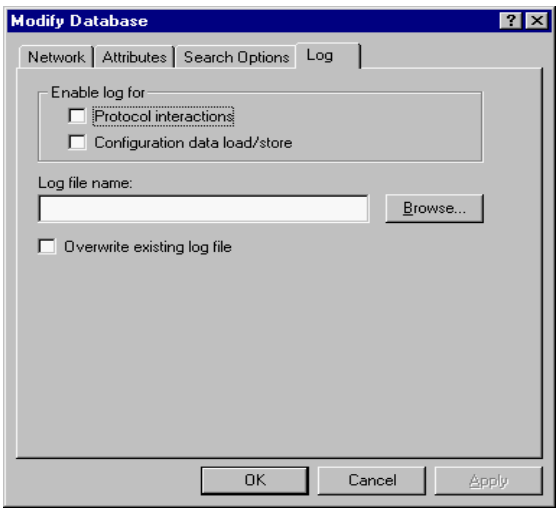
Configuration:
whole word (cn=*^0*)
word-wise (|(cn=*^0*)(sn=*^0*)(gn=*^0*)(givenname=*^0*))

Filter:

```
(|
 (cn=*John Smith")
 (&
     (|(givenname=*John*)(cn=*John*)(sn=*John*)(gn=*John*))
     (|(givenname=*Smith*)(cn=*Smith*)(sn=*Smith*)(gn=*Smith*))
 )
)
```

14 Select the **Log** tab to display the Log panel.

LDAP Database window, Log panel



15 In the **Log** panel, specify whether you want to generate log files and if so, how to store them; specify whether you want to enable logs for **Protocol interactions** and/or a **Configuration data load/store**.

16 Enter a **Log file name** or select one using the **Browse** button. And if you want new logs to replace the old ones, select the **Overwrite existing log file** option.

17 When all your information is entered in the New Database window, click **OK** and your new LDAP database is created with its checkbox.

Modifying a Database

You can modify any Ph, Finger, or LDAP database in your Databases list.

Note. You cannot modify a Eudora Address Book database from the Directory Services window, but you can view the path where the file is stored. Nickname files must be modified from the Address Book. See “Using the Address Book” on page 165 for more details.

To modify an existing database, do the following:

Important. You can only modify one database at a time. Multiple selections disable the modify feature.

1. Click the database name or icon in the **Databases** list to select it.
2. Click **Modify**. Or, just double-click the database in the list. The Modify Database window appears with its text boxes pre-filled with information from the selected database.
3. In the **Modify Database** window, make your changes.
4. To save the changes and close the window, click **OK**, or click **Apply**, save the changes and leave the window open. You can then make additional changes and save or discard them.

The Modify Database window will differ depending on the protocol you've selected. For details on the fields of the different dialogs, see "Adding a New Database" on page 187.

Note. If you attempt to modify a Eudora Address Book database, the Modify Database window merely displays the path where the address book file is stored.

Deleting a Database

To delete a database, do the following:

1. Click the database name or icon in the **Databases** list to highlight the item
2. Click **Delete**. You are prompted to confirm the delete. Click **Yes** and the database is removed from the list. Click **No** and the deletion is cancelled, and the database remains.

You can delete multiple databases at once; use the Shift key to select a range in the list, or use the Ctrl key to select items non-consecutively.

Using Menu Commands

Introduction

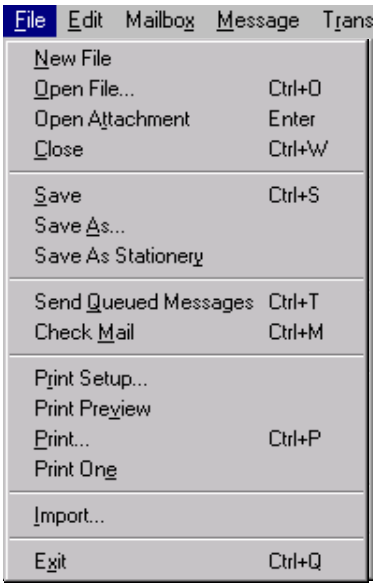
This section describes Eudora's menu commands. Each menu is illustrated, and each command is described. Additional commands are available by pressing the Shift key while choosing menu commands.

If there is a shortcut to the menu command, it appears to the right of the command on each menu. Just press Ctrl and the appropriate keyboard character to access that command.

File Menu

This menu provides basic file and mail functions.

File Menu



New File—Create a new text file.

Open File...—Open an existing text file.

Open Attachment—Open the attachment on the cursor line (Shortcut: Enter).

Close—Close the current window.
[Shift] Close—Close all windows.

Save—Save the changes to the topmost window.
[Shift] Save—Save the changes to all open windows.

Save As...—Save the current message(s) to a text file.

Save As Stationery—(Sponsored and Paid modes only) Save the current message to a stationery file. (Stationery files have the .sta extension and, by default, are saved in your Stationery directory.)

Send Queued Messages—Send all messages that have been queued for delivery.
[Shift] Send Queued Messages—Display the Mail Transfer Options dialog box.

Check Mail—Pick up new mail from the incoming mail server (POP or IMAP).
[Shift] Check Mail—Display the Mail Transfer Options dialog box.

Print...—Print the current message(s) or window.

Print Preview—Display the Print Preview window, giving a preview of how the current item(s) to be printed will look when printed.

Print Setup...—Display the Print Setup window, where you can set the printing options.

Print One—Sends the item immediately to the printer. One copy of the item is printed.

Import —Display the Import Mail & Addresses dialog box to import your messages and address book from Netscape Messenger 4.0 or Microsoft's Outlook '98 and Express 5.0.

Exit—Exit (quit) the Eudora application.

Edit Menu

This menu provides text editing tools.

Edit menu

Undo—Reverse the most recent action taken. (In the example above, the last action was typing.) You can undo the last 50 actions in reverse order.

Redo—Redo the most recent action that was undone with the Undo command. You can redo up to the last 50 actions (depending on how many were undone).

Cut—Delete the selected text and place it on the clipboard.

Copy—Copy the selected text and place it on the clipboard.

Paste—Paste the contents of the clipboard.

Paste Special—Paste copied text as unformatted, Rich Text Format (RTF), Eudora standard, or Hyper Text Markup Language (HTML) text

Paste As Quotation—Paste the contents of the clipboard as quoted text. Preceding each line of text is a quote character, which is a right angle-bracket (>) if there are no styles, or an “excerpt bar” (**|**) if there are styles**.**

Clear—Delete the selected text.

Text—Apply text styles to the selected text or paragraph. Includes such commands as **Typewriter** (fixed-width font), **Bulleted List**, **Clear Formatting** (remove all styles), and **Make Hyperlink** (create a clickable link from a piece of text, or an embedded graphic to a URL).

Insert—Insert objects in the body of a composition message. Includes the commands **Picture...** (insert an embedded graphic file) and **Horizontal Line** (insert a horizontal rule as a separator).

Select All—Select the entire contents of a message or a mailbox.

Wrap Selection—Insert carriage returns into the selection, as appropriate.

Finish Address Book Entry (Sponsored and Paid modes only)—Complete the partial text of a nickname.

Insert Recipient—Insert the chosen recipient. (The submenu lists the recipients on your Quick Recipient List.)

Find—Search for the designated character string.

Sort—Sort the message summaries in ascending order in a mailbox by the selected column.
[Shift] Sort—Sort the message summaries in descending order by the selected column.

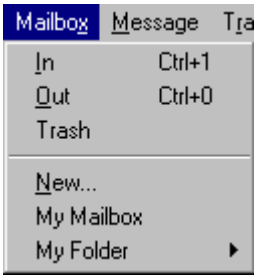
Check Spelling (Sponsored and Paid modes only)—Perform a spelling check on the entire message or the selected text (displays the Check Spelling dialog box).
[Shift] Check Spelling—Perform an inline spelling check on the entire message or the selected text (highlights misspelled words in red double-underline: right-click a highlighted word to correct the spelling).

Message Plug-ins—Launch the installed message plug-in, as appropriate. See “Plug-ins (Extended Messaging Services)” on page 280 for more details.

Mailbox Menu

This menu lets you open a mailbox or bring an open mailbox to the front. It also lets you create new mailboxes and mail folders.

Mailbox menu



In—Open the mailbox where incoming messages are stored until deleted or transferred to another mailbox.

Out—Open the mailbox where messages you compose are stored, where queued messages are held until actually sent, and where copies of sent messages may be initially stored.

Trash—Open the mailbox where deleted messages are stored.

New...—Display the New Mailbox dialog box to create a new mailbox.

[Your Mailboxes]—Open the selected mailbox that you have created, or create a new mailbox in a folder that you have created. Below the New... command on the Mailbox menu, all of your top-level mailboxes are listed, followed by all of your top-level mail folders. (Mail folders can contain other mail folders as well as mailboxes.) Navigate through the menu system to open a mailbox that resides within a folder, or to create a new mailbox within that folder, using the New command on the folder submenu.

Message Menu

This menu lets you create, send, and delete messages.

Note. If you hold down the Shift key while selecting any of the message composition commands in the top half of the Message menu — from **New Message** down to and including **Redirect To** — the Message Options dialog box appears, which lets you select the Personality and optional Stationery for the message.

Message menu

New Message—Open a new message composition window.

Reply—Reply to the sender of the current message.

Reply to All—Reply to the sender and all original recipients of the current message.

Forward—Forward the current message to someone else.

Redirect—Redirect the current message to someone else.

Send Again—Resend a message rejected by the mail system. You can also use this command to resend saved or copied messages to avoid retyping message body text or message header text. However, if you try to resend a received message with an attachment. The attachment is not included in the newly sent message.

New Message To—Send a message to someone on your Quick Recipient List.

Forward To—Forward a message to someone on your Quick Recipient List.

Redirect To—Redirect a message to someone on your Quick Recipient List.

New Message With—Open a new message window with the selected stationery.

Reply With—Open a reply message with the selected stationery. Reply to the sender of the message only.

Reply to All With—Open a reply message with the selected stationery. Reply to the sender and all original recipients of the message.

Send File or **Attach file**—Attach a file to the current message or a new message, respectively.

Attach—Use an attachment plug-in to create and attach a special file to the current message or a new message. Example: A QUALCOMM PureVoice voice-message attachment. See “Plug-ins (Extended Messaging Services)” on page 280.

Send Immediately or **Queue For Delivery**—Send the message right now, or put it in the queue to be sent the next time queued messages are sent depending on whether **Immediate send** is selected in the Sending Mail options. See “Sending Mail” on page 217.

Change—Change the queuing, status, priority, label, server status, or personality of the selected messages or current message.

Note. Changing the personality changes the associated stationery and signature.

Delete—Transfer the current message into the Trash mailbox (POP server), or mark the message for deletion (IMAP server).

UnDelete—Unmark the message for deletion (IMAP server only).

Purge Messages—Remove all messages marked for deletion (IMAP server only). Removes these messages from both your PC and the IMAP server.

Transfer Menu

This menu lets you transfer the current message(s) to another mailbox, either an existing mailbox or a new mailbox that you create.

Note. Holding down the Shift key while selecting any of the items on the Transfer menu transfers a copy of the current message(s) to the selected mailbox and leaves the original messages where they are.

Transfer menu

In—Transfer the current message(s) to the In mailbox.

Out—Transfer the current message(s) to the Out mailbox.

Trash—Transfer the current message(s) to the Trash mailbox.

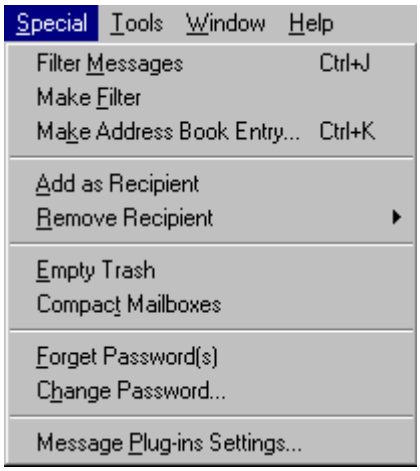
New...—Display the New Mailbox dialog box to create a new mailbox and transfer the current message(s) into that mailbox, all in one step. You can specify to create the mailbox only, and not transfer the messages.

[Your Mailboxes]—Transfer the current message(s) into the selected mailbox that you have created, or into a new mailbox that you create. Below the New command on the Transfer menu, all of your top-level mailboxes are listed, followed by all of your top-level mail folders. (Mail folders can contain other mail folders as well as mailboxes.) Navigate through the menu system to transfer the current message(s) to a mailbox that resides within a folder, or to create a new mailbox within that folder and transfer the current message(s) into that mailbox, all in one step, using the New command on the folder submenu.

Special Menu

This menu lets you use additional Eudora functions.

Special menu



Filter Messages—Filter the open message or the selected message(s) against all the manual filters in your Filters list. Useful for filtering messages *after* you have received them, especially after creating new filters.

Make Filter—Open the Make Filter dialog box to create a simple transfer filter based on information in the open message or the selected message(s).

Make Address Book Entry...—Create an Address Book entry from the current message, the Address Book, or the Directory Services window.

Add as Recipient—Add the selected text, usually a full email address, to your Quick Recipient List.

Remove Recipient—Select a recipient from this submenu to remove the recipient from your Quick Recipient List.

Empty Trash—Delete all messages from the Trash mailbox. As a result of this action, these messages are completely removed from your computer.

Compact Mailboxes—Reclaim unused space in all mailboxes.

Forget Password(s)—Make Eudora forget your passwords, so that next time mail is checked for one of your password-controlled mail accounts, the password must be entered first. Useful if you step away from your desk in a non-secure area.

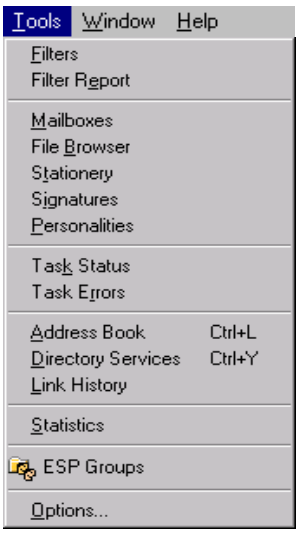
Change Password...—Change the account password for one of your password-controlled incoming mail accounts (POP or IMAP server). It is good security practice to change your password(s) periodically.

Message Plug-ins Settings...—Open the Installed Message Plug-ins dialog box, which lets you set the options for those installed message plug-ins that have settable options. In the open Installed Message Plug-ins dialog box, click the desired plug-in (scroll through the list if necessary) and then click the Settings... button, which will only be available if the plug-in has settings. In the displayed Plug-in Settings dialog box, set the options you want and click OK to save your changes and close the dialog box. When you are finished setting your plug-in options from the Installed Message Plug-ins dialog box, click the Close button to close the dialog box. Example: QUALCOMM's PureVoice voice-messaging plug-in gives you the option to begin recording automatically, as soon as you launch the plug-in. See "Plug-ins (Extended Messaging Services)" on page 280 for more information.

Tools Menu

All of Eudora's tool windows and the options dialog boxes can be opened from this menu, as well as the Options dialog box. Select a tool window name to open that window, or select Options... to open the Options window and set your options

Tools menu



Filters—Display the Filters window, which lets you create, modify, and remove message filters.

Filter Report—Display the Filter Report window, which provides a report of all filter operations (transfers to mailboxes) since the last time Eudora was opened. Note: For these filter reports to be generated, you must turn on the Generate filter report option in the Getting Attention options. See "Getting Attention" on page 236. This option is turned off by default.

Mailboxes—Display the Mailboxes window, which lets you manage your mailboxes and mail folders.

File Browser—Display the File Browser window, which lets you browse through your desktop and drag attachments to new messages and otherwise (partially) manage your files and folders. The File Browser window is *not* a full replica of MS Windows Explorer.

Stationery (Sponsored and Paid modes only)—Display the Stationery window, which lets you create, manage, and apply your stationery files. See “Using Stationery” on page 76.

Signatures—Display the Signature window, which lets you create, manage, and apply your signatures. See “Using a Signature” on page 73.

Personalities (Sponsored and Paid modes only)—Display the Personalities window, which lets you create, modify, manage, and apply your personalities. See “Using Multiple Personalities” on page 81.

Task Status—Display the Task Status window, which lets you see Eudora checking mail for and sending mail from each of your personalities simultaneously.

Task Error—Display the Task Error window, which lets you see a detail summary of any error that may occur while in Eudora.

Address Book—Display the Address Book window, which lets you create, manage, and apply entries that contain nicknames (shorthand names for groups of email addresses) and associated information. In the Address Book window, you can also create multiple Address Book files for storing nickname entries. Nicknames provide a quick and convenient way to address e-mail, especially to multiple recipients and to people you correspond with frequently. See “Using the Address Book” on page 165.

Directory Services—Display the Directory Services window, which lets you look up people on the Internet, on your local network (e.g., within your organization), or in your Eudora Address Book(s). The Directory Services window is similar to an Internet “White Pages.” See “Using Directory Services” on page 181.

Link History (Sponsored and Paid modes only)—Display the Link History window, which displays active links you have received in Eudora (including ads if you are using Eudora in the Sponsored mode). You can activate the link and view its information in this window. See “Link History (Sponsored and Paid modes only)” on page 162.

Statistics (Sponsored and Paid modes only)—Display the Statistics window, which displays your Eudora usage by day, week, month, or year.

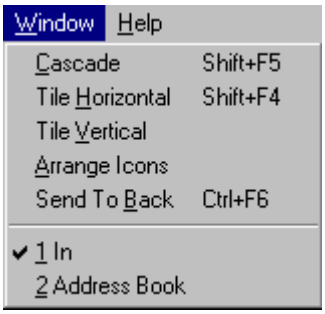
ESP Groups (Sponsored and Paid modes only)—Display the ESP Groups window to create and maintain ESP groups. See “Using Eudora Sharing Protocol (Sponsored and Paid Modes only)” on page 253.

Options...—Display the Options windows, which lets you set preferences for a variety of categories in Eudora. In the open Options window, click a category in the category list, then set the options for that category. Click OK to save your changes and close the window. You can make changes in multiple categories before clicking OK. See “Setting Eudora Preferences” on page 211 for descriptions of all the options in all categories.

Window Menu

All of Microsoft Windows' standard Window menu options are listed in this menu including the names of all *normal* Eudora windows that you currently have open (tabbed window groups are listed by the currently active window in the tabbed group). Note that this menu does *not* apply to docked or floating Eudora windows. See "Managing Windows in Eudora" on page 137 for more information on normal, docked, floating, and tabbed windows.

Window menu



Cascade—Display all open normal Eudora windows in a cascading fashion (diagonally offset from each other in a stack).

Tile Horizontal—Display all open normal Eudora windows in a tiled (edge to edge) fashion with horizontal edges touching (top to bottom).

Tile Vertical—Display all open normal Eudora windows in a tiled (edge to edge) fashion with vertical edges touching (left to right).

Arrange Icons—Arrange all Eudora window icons, representing minimized normal Eudora windows, in a line at the bottom of the Eudora main window work area. These icons are also represented by buttons on the Eudora taskbar.

Send To Back—Send the topmost open normal Eudora window to the back of all displayed windows. A tabbed window group is considered a single window for this purpose.

[Your Windows]—All normal Eudora windows that are open appear here. Tabbed windows are represented as single windows, identified by the currently active window in the group. Select the desired window to bring that window (or the tabbed group containing it) to the front of all displayed windows.

Help Menu

Go to this menu to get help, read a tip, change mode, register, insert system configuration, or see information about this release.

Help menu

Topics—Display the online Help contents.

Context Sensitive Help—Display context-sensitive Help. Selecting this command attaches a question mark icon to the mouse pointer. You then click any screen object in Eudora (icon, menu command, text field, etc.), and a Help window appears containing help for that object.

Technical Support—Display a Eudora Help window containing information on getting more help and, optionally, contact information for the Eudora Technical Support group. See “Technical Support (Sponsored and Paid modes only)” on page 23 for more information on how to obtain technical support directly from the Eudora Technical Support group if you are eligible to receive it. If you are eligible for this support, and you complete the registration process, contact information for the Eudora Technical Support group will be displayed in this help window.

Report A Bug—Displays a new composition window addressed to Windows Eudora Bugs at Qualcomm. If you are having technical problems with Eudora, just answer the questions in the email message.

Tip of the Day—Display the Tip of the Day window.

Payment & Registration—Display the Payment and Registration dialog box, which lets you change operating mode and register your copy of Eudora. See“Changing Eudora Modes” on page 22 and “Registering Eudora” on page 23 for registration instructions.

Insert System Configuration—Insert text containing detailed information about your system configuration into the message body of a new composition message. Eudora-related configuration files may also be attached to the composition message when you select this command. Use this feature when reporting bugs or when corresponding with the Eudora Technical Support group.

About Eudora...—Display the About Eudora screen, which contains information on this release, a link to the Eudora web site, and developer and support team credits. It also displays your registration number and name.

Setting Eudora Preferences

Introduction

To display category windows where you can specify how you want to use Eudora, select **Options** from the **Tools** menu. By selecting or turning off criteria on these windows, you customize Eudora to suit your needs.

The many Options categories are described in this section. When you first install Eudora, the Options windows contain preset settings.

After you totally finished changing the settings in all categories, click **OK**. Your settings will be changed.

Note. For your convenience, some options appear in more than one category. For example, your return address appears in both the Getting Started options window and the Sending Mail options window. Changing an option in one category changes the option in all categories in which it appears.

Important. For advanced users only: if you need to use an Esoteric Settings plug-in, copy `esoteric.epi` from the Extra stuff subdirectory into your main Eudora directory. This will allow an interface to several features in your options settings. You will notice additional icons appearing at the end of the category list in Options.

Getting Started

On the Getting Started options window, you can determine the minimum information necessary to send and receive mail. The information here is for your “dominant” personality, which is your principal email account.

To display the Getting Started options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Click the **Getting Started** icon. The Getting Started options window appears.

Getting Started options window

Select the options you want to change. Options are described below.

Real name—This is the real name assigned to your principal account, generally your first and last name. The text you enter here is included in the From: field of all your outgoing messages from this account. It identifies you to your recipients.

Return address—This is the return email address used in outgoing messages and recipients' replies, if this address is different from your incoming mail account. The address you enter here is included in the From: field of all your outgoing messages from this account, and when a recipient replies to a message from this account, the reply is sent to this address. If you do not enter an address in this field, Eudora uses your incoming mail account as the return address. Incoming mail accounts are usually of the form *loginname@incomingmailserver*. For example, suppose your incoming mail account is `jcamp@pop.myfirm.com` but your return address is `jcamp@myfirm.com`. This is slightly different. You would then enter `jcamp@myfirm.com` in this field.

> **Note.** If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one will be able to reply to your mail.

Mail Server (Incoming)—This is the name of the incoming-mail server for your principal email account. All incoming messages to your primary account are routed through this server. Use the Incoming Mail options window to specify whether this server uses POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). A sample server name might be `pop.myfirm.com`.

Login Name—This is the name you use to log in to your primary email account for accounts that require a user login. For example, in the incoming mail account `jcamp@pop.myfirm.com`, the login name is `jcamp`. All accounts require a login name.

SMTP server (outgoing)—This is the name of the outgoing mail server for your principal email account. All outgoing messages sent from your primary account are routed through this server. If the computer that your primary incoming mail account is selected also runs an SMTP server, you can leave this field blank. SMTP stands for Simple Mail Transfer Protocol.

Allow Authentication—Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used. See “Using SMTP Authentication” on page 52.

Checking Mail

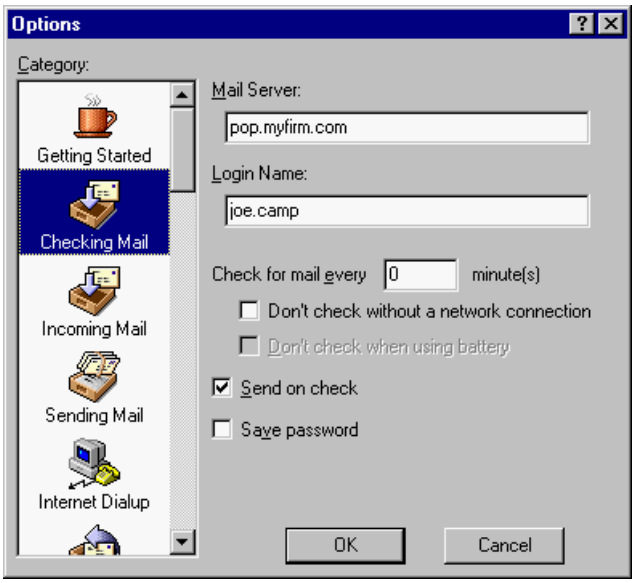
The Checking Mail options determine how Eudora checks for and receives incoming mail messages sent to your principal email account (dominant personality).

To display the Checking Mail options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Click the **Checking Mail** icon. The Checking Mail options window appears.

Checking Mail options window



Select the options you want to change. Options are described below.

Mail Server—This is the name of your incoming-mail server as entered in the Mail Server (Incoming) field of the Getting Started options. See “Getting Started” on page 211 for more details.

Login Name—This is the login name you entered in the Login Name field of the Getting Started options. See “Getting Started” on page 211 for more details.

Check for mail every _ minute(s)—If you enter a number greater than zero in this field, then at regular intervals, Eudora automatically checks your incoming mail server for new mail and transfers to your PC any mail addressed to your primary account. The number you enter here specifies the number of minutes between automatic mail-checks. It’s a good idea to set this at no less than 15 minutes. Checking mail more frequently may overwork your incoming mail server. This option only works when Eudora is running. Entering 0 in this field turns off automatic mail-checking.

Don't check without a network connection—If this is selected, Eudora will not attempt to retrieve mail unless you are connected to a network.

Don't check when using battery—If this is selected and your PC is running on battery power, mail is not automatically checked even if automatic mail-checking is selected; that is, the "Check for mail every _ minute(s)" field has a number greater than zero in it.

Send on check—If this is selected, any messages that are queued in the Out mailbox are sent when a mail-check is performed, whether the mail-check is automatic or manual. If this is turned off, messages queued in the Out box are not sent during a mail check.

Save password—If this is selected, your password is remembered even if you quit and restart Eudora, so you'll never be prompted to enter it. If this is turned off, you must enter your password each time you quit and restart Eudora. Select this option only if your PC is in a secure place.

Incoming Mail

The Incoming Mail options determine how Eudora receives incoming messages addressed to your primary email account (dominant personality). The options configure the incoming mail server name that is entered in the Mail Server (Incoming) field in the Getting Started options window.

To display the Incoming Mail options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Click the **Incoming Mail** icon. The Incoming Mail options window appears.

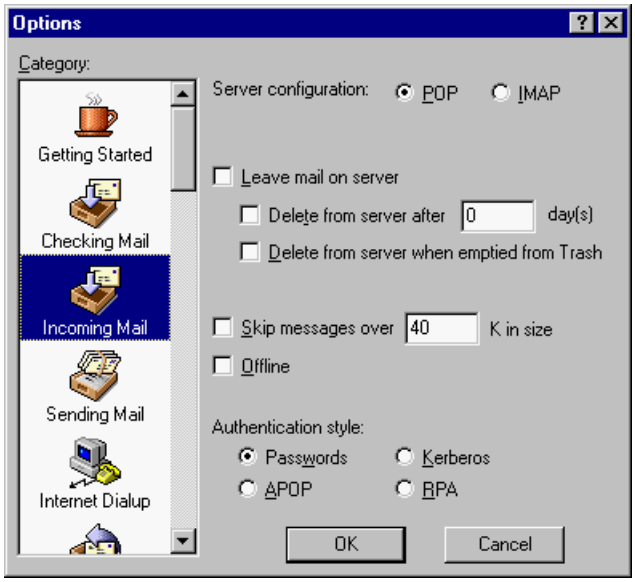
Listed below are field descriptions for Incoming Mail:

Server configuration—Specify which email protocol the incoming mail server uses: POP (Post Office Protocol) or IMAP (Internet Message Access Protocol). If you are not sure which server to use, ask your email administrator.

The options in the rest of this window depend on whether you've chosen POP or IMAP in this field. Options for both configurations are described below.

When Server configuration = POP:

Incoming Mail options window (POP)



Leave mail on server—If this is selected, Eudora copies incoming messages to your PC and leaves the message on the POP server. If this is turned off, Eudora transfers incoming messages to your PC and deletes the message from the POP server. For important information concerning this option, see “Leaving Mail on the Server” on page 61.

Delete from server after _ day(s)—If this option is selected, mail will be saved for the number of days you specify before being deleted from the POP server. It is a good idea not to leave copies of your messages on the POP server indefinitely, as this will create mail storage problems on the server.

Delete from server when emptied from Trash—If this is selected, any messages that are deleted from your Trash mailbox are also deleted from the POP server.

Skip messages over _ K in size—If this is selected, messages over the specified size are downloaded only in part. These messages include the first few lines and a statement that says the message is not complete. This can be useful on slow connections.

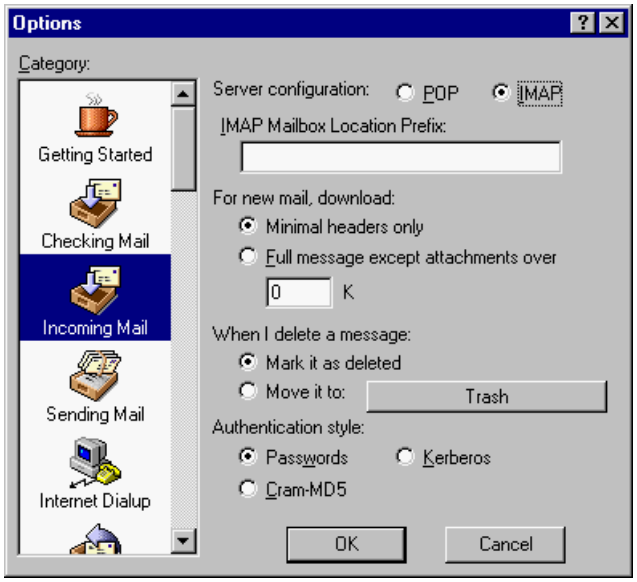
Note. If you want to retrieve the full message after it has been partially retrieved, right-click on the message and change the server status.

Offline—If this is selected, Eudora won’t attempt to make any connections. This is a good option to have selected if you’re using Eudora on a laptop computer that is not continuously connected.

Authentication style—This specifies which POP account authentication technology to use for this account: Passwords, Kerberos, APOP, or RPA. Ask your email administrator which one to use if you are not sure. Use RPA for CompuServe.

Server configuration = IMAP:

Incoming Mail options window (IMAP)



IMAP Mailbox Location Prefix—This specifies the mailbox location prefix that IMAP will use when locating your mailboxes on the incoming mail server. An example prefix is /usr/mail. Ask your email administrator what to enter here if you are not sure.

For new mail, download—These options (you must choose one) let you control the way incoming mail is downloaded from the IMAP server.

Minimal headers only—If this option is selected, only a limited set of message headers, and nothing else, is downloaded for each incoming message. (That means the remaining message headers, the message body, and any attachments are not initially retrieved for the message.) By accessing each part of the message, you can retrieve the remaining portion from the server.

Full message except attachments over _ K—If this option is selected, the full message (full set of message headers and the message body) and any attachments smaller than the specified size are downloaded for each incoming message. Also, any attachments larger than the specified size are not downloaded with the message. To download all of your IMAP attachments, enter a large number in this field. If you enter 0 in the text box, all attachments regardless of size are retrieved.

When I delete a message—These options (you must choose one) let you control the way you want your deleted messages handled.

Mark it as deleted—Select this option to mark your messages on the IMAP for deletion. These messages are not removed from the server until you choose to remove them. See “Deleting a Message from the Server” on page 62.

Move it to (mailbox)—Select this option to move your deleted messages to a specific mailbox. The default is your Trash mailbox.

Authentication style—This specifies which IMAP account authentication technology to use for this account: Passwords, Kerberos, or CRAM-MD5. Ask your email administrator which one to use if you are not sure. CRAM-MD5 is the default. If CRAM-MD5 is not detected, Eudora will use Passwords.

Sending Mail

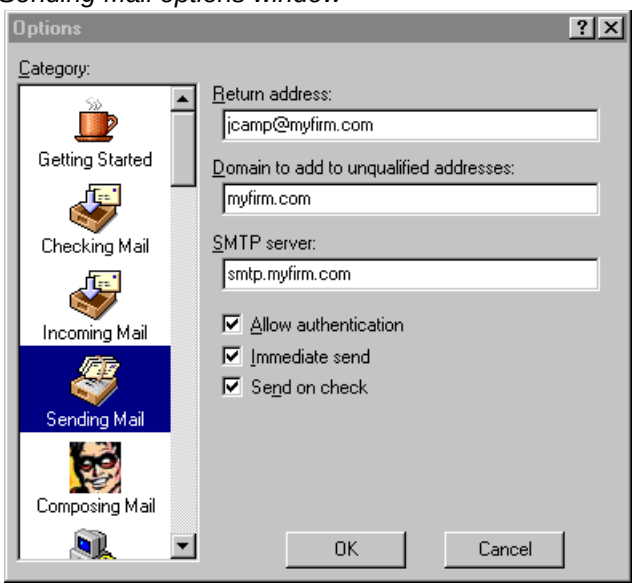
The Sending Mail options determine how Eudora sends your outgoing messages from your primary email account (dominant personality).

To display the Sending Mail options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Click the **Sending Mail** icon. The Sending Mail options window appears.

Sending Mail options window



Select the options you want to change. Options are described below.

Return address—This is your return email address, if different from your incoming mail account. See “Getting Started” on page 211 for more details.

Domain to add to unqualified addresses—This is the domain name that Eudora automatically adds to an unqualified address in messages sent from your primary account. An unqualified address is an address that doesn’t have the @ sign followed by a domain name. This can be used to save time when addressing large numbers of messages to users in the same domain.

SMTP server—This is the name of the outgoing mail server for your principal email account. All outgoing messages sent from your primary account are routed through this server. If the computer that your primary incoming mail account is on also runs an SMTP server, you can leave this field blank. SMTP stands for Simple Mail Transfer Protocol.

Allow authentication—Eudora can log in to an SMTP server when sending mail, just like it does for receiving mail. Not all SMTP servers require or allow such authentication. Eudora will attempt authentication to servers that allow it. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used.

Immediate send—If this is selected, the rightmost button in the toolbar of the message composition window is labeled **Send**. Clicking this button immediately sends the message to the SMTP server. If this option is turned off, the button is labeled **Queue** and clicking on it places the message in the Out mailbox marked ready for delivery (**Q**).

Send on check—If this is selected, any messages from your primary account that are queued in the Out mailbox are sent when mail is checked for this account, whether the mail-check is automatic or manual.

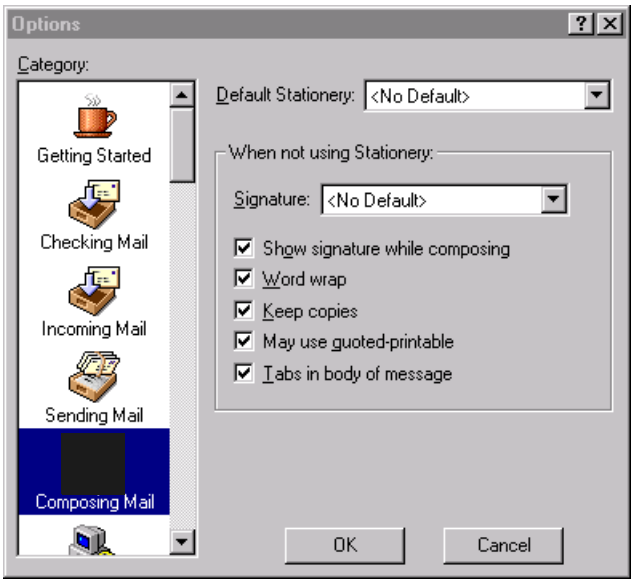
Composing Mail

The Composing Mail options determine what Eudora features are available to you when composing messages.

To display the Composing Mail options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Composing Mail** icon. The Composing Mail options window appears.

Composing Mail options window



Default Stationery (Sponsored and Paid modes only)—This is the default stationery to be used in all outgoing messages from your dominant account. Select a stationery file from the drop-down list, or select <No Default> for no default stationery. If a stationery file is selected, that file is used when you open new messages from this account (except with the Redirect or Send Again commands). The message toolbar in the composition window is set according to how the stationery message was saved, regardless of how the options below are set. But, you can always change them after you open the message. See “Creating New Stationery” on page 77.

When not using Stationery (Sponsored and Paid modes only)—The values you choose for the following options apply only when you are not using a default stationery file, that is, when the “Select a default Stationery for new messages” option, above, is set to <No Default>, if you have selected a default stationery file from the drop-down list, then

the values below are ignored. Instead, Eudora uses their corresponding values that were set when the stationery file was saved. So, for example, if you choose default stationery that uses a custom signature and you set the default signature drop-down list below to your Standard signature, your Standard signature will be ignored and the custom signature will be used.

Show signature while composing— If this is selected, you will see the signature you have previously set up in the message composition window. If off, you will not see the signature. To set up a signature, see “Using a Signature” on page 73.

Word wrap— If this is selected, Eudora automatically inserts carriage returns in long lines when a message is sent, creating roughly 76 characters per line. This makes the message legible on the recipient’s computer. It is a good idea not to include your own carriage returns within paragraphs if you have this option on. Use carriage returns only to create new paragraphs. We strongly recommend that you leave this option selected. The default stationery overrides this option (see above).

Keep copies—If this is selected, a copy of each message you send is kept in the Out mailbox. If this option is turned off, outgoing messages are put in the Trash mailbox after they are sent. Default stationery overrides this option (see above).

May use quoted-printable—If this is selected, Eudora uses quoted-printable encoding when necessary, such as when sending messages that contain special characters or long lines of text. If this option is turned off, quoted-printable encoding is never used. We recommend that you leave this option selected. Default stationery overrides this option.

Tabs in body of message—If this is selected, pressing the Tab key within the message body inserts a tab. If it is turned off, pressing the Tab key within the message body moves the cursor to the To: field. Default stationery overrides this option (see above).

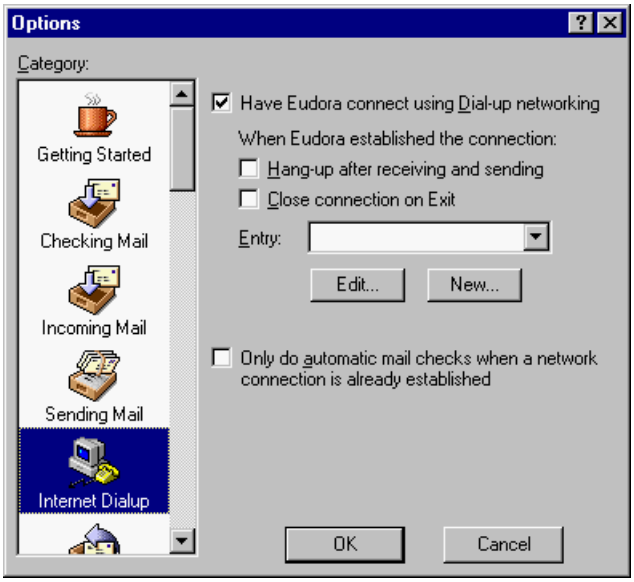
Internet Dialup

The Internet Dialup options determine how Eudora manages your Internet telephone connection.

To display the Internet Dialup options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Click the **Internet Dialup** icon. The Internet Dialup options window appears.

Internet Dialup options window



Have Eudora connect using Dial-up networking—If this is selected, the specified dial-up connection (referred to in Windows NT 4.0 as a "phonebook entry") is used when Eudora does any network operation. This option is available only if you have installed the dial-up networking services with Windows 95/98 or Windows NT 4.0.

When Eudora established the connection:

Hang-up after receiving and sending—If this is selected, the connection terminates each time mail is retrieved and sent.

Close connection on Exit—If this is selected, the phone connection terminates when you exit Eudora.

Entry:—Use the drop-down list to select a dial-up connection in this field. You must have dial-up networking set up in Windows.

New—Select to create a new dial-up networking entry. See the online user manual for information on creating a dial-up networking entry.

Edit—Select to edit the current entry displayed in the Entry field box. For example, you would edit phone number.

Only do automatic mail checks when a network connection is already established—If this is selected, Eudora will do an automatic mail check only if you are connected to a network.

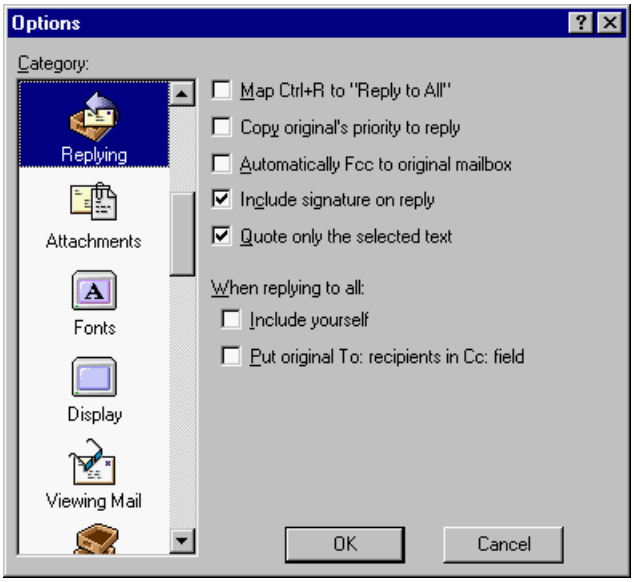
Replying

The Replying options determine how replies are created.

To display the Replying options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Replying** icon. The Replying options window appears.

Replying options window



Select the options you want to change. Options are described below.

Map Ctrl+R to "Reply to All"—If this is selected, when you hold down the Ctrl key and press **R**, a new message is created addressed to all of the recipients of the original message as well as the sender.

Copy original's priority to reply—If this is selected, your replies use the same priority as the original message.

Automatically Fcc to original mailbox (Sponsored and Paid modes only)—If this is selected, replies are automatically copied to the same mailbox that contains the original message with the exception of the In box replies which are copied to the Out box.

Include signature on reply—If this is selected, your default signature will be included on all of your replies automatically.

Quote only the selected text—If this is selected, only the text you highlight in a received message will appear on the reply message.

When replying to all—This specifies how to address a reply. If *Include yourself* is selected, when you *Reply to all* as described above, your address is left in the address list of the new message and you receive a copy of your own reply. If this option is turned off, the default, your address is removed from the reply message and you do not receive a copy of the reply.

To determine who you are for the *Include yourself* option, Eudora uses the "me" nickname. You create the "me" nickname in your Address Book. If you do have a "me" nickname, Eudora uses the contents of the Login Name, Mail Server, and Return Address from the Getting Started options.

If *Put original To:recipients in Cc:* field is on (the default is off), the addresses of the original message recipients are moved from the *To* field to the *Cc* field of the reply-to-all message. Only the address of the original sender is placed in the To field. If this option is off, all of the addresses are placed in the *To* field of the reply message.

Attachments

The Attachments options determine how Eudora sends and receives file attachments.

To display the Attachments options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Attachments** icon. The Attachments options window appears.

Attachments options window

Select the options you want to change. Options are described below.

Encoding method—This specifies what default encoding method to use for attached documents: MIME, BinHex, or Uuencode. To change the method for just the current message, use the Attachment Type popup in the outgoing message window. For details, see “Attaching a File to a Message” on page 36.

Put text attachments in body of message—If this is selected, Eudora puts any plain-text attachment you send directly within the message body, as if it were typed in manually.

Attachment directory—This specifies what directory will receive incoming attachments. To specify a folder, single-click the folder name button. A dialog box appears prompting you to select a folder. The default folder is the Attach sub-folder of your Eudora Pro folder.

Delete attachments when emptying Trash—If this is selected, Eudora automatically deletes an attachment received with a message when that message is deleted from your system; that is, when the message is emptied from the Trash. The attachment must still be in the folder defined as the Attachments Folder. If you want to save an attachment but delete the message, move the attachment to another folder or turn off this option.

Delete automatic attachments—This specifies how to handle attachments to automatically generated messages, such as is created with the “Insert System Configuration” command.

Never—If this is selected, automatic attachments are never deleted from the attachment directory.

After sending message—If this is selected, automatic attachments are deleted from the attachment directory when their corresponding messages are sent.

When message emptied from Trash—If this is selected, automatic attachments are deleted from the attachment directory when their corresponding messages are emptied from the Trash.

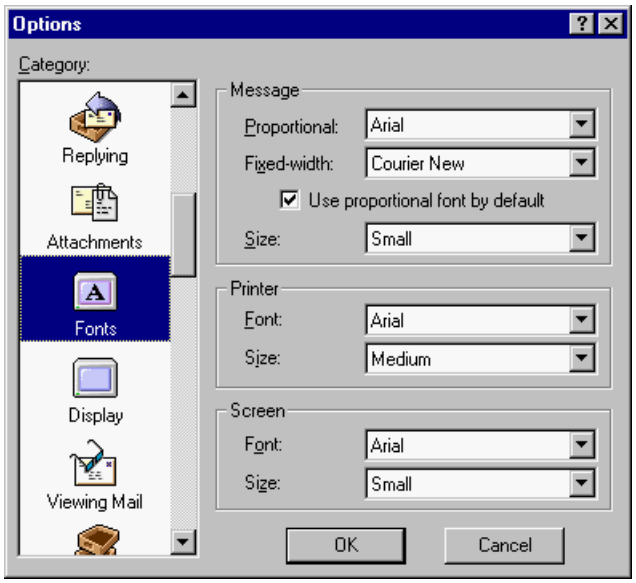
Fonts

The Fonts options determine how Eudora displays and prints text. Note that the choices available for each option, and the default, may depend on the fonts installed in your system.

To display the Fonts options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Fonts** icon. The Fonts options window appears.

Fonts options window



Select the options you want to change. Options are described below.

Message—These fields list the proportional and fixed-width fonts to be used for displaying the text in your received and composition messages and in the message preview pane in mailbox windows. Also included are the size of each font and the use of proportional or fixed-width font by default.

Proportional—Specify the proportional font to use in message windows and the preview pane. Spacing is adjusted according to each character's width.

Fixed-width—Specify the fixed-width font to use in message windows and the preview pane. Every character requires the same amount of space.

Use proportional font by default—If this option is selected, message windows and the preview pane use your specified proportional font by default. If this option is turned off, message windows and the preview pane use your specified fixed-width font by default.

Size—Specify the size of the font to be used for text in message windows and the preview pane.

Printer—These fields list the font and size to be used when printing any text from Eudora using the **Print...** command messages, text files, signature files, etc.

Font—Specify the font to use when printing text from Eudora.

Size—Specify the font size to use when printing text from Eudora.

Screen—These fields list the font and size to be used when displaying any Eudora screen text other than that displayed in received and composition messages and the message preview pane. This includes text files, signature files, and message summaries in mailbox windows.

Font—Specify the font to use when displaying all other screen text in Eudora.

Size—Specify the font size to use when displaying all other screen text in Eudora.

Display

The Display options determine how Eudora displays various objects in the main Eudora window and the category icons in the Options list.

To display the Display options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Display** icon. The Display options window appears.

Display options window

Select the options you want to change. Options are described below.

Show toolbar—If this option is selected, Eudora displays the main window toolbar.

Show toolbar tips—If this option is selected, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.

Show cool bars—If this option is selected, the main window toolbar buttons have a flat look and only become raised when you position the mouse pointer over the button. If this option is turned off, the main window toolbar buttons always have a raised look.

Show large buttons—If this option is selected, the main window toolbar buttons appear large.

Show status bar—If this option is selected, Eudora displays a status bar at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons. Also information about background tasks, if running, appears.

Show category icons—This option allows you to turn the Category icons in Options on and off.

Show MDI task bar—If this option is selected, Eudora displays the Eudora taskbar at the bottom of the window work area. This taskbar contains buttons for all open and minimized normal Eudora windows, such as mailboxes, email, and Address Book.

Viewing Mail

The Viewing Mail options determine how Eudora displays incoming and outgoing message windows and the message preview pane in mailbox windows.

To display the Viewing Mail options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Viewing Mail** icon. The Viewing Mail options window appears.

Viewing Mail options window

Select the options you want to change. Options are described below.

Message Window—These options determine how Eudora displays received and composition messages.

Use Microsoft's viewer—If this is turned off, Eudora displays advanced formatting, graphics, and multimedia in incoming and outgoing messages, using its own built-in viewer. If this is selected, Eudora takes full advantage of the Web browser capabilities of Microsoft's Internet Explorer 3.0 or later by showing Web content right in incoming and outgoing messages or linking to the Internet, without your having to open the Web browser. This option is available only if you have Microsoft's Internet Explorer version 3.0 or higher installed and available on your system.

Message window width—This specifies the width of new and received message windows (in characters). This option has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

Note. If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.

Message window height—This specifies the height of new and received message windows (in lines).

Note. If the "Zoom windows when opening" option is selected, received message window heights are automatically adjusted to the height of the message text.

Preview Pane—These options determine the visibility and behavior of the message preview pane that appears at the bottom of mailbox windows.

Show message preview pane—If this option is selected, Eudora displays the message preview pane in mailbox windows. The preview pane previews a single selected message. A splitter between the preview pane and the message summary list lets you resize the preview pane relative to the list.

Mark previewed messages as read after _ second(s)—If this option is selected and the "Show message preview pane" option is turned on, the message currently selected in the mailbox window and previewed in the preview pane is automatically marked as read (blank in the Status column) after the specified number of seconds. If this option is turned off, a previewed message will not automatically be marked as read. Note: You can use the Shift+Space shortcut to convert a message back and forth between the Unread ( ) and Read status.

Automatically open next message—If this is selected, deleting or transferring the current message opens the next message in the mailbox, but only if that message is unread.

Zoom windows when opening—If this option is selected, new message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For message windows, zoomed size is just long enough to display all of the message (but no longer than the main window), and as wide as the Message window width setting. Composition windows zoom to the height specified by the Message window height setting.

Allow executables in HTML content—If this is selected, you are able to run programs such as Java™ Applets, JavaScript™, VB Script™, and ActiveX™ Controls that are embedded in an HTML message. For security reasons, you may want to leave this option turned off.

Mailboxes

The Mailboxes options determine how Eudora displays various objects in mailbox window columns. It also allows you to configure Eudora to select and drag message(s) for mailbox transfers.

To display the Mailboxes options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Mailboxes** icon. The Mailboxes options window appears.

Mailboxes options window

Select the options you want to change. Options are described below.

Show Mailbox Columns—These options determine which columns appear in mailbox windows. Select an option to display that column in all mailbox windows. The options are **Status**, **Priority**, **Attachment**, **Label**, **Sender**, **Date**, **Size**, **Server status**, **MoodWatch** and **Subject**.

Show mailbox lines—If this option is selected, lines appear in the message summaries portion of mailbox windows: horizontal lines to separate message summaries, and vertical lines to separate columns.

Close messages with mailbox—If this is selected, all opened messages in a mailbox will close automatically when you close the mailbox.

Select newly inserted messages (FUMLUB)—If this is selected, the first message of the most current block of unread messages is highlighted in the Table of Contents window when new messages are added to a mailbox, for example, when receiving new messages as a result of a mail check. FUMLUB means First Unread Message of the Last Unread Block. For example, you may have a series of unread messages in a mailbox scattered throughout your Table of Contents. The first message of the last block of unread messages listed in your Table of Contents is selected.

When dragging in a mailbox:

Allow drag and drop transfers—If this is selected, you can transfer a message to another mailbox using drag and drop: select one or more messages in a mailbox, drag them to another mailbox, and drop them in the target mailbox. Also, you can drag and drop messages to a mailbox displayed in the Mailboxes window.

Allow drag-select of messages—If this is selected, you can click and drag on adjacent messages to select them as a group in the Table of Contents window. This allows you to transfer a group of messages to a mailbox or to delete them if the “Allow drag and drop transfers” is selected. The drag select works only if the drag starts on an unselected (not highlighted) message.

Styled Text

The Styled Text options determine when to use style information in outgoing and incoming messages.

To display the Styled Text options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Styled Text** icon. The Styled Text options window appears.

Styled Text options window

Select the options you want to change. Options are described below.

Show formatting toolbar—If this is selected, the formatting toolbar appears by default in new message windows. If this is turned off, the formatting toolbar is hidden by default in new message windows. This toolbar lets you easily format text styles in new messages.

When sending mail with styled text (HTML)—This specifies what to do with HTML text styles when you send mail. The styles are delivered to your recipients using the Hyper Text Markup Language (HTML) format. However, the styles your recipient sees depends on how well their email software supports this standard. HTML is the text formatting stan-

dard used in the World Wide Web by Web browsers and newer email applications. HTML allows you to use enriched text, which includes different fonts, color, sizes, bold, etc. Also, HTML lets you imbed pictures and create bullet lists in the emails you send.

Send plain and styled version in message, **Send styled text only, Send plain text only**—These options only apply to messages that have some styled content. Plain text messages are always sent as just plain text. If a message does have styled text, then these options control which versions of the message are sent: an HTML version, a plain text version, or both an HTML and a plain text version in the same message. If you send plain and styled text, your recipient will be able to view your message even though their email program does not support HTML; they view the message in plain text only.

Ask me each time—If this is selected, you are warned when you try to send or queue a message with text styles. And you are given the option to send just a plain text version, just an HTML version, or both in a single message.

When the body of a message has no styles, but the signature does has styles: Send the signature with styles—If this is selected, signature with styled text is sent with a message that has no styled text. If this is turned off, then the signature is sent but the text styles are removed.

Note. If selected, the signature becomes one with the message. However, if an attachment is included with you message, this option turns off.

Spell Checking
(Sponsored and Paid modes only)

The Spell Checking options control the behavior of Eudora's built-in spelling checker when it performs a spelling check on the body of a message composition window, a text file, or a signature file. You can also change these options from the Spelling Options dialog box, accessed by clicking the Options button in the Check Spelling dialog box (accessed via the Edit menu).

To display the Spell Checking options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Spell Checking** icon. The Spell Checking options window appears.

Spell Checking options window

Select the options you want to change. Options are described below.

Ignore capitalized words—The spelling checker ignores words that begin with a capital letter, such as proper nouns.

Ignore words with all capitals—The spelling checker ignores words that contain all capital letters, such as acronyms.

Ignore words with numbers—The spelling checker ignores words that contain numbers.

Ignore words with mixed case—The spelling checker ignores words that contain a mixture of uppercase and lowercase characters.

Report doubled words—The spelling checker reports words that appear twice in sequence in text and identifies them as Doubled words.

Suggest words—If this is selected, then when the spelling checker encounters an unknown word, it displays Eudora's suggestions for the correct spelling of the word in the Suggestions field of the Check Spelling dialog box. You can also select any combination of the suggestion options: Phonetic words (off by default), Split words (on by default), Typographic words (on by default).

Note. If Eudora has no suggestions for the word in its dictionary, then no suggestions are listed.

Check spelling:

Automatically as you type—If this option is selected, misspelled words will automatically be double-underlined and highlighted once you press the Spacebar after typing a word.

Only when requested—If this option is selected, you can invoke the spell checker if you wish after you type your message.

Outgoing messages:

Ignore original text—The spelling checker ignores any text that is preceded by a quote mark, which is an excerpt bar (|). Eudora assumes that this text was originally from another message, and therefore does not need to be spell-checked.

Warn me when sending/queueing message with misspellings—If this option is selected, Eudora displays a warning if you attempt to queue or send a message in which it has detected spelling errors.

Auto-Completion

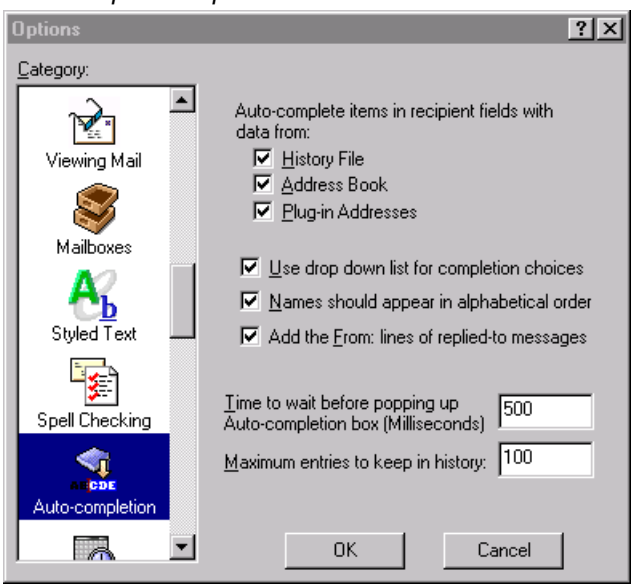
(Sponsored and Paid modes only)

The Auto-completion options determine how you will use the name auto-completion feature to complete names and email addresses in the To:, Cc:, and Bcc: fields on the message headers of your outgoing messages. Eudora completes the names by looking for the names in either your history file or address book.

To display the Auto-completion options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Auto-completion** icon. The Auto-completion options window appears.

Auto-completion options window



Select the options you want to change. Options are described below.

History File—Select to make available the names from your history file to auto-complete in the To:, Cc:, and Bcc: fields in the message header. Turn off to not display names and email addresses from your history file in the drop-down name list.

The history file consists of names and email addresses that appear in the To:, Cc:, and Bcc: fields in the messages you send, reply to, or forward.

Address Book—Select to make available the nicknames you've previously set up in your address book to auto-complete in the To:, Cc:, and Bcc: fields in the message header. Turn off to not display nicknames from your address book in the drop-down name list.

Plug-in Addresses—Select this option to make available the email addresses stored elsewhere in Eudora, for example in ESP.

Use drop down list for completion choices—Select to display the drop-down name list when you begin to type a name in the To:, Cc:, or Bcc: fields. Turn off to not display the drop-down name list.

Names should appear in alphabetical order—Select to display names in the drop-down list in alphabetical order. Turn off to display names based on usage.

Add the from lines of replied-to messages—Select to add the name appearing in the From: field from a received message that you replied to. This name and email address goes into your history file.

Time to wait before popping up Auto-completion box in milliseconds—Enter the number of milliseconds you want to wait before the auto-completion drop-down list appears for you to choose a name. The larger the number, the longer the wait. Zero indicates that the name list will appear immediately.

Maximum number of entries to keep in history:—Enter the number of names you want to keep in your history file at any given time. As you add names, the old entries are removed leaving the amount of names equal to the number you entered in this field.

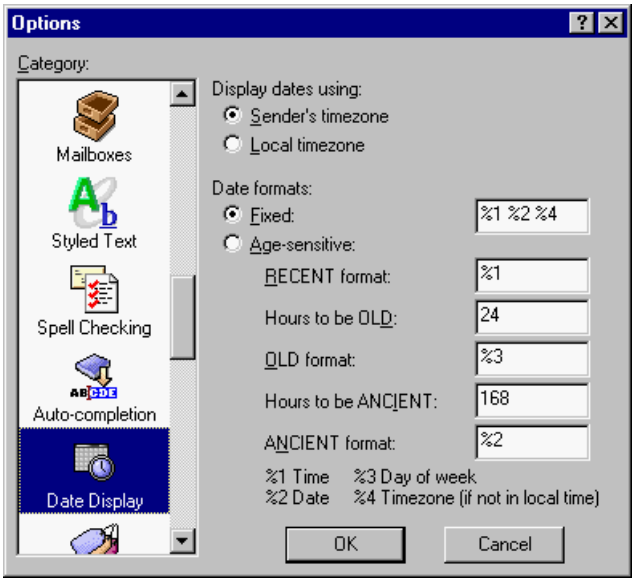
Date Display

The Date Display options determine how Eudora displays message dates in the Date column of mailbox window message summaries.

To display the Date Display options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Date Display** icon. The Date Display options window appears.

Date Display options window



Select the options you want to change. Options are described below.

Display dates using—This specifies what time zone to use to display dates.

Sender's timezone—If selected, messages appear with the sender's time and date, as determined by the sender's time zone.

Local timezone—If selected, messages appear with your time and date, based on your local time zone.

Date formats [default: Fixed]**—**These options and fields specify how to display message dates whether with a fixed or an age-sensitive format and the specific formatting for the selected option. A fixed format means that all dates appear under the same formatting rule. An age-sensitive format means that message dates appear differently depending on how old the messages are. Formatting is entered in the text fields using the format key at the bottom of the Date Display Options window (discussed further below).

Fixed [defaults: %1 %2 %4]**—**If this is selected, all message dates appear using the formatting entered in the edit field, based on the formatting key (see below). The default format (%1%2%4) specifies that all message dates will be in this format: message time followed by message date followed by message time zone (but only if the message did not originate from your local time zone). Example: 02:56PM11/21/97-0800.

Age-sensitive—If this is selected, message dates appear differently based on the age of the messages. The three age categories are RECENT, OLD, and ANCIENT. The age of a message is measured from the date and time at which the message was composed or sent, based on the sender's email package, and this depends on your setting for the Display dates using option. RECENT messages are all those that are "younger" than the hours you specify in the Hours to be OLD field. ANCIENT messages are all those that are older than the "expiration time" entered in the Hours to be ANCIENT field. OLD messages are all those ages which falls between that of RECENT and ANCIENT messages: they are older than the number of hours specified in the Hours to be OLD field, but younger than the number of hours specified in the

Hours to be ANCIENT field. The date display format for all messages falling in the RECENT, OLD, and ANCIENT categories is determined by your entry in the RECENT format, OLD format, and ANCIENT format fields, respectively.

RECENT format [default: %1]**—**Your entry in this field determines the format in which the dates of RECENT messages appear. RECENT messages are all those younger than the number in the Hours to be OLD field. The default RECENT format of %1 and the default Hours to be OLD of 24 means that all messages from the past 24 hours appear with the time.

Hours to be OLD [default: 24]**—**Your entry in this field determines the point at which RECENT messages become OLD messages. The default entry of 24 hours means that messages become OLD after one day.

OLD format [default: %3]**—**Your entry in this field determines the format in which the dates of OLD messages appear. OLD messages are those that are older than the Hours to be OLD but younger than the Hours to be ANCIENT. The default OLD format of %3, the default Hours to be OLD of 24, and the default Hours to be ANCIENT of 168 means that all messages older than one day and younger than one week appear with the day of the week.

Hours to be ANCIENT [default: 168]**—**Your entry in this field determines the point at which OLD messages become ANCIENT messages. The default entry of 168 hours means that messages become ANCIENT after a week.

ANCIENT format [default: %2]**—**Your entry in this field determines the format in which the dates of ANCIENT messages appear. ANCIENT messages are all those older than the number in the Hours to be ANCIENT field. The default entry of %2 and the default Hours to be ANCIENT of 168 means that all those messages older than a week appear with the date.

Note. Use the format key displayed at the bottom of the window to determine how to program entries in the Fixed field and the format fields (RECENT, OLD, and ANCIENT). In each field, enter %1 to stand for the Time, enter %2 to stand for the Date, enter %3 to stand for the Day of the week, and enter %4 to stand for the Time zone, but only if the message did not originate from the local time zone. Separate each entry with a space to improve readability of the display output: for example, %1%2%4.

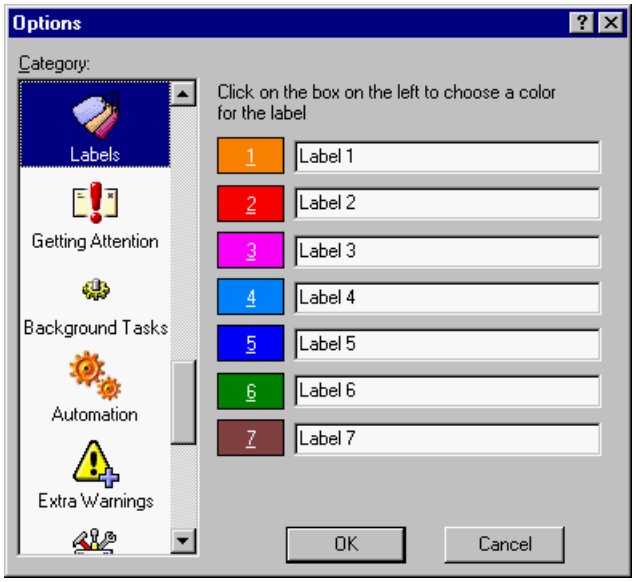
Labels

The Labels options determine the title and color of the seven labels that can be used to categorize messages.

To display the Labels options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Labels** icon. The Labels options window appears.

Labels options window

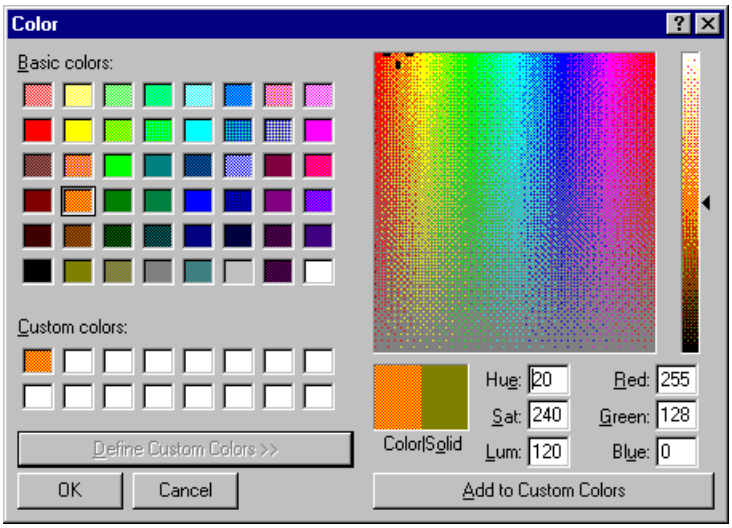


To change a label title, type the new title in the field to the right of the label number. To change a label color, single-click the label number to display the **Color** dialog box.

Color dialog box

You can select from one of the pre-defined Basic colors or create your own Custom colors. To assign a basic color to a label, select the color and click **OK**. To create a custom color, click **Define Custom Colors** to display the custom colors palette.

Custom colors palette



To define a custom color, do the following:

1. Select one of the 16 custom color boxes.
2. Using the mouse pointer, click anywhere on the color palette to select the color Hue and Saturation. Use the color control bar to the right of the color palette to adjust the color.
3. When you are satisfied with the color, click **Add to Custom Colors**.
4. Once you have completed creating the custom colors, select the desired label color and click **OK**.

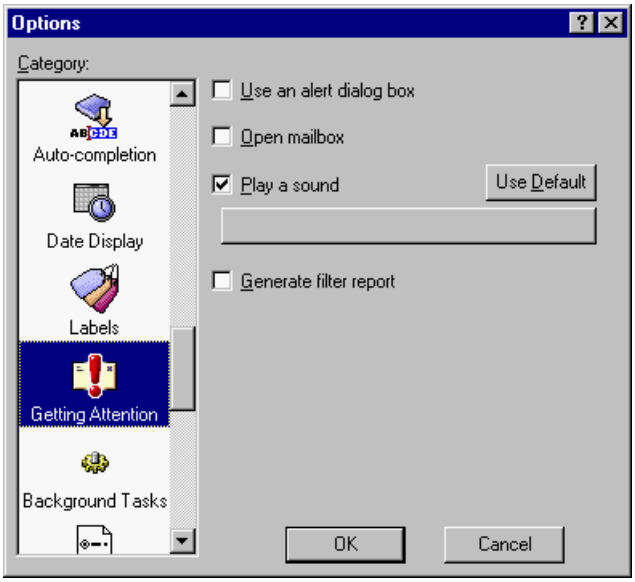
Getting Attention

The Getting Attention options determine what Eudora does when it is running in the background and wants your attention, or when new mail arrives.

To display the Getting Attention options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Getting Attention** icon. The Getting Attention options window appears.

Getting Attention options window



Select the options you want to change. Options are described below.

Use an alert dialog box—If this is selected, an alert dialog box notifies you when new mail is received. You will see the alert dialog box only if Eudora is in the foreground.

Open mailbox—If this is selected, mailboxes are automatically opened when new mail arrives in them, and the first unread message of the last unread batch of messages is selected.

Play a sound—If this is selected, a sound is played when Eudora needs attention. To select a sound (.wav) file, click the long, horizontal button below the “Play a sound” option (the button is blank by default). Browse until you find your sound file. When the “Select sound file” dialog box appears, select a sound and click Open. To switch back to the default mail arrival sound, click **Use Default**.

Generate filter report—If this is selected, a filter report is generated when filters are used. Filter reports appear in the Filter Report window, accessed from the Tools menu. Note that this option must be on for such reports to appear in that window.

Note. These notifications can be changed on a per message basis using Filters. See “Filtering Messages” on page 114.

Background Tasks

The Background Tasks allow you to set parameters that determine how background tasks behave and what kind of information you want to see in the Task Status window. In other words, you can configure the behavior of background tasks. Also, you can set the Task Status and/or the Task Error windows to be brought to the front of other windows in Eudora when activity occurs. See “Task Status Window” on page 159 and “Task Error Window” on page 160.

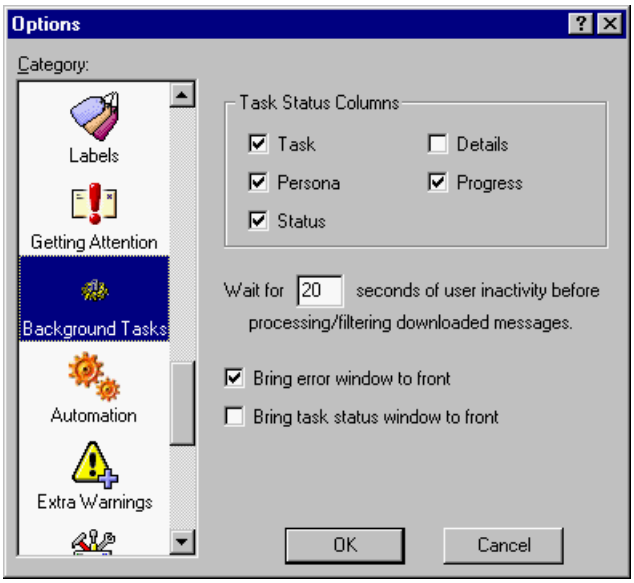
In the Background Tasks options window, you can indicate the number of seconds of user inactivity before your newly retrieved mail is actually processed by Eudora. If you have automatic mail checking set up in the Checking Mail options, Eudora will retrieve the mail in the background from the incoming server at those time intervals. But Eudora will not process it until there is no user activity performed on your computer for the amount of seconds you indicate in the Background Tasks options window. An envelope displayed on the status bar, located at the lower right-hand corner of the Eudora window, indicating there is retrieved mail to be processed; that is, messages to be filtered and placed in mail-boxes.

Technical Note. In the background, Eudora retrieves and sends mail; in the foreground, Eudora processes attachments and applies filters.

To display the Background Tasks options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Background Tasks** icon. The Background Tasks options window appears.

Background Tasks options window



Select the options you want to change. Options are described below.

Task Status Columns—These options determine which columns appear in the Task Status window. Check the box next to the field column that you want to display. The options are Task, Persona, Status, Details, and Progress.

Task—Displays an icon with a short description of the tasks' actions.

Persona—This column is available only if there is more than one personality set up. If checked, the Personality column displays the personality name for the given task.

Status—Displays a general description of the tasks current status, for example, "Logging into POP server."

Details—Displays more information of the tasks' status including network protocol commands.

Progress—Displays a progress bar indicating the overall progress of the tasks.

Wait for _ seconds of user inactivity before processing downloaded messages—[default: 20 seconds) If Eudora is retrieving mail automatically in the background, the amount of time set in this field indicates the idle time Eudora waits before delivering mail to your mailboxes and folders. For example, if you are composing a message and Eudora is retrieving mail in the background, Eudora will not deliver the mail until you stop typing for the amount of time indicated here. If the you set the time for 5 seconds, Eudora delivers your mail if you stop typing for at least 5 seconds. This field is beneficial if you don't want to be interrupted too frequently while using Eudora. If the number in this field is large, you'll get fewer interruptions.

Bring error window to front—Select this option to have the Task Error window brought to the front when an error occurs.

Bring task status window to front—Select this option to have the Task Status window brought to the front when a task occurs, for example sending or receiving mail.

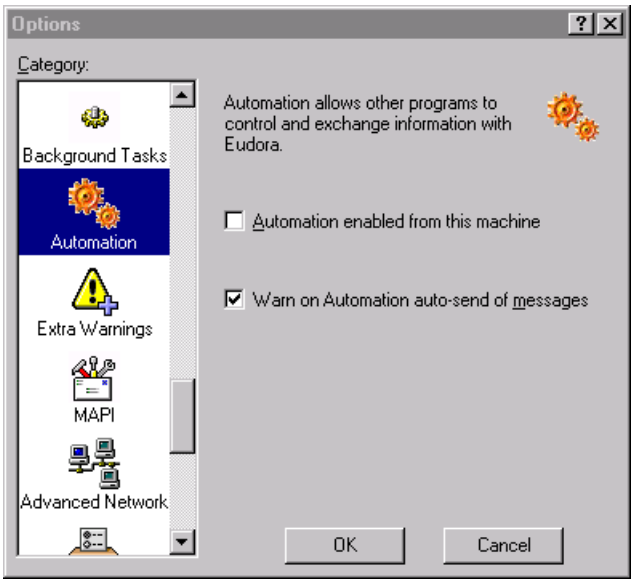
Automation

The Automation options let you control and exchange information with Eudora from other programs that support the Windows Automation Interface, such as Microsoft Visual Basic. These options give you external access to Eudora mail folders, mailboxes, and messages, and to the Eudora application itself. With automation enabled, you can create, delete, and move Eudora mail folders, mailboxes, and messages, as well as get notification of these three operations when they are performed manually. You can also get lists of the subfolders under folders and of the messages within mailboxes. For more information on the automation feature, see the following Web site, click the following URL. `http://eudora.qualcomm.com/developers`, where you can find up-to-date automation SDKs (Software Developer's Kits) and documentation.

To display the Automation options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Automation** icon. The Automation options window appears.

Automation options window



Select the options you want to change. Options are described below.

Automation enabled from this machine—If this option is selected, you can perform the automation operations described above from the computer on which Eudora is installed.

Warn on Automation auto-send of messages—If this option is selected, a warning will appear if any message is sent automatically. For example, if you have a message set to be sent a certain time, a warning appears just before the message is sent. Another advantage is that if a virus ever tries to replicate itself using your address book entries, this warning will appear.

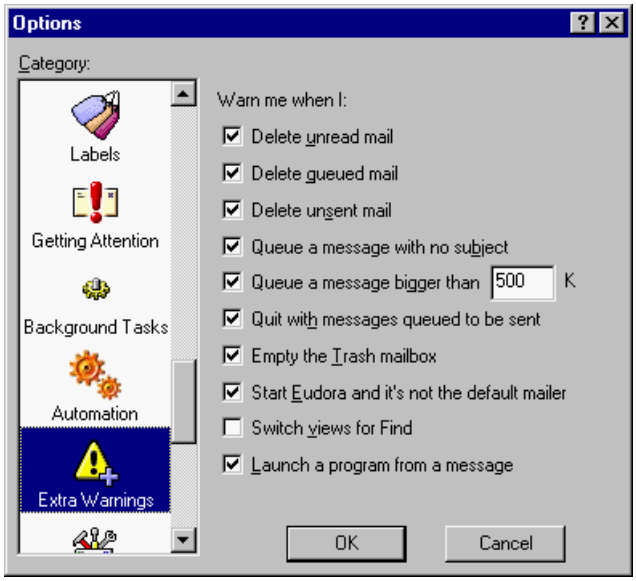
Extra Warnings

The Extra Warnings options determine whether you are warned before making a possible mistake. Most of the warnings appear with an option to stop that warning from being displayed again. You can toggle warnings to be either on or off.

To display the Extra Warnings options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Extra Warnings** icon. The Extra Warnings options window appears.

Extra Warnings options window



Select the options you want to change. Options are described below.

Delete unread mail—If this is selected, you are warned if you try to delete mail that is marked unread.

Delete queued mail—If this is selected, you are warned if you try to delete mail that is queued to be sent (marked or for timed-queue) in the Out mailbox.

Delete unsent mail—If this is selected, you are warned if you try to delete messages that are marked sendable (with a bullet in the Out mailbox) but not yet sent.

Queue a message with no subject—If this is selected, you are warned if you try to queue a message that contains no text in the Subject line. It is considered a point of email etiquette to give each message a subject.

Queue a message bigger than _ K [default: 500]**—**If this is selected, you are warned if you try to queue or send a message that is greater in size than the specified number. This number must be between 0 and 1000000 (one million, no commas). This size includes messages and attachments.

Quit with messages queued to be sent—If this is selected, you are warned if you try to quit Eudora while there are still queued messages in your Out mailbox.

Empty the Trash mailbox—If this is selected, you are warned if you try to empty the Trash mailbox (one way is using the Special menu Empty Trash command). Once messages are deleted from the Trash, they are completely gone from your system.

Start Eudora and it's not the default mailer—If this is selected, you are warned if you try to start Eudora when it's not the default mailer. When Eudora is the default mailer, <mailto:> commands open a Eudora message, regardless of what application the command is in.

Switch views for Find—If this is selected, you are warned if you try to perform a Find operation (using the Edit menu Find submenu) while viewing an incoming message using the Microsoft Internet Explorer version 4.0 viewer. The warning indicates that Eudora will

switch to a different viewer to complete the Find operation. Eudora uses Internet Explorer (IE) 4.0 as the default viewer if IE 4.0 is installed on your system and the “Use Microsoft’s viewer” option is selected in the Viewing Mail options. See “Viewing Mail” on page 225.

Launch a program from a message—If this is selected, you are warned if you try to launch a program from a message. For security reasons, you should never launch a program sent to you from an unknown source, or if you’re not expecting a program without performing a virus check on the file. Do not launch any program if you don’t know the sender.

MAPI

The MAPI options control the Eudora MAPI Server. Eudora’s MAPI support allows you to quickly attach documents to email messages directly from the application that created the document. Without MAPI, you must first save the document, remember what folder the document is in, switch to Eudora, and then remember to manually attach the document to the outgoing message. MAPI streamlines this process dramatically.

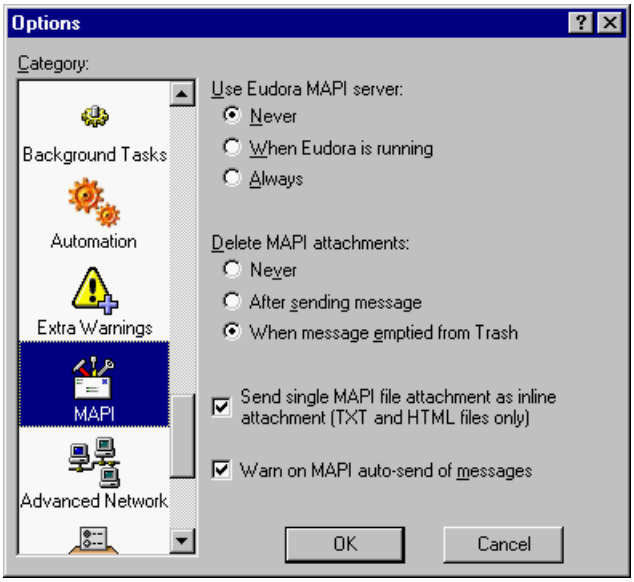
To email the current open document from your word processor, select the Send command from your word processor’s File menu. This automatically activates Eudora and attaches a snapshot of the open document to a new composition message. The MAPI system standardizes how messages are handled by client applications so that each client application does not need to have a custom code for each target messaging application. MAPI accomplishes this by providing a standard application program interface used by all MAPI-enabled client applications. An additional MAPI feature supported by Microsoft Office applications is the ability to add a “routing slip” to a Word, Excel, or PowerPoint document. This routing slip contains a list of email recipients obtained from the MAPI subsystem. Once a document has an embedded routing slip, then it can be semi-automatically routed as an attachment via email to all recipients listed in the routing slip. Once the routing is complete, the annotated document is returned back to the original sender.

Note. Close all other MAPI applications before changing Eudora’s status as a MAPI server.

To display the MAPI options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **MAPI** icon. The MAPI options window appears.

MAPI options window



Select the options you want to change. Options are described below.

Use Eudora MAPI server—If “Never” is selected, the Eudora MAPI server is turned off and is never automatically loaded. If “When Eudora is running” is selected, the Eudora MAPI server is selected when Eudora is running. If “Always” is selected, the Eudora MAPI server is selected and is always loaded on startup.

Delete MAPI attachments—If “Never” is selected, MAPI attachments are never deleted from the attachment directory. If “After sending message” is selected, MAPI attachments are deleted from the attachment directory when their corresponding messages are sent. If “When message emptied from Trash” is selected, MAPI attachments are deleted from the attachment directory when their corresponding messages are emptied from the Trash.

Send single MAPI file attachment as inline attachment (TXT and HTML files only)— Select this when you need to have the MAPI client send a single TXT or HTML file as an attachment with no body text. Eudora turns off the “Text As Attachment” button in the outgoing message toolbar (if it is selected), so that the document is sent to the recipient as inline text in the message body. This allows MAPI clients, such as Internet Explorer, to pass Web pages and other HTML and TXT documents right into the body of the Eudora message. (The “Text As Attachment” button, if turned on in the outgoing message toolbar, instructs Eudora to attach text files, such as TXT and HTML, to the message rather than incorporating the text into the message as part of the message body. The default state of this button is controlled by the “Put text attachments in body of message” option in the Attachments options. See “Attachments” on page 222.

Advanced Network

The Advanced Network options control some of Eudora’s advanced network functions.

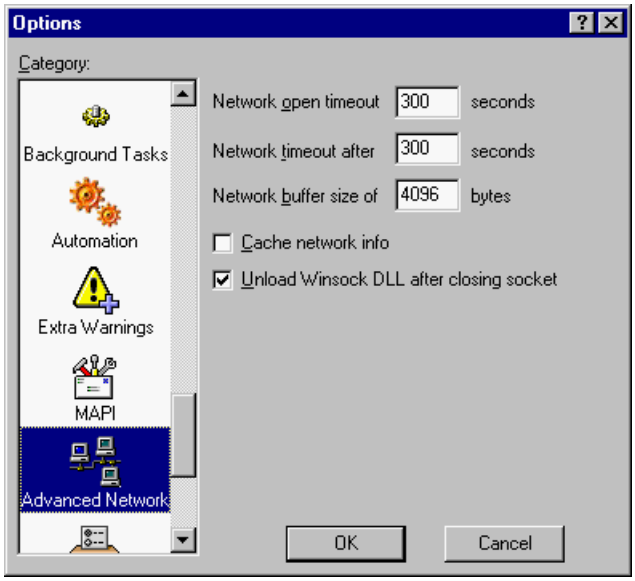
Important. Consult your email administrator before modifying any of these options.

To display the Advanced Network options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Advanced Network** icon. The Advanced Network options window appears.

Advanced Network options window



Select the options you want to change. Options are described below.

Network open timeout _ seconds [default: 300]**—**This option lets you set the number of seconds before an attempt to make a network connection will time out. For some servers (especially those with heavy loads), the attempt to establish the network connection can take longer than it takes to send data back and forth once the connection has been made. A familiar example: When you are browsing the World Wide Web, you may find that it takes a while to connect to a server, but then, once you have connected to the server, the Web page can seem to download quickly. This option therefore gives you the ability to set a different (and usually longer) timeout for establishing the network connection. This setting is different from the setting for the timeout after the connection has been made. The latter timeout is set via the “Network timeout after _ seconds” option, below.

Network timeout after _ seconds [default: 300]**—**This option lets you set the number of seconds before an established network connection will time out. See the discussion above for the “Network open timeout _ seconds” option.

Network buffer size of _ bytes [default: 4096]**—**This option lets you set the size, in bytes, of the buffer that Eudora uses to transfer information to and from the server.

Note. If you are having trouble transferring large messages, the size of this buffer may be decreased.

Cache network info—This option causes Eudora to remember the results of previous database functions when using the Winsock connection method. This speeds up database functions within a single Eudora session.

Unload Winsock DLL after closing socket—If you are using Winsock dialer, select this option if you like to have your computer dial and hang-up between functions, for example sending and receiving mail.

Auto Configure

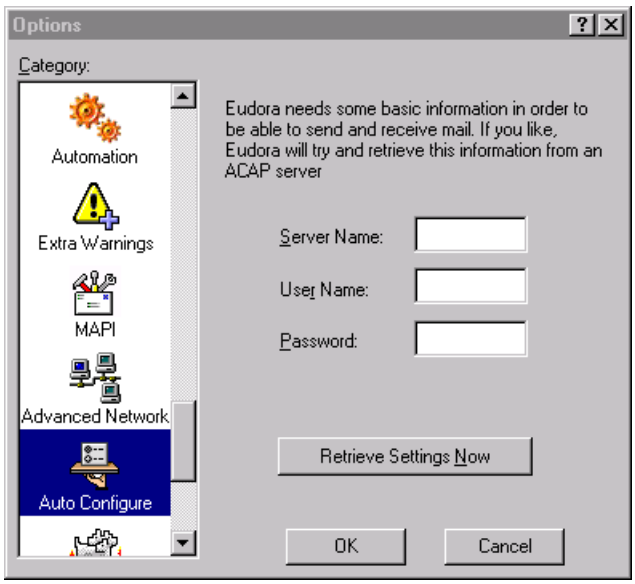
Eudora needs basic information from you to send and receive mail. Normally you enter this information in the first few windows of the Options windows, but if you like, you can use the Auto Configure options to retrieve these basic settings from an ACAP server. Your email administrator can let you know if such a server is available to you. ACAP, which stands for Application Configuration Access Protocol, is a communications protocol that lets email and other applications store setup data on and retrieve it from a central server.

To display the Auto Configure options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Auto Configure** icon. The Auto Configure options window appears.

Auto Configure options window



Select the options you want to change. Options are described below.

Server Name—In this field, enter the name of the ACAP server you wish to connect to in order to retrieve the Eudora settings. If you are not sure what to enter here, see your email administrator.

User Name—Enter your user name required for connection to the ACAP server. Your email administrator can provide you this name if you do not know it.

Password—Enter your password required for connection to the ACAP server. See your email administrator for your ACAP password.

Retrieve Settings Now—After you have entered the Server Name for the ACAP server, your User Name, and your Password (see above), click this button to retrieve your Eudora settings from the ACAP server. The retrieved settings replace your current Eudora settings.

Kerberos

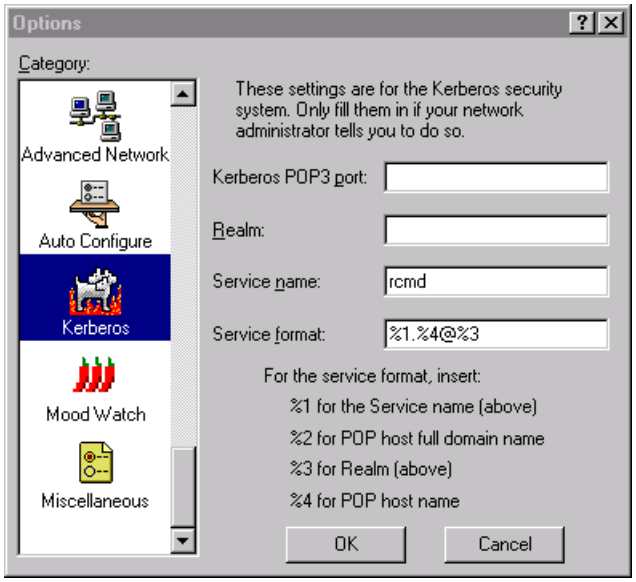
These options control the Kerberos authentication system. If your network uses Kerberos for authentication, the appropriate options are provided by your email administrator.

To display the Kerberos options window, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the **Kerberos** icon. The Kerberos options window appears.

Kerberos options window



Select the options you want to change. Options are described below.

Kerberos POP3 port—This is the port that the Kerberos POP server is listening on.

Realm—This is the network realm that the Kerberos server resides in.

Service name [default: rcmd]**—**This is the type of service that you're requesting.

Service format [default: %1.%4@%3]**—**This is the name of the ticket that Eudora requests from the Kerberos server. The formatting key below this field indicates what to enter. Enter %1 to stand for the service name entered in the Service name field; enter %2 to stand for the full domain name of the POP host; enter %3 to stand for the realm entered in the Realm field; enter %4 to stand for the name of the POP host.

Note. For more information about Kerberos, see the following Web site. Click the following URL. `http://web.mit.edu/kerberos/www/index.htm`

MoodWatch

In the MoodWatch options window, you can determine at what level you wish your messages to be monitored before a warning appears telling you that, perhaps, your message content may be offensive to your recipient. Also, you can set MoodWatch to monitor incoming and stored messages for offensive content.

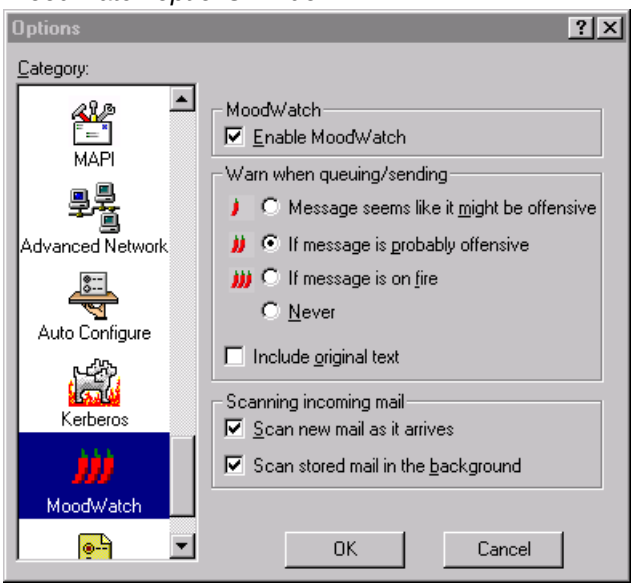
If you don't want to use MoodWatch at all, you can turn it off in this window. Also, you can choose if you want to use MoodWatch for incoming messages only, outgoing messages only, or both.

To display the Extra Warnings settings dialog, do the following:

1 From the **Tools** menu, choose **Options**.

2 Scroll and click the MoodWatch icon. The MoodWatch options window appears.

MoodWatch options window



Select the settings you want to change. Settings are described below.

Enable MoodWatch—If checked, MoodWatch is on. To turn MoodWatch off, just uncheck the box.

Warn when queueing/sending

If the message seems like it might be offensive—Turn this option on to set MoodWatch to its most sensitive level. If your message has some content that looks like it might be offensive (one chili pepper appearing), you will be warned when you queue it.

If the message is probably offensive—Turn this option on to set MoodWatch to a medium sensitivity level. If your message has some content that looks like it is offensive (two chili peppers appearing), you will be warned when you queue it.

If the message is on fire—Turn this option on to set MoodWatch to a low sensitivity level. If your message has some content that is offensive (three chili peppers appearing), you will be warned when you queue it.

Never—Turn this option on to never display a warning in your outgoing messages, despite offensive text in its content.

Include original text—Turn this option on if you want MoodWatch to scan the original text of a message for offensive language when replying.

Scan new mail as it arrives—Turn this option on to allow MoodWatch to scan all of your incoming mail. MoodWatch determines the level of offensive text contained in the message. MoodWatch then displays one, two, or three chili peppers in the MoodWatch column of the mailbox where the message resides.

Scan stored mail in the background—Turn this option on to allow MoodWatch to scan all of your stored messages. MoodWatch determines the level of offensive text contained in each message. MoodWatch then displays one, two, or three chili peppers in the MoodWatch column of the mailbox where the message resides.

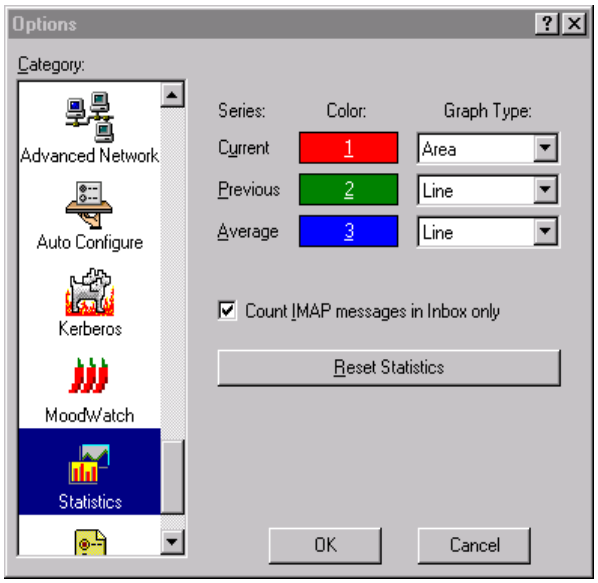
Statistics

In the Statistics options window, you can choose the color and graph type you prefer when displaying and printing the Statistics window found in the Window menu. The Statistics window displays your email usage, that is the statistics on received, sent, and general Eudora usage. You can display this information for the current or previous day, week, month, or year.

To display the Statistics settings dialog, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Statistics** icon. The Statistics settings dialog appears.

Statistics options window



Choose the settings you want to change. Settings are described below.

Series—This column lists the different timeframes displayed in the Statistics window. Current refers to the current day, week, month, or year, as selected in the Statistics window. Previous refers to the previous day, week, month, or year, as selected in the Statistics window. Average is the cumulative average that occurs on a day-to-day basis. For example, if you choose to view your statistics for each day, the current graph would be today, and the previous graph would be yesterday. The average graph would indicate the cumulative average since you began keeping statistical information in Eudora.

Color—Choose the color you wish to represent the current, previous, and average criteria.

Graph Type—Choose the graph type you prefer to display for the current, previous, and average criteria. The graph type you choose will appear in the color you chose in the Color column. The graph types you can choose are a line, a solid (filled) area, a graph bar, a circle, diamond, or a square.

Count IMAP messages in Inbox only—Turn this option on if you want Eudora, for statistical purposes, to count only the IMAP messages received in the Inbox. Turn this option off if you want Eudora to count all received IMAP messages regardless of which mailbox they are received into. If you use shared IMAP folders, you'll probably want to leave this turned on; otherwise. messages that are not really addressed to you may get counted.

Reset Statistics—Click this button to reset your statistical usage. All historical information on your Eudora usage is deleted. Statistical information will then begin from that moment on.

Miscellaneous

The Miscellaneous options determine additional Eudora capabilities that are not categorized with other functions.

To display the Miscellaneous options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Miscellaneous** icon. The Miscellaneous options window appears.

Miscellaneous options window

Select the options you want to change. Options are described below.

Switch messages with:

Unmodified arrow keys—If this is selected and if there is an incoming message window open on the screen, the up or left arrow key closes the current message and opens the previous message in the mailbox. The down or right arrow key closes the current message and opens the next message in the mailbox. If this option is turned off, the arrow keys can be used to move the cursor (insertion point) within messages and in the preview pane.

Note. The preview pane will get updated to correspond to the current message in focus. This can be an easy way to read your mail. To enable the preview pane, see “Viewing Mail” on page 225.

Even if this option is selected, the arrow keys do not switch messages if there is an outgoing message topmost on the screen.

Ctrl+arrow keys—If this is selected, you can switch messages by holding down the Ctrl key and pressing the arrow keys. The switching behavior is described above under the Unmodified arrow keys option. The Ctrl+arrow keystrokes do not work when composition windows are open on the screen.

Alt+arrow keys—If this is selected, you can switch messages by holding down the Alt key and pressing the arrow keys. The switching behavior is described above under the Unmodified arrow keys option. The Alt+arrow keystrokes do work when composition windows are open on the screen.

Empty Trash when exiting—If this is selected, the Trash mailbox is emptied when you exit Eudora. If this is turned off, the Trash is only emptied when you select “Empty Trash” from the Special menu.

Say OK to alerts after _ second(s) [default: 120]**—**If this is selected, any alerts that announce a problem with the network communication automatically go away after the specified number of seconds. Many network problems are temporary, so this allows Eudora to try the communication again. This is most useful if you have automatic mail-checking enabled for any of your accounts.

Turbo redirect by default—If this is selected, the behavior of the Redirect command is changed. If you frequently redirect mail to a particular person, make that person's email address correspond to a nickname and also add it to your recipient list in your Address Book. When you get an email message that you want to redirect, select the message, then choose Redirect to from the Message menu, and select the recipient. The message gets queued as a redirected message to the recipient, and the original received message gets deleted. This method can be used to redirect a large number of messages.

If this option is turned off, then selecting Redirect to a recipient will open the message and wait for you to send/queue the message. The original message is kept, but its status is changed to "redirected."

Include outdated 'Return-Receipt-To' (Sponsored and Paid modes only)**—**If this is turned off, Eudora uses the "Disposition-Notification-To:" header in return receipt requests to request that you be sent a notification when your message appears by the recipient. If this is selected, Eudora also sends the *Return-Receipt-To:* header in return receipt requests. This header is understood by some older mail delivery systems, and may return you a receipt when your message is delivered to your recipient's mailbox. The *Return-Receipt-To:* header cannot give you any information about whether or not your recipient displayed your mail, and is not supported by many newer mail delivery systems. Your recipient must specify that he/she wants to send you a return receipt for you to receive it.

Automatically expand nicknames (Sponsored and Paid modes only)**—** If this is selected, nicknames in message headers are replaced with the real addresses when you switch fields. If turned off, the nickname is expanded when the message is sent.

Auto-save messages every _ minutes—Enter the number of minutes between auto-save intervals. In case of a system shut-down, the messages saved are from the most current auto-save. You can find your saved messages in your Out mailbox.

Using Eudora Sharing Protocol
(Sponsored and Paid modes only)

Eudora Sharing Protocol (ESP) is a Eudora feature that allows a group of people, called a share group, to collaborate and share a common set of files. ESP automatically gives each member of the share group a copy of those files, and when one of the members changes a file, it brings all the other members' copies up to date automatically. ESP also makes it easy for the members of a share group to send email messages to each other. Unlike other collaboration tools, ESP uses only email to keep everyone in sync on the shared files, so there's no need to maintain and administer a shared server.

ESP allows you to create and manage share groups within Eudora, on both Windows and Mac platforms. If you send and receive email through Eudora, you can belong to an ESP share group.

When you join an ESP group, you designate a shared folder on your hard drive. Eudora uses the shared folder to keep the most current copies of your group's documents together. You and each member of your group have copies of the shared documents. When you or a member of your group adds, deletes, or updates a document, ESP automatically adds, deletes, or updates all copies of the document in all of the members' shared folder.

You can use ESP for projects at work and for family members at home to help them stay in touch. For example, you can create a share group by inviting members of your family to share their most current photos with each other. When one member of the family adds a digitized photo to his or her shared folder, all members of the family can see it. It's like maintaining a family album that can be shared with members of family no matter where they live.

When communicating between members of your group, email messages from the group members are automatically routed to the mailbox of your choice. However, you can assign only one mailbox per group.

You do ESP functions from the ESP Groups window found on the Tools menu. These are the basic tasks in creating and maintaining a share group:

- Create a share group.
- Assign the share group a mailbox in Eudora and shared folder on your hard drive, for example, your C:\ drive.
- Invite members to join the share group.
- Configure how ESP will update the shared folders.
- Configure how your group members are notified of changes to the shared folder.
- Maintain group membership by inviting or deleting members, or by synchronizing all shared folders.

However, you may be asked to join a share group. If so, answer the invitation and the you can create a new shared folder and mailbox.

Important. You can only belong to a group on one computer. For example, you can use your home computer to set up a group for family photos, and you can use your work computer to set up a group for a work related project. However, you cannot use both your home and work computer to view your family photos in your family group. If you try to do that, one or both computers will miss some of the photos.

However, if you have two different email addresses, you can belong to a share group on more than one computer. If you check mail with one email address at work and a different address at home, you just need to invite yourself to the share group twice, once for each address. Once you're in the group with one account, you can send an invitation to your other account yourself. ESP will treat your two accounts as two different share group members, and each will receive all the updates.

Installing ESP

ESP should install automatically into the Eudora Plugins folder. However, if you need to install ESP yourself, do the following:

- To install ESP on Windows, copy the ESP.dll file to the Plugins folder, located in your Eudora folder.

Tips on Using ESP

Although ESP is a valuable tool for you and your group when working on the same document or file, there are some limitations. Here are a few tips on using ESP that will make working on group files more efficient.

- **Do** realize that the ESP folder is shared. If you take a file out of the shared folder, it will be removed from each member's shared folder.
- **Do** invite people to be in your group. Some of them might have to become familiar with ESP before becoming full members. As they are gaining experience, tell them how to become full members.
- **Do** use ESP to keep a shared list of current email addresses for group mailings. ESP updates email addresses when you change the email address for a personality. When saved in the ESP Groups window, ESP asks you if you want to update both your ESP's information and other members' information or just update your ESP information. If you choose both, an email message is sent to all group members and automatically updates your changed email address.
- **Do** use ESP as a mini-mailing list for, perhaps, a family, group of friends, coworkers and so on. The list of email addresses stays current in all of the members' lists when the addresses are modified.
- **Don't** put large files in ESP. Other members of your group may have mail systems with limits on file size.
- **Don't** put files in ESP where group members need to work on them at the same time. ESP works best when one member works on one file at a time.
- **Don't** put files in ESP that need to be updated in realtime. There will be a few minute delay in updated group files.

Creating an ESP Group

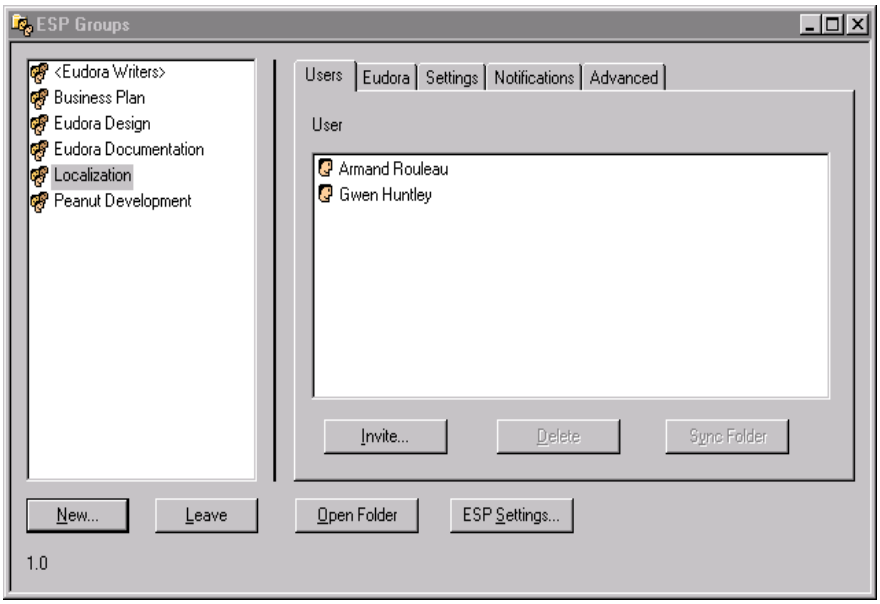
You can create an ESP group and then invite members to join it. All members of an ESP group are of equal importance. Although you are creating the ESP group, it does not mean that you are its leader.

When you create a group, ESP assigns the group a unique identifier, which avoids any naming conflicts.

To create a new group, do the following:

1 From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.

ESP Groups window



2 In the **ESP Groups** window, click **New** (located at the bottom of the window). The Share Group Settings dialog box appears.

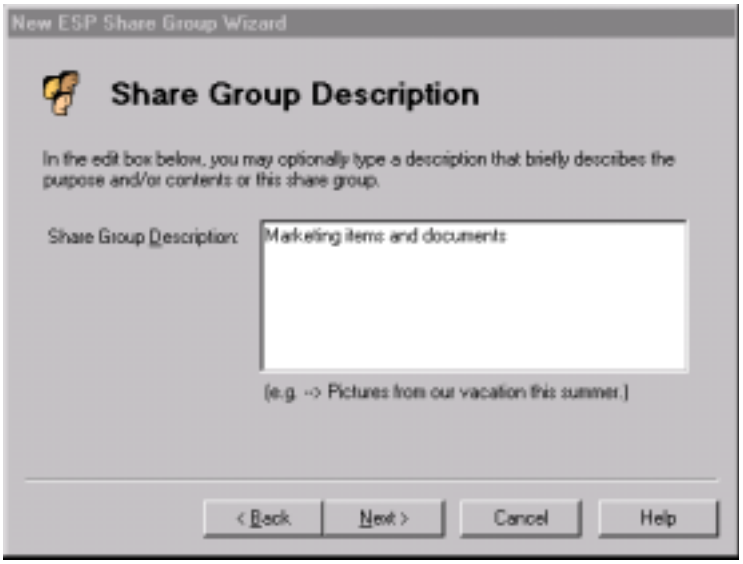
Share Group Settings dialog box

3 Choose **Create a brand new share group,** then click **Next**. The Share Group Name dialog box appears.

Share Group Name dialog box

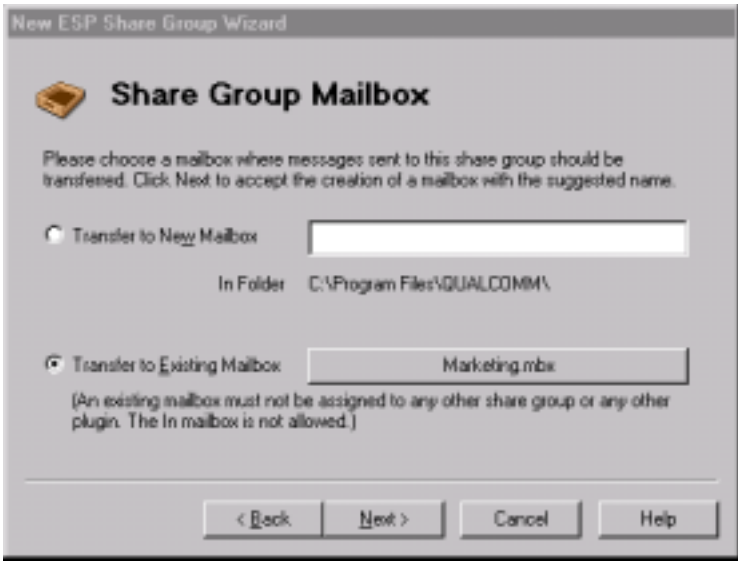
4 In the **Share Group Name** text box, type the name of your group, then click **Next**. The Share Group Description dialog box appears.

Share Group Description dialog box



5 In the **Share Group Description** text box, type a brief description of the group purpose or file contents; then click **Next**. The Share Group Mailbox dialog box appears.

Share Group Mailbox dialog box



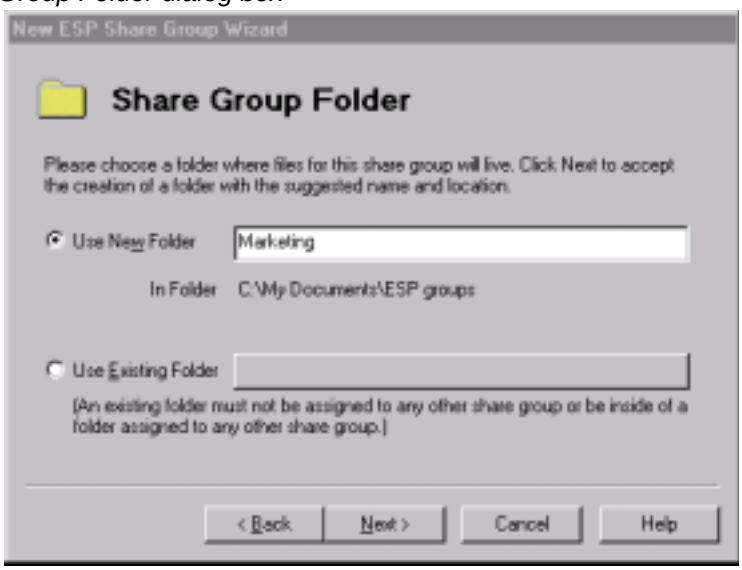
6 Do one of the following:

- If you want to create a new mailbox for all group messages, choose **Transfer to New Mailbox** and type the name of the mailbox in the text box.
- If you want all group messages to go to an existing mailbox or a new mailbox in a different location, choose **Transfer to Existing Mailbox**, then click the long gray button. A list of your existing mailboxes appears. Right-click to create a mailbox in a different location. Click to select a mailbox, then click **OK** to enter it in the text box.

Note. You can't transfer messages to either the In mailbox or a mailbox already assigned to another group.

7 Click **Next**. The Share Group Folder dialog box appears.

Group Folder dialog box



8 Do one of the following:

- If you want to create a new folder to store all group files, choose **Use New Folder** and type the name of the folder in the text box.
- If you want to create a new folder in a location other than the one shown under **Use New Folder,** switch to My Computer or Windows Explorer, create the folder, and switch back to Eudora. Choose **Use Existing Folder** to navigate to the folder you've just created, then choose it.
- If you want to store all group files in an existing folder, choose **Use Existing Folder** and click the long gray button. A list of your existing folders appears. Click one of the folders and to enter it in the field, click **OK**.

Note. You can't use a folder already assigned to a group or a folder that's inside of another folder already assigned to a group.

9 Click **Next**. The Success dialog box appears.

10 Click **Finish**. Your new share group is created.

The share group name appears in the list view attachment of the groups window.

Creating an ESP Group (Advanced Setup)

After you feel comfortable creating groups, you can bypass it and enter the group information directly.

To use the Advanced Group Setup function, do the following:

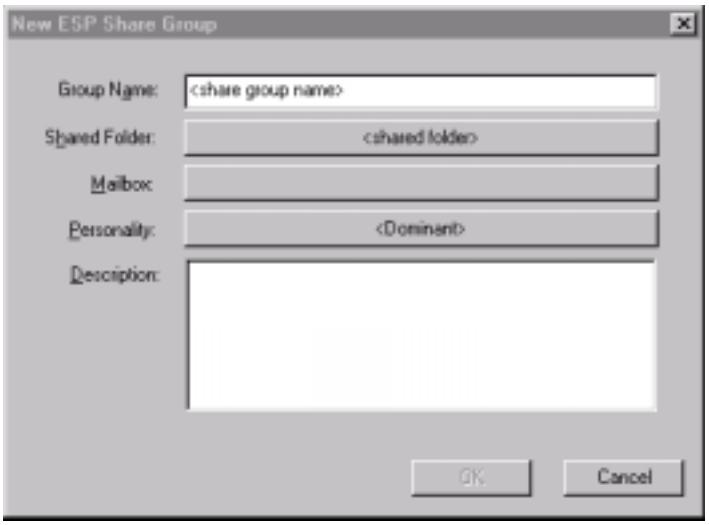
1 From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.

2 Click **New** (located at the bottom of the window). The Share Group Settings dialog box appears.

Share Group Settings dialog box

3 Choose **Skip directly to advanced share group setup**. The New Group dialog box appears.

New Group dialog box (same dialog box as the Eudora tab)



4 Type the new group name in the **Group Name** text box.

5 Click the **Shared Folder** long gray button and choose a folder for this group. Click **OK**.

6 Click the **Mailbox** long gray button and choose a mailbox for this group messages. Click **OK**.

7 Click the **Personality** long gray button and choose the Eudora personality you want linked with this group. Click **OK**.

8 In the **Description** text box, type a brief description of the group function or contents (optional).

9 Click **OK**.

ESP adds the new share group to your list of groups. The share groups you create are listed in the ESP Groups window in the left column.

Inviting Members to Join Your Group

To be fully functional, your group must contain members in addition to yourself. Once you invite someone, you can determine at what level a role they will play within the share group. You can invite members to the group who can receive only the group messages.

To invite users to join your group, do the following:

1 From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.

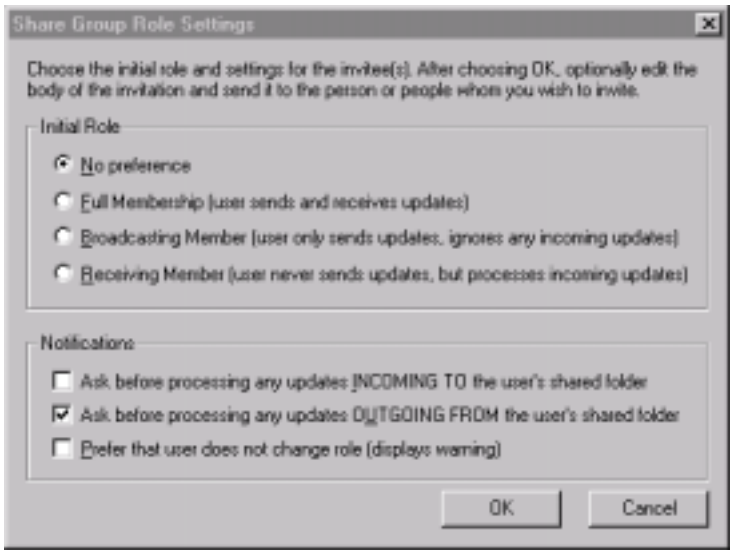
2 In the left column, choose the Group name to which you want to invite members.

3 Click the **User** tab. The User dialog box appears.

4 Click **Invite**. The Share Group Role Settings dialog box appears.

Note. To add a user to receive the group messages only, press the Shift key while clicking **Invite**. The Advanced Add dialog box appears where you can enter the person's name and email address. The user's name and email address is stored in your Users list, but ESP doesn't send an invitation. This user receives only email messages that have the group shared documents as attachments.

Share Group Role Settings dialog box



5 You can determine which tasks each invitee to your group can do. In the *Initial Role* area, choose of the following roles:

- No Preference
- **Full Membership** (user sends and receives updates). This allows the person you invite to receive from and send files to the group, either automatically or manually.
- **Broadcasting Member** (user only sends updates, ignores any incoming updates). This allows the person you invite to send files top the group only, either automatically or manually. Incoming files are ignored.
- **Receiving Member** (user never sends updates, but processes incoming updates). This allows the person you invite to receive files from the group only. Any changes you make to the shared folder are ignored.

The system default is **No Preference**.

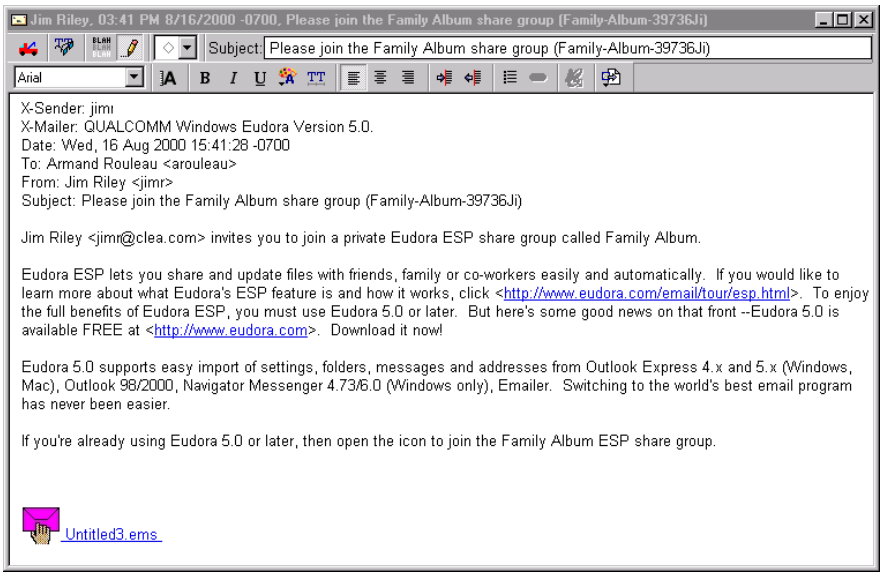
6 In the *Notifications* area, do the following:

- If you want ESP to notify the person you invite when updates are coming into your shared folder, check the **Ask before processing any updates INCOMING TO my shared folder** box. This box is checked by default.
- If you want ESP to notify the person you invite when updates are going out of your shared folder, check the **Ask before processing any updates OUTGOING FROM my shared folder** box. This box is checked by default.
- If you want ESP to warn the person you invite when the potential member attempts to change role type, check the **Prefer that user does not change role (displays warning)** box. If checked, the member can change role type but is discouraged to do so.

7 Click **OK**. A message window opens that contains an invitation message for the selected group. This message has a special attachment containing the group invitation.

8 In an open message window, enter the email addresses of the invitee(s) in the *To:* header.

ESP share group invitation message



When an invitee accepts the invitation, information contained in the attachment creates a group entry in the invitee's Groups window and prompts him or her to specify a group folder and mailbox. ESP sends an RSVP message back to the inviter. The inviter then sends an updated copy of the membership list to all the members.

Configuring Shared Folder Settings

Every group member needs a shared folder on his or her hard drive to store documents, schedules, messages, illustrations, images, or any other file the members deem necessary for sharing. ESP allows you and your group members to determine how often ESP checks each member's shared folder for updates, and how the information in the shared folders is backed up.

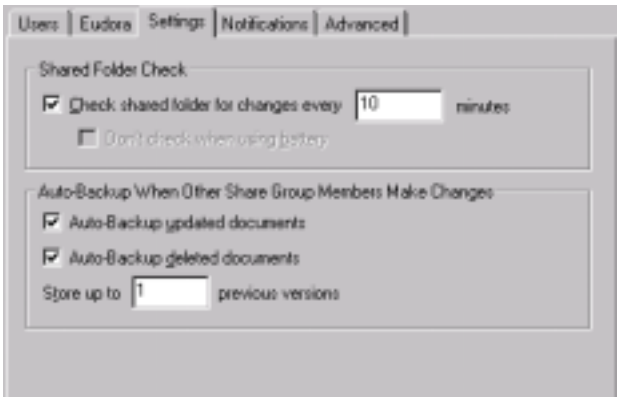
To configure shared folder settings for your group, do the following:

1 From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.

2 In the left column, choose the Group name whose shared folders you want to set.

3 Click the **Settings** tab. The Settings dialog box appears.

Settings dialog box



4 Check the **Check shared folder for changes every _ minutes** box and specify the time interval at which you want ESP to check the shared folder for group updates. If this option is not checked, ESP won't check the shared folder. The system default is for ESP to check the shared folder every 10 minutes.

5 If you want ESP to automatically create a backup when other members update files in the shared folder, check the **Auto-Backup updated documents** box. The box is checked by default.

6 If you want ESP to automatically back up deleted documents from the shared folder, check the **Auto-Backup deleted documents** box. The box is checked by default.

7 In the **Store up to _ previous versions** text box, indicate the number of previous document versions you want Eudora to store.The system default is one version.

Configuring Group Change Notifications

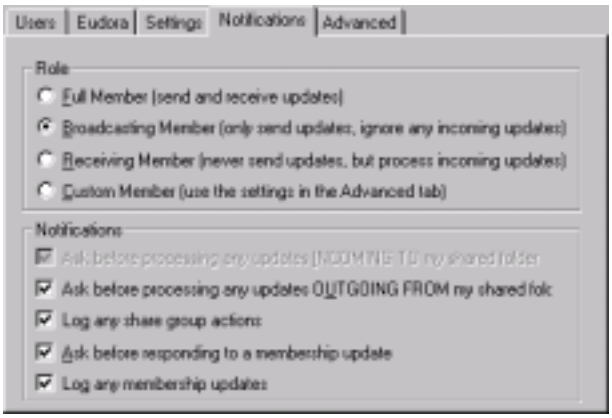
You can specify the role you want to play in the group, which determines whether or not you can send or receive updates to the shared folder. When you've determined your ESP role, you can then decide how you want ESP to handle updates to the shared folder and group membership.

1 From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.

2 In the left column, choose the Group name whose change notifications you want to set for your role.

3 Click the **Notifications** tab. The Notifications dialog box appears.

Notifications dialog box



4 Click one of the following in the *Role* area:

- **Full Membership** (user sends and receives updates). This allows you to receive from and send files to the group, either automatically or manually.
- **Broadcasting Member** (user only sends updates, ignores any incoming updates). This allows you to only send files to the group, either automatically or manually. Incoming files are ignored.
- **Receiving Member** (user never sends updates, but processes incoming updates). This allows you to only receive files from the group. Any changes you make to the shared folder are ignored.
- **Custom Member** (use the settings in the Advanced tab). Go to step 6.

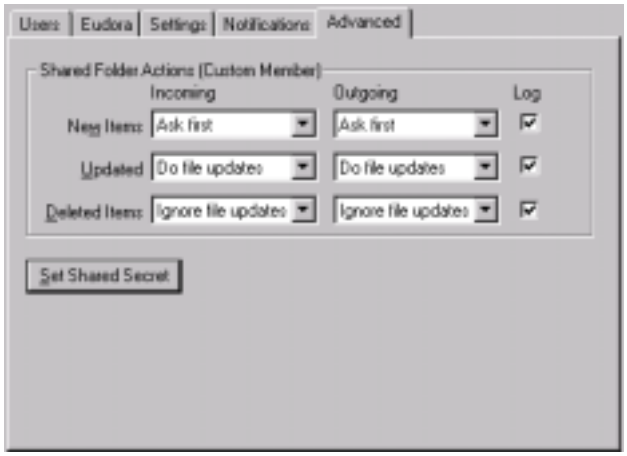
The **Full Member** role is the default.

5 In the *Notifications* area, do the following:

- If you want ESP to notify you when updates are coming into your shared folder, check the **Ask before processing any updates INCOMING TO my shared folder** box. This box is checked by default.
- If you want ESP to notify you when updates are going out of your shared folder, check the **Ask before processing any updates OUTGOING FROM my shared folder** box. This box is checked by default.
- If you want ESP to monitor any of the group actions, check the **Log any group actions** box. The box is checked by default. A log file is created and placed in a subfolder in the Eudora folder.
- If you want ESP to notify you prior to changes in the group's membership, check the **Ask before responding to a membership update** box. The box is checked by default.
- If you want ESP to record all changes to group membership, check the **Log any membership update** box. A log file is created and placed in a subfolder in the Eudora folder.The box is checked by default.

6 If you chose **Custom Member** as your role, you must click the **Advanced** tab to display the Advanced dialog box to configure your role settings. In this dialog box, you are required to make various decisions about how you want ESP to handle modifications to the shared folder. It also enables you to choose how ESP should track group membership.

Advanced dialog box



7 In the *Shared Folder Action (Custom Member)* area, do the following:

- Determine which type of incoming or outgoing items—**New Items**, **Updated**, or **Deleted Items**—you want ESP to handle.
- From the drop-down lists, choose one of the following:

– To have ESP notify you before specific files in the shared folder are added, updated or deleted, choose **Ask first**.

– To have ESP modify specific files in the share folder automatically, choose **Do file updates**.

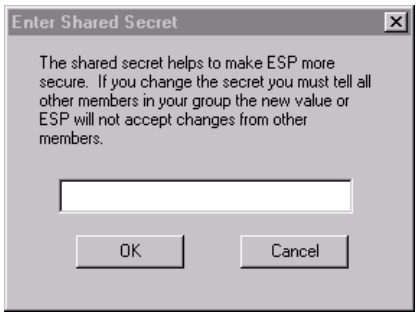
– To have Eudora ignore proposed updates to specific files in the shared folder automatically, choose **Ignore file updates**.

■ If you want Eudora to record the activity for each type of incoming or outgoing item, check the **Log** box.

Note. The system default options from the drop-down menus for all incoming and outgoing menus correspond to the last chosen options you selected in the Notifications dialog box. The Role buttons combined with the *Ask before processing any updates INCOMING TO my shared folder* and *Ask before processing any updates OUTGOING FROM my shared folder* are then equal to the choices in the drop-down menus. The Advanced tab dialog box allows you to add, update, and delete settings independently of each other. Whereas in the Notifications dialog box, while simpler, keeps the settings locked. For example, you could use the Advanced tab dialog box to specify that you want to be asked when a delete occurs, but not when additions and updates occur.

8 To set a group secret word or phrase, click **Set Shared Secret**. The Set Shared Secret dialog box appears.

Shared Secret dialog box



9 In the text box, enter a secret word or phrase that will be known only to you and the other members in your group. You will need to share the secret word or phrase with the other group members. The secret word or phrase is used to make the transmission of file changes more secure so that ESP can verify any incoming file changes were actually sent by a group member.

Note. If your shared secret does not match the shared secret of other group members, you will get a security error when you receive file changes from them. So if you choose to use a shared secret word or phrase for improved security, be sure that all group members set the **exact** same shared secret word or phrase. The secret word or phrase is case-sensitive.

10 When finished, click **OK**.

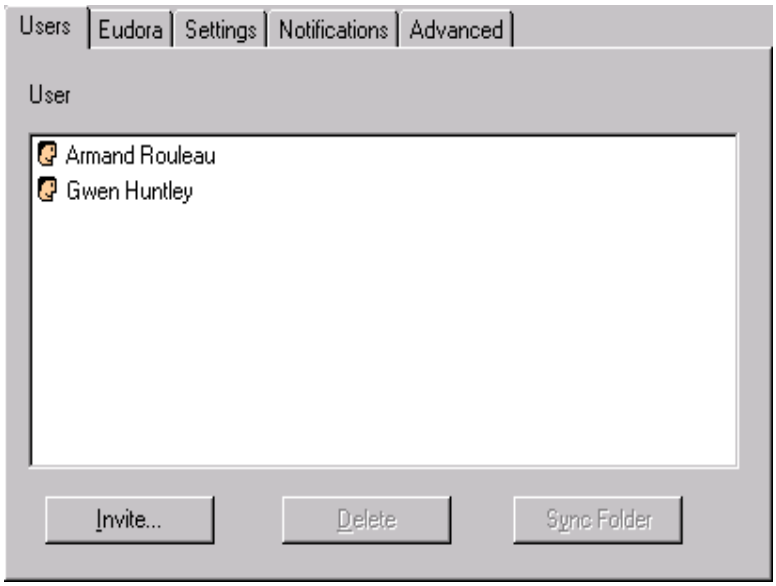
Maintaining ESP Group Members

In the User dialog box in the Groups window, you can maintain your group members by deleting them from the group, inviting new members, or by syncing the selected member's shared folder.

To maintain group members, do the following:

1. From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.
2. In the left column, choose the group whose users you wish to maintain.
3. Choose the **Users** tab. The Users dialog box appears, and a list of members of the selected group appears.

User dialog box



In this dialog box, you can do all of the following:

- **Invite**—To invite a new ESP member to join the group, click **Invite**. See "Inviting Members to Join Your Group" on page 259.
- **Delete**—To delete group members, choose the member's name and click **Delete**.You should use this function to delete invalid members. To preserve group participation and communication, use the **Delete** function sparingly. In most situations, the departing group member uses the **Leave** function to notify all group members of the departure from the group. The **Delete** function bypasses this process.
- **Sync Folder**—To send the entire contents of your shared folder to another group member, choose the member's name and click **Sync Folder**.

Note. ESP updates email addresses when you change the email address for a personality. When saved in the ESP Group window, ESP asks you if you want to update both your ESP's information and other members' information or just update your ESP information. If you choose both, an email message is sent to all group members and automatically updates your changed email address.

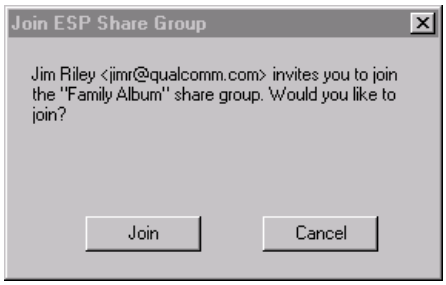
Joining an ESP Group

ESP manages group membership through a shared mailing list, allowing group members to share files and messages. ESP creates the mailing list through a series of processes, called invitations, ensuring that each member of the group has explicit knowledge of group membership by acknowledging and approving each new member.

To join an existing group, do the following:

1. Wait for an email message from one of the group members inviting you to join their group. The Join ESP Share Group dialog box automatically appears after Eudora is done receiving the email message.

   Join ESP Share Group

2. To join the group, click **Join**. If you don't want to join, click **Cancel**.

ESP prompts you to join the group by opening the New Group Wizard. Choose a folder to store your copies of the shared documents and a mailbox to receive messages associated with the group. See "Creating an ESP Group" on page 255 for details.

ESP processes the invitation, adds you as a member of the group, and sends an RSVP message to the member who invited you to join. When the inviter's copy of ESP receives your acceptance, you'll be sent a membership update message which will add the other group members to your list.

Note. Until you receive an introduction from another group member, ESP doesn't associate those members with you as part of the group.

When all introduction messages are received and answered, you are a member of the group.

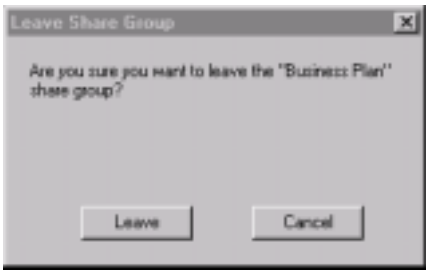
Leaving an ESP Group

When you want to leave a group, ESP removes the group from your list of available groups and sends a message to the other group members asking them to remove you from the group.

To leave a group, do the following:

1. From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.
2. In the left column, choose the name of the group you want to leave.
3. Click **Leave** (located at the bottom of the Groups window). The Leave Share Group dialog box opens.

Leave Share Group dialog box



4 In the Leave Group dialog box, click **Leave**.

ESP creates a message to other group members announcing your departure from the group. This message's attachment deletes you from other group members' membership lists.

Until you save changes to the ESP Groups window, you can cancel your departure from the group. Just choose the share group that you had planned to leave and click **Rejoin**, which is what the *Leave* button will be renamed when you chose this group.

If you're sure you want to leave the group, then save changes to the ESP Groups window by either closing the window and choosing **Save** in the displayed dialog box or by choosing **Save** from the File menu. ESP will send a message to other group members announcing your departure from the group.

Working with Shared Folders

Use the shared folder like any folder in Windows by adding, modifying, or deleting files as needed.

To open the shared folder, do the following:

1 From the **Tools** menu, choose **ESP Groups**.

2 In the left column, choose the name of the group you want to open and click **Open Folder**. The Save Changes dialog box opens if you have any unsaved changes to the shared folder. If not, the shared folder opens, allowing you to access its files.

ESP periodically scans the folder for changes, according to your settings, and sends the updated files to other group members.

To update the shared folder of another group member manually, choose the member from the Users dialog box and click **Sync Folder**. This sends the entire contents of the shared folder to the selected member.

As ESP receives periodic changes to the shared folder from other users, it incorporates the changes according to the settings you chose for the group (for example, with or without notification, and with or without archiving).

Changing ESP Group Information

ESP allows you to change the configuration of a share group to meet the changing needs of its members. The same tabs (User, Eudora, Settings, Notifications, and Advanced) you used to create a share group and configure its attributes can be used to change those of an existing group.

To make changes to an existing share group, do the following:

1. From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.
2. In the left column, choose the group you wish to change.
3. Click any of the tabs and make your changes in their respective dialog boxes.
4. When finished, click **OK**.

Configuring Global ESP Settings

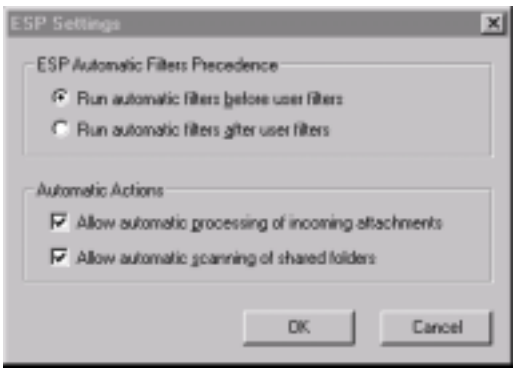
You can control the type of messages received by the shared folder through the use of filters and automatic processing actions.

Note. It is recommended that you retain the default settings.

To configure your group settings, do the following:

1. From the **Tools** menu, choose **ESP Groups**. The ESP Groups window appears.
2. Click **Settings** (located a the bottom of the Groups window). The Group Setting dialog box appears.

   Group settings dialog box



3. In the *ESP Automatic Filters Precedence* area, choose **Run automatic filters before user filters** or the **Run automatic filters after user filters**. Depending on which option you activate, ESP filters incoming messages into the shared folder either before or after your own filters take effect. To run the automatic ESP filters before your personal filters is the default.
4. In the *Automatic Actions* area, check the **Allow automatic processing of incoming attachments** box if you want the shared folder updated automatically with email message attachments as specified in the *Settings* dialog box. The default is to automatically process incoming attachments.

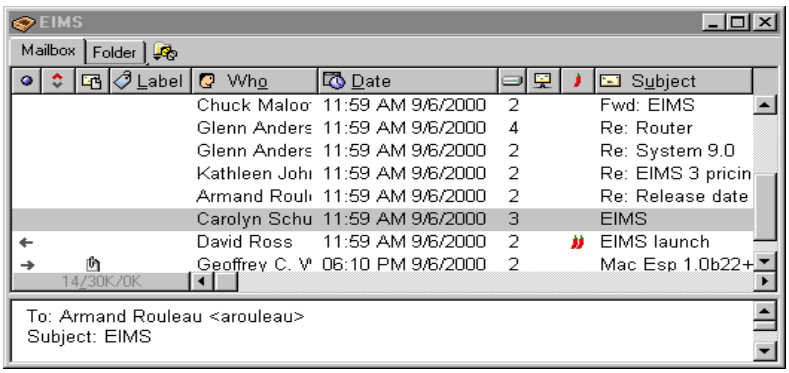
5 If you want your shared folders scanned automatically at the frequency you specified in the Settings dialog box, check the **Allow automatic scanning of shared folders** box. The system default is to allow automatic shared folder scanning.

Using the ESP Mailbox and Folder

When you create or choose a mailbox for the ESP group, two tabs appear in the window as well as an icon. One contains all the messages in the mailbox, and other contains the shared folder and its files. The icon displays the ESP menu.

Following is an example of an ESP mailbox.

Sample ESP mailbox window



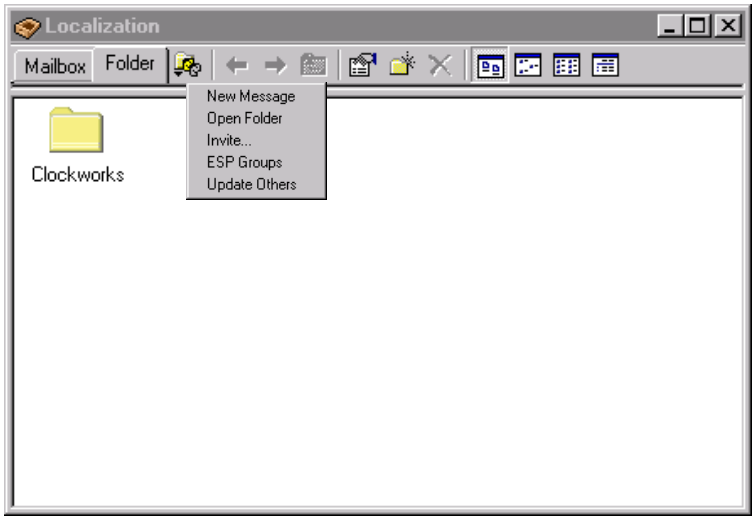
When you click the **Mailbox** tab, messages associated with this group appear. While in the ESP mailbox, you can perform all the tasks and functions as in any other Eudora mailbox.

When you click the **Folder** tab, a browser window appears containing the shared folder and its files.

When you click , the ESP menu appears. From this menu, you can choose to perform for the group.

Following is an example of an ESP Folder displaying the ESP menu.

Sample ESP Folder window and ESP menu



To display the ESP menu, click . Following are the descriptions of the options on the ESP menu:

New Message—Opens a new composition window addressed to the group for you to type a message.

Open Folder—Opens your shared folder in a new window.

Invite—Invites a new member or members to join the group. See “Inviting Members to Join Your Group” on page 259.

ESP Groups—Opens the ESP Groups window.

Update Others—Updates the files in other members’ shared folders.

The file management icons are described below:

	Displays one page back
	Displays one page forward
	Moves up one directory level
	Displays the properties for the selected file
	Deletes the selected file
	Displays files with large icons

Displays files with small icons

Displays files in a list format

Displays file detail

Using Modifiers and Shortcuts

Eudora Modifiers

Many operations in Eudora can be implemented by holding down one or more “modifier” keys. Eudora uses the Shift, Ctrl, and Alt keys as modifiers. Keys you need to press are displayed between brackets ([ ]).

[Shift] + Check Mail—Displays the *Mail Transfer Options* dialog to define the interaction with your POP account.

[Shift] + Queue/Send—Opens the *Change Queueing* dialog.

[Shift] + Insert Recipient—Inserts the address(es) instead of the nickname.

[Shift] + [Ctrl] + ,—Expands the nicknames in the current field to their real addresses (the cursor must be in the appropriate field).

[Shift] + Finish Address Book Entry—Finishes the Address Book entry with the address(es) instead of the nickname.

[Shift] + Sort command—Sorts in descending order.

[Shift] + Transfer—Puts a copy of the current message in the selected mailbox and leave the original where it is.

[Shift] + Wrap Selection—Removes the carriage returns from the selected text (unwrap).

[Shift] + Save—Saves changes to all open windows.

[Shift] + Close—Closes all open windows.

[Shift] + Exit—Sets all open windows to open again when Eudora is next started.

[Shift] + Check Spelling—Performs an “inline” spelling check of the entire message or selected text. Misspelled words are highlighted in red double-underline. Right-click on a highlighted word and select the correct spelling from suggestions on a drop-down list.

[Shift] + [Space]—Switches the status of the open incoming message, or one or more selected incoming messages, from “read” to “unread” or from “unread” to “read.”

[Ctrl] + [Space]—Resets the current or selected text in the message body of a composition window to the default character formatting.

[Ctrl] + Drag window or toolbar—Temporarily suspends docking while dragging a dockable window or the main toolbar.

[Alt] + Drag toolbar button—Moves the button on the toolbar.

Eudora Shortcuts

The shortcuts for Eudora functions are as follows:

[Ctrl] + 0	Opens Out mailbox
[Ctrl] + 1	Opens In mailbox
[Ctrl] + 6	Checks spelling
[Ctrl] + ’	Pastes as quotation
[Ctrl] + >	Adds one level of quotes
[Ctrl] + .	Removes one level of quotes
[Ctrl] + ;	Finds next
[Ctrl] + ,	Finishes address book entry (nickname)
[Ctrl] + A	Selects all
[Ctrl] + B	Makes text bold
[Ctrl] + C	Copies to clipboard
[Ctrl] + D	Deletes
[Ctrl] + E	Sends immediately or Queues for delivery
[Ctrl] + F	Opens *Find Messages* window
[Ctrl] + [Shift] + F	Opens *Find Text* dialog box
[Ctrl] + H	Attaches document
[Ctrl] + I	Makes text italic
[Ctrl] + J	Filters messages
[Ctrl] + K	Makes address book entry (nickname)
[Ctrl] + L	Opens Address Book
[Ctrl] + M	Checks mail
[Ctrl] + N	Opens a new message
[Ctrl] + O	Opens file
[Ctrl] + P	Prints
[Ctrl] + Q	Exits (quits) Eudora
[Ctrl] + R	Replies to the message
[Ctrl] + [Shift] + R	Replies to all
[Ctrl] + S	Saves current window
[Ctrl] + T	Sends queued messages

[Ctrl] + U	Underlines text
[Ctrl] + V	Pastes from clipboard
[Ctrl] + W	Closes window
[Ctrl] + X	Cuts to clipboard
[Ctrl] + Y	Opens Directory Services
[Ctrl] + Z	Undo
[Ctrl] + [tab]	Switches between opened mailboxes and messages
[Shift] + F4	Tiles windows horizontally
[Shift] + F5	Cascades Windows
[Shift] + F10	Opens right-click drop-down menu for selected item
[Shift] + [Space]	Toggles current message status between *Read* and *Unread*
[Alt] + A	Jumps to *Attached* line in Composition window; Sorts by Attachments in Table of Contents
[Alt] + B	Jumps to *Bcc* line in Composition window
[Alt] + C	Jumps to *Cc* line in Composition window
[Alt] + D	Sorts by *Date* in table of contents window
[Alt] + [Shift] + D	Sorts by reverse *Date* in table of contents window
[Alt] + E	Opens the Edit Menu
[Alt] + F	Opens the File Menu
[Alt] + H	Opens the Help Menu
[Alt] + K	Sorts by size in table of contents window
[Alt] + [Shift] + K	Sorts by size reversed in table of contents window
[Alt] + L	Sorts by Labels column in table of contents window
[Alt] + [Shift] + L	Sorts by Labels column reversed in table of contents window
[Alt] + M	Opens the Message Menu
[Alt] + O	Jumps to the *To* line in Composition window; sorts by *Who* column in table of contents window
[Alt] + [Shift] + O	Sorts by *Who* column reversed in table of contents window
[Alt] + R	Opens the Transfer Menu; Jumps to *From* line in Composition window
[Alt] + S	Opens the Special Menu
[Alt] + T	Opens the Tools Menu
[Alt] + U	Jumps to Subject line in Composition window

[Alt] + V	Sorts by server status in table of contents window
[Alt] + [Shift] + V	Sorts by reversed server status in table of contents window
[Alt] + W	Opens the Window Menu
[Alt] + X	Opens the Mailbox Menu
Arrows	Moves from one message to another in a mailbox (depends on your settings in Miscellaneous Options).
[Enter]	Selects the outlined button in any dialog, alert, or window; opens the selected messages or open/edit the selected item(s); or opens the attachment on the cursor line.
[Space]	Opens a selected message summary or close the current message. For long messages, scrolls the message down one page.
[Esc]	Stops any operation currently in progress.
[Delete]	Deletes the selected text or item.
F1	Displays help and context-sensitive help.
F2	Renames the selected item in a tool window (e.g., the Mailboxes window or the Address Book).
F3	Finds again.
[Alt] + F3	Enters the selected text in the Find window.
F5	Refreshes the view in the File Browser window.
F6	Toggles between the two halves of any split window (in composition windows, the Address Book, the Filters window, and, when the preview pane appears, mailbox windows).
[Ctrl] + [Alt] + F6	Sends the topmost window to the back of all displayed windows.
F7	Shows or hides one half of a split window (current window only): in composition windows, shows/hides the message header; in mailbox windows, shows/hides the message preview pane (if it is set to display).
[Home]	Scrolls to the beginning of the mailbox window or to the beginning of the line in a message.
[End]	Scrolls to the end of the mailbox window or to the end of the line in a message.
[Page Up] [Page Down]	Scrolls up or down through the window.

General Reference

Right Mouse Button

The commands that are available from the right mouse button are generally the same as those on the main menu and toolbar; the right mouse button simply offers another access method.

To use the right mouse button commands, position the mouse pointer over a Eudora window and click the right mouse button (called a *right-click*), then select a command from the popup menu that appears. The contents of the popup menu vary depending on which window you are in and what tasks you might need to perform while in that window.

Right-click in an open incoming message and select View Source (if available) from the popup menu to view the formatting of the HTML text in a text file. Right-click in the message and select Send to Browser (if available) to view the HTML message in your Web browser.

If you want to turn the main toolbar or the status bar on or off in the main Eudora window, right-click on the gray area of the toolbar or status bar and select the item you want to show or hide: Toolbar or Status Bar.

If you have Eudora minimized as a button on the Windows 95/98/NT 4.x Taskbar, you can check for new mail without maximizing the Taskbar button. To do so, place the mouse pointer over the Eudora Taskbar button, click the right mouse button, and select Check Mail.

Mail Storage

When you install Eudora, it creates a number of files and directories within the assigned directory. In addition, Eudora creates additional files and directories as needed for mailboxes, signatures, stationery, nicknames (Address Books), and other functions. The major Eudora files and directories are described.

EudPriv/Ads/AdCache Directory

All ad files downloaded to Eudora are kept in this directory.

Attach Directory

Incoming attachments are saved in the Attach directory until you specify another directory using the Attachment directory button in the Attachment Options (Tools:Options:Attachments). See the Eudora User Manual section “Receiving Attachments” for more details.

DirectoryServices Directory

Eudora uses the DirectoryServices directory to store the dll files for the Directory Services protocols that you use in the Directory Services window. See the Eudora User Manual section “Using Directory Services” for more details on these protocols.

Embedded Directory

Eudora uses the Embedded directory to store JPEG image files that you insert into the body of outgoing messages using the Insert Picture... command under the Edit menu. Eudora deletes these files from this directory when the messages containing the images are emptied from the Trash mailbox. See the Eudora User Manual section “Inserting Objects in Message Text” for more details.

Filters Directory

Filters are saved in the Filters directory. See the Eudora User Manual section “Filtering Messages” for more details on creating and using filters.

Imap Directory

Eudora uses the Imap directory to store your IMAP mailboxes and messages.

Nickname Directory (Address Books)

Address Book entries are saved in the Nickname directory, in the default Eudora Nicknames file. If you have created additional Address Book files, they are kept under their own name in the Nickname directory. See the Eudora User Manual section “Using the Address Book and Quick Recipient List” for more details on creating and using Address Book files and Address Book entries (nicknames).

Plugins Directory

The EMSAPI plug-ins are kept in the Plugins directory. See the section “Plug-ins (Extended Messaging Services)” on page 280 for more information.

Sigs Directory

The Standard and additional signature files are kept in the Sigs directory. These files are stored with the .txt extension. See the Eudora User Manual sections “Using a Signature” and “Signature Window” for more details on creating and using signatures.

Stationery Directory

Your stationery files are kept in the Stationery directory. Stationery files are stored with the .sta extension. See “Using Stationery (Sponsored and Paid modes only)” on page 76 and “Stationery Window” on page 76 for more details on how to create and use stationery files.

descmap.pce

Mappings between mailbox names and file names are stored in the descmap.pce file.

Eudora.cnt, Eudora.hlp

The Eudora.cnt and Eudora.hlp files contain, respectively, the table of contents information and the help text for Eudora’s online help topics, accessed when you select Topics from the Help menu. These two files must be kept in the same directory.

Eudora.exe

Eudora.exe is the Eudora application executable file. You may find it convenient to keep a shortcut of this file on your Windows desktop: double-click on the shortcut icon to open Eudora.

Eudora.ini

Your Options information is saved in the Eudora.ini file, along with other information. For more information, see the “EUDORA.INI Settings File” topic in the Help Topics dialog of the online help (Contents tab), accessed by selecting Topics from the Help menu. Also see “Setting Eudora Preferences” on page 211.

eudora.log, eudorlog.old

Eudora can keep records of all mail transfers. These records are kept in the eudora.log and eudorlog.old files. The eudorlog.old file is overwritten and a new eudora.log file is created when the eudora.log file reaches its approximately 100K maximum size. To enable logging, set the LogLevel entry in the [Debug] section of the Eudora.ini file. For more information, see the [Debug] section of the “EUDORA.INI Settings File” online help, accessed by selecting Topics from the Help menu.

filters.pce

Names and extensions for Eudora filters are saved in the filters.pce file.

finger.ini, LDAPInit.ini, ph.ini

The finger.ini, LDAPInit.ini, and ph.ini files are used to store settings information for the Finger, LDAP, and Ph protocols used in the Directory Services window.

in.mbx, out.mbx, trash.mbx

These files hold your mail. You’ll see files like these for every mailbox you create.

> **Note.** These files are in UNIX mail format.
>
> Mail folders that you create are stored as directories with the .fol extension. Mail folders contain mailboxes and other mail folders.

in.toc, out.toc, trash.toc

These files are the tables of contents for your mailboxes. They make it much faster for Eudora to access your mail. You’ll see files like these for every mailbox you create.

lmos.dat

This file contains information about the messages on your mail server. (lmos = leave mail on server.)

nndbase.toc

This file is the table of contents for your nicknames. Extra nickname files are stored in the Nickname directory (see above).

nndbase.txt

Your nicknames are saved in the nndbase.txt file. Note that this file contains the nicknames only, while the files in the Nickname directory (see above) contain the full data for each Address Book entry—which includes the nickname and more.

Readme.txt

This file contains the Eudora Readme, a text file that contains important, release-current information and instructions that might not be included in the Eudora User Manual, the Eudora Quick Start Guide, or the Eudora Online Help.

***.tlx, *.clx**

Dictionary information is stored in the .tlx and .clx files.

Plug-ins (Extended Messaging Services)

Plug-ins are special add-ons that can be installed to add features to Eudora. For example, you could use a language conversion plug-in to translate a message to another language, a security plug-in to automatically secure a message, or a text manipulation plug-in to change lowercase to uppercase. Plug-ins interface to Eudora using the Extended Messaging Services Application Programming Interface (EMSAPI).

To make plug-ins available to Eudora, put them in the **Plugins** directory in your Eudora directory, then restart Eudora. Depending on the plug-in type, it will be available in Eudora in the following ways:

- The Message Plug-ins submenu (under the Edit menu) typically includes plug-ins that are used to modify the text of a message. These are referred to as on-request plug-ins. Some samples of these types of plug-ins are available with Eudora: Sort, UpperLower, and Unwrap.
- Icons in the message window are typically for plug-ins that are used to manipulate messages as they are sent or when they are received. These are referred to as on-transmission and on-display plug-ins.
- The Tools menu typically includes plug-ins that are used to do tasks that are not directly related to Eudora functions. These are referred to as tools plug-ins.
- The Attach submenu (under the Message menu) typically includes plug-ins that are used to create and attach particular files to a message. These are referred to as attachment plug-ins. (Example: QUALCOMM's PureVoice voice-messaging plug-in, for recording and attaching voice messages to your outgoing messages.)
- Plug-ins that are automatically used when a message is received are not available through the user interface. These are referred to as on-arrival plug-ins.

To see all of your currently installed plug-ins, select Message Plug-ins Settings... from the Special menu. The Installed Message Plug-ins dialog appears. If an installed plug-in has any settings options, you can use the Settings... button to change them. For information about available plug-ins, send e-mail to <`eudora-rep@eudora.com`> or visit the World Wide Web site <`http://www.eudora.com`>.

The Messaging Application Program Interface (MAPI)

MAPI is an interface that lets you send email messages from any MAPI-compatible application, such as your Web browser, word processor, spreadsheet, graphics application, etc.

MAPI-compatible applications have a Send or Send Mail option in the File menu. When you select the option, the Eudora MAPI server displays a new outgoing message with your current document attached. All you need to do is address the message, type any details you want to include in the body of the message, and click Send or Queue.

To run the Eudora MAPI server, set the options in the MAPI category of the Eudora Options windows. To display the MAPI Options, select Options... from the Tools menu and click on the MAPI category. See “MAPI Technical Report” on page 284.

You have several options in the MAPI Options dialog for loading the Eudora MAPI server. You can set it to always run or to run only when Eudora is running, or you can specify that it never run. These three options open or exit the server as soon as you select them.

Note. When you are running the Eudora MAPI server, Microsoft Exchange will not work. If you need to use Exchange, turn off the Eudora MAPI server.

You also have several options for saving or deleting MAPI attachments. When you use MAPI to attach a file and send a message, that file is immediately copied into the Attach directory (or a directory you have specified). You can use the MAPI options to save those copies (never delete them), or to delete them after sending their corresponding messages, or to delete them when their corresponding messages are emptied from the Trash.

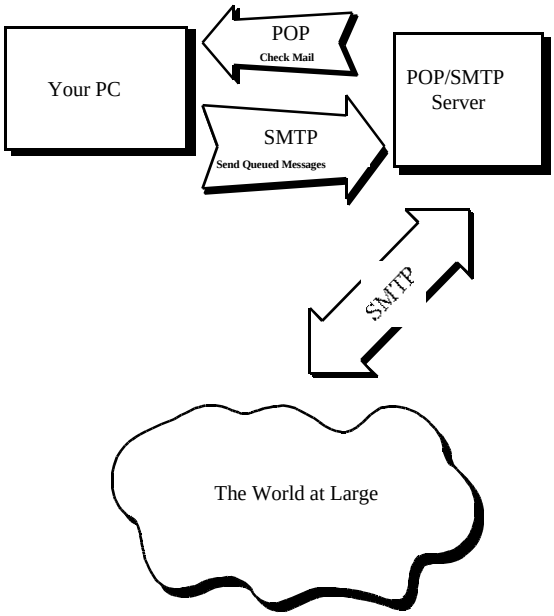
Last, you have an option to send a single MAPI text file attachment (TXT and HTML files only) as an inline attachment — text in the body of the Eudora message — rather than as a “rider,” or normal attachment, to the message. So, for example, you can pass a Web page from your Web browser directly into the body of a Eudora message, for your recipients to read right in the message itself: they don’t have to open an attachment.

Mail Transport

Introduction

Eudora uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing mail to your SMTP server machine, which in turn uses SMTP to send your mail to the world at large. Mail from the world at large arrives on your incoming Post Office Protocol (POP) or Internet Message Access Protocol (IMAP) mail server, where it waits for Eudora to pick it up with either POP version 3 or IMAP version 4. The mail Eudora sends and receives is constructed in accordance with RFC 822 and RFC 2045 (MIME).

Eudora mail transport overview, POP (similar for IMAP)



Outgoing Mail

When you send an email message to someone, Eudora uses SMTP to send the mail to your local SMTP server computer. That computer then sends the mail to your addressee's computer, also (usually) by means of the SMTP protocol.

Why doesn't Eudora talk directly to your addressee's computer? For one thing, it would take a lot longer for your mail to leave your computer because your computer would have to call up each addressee's computer and deliver your mail. For another, some computers are "hard to find"; it's much better to let another computer "hunt" for your addressee than to make your computer do it. Finally, sometimes your addressee's computer won't be available when you want to send mail. The SMTP server handles this by holding your mail until the other computer is ready to accept it, eliminating the inconvenience of having unsent messages hanging around on your computer.

Incoming Mail

When somebody sends you mail, other computers use the SMTP protocol to deliver the mail to your POP or IMAP server. Your POP or IMAP server puts mail in your “mail drop,” where it stays until the Eudora program picks it up. When you check your mail, Eudora uses POP version 3 or IMAP version 4 to pick up your mail and move it to your computer.

Why doesn’t Eudora use SMTP to receive your mail? SMTP works best when the computers it knows about are always ready for mail. Unless you wanted to run Eudora 24 hours per day, seven days a week, SMTP wouldn’t work very well for you. It also doesn’t work well in lab environments, where you might use any number of different computers.

More Information

If you want to know more about the Internet in general, consult the book *Internetworking with TCP/IP,* by Douglas Comer, 1988, Prentice-Hall ISBN 0-13-470154-2 025.

If you want to know more about SMTP, RFC 822, POP version 3, MIME, and IMAP, the official standards are:

RFC 821, “Simple Mail Transfer Protocol” by Jonathan B. Postel

RFC 822, “Standard for the Format of Internet Text Messages” by Dave Crocker

RFC 1939, “Post Office Protocol, Version 3” by Marshall Rose

RFC 2045, “Multipurpose Internet Mail Extensions” by Ned Freed and Nathaniel Borenstein

RFC 2060, “Internet Message Access Protocol, Version 4 Rev 1” by Mark Crispin

You can find the RFCs by anonymous ftp to **ds.internic.net**, in the **rfc** directory. Or, in your Web browser, go to `<http://ds.internic.net/ds/dspg1intdoc.html>`. See *Internetworking with TCP/IP* for details.

MAPI Technical Report

Where to Get More Information on MAPI

For more information, supplementary to this technical report, visit our online MAPI FAQ at the web site **<http://www.eudora.com/developers>**.

What Does MAPI Do?

Eudora's MAPI support allows users to quickly attach documents to email messages directly from the application that created the document. Without MAPI, users must first save the document, remember what folder the document is in, switch to Eudora, and then remember to manually attach the document to the outgoing message.

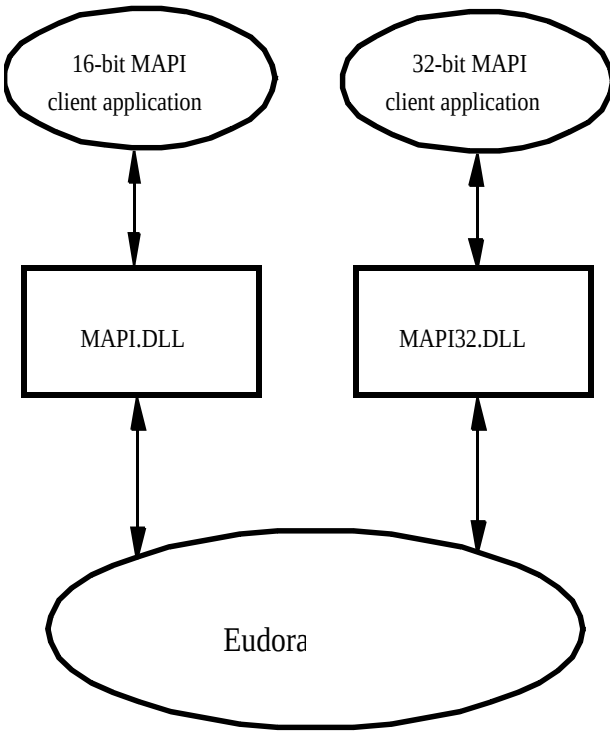
MAPI streamlines this process dramatically. To email the current, open document from your word processor, select the Send command from your word processor's File menu. This automatically activates Eudora and attaches a snapshot of the open document to a new composition message.

The MAPI system standardizes how messages are handled by client applications so that each client application does not have to have custom code for each target messaging application. MAPI accomplishes this by providing a standard *application program interface* used by all MAPI-enabled client applications.

An additional MAPI feature supported by Microsoft Office applications is the ability to add a "routing slip" to a Word, Excel, or PowerPoint document. This routing slip contains a list of email recipients obtained from the MAPI subsystem. Once a document has an embedded routing slip, then it can be semi-automatically routed as an attachment via email to all recipients listed in the routing slip. Once the routing is complete, the annotated document is returned back to the original sender.

MAPI Overview

Let's start with a picture:



A MAPI *client application* is any 16-bit or 32-bit Windows application that knows how to access the standard MAPI messaging functions in a library known as a DLL (Dynamic Link Library). The functions in the MAPI DLL allow a MAPI client application to transparently and generically access a MAPI *service provider*. A MAPI service provider is the application that handles the receipt, transmission, and storage of messages. Examples of MAPI client applications ("front-ends") include Microsoft Word and Microsoft Excel. Examples of MAPI service providers ("back-ends") include Microsoft Exchange and Microsoft Fax.

All 16-bit client applications use the 16-bit MAPI.DLL and all 32-bit client applications use the 32-bit MAPI32.DLL. The MAPI and MAPI32 DLLs are "twins" which contain the same list of MAPI functions—they are parallel implementations of the 16-bit and 32-bit MAPI functions. These DLLs are provided by Microsoft as standard components of Windows 95/98 and Windows NT. The MAPI DLLs are normally installed in the Windows 95/98 SYSTEM directory (SYSTEM32 for Windows NT).

When a MAPI client application wishes to send a document, it simply loads the appropriate MAPI library (DLL) and calls the defined MAPI functions. The MAPI DLL takes care of routing the messaging and authentication requests to the appropriate MAPI service provider application, displaying the address book user interface, and returning address book and messaging data to the MAPI client application. The MAPI DLL also provides an optional user interface for user authentication. For example, the user may need to supply

a user name and password to the mail system in order to “log on” to the mail system. (The Eudora implementation of MAPI does not implement authentication since Eudora itself requires authentication to access the POP3 and IMAP4 servers.)

Eudora Implementation of MAPI

Eudora implements a subset of the full MAPI library by providing two “replacement DLLs” for the standard Microsoft MAPI DLLs. The Eudora EUMAPI.DLL is a replacement for the 16-bit Microsoft MAPI.DLL and the Eudora EUMAPI32.DLL is a replacement for the 32-bit Microsoft MAPI32.DLL. The Eudora MAPI DLLs must be located in the same directory as the Eudora program.

The Eudora MAPI DLLs implement the standard *Simple MAPI* functions detailed in the MAPI specification. The MAPI specification also defines *Extended MAPI* functions, however, the Eudora MAPI DLLs implement only the Simple MAPI subset.

Note. The Eudora MAPI implementation requires all MAPI client applications to use only the Simple MAPI functions supported by the Eudora MAPI DLLs.

MAPI client applications which use only the basic Simple MAPI calls will generally not be able to tell the difference between the Eudora MAPI DLL functions and the Microsoft MAPI DLL functions.

It is important to understand that MAPI client applications load the MAPI DLL libraries at runtime whenever they need to access the MAPI functions. Each client application expects to find either the 16-bit MAPI.DLL file or the 32-bit MAPI32.DLL file in a common, application-independent location (generally the Windows SYSTEM directory). Therefore, it is not sufficient to copy the EUMAPI.DLL and EUMAPI32.DLL Eudora DLL files into the Windows SYSTEM directory alongside the standard Microsoft MAPI.DLL and MAPI32.DLL files. For client applications to find the Eudora MAPI DLLs, the DLL files *must* be named MAPI.DLL and MAPI32.DLL. This creates a conflict since most Windows installations will have the MAPI.DLL and MAPI32.DLL files preinstalled in the Windows SYSTEM directory to support Microsoft Exchange.

Note. Eudora is able to swap the Eudora EUMAPI and EUMAPI32 DLLs with the Microsoft MAPI and MAPI32 DLLs when the user launches Eudora, and is able to unswap the Eudora MAPI DLLs when the user exits Eudora.

This approach gives the user the most flexibility and preserves the user’s ability to use Microsoft Exchange and/or Microsoft Fax when Eudora is not running. If we “permanently” install the Eudora MAPI DLLs over the existing Microsoft MAPI DLLs, then applications (such as the Microsoft Fax service bundled with Microsoft Exchange) which rely on the Microsoft MAPI DLLs will no longer work. This is clearly unacceptable for users who need to use MAPI for both Microsoft Exchange and Eudora.

Eudora MAPI Startup Procedure

When launched, Eudora runs the following “swap” procedure when the user has selected either the “Always” or the “When Eudora is running” MAPI Server option in Eudora (see “MAPI Technical Report” on page 284 for more information;)

1. Check to see whether or not the Eudora MAPI DLLs are already installed in the Windows SYSTEM directory. If so, then you are finished.
2. Check for existing Microsoft MAPI.DLL and MAPI32.DLL files. If found, rename MAPI.DLL to MAPI.000 and rename MAPI32.DLL to MAPI32.000. (If a MAPI.000 file already exists, then Eudora uses MAPI.001, MAPI.002 etc.)
3. Copy the EUMAPI.DLL and EUMAPI32.DLL files from the Eudora program directory to the Windows SYSTEM directory as MAPI.DLL and MAPI32.DLL, respectively.

Eudora MAPI Shutdown Procedure

When shutdown, Eudora runs the following “unswap” procedure when the user selects either the “When Eudora is running” or “Never” MAPI Server option in Eudora (see “MAPI Technical Report” on page 284).

1. Check to see whether or not the Eudora MAPI DLLs are already installed in the Windows SYSTEM directory. If not, then you are finished.
2. Delete the Eudora MAPI.DLL and MAPI32.DLL files.
3. Rename the MAPI.000 and MAPI32.000 files, if any, to MAPI.DLL and MAPI32.DLL, respectively. (If a MAPI.001, MAPI.002, etc. file exists, then Eudora renames the one with the highest number.)

Eudora DLL Swapping Restrictions

It is important to note that there are several restrictions with the above Eudora swap and unswap procedures: The Eudora swap and unswap procedures can only run successfully if the MAPI.DLL and MAPI32.DLL are not currently “in use” by one or more MAPI client applications.

When a MAPI client application loads a MAPI or MAPI32 DLL file, Windows “locks” the DLL file while the library is loaded into memory to show that the file is “in use.” Eudora can normally detect that the MAPI.DLL and/or MAPI32.DLL files are “in use.” If Eudora detects that a MAPI or MAPI32 DLL is locked, it displays an error message and skips the swap or unswap procedure.

When Eudora is forced to skip the swap or unswap procedure, this means that the MAPI DLLs are in the wrong “state” with respect to Eudora — that is, 1) the Microsoft MAPI DLLs could be installed even after Eudora starts, or 2) the Eudora MAPI DLLs could be installed even after Eudora shuts down. To prevent this from happening, use the following procedure when using Eudora MAPI:

1. Start Windows.
2. Start Eudora.
3. Start any MAPI client applications.
4. Send attachments to Eudora via the installed Eudora MAPI interface.
5. Shutdown *all* MAPI client applications.
6. Shutdown Eudora.

7 Exit Windows.

Once Eudora's MAPI DLLs get into the wrong "state" with respect to Eudora, you cannot correct the state mismatch until *all* MAPI client applications unload the MAPI DLLs and Windows is able to unlock the DLL file. Since the MAPI DLLs are shared by multiple MAPI client applications, Windows does not unlock the MAPI DLL file until the last MAPI client application is shut down. Therefore, to force all MAPI client applications to unload the DLLs, you must shutdown all MAPI client applications.

Important. When running 16-bit MAPI client applications under Windows NT, then Eudora cannot detect the lock placed on the MAPI DLLs by Windows unless the SHARE program is running. This means that Eudora can inadvertently perform the DLL swap and/or unswap procedures while the MAPI DLL is loaded into memory. This almost always causes Windows to become unstable and can lead to crashes in MAPI client applications as well as in Windows itself.

Note. If you run 16-bit MAPI client applications under Windows NT, then you should always run the SHARE program.

The good news is that Windows 95/98 implements the SHARE functionality without requiring you to explicitly run the SHARE program. By default, Windows NT only implements the SHARE functionality for 32-bit applications. If you are running a 16-bit application under Windows NT, then you must run the SHARE program explicitly.

MIME and Mapping

What Is MIME?

MIME stands for Multipurpose Internet Mail Extensions. MIME serves two major purposes — it allows mail applications to tell one another what sort of data is in mail, and it also provides standard ways for mail applications to encode data so that it can be sent through the Internet mail system.

MIME Encoding

The Internet uses the SMTP protocol to move mail around. SMTP is limited to the US-ASCII character set (see the “Mail Transport” section of this manual). This is a problem for people who speak languages other than American English and so need accented characters or non-American English letters, or for people who want to use special symbols like the bullet.

MIME provides a way around this restriction. It offers two encodings, “quoted-printable” and “base64.” These encodings use US-ASCII character codes to represent any sort of data you like, including special characters or even non-text data.

Quoted-printable is used for data that is mostly text, but has special characters or very long lines. Quoted-printable looks just like regular text, except when a special character is used. The special character is replaced with an “=” and two more characters that represent the character code of the special character. So, a bullet in quoted-printable looks like “=95.”

However, there are some other things that quoted-printable does. For one, since it uses an “=” to mean something special, equals signs must themselves be encoded (as “=3D”). Second, no line in quoted-printable is allowed to be more than 76 characters long. If your mail has a line longer than 76 characters, the quoted-printable encoding will break your line in two, and put an “=” at the end of the first line, to signal to the mail reader at the other end that the two lines are really supposed to be one. Finally, a few mail systems either add or remove spaces from the ends of lines. So, in quoted-printable, any space at the end of a line gets encoded (as “=20”) to protect it from such mail systems.

Let’s try an example. Here’s a passage of text that you might type on your computer:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

Without any encoding, this might show up on your recipient’s screen as:

```
+Il est dimontri, disait-il, que les choses ne peuvent btre autrement;
car tout itant fait pour une fin, tout est nicessairement pour la
meilleure fin.;
```

This corruption happens because SMTP cannot handle the special characters. However, if you and your recipient both have MIME, quoted-printable encoding would be used, and your text would show up properly:

```
«Il est démontré, disait-il, que les choses ne peuvent être autrement;
car tout étant fait pour une fin, tout est nécessairement pour la
meilleure fin.»
```

While your mail was actually in transit, however, it would have looked like:

```
=ABIl est d=E9montr=E9, disait-il, que les choses ne
peuvent =EAtre =autrement; car tout =E9tant fait pour une fin, tout est
n=E9cessairement =
pour la meilleure fin.=BB
```

Base64 encoding is another way to protect binary data from the SMTP mail system. However, Base64 makes no attempt to be legible, and is most appropriate for non-text data.

MIME Labeling

The other important part of MIME is that it lets mailers communicate what kind of data is in a message (or part of a message). The primary mechanism used for this is the Content-Type header:

Content-Type: text/plain; charset=iso-8859-1

A content-type header is divided into three parts; the content type, the content subtype, and the parameters. In this case, the content type is “text,” meaning the message contains mostly legible text. The content subtype is “plain,” which means there aren’t any formatting commands or anything like that embedded in the text. Finally, “charset=iso-8859-1” is a parameter; in this case, it identifies the character set the message uses.

The major content types are:

text, legible text

image pictures and graphics

audiosound

video moving pictures

message, messages, or pieces of messages

multipart,several different kinds of data in a single message

Practical Issues

There are really only two things you sometimes need to do with Eudora and MIME. One is that it may occasionally be necessary to turn off quoted-printable encoding. Another is that you may want to know how to define mappings between computer file extensions, MIME types, and Macintosh types.

Turning Off Quoted-Printable Encoding

Eudora automatically uses quoted-printable encoding if your mail contains special characters. Eudora also uses quoted-printable encoding for attached plain text files. If your recipients don't have MIME, quoted-printable may hurt more than it helps. If that's the case, just turn off the QP button in the message Toolbar when you are sending text files to those recipients.

Mapping Between File Extensions, MIME Types, and Macintosh Types

Since Eudora needs to have the appropriate extensions on attachment filenames in order to open them up from the message, Eudora has the ability to map between file extensions, MIME types and subtypes, and Macintosh creators and types. Messages received by Eudora can grab the MIME type/subtype and/or Macintosh creator/type from an attachment and map that into the correct file extension. Also, on outgoing messages, Eudora can make sure that attachments are encoded with the correct MIME type/subtype and/or Macintosh creator/type depending on the file extension of the attachment being sent.

Eudora knows about some MIME types. However, since new MIME types are being defined all the time, it may be necessary to add to Eudora's knowledge from time to time. Adding new mappings between the various types only requires editing the EUDORA.INI file with a text editor (like the one that comes with Eudora).

There is a section in the EUDORA.INI file labeled [Mappings], followed by some entries, one per line. Each entry is called a map. A map defines when the mapping should occur (which can be "in," "out," or "both"), followed by an equals sign and five parameters. These five parameters are (in order) the computer file extension, the Macintosh creator code, the Macintosh type, the MIME type, and the MIME subtype. Here are some sample entries:

```
[Mappings]
both=gif,,,image,gif
both=mpg,,,video,mpeg
both=doc,MSWD,,,
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=eps,,EPSF,application,postscript
```

A map marked "in" only tries to match the map to messages that you receive. A map marked "out" only tries to match the map to messages that you send. A map marked "both" tries to match the map to both incoming and outgoing messages.

The first map above says that any incoming MIME message that has a part type of "image" and subtype of "gif" will get saved to a file with the extension ".gif." It also specifies that outgoing messages that have an attachment with the file extension ".gif" will get the MIME type of "image" and subtype of "gif" if the encoding method of the message is MIME. The second map is similar to the first map in structure, but uses a different file extension and MIME type and subtype.

You can use map entries to move between computer file extensions and Macintosh creator and type as well. The third map says that if an incoming message has an attachment with the Macintosh creator "MSWD" (which is the Macintosh creator for Microsoft Word) then the file extension of the attachment when saved to disk should be ".doc" (the file extension that Word for Windows uses). Since the map is marked as "both," it will also give attachments with the extension ".doc" on outgoing messages the Macintosh creator of "MSWD" if the encoding method of the message is BinHex.

Note that the Macintosh type from this map is empty. This allows multiple types to be recognized with just one mapping. This is nice for “in” maps because it allows you to cover a range of creator/type pairs with one map. You must be careful in using this type of map with an “out” or “both” mapping, though, because an outgoing attachment that matched this map would have a Macintosh creator, but no Macintosh type. Some Macintosh applications cannot open files with a missing type. Microsoft Word for the Macintosh can open files without a type, so this map is fine being marked “both.”

Microsoft Excel for the Macintosh is an example of a program that can't open a file with an empty type. This is why there are two maps for Excel (the fourth and fifth maps above). The incoming map for Excel is like the one for Microsoft Word, but the outgoing map explicitly defines the Macintosh type.

The last map shows that you can have both Macintosh creator/type and MIME type/subtype in one entry. This map says that if an incoming message has an attachment that is encoded in MIME and has the “application/postscript” type/subtype, or has a BinHex attachment with the Macintosh type of “EPSF,” then the resulting file will have an “.eps”extension. Similarly, if an outgoing message has an attachment with the extension “.eps” and if the MIME encoding is being used for the message, then the attachment will get the “application/postscript” MIME type/subtype. If the message was using the BinHex encoding, then the attachment would get the Macintosh type of “EPSF.”

But what happens if an attachment matches more than one map? Eudora will try and find the best match. For example, if you had the following [Mappings] section:

```
[Mappings]
in=xls,XCEL,,,
in=xlc,XCEL,XLC3,,
```

and you received a message with an attachment that had a Macintosh creator of “XCEL” and a Macintosh type of “XLC3” (a Microsoft Excel Chart), then the file would get an extension of “.xlc” since the first map only matched the Macintosh creator, but the second map matched both the Macintosh creator and type.

Eudora can receive attachments that have both a MIME type/subtype and a Macintosh creator/type. Eudora understands attachments with the MIME type/subtype “application/applefile,” which has Macintosh creator/type information embedded in it. With this type of attachment, Eudora will consider a match with the Macintosh creator/type as a “better” match than a match with the MIME type/subtype.

Finally, if an incoming attachment matches two different maps to the same degree (e.g., both maps have the same MIME type/subtype with different file extensions), then Eudora will use the file extension in the first matching map.

Sources

Anonymous FTP (ftp.eudora.com)

QUALCOMM's Eudora Division has an anonymous FTP server, **ftp.eudora.com**, that has information and software related to Eudora. These are located within the **eudora** directory. Included are POP3, Ph, and password changing servers, the srialpop program, current product information, dialup files, and more. Also look under the directory **eudora/eudorapro/windows/extras**.

Eudora Information

The information in this manual was correct at the time of printing. However, things happen very quickly in the electronic world, meaning that some of this information may already be out of date. For the very latest information about Eudora, send email to **eudora-info@eudora.com**.

Obtaining an Internet Email Server

Post Office Protocol (POP) and Internet Message Access Protocol (IMAP) Servers are available for a variety of platforms. If you would like to run a POP or an IMAP server on your own system, we suggest the following servers:

- **Windows NT** – QUALCOMM's Eudora WorldMail™ Server. WorldMail supports POP3 and IMAP4 as well as LDAP and Ph directory services. Microsoft Windows NT 4.x Server or Workstation is required.
- **Macintosh** – QUALCOMM's Eudora Internet Mail Server™ (EIMS). EIMS supports POP3 as well as Ph directory services. EIMS requires a Macintosh 68030 or higher (Mac IIx, IIcx, SE/30, or better) or a PowerPC®.
- **UNIX** – QUALCOMM's QPopper. QPopper 3.0 is available via anonymous ftp from **ftp.eudora.com**. QPopper versions are available for a number of UNIX systems.
- **VAX/VMS** – VAX/VMS systems may try either the Multinet package from TGV, or IUPOP3, available via anonymous FTP from **ftp.indiana.edu**.

For information on QUALCOMM's family of Internet Email Servers, send e-mail to **<eudora-rep@eudora.com>** or visit the World Wide Web site **<http://www.eudora.com>**.

Ph Server Source Code

A server for the Ph protocol is available via anonymous FTP from **ftp.eudora.com**.

Password Change Server

Three sample UNIX servers for Eudora's **Change Password...** command (on the **Special** menu) are available via anonymous FTP from **ftp.eudora.com**.

Windows Sockets Products

Demos of Windows Sockets 1.1 compliant stacks and applications are available via anonymous ftp from **papa.indstate.edu** in the directory **winsock-l**.

For those with World Wide Web (WWW) browsers, try the following sites. Click the URL to display website.

The Consummate Winsock Applications list: `http://cws.internet.com/`
The Ultimate Collection of Winsock Software: `http://www.tucows.com/`
Stardust Technologies: `http://www.stardust.com/wsdir/`
WinSite: `http://www.winsite.com`

Kerberos

You can get the necessary files and information for setting up Kerberos authentication in Eudora from **ftp.eudora.com** in the directory **eudora/eudorapro/windows/extras/kerberos**. Be sure to read the installation instructions to ensure that Kerberos is set up properly.

To learn more about the Kerberos authentication system, click on the following URL to display website. `http://web.mit.edu/kerberos/www`

Spelling Dictionaries

There are additional spelling dictionaries that are compatible with Eudora's built-in spelling checker. They are available via anonymous ftp from **ftp.eudora.com** in the directory **eudora/eudorapro/windows/extras/dictionaries**. To configure Eudora to use these dictionaries, look at the online help (select **Topics** from the **Help** menu) under **EUDORA.INI File**, [**Settings] MainLexfiles**.

Developer Information

If you are a software developer and are interested in how to have your application used or integrated with Eudora, click on the following URL:
`http://www.eudora.qualcomm.com/developers`

Dialup Eudora

Introduction

As of version 4.0, Eudora no longer supports the built-in Serial Dialup (shell) connection method found in previous versions of Eudora. Eudora now requires that you use the Microsoft SLIP/PPP Dialup Networking connection method that is a standard feature of both Windows 95/98 and Windows NT 4.x.

The Microsoft SLIP/PPP Dialup Networking facility offers the following advantages over the retired Eudora Serial Dialup feature:

- TCP/IP running on top of SLIP/PPP is inherently more reliable than a Serial Dialup connection because reliable, end-to-end data transmission is an integral feature of TCP/IP.
- A SLIP/PPP dialup connection is application-independent and supports TCP/IP, IPX, and NetBEUI protocols. Eudora Serial Dialup was not generic and applied specifically to checking and sending mail with Eudora.
- A SLIP/PPP connection supports transmission of binary data, as required by the IMAP4 protocol.
- Microsoft Dialup Networking supports a wider range of modem hardware, and navigation scripts are generally modem-independent.

As with the old Serial Dialup function, Eudora can use Microsoft Dialup Networking to automatically dial your mail server, check and/or send mail, and then automatically hang up the connection.

General Steps

Following are the general steps necessary to set up Microsoft Windows to use Microsoft Dialup Networking. If you have already set up Microsoft Dialup Networking and can successfully connect to your Internet Service Provider, then skip to the section “Configuring Eudora to Auto-Dial the Phonebook Entry” following:

1. **Make sure you have a SLIP/PPP account** – You must arrange for SLIP/PPP account access through your Internet Service Provider. If you can choose between SLIP and PPP, we recommend PPP.
2. **Install your modem** – Configure Microsoft Windows so that it recognizes your modem hardware.
3. **Install networking components** – Configure your MS Windows networking software to include the TCP/IP protocol.
4. **Install Dialup Networking components** – Configure your MS Windows networking software to include the Microsoft Dialup Networking tool and the Remote Access Services.

5 **Define a Phonebook entry** – The Microsoft Dialup Networking tool lets you create multiple “phonebook” entries, one for each of your Internet Service Providers. Configure the Phonebook entry to automatically dial the modem, establish a SLIP/PPP session, and, if applicable, auto-configure your IP address and DNS server address(es).

6 **Configure Eudora to auto-dial** – Eudora can use a Dialup Networking Phonebook Entry to automatically dial your mail server, check and/or send mail, and hang up the connection when the mail transfer is complete.

Configuring Dialup Networking under Windows 95/98

Dialup Networking is an optional component of Windows 95/98. Before configuring Dialup Networking, you should install your modem and make sure the Windows 95/98 networking software includes support for the TCP/IP protocol. Consult your Microsoft documentation for details on installing your modem, configuring the TCP/IP protocol, and installing the Dialup Networking tools.

After you install Dialup Networking, follow these steps to define a new Phonebook entry:

1 Double-click on the **My Computer** icon to open an Explorer window. Then double-click on the **Dialup Networking** icon to open the Dialup Networking folder.

2 Double-click on the **Make New Connection** button to display the Make New Connection Wizard.

3 Enter the name you want to associate with your Internet Service Provider. Also, select your modem in the drop-down list. Then click **Next**.

4 In the edit box, enter the phone number for your Internet Service Provider. Then click **Next**.

5 Click **Finish** on the last page of the New Connection Wizard to complete the creation of the Phonebook entry.

6 In the Dialup Networking folder, right-click on the icon for the Phonebook entry you have just created, and select the **Properties** command.

7 While testing your new Phonebook entry, configure Dialup Networking to display a terminal window after your modem has connected to the remote computer. To do this, click the **Configure…** button to display the modem configuration properties. Select the **Options** tab, then check the **Bring up terminal window after dialing** option. Click **OK** to accept the change.

8 Back in the **Properties** dialog for your Phonebook entry, click the **Server Type…** button to display the **Server Types** dialog. In the **Type of Dial-Up Server** drop-down list, select either **SLIP** or **PPP** as appropriate. Also, uncheck the **NetBEUI** and **IPX** network protocols, but make sure that the **TCP/IP** protocol is checked. Finally, uncheck the **Log on to network** and **Enable software compression** options.

9 In the **Server Types** dialog, click the **TCP/IP Settings…** button to display the **TCP/IP Settings** dialog.

10 If your Internet Service Provider has assigned you a specific (static) IP address, select the **Specify an IP address** option, then enter that address in the field. Otherwise, if your provider assigns IP addresses dynamically via Dynamic Host Configuration Protocol (DHCP), then keep the default **Server assigned IP address** setting.

11 If your Internet Service Provider supports DHCP, then the name server addresses will automatically be configured by DHCP, and you should keep the default **Server assigned name server addresses** setting. Otherwise, select the **Specify name server addresses** option, then enter the server addresses assigned by your Internet Service Provider. Click **OK** to accept the **TCP/IP Settings** changes.

12 Back in the **Server Types** dialog, click **OK** to accept the changes.

13 Back in the **Phonebook Entry Properties** dialog, click **OK** to accept the changes.

14 You should now be back in your **Dialup Networking** folder. Double-click on your new Phonebook entry to dial your Internet Service Provider. Your modem should immediately dial the phone number defined in your Phonebook entry, and Windows 95/98 should prompt you for your username and password.

15 Once your modem negotiates the connection with the remote system, you typically then have to “log in” to that remote system by entering the username and password assigned to you by your Internet Service Provider. Some systems require that you first press **Enter** to display a login prompt, then enter the username and password. In any event, once you are “logged on” (authenticated), some providers automatically start your SLIP or PPP session, while others require that you take an extra step, such as typing **ppp**, to initiate a PPP session. Carefully note the exact steps you must take in order to manually log in and establish a SLIP/PPP session: you will need this information in order to automate the login process, as described in “Defining a Login Script.”

Configuring Dialup Networking using Windows NT 4.x

Dialup Networking is an optional component of Windows NT 4.x. Before configuring Dialup Networking, you should make sure Windows NT recognizes your modem and also make sure your Windows NT networking software includes support for the TCP/IP protocol. Consult your Microsoft documentation for details on installing your modem, configuring the TCP/IP protocol, and installing the Dialup Networking tools. To properly configure TCP/IP, you may need some information from your Internet Service Provider regarding your IP address and your DNS server(s).

After you install Dialup Networking, follow these steps to define a new Phonebook entry:

1 Double-click on the **My Computer** icon to open an Explorer window. Then double-click on the **Dialup Networking** icon to launch the Dialup Networking tool.

2 Click the **New…** button to display the New Phonebook Entry Wizard.

3 Enter the name you want to associate with your Internet Service Provider, then click **Next** to display the Server page.

4 Most Internet Service Providers use a terminal server or a Unix server to support dialup users. Therefore, you should generally check all three boxes to indicate that (1) you are calling the Internet, (2) it is okay to send your plain text password, and (3) the server expects login information. Ask your email administrator or your Internet Service Provider if you are unsure about these settings.

5 Click **Next** to display the Modem or Adapter page.

6 Select your modem from the list, then click **Next** to display the Phone Number page.

7 In the edit box, enter the primary phone number for your Internet Service Provider. If your provider has alternate phone numbers, click the **Alternates…** button and enter the alternate phone numbers. Click **Next** to display the Serial Line Protocol page.

8 Select **PPP** or **SLIP** as appropriate to your Internet Service Provider (most providers now support PPP), then click **Next** to display the Login Script page.

9 When initially testing dialup connections to your Internet Service Provider, we recommend that you select the **Display a terminal window** option. Once you can manually establish a dialup connection, you can then automate the dialup connection with a login script (see “Defining a Login Script” later for details). Click **Next** to display the IP Address page.

10 If your ISP has assigned you a specific (static) IP address, then enter that address in the field. Otherwise, if your provider assigns IP addresses dynamically via DHCP, then keep the default **Server assigned IP address** setting. Click **Next** to display the Name Server Addresses page.

11 If your ISP supports DHCP, then the name server addresses will automatically be configured by DHCP and you should leave the default addresses of **0.0.0.0**. Otherwise, enter the server addresses assigned by your Internet Service Provider. Click **Next** to display the final page of the Phonebook Wizard.

12 Click **Finish** to create your new Phonebook entry.

13 Back in the Dialup Networking tool, select your new Phonebook entry in the drop-down list, then click **Dial** to dial your Internet Service Provider. Your modem should immediately dial the phone number defined in your Phonebook entry.

14 Once your modem negotiates the connection with the remote system, you typically then have to “log in” to that remote system by entering the username and password assigned to you by your Internet Service Provider. Some systems require that you first press **Enter** to display a login prompt, then enter the username and password. In any event, once you are “logged on” (authenticated), some providers automatically start your SLIP or PPP session, while others require that you take an extra step, such as typing **ppp**, to initiate a PPP session. Carefully note the exact steps you must take in order to manually log in and establish a SLIP/PPP session: you will need this information in order to automate the login process, as described in “Defining a Login Script.”

Defining a Login Script

Here is a sample login script for an Annex terminal server:

```
proc main
    transmit "^M"
    waitfor "Annex username:" until 30
    if FALSE == $SUCCESS then
           goto Failure
    endif
    transmit $USERID + "^M"
    waitfor "Annex password:" until 30
    if FALSE == $SUCCESS then
```

```
            goto Failure
        endif
        transmit $PASSWORD + "^M"
        waitfor "Permission granted" until 30
        if FALSE == $SUCCESS then
            goto Failure
        endif
        transmit "ppp" + "^M"

    Failure:
        set screen keyboard on
        halt

    Done:

    endproc
```

Based on your experience with manually connecting to your Internet Service Provider, you may need to change the **Annex username:** and **Annex password:** strings to match the prompts displayed by the machine to which you are connecting. You may or may not need to transmit the **ppp** command after the system accepts your username and password. The Dialup Networking tool automatically replaces the **$USERID** and **$PASSWORD** variables with your Dialup Networking username and password so that you don't expose your username and password in an unencrypted plain text file.

To use this login script, you must first save the file to a known location on your disk. By convention, Dialup Networking script files have an **SCP** file extension.

To use the script under Windows 95/98:

- Launch the Dial-up Scripting Tool found on the **Start:Programs:Accessories** menu.
- Select the Phonebook entry from the **Connections** list box and enter the script filename in the **File name** field.
- Click the **Apply** button to accept your changes.
- Click the **Properties** button to display the properties dialog for your Phonebook entry.
- Click the **Configure** button to display the modem properties dialog. Then select the **Options** tab.
- Uncheck the **Bring up terminal window after dialing** option. Now click **OK** to accept your changes.
- Back in the properties dialog for your Phonebook entry, click **OK** to accept your changes.

To use the script under Windows NT 4.x:

- Open the Dialup Networking tool, and from the dropdown list select the Phonebook entry you want to change.
- Click the **More** button, then select the **Edit entry and modem properties…** item from the button menu.
- In the Edit Phonebook Entry dialog, select the **Script** tab, click the **Run this script** option, and then enter the name of your saved login script.

This script is compatible with both Windows 95/98 and Windows NT 4.x Dialup Networking tools. If the login sequence fails, then the script will halt, leaving you free to attempt a manual login via the popup Dialup Networking terminal window.

Creating a Desktop Phonebook Shortcut

You may find it convenient to create a desktop shortcut to your Phonebook entry, something we recommend.

To create a Phonebook shortcut under Windows 95/98:

1. Open the Dialup Networking folder, then drag a Phonebook icon to your Windows desktop.
2. To rename the shortcut label, select the shortcut icon and press **F2**, or just click on the shortcut label twice, slowly.

To create a Phonebook shortcut under Windows NT 4.x:

1. Open the Dialup Networking tool, click the **More** button, and select the **Create shortcut to entry…** item.
2. Choose a name for the shortcut in the **Save** dialog, then save the shortcut to your Desktop folder.

To test the Dialup Networking connection, double-click on the shortcut icon on your Desktop. Once your Phonebook entry successfully and automatically creates a TCP/IP connection to your Internet Service Provider, you are ready to configure Eudora to automatically dial the Phonebook entry.

Configuring Eudora to Auto-Dial the Phonebook Entry

If you connect to your Internet Service Provider with a modem, you can easily configure Eudora to automatically “dial on demand” using Microsoft Dialup Networking. Eudora only needs a connection to your provider when performing network operations such as checking or sending mail, or when performing a directory services lookup. When Eudora is configured to auto-dial, it automatically hangs up the connection when the network operation is complete.

Before you can configure Eudora to auto-dial, you must create and configure a Microsoft Dialup Networking Phonebook entry to automatically connect to your Internet Service Provider (see the procedures above).

To auto-dial a Dialup Networking Phonebook entry, start Eudora, select **Options...** from the **Tools** menu to display the Options dialog, then click on the **Advanced Network** category. Check the **Automatically dial & hangup this connection** option. In the **Entry** list, select the Phonebook entry you want to dial. In the **Username** edit box, enter the username, if any, that is required to log in to your Internet Service Provider (this is the value that is substituted for the **$USERID** variable in your Dialup Networking script). Check the **Save password** option if you want Eudora to save your Dialup Networking password in the **Eudora.ini** file. If you leave the **Save password** option turned off, then Eudora will prompt you to enter your password each time it auto-dials the Phonebook entry.

To test the auto-dial capability, make sure your modem is *not* already connected, then select the **Check Mail** command from the **File** menu in Eudora. Eudora will automatically dial your Internet Service Provider, log in, establish a TCP/IP connection, transfer any new mail, and automatically hang up when the mail transfer is complete.

Eudora.ini File

EUDORA.INI Settings File

The EUDORA.INI file is where Eudora keeps most of the settings. It is a standard Windows INI file, and may be edited with any text editor.

Note. Since Windows caches information from INI files in memory while the program is running, you should never change the EUDORA.INI file while Eudora is in use. If you need to make a change, first quit Eudora, then edit the file, and then restart Eudora.

The EUDORA.INI file is divided into a number of sections, the following of which appears by default:

- [Settings]
- [Mappings]
- [Window Position]
- [Tool Bar]
- [DirectoryServices]
- [Debug]

Optional Sections

The following sections will appear in the INI file only when the appropriate conditions are met or the appropriate items created:

- [Personalities] This section appears only when you have created alternate email accounts (personalities).
- [Stationery] This section appears only when you have created stationery files.
- [Open Windows] This section appears only when there are windows currently open in Eudora.
- [WazooBars] This section appears only when normal Eudora windows are currently open or minimized on the desktop (and thus buttons appear on the Eudora taskbar, which is what this section controls).
- [Recent File List] This section appears only when files have been opened since the most recent Eudora startup.

Note. We strongly urge that you do not change the values in these optional sections of the INI file, and rather make any changes from the interface. For example, personalities can be created and edited from the Personalities window, and stationery can be created and edited from the Stationery window. Both windows are available from the Tools menu.

The values of the settings in each of these optional sections reflect the current values of the objects or conditions; there are no "default" values per se.

Name and Location of the INI File

The default name is EUDORA.INI and the default location is in the mail directory. But the name and location can be changed.

To specify a different INI file from the EUDORA.INI that is not in the mail directory, add a second parameter to the command line in the Program Item for Eudora, for example:

Command Line: c:\apps\eudora.exe c:\mymail c:\inis\myeudora.ini

To use a different INI file that is in the mail directory:

Command Line: c:\apps\eudora.exe c:\mymail myeudora.ini
Command Line: c:\apps\eudora.exe c:\mymail\myeudora.ini

This is a way to have multiple settings for one set of mailboxes, nicknames, etc. For example, you may have multiple email accounts in which you receive mail, but want to collect mail from all of the accounts in one place. You could set up separate Program Items for each account (each having a different INI file on the command line), and switching between accounts would be as simple as double-clicking on a Program Item.

And for an even more tricky specification, if the first parameter is an INI filename without a path, then the mail directory is searched through the normal process of checking the EUDORA environment variable and then using the executable directory.

Examples:

SET EUDORA=c:\mymail
Command Line: c:\apps\eudora.exe myeudora.ini

will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

SET EUDORA=myeudora.ini
Command Line: c:\apps\eudora.exe

will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

Default INI file

When an entry in the EUDORA.INI file is not found, Eudora will look in the DEUDORA.INI file located in the same directory as the EUDORA.EXE file. The [Mappings] section of the DEUDORA.INI file acts as though it was appended to the end of the [Mappings] section of the EUDORA.INI file.

Examples:

SET EUDORA=c:\mymail

Command Line: c:\apps\eudora.exe myeudora.ini

will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

SET EUDORA=myeudora.ini

Command Line: c:\apps\eudora.exe

will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

Settings

Entry	Default Value	Description
AllowDefPlugins	1	Controls whether or not EMSAPI plug-ins can be automatically added to the toolbar.
AllowOverwriteMode	1	Controls whether or not toggling the Insert key puts the message editor into overwrite mode. Helpful for people who use the Ctrl+Insert and Shift+Insert accelerators for Copy and Paste and have a tendency to linger on the Insert key after letting go of the Ctrl/Shift key.
AltClickMoveSummary	1	When you hold down the <Alt> key while clicking on an item in a mailbox, all messages in that mailbox with the same item are selected (e.g. <Alt> clicking on a subject will select all messages in that mailbox with the same subject). If this switch is on, then the selected messages will be grouped together as well. You can temporarily turn this off by holding down the <Shift> key while doing the <Alt> click.
AlwaysConnected	0	Set to 1 if you have a constant Internet connection such as LAN or cable modem.
BackgroundColor		Specifies an RGB triple (in hexadecimal) for the color to use for the "workspace" area of the main Eudora window. Can be used in conjunction with the BackgroundImage entry for choosing a color better suited for the image being displayed. Examples: white is "FFFFFF", black is "000000", and blue is "0000FF". This setting does *not* require QuickTime to be installed. To install a new background color, you must open the Eudora.ini file and add a new header, for example: [Decorations] BackgroundColor=0000FF
BackgroundImage	0	Specifies an image to be displayed in the "workspace" area of the main Eudora window (called "Application Background" in the Appearance tab of the Control Panel->Display options). It needs to be specified as a full path name. This setting requires QuickTime to be installed. To install a new background color, you must open the Eudora.ini file and add a new header, for example: [Decorations] BackgroundImage=
BadPasswordString	password	When the POP server returns an error on sending the PASS command, the password will only be erased when the error response includes this text.
BlackTocLines	0	If on, and displaying lines is mailboxes, draw lines as black instead of gray.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicate that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).

Entry	Default Value	Description
CheckOwnerFreq	0	How often (in seconds) Eudora should check the OWNER.LOK file to see if another instance of Eudora has been started on the same set of mailboxes.
CompactDisk%	5	What the amount of "wasted space" taken up by deleted messages in a mailbox as a percentage of total free disk space must be before the mailbox automatically gets compacted when closed.
CompactMailbox%	50	What the percentage of "wasted space" taken up by deleted messages in a mailbox must be before the mailbox automatically gets compacted when closed.
CompactOutgoingPlugins	0	Controls whether the outgoing EMSAPI plug-ins on the composition message window toolbar should be separate buttons or contained within one button that pops up a list of all outgoing plug-ins. By default, all outgoing plug-ins get their own toolbar button.
CompSummaryItalic	1	In mailboxes other than the **Out** mailbox, display the summaries of outgoing messages in italics.
ConvertFormatFlowed to Excerpt	1	Turns the format-flowed feature on and off.
DesDllName	des32.dll	The name of the DLL implementing the DES encryption routines for use with Kerberos version 4, e.g., des32.dll
EditAllHeaders	0	Controls whether or not the (by default, non-editable) From: and Attached: headers in the composition message window.
EnrichedSoftLine	72	Number of characters sent on a line before adding a soft newline when sending styled text.
EudoraPassPort	106	Default port number for the Eudora password-changing service (epass).
ExcerptBars	2	HTML style sheet parameter for excerpt bars. Can use this to change the width, color, and style of excerpt bars. (Only works when using the Microsoft viewer).
ExtraHeaders		Extra headers that are sent with each outgoing message. If multiple headers are to be sent, separate each with "\r\n". For example, "ExtraHeaders=X-Header1: foo\r\nX-Header2: bar".
ExtraNicknameDirs		List of directories to search for additional nickname files. Multiple directories can be entered, separated by semicolons (;).
FilterFromFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on whom the message is from.
FilterRecipFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on whom the message is to.
FilterSubjectFolder		When doing a Make Filter, the name of the mailbox folder to place the default named mailbox that is created when filtering based on the subject of the message.

Entry	Default Value	Description
FilterTransferName	0	This controls how mailbox names should be displayed in the button that indicates which mailbox is the target of a transfer or copy filter action. 0 is the mailbox name only. 1 is the full path of each mail folder and the mailbox name. 2 is the full path to the filename of the mailbox. 3 is just he parent mail folder and the mailbox name.
FindMatchCase	0	"Match Case" check box in the Find dialog.
FindSummariesOnly	0	"Summaries Only" check box in the Find dialog.
FirstUnreadNormal	1	When checking mail on a POP server, download any mail that hasn't been retrieved at this machine.
FirstUnreadStatus	0	When checking mail on a POP server, download only messages that haven't been read on any machine.
FixCurlyQuotes	1	If on, then if a message contains 7-bit characters except for directional quotes, then those directional quotes are turned in to regular non-directional quotes so that the message may be sent out as 7-bit (no quoted-printable encoding needed).
FontSizeTableLarge	10,12,14,16,20,26,42	Font sizes used for displaying text in the built-in (non-Microsoft) viewer. They correspond to the size schemes in the Fonts category of the Options dialog. The seven values in each list correspond to the Very Small, Small, Medium, Large, Larger, Very Large, and Humongous sizes that you can specify in a message composition window.
FontSizeTableLargest	11,14,16,18,22,28,48	Font sizes used for displaying text in the built-in (non-Microsoft) viewer. They correspond to the size schemes in the Fonts category of the Options dialog. The seven values in each list correspond to the Very Small, Small, Medium, Large, Larger, Very Large, and Humongous sizes that you can specify in a message composition window.
FontSizeTableMedium	8,10,11,14,18,24,36	Font sizes used for displaying text in the built-in (non-Microsoft) viewer. They correspond to the size schemes in the Fonts category of the Options dialog. The seven values in each list correspond to the Very Small, Small, Medium, Large, Larger, Very Large, and Humongous sizes that you can specify in a message composition window.
FontSizeTableSmall	7,9,10,12,16,22,28	Font sizes used for displaying text in the built-in (non-Microsoft) viewer. They correspond to the size schemes in the Fonts category of the Options dialog. The seven values in each list correspond to the Very Small, Small, Medium, Large, Larger, Very Large, and Humongous sizes that you can specify in a message composition window.

Entry	Default Value	Description
FontSizeTableSmallest	7,8,9,10,12,16,24	Font sizes used for displaying text in the built-in (non-Microsoft) viewer. They correspond to the size schemes in the Fonts category of the Options dialog. The seven values in each list correspond to the Very Small, Small, Medium, Large, Larger, Very Large, and Humongous sizes that you can specify in a message composition window.
GssDllName	gssapi32.dll	For a user to specify the GSS/K5 DLL name.
GuessParagraphs	0	"Guess Paragraphs" check box in the Save As... dialog.
HTMLInPlainText	0	HTML text would be displayed in messages in the Out box
IdleTime	60	The number of seconds that Eudora has to be idle before it will consider performing an automatic mail check.
IgnoreIdleOnManualCheck	0	Controls whether background tasks started manually (e.g. Ctrl+M to do a Check Mail) should be processed immediately after completing, or wait until a sufficient amount of user idle time (see TaskMgrWaitTime below).
IMAPLeafMenu	0	Controls whether IMAP mailboxes with no child mailboxes should be shown in the Mailbox/Transfer menus as an entire menu or just a menu item. Default is to just show it as a menu item.
IMAPPort	143	Default port number for IMAP connections.
IMAPPreviewPane	1	Controls whether or not IMAP mailboxes have a preview pane. On slower networks, it may be desirable to turn off the preview pane for IMAP mailboxes, but still have the preview pane for local mailboxes. You can do that by keeping the normal Preview Pane option turned on, but turning this setting off (setting to 0).
IMAPRemoveOnDelete	0	Controls whether or not a message in an IMAP mailbox that is deleted will be removed from the server mailbox immediately. If this setting is off (the default), then you can remove messages from the server mailbox that have been marked to be deleted by using the Message->Remove Deleted Messages menu item.
IncludeHeaders	0	"Include Headers" check box in the Save As... dialog.
IncludeSigForward	1	Whether or not the default signature should be included when forwarding a message.
IncludeSigRedirect	0	Whether or not the default signature should be included when redirecting a message.
IncludeSigReply	1	Whether or not the default signature should be included when replying to a message.
InteractiveSpellCheck	1	When doing a spell check, controls whether you get prompted with a dialog for each misspelled word, or each misspelled word gets marked with a double red underline (which then you can right-click on to get suggestions and other options for the misspelled word). If you hold down the Shift key while doing a spell check, the other method of spell checking will be performed.

Entry	Default Value	Description
InterpretFormatFlowed	1	Turns format=flowed off and on.
KerberosSetUserName	0	Uses KClient SetUserName() function to set user name in Kerberos system. Turning this switch on may cause Kerberos tickets to be invalidated.
Krb4Dllname	kerberos32.dll	The name of the Kerberos version 4 DLL, e.g., kerberos32.dll
LastSettingsCategory	0	Last category that was displayed in the Options dialog.
LexPath		Directory in which the dictionary files for spell checking reside.
MainLexFiles		Main dictionary files. British dictionaries can be used by changing this to british.tlx,british.clx
MainWindowState	1	The state of the Main Window (normal = 1, minimized = 2, or maximized = 3). The state is set when Eudora closes, and the Main Window is set to this state the next time Eudora starts up.
MaxConcurrentTasks	10	The maximum number of background tasks that can be running at the same time. Note that if you are connected over a modem (dialup networking connection) only one network task at a time will be run, otherwise network performance would suffer greatly.
MaxMenus	30000	The maximum number of popup menus for mailboxes. These are equivalent to mailbox folders; that is, local mailbox folders that contain other mailboxes, or IMAP mailboxes that contain other mailboxes. Used when Eudora can't be started due to the large number of popup menus created, which is limited by Windows. This will allow you to start up Eudora and run it long enough to remove some mailboxes so that fewer menus will be needed. Running for extended periods of time with this switch in Eudora.ini is not recommended.
MDNSendAddress	0	Controls whether your return address should be used in the MAIL FROM command for return receipts. RFC 2298 says that it should be empty in order to prevent mail loops, but some SMTP servers reject that due to bad spam-prevention heuristics.
NetscapeURLDDE	1	If this setting is on, when clicking on a URL in a message and Netscape Navigator is running, then Eudora will send the URL to that open Navigator window. If this setting is off (i.e. set to zero), then clicking on a URL in a message will send the URL to the system, which will invoke the default browser. Some Navigator users may want to turn this setting off if they like the behavior of opening a new window (as opposed to reusing an existing browser window) when clicking on a URL in Eudora.
NetworkOpenTimeout	60	The number of seconds Eudora will wait for a response to opening a connection before it gives up.
NewMailUpdateFrequency	25	Number of inital messages that have to be spooled before message processing begins.

Entry	Default Value	Description
NoAutoResponseHeaders	errors-to:,list-	Allows for better detecting of mailbing list to whcih you should not auto-respond. As a default, “errors-to:,list-” is the value. Add any other headers that will identify it as a list (hence will not auto-respond via filters).
NoAutoSendPrecedence	list,bulk	When filtering incoming messages with precedence headers of **list** or **bulk**, do not automatically create new outgoing messages.
NoSplashScreen	0	If on, the opening splash screen will not be displayed.
Offline	0	Set to 1 to temporarily set Eudora offline; it will not perform automatic timed mail checks when offline.
OfflineLinkAction	0	Eudora displays the Offline Link Dialog if you click on an http: link while offline (not connected to the Internet). That dialog lets you choose what action should be taken regarding that link the next time Eudora is online: ask you if you want to launch the link, launch it without asking, bookmark the link in your browser, or remind you later. The dialog now has a checkbox that will make the action you choose the default from then on, which means you won't see the Offline Link Dialog any more. It defaults to 0 = ask, and the other values are 1 = launch, 2 = bookmark, and 3 = remind.
OwnerLok	1	If this is non-zero, an OWNER.LOK file will be created on startup which helps to prevent possible corruption if multiple instances of Eudora are used on the same set of mailboxes.
PasswordOKWordList	lock busy,own it, of memory, assign stream, ush of temp, being unlock, hangup,timeout, not owned,quota, drop name, recognition mode,accessible by others,regular file,flock,maillock, few minute,locked	A comma-separated list of words that if found in the response text from an error from the POP PASS command that will not cause the password to be erased (works in conjunction with the BadPasswordString entry above). POP servers sometimes fail after sending the PASS command for reasons other than your password was incorrect, and this entry allows greater control over when Eudora will decide to ask you again for your password.
PhReturn		A string that is appended to every Ph command before sending to the Ph server. For example, "PhReturn=return all" would return all fields of the records returned by the query, and "PhReturn=type=person" would return all matches to the query with the additional filter that the record is a person.
POPPort	110	Default port number for the POP service (pop3).
PreviewHeaders	To:,Subject:,Cc:	A comma-separated list of headers that should be shown in the preview pane. The matching is done on a prefix basis, so any header that begins with one of these values will be shown.

Entry	Default Value	Description
PreviewHeadersMaxLines	4	This is designed to keep preview pane headers to a minimum. This is most often used to control large To: or Cc: headers where someone inserts a large number of individual addresses.
PreviewSplitterPos	0	If non-zero, then if a mailbox hasn't already specified a position for the splitter between the message list and the preview pane, then the splitter will be positioned this many pixels from the top of the mailbox window.
PreviewTableEnd	</table>\r\n	HTML markup for the end of the table that's used to display the headers in a preview pane.
PreviewTableRowEnd	</td></tr>\r\n	HTML markup for the end of the table row that's used to display the headers in a preview pane. Each header appears in a separate row of the table.
PreviewTableRowStart	<tr bgcolor=%s text=%s><td>\r\n	HTML markup for the start of the table row that's used to display the headers in a preview pane. Each header appears in a separate row of the table.
PreviewTableStart	<table cellspacing= 0 cellpadding=0 width=100%% bgcolor=%s text=%s>\r\n	HTML markup for the beginning of the table that's used to display the headers in a preview pane.
PrintHeaders	1	When on (1), printed messages get headers and footers.
ProgressIdle	3	Number of seconds a foreground tasks continues before the Progress window is shown. This prevents a distracting flash of the Progress window for a task that may take a long time, but in this instance only takes a short time.
QuoteEnd		The string that gets inserted after the original text of a forwarded message. A newline is added before the string.
QuotePrefix	>	The string that precedes all lines of the original message in a forwarded message
QuoteStart		The string that gets inserted before the original text of a forwarded message. A newline is added after the string.
RasUseExisting Connection	1	When switching from a task from one personality to a task of another personality and the two personalities have different dialup networking connection entries, whether or not the already connected dialup networking connection should be maintained or a new dialup networking connection made. It may be necessary to turn this setting off (set to zero) if you have personalities that check mail on servers that are behind firewalls, and require that you dial in directly in order to connect to the mail server.

Entry	Default Value	Description
ReadMessageStyleSheet	<STYLE TYPE=""text/css"" >\r\ n{font-family = ""%s""}\r\nTT {font-family = ""%s""}\r\nBLOCK QUOTE.CITE {border- left = solid %s}\r\nBLOCKQU OTE.CITE {padding-left = 0.5em}\r\nBLOCK QUOTE.CITE {m argin-left = 0}\r\nBLOCKQUO TE.CITE {margin-top = 0.5em}\r\n	HTML style sheet used for displaying received messages.
ReadRecieptAsk	1	Ask user for read receipts.
ReadRecieptNo	0	Always deny read receipts without prompting.
ReadRecieptYes	0	Always return read receipts without prompting.
ReplyAllAttribution	At %1, %2 you wrote:	Attribution line when a Reply to All is done.
ReplyAttribution	At %1, you wrote:	Attribution line when a Reply is done.
ReplyEnd		The string that gets inserted after the original text of a replied message. A newline is added before the string.
ReplyPrefix	>	The string that precedes all lines of the original message in a replied message
ReplyStart		The string that gets inserted before the original text of a replied message. A newline is added after the string.
ReservedDosNames	aux,com1,com2,com3,com4,con,lpt1,lpt2,lpt3,lpt4,nul,prn	Reserved names of files that will not be used for filenames of attachments. These filenames are reserved for DOS, and can causes problems in actual files with these names are created.
ReturnAddressFormat	%1 < %2>	Format of the From: field in outgoing messages. %1 is the Real name, and %2 is the Return address.
SaveDialupPasswordText		Where your dialup password is saved (in an encrypted format) if you have the Save Password switch turned on.
SavePasswordText		Where your POP password is saved (in an encrypted format) if you have the Save Password switch turned on.

Entry	Default Value	Description
SearchAllmapAccounts	0	Controls whether all of your mailboxes in all IMAP accounts will be looked at when searching, or just the mailboxes in the IMAP account that you start the search in (applies to local mailboxes as well, i.e. a search starting in a local mailbox will only search your local mailboxes if this setting is off).
SeenIntro	1	You can make the introduction window return by changing the value to 0.
SendXAttachHeader	0	Controls whether or not the X-Attachment: header should be sent out with outgoing messages that contains attachments.
ShowAttachmentIcons	1	Controls whether or not icons representing attachments should be shown in the body of the message.
ShowMeTheErrors	0	Controls whether or not to show the error dialog immediately on send/receive errors. By default, errors are listed in the Task Errors window, and that window is brought to the foreground.
ShowProgress	1	Show/hide the Progress window.
ShowProgressInactive	0	If Eudora is not the foreground application, this controls whether the Progress window should be shown or not.
ShowTipOfTheDay	0	Determines whether to display the Tip of the Day when Eudora is launched.
SMTPAuthAllowed	0	Allows you to add authentication to your SMTP server.
SMTPAuthBanished	CRAM-MD5	It should contain a comma-separated list of authentication schemes whose use is to be disallowed. The security conscious should set it to "LOGIN,PLAIN", as this ensures that your SMTP server password will always be strongly encrypted when it goes over the network. Users of IPSWITCH's Imail SMTP server should set it to "CRAM-MD5" so as to avoid a bug of theirs.
SMTPAuthRequired	0	Allows you to require authentication when gaining access to your SMTP server.
SMTPPort	25	Default port number for the SMTP service (smtp).
SMTPRecipientWrap	72	Column at which recipient headers (To: and Cc:) are wrapped when sending a message.
StatBarBlink	0	Controls whether or not the icon shown in the status bar for tasks that are waiting or have errors should blink.
StatBarErrorAnimationRate	250	Controls the speed of the animated icon in the status bar for tasks that are currently waiting (units in milliseconds between images).
StatBarGraphWidth	100	The width (in pixels) of the background task progress bar that shows up in the status bar. Set to zero to prevent the progress bar from being displayed.
StatBarErrorRunningAnimationRate	125	Controls the speed of the animated icon in the status bar for tasks that currently have errors (units in milliseconds between images).

Entry	Default Value	Description
StatBarWaitingAnimationRate	500	Controls the speed of the animated icon in the status bar for tasks that are currently waiting (units in milliseconds between images).
StationerySignatureRules	1	Signature precedence is as follows: User's selection; Stationery's signature; Personality's signature. Set this to **0** to put Personality's signature before Stationery's.
StripDuplicateAddresses	1	When replying to a message, controls whether or not duplicate copies of your email address will be removed from the To: and Cc: headers. This helps to avoid buildup of your email address in email conversations.
SwitchFindKeyAccl	0	If on, Ctrl+F will open the Find Text window, and the Ctrl+Shift+F will open the Find Message window. By default, it's the opposite.
SwitchPreviewWithTab	1	When on, pressing the <Tab> key in a mailbox will switch focus between the message list and the previewed message.
TabooHeaders	X-UID,Received,Status,X-UIDL, Message,In-Reply,X-Priority,Mime-Version,Content-X-Persona, Resent-Message, Referenes,Return, X-400,Mail-System ,Errors-To,X-List, Delivery, Disposition, X-Juno, Precedence, X-Attachments, X-MSMail, X-MimeOLE	A comma-separated list of headers (without colons) that should not be shown when the "Show all headers" switch (the "Blah Blah Blah" icon) is off for a message. The matching is done on a prefix basis, so any header that begins with one of these values will not be shown.
TabSpaces	0	If on, then when the Tab key is pressed while the cursor is in the body of the message, spaces are inserted instead of a tab character.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TaskErrorKeepAll	0	When set, Eudora will not automatically remove errors from the task error list.
TaskErrorLinesPerRow	3	Number of lines for each error in the Task Errors window.
TaskErrorRemoveFromList	1	Controls whether or not to remove errors from the Task Errors window after seeing the corresponding error dialog.
TaskMgrWaitTime	20	The number of seconds in which the user has to be idle in Eudora (which is defined as pressing any key or mouse button) before background tasks are processed (see IgnoreIdleOnManualCheck above for an exception case).

Entry	Default Value	Description
TaskStatusGraphBorderColor	0,0,0	RGB color of the border of the progress bar in the Task Status window.
TaskStatusGraphCompletedColor	18,106,254	RGB color of the completed portion of the progress bar in the Task Status window.
TaskStatusGraphRemainColor	129,207,254	RGB color of the remaining portion of the progress bar in the Task Status window.
TaskStatusRecvGraphCompletedColor	18,106,254	RGB color of the completed portion of the progress bar in the Task Status window for receiving mail.
TaskStatusRecvGraphRemainColor	129,207,254	RGB color of the remaining portion of the progress bar in the Task Status window for receiving mail.
TimeZone	TimeZone=xxxnnnyyy	Where xxx, yyy are timezone abbreviations like PST, PDT, CDT, and nnn is the offset in hours WEST of GMT (those that are east of GMT shoud enter a negative number here). xxx is the timezone during Standard Time and yyy is the timezone during Daylight Savings Time. If you do not change your clocks during Daylight Savings Time, leave yyy blank. Here are some samples: TimeZone=PST8PDT TimeZone=MET-1 If you don't specify a TimeZone entry, then a Date: header will not be put in outgoing messages, which is fine for most because their mail server will insert the correct Date: header. If you don't get messages bounced because of a missing Date: header, then leave the TimeZone entry alone.
TocDateLeeway	10	Number of seconds that the date on a mailbox .TOC file can be behind the .MBX file that Eudora will not flag as being out of date. Helpful for network file systems, especially Windows NT Server which seems to have problems correctly time/date stamping files.
ToobarDisplayFix	0	Setting this to 1 causes the icons to be imaged from a device-independent bitmap to resolve issues with video drivers that cannot display Eudora's toolbar icons. Setting this to 2 limits the toolbar to the icons that are in the default toolbar.
TypeToSelectSubject	0	When on, typing characters in the summaries of a mailbox window will attempt to match words in the Subject field. (Default behavior is to match the Who field.)
UnreadExpires	5	The number of days after which a message is no longer used to determine if a mailbox has unread messages in it.
URLHelper		The full path of the application used to launch URLs.
URLHighlight	1	Display URLs in blue underline style.
UsePOPCAPA	1	Whether or not Eudora should send the CAPA command to the POP server. Used only to see if the server supports the MANGLE command modifier. See UsePOPMangle.
UsePOPMangle	0	Whether or not Eudora should use the MANGLE modifer to the TOP command in a POP connection. MANGLE can produce some better results for messages that are large, giving a summary for the attachments in the message.

Entry	Default Value	Description
UsePOPSend	0	If UsePOPSend is on, Eudora will send mail using the POP3 extended command XTND XMIT. Since this is an optional command for POP3, many POP3 servers do not support this command (Berkeley's popper, however, does). There are pros and cons to using POP3 to send your mail. It provides a level of security since it requires a username/password pair to send mail messages, unlike SMTP. It is faster than SMTP, especially when checking for new mail at the same time. It doesn't check for valid recipients until the entire message is sent, and some implementations (Berkeley's popper, for example) won't tell you which recipients are invalid and will send the message to the valid recipients anyway.
UseQuickTime	1	If off, Eudora will never attempt to use QuickTime to display images. Useful for situations where QuickTime is causing instability in the system.
UserChangeLex	uchange.tlx	Filename of user-defined list of words to change when spell checking.
UserIgnoreLex	uignore.tlx	Filename of user-defined list of words to ignore when spell checking.
UserSuggestLex	usuggest.tlx	Filename of user-defined list of words to suggest when spell checking.
WarnMapiAutoSend	1	If 1 (on), Eudora provides a warning dialog when a simple MAPI client tries to send a messages through Eudora without showing any UI to the user. The was also added to the Tools/Options/MAPI dialog.
WebLinkReminderLaterNum Minutes	360	When you get a link reminder, if you select Remind Me Later, the minimum wait until the next reminder.
WholeSummaryLabelColor	1	When on, the entire summary of a message that has a label is drawn in that label's color. When off, only the text in the Label column appears in the label's color.
WordWrapColumn	76	When the "Word wrap" switch is on, this is the column in which lines in outgoing messages are wrapped.
WordWrapMax	80	When the "Word wrap" switch is on, this is the length at which a line in an outgoing message is considered too long and must be wrapped.
WordWrapOnScreen	0	If this is on (set to non-zero), then the composition window will automatically wrap text on the screen at the number of characters specified in WordWrapColumn, regardless of the width of the window.

Mappings

This is a sample [Mappings] section. It is *not* a default for Eudora if you have a missing or empty [Mappings] section. The [Mappings] section contains information for mapping between computer file extensions, Macintosh creator and type, and MIME type and

subtype for attachment files (in that order). Entries marked "in" work on only incoming messages, and entries marked "out" work on only outgoing messages. Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see “MIME and Mapping” on page 289.

out=txt,ttxt,TEXT,text,plain
both=doc,MSWD,,application,msword
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=xlc,XCEL,XLC3,,
both=xlm,XCEL,XLM3,,
both=ppt,PPT3,SLD3,,
both=wp,WPC2,.WP5,application,wordperfect5.1
both=zip,,,application,zip
both=rtf,,,application,rtf
both=ps,,,application,postcript
in=eps,,EPSF,,
out=eps,dPro,EPSF,application,postscript
both=mpg,,,video,mpeg
both=jpg,,,image,jpeg
both=gif,,,image,gif
both=tif,,,image,tiff
both=pct,,PICT,,
both=mac,MPNT,PNTG,,

Window Position

This section saves the positions of the standard windows (not your mailbox windows and message windows).

Entry	Default Value
CheckSpellingWindowPosition	0,0,0,0
DebugTraceWindowPosition	110,185,635,500
FilterReportWindowPosition	10,10,500,300
FiltersWindowPosition	60,345,580,480
FindWindowPosition	60,345,580,480
InputDialogWindowPosition	50,100,358,450
MailboxesWindowPosition	80,80,565,415
MainWindowPosition	0,0,640,480
NicknamesWindowPosition	50,5,590,475
PhWindowPosition	10,40,630,440
ProgressWindowPosition	0,0,0,0

Signature2WindowPosition	10,60,630,240
SignatureWindowPosition	10,60,630,240
TextFileWindowPosition	0,0,600,460

Tool Bar

This section reflects the current settings of the main Eudora toolbar. If you create additional Eudora toolbars, then additional [Tool Bar] sections will appear in the INI file.

Note. We strongly recommend that you do not change any of the settings in the [Tool Bar] section(s) of the INI file, and that you instead make any changes to any Eudora toolbar from the toolbar customization dialog (Customize dialog). This dialog is accessed by right-clicking anywhere on the toolbar and selecting **Customize...** from the drop-down menu. For more information, see “Eudora Toolbar” on page 148.

The [DirectoryServices] section controls the use of the Directory Services window (accessed from Eudora's Tools menu) and its associated databases. For more information on Directory Services, see its dedicated section in the *Eudora User Manual*.

Note. Of the entries listed below, only those marked with an asterisk (*) are user-settable.

Entry	Default Value	Description
OldKeepOnTopPCCoverted		What in pre-4.0 versions of Eudora used to be [Settings] AddressKeepForeground is now KeepOnTop in this section. KeepOnTop saves the check state of the "Keep On Top" check button in the Directory Services window. Eudora uses this entry (OldKeepOnToPConverted) to determine if the AddressKeepForeground entry from a pre-4.0 version of Eudora has been mapped to the current version. When Eudora 4.x is run for the first time, it sets the KeepOnTop entry (described below) equal to the value of AddressKeepForeground. In addition, it also sets this entry equal to 1 so that the next time Eudora is run, it reads the check state from KeepOnTop rather than from AddressKeepForeground.
PanesY*		This entry reflects the height of the Directory Services window when Eudora was last shut down.
LeftPaneX*		This entry reflects the width of the left pane of the Directory Services window when Eudora was last shut down.
RightPaneX*		This entry reflects the width of the right pane of the Directory Services window when Eudora was last shut down.

KeepOnTop*	This entry reflects the check state of the "Keep On Top" check button in the Directory Services window when Eudora was last shut down.
LDAP:ldap.bigfoot.com*	This entry reflects the check state of the LDAP database "ldap.bigfoot.com" when Eudora was last shut down. The check state of other LDAP databases is reflected in similar entries.
Ph:ph.bigfoot.com*	This entry reflects the check state of the Ph database "ph.bigfoot.com" when Eudora was last shut down. The check state of other Ph databases is reflected in similar entries.
Eudora Address Book:Eudora Nicknames*	This entry reflects the check state of the Eudora Address Book database "Eudora Nicknames" when Eudora was last shut down. The check state of other Eudora Address Book databases is reflected in similar entries.
Finger:hostname. domain.com*	This entry reflects the check state of the Finger database "hostname.domain.com" when Eudora was last shut down. The check state of other Finger databases (or daemons) is reflected in similar entries.
DIRSERV-Major	This entry reflects the major version of DirServ.dll that was last registered. Combined with the minor version of this DLL (see the next entry below), Eudora at run time determines whether the DLL is a newer version than the one last registered so that it can register the new COM objects, if any, in the newer DLL.
DIRSERV-Minor	This entry reflects the minor version of DirServ.dll that was last registered. See the description above for DIRSERV-Major.
ISOCK-Major	This entry reflects the major version of ISock.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
ISOCK-Minor	This entry reflects the minor version of ISock.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
EUDORABK-Major	This entry reflects the major version of EudoraBk.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.

EUDORABK-Minor	This entry reflects the minor version of EudoraBk.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
LDAP-Major	This entry reflects the major version of Ldap.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
LDAP-Minor	This entry reflects the minor version of Ldap.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
PH-Major	This entry reflects the major version of Ph.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.
PH-Minor	This entry reflects the minor version of Ph.dll that was last registered. A similar description as the one in DIRSERV-Major above applies.

Debug

The [Debug] section controls aspects of the Eudora log file. The Eudora log file is a handy tool for debugging network connections, especially when using the dialup connection method.

Entry	Default Value	Description
LogFileName	EUDORA.LOG	The name of the log file.
LogFileSize	1000	The size (in KB) of the log file that, when reached, will cause the log file to be copied to the file EUDORLOG.OLD and a new log file to be started.

LogLevel	11 (which is bits 1, 2, and 4)	A bit-mapped value telling what type of information to log: Bit 1 (1): Sending of a message Bit 2 (2): Receipt of a message Bit 3 (4): Dialup script navigation commands Bit 4 (8): Alert messages Bit 5 (16): Progress messages Bit 6 (32): All bytes sent Bit 7 (64): All bytes received Bit 8 (128): Corrupt mailbox TOC file messages Bit 9 (256): Basic EMSAPI translator messages Bit 10 (512): Advanced EMSAPI translator messages

Troubleshooting

What to Do First

Occasionally, you may encounter a problem or bug when using Eudora. This section includes information to help you solve those problems. You can also check the Eudora Technical Support Web Pages, click the following URL:
`http://eudora.qualcomm.com/techsupport/`

If you are having problems, try the following:

- Be sure that you have the current release of Eudora.
- Be sure that your incoming mail account (POP or IMAP) is set correctly. This mail account may be different from your e-mail address, so double-check to see that you have entered the proper information in the **Return address**, **Mail Server (Incoming)**, and **Login Name** fields of the Getting Started options (Tools>Options>Getting Started). Incoming mail accounts are usually of the following format:
`loginname@mailservername`
- Be sure your SMTP server is set correctly in the SMTP server field of the Sending Mail options (Tools>Options>Sending Mail). This server may or may not be the same computer as your POP server. See “Sending Mail” on page 217. Click page number to display topic.
- Be sure you are entering your password correctly, paying attention to uppercase and lowercase letters (make sure the [Caps Lock] key is off).
- Be sure the date is correct on your computer, especially the year.
- Be sure Eudora can find your `winsock.dll`. If Eudora cannot find it, be sure the Path line in your AUTOEXEC.BAT file includes the directory that contains the `winsock.dll`. Or, if you do not want to edit your AUTOEXEC.BAT file, try copying your `winsock.dll` into your Eudora directory.
- Run ScanDisk to check for problems on the hard drive.
- If you’re having trouble with your mailboxes (especially with repeated requests to rebuild a mailbox’s table of contents), quit Eudora and find the mailbox’s .toc file in the Eudora directory. Change the .toc extension to .000, then open Eudora and see if the problem persists.
- On Windows 95/98: If you’re having other problems, especially crashes, remove all of the items in your Startup directory (C:\Windows\Start Menu\Programs\StartUp), then restart Windows while holding down the F8 key. In the Startup menu, select Safe Mode. Then open Eudora and see if the problem persists.

Errors

The following are possible errors and alerts you could receive from Eudora, and suggestions for fixing them.

“-ERR Maildrop lock busy”

This usually happens after your PC has “hung” during a mail check and you are now attempting to re-connect to the mail server. The best thing to do is to contact your e-mail administrator and report that you have a POP3 server process that needs to be disconnected.

“503 Need RCPT (Recipient)”

You must include at least one recipient in the To: field of your outgoing message in order for the message to be delivered. If you have a nickname in the To: field, be sure that in the Address Book at least one e-mail address or valid nickname is included in the Address(es) tab. If the Address(es) tab is blank, there are no recipients and this causes the error.

“Error getting a network socket. Cause: no buffer space available (10055)”

The buffers the error message is referring to are TCP buffers. TCP/IP stacks need buffers in which they can store data that goes to/from the network. Since at a low level the data has to be sent to a hardware device, the buffers generally have to be in low memory (i.e., < 1MB). This is valuable space for most users, so most TCP/IP stacks have a way of controlling how many of these buffers the user wants allocated. If you’re using a lot of other network applications at the same time (especially the X Window System, which uses a buffer for each window), then you might get this error. The other time this error might occur is when the TCP/IP stack is not correctly marking buffers as being unused, so you have a buffer not being used that the stack thinks is being used.

“Could not rename `lmos.tmp` to `lmos.dat`”

Quit Eudora, and go to your Eudora directory. Find the files called `lmos.tmp` and `lmos.dat` and delete them both (`lmos.tmp` may not be there: that’s not a problem). On your next mail check you may get some mail that you have already received, but that should only happen once.

“This recipient is not acceptable to your SMTP server” or “Relay Denied”

This error messages displays if you have multiple personalities and have any relay restrictions to stop spam messages turned on.

Any relay restricitons come from your ISP. Contact your ISP and ask them to turn the relay restrictions off.

Formatting and Printing

The following are possible formatting and printing problems, and suggestions for fixing them.

You received a message containing columns and the columns are not lining up correctly.

Your message font is probably a proportional font. Change your display font in the Fonts Options (Tools>Options>Fonts): set the “Fixed-width” option to a non-proportional font (such as Courier New or Courier), and uncheck the “Use proportional font by default” option.

You have a message that is printing with strange line breaks.

When most e-mail programs send out messages, they insert hard returns at around 75 to 80 characters. (If they didn’t, some e-mail applications would be able to display only the first 80 characters or so of a very long line of text.) What’s happening with your message is that the width of the line that fits on the printed page is shorter than 75 to 80 characters, so the hard returns end up in the wrong place.

The solution is to make the print font smaller, or choose a print font in which the letters are printed closer together—like Helvetica instead of Courier New, for example. To do this, change the **Font** and **Size** options in the Printer section of the Fonts options (Tools>Options>Fonts). See “Fonts” on page 223.

Miscellaneous

Password check for sending mail, not just for checking mail

SMTP servers, which are used to send mail for most e-mail accounts, do not require a password for access the way a POP server does. However, if the POP daemon your server is using is descended from the UC Berkeley POPper, you can use the POPSend protocol, which routes SMTP calls through the POP server, so that the POP server will require the password.

If you turn this feature on in your POP server, add this line to the [Settings] section of the `Eudora.ini` file:

```
UsePOPSend=1
```

This means you will have to enter your password to send as well as check mail. However, this is not terribly secure, because users who know what they are doing can simply remove that .ini file line or uncheck the “Use XTND XMIT” option and disable the feature. It protects you against inexperienced but unscrupulous users.

Glossary

Address Book. The Address Book is where you keep information about individuals or groups that you correspond with.

Alias. Another name for an existing user's address. In Eudora, an alias is also called a nickname.

Application Configuration Access Protocol (ACAP). ACAP is a protocol which allows applications to store and retrieve arbitrary configuration data from a central server.

Attachments. Any file can be attached to and sent with a Eudora message. Most of the time, an attached document functions like a "rider" to the email message, and does not appear within the message text. Instead, the name of the document is displayed automatically in the Attached field in the message header.

Authenticated Post Office Protocol (APOP). APOP is an MD5-based login command that does not send passwords in clear text over the network.

Automation. You can control and exchange information with Eudora from other programs that support the Windows Automation Interface, such as Microsoft Visual Basic. These options give you external access to Eudora mail folders, mailboxes, and messages, and to the Eudora application itself.

BinHex. This is an attachment decoding method best used for recipients on a Macintosh with an email reader that is not MIME-compliant.

Blind Carbon Copy (Bcc). In this header field, you enter email addresses or nicknames of people to whom a blind copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the To or Cc fields will not know that a copy went to these addresses.

Body. The part of an email message that contains the main text of the message. The body can contain text, graphics, sound, and video clips.

Browser. A World Wide Web client that is able to send and receive messages using HTTP and read and format HTML documents.

Challenge-Response Authentication Mechanism-Message Digest 5 (CRAM-MD5). The CRAM-MD5 algorithm is an encryption strategy for exchanging passwords between the Internet mail server and a client. Using CRAM-MD5, passwords are not sent in clear text.

Client. A computer or software program that accesses resources over the Internet. It is also an application that requests a server to perform a function. In the Internet mail environment, the term client indicates a mail user agent, for example, Eudora.

Daemon. Daemons are generally server programs. They run continuously and are available when clients wish to initiate a session. However, an SMTP daemon periodically acts as a client when it needs to forward messages that are not to be delivered locally.

Dialup Networking. This is a specified dialup connection (referred to in Windows NT 4.0 as a "phonebook entry") used when Eudora does any network operation. This option is available only if you have installed the dial-up networking services with Windows 95 or Windows NT 4.0.

Distribution list. A group of recipients to whom users can refer by a common name (for example, a distribution list called Marketing). When users address a message to a distribution list, all members of the distribution list receive the message.

Domain. In general, a group of computers and other devices under the management of a single administrator or administrative entity. In Windows NT, a domain is a group of servers that share common security policy and user account databases. In the Internet, a domain identifies a range of IP addresses and mail-forwarding information. See DNS.

Domain Name System (DNS). The naming service used by Internet Mail to support message routing. It maps domain addresses to IP addresses so Internet messages can be delivered to a particular server.

Envelope. The part of an email message that contains the information needed to forward a message to the recipients. The envelope is important to messaging servers and is not usually seen by users.

Eudora Sharing Protocol (ESP). Using this protocol, you can create and maintain groups whose members share files in a shared folder without using a server.

File Transfer Protocol (FTP). Using this protocol, you can transfer files over the Internet.

Filters. A filter in Eudora sorts your mail as it is being delivered. You set up filter parameters for your specific needs, for example, all messages from your father can be filtered to your mailbox named DAD.

Finger. This is a directory services protocol. The Finger protocol is a server that allows you to search for a person's information, such as email address, phone number, etc.

Folder. This is a file you create in Eudora where you can add mailboxes. You can name folders, for example FAMILY and your mailboxes can be named DAD, MOM, SIS, etc.

Folder Carbon Copy (Fcc). You use Fcc to place a copy of your message in a mailbox or folder you designate.

Forward. This a Eudora function where you can forward an incoming message and its attachments to another person.

Gateway. In general, software that translates information between one protocol and another.

Header. The part of an email message that precedes the message. It contains information such as the originator, recipient, and subject of the message. Also, it is used as an individual header filed, such as the To header.

Home page. An HTML document that resides in a data directory and is the primary starting point for anyone navigating that directory.

Hypertext Markup Language (HTML). HTML is used to create Web pages. A Web client interprets HTML and displays documents and graphics accordingly. HTML also allows document authors to establish hypertext links between documents in various locations on the Internet and to create forms and image maps that enable users to interact with Web documents. Eudora uses HTML to send and receive styled text.

Hypertext Transfer Protocol (HTTP). HTTP is the standard way of transferring information across the World Wide Web. It supports a variety of media and file formats across a variety of platforms.

Internet. A giant, global network made up of many smaller networks all connected using the TCP/IP protocol. The Internet is the network of networks which spans the globe. TCP/IP is generally the network and transport protocol stack used to connect networks, but protocol translating gateways enable non-TCP/IP networks to connect to the Internet as well.

Internet directory. A directory that runs over TCP/IP and is widely implemented on the Internet. A directory implementing Ph, LDAP, and Finger is an Internet directory.

Internet Engineering Task Force (IETF). IETF is the standards-setting body of the Internet.

Internet Message Access Protocol (IMAP). IMAP allows Eudora to access and manipulate electronic mail messages on a server, and it permits manipulation of remote mailboxes so they function like local mailboxes. IMAP4 provides a richer and more complex set of functionality than the POP3 protocol. IMAP is also called an Incoming server.

Internet Service Provider (ISP). An ISP is the organization or company that provides you with Internet access and email availability. For example, America Online (AOL) is an ISP.

IP address. The address that serves as a unique identifier of computers on the Internet. It is a sequence of four small integers (each less than 256). When written, the numbers are separated by periods, for example: 210.170.2.45. The DNS converts IP addresses to the more familiar domain names.

Java. This is a programming language that allows software developers to write programs to run on any computer platform, regardless of the operating system.

Kerberos. This is one of many authentication systems Eudora uses. If your network uses Kerberos for authentication, the appropriate options are provided by your email administrator

Lightweight Directory Access Protocol (LDAP). LDAP is a protocol that provides an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Regents of the University of Michigan. LDAP is included in Eudora's Directory Services.

List Management Agent. An agent that manages distribution lists on behalf of users.

Mailbox. A location that stores messages for a single user.

Mailing List. This is usually a special interest group you can join on the Internet to receive and send information. Once you belong to a mailing list, you can receive messages anyone sends to this list. If you send email to the mailing list, every member of the list receives your message.

Message Application Program Interface (MAPI). Eudora's MAPI support allows you to quickly attach documents to email messages directly from the application where you created the document. Without MAPI, you would have to save the document, remember what folder the document is in, switch to Eudora, and then remember to manually attach the document to the outgoing message.

Message store. A collection of mailboxes.

Multi-Purpose Internet Mail Extensions (MIME). The is an attachment decoding method best used for recipients with MIME-compliant email readers, regardless of what operating system they are using. MIME is a set of extensions to the Internet Mail standards that supports the inclusion of multi-part and multimedia files, such as sound and video, in email messages.

Network. A group of connected computers that can communicate with one another. Networks enable computers to share files and resources and exchange messages.

Nickname. In Eudora, a nickname is entered instead of an email address. For example, in the Address Book where nicknames are set up, you can enter the nickname TERRY for `terry@aol.com`. When you write a message, you can enter TERRY in the To field instead of Terry's entire email address. Nicknames are also called aliases.

Personality. This is an alternate email account. In Eudora, you can access mail from several email accounts at the same time. However, you must set up each account separately using Eudora's personality functions.

Ph. Ph (Phone book) is a protocol providing an online, fully indexed, fast access white-pages directory service developed and freely distributed by the Computer and Communications Services Office at the University of Illinois at Urbana.

POP3. The Post Office Protocol 3 is a protocol that provides a simple, standardized way for users to access mailboxes and download messages to their computers. POP3 is also called the Incoming server.

Postmaster. A special type of user responsible for maintaining the mail delivery system for a particular group of computers. A postmaster is responsible for following up on queries from users and other postmasters. Internet standards require that the postmaster account be valid at every domain.

RAS. Windows NT Remote Access Service. This Windows 95 and NT service, when configured correctly, allows your computer to connect to your ISP via a modem. You set this up in Dial-Up Networking.

Redirect. This means that incoming messages can be sent to a new recipient "by way of" you, maintaining the original sender's address in the From field.

Request for Comments (RFC). In the Internet community, RFCs are a numbered sequence of documents generally describing protocols for Internet communication. An Internet standard protocol is also given a STD number in addition to an RFC number. Only RFCs with a STD number are standards of the IETF. Some RFCs are historical or experimental and are not standards. Others have not yet reached standard status. Still others provide documentation about the Internet itself.

RPA. This is one of many authentication systems Eudora uses. Use RPA if CompuServe is your ISP.

Server. An entity that provides a network service. A server can be hardware (such as a file server), software (such as a mail server), or services (such as a transportation service). A mail server is a program that accepts, relays, and delivers mail.

Shared folder. This is a folder that allows multiple users to receive mail in the same directory. Because all members of a shared folder can access messages in the shared folder, it is not necessary to duplicate the same message for multiple users. Only IMAP clients such as Eudora can access shared folders.

Signature. A signature is a few lines of text automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You only use one signature at a time in a message.

Simple Mail Transfer Protocol (SMTP). SMTP is a protocol widely implemented on the Internet for exchanging email messages. SMTP is also called an Outgoing server.

SMTP AUTH. SMTP AUTH authenticates messages that are sent. This operates automatically in Eudora. The preferred SMTP authentication method is CRAM-MD5. If CRAM-MD5 is not available, LOGIN or PLAIN will automatically be used.

Stationery. Stationery files are templates you create for outgoing messages, for example, a generic response when you are on vacation.

Table of Contents (TOC). The TOC in Eudora is the list of messages and their data displayed in each mailbox or folder.

Transmission Control Protocol/Internet Protocol (TCP/IP). TCP/IP is a set of protocols for computer network communication. The protocols provide conventions for connecting networks and routing traffic between them. It supports local area networks as well as interconnections between local area networks. TCP/IP protocols are described in IETF RFCs and in numerous reference works.

Universal Resource Locator (URL). URLs are Internet addresses and links to pages and sites that reside on the World Wide Web. For example, to display the Eudora Web page on the Internet, you need the Eudora URL, which is *www.eudora.com*.

UNIX to UNIX Copy Protocol (UUCP). UUCP is a UNIX email protocol.

Uuencode. This is an attachment decoding method best used for recipients using PC or UNIX systems that are not MIME-compliant.

Username. A character string by which users are known, for example `ldempster`. Username is also called Login name.

Winsock. Winsock is a connection method. There are two methods of making Winsock calls using TCP/IP stacks: blocking and asynchronous.

World Wide Web. Also known as the Web, the World Wide Web is a graphical interface to Internet resources. Web refers to the set of hypermedia pages accessible via the Internet.

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