



Advanced Eudora 6.1.2

For Windows 2000/XP

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Introduction

This document covers some of the more advanced issues you may encounter with Eudora and assumes you have a good working knowledge of Eudora. Beginners should refer to the ITS document *Getting Started with Eudora 6.1.2 for Windows 2000/XP* (WIN1021) which is available at the Information Technology Services (ITS) Help Desk in Keller 105, or on the World Wide Web at:

www.hawaii.edu/itsdocs

Note: throughout this document, menu items are printed in bold, and hot keys are indicated by an underscore in the name of the menu item. These hot keys perform the same function as the actual menu item, when they are accompanied by the **Control** key.

Saving your Password between Sessions

Normally, you only need to enter your Eudora password the first time you check for mail during a session. However, you can have your password saved so that you will not have to type it in at all.

1. Go to the **Tools** menu and select **Options...**
2. Click on the **Checking Mail** icon under **Category**.
3. Check the box next to **Save password**.
4. Click **OK**.

You should check mail (**File**→ **Check Mail**) at least once. You may have to type in your password one more time. The next time you start Eudora, you will not need to enter your password.

If you want Eudora to temporarily forget your password so that it has to be typed in again, go to the **Special** menu and select **Forget Password(s)**. You will have to uncheck the option in **Tools**→ **Options...**→ **Checking Mail** if you want to permanently turn off this feature.

Converting your Pine Address Book for use with Eudora

You may have created an Address Book in Pine that you would like to transfer to Eudora. Be sure to exit Eudora before following this procedure. After each UNIX command, you should press the **Enter** key.

1. Login to your *uhunix* account. First, make a copy of your address book by typing **cp .addressbook addressbook.bak** at the UNIX prompt. At the next prompt, type **pine2eudora**.
2. This will create a text file on your *uhunix* account called **nddbase.txt**. Download this file to your PC with SSH Secure File Transfer or any SSH capable file transfer program. You can consult the ITS document Installing the SSH Client v3.2.2 for Microsoft Windows for help on using SSH Secure File Transfer.
3. Place this file into your **Eudora** subdirectory (e.g. `c:\Program Files\Qualcomm\Eudora`) or wherever you may have moved and/or renamed it if you are sharing a PC with other people (see page 7).
4. Start Eudora. Go to the **Tools** menu and select **Address Book**. You should now see a list of nicknames, and they should be the same as what you had in Pine. You can now use these nicknames when you send messages.

Leaving Mail on the Server (POP configuration)

This section is for people using Eudora in the POP mode. It will show you how to leave a copy of all your e-mail on the server, which will allow you to use UH Web Mail (<http://mail.hawaii.edu>) to read your mail when you are away from your PC. However, your e-mail will still be downloaded to your PC, so you will have two copies of your **In** mailbox — one on your PC and one on the server.

Note: There are several benefits of leaving your mail on the server, but there are some things that need to be considered. By having your mail stored on the server, it guarantees that you will never

lose your e-mail in the event of computer problems and if you check your mail in more than one location, the messages that you keep on the server will always be there. Disk usage on the server does come into consideration however if you decide to keep your mail on the server. Each account is restricted to 20 megabytes of disk space, and if an account goes above this limit, e-mail is not delivered until the problem has been resolved.

Generally, if you need access to your e-mail from more than one location, ITS recommends that you use Eudora in the IMAP mode or UH Web Mail (<http://mail.hawaii.edu>) instead. However, if you prefer to use Eudora in the POP mode, you may opt to “Leave mail on server” which will download mail to your PC and also leave a copy on the mail server. To do this in Eudora:

1. Go to the **Tools** menu and select **Options...**
2. Scroll and click on the **Incoming Mail** icon under **Category:**
3. Check the box labeled **Leave mail on server** and **Delete from server when emptied from Trash.**
4. Click **OK.**

Now when you check mail with Eudora, a copy of all your messages will be left on the server.

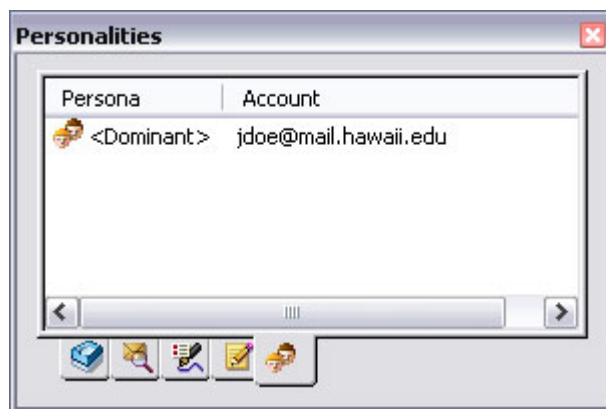
Note: If you delete messages from Web Mail, they will still be on the PC. You will have to delete the messages from Eudora as well. Eventually, the two mailboxes may become out of sync.

Managing Multiple E-mail Accounts in Eudora (Personalities)

The personalities feature in Eudora allows you to access and manage separate e-mail accounts. Each personality in Eudora can have its own mailbox and associated mail subfolders in the main Eudora folder. We recommend that you use the IMAP configuration when managing multiple accounts in Eudora.

CREATING A NEW PERSONALITY

1. From the **Tools** menu in Eudora, select **Personalities**. The **Personalities** window should appear in the left-hand portion of the Eudora window. The Personalities window will look something like this:



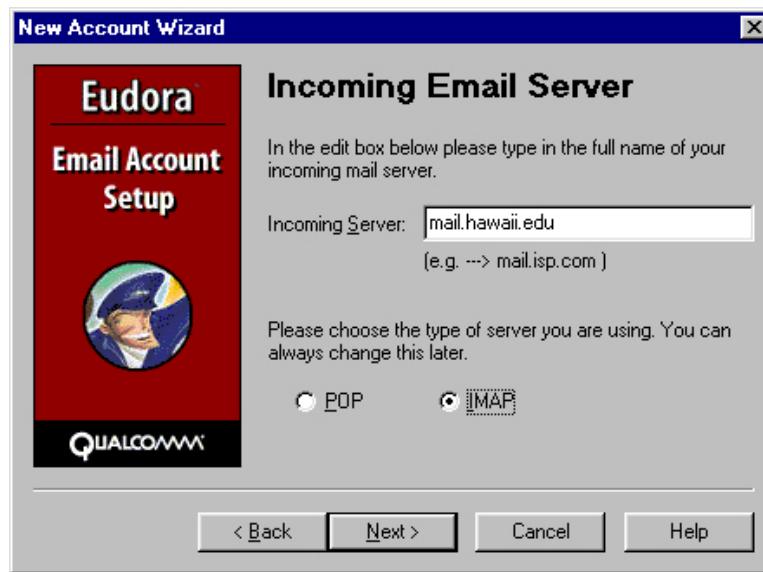
2. Right-click anywhere inside the **Personalities** window, and select **New...** from the context window that appears. The New Account Wizard, **Account Settings**, should appear.



3. Choose **Create a brand new email account** from the list of options, and click the **Next** button.
4. In the **Personality Name** window, enter the name to identify this new personality or e-mail account. Click on the **Next** button to continue.
5. Enter your full name, or the name of the user that will be using the personality, in the **Personal Information** window, and choose **Next**.
6. In the **E-Mail Address** window that appears, enter your complete e-mail address. Click on the **Next** button to continue.
7. In the **Login Name** window, enter your login name. If you are trying to access your UH mail account, this would be your UH username. Click on the **Next** button to continue.
8. Enter the name of the incoming server in the **Incoming E-Mail Server** window. If you are configuring Eudora to access mail from your UH mail account, the incoming mail server would be the mail server at UH. The server address is:

mail.hawaii.edu

Under **Incoming Server**, select the server type that you are using. If you are using Eudora to manage multiple accounts, we recommend using the **IMAP** configuration to manage your incoming mail. If you decide to use the **POP** server configuration, incoming mail from all accounts using POP will be appended to the default Inbox in Eudora.



9. (For IMAP users) In the **IMAP Location Prefix** window that appears, type the location prefix for the mail directory from which you will be reading mail. If you are accessing a UH mail account, this prefix should be blank. Click **Next**.
10. Enter the name of the outgoing mail server that you are using in the **Outgoing Server** window. If you are dialing into the UH modem pool, or are on the local network, this server would be the smtp server at UH. The smtp server address is the same as the incoming mail server address:

mail.hawaii.edu

Leave “allow authentication” checked.

Important: If you are using an Internet Service Provider, you will need to use their smtp server address under **Outgoing Server**.
11. Click the **Next** button to continue, and select **Finish** to exit setup.
12. You will be asked for the password to the account you just set up. Type it in and click OK.

IMPORTING SETTINGS FROM OTHER MAIL CLIENTS

Eudora 6.1.2 allows you to import settings from Netscape Messenger 4.x, Microsoft Outlook Express 5.x/6.x, and Outlook 98/2000/XP as an account personality. This feature is useful when you are switching to Eudora 6.1.2 from another mail client, and would like to keep the same account settings.

1. From the **Tools** menu in Eudora, select **Personalities**. You should see the Personalities window appear in the left-hand side of the Eudora window.
2. Right-click anywhere inside the Personalities window, and select **New...** from the context window that appears. The New Account Wizard, **Account Settings**, should appear.

3. Select **Import settings from an existing email account** from the list of options in the **Account Settings** window. This option will only be available if Eudora recognizes settings from another mail client that can be transferred. Click the **Next** button to continue setup.



4. In the **Import Settings** window, check the box beside the account from which you would like to import settings/mail. To import your e-mail messages from this e-mail account, select **Import Mail** from the list of options below. To import your address book entries from this e-mail client, select **Import Address Book Entries**, and click on the **Next** button.
5. (For Netscape Only) Before you import your Netscape Address Book, you must first save it in LDIF format. To do this:
 - a. Open Netscape Communicator.
 - b. Select **Address Book** from the Communicator menu.
 - c. From the **File** menu in your Netscape Address Book, choose **Export...**. Select the directory in which you would like the file saved, enter a name for the file under **File name**, and click **Save**.
 - d. In the **Import Settings** window, click the browse button to choose the file that you saved. The name of the file containing your address book should appear next to the browse button in the **Import Settings** window. Choose **Next** to continue.

Eudora will transfer all settings from the mail account of choice including: personalities, incoming and outgoing mail servers, real name, return name, and login name. Once migration is complete, a **Success!** window will appear indicating that Eudora has finished the import process.

Important: Depending upon the volume of mail/settings that must be transferred, it may take several minutes to complete the migration process.

MODIFYING AN EXISTING PERSONALITY

1. From the **Tools** menu in Eudora, select **Personalities**. If the Personalities tab is visible, you can click on this tab to bring up the **Personalities** window.
2. Right-click on the personality that you would like to modify, and select **Properties** from the context menu.
3. Enter your new account information in the **Account Settings** window, and click **OK** to exit and save changes.

DELETING A PERSONALITY

To delete a personality profile in Eudora, open the **Personalities** Window, highlight the personality that you would like to delete, and hit the **Delete** key. A warning will appear asking you if you are sure you want to delete this personality. Click **OK**.

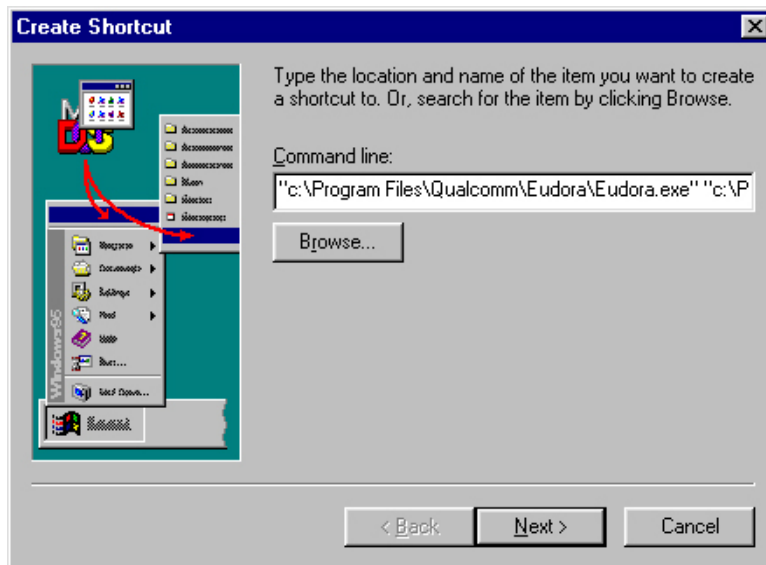
Note: In Eudora, you may delete any personality except your dominant personality.

Managing Multiple Users on One PC

The instructions below are designed for users who are using the Windows 98 operating system who do not have individual accounts in Windows for different users. If you are using Windows 2000/XP, each user should have their own account for Windows, and when installing Eudora the option to store Eudora settings and mailboxes in "**User's Application Data Folder**" should be checked.

The preferred method for managing multiple users in Eudora is to create shortcuts to individual mailboxes in the Eudora subdirectory. In this way, each Eudora user will have their own mailbox icon and associated files in a subfolder in the main Eudora folder. Keep in mind that it will be possible for each person to read the others' mail.

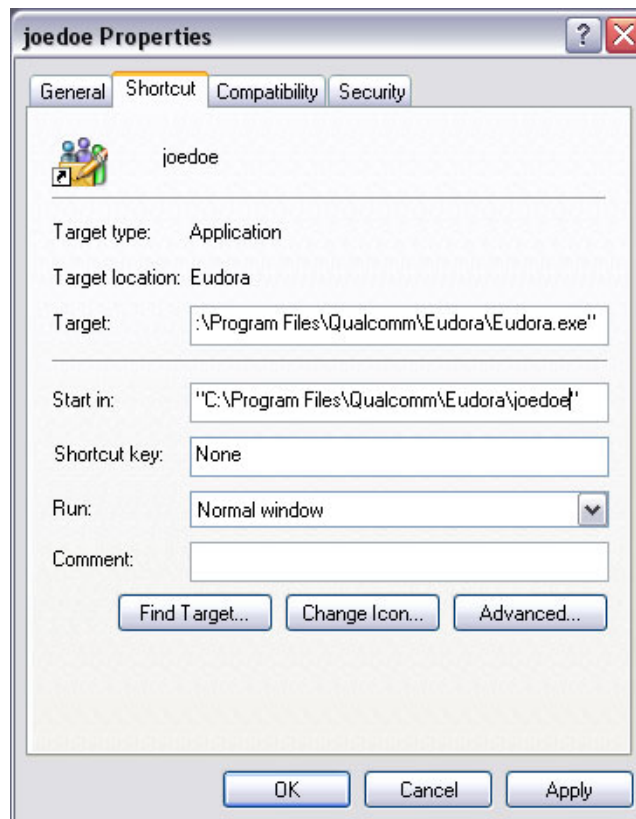
1. The first person should create a new folder for their personal configuration in the Eudora subfolder (e.g. **c:\Program Files\Qualcomm\Eudora\joedoe**). This could be done via Windows Explorer.
2. Once you have created the subdirectory in Eudora, you can create a shortcut to this folder on your Windows desktop. To do this, right-click on an empty area on the Windows desktop, click on **New**, and select **Shortcut** from the list of options.
3. Fill in the information in the **Create Shortcut** window as shown. In this example the command line is "**c:\Program Files\Qualcomm\Eudora\Eudora.exe**" "**c:\Program Files\Qualcomm\Eudora\joedoe**". Here, *joedoe* would be replaced by the name of the Eudora subdirectory that you created in step 1.



4. Enter the name of the person created in step 1 for the name of the shortcut and click on **Finish**. In this example, a shortcut called **joedoe** will now appear on the Windows desktop.



5. Right click on the new shortcut, click on **Properties** and click on the **Shortcut** tab. In the Start In box, enter **"c:\Program Files\Qualcomm\Eudora\joedoe"**, click on **Apply** then **OK**. Here, *joedoe* would be replaced by the name of the subfolder that you created in step 1.



6. Double click the shortcut you just created (in our example, we would double click on the **joedoe** shortcut). Eudora will launch. Configure Eudora with your e-mail preferences as shown in the ITS document *Getting Started with Eudora for Windows 95/98/NT/2000* (WIN9X003). Now, whenever you double click this shortcut, Eudora will launch with settings specifically for you and save all of your e-mail into the folder you created in step 1.

Repeat steps 1-6 until all persons sharing the PC have their own shortcut on the Windows desktop. Remember, to access your personal mailbox you must double click on your shortcut on the Windows desktop.

Filing your Mail into Other Mailboxes

If you have a large **In** mailbox, you may want to file messages with the same topic into their own mailbox.

TRANSFERRING TO A NEW MAILBOX

As an example, you could save all your work-related messages to a new mailbox called **work**.

1. Highlight the message(s) in your **In** mailbox that you want to transfer.
2. Go to the **Transfer** menu and select **New...**
3. Type a name for your mailbox, i.e. **work**. Click **OK**.
4. The highlighted message(s) will disappear from your In mailbox window and be transferred to the work mailbox. If you look under the **Mailbox** and **Transfer** menus, you should see a new choice called **work**.
5. To open the work mailbox, go to the **Mailbox** menu and select **work**.

TRANSFERRING TO AN EXISTING MAILBOX

The **Mailbox** and **Transfer** menus both show a list of all your existing mailboxes.

1. Highlight the message(s) in your **In** mailbox that you want to transfer.
2. Go to the **Transfer** menu and select the mailbox in which the messages will be placed.
3. The highlighted messages will disappear from your **In** mailbox window and be transferred to the chosen mailbox.

Filtering Messages

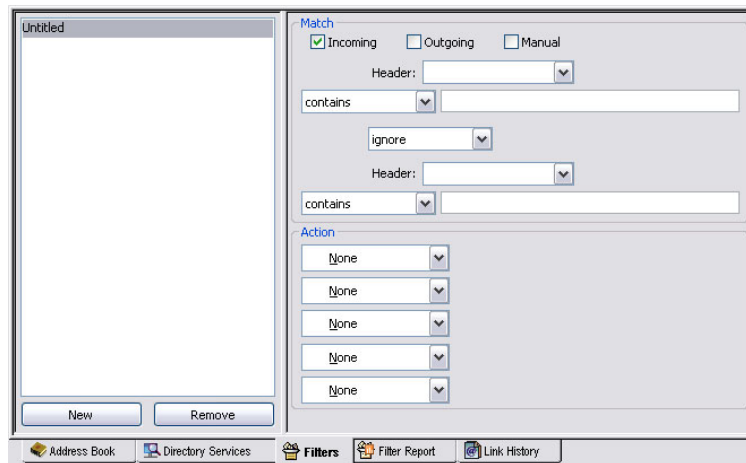
Filtering the messages that you have in your Mailboxes is simple, and convenient. Common usages for filtering your messages are for automatically redirecting similar e-mails (i.e. from newsletters, family members, etc.) and placing them into pre-defined folders or for automatically sorting through common spam messages.

Filters work by following rules that are defined to sort through your mail. For example, you can sort and organize your messages by sender, subject key words, time stamp and various other methods.

Note: Not all features of the filters will be available in light mode of Eudora 6.1.2. To have all features available a full version of Eudora will have to be purchased.

1. To set up a filter in Eudora, **Tools** then go to **Filters**.

2. Click on the **New** button.

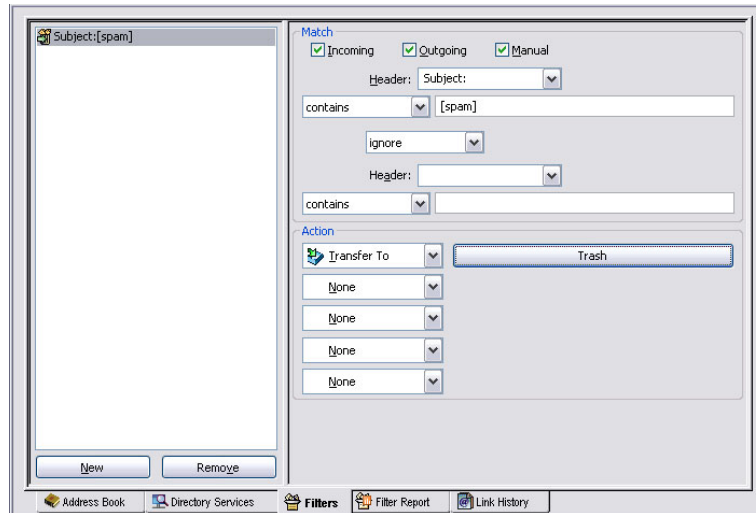


Incoming - If this box is checked, then any incoming message that satisfies the content match condition you specify will be acted on according to the action you've specified in this filter.

Outgoing - If this box is checked, 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.

Manual - If this box is checked, 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. Whether the messages that are manually filtered by this filter are incoming and/or outgoing messages depends on which other box or boxes are checked: Incoming or Outgoing or both.

The example below will create a filter that will automatically move any e-mail that has the phrase “[spam]” in the subject line to your trash folder. There are other options available to use when filtering your e-mail messages. If you need any assistance or have questions about some of the different rules, you can consult with the help wizard in Eudora found by clicking on the **Help** menu, then **Topics** or you can contact the ITS Helpdesk.



Getting Help

There are numerous web sites with Eudora documentation and other help. A search for your specific interest or a tutorial will find numerous matches. Some sites to try are

www.eudora.com

www.eudora.com/techsupport

www.eudora.com/techsupport/online.html

www.eudora.com/techsupport/tutorials

www.hawaii.edu/itsdocs

Eudora Home Page

Eudora Technical Support

Eudora Online Forums and Resources

Eudora Online Tutorials

Online ITS Documents

For additional assistance, please phone the ITS Help Desk at (808) 956-8883, send e-mail to help@hawaii.edu, or fax (808) 956-2108. The Help Desk's toll-free phone number is (800) 558-2669.

Or see the ITS Helpdesk home page at www.hawaii.edu/help
The ITS walk-in Help Desk is located in Keller 105 and Keller 213 on the UH Mānoa Campus.

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