Advanced Eudora 5.1
For Windows 95/98/NT/2000

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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 5.1 for Windows 95/98/NT/2000 (WIN9X003) 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 Æ 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 Æ Options Æ 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 **nndbase.txt**. Download this file to your PC with WS_FTP or whatever method you normally use. You can consult the ITS document *Getting Started with WS_FTP for Windows 95/98/NT/2000* for help on using WS_FTP.

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)

The procedure described in the *Getting Started with Eudora 5.1 for Windows 95/98/NT/2000* document downloads your e-mail to your PC and deletes them from the server. This section will show you how to leave a copy of all your e-mail on the server, which will allow you to use Pine on **uhunix** 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.

Generally, if you need access to your e-mail from more than one location, ITS recommends that you use Pine instead of 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 Pine, 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 e-mail 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 ITS 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 one of the UH modem pools, 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.

Note: Once you have completed the account setup, you may need to refresh your mailbox list in Eudora. To do this by right-click on the Dominant personality, and choose Refresh mailbox list from the context menu that appears. Also, if you frequently use Pine to access your UH mail account, you may need to resynchronize your Inbox on occasion. You can do this by right-clicking on the mailbox that you would like to resynchronize, and selecting Resynchronize Mailbox.

IMPORTING SETTINGS FROM OTHER MAIL CLIENTS

Eudora 5.1 allows you to import settings from Netscape Messenger 4.x, Microsoft Outlook Express 5.x, and Outlook 98 as an account personality. This feature is useful when you are switching to Eudora 5.1 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 e-mail 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 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 his 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\rems`). 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\rems"`. Here, `rems` would be replaced by the name of the Eudora subdirectory that you created in step 1.

   ![Create Shortcut](image)

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 `rems` 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\rems`”, click on Apply then OK. Here, `rems` 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 **rem** 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.

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**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.

**TRANSFERING 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**... Click **OK**.
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.

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/eudora
- www.eudora.com/techsupport/faqs.html
- www.eudora.com/techsupport/online.html
  Qualcomm FAQs
  Qualcomm’s “Online Forums and Resources”

- www.eudora.com/techsupport/tutorials
- www.hawaii.edu/itsdocs
  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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