


Introduction to Eudora Email


Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for your POP (Post Office Protocol) account. This password is required by the server before it will transfer your mail from the server to your Eudora mailbox. No one can get your mail from the server without your password. **The default password given to everyone to access their mail is: lpss**

-  *Note: This does not protect your mail once it is on your PC. Anyone can read any messages that you have in your Eudora mailboxes.*

When you open Eudora, the Enter Password dialog box will be displayed. Enter your password and click OK.



-  *Note: The password is CASE-SENSITIVE, to the uppercase and lowercase characters must be typed in exactly. Be sure that Caps Lock is off when you type lpss*

If your password is rejected, an error message is displayed indicating "Shhh Don't tell anyone" and "ERR User Unknown". This is an indication that you have entered the wrong password or your user name is incorrect. Select **Check Mail** from the **File** menu or click the **Check Mail** icon to redisplay the password dialog box.

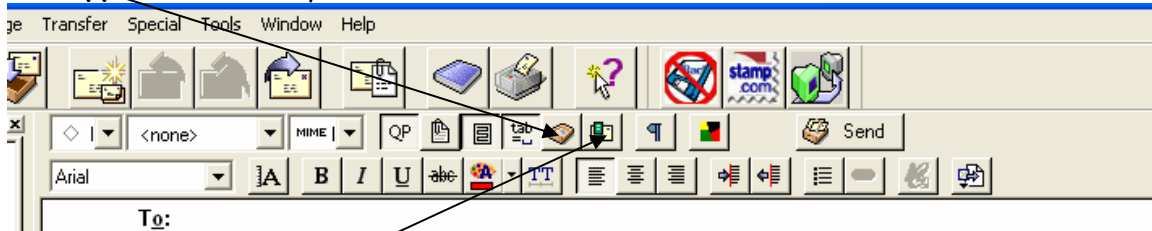
Changing Your Password

To change your password, select **Special** from the **File** menu. Select **Change Password**. You are prompted to 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. When you choose a new password, try not to use real words, names, dates, etc. Make sure it is something you can remember. The system **DOES NOT** record your password. If you forget it, your entire account must be deleted and reentered.

The Toolbar

Place the cursor on any button and the button label will appear, explaining the function of the button. To configure the Eudora toolbar, place the cursor on a blank area of the toolbar, right click

6. Press **Tab** and type an email address in the **Bcc:** field (optional). This is the blind carbon copy field. Recipients will receive the message, but the person in the **To:** field will not know the message was sent to someone else.
7. Press **Tab** and type the body of the message. Word processing options (word wrap, tabs, etc.) are set and explained in the Eudora Setup Options sections.
8. If you would like to keep a copy of the email you are sending, you must click on the **Keep Copy** button before you click Send.

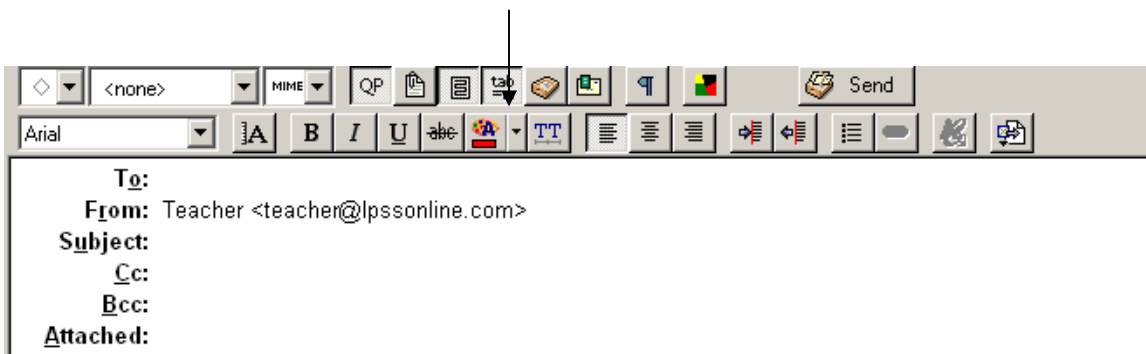


9. Press the **return receipt** button before you click Send when you would like the recipient to send notification that your sent message has been opened.
10. When you are replying to an email message and you need to keep a hard copy on file, you must print the hard copy before you click Send.
11. After completing the message, click **Send**. The message will be sent immediately.
 - ☞ *Tip: You can type multiple addresses in the To:, Cc:, and Bcc: fields, as long as you separate them with commas.*
 - ☞ *Tip: You can save a message without sending it by selecting Save from the File menu. Your message is saved in the Out mailbox. It can be reopened and edited at any time prior to sending it.*

Additional Features


Address e-mails quickly and easily with automatic name completion. Eudora completes the names by looking for the names in either your history file or address book. This feature can be turned off or on in Eudora Setup Options.

1. Enjoy the advantages of a word processor with automatic spell checking and the ability to choose numerous fonts, formatting, and color settings. The formatting toolbar appears at the top of each outgoing message window and becomes active when typing in the body message. Remember that the formatting your recipient sees depends on how well their email package supports these standards.

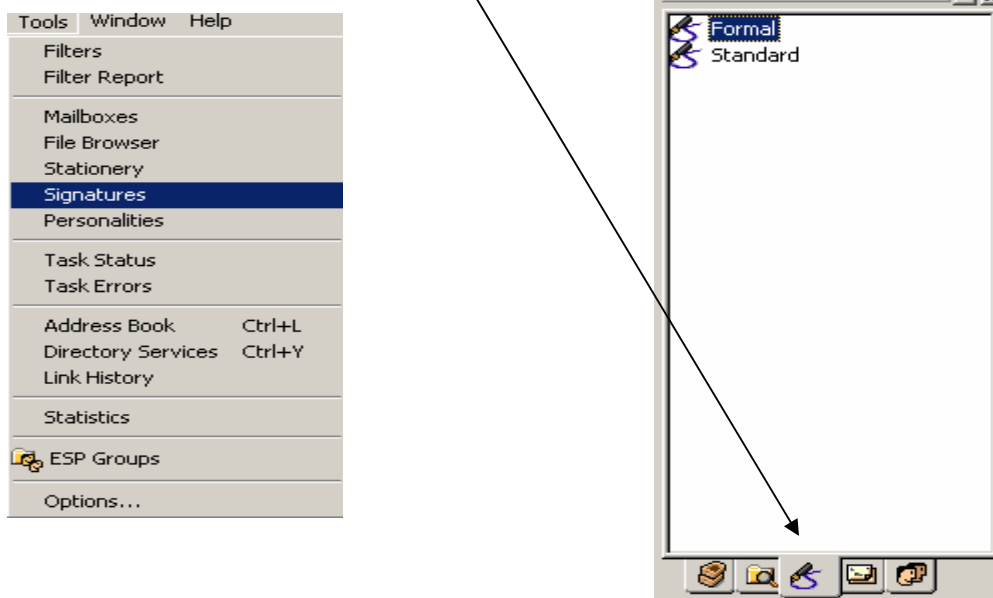


Signatures

A signature is a few lines of text that is added automatically 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 such as 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.

 *Note: In older versions of Eudora, your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.*

From the **Tools** menu, choose **Signatures** or click the Signature button at the bottom of the mailbox window.



Standard Signatures

Double click on Standard and the window to create your signature will open. The standard signature is the default that will attach to all outgoing messages unless you specify otherwise in the Eudora Setup Options. Enter the text for your signature. Note that while Eudora allows you to enter styled text in your signature file, older e-mail programs can have trouble reading them. Unless you're certain that your friends/colleagues are using up-to-date email programs, you may not want to use styled text in your signature.

Once you have created your signature, close the window and choose to Save the signature.

Alternate Signature

Create an alternate signature in the same manner. Alternate signatures might be personal signatures for signing personal email as opposed to a business signature or a second signature if two or more people such as husband, children, etc. are using the computer.

Additional Signatures

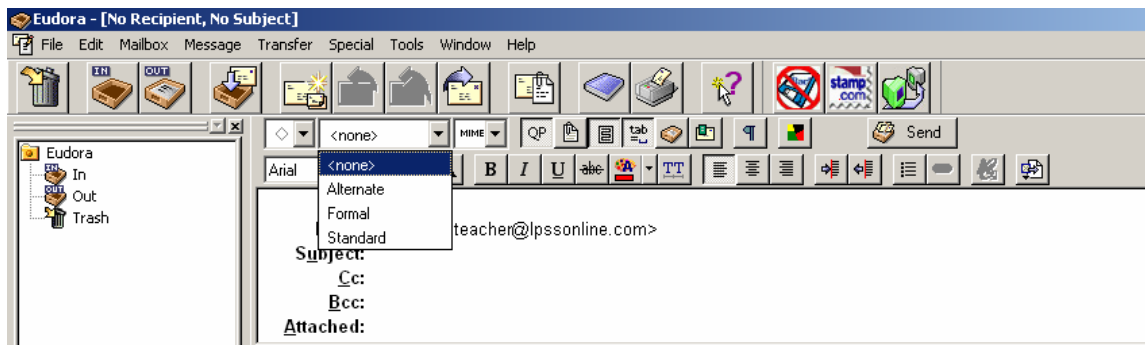
To create additional signatures, open the Signature window and right-click anywhere inside that window. Choose **New** from the drip-down menu.

Eudora displays the **Create New Signature** dialog box, asking you for a name. In the dialog box, enter a signature name and click OK.

A signature window appears. In this window, enter the text for this particular signature.

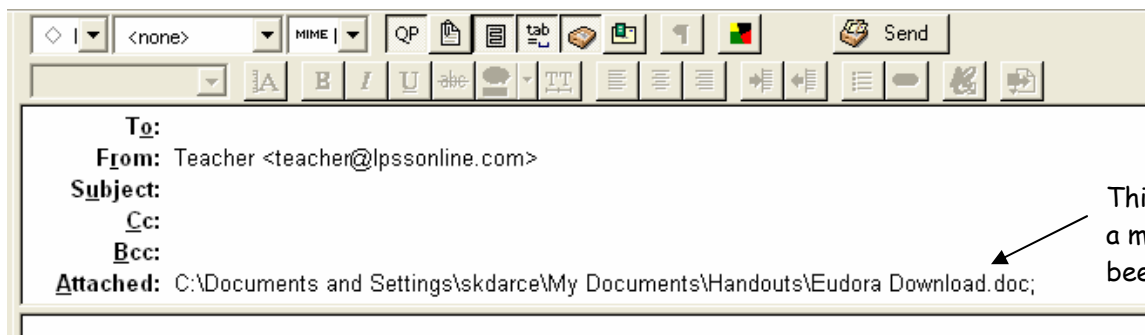
Selecting a Signature

To include a different signature from the default in an outgoing message, select the signature you want from the Signature drop-down on the message toolbar. That signature will attach to this one message only.



Sending Messages with Attachments

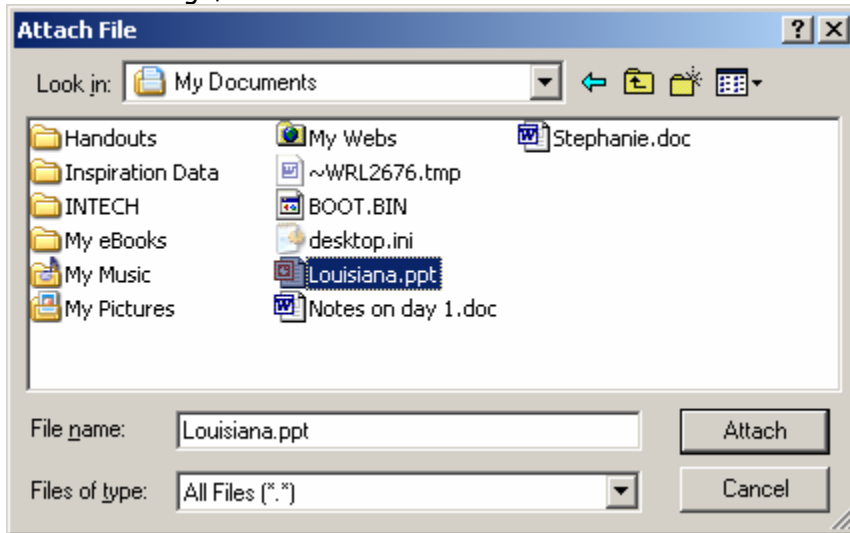
Any file can be attached to and sent with a Eudora message. The attached document does not appear within the email message. Instead the name of the document appears automatically in the Attached field of the message header. The recipient will see a link to the attachment instead inserted after the message text.



To attach a file to an outgoing message:

1. Place the cursor in the Attach field of the message header. From the **Message** menu, chose **Attach File** or click the **Attach File** button on the **Toolbar**.

2. Locate the folder that contains the file you want. Select it and click the Open button to attach the document to the current message. You can add as many attachments as you want to a message, one at a time.




3. Complete your message and click the Send button. Your message and the attachment will be sent.

Receiving Attachments

Attachments are 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. Attachments are displayed as an icon and as a link at the bottom of incoming messages.

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

 *Note: Attachments are not automatically deleted from the Eudora Attach folder unless you have set the Options to do so. It is wise to check the Attach folder periodically and delete unwanted attachments.*

Checking for and Receiving Mail

You can manually check for mail or set up Eudora to automatically check for mail. Eudora automatically checks for mail at the interval you request. Automatic mail checking will be covered in the Eudora Setup Options. To check mail manually:

1. From the **File** menu, choose **Check Mail** or click on the Check Mail Button on the toolbar.
2. If Eudora asks for your password, type it in the Password dialog box and click **OK** (Server passwords are case-sensitive).
3. If there is no mail for you, a "no mail" alert appears. Click **OK**.
4. If you have new mail, Eudora transfers the messages one by one and then displays a "new mail" alert. Click **OK**. New messages are delivered to your In mailbox. This mailbox automatically opens and your new messages are added to the end of the mailbox list.

5. Double-click on a message to open the message.
6. To stop a mail check in the middle, click the **Stop** button in the progress window.

Replying to a Message

1. Select or open the message you want to reply to.
2. From the **Message** menu, choose **Reply** or click the Reply button on the toolbar to display a new composition window. Eudora completes the To:, From:, and Subject: fields based on the original message.
3. Remove those parts of the original text that you don't want to include in your reply and type in your own text.
4. When you finish your response, click **Send**.

Forwarding a Message

A new message window appears with your address in the From field, the original subject is preceded by "Fwd." and a space in the Subject field, the original sender's text quoted in the message body, and the original attachments in the Attached field.

1. Select or open the message you want to forward.
2. From the **Message** menu, choose **Forward** or click the Forward button on the toolbar to the new composition window.
3. Type the addresses of the people you want to forward the message to in the **To:** field.
4. The existing text may be edited, and more text may be added to the message.
5. After editing the message, click **Send** to forward it.

Redirecting a Message

Eudora's Redirect command lets you pass on a received message that was intended for someone else, allowing that person to reply directly to the original sender. A new message window appears with the original sender's address in the From field and 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.

1. Select or open the message you want to redirect.
2. From the **Message** menu, choose **Redirect** to display a new composition window. Eudora completes the From: field with the address of the originator, followed by parentheses by the words "by way of" and your name and/or email addresses. The Subject: field and message body are also completed based on the original message.
3. Type the addressed of the people to whom you wish to redirect the message in the **To:** field.
4. The existing text may be edited, and more text may be added to the message.
5. Once the editing is completed, click **Send**.

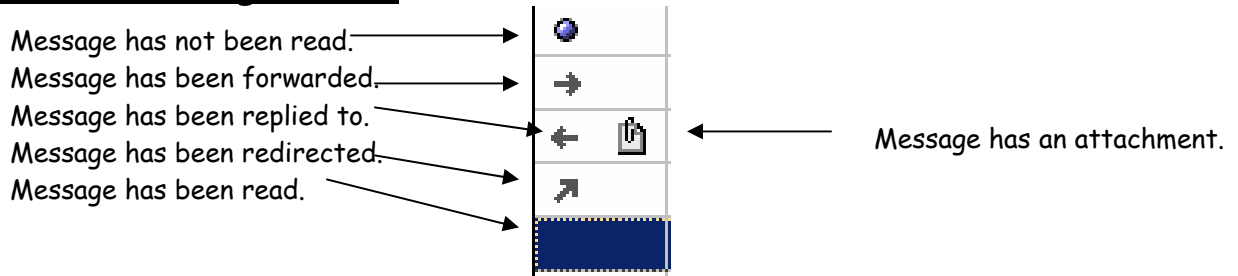
Deleting Messages

Deleting messages is a two-step process: the message first goes into the Trash, then needs to be deleted from the Trash. To delete a message, select the message and press the Delete key on the keyboard. The message is transferred to the Trash mailbox. You can also delete a message by clicking one time on the message to highlight that message, then clicking on the icon of the trash can.

To delete the messages in the Trash mailbox (removing them permanently from your computer), do one of the following:

- ☐ From the Special menu, choose Empty Trash, or
- ☐ Right-click the Trash mailbox icon, choose Empty Trash from the menu, or
- ☐ Open the Trash mailbox, go to Edit, Select All, and press the Delete key.

Symbols in Message Boxes



Using the Address Book

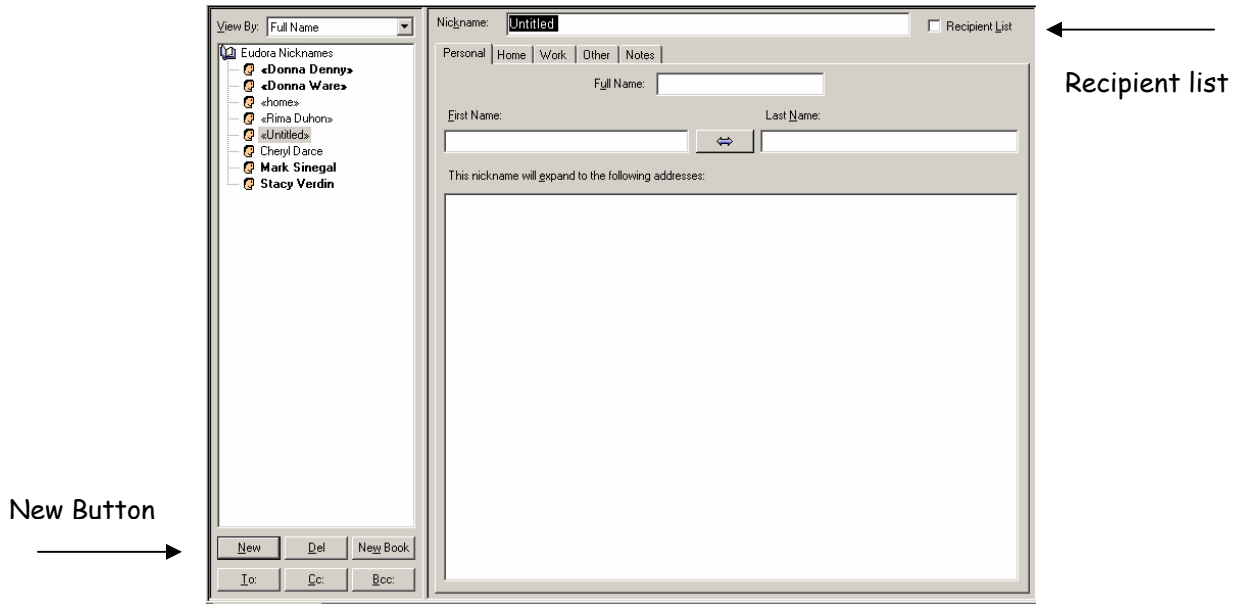
The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, a real name, any contact information, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

There are two ways to use your Eudora address book.

1. Short, easy-to-remember entries for individual people.
2. One entry for a whole list of addresses (distribution list).

Creating an Address Book Entry:

1. Open the Address Book window by going to Tools, Address Book or click on the address book icon on the toolbar.
2. Click the New button.
3. Enter the name of the entry to the right where you see Untitled. The entry can be a single entry or a group entry, like Bosses. Check off "Recipient list" if you think you'll use this entry often.

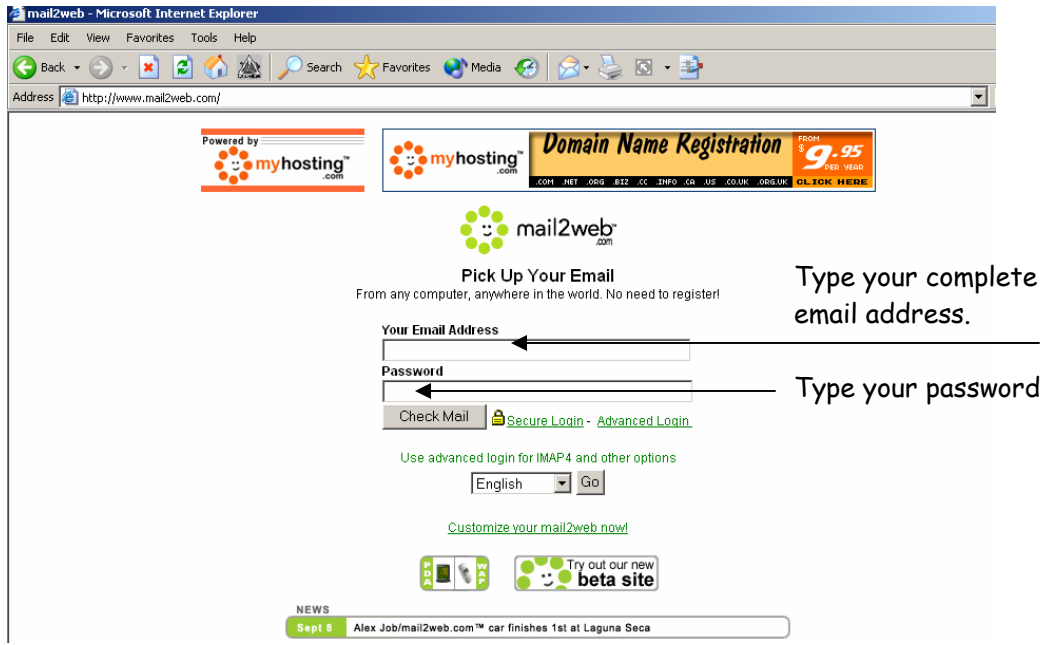


4. Type or paste the email address(es) you want for this nickname in the box. "This nickname will..." If you are creating a group entry multiple addresses must be separated by commas or carriage return.
5. Additional information for each entry may be added in the areas Home, Work, or Other. (This is optional.)
6. From the address book, if you highlight the nickname then click one of the bottom button on the left hand side of the window, you can send a message **To** someone, **Cc**, or **Bcc** someone. Highlighting a nickname and clicking the Del button will delete that name and all information attached to it from the address book.

Checking Email from Home (2 options)

Option 1

Employees of the Lafayette Parish School Board can check their LPSS email account using an Internet browser such as Internet Explorer. In the address line of your Internet browser type: <http://www.mail2web.com> and press the enter key on your keyboard. When the screen appears (pictured on next page) type in your complete email address and your password then click **Check Mail**.



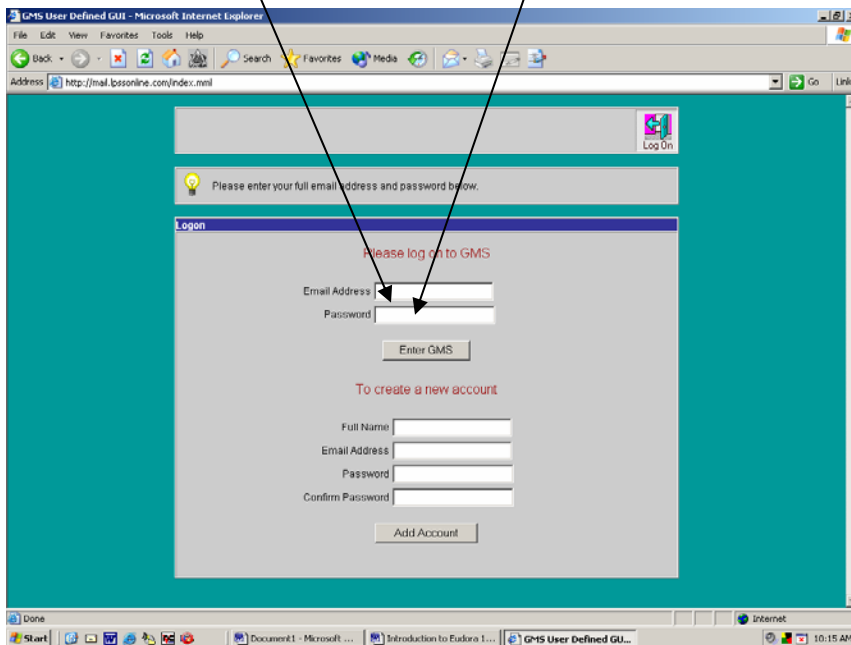
Type your complete email address.

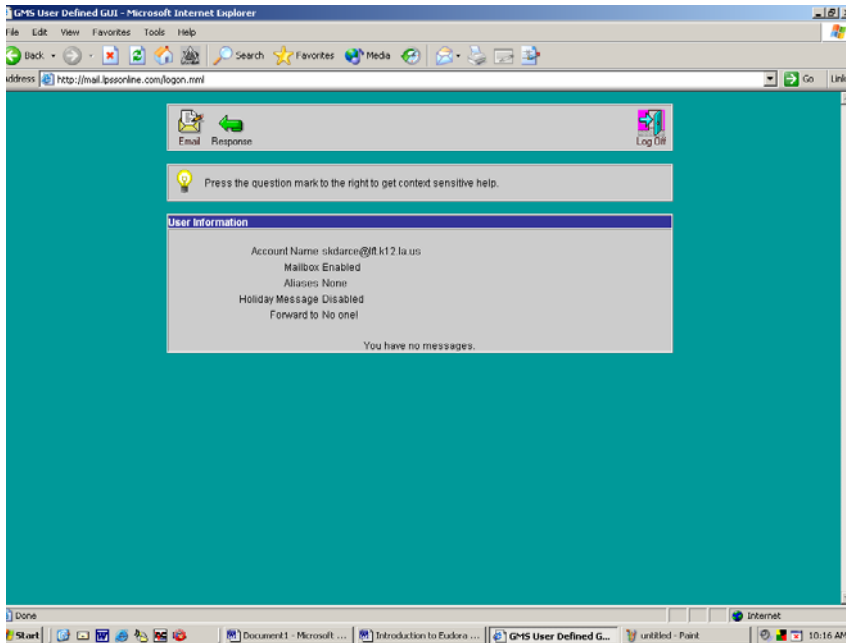
Type your password

This program does allow you to view any attachments that might have been sent with your email.

Option 2

In the address line of your Internet browser type: <http://mail.lpssonline.com> and press the enter key on your keyboard. This will enable you to enter the web based section of the email. Type in your email address and your password and click enter GMS.





You will then get a screen that will allow you to view, reply, delete or forward your messages. This program does not show any attachments that might have been sent with your email. Also unless you delete a message it will stay on the server so be sure to delete messages that you do not need.

Eudora Setup Options

Setup

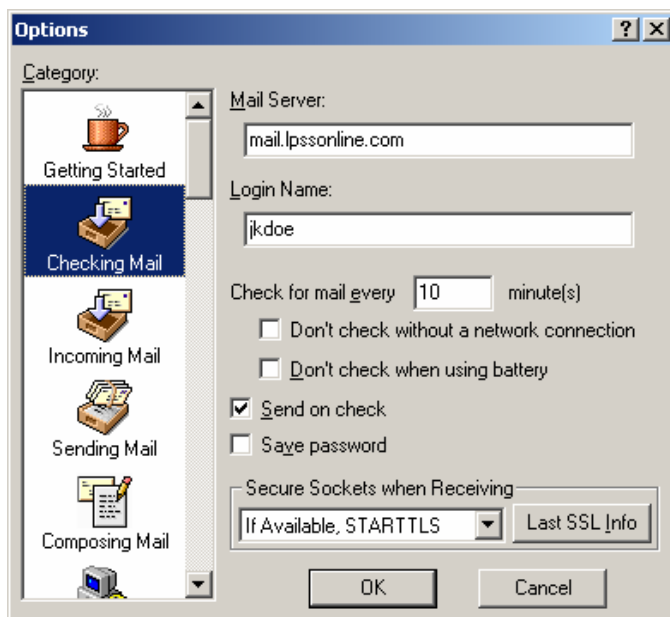
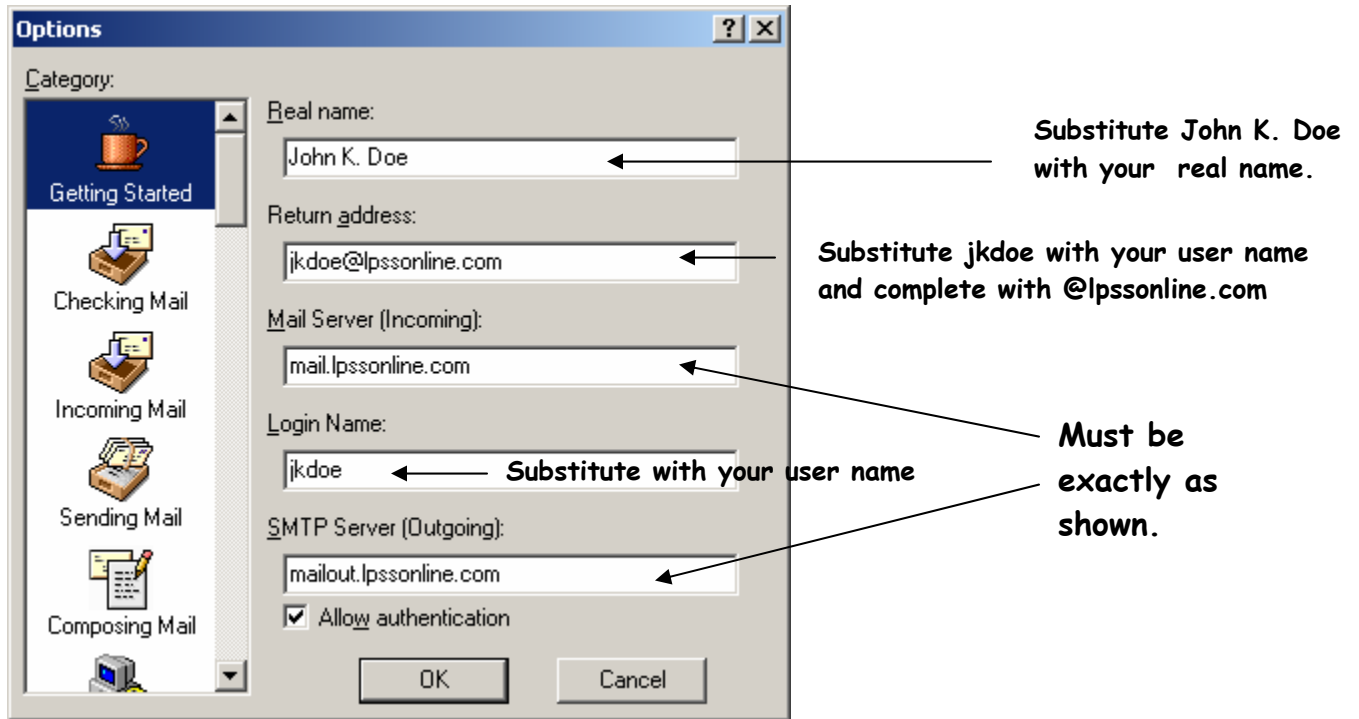
To Manually Setup or customize Eudora go to Tools, and select Options. Use the scroll bar to scroll down the list and set options for each category area. To get help on any item simply click the "?" in the upper right hand corner of the Options window, then click the topic—a popup window will explain the topic. Some options displayed on the following screens are required and some are recommended. Required options must be set as shown in the diagrams that follow and are clearly labeled!

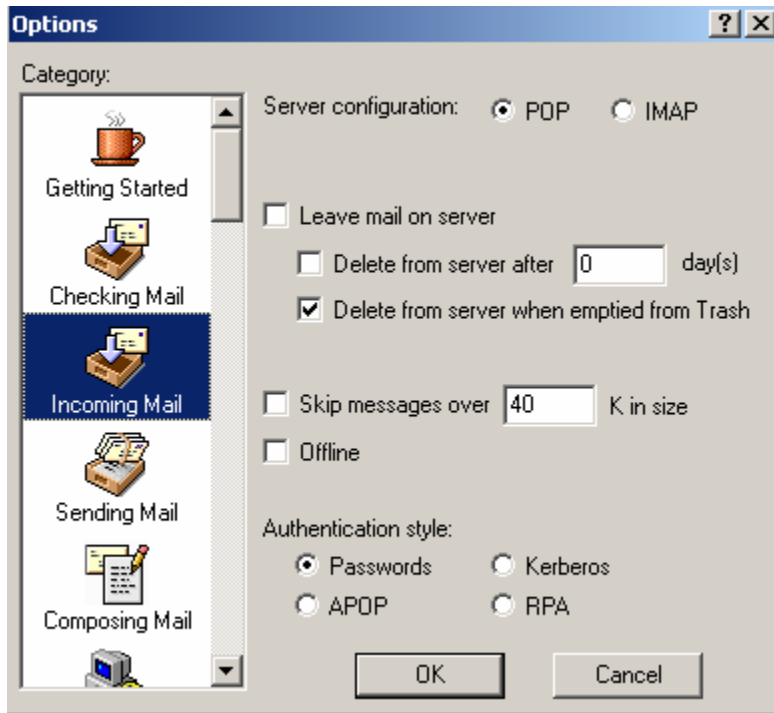
The following categories can be skipped completely and left with the default setting. These categories require no changes and if changes are made, it could result in Eudora not functioning properly. Ignore these categories:

Internet Dialup	Background Tasks
Auto Completion	Extra Warning
Labels	Advanced Network
Automation	Kerberos
MAPI	Styled Text
Auto Configure	Statistics
Date Display	

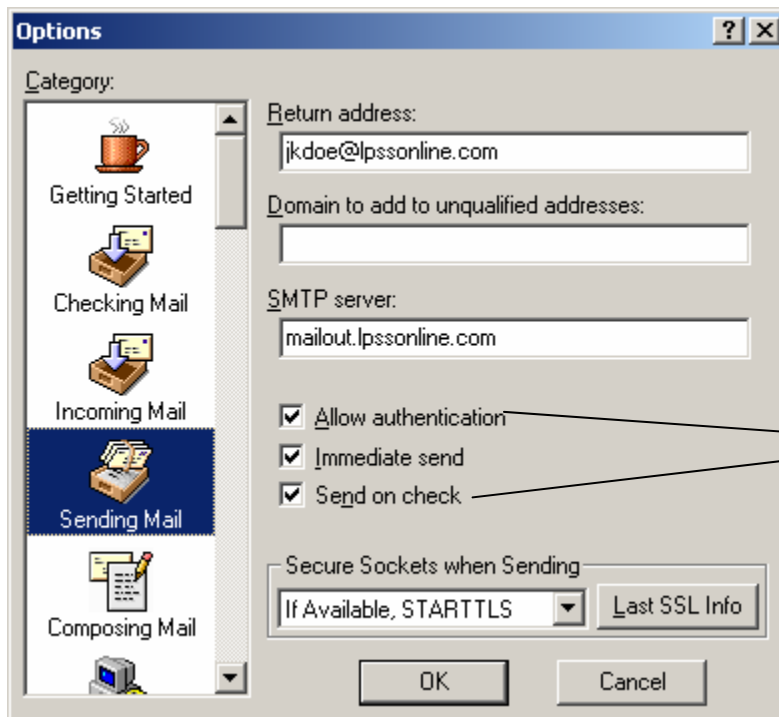
The first field under TOOLS and OPTIONS is **GETTING STARTED**. All fields in this area are **REQUIRED**.

The following screen shots from the **OPTIONS** Window are in the order in which they are listed in the program. Recommended and required settings are marked on each picture.

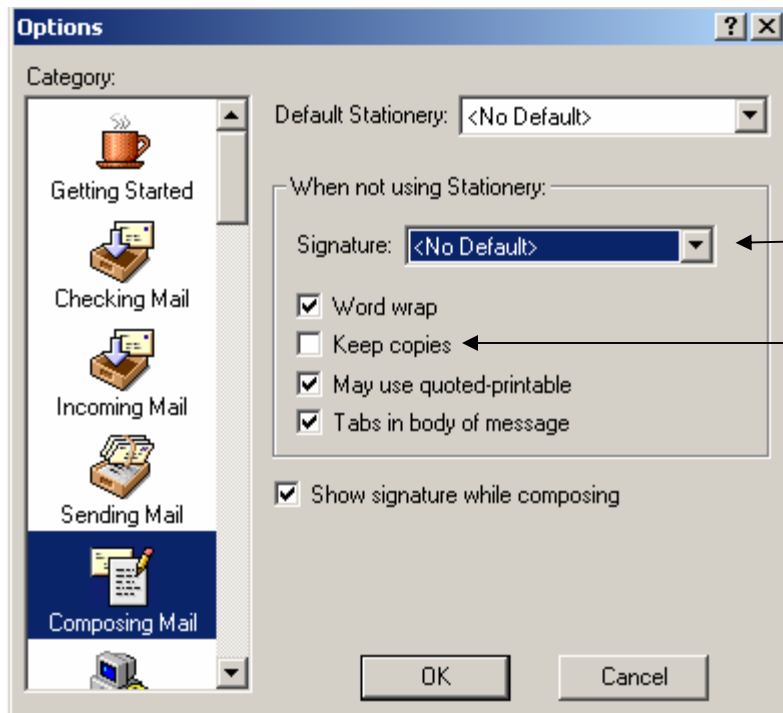




Make NO changes to this screen!

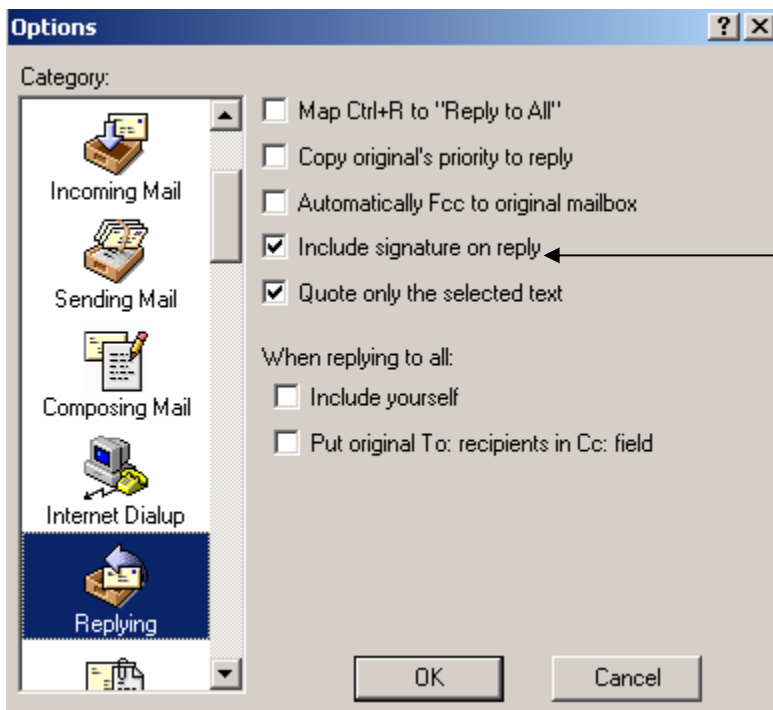


All 3 of these boxes should be checked!

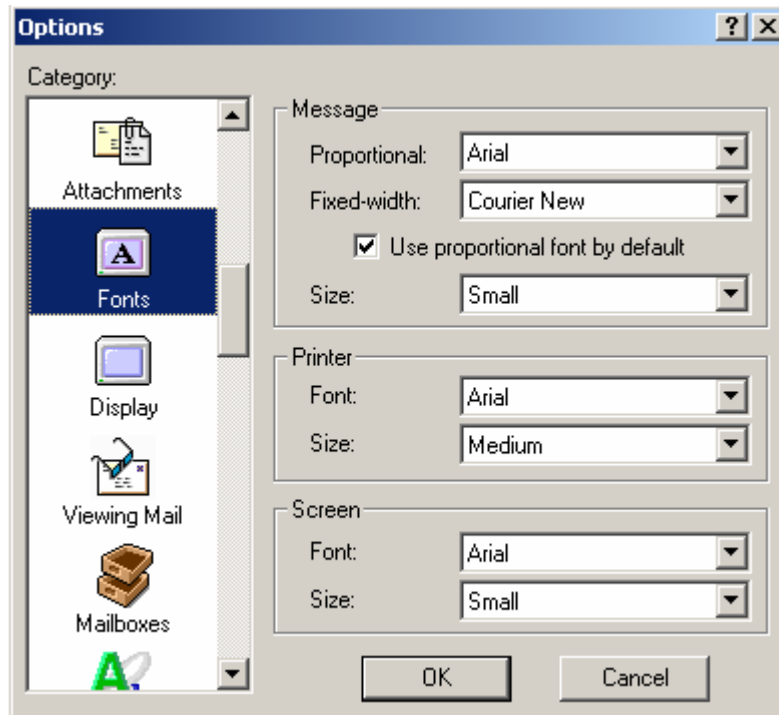
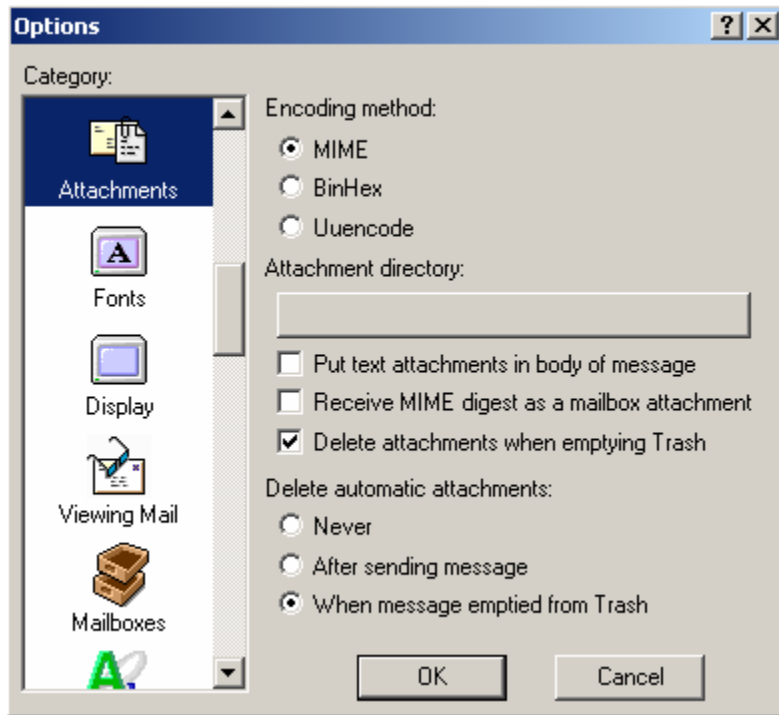


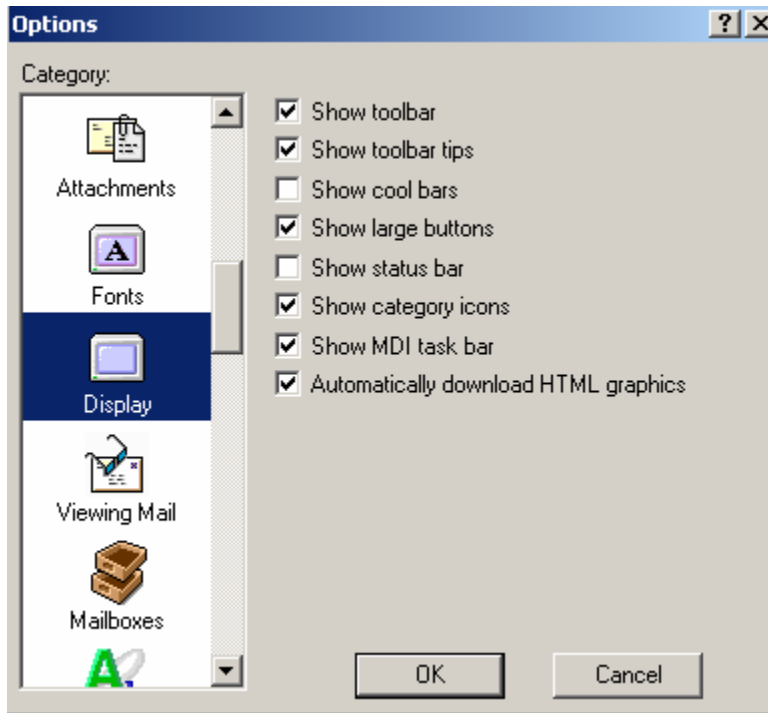
If you create a signature, use the arrow to select it here.

To automatically keep copies of **ALL** mail you send, place a check on Keep Copies. If this option is checked, you must manually delete messages saved in your Out Mailbox.

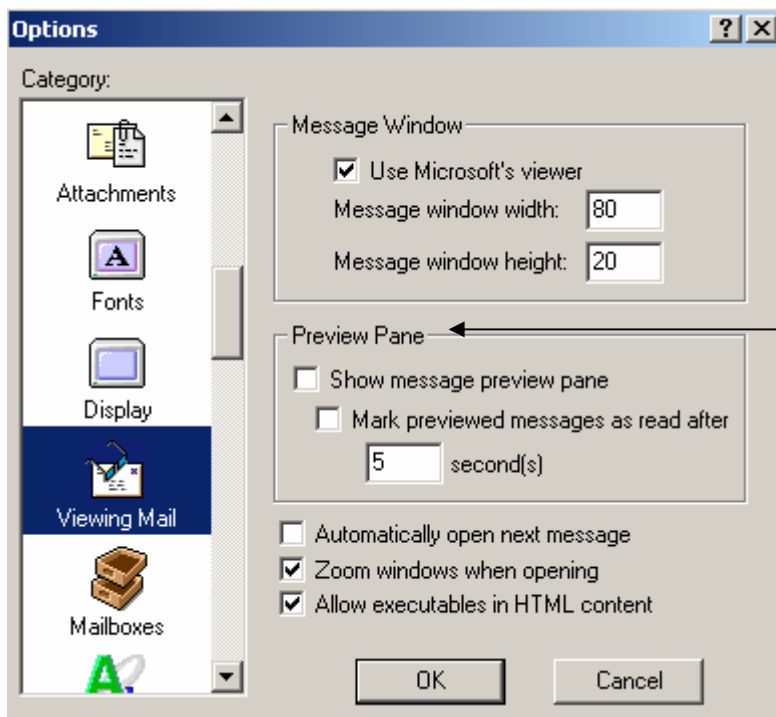


If you do not wish to include a signature when replying, take the check out of this box.

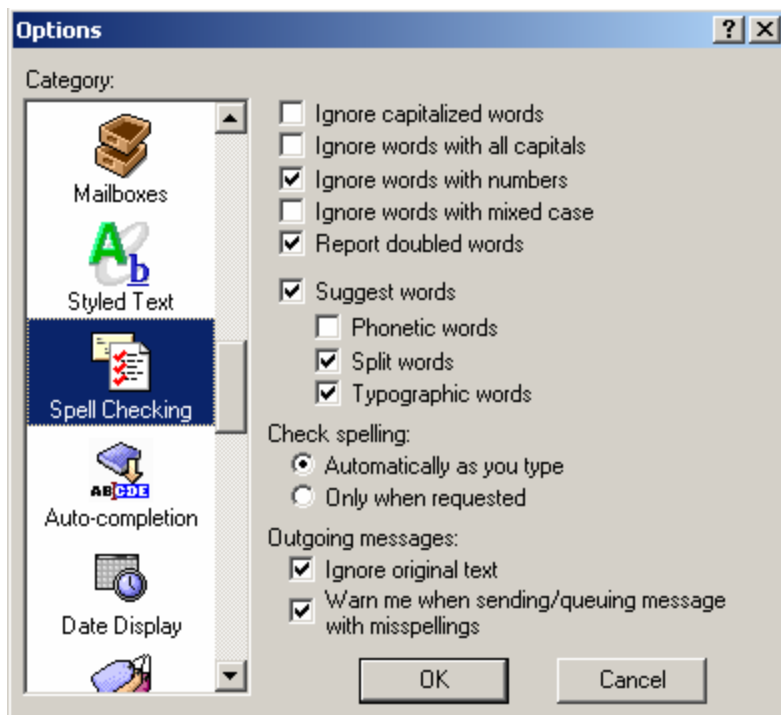
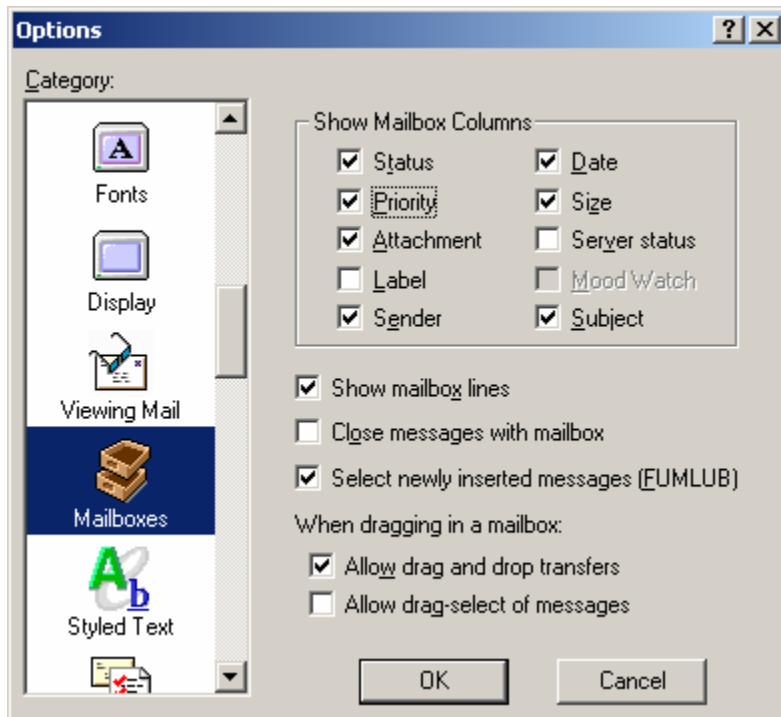




Remove the checks from Show cool bars and Show status bar.



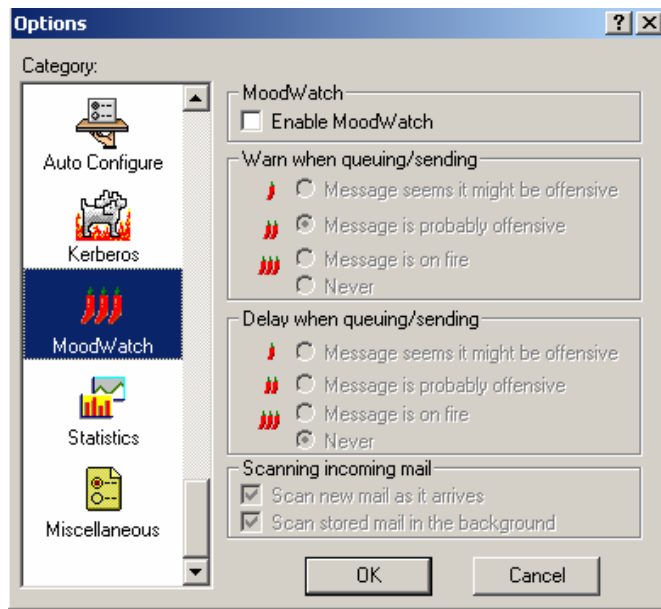
Divides the screen in two. Allows you to preview the email without opening it--remains marked as "unread". (Optional preference)



This page is set to personal preference.



Press the bar to select a different sound alert.



This page is set to personal preference. Recommended-Leave OFF by not checking box!

