New Features Manual for Macintosh

Version 5.1

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Finally, thanks to all the users and testers of Eudora, whose suggestions have made it a much better program than it otherwise would have been.

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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New Features for Eudora 5.1 for Mac

Welcome to Eudora 5.1! This manual describes the new features and functions in Eudora 5.1 for the Macintosh.

- **Secure Sockets Layer (SSL).** SSL**,** a transport security protocol, has been added to Eudora. SSL is used to authenticate the server and to encrypt mail transfers so no one can read your mail while it's being sent to or received from your mail server.
- **MoodWatch™.** Enhancements to the MoodWatch feature for monitoring offensive content have been made. You can now see the offending word or phrase in the message. Also, you can indicate at what MoodWatch level you wish to delay sending a message with offending text.
- **Enhanced Address Book in which you can display photos.** You can add a person's digital photo to your address book. If you correspond to a person on a regular basis, you can drag the person's nickname to the toolbar where the person's photo will appear. You can click on the person's photo displayed on the toolbar, and a new message window appears with To field already filled in with the person's email address.
- **New Address Book settings dialog.** There is a new settings dialog where you can choose to turn settings on or off that pertain to your address book, including how the address book displays nicknames, general settings, and the new business card feature (vCards).
- **Eudora now support vCards.** Eudora now supports vCards, which are electronic business cards. You can create your very own vCard in your Eudora address book and attach it to an outgoing message. If someone send you a vCard, you can drag it into your address book and create a new nickname record automatically.
- **Save Address Book in Comma Separated Values (CSV).** You can now save address book entries in CSV format. This allows you to save the entire contents of your address book as a single CSV formatted file. With your address book open, from the File menu, choose Save As. The Save As dialog appears for you to save the .csv file. To save only selected address book entries, hold the Shift key down when selecting entries.
- **New conduit to sync your Eudora address book with your Palm handheld computer.** You can sync your Eudora address book and your Palm 's address book.
- **Signatures.** You can now see your signature in the message you are composing. You can also edit the signature.

For details on other changes in Eudora 5.1, refer to the README and RELNOTE text files that reside in the folder where Eudora 5.1 is installed.

Secure Sockets Layer (SSL) in Eudora
(Sponsored and Paid Modes only)

Eudora now supports Secure Sockets (SSL), a security protocol for transferring information. SSL allows you to authenticate the server that sends and receives your email messages. Also, SSL is used to encrypt mail transfers so no one can read your messages while they are being sent to or received from your mail server.

SSL uses a security certificate system, just as most web browsers, to authenticate and encrypt your messages. Valid certificates should be present for SSL to work properly. These certificates are included in SSL and are usually updated by your ISP, email administrator, or Eudora. Valid certificates come with Eudora, and more will be provided to you as needed.

For both sending and receiving mail and for any personality, Eudora supports SSL through the new SSL settings dialog.

Important. To use SSL in Eudora, you must have Apple's *Keychain* installed on your computer.

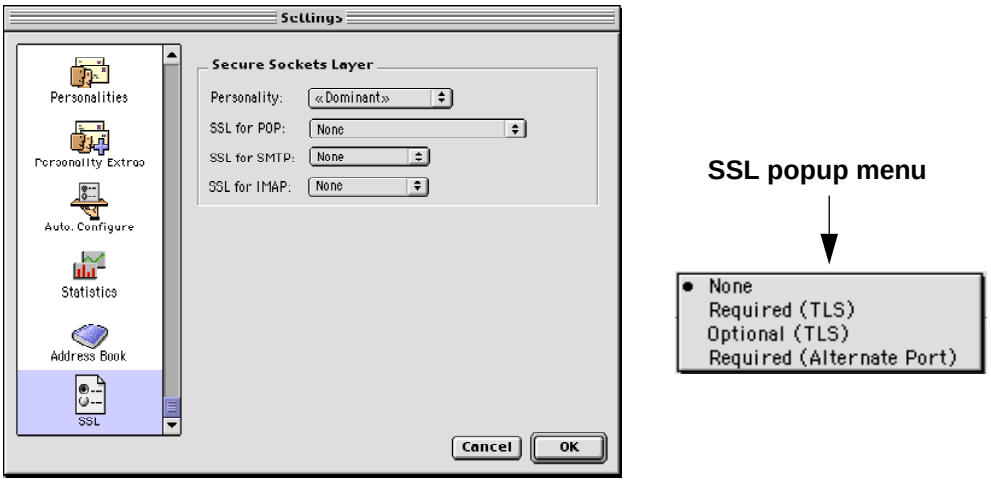
Using SSL

To access SSL settings for any of your personalities, do the following:

1 From the **Special** menu, choose **Settings**.

2 Scroll and choose **SSL**. The SSL settings dialog appears.

SSL settings dialog



3 In the **Personality** field, choose the desired personality from the popup menu. The SSL settings you will be choosing from the following fields will be for this personality. You can choose your dominant personality or any other personality you have previously set up.

4 In the **SSL for POP** field, from the popup menu, choose the SSL setting for receiving messages from a server using the POP protocol.

In the **SSL for SMTP** field, from the popup menu, choose the SSL setting for sending messages to a server using the SMTP protocol.

In the **SSL for IMAP** field, from the popup menu, choose the SSL setting for receiving messages from a server using the IMAP protocol.

5 After you select the desired protocol, choose one of the following from the popup menu:

- **Never**—Do not use SSL for server authentication and mail transfer security, even if SSL is available on the server.
- **Required (TLS)** (default)—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the STARTTLS command method to start SSL. If your server does not support STARTTLS, mail transfers will fail.
- **Optional (TLS)**—Use SSL for server authentication and mail transfer security by having Eudora automatically invoke the TLS command method to start SSL, that is, if the server supports TLS. If your server doesn't support TLS, mail transfers will occur successfully, but they will not be secured with SSL.
- **Required (Alternate Port)**—Use SSL for server authentication and mail transfer security by having Eudora automatically use the older style alternate port method for starting SSL. If your server does not support SSL on the appropriate ports, mail transfers will fail.

Important. If you use SSL and cannot make a connection when receiving or sending mail, you may need to check with your ISP to update any invalid SSL certificates. However, to override any issues with SSL when retrieving or sending mail, choose *Never* from the drop-down menu to make a successful connection.

Using MoodWatch
(Sponsored and Paid Modes only)

MoodWatch, introduced in Eudora 5.0, monitors incoming and outgoing messages for offensive text.

In Eudora 5.1. MoodWatch works similar to Eudora's spell checker by indicating which words or phrases trigger the chili peppers to appear. The words or phrases now appear bold in a different color.

Also, new settings have been added to the MoodWatch options window where you can tell Eudora to hold offending messages for ten minutes before sending them. See "Mood-Watch Settings" below for more information.

MoodWatch Settings

You can change MoodWatch settings in the MoodWatch options window. In this 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. You can also set Eudora to hold messages that contain offensive text for ten minutes before you send them.

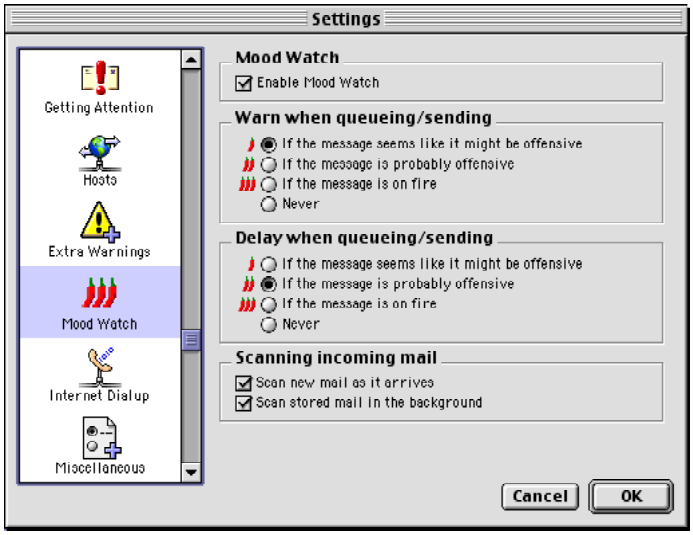
You can set MoodWatch to monitor incoming and stored messages for offensive content as well.

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 MoodWatch settings window, do the following:

1. From the **Special** menu, choose **Settings**.
2. Scroll and click the **MoodWatch** icon. The MoodWatch settings window appears.

MoodWatch settings dialog



3 Choose 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—The following options warn you when MoodWatch detects anything that may be offensive in your message when queueing or sending.

If the message seems like it might be offensive—Turn this setting 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 setting 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 setting 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 setting on to never display a warning in your outgoing messages, despite offensive text in its content.

Delay when queuing/sending—The following options allow you to delay sending an offending message giving you time to “cool off.” During the delay period, you can either delete the message or send it. After the delay period is over, your message will be sent.

If the message seems like it might be offensive—Turn this setting on to delay a message to be sent when MoodWatch is at its most sensitive level. If your message has some content that looks like it might be offensive (one chili pepper or more appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

If the message is probably offensive—Turn this setting on to set MoodWatch to a medium sensitivity level. If your message has some content that looks like it is offensive (two chili peppers or more appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

If the message is on fire—Turn this setting on to set MoodWatch to a low sensitivity level. If your message has some content that is offensive (three chili peppers appearing), your message will sit in your Out box for ten minutes before Eudora sends it.

Never—Turn this setting on to never delay your outgoing messages being sent, despite offensive text in its content.

Scanning incoming mail

Scan new mail as it arrives—Turn this setting 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 setting 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.

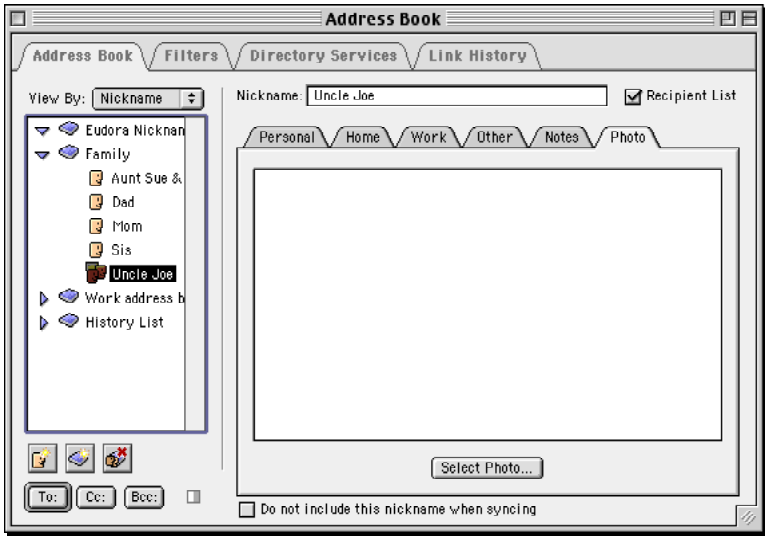
Photos in Eudora's Address Book
(Sponsored and Paid Modes only)

In the Eudora Address Book, a new panel has been added to a person's nickname record. You can add a person's digital photo to your address book. If you correspond with a person on a regular basis, you can drag the person's nickname to the toolbar where that photo will appear. You can click on the person's photo displayed on the toolbar, and a new message window appears with its To field already filled in with the person's email address.

To add a photo to the address book, do the following:

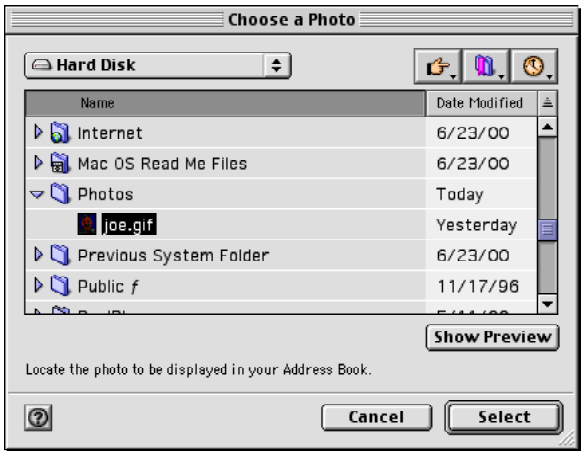
1. From the **Window** menu, choose **Address Book** or click the Address Book tab.
2. Choose the nickname for the person whose photo you want to add.
3. Click the **Photo** tab. The Photo panel appears.

Address Book photo panel



4. At the bottom of the Photo panel, click **Select Photo...** The Choose a Photo dialog appears.

Choose a Photo dialog



5 From the **Choose a Photo** dialog, search and choose the photo. Click **Select**. The photo appears in the Photo panel in your Address Book.

Photo panel showing photo

6 To move the photo to the toolbar, choose the nickname and drag it to the place on the toolbar you want the picture to appear.

nickname photo on the toolbar

7 To send a message to the person whose photo is on the toolbar, click the photo. A new message window appears with the person's email address automatically entered in the To field.

To forward a message, from an open mailbox, choose and drag the message and hold it over the person's photo. The forward and redirect icon buttons appear. Choose the Forward icon button in the popup menu.

To redirect a message, from an open mailbox, choose and drag the message and hold it over the person's photo. The forward and redirect icon buttons appear. Choose the Redirect icon button in the popup menu.

Address Book Settings

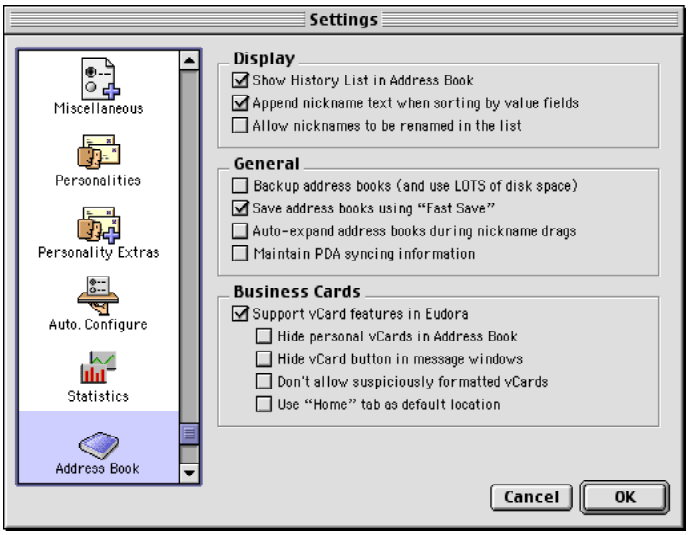
Here, you can choose to turn settings on or off that pertain to your address book, including how the address book displays nicknames, general settings, and settings for the business card feature (vCards).

To display the Address Book settings dialog, do the following:

1 From the **Special** menu, choose **Settings**.

2 Scroll and click the **Address Book** icon. The Address Book settings dialog appears.

Address Book settings



Select the settings you want to change. Settings are described below.

Display

Show History List in Address Book—When this setting is on, the History List, the email addresses of the most recent people you have sent messages to, appear in your nickname list as an address book called History List.

Append nickname text when sorting by value fields—When this setting is on, the nickname you assigned to the person will be added to the name, address, city, and so forth when you perform a sort.

Allow nicknames to be renamed in the list—When this setting is on, you are allowed to rename a nickname directly on the Nickname list. If this setting is off, you can still rename the nickname, but you must change it in the Nickname field only after you select the nickname from the Nickname list.

General

Backup address books (and use LOTS of disk space)—When this setting is on, your address book is automatically backed up when you exit Eudora. It is recommended to turn this function on occasionally because of disk space considerations.

Save address books using "Fast Save"— When this setting is on, Eudora saves your address books using speedy updates instead of traditional saving methods.

Auto-expand address books during nickname drags—When this setting is on, the address book expands to display all of its nicknames when you drag a nickname to this address book.

Maintain PDA syncing information—When this setting is on, information in your address book is formatted to automatically sync with your Palm handheld computer.

Business Cards

Support vCard features in Eudora—When this setting is on, you can create and use vCards, which is an electronic business card, in your address book.

Hide personal vCards in Address Book—When this setting is on, the personal vCards you receive and drag into the address book are hidden.

Hide vCard button in message windows—When this setting is on, the single name (yours) that appears at the root level of the Nickname list is hidden. The name is your Personal vCard.

Don't allow suspiciously formatted vCards—When this setting is on, any vCard you receive that Eudora detects as not formatted properly will be rejected.

Use "home" tab as default location—When this setting is on, information such as phone, city, state, and so forth, will populate the Home panel fields in your address book. If this setting is off, the information will populate the Work panel fields.

Using vCards in Eudora

Eudora now supports vCards, which are electronic business cards. You can create your very own vCard in your Eudora address book and attach it to an outgoing message. If someone sends you a vCard, you can drag it into your address book and create a new nickname record automatically.

Creating Your vCard

To create vCard in your address book, you must perform two steps: turn on the vCard feature in the Settings dialog and set up a vCard record for yourself in you address book.

To create a vCard in your address book, do the following:

1. From the **Special** menu, choose **Settings**.
2. Scroll and choose **Address Book**. The Address Book settings dialog appears.
3. In the Address Book Settings dialog, check the **Support vCard features in Eudora** box.
4. Click **OK**.
5. From the **Window** menu, choose **Address Book**. The Address Book opens. Notice that on the top of the nickname list is your name.
6. Highlight your name located on the top of the nickname list.
7. Enter the information that you want to appear on your vCard.
8. To save your vCard, from the **File** menu, choose **Save**. The vCard icon appears to the left of your name.

Attaching Your vCard to a Message

You can attach your vCard to any message you send. It will contain the information you entered on the Home panel in your address book.

To attach a vCard to a message, do the following:

- In an open message, click the vCard button . The vCard appears in the Attachments field in the header with a .vcf extension.

Using a vCard to Create an Address Book Entry

If someone sends you a message with a vCard attached (usually with a .vcf extension), you can drag the attachment and create a new address book entry.

To create an address book entry from a vCard, do the following:

- From an open message, drag the vCard into the selected address book within your opened Eudora address book. The person's name appears in the nickname list of that address book, and the vCard information appears.

Syncing Address Books with Palm™ OS Devices

Eudora now includes a conduit to synchronize your Eudora address book on your desktop computer with the address book database in your Palm OS handheld computer. This process synchronizes your Eudora Nicknames file with your Palm address book entries.

Note. If you have multiple copies of Eudora installed and running on your computer, you can synchronize the Palm handheld with only one of them.

Important. You must have version 2.6 of the Palm HotSync software installed on your computer. If you have an older version, you can download the latest version from the Palm Computing web site at < http://www.palm.com/support/macintosh/>. Also, the Address Book Conduit will work only with Eudora 5.1 or newer.

There are three tasks you need to perform before you can synchronize Eudora's address book with your Palm address book entries:

1. Make a back up of your Eudora Nickname file and folder.
2. Install the conduit.
3. Configure the conduit.

Consider the following issues when synchronizing:

- Eudora must be running. If Eudora is not running, the conduit will launch Eudora. You can adjust this behavior in the Conduit Settings window in your Palm Desktop software.
- Make sure the Address Book window is closed and saved before doing a HotSync operation.
- Modifying the Eudora Address Book during a HotSync will cause the HotSync operation to fail.
- New Palm address book entries are copied into your Eudora Nicknames file.

Making a Backup of Your Eudora Nickname File and Folder

It is recommended that you make a backup of your Eudora Nickname file and folder on your desktop computer just in case the results of the sync are not what you expect.

To make a backup of your Eudora Nickname file and folder, do the following:

1. Find the Eudora Folder on your Macintosh.
2. Make a copy of the Eudora Nicknames file and the Nicknames Folder and move it to another location. This is your backup copy. You can use this copy of the HotSync operation if it does not produce the results you want.

Installing the Eudora Address Book Conduit

Before you can sync with Eudora, you need to install the Eudora Address book conduit in the Palm ‘s desktop Conduits folder.

To install the conduit, do the following:

1. On your Macintosh, locate the **Palm Desktop Software** folder. This is the folder that contains the active copy of the Serial Port Monitor. It will be inside of the folder installed by the Palm desktop software.
2. Place the **Eudora Address Book conduit** into the conduits folder. The conduit is included as a separate entity when you download Eudora 5.1.
3. From Palm’s **Conduit folder**, remove Palm’s Address Book conduit or any other conduit that syncs address books.

   OR

   From the **HotSync** menu, choose **Conduit Settings**. Palm’s HotSync software allows you to disable duplicate conduits.

The Eudora Address Book conduit is installed.

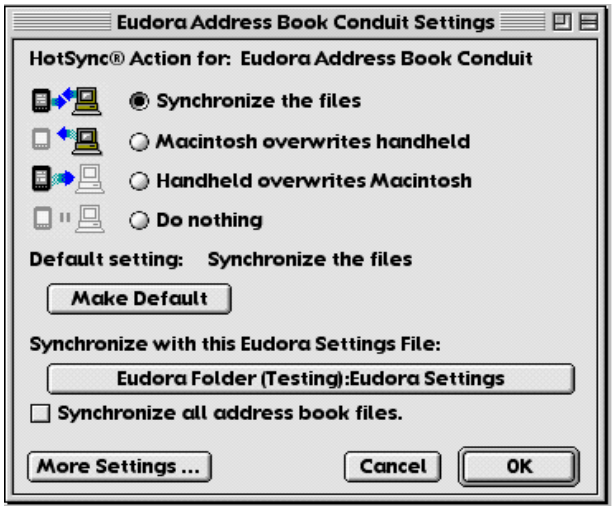
Configuring the Eudora Address Book Conduit

After you install the Eudora Address Book conduit, you should configure how you want to use the Eudora Address Book conduit.

To configure the conduit, do the following:

1. Launch your **Palm Desktop** software.
2. From the **Palm Desktop** software menu, choose **Conduit Settings**. The Palm’s Conduit Settings dialog appears.

   Conduit Settings dialog



3. Click the button you wish to determine what kind of synchronization will be done the next time you perform a HotSync. Following is a description of the options:

- **Synchronize the files** will synchronize all address book entries on both your Palm device and desktop computer.
- **Macintosh overwrites handheld** will replace all of your Palm's address book entries with your Eudora address book entries.
- **Handheld overwrites Macintosh** will replace all of your address book entries in Eudora with your Palm's address book entries.
- **Do Nothing** disables the Eudora Address Book conduit.

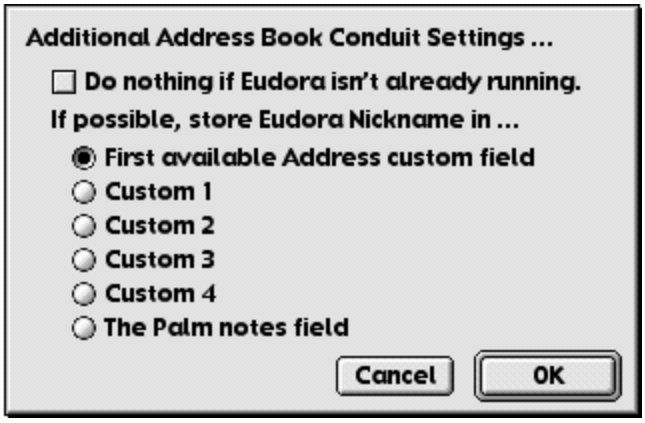
4 To choose the currently selected HotSync action as the default, click **Make Default**.

5 To locate a certain Eudora settings file you would like the conduit to synchronize with, click the long button under **Synchronize with this Eudora Settings File**. If you fail to do this step, the conduit will use whatever copy of Eudora is running the first time you perform a HotSync operation. This option is useful if you need to change which instance of Eudora the conduit syncs with.

6 To tell the conduit to synchronize all of your address books files in Eudora, and not just the Eudora Nickname files, check the **Synchronize all address book files** box. By default, only your Eudora Nicknames file is synchronized.

7 If you're using one or more of the Custom fields available in the Palm Address Book or want finer control over the synchronization process, you may want to see some additional settings. The **More Settings** button will give you access to a few other esoteric conduit settings:

Additional Address Book Conduit Settings dialog



Check the **Do Nothing if Eudora isn't already running** box if you'd like the conduit to not launch Eudora each time a HotSync is performed, and synchronize only when Eudora is already open and running.

Choose the other buttons to tell the conduit where to store the Eudora nickname when saving Eudora contacts to the palm. Since the Palm Address Book doesn't have a field to store a nickname in a contact, the conduit will attempt to use the first available Custom field. The radio buttons will allow you to configure to conduit to save the Eudora nickname in a specific location.

8 Click **OK**.

The Eudora Address Book conduit is now configured.

Syncing with Eudora and Palm

To sync with Eudora and Palm, do the following:

1. Launch **Eudora**.
2. On your Palm cradle, press the **HotSync** button. The conduit will automatically configure itself to sync with the running copy of Eudora if it needs to. Otherwise, the selected HotSync operation will be performed.

The entries in your Eudora Address Books are added to the address database on your Palm device, and the address book entries on your Palm will be added to your Eudora Nickname file.

Note. You can sync all address book entries, not just ones you have changed by doing a “slow sync.” Do a slow sync by holding down the shift key before the conduit starts up. Do a slow sync if there are contacts on either the Palm device or in Eudora that aren’t being synced. This will result in duplicates, but it will insure that every contact is copied to both your computer and your Palm device.