

## Configuring Eudora

To send and receive messages, you must have an account on a computer running a POP (Post Office Protocol) server, and access to a computer running an SMTP (Simple Mail Transfer Protocol) server. Your incoming e-mail messages are delivered to the POP account, where Eudora picks them up and transfers them to your PC. Your outgoing messages are sent to the SMTP server, which delivers them to your recipients.

If you just installed Eudora and have opened it for the first time, the **Getting Started Options** are displayed. This is where you enter the required e-mail account information.

[POP account](#)

[Real name](#)

[Connection Method](#)

If your POP and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, click on the **Hosts** category and enter in the **SMTP** field the full name of the computer running the SMTP server.

You are now ready to send and receive e-mail.

**Getting More Help**

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go to Eudora's World Wide Web Technical Support pages at <<http://www.eudora.com/techsupport/>>.

### **Registering Your Copy of Eudora**

Use the **Register Eudora** command from the **Help** menu to register your copy of Eudora and receive a free electronic newsletter. It covers the latest news and information about the Eudora Division of QUALCOMM Incorporated, our products, e-mail messaging, and other interesting new applications and exciting services that can be delivered directly to your electronic mailbox.

If you open the registration screen but do not want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again.

## Quitting Eudora

➔ To quit Eudora, select **Exit** from the **File** menu. 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.

The Trash mailbox is emptied if the **Empty Trash on Quit** option is on in the Miscellaneous Options.

## **Uninstalling Eudora Pro**

You can uninstall Eudora by using the tools provided with your Windows operating system.

In Windows 95 and Windows NT, open the control panel, double-click on Add/Remove Programs, select Eudora Pro, and click Remove.

In Windows 3.5, open the Eudora Pro program group from within the Program Manager, then double-click on the **Uninstall Eudora** icon.

## Creating an Outgoing Message

An outgoing message is a message you send to someone else.

➡ To create an outgoing message, select the appropriate command from the **Message** menu. A new message window is displayed, referred to as the Composition Window.

[Replying to a Message](#)

[Forwarding a Message](#)

[Redirecting a Message](#)

[Sending Rejected Messages Again](#)

[Using the Quick Recipient List](#)

[Attaching a File to a Message](#)

## 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.).

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

➡ To create or modify your Signature, **Signature** from the **Tools** menu. The Standard Signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.

➡ To include a signature in an outgoing message, select **Standard** from the Signature popup.

## Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority 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, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 is used for messages that have no assigned priorities, and it is not displayed. The **high** and **highest** priority symbols are red.

New messages are created with a Normal priority.

➡ To change the priority of the current message, use the Priority popup.

*Note:* To set up Eudora to always use the sender's priority on your replies, turn on the **Copy originals priority to reply** option in the **Replying Options**. You can always change the priority in the message window.



## Word Wrap

If you turn on the **Word Wrap** icon in the composition window, carriage returns are inserted automatically when the message is sent, at 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. Only use carriage returns to create new paragraphs.

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

⇒ To copy wrapped text without taking the carriage returns, hold down the **Shift** key and select **Copy** from the **Edit** menu.

## Attaching a File to a Message

Any file can be attached to and sent with a Eudora message. Most attached files function like “riders” to the e-mail message, and are not included in the body of the message.

When the message is sent, it is encoded in the selected attachment type:

[MIME](#)

[BinHex](#)

[Quoted-Printable \(QP\)](#)

If you send an attachment to someone who doesn’t use Eudora, the attached file will probably be included at the end of the message in the chosen encoding method (MIME or BinHex), which look like a jumbled mess. Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method.

➡ To attach a file to a current outgoing message, select **Attach File [to New]** from the **Message** menu. The Attach File dialog is displayed. Find the file you want, select it, and click on the **Attach** button to attach the document to the current message, or open a new message with the file attached to it. The name of the document is displayed automatically in the **Attachments** field. You can add as many attachments as you want to the message.

You can also drag one or more files from the Desktop onto the message window to attach them.

➡ To make a plain text file function as a regular attachment, turn on the **Text as Attachment** button in the message window. (Otherwise, the text of the file is included in the body of the message.) You can make this the default if you turn **off** the **Put text attachments in body of message** option in the **Attachments Options**. (This sets the **Text as Attachment** button to **on** in the message window.)

➡ To detach a document before the message is sent, select the document in the **Attachments** field, then press the delete key or select **Clear** from the **Edit** menu.

**MIME**

This encoding method is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using.

**BinHex**

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

### Including a URL in a Message

➔ To include a URL (Uniform Resource Locator) in a message, enclose it with *less than* and *greater than* signs to ensure that your recipient's application can identify it as a URL.

For example, <http://www.eudora.com>. The URL is automatically highlighted as an active URL in your message window.

## **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, select **Save** from the **File** menu.
- ➔ To save all of the messages that you have open, hold down the Ctrl key and select **Save** from the **File** menu.

Saved messages are put in the Out mailbox with a bullet (•) in the Status column. This indicates that the message has been saved and can be sent or queued.

You can continue making changes or close the message. If you try to close an outgoing message window without saving that version of the message, an alert is displayed 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 a Message Immediately**

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is **on** in the Sending Mail Options.

➔ To send the current message, click on the **Send** button or select **Send Immediately** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

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 on the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see [Queueing a Message to Send Later](#) or [Queueing a Message to Send at a Certain Time](#).

### 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.

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 those options on in the Extra Warnings Options.

➔ To put the current message in the queue, click on the **Queue** button or select **Queue Message** from the **Message** menu. The message window is closed (if it was open) and the message is saved in the Out mailbox marked **Q** (meaning it's ready to be delivered).

To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the Shift key and click on the **Queue** button. The **Change Queueing** dialog is displayed and you can select the **Send message Right Now** option.



### Queueing a Message to Send at a Certain Time

➔ To specify that a message be sent at a certain time in the future, select a message then select **Change Queueing...** from the **Message** menu. The **Change Queueing** dialog is displayed.

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 queued in the Out mailbox with a **Q** in the status column and 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 when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and is sent when the specified time arrives.

*Note: 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. If the message has been queued already, the message status is changed from queued (**Q**) to saved (**.**). The message is held in the **Out** mailbox until it is either deleted or re-queued and sent.

### **Editing a Queued Message**

➡ To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is kept in the Out mailbox. If you close the changed message without saving it, an alert is displayed 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 using the **Change Queueing** command.

➡ To do this, open the Out mailbox and select the desired message summary. Then, select **Change Queueing...** from the **Message** menu and click on **Don't Send**. This changes the message status from queued (**Q**) to saved (**.**). 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 is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

## Replying to a Message

➡ To create a reply addressed to the original sender, select **Reply** from the **Message** menu.

➡ To create a reply addressed to the original sender and all of the original recipients, select **Reply to All** from the **Message** menu.

A new message window is displayed with all of the sender's original text quoted in the message body with each line preceded by a greater-than symbol (>). 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.

Messages that have been replied to are identified with an **R** in the Status column of their message summary.

## Using the Reply Functions

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

➡ To include yourself as a recipient, turn on the **Include yourself** option in the Replying Options. This only works if you are using **Reply To All**.

*Note: To determine who you are, Eudora uses the "me" nickname, if you create one for yourself. If not, Eudora uses the contents of the **POP account** and **Return address** fields from the Personal Information Options.*


➡ To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), turn on the **Put original To recipients in Cc field, not To field** option in the Replying Options. Only the original sender's address is put in the **To** field. This only works if you are using **Reply To All**.

➡ To copy the original message's priority to your replies, turn on **Copy original priority** in the Replying Options.

➡ To map Ctrl-R to Reply to All, instead of Reply, turn this option on in the **Replying Options**.

## Forwarding a Message

Any message can be forwarded to someone else.

 To forward the current message, select **Forward** from the **Message** menu. A new message window is displayed with your address in the **From** field, and the original sender's text quoted in the message body.

Make any changes you want, and enter the recipients' address in the **To** field. The message can then be sent or saved for further changes.

Messages that have been forwarded are identified with an **F** in the Status column of their message summary.

## 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. This is called redirecting.

➔ To redirect the current message, select **Redirect** from the **Message** menu. A new message window is displayed with the original sender’s address in the **From** field with the statement “by way of *your address*”, the original sender’s text in the message body, and the original attachments in the **Attachments** 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.

Messages that have been redirected are identified with an **D** in the Status column of their message summary.



## Turbo Redirecting

You can redirect one or more message to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command.

➔ To make Turbo Redirect the default menu option, turn on the **Turbo redirect by default** option in the **Miscellaneous Options**. Then, when you select a message and use the Redirect To command, the message is automatically queued in the Out mailbox and the original is deleted.

### **Redirect and the Signature**

When you use Redirect, 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 your return address, or your nickname called "me."

## Keeping Copies of Outgoing Messages

There are two 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.

➡ To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the toolbar.

In all these cases, when the messages are sent they are put in the specified mailbox with **S** 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.

*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](#) for more information.

### **Sending Rejected Messages Again**

If for some reason an e-mail 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 usually recover the original message, make any corrections, and resend it.

➡ To do this for the current message, select **Send Again** from the **Message** menu. 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.

## Checking for Mail Automatically

You can set up Eudora to automatically check your POP server and transfer new mail every so often. To do an automatic mail check Eudora has to be running, but you can be using other applications on your PC.

➔ To set up automatic mail checks, open the **Checking Mail Options** and in the **Check for mail every ? minutes** option, enter the number of minutes that you want between mail checks. For example, if you enter 15, Eudora checks for mail every 15 minutes. (15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server.)

*Note: If automatic checking is set, the Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.*

## Checking for Mail Manually

You can check for mail manually at any time.

➡ To check for new mail, select **Check Mail** from the **File** menu.

*Note: If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.*

### **Stopping a Mail Check**

If you want to stop a mail check in the middle, click on the **Stop** button in the progress window or press the Esc key.

## Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter your password. In the Password dialog, type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

*Note: Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly.*

If your password is rejected, an error message is displayed indicating that you have entered the wrong password.

Select **Check Mail** from the **File** menu to redisplay the password dialog.

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

You can also make Eudora remember your password from one session to the next, which means you never have to enter your password again, even if you quit and restart Eudora. You only want to do this 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**.



## Changing Your Password

➔ To change any of your passwords, select **Change Password...** from the **Special** menu. 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, 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.

This command only works if the POP server is running a compatible password-change server.

## **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, 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**.

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

## Receiving Attachments

Unless you have specified a particular folder for your incoming attachments (see [Specifying an Attachment Directory](#)), 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 are displayed at the bottom of incoming messages.

➡ To open an attachment from the message window, double-click on the attachment name. If you have the application that the attachment was created in, that application launches and the attachment opens.

### **Specifying an Attachment Directory**

If you do not want to use the default Attachment Directory to receive your attachments, open the **Attachments Options** and click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the directory you want to use (its name should be displayed in the menu above the list), then click the **Use Directory** button. The dialog closes, leaving the Options dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Directory** button.

*Note: If at any time Eudora cannot find your selected directory, an alert is displayed at startup informing you that the Attachment Directory is unavailable. Eudora will use the Attachment Directory in the Eudora directory for attachments until you designate a new directory.*

## Using Active URLs

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.) is active. You can hold down the command key and click on a URL (or just double-click) to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

⇒ To setup Eudora to automatically open a new message when you use a mailto link within a Netscape Web browser, turn on the **Intercept Netscape mailto URLs** option in the Miscellaneous Options. (Be sure you are not running the Mailto Watcher application at the same time.)

## **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 PC, 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 that you can use to control your mail transfers and the storage on the server:

[Leaving Mail on the Server](#)

[Skipping Messages Over a Certain Size](#)

[Fetching a Message from the Server](#)

### Leaving Mail on the Server

➡ To transfer all of your new messages from the POP server to the PC you are on, and also leave copies of those messages on the server, turn on the **Leave mail on server** option in the Checking Mail Options.

➡ To delete the copies after a certain number of days, put the appropriate number in the **Delete from server after ? days** option. Leave the field blank to store the copies indefinitely.

At the next mail check from that PC, 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.

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

### **Skipping Messages Over a Certain Size**

➔ To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K in size** option in the Checking Mail Options, 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.



### **Fetching a Message from the Server**

To retrieve an entire message that has already been transferred in part (using the Skip messages over ? K option), turn on the **Fetch** icon in the message toolbar, then check mail again.

## Message Summaries in Mailboxes

Each line in 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 on it.
- ⇨ To select two summaries and all the summaries between them, select a summary, hold down the Shift key, and select another summary.
- ⇨ To select all of the summaries that have the same information in a particular column, hold down the Alt key and click on one column in the summary. For example, if you click on the Status column for one summary, all of the summaries with that status are selected.
- ⇨ To make “disjointed” selections, hold down the Ctrl key and select summaries.

Each message summary is divided into columns: Status, Priority, Attachments, Sender/Recipient, Date, Size, and Subject. You can show or hide these columns using the **Mailbox Columns Options**.

A message’s Status and Priority can be changed directly in the mailbox window. To do this, select the messages you want to change and click the right mouse button. Select an option from the popup menu to make your change.

## Displaying and Resizing Columns

➡ To resize a column in a mailbox window, move the mouse pointer until it is over the column header divider to the right of the column you want to resize, then press the mouse button, drag the divider to the position you want, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.

You can only shrink a column as far as its left divider. If you do that, a double divider line is displayed 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 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.

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the volume that contains it.

➡ To manually clean up the wasted space in a mailbox, click on the mailbox's size display. Or, to clean up all your mailboxes, select **Compact Mailboxes** from the **Special** menu.

### Creating a Mailbox or Folder Using the Mailbox Menu

⇒ To create a new mailbox or mail folder, select **New...** from the **Mailbox** menu. The New mailbox dialog is displayed.

You can create a new mailbox or mail folder inside a mail folder by selecting the **New...** command under a folder.

⇒ 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.

⇒ To create a mail folder, type the name of the new mail folder and check the **Make it a Folder** option. Click **OK** to create the folder. The new mailbox dialog is displayed again. 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.

## Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your PC: first you put the message in the Trash, then you empty the Trash.

➔ To put a message in the Trash, select the message then select **Delete** from the **Message** menu, or select **Trash** from the **Transfer** menu, or press the delete key. The message is transferred to the Trash mailbox.

➔ To delete the messages in the Trash mailbox (removing them permanently from your PC), select Empty Trash from the **Special** menu.

➔ To delete a message permanently without sending it to the Trash first, select the message, hold down the Shift and Ctrl keys, and select **Delete** from the **Message** menu (or use any of the deleting options).

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 to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash when exiting** option in the Miscellaneous Options is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, select them, then select Delete from the **Message** menu or press delete. Deleting a message from the Trash removes it completely.

## Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted.

➡ To delete any attachments of messages that are emptied from the Trash, turn on the **Delete attachments when emptying Trash** option in the Attachments Options, and be sure the attachments are still in the Attach Directory (or the directory you have specified for attachments).

➡ To delete any automatically generated message's attachments (such as with the **Insert System Configuration** command), turn on one of the **Delete automatic attachments** options in the Attachments Options.

If you have these options on, and want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

## Transferring Messages

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

[Using the Transfer menu](#)

[Dragging Messages](#)

⇨ 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 is displayed informing you that some header information may be removed from the message during transfer. Click **Yes** to transfer the message.

*Note:* You can undo mailbox transfers using the **Undo** command under 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, select 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 window.

➡ To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button and drag the summary into any open or minimized mailbox window. When you release the mouse button, the message is transferred.

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

### Creating a Mailbox or Folder During Transfer

- ➔ To create a mailbox and transfer the current message into it at the same time, select **New...** from the **Transfer** menu instead of the name of a mailbox. The New Mailbox dialog is displayed. Enter the name of the mailbox or mail folder (be sure to check the **Make it a folder** option if you want a folder), and click OK. The current message is transferred into the new mailbox.
- ➔ To create the new mailbox without transferring the message into it, check the **Don't transfer, just create mailbox** option.

## Filtering Messages

Many of the e-mail management functions in Eudora Pro can be done automatically using filters.

⇒ To open the Filters window, select **Filters** from the **Tools** menu. The Filters window is displayed, and any filters you have created are listed on the left.

⇒ To create or modify a filter, first click on the New button or select an existing filter.

Second, 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 select Filter Messages from the **Special** menu. Any combination of these options works.

Third, define the criteria for the filter: use the header item popups and the text fields to specify which header items should include a particular string of text. Use the conjunction popup to define two related terms for the criteria so that your filter is as specific as possible.

[Header](#)

[Match Type](#)

[Matching Text](#)

[Conjunction](#)

Fourth, Define the action to be taken on messages that fit the criteria and save the filters.

[Filter Actions](#)

*Note: Filters are automatically named based on the criteria for the filter. You can re-order them using the **Up** and **Down** buttons above the list.*

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, nothing else is done with that message, and the next message is filtered.

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 bar to the right of the list and drag the line to the left or right.

## Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in ascending order (the newest messages at the bottom of the mailbox).

→ To change the sort, select the appropriate command from the **Sort** submenu from the **Edit** menu.

→ To sort in descending order, hold down the Shift key and select a sort command.

Each sort is based on the previous state of the mailbox. For example, if a mailbox is sorted by date, and then you sort by sender, the messages are grouped by sender and each group is in order by date.

*Note: Sometimes sorting by Date can be incorrect. This usually happens if the messages have incorrectly formatted date fields, or unknown or incorrect time zones.*

### **Finding Text Within One Message**

➔ To search for text within a single message, open the message and make sure it is current. Then, select **Find** from the **Edit** menu and select the **Find** command from the submenu. The Find dialog is displayed, with the blinking insertion point located in the text field.

Type the text you want to find in the text field. When finished entering the desired text, click the **Find** button.

Starting at where the cursor is in the message, Eudora searches the current message for the specified text.

If no match is found, the not found alert is displayed.

If the search is successful, the message is scrolled to the first point where the match is found and the matching text is highlighted.

➔ To continue searching in the same message for the next occurrence of the text, click the **Find** button in the Find dialog, or select the **Find 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.

[Match Case](#)

[Summaries Only](#)

### **Finding Text Among Multiple Messages and Mailboxes**

- ➔ To continue to search for text in the messages following the current message, and within the same mailbox, click on the **Next** button.
- ➔ To continue to search for text in the messages following the current message, and to go to the next mailbox if necessary, **Next Message** button.
- ➔ To continue to search for text in the messages in the next mailbox, click on the **Next Mailbox** button.

*Note: Mailboxes are searched in the same order as they appear in the Mailbox menu.*

### **Enter Selection Command**

If you don't want to actually type the text in the Find dialog (for example, the text is very long or complex), highlight it in an existing message, and then select **Enter Selection** from the **Find** submenu. This automatically inserts the selected text at the insertion point in the Find dialog. Then, select the **Find** command from the **Find** submenu to start the search.



**Stopping a Find**

If you want to stop Eudora from continuing a search, click the Stop button on the progress window or press the Esc key.

## Saving a Message to a File

You can save a message to a separate text file on your PC.

⇒ To do this, open or select the messages you want to save to text. Then, select Save As... from the **File** menu. The Save As dialog is displayed allowing you to choose a name and location for the file.

**Guess Paragraphs** removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

**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.

Once you've made all of your choices, click on the **Save** button in the dialog.

*Note: If an unread (\*) message is saved to a file, its status changes to read, regardless of whether the message was opened.*

If you select multiple messages from a mailbox window and select **Save As...**, all of the messages are saved to a single file with only the header from the first listed message.

## 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, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

You can use the **View By** option to display the entries by nickname or address. If you view by a field that doesn't contain any data, the entry is displayed with «».

You can also start typing in the list of entries and the appropriate entry will be selected when you enter enough unique characters to identify it.

- ➔ To open your Address Book, select Address Book from the **Tools** menu.
- ➔ To close and open the right-hand side of the Address Book, use the « and » buttons.
- ➔ To page up and down in the list of entries, use the arrow keys. To resize the list, drag the divider.

[Creating New Entries](#)

[Changing and Deleting Entries](#)

[Including Nicknames on the Quick Recipient List](#)

[Addressing a Message from the Address Book](#)

[The Make Address Book Entry Command](#)

[The Finish Address Book Entry Command](#)

[Using Nicknames that were not Created by Eudora](#)

[Using the Quick Recipient List](#)

## Creating New Entries

To create a new entry, click on **New**. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the To, Cc, and Bcc fields of outgoing messages.

Select the **Put it on the recipient list** option if you want the nickname on your list, and click **OK** to create the entry. Then you can enter the information for that entry.

In the **Address(es)** field, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry. You can use a mix of nicknames and complete e-mail addresses.

*Note: Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.*

In the **Notes** tab you can enter any notes to yourself about the entry. This information is not included in outgoing messages.

To save your changes to the Address Book, select **Save** from the **File** menu.

### Changing and Deleting Entries

➡ To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

**Important:** *If you change a nickname, be sure to correct any entries that reference that nickname.*

➡ To delete an entry, select it from the list and click on the **Del** button or the **Delete** key. You cannot remove the Eudora Nicknames file.

➡ To save your changes, select **Save** from the **File** menu.

### Including Nicknames on the Quick Recipient List

➡ To include a nickname in the Quick Recipient List, select the appropriate Address Book entry from the list and click on the Recipient List option (next to the **Nickname** field).

The nickname for the selected entry is included on the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section “Using the Quick Recipient List.”

*Note:* You can add or remove multiple nicknames to or from the Quick Recipient List by selecting multiple entries. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections.

➡ To save your changes, select **Save** from the **File** menu.

## Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons, or by dragging one or more entries to an open message.

➔ To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

*Note: You can also double-click on one entry to enter that nickname in the **To** field, or double-click on one of many selected entries to enter those nicknames in the **To** field).*

Once the composition window is displayed, you can use the **To**, **Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields. Or, you can drag the appropriate entries to those fields.

## The "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 almost anywhere in Eudora.

➔ In the Address Book, highlight several different entries (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections), then **select Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.

➔ In a mailbox, highlight the message(s) you want and select Make Address Book Entry... from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry.

If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

*Note: If the **Include yourself** option is on in the **Replying Options**, your address is included in the new entry.*

➔ In the Directory Services window, finish a Ph query and select Make Address Book Entry... from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. The real name and e-mail address are included in the new entry.



### The "Finish Address Book Entry" Command

With 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, then select **Finish Address Book Entry** from the **Edit** menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, jon and john, you would have to enter "jon" or "joh" for Eudora to complete them.

➔ To insert the real addresses for the entry, instead of the nickname, hold down the Shift key and select **Finish Address Book Entry** from the **Edit** menu. To set this to happen all the time, turn on the **Automatically expand nicknames** option in the **Miscellaneous Options**.

### **Using Nicknames that were Not Created by Eudora**

To use a nickname file that was not created in Eudora, put the file in the Nickname directory (in your Eudora directory), and be sure the format is as follows: One nickname on each line with the real addresses separated by commas, and one line for notes. For example:

```
alias Wow joe@wow.com,lisa@wow.com,chriss@wow.com  
note Wow My favorite company
```

You will need to exit and re-open Eudora to see your new entries in the Address Book.

## Using the Quick Recipient List

The Quick Recipient List is your list of often-used nicknames. If you have checked the Recipient List option in an Address Book entry, the entry's nickname is included in the list.

- ➔ To open a new message addressed to someone on your Quick Recipient List, select New Message To, Forward To, or Redirect To from the **Message** menu, and select the nickname from the displayed list.
- ➔ To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.
- ➔ To insert the real address(es), instead of the nickname, hold down the Shift key and select **Insert Recipient** from the **Edit** menu.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.

## Opening Directory Services

Eudora can access two different directory services, Ph and Finger. To use these services, you must put the name of the host machines for the Ph and finger servers in the Hosts Options.

➡ To use the directory services, select Directory Services from the **Tools** menu.

➡ To keep the Directory Services window on top so that you can easily continue using it, turn on the **Keep on Top** option at the bottom of the window.

[Using Ph](#)

[Finding Ph Servers](#)

[Using Finger](#)

## Using Ph

➔ To look someone up using Ph, enter your command and click on **Ph**. The command is sent to your Ph server, and the response is displayed in the lower section of the window.

➔ To add the results of your Ph command to your Address Book, specify which of the results you want to include in the Address Book, then select **Make Address Book Entry...** from the **Special** menu (for details on how to use this command, see [The Make Address Book Entry Command](#)). This may not work if your Ph server is not set up for it.

*Note:* You can type any Ph command in the query field, except login commands or commands requiring login.  
For information about the Ph server source code, see Appendix A of the user manual.

## Finding Ph Servers

Some Ph servers keep a list of other Ph servers that are available on the Internet. This is not always a comprehensive list of every Ph server out there, but it can be helpful.

➡ To get the list of servers that the active server knows about, click on the **Server** button. A list of servers is displayed in the results area. To go to one of those servers and do a query, double-click on the server's URL.

## Using Finger

To use the **Finger** protocol, enter your command and click Finger. The command should be in the form "name@domain." If you omit the "@domain" segment, the active server is used. The finger command is sent to the finger server, and the response is displayed in the lower section of the window.

## Printing

You can print the current message or messages, a plain text window, selected text within a message or text window, the contents of the Directory Services window, and your filters. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

➡ To print the current message or item, select **Print...** from the **File** menu.



## Plugins (Extended Messaging Services)

Plugins are special add-ons that can be installed to add features to Eudora. For example, you could use a language conversion plugin to translate a message to another language, a security plugin to automatically secure a message, or a text manipulation plugin to change lowercase to uppercase. Plugins interface to Eudora using the Extended Messaging Services Application Programming Interface (EMSAPI).

➔ To make plugins available to Eudora, put them in the **Plugins** directory in your Eudora Pro directory, then restart Eudora. Depending on the plugin type, it will be available in Eudora through the following methods:

The **Message Plugins** submenu (in the **Edit** menu) typically includes plugins that are used to modify the text of a message. These are referred to as on-request plugins. Some samples of these types of plugins are available with Eudora: Sort, UpperLower, and Unwrap.

Icons in the message window are typically for plugins 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 plugins.

The **Tools** menu typically includes plugins that are used to do tasks that are not directly related to Eudora functions. These are referred to as tools plugins.

The **Attach [to New]** submenu (in the **Message** menu) typically includes plugins that are used to create and attach particular files to a message. These are referred to as attachment plugins.

Plugins that are automatically used when a message is received are not available through the user interface.

➔ To see all of your currently installed plugins, select **Message Plugins Settings** from the Special menu. If a plugin has any settings options, you can use the **Settings** button to change them.

For information about available plugins, send e-mail to <euodra-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 e-mail messages from any MAPI-compatible application, such as your 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, use the MAPI Options dialog. To display the MAPI Options dialog, select **Options...** from the **Tools** menu and click on the MAPI category (see the “Options Dialog, MAPI” section). 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 server. See Appendix F of the user manual for technical details on 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, delete them after sending their corresponding messages, or delete them after their messages are emptied from the trash.

## 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.

**Shift + Queue/Send**          Open the Change Queuing dialog.

### **Shift + Open an incoming message**

Opens the message with all headers displayed.

**Shift + Sort command**      Sort in descending order.

**Shift + Transfer**            Put a copy of the current message in the selected mailbox and leave the original where it is.

**Shift + Copy**                Copies the selected text without the carriage returns (copy unwrapped).

**Shift + Paste**    or    **Shift + Paste as quotation**

Paste the selection as plain text (do not paste the style information).

**Shift + Wrap Selection**    Removes the carriage returns from the selected text (unwraps).

**Shift + Exit**                Sets all open windows to open again when Eudora is next started.

**Shift + Save**                Saves changes to all open windows.

**Shift + Close**              Closes all open windows.

## Shortcuts

The keyboard shortcuts for Eudora functions are as follows:

<b>Ctrl + O</b>	Open Out mailbox
<b>Ctrl + I</b>	Open In mailbox
<b>Ctrl + `</b>	Paste as quotation
<b>Ctrl + ,</b>	Finish nickname
<b>Ctrl + A</b>	Select all
<b>Ctrl + C</b>	Copy
<b>Ctrl + D</b>	Delete
<b>Ctrl + E</b>	Send or Queue
<b>Ctrl + F</b>	Find dialog
<b>Ctrl + H</b>	Attach document
<b>Ctrl + J</b>	Filter messages
<b>Ctrl + K</b>	Make nickname
<b>Ctrl + L</b>	Address Book
<b>Ctrl + M</b>	Check mail
<b>Ctrl + N</b>	New message
<b>Ctrl + O</b>	Open file
<b>Ctrl + P</b>	Print
<b>Ctrl + Q</b>	Exit Eudora
<b>Ctrl + R</b>	Reply
<b>Ctrl + S</b>	Save
<b>Ctrl + T</b>	Send queued messages
<b>Ctrl + V</b>	Paste
<b>Ctrl + W</b>	Close message
<b>Ctrl + X</b>	Cut
<b>Ctrl + Y</b>	Directory Services
<b>Ctrl + Z</b>	Undo

<b>arrows</b>	Move from one message to another in a mailbox (depends on your Miscellaneous Options).
<b>enter</b>	Select the outlined button in any dialog, alert, or window, or open the selected messages or URL.
<b>esc</b>	Stop any operation currently in progress.
<b>F1</b>	Display Help.
<b>page up, page down</b>	Scroll up or down through the window.

**Win32s Compatibility**

If you are running Win32s, we suggest using the 16-bit version of Eudora Pro for Windows. If you must run the 32-bit version of Eudora under Win32s, be sure to run Win32s version 1.3 or later.

## **Reporting Bugs**

If you experience something you think might be a bug in Eudora, please report it by sending a message to <eudora-bugs@qualcomm.com>. Describe what you did, what happened, what version of Eudora you have, any error messages Eudora gave (the numbers in ()'s are especially important), what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

You will receive an automated response indicating that your bug report has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

**Suggestions**

From time to time, everyone comes up with an idea for something they'd like their software to do differently. This is true of all applications, no less Eudora. If you come across an idea that you think might make a nice enhancement to Eudora, your input is always welcome. Please send any suggestions or requests for new features to <[eudora-suggest@qualcomm.com](mailto:eudora-suggest@qualcomm.com)>.

You will receive an automated response indicating that your suggestion has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

## 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 broken up into 5 sections:

[\[Settings\]](#)

[\[Dialup\]](#)

[\[Window Positions\]](#)

[\[Debug\]](#)

[\[Mappings\]](#)

Only the items that are not configurable from the Options dialog are listed here.

### 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, e.g.

```
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 e-mail 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.

## [Dialup]

The [Dialup] section controls the use of the dialup connection method. See the "Dialup Eudora" appendix to the user manual for more detailed information.

Entry	Default Value	Description
ATSendDelay	100	The delay between sending characters in a modem AT command and in the EchoCancelString (in milliseconds).
BreakTime	150	Length of modem break command (in milliseconds).
BusyRetries	0	The number of times that the phone will be redialed after receiving a busy signal.
BusyRetryDelay	5	The number of seconds between redials after receiving a busy signal.
EndScript	SERIAL.END	Script used when closing modem connection.
SMTPHELOString		String to send as the parameter of the SMTP HELO command.
TelnetCommand	telnet {System} {Port}\r\n	Telnet command issued to use the network services (i.e. POP, SMTP, ph, finger, and Eudora password changer).

## [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	100	The size of the log file (in KB) when it will be copied to the file EUDORLOG.OLD and a new log file will be started.
LogLevel	11	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

## [Mappings]

This is a sample [Mappings] section. It is NOT a default for Eudora if you have a missing/empty [Mappings] section. The [Mappings] section contains information for mapping between PC file extensions, Mac creator and type, and MIME type and subtype for attachment files (in that order). Entries marked as "in" work only on incoming messages and entries marked as "out" work only on outgoing messages. Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see "Appendix D - MIME and Mappings" of the Eudora manual.

```
out=txt,txt,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 Positions]

The [Window Position] section saves the positions of the standard windows (not your mailboxes and messages).

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

## [Settings]

Entry	Default Value	Description
AutoWordSelection	0	When on, selection in text is done on a word boundary rather than a character boundary.
BadPasswordString		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.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicates that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).
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.
CompSummaryItalic	1	Display summaries of outgoing messages in mailboxes other than <b>Out</b> with italics.
EnrichedSoftLine	72	Number of characters sent on a line before adding a soft newline when sending text/enriched.
EudoraPassPort	106	Default port number for the Eudora password changing service (epass).
ExcerptBars	2	Width (in pixels) of excerpt bars in messages. Set to zero to hide excerpt bars.
ExcerptColors	0	If on, each excerpt gets displayed in a different color.
ExcerptColor1	255	RGB color value of first level of

		excerpt
ExcerptColor2	16711680	RGB color value of first level of excerpt
ExcerptColor3	32768	RGB color value of first level of excerpt
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 (;).
FindMatchCase	0	"Match Case" checkbox in the Find dialog.
FindSummariesOnly	0	"Summaries Only" checkbox in the Find dialog.
FingerDefault	0	Tells whether or not the Ph window should default to finger.
FingerPort	79	Default port number for the finger service (finger).
FlushDiskCache	0	If on(1), Eudora will flush the disk write cache before sending the command that deletes a message from the POP server. This is only necessary if you are using disk caching software (e.g. SmartDrive), have write caching turned on, and are sensitive about the unlikely chance that your machine may hang right after deleting a message from the POP server but before the write cache gets flushed.
GuessParagraphs	0	"Guess Paragraphs" checkbox in the Save As... dialog.
IdleTime	60	The number of seconds that Eudora has to be idle before it will consider performing an automatic mail check.
IncludeHeaders	0	"Include Headers" checkbox in the Save As... dialog.
Indent	5	The number of characters that the Indent In and Hanging Indent In functions will indent.
KerberosSetUserName	0	Uses KClient SetUserName() function to set user name in Kerberos system. Turning this switch on may cause Kerberos tickets to be invalidated.
LastSettingsCategory	0	Last category that was displayed in the Settings 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 sscebrc.tlx, sscebrm.clx, ssceamc.tlx, ssceamm.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.
NetworkOpenTimeout	60	The number of seconds Eudora will wait for a response to opening a

		connection before it gives up.
NicknameAddressesHeight	60	Percent of height of Nicknames window that the Address(es) field takes up.
NicknameListWidth%	33	Percent of width of Nicknames window that the list of nicknames takes up.
NoAutoSendPrecedence	list,bulk	When filtering incoming messages with precedence headers of <b>list</b> or <b>bulk</b> , do not automatically create new outgoing messages.
NoSplashScreen	0	If on (set to 1), the opening splash screen (aka About Box) will not be displayed.
NumberOfTraceLines	300	The number of lines saved in the Trace window.
PhPort	105	Default port number for the Ph service (csnet-ns).
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).
PrintHeaders	1	When on (1), printed messages get headers and footers.
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 the original text of a forwarded message. A newline is added after the string.
ReadRecieptAsk	1	Ask user for read reciepts.
ReadRecieptNo	0	Always deny read receipts without prompting.
ReadRecieptYes	0	Always return read reciepts 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 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.
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.
SendXAttachHeader	0	Do not send the full path to attachments in the X-Attachments header.
ServerCacheSize	10	Number of servers remembered in Directory Services window.
ShowAllHeaders	0	Do not show all headers.
ShowProgress	1	Show/hide the Progress window
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.
StationerySignatureRules	1	Signature precedence is as follows: User's selection; Stationery's signature; Personality's signature. Set to <b>0</b> to put Personality's signature before Stationery's.
TabooHeaders	Received, Status, Message-Id, In-Reply-To, X-Priority, Mime-Version, Content-Type, Content-Transfer Encoding, X-Mailer, X-UIDL, X-400, Precedence	A comma separated list of headers (without colons) that shouldn't be shown when the Show all headers switch ("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, when the tab key is hit in the body of the message, spaces are inserted instead of an actual tab character.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TimeZone		<p><b>16-bit Only</b>  This should contain the time zone in which you are located, in the following format:</p> <p style="text-align: center;">TimeZone=xxxxnnnyyy</p> <p>where xxx, yyy are timezone abbreviations like PST, PDT, CDT, and nnn is the offset in hours WEST of GMT (i.e those that are east of GMT should 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's some samples:</p> <p style="text-align: center;">TimeZone=PST8PDT  TimeZone=MET-1</p> <p>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. The moral is: if you don't get messages bounced because of a missing Date:</p>

		header, then leave the TimeZone entry alone.
TraceWindowMask	31	Log level of information that gets sent to the Trace window (see the [Debug] section).
TocDateLeeway	2	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.
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		Full path of application used to launch URLs.
URLHighlight	1	Display URLs in blue underline style.
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.
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.
WordWrapColumn	76	Column in which lines are wrapped at in outgoing messages when the Word wrap switch is on.
WordWrapMax	80	Length at which a line is considered too long, and must be wrapped in outgoing messages when the Word wrap switch is on.



**Mailboxes Window**

Lists all your Mailfolder and mailboxes.

Use the right mouse button to add new mailboxes or mailfolders, rename them, and more.

## Using the Mailboxes Window

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. It is automatically docked to the left side of the Eudora application window, and can also be docked to the right side of the Eudora window, or placed anywhere on your desktop. To open it, select **View Mailboxes** from the **Tools** menu.

➔ To move the Mailboxes window, hold down the left mouse button on the rim of the window and drag it where you want it. If you drag it to the left or right edge of the Eudora window, it will dock in a vertical position in the Eudora window.

➔ To open a mailbox or folder, double-click on it.


[Creating a New Mailbox or Folder](#)

[Renaming a Mailbox or Folder](#)

[Moving a Mailbox from one Folder to Another](#)

[Removing a Mailbox or Folder](#)

### Creating a New Mailbox or Folder

 To create a new mailbox or folder in the Mailbox window, click the right mouse button (inside the window) and click **New**. A dialog is displayed requesting the name of the new mailbox or folder.

Type in the new name, check the Make it a Folder option if you want to, and click **OK**. The new mailbox or folder is displayed in the lists, and added to the Mailbox and Transfer menus.

### **Renaming a Mailbox or Folder**

To rename a mailbox or folder, click on it once, then click again to highlight just the name (or click on the right mouse button and select **Rename**). Type in the new name.

**Moving a Mailbox from one Folder to Another**

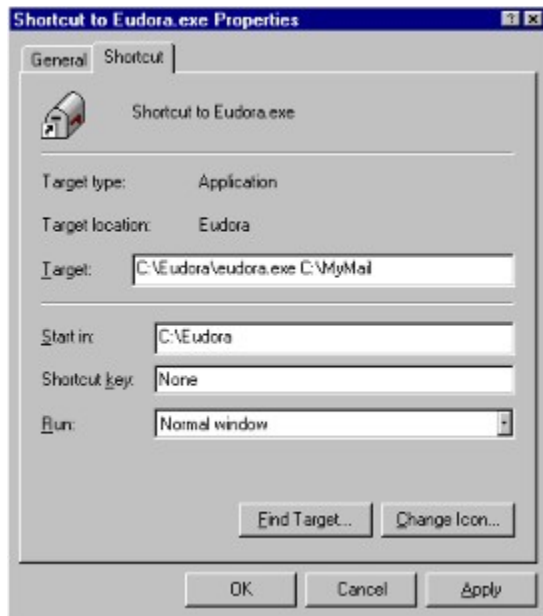
To move a mailbox from one folder to another, select the one you want to move and drag it to where you want it.

## Removing a Mailbox or Folder

➡ To remove a mailbox or folder, select the ones you want to remove then click select **Delete** from the right mouse button or use 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, all the messages, mailboxes, and folders contained within the selected mailbox are also removed.

## Putting Multiple Users on One PC

To have multiple users on one PC, make a separate mail directory and create shortcuts to the Eudora executable for each user. The mail directories can be named whatever you like, and put anywhere you like, including on floppies or network drives. To tell Eudora which directory to use, specify that directory in the Target field of your shortcut.



*Specifying a mail directory*





**Include Headers**

If this is on, the message's (or the first of multiple messages) header information is included in the saved document. If this is not checked, only the body of the message is saved.

**Guess Paragraphs**

If this is on, extraneous carriage returns are removed from the message(s), leaving returns only at the ends of paragraphs and converting multiple spaces into tabs.

**Send Queued messages**

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

**Find dialog**

Use this dialog to find a character string within one message, multiple message, or even multiple mailboxes.

**Find**

Initiates a new search in a current message.

**Next**

Continues a search until the character string is found in either the same message or one of the other messages in the current mailbox.

**Next Message**

Begins a search at the next message following the current message.

Eudora continues the search even if it has to open more than one message or a new mailbox.

**Next Mailbox**

Begins the search at the next mailbox following the current mailbox.

Eudora continues the search among all messages in that mailbox and any subsequent mailboxes, including the In, Out, and Trash mailboxes.



**Character String Field**

Specifies the character string to be found.

You can type the string into this field or highlight the character string you want (somewhere in Eudora), then select **Enter Selection** from the Find submenu. This automatically inserts the highlighted string into this field.

**Match Case**

When this is checked, Eudora searches for exact matches of the character string, including any capitalization.

**Summaries Only**

When this is checked, Eudora searches only the Sender and Subject fields of message summaries as they appear in mailbox windows. (This is much faster than a full search).

## **New Mailbox dialog**

Use this dialog to create a new mailbox.

**Name the new mailbox**

Enter the name of the new mailbox.

**Make it a folder**

If this is checked, the new mailbox is created as a folder.

The New Mailbox dialog is displayed again so that you can create a mailbox that goes into the folder.

**Don't Transfer**

If this is checked, the new mailbox is created but the selected messages are not transferred into it.

**Change Queueing...**

Use this dialog to queue the current messages, unqueue messages, or set a time for queued messages to be sent.



**Send Message:**

These options specify when the selected messages should be sent.

**Right Now**

Sets the message to send immediately when you click the OK button.

**Next Time Queued Messages are Sent**

Sets the message to be sent the next time queued messages are sent.

**On or after**

Sets a time and date for the message to be sent.

The message is saved in the Out mailbox with a **T** in the status column, just as if it were a normal queued message. However, the message is not sent until the specified time. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is opened.

**Time**

Specifies what time the message will be sent.

Change the default time if you want the message to be sent at a different time. The message is saved in the Out mailbox with a **T** in the status column, then sent at the specified time. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is next opened.

**Date**

Specifies what date the message will be sent.

Change the default date if you want the message to be sent at a different date. The message is saved in the Out mailbox with a **T** in the status column, then sent on the specified date. For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running then, the message is sent when Eudora is next opened.

**Don't Send**

Changes the message status from queued to saved.

**Change Password**

Change the password for your POP account.



**Enter Password**

Enter the password for your POP account.

**Filters**

Displays the Filters window so that you can create filters that automatically sort your incoming and outgoing mail.

**Filters dialog**

Use this dialog to create filters that automatically sort your incoming and outgoing mail.

To start, click the New button. Then specify the criteria and the action. When you close the filters window, you will be prompted to save your changes.

**Filter List**

Displays the filters you have defined.

Filters are invoked from top to bottom as shown in the list. This order may be important when overlapping matches exist.

**Up**

Moves the selected filter up in the filter list, changing the order it is invoked.

**Down**

Moves the selected filter down in the filter list, changing the order it is invoked.

**New**

Adds a new filter named “Untitled” is to the filter list. The filter is automatically named based on the information you enter in the Header and Matching Text fields.

**Remove**

Removes the selected filter from the filter list. The filter is deleted when you save changes to the Filters window.



**Incoming**

If this is checked, the filter is invoked on all incoming messages.

**Outgoing**

If this is checked, the filter is invoked on all outgoing messages after they are sent.

**Manual**

If this is checked, the filter is invoked only when you select **Filter Messages** from the Special menu.

## Header

Specifies which section of the message the filter will search. You can select an option from the popup 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-Persona (for an alternate personality).

The «**Any Recipient**» option searches all possible recipient items (To, Cc, Bcc), the «**Any Header**» option searches all message headers (including hidden headers that are shown with the **Blah Blah Blah** option), and the «**Body**» option searches the message body.

## **Match Type**

Specifies the type of match the filter performs when comparing the character string to the specified header.

### **contains or does not contain**

If the specified header item contains or does not contain the text string, filter the message.

### **is or is not**

If the specified header item is or is not a complete 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 does not 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.

### **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.

**Matching Text**

Specifies the character string that the filter searches for.

Keep this as specific and brief as possible. The greater the complexity of the search string, the less the likelihood of an exact match.

**Conjunction**

Specifies how the second criteria is to be used.

**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, filter it.

**or**

If the message matches either term, filter it.

**unless**

If the message matches both the first and second terms, do not filter it. (This lets you exclude certain variations of the first term.)

## Filter Actions

### None

No action

### Make Priority

Assigns the selected priority to messages. Select a priority from the popup menu.

### Make Subject

Assigns the subject to messages. Enter a subject in the text field.

The new subject is given in the message summary in the mailbox window, but the subject is not changed in the message itself.

To include the text of the previous subject in your new subject, use the "&" symbol. For example, typing test message:& in this field results in the subject test message: previous subject.

### Copy To

Copies messages to the selected mailbox. Select a mailbox from the popup menu.

### Transfer To

Transfers messages to the selected mailbox. Select a mailbox from the popup menu.

If you add a new **Transfer To** action, a dialog is displayed asking if you want to add an implied **Skip rest** action. If you do not, subsequent actions in that or other filters could cause the message to be transferred out of the first mailbox you transferred it to.

### Skip Rest

Stops filtering for the message (the message is not matched to the rest of the filters in the list).



**Mailboxes**

Use the Mailboxes window to create, rename, remove, and move mailboxes and folders.

## **Address Book Entries**

Lists all your Address Book entries.

⇨ To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

**View By**

Determines how the Address Book entries are displayed in the list-by nickname or address(es).

**New**

Creates a new entry.

The New Nickname dialog is displayed, prompting you to name the entry. You can also put the entry on the Quick Recipient List or Make the entry a file.

**Remove**

Removes a selected entry from the list.

**To**

Creates a new message addressed to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

**Cc**

Creates a new message CC'd to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.

**Bcc**

Creates a new message Bcc'd to the selected entry, or adds the selected entry to the active message.

To select multiple entries, hold down the Shift key and make selections in sequence, or hold down the Ctrl key and make selections out of sequence.



**Nickname**

The Nickname for the entry.

**Recipient List**

If this is checked, the nickname is included in the Quick Recipient List.

To put multiple entries on the Quick Recipient List, select the entries then check this option for any one of them.

**Address(es)**

The e-mail addresses that are included in the nickname.

You can use full addresses and nicknames in this field, just be sure any nicknames you use are defined in another entry. Separate each address or nickname with a comma or a carriage return (Enter). This is the only place you can use a carriage return to separate addresses.

**Notes**

Your notes for the entry. This information is not included in an outgoing message.

**New Nickname**

The New Nickname dialog lets you create a new entry for your Address Book.

**What do you wish to call it?**

The nickname for the new entry.

**Put it on the recipient list**

If this is checked, the entry is included in the recipient list.

**Directory Services**

Use Directory Services to access two different services, Ph and Finger.

Ph and Finger inquiries will only work if you have the appropriate software running on your server.



**Server button**

Displays a list of servers that the active server knows about. Double-click on a server in the list to add it to your Server field.

This is not always a comprehensive list of Ph servers.

**Server field**

Lists the server from the Server field of the Hosts Options dialog.

You can enter a different server name for this session. The next time you open the window, the server will be reset to the name in the Options dialog.

**Command**

Specifies the name or address being searched for, whether you will use Ph or Finger.

**Response**

Displays the server or host response.

**Ph**

Initiates a Ph query for the the text in the Command field.

**Finger**

Initiates a Finger query for the text in the Command field.



**Priority popup**

Specifies the priority of the message as it is displayed in the mailbox window.



**BLAH ,BLAH, BLAH Icon**

If this is on, all message headers (and any formatting codes) are displayed.

**Fetch Icon**

If this is on, the next time Eudora checks the server for mail it also downloads this entire message.

You can also turn on the Trash icon so that the message is downloaded then deleted.

**Subject Field**

Use this field to change the subject of the message as it is displayed in the mailbox window. To change the subject, type the new subject in this field and press [Enter].

**Signature popup**

The Signature popup menu lets you automatically attach a signature file to the end of the message.

### **Attachment Type popup**

The Attachment Type popup menu lets you select what format documents that you attach to outgoing messages are encoded in: Multipurpose Internet Mail Extensions (**MIME**), **BinHex**, or **Uuencode**.

MIME is best for recipients with MIME.

BinHex is most compatible with old Macintosh mailers and previous versions of Eudora.

**Quoted-Printable Encoding**

If this is on, quoted-printable (QP) encoding may be used when sending messages that contain long lines of text or special characters. When on, it is used for all attachments. It is recommended that this button always be on.

**Text as Attachment**

If this is on, plain text files (ASCII) are attached as normal. If it is off, plain text files are included in the body of the message.

**Word Wrap**

If this is on, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.



### **Tabs in Body**

If this is on, when you press the **tab** key within the message body, a tab is inserted. If it is not on, when you press the **tab** key within the message body the cursor moves to the **To** field.

**Keep Copy**

If this is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an **S** in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

**Open Next Message**

Opens the next message in the mailbox.

**Open Previous Message**

Opens the previous message in the mailbox.

**New Text File**

Opens a text window so you can create a text file from within Eudora.

**Open Text File**

Displays the standard File dialog so you can find and open a file.

**Open Attachment**

Opens an attachment in a composition window or a received message, as long as the attachment is highlighted (in a composition window) or the cursor is on the same line as the attachment (in a received message).

**Close**

Closes the current message or window.

Hold down the Shift key to close all open windows.



**Save**

Saves changes to the topmost window. This applies to message composition windows, signature windows, the Nicknames window, and the Filters window.

Hold down the Shift key to save the changes to all open windows.

**Save As**

Displays the standard Save As dialog so that you can save the current message to a plain text file.

If you select several messages they are all saved as one file.

**Send Queued Messages**

Sends all queued messages to the mail server.

Queued messages are listed in the Out mailbox with a “Q” in the status column.

**Check Mail**

Checks your POP server for new messages and transfers them to your PC.

If a time appears in parentheses next to this command, it is the next time an automatic mail check will occur.

**Print**

Prints messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

**Print Preview**

Displays the Print Preview window for messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

**Print Setup**

Displays the standard Windows Print Setup dialog.

**Exit**

Exits Eudora. If edited messages or windows are still open, you will be asked to save or discard your changes.

Hold down the Shift key to instruct Eudora that all currently open windows are to automatically reopen at the next startup.



**Undo**

Reverses the last editing action done on a piece of text.

**Cut**

Cuts the selected text and copies it to the clipboard.

**Copy**

Copies the selected text to the clipboard.

Hold down the Shift key to remove the carriage returns from “wrapped” text prior to copying it to the clipboard.

**Paste**

Pastes the contents of the clipboard at the insertion point in a message or message header.

**Paste As Quotation**

Pastes the contents of the clipboard at the insertion point with quote characters at the beginning of each line to denote quoted text.

**Clear**

Deletes selected text without copying it to the clipboard

**Select All**

Selects the entire contents of a message or mailbox.

**Wrap Selection**

Inserts carriage returns at the end of each line of the current selection, in the same way Eudora does when it sends mail.

Hold down the Shift key to unwrap the current selection (removes the carriage returns).



**Finish Address Book Entry**

Completes the partial text of a nickname in a message header field.

**Insert Recipient**

Inserts the chosen recipient at the insertion point.

**Find... Find**

Displays the Find dialog so that you can find a character string within one message, multiple messages, or even multiple mailboxes.

**Find Again**

Continues a search within the same message.

**Enter Selection Command**

Inserts a highlighted character string in Eudora into the Character String field of the Find dialog.

### **Sort by Status**

Sorts the message summaries within a mailbox by status.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

**Sort by Priority**

Sorts the message summaries within a mailbox by priority.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

**Sort by Attachment**

Sorts the message summaries within a mailbox by attachment.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.



**Sort by Sender**

Sorts the message summaries within a mailbox by sender.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

**Sort by Date**

Sorts the message summaries within a mailbox by date.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

### **Sort by Size**

Sorts the message summaries within a mailbox by size.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

**Sort by Subject**

Sorts the message summaries within a mailbox by subject.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

**Message Plugins**

Applies the selected plugin to the selected message or text.

**In**

Opens the In mailbox.

All incoming messages are stored in this mailbox until they are filtered, transferred, or deleted.

## **Out**

Opens the Out mailbox.

All messages you compose, save, and queue are stored in this mailbox until they are sent. Also, if the **Keep copies** option in the Sending Mail Options is on, a copy of each outgoing message is saved in this mailbox.

## Trash

Opens the Trash mailbox.

All deleted messages are stored in this mailbox until you select **Empty Trash** from the **Special** menu. If the **Empty Trash when exiting** option in the MiscellaneousOptions is on, the Trash is automatically emptied when you exit Eudora. Deleting a message from this mailbox permanently deletes the message.



**Your Mailbox**

Opens a mailbox you have created.

**New...**

Displays the New Mailbox dialog so that you can create a new mailbox or mailbox folder.

**New Message**

Opens a new message composition window.

**Reply**

Generates a reply message to a current incoming message.

**Reply to All**

Generates a reply message addressed to all of the recipients of the selected message.

**Forward**

Generates a forward message from a current incoming message.

**Redirect**

Generates a redirect message from a current incoming message.

The address in the From: field of the message header is that of the original sender "by way of" your address.

**Send Again**

Reformats a message that was returned to you by the mail server so that you can send it again without including all of the return information. A message is typically rejected because of an error in the recipient's address, although there are many other possible reasons.



**New Message To**

Opens a new message to the selected recipient.

**Forward To**

Opens a forwarded message to the selected recipient.

**Redirect To**

Opens a redirected message to the selected recipient.

**Attach File**

Displays the Attach File dialog so that you can attach a file to the current message. Any file can be attached to and sent with a Eudora message.

**Send Immediately**

Sends the current message to the SMTP server.

You can change this command to **Queue For Delivery** so that your outgoing messages are put in a queue until you send them all at the same time. To do this, turn off **Immediate send** in the Sending Mail Options

### **Queue For Delivery**

Saves the current message in the Out mailbox and marks it as **Q** (queued for delivery). Send your Queued messages by selecting **Send Queued Messages** from the File menu.

You can change this command to **Send Immediately** so that your outgoing messages are sent out immediately. To do this, turn on **Immediate send** in the Sending Mail Options

**Change... Queuing**

Displays the Change Queuing dialog so that you can modify the queuing status of an outgoing message.

Use this dialog to queue the current messages, unqueue messages, or set a time for queued messages to be sent.

**Change... Status... Unread**

Changes the status of the current messages to unread.



**Change... Status... Read**

Changes the status of the current messages to read.

**Change... Status... Replied**

Changes the status of the current messages to replied.

**Change... Status... Forwarded**

Changes the status of the current messages to forwarded.

**Change... Status... Redirected**

Changes the status of the current messages to redirected.

**Change... Status... Unsendable**

Changes the status of the current messages to unsendable.

**Change... Status... Sendable**

Changes the status of the current messages to sendable.

**Change... Status... Queued**

Changes the status of the current messages to queued.

**Change... Status... Time Queued**

Changes the status of the current messages to time queued.



**Change... Status... Sent**

Changes the status of the current messages to sent.

**Change... Status... Unsent**

Changes the status of the current messages to unsent.

**Change... Priority... Highest**

Changes the priority of the current messages to highest.

**Change... Priority... High**

Changes the priority of the current messages to high.

**Change... Priority... Normal**

Changes the priority of the current messages to normal.

**Change... Priority... Low**

Changes the priority of the current messages to low.

**Change... Priority... Lowest**

Changes the priority of the current messages to lowest.

**Delete**

Transfers the current message(s) to the Trash mailbox.



**In**

Transfers the current message(s) to the In mailbox.

**Out**

Transfers the current message(s) to the Out mailbox.

**Trash**

Transfers the current message(s) to the Trash mailbox.

**Your Mailbox**

Transfers the current message(s) to the a mailbox you have created.

**New...**

Displays the New Mailbox dialog so that you can create a new mailbox and transfer the current message(s) into it.

### **Filter Messages**

Runs all manual filters on the current messages.

This is the only way that filters designated as **Manual** in the Filters window can be used.

### **Make Address Book Entry...**

Creates a single Address Book entry from selected messages or Address Book entries.

If you make an Address Book entry from incoming messages, the addresses in the **From** fields are used. If you make an Address Book entry from outgoing message, the addresses in the **To** and **Cc** fields are used.

**Add as Recipient**

Adds the highlighted e-mail address(es) to the Quick Recipient list.

To do this, highlight one or more addresses in a message window, then select Add as Recipient.



**Remove Recipient**

Removes the selected recipient from the Quick Recipient list.

## **Empty Trash**

Permanently deletes messages from the Trash mailbox.

If the **Empty Trash when exiting** option in the Miscellaneous Options is on, the trash is emptied automatically when you exit Eudora.

**Compact Mailboxes**

Recovers the unused (“wasted”) space from all of your mailboxes.

This wasted space was created when messages were deleted or transferred from the mailboxes.

**Forget Password**

Makes Eudora forget that you have already entered your password for this session.

You will be prompted to reenter a password at the next mail check.

**Change Password...**

Displays the Password change dialog so that you can change your POP account password.

This will only work if you have the necessary software on your server.

**Message Plugins Settings...**

Displays the Message Plugins Settings dialog so that you can setup your Message Plugins.

**Filters**

Displays the Filters dialog so that you can create filters that automatically sort your incoming and outgoing mail.

**View Mailboxes**

Displays the Mailboxes window so that you can create, rename, and remove mailboxes and folders.



**Address Book**

Displays the Address Book so that you can create, edit, or remove entries and their nicknames.

Entries can consist of multiple addresses so that you can create mailing lists.

**Directory Services**

Displays the Directory Services windows so that you can access Ph and finger directory services.

**Signature**

Displays the Signature window so that you can create a signature to include at the end of your outgoing messages.

**Options...**

Displays the Options dialog so that you can set Eudora options.

**Cascade**

Arranges all open windows in a cascade.

**Tile Horizontal**

Arranges all open windows as horizontal tiles.

**Tile Vertical**

Arranges all open windows as vertical tiles.

**Arrange Icons**

Arranges iconified windows along the bottom of the Eudora window.



**Send To Back**

Sends the active window to the back.



**POP account:**

Specifies the name of your account on your POP server.

For example, if your assigned login name is "justine," and the name of the computer where you receive e-mail is "pop3.qualcomm.com" type "justine@pop3.qualcomm.com" in this field. (When you enter your account name here, it is made available in the POP account field of other Options categories.)

*Note: This may or may not be your e-mail address. If your e-mail address is different than your pop account, put it in the Return Address field of the Personal Information Options.*

A POP account is an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. This is the account to which your e-mail messages are delivered so that Eudora can find them and transfer them to your PC. You must have a POP account to be able to receive mail with Eudora.

**Real name:**

Specifies your real name.

Enter your name as you want it to appear in the **From** field of your outgoing mail messages. Your return address is also given in that field.

**Connection Method:**

These options specify the connection method, or no connection.

If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select **Winsock**. If you are using Eudora with a Unix shell account, select **Dialup**. Most users will use Winsock.

**Winsock**

Specifies a Winsock connection.

Select this option if you are using Eudora via TCP/IP software (a direct network connection, SLIP, or PPP).

**Shell Account Access**

Specifies a shell account connection. Use the Dialup Options to set up a shell account connection.

**Do not use this option unless you are connecting to the Internet via a shell account.** If you are using a direct network connection, or SLIP or PPP software, use the Winsock option.

**Offline (no connection)**

Specifies no connection.

Select this option if you don't want Eudora to attempt to make any connections.



**Return address:**

Specifies a return address if it is different than your POP account.

If you 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 can reply to your mail.

**Dialup username:**

Specifies your dialup user name.

Enter your dialup user name if it is different from your POP account. This is necessary if you are using Eudora directly through a modem without the benefit of TCP/IP software, and you have a secondary user name for use during the dialup process (this might be used as your login name to a terminal server, for example). See Appendix E of your user manual for details regarding how this field can be used.

**SMTP server:**

Specifies the name of the SMTP (Simple Mail Transfer Protocol) server computer.

Enter the name of your SMTP server if it is different from the machine that is running your POP server. You do not need a login name on this computer, but you must have access to it through your network.

**Ph:**

Specifies the name of the machine running your Ph server.

Enter the machine name, or leave the field blank.

**Finger:**

Specifies the name of the machine running your finger server.

Enter the machine name, or leave the field blank. If you leave it blank, Eudora uses your SMTP server as your finger server.

**Check for mail every ? minutes**

Specifies how often Eudora checks the POP server(s) for new mail. Any account that has the **Check Mail** option turned on in the **Personalities Options** is checked.

It's a good idea to set this to at least 15 minutes. Checking mail more frequently puts an unnecessary drain on your POP server.

**Skip messages over ? K**

If this is checked, messages over the specified size are downloaded with only the first few lines of the message body. This can be useful on slow connections.

To download the entire message, click on the Fetch icon in the message and select Check Mail from the Find menu.

**Send on check**

If this is checked, any messages that are queued in the Out mailbox are sent when Eudora checks the POP Server for new mail.



**Save password**

If this is checked, your password is stored in Eudora and you never have to enter it again, even if you exit Eudora and restart.

Only use this option if your PC is in a secure place.

**Leave mail on server**

If this is checked, incoming messages are transferred to your PC and also left on the server. (Normally your mail is transferred, then deleted from the POP server.)

**Delete from server after ? days**

If this is checked, any mail left on the server (using the **Leave mail on server** option) will be deleted after the specified number of days.

It is a good idea not to leave copies of your messages on the server indefinitely, as this will create mail storage problems on the server.

**Determine first unread message by:**

These options specify what determines an unread message.

**First message not read by this machine**

Specifies that any message not previously read by this machine is considered unread.

**Status: headers**

Specifies that any message not identified as **read** in the message Status: header is considered unread.

**POP3 LAST command**

Specifies that any message after the LAST downloaded message is considered unread.

This method is more efficient than the Status: headers method when connecting to a POP server that supports the LAST command.

**Delete from server when emptied from Trash**

If this is checked, all messages that you have deleted from your trash mailbox are also deleted from the server.

This only applies to messages that were transferred to your PC under the **Leave mail on server** option. Normally Eudora deletes a message from the server immediately after the message is transferred.



**Authentication Style**

Specifies the authentication style. Ask your e-mail administrator which one is being used at your site.

**Domain to add to unqualified names:**

Specifies a domain to be added to unqualified names.

An unqualified name is one that doesn't have an "@" sign followed by a domain name. If you address a message to someone without including their domain name, Eudora automatically adds this domain to that address. This setting can be used as a time-saving device when addressing large numbers of messages to users who reside in the same domain.

**Immediate send**

If this is checked, all send options are set to **Send Immediately**.

If this is not checked, messages are saved in the Out mailbox and marked "Q" (queued for delivery).

Send options include the rightmost button in the icon bar of the message composition window and the Send Immediately option in the Message menu.

**Send on check**

If this is checked, all the messages marked "Q" in the Out mailbox are sent when Eudora checks the POP server for new mail.

**Default signature**

If this is on, new messages will use that signature.

**Word wrap**

If this is checked, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

**May use Quoted-Printable**

If this is checked, Eudora uses quoted-printable encoding when necessary, such as when messages that contain long lines of text or special characters are sent.

If this is not checked, quoted-printable encoding is never used.

**Keep copies**

If this is checked, a copy of each message you send is saved in the Out mailbox and marked **S**.

If this is not checked, Eudora moves outgoing messages to the Trash mailbox after they are sent.



### **Tabs in body of message**

If this is checked, when you press the **tab** key within the message body, a tab is inserted.

If this is not checked, when you press the **tab** key within the message body the cursor moves to the **To** field.

**Encoding Method:**

These options specify what encoding method should be used with attached files.

**MIME**

If this is checked, documents attached to outgoing messages are encoded in MIME.

MIME is best for recipients with MIME.

**BinHex**

If this is checked, documents attached to outgoing messages are encoded in BinHex.

BinHex is best for recipients with old Macintosh mailers and previous versions of Eudora.

**Put text attachments in body of message**

If this is checked, plain text documents that are attached to an outgoing message are sent in the message body. They are not sent as attachments.

**Attachment Directory:**

Specifies what directory your incoming attachments will be put in.

To change the directory, single-click on the directory name button (the default is blank). A dialog is displayed allowing you to select the attachment destination directory.

If you do not select an attachment directory, attachments are placed in your Eudora directory.

**Delete attachments when emptying Trash**

If this is checked, attachments are deleted when their corresponding messages are deleted from the Trash (or the Trash is emptied).

The attachment must be in the directory defined as the Attachments Directory.

If you want to save an attachment but delete the message, move the attachment to another directory or leave this option off.

**Delete automatic attachments: Never**

If this is checked, automatic attachments are never deleted automatically.

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.



**Delete automatic attachments: After sending message**

If this is checked, automatic attachments are deleted automatically after the corresponding message is sent.

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.

**Delete automatic attachments: When message emptied from Trash**

If this is checked, automatic attachments are deleted when their corresponding messages are deleted from the Trash (or the Trash is emptied).

Automatic attachments are attachments to automatically generated messages, such as with the **Insert System Configuration** command.

**Screen Font:**

Specifies the font and point size to be used for displaying the text of your Eudora messages and mailbox windows.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

**Print Font:**

Specifies the font and point size to be used when printing messages using the Print... command.

To change the selection, click on this button. The Font dialog is displayed so that you can select a new font and size.

**Message window width:**

Specifies the width of new and received message windows (in characters). The default is 80.

This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 80 characters.

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:**

Specifies the height of new and received message windows (in lines). The default value is 20.

If the **Zoom windows when opening** option is turned on, received message window heights are automatically adjusted to the height of the message text.

**Zoom windows when opening**

If this is checked, new windows automatically sized to display their contents without empty space.

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.

**Show toolbar**

If this is checked, the main toolbar is displayed.



**Show toolbar tips**

If this is checked, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.

**Show status bar**

If this is checked, a status bar is displayed at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons.

**Show category icons**

If this is checked, the Options categories are presented with icons and the name.

If this is not checked, the categories are presented with just the name.

**Status**

If this is checked, the **Status** column is displayed in Mailbox windows.

**Priority**

If this is checked, the **Priority** column is displayed in Mailbox windows.

## **Attachment**

If this is checked, the **Attachment** column is displayed in Mailbox windows.

**Sender**

If this is checked, the **Sender** column is displayed in Mailbox windows.

**Date**

If this is checked, the **Date** column is displayed in Mailbox windows.



**Size**

If this is checked, the **Size** column is displayed in Mailbox windows.

**Subject**

If this is checked, the **Subject** column is displayed in Mailbox windows.

**Use an alert dialog box**

If this is checked, an alert dialog notifies you when you have new mail.

**Open mailbox**

If this is checked, mailboxes are opened when new mail is received, and the first unread message is highlighted.

**Play a sound**

If this is checked, Eudora plays the sound when new mail arrives.

To select a sound (.wav) file, click on the **Play a sound** button. The Select Sound File dialog dialog is displayed so that you can select a sound.

**Select Sound File**

Specifies the sound file to be played when new mail arrives.

To select a sound (.wav) file, click on this button. The Select Sound File dialog dialog is displayed so that you can select a sound.

**Generate Filter Report**

If this is checked, a Filter Report is generated with information about filtered messages.

**Delete unread mail**

If this is checked, a warning dialog is displayed when you try to delete unread mail.



**Delete queued mail**

If this is checked, a warning dialog is displayed when you try to delete queued mail.

**Delete unsent mail**

If this is checked, a warning dialog is displayed when you try to delete unsent mail.

**Queue a message with no subject**

If this is checked, a warning dialog is displayed when you try to queue a message with no subject.

**Quit with messages queued to be sent**

If this is checked, a warning dialog is displayed when you try to quit with messages queued to be sent.

**Queue a message bigger than ? K**

If this is checked, a warning dialog is displayed when you try to queue a message bigger than the specified size.

**Set a changed message back to read-only**

If this is checked, a warning dialog is displayed when you try to set an incoming message back to read-only and the message has been changed .

**Empty the Trash mailbox**

If this is checked, a warning dialog is displayed when you try to empty the Trash mailbox.

**Start Eudora and it's not the default mailer**

If this is checked, a warning dialog is displayed when you try to start Eudora and it's not the default e-mail application.



**Map Ctrl+R to "Reply to All"**

If this is checked, when you type Ctrl-r a reply message is created addressed to all the recipients of the selected message.

**Copy original's priority to reply**

If this is checked, when you do a **Reply** the reply has the same priority as the original message.

**When Replying to all:**

These options specify how a reply message will be generated.

**Include yourself**

If this is checked, when you do a **Reply** the reply includes your address so that you receive a copy of your own reply.

If this is not checked, the reply does not include your address and you do not receive a copy. (Unless you have checked **Keep copies of outgoing mail** in the Sending Mail Options.)

**Put original To: recipients in Cc: field**

If this is checked, when you do a **Reply** the reply includes the addresses of the original message recipients in the **Cc** field. The **To** field contains only the address of the original sender.

**Dialup username:**

Specifies your dialup user name.

Enter your dialup user name if it is different from your POP account. This is necessary if you are using Eudora directly through a modem without the benefit of TCP/IP software, and you have a secondary user name for use during the dialup process (this might be used as your login name to a terminal server, for example). See Appendix E of the user manual for details regarding how this field can be used.

**Phone number:**

Specifies the telephone number for your terminal server.

Enter the number, and be sure to include any necessary prefixes to get an outside line, turn off call-waiting, etc.

**Modem:**

Specifies your modem type.

Select your modem from the popup or, if your modem is not listed among those available, select \*Default:Hayes (unreliable transfers).

While the default modem functions in many cases, you may experience data corruption when sending or receiving messages. To configure Eudora for a reliable connection using the default modem, you must modify the SERIAL.MOD dialup file, as described in Appendix E of the user manual.



**Baud rate:**

Specifies your baud rate.

Select the value that corresponds with your modem speed.

**COM port:**

Specifies the COM port that your modem is connected to on your PC.

Select the appropriate port.

**Flow Control:**

Specifies the modem flow control.

Flow control is the ability of the modem and PC to stop the data flow before the internal buffers fill up and overflow. The modem may use either hardware or software flow control (software flow control is typically the modem default setting), but hardware is preferred and strongly recommended at baud rates above 9600. If your modem does not support hardware flow control, then you must use software flow control. Software flow control, however, does not work well at speeds above 9600 baud.

**Data bits:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Stop bits:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Parity:**

Specifies a terminal server setting. The default value is correct for almost all cases. Consult with your local Eudora support coordinator or service provider before you change this value.

**Service provider:**

Specifies the service provider whose terminal server Eudora is connecting to.

If your service provider is listed among those available, select it. If not, select \*Default (must modify).

The default service provider will not function until the SERIAL.NAV dialup file is modified to work with your service provider, as described in Appendix E of the user manual.

**Dialup timeout after ? seconds**

Specifies the number of seconds before a dialup connection will time out. The default is 60.

Change the number of seconds if you want more time before the connection will time out.



## **CRLF Processing**

If this is checked, Eudora's cr/lf processing is on.

Telnet programs routinely translate carriage returns into carriage return (cr)/ linefeed (lf) pairs. For this reason, Eudora processes cr/lf pairs to plain carriage returns by default. If your terminal server does not translate carriage returns to cr/lf pairs, or you are running srialpop to establish an echoless session (as described in Appendix E of the user manual), Eudora's cr/lf processing must be disabled. This can be done by turning this option off.

**Show trace window**

If this is checked, the Trace Window is opened automatically at the beginning of the dialup session.

The Trace Window follows what Eudora is sending, expecting, and the characters returned to Eudora. The Trace Window is a valuable troubleshooting tool because when there is an error during the dialup process, the window displays the source of the error.

**Switch messages with:**

These options specify what keys can be used to quickly open and close message windows.

**Unmodified arrow keys**

If this is checked, the keyboard arrow keys can be used to close the current message and open the next or previous message in the mailbox.

The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the caret in messages.

Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is a message composition window topmost on the screen.

**Ctrl+arrow keys**

If this is checked, you can switch between open messages by holding down the [Ctrl] key and then pressing the arrow keys.

**Alt+arrow keys**

If this is checked, you can switch between open messages by holding down the [Alt] key and then pressing the arrow keys.

**Require confirmation for deletes**

If this is checked, you are alerted when you delete messages you haven't read, or when you transfer queued messages out of the Out mailbox.

**Close messages with mailbox**

If this is checked, all open messages are closed when you close the mailbox they are in.



**Empty Trash when exiting**

If this is checked, the Trash mailbox is emptied every time you exit Eudora.

If this is not checked, the Trash is only emptied when you select Empty Trash from the Special menu.

If you want to remove some messages from the Trash mailbox but don't want to empty it entirely, highlight the summaries you want to delete and select Delete from the Message menu. The selected messages are deleted.

**Say OK to alerts after ? seconds**

If this is checked and a number of seconds is specified, any notices of network problems are dismissed after the specified number of seconds.

If this is not checked, notices are left in place and Eudora cannot try the communication again until you dismiss the alert.

**Turbo redirect by default**

If this is checked, a **Redirect to Recipient** command does the following:

- Opens a redirected message to the selected recipient
- Queues the new message
- Deletes the original message

To turn this option on or off (regardless of this setting), hold down the [Shift] key while selecting a redirect recipient.

**Automatically open next message**

If this is checked, the next unread message is opened when you delete or transfer the current message.

**Allow Drag and Drop Transfers**

If this is checked, you are able to “drag and drop” messages among mailboxes.

**Intercept Netscape mailto URIs**

If this is checked, when you click on a **mailto** URL in Netscape (a e-mail address link) a new Eudora message is opened for that address.

**Use asynchronous Winsock calls for**

These options specify how Winsock calls are made using a TCP/IP stack. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

**All non-database functions**

Specifies asynchronous Winsock calls for all non-database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora.

However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.



**Database functions**

Specifies asynchronous Winsock calls for database functions.

There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora.

However, some TCP/IP stacks do not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

**Network Open timeout ? seconds**

Specifies the number of seconds before a network connection will time out.

**Network timeout after ? seconds**

Specifies the number of seconds before a network connection will time out.

**Network buffer size of ? bytes**

Specifies the size of the buffer that Eudora uses to transfer information to and from the server.

If you are having trouble transferring large messages, the size of this buffer may be decreased.

**Cache network info**

If this is checked, Eudora remembers 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 this is checked, the Winsock DLL is unloaded after the socket is closed.

This is useful if you don't want Eudora to keep your Winsock DLL open continuously.

**Automatically dial & hangup this connection**

If this is checked, the specified dialup connection (referred to in Windows NT 4.0 as a "phonebook entry") is used when Eudora does any network operation. Use the popup menu of connections to be sure the Entry is correct.

This option is only available if you have installed the dialup networking services with Windows 95 or Windows NT 4.0.

**Username**

This specifies the username to be used with the auto connection.



**Save password**

If this is on, the password for the auto connection is saved in Eudora so that you do not have to re-enter it after exiting Eudora.

If you select **Forget Password** from the **Special** menu, you will be prompted for the password the first time you try to check mail.

**Domain**

Specifies the NT domain that you normally log into.

This field can be left blank.

**Use Eudora MAPI server:**

These options specify when the Eudora MAPI server should run.

**Never**

If this is checked, the Eudora MAPI server is off and is never automatically opened.

**Always**

If this is checked, the Eudora MAPI server is on and is always opened on startup.

**When Eudora is running**

If this is checked, the Eudora MAPI server is on when Eudora is running.

**Delete MAPI attachments:**

These options specify when MAPI attachments should be deleted.

**Never**

If this is checked, MAPI attachments are never deleted.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you want to save them, use this option.



**After sending message**

If this is checked, MAPI attachments are deleted after their corresponding messages are sent.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them, use this option.

**When message is emptied from trash**

If this is checked, MAPI attachments are deleted after their corresponding messages are emptied from the trash.

MAPI attachments are copied into the Attach directory (or a directory you have specified) when they are sent. If you do not want to save them after their corresponding messages have been deleted, use this option.

**Kerberos POP3 port:**

Specifies the port that the Kerberos POP server is listening on.

**Realm:**

Specifies the network realm that the Kerberos server resides in.

**Service name:**

Specifies the type of service that you're requesting.

**Service format:**

Specifies the name of the ticket that Eudora requests from the Kerberos server.

**When receiving styles, pay attention to: Bold, Italic, Underline, Font, Size, Color, Justify, Margins, and Excerpts**

The selected style information will be used in displaying incoming messages (based on the styles in the message).





