Setting Up Eudora[®] for Windows (Based on version 7.1.0.9)

Technical Manual: Configuration and Setup

Document Updated: 2/07

Note: During 2007, Eudora will become an open source email application and will be built upon the same foundation as Mozilla's Thunderbird. The interface, however, is expected to remain similar to what it is now. For example, additional email accounts in Eudora are known as "Personalities."

Setting Up a POP3 Email Account

- 1. Select Tools / Personalities. If the Personalities window appears in a tabbed window, click the tab.
- 2. In the Personalities window, right-click to display the drop-down menu and choose New. This will open the New Account Wizard.



- 3. Under Would you like to, check Create a brand new email account and click Next.
- 4. In the Personality Name window, give your personality a descriptive name, such as Business, Home or whatever you prefer.
- 5. In the Personal Information window, enter your name or your company name in the Your Name text field.
- In the Email Address window, enter your email address in the Email Address text field (e.g., myname@mydomain.com).
- 7. In the User Name window, enter your login name, which will be your email address, such as *myname@mydomain.com.*
- 8. In the Incoming Mail Server window, do the following:
 - Specify the Incoming Server as pop.emailsrvr.com.

- Make sure Test server is checked, so your connection will be examined as part of the setup process.
- Choose POP as the type of server you're using.
- 9. In the Outgoing Email Server window, enter the following:
 - Under Outgoing Server, enter smtp.emailsrvr.com.
 - Leave Test server checked, so your connection can

New Account Wizard	—			
EUDÔRA	Outgoing Email Server			
	Please enter the name of your outgoing email server (SMTP server) in the edit box below:			
	Outgoing Server: smtp.emailsrvr.com			
	(e.g> smtp.isp.com)			
	V Test server			
Email Account Setup	You can also choose whether or not you want to allow Eudora to authenticate to the outgoing email server when sending mail. For most accounts, leaving this on is the best choice.			
QUALCO////	Allow authentication			
< Back Next > Cancel Help				

be examined as part of the setup process.

- Choose Allow authentication, so your user name will be used for outgoing mail as well.
- 10. When the Success! Window appears, the correct setup for your email account has been confirmed. Click Finish

New Account Wizard	
EUDÔRA	Success!
Email Account Setup	Congratulations! You have completed the setup process for this account. Please click the FINISH button to create the new account.
< F	Back Finish Cancel Help

to complete the setup process.

11. If you have more accounts to configure, repeat the above steps to repeat the process and create new email accounts or Personalities.

Changing Outgoing (SMTP) Servers

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

1. Select Tools / Options.



- 2. Select Sending Mail from the scrolling list labeled Category at the left.
- 3. Click Use submission port (587).
- 4. Click OK to save your settings.

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your POP3 account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers.

To use the secure incoming mail server

- 1. Select Tools / Options.
- 2. Select Checking Mail from the scrolling list labeled Category at the left.
- 3. In your selected Options window, change the Mail Server to *secure.emailsrvr.com*.
- 4. Choose STARTTLS from the Secure Sockets when Receiving drop-down menu.
- 5. Click OK to store your settings.

To use the secure outgoing mail server

1. Select Tools / Options.

2. Select Sending Mail from the scrolling list labeled Category at the left.

Options		2 🔀
Category:		
50	*	Mail Server:
		secure.emailsrvr.com
Getting Started	E	User Name:
2		myname@mydomain.com
Checking Mail		
9		Check for mail every 0 minute(s)
		Don't check without a network connection
Incoming Mail		Don't check when using battery
		Send on check
Sending Mail		Secure Sockets when Receiving
<u></u>		Required, STARTTLS
Composing Mail		
\$		
Internet Dialup	-	OK Cancel Help

- 3. In your selected Options window, change the SMTP Server to *secure.emailsrvr.com*.
- 4. Click Use submission port (587).
- 5. Choose STARTTLS from the Secure Sockets when Sending drop-down menu.
- 6. Click OK to store your settings.

Leaving a Copy of Messages on the Server

To leave copies of your messages on the email server, follow these steps:

- 1. Select Tools / Options.
- 2. Select Incoming Mail from the scrolling list labeled Category at the left.
- 3. In the Incoming Mail window follow these steps:
 - Check Leave mail on server.
 - To limit the time messages are saved, check Delete from server after...day(s) and specify the number of days in the text field. Five to 10 days is a good starting point.

Options	? 2	K I
Category:		
, De la constante de la consta	Server configuration: POP IMAP	
Getting Started		
2	✓ Leave mail on server ✓ Delete from server after 0 day(s)	
Checking Mail	Delete from server when emptied from Trash	
Incoming Mail	Skip messages over 40 K in size	
Sending Mail	Offline	
Composing Mail	Authentication style:	
\$	Passworus Passworus RPA RPA	
Internet Dialup	OK Cancel Help	