



The Eudora Pro 4.2 User Manual is on your CD in electronic form. If you would like a printed copy, you may print that, or order a printed copy from www.eudora.com or call **1-800-2-EUDORA**.

INTRODUCTION

This Quick Start Guide shows how to install and configure the Eudora Pro® Email software, hereafter known as Eudora. It also provides keystroke shortcuts and basic email procedures such as sending and receiving messages. For the Windows version, turn the booklet over.

FINDING INFORMATION

You can find more information about Eudora in the "Eudora Pro 4.2 User Manual" included on the installation CD. The manual is in Portable Document Format (PDF). To read the manual, use the Adobe® Acrobat Reader, a software utility also included on the CD.

After you install Eudora, you can access the manual and other Eudora documents by opening the Eudora Pro Applications folder and then the Documentation folder. To open the manual, double-click on the Acrobat icon next to the user manual; Acrobat Reader automatically opens it.

The manual's topics are linked. When you see a page number associated to a topic in the table of contents, index, or in a reference, click the page number and that topic appears.

If you prefer, you can print the PDF manual. From the File menu in Acrobat Reader, choose Print. If you need help while using Eudora, go to the Help menu and choose a topic.



GETTING STARTED

Before you can successfully install Eudora, you need to know the following basic information about your email account. Either your Internet Service Provider (ISP) or your email administrator can provide you with this information.

■ Return email address (Return address)

This is the email address that has been assigned to you by your ISP or your organization. It is the address other people use to send you email. An example return address is jim@myfirm.com

Record your Return address here

■ User name (Username)

This is the name you use to log into your email account. Your ISP or organization provides it. It is generally, but not necessarily, the name that appears before the at-sign (@) in your return email address (in the example above, "jim" is the user name).

Record your Username here

■ Mail account password

This password lets you access your email account. Your ISP or organization provides it. Keep this password private.

■ Incoming mail server name (Mail Host)

Your incoming email account resides on a computer at your ISP or within your organization. Your incoming mail server name is the full name of that computer, with no log-in name or at-sign (@) required. For example: pop3mail.myfirm.com

Record your incoming mail server name (Mail Host name) here:

■ POP or IMAP

This is the protocol that your incoming mail server uses. Your incoming mail server uses one of the following two Internet protocols, POP or IMAP, for storing and forwarding your mail. Ask your ISP or your email administrator which one it uses.

Note. If you are setting up an IMAP account, it may require an IMAP Mailbox Location Prefix. Obtain this from your ISP or your email administrator. Otherwise, leave the following box blank.

If applicable, record your IMAP Mailbox Location Prefix here:

■ Outgoing Mail Server Name

This server, an SMTP server, receives and processes all of your outgoing mail. It also resides on a computer at your ISP or within your organization. The server name is often the same computer as your incoming mail account. Your SMTP server name is the full name of that computer, with no log-in name or at-sign (@) required, for example, smtp.myfirm. If your ISP or your email administrator has not given this server name to you, you can leave the box blank.

Record your SMTP Server name here:





■ Your Registration Number

This number is provided in the Eudora product box. If you purchased this product through an electronic reseller in software archive format, your registration number is provided in an accompanying email message.

The registration number entitles you to receive technical support from QUALCOMM. Use this number when registering your product electronically. If you are a member of an organization using Eudora, your email administrator handles the registration process.

Record your Registration Number here:

INSTALLING EUDORA

After you have recorded the above information, you are ready to install, configure, and register your copy of Eudora.

If you are installing over a previous version of Eudora Pro or Eudora Light, all of your messages, mailboxes, folders, filters, and settings are maintained.

To install Eudora, do the following:

- 1 Turn off any virus-protection software that you may have installed on your computer. (You do not have to disable the Disinfectant™ extension.) Restart your Macintosh.

Important. Do not restart your Macintosh with extensions OFF because the installation CD may not mount onto your desktop.

- 2 Quit all open applications.

- 3 If you are installing Eudora from a CD-ROM, insert the Eudora CD into your Macintosh CD-ROM drive. If you are installing Eudora from a software archive, double-click on the archive.

- 4 Double-click on the Eudora Pro 4.2 Installer icon to launch the install program.

- 5 Click **Continue** in the Installer window, or press **Return** or **Enter**.

- 6 Read the Readme and click **Accept**. (To save the Readme to a file, click the **Save...** button. To print the Readme, click the **Print...** button.)

- 7 Read the Software License Agreement and if you agree to the terms, click **Agree**.

- 8 Enter your **User Code** and click **Continue**. Your User Code number is printed on the technical support information sheet found inside the Eudora product box, or if you are part of a multiple-user site, your email administrator should provide it to you. If you purchased Eudora by electronic distribution, the User Code is in the email message you received when you purchased the product. The user code and registration numbers are two different numbers.

Note. If you cannot determine your User Code, you may leave this field blank.

The Eudora Install dialog appears, allowing you to select which items you want to install. To see a description of an item, click on the item.

- 9 To install Eudora and all of the items listed, select **Full Eudora Pro Installation** and click **Install**. Full Eudora Pro Installation is the default.

Note. In the full install, QUALCOMM's Pure Voice™ voice-messaging software and Apple's QuickTime™ multimedia viewer are included. If by chance you have a newer version of QuickTime, it will not be replaced.

To install Eudora only, select **Eudora Pro Only**. To install the Eudora documentation only, select **Documentation**.



- 10 When asked where you want to install the Eudora Pro Folder, select the destination folder and click **Install**. A dialog appears indicating that your Macintosh may need to be restarted following installation.
- 11 Click **Yes** or **No** in the dialog to indicate whether you do or do not want your Macintosh automatically restarted after install. Yes is recommended.

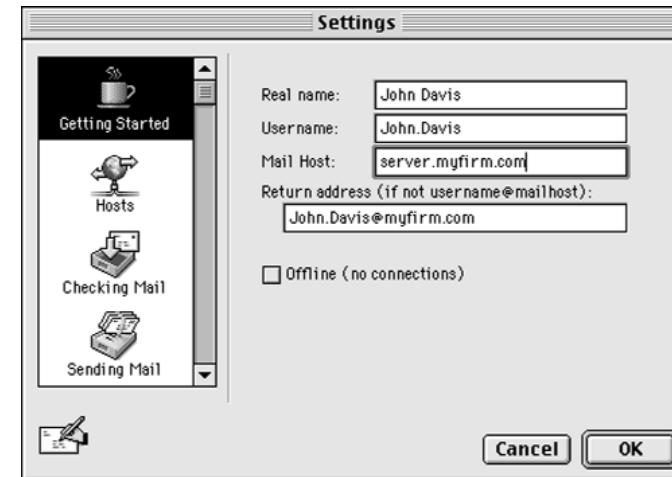
The install program begins installing the items you selected onto the appropriate locations on your disk.

- 12 When the installation is complete, you are prompted to restart your Macintosh if you selected Yes in the step above. Click **Restart** to restart your Macintosh now or **OK** to restart later.

OPENING AND CONFIGURING EUDORA

If you are a first-time Eudora user, you must now configure your email account using the information you entered in the Getting Started section of this guide.

Note. Your older Eudora Pro or Eudora Light mailboxes, settings, etc. will automatically be used by this version. These files reside in the System folder located in the Eudora folder. Don't move this folder if you want to keep your previous settings. Only the "Application" folder is being replaced.



Sample Getting Started Settings

Getting Started Settings

Open Eudora. Go to the Eudora Pro Folder and double-click on the Eudora Pro application icon. The first time you launch Eudora, the Getting Started panel of the Settings dialog appears.

To check your settings according to the instructions here, and after launching Eudora, select **Settings...** from the **Special** menu and click the **Getting Started** category on the left.

In the Getting Started Settings panel, enter the following information:

- Your **Real name** (your first and last name as you wish it to appear in the sender line of your outgoing mail)
- Your **Username** (recorded earlier)
- Your **Mail Host** (incoming mail server name, recorded earlier)
- Your **Return address** (recorded earlier), if it is different from the address you would get if you combine your **Username** and **Mail Host** thus: username@mailhost

When you have finished entering this information, click **OK** to save your changes.

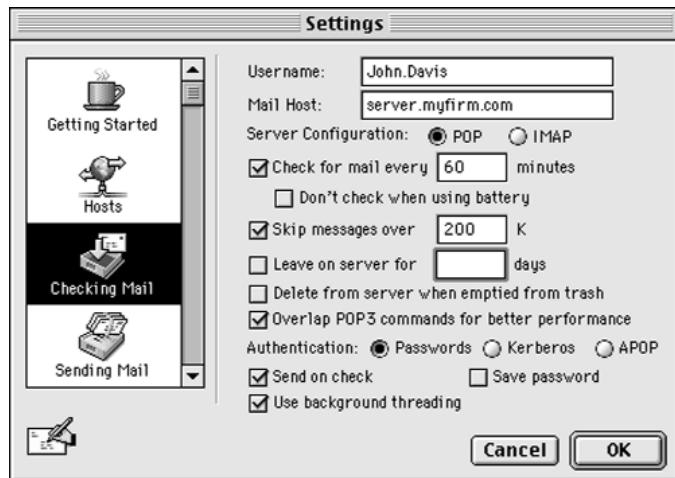
POP or IMAP

Your final step is to tell Eudora which Internet protocol your incoming mail server uses, as you recorded it earlier in this guide:

- 1 Open the **Settings** dialog by selecting Settings... from the **Special** menu.
- 2 Click the **Checking Mail** category on the left. The Checking Mail Settings appear.
- 3 In the **Server Configuration** field, click the **POP** or **IMAP** button, depending on what you recorded earlier in this guide. (If you are not sure, click **POP**. You can always change it later.)

Note. If you select **IMAP** and you recorded an **IMAP Mailbox Location Prefix** earlier in this Guide, enter that information in the **IMAP Mailbox Location Prefix** field that appears.

- 4 Click **OK** to save your changes.

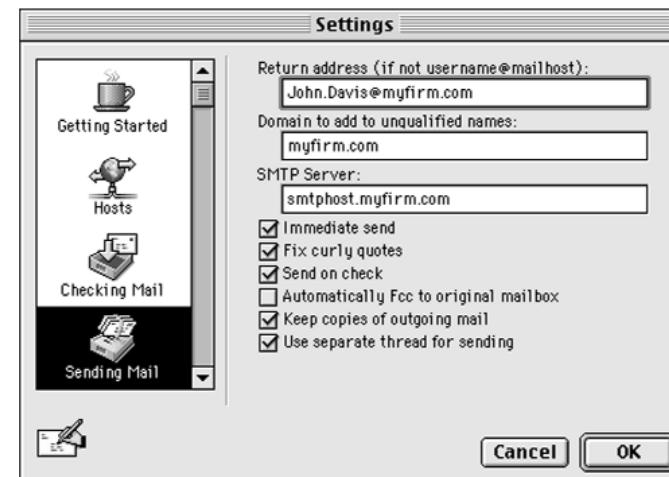


Sample Checking Mail Settings (POP Server Configuration)

SMTP Server Settings (if necessary)

If your SMTP (outgoing) server is on a different computer than your incoming mail server (your ISP or email administrator can provide you this information), you need to do the following after you have filled in the Getting Started Settings:

- 1 Open the Settings dialog by selecting Settings... from the **Special** menu.
- 2 Click the **Sending Mail** category on the left. The Sending Mail Settings are displayed.
- 3 In the **Domain to add to unqualified names** field, enter the email address name, if any. (Thus, if you enter myfirm.com in this field and your address a message to bill.jones, Eudora will expand the address as bill.jones@myfirm.com before sending or queuing the message.)
- 4 In the **SMTP Server** field, enter the name of your outgoing (SMTP) server, as recorded earlier in this guide and click OK to save your changes.



Sample Sending Mail Settings

That's It!

Once you have configured Eudora, you are ready to begin sending and receiving messages!

For a quick introduction to Eudora's basic functions, refer to the procedures provided in this guide and to your online help, which you can access from the Eudora **Help** menu.

CREATING AND SENDING A MESSAGE

To create a new message and send it, do the following:

- 1 From the **Message** menu, select **New Message**.
- 2 Type an email address (or a nickname you created) in the **To:** field.
- 3 Press **Tab** to move the blinking cursor to the **Subject:** field.
- 4 Type the subject of your message (optional).
- 5 Press **Tab** and type in the **Cc:** field email address (optional).
- 6 Press **Tab** and type in the **Bcc:** field email address (optional).
- 7 Press **Tab** and type in the body of the message.
- 8 After completing the message, click **Send** (or **Queue**).

Tip. You can type multiple addresses in the To:, Cc:, and Bcc: fields, as long as you separate them with commas.

Also, you can save a message without sending it by selecting Save from the File menu. Your message is saved in the Out mailbox. It can be reopened and edited at any time prior to sending it.

CHECKING FOR AND RECEIVING MAIL

You can manually check for mail or set up Eudora to automatically check for mail.

Checking Mail Manually

To check for mail manually, do the following:

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

Setting Up Automatic Mail Checking

To set up automatic mail checking, do the following:

- 1 From the **Special** menu, select the **Settings...** command. Then, click the **Checking Mail** category.
- 2 Click the checkbox for **Check for mail every [___] minutes** to turn on automatic mail checking. In the text box, type the number of minutes between automatic mail checks (15 is the recommended interval).
- 3 To save your changes and close the Settings dialog, click **OK**.

Eudora automatically checks for mail at the interval you have requested.

REPLYING TO A MESSAGE

You reply to a message when you want to respond to its sender.

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

FORWARDING A MESSAGE

You forward a message when you want someone else to see it.

- 1 Select or open the message you want to forward.
- 2 From the **Message** menu, select **Forward** to display a new composition window. Eudora completes the **Subject:** field based on the original message and transfers the header and body of the original message to the new message body.
- 3 Type the addresses of the people you want to forward the message to in the **To:** field.
- 4 The existing text may be edited, and more text may be added to the message.
- 5 After editing the message, click **Send** (or **Queue**).

REDIRECTING A MESSAGE

Eudora's **Redirect** command lets you send a message that you received to someone else, while allowing the recipient of the redirected message to reply directly to the original sender.

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

Note. Email courtesy suggests that you not do much editing of the message you're redirecting. If you must add comments, put them in []'s with your initials, like this: [Don: Please reply to this right away. SD]

SHORTCUTS

Many operations in Eudora can be affected by holding down one or more "modifier" keys while performing another action. In addition to the modifiers below, the **Shift** and **Option** keys can be used to change the Eudora menu commands.

Press these Keys	Results
Command + .	Stop the current action
Command + 0	Out (open the Out mailbox)
Command + 1	In (open the In mailbox)
Option + Command + 6	Find Next Misspelling



Shift + Option + Command + 6	Add to Dictionary (add unknown word to spelling dictionary)
Command + -	Send Queued Messages
Command + =	Enter Selection (into Find window)
Command + \	Send to Back (move current window to the back of all Eudora windows)
Command + ' 	Paste As Quotation
Command + ,	Finish Address Book Entry (finish nickname)
Command + [Lower priority
Command +]	Raise priority
Command + A	Select All
Command + B	Make the selected text bold
Command + C	Copy
Command + D	Delete
Command + E	Send Immediately, or Queue For Delivery
Command + F	Find... (open the Find window to search for a text string in the current message)
Option + Command + F	Search (open the Search window to search through mailboxes and mail folders)
Command + G	Find Again (in the current message)
Command + H	Attach Document... (attach a file to a message)
Command + I	Make the selected text italic
Command + J	Filter Messages (execute manual filters on the selected messages)



Command + K	Make Address Book Entry... (make nickname)
Command + L	Open Address Book
Command + M	Check Mail
Command + N	New Message (open one)
Command + O	Open... (open file)
Command + P	Print...
Command + Q	Quit Eudora
Command + R	Reply
Command + S	Save
Command + T	Make the selected text plain
Command + U	Make the selected text underlined
Command + V	Paste
Command + W	Close (close the window or message)
Command + X	Cut
Command + Y	Open Directory Services
Command + Z	Undo/Redo
Arrows	Move from one message to another in a mailbox (depends on your Moving Around Settings).
Return or Enter	Select the outlined button in any dialog, alert, or window, or open the selected message(s).



Spacebar	Open a selected message summary (or scroll its preview down through the message preview panel), or close the current open message. For long open messages, scroll the message down one page.
Esc	Stop any operation currently in progress.
Help	Turn Balloon Help on or off.
F1	Undo/Redo, or main toolbar function.
F2	Cut, or main toolbar function.
F3	Copy, or main toolbar function.
F4	Paste, or main toolbar function.
Home	Scroll the window to the beginning.
End	Scroll the window to the end.
Page Up, Page Down	Scroll up or down through the window.

Note: Function keys can be linked to main toolbar buttons by turning on the Map function keys to buttons option in the Toolbar Settings (Special>Settings...>Toolbar).

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