QUALCOMM

EUDORA™ 6.2

Eudora® Email 6.2
Quick Start Guide
for Macintosh

EUDORA

Quick Start Guide for Macintosh

This Quick Start Guide shows how to install and configure the Eudora® software. It also provides keystroke shortcuts and basic email procedures such as sending and receiving messages.

TIP: The best way to use this Quick Start Guide is to PRINT it and keep by nearby when installing, configuring, and using Eudora.

Finding Information

You can find more information about Eudora in the *Eudora Email 6.2 User Guide for Macintosh*. The manual is available in Portable Document Format (PDF) on the Eudora web site.

To access the manual

1. Go to the Eudora web site: www.eudora.com.
2. At the top of the page, choose **Support** (one of the blue boxes).
3. From the list, choose **Eudora Manuals**.
4. Under Eudora 6.2 for Macintosh, click **User Manual**.

   The Download Manager opens, and an Eudora_Manual.sit file (or similar) is transferred to where you download files reside on your Mac.
5. Unstuff the file.

   The pdf manual file appears.
6. Move the manual to the directory of your choice.

The manual topics are linked. When you see a topic associated with a page number in the table of contents, index, or cross-reference, click the topic or 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.

System Requirements

To use Eudora, you must have at least the following:

- Macintosh® PowerPC processor.
- Mac OSX 10.00 or later
- Network or Internet mail account that uses POP3 or IMAP4 protocol.
- Access to your mail account via a TCP/IP (Internet) network connection or via PPP dial-up networking through a modem.

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 Server)**

  Your incoming email account resides on a computer at your ISP or within your organization. Your incoming mail server name is the Internet server name of that computer (for example, `pop3mail.myfirm.com`).

  Record your incoming mail server name (Mail Server 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 as your incoming mail server name. Your SMTP server name is the full name of that computer, for example, smtp.myfirm.com. 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 (if known).

Installing Eudora

After you have recorded the previous information, you are ready to install, configure, choose a Eudora mode, and register your copy of Eudora.

If you are installing over a previous version of Eudora, all of your messages, mailboxes, folders, filters, and settings are maintained as long as you install Eudora in the same location as your previous version.

To install Eudora

1. Turn off any virus-protection software installed on your computer. Restart your Macintosh.
2. Double-click the Eudora 6.2 installer icon to launch the install program.
3. Click **Continue** in the Installer window, or press **Return** or **Enter**.
4. Read the Readme and click **Continue**. (To save the Readme to a file, click **Save**. To print the Readme, click **Print**.)
5. Read the Software License Agreement and if you agree to the terms, click **Agree**. The Eudora Install dialog appears.
6. To install Eudora and all of the items listed, choose **Custom Install** and click **Install**. Custom Install is the default, and it installs all elements of version 6.2. To install Eudora only, choose **Easy Install**.

   NOTE: It is highly recommended that you update to the most current version of QuickTime from Apple's web site: www.apple.com/quicktime/download.

7. When asked where you want to install the Eudora Application, choose the destination folder and click **Install**. A dialog may appear indicating that your Macintosh may need to be restarted following installation.

   The install program begins installing the Eudora files into the appropriate locations on your disk.

Opening and Configuring Eudora

After you have successfully installed Eudora, you must configure your email account using the information you entered in the *Getting Started* section of this guide. Eudora installs in Sponsored mode (with ads) unless you manually enter a Paid mode registration code, or unless you have an existing Paid code entered that is valid for this version.

Important. Your older Eudora mailboxes, settings, etc. are used automatically by this most current version of Eudora. These files reside in the Documents folder depending on which Mac OS your system is using. Default location for OS X is Users/Documents. This folder is named Eudora Folder. Don't move this folder if you want to keep your previous settings. Only the "Application" folder will be changed by the Eudora installer.

To open and configure Eudora

1. Go to the Eudora Application Folder and double-click the Eudora application icon (unless you installed Eudora 6.2 over an older copy of Eudora, in which case, the settings from the older copy are imported automatically into Eudora 6.2).

   Eudora launches and the Welcome dialog explaining how Eudora is licensed appears.

   Welcome dialog

2. In the Welcome dialog, you can do the following:

   - For more information about Eudora's three modes, click **Tell Me More**. Also, see Operating Eudora in One of Three Modes on page 12.

     A web site appears displaying information about Eudora's three modes of operation.

   - To use Eudora in Paid mode with a Paid mode registration number, click **Enter Code**.

     A dialog appears for you to enter your registration code.

3. To use Eudora in Sponsored mode, click **OK**.

   The SpamWatch feature in Eudora 6.2
   operates only in Paid mode. A dialog appears prompting you to buy Eudora if you want to use the SpamWatch feature.

   SpamWatch prompt dialog

4. In the SpamWatch prompt dialog, do one or both of the following:

   - To buy Eudora, click **Pay Now**.

     A web site appears for you to enter registration and payment information.

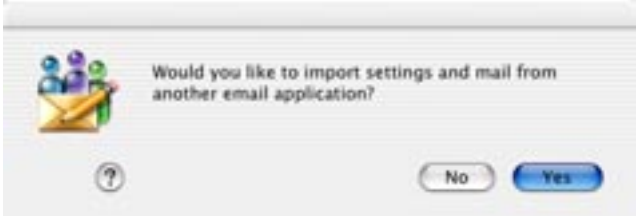
   - To get more information about SpamWatch, click **Tell Me More**.

     A web site appears displaying information about SpamWatch.

5. To continue configuring Eudora in Sponsored mode without SpamWatch, click **OK**.

   The Import settings and mail dialog appears.

Import setting and mail dialog



6. If you want to import settings and mail from another email program, click Yes. Other dialogs appear prompting you. See *Importing from Other Email Programs* in the Eudora User Manual for more information or go to: www.eudora.com/techsupport/mac/

   If you don't want to import settings, click No.

   The Getting Started Settings dialog appears.

Sample Getting Started Settings dialog

To check your settings according to the instructions here, or anytime after launching Eudora, choose **Settings** from the Special menu and click the **Getting Started** category icon in the left column.

7. In the Getting Started Settings dialog, enter the following information (information you entered in Getting Started on page 3 of this guide):
   - **Username**
   - **Mail Server**
   - **Real name** (your first and last name as you wish it to appear in the sender line of your outgoing mail)
   - **SMTP Server** (outgoing mail server name)
   - **Return address (**if it is different from the address you would get if you combine your **Username** and **Mail Server**, for example, `username@mailserver.com`)
8. When you finish entering this information, click **OK** to save your changes.

POP or IMAP

You need to tell Eudora which Internet protocol your incoming mail server uses, as you recorded it earlier in this guide.

To choose POP or IMAP

1. From the Special menu, choose **Settings**.
2. Scroll and choose **Checking Mail**.

   The Checking Mail Settings dialog appears.

   Sample Checking Mail Settings dialog

3. In the *Mail Protocol* field, click **POP** or **IMAP**, 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 choose the IMAP mail protocol 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. To save your changes, click **OK**.

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 dialog:

To enter SMTP settings

1. From the Special menu, choose **Settings**.
2. Scroll and choose **Sending Mail**.

   The Sending Mail Settings dialog appears.

   Sending Mail Settings dialog

3. In the **Default Domain** field, enter the domain name, if any. Leave this field blank if you don't want Eudora to add a default domain to an incomplete address. (So, if you enter *myfirm.com* in this field and you address a message to `bill.jones`, Eudora expands 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 if you didn't enter it in the Getting Started dialog. Click **OK** to save your changes.

Once you have configured Eudora, you are ready to begin sending and receiving messages. However, you may want to change the Eudora operating mode and register your copy of Eudora. (See Operating Eudora in One of Three Modes on page 12).

Operating Eudora in One of Three Modes

You can choose one of three operating modes on how you wish to use Eudora. They are as follows:

- **Paid mode**—This mode provides the full-featured Eudora desktop email client without advertising.
- **Sponsored mode**—This mode provides the full-featured Eudora desktop email client at no charge, supported by sponsors' advertising. It includes all of the features that are in the Paid mode except for SpamWatch.
- **Light mode**—This is an upgrade to the freeware version formerly known as Eudora Light. It includes fewer features than the other modes and may include a sponsor image or logo, but no advertising.

Choosing a Eudora Mode

If you would like to change the operating mode, for example to Sponsored mode, you can do so right in the Eudora program.

To change the Eudora operating mode after you install Eudora 6.2

1. From the Help menu, choose **Payment & Registration**.

   The Payment and Registration window appears.

Payment and Registration window

2. In the *Which Eudora is right for you?* section:

- To use Eudora in Sponsored mode, click **Sponsored Mode (free, with ads)**.

  Eudora displays the ad window.

- To use Eudora in Paid mode, click **Paid Mode (costs money, no ads)**.

  Eudora displays the Eudora web site for you to purchase Eudora.

- To use Eudora in Light mode, click **Light Mode (free, fewer features)**.

  Eudora changes to Light mode by shutting down certain features. The features that will be turned off are listed in the confirmation dialog.

3. In the *Keeping Current* section:

- To register, click **Register with Us**.

  Eudora displays a web site where you can enter registration information. See the next section for more information.

- To add or change your profile, click **Profile**.

  Eudora displays a web site where you can provide information about yourself to help in customizing which ads would be of interest to you.

- To find the most current version of Eudora, click **Find the Latest Versions**.

  The Eudora web site displays where you can retrieve the latest version of Eudora and lets you know if there is a cost to upgrade.

NOTE: The grayed out button indicates the mode in which you are operating Eudora. For more information about the modes, click **Go to the Eudora web site for more information**.

4. Exit the dialog box.

Registering Eudora

If you are using Eudora in Paid mode, you need to register to be eligible for technical support. Also, you need to be registered to upgrade to a newer version of Eudora and stay in Paid mode. If you don't register or you use Eudora in Sponsored or Light mode, you are not eligible for technical support.

To register your copy of Eudora

1. From the Help menu, choose **Payment & Registration**.

   The Payment and Registration window appears.

2. In the *Keeping Current* section, click **Register with Us**.

   Eudora takes you to Eudora s registration web page.

3. Enter your information, click **Submit Registration**.

   You receive an email confirming your registration.

Technical Support

If after reviewing all of the available materials the user manual, this Quick Start Guide, the README files, the Online Help, and you still need help, contact your ISP or email administrator or the Eudora Technical Support group.

Before you call technical support, you need to register your copy of Eudora in Paid mode. Be sure to register as soon as possible to avoid any delays in receiving technical support.

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.

Many common issues can be solved by visiting the Eudora technical support web site www.eudora.com/techsupport/Mac. The technical support web site provides online answers to your technical questions about QUALCOMM's Eudora software products. Go to the Technical Support web site to get valuable "how to" information and step-by-step interactive tutorials www.eudora.com/techsupport/tutorials.

Also, you will be able to retrieve most current Eudora products and documentation. (Sponsored and Light mode users may use the Eudora web site technical support and tutorials.)

If you are unable to find your answer using the technical support web site, Eudora tech support reps are available Monday - Friday from 8 a.m. to 5 p.m. Pacific Time using the following phone number and email address:

Phone: (858) 658-1292 (Paid mode users only)

Person to person support is available to the Paid mode user who has a valid registration code.

Email: eudora-support@qualcomm.com (Paid mode users only)

When sending email, make sure to include your Paid Mode registration code in the Subject field or in the body of your message.

Creating and Sending a Message

Writing and sending a message

1. From the Message menu, choose **New Message**.
2. Type an email address in the **To** field.
3. Press **Tab** to move the cursor to the *Subject* field.
4. Type the subject of your message (optional, but recommended).
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**.

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

1. From the File menu, choose **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" alert appears. Click **OK**.
4. If you have new mail, Eudora transfers the messages one by one and then displays a "new mail" alert. Click **OK**.
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.

6. Double-click a message summary to open the message or read the message in the preview pane.

Checking mail automatically

1. From the Special menu, choose **Settings**. Then, click the **Checking Mail** category icon.
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

To reply to a message

1. Choose or open the message you want to reply to.
2. From the Message menu, choose **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**.

Forwarding a Message

To forward a message

1. Choose or open the message you want to forward.
2. From the **Message** menu, choose **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** to forward it.

Redirecting a Message

Eudora's Redirect command lets you pass on a received message that was intended for someone else, allowing that person to reply directly to the original sender.

To redirect a message

1. Choose or open the message you want to redirect.
2. From the Message menu, choose **Redirect** to display a new composition window.

   Eudora completes the From field with the address of the originator, followed 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**.

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

Shortcuts

The shortcut keys for Eudora functions are the following:

Press these keys	This will happen...
Command + .	Stops the current action
Command + 0	Opens Out mailbox
Command + 1	Opens In mailbox)
Command + 6	Checks spelling
Option + Command + 6	Finds next misspelling
Shift + Option + Command + 6	Adds word to dictionary
Command + -	Sends queued messages
Command + =	Enter selection (into Find window)
**Command + **	Sends to back (move current window to the back of all Eudora windows)
Command + ’	Adds one level of excerpt bars
Command + Option + ’	Removes one level of excerpt bars
Command + ,	Finishes address book entry (finish nickname)
Command + [	Lowers priority
Command +]	Raises priority
Command + A	Selects all
Command + Shift + A	OS X only - Attaches document... (attach a file to a message)
Command + B	Makes the selected text bold
Command + C	Copies
Command + D	Deletes messages
Command + E	Sends immediately, or queues for delivery
Command + F	Finds (open the Find window to search for a text string in the current message)
Option + Command + F	Searches for messages in mailboxes and folders
Command + G	Finds again
Command + H	OS 9 - Attaches document... (attach a file to a message). OS X hides Eudora
Command + I	Makes the selected text italic
Command + J	Filters messages (execute manual filters on the selected messages) OR transfer Junk mail messages

Press these keys	This will happen...
Command + K	Makes address book entry... (make nickname)
Command + L	Opens address book
Command + M	Checks mail
Command + N	Creates a new message
Command + O	Opens file
Command + P	Prints
Command + Q	Quits Eudora
Command + R	Replies to messages
Command + S	Saves
Command + T	Makes the selected text plain
Command + U	Makes the selected text underlined
Command + V	Pastes
Command + W	Closes the window or message
Command + X	Cuts
Command + Y	Opens Directory Services
Command + Z	Undo/Redo
Arrows	Moves from one message to another in a mailbox (depends on your Moving Around Settings)
Command + Arrows	Moves from one file to another in the address book
Return or **Enter**	Selects the outlined button in any dialog, alert, or window, or opens the selected message(s)
Spacebar	Opens a selected message summary (or scrolls its preview down through the message preview panel), or closes the current open message. For long open messages, scrolls the message down one page
Esc	Stops any operation currently in progress
Help	OS 9 only - Turns balloon help on or off
F1	Undo/Redo, or main toolbar function
F2	Cuts, or main toolbar function
F3	Copies, or main toolbar function
F4	Pastes, or main toolbar function
Home	Scrolls the window to the beginning
End	Scrolls the window to the end

Press these keys	This will happen...
Page Up, Page Down	Scrolls up or down through the window one page a time

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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