

# Tutorial

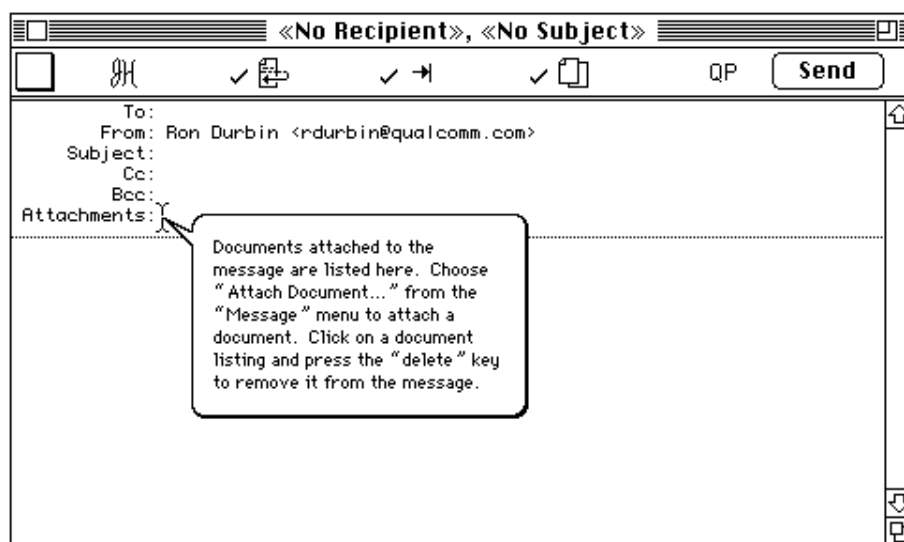
## Introduction

This tutorial is designed to be an introduction to Eudora's basic functions. There are a host of other operations that are not described here. For detailed explanations of all available Eudora functions, see the "Reference" chapter of this document.

## Balloon Help

Eudora has extensive Balloon Help. From the **Balloon Help** menu, select **Show Balloons** to turn this function on. Move the mouse pointer to a Eudora menu selection or item on the screen to display a brief description of that item (see the example below). When you no longer require assistance, select **Hide Balloons** to turn Balloon Help off.

*Note: If you have an extended keyboard with a [help] key, it can be used to turn Balloon Help on and off.*



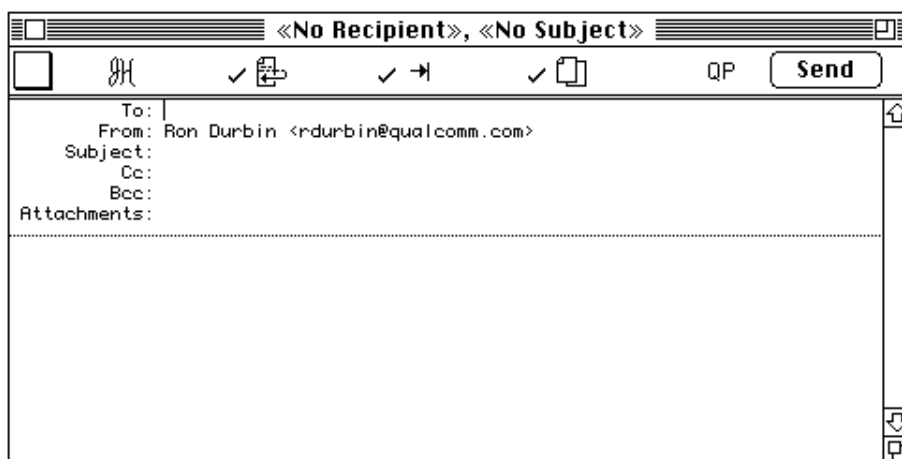
*Help balloon example*

It's possible to turn balloon help on even when a dialog is displayed. If you're not sure how to respond to a dialog, try balloon help.

## Creating an Outgoing Message

A good way to familiarize yourself with Eudora is to create an outgoing message. An outgoing message is one that you send to someone else.

From the **Message** menu, select **New Message**. A new *composition window* is displayed with the blinking cursor situated at the start of the To: field.

*Composition window*

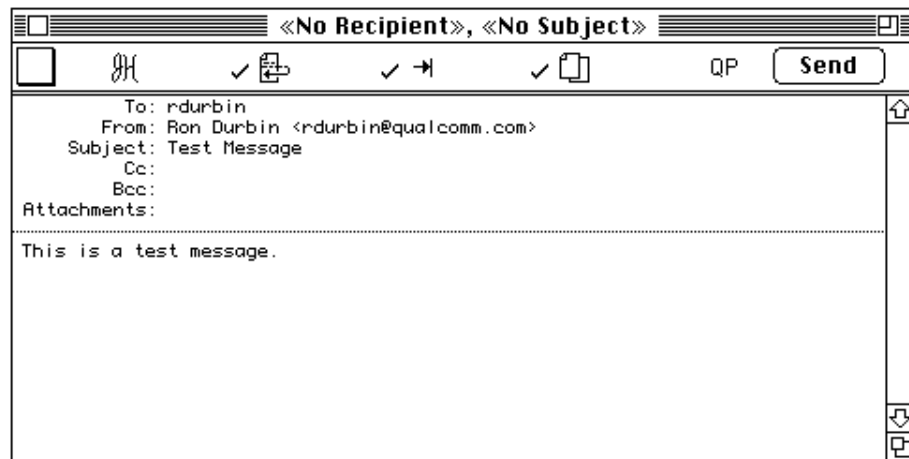
Notice the icon bar of symbols and check marks between the title of the window and the To: field. You may ignore the icon bar for now; it is explained in the “Reference” chapter.

Since it is easiest to experiment with Eudora by sending a message to yourself, type your own E-mail address in the To: field.

Note that the From: field has been automatically filled in (and can't be altered). This is the message's return address; it should be your own Post Office Protocol (POP) server account address.

Press the [tab] key or point and click the mouse to move the cursor down to the Subject: field. Typically, this field should contain some brief text indicating what the message is about. For this message, type the words **Test Message**.

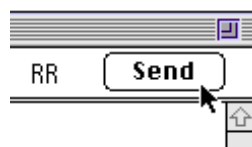
Move the cursor past the remaining Cc:, Bcc:, and Attachments: fields down into the large area below them. This area is reserved for the actual body of the message. Here you may type in whatever text you want. When you finish composing your message (to be referred to throughout this tutorial as your *test message*) the composition window should look something like the example below.



Example test message, ready to send

## Sending a Message

Notice the Send button in the upper right hand corner of the composition window. To send a message in its current state, simply click on this button. Click it now.



*Clicking the Send button*

The composition window immediately closes, and the progress window is momentarily displayed the top of the screen. Eudora uses the progress window to report on the progress of lengthy operations. In this case, it indicates that the message is being transferred out onto the network.



*Progress window*

## Checking for and Receiving Mail

There are two ways to check your POP server to see if you have any new mail. One way is automatic and is determined by the Check for mail every ? minutes setting in the Configuration... dialog. The alternative is to check for mail manually whenever you want by selecting **Check Mail** from the **File** menu. Do this manual check now.

Each time the Eudora program is opened, your password is requested prior to the first mail check, whether it is conducted automatically or manually. Upon the first check, such as now, a dialog is displayed requesting the password of your POP account.



*Password dialog*

Type in the password and click **OK**. If you make a mistake before clicking **OK**, simply backspace and re-enter the password correctly. If your password is rejected, repeat the manual check by selecting **Check Mail** from the **File** menu and re-entering your password.

*Note: Remember that the Eudora password is case-sensitive, so it must be typed*

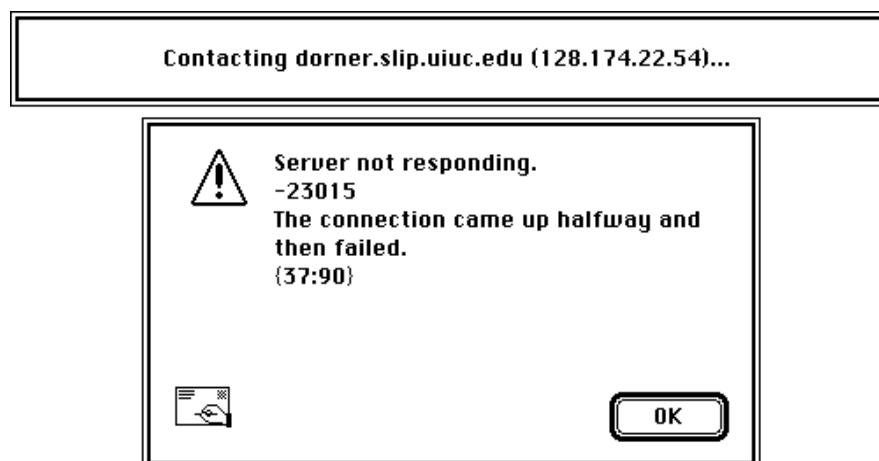
*in exactly or it is rejected.*

After successfully entering your password, a progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made.



*Progress window*

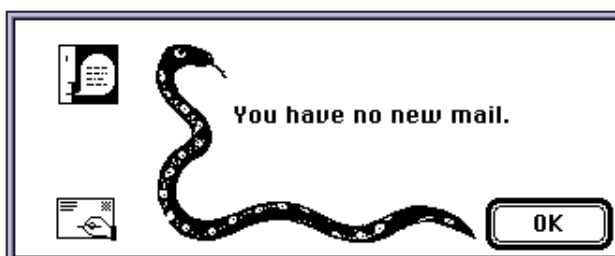
If there is a network problem between you and the POP server, an alert is displayed (see below).



*Problem transferring mail*

*Note: Should you ever have a problem of this type, the numbers in {}'s are very important. Record these numbers for reference when reporting the problem.*

If there is no mail waiting at your account on the POP server, the You have no new mail alert is displayed. This means that the message you sent yourself in the previous exercise has not been delivered to your POP account yet. Click **OK**.



*No new mail alert*

Keep selecting **Check Mail** from the **File** menu until your test message arrives.

When mail is found waiting in your POP account, the progress window remains at the top of your screen, allowing you to monitor the transfer of messages from the POP server to your Macintosh.



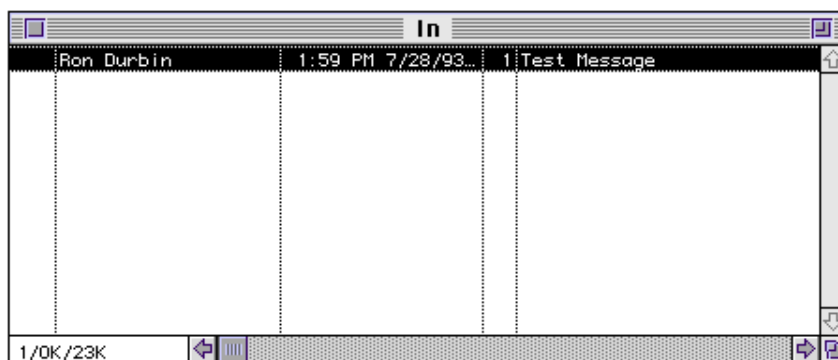
*Progress window while downloading mail*

This is followed by an alert stating that you have new mail.



*New mail alert*

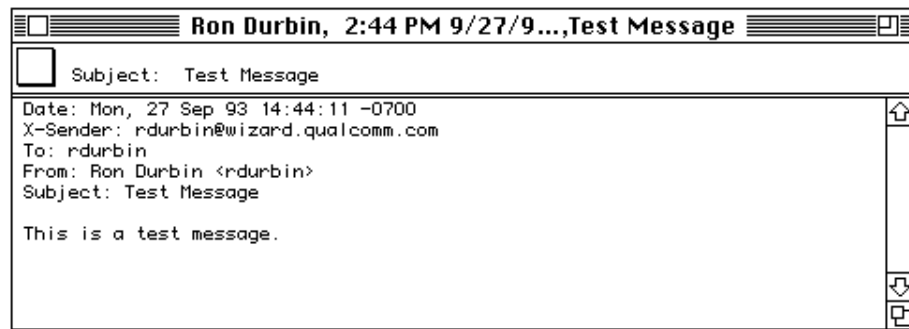
Click **OK**. Then, select **In** From the **Mailbox** menu to open the In mailbox. The In mailbox window is displayed with your test message summary listed inside.



*Message listed in In mailbox*

Messages are listed in mailbox windows as individual message summaries. A message summary is divided into fields containing the status and priority of the message (these are discussed in the "Reference" chapter), the name or address of the sender, the time and date the message was sent, its size in K, and the contents of its Subject: field.

To select (highlight) the message summary, single-click anywhere on the summary. To open the message, double-click on its summary. Do this for your arrived test message to display it on your screen.

*Test message display*

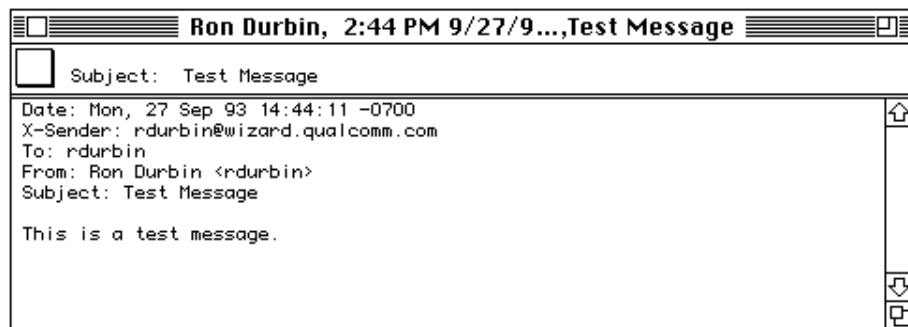
Incoming messages are stored indefinitely in the In mailbox until they are deleted or transferred to another mailbox (as described later in this tutorial).

To close the message, either click the close box in the upper left-hand corner of the message window or select **Close** from the **File** menu. The In mailbox can also be closed in the same fashion.

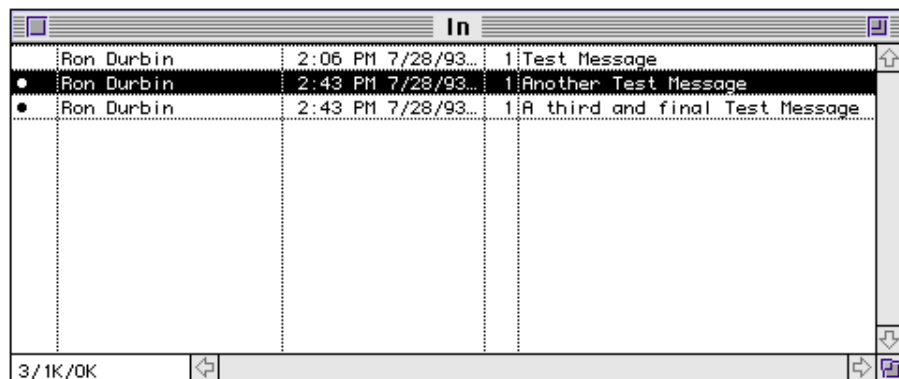


## Current Messages

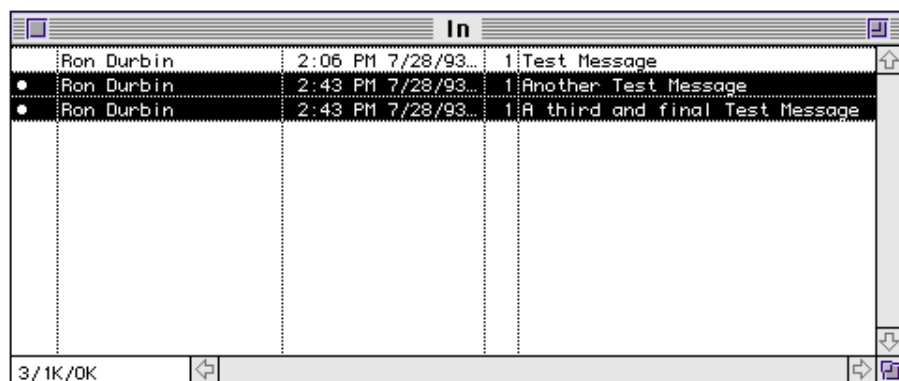
Eudora has been designed so that most commands can be applied either to an open message window or to highlighted message summaries in a mailbox window. This allows Eudora users to apply commands (such as Transfer, Forward, and Reply) to messages without opening them first. Whenever the term *current message* is used in this tutorial or in the “Reference” chapter, it refers to a message that is open and is in the topmost window or whose message summary is highlighted within a mailbox window (see the following examples).



When a message window is frontmost, it is the current message.



A selected message summary is current.



Multiple selected message summaries are current.

*Examples of current messages*

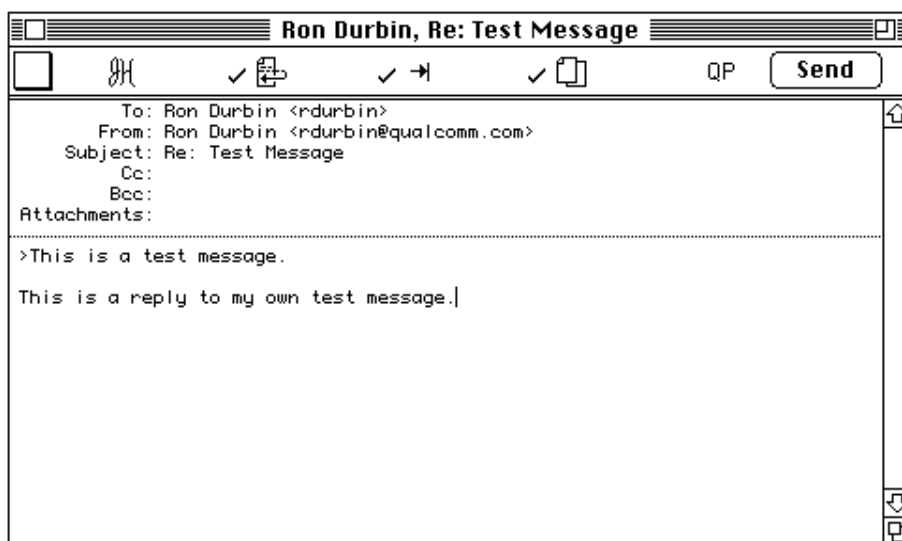
## Replying To a Message

For any current incoming message (an incoming message is one that someone has sent to you), you may easily initiate a reply message to its sender without having to create a new message from scratch.

Open the In mailbox by selecting **In** from the **Mailbox** menu. Single-click on the message summary of your test message to highlight it. From the **Message** menu, select **Reply** to initiate a reply to this message.

*Note: Select Reply, not Reply To; the Reply To menu item is for use with the quick recipients list, which is described in the “Reference” chapter.*

A new composition window is displayed, with the sender’s address (in this case, your own) automatically placed in the To: field of the header. The original sender’s text is automatically included in the body of the message (prefixed by “>” at the beginning of each line). This text may be edited as needed. Since it is fully selected in the new composition window, it can be easily deleted by pressing [delete]. You may enter more text in the reply message just as in any outgoing message. At this time, move the insertion point to the area below the original message and type in some additional text.



*Replying to a message*

Do not send the reply message at this time. Instead, save it as described in the “Saving an Outgoing Message” section.

## Saving an Outgoing Message

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or for temporary storage so you can return to it at a later time for changes or additions prior to sending it.

To save any current outgoing message, such as your new reply message, select **Save** from the **File** menu. This doesn’t close the composition window but it does save the

version of the message (as it appears at the time of the save) in the Out mailbox, which holds all outgoing mail.

As long as an outgoing message has not yet been sent out on the network, changes can be made to it. For example, if you had wanted to also send the message to another person, you could add his/her address to the To: field (any two addresses in a single field must be separated by a comma). Having saved your reply message, close the reply message window. Open the Out mailbox (from the **Mailbox** menu, select **Out**) and verify that your reply message is stored there.

## Transferring a Message Between Mailboxes

Eudora helps you to better organize your incoming mail by allowing you to create new mailboxes and easily transfer messages between them.

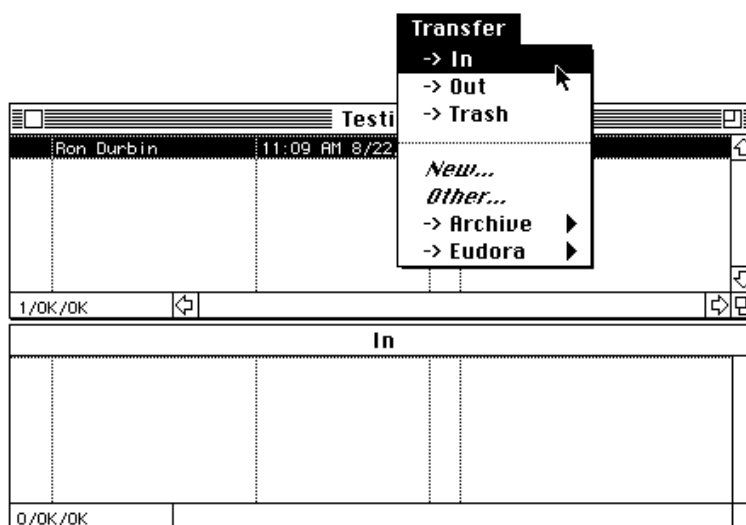
First, create a new mailbox while simultaneously transferring your test message into it. From the **Mailbox** menu, select **In** to open the In mailbox. Single-click on your test message summary to highlight it (making it the current message). Then, select **New...** from the **Transfer** menu. The New mailbox dialog is displayed.



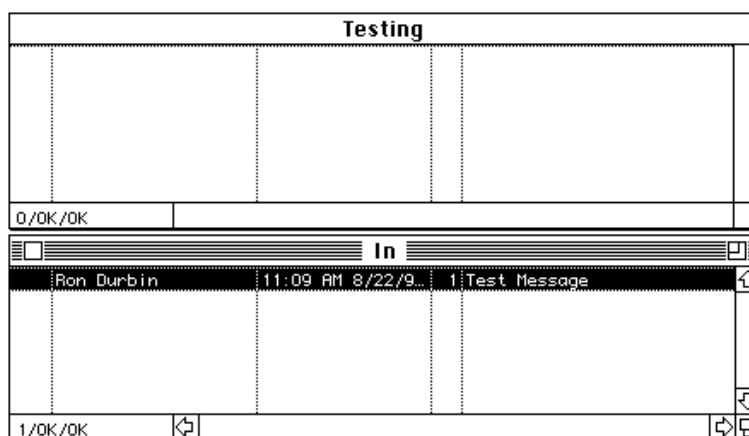
*New mailbox dialog*

Any name can be typed in here, but for this example, type **Testing**. Click **OK** to create the new mailbox. Because your test message was highlighted when you selected New... from the Transfer menu, it is automatically transferred into the Testing mailbox. To verify this, select **Testing** from the **Mailbox** menu.

Current messages can also be transferred between existing mailboxes. To demonstrate this, move your original test message from the Testing mailbox back into your In mailbox. Highlight the test message summary (click on it once in the Testing mailbox window) and then select **In** from the **Transfer** menu.



Message Transfer



After Transfer

Transferring a message

## Deleting a Message

Messages are stored indefinitely in any mailbox until they are explicitly deleted or transferred to another mailbox. Outgoing messages that have been saved for further changes remain in the Out mailbox until they are either sent or deleted. Any current message can be deleted.

Open your test message from the In mailbox. Then, select **Delete** from the **Message** menu. Next, open the Out mailbox and select (without opening) the message summary of the reply message you generated previously. Again, select **Delete** from the **Message** menu to remove the message from the Out mailbox.

As a safeguard, the Delete command doesn't actually delete messages but transfers them to the Trash mailbox. So, if you suddenly realize you mistakenly deleted a message, it can be recovered from and transferred out of the Trash mailbox.

All messages stored in the Trash mailbox are automatically deleted when you quit Eudora. To manually delete messages held in the Trash mailbox, select **Empty Trash** from the **Special** menu.

*Tutorial*  
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*Eudora User Manual*