

Contents

Getting Started.....	1
System Requirements.....	1
Eudora Distribution.....	1
Installing Communication Tools.....	3
Installing Eudora.....	3
Eudora Configuration.....	4
Tutorial.....	5
Introduction.....	5
Balloon Help.....	5
Creating an Outgoing Message.....	5
Sending a Message.....	7
Checking for and Receiving Mail.....	7
Current Messages.....	11
Replying To a Message.....	12
Saving an Outgoing Message.....	12
Transferring a Message Between Mailboxes.....	13
Deleting a Message.....	14
Reference.....	17
Introduction.....	17
Creating an Outgoing Message.....	17
Title Bar.....	17
Icon Bar.....	17
Message Header.....	19
Message Body.....	20
Saving an Outgoing Message for Later Changes.....	20
Sending A Message.....	21
One-Step Send.....	21
Two-Step Send.....	22
Timed Messages.....	22
Sending Queued Messages on Check.....	23
Quitting with Queued Messages.....	23
Editing a queued message.....	24
Changing the Status of a Queued Message.....	24
Keeping Copies of Outgoing Messages.....	24
Password Protection.....	25
Checking For and Receiving Mail.....	26
Automatic Checking.....	26
Manual Checking.....	27

Leave Mail on Server Option.....	28
Skip Big Messages Option.....	29
Stopping a Mail Check.....	29
Opening a Mailbox to Read a Message.....	29
Creating Mailboxes and Mail Folders.....	31

Anatomy of a Mailbox Window.....	31
Message Summaries.....	31
Mailbox Window Columns.....	31
Resizing Columns.....	32
Mailbox Size Display.....	33
Deleting a Message.....	34
Compacting Mailboxes: Recovering Storage Space.....	34
Transferring a Message to a Different Mailbox.....	35
Creating a Mailbox During Transfer.....	35
Creating a Mailbox Folder During Transfer.....	36
Mailboxes Window.....	37
Finding the Mailbox or Folder.....	37
Renaming a Mailbox or Folder.....	40
Creating a New Mailbox or Folder.....	40
Moving a Mailbox (or Folder) from one Folder to Another.....	41
Attachments.....	42
Multiple Attachments.....	43
Detaching a Document.....	43
Receiving an Attachment.....	43
Not Saving an Attachment.....	45
Non-Eudora Users Receiving Attachments.....	45
Replying to, Forwarding, or Redirecting an Incoming Message.....	45
Replying to a Message.....	45
Forwarding a Message.....	47
Redirecting a Message.....	48
Creating and Using Nicknames.....	49
Adding New Nicknames.....	50
Changing and Removing Nicknames.....	53
Make Nickname... Command.....	54
Using the Nicknames Window to Address Mail.....	56
Type-to-Select in the Nicknames window.....	57
Nicknames and the Quick Recipient List.....	57
Finish Nickname Command.....	58
Quick Recipient List.....	59
Creating the Quick Recipient List.....	59
Using the Quick Recipient List.....	60
Removing a Quick Recipient From the List.....	61
Finding Specified Text Within Messages.....	62
Finding Text Within One Message.....	62
Finding Text Among Multiple Messages and Mailboxes.....	64
Summaries Only, Match Case.....	65
Stopping a Find.....	66
Sorting Messages Within Mailboxes.....	67
Saving A Message to a File.....	68

Choosing an Application for Saved Messages.....	69
Resending Rejected Messages.....	71
Message Priorities.....	72
Editing Message Subjects.....	74
Printing.....	75

Using the Ph Window.....	75
Using Finger.....	76
Creating a Signature.....	77
Configuration... Dialog.....	78
POP account: [none].....	78
Real Name: [none].....	79
Connection Method: [MacTCP].....	79
SMTP Server: [none].....	79
Return Address: [none].....	79
Check For Mail Every ? Minute(s) [none].....	79
Ph Server: [none].....	79
Dialup Username: [none].....	80
Message Window Width: [none].....	80
Message Window Height: [none].....	80
Screen Font, Size: [Mishawaka].....	80
Printer Font, Size: [Courier].....	80
Application TEXT files belong to: [TeachText].....	80
Automatically save attachments to: [off, none].....	81
Switches... Dialog.....	81
Composition: Options.....	81
Send Attachments: Options.....	83
Checking: Options.....	83
Sending: Options.....	83
Get Attention By: Options.....	84
Switch Messages With: Options.....	84
Miscellany: Options.....	84
Balloon Help.....	86
Quitting Eudora.....	86
Mail Storage.....	87
Eudora Settings.....	87
Eudora Nicknames.....	87
In, Out, and Trash.....	87
In.toc, Out.toc, and Trash.toc.....	87
Eudora Log, Old Log.....	88
System 7 Aliases.....	88
Sharing a Macintosh with Other Users.....	88
A Word About Memory.....	89
Summary of Eudora Menu Commands.....	90
File.....	90
Edit.....	91
Mailbox.....	92
Message.....	93
Transfer.....	94
Special.....	95

Window.....	96
Appendix A – Sources.....	97
Eudora Information.....	97
Update Announcements.....	97
Obtaining a POP Server.....	97

Ph Server Source Code.....	97
Password Change Server.....	97
Network Products Installer.....	97
MacTCP.....	97
Spellswell.....	98
Appendix B – Shortcuts.....	99
Modifier Keys.....	99
Other Important keys.....	100
[command] + Key Equivalents.....	100
Appendix C – Mail Transport.....	103
Introduction.....	103
Outgoing Mail.....	103
Incoming Mail.....	104
More Information.....	104
Appendix D – Dialup Eudora.....	105
Introduction.....	105
Macintosh Requirements.....	105
Dialup Requirements.....	105
Navigation.....	105
Special Sequences in Navigation Resources.....	106
Replacements.....	106
Modifiers.....	107
Connecting to Servers.....	108
A Return By Any Other Name.....	108
An Example: Direct Connection To A UNIX Box.....	108
Need More Options?.....	109
Appendix E – Transliteration.....	111
Introduction.....	111
“taBL” Resources.....	111
Supplied Tables.....	111
Changing Tables.....	112
Incoming Mail.....	112
Outgoing Mail.....	112
Default Tables.....	113
No Table At All.....	113
Summaries and the Ph Window.....	113
Attachments.....	113
Appendix F – Using UUCP.....	115
Introduction.....	115
Configuration... Dialog for UUCP.....	115
POP Account.....	115

MacTCP/Communications Toolbox.....	115
SMTP Server.....	115
Return Address.....	116
Operation.....	116
Internals.....	116

Mail Drop Format.....	116
Working Files.....	116
Index.....	117

