New Features for Eudora Pro Email 4.1 for Windows

Contents

Click the desired topic:

Introduction	3
Background Tasks	3
Background Task Options	4
Task Status Window	6
Task Error Window	7
E-mail Settings, Mail, and Address Book Migration	8
Migrating to Create a Dominant Account	9
Migrating to Create an Alternate Account	11
QuickTime 3.0 Support	14
Text Symbols Button	14

Introduction

Welcome to the Eudora Pro Email 4.1! This manual describes the new features and functions that are being added to Eudora Pro Email 4.1 for Windows. They are as follows:

- **Background Operations.** You can now retrieve, send, and compose mail simultaneously! While sending and retrieving mail, you can compose a message, access Directory Services to look up addresses, edit stationery and signatures, read mail, etc. because retrieving and sending mail now occurs in the background. The Task Status window allows you to see what activities are occurring in the background.
- **E-mail settings, mail, and address book migration.** You can now import your Outlook Express™, Outlook 98™, and Netscape Messenger™ settings including your mail and address book right into Eudora!
- **QuickTime 3.0 support.** Eudora now supports Apple's QuickTime 3.0. This allows you to view and imbed many different formatted graphic files, for example GIF files, in your incoming messages.
- **Text Symbols button.** A new text button has been added to the text toolbar. Click this button to display invisible text characters such as carriage returns, tabs, spaces, etc.

Background Tasks

In Eudora, you can retrieve, send, and compose mail at the same time! While sending and retrieving mail, you can compose a message, access Directory Services to look up addresses, edit stationery and signatures, read mail, etc. because retrieving and sending mail now occurs in the background.

The Task Status window is used to display sending and receiving activity as it happens. For example, when you check and send mail simultaneously, the progress of these functions are displayed in the Task Status window. Also, you can send messages from different personalities at the same time.

The Background Tasks options found in Options under the Tools menu allow you to set parameters that determine how background tasks behave, and what kind of information you want to see in the Task Status window. In other words, you can configure the behavior of background tasks. Also, you can set the Task Status and/or the Task Error windows to be brought to the front of other windows in Eudora when activity occurs.

In the Background Tasks options window, you can indicate the number of seconds of user inactivity before your newly retrieved mail is actually processed by Eudora. If you have automatic mail checking set up in the Checking Mail options, Eudora will retrieve the mail in the background from the incoming server at those time intervals. But Eudora will not process it until there is no user activity performed on your computer for the amount of seconds you indicate in the Background Tasks options window. An envelope displayed on the status bar, located at the lower right-hand corner of the Eudora window, indicates that there is retrieved mail to be processed; that is, messages to be filtered and placed in mailboxes.

Technical Note. In the background, Eudora retrieves and sends mail; in the foreground, Eudora processes attachments and applies filters.

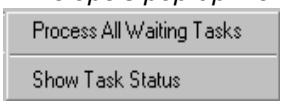
If you check your mail manually, it is retrieved from the server immediately and delivered to Eudora without waiting for user inactivity. However, if you do a manual check and then perform a task in Eudora while Eudora is retrieving your mail, Eudora will wait for user inactivity before processing your newly retrieved mail. When this occurs, the envelope displays on the status bar until the user inactivity time specified has been reached.

Important. The envelope that displays on the status bar only indicates that mail is waiting to be processed. It does *not* mean that you have new mail waiting on the server. When your mail is processed, user inactivity time is needed for your mail to be filtered and attachments decoded. Your inactivity allows you to decide when you want your mail processed.

Envelope displayed on the status bar

If you click once on the envelope, the mail is processed. If you right-click on the envelope, a pop-up menu is displayed.

Envelope's pop-up menu



Choose **Process All Waiting Tasks** to process and deliver all your mail; that is, mail sent or retrieved in the background.

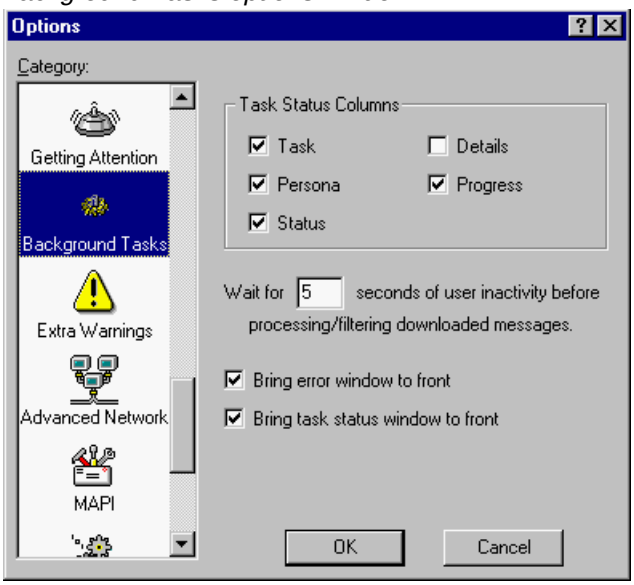
Choose **Show Task Status** to display the Task Status showing background activity.

Background Task Options

To display the Background Tasks options window, do the following:

1. From the **Tools** menu, choose **Options**.
2. Scroll and click the **Background Tasks** icon. The Background Tasks options window is displayed.

Background Tasks options window



Listed below are field descriptions for Background Tasks:

Task Status Columns—These options determine which columns are displayed in the Task Status window. Check the box next to the field whose column you want to display. The options are Task, Persona, Status, Details, and Progress.

Task—Displays an icon with a short description of the tasks' actions.

Persona—This column is available only if have set up more than one personality. If checked, the Personal column displays the personality name for the given task.

Status—Displays a general description of the tasks current status, for example, "Logging into POP server."

Details—Displays more information of the tasks' status including network protocol commands.

Progress—Displays a progress bar indicating the overall progress of the tasks.

Wait for ? seconds of user inactivity before processing/filtering downloaded messages—[default: 20 seconds) If Eudora is retrieving mail automatically in the background, the amount of time set in this field indicates the idle time Eudora waits before processing attachments, filtering messages, and then delivering mail to your mailboxes and folders. Processing attachments, filtering messages, and delivering mail occur in the foreground requiring user inactivity. For example, if you are composing a message and Eudora is retrieving mail in the background, Eudora will not process the mail until you stop typing for the amount of time indicated here. If the you set the time for 5 seconds, Eudora delivers your mail if you stop typing for at least 5 seconds. This field is beneficial if you don't want to be interrupted too frequently while using Eudora. If the number is large in this field, you'll get fewer interruptions.

If you enter 0 in this field, the Task Status window will pop up and display immediately whenever there is mail activity.

Note. User inactivity time is required for messages to have time to be filtered and transferred into mailboxes. Attachments need to be decoded and placed in your attachments folder.

Bring error window to front—Check this option to have the Task Error window brought to the front when an error occurs.

Bring task error window to front—Check this option to have the Task Status window brought to the front when a task occurs, for example sending or receiving mail.

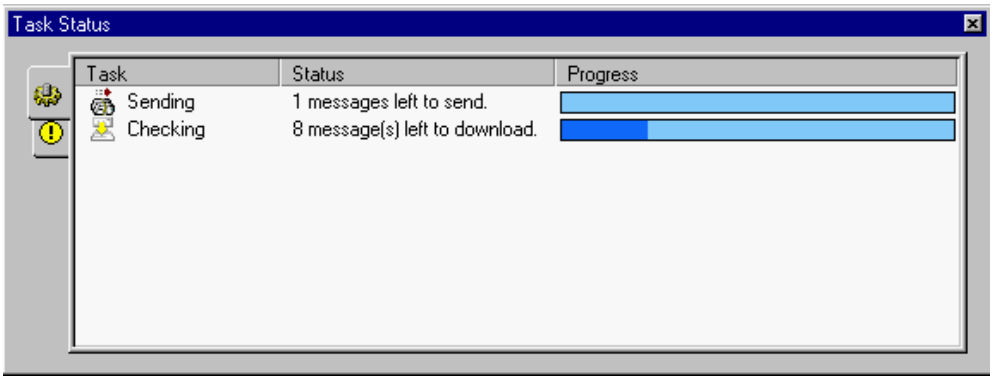
Task Status Window

The Task Status window displays background activity: retrieving mail from incoming servers, and sending mail to outgoing servers. Mail can be retrieved and sent from each of your personalities simultaneously. Progress information is displayed as described in the "Background Tasks Options" section.

To access and display the Task Status window, do the following:

1 From the **Tools** menu, choose **Task Status**. Or, if the Task Status window is in a visible tabbed window, click its tab.The Task Status window is displayed.

Task Status window

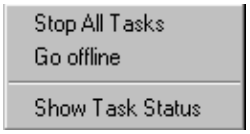


Notice the progress indicators on the status bar located at the right-hand bottom of the Eudora window. A progress bar and spinning black and white ball indicate that background tasks are occurring.

Progress bar and task progress indicator

On the progress bar or spinning indicator, click to display the Task Status window. Right-click to display the indicator's pop-up menu.

Task indicator's context menu



Choose **Stop All Tasks** to cancel the tasks currently occurring.

Choose **Go offline**, to disconnect from the server. An alert window appears letting you know that you are offline and cannot connect to the server. This is useful if you are using a laptop computer.

Important. Offline does not apply to personalities that use IMAP incoming servers.

Choose **Show Task Status** to display the Task Status window.

You can see if your sent messages are sent, queued, or processing in your Out mailbox.

The following icons display to the left of the message name in your Out box:

Message is sent.

Message is queued.

Message is processing.

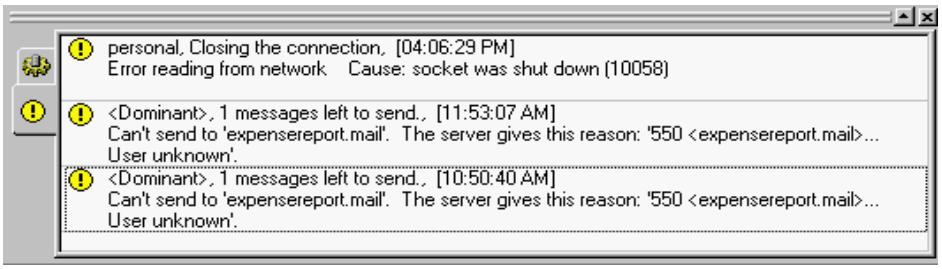
Task Error Window

The Task Error window displays an error message as it occurs, In the example below, a password error is displayed.

To access and display the Task Status window, do the following:

1 From the **Tools** menu, choose **Task Errors**. Or, if the Task Error window is in a visible tabbed window, click its tab.The Task Error window is displayed.

Task Error window displaying an error

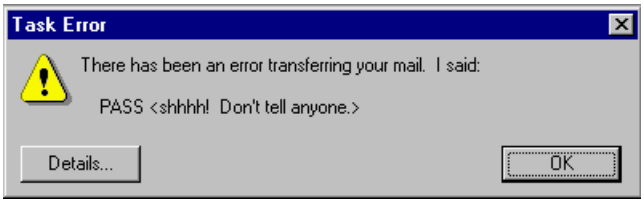


You can highlight several adjacent errors with the Shift key or randomly with the Ctrl key. Use the Delete key to delete error messages.

Notice the task error icon on the status bar at the bottom right of the main Eudora window. Click this icon to display the task error window.

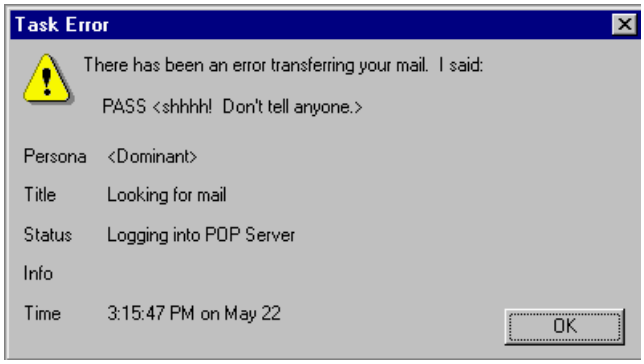
Click the error message in the Task Error window, and the Task Error window for this message is displayed.

Task Error message



Click **Details** to expand the message as follows:

Task Error details



Following are field descriptions for the Task Error details window:

Persona—The personality name associated with this error is displayed.

Title—The name of the Eudora function when this error occurred.

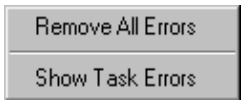
Status—The name of the system function when this error occurred.

Info—More information on this error is displayed, if any.

Time—The time and day of this error is displayed.

Right-click the task error icon and a context menu is displayed.

Task error icon's context menu



Choose **Remove All Errors** to erase all error messages from the Task Error window.

Choose **Show Task Errors** to display the Task Error window.

E-mail Settings, Mail, and Address Book Migration

You can now import your Outlook Express, Outlook 98, and Netscape Messenger settings including your mail and address book right into Eudora!

You can import the settings through the New Account Wizard when you first install Eudora or through the Personalities New Account Wizard if Eudora is already installed on your computer. Both methods are described.

Important. Outlook Express, Outlook 98, or Netscape Messenger must be installed on your computer before you can migrate your settings to Eudora.

Migrating to Create a Dominant Account

To set up your Eudora e-mail account from Outlook Express, Outlook 98, or Netscape Messenger as your primary or dominant account using the New Account Wizard, do the following:

1 Install Eudora as described in the Quick Start Guide. After installation is complete, and if Eudora does not see an earlier version of Eudora on your computer, the first New Account Wizard window, **Welcome to Eudora Pro!**, is displayed for you to create a new e-mail account.

New Account Wizard welcome window

2 Read its contents and click Next. The next New Account Wizard window, **Account Settings**, is displayed.

New Account Wizard Account Settings window

3 Select **Import settings from an existing e-mail account** and click Next. The next New Account Wizard window, **Import Settings**, is displayed.

New Account Wizard Import Settings window (importing Outlook)

4 From Outlook, to import your e-mail messages, select **Import Mail**, and to import your address book entries, select **Import Address Book Entries**. Go to step 8.

5 If you want to import your Netscape Messenger address book, select **Netscape Navigator** and the account you want to migrate. The following window is displayed.

New Account Wizard Import Settings window (importing Netscape)

6 From Netscape, to import your e-mail messages, select **Import Mail**. To import your address book entries, check the **Import Address Book from LDIF file** box. LDIF means LDAP Data Interchange Format.

Before you import your Netscape Address Book, you must first save it in LDIF format. To save your address book in LDIF format, do the following.

a. Launch **Netscape Communicator**.

b. From the **Communicator** menu, choose **Address Book**.

c. From the **File** menu in Netscape Communicator, choose **Save**. The Save dialog box is displayed.

d. Name the file while retaining the .ldif extension and save it on your computer.

e. Then, in the Eudora Import Settings window, click **Browse** to locate the address book file you just saved.

7 To migrate your e-mail account, click **Next**. Eudora transfers all settings including personalities, incoming and outgoing server names, real name, return name, and login name.

Important. It may take a long period of time for the migration to occur depending on how much mail, the complexity of your settings, and the size of your address book that you importing into Eudora. Also, if during the migration, the process stops because of a corrupt message. You must go into your Netscape Messenger or Microsoft Outlook and delete the corrupt message to resume the migration.

The Success window appears indicating that your migration was successful. Once migration occurs, the settings you are importing are immediate, and your mail is migrated.

Note. When the migration is occurring, notice in the Mailbox window that a mailbox tree begins to form. For example, you will see the folder "Outlook" and all its mailboxes listed underneath. A plus sign (+) next to the folder name indicates that other folders/mailboxes are contained within this folder.

New Account Wizard Success window

8 Click Finish. Now your primary Eudora e-mail account is the one you just migrated!

Migrating to Create an Alternate Account

To set up a newly migrated account as an alternate or multiple personality account using the Personality New Account Wizard, do the following:

1 From the **Tools** menu, choose **Personalities**, or if the Personalities window is in a visible tabbed window, click its tab.

2 In the Personalities window, right-click to display the context menu. Choose New. The New Account Wizard window, **Account Settings**, is displayed.

New Account Wizard Account Settings window

3 Select **Import settings from an existing e-mail account**. Click Next. The next Account Wizard window, **Personality Name**, is displayed.

New Account Wizard Personality window

4 In the **Personality Name** text box, enter a personality name for your AOL account, for example Outlook account. Click Next. The next Account Wizard window, **Import Settings**, is displayed.

New Account Wizard Import Settings window (importing Outlook)

5 From Outlook, to import your e-mail messages, select **Import Mail**, and to import your address book entries, select **Import Address Book Entries**. Go to step 8.

6 If you want to import your Netscape Messenger address book, select **Netscape Navigator** and the account you want to migrate. The following window is displayed.

New Account Wizard Import Settings window (importing Netscape)

7 From Netscape, to import your e-mail messages, select **Import Mail**. To import your address book entries, check the **Import Address Book from LDIF file** box. LDIF means LDAP Data Interchange Format.

Before you import your Netscape Address Book, you must first save it in LDIF format. To save your address book in LDIF format, do the following.

a. Launch **Netscape Communicator**.

b. From the **Communicator** menu, choose **Address Book**.

c. From the **File** menu in Netscape Communicator, choose **Save**. The Save dialog box is displayed.

d. Name the file while retaining the .ldif extension and save it on your computer.

e. Then, in the Eudora Import Settings window, click **Browse** to locate the address book file you just saved.

8 To migrate your e-mail account, click **Next**. Eudora transfers all settings including personalities, incoming and outgoing server names, real name, return name, and login name.

Important. It may take a long period of time for the migration to occur depending on how much mail, the complexity of your settings, and the size of your address book that you importing into Eudora. Also, if during the migration, the process stops because of a corrupt message. You must go into your Netscape Messenger or Microsoft Outlook and delete the corrupt message to resume the migration.

The Success window appears indicating that your migration was successful. Once migration occurs, the settings you are importing are immediate, and your mail is migrated.

Note. When the migration is occurring, notice in the Mailbox window that a mailbox tree begins to form. For example, you will see the folder “Outlook” and all its mailboxes listed underneath. A plus sign (+) next to the folder name indicates that other folders/mailboxes are contained within this folder.

New Account Wizard Success window

9 Click Finish. Now, your new personality account is the one you just migrated!

QuickTime 3.0 Support

Eudora now supports Apple's QuickTime 3.0. This allows you to view and imbed many different formatted graphic files, for example GIF files, in your incoming messages.

Text Symbols Button

A new text button ¶ has been added to the text toolbar. Click this button to display invisible text characters such as carriage returns, tabs, spaces, etc.

This manual was written for use with the Eudora Pro® Email software version 4.1 for Windows®. This manual and the Eudora Pro software described in it are copyrighted, with all rights reserved. This manual and the Eudora Pro software may not be copied, except as otherwise provided in your software license or as expressly permitted in writing by QUALCOMM Incorporated. Copyright © 1992-1998 by QUALCOMM Incorporated. All rights reserved. Printed in the United States of America.

Eudora® is a registered trademark of QUALCOMM Incorporated.

Eudora Pro® and Eudora Light® are registered trademarks of QUALCOMM Incorporated.

QUALCOMM® is a registered trademark and registered service mark of QUALCOMM Incorporated.

Adobe, Acrobat®, and Acrobat Exchange™ are either registered trademarks or trademarks of Adobe Systems Incorporated.

McAfee Associates, Inc.® and VirusScan® are registered trademarks of McAfee Associates, Inc.

PGP®and Pretty Good® are registered trademarks and Pretty Good Privacy™ is a trademark of PGP, Inc.
PureVoice™ and SmartRate™ are trademarks of QUALCOMM Incorporated.

StuffIt® is a registered trademark and StuffIt Engine™, Aladdin™, and Aladdin Systems, Inc.™ are trademarks of Aladdin Systems, Inc. The StuffIt Engine components are Copyright © 1990-98 Aladdin Systems, Inc.
The Sentry Spelling-Checker Engine is Copyright © 1993 by Wintertree Software Inc.

Verity® is a registered trademark and KEYview™ is a trademark of Verity, Inc.

Apple® and the Apple logo are registered trademarks, and QuickTime™ is a trademark, of Apple Computer, Inc.

Windows®, Outlook Express®, and Outlook 98® are registered trademarks of Microsoft Corporation.

Netscape Messenger® is a registered trademark of Netscape Corporation.

All other trademarks and service marks are the property of their respective owners.
Use of the Eudora software and other software and fonts accompanying your license (the "Software") and its documentation are governed by the terms set forth in your license. Such use is at your sole risk. The Software and its documentation (including this manual), and QUALCOMM's software maintenance and extended maintenance, if applicable, are provided "**AS IS**" and without warranty of any kind and QUALCOMM AND ITS LICENSORS (HEREINAFTER COLLECTIVELY REFERRED TO AS "QUALCOMM") EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND AGAINST INFRINGEMENT. QUALCOMM DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET YOUR REQUIREMENTS, OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE SOFTWARE WILL BE CORRECTED. FURTHERMORE, QUALCOMM DOES NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE OR ITS DOCUMENTATION IN TERMS OF THEIR CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY QUALCOMM OR A QUALCOMM AUTHORIZED REPRESENTATIVE SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY.
UNDER NO CIRCUMSTANCES INCLUDING NEGLIGENCE, SHALL QUALCOMM, ITS LICENSORS OR THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE OR ITS DOCUMENTATION, EVEN IF QUALCOMM OR A QUALCOMM AUTHORIZED REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY.
In no event shall QUALCOMM's total liability to you for all damages, losses, and causes of action (whether in contract, tort, including negligence, or otherwise) exceed the amount paid for the Software and its documentation.