

# Eudora Tutorial

The Eudora Tutorial is designed to be a step-by-step introduction to basic features of the Eudora electronic mail program. Please follow the instructions in “Getting Started” before beginning this tutorial.



## 1. 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.

Select “New Message” from the Message menu. A new *composition window* (a composition window is a window you use to compose a message) will appear, with the blinking insertion point situated at the start of the “To:” *field*. (A field is a space for information).

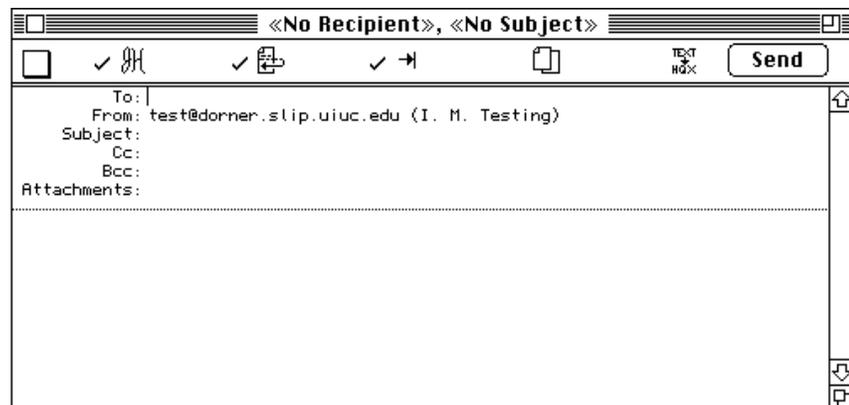


Figure T-1. A new composition window

Notice the “icon bar” of symbols and check marks between the title of this window and the “To:” field. You may ignore the icon bar for now; it is explained in Section 1 of the Reference Section.

Since it would be 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 within the message). This is the message’s *return address*; it should be your own e-mail (POP account) address, thus the same address as you typed in the “To:” field above it.

Press the TAB key or point and click the mouse to move the insertion point down to the “Subject:” field. Typically you type in this field some brief text indicating what the message is about. For this message, type in the words “Test message.”

Move the insertion point past the remaining “Cc:,” “Bcc:,” and “Attachment:” fields down to 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 have finished composing your message, to be referred to throughout this tutorial as your *test message*, your composition window should look something like the figure below.

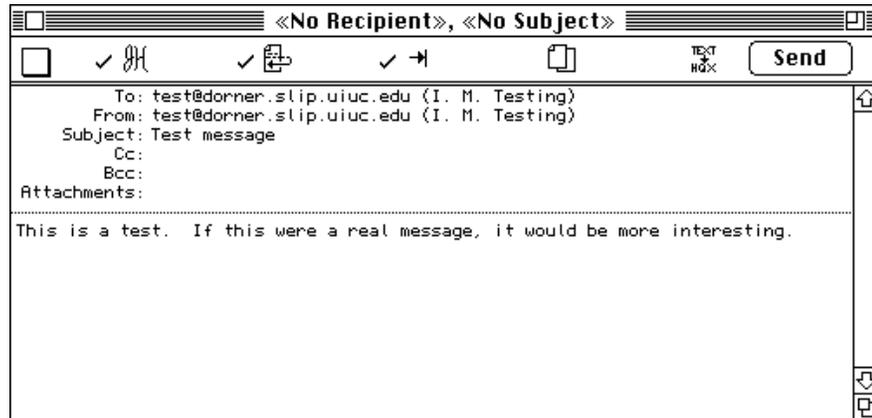


Figure T-2. Test message, ready to send.

## 2. Sending a Message

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

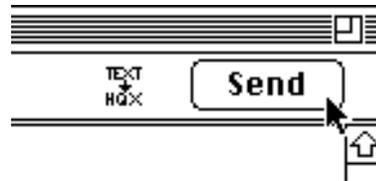


Figure T-3. Clicking the Send button.

Your composition window will immediately close, and the *progress window* (Eudora uses the progress window to show you what’s going on during lengthy operations) will momentarily appear on the top of your screen, indicating that the message is being transferred out onto the network.

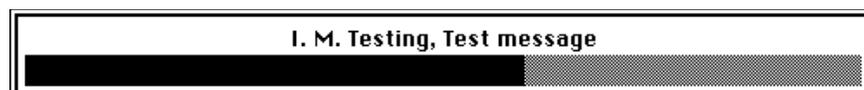


Figure T-4. Progress window.

### 3. Checking for and Receiving Mail

Now that you've seen how to create and send a message, it's time to find out how to check for and receive incoming mail.

There are two ways to check your POP (Post Office Protocol) Server to see if a message has arrived for you.

*Note: To best understand the functioning of the POP server with respect to Eudora, please see Appendix C.*

File	
New Text Document	
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘T
Check Mail (11:10 AM)	⌘M
Page Setup...	
Print...	⌘P
Print Selection...	
Send to Back	⌘B
Quit	⌘Q

One way to check for mail 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 the “Check Mail” command from the File menu. Do this manual check now.

There is password protection on mail checks to your account on the POP server. Each time the Eudora program is opened, your password will be requested prior to the first mail check, whether it is conducted automatically or manually. Upon the first check, such as now, a dialog box will appear, requesting the password of your POP account.

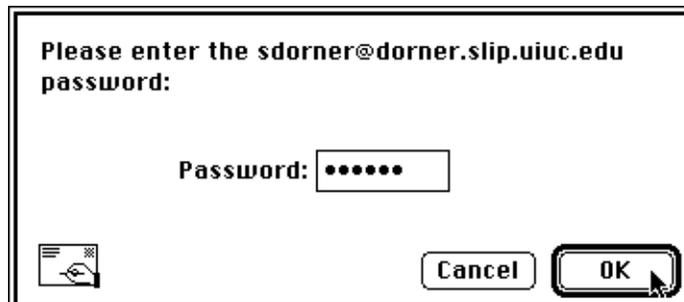


Figure T-3. The Password dialog.

Type in the password at the insertion point and click the “OK” button. If you make a mistake before clicking “OK,” simply backspace and re-enter the password correctly. If your password is rejected, you will have to do another manual check (by choosing “Check Mail” from the File menu) to

re-enter your password.

After successfully entering your password, the Progress window will appear briefly at the top of your screen, showing that an attempt to reach your POP account is being made.



*Figure T-5. Progress window.*

If there is a problem with the network between you and the POP server, a dialog box will appear telling you so. You'll probably have to consult with your system administrator to rectify the situation. See Figure T-6.

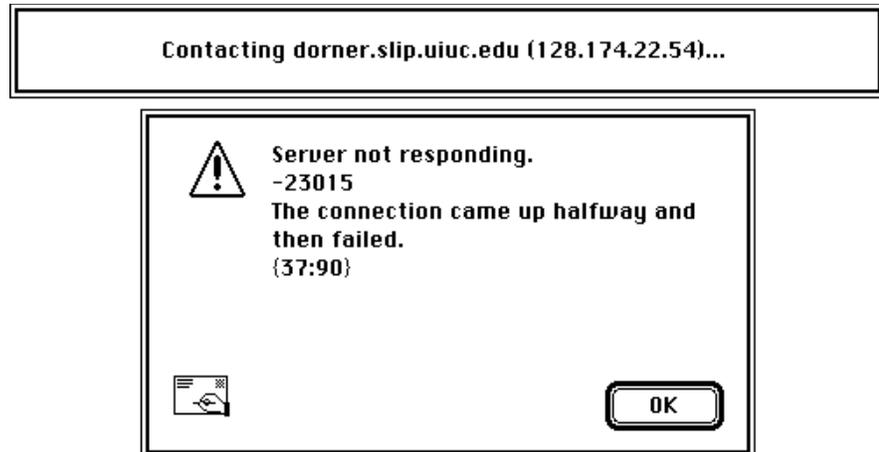


Figure T-6. Problem transferring mail.

*Note: Should you ever need to report a bug, the numbers in {}'s are very important. Jot down these numbers for reference when reporting a problem.*

If there is no mail waiting when a manual check is conducted, the progress window will disappear, and no sound will be played or alert displayed. This means that the message you sent yourself in the previous exercise has not been delivered to your POP account yet.

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



Figure T-7. Progress window while downloading mail.

This will be followed by a dialog box stating that you have new mail.



Figure T-8. New mail alert.

Keep choosing “Check Mail” from the File menu until a message arrives; this will be your test message (if the message doesn’t arrive in a minute or two, you should probably get help). When a mail check transfers your test message, click the “OK” button in the dialog box informing you that new mail has arrived. The In mailbox window will automatically appear, with your message listed inside.

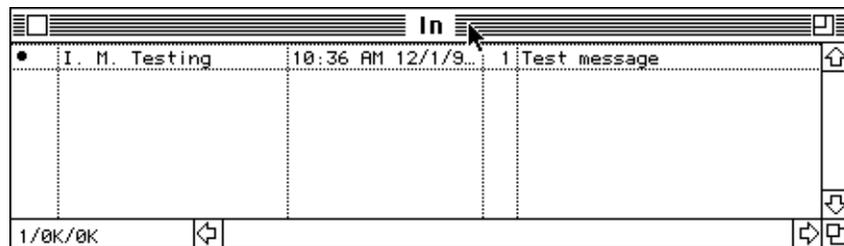


Figure T-9. Mail arrives in In mailbox.

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 will be discussed later), the name or address of the sender of the message, the date the message was sent, the size of the message in K, and the contents of the “Subject” field. Your test message should be listed in the In mailbox, and can be identified by what was entered in its “From,” “Date,” and “Subject” fields (see Figure T-9).

To open a message, simply double click on its message summary. Do this for your arrived test message, and the message will be displayed on the screen.

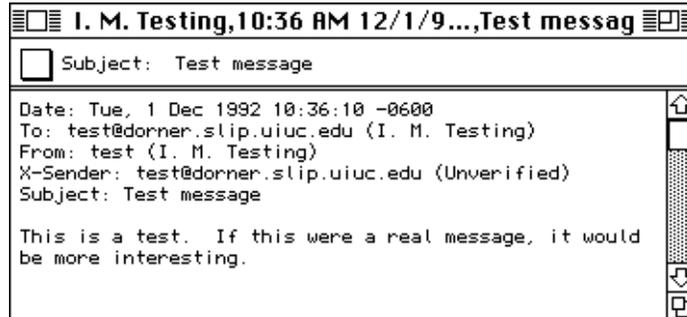


Figure T-10. The test message is displayed.



Incoming messages will be stored indefinitely in the In mailbox unless they are deleted or transferred to another mailbox (refer to sections 8 and 9 of the tutorial).

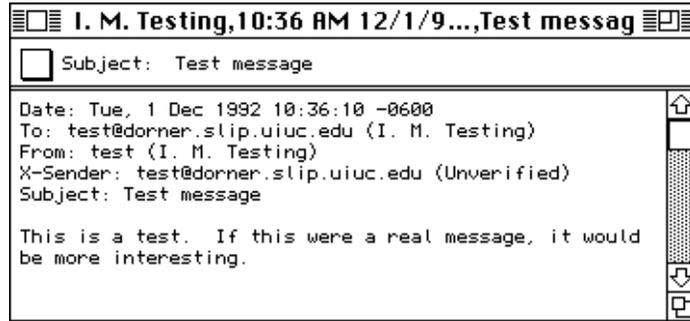
Now close the message window (either by clicking the close box in the upper left-hand corner of the message window or by selecting “Close” from the File menu). Also close the In mailbox (in the same fashion).

#### 4. Opening a Mailbox to View a Message

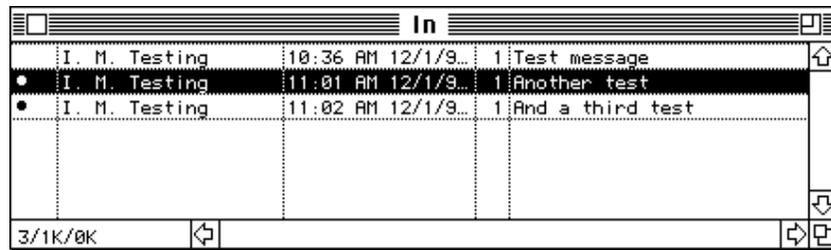
Opening any mailbox is done by selecting that mailbox from the list that appears under the Mailbox menu.

To open the In mailbox where your test message is currently being stored, select In from the Mailbox menu. The In mailbox window will then be displayed, with your test message summary listed inside.

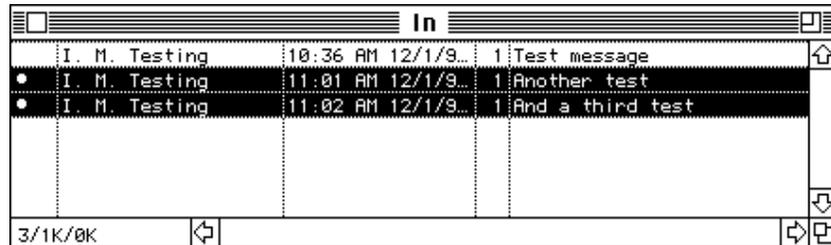
A moment should be taken here to define a special term to be used throughout this tutorial as well as in the Eudora Reference Guide. Eudora has been designed so that most commands can be applied to a message window or highlighted message summaries in a mailbox window. This allows Eudora users to apply commands to messages without opening them first. Whenever the term *current message* is used in explanations of this tutorial or in the reference guide, it refers to a message that may either be open and is in the topmost window, or whose message summary is simply selected within a mailbox window (see the following examples).



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



A selected message summary is current.



Two current messages here.

Figure T-11. Three examples of current messages.



## 5. Replying To a Message

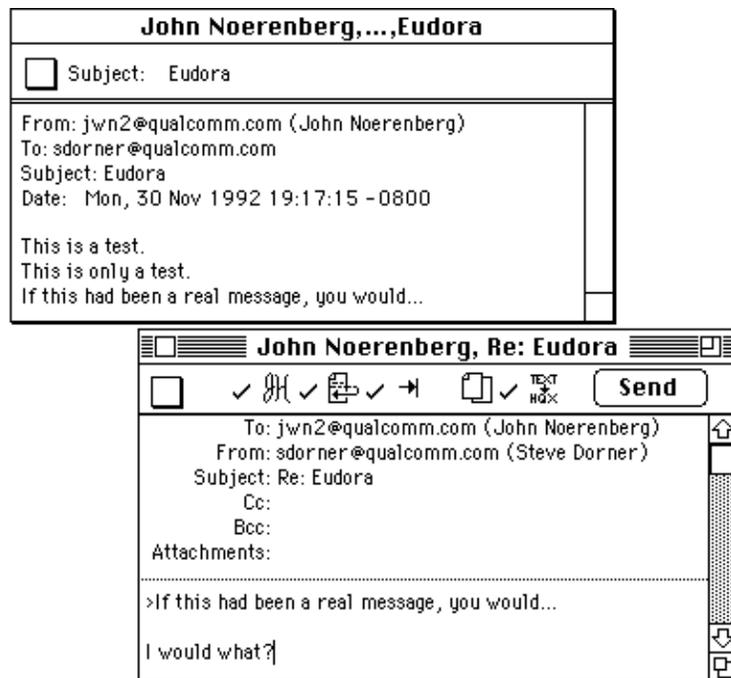
For any current incoming message, you may easily initiate a reply

message to its sender. (An *incoming message* is one that has arrived on your Macintosh).

If you haven't already done so, open your test message from its place in the In mailbox by double-clicking on the message or use the Open command in the File menu. If this had been a message from another individual, you might have wanted to send back a reply to that person. This does not require creating a new message as described in Section 1 of this tutorial. Instead, choose "Reply" from the Message menu,

*Note: Choose “Reply”, not “Reply To”; the “Reply To” menu item is for use with the quick recipients list, which is described in tection 14 of the Reference Section.*

A new composition window will appear, with the sender’s address (in this case, your own) automatically placed in the “To:” field of the header. The original sender’s text will also be automatically included in the beginning of the message (prefixed by “>” at the beginning of each line) for reference. This text may be edited as needed. Since it is fully selected in the new composition window, it can be easily deleted; just press the “delete” key. You may enter more text in the reply message just as in any outgoing message (see the following figure).



*Figure T-11. Replying to a message.*

Use the cursor to move the insertion point to the area below the original message and type in some additional text as you would normally when replying to a note. After typing in the text, leave this reply window open.

File	
New Text Document	
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Send Queued Messages	⌘T
Check Mail (11:15 AM)	⌘M
Page Setup...	
Print...	⌘P
Print Selection...	
Send to Back	⌘B
Quit	⌘Q

## 6. 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, and then send it.

To save any current outgoing message, such as your new reply message, select “Save” from the File menu. This won’t close the composition window but will 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 may 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. If you’d like, open the Out mailbox (select Out from the Mailbox menu) and verify that the reply message has been stored there.



## 7. Transferring a Message Between Mailboxes

A convenient feature of Eudora allows you to easily organize your incoming mail by creating new mailboxes in which to store received messages, and also easily move messages from one mailbox to another.

First, select In mailbox from the Mailbox menu and select your test message summary within the mailbox window. Next, choose “New...” from the Transfer menu. The following box will appear:

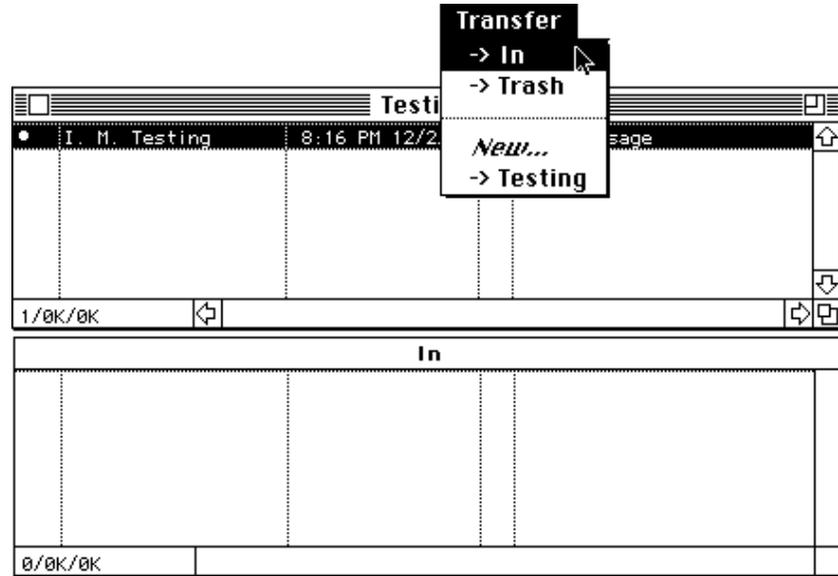


Figure T-12. New mailbox dialog.

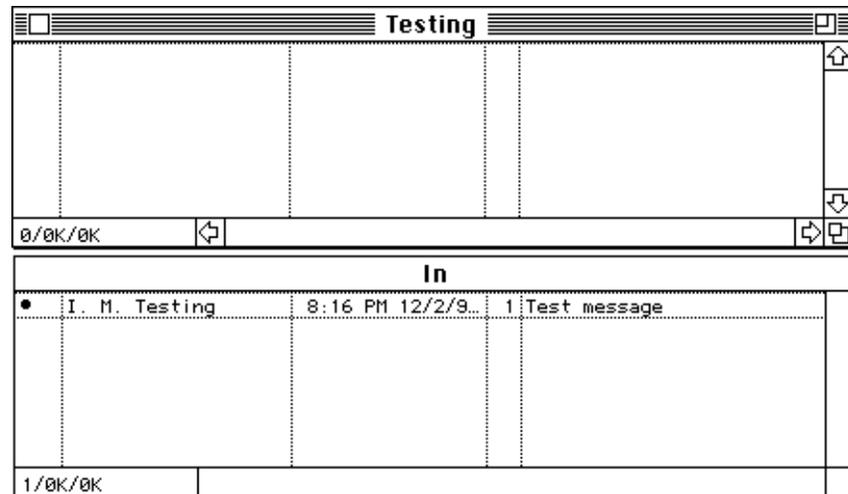
Any name may be typed in here, but for this example, type in Testing. (For now, don’t worry about the check boxes in this dialog. Refer to section 9 and 10 in the Reference Section for more information.) Click the “OK” button, and a new mailbox called “Testing” will be created, and your message will be transferred into it. To verify this, find and select “Testing” from the Mailbox menu.

The current message(s) can also be easily transferred between already existing mailboxes. This will be demonstrated by moving your original test message from your newly created Testing mailbox back into your In mailbox.

Simply select the message summary (by clicking once on it in the “Testing” mailbox window), and then choose “In” from the Transfer menu.



*Before*



*After*

*Figure T-13. Transferring a message.*

This will remove your test message from Testing and place it back in the in mailbox. If you want, open the In mailbox to verify that the message has been transferred there.



## 8. Deleting a Message

Incoming messages may be stored in any mailbox (except the Out mailbox) indefinitely and will remain there until they are explicitly deleted or transferred to another mailbox. Outgoing messages that have been saved for further changes will remain in the Out mailbox until they are either sent or deleted. Any current message can be deleted with the “Delete” command from the Message menu.

If you haven’t already done so, open your test message from its place in the In mailbox, and use the “Delete” command to delete it from there. Open the Out mailbox and select (without opening) the message summary of the reply message you generated previously. Again, choose “Delete” from the Message menu, which will empty the Out mailbox.

As a safeguard, the “Delete” command doesn’t actually destroy 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.

To destroy messages held in the Trash mailbox, choose “Empty Trash” from the Special menu. These messages are automatically deleted when you quit Eudora.



## 9. Balloon Help

Eudora has extensive Balloon Help. If you’re running System 7, be sure to take advantage of it. Just choose “Show Balloons” from the “Help” menu (the one with the question-mark-in-a-balloon icon, and put the mouse over the object or area you need help on.

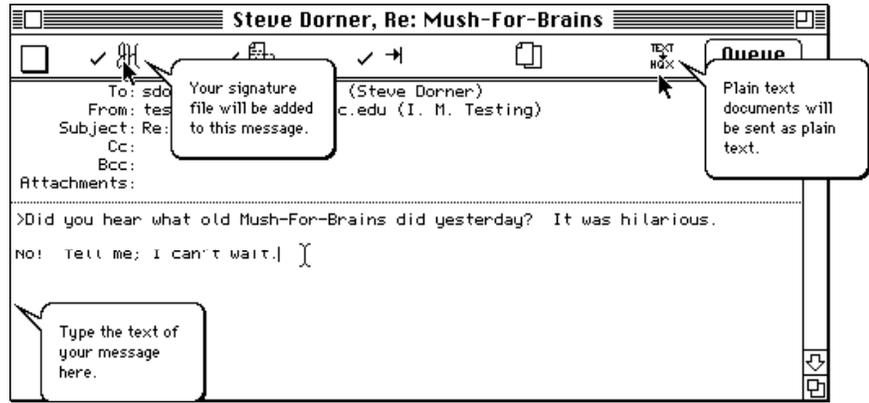


Figure T-14. Help balloons (in real life, only one is displayed at a time).



Eudora is fully functional when Balloon Help is turned on; you may use the program as normal. When you're tired of balloon help, choose "Hide Balloons" from the "Help" menu.

There are a host of other features and functions in Eudora. This tutorial was only an introduction to the most basic capabilities of this program. You are invited to read the Eudora Reference Guide for more detailed explanations of the many available operations.