

For Windows Version 3.0

Getting Started

To use the Eudora Pro electronic mail (e-mail) application, you must have the following:

- IBM PC or compatible.
- Microsoft Windows 3.1 for 16-bit version; Microsoft Windows 95 or Windows NT 3.51 or later for 32-bit version.
- Winsock 1.1 API compliant networking package (not needed for serial connection).
- A mail account with an Internet service provider or an Internet-style network account.
- Access to your mail account via a modem or Internet-style network connection.

In order to successfully install Eudora Pro, you will need to know the following basic information about your e-mail account:

- Your POP account name. This account resides on a computer at your Internet service provider or within your organization. Your POP account name consists of your unique login name for this account, an "@" sign, and the full name of the computer (for example, "jim@pop3.qualcomm.com").

Record your POP account name here

- Your POP account password. This password allows you to access your POP account. It is provided by your Internet service provider or your organization. Keep this password private.
- Your return e-mail address. This may be the same as, or similar to, your POP account name (for example, "jim@qualcomm.com").

Record your return address here

- Your connection method. If you are using Eudora Pro with a direct network connection, SLIP, or PPP, then your connection method is Winsock. If you are using Eudora Pro via a Unix shell

account, your connection method is Dialup. Consult with your Internet service provider or network administrator to verify your connection method (if you can use a web browser with your account, then your connection method is Winsock).

Winsock Dialup

- Your SMTP server name. This server also resides on a computer at your Internet service provider or within your organization (often the same computer as your POP account). Your SMTP server name is just the full name of this computer with no login name or "@" sign required (for example, "smtp.qualcomm.com").

Record your SMTP server name here

- Your Registration number. This number is provided in your package, or, if you purchased this product through an electronic reseller in soft copy form, in an accompanying e-mail message. The Registration number entitles you, or someone in your organization, to receive technical support directly from QUALCOMM. It is a 7- or 8-digit number that contains no letters. Use this number when registering your product electronically. If you are a member of an organization using Eudora Pro, your copy is probably already registered for you.

Record your Registration Number here

Installation

Once you have the above information, you are ready to install and register your copy of Eudora Pro. Simply insert the Eudora Pro Installation CD into your CD drive. When the installer interface appears (Windows 95 only), click on the Eudora Pro icon to launch the install program. Then, follow the instructions displayed by the installer. For the complete step-by-step installation procedure, see the "Installing Eudora" section of your Eudora Pro User Manual.

Configuration

After you have successfully installed Eudora Pro, you must configure it using the information described in the Getting Started section of this Quick Start Guide.

To launch Eudora Pro, double-click on the application icon. The first time you launch Eudora Pro, the Settings dialog is displayed with the Getting Started Settings selected (as shown below). Enter your account information in the appropriate fields and click OK.



The Getting Started Settings

Note: If your SMTP server is running on a different computer than your POP account, you need to enter your SMTP server name in the SMTP field of the Hosts Settings before clicking OK.

Once you have configured Eudora Pro, you are ready to begin sending and receiving messages. For a quick introduction to Eudora Pro's basic functions, refer to the procedures provided in this guide and to the on-line help. For detailed explanations of all of the available functions, refer to your Eudora Pro User Manual.

Creating & Sending a Message

1. From the Message menu, select New Message.
2. Type an E-mail address (or nickname you created) in the To: field.
3. Press [tab] to move the blinking cursor to the Subject: field.

4. Type in the subject of your message (optional but useful).
5. Press [tab] and type in the Cc: field E-mail address (optional).
6. Press [tab] and type in the Bcc: field E-mail address (optional).
7. Press [tab] and type in the body of the message.
8. After completing the message, click Send (or Queue).

Tip: You can type multiple addresses in the To:, Cc:, and Bcc: fields, as long as you separate them with commas.

Tip: 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 & Receiving Mail

You can manually check for mail, or set up Eudora to automatically check for mail.

To check for mail manually, do the following:

1. From the File menu, select Check Mail.
2. If Eudora asks for your password, type it in the Password dialog box and click OK (Eudora passwords are "case-sensitive").
3. If there is no mail for you, a "no mail" alert is displayed; 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. Double click a message summary to open it.

To set up automatic mail checking, do the following:

1. From the Tools menu, select Options. Then, select Checking Mail.
2. In the Check for mail every minutes field, type the number of minutes between automatic mail checks (15 is the recommended interval), then check the box next to the field to turn on the setting.
3. Select the Personalities category and turn on the Check mail option for each personality that you want automatically checked.
4. Click OK to close the Options dialog.

Eudora automatically checks for mail at the interval you have requested.

Note: When automatic mail checking is on, the time of the next mail check is listed next to the Check Mail command under the File menu.

Mailbox Windows

Mailbox windows are one of the most important elements of Eudora Pro. They contain all of your incoming and outgoing message summaries. To display a mailbox window, select the name of the mailbox from the Mailbox menu. Each line in a mailbox window represents a different message summary, and each message summary is divided into columns,

which provide you with information about the message. These columns are (left to right): Status, Priority, Attachments, Label, Sender/Recipient (Who), Date, Size (K), Server Action (V), and Subject. The Status, Priority, Label and Server Action values for a given message can be modified directly in the mailbox window. Simply select the messages you want to change and click the right mouse button. Select an option from the popup menu to make your change.

| S | P | A | Label | Who | Date | K | V | Subject |
|---|---|---|-------|------------------|------------------|---|---|--------------------------|
| D | | | | Mark Baker | 11:09 AM 4/28/97 | 2 | | Business Cards |
| | | | | Ben Willetts | 09:00 AM 1/29/97 | 3 | | Re: Photographer |
| R | | | | CelticKell@aol.c | 11:33 AM 5/13/97 | 2 | | Hi from Paul Kelly |
| | | | | Bennett, Jane | 09:09 AM 4/17/97 | 6 | | RE: Sleepless in Seattle |
| | | | | dmcohen | 06:35 PM 2/19/97 | 2 | | Legal Notices |
| | | | | Armand Rouleau | 05:32 PM 6/3/97 | 1 | | Eudora Updater |

Note: For complete information on mailbox windows, see the "Anatomy of a Mailbox" section of your Eudora Pro User Manual.

Replying to a Message

You reply to a message when you want to respond to its sender.

1. Select or open the message you want to reply to.
2. From the Message menu, select 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. Once your response is completed, click Send (or Queue).

Forwarding a Message

You forward a message when you want someone else to see it.

1. Select or open the message you want to forward.
2. From the Message menu, select 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. Once the editing is completed, click Send (or Queue).

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Redirecting a Message

Eudora's Redirect command lets you send a message that was sent to you to someone else, while allowing the recipient of the redirected message to reply directly to the original sender.

1. Select or open the message you want to redirect.
2. From the Message menu, select Redirect to display a new composition window. Eudora completes the *From:* field with the address of the originator and the words "by way of" followed by your name or 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 (or Queue).

Note: E-mail courtesy suggests that you not do much editing of the message you're redirecting. If you must add comments, put them in []s with your initials, like: [AB: please reply to this right away. CD]

Deleting a Message

There are several ways to delete a message or messages, as follows:

1. Select or open the message you want to delete. Select Delete from the Message menu.
2. From an open mailbox window, select the message(s) you want to delete. Press the [delete] key.
3. Select or open the message you want to delete. Select Trash from the Transfer menu.
4. Select or open the message you want to delete. Click the Trash icon in the main toolbar.

Note: All deleted messages are put into the Trash mailbox.

Entering Your Password

1. Your first mail check initiates the Password dialog box. Type in your password and click OK.
2. If you make a mistake before clicking OK, backspace and re-enter the correct password.
3. If your password is rejected, select Check Mail from the File menu and try again.

Note: Passwords are "case-sensitive."

Changing Your Password

1. Select Change Password from the Special menu to display the Password dialog box.
2. Select the personality that you want to change the password for.
3. Type in your current password and click OK.
4. Eudora asks you to type in your new password and click OK (passwords require a minimum of 6 characters and are "case-sensitive").
5. To verify the change, type in your new password again and click OK. If your new password is rejected, repeat steps 1 through 4.

Mailbox-to-Mailbox Message Transfer

1. Select or open the message you want to transfer.
2. Select the name of the mailbox you want to transfer it to from the Transfer menu (if you hold down the [shift] key while transferring a message, a copy of the message is transferred and the original message remains in the original mailbox).

Tip: You can create a new mailbox and transfer a message into it all in one step. In step 2 above, instead of selecting an existing mailbox, select New... from the Transfer menu.

Tip: If you transfer a message and decide you put it in the wrong mailbox, select Undo Transfer from the Edit menu.



Creating an Address Book Entry

The Address Book is where you keep information about individuals or groups that you correspond with.

1. Select Address Book from the Tools menu.
2. Click New. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry, and click OK to create the entry.
3. In the Address(es) field, enter the complete e-mail addresses of the people (or person) to be included in the nickname, separating the addresses with commas or returns (this is the only place you can use a return to separate addresses). You can also use nicknames in this field, but be sure that any nicknames you use are defined in their own entry.
4. In the Name field (in the Info tab), enter the real name of the person or group.
5. In the other fields provided in the Info and Notes tabs (Phone, Fax, Postal Address, and Notes), you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

Creating Signatures

When enabled, a signature is added to the end of your outgoing mail.

1. From the Tools menu, select a Signature from the Signatures submenu.
2. Type the signature text in the window.
3. Select Save from the File menu to save the signature.

Modifiers

Many operations in Eudora can be affected by holding down one or more "modifier" keys.

- | | |
|-----------------------------|---|
| Shift + Check Mail | Display the Mail Transfer Options dialog to define the interaction with your POP account. |
| Shift + Queue/Send | Open the Change Queuing dialog. |
| Shift + New message command | Display the Message Options dialog to select a personality for the new message. |

Shift + Insert Recipient

Insert the address(es) instead of the nickname.

Shift + Ctrl + ,

Expand the nicknames in the current field to their real addresses (the cursor must be in the appropriate field).

Shift + Finish Address Book Entry

Finish the Address Book entry with the address(es) instead of the nickname.

Shift + Sort command

Sort in ascending order.

Shift + Transfer

Put a copy of the current message in the selected mailbox and leave the original where it is.

Shift + Copy

Copies the selected text without the carriage returns (copy unwrapped).

Shift + Wrap Selection

Removes the carriage returns from the selected text (unwraps).

Shift + Save

Saves changes to all open windows.

Shift + Close

Closes all open windows.

Shift + Exit

Sets all open windows to open again when Eudora is next started.

Alt + Drag toolbar button

Moves the button on the toolbar.

Other Important Keys

arrows

Move from one message to another in a mailbox (depends on your Miscellaneous Options).

enter

Select the outlined button in any dialog, alert, or window, or open the selected messages.

esc

Stop any operation currently in progress.

F1

Display help.

page up, page down

Scroll up or down through the window.

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Menus

| | | | | | |
|---------------------------|--------|----------------------------|--------|-----------------------------------|----------|
| F ile | | M ailbox | | S pecial | |
| New Text File | | In Ctrl+I | | Filter Messages Ctrl+J | |
| Open Text File... | Ctrl+O | Out | | Make Address Book Entry... Ctrl+K | |
| Open Attachment | Enter | Trash | | | |
| Close | Ctrl+W | New... | | Add as Recipient | |
| Save | Ctrl+S | | | Remove Recipient | ▶ |
| Save As... | | | | Empty Trash | |
| | | | | Compact Mailboxes | |
| Send Queued Messages | Ctrl+T | M essage | | Forget Password | |
| Check Mail | Ctrl+M | New Message Ctrl+N | | Change Password... | |
| Print... | Ctrl+P | Reply Ctrl+R | | | |
| Print Preview | | Reply to All | | | |
| Print Setup... | | Forward | | | |
| Exit | Ctrl+Q | Redirect | | | |
| | | Send Again | | | |
| | | New Message To | ▶ | T ools | |
| | | Forward To | ▶ | Filters | |
| | | Redirect To | ▶ | Mailboxes | |
| | | New Message With | ▶ | Address Book Ctrl+L | |
| | | Reply With | ▶ | Directory Services Ctrl+Y | |
| | | Attach File to New Message | Ctrl+H | Signatures | ▶ |
| | | Send Immediately | Ctrl+E | Options... | |
| | | Change | | | |
| | | Delete | Ctrl+D | | |
| | | | | | |
| E dit | | T ransfer | | W indow | |
| Undo | Ctrl+Z | → In | | Cascade | Shift+F5 |
| Cu <u>t</u> | Ctrl+X | → Out | | Tile Horizontal | Shift+F4 |
| Copy | Ctrl+C | → Trash | | Tile Vertical | |
| Paste | Ctrl+V | New... | | Arrange Icons | |
| Paste As Quotation | Ctrl+' | | | Send To Back | Ctrl+F6 |
| Clear | | | | | |
| | | | | | |
| T ext | | | | H elp | |
| Select All | Ctrl+A | | | Topics | |
| Wrap Selection | | | | Context Sensitive Help | |
| Finish Address Book Entry | Ctrl+, | | | Register Eudora... | |
| Insert Recipient | ▶ | | | Insert System Configuration | |
| Find | ▶ | | | About Eudora... | |
| Sort | ▶ | | | About Message Plugins... | |
| Check Spelling | Ctrl+6 | | | | |
| Message Plugins | ▶ | | | | |

Note: To select a menu command using the keyboard, hold down the Alt key and type the underlined letter in the menu that you want.

Shortcuts

The shortcuts for Eudora functions are as follows:

- Ctrl + O Open Out mailbox
- Ctrl + I Open In mailbox
- Ctrl + 6 Check Spelling
- Ctrl + ' Paste as quotation
- Ctrl + , Finish nickname
- Ctrl + A Select all
- Ctrl + B Make text bold (32-bit only)
- Ctrl + C Copy
- Ctrl + D Delete
- Ctrl + E Send or Queue
- Ctrl + F Open Find dialog
- Ctrl + H Attach document
- Ctrl + I Make text italic (32-bit only)
- Ctrl + J Filter messages
- Ctrl + K Make nickname
- Ctrl + L Open Address Book
- Ctrl + M Check mail
- Ctrl + N New message
- Ctrl + O Open
- Ctrl + P Print
- Ctrl + Q Exit Eudora
- Ctrl + R Reply
- Ctrl + S Save current window
- Ctrl + T Send queued messages
- Ctrl + U Make text underlined (32-bit only)
- Ctrl + V Paste
- Ctrl + W Close message
- Ctrl + X Cut
- Ctrl + Y Directory Services
- Ctrl + Z Undo