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The Eudora Pro 4.2 User Manual is on your CD in electronic form. If you would like a printed copy, you may print that, or order a printed copy from **www.eudora.com** or call **1-800-2-EUDORA**.

INTRODUCTION

This Quick Start Guide shows how to install and configure the Eudora Pro® Email software, hereafter known as Eudora. It also provides keystroke shortcuts and basic email procedures such as sending and receiving messages. For the Macintosh version, turn this booklet over.

FINDING INFORMATION

You can find more information about Eudora in the "Eudora Pro 4.2 User Manual" included on the installation CD. The manual is in Portable Document Format (PDF). To read the manual, use the Adobe® Acrobat Reader, a software utility also included on the CD.

After you install Eudora, you can access the manual via the Start menu. Select Eudora Pro, and a list of items pertaining to Eudora appear. Choose User Manual. Acrobat Reader automatically opens the manual. If you prefer, you can print the PDF manual. From the File menu in Acrobat Reader, choose Print.

The manual's topics are linked. When you see a page number associated to a topic in the table of contents, index, or in a reference, click the page number and that topic appears.

If you need help while using Eudora, go to the Help menu and choose a topic. Context-sensitive help is available by pressing F1 or clicking and selecting the option or field you need information on.

G ETTING S TARTED

Before you successfully install Eudora, you need to know the following basic information about your email account. Either your Internet Service Provider (ISP) or your email administrator can provide you with this information.

■ **Return email address**

This is the email address that has been assigned to you by your ISP or your organization. It is the address other people use to send you email. An example return address is: jim@myfirm.com

Record your Return address here

■ **Login name**

This is the name you use to log into your mail account. Your ISP or organization provides it. It is generally, but not necessarily, the name that appears before the at-sign (@) in your return email address. In the example above, "jim" is the login name.

Record your login name here

■ **Mail account password**

This password allows you to access your mail account. Your ISP or organization provides the password but you can change it. Keep this password private.

■ **Incoming mail server name**

Your incoming mail account resides on a computer at your ISP or within your organization. Your incoming mail server name is the full name of that computer, with no login name or at-sign (@) required, for example, pop3mail.myfirm.com or imap4mail.myfirm.com.

Record your incoming mail server name here

■ **POP3 or IMAP4**

This is the protocol that your incoming mail server uses. Your incoming mail server must use one of these two Internet protocols for storing and forwarding your mail. Ask your ISP or email administrator which one it uses.

Note. *If you are setting up an IMAP account, it may require an IMAP Location Prefix. Obtain this information from your ISP or email administrator. Otherwise, leave the following box blank.*

If applicable, record your IMAP Location Prefix here.

■ **Outgoing mail server name**

This server, an SMTP server, receives and processes all of your outgoing mail. It also resides on a computer at your ISP or within your organization. The server name is often the same computer as your incoming mail account. Your SMTP server name is the full name of that computer, with no login name or at-sign (@) required, for example, smtp.myfirm.com. If your ISP or your email administrator has not given this server name to you, you can leave the box blank.

Record your SMTP server name here.

■ **Your registration number**

This number is provided in the Eudora product box. If you purchased this product electronically in software archive format, your registration number is provided in an accompanying email message.

The registration number entitles you to receive technical support from QUALCOMM. Use this number when registering your product electronically. If you are a member of an organization using Eudora, your email administrator handles the registration process.

Record your Registration Number here.

# I N S T A L L I N G   E U D O R A

Once you have the above information, you are ready to install, configure, and register your copy of Eudora.

If you are installing over a previous version of Eudora Pro or Eudora Light, all of your messages, mailboxes, folders, filters, and options are maintained.

To install Eudora, perform the following steps.

1 Exit any applications you are running including toolbars, memory management programs, window savers, and virus protection programs.

2 If you are installing from a CD, insert the CD into your CD-ROM drive. The Windows 95/98/NT autoplay feature will cause the Eudora Pro installer to launch (if the installer does not launch, from the Start menu, choose Run and enter the CD-ROM drive letter and then **setup.exe**, for example, **D:\setup.exe**). If you are installing from a software archive, double-click on it to start the Setup program.

Installation begins, and you can see the InstallShield extract the Eudora files.
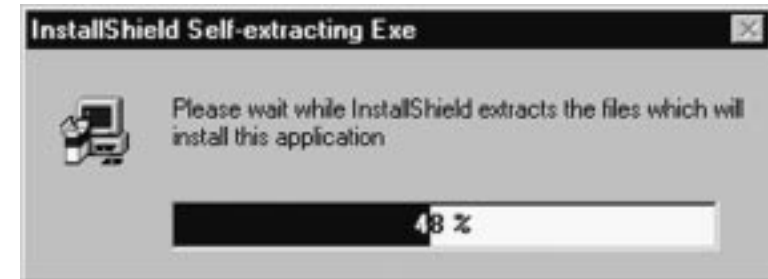
The Eudora Welcome window is displayed.

3 Read the Eudora Welcome window, then click **Next**.

4 Read the Software License Agreement and if you agree to the terms, click **Yes**.

5 In the Choose component dialog box, enter your **User Code**, then click **Next**.

Your User Code number is printed on the technical support information sheet found inside the Eudora product box, or if you are part of a multi-user site, it should be provided to you by your email administrator. If you purchased Eudora by electronic distribution, the User Code is in the message you received when you purchased the product. User codes and registration numbers are different numbers.

6 If you want to install all components (if included), click **Next**. Deselect the components you do not want to install.

7 Specify a directory in which to install Eudora, then click **Next**.

If you are installing Eudora over your current version of Eudora Pro or Eudora Light, select your current Eudora directory to retain your settings. If you are installing Eudora for the first time, you can select any directory you want.

Eudora is installed in the destination directory.

Note. *In certain versions of Eudora, you may elect to install Apple QuickTime™ for Windows. If so, the QuickTime Software License Agreement appears. Click Agree and then follow the instructions in the QuickTime installation dialogs. If you have a newer version of QuickTime installed, it will not be replaced.*

8 You are prompted to create a shortcut to open Eudora from your desktop. If you want to place the Eudora icon on your desktop, click **Yes**.

9 When the installation is complete, you are prompted to view the Eudora README file. Click **Finish** to complete the installation and view the README. The README gives you important information concerning this version of Eudora.

UNINSTALLING EUDORA

You can uninstall Eudora by using the tools provided with your Windows 95, Windows 98, or Windows NT 4.0 (or later) operating system. Open the Control Panel, double-click on **Add/Remove Programs**, select Eudora Pro, and click **Remove**.

OPENING AND CONFIGURING EUDORA

After you have successfully installed Eudora, you must configure your email account using the information that you collected in the Getting Started section of this Quick Start Guide.

To open and configure Eudora, do the following:

1 From the **Start** menu, choose **Programs**, then select **Eudora Pro** and choose **Eudora Pro** again or click the Eudora Pro icon on your desktop. The first time you launch Eudora, the **New Account Wizard** appears (unless you installed Eudora 4.2 over an older copy of Eudora, in which case, the settings from the older copy are imported automatically into Eudora 4.2).

2 To get started, click **Next**. After the Welcome window appears, the New Account Wizard Account Settings window appears.

Select the method of setting up your account:

■ **Create a brand new email account** — Select this method to set up a new account if you are not familiar with Eudora or other email programs. You are prompted to enter one item of information per dialog box.

■ **Import settings from an existing email account** — Select this method if you want to import your settings, mail, and address book from Microsoft® Outlook Express™ 4.0, Outlook™ 98, or Netscape Messenger™ 4.2 into Eudora. This process may take time depending on the amount of mail, the complexity of your settings, and the size of your address book.

If you need more information on migrating settings from one e-mail program to Eudora, see "Importing Settings to Create a New Account" in the online user manual. Note that this process may take some time depending on the amount of mail, the complexity of your settings, and the size of your address book.

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■ **Use an ACAP server to get your settings** — Select this method to instruct Eudora to attempt to get your settings from an ACAP server. To get your settings from an ACAP server, make sure you are connected to the Internet. Your email administrator or ISP can provide you information as to whether an ACAP based setup is available to you.

If you choose the ACAP option and click Next, the Auto Configure window appears. Click Next again to instruct Eudora to try to get your account settings from the ACAP server. If the attempt fails, click Back and try one of the other options.

■ **Skip directly to advanced account setup** — Select this method if you are familiar with Eudora or other email programs. An Account Settings window appears with two tabbed panels. You enter all of your Eudora information on these panels.

If in the Account Settings window you choose to create a brand new email account and click **Next**, the New Account Wizard begins walking you through the fields for which you need to enter setup information.

You will need to supply the following items in the windows of the New Account Wizard (click **Next** after filling out each window):

■ **Your Name** — Enter your name as you would like it to appear in the From: field of all of your outgoing messages from this email account, indicating to your recipients who the mail is from.

■ **Email Address** — Enter the email address that has been assigned to you by your ISP or your email administrator. This is the address that other people will use to send you email. Return addresses are generally of the form loginname@domainname, and rmonte@myfirm.com is an example.

■ **Login Name** — Enter the name that you will use to log in to this email account. This name is provided by your ISP or your email administrator, and it usually consists of the text that appears before the at sign (@) in your return email address. In the example rmontgomery@myfirm.com, the login name is rmontgomery.

■ **Incoming Email Server** — All of your incoming email messages are delivered to your incoming email account, which resides on a computer that runs your incoming email server. Once your messages arrive at your mail account, Eudora retrieves them to your computer. Your incoming email server must use one of the two Internet-mail communications protocols: POP or IMAP. If you are not sure which protocol it uses, select POP; you can always change this later. In the edit box, type the full name of the computer that runs your incoming email server, for example: server.myfirm.com

this later. In the edit box, type the full name of the computer that runs your incoming email server, for example: worldmail.myfirm.com

If you chose IMAP in the previous setup panel, an **IMAP Mailbox Location Prefix** may be required to indicate the location of your personal mailboxes on the IMAP server. If so, enter the name of that location prefix as given to you by your ISP or email administrator. If the information is not required, leave the field blank. Now click **Next**. When you click **Finish** in the final window, your new IMAP email account is set up.

If you chose POP in the previous setup window, click **Finish** in the final window, and your new POP email account is set up.

Once you have completed setting up your account via the New Account Wizard, you are now ready to receive messages. However, you may need to take an additional step to send messages.

■ **Outgoing Email Server** — All of your outgoing email messages are sent through a specific server, usually an SMTP server. However, your outgoing server may be the same as your incoming server. If you're not sure what your outgoing server's name is, use the incoming server's name.

If the computer that runs your POP or IMAP server also runs an SMTP server, then no additional setup action is required. If your SMTP server runs on a different computer from the one running your POP or IMAP server, then consult your ISP or email administrator to help you set up the SMTP server. If you ever wish to change the settings of your email account, you can do so from the Options windows (under the Tools menu).

Also, you can change these settings in the Account Settings dialog, which is accessed from the Personalities window. This window lets you create alternate email accounts and edit the settings in those accounts.

Once you have configured Eudora, you are ready to begin sending and receiving messages. For a quick introduction to Eudora basic functions, refer to the procedures provided in this guide and in the online help.

CREATING AND SENDING A MESSAGE

To create and send a message, do the following:

1 From the **Message** menu, choose **New Message**.

2 Type an email address (or nickname you created) in the **To:** field.

3 Press [tab] to move the blinking cursor to the **Subject:** field.

4 Type the subject of your message (optional).

5 Press [tab] and type in the **Cc:** field email address (optional).

6 Press [tab] and type in the **Bcc:** field email address (optional).

7 Press [tab] twice 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.

Also, 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 AND 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, choose **Check Mail**.

2 If Eudora asks for your password, type it in the **Password** dialog box and click **OK**. Usually server passwords are case-sensitive.

3 If there is no mail for you, a "no mail" alert appears; 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. Or, click once on the message summary to select it, then view the message in the preview panel below the list.

SETTING UP AUTOMATIC MAIL CHECKING

To set up automatic mail checking, do the following:

1 From the **Tools** menu, choose **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).

3 To save your changes and close the Options window, click **OK**.

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

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REPLYING TO A MESSAGE

To reply to a message, do the following:

1 Select or open the message you want to reply to.

2 From the **Message** menu, choose **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 who was not on the original recipient list to see it. To forward a message, do the following:

1 Select or open the message you want to forward.

2 From the **Message** menu, choose **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**).

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.

To redirect a message, do the following:

1 Select or open the message you want to redirect.

2 From the **Message** menu, choose **Redirect** to display a new composition window. Eudora completes the From: field with the address of the originator and the words "by way of" and your name and/or email address. The Subject: field and message body are also completed based on the original message.

3 Type the email address(es) of the person(s) 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 complete, click **Send** (or **Queue**).

SHORTCUTS

The shortcuts for Eudora functions are as follows:

Press these keys:	Results
Ctrl + 0	Open Out mailbox
Ctrl + 1	Open In mailbox
Ctrl + '	Paste as quotation
Ctrl + ,	Finish address book entry (nickname)

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Mailbox to Mailbox Message Transfer

Ctrl + A	Select all		**Ctrl + R**	Reply
Ctrl + B	Make text bold		**Ctrl + S**	Save current window
Ctrl + C	Copy		**Ctrl + T**	Send queued messages
Ctrl + D	Delete		**Ctrl + U**	Make text underlined
Ctrl + E	Send immediately or Queue for delivery		**Ctrl + V**	Paste
Ctrl + F	Open Find Messages window		**Ctrl + W**	Close one mailbox at a time (message or window)
Ctrl + Shift + F	Open Find text dialog box		**Ctrl + Shift + W**	Close all open mailboxes (messages or windows)
Ctrl + H	Attach file		**Ctrl + X**	Cut
Ctrl + I	Make text italic		**Ctrl + Y**	Directory Services
Ctrl + J	Filter messages		**Ctrl + Z**	Undo
Ctrl + K	Make address book entry (nickname)		**Ctrl + Tab**	Go through all open mailboxes
Ctrl + L	Open Address Book			
Ctrl + M	Check mail			
Ctrl + N	New message			
Ctrl + O	Open file			
Ctrl + P	Print			
Ctrl + Q	Exit Eudora			

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