

# Table of Contents

## Getting Started

- System Requirements
- Installing Eudora
- Eudora Configuration

## Tutorial

- Introduction
- Balloon Help
- Creating an Outgoing Message
- Sending a Message
- Checking for and Receiving Mail
- Current Messages
- Replying To a Message
- Saving an Outgoing Message
- Transferring a Message Between Mailboxes
- Deleting a Message

## Reference

- Introduction
- Creating an Outgoing Message
- Title Bar
- Icon Bar
- Message Header
- Message Body
- Saving an Outgoing Message for Later Changes

## Sending A Message

- One-Step Send
- Two-Step Send
- Timed Messages
- Sending Queued Messages on Check
- Quitting with Queued Messages
- Editing a queued message
- Changing the Status of a Queued Message
- Keeping Copies of Outgoing Messages

## Password Protection

## Checking For and Receiving Mail

- Automatic Checking
- Manual Checking
- Leave Mail on Server Option
- Skip Big Messages Option
- Stopping a Mail Check
- Opening a Mailbox to Read a Message
- Creating Mailboxes and Mail Folders

## Anatomy of a Mailbox Window

- Message Summaries
- Mailbox Window Columns
- Resizing Columns
- Mailbox Size Display
- Deleting a Message

## More about Mailboxes

- Compacting Mailboxes: Recovering Storage Space
- Transferring a Message to a Different Mailbox
- Creating a Mailbox During Transfer
- Creating a Mailbox Folder During Transfer
- Mailboxes Window
- Finding the Mailbox or Folder
- Renaming a Mailbox or Folder
- Creating a New Mailbox or Folder
- Moving a Mailbox (or Folder) from one Folder to Another

## Message Attachments, Replying, Forwarding, ...

- Multiple Attachments
- Detaching a Document
- Receiving an Attachment
- Non-Eudora Users Receiving Attachments
- Replying to, Forwarding, or Redirecting an Incoming Message
- Replying to a Message
- Forwarding a Message
- Redirecting a Message

## Creating and Using Nicknames

- Adding New Nicknames
- Changing and Removing Nicknames
- Make Nickname... Command
- Using the Nicknames Window to Address Mail
- Type-to-select in the Nicknames window
- Nicknames and the Quick Recipient List
- Finish Nickname Command

## Quick Recipient List

- Creating the Quick Recipient List
- Using the Quick Recipient List
- Removing a Quick Recipient From the List

## Finding Specified Text

- Finding Text Within One Message
- Finding Text Among Multiple Messages and Mailboxes
- Summaries Only, Match Case
- Stopping a Find

## Messages Sorting, Priorities, Sig, ...

- Saving A Message to a File
- Choosing an Application for Saved Messages
- Resending Rejected Messages
- Message Priorities
- Editing Message Subjects
- Printing
- Using the Ph Window
- Using Finger
- Creating a Signature

## Settings Dialog

- Getting Started
- Personal Information
- Hosts
- Checking Mail
- Sending Mail
- Attachments
- Fonts & Display
- Getting Attention
- Replying
- Miscellaneous

## Misc Features

- Balloon Help
- Quitting Eudora
- Mail Storage
- Eudora Settings
- Eudora Nicknames
- In, Out, and Trash
- In.toc, Out.toc, and Trash.toc
- Eudora Log, Old Log

System 7 Aliases  
Sharing a Macintosh with Other Users

## A Word About Memory

## Summary of Eudora Menu Commands

- File
- Edit
- Mailbox
- Message
- Transfer
- Special
- Window

## Appendixes A-D

## Appendixes E-G