

Checking For and Receiving Mail

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.i.Checking mail;The .i.POP;POP server is the machine where your mail is received and stored until it is transferred to the Eudora program on your Macintosh system. Your POP server account is specified in the .i.POP Account setting;POP Account setting in the Settings dialog (see the “Settings Dialog” section).

Note:

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

There are two methods to check your designated POP server to see if you have new mail. One method is automatic and the other is manual. Both methods deliver any mail addressed to you from the POP server to your Macintosh. Before any checks are made, however, the POP server requests your account password.

Automatic Checking

.i.Checking mail:Automatic;Eudora automatically checks for mail if you tell it how often to do so. From the Special menu, select Settings.... Then, select the Checking Mail settings. In the Check for mail every ? minutes field, type in a value and Eudora automatically checks for mail at the desired interval whenever it is running (even if you are using other applications on your Macintosh). For example, if you type in 15, Eudora checks for mail every 15 minutes. In fact, 15 minutes is a good minimum interval.i.Checking mail:Automatic:Minimum interval;; as checking mail more frequently puts an unnecessary load on your POP server.

Note:

If automatic checking is set, the .i.Check Mail command;Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.

When Eudora does a mail check, you can be notified of new mail in one or all of four different ways: an alert dialog, a special sound, a flashing mail flag icon in the menu bar, or the opening of the In mailbox. These options are turned on or off in the Settings dialog (Getting Attention).

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail always arrives in the In mailbox.i.In mailbox;. The messages are listed in the order they are received, with the most recent message listed last.

Unread messages in the In mailbox

If the In mailbox is not already open, select In from the Mailbox menu. .i.Message Summary:Status of message:Unread;Unread messages are designated by a small black dot, or bullet, on the left side of the message summary. Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox until they are deleted or transferred to another mailbox.

Manual Checking

.i.Checking mail:Manual;You may check for mail manually at any time by selecting .i.Check Mail command;Check Mail from the File menu. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it.

The Progress window is displayed momentarily at the top of the screen as the POP server is checked.

The Progress window during a mail check

If there is no mail waiting at your account on the POP server, the You have no new mail alert is displayed. Click OK. You may check for mail again later.

No new mail dialog

If there is a problem reaching the POP server, an error message alert is displayed. To rectify the problem, review the POP server settings in the Settings dialog for correctness.

Error while checking mail

If there is new mail, it is transferred automatically from the POP server to Eudora on your Macintosh system. A progress window is displayed at the top of your screen allowing you to monitor the mail transfer. If the Use an Alert option in the Settings dialog (Getting Attention) is turned on, the new mail dialog is displayed, stating that new messages have been delivered.

New mail dialog

If the Open mailbox (new mail only) option in the Settings Dialog (Getting Attention) is on, the In mailbox window also displays. Message Summary: Status of message: Unread; Unread messages in the In mailbox are designated by a small black dot, or bullet, on the left side of the message summary. Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox until they are deleted or transferred to another mailbox.

Leave Mail on Server Option

.i.Leave Mail on Server option;During a mail check, Eudora normally transfers your incoming messages from your account on the .i.POP server;POP server to your Macintosh, and deletes them from the POP server. This may prove awkward for people who sometimes want to read mail from a secondary Macintosh system. It results in non-consolidated storage of messages – if you read mail through a secondary Macintosh, you wouldn't be able to act on that mail from your primary Macintosh.

The Leave Mail on Server option in the Settings dialog (Checking Mail) solves this dilemma. If this option is turned on, Eudora transfers all of your new messages from the POP server to the Macintosh you are presently using (presumably a secondary Macintosh), while keeping copies of those messages in your account on the POP server. On the next mail check from the secondary Macintosh, Eudora .i.Ignoring previously read messages;ignores the copies of previously read messages and looks for new ones.

When using your primary Macintosh system, you should turn the Leave Mail on Server option off, so that all messages (new ones as well as copies of old ones you read through other Mac systems) are transferred to and consolidated on the one primary system. The Leave Mail on Server option should be used with care, since it can result in a buildup of messages on the POP server machine.

.i.Leave Mail on Server option:Status: header;Note:
Eudora looks for a .i.Status: header;Status: R header to determine if a message has been read. Your POP server must cooperate for this to work; most do.

Skip Big Messages Option

If the .i.Skip Big Messages option;Skip Big Messages option in the Settings dialog (Checking Mail) is turned on, Eudora does not download large messages (40K or larger). Instead, it downloads only the first few lines of such messages and adds a note at the bottom stating that the whole message has not been transferred. This can be useful on slow connections.

Note:

.i.Skip Big Messages option:Status: header and;Eudora requires some help from your POP server to make Skip Big Messages work properly. Specifically, Eudora expects your server to add a .i.Status: header;Status: header once Eudora has downloaded the first few lines of the message. Eudora uses that line as a signal that it already has the first few lines and doesn't need to download them again.

Stopping a Mail Check

.i.Checking mail:Stopping;If you want to stop a mail check in the middle (because it is taking longer than anticipated), hold down the [command] key and type a period [.]

Opening a Mailbox to Read a Message

.i.Mailbox:Opening;To open a mailbox, select the desired mailbox from the list of mailboxes under the Mailbox menu. The mailbox window is then displayed.

Opening a mailbox window

To open a “nested” mailbox (one that is contained within a mail folder), select the outermost folder from the Mailbox menu (folders are designated by an arrow next to their names). This displays the sub-menu of mailboxes and/or folders within the outer folder. Select the desired mailbox (or continue selecting sub-folders until the mailbox can be selected).

Opening a mailbox in a mail folder

If any messages are stored in the mailbox, they are listed as individual message summaries. A message summary usually consists of the message status and priority, the sender/recipient of the message, the date it was received, its size and the subject heading. See the “Anatomy of a Mailbox Window” section for descriptions of these fields.

Message summaries listed in the In mailbox

To open a message, double-click on its message summary, or, if the message summary is current (highlighted), select `.i.Open...` command; `Open...` from the File menu or press the `[.i.Enter key;return]` key.

Incoming message window example

The incoming message window consists of the title bar, the icon bar, and the message body.
`.i.BLAH,BLAH,BLAH Icon`; If the `BLAH,BLAH,BLAH` icon in the icon bar is checked, all of the message headers are displayed.

Note:

These message headers may be useful when tracking down a network problem.

Incoming message with all headers displayed

Creating Mailboxes and Mail Folders

There are two ways to create new mailboxes and mail folders. You can create mailboxes and folders using the Mailboxes dialog under the Special menu (see the “Mailboxes Window” section), and you can create mailboxes and folders using the New... option under the Transfer menu (see the “Creating a Mailbox During Transfer” section). The Mailboxes window is most useful if you want to create several mailboxes at one time. The New... option is most useful if you want to create a mailbox and simultaneously transfer a message or messages into that mailbox.

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