Configuring Eudora

To send and receive messages, you must have an account on a computer running a POP (Post Office Protocol) server, and access to a computer running an SMTP (Simple Mail Transfer Protocol) server. Your incoming e-mail messages are delivered to the POP account, where Eudora picks them up and transfers them to your PC. Your outgoing messages are sent to the SMTP server, which delivers them to your recipients.

If you just installed Eudora and have opened it for the first time, the **Getting Started Options** are displayed. This is where you enter the required e-mail account information.

POP account
Real name
Connection Method

If your POP and SMTP servers are on the same computer, you do not need to specify an SMTP server. If they are not on the same computer, click on the **Hosts** category and enter in the **SMTP** field the full name of the computer running the SMTP server.

You are now ready to send and receive e-mail.

Getting More Help

In addition to the On-line Help and user manual, here are some other ways to get answers to your questions:

Ask your E-mail administrator.

Check out the Eudora Usenet News group <comp.mail.eudora.ms-windows>.

Go to Eudoras World Wide Web Technical Support pages at <http://www.eudora.com/techsupport/>.

Registering Your Copy of Eudora

Use the **Register Eudora** command from the **Help** menu to register your copy of Eudora and receive a free electronic newsletter. It covers the latest news and information about the Eudora Division of QUALCOMM Incorporated, our products, e-mail messaging, and other interesting new applications and exciting services that can be delivered directly to your electronic mailbox.

If you open the registration screen but do not want to register at that time, you can choose **Not Now** to be prompted 7 days later, or **Never Register** to never be prompted again.

Quitting Eudora

➡ To quit Eudora, select **Exit** from the **File** menu. If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them.

The Trash mailbox is emptied if the **Empty Trash on Quit** option is on in the Miscellaneous Options.

Uninstalling Eudora Pro

You can uninstall Eudora by using the tools provided with your Windows operating system.

In Windows 95 and Windows NT, open the control panel, double-click on Add/Remove Programs, select Eudora Pro, and click Remove.

In Windows 3.5, open the Eudora Pro program group from within the Program Manager, then double-click on the **Uninstall Eudora** icon.

Creating an Outgoing Message

An outgoing message is a message you send to someone else.

➡️ To create an outgoing message, select the appropriate command from the **Message** menu. A new message window is displayed, referred to as the Composition Window.

[Replying to a Message](#)

[Forwarding a Message](#)

[Redirecting a Message](#)

[Sending Rejected Messages Again](#)

[Using the Quick Recipient List](#)

[Attaching a File to a Message](#)

Using a Signature

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.).

Note: *Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.*

➡ To create or modify your Signature, **Signature** from the **Tools** menu. The Standard Signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.

➡ To include a signature in an outgoing message, select **Standard** from the Signature popup.

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipientsit does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 is used for messages that have no assigned priorities, and it is not displayed. The **high** and **highest** priority symbols are red.

New messages are created with a Normal priority.

➡ To change the priority of the current message, use the Priority popup.

Note: *To set up Eudora to always use the senders priority on your replies, turn on the **Copy originals priority to reply** option in the **Replying Options**. You can always change the priority in the message window.*

Word Wrap

If you turn on the **Word Wrap** icon in the composition window, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line. This makes the message legible on the recipients computer.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

➡   To manually wrap text, select the text you want, then select **Wrap Selection** from the **Edit** menu. To unwrap text, select the text you want, then hold down the **Shift** key and select **Wrap Selection** from the **Edit** menu.

➡   To copy wrapped text without taking the carriage returns, hold down the **Shift** key and select **Copy** from the Edit menu.

Attaching a File to a Message

Any file can be attached to and sent with a Eudora message. Most attached files function like riders to the e-mail message, and are not included in the body of the message.

When the message is sent, it is encoded in the selected attachment type:

MIME
BinHex
Quoted-Printable (QP)

If you send an attachment to someone who doesnt use Eudora, the attached file will probably be included at the end of the message in the chosen encoding method (MIME or BinHex), which look like a jumbled mess. Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method.

➡   To attach a file to a current outgoing message, select **Attach File [to New]** from the **Message** menu. The Attach File dialog is displayed. Find the file you want, select it, and click on the **Attach** button to attach the document to the current message, or open a new message with the file attached to it. The name of the document is displayed automatically in the **Attachments** field. You can add as many attachments as you want to the message.

   You can also drag one or more files from the Desktop onto the message window to attach them.

➡   To make a plain text file function as a regular attachment, turn on the **Text as Attachment** button in the message window. (Otherwise, the text of the file is included in the body of the message.) You can make this the default if you turn *off* the **Put text attachments in body of message** option in the **Attachments Options**. (This sets the **Text as Attachment** button to *on* in the message window.)

➡   To detach a document before the message is sent, select the document in the **Attachments** field, then press the delete key or select **Clear** from the **Edit** menu.

MIME

This encoding method is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using.

BinHex

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.

Including a URL in a Message

➡   To include a URL (Uniform Resource Locator) in a message, enclose it with *less than* and *greater than* signs to ensure that your recipients application can identify it as a URL.

For example, **<http://www.eudora.com/>**. The URL is automatically highlighted as an active URL in your

message window.

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

⇨   To save the current message, select **Save** from the **File** menu.
⇨   To save all of the messages that you have open, hold down the Ctrl key and select **Save** from the **File** menu.

Saved messages are put in the Out mailbox with a bullet () in the Status column. This indicates that the message has been saved and can be sent or queued.

You can continue making changes or close the message. If you try to close an outgoing message window without saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select Discard and the message has never been saved, the message is deleted.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is **on** in the Sending Mail Options.

➡️ To send the current message, click on the **Send** button or select **Send Immediately** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

If you have the **Immediate send** option on, but want to put the current message in the queue, hold down the Shift key and click on the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see Queueing a Message to Send Later or Queueing a Message to Send at a Certain Time.

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is **off** in the Sending Mail Options.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings Options.

➡ To put the current message in the queue, click on the **Queue** button or select **Queue Message** from the **Message** menu. The message window is closed (if it was open) and the message is saved in the Out mailbox marked **Q** (meaning its ready to be delivered).

To send all of your queued messages, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the Shift key and click on the **Queue** button. The **Change Queueing** dialog is displayed and you can select the **Send message Right Now** option.

Queueing a Message to Send at a Certain Time

➡️   To specify that a message be sent at a certain time in the future, select a message then select **Change Queueing...** from the **Message** menu. The **Change Queueing** dialog is displayed.

If you choose **Right Now**, the message is sent immediately when you click **OK**. If you choose **Next time queued messages are sent**, the message is queued in the Out mailbox with a **Q** in the status column and sent the next time queued messages are sent.

If you choose **On or After**, you can use the **Time** and **Date** fields to fill in the time and date when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and is sent when the specified time arrives.

Note: *For the message to be sent at the correct time, Eudora must be running at that time. If Eudora is not running, the message is sent the first time Eudora is run after the specified time has passed.*

If you choose **Dont Send** for a message that has never been queued, nothing happens. If the message has been queued already, the message status is changed from queued (**Q**) to saved (). The message is held in the **Out** mailbox until it is either deleted or re-queued and sent.

Editing a Queued Message

➡ To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is kept in the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but is not yet sent can be unqueued using the **Change Queueing** command.

➡   To do this, open the Out mailbox and select the desired message summary. Then, select **Change Queueing...** from the **Message** menu and click on **Dont Send**. This changes the message status from queued (**Q**) to saved (). The message is held in the **Out** mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option in the Sending Mail Options is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Replying to a Message

➡ To create a reply addressed to the original sender, select **Reply** from the **Message** menu.

➡ To create a reply addressed to the original sender and all of the original recipients, select **Reply to All** from the **Message** menu.

A new message window is displayed with all of the senders original text quoted in the message body with each line preceded by a greater-than symbol (>). This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

Messages that have been replied to are identified with an **R** in the Status column of their message summary.

Using the Reply Functions

There are several options that you can use when replying to messages.

➡ To include yourself as a recipient, turn on the **Include yourself** option in the Replying Options. This only works if you are using **Reply To All**.

   Note: *To determine who you are, Eudora uses the me nickname, if you create one for yourself. If not,*

   *Eudora uses the contents of the **POP account** and **Return address** fields from the Personal*

   Information Options.

➡ To put the addresses of the other recipients of the original message in the **Cc** field (instead of the **To** field), turn on the **Put original To recipients in Cc field, not To field** option in the Replying Options. Only the original senders address is put in the **To** field. This only works if you are using **Reply To All**.

➡ To copy the original messages priority to your replies, turn on **Copy original priority** in the Replying Options.

➡ To map Ctrl-R to Reply to All, instead of Reply, turn this option on in the **Replying Options**.

Forwarding a Message

Any message can be forwarded to someone else.

➡   To forward the current message, select **Forward** from the **Message** menu. A new message window is displayed with your address in the **From** field, and the original senders text quoted in the message body.

Make any changes you want, and enter the recipients address in the **To** field. The message can then be sent or saved for further changes.

Messages that have been forwarded are identified with an **F** in the Status column of their message summary.

Redirecting a Message

Incoming messages can be sent to a new recipient by way of you, maintaining the original senders address in the **From** field. This is called redirecting.

➡   To redirect the current message, select **Redirect** from the **Message** menu. A new message window is displayed with the original senders address in the **From** field with the statement by way of *your address*, the original senders text in the message body, and the original attachments in the **Attachments** field. Make any changes you want, and enter the recipients address in the **To** field. The message can then be sent or saved for further changes.

   Note: *You may want to enclose any changes in brackets ([]) so that you dont confuse the recipient about who wrote what.*

Messages that have been redirected are identified with an **D** in the Status column of their message summary.

Turbo Redirecting

You can redirect one or more message to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command.

➡ To make Turbo Redirect the default menu option, turn on the **Turbo redirect by default** option in the **Miscellaneous Options**. Then, when you select a message and use the Redirect To command, the message is automatically queued in the Out mailbox and the original is deleted.

Redirect and the Signature

When you use Redirect, your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches your return address, or your nickname called me.

Keeping Copies of Outgoing Messages

There are two ways to keep copies of your outgoing messages.

➡   To put a copy of every outgoing message in the Out mailbox, turn on the **Keep copies** option in the Sending Mail Options.

➡   To put a copy of the current outgoing message in the Out mailbox, turn on the **Keep Copy** icon in the toolbar.

In all these cases, when the messages are sent they are put in the specified mailbox with **S** in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox.

Note: *You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See* [Filtering Messages](#) *for more information.*

Sending Rejected Messages Again

If for some reason an e-mail message cant be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipients address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can usually recover the original message, make any corrections, and resend it.

➡️　　To do this for the current message, select **Send Again** from the **Message** menu. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

Checking for Mail Automatically

You can set up Eudora to automatically check your POP server and transfer new mail every so often. To do an automatic mail check Eudora has to be running, but you can be using other applications on your PC.

➡ To set up automatic mail checks, open the **Checking Mail Options** and in the **Check for mail every ? minutes** option, enter the number of minutes that you want between mail checks. For example, if you enter 15, Eudora checks for mail every 15 minutes. (15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server.)

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

Checking for Mail Manually

You can check for mail manually at any time.

➡   To check for new mail, select **Check Mail** from the **File** menu.

Note: *If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.*

Stopping a Mail Check

If you want to stop a mail check in the middle, click on the **Stop** button in the progress window or press the Esc key.

Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter your password. In the Password dialog, type in your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.

Note: *Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly.*

If your password is rejected, an error message is displayed indicating that you have entered the wrong password.

Select **Check Mail** from the **File** menu to redisplay the password dialog.

As long as Eudora is running, it remembers your password. If you dont want it to remember (if, for example, you are away from your PC), select **Forget Password** from the **Special** menu. The next time you check mail for any account, you are prompted for your password again.

You can also make Eudora remember your password from one session to the next, which means you never have to enter your password again, even if you quit and restart Eudora. You only want to do this if your PC is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the **Checking Mail Options**.

Changing Your Password

➡️   To change any of your passwords, select **Change Password…** from the **Special** menu. You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some

systems require at least one number or symbol in your password, and you may want to do that even if it is not

required.

This command only works if the POP server is running a compatible password-change server.

Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog, the opening of the mailboxes to which new mail is delivered, and a special New Mail sound. These options are turned on or off in the **Getting Attention Options**.

Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select **In** from the **Mailbox** menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet in the Status column of the message summary.

Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

Receiving Attachments

Unless you have specified a particular folder for your incoming attachments (see Specifying an Attachment Directory), they are automatically decoded and saved in the **Attach Directory** in your Eudora Directory. If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they are received. Attachment names are displayed at the bottom of incoming messages.

➡   To open an attachment from the message window, double-click on the attachment name. If you have the application that the attachment was created in, that application launches and the attachment opens.

Specifying an Attachment Directory

If you do not want to use the default Attachment Directory to receive your attachments, open the **Attachments Options** and click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the directory you want to use (its name should be displayed in the menu above the list), then click the **Use Directory** button. The dialog closes, leaving the Options dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Directory** button.

Note: *If at any time Eudora cannot find your selected directory, an alert is displayed at startup informing you that the Attachment Directory is unavailable. Eudora will use the Attachment Directory in the Eudora directory for attachments until you designate a new directory.*

Using Active URLs

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.) is active. You can hold down the command key and click on a URL (or just double-click) to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc.

➡️ To setup Eudora to automatically open a new message when you use a mailto link within a Netscape Web browser, turn on the **Intercept Netscape mailto URLs** option in the Miscellaneous Options. (Be sure you are not running the Mailto Watcher application at the same time.)

Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your PC, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more computers, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server:

[Leaving Mail on the Server](#)
[Skipping Messages Over a Certain Size](#)
[Fetching a Message from the Server](#)

Leaving Mail on the Server

➡️   To transfer all of your new messages from the POP server to the PC you are on, and also leave copies of those messages on the server, turn on the **Leave mail on server** option in the Checking Mail Options.

➡️   To delete the copies after a certain number of days, put the appropriate number in the **Delete from server after ? days** option. Leave the field blank to store the copies indefinitely.

At the next mail check from that PC, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

Note: *The Leave mail on server option should be used with care, since it can result in a buildup of messages on the POP server.*

Skipping Messages Over a Certain Size

➡ To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K in size** option in the Checking Mail Options, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.

Fetching a Message from the Server

To retrieve an entire message that has already been transferred in part (using the Skip messages over ? K option), turn on the **Fetch** icon in the message toolbar, then check mail again.

Message Summaries in Mailboxes

Each line in a mailbox window represents a message and is called a *message summary*. Outgoing messages that are in any mailbox other than **Out** are shown with *italicized* message summaries.

To select one or more message summaries, use one of the following options:

➡ To select one summary, click on it.

➡ To select two summaries and all the summaries between them, select a summary, hold down the Shift key, and select another summary.

➡ To select all of the summaries that have the same information in a particular column, hold down the Alt key and click on one column in the summary. For example, if you click on the Status column for one summary, all of the summaries with that status are selected.

➡ To make disjointed selections, hold down the Ctrl key and select summaries.

Each message summary is divided into columns: Status, Priority, Attachments, Sender/Recipient, Date, Size, and Subject. You can show or hide these columns using the **Mailbox Columns Options**.

A messages Status and Priority can be changed directly in the mailbox window. To do this, select the messages you want to change and click the right mouse button. Select an option from the popup menu to make your change.

Displaying and Resizing Columns

To resize a column in a mailbox window, move the mouse pointer until it is over the column header divider to the right of the column you want to resize, then press the mouse button, drag the divider to the position you want, and release the mouse button. The column divider moves to the new location, and the mailbox is redrawn.

You can only shrink a column as far as its left divider. If you do that, a double divider line is displayed in place of the column, and its contents are hidden. To redisplay the column, drag the right divider line to the right.

Using the Mailbox Size Display

In the lower left corner of each mailbox window, three numbers show the size information for that mailbox. The first is the number of messages in the mailbox; the second is the total amount of space those messages require; the third is the amount of disk space that is wasted with the mailbox.

Wasted space is created when messages are deleted from a mailbox. This wasted space is automatically removed when the amount of wasted space in the mailbox is greater than the amount of space the messages in the mailbox use, or if the amount of space wasted in the mailbox is greater than 5% of the free space on the volume that contains it.

➡   To manually clean up the wasted space in a mailbox, click on the mailboxs size display. Or, to clean up all your mailboxes, select **Compact Mailboxes** from the **Special** menu.

Creating a Mailbox or Folder Using the Mailbox Menu

➡ To create a new mailbox or mail folder, select **New...** from the **Mailbox** menu. The New mailbox dialog is displayed.

You can create a new mailbox or mail folder inside a mail folder by selecting the New… command under a

folder.

➡ To create a mailbox, type in the new mailbox name and click **OK**. The mailbox is created and added to the Mailbox and Transfer menus.

➡ To create a mail folder, type the name of the new mail folder and check the **Make it a Folder** option. Click **OK** to create the folder. The new mailbox dialog is displayed again. Type the name of a mailbox to create within the new folder, then click **OK**. The new folder and its mailbox are displayed in the Mailbox and Transfer menus.

Deleting a Message

As a safeguard against inadvertent deletions, two steps are used to delete a message from your PC: first you put the message in the Trash, then you empty the Trash.

➡   To put a message in the Trash, select the message then select **Delete** from the **Message** menu, or select **Trash** from the **Transfer** menu, or press the delete key. The message is transferred to the Trash mailbox.

➡   To delete the messages in the Trash mailbox (removing them permanently from your PC), select Empty Trash from the **Special** menu.

➡   To delete a message permanently without sending it to the Trash first, select the message, hold down the Shift and Ctrl keys, and select **Delete** from the **Message** menu (or use any of the deleting options).

You can set up Eudora to warn you if you try to delete unread, queued, or unsent messages. To do this, use the Extra Warnings Options to turn on those options.

Quitting Eudora empties the contents of the Trash mailbox when the **Empty Trash when exiting** option in the Miscellaneous Options is turned on. Finally, if you want to delete just a few messages from the Trash mailbox, select them, then select Delete from the **Message** menu or press delete. Deleting a message from the Trash removes it completely.

Automatically Deleting Attachments

When you delete messages, you can have their attachments automatically deleted.

➡   To delete any attachments of messages that are emptied from the Trash, turn on the **Delete attachments when emptying Trash** option in the Attachments Options, and be sure the attachments are still in the Attach Directory (or the directory you have specified for attachments).

➡   To delete any automatically generated messages attachments (such as with the **Insert System Configuration** command), turn on one of the **Delete automatic attachments** options in the Attachments Options.

If you have these options on, and want to delete a message but save its attachment, move the attachment into another folder before deleting the message.

Transferring Messages

You can transfer messages to any of your mailboxes. There are several ways to do this:

Using the Transfer menu

Dragging Messages

➡   To put a copy of a message in another mailbox (instead of transferring the message), hold down the Shift key and use one of the transfer options above. This is useful if you want to file a message in more than one mailbox.

If you try to transfer a message to the Out mailbox, an alert is displayed informing you that some header

information may be removed from the message during transfer. Click **Yes** to transfer the message.

Note: *You can undo mailbox transfers using the **Undo** command under the **Edit** menu.*

Using the Transfer menu

The Transfer menu is one way to transfer messages among your mailboxes. With a current message open, or message summaries selected, select a mailbox from the **Transfer** menu. The messages are transferred from their previous mailbox to the mailbox you selected.

Dragging Messages

You can drag messages from one mailbox to another using the message summaries or the Tow Truck icon in an open window.

➡ To drag a message summary to another mailbox, select the message summary (or summaries), place the cursor over the summary, and hold down the mouse button and drag the summary into any open or minimized mailbox window. When you release the mouse button, the message is transferred.

➡ To drag an open message to another mailbox, hold down the mouse over Tow Truck icon and drag the message into any open mailbox, any mailbox in the Mailboxes window, or any toolbar mailbox button you have created. When you release the mouse button, the message is transferred.

Creating a Mailbox or Folder During Transfer

➡   To create a mailbox and transfer the current message into it at the same time, select **New...** from the **Transfer** menu instead of the name of a mailbox. The New Mailbox dialog is displayed. Enter the name of the mailbox or mail folder (be sure to check the **Make it a folder** option if you want a folder), and click OK. The current message is transferred into the new mailbox.

➡   To create the new mailbox without transferring the message into it, check the **Dont transfer, just create mailbox** option.

Filtering Messages

Many of the e-mail management functions in Eudora Pro can be done automatically using filters.

➡   To open the Filters window, select **Filters** from the **Tools** menu. The Filters window is displayed, and any filters you have created are listed on the left.

➡   To create or modify a filter, first click on the New button or select an existing filter.

Second, select the options for how you want the filter to be used: as an automatic filter to be invoked on any Incoming and/or Outgoing mail, and as a Manual filter that can be invoked when you select Filter Messages from the **Special** menu. Any combination of these options works.

Third, define the criteria for the filter: use the header item popups and the text fields to specify which header items should include a particular string of text. Use the conjunction popup to define two related terms for the criteria so that your filter is as specific as possible.

Header
Match Type
Matching Text
Conjunction

Fourth, Define the action to be taken on messages that fit the criteria and save the filters.

Filter Actions

Note: *Filters are automatically named based on the criteria for the filter. You can re-order them using the **Up** and **Down** buttons above the list.*

When the filters are invoked (automatically or manually), each message is matched against each filter in order from top to bottom. If the message meets a filters criteria, the actions are done as specified until there are no more actions, then the message is matched against the next filter. If at any point a **Skip rest** action is done, nothing else is done with that message, and the next message is filtered.

You can change the width of the filters list to create more or less space for your list. To do this, put the arrow over the bar to the right of the list and drag the line to the left or right.

Sorting Messages Within Mailboxes

The message summaries in mailboxes are automatically sorted by date, in ascending order (the newest messages at the bottom of the mailbox).

➪ To change the sort, select the appropriate command from the **Sort** submenu from the **Edit** menu.
➪ To sort in descending order, hold down the Shift key and select a sort command.

Each sort is based on the previous state of the mailbox. For example, if a mailbox is sorted by date, and then you sort by sender, the messages are grouped by sender and each group is in order by date.

Note: *Sometimes sorting by Date can be incorrect. This usually happens if the messages have incorrectly formatted date fields, or unknown or incorrect time zones.*

Finding Text Within One Message

➡ To search for text within a single message, open the message and make sure it is current.   Then, select **Find** from the **Edit** menu and select the **Find** command from the submenu.   The Find dialog is displayed, with the blinking insertion point located in the text field.

Type the text you want to find in the text field.   When finished entering the desired text, click the **Find**

button.

Starting at where the cursor is in the message, Eudora searches the current message for the specified text.

If no match is found, the not found alert is displayed.

If the search is successful, the message is scrolled to the first point where the match is found and the

matching text is highlighted.

➡ To continue searching in the same message for the next occurrence of the text, click the **Find** button in the Find dialog, or select the **Find Again** command from the **Find** submenu.   These commands are equivalent and limit the search to the same message.   Repeating these commands cycles through the matches in the open message only.

Match Case

Summaries Only

Finding Text Among Multiple Messages and Mailboxes

➡	To continue to search for text in the messages following the current message, and within the same mailbox, click on the **Next** button.

➡	To continue to search for text in the messages following the current message, and to go to the next mailbox if necessary, **Next Message** button.

➡	To continue to search for text in the messages in the next mailbox, click on the **Next Mailbox** button.

Note:	*Mailboxes are searched in the same order as they appear in the Mailbox menu.*

Enter Selection Command

If you dont want to actually type the text in the Find dialog (for example, the text is very long or complex), highlight it in an existing message, and then select **Enter Selection** from the **Find** submenu.   This automatically inserts the selected text at the insertion point in the Find dialog.   Then, select the **Find** command from the **Find** submenu to start the search.

Stopping a Find

If you want to stop Eudora from continuing a search, click the Stop button on the progress window or press the Esc key.

Saving a Message to a File

You can save a message to a separate text file on your PC.

➡ To do this, open or select the messages you want to save to text. Then, select Save As**...** from the **File** menu. The Save As dialog is displayed allowing you to choose a name and location for the file.

Guess Paragraphs removes extraneous carriage returns from the message, leaving returns only at the ends of paragraphs, and converts multiple spaces into tabs.

Include Headers retains the first messages header information in the saved document. If this is not checked, only the body of the messages is saved.

Once youve made all of your choices, click on the **Save** button in the dialog.

Note: *If an unread () message is saved to a file, its status changes to read, regardless of whether the message was opened.*

If you select multiple messages from a mailbox window and select **Save As...**, all of the messages are saved to a single file with only the header from the first listed message.

Using the Address Book

The Address Book is where you keep information about individuals or groups that you correspond with. Each entry in the Address Book includes a nickname for a person or group, their full e-mail addresses, and any notes. You can also use the Address Book to put nicknames on the Quick Recipient List, and to address a new message.

You can use the **View By** option to display the entries by nickname or address. If you view by a field that doesnt contain any data, the entry is displayed with «».

You can also start typing in the list of entries and the appropriate entry will be selected when you enter enough unique characters to identify it.

⇨   To open your Address Book, select Address Book from the **Tools** menu.
⇨   To close and open the right-hand side of the Address Book, use the **«** and **»** buttons.
⇨   To page up and down in the list of entries, use the arrow keys. To resize the list, drag the divider.

Creating New Entries

Changing and Deleting Entries

Including Nicknames on the Quick Recipient List

Addressing a Message from the Address Book

The Make Address Book Entry Command

The Finish Address Book Entry Command

Using Nicknames that were not Created by Eudora

Using the Quick Recipient List

Creating New Entries

To create a new entry, click on New. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry. A Nickname (sometimes called an alias) is an easily remembered, shorter substitute for the e-mail addresses in the entry. Nicknames can be used in place of proper e-mail addresses in the To, Cc, and Bcc fields of outgoing messages.

Select the **Put it on the recipient list** option if you want the nickname on your list, and click **OK** to create the entry. Then you can enter the information for that entry.

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. You can use a mix of nicknames and complete e-mail addresses.

Note: *Be sure there is no other information in this field except addresses or nicknames, or your messages will be addressed incorrectly.*

In the **Notes** tab you can enter any notes to yourself about the entry. This information is not included in outgoing messages.

To save your changes to the Address Book, select **Save** from the **File** menu.

Changing and Deleting Entries

➡ To make changes to an Address Book entry, select the entry from the list and edit the fields as appropriate.

Important: *If you change a nickname, but sure to correct any entries that reference that nickname.*

➡ To delete an entry, select it from the list and click on the **Del** button or the **Delete** key. You cannot remove the Eudora Nicknames file.

➡ To save your changes, select **Save** from the **File** menu.

Including Nicknames on the Quick Recipient List

➡   To include a nickname in the Quick Recipient List, select the appropriate Address Book entry from the list and click on the Recipient List option (next to the **Nickname** field).

The nickname for the selected entry is included on the Quick Recipient List. If you change a nickname or remove an entry, the Quick Recipient List is updated as appropriate. For details about using the Quick Recipient List, see the section Using the Quick Recipient List.

Note: You can add or remove mulitple nicknames to or from the Quick Recpient List by selecting multiple entries. Hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections.

➡   To save your changes, select **Save** from the **File** menu.

Addressing a Message from the Address Book

You can open and address a new message from the Address Book using the **To**, **Cc**, and **Bcc** buttons, or by dragging one or more entries to an open message.

➡️ To create a new message from the Address Book, select the entry to which you want to address the mail (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections). Then click on **To**, **Cc**, or **Bcc**. A new composition window is displayed with the selected nickname(s) inserted in the appropriate field.

> *Note:* *You can also double-click on one entry to enter that nickname in the **To** field, or double-click on one of many selected entries to enter those nicknames in the **To** field).*

Once the composition window is displayed, you can use the **To, Cc**, and **Bcc** buttons to insert additional nicknames into the corresponding fields. Or, you can drag the appropriate entries to those fields.

The "Make Address Book Entry" Command

The Make Address Book entry command is used to create entries in your Address Book, and is especially helpful for making group entries. You can use this command from almost anywhere in Eudora.

➡   In the Address Book, highlight several different entries (hold down the Shift key to select multiple entries in sequence, or the Ctrl key to make disjoint selections), then **select Make Address Book Entry...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. The **Address(es)** field of the new entry will include the nicknames for the entries you selected, not the real addresses.

➡   In a mailbox, highlight the message(s) you want and select Make Address Book Entry**...** from the **Special** menu. The New Nickname dialog is displayed prompting you for the nickname of the new entry. Follow the instructions for creating a new entry.

       If the current message is an outgoing message, the new entry will include all of the addresses in the **To**, **Cc**, and **Bcc** fields. If the current message is an incoming message, the new entry will include the address in the **From** field. If multiple messages are current (i.e., you have several message summaries selected in a mailbox window), addresses are taken from each message and are all put in the new entry.

> *Note:*   *If the **Include yourself** option is on in the Replying Options, your address is included in the new*
>
>   *entry.*

➡   In the Directory Services window, finish a Ph query and select Make Address Book Entry**...** from the **Special** menu. The New Nickname dialog is displayed so that you can name the nickname. The real name and e-mail address are included in the new entry.

The "Finish Address Book Entry" Command

With the Finish Address Book Entry command, you can enter a unique portion of a nickname in the **To**, **Cc**, or **Bcc** fields of a message, then select **Finish Address Book Entry** from the **Edit** menu, and the nickname will be completed for you. You must enter the characters in the nickname that make it unique, or Eudora will not know which nickname to use. For example, if you have two nicknames, jon and john, you would have to enter jon or joh for Eudora to complete them.

➡ To insert the real addresses for the entry, instead of the nickname, hold down the Shift key and select **Finish Address Book Entry** from the **Edit** menu. To set this to happen all the time, turn on the **Automatically expand nicknames** option in the **Miscellaneous Options**.

Using Nicknames that were Not Created by Eudora

To use a nickname file that was not created in Eudora, put the file in the Nickname directory (in your Eudora directory), and be sure the format is as follows: One nickname on each line with the real addresses separated by commas, and one line for notes. For example:

    alias Wow joe@wow.com,lisa@wow.com,chris@wow.com
    note Wow My favorite company

You will need to exit and re-open Eudora to see your new entries in the Address Book.

Using the Quick Recipient List

The Quick Recipient List is your list of often-used nicknames. If you have checked the Recipient List option in an Address Book entry, the entrys nickname is included in the list.

➡ To open a new message addressed to someone on your Quick Recipient List, select New Message To**,** Forward To, or Redirect To from the **Message** menu, and select the nickname from the displayed list.

➡ To insert a nickname into a message that you have already opened, put the cursor where you want the nickname and select **Insert Recipient** from the **Edit** menu.

➡ To insert the real address(es), instead of the nickname, hold down the Shift key and select **Insert Recipient** from the **Edit** menu.

More than one nickname from the Quick Recipient List can be added to the **To**, **Cc**, and **Bcc** fields of any message. If you use the Insert Recipient command, commas are added where necessary.

Opening Directory Services

Eudora can access two different directory services, Ph and Finger. To use these services, you must put the name of the host machines for the Ph and finger servers in theHosts Options.

➭   To use the directory services, select Directory Services from the **Tools** menu.
➭   To keep the Directory Services window on top so that you can easily continue using it, turn on the **Keep on Top** option at the bottom of the window.

Using Ph

Finding Ph Servers

Using Finger

Using Ph

➡ To look someone up using Ph, enter your command and click on **Ph**. The command is sent to your Ph server, and the response is displayed in the lower section of the window.

➡ To add the results of your Ph command to your Address Book, specify which of the results you want to include in the Address Book, then select **Make Address Book Entry…** from the **Special** menu (for details on how to use this command, see The Make Address Book Entry Command). This may not work if your Ph server is not set up for it.

Note: *You can type any Ph command in the query field, except login commands or commands requiring login.*

For information about the Ph server source code, see Appendix A of the user manual.

Finding Ph Servers

Some Ph servers keep a list of other Ph servers that are available on the Internet. This is not always a comprehensive list of every Ph server out there, but it can be helpful.

➡   To get the list of servers that the active server knows about, click on the **Server** button. A list of servers is displayed in the results area. To go to one of those servers and do a query, double-click on the servers URL.

Using Finger

To use the **Finger** protocol, enter your command and click Finger. The command should be in the form name@domain. If you omit the @domain segment, the active server is used. The finger command is sent to the finger server, and the response is displayed in the lower section of the window.

Printing

You can print the current message or messages, a plain text window, selected text within a message or text window, the contents of the Directory Services window, and your filters. Eudora automatically prints headers and footers on each page, giving the window title, page number, and your return address.

➡ To print the current message or item, select **Print...** from the **File** menu.

Plugins (Extended Messaging Services)

Plugins are special add-ons that can be installed to add features to Eudora. For example, you could use a language conversion plugin to translate a message to another language, a security plugin to automatically secure a message, or a text manipulation plugin to change lowercase to uppercase. Plugins interface to Eudora using the Extended Messaging Services Application Programming Interface (EMSAPI).

➡ To make plugins available to Eudora, put them in the **Plugins** directory in your Eudora Pro directory, then restart Eudora. Depending on the plugin type, it will be available in Eudora through the following methods:

The **Message Plugins** submenu (in the **Edit** menu) typically includes plugins that are used to modify the text of a message. These are referred to as on-request plugins. Some samples of these types of plugins are available with Eudora: Sort, UpperLower, and Unwrap.

Icons in the message window are typically for plugins that are used to manipulate messages as they are sent or when they are received. These are referred to as on-transmission and on-display plugins.

The **Tools** menu typically includes plugins that are used to do tasks that are not directly related to Eudora functions. These are referred to as tools plugins.

The **Attach [to New]** submenu (in the **Message** menu) typically includes plugins that are used to create and attach particular files to a message. These are referred to as attachment plugins.

Plugins that are automatically used when a message is received are not available through the user interface.

➡ To see all of your currently installed plugins, select **Message Plugins Settings** from the Special menu. If a plugin has any settings options, you can use the **Settings** button to change them.

For information about available plugins, send e-mail to <euodra-rep@eudora.com> or visit the World Wide Web site <http://www.eudora.com/>.

The Messaging Application Program Interface (MAPI)

MAPI is an interface that lets you send e-mail messages from any MAPI-compatible application, such as your word processor, spreadsheet, graphics application, etc.

MAPI-compatible applications have a **Send** or **Send Mail** option in the **File** menu. When you select the option, the Eudora MAPI server displays a new outgoing message with your current document attached. All you need to do is address the message, type any details you want to include in the body of the message, and click **Send** or **Queue**.

➡ To run the Eudora MAPI server, use the MAPI Options dialog. To display the MAPI Options dialog, select **Options...** from the **Tools** menu and click on the MAPI category (see the Options Dialog, MAPI section). You have several options in the MAPI Options dialog for loading the Eudora MAPI server. You can set it to always run or to run only when Eudora is running, or you can specify that it never run. These three options open or exit the server as soon as you select them.

Note: *When you are running the Eudora MAPI server, Microsoft Exchange will not work. If you need to use Exchange, turn off the Eudora server. See Appendix F of the user manual for technical details on the Eudora MAPI server.*

You also have several options for saving or deleting MAPI attachments. When you use MAPI to attach a file and send a message, that file is immediately copied into the Attach directory (or a directory you have specified). You can use the MAPI options to save those copies, delete them after sending their corresponding messages, or delete them after their messages are emptied from the trash.

Modifiers

Many operations in Eudora can be implemented by holding down one or more **modifier** keys. Eudora uses the **Shift**, **Ctrl**, and **Alt** keys as modifiers.

Shift + Queue/Send Open the Change Queuing dialog.

Shift + Open an incoming message

        Opens the message with all headers displayed.

Shift + Sort command Sort in descending 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 + Paste or **Shift + Paste as quotation**

        Paste the selection as plain text (do not paste the style information).

Shift + Wrap Selection Removes the carriage returns from the selected text (unwraps).

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

Shift + Save   Saves changes to all open windows.

Shift + Close   Closes all open windows.

Shortcuts

The keyboard shortcuts for Eudora functions are as follows:

Ctrl +	**0**	Open Out mailbox
Ctrl +	**1**	Open In mailbox
Ctrl +	**'**	Paste as quotation
Ctrl +	**,**	Finish nickname
Ctrl +	**A**	Select all
Ctrl +	**C**	Copy
Ctrl +	**D**	Delete
Ctrl +	**E**	Send or Queue
Ctrl +	**F**	Find dialog
Ctrl +	**H**	Attach document
Ctrl +	**J**	Filter messages
Ctrl +	**K**	Make nickname
Ctrl +	**L**	Address Book
Ctrl +	**M**	Check mail
Ctrl +	**N**	New message
Ctrl +	**O**	Open file
Ctrl +	**P**	Print
Ctrl +	**Q**	Exit Eudora
Ctrl +	**R**	Reply
Ctrl +	**S**	Save
Ctrl +	**T**	Send queued messages
Ctrl +	**V**	Paste
Ctrl +	**W**	Close message
Ctrl +	**X**	Cut
Ctrl +	**Y**	Directory Services
Ctrl +	**Z**	Undo

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 or URL.
esc	Stop any operation currently in progress.
F1	Display Help.
page up, **page down**	Scroll up or down through the window.

Win32s Compatibility

If you are running Win32s, we suggest using the 16-bit version of Eudora Pro for Windows. If you must run the 32-bit version of Eudora under Win32s, be sure   to run Win32s version 1.3 or later.

Reporting Bugs

If you experience something you think might be a bug in Eudora, please report it by sending a message to <eudora-bugs@qualcomm.com>. Describe what you did, what happened, what version of Eudora you have, any error messages Eudora gave (the numbers in ()'s are especially important), what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

You will receive an automated response indicating that your bug report has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

Suggestions

From time to time, everyone comes up with an idea for something they'd like their software to do differently. This is true of all applications, no less Eudora. If you come across an idea that you think might make a nice enhancement to Eudora, your input is always welcome. Please send any suggestions or requests for new features to <eudora-suggest@qualcomm.com>.

You will receive an automated response indicating that your suggestion has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response.

EUDORA.INI Settings File

The EUDORA.INI file is where Eudora keeps most of the settings.   It is a standard Windows INI file, and may be edited with any text editor.

Note: *Since Windows caches information from INI files in memory while the program is running, you should never change the EUDORA.INI file while Eudora is in use.   If you need to make a change, first quit Eudora, then edit the file, and then restart Eudora.*

The EUDORA.INI file is broken up into 5 sections:

> [Settings]
> [Dialup]
> [Window Positions]
> [Debug]
> [Mappings]

Only the items that are not configurable from the Options dialog are listed here.

Name and Location of the INI File

The default name is EUDORA.INI and the default location is in the mail directory.   But the name and location can be changed.

To specify a different INI file from the EUDORA.INI that is not in the mail directory, add a second parameter to the command line in the Program Item for Eudora, e.g.

> Command Line: c:\apps\eudora.exe c:\mymail c:\inis\myeudora.ini

To use a different INI file that is in the mail directory:

> Command Line: c:\apps\eudora.exe c:\mymail myeudora.ini
> Command Line: c:\apps\eudora.exe c:\mymail\myeudora.ini

This is a way to have multiple settings for one set of mailboxes, nicknames, etc.   For example, you may have multiple e-mail accounts in which you receive mail, but want to collect mail from all of the accounts in one place. You could set up separate Program Items for each account (each having a different INI file on the command line), and switching between accounts would be as simple as double-clicking on a Program Item.

And for an even more tricky specification, if the first parameter is an INI filename without a path, then the mail directory is searched through the normal process of checking the EUDORA environment variable and then using the executable directory.

Examples:

> SET EUDORA=c:\mymail
> Command Line: c:\apps\eudora.exe myeudora.ini

will use c:\mymail as the mail directory and c:\mymail\myeudora.ini as the INI file.

> SET EUDORA=myeudora.ini
> Command Line: c:\apps\eudora.exe

will use c:\apps as the mail directory and c:\apps\myeudora.ini as the INI file.

Default INI file

When an entry in the EUDORA.INI file is not found, Eudora will look in the DEUDORA.INI file located in the same directory as the EUDORA.EXE file. The [Mappings] section of the DEUDORA.INI file acts as though it was appended to the end of the [Mappings] section of the EUDORA.INI file.

[Dialup]

The [Dialup] section controls the use of the dialup connection method.   See the Dialup Eudora" appendix to the user manual for more detailed information.

Entry	Default Value	Description
ATSendDelay	100	The delay between sending characters in a modem AT command and in the EchoCancelString (in milliseconds).
BreakTime	150	Length of modem break command (in milliseconds).
BusyRetries	0	The number of times that the phone will be redialed after receiving a busy signal.
BusyRetryDelay	5	The number of seconds between redials after receiving a busy signal.
EndScript	SERIAL.END	Script used when closing modem connection.
SMTPHELOString		String to send as the parameter of the SMTP HELO command.
TelnetCommand	telnet {System} {Port}\r\n	Telnet command issued to use the network services (i.e. POP, SMTP, ph, finger, and Eudora password changer).

[Debug]

The [Debug] section controls aspects of the Eudora log file.   The Eudora log file is a handy tool for debugging network connections, especially when using the dialup connection method.

Entry	Default Value	Description
LogFileName	EUDORA.LOG	The name of the log file.
LogFileSize	100	The size of the log file (in KB) when it will be copied to the file EUDORLOG.OLD and a new log file will be started.
LogLevel	11	A bit-mapped value telling what type of information to log:

Bit 1 (1):	Sending of a message
Bit 2 (2):	Receipt of a message
Bit 3 (4):	Dialup script navigation commands
Bit 4 (8):	Alert messages
Bit 5 (16):	Progress messages
Bit 6 (32):	All bytes sent
Bit 7 (64):	All bytes received

[Mappings]

This is a sample [Mappings] section.   It is NOT a default for Eudora if you have a missing/empty [Mappings] section.   The [Mappings] section contains information for mapping between PC file extensions, Mac creator and type, and MIME type and subtype for attachment files (in that order).   Entries marked as "in" work only on incoming messages and entries marked as "out" work only on outgoing messages.   Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see "Appendix D - MIME and Mappings" of the Eudora manual.

```
out=txt,ttxt,TEXT,text,plain
both=doc,MSWD,,application,msword
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=xlc,XCEL,XLC3,,
```

```
both=xlm,XCEL,XLM3,,
both=ppt,PPT3,SLD3,,
both=wp,WPC2,.WP5,application,wordperfect5.1
both=zip,,,application,zip
both=rtf,,,application,rtf
both=ps,,,application,postcript
in=eps,,EPSF,,
out=eps,dPro,EPSF,application,postscript
both=mpg,,,video,mpeg
both=jpg,,,image,jpeg
both=gif,,,image,gif
both=tif,,,image,tiff
both=pct,,PICT,,
both=mac,MPNT,PNTG,,
```

[Window Positions]

The [Window Position] section saves the positions of the standard windows (not your mailboxes and messages).

Entry	Default Value
CheckSpellingWindowPosition	0,0,0,0
DebugTraceWindowPosition	110,185,635,500
FilterReportWindowPosition	10,10,500,300
FiltersWindowPosition	60,345,580,480
FindWindowPosition	60,345,580,480
InputDialogWindowPosition	50,100,358,450
MailboxesWindowPosition	80,80,565,415
MainWindowPosition	0,0,640,480
NicknamesWindowPosition	50,5,590,475
PhWindowPosition	10,40,630,440
ProgressWindowPosition	0,0,0,0
Signature2WindowPosition	10,60,630,240
SignatureWindowPosition	10,60,630,240
TextFileWindowPosition	0,0,600,460

[Settings]

Entry	Default Value	Description
AutoWordSelection	0	When on, selection in text is done on a word boundary rather than a character boundary.
BadPasswordString		When the POP server returns an error on sending the PASS command, the password will only be erased when the error response includes this text.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicates that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).
CompactDisk%	5	What the amount of "wasted space" taken up by deleted messages in a mailbox as a percentage of total free disk space must be before the mailbox automatically gets compacted when closed.
CompactMailbox%	50	What the percentage of "wasted space" taken up by deleted messages in a mailbox must be before the mailbox automatically gets compacted when closed.
CompSummaryItalic	1	Display summaries of outgoing messages in mailboxes other than **Out** with italics.
EnrichedSoftLine	72	Number of characters sent on a line before adding a soft newline when sending text/enriched.
EudoraPassPort	106	Default port number for the Eudora password changing service (epass).
ExcerptBars	2	Width (in pixels) of excerpt bars in messages. Set to zero to hide excerpt bars.
ExcerptColors	0	If on, each excerpt gets displayed in a different color.
ExcerptColor1	255	RGB color value of first level of

		excerpt
ExcerptColor2	16711680	RGB color value of first level of excerpt
ExcerptColor3	32768	RGB color value of first level of excerpt
ExtraHeaders		Extra headers that are sent with each outgoing message.
		If multiple headers are to be sent, separate each with "\r\n".
		For example, "ExtraHeaders=X-Header1: foo\r\nX-Header2: bar".
ExtraNicknameDirs		List of directories to search for additional nickname files. Multiple directories can be entered, separated by semicolons (;).
FindMatchCase	0	"Match Case" checkbox in the Find dialog.
FindSummariesOnly	0	"Summaries Only" checkbox in the Find dialog.
FingerDefault	0	Tells whether or not the Ph window should default to finger.
FingerPort	79	Default port number for the finger service (finger).
FlushDiskCache	0	If on(1), Eudora will flush the disk write cache before sending the command that deletes a message from the POP server. This is only necessary if you are using disk caching software (e.g. SmartDrive), have write caching turned on, and are sensitive about the unlikely chance that your machine may hang right after deleting a message from the POP server but before the write cache gets flushed.
GuessParagraphs	0	"Guess Paragraphs" checkbox in the Save As... dialog.
IdleTime	60	The number of seconds that Eudora has to be idle before it will consider performing an automatic mail check.
IncludeHeaders	0	"Include Headers" checkbox in the Save As... dialog.
Indent	5	The number of characters that the Indent In and Hanging Indent In functions will indent.
KerberosSetUserName	0	Uses KClient SetUserName() function to set user name in Kerberos system. Turning this switch on may cause Kerberos tickets to be invalidated.
LastSettingsCategory	0	Last category that was displayed in the Settings dialog.
LexPath		Directory in which the dictionary files for spell checking reside.
MainLexFiles		Main dictionary files. British dictionaries can be used by changing this to sscebrc.tlx, sscebrm.clx, ssceamc.tlx, ssceamm.clx
MainWindowState	1	The state of the Main Window (normal = 1, minimized = 2, or maximized = 3). The state is set when Eudora closes, and the Main Window is set to this state the next time Eudora starts up.
NetworkOpenTimeout	60	The number of seconds Eudora will wait for a response to opening a

		connection before it gives up.
NicknameAddressesHeight	60	Percent of height of Nicknames window that the Address(es) field takes up.
NicknameListWidth%	33	Percent of width of Nicknames window that the list of nicknames takes up.
NoAutoSendPrecedence	list,bulk	When filtering incoming messages with precedence headers of **list** or **bulk**, do not automatically create new outgoing messages.
NoSplashScreen	0	If on (set to 1), the openning splash screen (aka About Box) will not be displayed.
NumberofTraceLines	300	The number of lines saved in the Trace window.
PhPort	105	Default port number for the Ph service (csnet-ns).
PhReturn		A string that is appended to every Ph command before sending to the Ph server. For example, "PhReturn=return all" would return all fields of the records returned by the query, and "PhReturn=type=person" would return all matches to the query with the additional filter that the record is a person.
POPPort	110	Default port number for the POP service (pop3).
PrintHeaders	1	When on (1), printed messages get headers and footers.
QuoteEnd		The string that gets inserted after the original text of a forwarded message. A newline is added before the string.
QuotePrefix	>	The string that precedes all lines of the original message in a forwarded message
QuoteStart		The string that gets inserted before the the original text of a forwarded message. A newline is added after the string.
ReadRecieptAsk	1	Ask user for read reciepts.
ReadRecieptNo	0	Always deny read receipts without prompting.
ReadRecieptYes	0	Always return read reciepts without prompting.
ReplyAllAttribution	At %1, %2 you wrote:	Attribution line when a Reply to All is done.
ReplyAttribution	At %1, you wrote:	Attribution line when a Reply is done.
ReplyEnd		The string that gets inserted after the the original text of a replied message. A newline is added before the string.
ReplyPrefix	>	The string that precedes all lines of the original message in a replied message
ReplyStart		The string that gets inserted before the original text of a replied message. A newline is added after the string.
ReturnAddressFormat	%1 < %2>	Format of the From: field in outgoing messages. %1 is the Real name, and %2 is the Return address.
SaveDialupPasswordText		Where your dialup password is saved (in an encrypted format) if you have the Save Password switch

turned on.

SavePasswordText		Where your POP password is saved (in an encrypted format) if you have the Save Password switch turned on.
SendXAttachHeader	0	Do not send the full path to attachments in the X-Attachments header.
ServerCacheSize	10	Number of servers remembered in Directory Services window.
ShowAllHeaders	0	Do not show all headers.
ShowProgress	1	Show/hide the Progress window
SMTPPort	25	Default port number for the SMTP service (smtp).
SMTPRecipientWrap	72	Column at which recipient headers (To: and Cc:) are wrapped when sending a message.
StationerySignatureRules	1	Signature precedence is as follows:Users selection; Stationerys signature; Personalitys signature. Set to **0** to put Personalitys signature before Stationerys.
TabooHeaders	Received, Status, Message-Id, In-Reply-To, X-Priority, Mime-Version, Content-Type, Content-Transfer Encoding, X-Mailer, X-UIDL, X-400, Precendence	A comma separated list of headers (without colons) that shouldn't be shown when the Show all headers switch ("Blah Blah Blah" icon) is off for a message. The matching is done on a prefix basis, so any header that begins with one of these values will not be shown.
TabSpaces	0	If on, when the tab key is hit in the body of the message, spaces are inserted instead of an actual tab character.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TimeZone		**16-bit Only** This should contain the time zone in which you are located, in the following format:

        TimeZone=xxxnnnyyy

where xxx, yyy are timezone abbreviations like PST, PDT, CDT, and nnn is the offset in hours WEST of GMT (i.e those that are east of GMT should enter a negative number here).   xxx is the timezone during Standard Time and yyy is the timezone during Daylight Savings Time.   If you do not change your clocks during Daylight Savings Time, leave yyy blank.   Here's some samples:

        TimeZone=PST8PDT

        TimeZone=MET-1

If you don't specify a TimeZone entry, then a Date: header will not be put in outgoing messages, which is fine for most because their mail server will insert the correct Date: header.   The moral is: if you don't get messages bounced because of a missing Date:

		header, then leave the TimeZone entry alone.
TraceWindowMask	31	Log level of information that gets sent to the Trace window (see the [Debug] section).
TocDateLeeway	2	Number of seconds that the date on a mailbox .TOC file can be behind the .MBX file that Eudora will not flag as being out of date. Helpful for network file systems.
UnreadExpires	5	The number of days after which a message is no longer used to determine if a mailbox has unread messages in it.
URLHelper		Full path of application used to launch URLs.
URLHighlight	1	Display URLs in blue underline style.
UsePOPSend	0	If UsePOPSend is on, Eudora will send mail using the POP3 extended command XTND XMIT. Since this is

an optional command for POP3, many POP3 servers do not support this command (Berkeley's popper, however, does).   There are pros and

cons to using POP3 to send your mail.   It provides a level of security since it requires a username/ password pair to send mail messages, unlike SMTP.   It is faster than SMTP, especially when checking for new mail at the same time.   It doesn't check for valid recipients until the entire message is sent, and some implementations (Berkeley's popper, for example) won't tell you which recipients are invalid and will send the message to the valid recipients anyway. |
UserChangeLex	uchange.tlx	Filename of user-defined list of words to change when spell checking.
UserIgnoreLex	uignore.tlx	Filename of user-defined list of words to ignore when spell checking.
UserSuggestLex	usuggest.tlx	Filename of user-defined list of words to suggest when spell checking.
WordWrapColumn	76	Column in which lines are wrapped at in outgoing messages when the Word wrap switch is on.
WordWrapMax	80	Length at which a line is considered too long, and must be wrapped in outgoing messages when the Word wrap switch is on.

How To …

Reference

Feedback

New in this Release

Get Started

[Configuring Eudora](#)

[Registering Your Copy of Eudora](#)

[Quitting Eudora](#)

[Uninstalling Eudora Pro](#)

Create Messages

Send Messages

Receive Messages

Respond to Messages

Work with Mailboxes

Organize Your Messages

Use the Address Book

Use Directory Services

New in this Release

Address Book and Filters

➡ [Using the Address Book](#)

➡ [Filtering Messages](#)

Reference

➡ [Plugins (Extended Messaging Services)](#)

➡ [The Messaging Application Program Interface (MAPI)](#)

Using the Mailboxes Window

The Mailboxes window lets you create new mailboxes and folders, remove and rename them, and move mailboxes among folders. To accomplish any of these tasks, select **View Mailboxes** from the **Tools** menu. The Mailboxes window is displayed.

The Mailboxes window has two identical lists of mailboxes and folders, each entitled **Eudora Folder** (or the name of the folder holding your mail). These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name). Each list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes arent included.

If the Mailbox window isnt big enough to display all of your created mailboxes and folders, use the scroll bar on the right side of either list to view the rest of the mailboxes and folders.

> *Note: Double-clicking on any of the mailboxes in a list opens that mailbox. Messages can be selected, opened, and otherwise manipulated from there.*

➪ To open a folder and display its contents in the list, double-click the folder.
➪ To change the folder being displayed in the list, select another folder from the title popup.

Creating a New Mailbox or Folder

Renaming a Mailbox or Folder

Moving a Mailbox (or Folder) from one Folder to Another

Removing a Mailbox or Folder

Creating a New Mailbox or Folder

To create a new mailbox or folder in the Mailbox window, be sure one of the lists is displaying the folder you want to put the new item in. Then click on the **New** button below that list. A dialog is displayed requesting the name of the new mailbox or folder.

Type in the new name, check the Make it a Folder option if you want to, and click **OK**. The new mailbox or folder is displayed in the lists, and added to the Mailbox and Transfer menus.

Renaming a Mailbox or Folder

To rename a mailbox or folder, select the one you want to rename (from either list) then click on the **Rename** button under that list. A dialog is displayed requesting the new name. Type in the new name and click **Rename** to rename the mailbox or folder.

Moving a Mailbox (or Folder) from one Folder to Another

To move a mailbox or folder from one folder to another, select the one you want to move (from either list). In the other list, open the destination folder so that its name is displayed above the list. Click on the **Move** to move your selection to the other folder.

Removing a Mailbox or Folder

To remove a mailbox or folder, select the ones you want to remove (from either list) then click on the **Remove** button under that list. A dialog is displayed asking you to confirm the removal. Click on the **Remove It** button to remove the mailbox. If you selected more than one mailbox or folder, you are prompted for each one of them. Click on the **Remove All** button to remove all of them without further prompts.

If you choose to remove a mailbox in which messages are still stored, or a folder in which other mailboxes or folders are stored, all the messages, mailboxes, and folders contained within the selected mailbox are also removed.

Current Mailbox/Folder

Gives the name of the mailbox or folder whose contents are displayed in the list below.

Mailbox List

Lists all of the mailboxes and folders contained in the current folder.

Rename

Renames the mailbox or folder that is highlighted in the list.

A dialog is displayed prompting you for the new name.

Remove

Removes the mailbox or folder that is highlighted in the list.

If there are messages in the mailbox, you will be prompted for whether or not you want to remove everything.

New

Creates a new mailbox or folder within the current folder.

>>Move>>

Moves the highlighted mailbox or folder in the left-hand list to the right-hand list.

<<Move<<

Moves the highlighted mailbox or folder in the right-hand list to the left-hand list.

Putting Multiple Users on One PC

To have multiple users on a PC, make a separate mail directory and create a separate program item for each user. The directories can be named whatever you like, and put anywhere you like, including on floppies or network drives. To tell Eudora which directory to use, specify that directory as the first parameter on the Command Line of the Program Item Properties dialog.
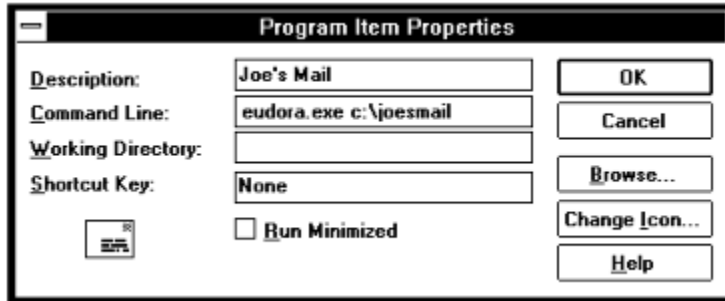
Specifying a mail directory

Priority popup

Specifies the priority of the message as it is displayed in the mailbox window.

BLAH ,BLAH, BLAH Icon

If this is on, all message headers (and any formatting codes) are displayed.

Fetch Icon

If this is on, the next time Eudora checks the server for mail it also downloads this entire message.

You can also turn on the Trash icon so that the message is downloaded then deleted.

Subject Field

Use this field to change the subject of the message as it is displayed in the mailbox window. To change the subject, type the new subject in this field and press [Enter].

Signature popup

The Signature popup menu lets you automatically attach a signature file to the end of the message.

Attachment Type popup

The Attachment Type popup menu lets you select what format documents that you attach to outgoing messages are encoded in: Multipurpose Internet Mail Extensions (**MIME**), **BinHex**, or **Uuencode**.

MIME is best for recipients with MIME.
BinHex is most compatible with old Macintosh mailers and previous versions of Eudora.

Quoted-Printable Encoding

If this is on, quoted-printable (QP) encoding may be used when sending messages that contain long lines of text or special characters. When on, it is used for all attachments. It is recommended that this button always be on.

Text as Attachment

If this is on, plain text files (ASCII) are attached as normal. If it is off, plain text files are included in the body of the message.

Word Wrap

If this is on, carriage returns are inserted automatically when the message is sent, at roughly 76 characters per line.

It is a good idea **not** to include your own carriage returns within paragraphs if you have this option on. Only use carriage returns to create new paragraphs.

Tabs in Body

If this is on, when you press the **tab** key within the message body, a tab is inserted. If it is not on, when you press the **tab** key within the message body the cursor moves to the **To** field.

Keep Copy

If this is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an **S** in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

Open Next Message

Opens the next message in the mailbox.

Open Previous Message

Opens the previous message in the mailbox.

New Text File

Opens a text window so you can create a text file from within Eudora.

Open Text File

Displays the standard File dialog so you can find and open a file.

Open Attachment

Opens an attachment in a composition window or a received message, as long as the attachment is highlighted (in a composition window) or the cursor is on the same line as the attachment (in a received message).

Close

Closes the current message or window.

Hold down the Shift key to close all open windows.

Save

Saves changes to the topmost window. This applies to message composition windows, signature windows, the Nicknames window, and the Filters window.

Hold down the Shift key to save the changes to all open windows.

Save As

Displays the standard Save As dialog so that you can save the current message to a plain text file.

If you select several messages they are all saved as one file.

Send Queued Messages

Sends all queued messages to the mail server.

Queued messages are listed in the Out mailbox with a Q in the status column.

Check Mail

Checks your POP server for new messages and transfers them to your PC.

If a time appears in parentheses next to this command, it is the next time an automatic mail check will occur.

Print

Prints messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Print Preview

Displays the Print Preview window for messages, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Print Setup

Displays the standard Windows Print Setup dialog.

Exit

Exits Eudora. If edited messages or windows are still open, you will be asked to save or discard your changes.

Hold down the Shift key to instruct Eudora that all currently open windows are to automatically reopen at the next startup.

Undo

Reverses the last editing action done on a piece of text.

Cut

Cuts the selected text and copies it to the clipboard.

Copy

Copies the selected text to the clipboard.

Hold down the Shift key to remove the carriage returns from wrapped text prior to copying it to the clipboard.

Paste

Pastes the contents of the clipboard at the insertion point in a message or message header.

Paste As Quotation

Pastes the contents of the clipboard at the insertion point with quote characters at the beginning of each line to denote quoted text.

Clear

Deletes selected text without copying it to the clipboard

Select All

Selects the entire contents of a message or mailbox.

Wrap Selection

Inserts carriage returns at the end of each line of the current selection, in the same way Eudora does when it sends mail.

Hold down the Shift key to unwrap the current selection (removes the carriage returns).

Finish Address Book Entry

Completes the partial text of a nickname in a message header field.

Insert Recipient

Inserts the chosen recipient at the insertion point.

Find... Find

Displays the Find dialog so that you can find a character string within one message, multiple messages, or even multiple mailboxes.

Find Again

Continues a search within the same message.

Enter Selection Command

Inserts a highlighted character string in Eudora into the Character String field of the Find dialog.

Sort by Status

Sorts the message summaries within a mailbox by status.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Priority

Sorts the message summaries within a mailbox by priority.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Attachment

Sorts the message summaries within a mailbox by attachment.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Sender

Sorts the message summaries within a mailbox by sender.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Date

Sorts the message summaries within a mailbox by date.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Size

Sorts the message summaries within a mailbox by size.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Sort by Subject

Sorts the message summaries within a mailbox by subject.

To sort in descending order, Hold down the **Shift** key and use a **Sort command**.

Message Plugins

Applies the selected plugin to the selected message or text.

In

Opens the In mailbox.

All incoming messages are stored in this mailbox until they are filtered, transferred, or deleted.

Out

Opens the Out mailbox.

All messages you compose, save, and queue are stored in this mailbox until they are sent. Also, if the **Keep copies** option in the Sending Mail Options is on, a copy of each outgoing message is   saved in this mailbox.

Trash

Opens the Trash mailbox.

All deleted messages are stored in this mailbox until you select **Empty Trash** from the **Special** menu. If the **Empty Trash when exiting** option in the MiscellaneousOptions is on, the Trash is automatically emptied when you exit Eudora. Deleting a message from this mailbox permanently deletes the message.

Your Mailbox

Opens a mailbox you have created.

New...

Displays the New Mailbox dialog so that you can create a new mailbox or mailbox folder.

New Message

Opens a new message composition window.

Reply

Generates a reply message to a current incoming message.

Reply to All

Generates a reply message addressed to all of the recipients of the selected message.

Forward

Generates a forward message from a current incoming message.

Redirect

Generates a redirect message from a current incoming message.

The address in the From: field of the message header is that of the original sender by way of your address.

Send Again

Reformats a message that was returned to you by the mail server so that you can send it again without including all of the return information. A message is typically rejected because of an error in the recipients address, although there are many other possible reasons.

New Message To

Opens a new message to the selected recipient.

Forward To

Opens a forwarded message to the selected recipient.

Redirect To

Opens a redirected message to the selected recipient.

Attach File

Displays the Attach File dialog so that you can attach a file to the current message. Any file can be attached to and sent with a Eudora message.

Send Immediately

Sends the current message to the SMTP server.

You can change this command to **Queue For Delivery** so that your outgoing messages are put in a queue until you send them all at the same time. To do this, turn off **Immediate send** in the Sending Mail Options

Queue For Delivery

Saves the current message in the Out mailbox and marks it as **Q** (queued for delivery). Send your Queued messages by selecting **Send Queued Messages** from the File menu.

You can change this command to **Send Immediately** so that your outgoing messages are sent out immediately. To do this, turn on **Immediate send** in the Sending Mail Options

Change... Queuing

Displays the Change Queuing dialog so that you can modify the queueing status of an outgoing message.

Use this dialog to queue the current messages, unqueue messages, or set a time for queued messages to be sent.

Change... Status... Unread

Changes the status of the current messages to unread.

Change... Status... Read

Changes the status of the current messages to read.

Change... Status... Replied

Changes the status of the current messages to replied.

Change... Status... Forwarded

Changes the status of the current messages to forwarded.

Change... Status... Redirected

Changes the status of the current messages to redirected.

Change... Status... Unsendable

Changes the status of the current messages to unsendable.

Change... Status... Sendable

Changes the status of the current messages to sendable.

Change... Status... Queued

Changes the status of the current messages to queued.

Change... Status... Time Queued

Changes the status of the current messages to time queued.

Change... Status... Sent

Changes the status of the current messages to sent.

Change... Status... Unsent

Changes the status of the current messages to unsent.

Change... Priority... Highest

Changes the priority of the current messages to highest.

Change... Priority... High

Changes the priority of the current messages to high.

Change... Priority... Normal

Changes the priority of the current messages to normal.

Change... Priority... Low

Changes the priority of the current messages to low.

Change... Priority... Lowest

Changes the priority of the current messages to lowest.

Delete

Transfers the current message(s) to the Trash mailbox.

In

Transfers the current message(s) to the In mailbox.

Out

Transfers the current message(s) to the Out mailbox.

Trash

Transfers the current message(s) to the Trash mailbox.

Your Mailbox

Transfers the current message(s) to the a mailbox you have created.

New...

Displays the New Mailbox dialog so that you can create a new mailbox and transfer the current message(s) into it.

Filter Messages

Runs all manual filters on the current messages.

This is the only way that filters designated as **Manual** in the Filters window can be used.

Make Address Book Entry...

Creates a single Address Book entry from selected messages or Address Book entries.

If you make an Address Book entry from incoming messages, the addresses in the **From** fields are used. If you make an Address Book entry from outgoing message, the addresses in the **To** and **Cc** fields are used.

Add as Recipient

Adds the highlighted e-mail address(es) to the Quick Recipient list.

To do this, highlight one or more addresses in a message window, then select Add as Recipient.

Remove Recipient

Removes the selected recipient from the Quick Recipient list.

Empty Trash

Permanently deletes messages from the Trash mailbox.

If the **Empty Trash when exiting** option in the Miscellaneous Options is on, the trash is emptied automatically when you exit Eudora.

Compact Mailboxes

Recovers the unused (wasted) space from all of your mailboxes.

This wasted space was created when messages were deleted or transferred from the mailboxes.

Forget Password

Makes Eudora forget that you have already entered your password for this session.

You will be prompted to reenter a password at the next mail check.

Change Password...

Displays the Password change dialog so that you can change your POP account password.

This will only work if you have the necessary software on your server.

Message Plugins Settings...

Displays the Message Plugins Settings dialog so that you can setup your Message Plugins.

Filters

Displays the Filters dialog so that you can create filters that automatically sort your incoming and outgoing mail.

View Mailboxes

Displays the Mailboxes window so that you can create, rename, and remove mailboxes and folders.

Address Book

Displays the Address Book so that you can create, edit, or remove entries and their nicknames.

Entries can consist of mulitple addresses so that you can create mailing lists.

Directory Services

Displays the Directory Services windows so that you can access Ph and finger directory services.

Signature

Displays the Signature window so that you can create a signature to include at the end of your outgoing messages.

Options...

Displays the Options dialog so that you can set Eudora options.

Cascade

Arranges all open windows in a cascade.

Tile Horizontal

Arranges all open windows as horizontal tiles.

Tile Vertical

Arranges all open windows as vertical tiles.

Arrange Icons

Arranges iconified windows along the bottom of the Eudora window.

Send To Back

Sends the active window to the back.