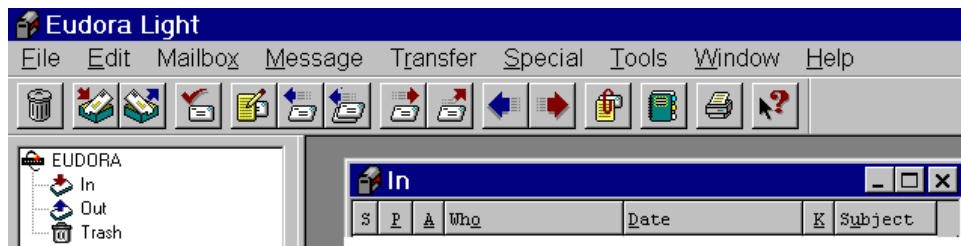


Prof. Richard B. Goldstein - Notes on EUDORA
















E-Mail Program

Eudora

Screen:



ICONS:

	Delete Message	Sends the current message(s) to the Trash mailbox
	Open In mailbox	Opens the mailbox where mail is sent to you
	Open Out mailbox	Opens the mailbox where mail waiting to be sent is kept
	Check mail	Checks for any new mail
	New Message	Creates a new composition message
	Reply	Replies to the current message(s)
	Reply All	Replies to all recipients of the current message(s)
	Forward	Forwards a copy of the current message(s) to someone else
	Redirect	Redirects a copy of the current message(s) to someone else
	Open Previous Message	Opens the previous message in the mailbox
	Open Next Message	Opens the next message in the mailbox
	Attach File	Attaches a file to an outgoing message
	Address Book	Opens the address book that contains nicknames for users & groups
	Print...	Prints the active window
	Context Sensitive Help	Display help for clicked on buttons, messages, and windows

The **Menu Bar** has the following choices (this is not a complete list)

Menu	Options	Purpose
FILE	New Text File Open Text File Open Attachment Close Save Send Queued Messages Check Mail Print Print Preview Exit	creates a new text file opens an existing text file view an attachment in appropriate application close window save current file sends messages through e-mail checks for new messages to print messages view before printing to exit Eudora
EDIT	Undo Cut, Copy, Paste Find	to correct a simple error the usual editing tools used to locate text string
MAILBOX	In Out Trash New	a list of messages received a list of messages sent out a list of messages deleted (not disposed of until one empties the trash) used to create a new mailbox
MESSAGE	New Message Reply Delete Forward Attach File	this is where one begins a message you can reply to a message that you received to delete a message send a copy of a message to someone else used to attach files of any kind (graphics, word processing, etc.)
TRANSFER	In, Out, Trash, New	move a message to one of these mailboxes
SPECIAL	Make Address Book Entry Empty Trash Compact Mailboxes Forget Password Change Password	allows one to add nicknames dispose of previously deleted messages completely gets rid of unnecessary material used to get rid of old password used to install a new password
TOOLS	Address Book Signature Options	allows one to add nicknames to the Address Book create or alter a signature file (a few individualized lines added at the end of a message) startup and configuration preferences
WINDOW	Cascade, Tile, etc.	options on how to open various windows, etc.
HELP	Topics	options to get help on various topics that is context sensitive

E-mail set-up

EUDORA Tools | Options | Getting Started or Personal Info

POP account: rgoldstn@postoffice.providence.edu

Real name: Prof. Richard B. Goldstein

Return address: rgoldstn@providence.edu

Connection Method: Winsock (Network, PP, SLIP)

FILTERS

Tools | Filters

NETSCAPE Communicator | Messenger or CTRL + 2
Edit | Preferences | Mail & Newsgroups | Identity or Mail Servers

IDENTITY

Your name Prof. Richard B. Goldstein

E-mail address rgoldstn@postoffice.providence.edu

Organization Providence College

Signature File C:\inet\Eudora\Signature.pce

MAIL SERVERS

Outgoing Mail (STMP) postoffice.providence.edu

Outgoing mail server postoffice.providence.edu

FILTERS

Edit | Message Filters...

OUTLOOK EXPRESS

Took information from EUDORA and NETSCAPE