

# Setting Up Eudora<sup>®</sup> for Windows (Based on version 7.1.0.9)

**Note:** During 2007, Eudora will become an open source email application and will be built upon the same foundation as Mozilla's Thunderbird. The interface, however, is expected to remain similar to what it is now. For example, additional email accounts in Eudora are known as "Personalities."

## Setting Up an IMAP Email Account

1. Select **Tools / Personalities**. If the **Personalities** window appears in a tabbed window, click the tab.
2. In the **Personalities** window, right-click to display the drop-down menu and choose **New**. This will open the **New Account Wizard**.



3. Under **Would you like to**, check **Create** a brand new email account and click **Next**.
4. In the **Personality Name** window, give your personality a descriptive name, such as **Business**, **Home** or whatever you prefer.
5. In the **Personal Information** window, enter your name or your company name in the **Your Name** text field.
6. In the **Email Address** window, enter your email address in the **Email Address** text field (e.g., *myname@mydomain.com*).
7. In the **User Name** window, enter your login name, which will be your email address, such as *myname@mydomain.com*.
8. In the **Incoming Mail Server** window, do the following:
  - Specify the Incoming Server as *imap.emailsrvr.com*.
  - Make sure **Test server** is checked, so your

connection will be checked during setup.

- Choose **IMAP** as the type of server you're using.
9. In the **IMAP Location Prefix** window, enter the word **INBOX** in the **Location prefix** text field.
  10. In the **Outgoing Email Server** window, enter the following:
    - Under **Outgoing Server**, enter *smtp.emailsrvr.com*.
    - Leave **Test server** checked, so your connection can be examined as part of the setup process.



- Choose **Allow authentication**, so your user name will be used for outgoing mail as well.
10. When the **Success! Window** appears, the correct setup for your email account has been confirmed. Click **Finish** to complete the setup process.

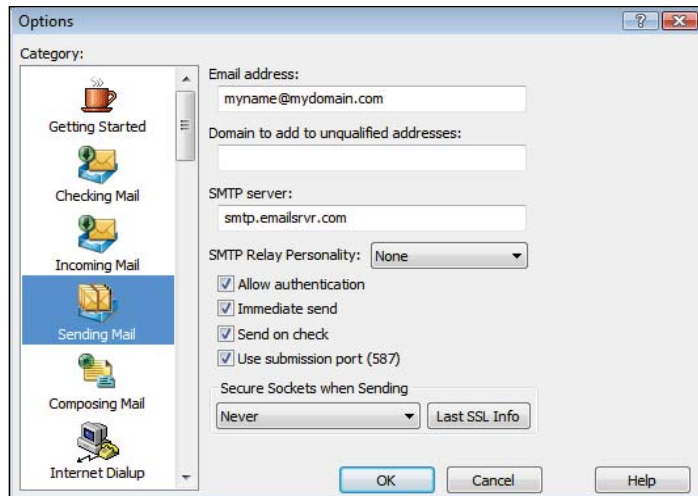


11. If you have more accounts to configure, repeat the above steps to repeat the process and create new email accounts or Personalities.

### Changing Outgoing (SMTP) Servers

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that's designed to protect the service from spammers. To fix this problem, follow these steps:

1. Select **Tools / Options**.
2. Select **Sending Mail** from the scrolling list labeled **Category** at the left.



3. Click **Use submission port (587)**.
4. Click **OK** to save your settings.

### Assigning SSL Secure Server Settings

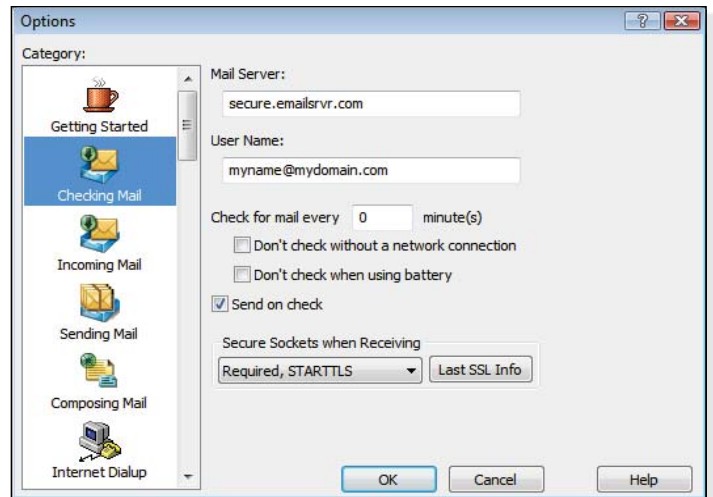
After setting up your mail account, you can follow the steps below to adjust your IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers.

#### To use the secure incoming mail server

1. Select **Tools / Options**.
2. Select **Checking Mail** from the scrolling list labeled **Category** at the left.
3. In your selected **Options** window, change the **Mail Server** to *secure.emailsrvr.com*.
4. Choose **STARTTLS** from the **Secure Sockets when Receiving** drop-down menu.
5. Click **OK** to store your settings.

#### To use the secure outgoing mail server

1. Select **Tools / Options**.
2. Select **Sending Mail** from the scrolling list labeled **Category** at the left.



3. In your selected **Options** window, change the SMTP Server to *secure.emailsrvr.com*.
4. Click **Use submission port (587)**.
5. Choose **STARTTLS** from the **Secure Sockets when Sending** drop-down menu.
6. Click **OK** to store your settings.

### Checking for Mail Automatically

1. Select **Tools / Options**.
2. Select **Checking Mail** from the scrolling list labeled **Category** at the left.
3. Click **Check for mail every...minute(s)** and enter the number of minutes you'd like your messages checked. The standard or default setting Eudora is 10 minutes.
4. Click **Don't check without a network connection** to avoid having the application attempt to retrieve messages it cannot retrieve.
5. Click **Don't check when using battery** to save power, because it will cause your hard drive to work harder.
6. Click **Send on check**, which means that waiting email will be sent when you check new messages.
5. Click **OK** to complete the setup process.

