

Configuring Your Email Client: Eudora 5.x

Quick Reference

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What is an Email Client?

An email client is an application that allows you to view and send email. The manual will describe how to configure the following email client:

- Eudora**

Who Should Read This Manual?

This manual is intended for all users and System Administrators who must configure email clients.

This manual assumes you understand the basics of email, including POP, SMTP, and SSL.

- Note:** After reading this chapter, you should be able to determine which type of configuration is best for you. After determining your configuration, you need to read only the chapter on that configuration.

POP, IMAP, and SSL: Which Protocol Should I Use?

- POP**
 - Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
 - Downloads message to your computer, so you don't have to worry about exceeding the size of your mailbox.
 - When you access your email account through a web browser, you may not see previous message that were downloaded to Eudora.

IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders in Eudora. These folders will appear in each Eudora client you use to access your account. For example, the Eudora client for your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on your email provider's server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

SSL

- You can use SSL with either a POP email client or an IMAP email client.
- Allows you to send and receive secure, encrypted email.

Note: Not all accounts support SSL. To determine if your account includes SSL access, contact Customer Support.

What's In This Manual?

This manual is organized as follows:

- Chapter 2. *Configuring Eudora for POP.*** Perform the steps in this chapter if you will be using the POP protocol, without SSL. You can skip the other two chapters.
- Chapter 3. *Configuring Eudora for IMAP.*** Perform the steps in this chapter if you will be using the IMAP protocol, without SSL. You can skip the other two chapters.
- Chapter 4. *Configuring Eudora for SSL.*** Perform the steps in this chapter if you will be using SSL. You can skip the other two chapters.

Typographical Conventions


The following typographical conventions are used throughout this manual:


<i>Italics</i>	Used for proper titles of documents and chapters/sections in documents; also used to emphasize a word or phrase.
Bold	Used for menu names, commands, and options; for example, "the Edit command."
< >	Used when referring to a key on your keyboard. For example, "press <F3>" means to press the F3 function key.
[]	Used when referring to a button on your screen. For example "select [Cancel]" means to select the button called "cancel."
SMALL CAPS	Used for window and dialog box names. For example "From the INSERT HYPERLINK " dialog box.

Special Components

Note: This icon means that the information that follows is in addition to the information contained in the main text. It is important, but not urgent.

Help: This icon means that a helpful hint follows.

 **Caution:** This icon means that you should stop and think carefully before proceeding; otherwise, you could lose some or all of your work.

 **Warning:** This icon means that an action can result in significant loss of data or corruption of your software.

Configuring Eudora for POP

Overview

This chapter will describe how to configure POP for all versions of the Eudora email client from version 4.3 to the current version.

To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.
3. Select **About Eudora**.

Prerequisites

Before performing the steps in this chapter, you must:

- Install Eudora.
- Sign-up for an email account.
- Know your email address and password.

Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.

3. Go to the **Tools** menu and select **Personalities**.
4. Place your cursor in the **Personalities** box on the left and right-click.
5. From the popup menu, select **New**.
6. The **ACCOUNT SETTINGS** dialog box appears.
7. In the **ACCOUNT SETTINGS** dialog box:
 - Select **Create a brand new email account**.
 - Select the **[Next]** button.
8. The **PERSONALITY NAME** dialog box appears.
9. In the **PERSONALITY NAME** dialog box, enter the following.
 - **Personality Name**. Enter a description of your new email account. You can simply enter your name.
 - Select the **[Next]** Button.
10. The **PERSONAL INFORMATION** dialog box appears.
11. In the **PERSONAL INFORMATION** dialog box, enter the following:
 - **Your Name**. Enter your first and last name.
 - Select the **[Next]** button.
12. The **EMAIL ADDRESS** dialog box appears.
13. In The **EMAIL ADDRESS** dialog box, enter the following:
 - **Email Address**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.
14. The **LOGIN NAME** dialog box appears.
15. In the **LOGIN NAME** dialog box, enter the following:
 - **Login Name**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.
16. The **INCOMING EMAIL SERVER** dialog box appears.
17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:
 - **Incoming Server**. Enter **mail.home.co.uk**
 - Select **POP**.
 - Select the **[Next]** button.
18. The **OUTGOING EMAIL SERVER** dialog box appears.
19. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:
 - **Outgoing server**. Enter **mail.home.co.uk**
 - Select **Allow authentication**.
 - Select the **[Next]** button.

20. The **SUCCESS** dialog box appears.
 21. In the **SUCCESS** dialog box, select the **[Finish]** button.
-
22. You should now be able to use your Eudora client to access your email account!

Deleting Messages from the Email Server

By default, copies of your email messages are kept on your email provider's email server. If you would like to delete your email message from the server after they are downloaded to Eudora, perform the following:

1. Go to the **Tools** menu and select **Options**.
2. In the **OPTIONS** dialog box, select the **Incoming Mail** icon in the left menu.
3. In the **OPTIONS/INCOMING MAIL** dialog box:
 - Select *Delete from server after*.
 - Supply the number of days to leave mail on the server before deleting it.
 - Select the **[OK]** button.

Configuring Eudora for IMAP

The sections in this chapter will describe how to configure your email client for IMAP.

- Note:** Currently, any folders you create in an IMAP email client will not appear when you access your email through a web-browser. Furthermore any folders you create when accessing your email through a web-browser will not appear in your IMAP email client.

Overview

This chapter will describe how to configure IMAP for all versions of the Eudora email client from version 4.3 to the current version.

To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.
3. Select **About Eudora**.

Prerequisites

Before performing the steps in this chapter, you must:

- Install Eudora.
- Sign-up for an email account.
- Know your email address and password.

Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.
3. Go to the **Tools** menu and select **Personalities**.
4. Place your cursor in the **Personalities** box on the left and right click.
5. From the popup menu, select **New**.

6. The **ACCOUNT SETTINGS** dialog box appears.
7. In the **ACCOUNT SETTINGS** dialog box:
 - Select *Create a brand new email account*.
 - Select the **[Next]** button.

8. The **PERSONALITY NAME** dialog box appears.
9. In the **PERSONALITY NAME** dialog box, enter the following:
 - *Personality Name*. Enter a description of your new email account. You can simply enter your name.
 - Select the **[Next]** Button.

10. The **PERSONAL INFORMATION** dialog box appears.
11. In the **PERSONAL INFORMATION** dialog box, enter the following:
 - *Your Name*. Enter your first and last name.
 - Select the **[Next]** button.

12. The **EMAIL ADDRESS** dialog box appears.
13. In The **EMAIL ADDRESS** dialog box, enter the following:
 - *Email Address*. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.

14. The **LOGIN NAME** dialog box appears.
15. In the **LOGIN NAME** dialog box, enter the following:
 - *Login Name*. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.

16. The **INCOMING EMAIL SERVER** dialog box appears.

17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:
 - *Incoming Server*. Enter **mail.home.co.uk**
 - Select *IMAP*.
 - Select the **[Next]** button.

18. The **IMAP LOCATION PREFIX** dialog box appears.
19. In the **IMAP LOCATION PREFIX** dialog box, select the **[Next]** button.

19. The **OUTGOING EMAIL SERVER** dialog box appears.
20. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:
 - *Outgoing server*. Enter **mail.home.co.uk**
 - Select *Allow authentication*.
 - Select the **[Next]** button.

21. The **SUCCESS** dialog box appears.
22. In the **SUCCESS** dialog box, select the **[Finish]** button.

23. You should now be able to use your Eudora client to access your email account!

Configuring Eudora for SSL

SSL stands for **Secure Sockets Layer**. SSL is a protocol for sending secure messages over the Internet. To send secure messages, Outlook 2002 will communicate with your email provider's *secure* server. This secure server performs the POP/IMAP and SMTP functions.

Overview

This chapter will describe how to configure SSL for all versions of the Eudora email client from version 5.2.1 to the current version.

Note: *Only Eudora version 5.2.1 or higher supports SSL.* Earlier versions of Eudora do not properly support SSL.

To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.
3. Select **About Eudora**.


Prerequisites

Before performing the steps in this chapter, you must:

- Install Eudora, version 5.2.1 or higher.
- Sign-up for an email account.
- Know your email address and password.
- Ensure that your account includes SSL access. Contact Customer Support if you are not sure.

Performing the Configuration

1. Establish an Internet connection to your ISP.
 - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
 - If you are part of a corporate LAN, you do not have to perform any tasks.
 - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.
3. Go to the **Tools** menu and select **Personalities**.
4. Place your cursor in the **Personalities** box on the left and right click.
5. From the popup menu, select **New**.
6. The **ACCOUNT SETTINGS** dialog box appears.
7. In the **ACCOUNT SETTINGS** dialog box:
 - Select **Create a brand new email account**.
 - Select the **[Next]** button.
8. The **PERSONALITY NAME** dialog box appears.
9. In the **PERSONALITY NAME** dialog box, enter the following:
 - **Personality Name**. Enter a description of your new email account. You can simply enter your name.
 - Select the **[Next]** Button.
10. The **PERSONAL INFORMATION** dialog box appears.
11. In the **PERSONAL INFORMATION** dialog box, enter the following:
 - **Your Name**. Enter your first and last name.
 - Select the **[Next]** button.
12. The **EMAIL ADDRESS** dialog box appears.
13. In The **EMAIL ADDRESS** dialog box, enter the following:
 - **Email Address**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.
14. The **LOGIN NAME** dialog box appears.
15. In the **LOGIN NAME** dialog box, enter the following:
 - **Login Name**. Enter your full email address using all lower case characters, in the format *username@home.co.uk*.
 - Select the **[Next]** button.
16. The **INCOMING EMAIL SERVER** dialog box appears.
17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:
 - **Incoming Server**. Enter **secure.emailsrvr.com**
 - Select **POP** or **IMAP**.

- Select the **[Next]** button.
- Note:** This chapter describes how to configure SSL for use with a POP account. However, you can also use SSL with an IMAP account. To use SSL with IMAP, select **IMAP** button. The remaining dialog boxes will display your incoming mail server as an IMAP server.
18. The **OUTGOING EMAIL SERVER** dialog box appears.
 19. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:
 - **Outgoing server.** Enter **secure.emailsrvr.com**
 - Select **Allow authentication**.
 - Select the **[Next]** button.
 20. The **SUCCESS** dialog box appears.
 21. In the **SUCCESS** dialog box, select the **[Finish]** button.
-  **Caution:** You are not yet done with your configuration.
22. Go to the **Tools** menu and select **Options**.
 23. Select the **Checking Mail** icon in the left menu.
 24. In the **OPTIONS/SENDING MAIL** dialog box:
 - Select **Required, Alternate Port**.
 - Select the **[OK]** button.
 25. Select the **Sending Mail** icon in the left menu.
 26. In the **OPTIONS/SENDING MAIL** dialog box:
 - Select **Required, Alternate Port**.
 - Select the **[Last SSL Info]** button.
 27. The **EUDORA SSL CONNECTION INFORMATION MANAGER** dialog box appears.
 28. In the **EUDORA SSL CONNECTION INFORMATION MANAGER** dialog box:
 - Select the **[Certificate Information Manager]** button.
 29. The **CERTIFICATE INFORMATION MANAGER** dialog box appears.
 30. In the **CERTIFICATE INFORMATION MANAGER** dialog box:
 - Select **Us, secure.emailsrvr.com, See www.geotrust.com/quickssl/cps**
 - Select the **[Add to Trusted]** button.
 - Select the **[Done]** button.
 31. Select the **[OK]** button.

32. You should now be able to use your Eudora client to access your email account!

Deleting Messages from the Email Server

By default, copies of your email messages are kept on your email server's email server. If you would like to delete your email message from the server after they are downloaded to Eudora, perform the following:

1. Go to the **Tools** menu and select **Options**.
2. In the **OPTIONS** dialog box, select the **Incoming Mail** icon in the left menu.
3. In the **OPTIONS/INCOMING MAIL** dialog box:
 - Select **Delete from server after**.
 - Supply the number of days to leave mail on the server before deleting it.
 - Select the **[OK]** button.