Eudora Exercises - Table of Contents

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Eudora Introduction

What is Eudora?

Eudora is a Windows based Email tool designed to meet your Email needs in a user-friendly environment with an interface to other application tools within Windows. This means, that for general viewing purposes you can manipulate Windows in the same way that you do with Windows applications and windows in general. For example. you can 'tile', 'cascade 'and 'send to back' open windows, arrange icons, maximize and minimize and use the mouse to shrink and stretch windows.

If you are a new user to Windows, it is encouraged that you run through the Windows Tutorial (from the Program Manager, choose the Help Menu and choose the Windows Tutorial - then follow the instructions from that point on.)

Eudora running in the background

Eudora can be kept running in the background while you work with other applications. This means that the program is open but not in direct use to you (minimized). The program can be set to alert you when new messages have arrived for you. When this is the case, your Eudora program is usually minimized and the icon looks like a little mailbox - when new mail arrives in your "In" mailbox, the flag will pop up - otherwise the mailbox is empty and the flag is down.

Eudora Defaults

By default, Eudora is set up with just 3 main "mailboxes" (like Folders in the All-In-1 system).

- All messages coming in will default to your IN mailbox
- All messages going out (that are sent/forwarded) will default to your OUT mailbox
- All messages that are highlighted when you click on the trash icon will go to the TRASH mailbox

(the trashed mailboxes are not necessarily deleted [it depends on your settings] but this will be explained in more detail later.)

Other defaults include your preferences for certain options on each message that you compose and send - more on this later also.

Eudora Back-Ups

Unlike the All-In-1 Email system (OFVAX), there is no System Manager looking after everyone's messages. YOU are responsible for your own message management and back-ups. But also, unlike the All-In-1, there are no set limits as to how many messages you can keep in your account. The only limit you will have to consider is how big your hard drive is! There is an option under the Special menu called " compact mailboxes" - by choosing this option, your system will automatically run through each mailbox ensuring that the storage space allocated for each mailbox is optimized.

Also for back-up purposes any system you already have that backs up your hard drive (like a tape drive facility) will also back up your Eudora program and files within it. If your back-up system only involves saving things to a floppy disk then you can save individual memos straight to a floppy disk. To do this you would choose the Save As option under the File menu within Eudora (when the message you would like to save is highlighted) and then just specify the path and file name where you would like that message to be (e.g. a:memo). Also you can save memos to programs outside Eudora, such as your Word Processor By using that same method and selecting the correct path.

Eudora

Main Features of Eudora version 2.1.1

Feature	What it means to you
Labels	You have the ability to "label" your messages with specific colors and titles You can label your messages after they have already arrived - like marking them or you can label them before they have arrived, using the Filters feature e.g. A message from the "boss" can arrive in red text with a label "important".
Spell Checker	A spell-checking option is available and can be found under the Edit menu. Make sure your cursor is in the body of the message. If it is just in the header section, that is the only section that will be spell checked.
Toolbar	The toolbar, is available permanently and cannot be covered up by mailboxes. You can use the toolbar buttons to check mail, to create nicknames and to open your In and Out mailboxes quickly, instead of using the menu options.
Sorting subjects within a mailbox	Each mailbox is organized into 8 columns. At the top of each column is a column heading which tells you what the information is such as S (status), P (priority), A (attachment), Label, Who (sender/recipient), Date , K (size) and subject. To sort a mailbox by any one of these 8 columns, click on the column heading. To sort in reverse order, hold down the shift key when doing the sort.
Filters	You can create filters, configure them, and turn them on and off. Using filters, you can automatically change message subjects, assign message labels, raise and lower message priorities, and transfer messages to specified mailboxes. Filters can be used for incoming and/or outgoing messages, and can also be configured to be invoked manually for current messages by selecting the Filter Messages command from the Special menu.
Organizing your messages (Transfer menu)	The Transfer menu allows you to transfer a current message or message summaries to the selected mailbox. If you hold down the [Shift] key when doing a message transfer, a copy of the message is transferred into the destination mailbox and the original message remains unaffected.
Organizing your mailboxes (Mailboxes window)	The mailboxes window is under the Special menu. This feature allows you to move mailboxes into specific folders. You can create new mailboxes/folders, rename or remove them from this window also.
Attachments	Attachments in Eudora refer to documents that were actually made outside of the Eudora program altogether, such as Excel spreadsheets, Powerpoint presentations and Word files. With Eudora, you can send and receive these files on line and are able to edit them. Their success depends on certain settings.
Ph/Finger search field	The Ph window is available under the Special menu. This feature allows you to search for personnel within lanl. You can find basic information using the Finger option, and more details using the Ph option. There are tricks and tips worth learning to make your searches quicker and more accurate.
Nicknames	The nicknames feature allows you to create a single "nickname" for a specific address or a single "nickname" for a group of addresses; a distribution list.
Signature	The signature feature is just a text box which allows you to input information about yourself and your organization for the recipient's information. You actually have two choices (perhaps a formal and informal version) if you utilize the Alternate Signature feature also. The text you enter into the signature window will automatically attach itself to messages you send, but is not something you will see as you compose each message.

Eudora is not a word processor

As Eudora became the standard Email tool for BUS Division people have asked questions about the formatting capabilities - or lack of them. Of all the commercially available Email tools however, Eudora is one of the most comprehensive, with its labeling, filing, filtering and spell checking features. It is not however, and never will be, a word processor and shouldn't be viewed as such. If you want a document to arrive with underlines, different colored /style/size fonts, tables and graphics etc. then it can be sent as an attachment and include such features. Email per se is just a quick and easy form of communication and thus it's formatting features will always be somewhat limited.

Despite the above, as technology continues to advance, I imagine that Eudora (depending on demand) will include more formatting options such as underline, italic, bold, bullets etc. in the future.

For more information about Email, review the following Web site:

http://www.lanl.gov:8010/computer-information/ElectronicMail

This has information on the following topics:

Pop+ Services
Distribution Lists for E-Mail Users
Email Registration Utility
Email to Fax Gateway
Frequently Asked Questions
How to make changes to the EIS (Employee Information System)
Intro to Use of Electronic Mail
Laboratory Email Improvement Project
SMTP / X.400 E-Mail Gateway
Understanding the 'finger' Utility

Security & Waste Fraud and Abuse issues

CIC monitors Email - key words, swear words other specific words (such as pornography), certain sites etc.
Lab business only
Not secure - hackers can intercept mail (Eudora does not encrypt)
Password within Eudora limited to checking new mail only.
No “secret” files should be transmitted via Email - no confidential personnel information.
Etc.

Where to get help/Information about Eudora:

⇒ **On-line Help from the Help menu within Eudora**

⇒ **BUS-7 Help Desk 665-0867**

⇒ **CIC Customer Service Center 665-4444**

⇒ **Labwide System Support (press #1 for Electronic Mail) 667-9444**

⇒ **Internet:**

⇒ ***Either*** **from the Netscape window, click on the Netsearch button and type in the word *Eudora* in one of the search engines!**

⇒ ***Or*** **type in one of the following URLs:**
http://www.qualcomm.com/quest/ (Qualcomm page)
http://www.bus.lanl.gov:8001/bus/business/eudfaq.html
(BUS Homepage Frequently Asked Questions about Eudora)

Eudora Exercises

1. Creating and sending a message

Before you can send a message, you need to know the Email address of the person you are sending the message to. You can type in a nickname if you already have one set up or you can choose the nickname from the New Message To menu. If you know an address but do not have the nickname set up, you need to choose the New Message option from the Message menu.

Step1. **From the Message menu, choose *New Message*.**

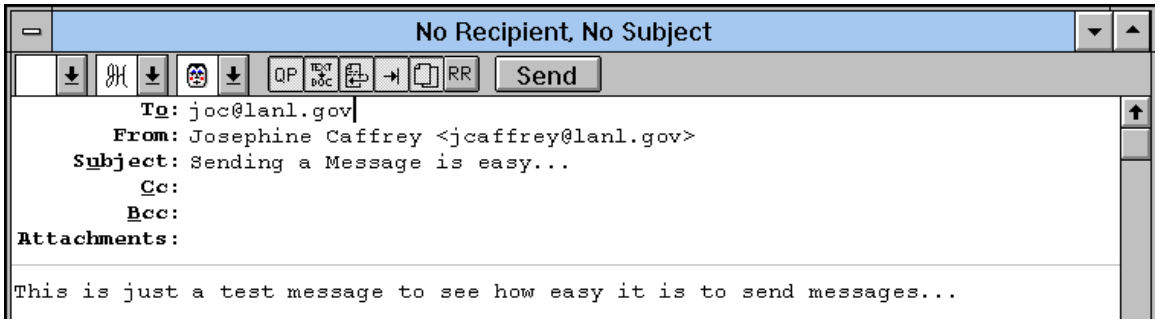
Step2. **In the To field, type in the full Email address of the recipient and press the Tab key.**

Step3. **In the Subject field, type in a short description of the content of your message and press the Tab key.**

Step4. **In the Cc: field, type in the full Email address of anyone you would like to receive a copy of your message and press the Tab key.**

Step5. **You do not have to enter anything in the Bcc: field, but this field stands for Blind Carbon Copy and will work as a suppressed distribution list. You can use this field in place of the To field if you like. Press the Tab key.** This will take you past the "Attachment" field and straight to the area reserved for the actual body of your message.

Step6. **Type in a message.** Your Window should look something like the one below.



Step7. **When you have finished with the message, press the Send button.** The composition window immediatley closes, and a progress window is momentarily displayed at the top of the screen. Eudora uses the progress window to indicate that the message is being transferred out onto the network.

Eudora Exercises

2. Checking for and Receiving Mail

There are two ways to check your POP server to see if you have any new mail. One way is automatically and is determined by the *Check for Mail every ? minutes* option in the Settings (Checking Mail). The alternative is to check for mail manually whenever you want, by selecting Check Mail from the File menu or clicking on the Check Mail icon in the main window toolbar.

Each time the Eudora program is opened, your password is requested prior to the first mail check, whether it is conducted automatically or manually. Upon the first check, a dialog box is displayed requesting the password of your POP account.

Step1. **From the File menu, choose *Check Mail*.**

Step2. **In the Enter Password dialog box, enter your password and click OK or press Enter.**

* **If your password is rejected, repeat the manual check by selecting Check Mail from the File Menu and re-enter your password. Your Eudora password is case sensitive. Verify that the Caps lock is off.**

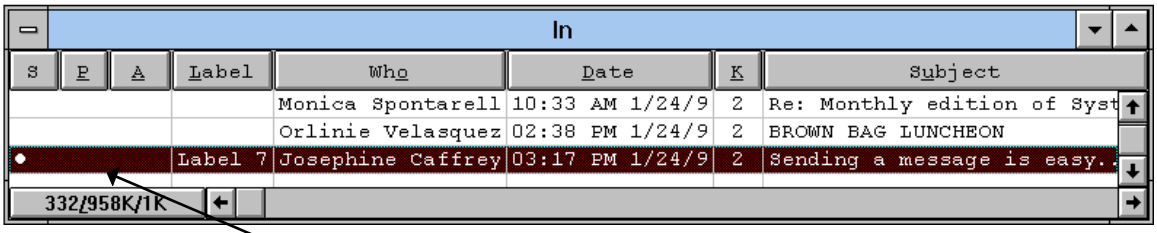
* **After your Eudora password has been successfully entered, a progress window is momentarily displayed at the top of the screen indicating than an attempt to reach your POP account is being made.**

* **If there is a network problem between you and the POP server, an alert is displayed. This may be a temporary problem so try again later. If the problem persists, call the BUS-7 Help Desk 5-0867 to rectify the problem.**

* **If there is no mail waiting at your account on the POP server, the "Sorry you have no Mail" message is displayed. Press Enter to get rid of the message.**

* **When mail is found waiting in your POP account, the progress window remains at the top of your screen, allowing you to monitor the transfer of messages from the POP server to your PC. This is followed by the new mail alert. Press Enter.**

* **By default, new mail arrives in your In mailbox. To open a message for readying, double-click on the message summary line in your mailbox.**



Double click on the Message Summary to open a message for reading. The message summary shows some brief information such as who sent it, the date and time it was sent, and the subject.

Eudora Exercises

3. Replying to a Message

For any current incoming message (i.e. one sent to you), you may easily initiate a reply to its sender without having to create a new message from scratch.

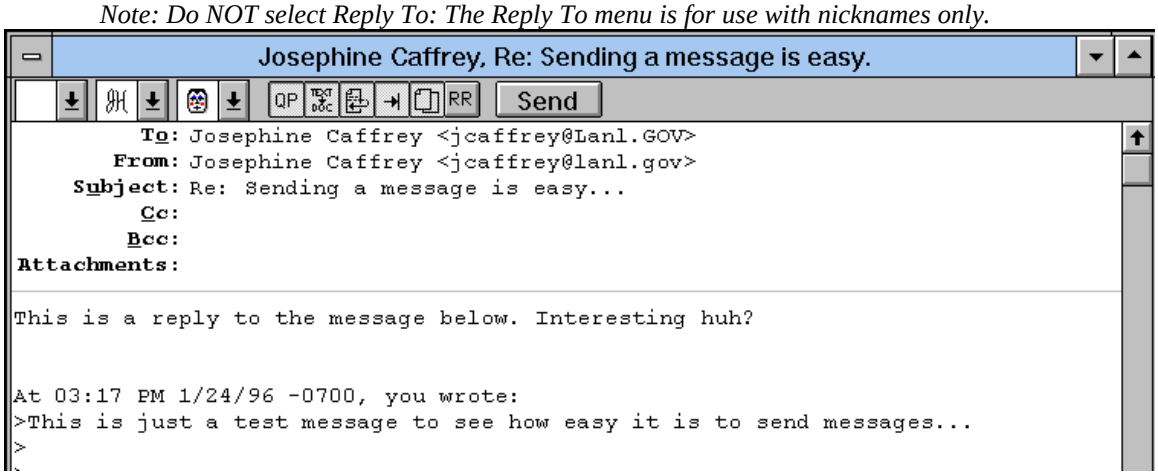
Step1. **From the Mailbox menu, choose *In Mailbox***

Step2. **Click once on the message that you would like to reply to, so that it is highlighted.**

Step3. **From the Message menu, select Reply to initiate a reply to that message.** If you want a copy of your reply to go to everyone who was originally copied on the message, then you would choose hold the shift key down when choosing Reply from the Message menu and this would act as a *Reply All*).A new composition window is displayed. The original sender's text preceded by the time and date the original message was sent is automatically included in the body of the message (prefixed by ">" at the beginning of each line.)

Step4. **Position your cursor where you would like your text to appear and type your reply.**

Note: Do NOT select Reply To: The Reply To menu is for use with nicknames only.



Step5 **When you have finished typing your reply, you can click the Send button.** The message will be sent and the composition window will disappear. You will see the original message window again, which you can close.

Note: If you are in the process of replying to a message when you get interrupted, then you can save the message (choose Save from the File menu) and close it without losing the information you had already typed in. Your message will remain in the Out mailbox identified as not sent with a bullet symbol. You can edit this message as many times as you want before sending it.

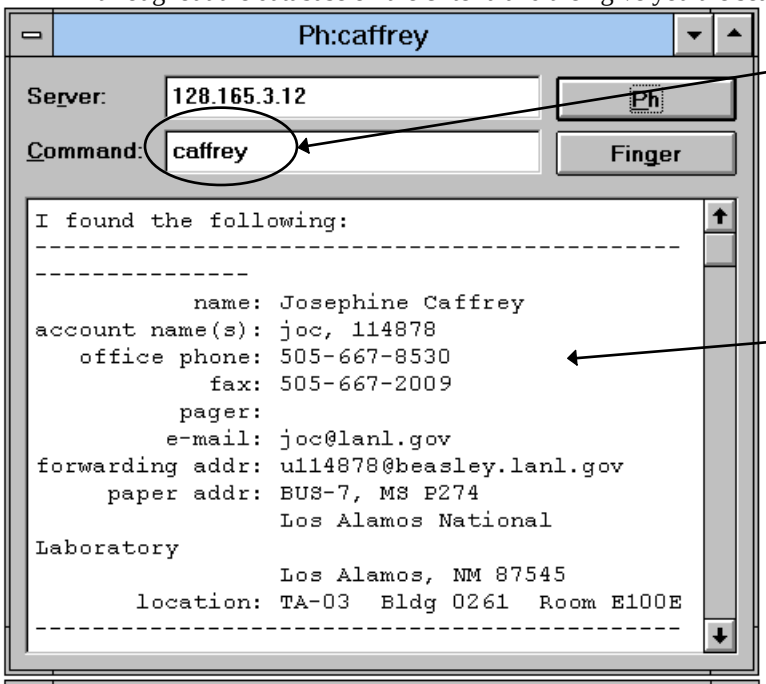
Eudora Exercises

4 Searching for an Email address using Ph/Finger

You can find all sorts of information about LANL employees (include. contractors) by searching using the Ph or Finger feature within Eudora.

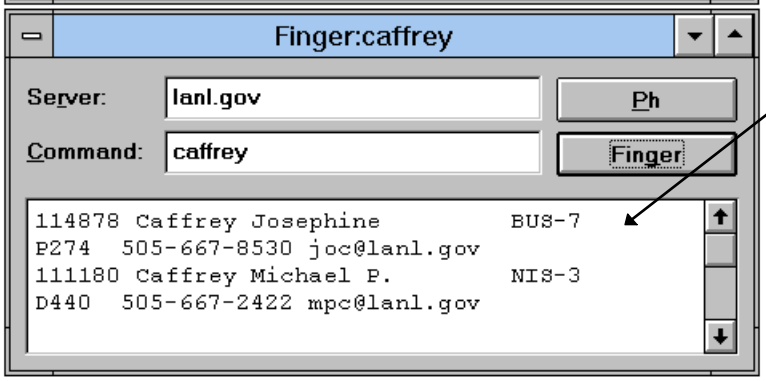
Step1. **From the Window menu, choose Ph or Finger (see below for the differences).**

Step2. **In the Command field, type in the criteria you would like to search with (such as the last name of the individual you are trying to find) and click on PH.** The system will take a while to search throughout the database on the criteria and then give you the search results in the window below.



The last name is often not unique enough and will cause the system to search for what seems like an eternity. It is best to put in the last name and at least a first initial

Ph will produce the most extensive search and organize the information for you - as shown.
It takes longer to look for information using the PH field because it is looking for more information than the Finger field.



If all you are looking for is an Email address, Finger is much quicker than PH because (as you can see from the example) it is not looking for as much information.
It will find as many matches for the search criteria, as it can find. As you can see, Caffrey was all it needed because there are only two registered in the LANL system.

TIP. *If you know someone's phone number, then you can type that in to find a person. The 5-digit code is enough. You can search on any of the criteria you see (z#, name [first or last], group, mailstop, Email address, phone number, fax number etc.) The key is to find the most unique identifier so that the search is quick. If the search seems to be taking forever, you can press you Esc key on the keyboard, and that will stop the search.*

Eudora Exercises

5. Creating a Nickname (distribution list):

When addressing a message, Eudora allows you to use a "nickname" instead of the full address of the recipient. This also means you can have several addresses under one nickname - otherwise known as a distribution list. To create, edit, or remove a nickname follow the steps bellow:.

To Create a new nickname

Step1. **From the Window menu, choose Nicknames**

Step2. **Click on the New button**

Step3. **The New nickname dialog box is displayed - type in the nickname you would like to use. If you would like to put this name on the recipient list (the *Message To* option on the Message menu) click the "put it on the recipient list" box. This is very useful, and is thus recommended. Then click OK.**

Step4. **The new nickname is displayed in the left hand column and your cursor is in the right hand column - ready for you to type in the full Email address for that person. You can also type in several addresses if this is a group distribution, separate each address by hitting Return. This is the only place you can just hit a return to separate addresses, in the To: field of your Message window, you should separate each address with a comma and a space.**

Note. *If you are not sure what the full Email address is (for Step 4) then you can look the person up using the Ph/Finger option, also on the Special menu (see Exercise # 4)*

To remove a nickname

Step1. **Highlight the nickname you would like to remove and click on the Remove button.**

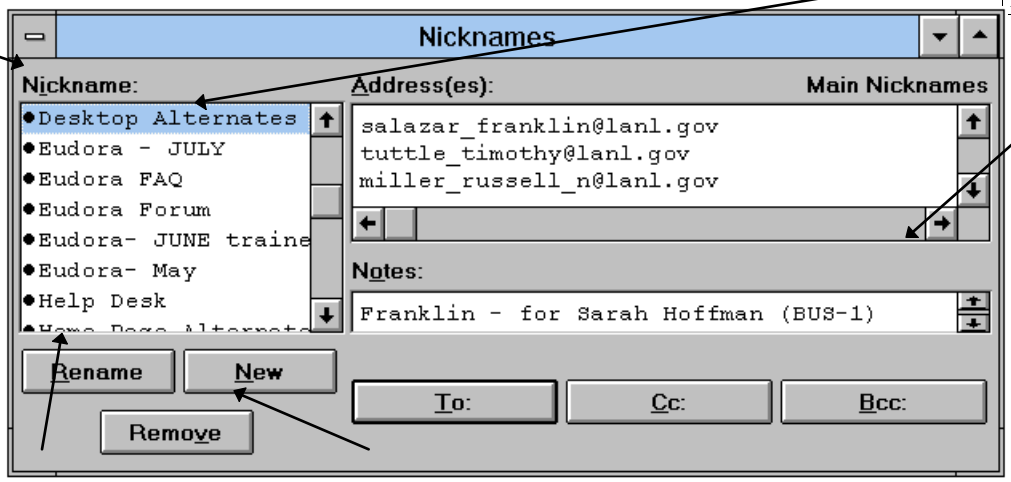
To rename a nickname

Step1. **Highlight the nickname you would like to rename and click on the Rename button.**

In the dialog box, retype the new name you would like.

The nickname that is highlighted corresponds to the addresses in the right hand column.

The bullet symbol, represents that the nickname is an option on your *New Message To* menu.



You can type in any useful notes in the *Notes* field to correspond with your nickname, (such as a telephone number).

If you made a spelling error or the name of the Team changed, click on this button to rename the nickname.

Click on this button to remove (delete) a nickname

Eudora Exercises

6. Sending Attachments

Sending an Attachment along with your regular Eudora Electronic Message

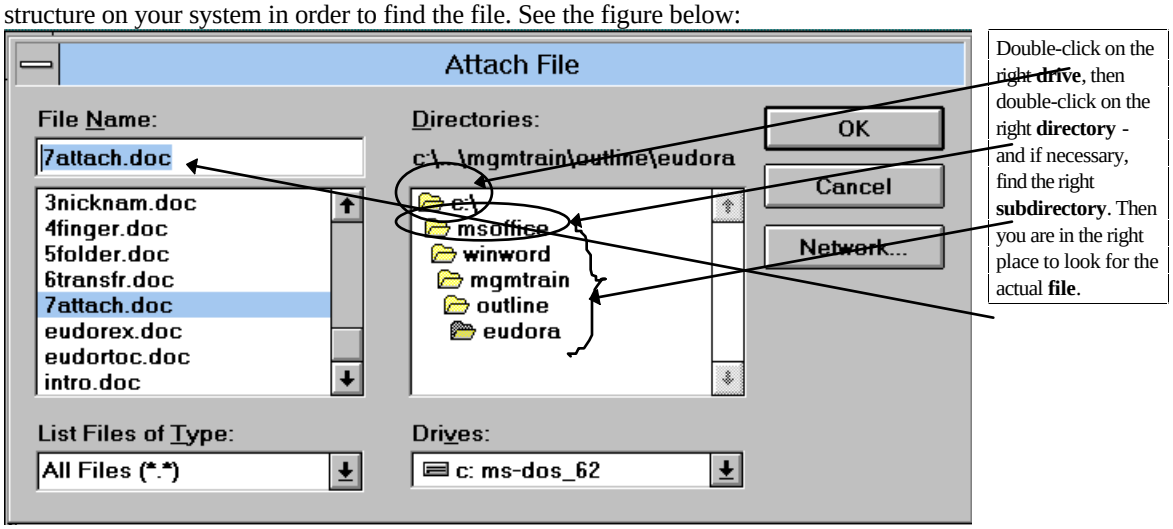
This is one of the newer features of Email and has become quite popular in a short time. When you send attachments in Eudora, you are actually sending an exact copy of a file on your Hard Drive that was created using an application other than Eudora, such as an Excel Spreadsheet. When you send an attachment there are a few things to remember:

- **Mime should be your default encoding method. This is a BUS standard and is best for recipients with MIME (Multipurpose Internet Mail Extension).**
- **The recipient of your message needs Eudora to receive and read the attachment**
- **The recipient needs to have the same application that the attachment was written in - and possibly the same version**
- **It might be important for the recipient to be using the same operating system (Mac? PC? etc.)**

Attachments are still in the experimenting phase for most of us, and as we use them more often, we will learn what makes them successful or not.

Step1. **Have your message ready, so that the last thing you do before sending it, is attach the document.**

Step2. **From the Message menu, select Attach File.** This will open up a directory dialog box which is asking you which file you would like to attach. You need to be somewhat familiar with the directory structure on your system in order to find the file. See the figure below:



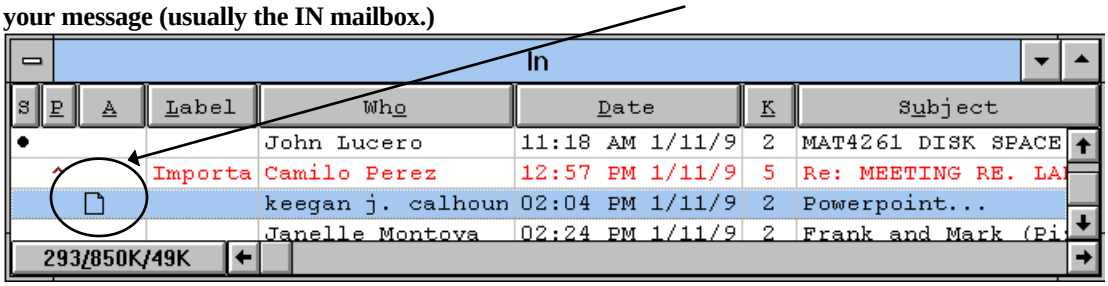
Step3. **Once you have found the right file, click OK.** Back in your Message window, the attachment directory path and filename will be listed in the Attachments field. When you click the Send button, your attachment will go along with your regular Email message.

Note. *It is very helpful to the recipient if you indicate what your attachment was created in, including the version (Such as MS Word ver. 6.0). Not all attachments can be read by everyone depending particularly on those factors. You should also keep the default extension on your attachment to make it even easier for the recipient (e.g. Word documents end with .doc, Powerpoint presentations end with .ppt etc.)*

Eudora Exercises

7. Receiving Attachments

Receiving an Attachment that was Automatically placed in your Specified Attachment Directory
The BUS standard attachment directory is *c:\eudora\attach*, and this is the directory that will receive and store any attachments that people send you.
Eudora uses the extension of the file name to determine which application to open the attachment in (hence it's important to keep the default extension on your document when you *send* an attachment).
You know you have an attachment when you see a little attachment icon in the mailbox that received your message (usually the IN mailbox.)



Step1. **You need to open the message before you can read the attachment, so double-click on the message with the attachment.**

Step2. **Scroll down within the message until you see the Attachment Converted line (usually at the bottom of the message).**

Step3. **Either - place your cursor on the Attachment Converted line and select Open Attachment from the File menu,**
or - double click anywhere on the Attachment Converted line. Your attachment will automatically open in the application it was written in IF Eudora can recognize that application. If Eudora isn't sure which program wrote the document, then you can open it within the application.

Opening an Attachment from the Application it was written in.
Presuming you have the right application (or even know what the attachment was written in - and a little guess work can get you far!), you need to :

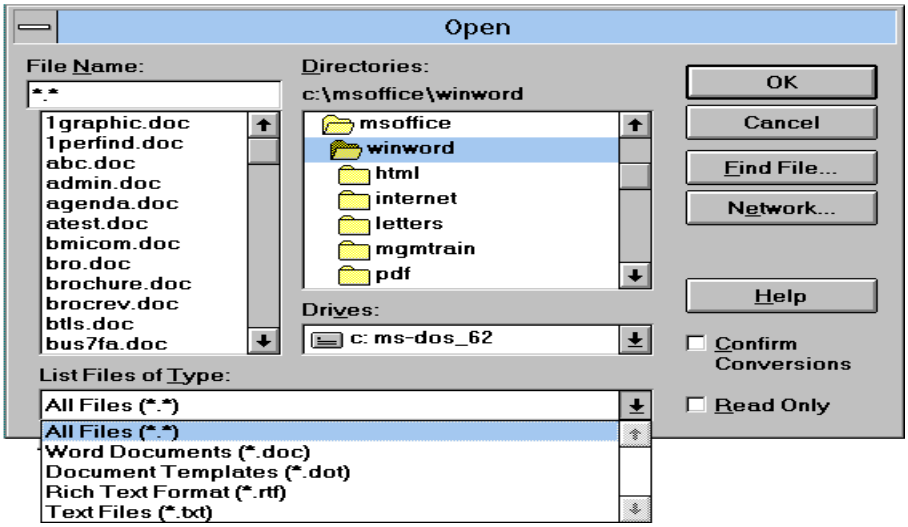
Step1. **Open the application (such as Word, Powerpoint, Excel or Access)**

Step2. **From the File menu, select Open** (or choose the open icon)

Step3. **In the directory dialog box, navigate to the c:\eudora\attach directory, and in the left column under File Name, look for the name of the file that was sent to you**.

Step4. **When you find the file, highlight it by clicking on it once, and then press OK or double-click on it and it should open.**

Make sure that you have the files of list type on "All Files" especially if there is no extension for the file you are trying to find.


Open
File Name:
.
1graphic.doc
1perfind.doc
abc.doc
admin.doc
agenda.doc
atest.doc
bmicom.doc
bro.doc
brochure.doc
brocrev.doc
btls.doc
bus7fa.doc
Directories:
c:\msoffice\winword
msoffice
winword
html
internet
letters
mgmtrain
pdf
Drives:
c: ms-dos_62
List Files of Type:
All Files (*.*)
All Files (*.*)
Word Documents (*.doc)
Document Templates (*.dot)
Rich Text Format (*.rtf)
Text Files (*.txt)
OK
Cancel
Find File...
Network...
Help
Confirm Conversions
Read Only

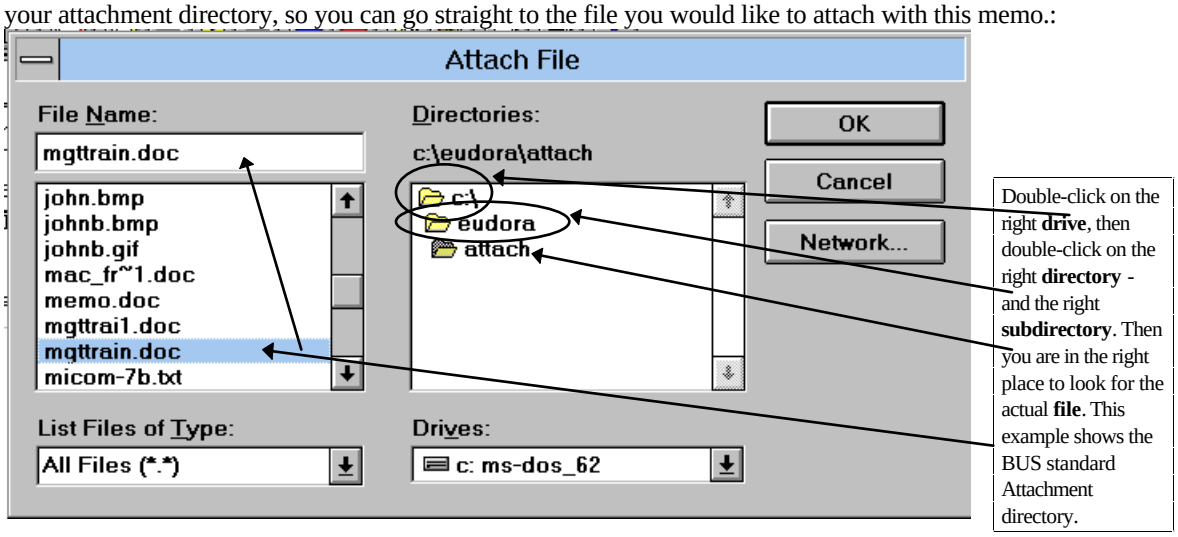
Eudora Exercises

8. Forwarding a Message that has an Attachment in it

When you receive a message that came with an attachment and you want to pass that message on to someone else, just clicking on the Forward button, will only send the Email message, not the attachment too. When you have the new Message window open (with the repeated memo) you need to send the attachment separately - as if it were a new message.

You need to have the message you are forwarding ready to send.

Step1. **From the Message menu, select Attach File.** This will open up a directory dialog box which is asking you which file you would like to attach. You know that your attachment will already be in your attachment directory, so you can go straight to the file you would like to attach with this memo.:



Step2. **Once you have found the right file, click OK.** Back in your Message window, the attachment directory path and filename will be listed in the Attachments field. Now when you click the Send button, not only will you be forwarding someone else's message, but you will be forwarding their attachment also.

Note. *It is very helpful to the recipient if you can indicate what the attachment was created in, including the version (Such as MS Word ver. 6.0). Not all attachments can be read by everyone depending particularly on those factors. You should also keep the default extension on the attachment to make it even easier for the recipient (e.g. Word documents end with .doc, Powerpoint presentations end with .ppt etc.)*

Eudora Exercises

9. Creating Mailboxes and Folders

By default you have just three mailboxes and no folders. Mailboxes are where *messages* are stored and organized, and Folders are where *mailboxes* are stored and organized. You can't actually put a message in a folder, but you can put a message in a mailbox in a folder! (say *that* 3 times fast!) This section will show you how to create both mailboxes and folders, and give you some examples of when they might be useful.

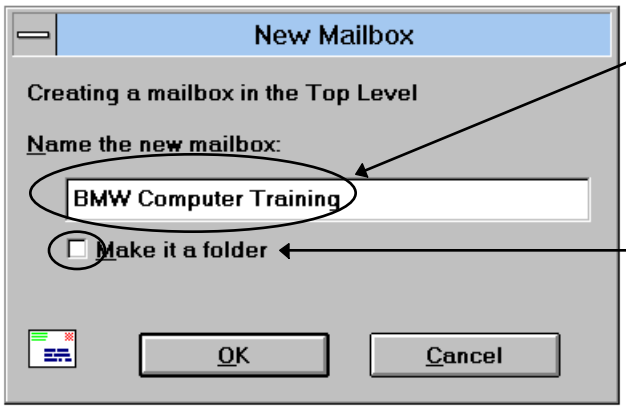
To Make a New Mailbox

Step1. **From the Mailbox menu, choose New.**

Step2. **In the New Mailbox dialog box, type a name to call you new mailbox (usually a direct reference to the type of messages that you will be storing in there.) and click OK.** Your new mailbox has been made and can be opened from the Mailbox menu (just select the menu and find your new mailbox.)
e.g. You might call a mailbox "Josephine" and keep all your messages from me in there!

To Make a New Folder

Step1. Follow the steps above, but before clicking the OK button in Step 2, click on the Make it a Folder box. You would want to name your folder, something which references all the mailboxes you plan to store there.



If BMW Computer Training were a folder, it might contain mailboxes such as:

- Training questionnaire
- Messages to and from client
- Schedule information
- Outline Details

BMW Computer Training will only become a folder if this box is checked.

Eudora Exercises

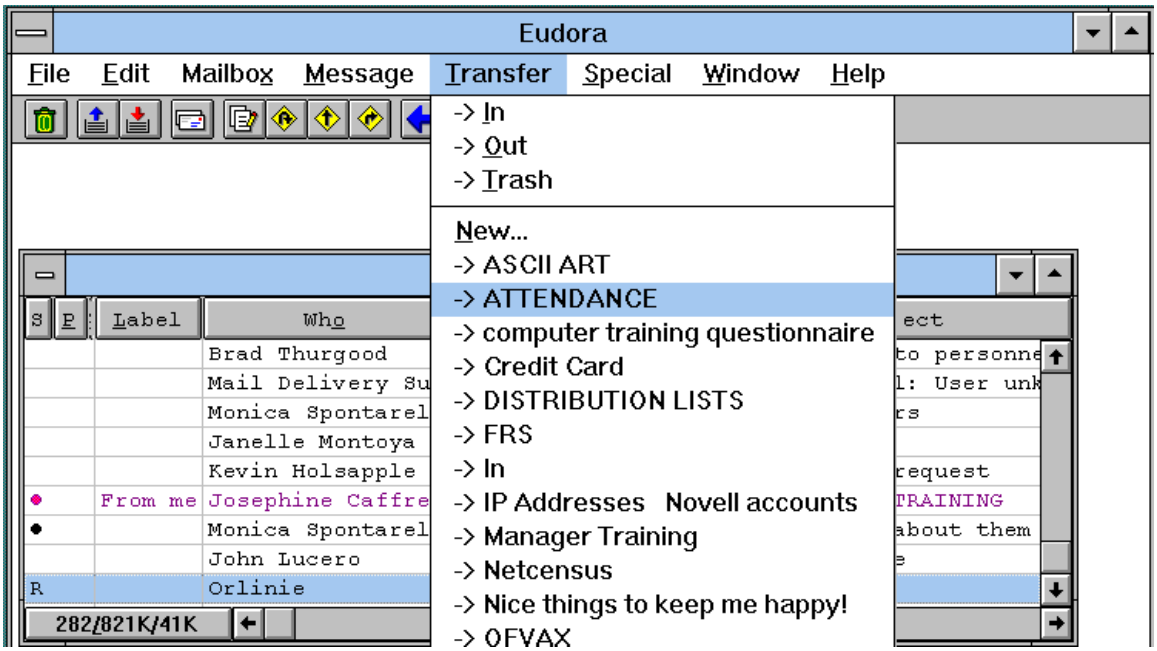
10. Transferring Messages to Mailboxes and Mailboxes to Folders

Putting a specific message in a mailbox

Step1. **Highlight the message in the mailbox it currently resides**.

Step2. **Select the destination mailbox from the Transfer menu.** Your message has now been moved to the mailbox of your choice. To see that message you would select the mailbox from the mailbox menu and double click on the message you would like to read.

In this example, my message from Orlinie will go into my mailbox called Attendance.



Putting a specific mailbox in a folder

Step1. **From the Window menu, choose Mailbox**

Step2. **In the Mailboxes window, double click on the Folder name in the left hand column**.

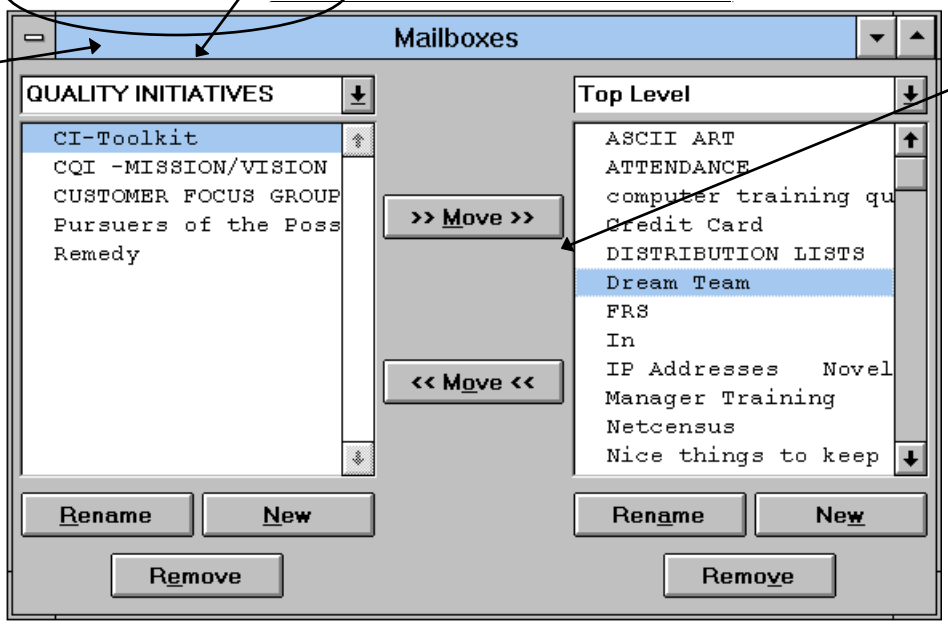
Step3. **Click once on the mailbox you would like to put into that folder (to highlight it).**

Step4. **Click on the Move button (with the arrows pointing left toward the folder**. The mailbox will move to the folder.

This is the Folder name (shown after it was double-clicked on.)

The Mailbox "Dream Team" will be placed in the Quality Initiatives folder when the <<move<< button is clicked on.

These are other mailboxes in the Quality Initiatives Folder.



Eudora Exercises

11. Understanding the "settings" - what you can/should not change

The Eudora program requires certain necessary pieces of information before it will work. This information is available for review in the Settings section under the Special menu. Also under the Settings section is information relating to personal preferences on defaults such as whether the system automatically deletes all messages in the Trash mailbox when you exit the program or not. It is important for you to be aware of what settings can be changed to suit you, and what settings should not be touched!

From the Special menu, choose Settings

The Settings dialog box is essentially displayed in two columns. The left column is the Category field (a list of all the different types of settings that can be changed) and the right hand side displays the details of whichever category is highlighted. There are 15 different categories to view and of them, only 5 should not be changed unless you know what you are doing. These are :

- **Getting Started**
- **Hosts**
- **Dialup**
- **Advanced Networking**
- **Kerberos**

The following table highlights the most useful changes you might want to know about and which category you would make that change in. The comments explain why you might find this change useful:

FUNCTION	CATEGORY	COMMENTS
Changing how often it checks for mail ***(Check for Mail every ?? minutes)***	**Checking Mail**	The number you enter in this field specifies the number of minutes between checks of the server. Setting this to 0 disables the automatic checking
Save Password	**Checking Mail**	If *Save Password* is checked, you never have to enter your password to check your mail (even if you quit Eudora and then restart it) because your password is stored on your PC.
Deleting attachments when emptying Trash	**Attachments**	If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted, as long as the attachments is still in the 'attachments directory' (c:\eudora\attach). If you want to save an attachment but delete the message, you can either turn this option off, or move the attachment to another directory.
Changing Fonts for the screen and printer	**Fonts & Display**	The font style and size can be changed for the screen or the printer (separately). Most people in BUS use Courier New which seems to produce the best results as far as display is concerned.
FUNCTION	**CATEGORY**	**COMMENTS**
Label Settings	**Labels**	The label settings define the title and color of the seven labels that can be used to categorize messages.
"You Have New Mail" alert box.	**Getting Attention**	There are 3 different ways you can be notified about new mail 1. The little mailbox icon will raise it's flag 2. Your computer will "sing" to you (depends if your computer has a sound card or not) 3. You will see a dialog box the choice is yours.

Always Reply "to all"	**Replying**	When you hit the reply button, if this option is on then you will automatically always reply to all. If this option is off, then when you hit the reply button you will have to make sure you also hold the shift key down, if you want everyone to receive your reply, otherwise it will only go to the author.
Empty Trash when exiting	**Miscellaneous**	If this button is on, then when you close the Eudora program any messages in your Trash mailbox will be deleted. You can choose to always keep them by turning this switch off but remember, they take up space on your hard drive.

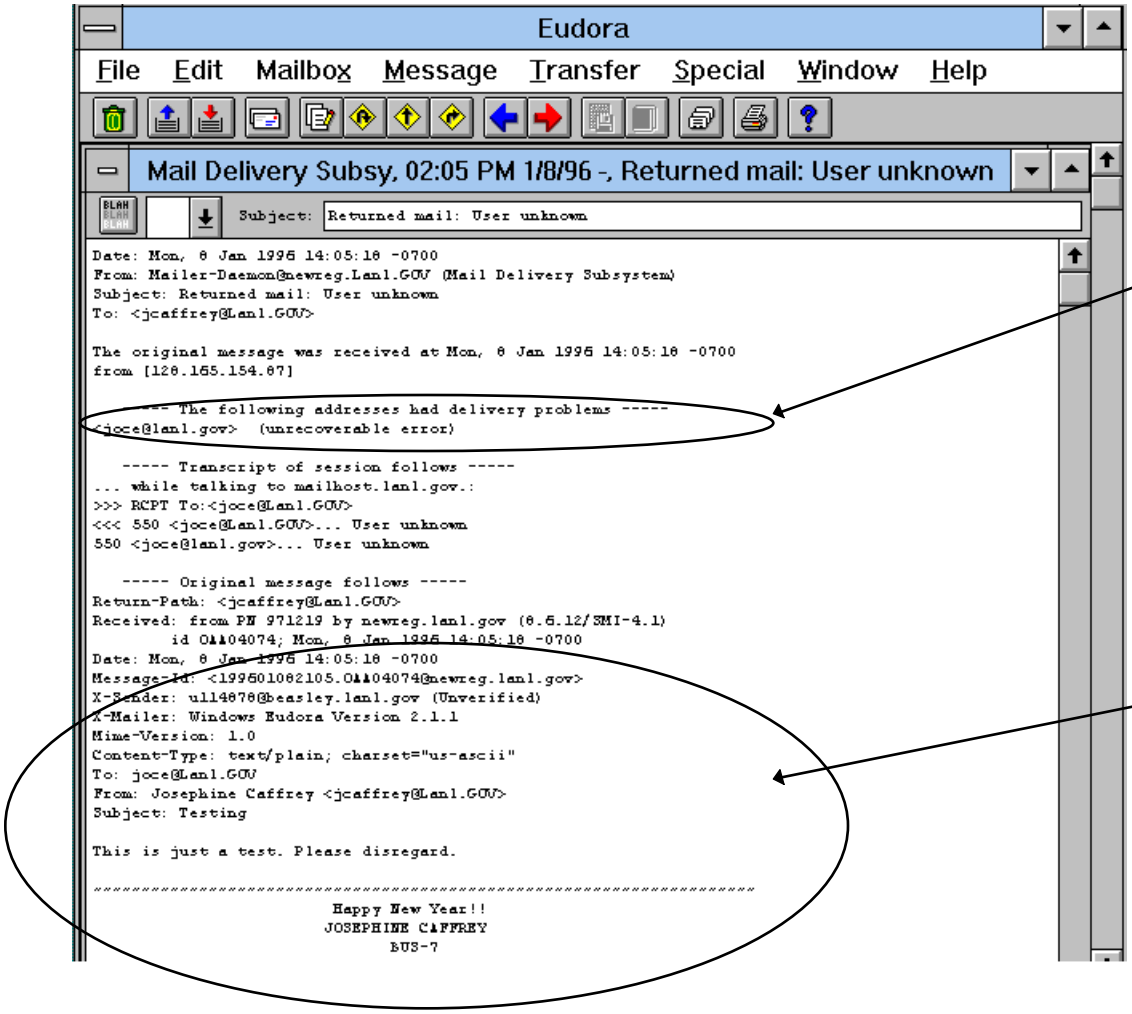
As you use these settings, you will see other options that you may be interested in to customize your Eudora program even further.

Eudora Exercises

12. Reviewing a Failed Delivery Report:

Once in a while you will send a message , which the system allows you to do, but after some time, it will come back to you with an error. There are several reasons why this might happen, but ultimately all the reasons revolve around the address. It is useful to recognize a failed delivery report so that you can work out how to correct it.

Note1. A typical failed delivery report will be from the Mail Delivery Subsystem. (Mailer-Daemon@newreg.Lanl.GOV)
Note2. A typical subject title will be "Returned mail: User unknown"



This section explains vaguely why the message didn't go - and points specifically to the address. Typos, spelling and missing characters are the most obvious mistakes. In this example I have added an extra e (joce instead of joc) on the address and the system does not recognize the user

This section is the original message, including the date and time it was sent - to remind you about what you were saying to who- and to allow you to determine the importance of the memo (whether you need to re-send it immediately or not!)

TIP. *When you recognize the error and can correct it easily - go to your OUT mailbox and find the memo. Highlight or open the memo and choose Send Again from the Message menu. This will produce an exact copy of the memo - revitalized - so that you can correct the address in the To field and re-send it by clicking on the Send button. You are also able to edit it in the usual way - should there be anything else you want to add (including another recipient.)*

Eudora Exercises

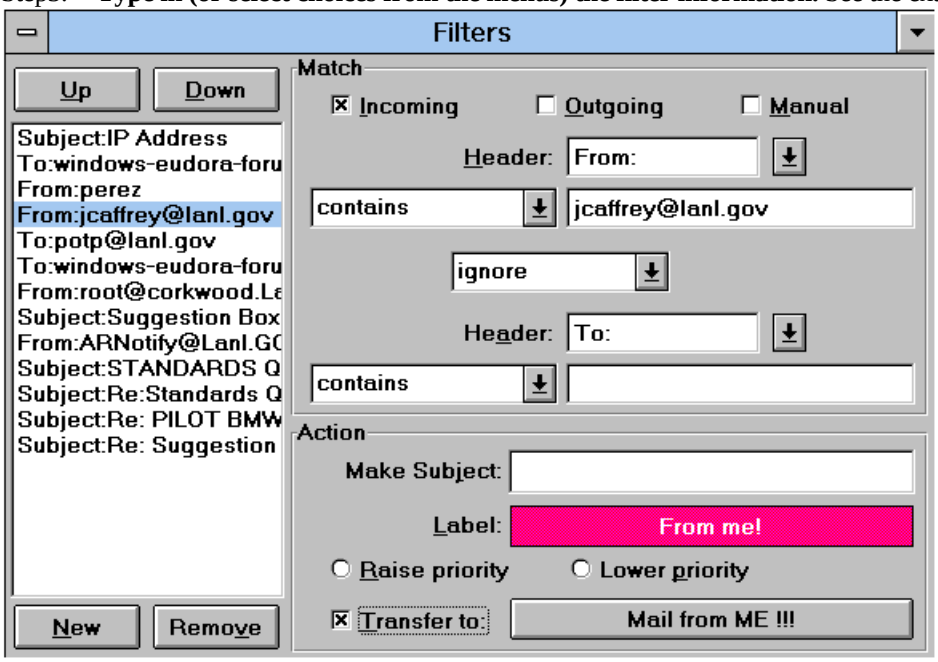
13. Creating a Message Filter

Eudora has a message filtering feature that allows you to modify incoming and outgoing messages automatically. Using filters, you can change message subjects, assign labels, raise and lower message priorities and transfer messages to specific mailboxes.
Eudora filters are created configured and turned on or off using the Filters Window.

Step1. **From the Window menu, select Filters.** This will open up the Filters dialog box. The left side of the Filters Window displays the user-defined filter list and the filter editing buttons. The editing buttons allow you to create a new filter, remove a filter or change the order that the filters are displayed (and invoked).

Step2. **Click on the New button.** A new filter named "untitled" is added to the list. Eudora will name this filter based on the information you enter.

Step3. **Type in (or select choices from the menus) the filter information.** See the example below.



In this example, any incoming message from jcaffrey@lanl.gov will receive the "From me!" label and will be automatically placed in my "Mail from ME!!!" mailbox when it arrives.

There are so many possibilities for filters that it is encouraged that you learn from experimenting with different options according to your needs.

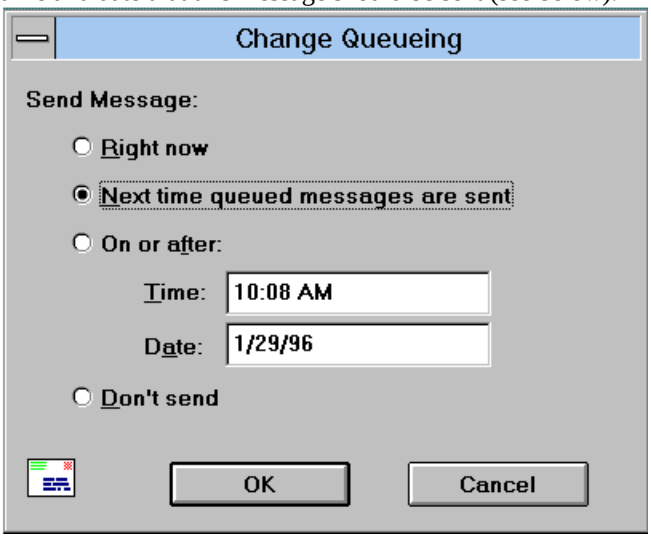
Note: If you delete a mailbox that was referred to in your filters, you will have to amend the information in the filters window to avoid getting error message every time the program checks for mails.
You have two main choices about being notified upon the receipt of a filtered message. You can either have the specified mailbox open up automatically when it receives mail directly from the POP account, or you can choose to see a Filter report which tells you where mail has been directed. These options are in your Settings, under Getting Attention - "open mailbox" If this box is checked the mailbox will open if not you will receive a filter report.

Eudora Exercises

14. Deferring the Delivery Time of an Outgoing Message

Step1. **Write a message in the usual way but do not press the Send button**.

Step2. **Select Change Queing from the Message menu.** A dialog box will appear asking you for the new time and date that this message should be sent (see below).



Step3. **Choose On or after and you will be able to enter the specific desired date and time you would like the message to be sent.**

Step4. **Click OK.**

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

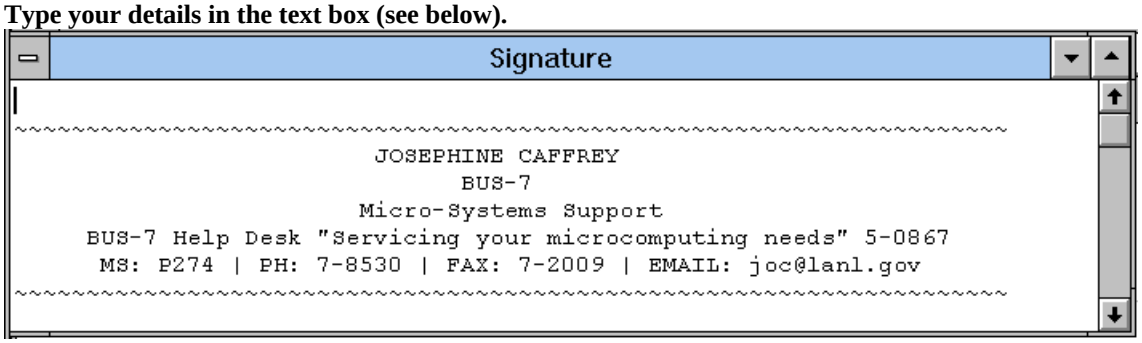
Eudora Exercises

15. Creating a Signature File

A "signature" is a brief message automatically added by Eudora to the end of outgoing messages. It should consists of a few lines giving the sender's full name, Group name, Email address, phone number and mail stop. Other pertinent details such as Fax number, Team name and location can also be included. Eudora supports two signature files, a primary one "Signature" and a secondary one "Alternate Signature".

Step1. **Select Signature from the Window menu.** A plain text dialog box will appear.

Step2. **Type your details in the text box (see below).**


Signature
~~~
~~~

Eudora Exercises

16. Finding a Message

Eudora has a find function that searches for specific text within a single message, multiple messages, or even multiple mailboxes. To display the Find submenu of commands, select Find from the Edit menu.

To find text within a single message

Step1. **Open the message you would like to search within.**.

Step2. **Select Find from the Edit menu and then choose Find from the submenu.**

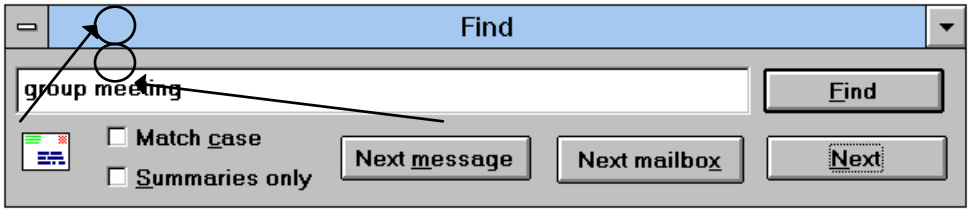
Type the text you want to find in the text field and then press the Find button. If Eudora cannot find the specified text then a "not found" alert will be displayed otherwise the requested text will be found and highlighted for you.

To find text among multiple messages and mailboxes

Step3. **Click on the Next button.** The Next button allows you to search for the next match of the specified text until it is found either in the same mailbox, or among all the messages in the current mailbox.

Step4. **Click on the Next Message.** The Next Message button begins the search at the message after the current message. Eudora continues to search until it finds a match, even if it had to open more than one message or a new mailbox.

Step5. **Click on the Next Mailbox.** The Next Mailbox button begins the search at the next mailbox following the current one (using the order in which they are listed on the Mailbox menu).



Normally Eudora ignores capitalization when searching. If you check the Match Case box, Eudora will search for exact matches of character strings, including any capitalization.

If you click on the Summaries only box, Eudora will look specifically at the Sender and Subject fields only as they appear in the mailbox windows. Eudora searches much faster when this option is checked.