

For Windows Version 3.0

Creating & Sending a Message

1. From the Message menu, select New Message.
2. Type an E-mail address (or nickname you created) in the *To:* field.
3. Press tab to move the blinking cursor to the *Subject:* field.
4. Type in the subject of your message (optional but useful).
5. Press tab and type in the *Cc:* field E-mail address (optional).
6. Press tab and type in the *Bcc:* field E-mail address (optional).
7. Press tab and type in the body of the message.
8. After completing the message, click Send (or Queue).

Tip: You can type multiple addresses in the To:, Cc:, and Bcc: fields, as long as you separate them with commas.

Tip: You can save a message without sending it by selecting Save from the File menu. Your message is saved in the Out mailbox. It can be reopened and edited at any time prior to sending it.

Checking For & Receiving Mail

You can manually check for mail, or set up Eudora to automatically check for mail.

To check for mail manually, do the following:

1. From the File menu select Check Mail.
2. If Eudora asks for your password, type it in the Password dialog and click OK (passwords are "case-sensitive").
3. If there is no mail for you, a "no mail" alert is displayed; click OK.
4. If you have new mail, Eudora transfers the messages one by one and then displays a "new mail" alert; click OK.
5. New messages are delivered to your *In* mailbox. This mailbox opens automatically and your new message summaries are added to the end of the mailbox list. Double click message summary to open.

To set up automatic mail checking, do the following:

1. From the Tools menu, select Options. Then, select Checking Mail.
2. In the *Check For Mail Every ? Minute(s)* field, type the number of minutes between automatic mail checks (15 is the recommended minimum interval).
3. Select the Personalities category, and turn on the Check mail option for each personality that you want automatically checked.
4. Click OK to close the Options dialog.

Eudora automatically checks for mail at the interval you have requested.

Replying to a Message

1. Select or open the message you want to reply to.
2. From the Message menu, select Reply to display a new composition window. Eudora completes the *To:*, *From:*, and *Subject:* fields based on the original message.
3. Remove those parts of the original text that you don't want to include in your reply and type in your own text.
4. Once your response is completed, click Send (or Queue).

Forwarding a Message

1. Select or open the message you want to forward.
2. From the Message menu, select Forward to display a new composition window. Eudora completes the *Subject:* field based on the original message and transfers the header and body of the original message to the new message body.
3. Type the addresses of the people you want to forward the message to in the *To:* field.
4. The existing text may be edited, and more text may be added to the message.
5. Once the editing is completed, click Send (or Queue).

Redirecting a Message

Eudora's Redirect command lets you send a message that was sent to you to someone else, while allowing the recipient of the redirected message to reply directly to the original sender.

1. Select or open the message you want to redirect.
2. From the Message menu, select Redirect to display a new composition window. Eudora completes the *From:* field with the address of the originator and the words "by way of" followed by your address. The *Subject:* field and message body are also completed based on the original message.
3. Type the addresses of the people to whom you wish to redirect the message in the *To:* field.
4. The existing text may be edited, and more text may be added to the message.
5. Once the editing is completed, click Send (or Queue).

Mailbox-to-Mailbox Message Transfer

1. Select or open the message you want to transfer.
2. Select the name of the mailbox you want to transfer it to from the Transfer menu (if you hold down the shift key while transferring a message, a copy of the message is transferred and the original message remains in the original mailbox).

Tip: You can create a new mailbox and transfer a message into it all in one step. Instead of selecting an existing mailbox, select New... from the Transfer menu.

Tip: If you transfer a message and decide you put it in the wrong mailbox, select Undo Transfer from the Edit menu.

Opening a Mailbox

From the Mailbox menu, select the name of the mailbox you want to open. Or, in the Mailboxes window, double-click on the mailbox.

Deleting a Message

There are several ways to delete a message or messages, as follows:

1. Select or open the message you want to delete. Select Delete from the Message menu.
2. Select or open the message you want to delete. Press the delete key.
3. Select or open the message you want to delete. Select Trash from the Transfer menu.
4. Select or open the message you want to delete. Click the Trash icon in the main toolbar.

Note: All deleted messages are put into the Trash mailbox.

Entering Your Password

1. Your first mail check initiates the Password Dialog box. Type in your password and click OK.
2. If you make a mistake before clicking OK, backspace and re-enter the correct password.
3. If your password is rejected, select Check Mail from the File menu and try again.

Changing Your Password

1. Select Change Password from the Special menu to display the Password dialog.
2. Select the personality that you want to change the password for.
3. Type in your current password and click OK.
4. Eudora asks you to type in your new password and click OK.
5. To verify the change, type in your new password again and click OK. If your new password is rejected, repeat the steps.

Quick Reference Guide

Creating an Address Book Entry

The Address Book is where you keep information about individuals or groups that you correspond with.

1. Select Address Book from the Tools menu.
2. Click New. A dialog is displayed asking what you want to call it. Enter a Nickname for the entry, and click OK to create the entry.
3. 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.
4. In the Name field (in the Info tab), enter the real name of the person or group.
5. In the other fields provided in the Info and Notes tabs (Phone, Fax, Postal Address, and Notes), you can enter contact information for the person or group, and any notes to yourself. This information is not included in outgoing messages.

Creating Signatures

When enabled, a signature is added to the end of your outgoing mail.

1. From the Tools menu, select a Signature from the Signatures submenu.
2. Type the signature text in the window.
3. Select Save from the File menu to save the signature.

Modifiers

Many operations in Eudora can be affected by holding down one or more "modifier" keys.

- | | |
|-----------------------------|---|
| Shift + Check Mail | Display the Mail Transfer Options dialog to define the interaction with your POP account. |
| Shift + Queue/Send | Open the Change Queuing dialog. |
| Shift + New message command | Display the Message Options dialog to select a personality for the new message. |

Shift + Insert Recipient

Insert the address(es) instead of the nickname.

Shift + Ctrl + ,

Expand the nicknames in the current field to their real addresses (the cursor must be in the appropriate field).

Shift + Finish Address Book Entry

Finish the Address Book entry with the address(es) instead of the nickname.

Shift + Sort command

Sort in ascending 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 + Wrap Selection

Removes the carriage returns from the selected text (unwraps).

Shift + Save

Saves changes to all open windows.

Shift + Close

Closes all open windows.

Shift + Exit

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

Alt + Drag toolbar button

Moves the button on the toolbar.

Other Important Keys

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.

esc

Stop any operation currently in progress.

F1

Display help.

page up, page down

Scroll up or down through the window.

Menus

File			
New Text File			
Open Text File...	Ctrl+O		
Open Attachment	Enter		
Close	Ctrl+W		
Save	Ctrl+S		
Save As...			
Send Queued Messages	Ctrl+T		
Check Mail	Ctrl+M		
Print...	Ctrl+P		
Print Preview			
Print Setup...			
Exit	Ctrl+Q		
Edit			
Undo	Ctrl+Z		
Cut	Ctrl+X		
Copy	Ctrl+C		
Paste	Ctrl+V		
Paste As Quotation	Ctrl+'		
Clear			
Text			
Select All	Ctrl+A		
Wrap Selection			
Finish Address Book Entry	Ctrl+,		
Insert Recipient			
Find			
Sort			
Check Spelling	Ctrl+6		
Message Plugins			
Mailbox			
In	Ctrl+I		
Out			
Trash			
New...			
Message			
New Message	Ctrl+N		
Reply	Ctrl+R		
Reply to All			
Forward			
Redirect			
Send Again			
New Message To			
Forward To			
Redirect To			
New Message With			
Reply With			
Attach File to New Message	Ctrl+H		
Send Immediately	Ctrl+E		
Change			
Delete	Ctrl+D		
Transfer			
→ In			
→ Out			
→ Trash			
New...			
Special			
Filter Messages	Ctrl+J		
Make Address Book Entry...	Ctrl+K		
Add as Recipient			
Remove Recipient			
Empty Trash			
Compact Mailboxes			
Forget Password			
Change Password...			
Tools			
Filters			
Mailboxes			
Address Book	Ctrl+L		
Directory Services	Ctrl+Y		
Signatures			
Options...			
Window			
Cascade	Shift+F5		
Tile Horizontal	Shift+F4		
Tile Vertical			
Arrange Icons			
Send To Back	Ctrl+F6		
Help			
Topics			
Context Sensitive Help			
Register Eudora...			
Insert System Configuration			
About Eudora...			
About Message Plugins...			

Note: To select a menu command using the keyboard, hold down the Alt key and type the underlined letter in the menu that you want.

Shortcuts

The shortcuts for Eudora functions are as follows

- Ctrl + O Open Out mailbox
- Ctrl + I Open In mailbox
- Ctrl + 6 Check Spelling
- Ctrl + ' Paste as quotation
- Ctrl + , Finish nickname
- Ctrl + A Select all
- Ctrl + B Make text bold (32-bit only)
- Ctrl + C Copy
- Ctrl + D Delete
- Ctrl + E Send or Queue
- Ctrl + F Open Find dialog
- Ctrl + H Attach document
- Ctrl + I Make text italic (32-bit only)
- Ctrl + J Filter messages
- Ctrl + K Make nickname
- Ctrl + L Open Address Book
- Ctrl + M Check mail
- Ctrl + N New message
- Ctrl + O Open
- Ctrl + P Print
- Ctrl + Q Exit Eudora
- Ctrl + R Reply
- Ctrl + S Save current window
- Ctrl + T Send queued messages
- Ctrl + U Make text underlined (32-bit only)
- Ctrl + V Paste
- Ctrl + W Close message
- Ctrl + X Cut
- Ctrl + Y Directory Services
- Ctrl + Z Undo

