

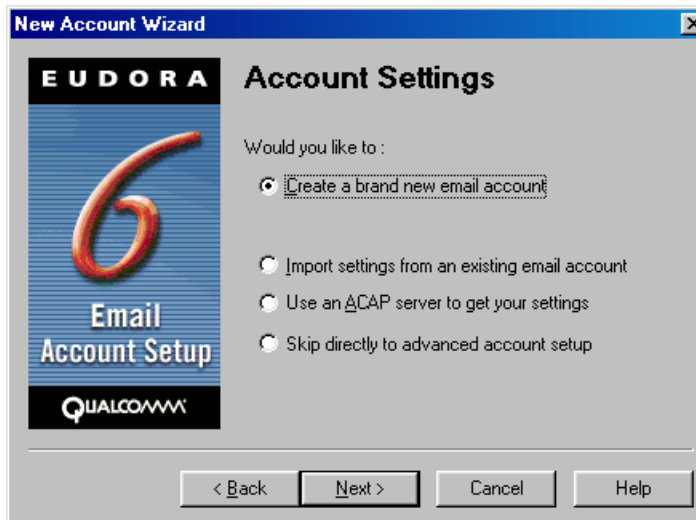
## Faculty Set-up for Eudora Setup v.6.0

Click **Start**. Go to **Run**. Type in: \\robinhood\msusoftware Hit Enter.

1. Double-click the install file.
2. A Welcome Wizard should pop up after the installation loads. Click Next.
3. Click **Yes** to the agreement.
4. A “Choose components” window is next. Click Next
5. “Setup will install in the following folder.” Click Next.
6. Make sure that **Custom Data Folder** is selected. Click Next.
7. Click Next.
8. Setup will install more files then ask “**Would you like to create a shortcut to Eudora on your desktop?**” Click **yes**.
9. “Specify a name.” (Eudora) Click next.
10. Additional Eudora window comes up. Uncheck the **Take me to premium services** box And **view the read-me file now**. Click **Finish**.

## Setting up your E-mail Account Eudora v.6.0 using New Account Wizard (Screen shots below)

1. Double-click the Eudora icon on your desktop.
2. Click **Tools**.
3. Click **Options**.
4. Select **Getting Started** in the left column.
5. Type in:
  - a. Your Name
  - b. Email address (firstname.lastname@murraystate.edu)
  - c. Mail Server (incoming) is **murraystate.edu**
  - d. Log in name (firstname.lastname)
  - e. SMTP Server (outgoing) is **murraystate.edu**
  - f. "**Allow authentication**" - If this box is checked, you will be prompted for your Email password when Sending messages. The password prompt will occur once per Eudora session.



New Account Wizard

**EUDORA**

**Email Address**

Please enter your email address which has been assigned to you by your Internet Service Provider. This address will be the address other people use to send email to you.

Email Address:   
(e.g. --> cjones@isp.com)

**Email Account Setup**

QUALCOMM

< Back   Next >   Cancel   Help

New Account Wizard

**EUDORA**

**Login Name**

In the edit box below, please enter the name you will use to log into this account.

Login Name:   
(e.g. --> cjones)

**Email Account Setup**

QUALCOMM

< Back   Next >   Cancel   Help

New Account Wizard

**EUDORA**

**Incoming Email Server**

In the edit box below please type in the full name of your incoming mail server.

Incoming Server:   
(e.g. --> mail.isp.com)

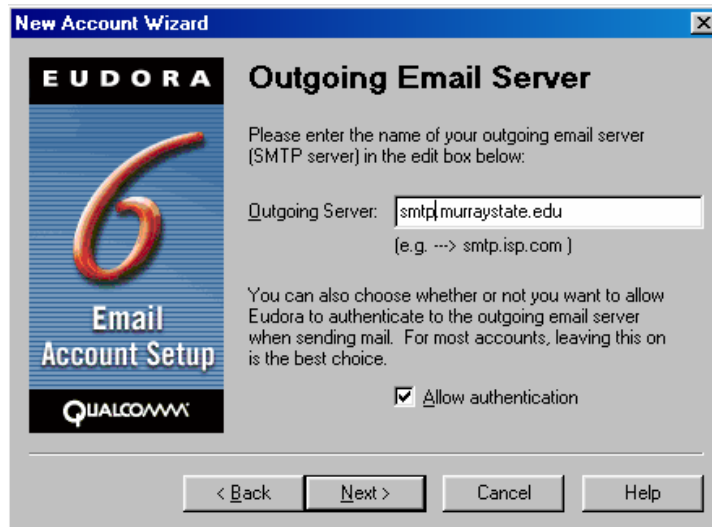
Please choose the type of server you are using. You can always change this later.

POP    IMAP

**Email Account Setup**

QUALCOMM

< Back   Next >   Cancel   Help



## Set Eudora to automatically check for messages

1. Click **Tools**.
2. Click **Options**.
3. Click **Checking Mail** on the left hand side.
4. Fill in **Check mail every \_\_\_ minutes** to desired time.

## Set Eudora to leave copies of messages on the mail server (optional)

1. Click **Tools**.
2. Click **Options**.
3. Click **Incoming Mail** on the left hand side.
4. Check the box **Leave mail on server**. (if you choose this option, you will also need to choose Delete from server when emptied from trash)
5. Check the box **Delete from server when emptied from trash**.

## Reset Eudora's Toolbars to Default

1. Press **Ctrl + Shift** and click **Tools** and **Options**.
2. A message will prompt you that says, "Eudora is about to strip out the most vital settings from your Eudora.ini file, and then exit. Your current Eudora.ini file will be saved as Eudini.sav. Do you want to go ahead with this?"  
Click **yes**.
3. Restart Eudora.

## **Backing up Eudora personal files**

1. Double Click “My Computer” on your desktop, or click start and go to “My Computer.”
2. Double Click “Local Disk (C:)”
3. Double Click the “Program Files” folder.
4. Double Click the “Qualcomm” folder.
5. Inside the Qualcomm folder, you will see a folder named “Eudora.” This is the folder that retains a user’s settings. In order to back up their Eudora (i.e save all messages and address books), copy this folder to a backup drive, CD, or by whatever means you wish to save the folder.