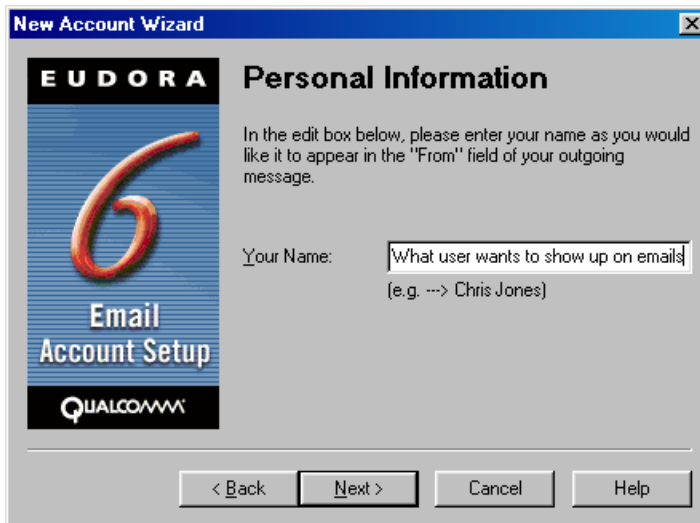
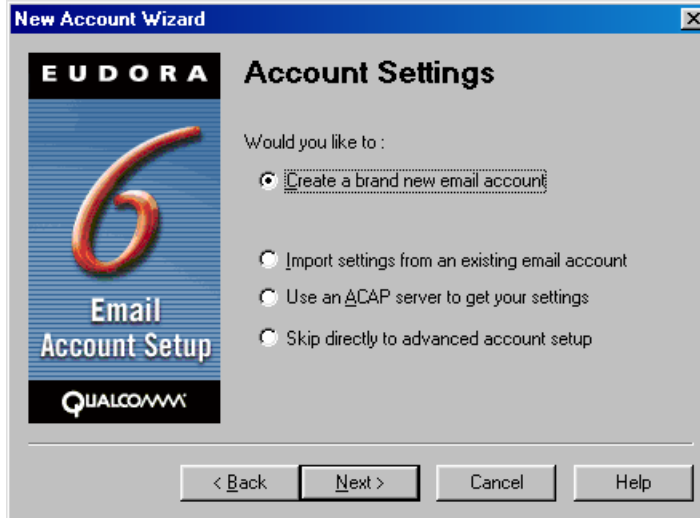


Setting up your E-mail Account Eudora v.6.0 using New Account Wizard (Screen shots below)

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

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

New Account Wizard

EUDORA

Outgoing Email Server

Please enter the name of your outgoing email server (SMTP server) in the edit box below:

Outgoing Server:
(e.g. --> smtp.isp.com)

You can also choose whether or not you want to allow Eudora to authenticate to the outgoing email server when sending mail. For most accounts, leaving this on is the best choice.

Allow authentication

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.