

Eudora Lite

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YOU MUST HAVE A FLOPPY OR ZIP DISKETTE TO LOAD EUDORA IN THE LIBRARY!

To Load Eudora

Double click the **Eudora Lite** folder on the Windows 95 Desktop. Eudora will immediately take you to the **Options** dialog box. Click the mouse one time in the **POP account** box and type in your full e-mail account (ex: gsi7777@gsaix2.cc.gasou.edu) Tab to the **Real name** box and type in your full name. Finally, tab to the **Return address** box and again type in your full e-mail account. (Hint: The **POP account** and **Return address** boxes should look the same.) Click the **OK** button at the bottom of the dialog box to close the **Options** window. If you ever need to go back and change your e-mail information, select **Tools** from the menu bar and select **Options** from the pull down menu.

To Check Mail

Select **File** from the menu bar and click **Check Mail** from the pull down menu. Similarly, you can click the **Check Mail** icon on the Eudora button bar. Eudora will prompt you for your password. Eudora will then access your e-mail account, and if you have mail it will list the sender's name, the date, time, and subject of the message in the **In** box.

To Read Mail

If your **In** box is not currently open on the screen, double click **In** from the tree structure on the left-hand side of the screen or select the **Mailbox** from the menu bar and click **In** from the pull down menu. Double click the message you wish to read and the detail of the message will appear in its own box. To go back to a listing of messages in the **In** box simply click on the **x** button in the top right-hand corner of the message window.

To Reply to Mail

Open up the message you wish to reply to by double clicking on the message in the **In** box. Select **Message** from the menu bar and click **Reply** from the pull down menu. You can instead click the **Reply** button on the Eudora button bar. A new message box appears with the e-mail address of the person you are replying to in the **To:** line and your e-mail address in the **From:** line. The subject and the contents of the message you are replying to remain the same but are accessible for change. You may choose to leave the previous message so that the person you are replying to can remember the message you are referring to or you can delete the previous message and simply type in your response. (Hint: To delete the previous message select the area you would like to delete by clicking and dragging your mouse over the area and then press the <Delete> key)

To Forward Mail

Open up the message you wish to forward by double clicking on the message in the **In** box. Select **Message** from the menu bar and click **Forward** from the pull down menu. You can instead click the **Forward** button on the Eudora button bar. A new message box appears with your e-mail address in the **From:** line. The **To:** line is empty so that you can type in the e-mail address of the person you wish to forward the message to. The subject and contents of the message you are forwarding remain the same but are accessible for changes and/or additions.

To Make an Address Book

Select **Tools** from the menu bar and click **Address Book** from the pull down menu. Click the **New** button and the **New Nickname** dialog box displays. Type in the nickname you wish to create and click **OK** to create the nickname. The cursor should now be blinking in the **Address(es):** box waiting for you to type in the full e-mail address of the person you are creating a nickname for. After typing the e-mail address for your nickname, close the **Address Book** dialog box by clicking on the **x** button in the top right-hand corner of the window. Now you can send an e-mail

message to your nickname without having to type in their e-mail address.

To Attach a File

Attaching a file saves you the trouble of having to copy and paste the contents of the file into your e-mail message and allows the file to keep its formatting so that the person receiving the file can simply open the file in the application it was created from. To attach a file create your e-mail message as you normally would, but before you send it select **Message** from the menu bar and click **Attach File** from the pull down menu. You can instead click the **Attach File** button on the Eudora button bar. The **Attach File** dialog box will prompt you for the file you wish to attach to your message. Select the drive that contains your file [3 ½ Floppy (A:) or zip disk] from the **Look in** box in the top left-hand section of the screen. Locate and select the file you wish to attach and click the **Open** button in the bottom right-hand corner of the window. Send the e-mail message and the attached file will also be sent. (Hint: Make sure any files you are sending as attachments are not currently open in another software application. It may cause problems in sending the file as an attachment.)

To Print Mail

Open up the message you wish to print by double clicking on the message in the **In** box. Click **File** from the menu bar and click **Print** from the pull down menu to bring up the print dialog box. You can instead click the **Print** button on the Eudora button bar. Select a printer by clicking on the down arrow key to the right of the **Name** box. To print to the laser printer nearest your computer, select the printer name containing the same letter identification that your computer has (For example: **Printer D**). To print to the color printer behind the MAA Help Desk, select **Color Printer**. Make a print selection in the left-hand section of the screen, and select the number of copies you wish to print on the right-hand section of the screen. Click the **OK** button to print your document. To pick up color print copies, remember your computer's name, go to the MAA Help Desk, and tell the assistant your computer's name so (s)he can release your print job. Your Eagle Express Card of Eagle Vend Card will be debited \$.20 per printed page.

To Delete Mail

Either highlight the message in the **In** box or open the message, select **Message** from the menu bar and select **Delete** from the pull down menu. You can instead click the **Delete** (Trash) button on the Eudora button bar.

To Exit Eudora

Select **File** from the menu bar and click **Exit** from the pull down menu. Eudora will return you to the Windows 95 Desktop.

To Forward Mail from a GSU Account to an Off-Campus Account

At the \$ prompt, type:

forward username@domain.com

To cancel the forwarding of mail from your GSU account to an off-campus account, type: **erase .forward** at the \$ prompt. Don't forget to include the period "." before the "forward".