

Advanced Eudora

A Quick Reference Guide



Visit Our Training Web Site
<http://training.deanza.fhda.edu>

Mailboxes

Creating New Mailboxes

To assist with file management, you can create new mailboxes in Eudora that will store your mail. For instance, if you receive many messages from Joe Teacher that you want to save, you may want to create a Joe Teacher mailbox to store your messages from Joe Teacher.

Create a New Mailbox

1. Click on your Mailbox pull-down menu and select *New*.
2. A window will appear asking you to name your new mailbox. Type the mailbox name in the space provided. **Leave the “Make it a Folder” box unchecked.**
3. Click OK. Your mailbox name will now be visible in your Mailbox pull-down menu.

Transferring Mail to Different Mailboxes

All new mail will, by default, be sent to the In box. Once there, you can transfer your mail to other mailboxes.

Transfer Mail to Different Mailboxes

1. Click once on the message in your In box that you want to transfer.
2. Open the Transfer pull-down menu and select the mailbox you want to place your message into. Your message will be transferred.

Note!

To delete a message, you can either transfer it to the Trash mailbox or select Delete from the Message pull-down menu.

Sending and Receiving Attachments

About Attachments

An attachment is a separate file that is sent to you via the De Anza email server. For instance, I might send you an email informing you that I finished a report in Microsoft Word and attach the actual report to my email message. You would then be able to open that report in Microsoft Word.

Setting Up Your Attachments Folder

You can set up Eudora to place the attachments you receive into a folder of your choice on your computer. This makes file management easier.

Set up Your Attachments Folder

1. Create a new folder on your computer in a convenient location and name this folder Attachments.
2. In Eudora, go to the Special pull-down menu and select Settings. A Settings window will open on your desktop.
3. In the left column of the Settings window, click once on Attachments. (You may need to scroll in order to find the Attachments option.)
4. Click on the button below the "Attachments Folder:" area in the right column. A window will appear.
5. Locate the Attachments folder you created on your hard drive, double-click on it, then click Use Folder.
6. Click OK in the Settings window.



Reading Attachments

When you receive an attachment, a paper icon is visible in the Attachment column of your In window. You should get into the habit of reading the text of an email message before opening an attachment—sometimes that text gives you clues as to how the attached document was saved.

Read Your Attachment(s)

1. Double-click on the attachment in your attachments folder—the attachment will open as well as the application that created the attachment **OR** open the application first, then open the attachment.

Sending Attachments

You can send an attachment with any email message, but you should make sure the file size of the attachment is relatively small. If the file can't be saved on a disk, you should break the file up into smaller pieces, especially if you plan to send the attachment to multiple people on campus with a single email message.

Send an Attachment

1. Create a new email message, filling in the address information and text area of the message.
2. Go to the Message pull-down menu and select Attach Document or click on the Attach Document button in the Eudora toolbar. A window will appear on your desktop.
3. Locate the document you want to attach, click once on it, then click the Attach button. Your attachment will appear in your address information area.
4. Click the Send button in the upper right corner of your message window.



Address Books

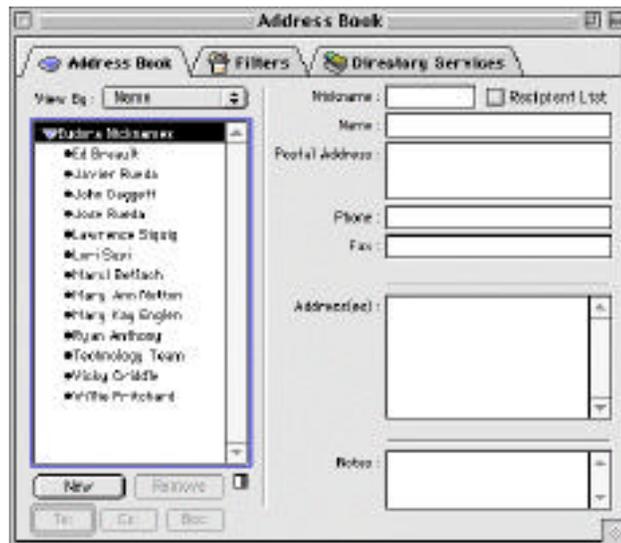
Creating Address Book Entries

The Eudora Address Book allows you to file email addresses and easily access them when addressing email messages. You can create an address book entry for a single person or a group of people.

Group address book entries are good to create if you have a group of people you regularly send email messages to. For instance, if you are on the Technology Team, you might have a group address book entry called Technology Team with a list of everyone's email address in the group. You will get a clearer idea of how this works once you create a group address book entry.

Create an Address Book Entry

1. Select Address Book from the Window pull-down menu. The Address Book window will appear on your desktop.



2. Click on the New button in the lower left corner of the Address Book window. A New Nickname window will appear.
3. In the space provided, type a nickname for your address book entry (first or last names usually work well).
4. Click in the "Put it on the Recipient List" box.
5. Click OK. You will return to the Address Book window.
6. Fill in the fields in the Address Book window—email address is required.
7. Close the Address Book window. You will be prompted to save changes. Click Yes.

Create an Email Group

1. Follow the steps 1-5 above.
2. In the Address(es) area, type multiple email addresses, pressing Return on your keyboard after each entry.



3. When you are finished, close the Address Book window. You will be prompted to save changes. Click Yes.

Tip—Automatic Address Book Entries

When you receive a message from someone and you'd like to include that person in your address book, click once on their email message in your inbox, select Make Address Book Entry from the Special menu, and give the person a nickname.

Using your Address Book

You can use the entries you made in your address book when you create email message.

Go to the Message pull-down menu, select New Message To, then select the person or group from the submenu that appears. A new message will be started addressed to that person or group.

Signatures

About Signatures

A Signature is the text that automatically appears on the bottom of every email message you create. By default, Eudora gives you the opportunity to create two signatures—a Standard Signature that appears on every email message unless otherwise specified, and an Alternate Signature that you can choose to place at the bottom of selected email message. You can create an unlimited amount of signatures.

```
Heidi King  
Technology Trainer  
De Anza College  
http://training.deanza.fhda.edu  
408.864.8494 (phone)  
408.864.5510 (fax)
```

Standard Signature

Creating the Standard & Alternate Signature

1. Go to the Tools pull-down menu and select Signatures
2. Double-click on “Standard” in the Signature window. A text window will appear.
3. Type your signature in this window exactly as you want it to appear on the bottom of your email messages.
4. Close the text window. Save the changes to the signature when prompted to do so.
5. Close the Signatures window.

Note: To create an Alternate signature, follow the steps above, but double-click on “Alternate” instead of “Standard” in step 2.

Choosing the Alternate Signature

By default, Eudora will place the Standard Signature on the bottom of every email message—you must specify when you want to use your Alternate Signature.

1. Begin a new email message.
2. In the message window, click on the signature button.
3. Select Alternate or None from the menu that appears.



Filtering Email Messages

About Filters

In the first part of this booklet, the concept of creating mailboxes for different categories of messages was discussed. When you create a mailbox, you manually have to transfer messages from your “In” box to the appropriate mailbox. Filters allow mail to be transferred automatically.

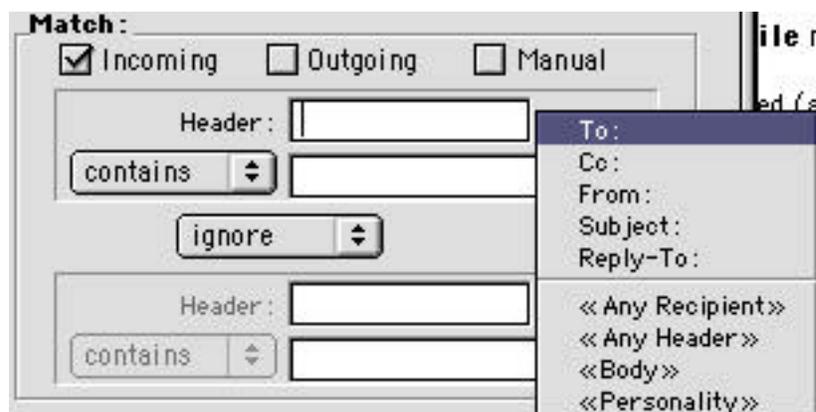
For instance, if you taught Math 1A, you may want to create a mailbox called “Math 1A” to store email from your Math 1A students. If you required your students to put Math 1A in the subject line of their messages, you could then create a filter that would take any email with “Math 1A” in the subject line and automatically transfer it to the Math 1A mailbox.

Just as your “In” mailbox automatically opens when you receive new mail, your other mailboxes will automatically open when you receive new mail that has been filtered into them.

You can also filter message so they directly go to the Trash—this is a good way to get rid of “junk” email.

Creating Filters

1. Select Filters from the Windows menu.
2. Click on the New button. An untitled filter is created.
3. Make sure “Incoming” is checked and that “Outgoing” and “Manual” are unchecked.
4. Click on the Header pull-down arrow and select the Header line that you want to qualify your filter (To, CC, From, Subject, etc.)

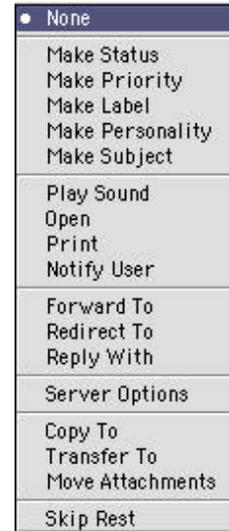


5. In the box to the right of “contains”, type the word(s) that your header line should contain to qualify the filter.
6. If you want to set another qualification, click on the Ignore pop-up menu, choose and, or, or unless, and fill in the Header and Contains fields.

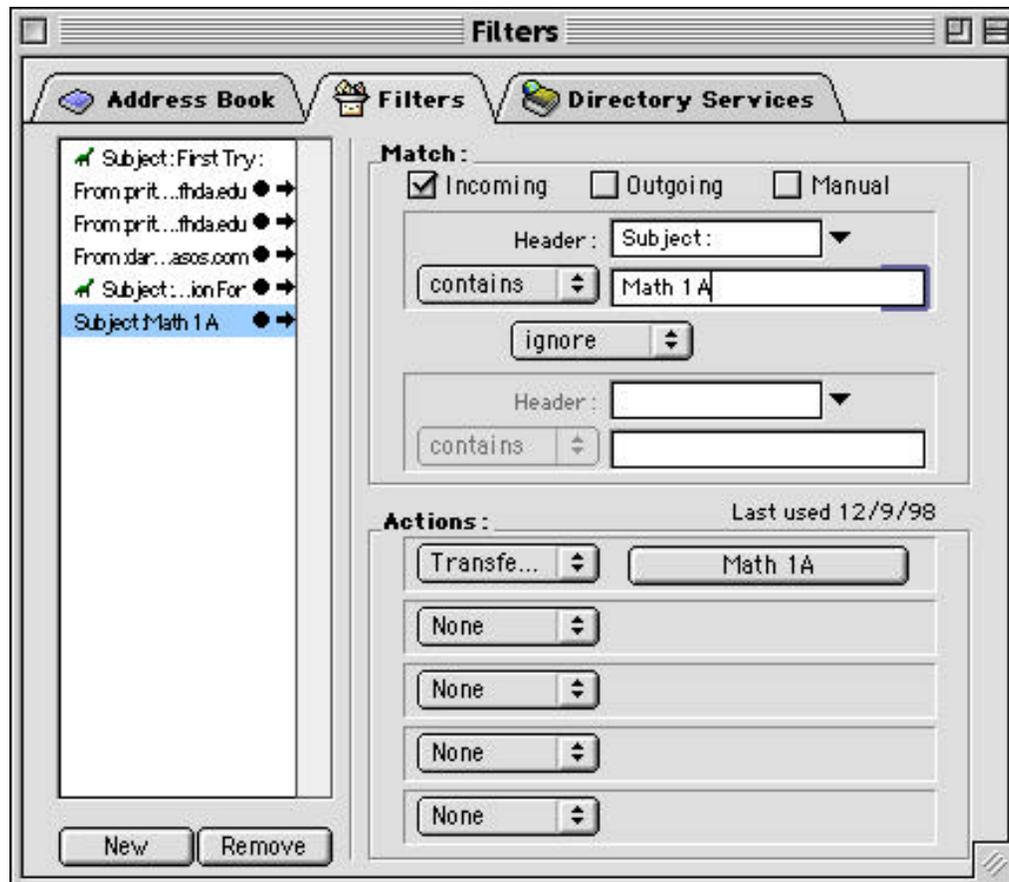
7. Click on the first None pop-up menu in the Actions area and select an action. To transfer the messages to a specific mailbox, select "Transfer To."
8. If you selected an action besides "Transfer To," follow the on-screen instructions.

If you selected "Transfer To," choose a mailbox from the Transfer pull-down menu at the top of your screen. If the mailbox doesn't already exist, select New from the Transfer menu and create a new mailbox.

9. Select Save from the File menu.



EXAMPLE:



This filter will take any incoming email message that contains the words Math 1A in the subject line and transfer it to the Math 1A mailbox. If a new message comes in that is filtered to the Math 1A mailbox, that mailbox will automatically open so your can read your new mail.

An Alternate Way of Creating Filters

1. Select the email message that you want to create a filter for from your In mailbox.
2. Select Make Filter from the Special pull-down menu. The Make Filter window will appear.

Match:

Incoming Outgoing Manual

From contains cperino@loewenbaum.com

Any Recipient contains heidi@saturn.fhda.edu

Subject contains HCFP Brenner Site Map

Action:

Transfer to new mailbox Cheryl Perino
This mailbox will be created in Mail Folder

Transfer to existing <<None Chosen>>

Delete Message (transfer to Trash)

 **Cancel** **Add Details** **Create Filter**

3. Uncheck the “Manual” box (see the tip below for more information).
4. Choose the qualification for your filter (From contains, Any recipient contains, Subject contains) and change any necessary information in the chosen field.
5. Select the appropriate action.
6. Click “Create Filter”

Tip—Using the “Manual” Option

If you select Manual rather than Incoming when setting up your filters, all mail will still come to your “In” mailbox and only be filtered when you select Filter Messages from the Special pull-down menu.