

## Configuring Eudora 6.x for your email account hosted by EIS

The following instructions provide an easy to follow procedure that will empower you to configure Eudora to send and receive email.

To setup your account you will first need to be furnished with the following information.

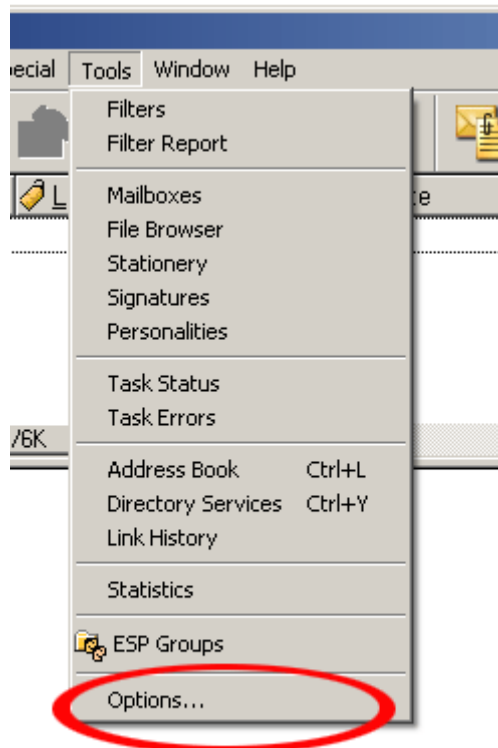
**Mail Server** – for this example we will use *mail.mydomain.com*

**Email Address** – for this example we will use [jdoe@mydomain.com](mailto:jdoe@mydomain.com)

**Password** – for this example we will use *Pass789*

The objective of these changes is to synchronize the Eudora mail reader with the mail server.

1. Start **Eudora**.
2. From the **Tools** menu, choose **Options...**

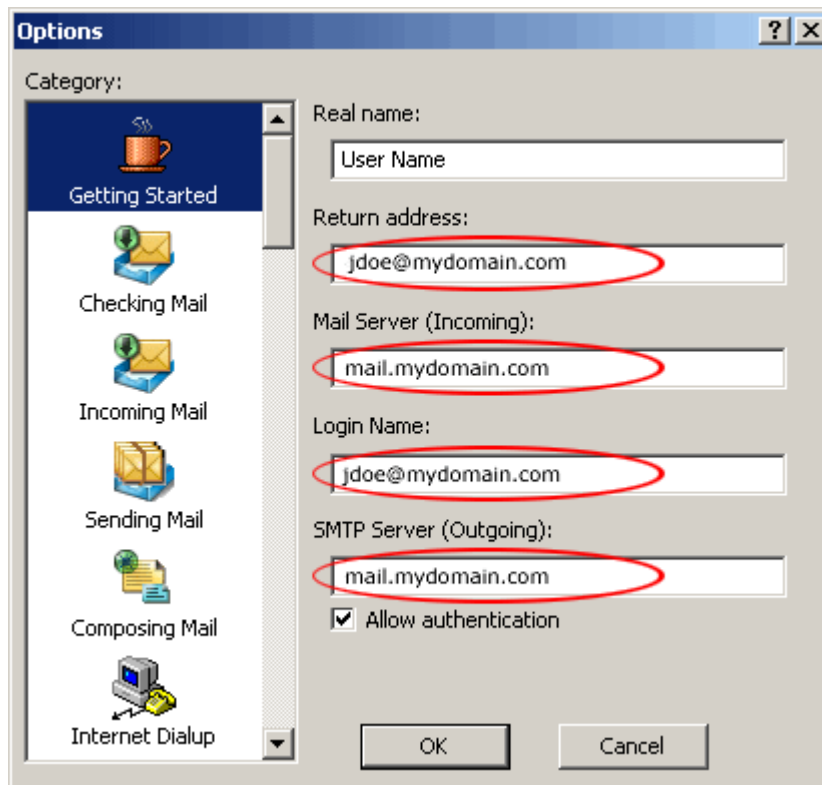


3. A dialog box titled *Options* will appear. In the category listing on the left-hand side, select **Getting Started**.

The window you see should be the same as what is shown below. Enter the following information in the appropriate fields:

- **Return address:** *jdoe@mydomain.com*
- **Mail Server (Incoming):** *mail.mydomain.com*
- **Login Name:** *jdoe@mydomain.com*
- **SMTP Server (Outgoing):** *mail.mydomain.com*

**NOTE:** If you are using a different server contact your system's administrator.



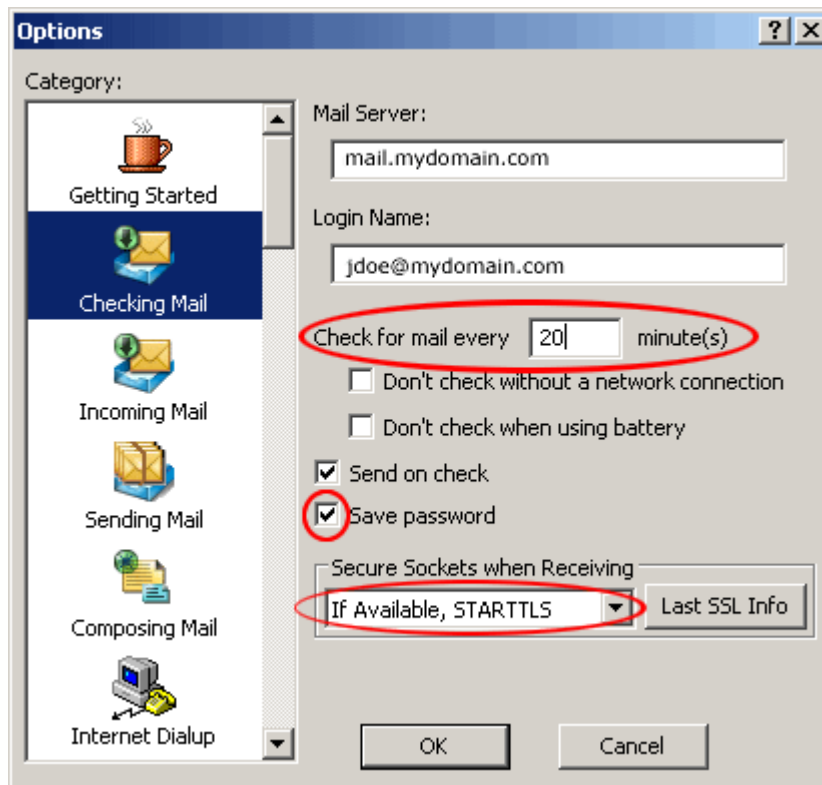
4. In the category listing, select **Checking Mail**. The window you see should be the same as what is shown below.

Make the following changes in this window:

- Under Secure Sockets when Sending, select from the dropdown menu: **If available, STARTTLS**, this should be selected by default.
- Make sure to check **Save Password** so that you do not have to re enter your password every time Eudora checks for mail.
- In the item, **Check mail every 'X' minutes**, change that number to the frequency you wish to have Eudora check for new mail. Setting "20" tells Eudora to check your mail every twenty minutes. We recommend that you do **not** enter a number lower than 20. A setting less than 20 slows the mail server down making reading mail slower for everyone in the College.

If you choose to leave the value at "0", Eudora will only check your mail when you ask it to and not every set period of time.

- You can check your email by using **(CTRL)+M** . Another way to check is to use the Menu bar and click on the **Check Mail** icon.



5. Next select the category **Incoming Mail**. The window you see should be the same as what is shown below.

Confirm that the settings in this window are as follows:

- The default **Server configuration** is POP.
- The box to the left of **Leave mail on server** should be left **unchecked**.

### Option:

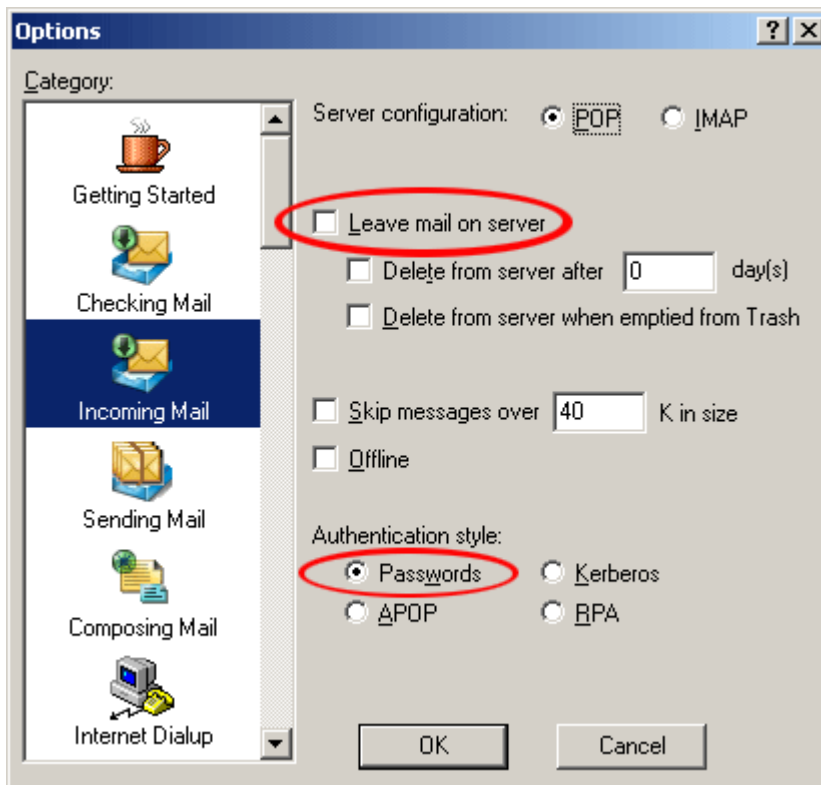
Unchecking the **Leave mail on server** box allows Eudora to download the inbox from the server to your local drive.

If you **check** this box your incoming mail messages remain on the server, the result is that each time you check your mail, all messages in your inbox are downloaded from the server. For those users who have large inboxes, you are impacting the mail server while increasing your wait time for these messages.

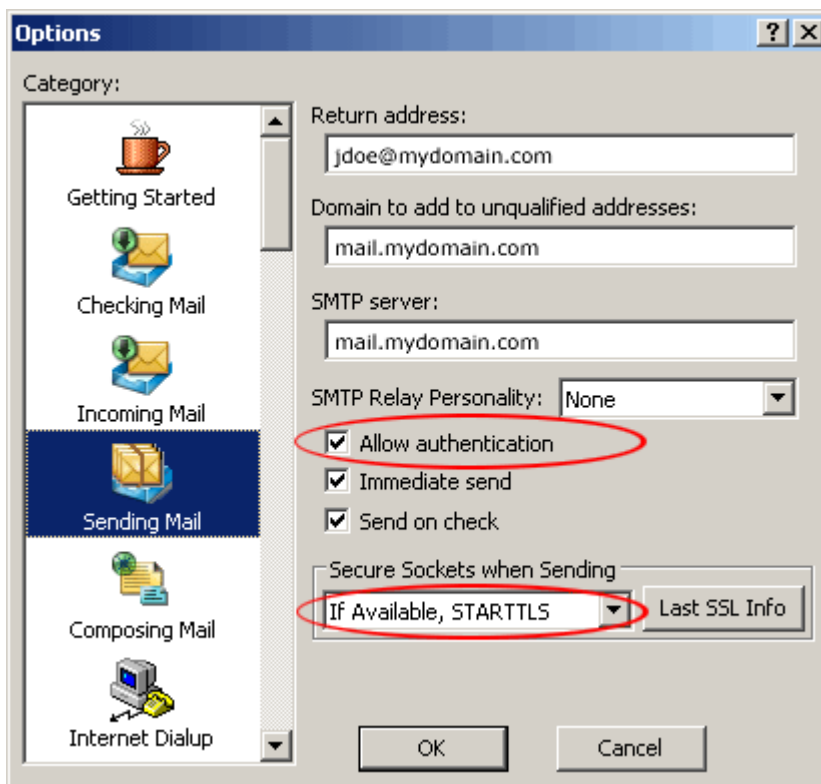
If you decide to leave mail on the server, make sure that you **check** the box to the left of **Remove from server after X days**. In place of the 'X', put the number of days you wish to leave the email on the server. Specifying a value of 5 will keep messages on the server for 5 days. After that period of time, the message will be removed from the server.

If you read your mail from multiple locations this may be a good solution for you.

- Under **Authentication style**: make sure that the button to the left of the item **Passwords** is filled.



6. Click on Sending Mail icon and make the following changes:
  - Make sure **Allow authentication** is checked.
  - Under Secure Sockets when Sending, select from the dropdown menu: **If available, STARTTLS**



7. Next, click **OK**. Your settings for Eudora are now set.