

# ***Configuring Your Email Client: Eudora 5.x***

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## What is an Email Client?

An email client is an application that allows you to view and send email. The manual will describe how to configure the following email client:

- Eudora

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## Who Should Read This Manual?

This manual is intended for all users and System Administrators who must configure email clients.

- Note:** After reading this chapter, you should be able to determine which type of configuration is best for you. *After determining your configuration, you need to read only the chapter on that configuration.*

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## How Does Email Work?

An email system has two parts:

- An email client, which runs on your computer and allows you to view and send email.
- An email server, which resides with your email provider and processes your email.

The email server runs two programs (called *server* programs) that process your email.

- POP** Server program.
- SMTP** Server program.

These programs are described in the sections below.

## POP Server

POP stands for **P**ost **O**ffice **P**rotocol. When you read your email, your email client talks to the POP server program. The POP server:

1. Authenticates your account information (your user name and password), which is sent by your email client when you login.
2. Sends a list of email messages to your client. These messages are then stored on your computer.
3. After the POP server sends the messages to your client, you can view and delete these messages.

## SMTP Server

When you send email, your email client talks to the SMTP server program. The SMTP server:

1. Authenticates your account information (user name and password), which is sent by your email client when you login.
2. Receives the outgoing message sent by your email client.
3. Looks at the message to determine your email address and the recipient's email address.
4. Using the recipient's email address, the SMTP server determines where to send the outgoing email.
5. The SMTP server uses DNS to find out where the recipient's SMTP server lives.
6. Your SMTP server communicates with recipient's SMTP server.
7. The recipient's SMTP server accepts the message and sends it to the recipient's POP server.

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## What is IMAP?

Typically, users configure their email clients to use the POP protocol. The POP protocol is convenient, allows users to include formatted text in their messages, and allows users to store email messages on their own computer. However, you can use IMAP, another email protocol, to access your email account.

IMAP stands for **I**nternet **M**essage **A**ccess **P**rotocol. Like POP, IMAP allows you to view your email from a client. But unlike POP, IMAP does not download the messages to your computer. Instead, you view the message directly on your email provider's email server. Because you do not download messages to your computer, when you view email, your list of message will appear identically, whether you access your email account from work or from at home.

- Note:** Currently, any folders you create in an IMAP email client will not appear when you access your email through a web-browser. And any folders you create when accessing your email through a web-browser will not appear in your IMAP email client.

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## What is SSL?

SSL is an additional service you can purchase with your email service.

SSL stands for **S**ecure **S**ockets **L**ayer. SSL is a protocol for sending secure messages over the Internet. To send secure messages, email clients communicate with your email provider's *secure* server. This secure server performs the POP/IMAP and SMTP functions described above. However, all messages from your client to the secure server will be encrypted. And all messages from the secure server to your client will be encrypted.

This does not mean that you will not be able to read the messages. Your outgoing and incoming email messages are encrypted *only during transit*. When you send email messages, the recipient will be able to read them. When you receive email messages, you will be able to read them. But those messages cannot be “captured” and read while they are traversing between your email client and the secure server.

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## POP, IMAP, and SSL: Which Protocol Should I Use?

### POP

- Best when you will be primarily accessing your email from a single location, like your office or home. When you leave your office or home, you can still access your email from a web browser.
- Downloads message to your computer, so you don't have to worry about exceeding the size of your mailbox.
- When you access your email account through a web browser, you may not see previous message that were downloaded to Eudora.

### IMAP

- Best when you will be accessing your email from multiple locations.
- Allows you to create portable folders in Eudora. These folders will appear in each Eudora client you use to access your account. For example, the Eudora client for your account will look the same at work, at home, and at your friend's house.
- Because your email messages are stored on your email provider's server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

### SSL

- You can use SSL with either a POP email client or an IMAP email client.
- Allows you to send and receive secure, encrypted email.

- Note:** Not all accounts support SSL. To determine if your account includes SSL access, contact Customer Support.

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## What's In This Manual?

This manual is organized as follows:

- Chapter 2. *Configuring Eudora for POP.*** Perform the steps in this chapter if you will be using the POP protocol, without SSL. You can skip the other two chapters.
- Chapter 3. *Configuring Eudora for IMAP.*** Perform the steps in this chapter if you will be using the IMAP protocol, without SSL. You can skip the other two chapters.
- Chapter 4. *Configuring Eudora for SSL.*** Perform the steps in this chapter if you will be using SSL. You can skip the other two chapters.





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## Typographical Conventions

The following typographical conventions are used throughout this manual:

<i>Italics</i>	Used for proper titles of documents and chapters/sections in documents; also used to emphasize a word or phrase.
<b>Bold</b>	Used for menu names, commands, and options; for example, “the Edit command.”
< >	Used when referring to a key on your keyboard. For example, “press <F3>” means to press the F3 function key.
[ ]	Used when referring to a button on your screen. For example “select [ <b>Cancel</b> ]” means to select the button called “cancel.”
<b>SMALL CAPS</b>	Used for window and dialog box names. For example “From the <b>INSERT HYPERLINK</b> ” dialog box.

## Special Components

-  **Note:** This icon means that the information that follows is in addition to the information contained in the main text. It is important, but not urgent.
-  **Help:** This icon means that a helpful hint follows.
-  **Caution:** This icon means that you should stop and think carefully before proceeding; otherwise, you could lose some or all of your work.
-  **Warning:** This icon means that an action can result in significant loss of data or corruption of your software.

## Configuring Eudora for POP

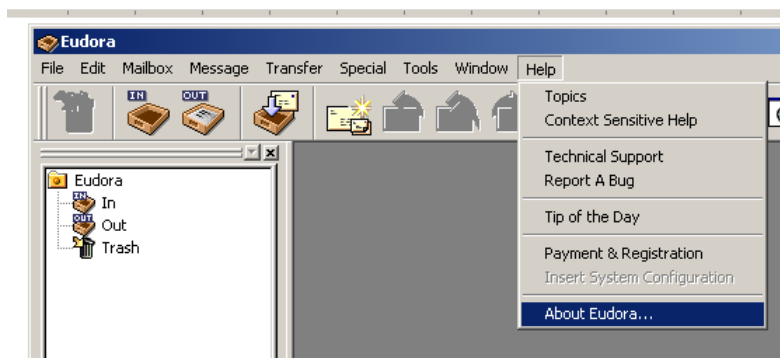
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### Overview

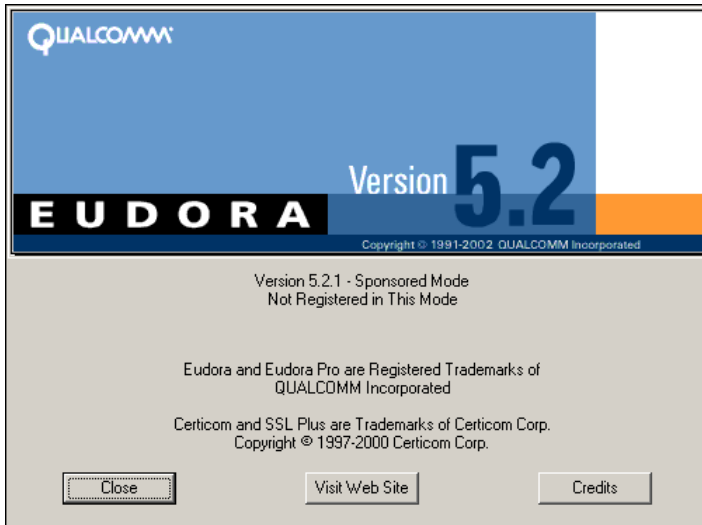
This chapter will describe how to configure POP for all versions of the Eudora email client from version 4.3 to the current version.

To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.
3. Select **About Eudora**.



4. You should see a screen like the following:



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## Prerequisites

Before performing the steps in this chapter, you must:

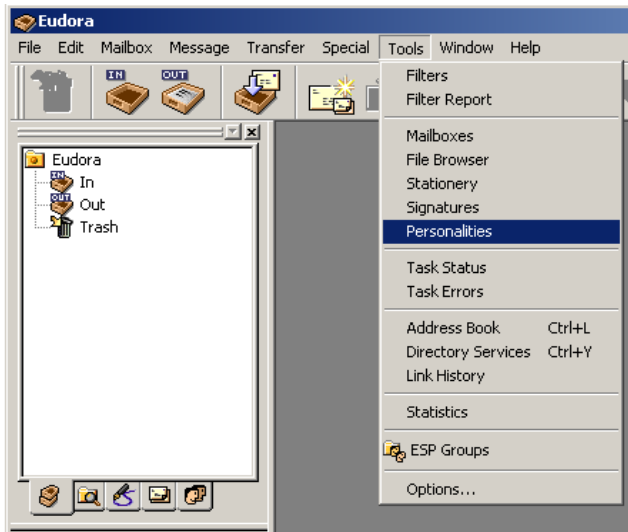
- Install Eudora.
- Sign-up for an email account.
- Know your email address and password.

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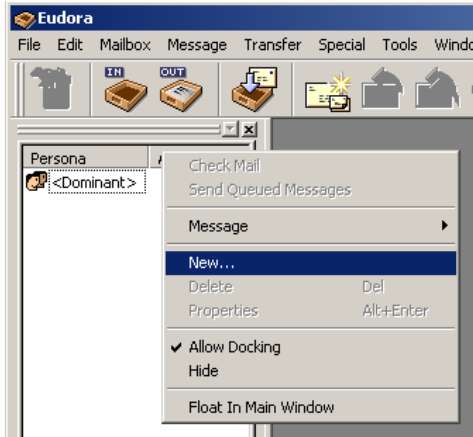
## Performing the Configuration

1. Establish an Internet connection to your ISP.
  - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
  - If you are part of a corporate LAN, you do not have to perform any tasks.
  - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.

3. Go to the **Tools** menu and select **Personalities**.



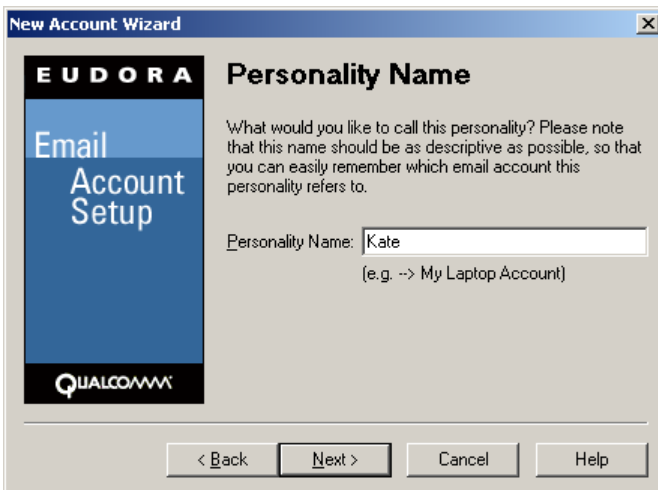
4. Place your cursor in the **Personalities** box on the left and right-click.
5. From the popup menu, select **New**.



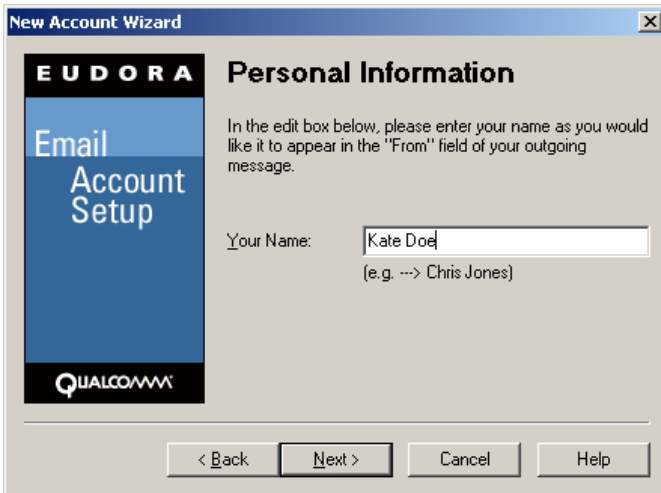
6. The **ACCOUNT SETTINGS** dialog box appears.



7. In the **ACCOUNT SETTINGS** dialog box:
  - Select *Create a brand new email account*.
  - Select the [Next] button.
8. The **PERSONALITY NAME** dialog box appears:



9. In the **PERSONALITY NAME** dialog box, enter the following:
  - *Personality Name*. Enter a description of your new email account. You can simply enter your name.
  - Select the [Next] Button.
10. The **PERSONAL INFORMATION** dialog box appears.



11. In the **PERSONAL INFORMATION** dialog box, enter the following:

- **Your Name.** Enter your first and last name.
- Select the [Next] button.

12. The **EMAIL ADDRESS** dialog box appears.



13. In The **EMAIL ADDRESS** dialog box, enter the following:

- **Email Address.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

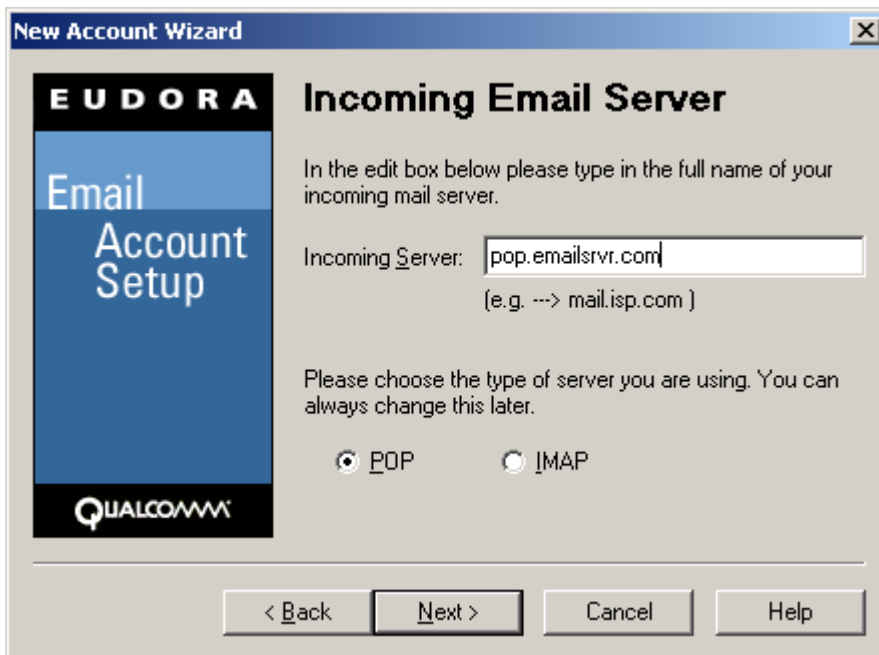
14. The **LOGIN NAME** dialog box appears.



15. In the **LOGIN NAME** dialog box, enter the following:

- **Login Name.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

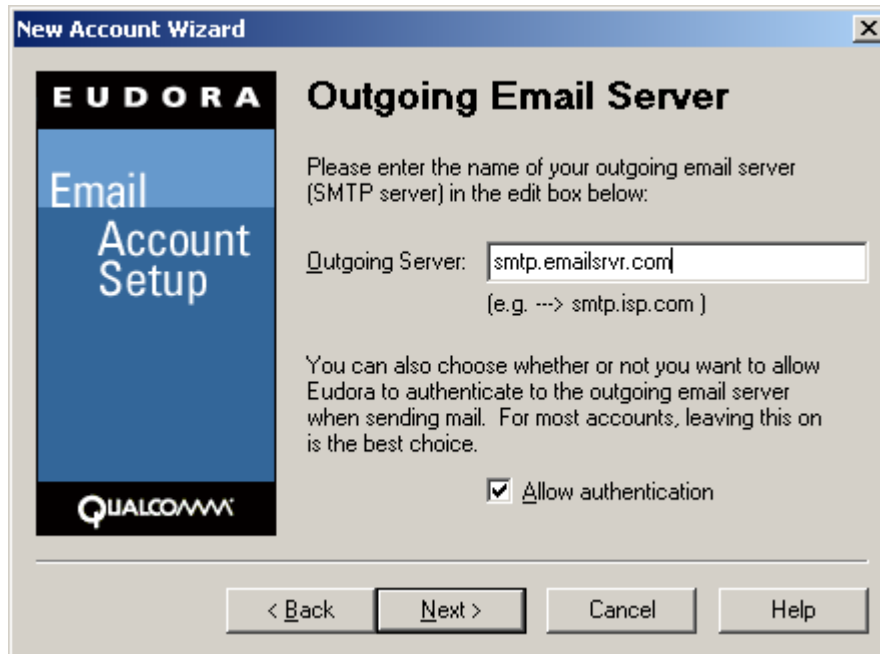
16. The **INCOMING EMAIL SERVER** dialog box appears.



17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:

- **Incoming Server.** Enter **pop.emailsrvr.com**
- Select **POP**.
- Select the [Next] button.

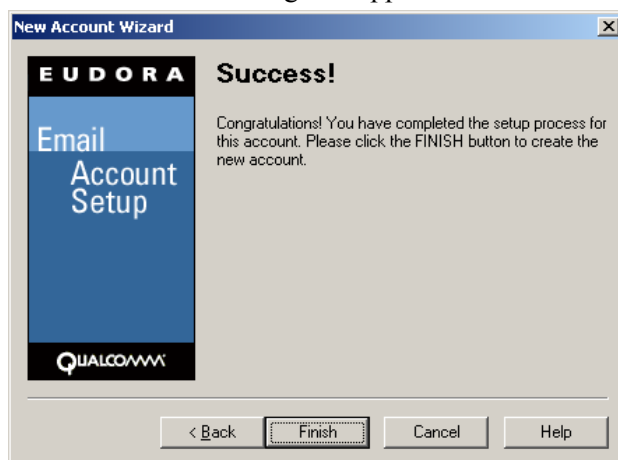
18. The **OUTGOING EMAIL SERVER** dialog box appears.



19. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:

- **Outgoing server.** Enter **smtp.emailsrvr.com**
- Select **Allow authentication**.
- Select the **[Next]** button.

20. The **SUCCESS** dialog box appears.



21. In the **SUCCESS** dialog box, select the **[Finish]** button.

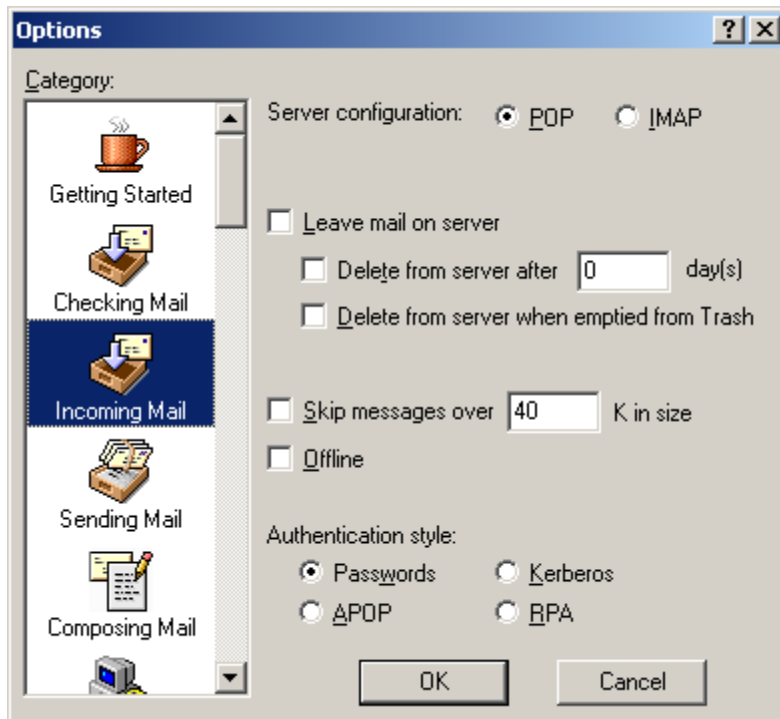
22. You should now be able to use your Eudora client to access your email account!

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## Deleting Messages from the Email Server

By default, copies of your email messages are kept on your email provider's email server. If you would like to delete your email message from the server after they are downloaded to Eudora, perform the following:

1. Go to the **Tools** menu and select **Options**.
2. In the **OPTIONS** dialog box, select the **Incoming Mail** icon in the left menu.



3. In the **OPTIONS/INCOMING MAIL** dialog box:
  - Select **Delete from server after**.
  - Supply the number of days to leave mail on the server before deleting it.
  - Select the **[OK]** button.

**Configuring Eudora for IMAP**

IMAP stands for Internet Message Access Protocol. Like the POP protocol described in the earlier chapters of this manual, IMAP allows you to use your email client to view email messages that are stored on your email provider's email server. However, unlike POP, IMAP does not require you to download the messages from the server. IMAP allows you to view the messages directly on the server.

The advantage of IMAP is that it allows you to access your email from more than one computer. For example, if you have an IMAP email client at work and another IMAP email client at home, you can view your email from either location. Because your messages are not moved off the server, your list of messages will appear the same from any IMAP client.

**Note:** Currently, any folders you create in an IMAP email client will not appear when you access your email through a web-browser. Furthermore any folders you create when accessing your email through a web-browser will not appear in your IMAP email client.

The sections in this chapter will describe how to configure your email client for IMAP.

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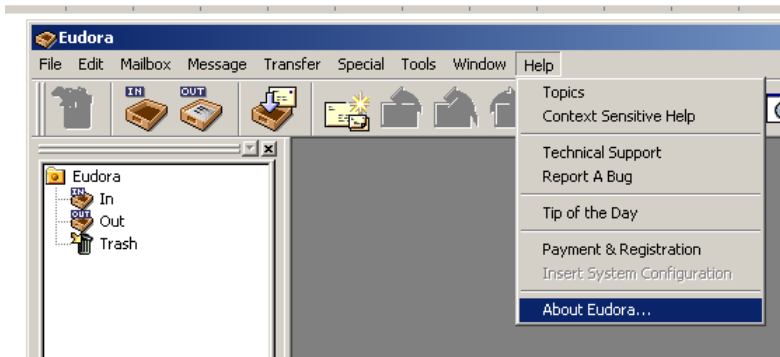
**Overview**

This chapter will describe how to configure IMAP for all versions of the Eudora email client from version 4.3 to the current version.

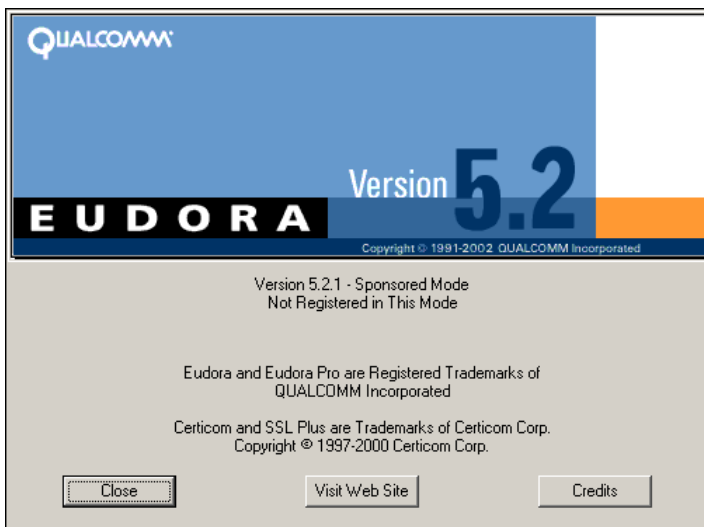
To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.

### 3. Select **About Eudora**.



### 4. You should see a screen like the following:



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## Prerequisites

Before performing the steps in this chapter, you must:

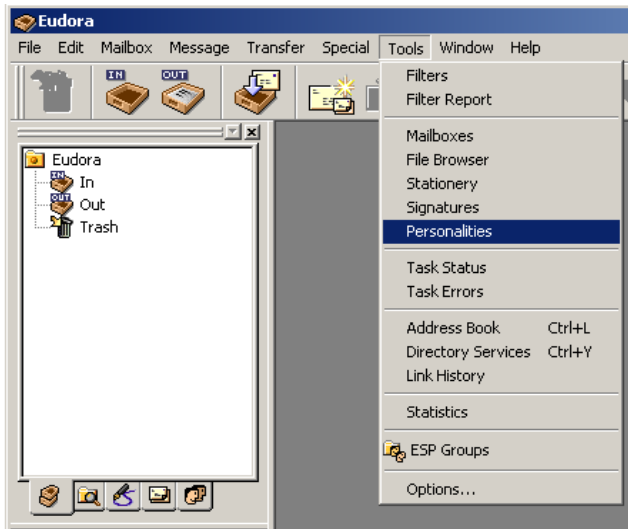
- Install Eudora.
- Sign-up for an email account.
- Know your email address and password.

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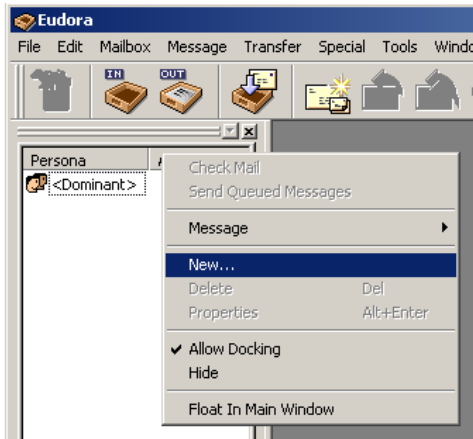
## Performing the Configuration

1. Establish an Internet connection to your ISP.
  - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
  - If you are part of a corporate LAN, you do not have to perform any tasks.
  - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.

3. Go to the **Tools** menu and select **Personalities**.



4. Place your cursor in the **Personalities** box on the left and right click.
5. From the popup menu, select **New**.



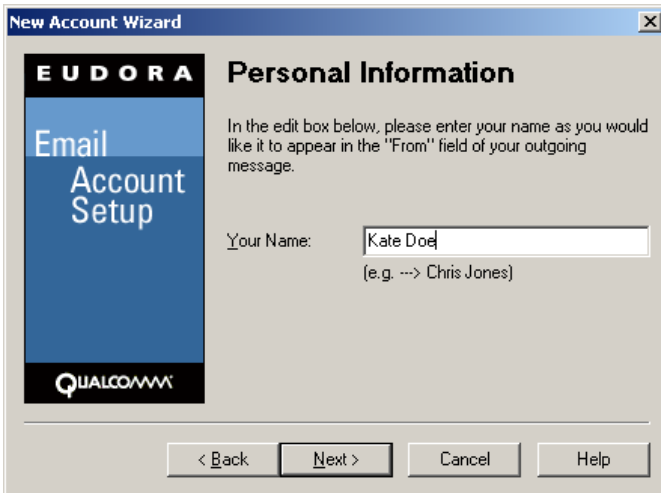
6. The **ACCOUNT SETTINGS** dialog box appears.



7. In the **ACCOUNT SETTINGS** dialog box:
  - Select *Create a brand new email account*.
  - Select the [Next] button.
  
8. The **PERSONALITY NAME** dialog box appears:



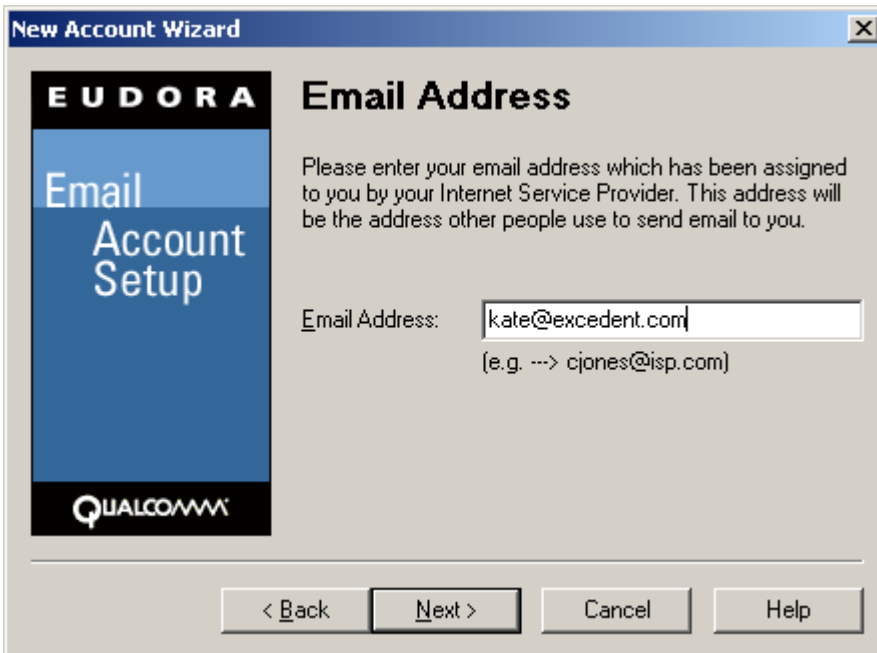
9. In the **PERSONALITY NAME** dialog box, enter the following:
  - *Personality Name*. Enter a description of your new email account. You can simply enter your name.
  - Select the [Next] Button.
  
10. The **PERSONAL INFORMATION** dialog box appears.



11. In the **PERSONAL INFORMATION** dialog box, enter the following:

- **Your Name.** Enter your first and last name.
- Select the [Next] button.

12. The **EMAIL ADDRESS** dialog box appears.



13. In The **EMAIL ADDRESS** dialog box, enter the following:

- **Email Address.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

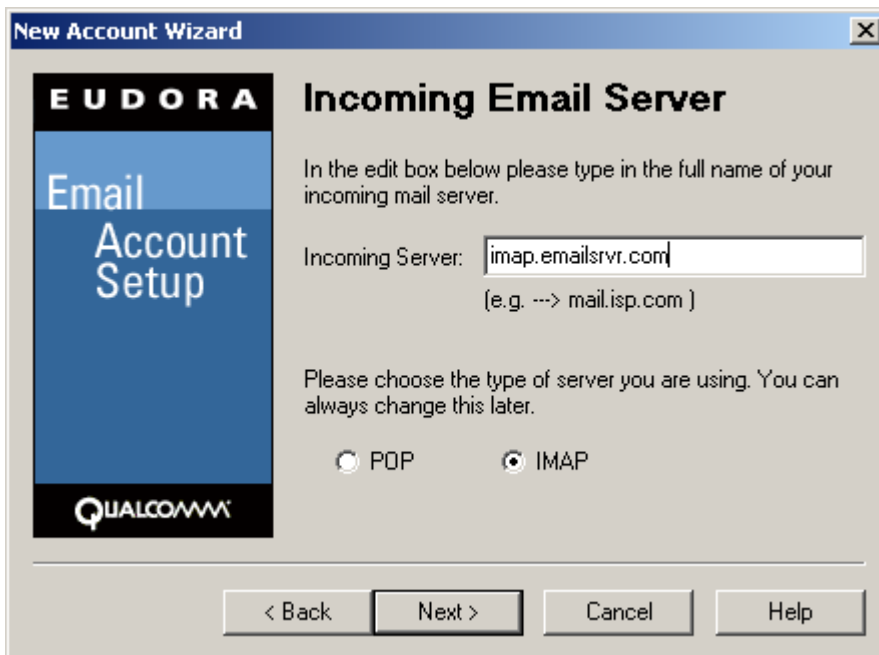
14. The **LOGIN NAME** dialog box appears.



15. In the **LOGIN NAME** dialog box, enter the following:

- **Login Name.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

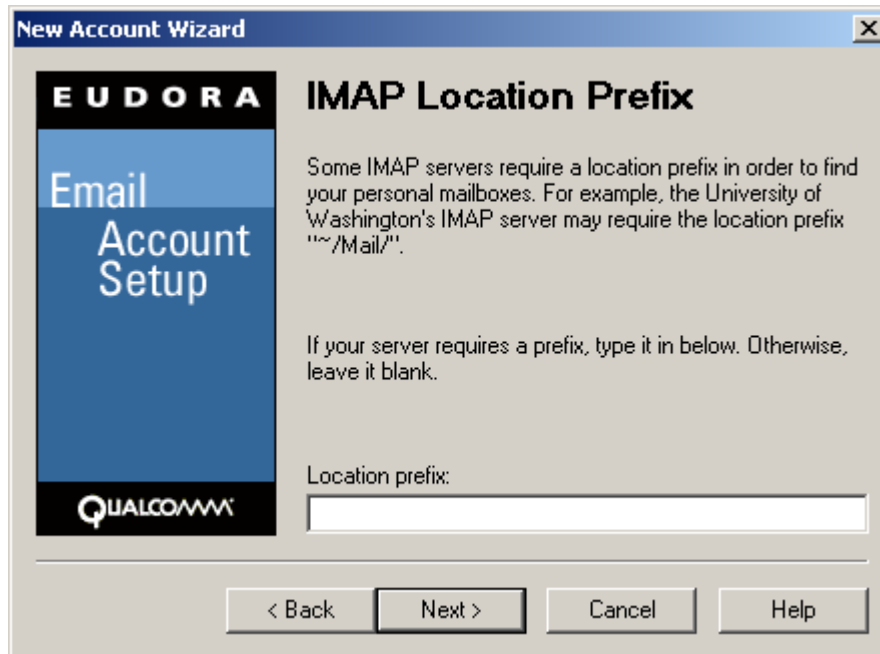
16. The **INCOMING EMAIL SERVER** dialog box appears.



17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:

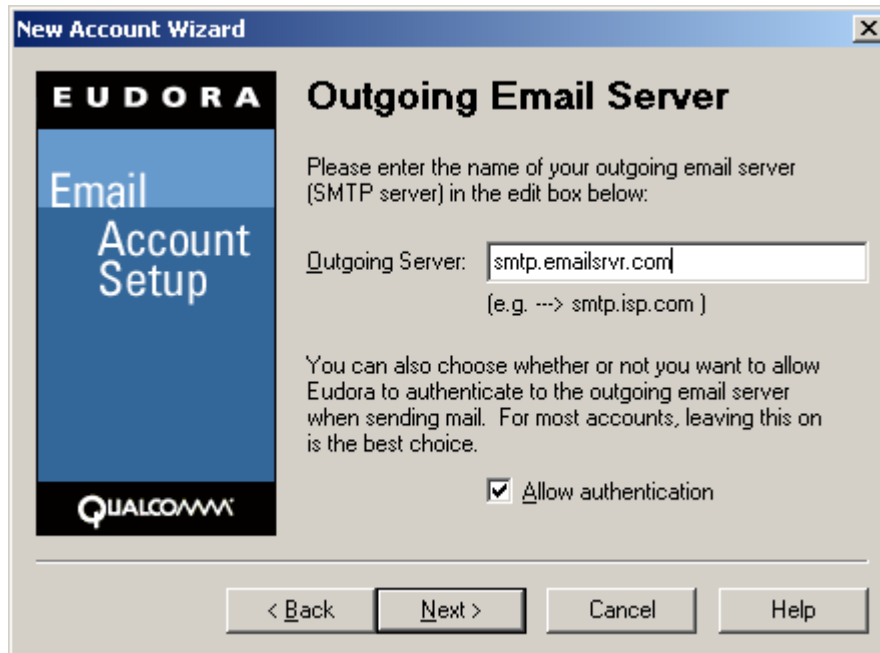
- **Incoming Server.** Enter **imap.emailsrvr.com**
- Select **IMAP**.
- Select the [Next] button.

18. The **IMAP LOCATION PREFIX** dialog box appears.



19. In the **IMAP LOCATION PREFIX** dialog box, select the [Next] button.

19. The **OUTGOING EMAIL SERVER** dialog box appears.



20. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:

- **Outgoing server.** Enter `smtp.emailsrvr.com`
- Select **Allow authentication**.
- Select the [Next] button.

21. The **SUCCESS** dialog box appears.



22. In the **SUCCESS** dialog box, select the **[Finish]** button.

23. You should now be able to use your Eudora client to access your email account!

**Configuring Eudora for SSL**

SSL stands for **Secure Sockets Layer**. SSL is a protocol for sending secure messages over the Internet. To send secure messages, Outlook 2002 will communicate with your email provider's *secure* server. This secure server performs the POP/IMAP and SMTP functions.

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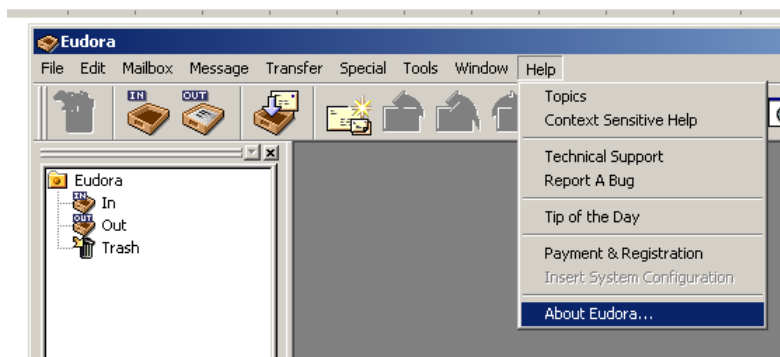
**Overview**

This chapter will describe how to configure SSL for all versions of the Eudora email client from version 5.2.1 to the current version.

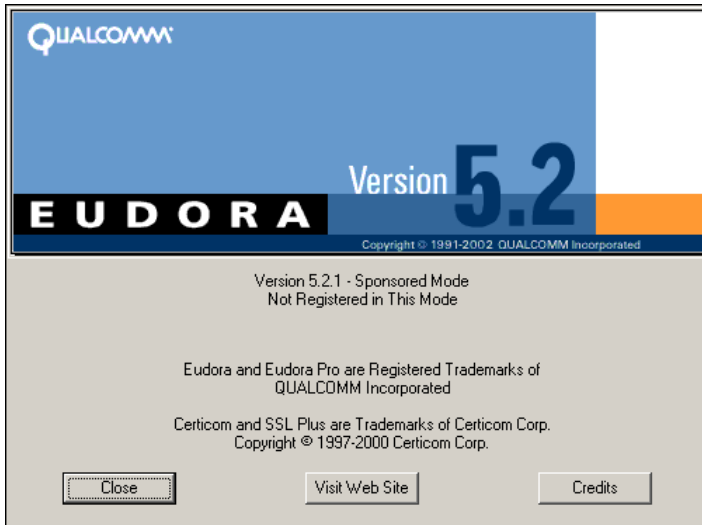
**Note:** *Only Eudora version 5.2.1 or higher supports SSL.* Earlier versions of Eudora do not properly support SSL.

To determine which version of Eudora you are running, perform the following:

1. Open Eudora.
2. Go to the **Help** menu.
3. Select **About Eudora**.



4. You should see a screen like the following:



---

## Prerequisites

Before performing the steps in this chapter, you must:

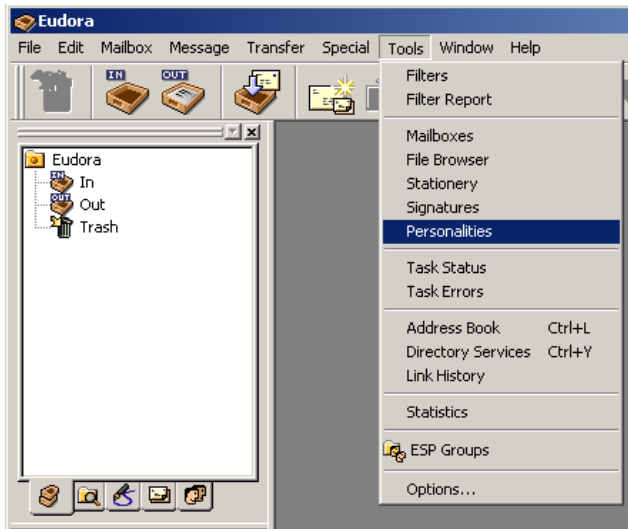
- Install Eudora, version 5.2.1 or higher.
- Sign-up for an email account.
- Know your email address and password.
- Ensure that your account includes SSL access. Contact Customer Support if you are not sure.

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## Performing the Configuration

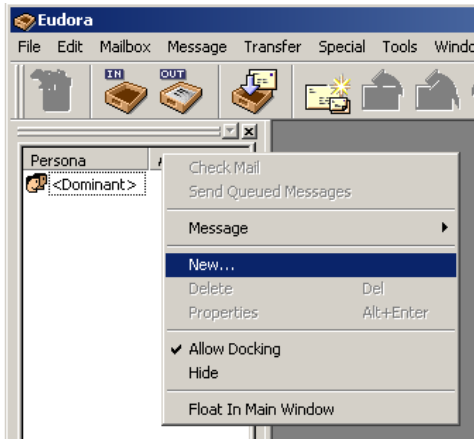
1. Establish an Internet connection to your ISP.
  - If you have an always-on connection, like a cable modem or DSL, you do not have to perform any tasks.
  - If you are part of a corporate LAN, you do not have to perform any tasks.
  - If you have a dial-up account, you must dial-up your ISP.
2. Start-up Eudora.

3. Go to the **Tools** menu and select **Personalities**.



4. Place your cursor in the **Personalities** box on the left and right click.

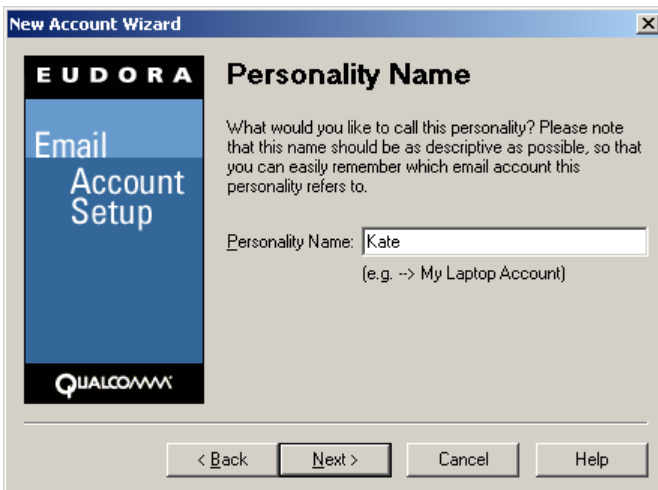
5. From the popup menu, select **New**.



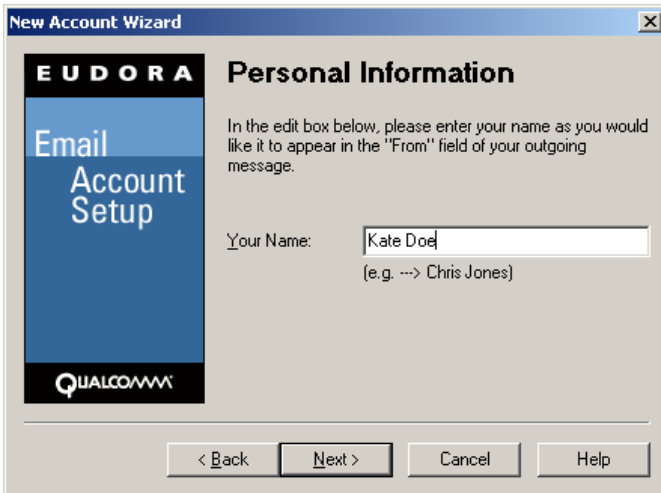
6. The **ACCOUNT SETTINGS** dialog box appears.



7. In the **ACCOUNT SETTINGS** dialog box:
  - Select **Create a brand new email account**.
  - Select the [**Next**] button.
8. The **PERSONALITY NAME** dialog box appears:



9. In the **PERSONALITY NAME** dialog box, enter the following:
  - **Personality Name**. Enter a description of your new email account. You can simply enter your name.
  - Select the [**Next**] Button.
10. The **PERSONAL INFORMATION** dialog box appears.



11. In the **PERSONAL INFORMATION** dialog box, enter the following:

- **Your Name.** Enter your first and last name.
- Select the [Next] button.

12. The **EMAIL ADDRESS** dialog box appears.



13. In The **EMAIL ADDRESS** dialog box, enter the following:

- **Email Address.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

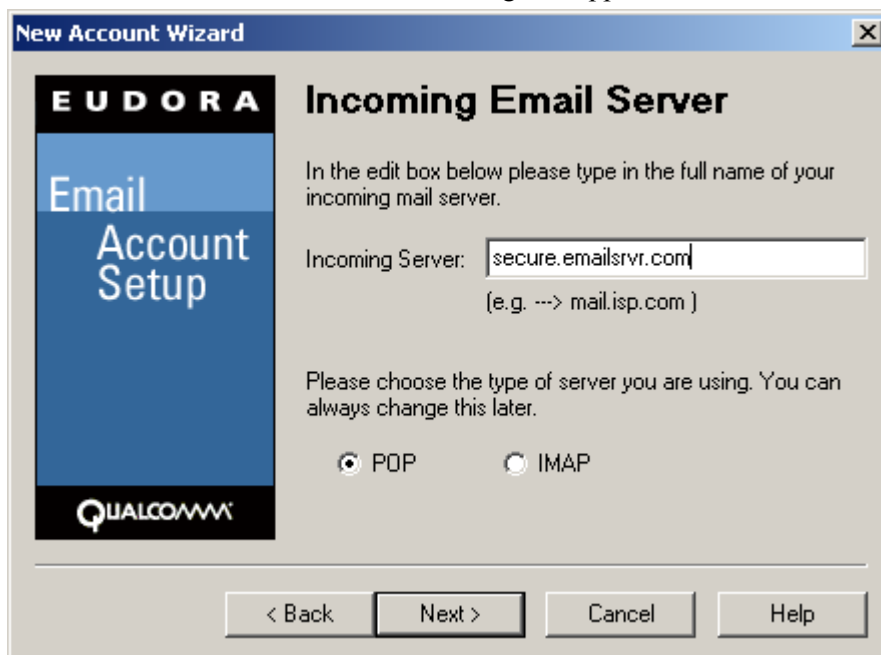
14. The **LOGIN NAME** dialog box appears.



15. In the **LOGIN NAME** dialog box, enter the following:

- **Login Name.** Enter your full email address using all lower case characters, in the format *username@domain.com*.
- Select the [Next] button.

16. The **INCOMING EMAIL SERVER** dialog box appears.



17. In the **INCOMING EMAIL SERVER** dialog box, enter the following:

- **Incoming Server.** Enter **secure.emailsrvr.com**
- Select **POP** or **IMAP**.
- Select the [Next] button.

- Note:** This chapter describes how to configure SSL for use with a POP account. However, you can also use SSL with an IMAP account. To use SSL with IMAP, select **IMAP** button. The remaining dialog boxes will display your incoming mail server as an IMAP server.

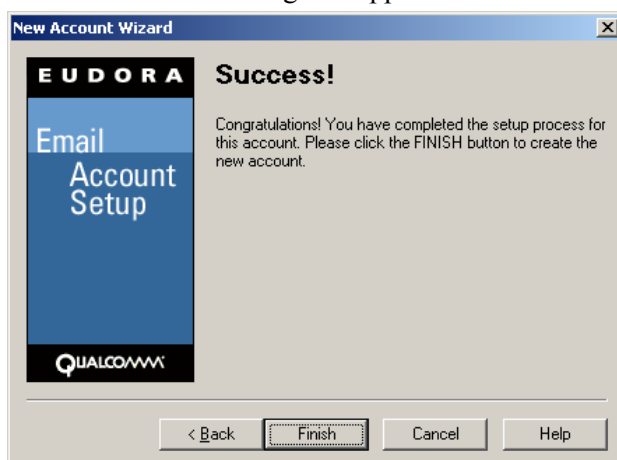
18. The **OUTGOING EMAIL SERVER** dialog box appears.



19. In the **OUTGOING EMAIL SERVER** dialog box, enter the following:

- **Outgoing server.** Enter **secure.emailsrvr.com**
- Select **Allow authentication**.
- Select the **[Next]** button.

20. The **SUCCESS** dialog box appears.



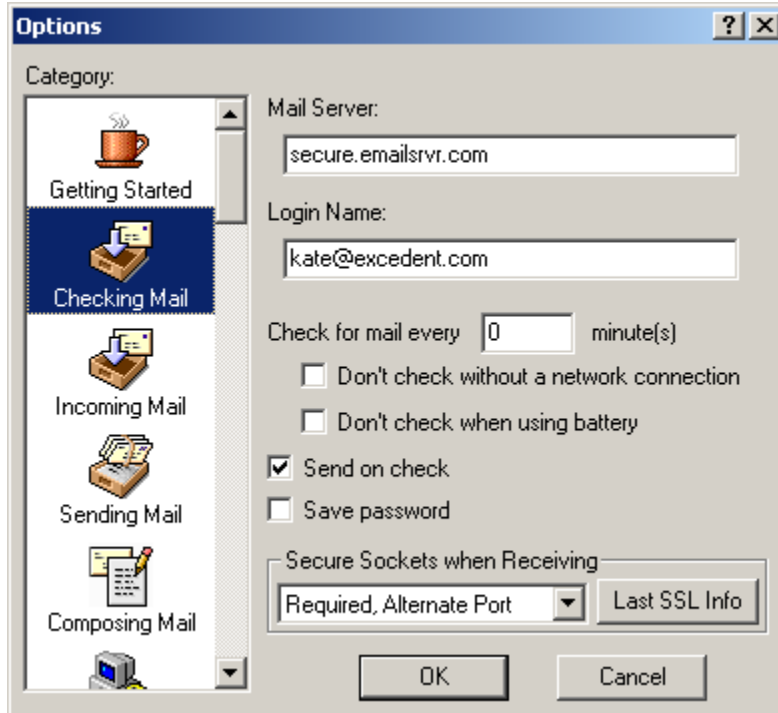
21. In the **SUCCESS** dialog box, select the **[Finish]** button.



**Caution:** You are not yet done with your configuration.

22. Go to the **Tools** menu and select **Options**.

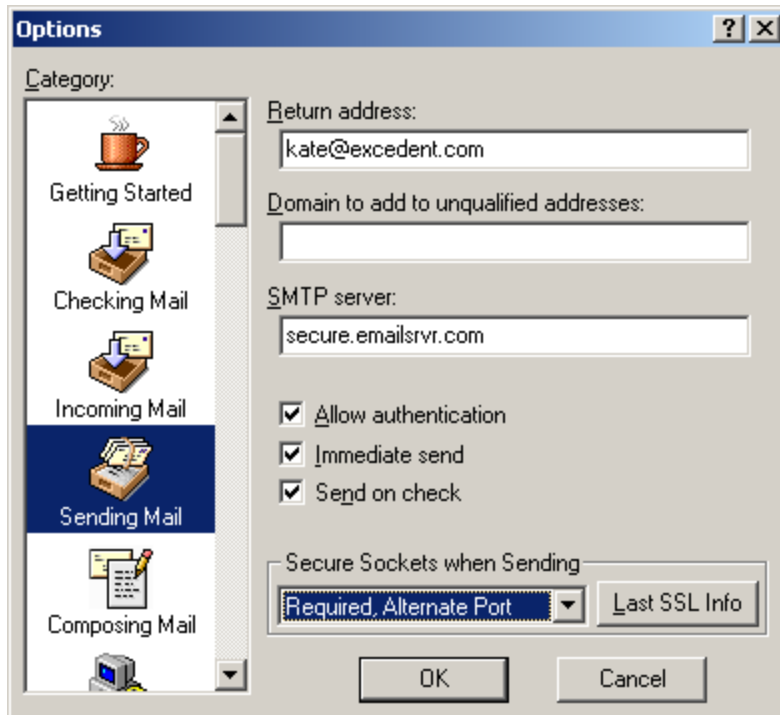
23. Select the **Checking Mail** icon in the left menu.



24. In the **OPTIONS/SENDING MAIL** dialog box:

- Select **Required, Alternate Port**.
- Select the **[OK]** button.

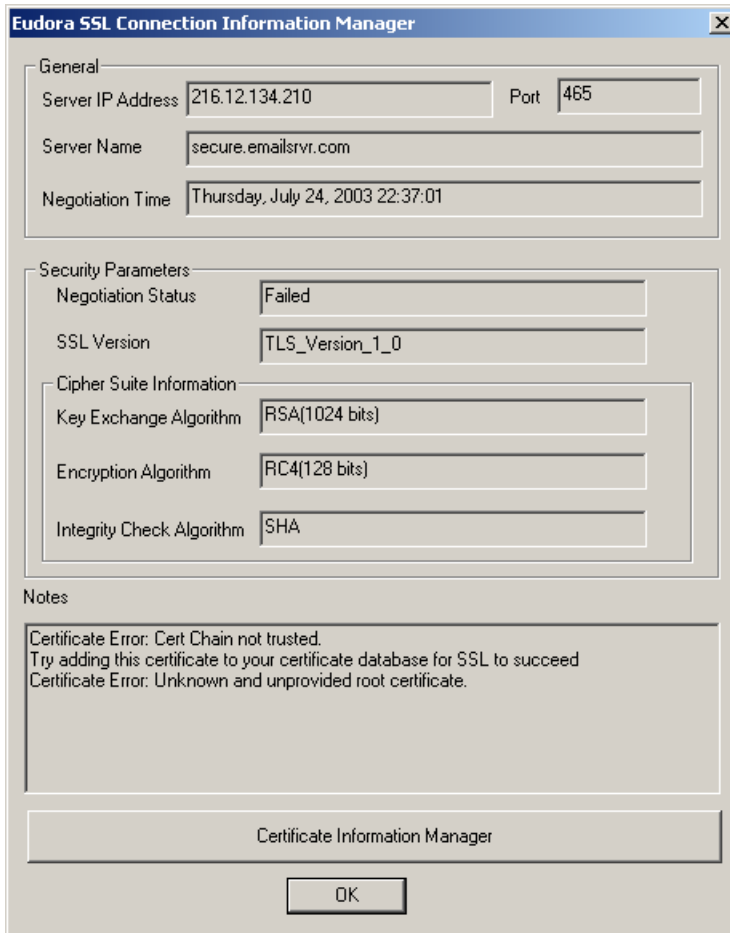
25. Select the **Sending Mail** icon in the left menu.



26. In the **OPTIONS/SENDING MAIL** dialog box:

- Select *Required, Alternate Port*.
- Select the [**Last SSL Info**] button.

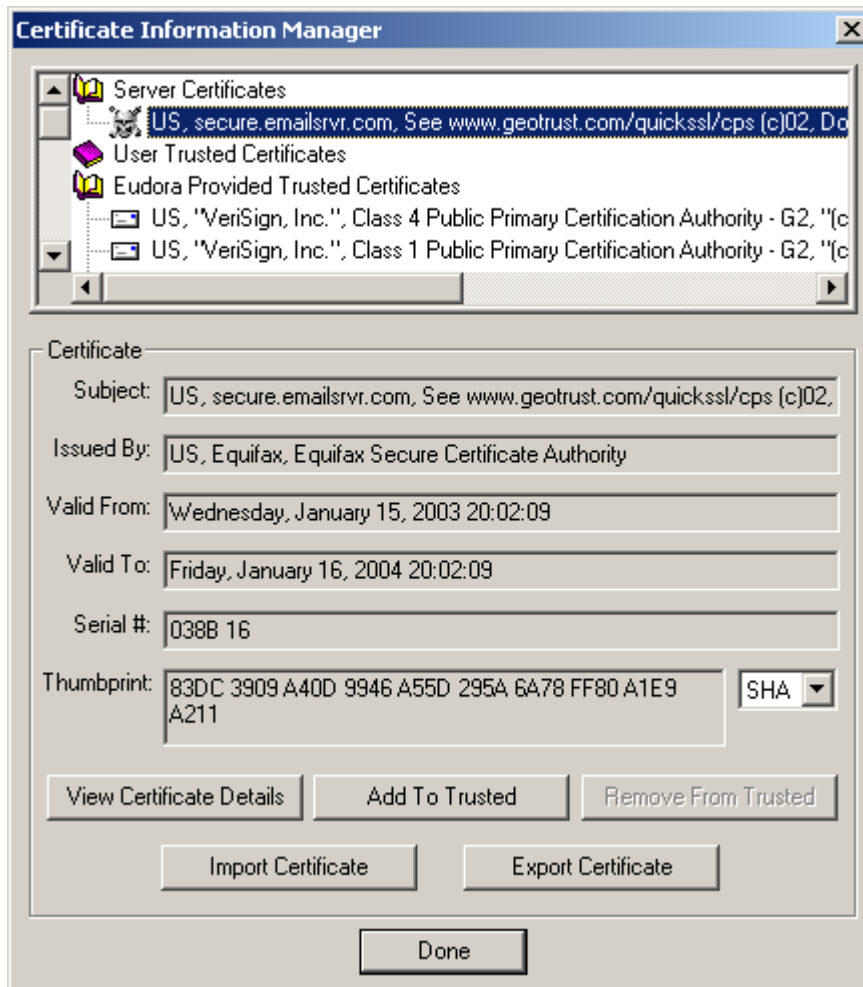
27. The **EUDORA SSL CONNECTION INFORMATION MANAGER** dialog box appears.



28. In the **EUDORA SSL CONNECTION INFORMATION MANAGER** dialog box

- Select the [**Certificate Information Manager**] button.

29. The **CERTIFICATE INFORMATION MANAGER** dialog box appears.



30. In the **CERTIFICATE INFORMATION MANAGER** dialog box:
  - Select *Us, secure.emailsrvr.com, See [www.geotrust.com/quickssl/cps](http://www.geotrust.com/quickssl/cps)*
  - Select the **[Add to Trusted]** button.
  - Select the **[Done]** button.

31. Select the **[OK]** button.

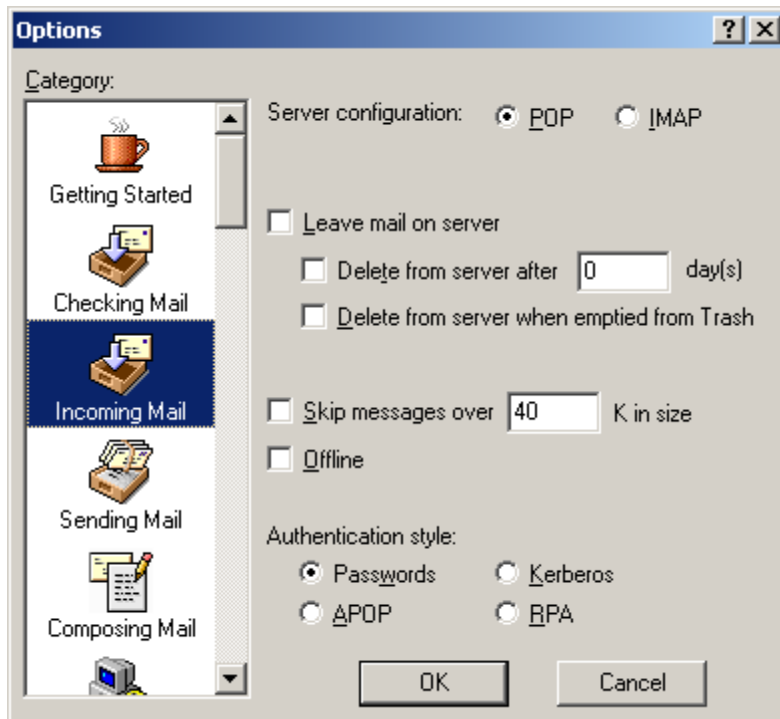
32. You should now be able to use your Eudora client to access your email account!

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## Deleting Messages from the Email Server

By default, copies of your email messages are kept on your email server's email server. If you would like to delete your email message from the server after they are downloaded to Eudora, perform the following:

1. Go to the **Tools** menu and select **Options**.
2. In the **OPTIONS** dialog box, select the **Incoming Mail** icon in the left menu.



3. In the **OPTIONS/INCOMING MAIL** dialog box:
  - Select **Delete from server after**.
  - Supply the number of days to leave mail on the server before deleting it.
  - Select the **[OK]** button.

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