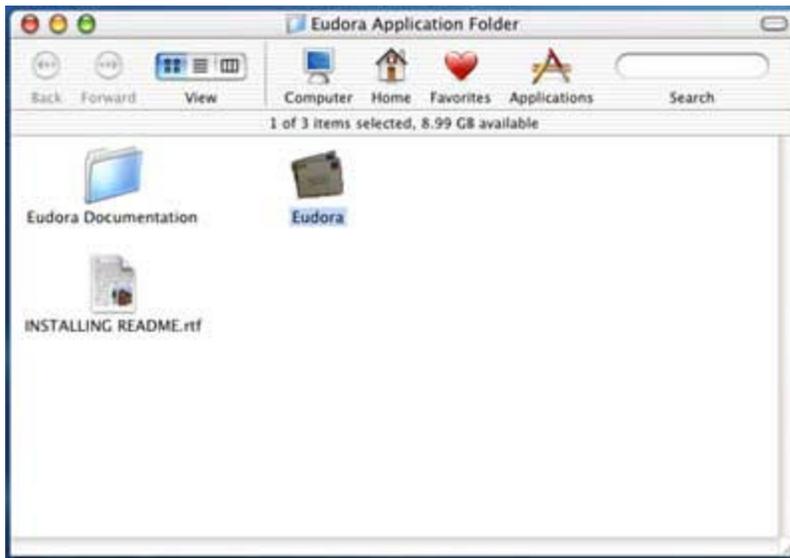
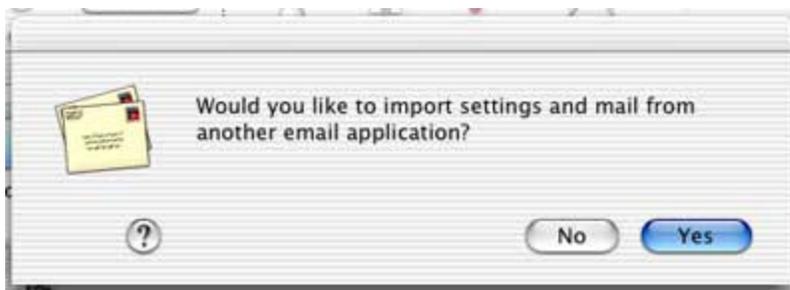


Configuring Eudora for Mac OS X



To configure Eudora, first open Eudora by double clicking on the **Eudora** icon in the Eudora Application Folder.

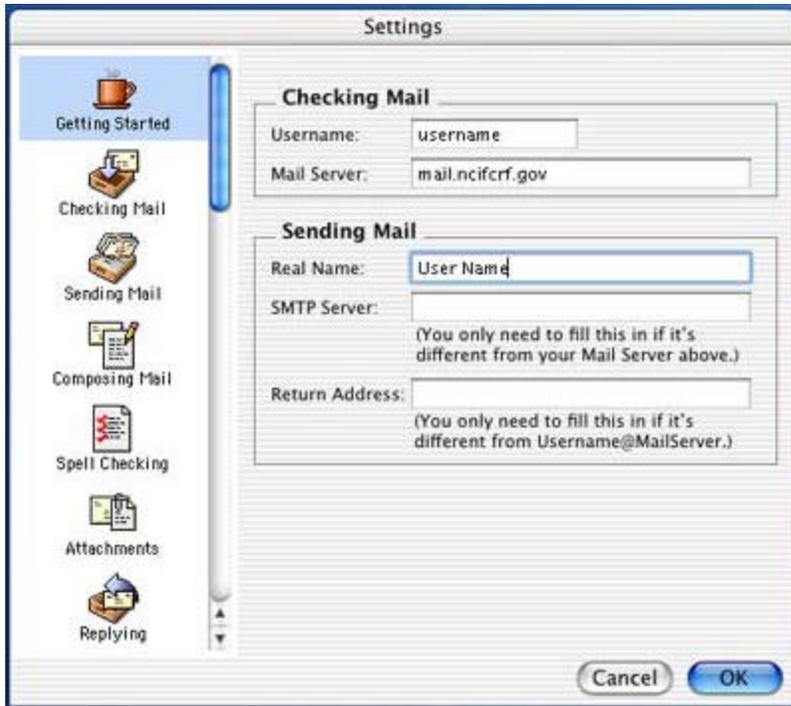


If you have previously used email on this computer and wish to import your settings from another application, click **Yes** and follow the instructions.

Otherwise click **No**. This tutorial assumes you are not importing settings.

Eudora will prompt you to configure it the first time you run the program.

Many settings in Eudora are simply personal preference and not mandatory for sending and receiving email. In the following screenshots, suggested settings are shown, but you may change settings that we do not specifically mention by name. If you are unsure of settings to use, you may follow the screenshots, ask someone for help, or call the ABCC helpdesk at x5555.



In the **Getting Started** tab, you need to enter your **Username**. This is your email account name, or the part of your email address before the @. For example, if your email is joesmith@ncifcrf.gov, then you enter your username as joesmith.

Next to Mail Server, please enter **mail.ncifcrf.gov**.

Enter your **Real Name**. This will be displayed to others when you send them mail.

You may leave the remaining two boxes blank.

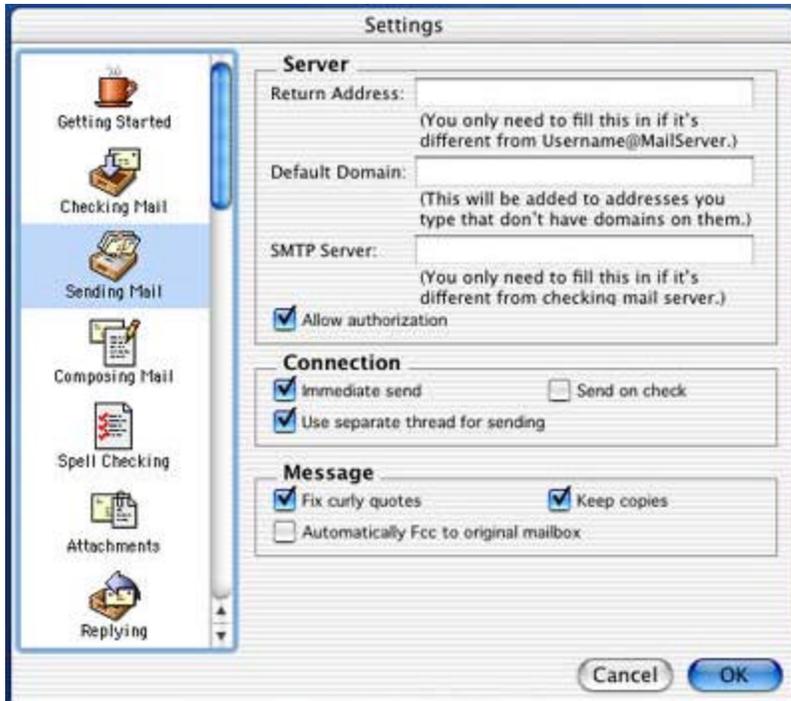


In the **Checking Mail** tab, make sure the **Username** and **Mail Server** are correct

The Mail Protocol is **POP**.

Authentication is **Passwords**. You will probably want to check **Save password**. This allows Eudora to save your password and will not prompt you for it every time it checks for mail.

Select **Check for mail every ___ minutes**, and enter the frequency you wish to check for mail. Please do not enter a number less than 15. Doing so will decrease performance of the mail server.



Click the **Sending Mail** tab.

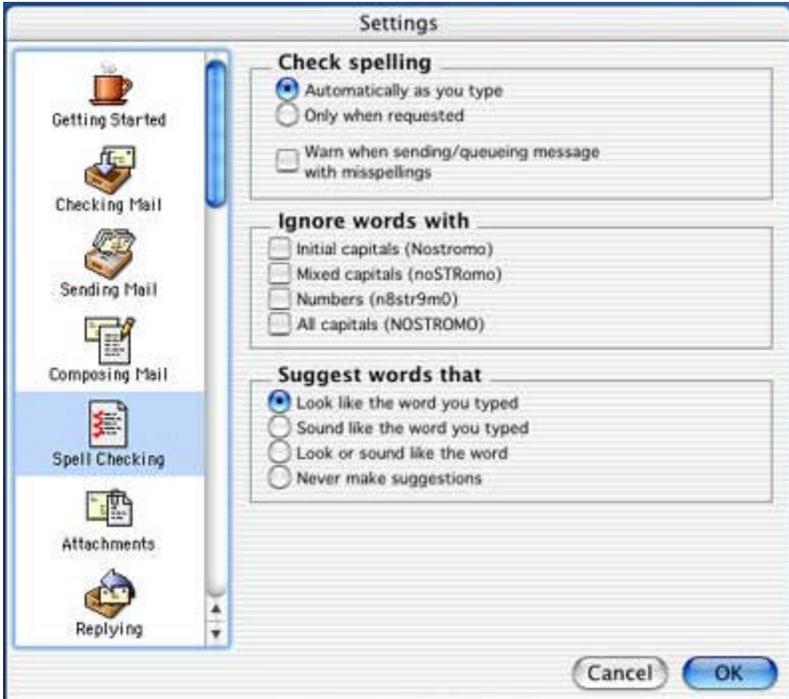
The first three text boxes can remain blank.

Immediate send will send email immediately after writing it. If you wish to wait to send email at your check mail intervals, uncheck the box.



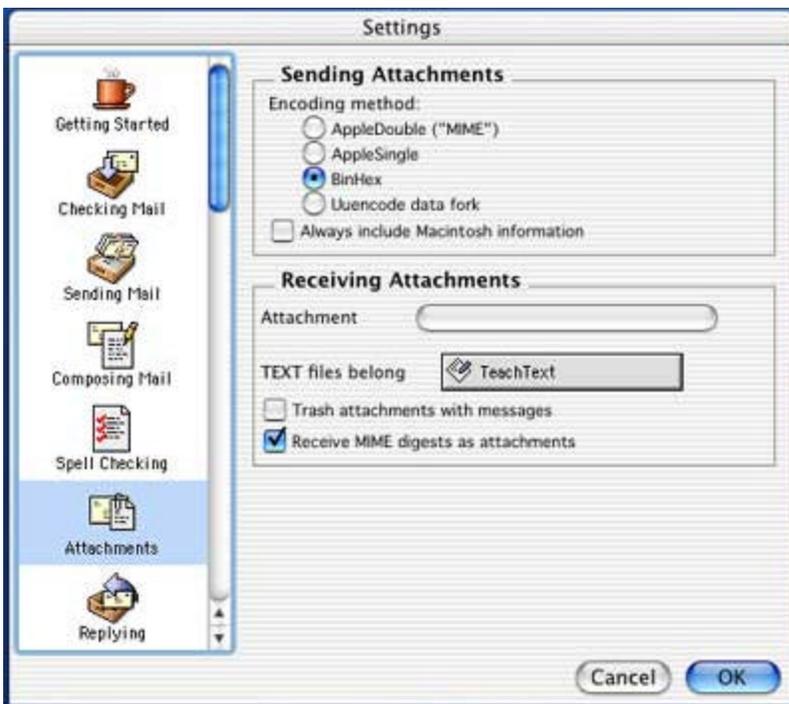
In the **Composing Mail** tab, the first text box can remain empty.

For Default Domain, enter **ncifcrf.gov**. This will automatically be appended to any address you type without a domain. For your convenience, you may then send mail to "jdoe" instead of typing out "jdoe@ncifcrf.gov."



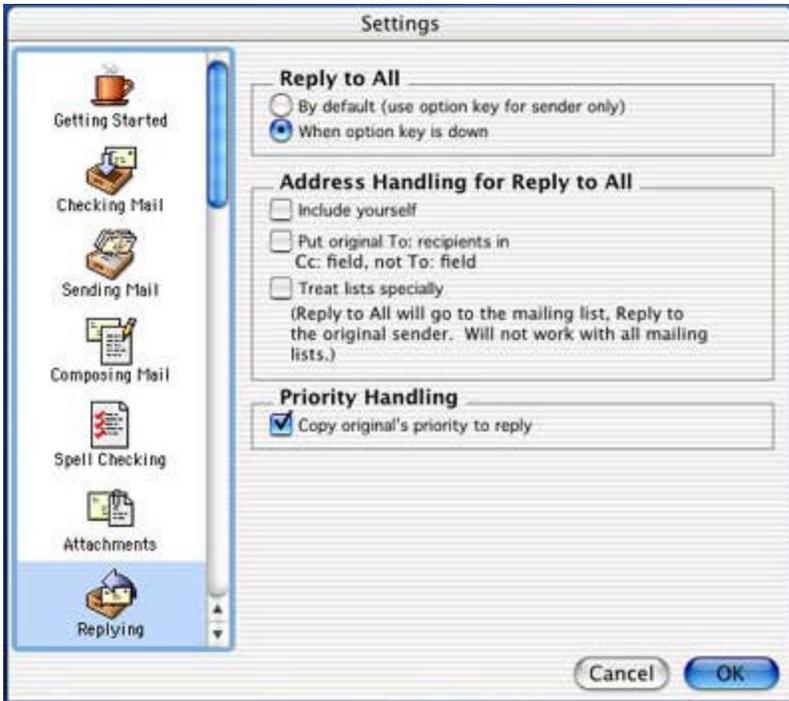
Eudora includes built in spell checking. Click the **Spell Checking** tab to configure it.

The settings you choose in this dialog are your choice. Choose the settings that match your preferred methods of spell checking.



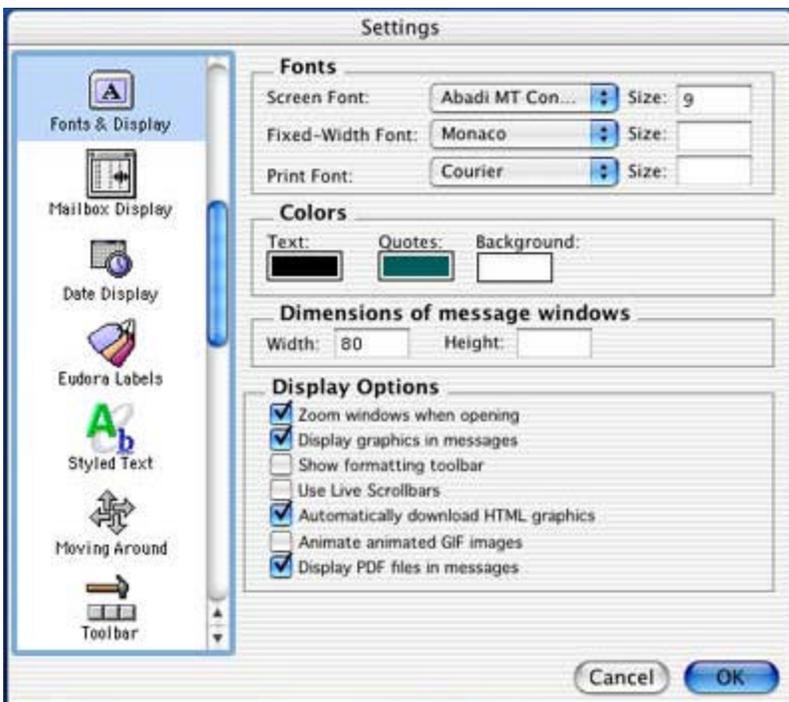
Click the **Attachments** icon.

These settings may remain at the defaults.



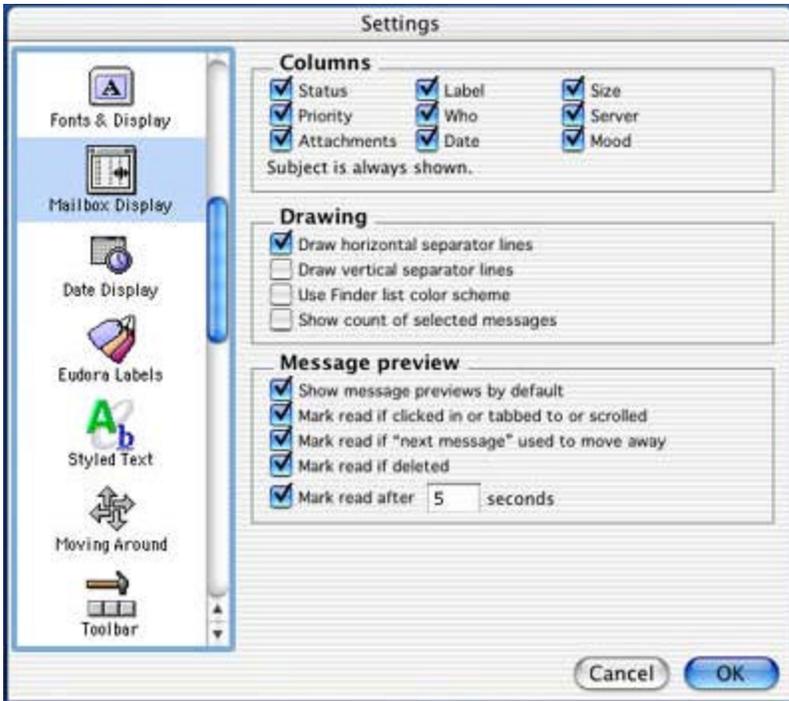
Clicking **Replying** will allow you to set preferences for replying to email you have received.

You will probably want to set Reply to All to **When option key is down**. Selecting By default will send a reply to all original recipients of the email you received instead of just the sender.



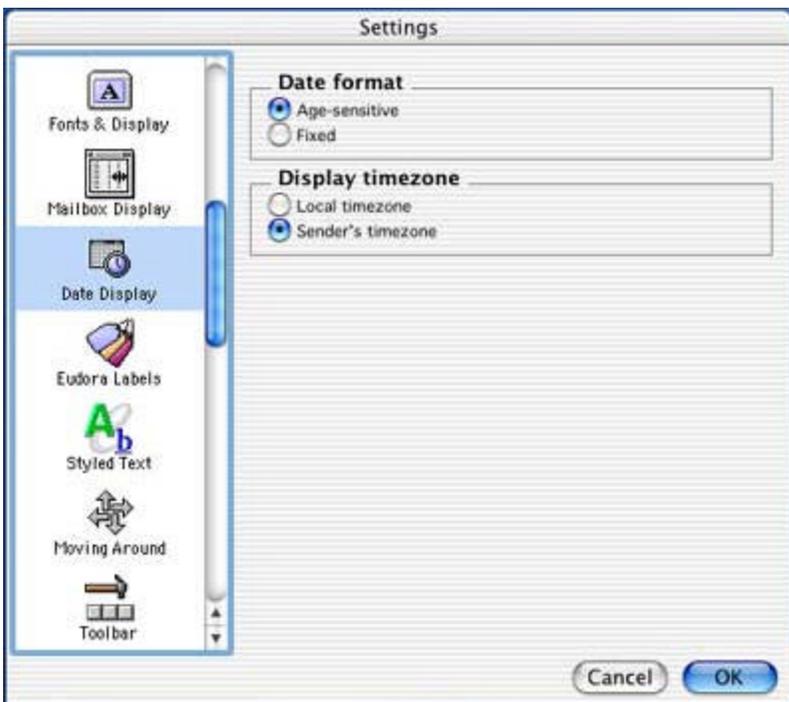
Scroll down in the left column and select **Fonts & Display**.

You may change these settings or leave them as they are.

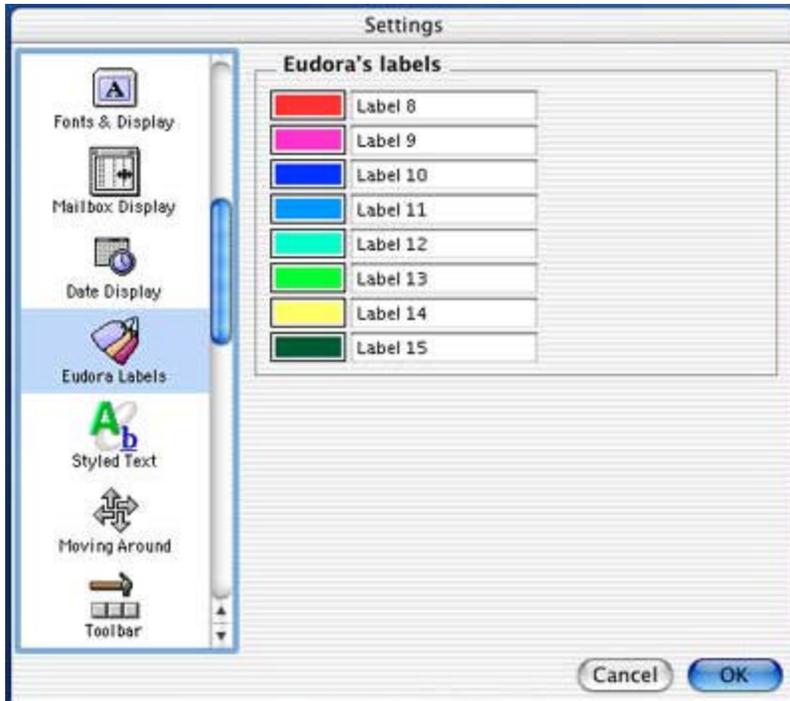


Click **Mailbox Display**.

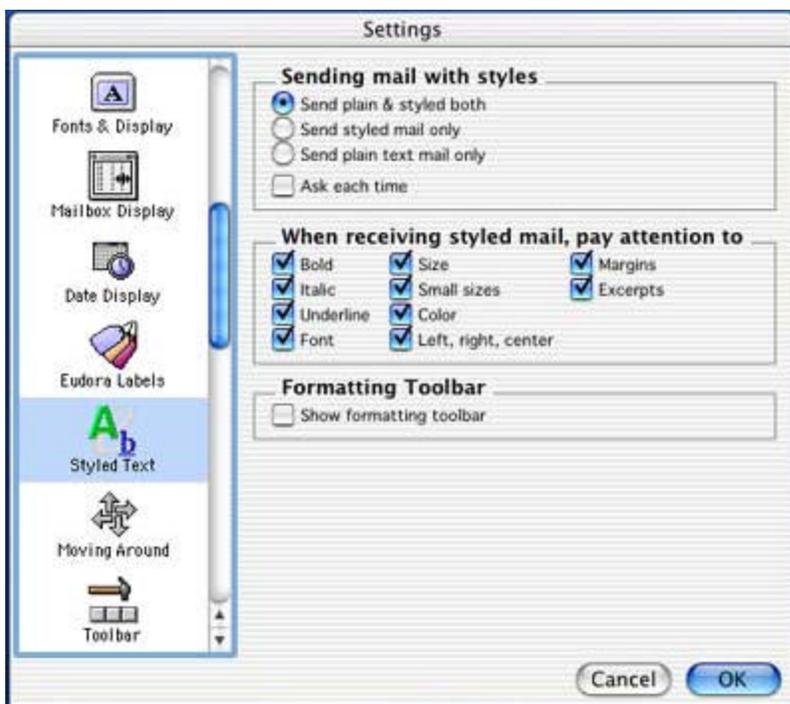
These settings affect how you see your mailbox in Eudora. They may be edited to your preferences.



Under **Date Display**, you may leave these options at the defaults.



Eudora Labels may also stay as they are unless you have reason to change them.



Styled Text affects the mail you send to others and how you see mail you receive.

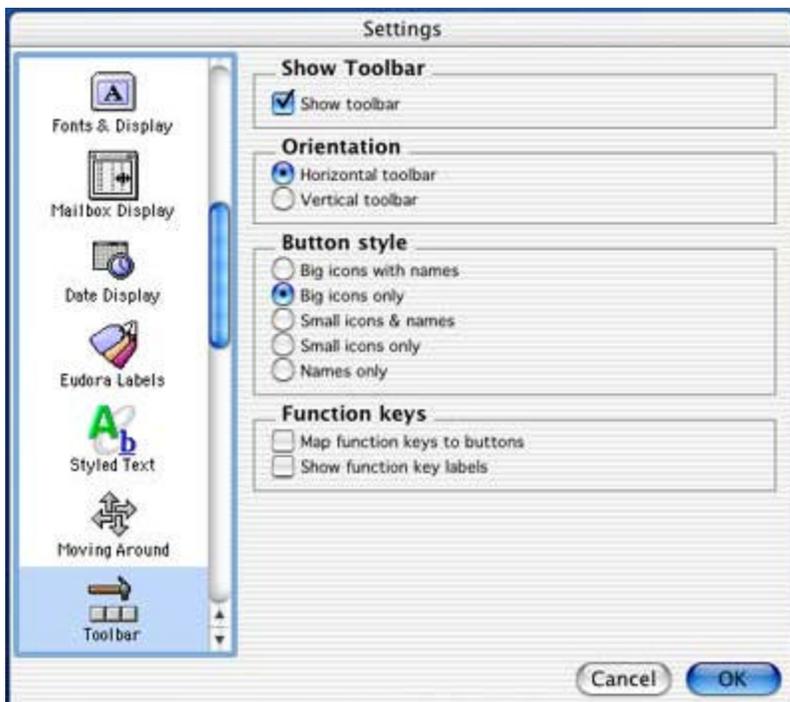
For greater compatibility, it is suggested that you select **Send plain & styled both**.

Leaving all the boxes checked under **When receiving styled mail** will allow you to see email exactly as the sender intended.



Moving Around settings affect your navigation within Eudora.

These may be changed to your desires.



To change the Eudora toolbar, choose the **Toolbar** icon.

These settings may also be left or changed as you desire.



You will want to know when Eudora receives mail or otherwise needs your attention. Click **Getting Attention**.

Choose how you would like to be notified **When something happens** such as receiving mail or being prompted for a password.



Hosts tells Eudora where to connect to our servers.

Mail Server should already be set to **mail.ncifcrf.gov**. If it is not, please enter it.

SMTP Server can be left blank since it is the same as the previous server.

If you wish to use Directory Services, find the Ph/LDAP Server box and enter: **ldap://ldap.ncifcrf.gov:389/o=NCI-Frederick,c=us**

For greater accuracy you may wish to copy and paste from this page.



Extra Warnings occur when something not related to a current Check Mail operation occurs.

To be warned about deleting mail, select the first three checkboxes.

If you do not wish to close Eudora with mail waiting to be sent, select the box marked **Try to quit with messages queued to be sent**.

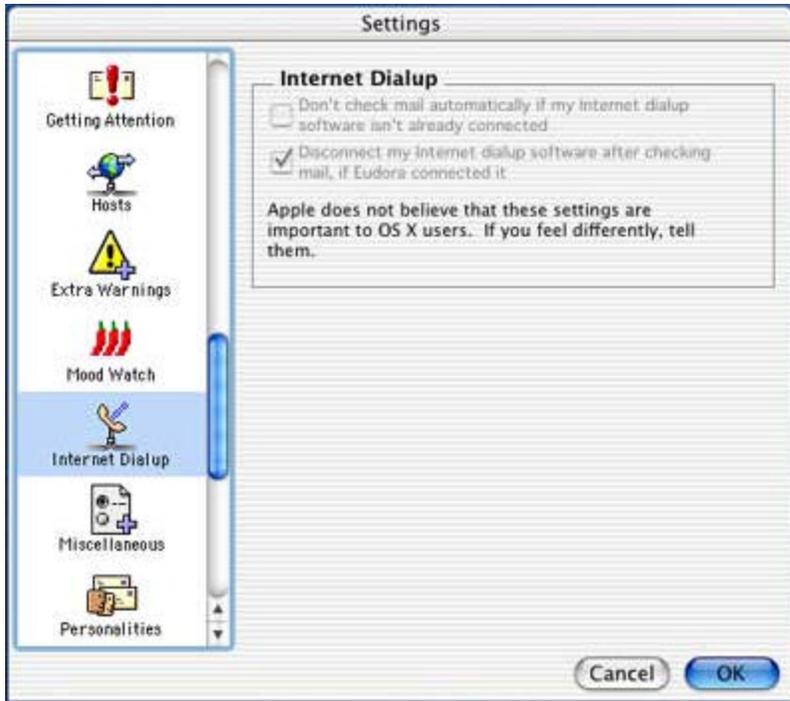
The remaining settings are your choice.



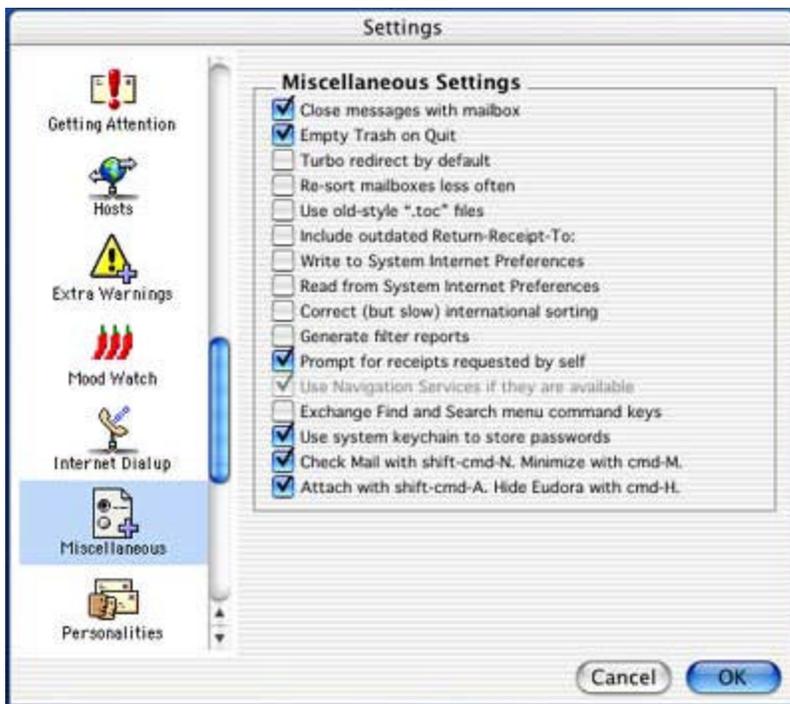
Mood Watch is a built in feature that alerts you to the possibilities of offensive or inflammatory comments.

If you do not wish to use this feature, deselect **Enable Mood Watch**. Otherwise leave it checked.

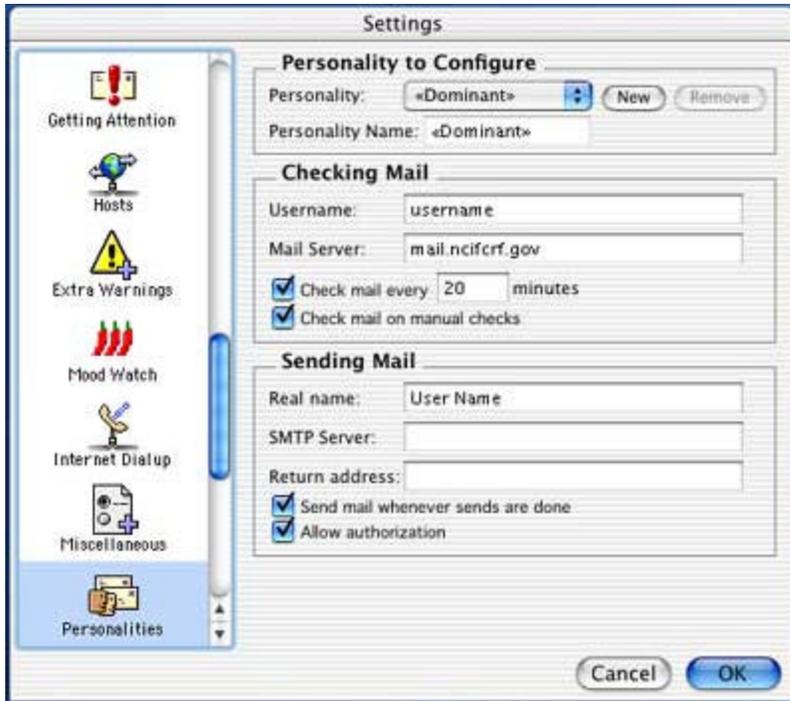
Choose how you would like to be warned when composing mail that is potentially offensive. Setting a delay will not send the email immediately. Such a delay may give you a chance to regain your composure and decide not to send a potentially offensive email.



Internet Dialup should be left alone.



Miscellaneous Settings may be set to your preferences.

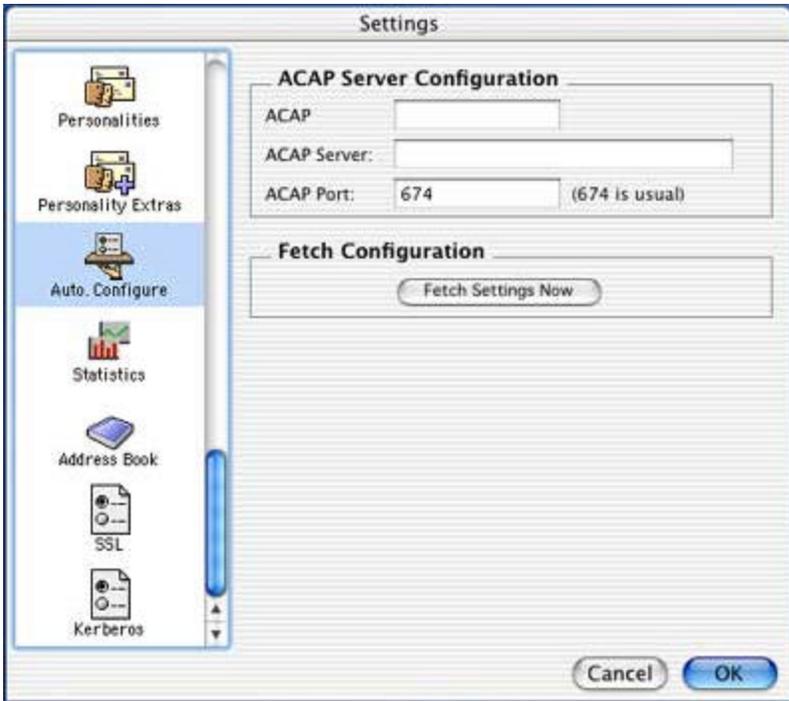


Personalities allow you to handle more than one email account.

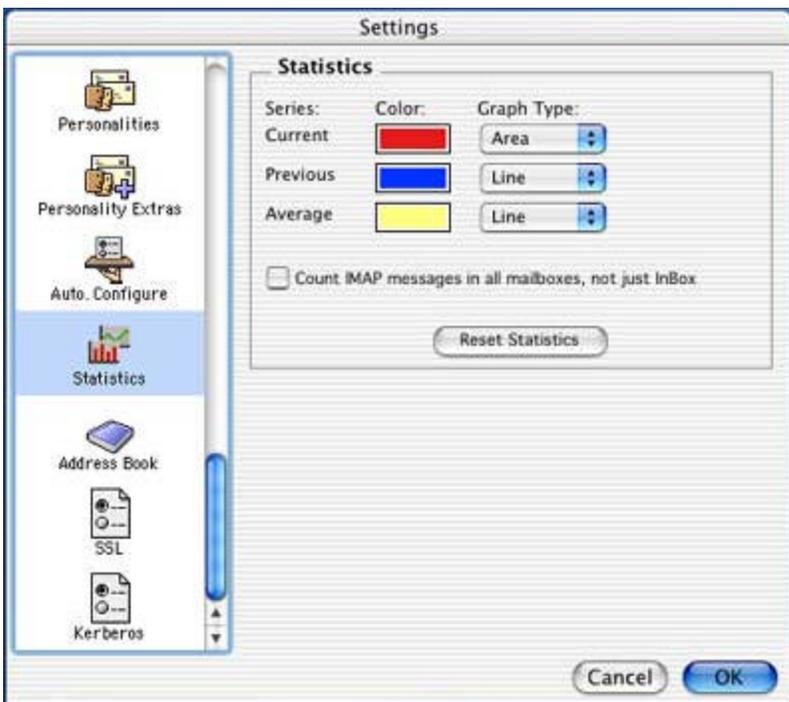
If this applies to you, configure it as necessary. If you are not sure how, please contact the ABCC Helpdesk at x5555.



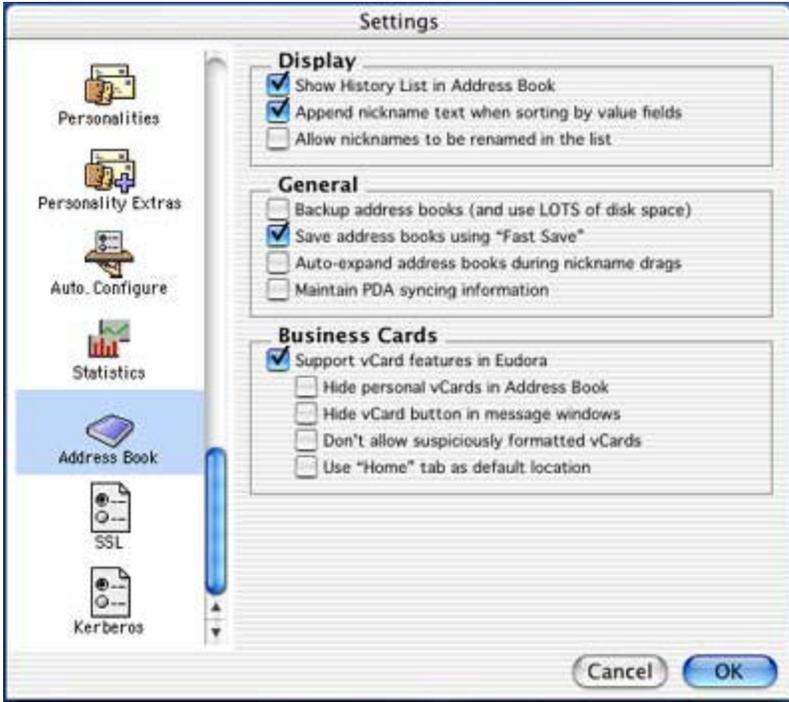
Similarly for **Personality Extras**, configure these if necessary for multiple email accounts.



Auto Configure should be left as it is.



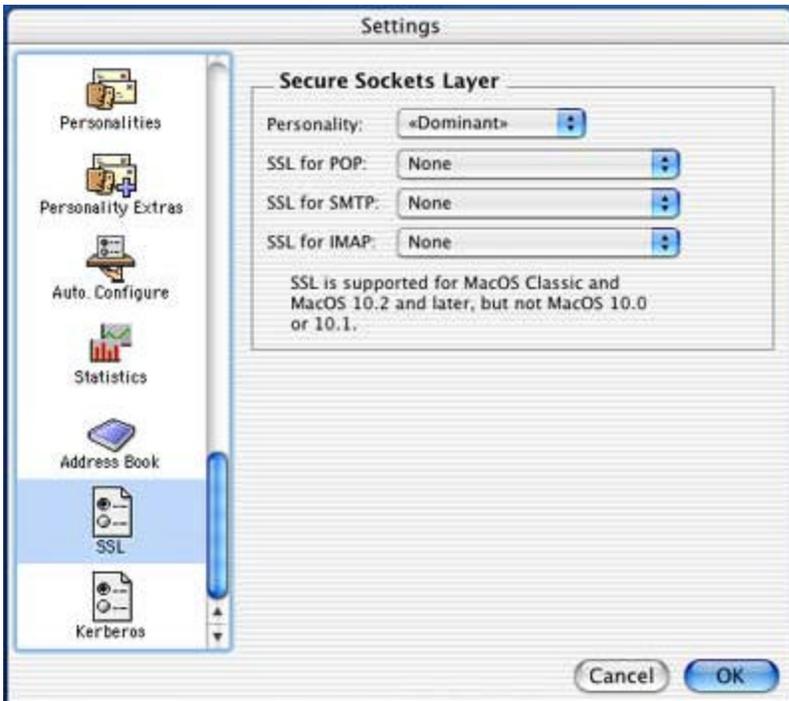
You may leave **Statistics** at the default settings.



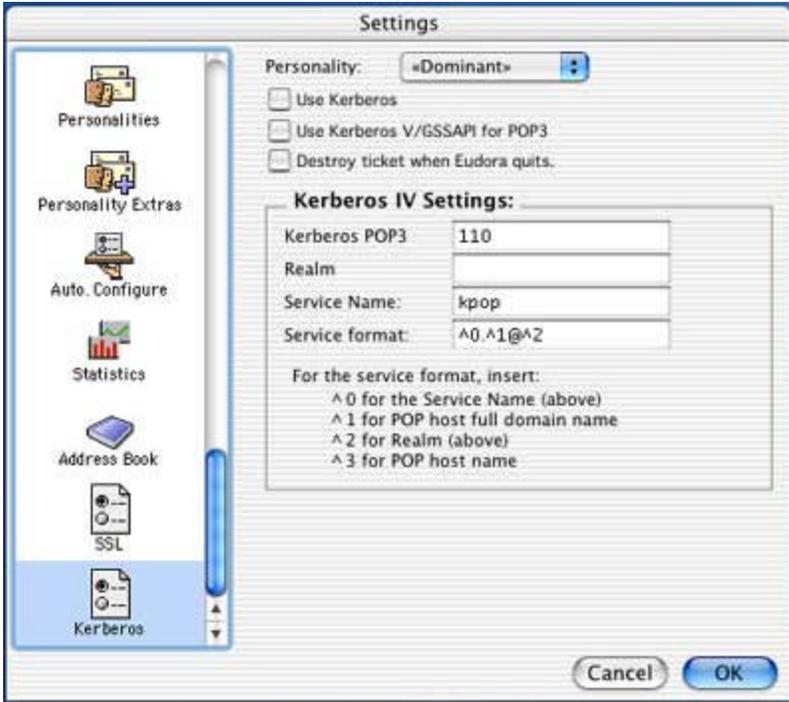
Your **Address Book** stores names and addresses of people you frequently contact.

You may configure the address book as you wish.

However, it is recommended that you select **Support vCard features in Eudora**.



SSL should be left unconfigured.



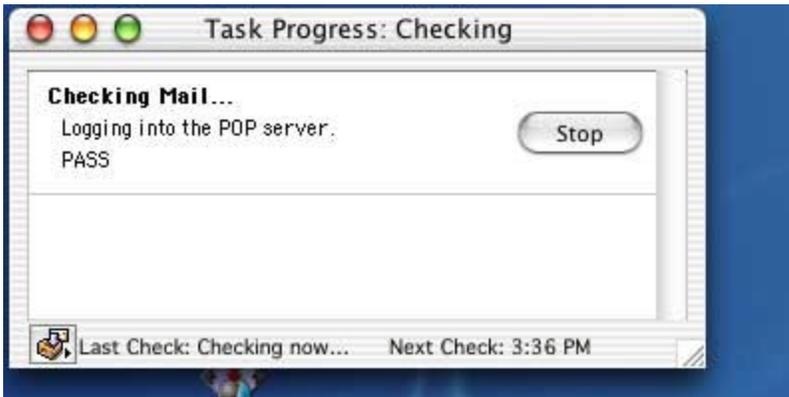
Kerberos should also be left unconfigured.

You have now reached the end of the configuration dialog. Click **OK** to continue using Eudora.



Eudora will automatically try to check your email.

Enter your **Password** and click **OK**.



Task Progress will show you what is happening as the program connects to the mail server and retrieves your mail.