Configuring E-mail: Eudora 6

You can open Eudora on your computer by going to Start -> Programs -> Eudora.

If you are installing Eudora for the first time, you will see the **New Account Wizard**. Click **Next** to get started.

NOTE: If you do not see the New Account Wizard, select first the Tools menu and then Options. Skip ahead to the bullet marked Account Options.



• Select the radio button marked **Create a brand new email account** and click **Next**.

Account Settings	×
Would you like to : ⓒ Create a brand new email account	
Import settings from an existing email account Use an ACAP server to get your settings	
Skip directly to advanced account setup	
Park Nevt Cancel Heln	_
	Account Settings Would you like to : Create a brand new email account Create a brand new email account setup Create a brand new email account setup C

• Enter your first and last name in the box labeled **Your Name** and click **Next**.

New Account Wizard			x
EUDORA	Persona	I Information	
6	In the edit box b would like it to a message.	elow, please enter your name as you ppear in the "From" field of your outgoir	ıg
\boldsymbol{O}	Your Name:	Chris Jones (e.g> Chris Jones)	
Email Account Setup			
<	Back Next	> Cancel Help	

• Enter the e-mail address you would like to set up on Eudora and click **Next**.



• Enter your e-mail address as the **User Name** and click **Next**.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Eudora to this mailbox, Eudora will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

NOTE: If you are updating a previously created e-mail account that has a '%' in the account name (username) please change the '%' to an '@' so that it looks like an e-mail address.

• Enter *mail.yourdomain.com* in the box labeled **Incoming Server** and select the radio button marked **POP**. Then click **Next**.



New Account Wizard	×
EUDORA	Incoming Email Server
	In the edit box below please type in the full name of your incoming mail server.
	Incoming Server: pop.server.com
\boldsymbol{O}	(e.g> mail.isp.com)
Email	Please choose the type of server you are using. You can always change this later.
Account Setup	POP C IMAP
QUALCOMM'	
<	Back Next > Cancel Help

• Enter *mail.yourdomain.com* in the box labeled **Outgoing Server** and check the box marked **Allow authentication**. Then click **Next**.



• You have successfully entered all of the information required to receive email from the mailbox. Click **Finish** to move on. You will still need to set up your account options.



• Account Options: From the Tools menu, select Options. Then select the Getting Started icon from the left menu. If you have completed the New Account Wizard, you will see the information you have just entered. If this information is blank, fill out these fields now.

- In the box marked **Real name**, enter your first and last name.

- In the box marked **Email address**, enter the e-mail address you would like to set up on Eudora.

- In the box marked Mail Server (Incoming), enter

pop.hostcentric.com.

- In the box marked **User Name**, enter your e-mail address.



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- In the box marked **SMTP Server (Outgoing)**, enter mail.yourdomain.com.

- Lastly, check the box marked **Allow authentication**.

NOTE: The first time that you check your e-mail account, you will be prompted to enter your password.