

Eudora Tutorial

How to set up the Eudora email client

OnYourMark, LLC

A Fine Family of Companies

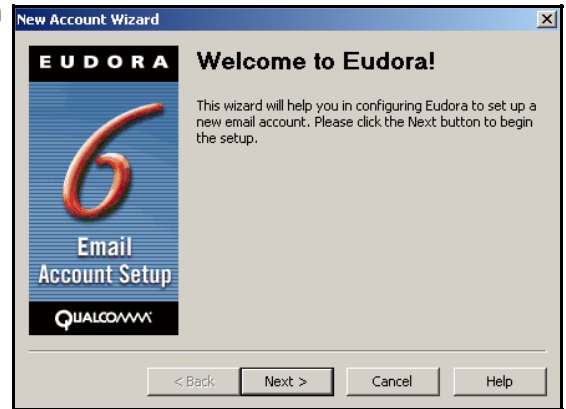
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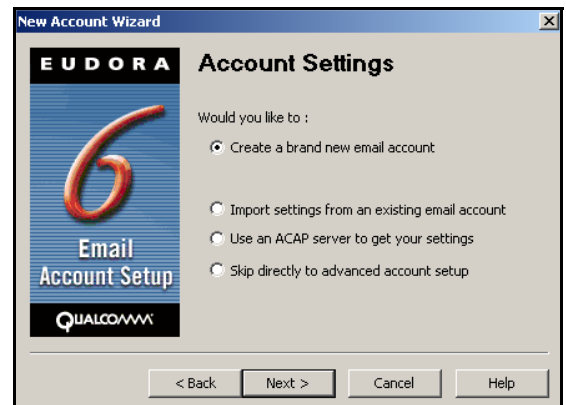
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Configuring a Eudora Mailbox

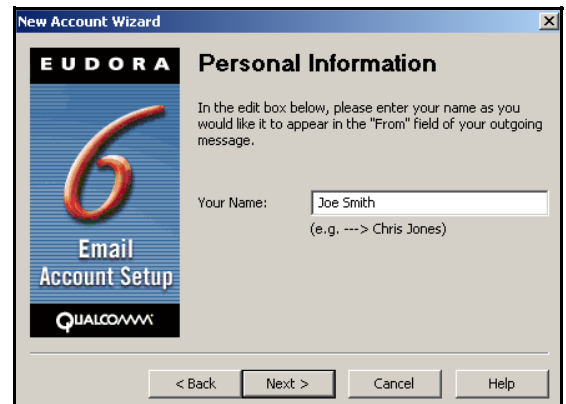
1. Upon installation, Eudora will open the **New Account Wizard**. Click on **Next>** at the bottom of the screen to continue.



2. The next screen will ask you to select an option for setup. Click **Create a brand new email account**, then click **Next>** at the bottom of the screen.



3. Eudora will now ask you to enter your full name, first and last. This name will appear as the "From" name in the recipient's email client. Type this in and click **Next>**.



4. Now Eudora will ask for your email address. Enter your entire email address in the box (you@yourdomain.com). Click on **Next>** at the bottom of the screen to continue.



5. Eudora will now prompt you for your Account user name. This is the same as your email address. Enter your entire email address in the box (you@yourdomain.com). Click on **Next>** at the bottom of the screen to continue.

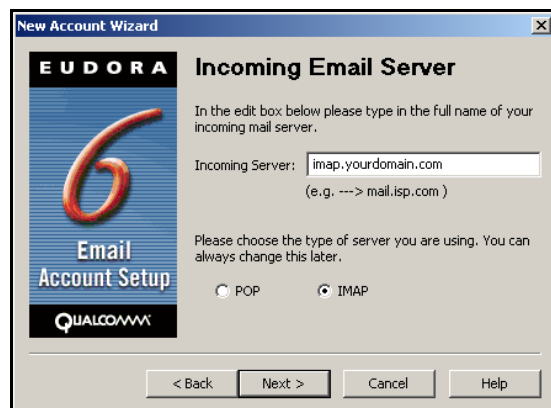
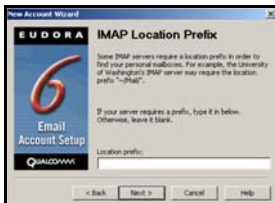


6. In the **Incoming Server** field, enter imap.yourdomain.com, replacing "yourdomain.com" with the domain of your website. For example, if your domain is "xyzinc.com," you would enter "imap.xyzinc.com."

Set the "type of server" option set to **IMAP**.

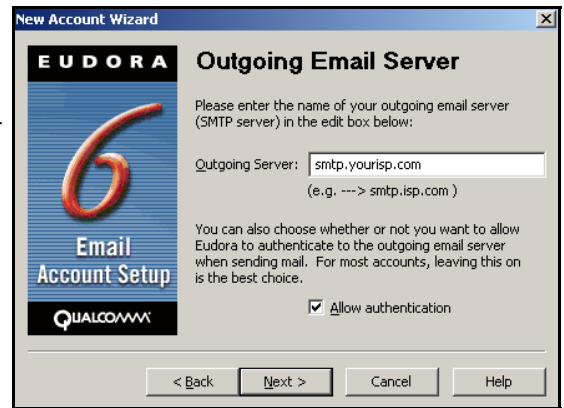
Click on **Next>** at the bottom of the screen.

Now a box will pop up with **IMAP Location Prefix** at the top. You do not need to enter data on this screen, click **Next>** to continue.



7. You will now be on the **Outgoing Email Server** screen. Enter in the SMTP server for your Internet Service Provider in the **Outgoing Server** box. A list of some ISP's SMTP servers can be found at: <http://www.onyourmark.com/tutorials/email/index.html>. You may also contact your Internet Service Provider for your SMTP settings.

Click on **Next>** at the bottom of the screen.



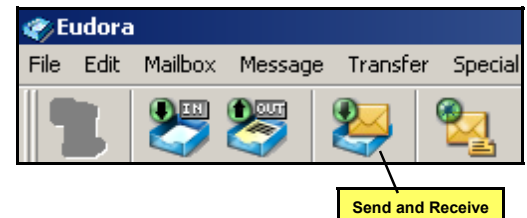
8. Mailbox setup is now complete! You may click **Finish** to start using Eudora.

We recommend taking time to explore the features of Eudora to acclimate yourself with the program. Assistance with Eudora features is provided within the program under the **Help** tab.

Once your mail has downloaded, please reply to any test messages sent to you from OnYourMark, LLC. These test message replies verify that you can properly send email.



9. You can now click on **Send and Receive**, which will prompt for your password. Enter the password; Eudora will now begin to download your email.



If you have questions on this tutorial, please contact us. We are happy to help!