

## Configuring Eudora 7 for Windows to use your new e-mail account

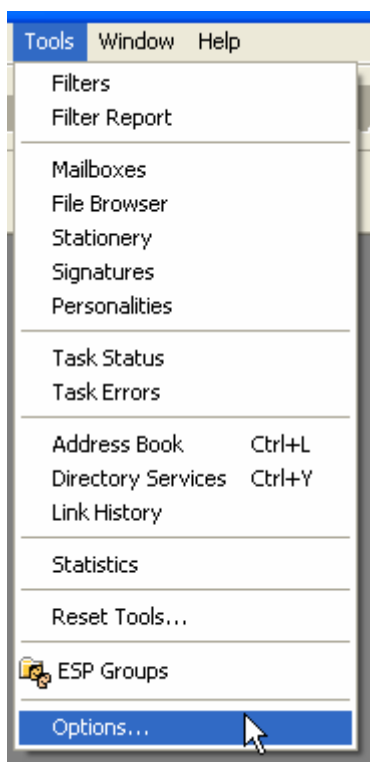
Eudora is popular e-mail program available for Microsoft Windows. The following instructions provide a walk through on setting up Eudora to use your e-mail account.

What you need to know:

- Your e-mail address (Our example will use jsmith@mydomain.com.au)
- Your password
- Your e-mail server address (Our example will use mail.mydomain.com.au)

*Note: You may elect to use your Internet Service Providers outgoing e-mail server to send your e-mail. In this case you will need to also know the ISP outgoing (SMTP) server name as well.*

1. Start Eudora.
2. Go to the Tools menu and then select Options.



3. Select Getting Started from the left hand list.

Enter the name that you wish people to see when they receive e-mail from you. This is most commonly your first name followed by your last name.

Enter your e-mail address.

Enter your e-mail server address into the Mail Server (Incoming) field. Your incoming mail server is mail. followed by your domain name. For our example the domain is mydomain.com.au, so this means that our incoming mail server is mail.mydomain.com.au

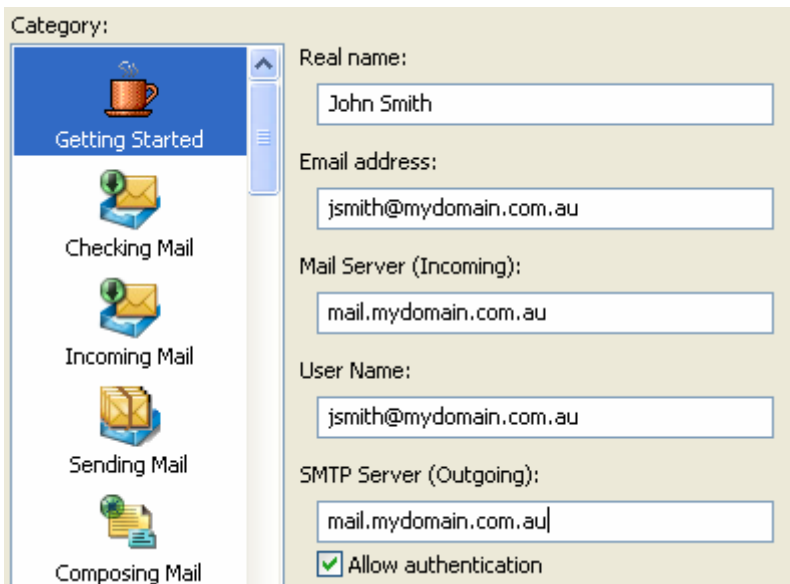
Enter your e-mail address as your User Name.

You have two options for your outgoing mail server. You may use the same address as your incoming mail server, or you may use your Internet Service Providers (ISP) mail server.

Some people find that their ISP may block mail being sent to other mail servers, so in this situation they need to use their ISP's mail server instead. The ISP mail server is generally mail. followed by the ISP's domain name. So for example if we take Bigpond who do require this configuration to be used, you enter mail.bigpond.com as your outgoing mail server.

If you entered your new mail server for outgoing mail (ie mail.mydomain.com.au) then tick the box for 'Allow authentication'.

Do not click the OK button at this point. Instead continue onto the next step.



Category:

- Getting Started
- Checking Mail
- Incoming Mail
- Sending Mail
- Composing Mail

Real name: John Smith

Email address: jsmith@mydomain.com.au

Mail Server (Incoming): mail.mydomain.com.au

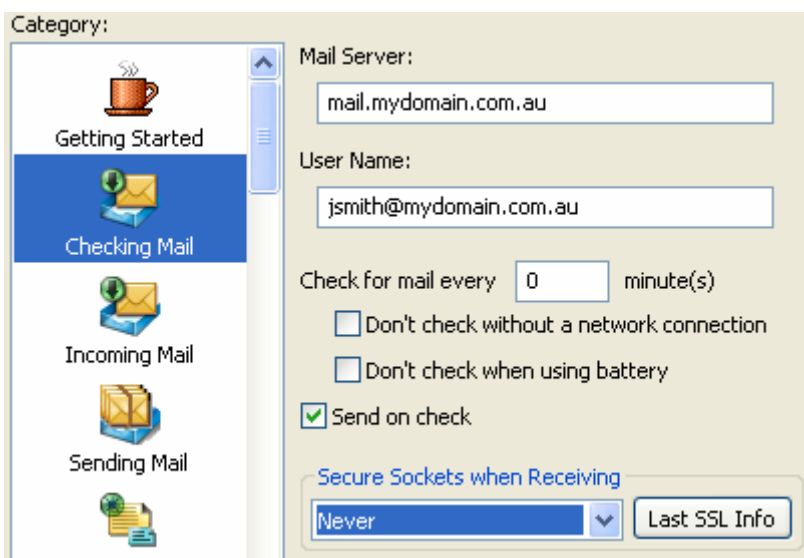
User Name: jsmith@mydomain.com.au

SMTP Server (Outgoing): mail.mydomain.com.au

Allow authentication

4. Select the Checking Mail icon from the list on the left.

From the right hand side of the window select the option Never from the drop down list located at the bottom titled 'Secure Sockets when Receiving'.



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Mail Server: mail.mydomain.com.au

User Name: jsmith@mydomain.com.au

Check for mail every 0 minute(s)

Don't check without a network connection

Don't check when using battery

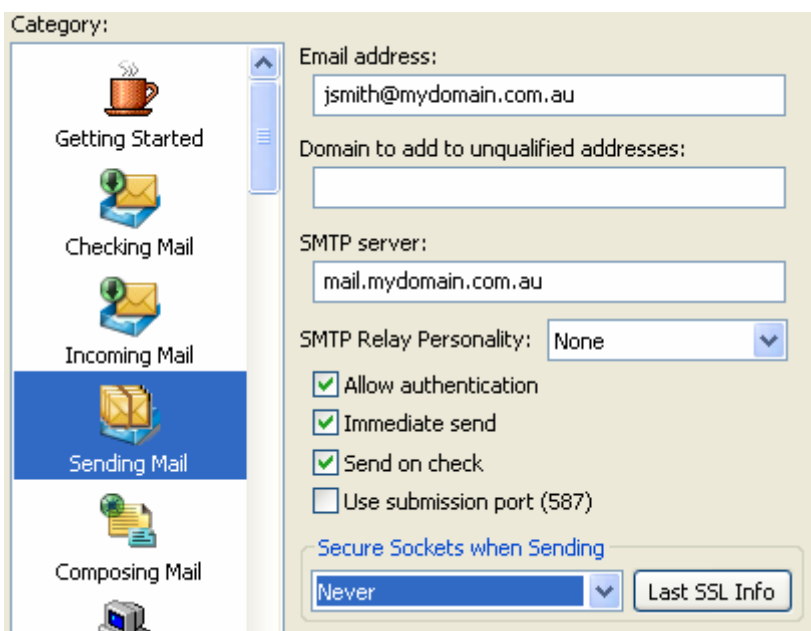
Send on check

Secure Sockets when Receiving: Never

Last SSL Info

5. Select the Sending Mail icon from the list on the left.

From the right hand side of the window select the option Never from the drop down list located at the bottom titled 'Secure Sockets when Sending'.



6. Click OK, and you are now ready to use your e-mail.

You may send an e-mail to your own e-mail address to test if it is working. Wait about 30 seconds and then click the Check Mail button to see your test e-mail arrives in your inbox.

### Important Information

Your new mail server features security to prevent unauthorised access and spamming.

When using your new e-mail server as the outgoing mail server in Eudora (ie mail.mydomain.com.au), the e-mail address you enter into the account settings of Eudora must match your username.

For example if your username is jsmith@mydomain.com.au you must enter your e-mail address as jsmith@mydomain.com.au.

If your e-mail address does not match your username, the server will refuse to send your outgoing e-mail messages.

For example your username is jsmith@mydomain.com.au but you enter jsmith@somewhereelse.com.au as your e-mail address.

This does not apply if you are using your ISP's mail server as your outgoing e-mail server.