Note: During 2007, Eudora will become an open source email application and will be built upon the same foundation as Mozilla’s Thunderbird. The interface, however, is expected to remain similar to what it is now. For example, additional email accounts in Eudora are known as “Personalities.”

Setting Up an IMAP Email Account

1. Select Tools / Personalities. If the Personalities window appears in a tabbed window, click the tab.
2. In the Personalities window, right-click to display the drop-down menu and choose New. This will open the New Account Wizard.

3. Under Would you like to, check Create a brand new email account and click Next.
4. In the Personality Name window, give your personality a descriptive name, such as Business, Home or whatever you prefer.
5. In the Personal Information window, enter your name or your company name in the Your Name text field.
6. In the Email Address window, enter your email address in the Email Address text field (e.g., myname@mydomain.com).
7. In the User Name window, enter your login name, which will be your email address, such as myname@mydomain.com.
8. In the Incoming Mail Server window, do the following:
   • Specify the Incoming Server as imap.emailsrvr.com.
   • Make sure Test server is checked, so your connection will be checked during setup.
9. In the IMAP Location Prefix window, enter the word INBOX in the Location prefix text field.
10. In the Outgoing Email Server window, enter the following:
    • Under Outgoing Server, enter smtp.emailsrvr.com.
    • Leave Test server checked, so your connection can be examined as part of the setup process.
    • Choose Allow authentication, so your user name will be used for outgoing mail as well.
10. When the Success! Window appears, the correct setup for your email account has been confirmed. Click Finish to complete the setup process.
11. If you have more accounts to configure, repeat the above steps to repeat the process and create new email accounts or Personalities.

Changing Outgoing (SMTP) Servers

If you experience trouble sending mail, it is likely that your ISP is blocking the default Port 25; this is a very common process that’s designed to protect the service from spammers. To fix this problem, follow these steps:

1. Select Tools / Options.
2. Select Sending Mail from the scrolling list labeled Category at the left.
3. In your selected Options window, change the SMTP Server to secure.emailsrvr.com.
4. Click Use submission port (587).
5. Choose STARTTLS from the Secure Sockets when Sending drop-down menu.
6. Click OK to store your settings.

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the steps below to adjust your IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure email messages. It does not, however, secure your messages on their passage from your hosted email servers to other email servers.

To use the secure incoming mail server

1. Select Tools / Options.
2. Select Checking Mail from the scrolling list labeled Category at the left.
3. In your selected Options window, change the Mail Server to secure.emailsrvr.com.
4. Choose STARTTLS from the Secure Sockets when Receiving drop-down menu.
5. Click OK to store your settings.

To use the secure outgoing mail server

1. Select Tools / Options.
2. Select Sending Mail from the scrolling list labeled Category at the left.
3. Click Use submission port (587).
4. Click OK to save your settings.

Checking for Mail Automatically

1. Select Tools / Options.
2. Select Checking Mail from the scrolling list labeled Category at the left.
3. Click Check for mail every…minute(s) and enter the number of minutes you’d like your messages checked. The standard or default setting Eudora is 10 minutes.
4. Click Don’t check without a network connection to avoid having the application attempt to retrieve messages it cannot retrieve.
5. Click Don’t check when using battery to save power, because it will cause your hard drive to work harder.
6. Click Send on check, which means that waiting email will be sent when you check new messages.
5. Click OK to complete the setup process.