



How to Add an E-mail Account to Eudora Pro 6.x for Macintosh using Pop

Eudora Quick Reference Guide

Contents:

- Instructions on how to add e-mail accounts to Eudora version 6.x for Macintosh.
- What to do if you have problems.

What you need to know:

- Your e-mail address (e.g., **username@yourserver.sdsu.edu**).
- The fundamentals of the Macintosh operating system.
- How to get connected to the Internet, through dial-up or direct network connection (to be able to send and receive e-mail).
- How to download and install Eudora 6.x, if it is not installed. Please see handout *0751 - How to Download and Install Eudora Pro 6.x for Macintosh*.

What to do if you need help:

- If you have any questions about Eudora 6.x, please call the TNS Help Desk at (619) 594-5261, Monday through Friday, 9:00am to 4:00pm.

INTRODUCTION

Eudora handles multiple e-mail accounts by using the metaphor "Personalities." The <**Dominant**> personality is the designation for your primary e-mail account, any additional e-mail accounts you may have can be added as alternate personalities.

We will first add your main e-mail account (<**Dominant**> personality) and then include instructions to add any additional e-mail accounts. When you first install Eudora 6.x, follow the directions in the settings section below to add your dominant e-mail account.

For additional e-mail personalities follow the section labeled **Adding a Second Email Account**, on the next page.

SETTINGS

1. Single click on the **Window** menu and select **Settings**.
2. Single click on the **Getting Started** icon.
3. In the **Username** box, enter your e-mail account name, which is usually everything to the left of the @ sign of your e-mail address (e.g., **username** in **username@yourserver.sdsu.edu**).
4. In the **Mail Server** box, enter the full name of the incoming mail server, usually everything to the right of the @ sign of your e-mail address (e.g., **yourserver.sdsu.edu** in **username@yourserver.sdsu.edu**).
5. In the **Real Name** box, enter the name you want your recipients to see when they receive e-mail from this account.
6. In the **SMTP Server** box, enter the full name of your outgoing server, usually everything to the right of the @ sign of your e-mail address (e.g., **yourserver.sdsu.edu** in **username@yourserver.sdsu.edu**).
7. Leave the **Return Address** box blank.
8. Single click **OK**.

Congratulations! You've just configured Eudora to send and receive e-mail with one account. Now Eudora will try to check your e-mail for the first time. When the password dialog box appears, enter your e-mail password in the **Password** box. Passwords are cAsE sEnSiTiVe, so be sure your **CAPS Lock** key is turned off and that you type your password in the appropriate upper and lower cases.

Click **OK** and Eudora will check your e-mail. You are now ready to use Eudora to send and receive e-mail with one e-mail account.

ADDING A SECOND E-MAIL ACCOUNT

1. Single click on the **Window** menu, and select **Personalities**.
2. Click on the **New** button at the bottom left of the window that appears (the button should have a picture of two faces and a yellow light in the corner.)
3. Now click on the **Edit** button at the bottom right of the window (instead of a light it should have a pencil.)
4. In the **Personality Name** box, enter a unique name to identify this personality.
5. In the **Username** box, enter your e-mail account name, which is usually everything to the left of the @ sign of your e-mail address (e.g., **username** in **username@yourserver.sdsu.edu**).
6. In the **Mail Server** box, enter the full name of your incoming mail server, usually everything to the right of the @ sign of your e-mail address (e.g., **yourserver.sdsu.edu** in **username@yourserver.sdsu.edu**).
7. In the **Check Mail** checkbox,
 - A. If you would like Eudora to automatically check for e-mail for this personality, check the **Check Mail** box. Specify how many minutes you would like between checks (e.g. 15 minutes).
 - B. If you want to check e-mail for this personality manually, uncheck the **Check Mail** box and check the **Check mail on manual checks** box.
9. In the **Real Name** box, enter the name you want your recipients to see when they receive e-mail from this account.
10. In the **SMTP Server** box, enter the full name of your outgoing server, usually everything to the right of the @ sign of your e-mail address (e.g., **yourserver.sdsu.edu** in **username@yourserver.sdsu.edu**).
11. Leave the **Return Address** box blank unless you would like your mail recipients to respond to a different e-mail address.
12. Check boxes for both **send mail whenever sends are done** and **allow authorization**.
13. Click on **OK**.

Congratulations, you've added a second e-mail account to Eudora 6.x. You can use these directions to add more e-mail accounts as needed. You can now have Eudora 6.x check for messages on all of your e-mail accounts.

For a more in-depth and detailed explanation of Eudora 6.x settings, please see handout *0756p or 0756i - Configuring Eudora Pro 6.x for Macintosh*.

If you have any additional questions, or experience any problems with your Eudora installation, configuration, or operation, please call the TNS Help Desk at (619) 594-5261, Mon – Fri, 9:00 A.M. – 4:00 P.M.

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