QUALCOMM®

EUDORA™

Version

6

**Eudora® Email 6.0
New Features Manual
for Windows**

Acknowledgments

About the Name

Why the name *Eudora*?

When looking for a name for this new Post Office Protocol mail program, we thought immediately of the title of the short story "Why I Live at the P.O." and named the program after the author of the story, Eudora Welty.

"Why I Live at the P.O." can be found in a collection entitled *A Curtain of Green and Other Stories* (Harcourt Brace & Co.). Ms. Welty's stories are funny, sad, and fascinating; she's surely one of the great American writers.

E U D O R A

Contents

Eudora 6.0 New Features

Welcome to Eudora® 6.0! This document describes the new features and functions in Eudora 6.0 for Windows.

- **SpamWatch.** This powerful new feature allows you to manage junk email messages (spam) to save time and increase general productivity.

- **Content Concentrator.** This feature lets you concentrate text inside a single message. It also allows you to group threaded messages and view them all at once in the preview pane of a mailbox.

- **SMTP Relay.** This feature lets you send all your mail through one account.

- **Contextual Filing.** This feature lets you highlight a specific word in any message and transfer it to a mailbox of the same name.

- **Format Painter.** This feature lets you copy text and paragraph styles from one place to another.

Using the Junk Mail Filter for Incoming Messages

Once you install Eudora 6.0, Eudora asks you if you want to install a new mailbox called Junk to hold junk email messages (spam). The Junk mailbox appears in your mailbox list. The Junk mailbox is a special mailbox like the In, Out, and Trash mailboxes. It cannot be deleted or renamed.

sample Junk mailbox

●	❄	↕	⬚	Label	Who	Date	▭	⬚	)	⬚ Subject	
●	99				DirectMortgageAdvisors	02:08 PM 6/4/2003	4			Are you ready for your DREAM HOME?	▲
●	99				Fun Time Deals	02:50 PM 6/4/2003	3			Give your Child a Chance of a Lifetime	
●	99				eBargains News Letter	03:17 PM 6/4/2003	3			Life insurance information and comparisons	
●	99				Palm Inc.	03:47 PM 6/4/2003	26			What's In Store - June 2003	
●	99				Leola Bruce	04:03 PM 6/4/2003	2			Generic Sildenafil Citrate at $5 a pill!!☐☐☐☐☐	
●	99				iMatchUp.com - Find A Mat	04:09 PM 6/4/2003	3			Find you match with iMatchup	
♦	99	⚡			James	05:16 PM 6/4/2003	4			Why Wait? Refinance Today And Save Thous	▼
251/1522K/57K	◀										▶

When you check for mail, Eudora recognizes which incoming messages are junk, and those messages are filtered into the Junk mailbox. Your incoming mail goes through the Junk filter before any other filter you may have set up. After a certain number of days (30 days is the default), Eudora automatically deletes these messages.

Occasionally, messages Eudora filters into the Junk mailbox may, in fact, not be junk mail. There is a new option on the Message menu that allows you to transfer wanted mail to the appropriate mailboxes.

To manage messages in the Junk mailbox that are not junk

1. Scan the messages in the Junk mailbox and select those that you consider not junk mail.

2. From the Message menu, choose **Not Junk**. Or right-click on the message and choose **Not Junk** from the context menu.

Message menu with Not Junk option selected

Message	Transfer	Special	Too
New Message	Ctrl+N		
Reply	Ctrl+R		
Reply to All			
Forward			
Redirect			
Send Again			
New Message To	▶		
Forward To	▶		
Redirect To	▶		
New Message With	▶		
Reply With	▶		
Reply to All With	▶		
Send File	Ctrl+H		
Attach	▶		
Send Immediately	Ctrl+E		
Change	▶		
Junk			
Not Junk			
Delete	Ctrl+D		
UnDelete			
Purge Messages			
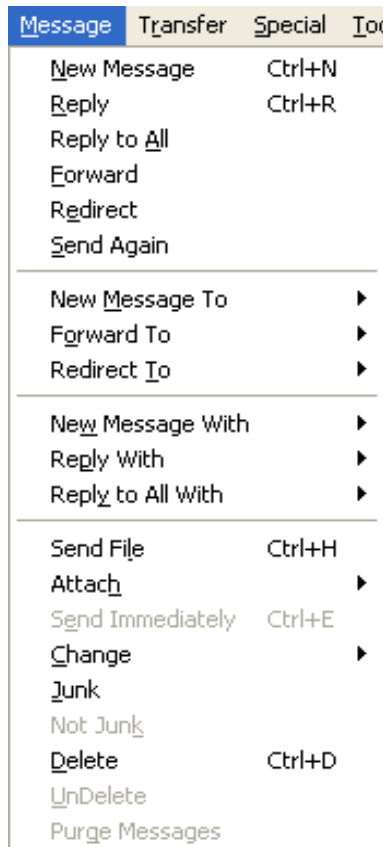
By choosing the Not Junk *command, the messages you selected are automatically filtered to go to the designated mailboxes you have previously set up.*

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NOTE: With time, Eudora learns which messages are not junk and filters them to your designated mailboxes automatically.

Conversely, if you find Junk mail in your other mailboxes, just choose **Junk** from the Message menu, and these messages are transferred to the Junk mailbox. With time, Eudora eventually learns to recognize these messages as junk and filters them into the Junk mailbox.

Changing the Junk Mail Options

You can change the Junk Mail options in the Junk Mail options window. In this window, you can determine at what junk score level you wish your messages to be filtered and adjust other junk mail options.

To display the Junk Mail options window

1. From the Tools menu, choose **Options**.

2. Scroll and click the **Junk Mail** icon.

    The Junk Mail options window appears.

    Junk Mail options window
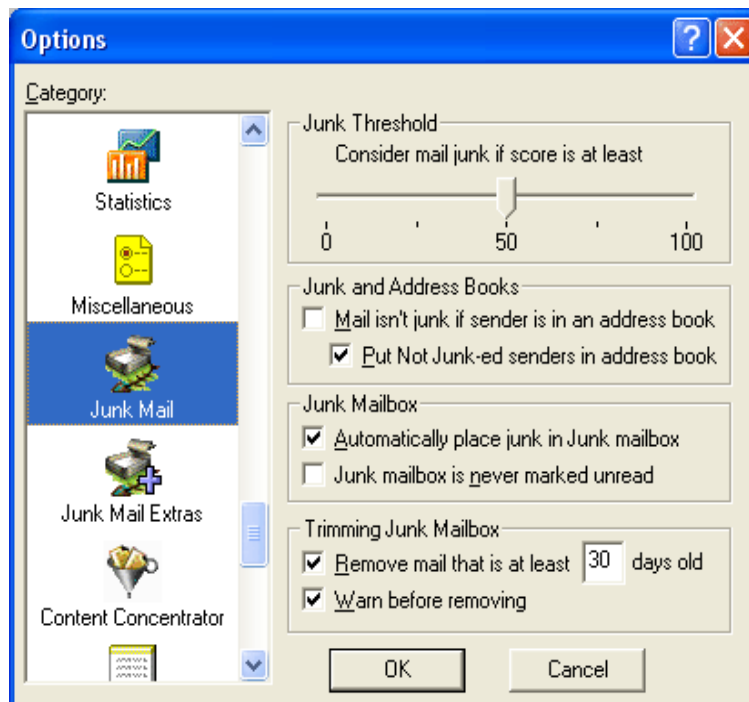
3. Select the options you want to change. Following are the descriptions of the options.

Junk Threshold—Eudora distinguishes junk mail by a scoring system. You can adjust this scoring threshold by using the slide bar indicator. If you slide the arrow to a lower number, Eudora filters out more junk mail but may also mistakenly filter more valid mail to the Junk mailbox. If you slide the arrow to a higher number, Eudora filters less junk mail but is less likely to incorrectly filter valid mail. The default setting is 50.

Junk & Address Books

> **Mail isn't junk if the sender is in an address book**—Check this box to indicate that mail coming from people in your address book(s) should never be marked as junk mail.
>
> **NOTE:** The following field does not work unless you check the *Mail isn't junk if the sender in an address book* box.
>
> **Put Not Junk-ed senders in address book**—Check this box to indicate that senders of valid mail found in the Junk mailbox are to be added to your address book when you select Not Junk from the Message menu. Future mail from this sender will never be filtered to the Junk mailbox again. This function works with the previous field.

Junk Mailbox

> **Automatically place junk in Junk mailbox**—Check this box if you want Eudora to filter what it considers junk mail to the Junk mailbox. If this is not checked, junk mail appears in your In box and is scored. To see the junk mail score, go the *Mailboxes* option in the Tools menu and check the Junk box (located under the *Show Mailbox Columns* section).
>
> **Junk mailbox is never marked unread**—Check this box if you don't want your junk mailbox to indicate that it contains unread mail.

Trimming Junk Mailbox

> **Remove mail that is at least _ days old**—Enter the number of days you'd like Eudora to keep junk mail in the Junk mailbox. Eudora scans the Junk mailbox periodically and removes the messages after the set number of days you enter in this field.
>
> **Warn before removing**—Check this box if you want Eudora to warn you that junk mail messages are about to be removed from the Junk mailbox.

Using the Content Concentrator

This feature allows you to concentrate text inside a single message by trimming redundant headers and text in the message window. You can also group threaded messages and view them with trimmed headers and text all at once in the preview pane of a mailbox. Threaded messages are messages you receive that were either sent, forwarded, or redirected to you about the same subject or from the same sender.

To concentrate text inside a single message

1. From the Tools menu, choose **Options**.

2. Scroll and choose **Content Concentrator**.

   The Content Concentrator options window opens.

3. In the *Single Message Profiles*, choose **Compact** or **Terse** for each field (preview pane and/or message window) from the drop-down menu. See Changing the Content Concentrator Options on page 9 for more information.

   ### Concentrated messages in a single message window (Compact setting)

   To: Danny <datwoed@qualcomm.com>, dshume@qualcomm.com
   From: Eugene <eeoe@qualcomm.com>
   Subject: Re: Surprise birthday party for Joe
   Cc: eeoe@qualcomm.com

   At 8:42 AM -0700 8/4/03, Danny wrote:
   At 11:24 AM 8/1/2003 -0700, Eugene wrote:
   Hey gang-

   Joe's 63rd birthday is coming up next weekend. I think we should have a surprise party for him. What do you guys think?
   ...snip...
   What's the name of that place by the water that he's always going on about? Think we could get a table for 50 people?

   A fancy restaurant? Do we like him THAT much? :) Just kidding. A restaurant would be cool.

   No idea what the place on the water is called. Maybe Dawn would know?

To group threaded messages and view them in the preview pane

1. In the selected mailbox, select and highlight the message you want to group.

2. Press the Alt key and click on the message.

   NOTE: You can group messages in two ways, by sender or by subject. Click the sender's name or subject when pressing the Alt key. The messages are grouped by sender or by subject.

   All messages that are threaded to the selected message appear together.

Group threaded messages (by sender - Terse setting)
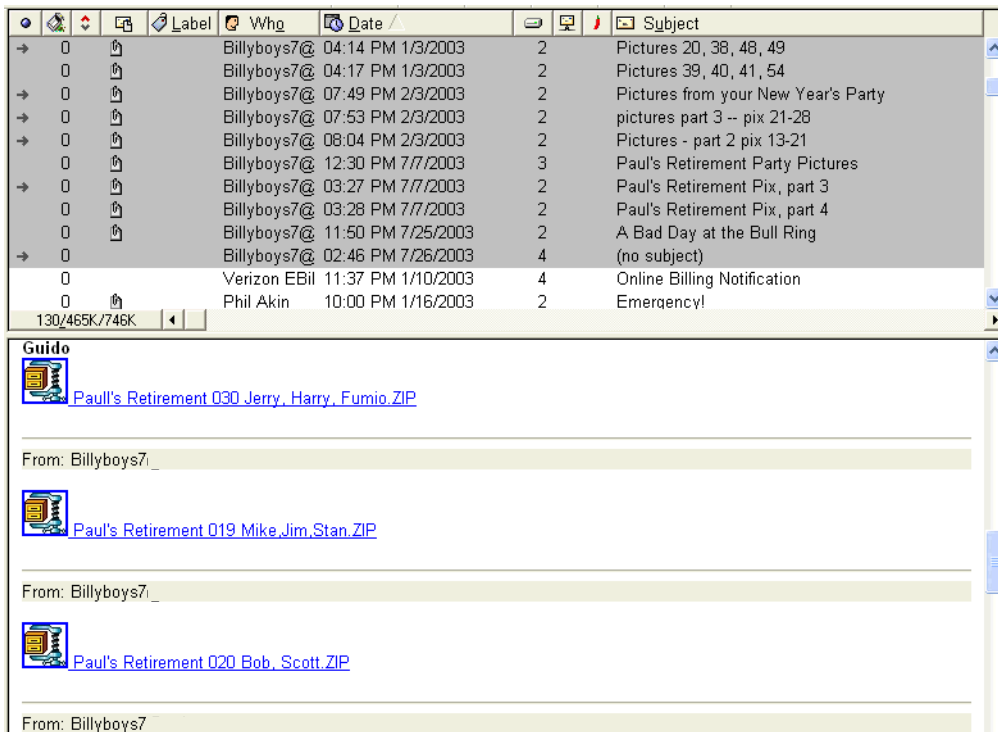
All the highlighted messages in the thread appear with abbreviated headers in the preview pane.

NOTE: The messages appear concentrated as a single message in the preview pane.

Changing the Content Concentrator Options

You can change how the concentrated messages appear in the message window and preview pane.
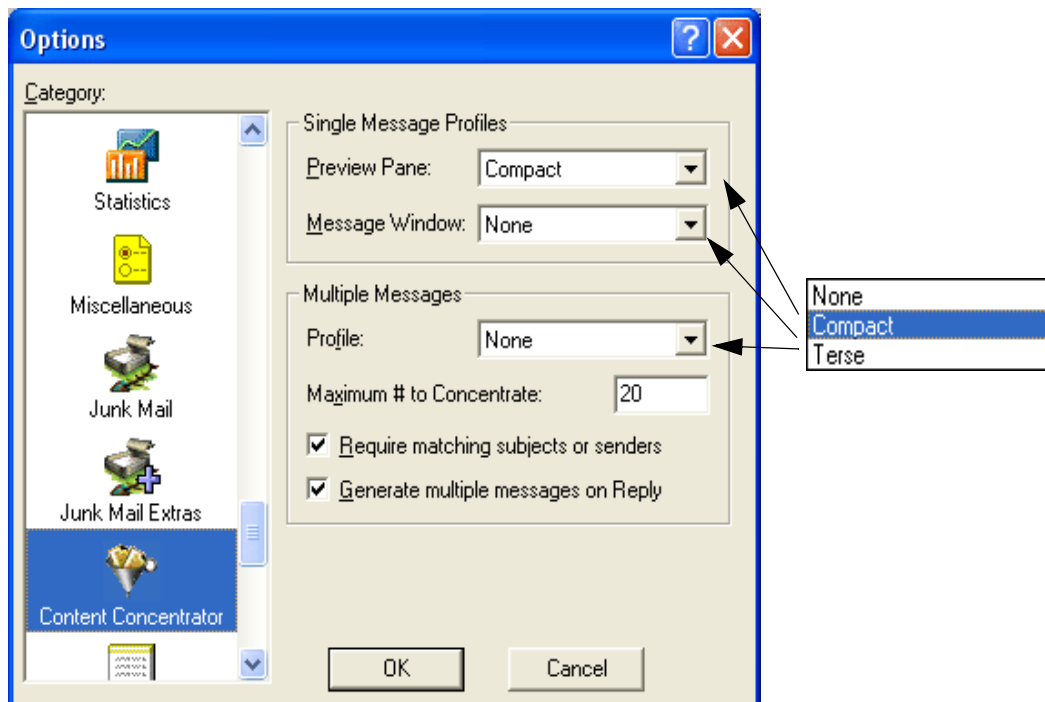
To display the Content Concentrator options window

1. From the Tools menu, choose **Options**.

2. Scroll and click the **Content Concentrator** icon.

    The Content Concentrator Options window appears.

Content Concentrator options window showing drop-down menu

3. From the drop-down menus, select the settings you want to change. Following are the descriptions of the settings.

Single Message Profiles

> **Preview Pane**—The profile of single concentrated messages as they appear in the preview pane. Choose one of the options from the drop-down menu. *Compact* is the default. Following are the options:
>
> > **None**—Turns off Content Concentrator. There is no change in the message format.
> >
> > **Compact**—Message is truncated; that is, excess headers and text are removed and replaced with ellipses and a snip indicator. Only the To:, From:, Subject:, and CC: of the header fields appear.
> >
> > **Terse**—Message is truncated further; only the From: field of the header appears in the message and the concentrated text.
>
> **Message Window**—The profile of single concentrated messages as they appear in the message window. Choose one of the options from the drop-down menu. *None* is the default.

Multiple Messages

> **Profile**—The profile of multiple concentrated messages as they appear in the preview pane. Choose one of the options from the drop-down menu. *None* is the default.
>
> **Maximum # to Concentrate**—Enter the maximum number of messages you would like to group. Keeping this number small is recommended because concentrating a large number of messages can take time. The default is 20 messages.
>
> **Require matching subjects or senders**—Check this box if you want subjects and senders to match when selecting messages to group.
>
> **Generate multiple messages on reply**—Check this box if you want individual reply messages to be sent to each sender of each concentrated message instead of one message being sent to all the senders.

Sending Mail Through One Account (SMTP Relay)

The Internet Service Provider (ISP) with whom you have your primary email account may not allow you to send messages through any other Simple Mail Transfer Protocol (SMTP) server but their own. If you have accounts at other ISPs or third-party email services, you may not be able to send mail from those accounts unless you use your primary ISP's SMTP servers. The SMTP relay feature allows you to send all your mail through your primary ISP's server.

To use SMTP relay

1. From the Tools menu, choose Options.

2. Scroll and click **Sending Mail**.

   The Sending Mail dialog appears.

Sending Mail options window
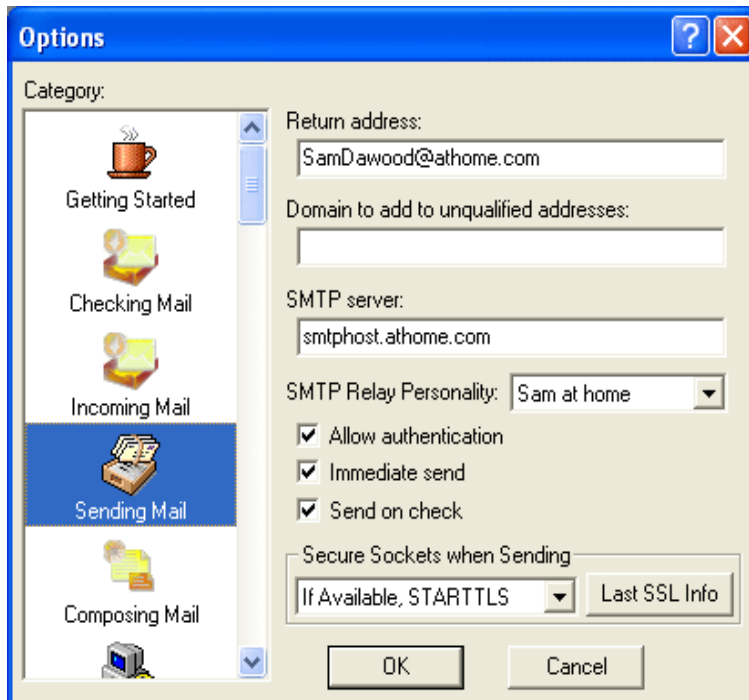
3. In the *SMTP Relay Personality* field, choose the personality previously set up for the SMTP relay from the drop-down menu. *None* is the default.

4. Click OK.

   All messages sent from each of your personalities will use the account information for the selected personality.

For example, if you bring your computer to a friend's house or your office, you can easily change your SMTP relay to a personality that uses a different ISP to send mail. Or, you can set the relay personality to None so that you can send all mail directly to the servers for each personality.

Contextual Filing

You can now highlight a word anywhere in a message (header or text), right-click, and transfer the message to a mailbox of the same name as the word.

For example, if you have a mailbox called Technical, you can highlight the word "technical" anywhere in the message and transfer the entire message to the Technical mailbox.

To perform a contextual filing

1. Highlight the word.

2. Right-click and choose **Transfer to Selection** to transfer the message to the mailbox of the same name.

    The message is transferred.

Using Format Painter

By using Format Painter, you can copy text and paragraph styles from one place to another.

To copy styles

1. Select or click in the text whose styles you want to copy.

2. Click the **Format Painter** button on the toolbar.

    The cursor changes to an I-beam with a paintbrush indicating that Format Painter is turned on.

3. By clicking the word or highlighting the text, the style is immediately applied when you release the mouse button.

    The style of the text, such as font, size, color, bold, italic, underlined, etc. as well as the paragraph styles, such as alignment, bullets, indenting, etc. are copied.

4. Click and Format Painter turns off.