Version 4.3 for Windows
New Features Manual

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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.

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New Features Manual

Introduction

Welcome to Eudora 4.3! This manual describes the new features and functions in Eudora 4.3 for Windows.

- **Introducing Eudora in Three Modes.** You can now choose which mode of Eudora is best for you: Sponsored, Paid, or Light!
- **Importing from Outlook Express™**. You may now import information and settings from Microsoft® Outlook Express 5.0.
- **Super Sorting**. You can now sort you messages in a mailbox by more than one sort criteria. Just click on one column, then another, then another and so on, the messages will sort by each column in the order they were selected.
- **Group by Subject.** You can now sort messages by grouping same subjects together.
- **Link History.** Link history tracks and links Internet web site URLs, attachments, and ads that you have clicked in Eudora.

Introducing Eudora in Three Modes

This release of Eudora 4.3 is designed to allow you to choose from three different operating modes:

- **Sponsored mode**

  This mode provides the full-featured Eudora desktop email client at no charge, supported by sponsors' advertising. It includes all of the features that are in Eudora Pro 4.2 (the most recent commercial release), providing a major upgrade for the millions of people who now use Eudora Light (the less powerful freeware version).

- **Paid mode**

  In this mode, Eudora leads you through the payment process, then activates the full-featured desktop email client *without advertising.*

- **Light mode**

  This is an upgrade to the freeware version formerly known as Eudora Light. It includes fewer features than the other modes and a sponsor image or logo, but no advertising.

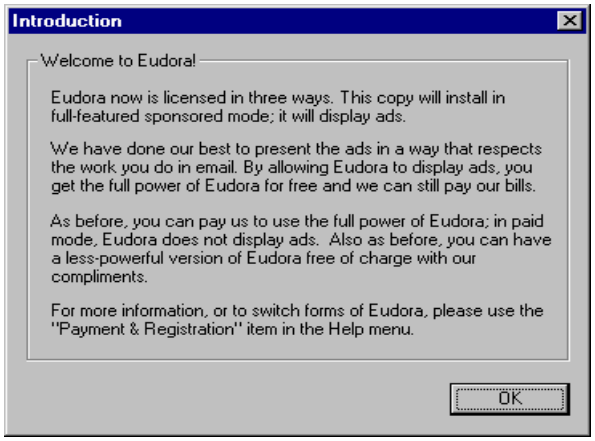
Installation and Upgrades

The current release installs in the Sponsored mode. The Paid and Light modes have not yet been implemented, but will be available in the upcoming commercial release.

Important. If you have purchased copies of Eudora Pro 4.x, you will be able to upgrade to the new Paid mode at no cost.

If you retrieve Eudora 4.3 from the Eudora web site, you will be installing Eudora email in Sponsored mode. If you buy Eudora 4.3 in a product box at a retail store, you will be installing Eudora email in Paid mode. You will be able to change Eudora's mode by selecting an option on the Help menu.

When you install Eudora 4.3, you will see this message.



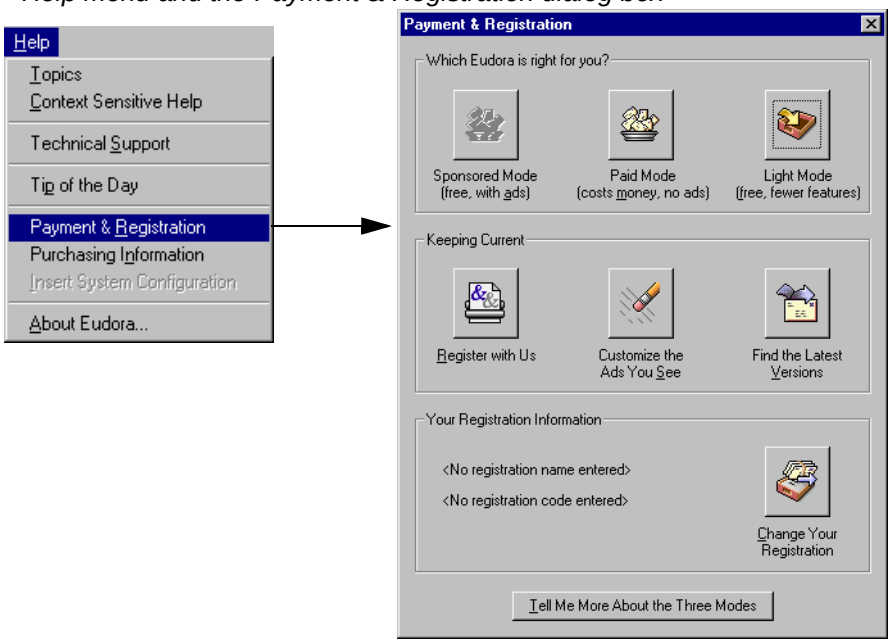
Important. If you purchased Eudora and decide you prefer to use Eudora Email in sponsored mode, your payment will be refunded to you. See the refund information in the Eudora Quick Start Guide or in the flyer included in the box.

Choosing a Eudora Mode

To change modes of Eudora after you install Eudora 4.3 do the following.

1 From the **Help** menu, choose **Payment & Registration**. The Payment and Registration dialog box appears.

Help menu and the Payment & Registration dialog box



2 In the **Which Eudora is for you?** section:

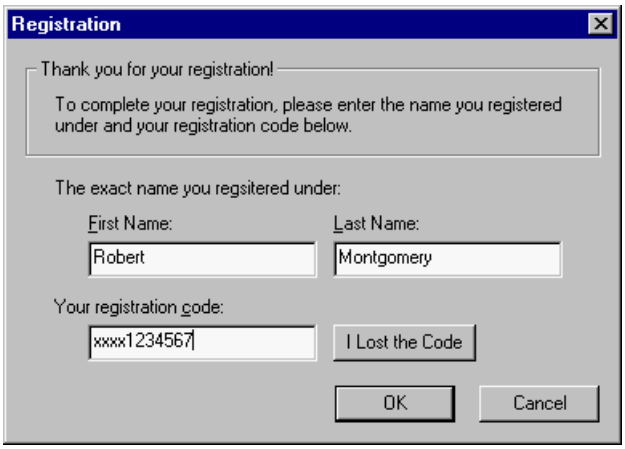
- To use Eudora Email in sponsored mode, click **Sponsored Mode (free, with ads)**. Eudora will display the ad window.
- To use Eudora Email in paid mode, click **Paid Mode (costs money, no ads)**. Eudora displays the Eudora web site for you to purchase Eudora.
- To use Eudora Email in light mode, click **Light Mode (free, fewer features)**. Eudora changes to Eudora Email in light mode by turning off certain features.

3 In the **Keeping Current** section:

- To register Eudora, click **Register with Us**. Eudora takes you to a web site where you can register Eudora. It's good to register because if you are using Eudora in sponsored or paid mode, you will be eligible for technical support. If you are using Eudora in light mode or have not registered, you are not eligible for technical support.
- To customize the ads, click **Customize the Ads You See**. Eudora displays a web site where you can provide information about yourself to help in customizing which ads should be displayed to you.
- To find the most current version of Eudora, click **Find the Latest Versions**. The Eudora web site displays where you can retrieve the latest version of Eudora.

4 In the **Your Registration Information section**, click **Change Your Registration** to change your registration when you change from one Eudora mode to another. The Registration dialog box appears.

Registration dialog box



5 Enter the information and click **OK**.

Note. If you cannot find your Eudora registration code, click **I Lost the Code**. The Eudora web site appears for you to search for your registration code.

6 To exit the window, click the **X** in the right-hand corner or the window.

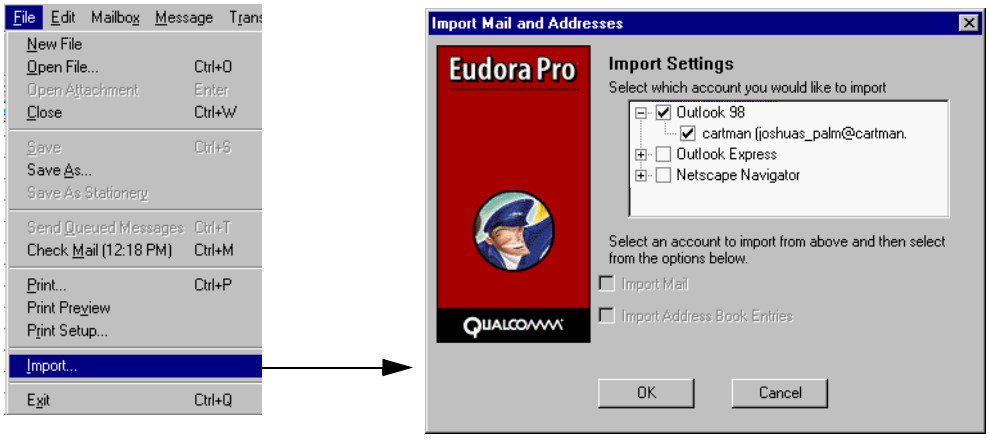
Importing from Microsoft Outlook Express 5.0

From the File menu, you can now import your address book and messages from other email programs. You may now import from Microsoft Outlook Express 5.0.

To import from another email program including Microsoft's Outlook Express 5.0, do the following.

1 From the **File** menu, choose **Import**. The Import and Addresses dialog box appears.

Import option from the File menu and Import Mail and Addresses dialog box



2 To import your email messages from Outlook, check **Import Mail**. To import your address book entries, check **Import Address Book Entries**.

3 To transfer your email account, click **OK**. Eudora imports all settings including personalities, incoming and outgoing server names, real name, return name, and login name.

Important. It may take a long period of time for the migration to occur depending on how much mail, the complexity of your settings, and the size of your address book that you are importing into Eudora. During the migration, if the process stops because of a corrupt message, you must go into your Microsoft Outlook Express 5.0 and delete the corrupt message to resume the migration.

The Success window appears indicating that your migration was successful. Once migration occurs, the settings you are importing are immediate, and your mail is migrated. For more information on importing, see the online *Eudora User Manual*.

Note. When the migration is occurring, notice in the Mailbox window that a mailbox tree begins to form. For example, you will see the folder "Outlook" and all its mailboxes listed underneath. A plus sign (+) next to the folder name indicates that other folders/mailboxes are contained within this folder.

Super Sorting

You can now sort messages in a mailbox sequentially using more than one sort criteria. Just click on each column heading in a sequential order, and a number appears in each heading area indicating in what order the sort will occur. The sorts can be combined in any order. However, Eudora will sort the messages by the sequence you set up.

To reverse the order of the sort, press Shift when sorting.

For example, you want your Business mailbox to sort by priority, then by username alphabetically, and then by date. In your Business mailbox, click the Priority column heading first, then the Who heading, and then the Date heading. Notice the number 1 appearing in the Priority heading, 2 in the Who heading and 3 in the Date heading. Eudora will sort your Business mailbox first by priority, then by username, then by date.

To further sort your messages using super sorting, you can now group message subjects. The messages sort by subject, then by date (oldest to current).

To group subjects together, do the following.

1 Open the mailbox where you want to group messages by subject.

2 From the **Edit** menu, choose **Sort**. The Sort submenu appears.

3 From the **Sort submenu**, choose **Group by Subject**.

The subjects in the mailbox are grouped by type.

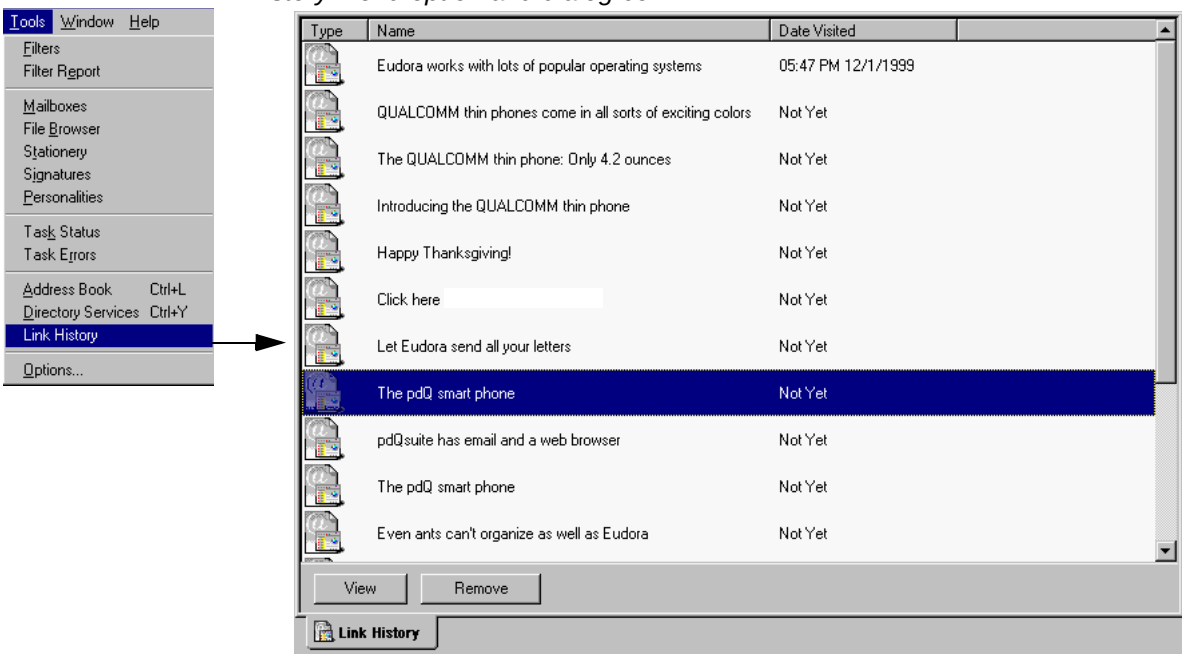
Link History

Link History is a new option on the Tools menu that displays Internet web site URLs, attachments, and ads you clicked in Eudora.

To display your link history, do the following.

1 From the **Tools** menu, choose **Link History**. The Link History window appears.

Link History menu option and dialog box



2 To view a link in the list, double-click the item or click to highlight it, then click **View**. To remove the link from the list, click **Delete**.

Note. The items in this window expire and do not appear after 30 days.