



Email Configuration: Eudora 4.3x for Windows

If setting up for the first time:

1. Launch Eudora.
2. The first time you launch Eudora a **"Welcome Screen"** will greet you.
3. Click **"OK."**
4. Next another welcome screen will appear which begins the setup process. Click **"Next."**
5. Select **"Create a brand new email account."** Click **"Next."**
6. Type your name in the space provided. Click **"Next."**
7. Type your email address in the space provided. Click **"Next."**
8. Type in the login name for your account.
9. Type the name of the incoming mail server in the space provided. This address will usually begin with **"pop3."** This is the server name that the computer will retrieve your mail from and will usually be in the form **"pop3.yourdomain.com."** Click **"Next."**
10. Type the name of your outgoing server in the space provided. This is the server name that the computer will hand outgoing mail to for delivery. The server name will usually begin with **"smtp"** and be in the form **"smtp.yourdomain.com."**
11. Click **"Finish."**

You are now ready to send and receive email using Eudora.

If switching from another service:

1. Launch Eudora.
2. In the **"Tools"** menu select **"Options."**
3. In the menu on the left side of the window select **"Getting Started."** Type your name in the space provided. Type your email address in the **"Return address"** field. Type the name of the new incoming server in the space provided. This address will usually begin with **"pop3."** This is the server name that the computer will retrieve your mail from and will usually be in the form **"pop3.yourdomain.com."**
4. Type in your new **"login name"** for your account.

5. Type the name of your new **"SMTP server"** in the space provided. This is the server name that the computer will hand outgoing mail to for delivery. The server name will usually begin with **"smtp"** and be in the form **"smtp.yourdomain.com."** Click **"OK."**

You are now ready to send and receive mail using Eudora.