Introduction

to

Eudora Pro

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Student Guide

National Institutes of Health
Clinical Center
Information Technology Center

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Eudora

Configuration

1. Double click on the CCNET icon.
2. Double click on the APPLICATIONS folder icon.
3. Double click on the EUDORA PRO folder icon.
4. If you have a PowerMac, click and drag the FOR POWERMACS folder onto your hard drive icon. If you do not have a PowerMac, click and drag the FOR NON-POWERMACS folder onto your hard drive icon.
5. Double click on your hard drive icon.
6. Click on the name portion of the Eudora Folder that you just copied.
7. Rename the alias by typing: **EUDORA APPLICATION**.
8. Double click on your new EUDORA APPLICATION folder icon.
9. Click on the EUDORA PRO icon.
10. Under File in the menu bar, select MAKE ALIAS.
11. Click and drag the EUDORA PRO ALIAS icon to your desktop.
12. Close all open windows.
13. Double click on the EUDORA PRO ALIAS icon.
14. Click OK if prompted with a message stating *You should set the location of your Macintosh with the "Map" control panel. Otherwise Eudora won't handle Date: headers properly*.

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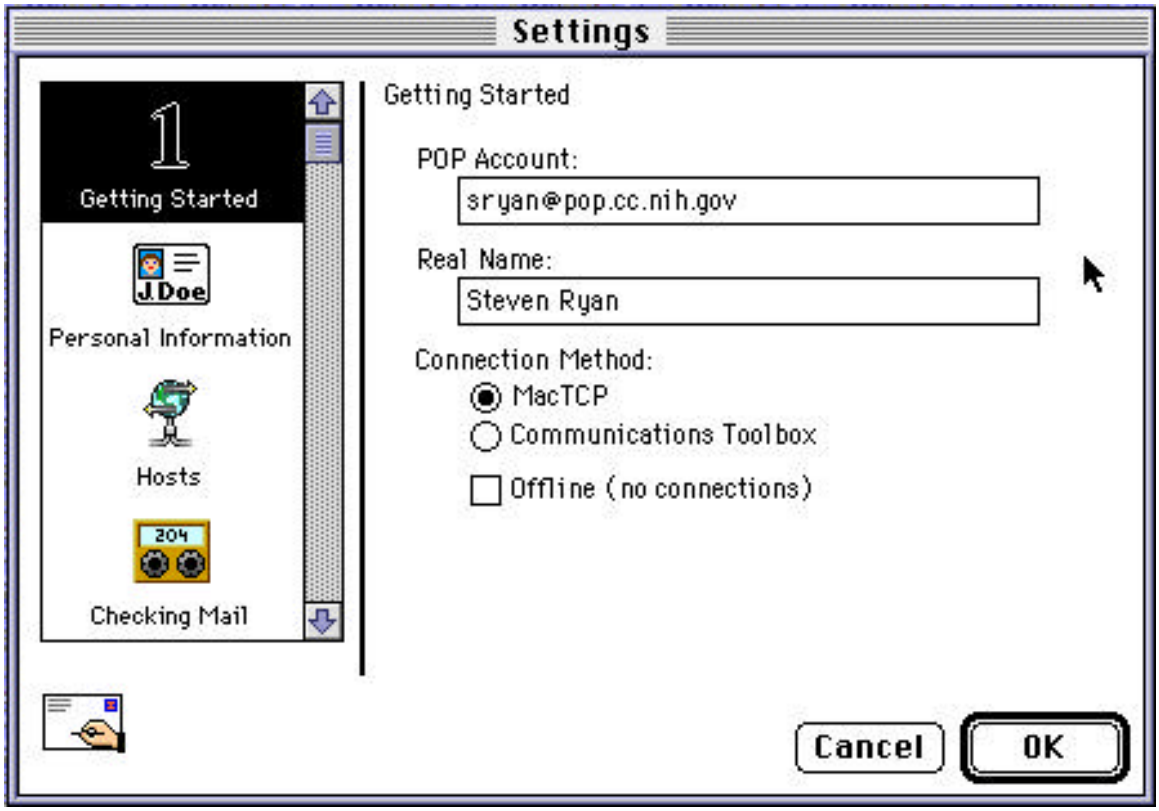
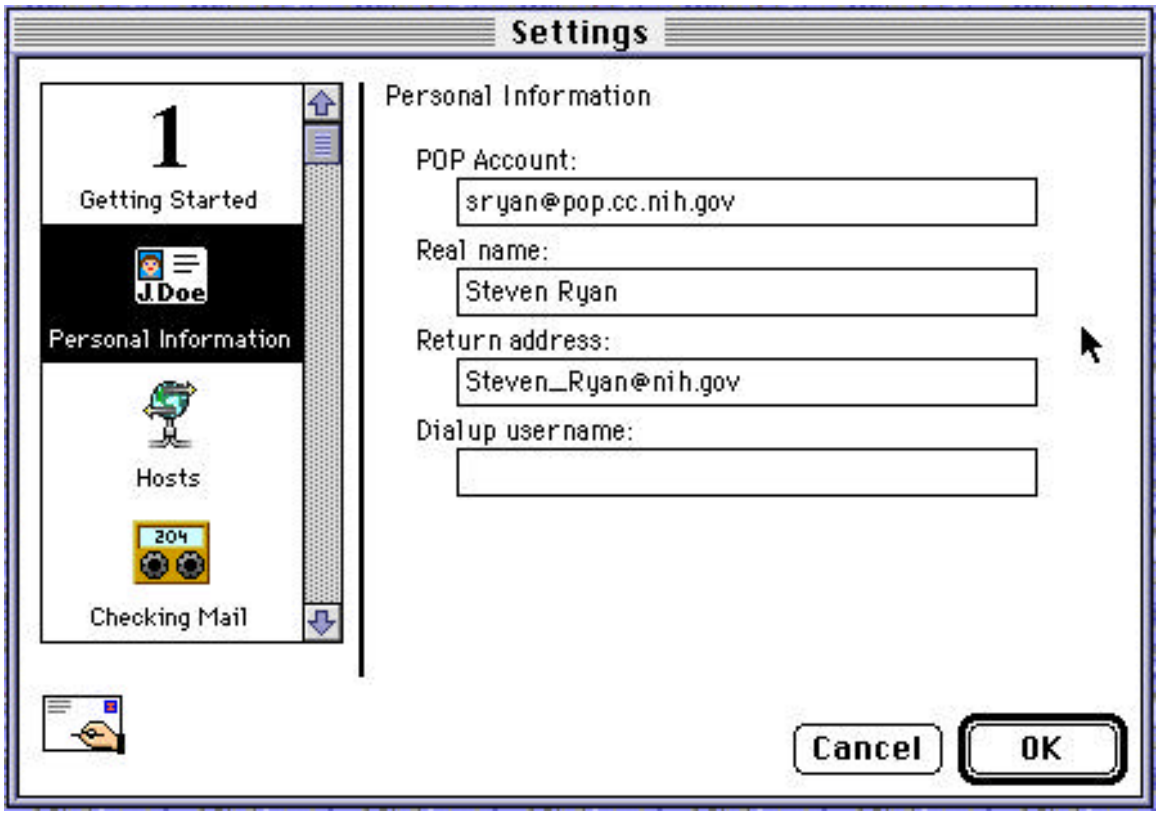
15. During this step, do not click OK and do not press <ENTER> or “return” until all the information is entered. Click the mouse button to enter the next field of information. View the following diagrams as examples of what your screen information should be.

    a. With GETTING STARTED selected...



Key fields to fill in:	POP Account:	first initial/last name@pop.cc.nih.gov
	Real Name:	first and last name

b. Select PERSONAL INFORMATION...



Key fields to fill in:	Return address:	firstname_lastname@nih.gov
	POP Account:	should already be filled in, but verify
	Real Name:	should already be filled in, but verify
	Dialup username:	should remain blank

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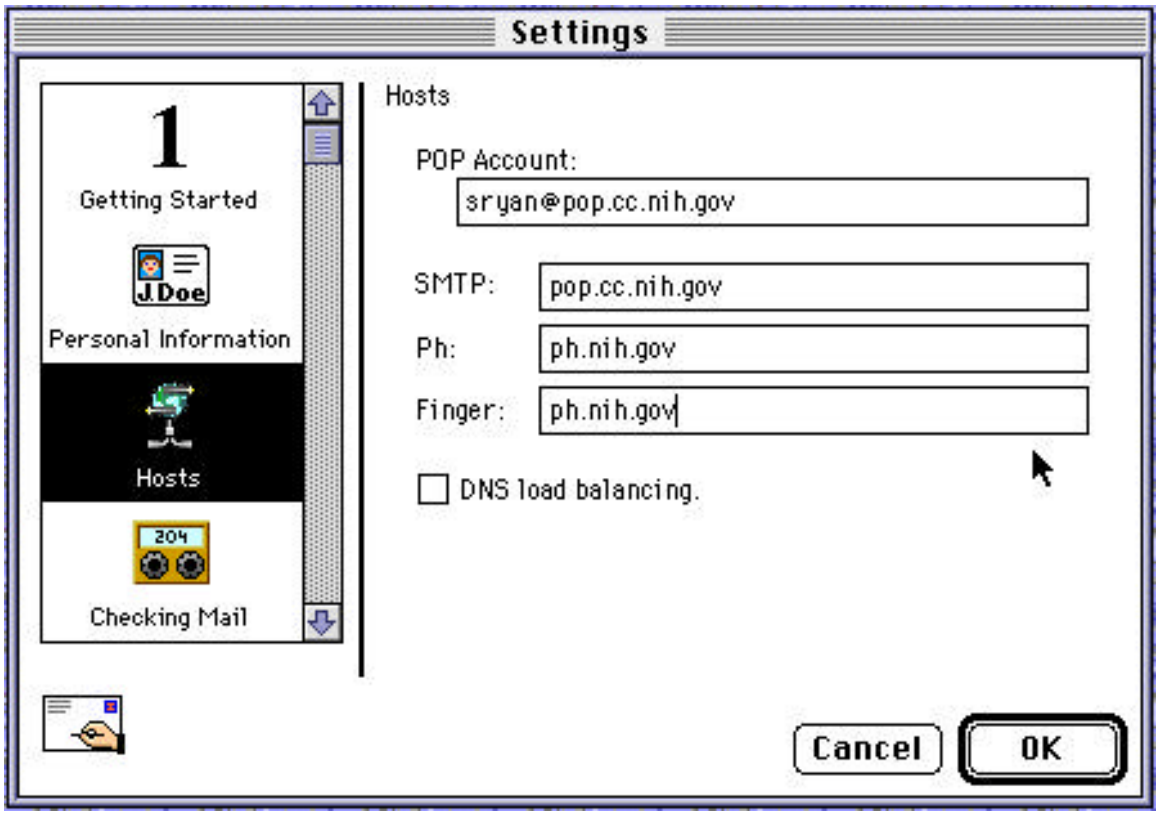
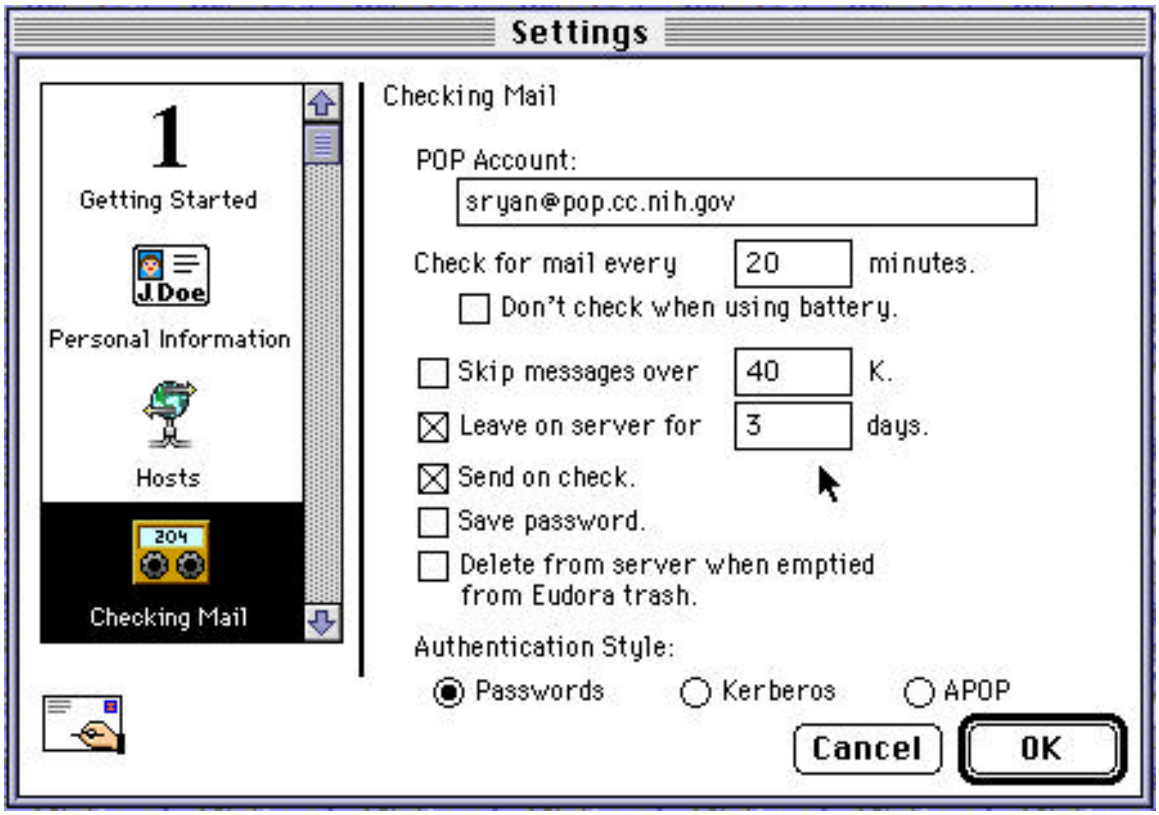
c. Select HOSTS...



Key fields to fill in:	SMTP:	pop.cc.nih.gov
	Ph:	ph.nih.gov
	Finger:	ph.nih.gov
	POP Account:	should already be filled in, but verify

d. Select CHECKING MAIL...



Key fields to fill in:	"Check for mail every...":	20
	"Leave on server for...":	3
	"X" in the box by "Leave on server for..."	
	POP Account:	should already be filled in, but verify

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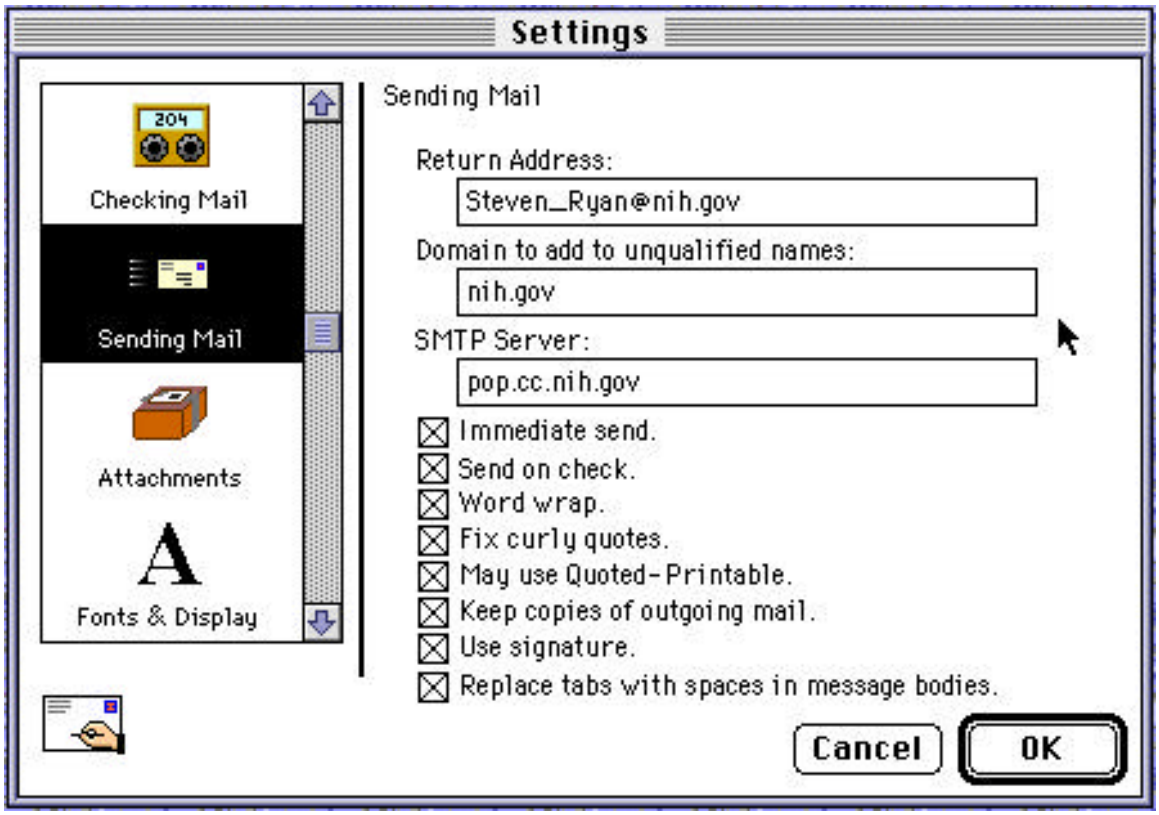
e. Select SENDING MAIL...



Key fields to fill in: "Domain to add to unqualified names": nih.gov

"X" in the box next to "Keep copies of outgoing mail."

16. After you have entered all the information as exampled in step 15, click OK. At this point, Eudora is configured with your settings. These settings are found in the Eudora Folder which is in the System folder. Under FILE in the menu bar, select QUIT.

Simple Eudora Usage

The following procedure is a short simple instruction sheet for sending and receiving email. A more detailed manual, which is not presently in electronic format, is located in the CPD LAN Info file cabinet.

1. Double click on your Eudora icon.
2. Enter your password. This allows Eudora to fetch any new mail from the server to your computer.
3. Double click on any messages in your in-box to open them up. If your in-box is not open, under Mailbox in the menu bar, select IN.
4. To send a message...
   a. To someone else in the Clinical Center:
      Click and hold on the Window menu bar.
      Select NICKNAMES.
      Select the person's name from the list.
      Click on the TO button at the bottom of the window.
   b. To some one outside the Clinical Center:
      Click and hold on Message in the menu bar.
      Select NEW MESSAGE.
      Type the recipient's e-mail address in the TO field.
5. Click on SUBJECT and type a subject to your email message.
6. Click in the large area below the dotted line and type your message.
7. When you are finished with your message, click on the SEND button at the top right of the window.
8. Under FILE in the menu bar, select QUIT when you are finished using email. If you leave Eudora running someone may read your messages. For this reason, do not use Eudora to send any messages containing critical patient information or issues of a personal nature that would embarrass you or someone else if made public.

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Mailbox Computers

There are several computers in the CPD that are setup with multiple Eudora accounts. The Chemistry Service has the “Chem Server”. The Hematology Service has the “Heme Server”. The Microbiology Service has the “Micro Server”. All of these computers have a folder called the POST OFFICE which is actually shared and can be accessed by guests from any computer in the lab. The following is the procedure for creating new eudora accounts on these computers.

1. At the specific service server, find and double click on the actual EUDORA PRO application. This will prompt you for new settings. Follow the configuration instructions in Section IV Part A starting with step 15. When you are finished with the configuration of Eudora proceed with the following steps:
2. Double click on the hard drive icon.
3. Double click on the SYSTEM FOLDER icon.
4. Click on the name portion of the EUDORA FOLDER icon.
5. Type: **... Eudora** (where “...” is the new person’s username).
6. Click and drag the ... EUDORA folder icon onto the POST OFFICE folder.
7. Double click on the POST OFFICE folder.
8. Place the ... EUDORA folder in line with the existing Eudora folders.
9. Double click on the ... EUDORA folder.
10. Single click on the EUDORA SETTINGS icon.
11. Under FILE on the menu bar, select MAKE ALIAS.
12. Rename the alias by typing: **...** (where “...” is the new person’s username).
13. Click and drag the new alias icon to the desktop.
14. Close the ... EUDORA window.
15. Click and drag the “...” alias icon to place it in line with the existing alias’s in the POST OFFICE folder.

ListServ Groups

ListServ Groups have been created on the POPServer to enable mass emailing to established departments, services, groups, and committees. An attempt was made to keep a hardcopy of the members of all the lists to distribute to the services. However, the dynamic nature of these lists made the task tedious and time consuming. The following listserv groups have been created for the CPD:

cpd@pop.cc.nih.gov	Clinical Pathology Department
cpd_immu@pop.cc.nih.gov	CPD_Immunology Service
cpd_otc@pop.cc.nih.gov	CPD_Office of the Chief
cpd_chem@pop.cc.nih.gov	CPD_Chemistry Service
cpd_csrst@pop.cc.nih.gov	CPD_Chemistry Senior Staff
cpd_csupv@pop.cc.nih.gov	CPD_Chemistry Supervisors
cpd_coffs@pop.cc.nih.gov	CPD_Chemistry Offshift Staff
cpd_hema@pop.cc.nih.gov	CPD_Hematology Service
cpd_hsrst@pop.cc.nih.gov	CPD_Hematology Senior Staffs
cpd_hsupv@pop.cc.nih.gov	CPD_Hematology Supervisors
cpd_hres@pop.cc.nih.gov	CPD_Hematology Researchers
cpd_hcomp@pop.cc.nih.gov	CPD_Hematology Computer Committee
cpd_micro@pop.cc.nih.gov	CPD_Microbiology Service
cpd_msrst@pop.cc.nih.gov	CPD_Microbiology Senior Staff
cpd_msupv@pop.cc.nih.gov	CPD_Microbiology Supervisors
cpd_mres@pop.cc.nih.gov	CPD_Microbiology Researchers
cpd_mcler@pop.cc.nih.gov	CPD_Microbiology Clerical Staff
cpd_chiefs@pop.cc.nih.gov	CPD_Service Chiefs
cpd_staff@pop.cc.nih.gov	CPD_Service Senior Staff
cpd_chtechs@pop.cc.nih.gov	CPD_Service Chief Technologists
cpd_notes@pop.cc.nih.gov	CPD_Personal email list

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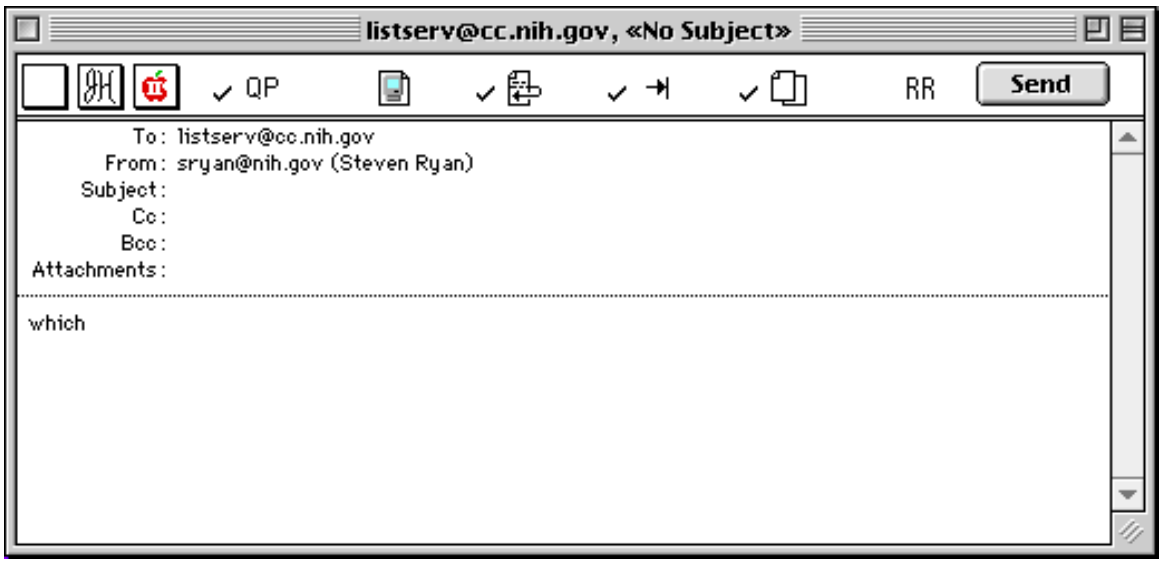
User Commands

a. WHICH - reveals to the user which listserv groups he or she is a member of. To execute the WHICH command use the following steps:

- Address a new email message to listserv@cc.nih.gov
- Leave the subject blank
- In the body of the message, simply type: **which**

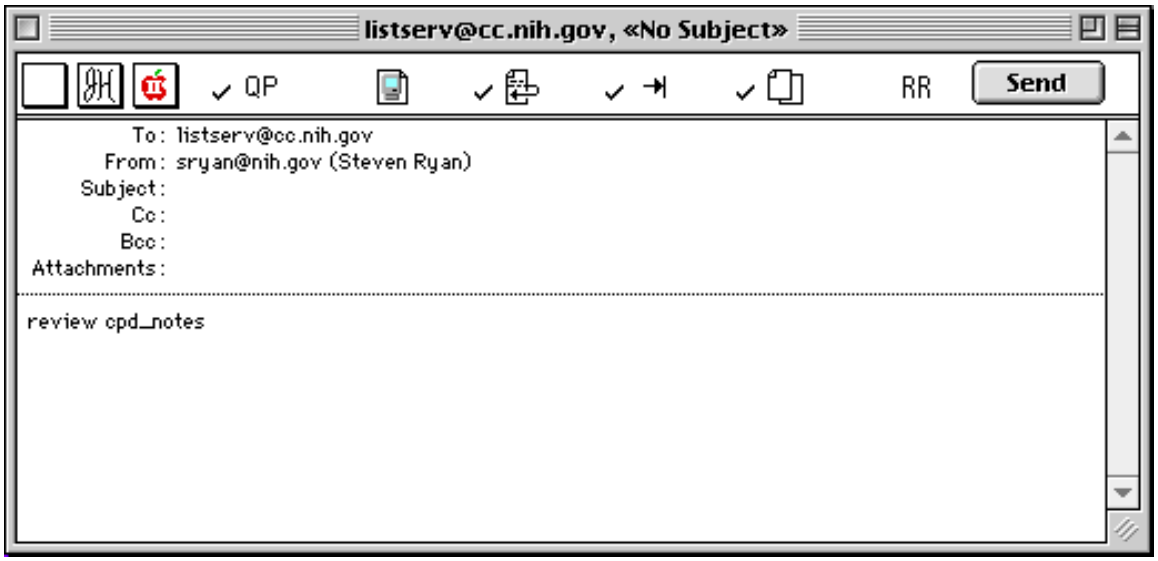
The next time your mail is retrieved from the POPServer, you should have a message from the listserv containing info about which groups you are in.



b. REVIEW - reveals the members of a particular group. To execute the REVIEW command use the following steps:

- Address a new email message to listserv@cc.nih.gov
- Leave the subject blank
- In the body of the message, simply type: **review ...** (where "..." is the name of the list)

The next time your mail is retrieved from the POPServer, you should have a message from the listserv containing the members of the list you reviewed.



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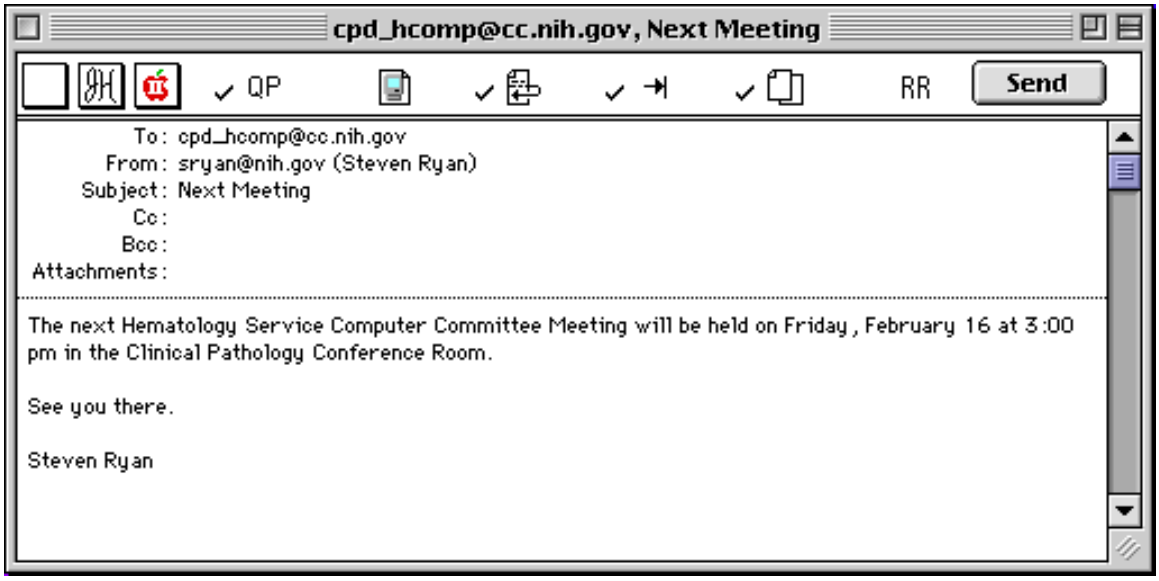
c. In order to use these lists which have been created, simply address a new email message to the group you wish to email. Observe the example below sent by Steven Ryan to the Hematology Service Computer Commitee informing the group of an upcoming meeting.



Administrative Tasks

Creating New Lists

The lists are created by the Distributed Systems Team of the Information Systems Department. Presently, Tadele Yenegeta is the creator of all listserv groups.

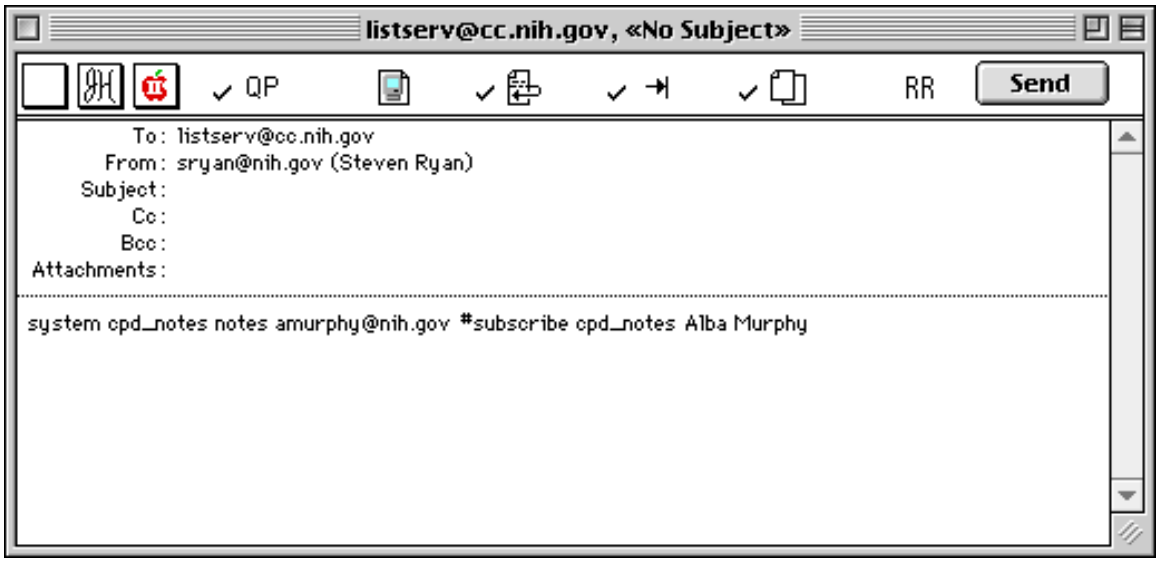
Subscribing New Members

Once the list is created, it will be assigned an administrator password. To subscribe a new member to the list, use the following steps:

- Address a new email message to listserv@cc.nih.gov
- Leave the subject blank
- In the body of the message, type the following command:

system listname password address #subscribe listname firstname lastname

The following is an example of an email to subscribe Alba Murphy to the cpd_notes listserv group:



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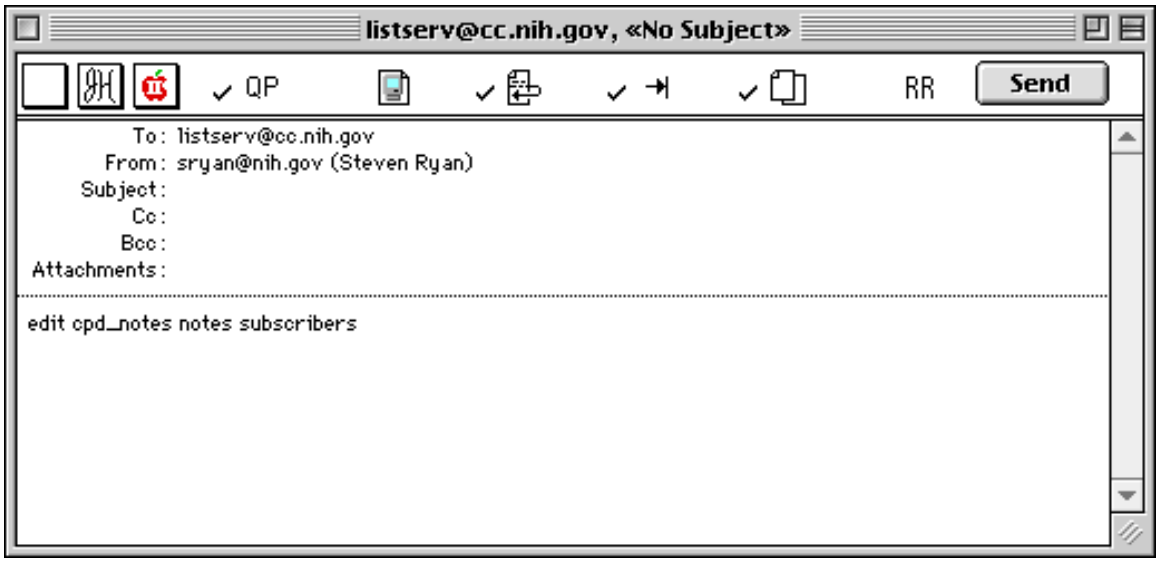
Editing Lists (Deleting members or change of email address)

To modify an existing listserv group, use the following steps:

- Address a new email message to listserv@cc.nih.gov
- Leave the subject blank
- In the body of the message, type the following command:

edit listname password subscribers

The following is an example of an email to edit the cpd_notes listserv group:



- The next time your mail is retrieved from the POPServer, you should have a message from the listserv containing the members of the list you requested for editing.
- Reply to the message. Replace the header that eudora creates with the command:

put listname password subscribers

- You will notice that Eudora places reply markers at the begining of every line in the body of the reply. These must be individually deleted. At this time, you can also delete members from the list by deleting their entry, or you can change their email address. When you are finished editing, click SEND.

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