

Eudora for Macintosh

Note: Eudora for Macintosh. If you have Eudora for Windows, use the Windows documentation.

Help: If you have any questions or need assistance with Eudora, please contact the University's Tech Support Center at 619-260-7900 or visit us in the Hahn University Center, 117 (adjacent to the Torero Grille), Monday-Thursday, 7:00 a.m. -7:00 p.m. and Friday, 7:00 a.m. – 5:00 p.m.

I. In Eudora, go to the **SPECIAL** menu and select **SETTINGS**.

II. In the Options window, you will see several icons on the left. Select **GETTING STARTED**. Use the following settings in this window:



1. In the **USERNAME** field, enter your login name. If your e-mail address is jdoe@sandiego.edu, then your username is jdoe.
2. In the **MAIL SERVER** field, enter the pop.sandiego.edu or imap.sandiego.edu

Remember pop will download your messages from the sever to you local computer, imap will allow you to look at the messages you have on the mail server.

3. In the **REAL NAME** field, type your name the way you would like people to see it when they get an e-mail message from you. For example, John Doe.
4. In the **SMTP SERVER** field, enter smtp.sandiego.edu.
5. In the **RETURN ADDRESS** field, enter your e-mail address.
6. Next click on the “Checking Mail” icon on the left.



7. **USERNAME** is your e-mail username
8. **MAIL SERVER** is either pop.sandiego.edu or imap.sandiego.edu
9. **MAIL PROTOCOL** is pop or imap. This should correspond the previous field.
10. Use all other info as specified in picture above.
11. Now click on the **SENDING MAIL** icon.



12. On this page fill out as above. The most important is the **ALLOW AUTHORIZATION** check box.

Enjoy using Eudora!