Configuring E-mail: Eudora 6
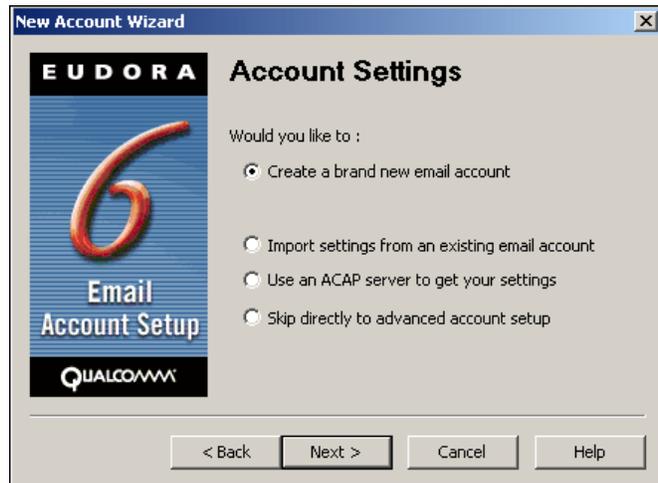
• You can open Eudora on your computer by going to **Start -> Programs -> Eudora**.

If you are installing Eudora for the first time, you will see the **New Account Wizard**. Click **Next** to get started.

*NOTE: If you do not see the **New Account Wizard**, select first the **Tools** menu and then **Options**. Skip ahead to the bullet marked **Account Options**.*

• Select the radio button marked **Create a brand new email account** and click **Next**.

• Enter your first and last name in the box labeled **Your Name** and click **Next**.

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• Enter the e-mail address you would like to set up on Eudora and click **Next**.

• Enter your e-mail address as the **User Name** and click **Next**.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Eudora to this mailbox, Eudora will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.
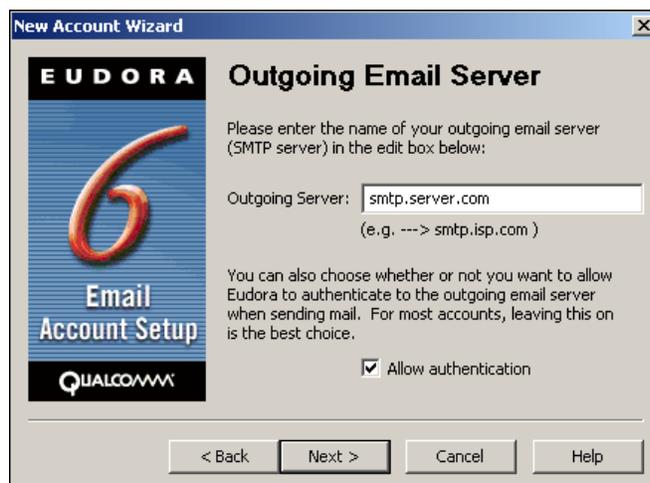
NOTE: If you are updating a previously created e-mail account that has a '%' in the account name (username) please change the '%' to an '@' so that it looks like an e-mail address.

• Enter *mail.yourdomain.com* in the box labeled **Incoming Server** and select the radio button marked **POP**. Then click **Next**.

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• Enter *mail.yourdomain.com* in the box labeled **Outgoing Server** and check the box marked **Allow authentication**. Then click **Next**.
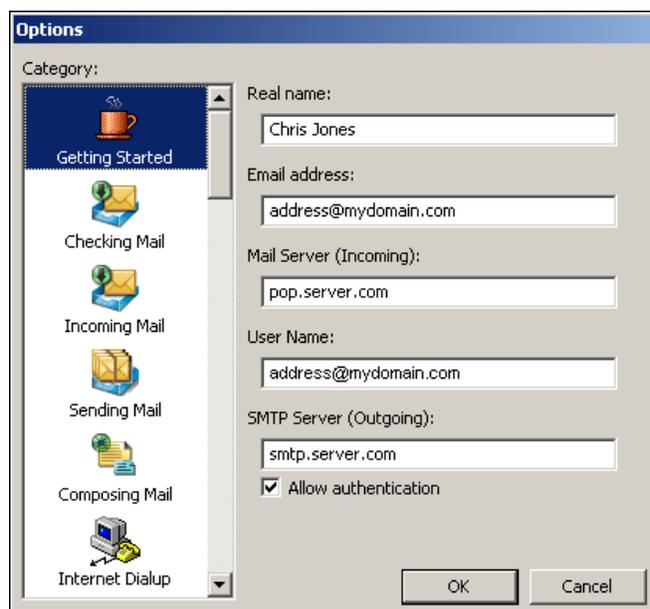
• You have successfully entered all of the information required to receive e-mail from the mailbox. Click **Finish** to move on. You will still need to set up your account options.

• **Account Options:** From the **Tools** menu, select **Options**. Then select the **Getting Started** icon from the left menu. If you have completed the **New Account Wizard**, you will see the information you have just entered. If this information is blank, fill out these fields now.

- In the box marked **Real name**, enter your first and last name.
- In the box marked **Email address**, enter the e-mail address you would like to set up on Eudora.
- In the box marked **Mail Server (Incoming)**, enter pop.hostcentric.com.
- In the box marked **User Name**, enter your e-mail address.

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NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Eudora to this mailbox, Eudora will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

- In the box marked **SMTP Server (Outgoing)**, enter mail.yourdomain.com.
- Lastly, check the box marked **Allow authentication**.

NOTE: The first time that you check your e-mail account, you will be prompted to enter your password.