

## Configuring Eudora Pro as an IMAP Windows Client for BGSU's Exchange Server

These are the steps for configuring Eudora 6.2 and 7.x as a IMAP client after it is installed.

1. Go to the **Tools** menu and select **Options**.
2. Click on the **Getting Started** icon. It is located at the top of the scrollable window on the left side of the page. All configuration settings can be set by clicking on these icons.



**Real Name:** Your name as you would like it to appear on outgoing email

**Return Address:**  
yourusername@bgsu.edu

**Mail server (Incoming):** mail.bgsu.edu

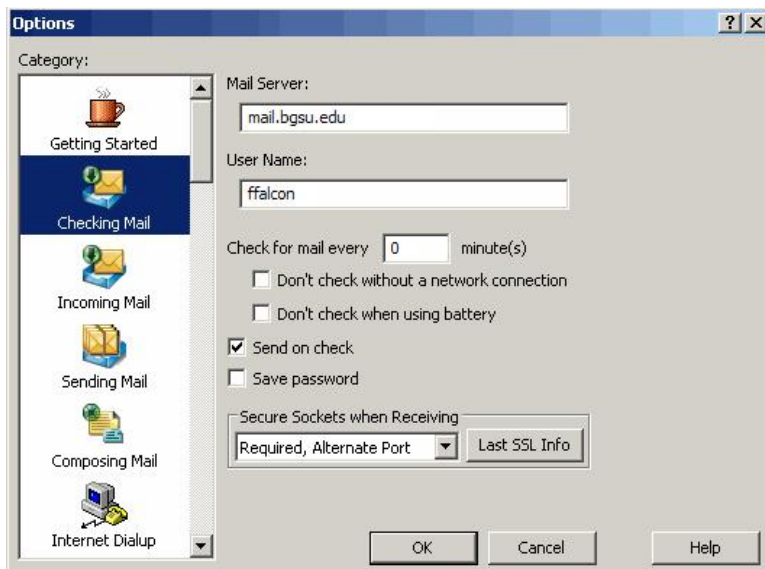
**Login Name:** yourusername

**SMTP Server (Outgoing):**  
outbound.bgsu.edu

**Allow Authentication:** Checked

Fig. 1 Getting Started Options (IMAP)

3. Click on the **Checking Mail** icon in the **Category** window.



**Mail server:** Should be mail.bgsu.edu

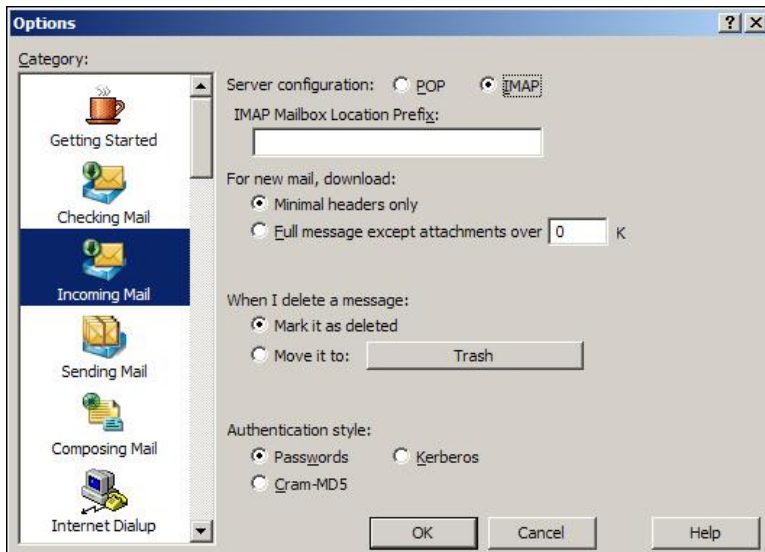
**Login Name:** Should be yourusername.

Fill in the text box with the number of minutes you wish to wait between automatic email checks. Zero (0) is the default.

**Secure Sockets when Receiving:** Change the value on the pull-down menu to 'Required, Alternate Port.'

Fig. 2 Checking Email Options (IMAP)

4. Click on the **Incoming Mail** icon.



**Server Configuration:** IMAP

**IMAP Mailbox Location Prefix :** Leave this blank.

**For New Mail Download:** Choose "Minimal headers only".

**When I delete a message :** Choose "Mark it as deleted" option. This will mark the messages for deletion and when you click "Purge Messages" from the Message Menu it will delete it locally and from the server. You can also choose "Move it to Trash" but you will need to empty the trash regularly so that it doesn't fill up your mailbox. Trash is a server-level folder that counts toward your quota.

**Authentication style:** Select *Passwords*.

Fig. 3 Incoming Email Options (IMAP)

5. Click **Sending Mail**. (The settings for Sending Mail will vary if you are using Eudora 7; see alternate settings on the next page).



**Return Address:** Should be *yourusername@bgsu.edu*

**Domain to add to unqualified addresses:** Filling in *bgsu.edu* allows you to send email to other BGSU e-mail addresses by just typing their username, rather than the entire address.

**Secure Sockets when Sending:** Change the value on the pull-down menu to 'Required, Alternate Port'.

Fig. 4 Sending Mail Options (IMAP) for 6.2

6. If you are using Eudora 6.2, click **OK**. Congratulations, you are ready to start checking your email!

## Configuring Eudora Pro 6.2 as an IMAP Windows Client at BGSU

### Alternate Step 5 for Eudora 7 users:



Fig. 4 Sending Mail Options (IMAP) for Eudora 7

**Return Address:** Should be *yourusername@bgsu.edu*


**Domain to add to unqualified addresses:** Filling in *bgsu.edu* allows you to send email to other BGSU e-mail addresses by just typing their username, rather than the entire address.

Click the checkbox before 'Use submission port (587)

**Secure Sockets when Sending:** Change the value on the pull-down menu to 'Required, STARTTLS.'

6. Click **OK**. Congratulations, you are ready to start checking your email!

To check your email now:

1. Select **File** and click **Check Mail** or simply click the **Check Mail**  icon on the toolbar at the top of the screen. You will be prompted for a password.
2. Enter your BGSU E-mail password.
3. Once you have completed the above steps you will see a new set of mailboxes under the heading '<<Dominant>>'. These are your mailboxes on the email server. Go to the 'Mailbox' menu and select 'New' to create new local mailboxes. Go to the 'Mailbox' menu and select '<<Dominant>>' and 'New' to create new mailboxes on the server.

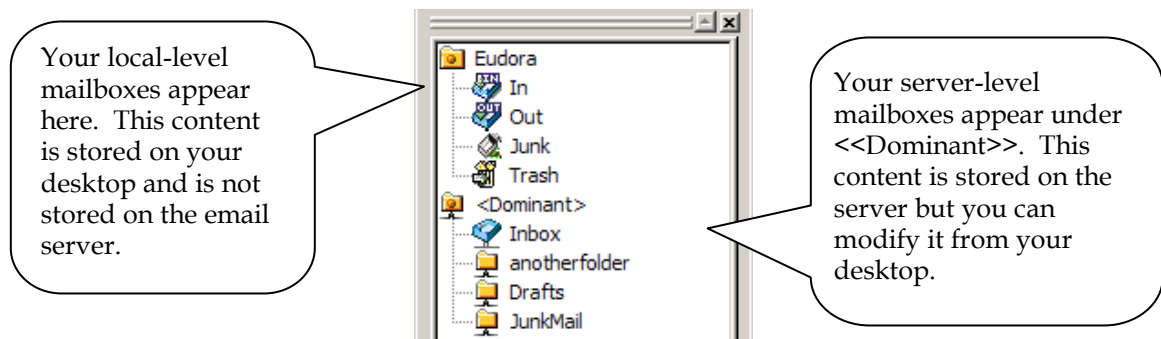


Fig. 6 Eudora IMAP local and server-mailbox folders

**Note:** When using IMAP you need to be more aware of the Server MailBox space you are using because of your email is stored on the server.