

## Creating Eudora account with IMAP.

First start Eudora and create a new profile. Select “Add a new e-mail account” and click Next.

Enter your email address and click **Next**.



The screenshot shows the 'New Account Wizard' dialog box with the title bar 'New Account Wizard' and a close button. On the left is a vertical banner with the EUDORA logo, a large yellow number '7', the text 'Email Account Setup', and the QUALCOMM logo. The main area is titled 'Email Address' and contains the following text: 'Please enter your email address which has been assigned to you by your Internet Service Provider. This address will be the address other people use to send email to you.' Below this is a text input field labeled 'Email Address:' containing the text 'john.doe@cgu.edu'. Underneath the field is the example '(e.g. ---> cjones@isp.com)'. At the bottom are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Enter your user name and click **Next**.

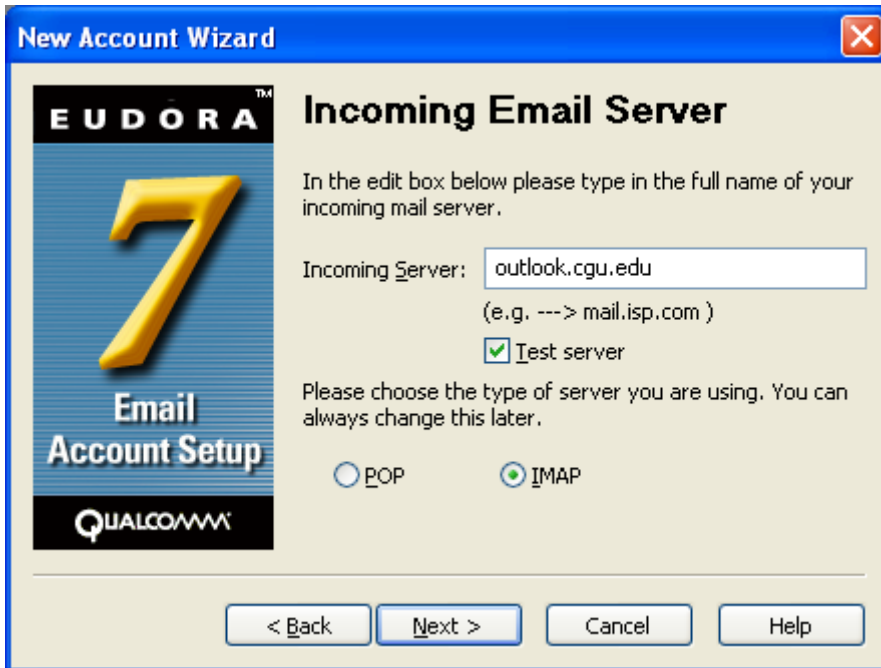


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Enter the address for the webmail. If staff/faculty, enter outlook.cgu.edu as below and click **Next**.

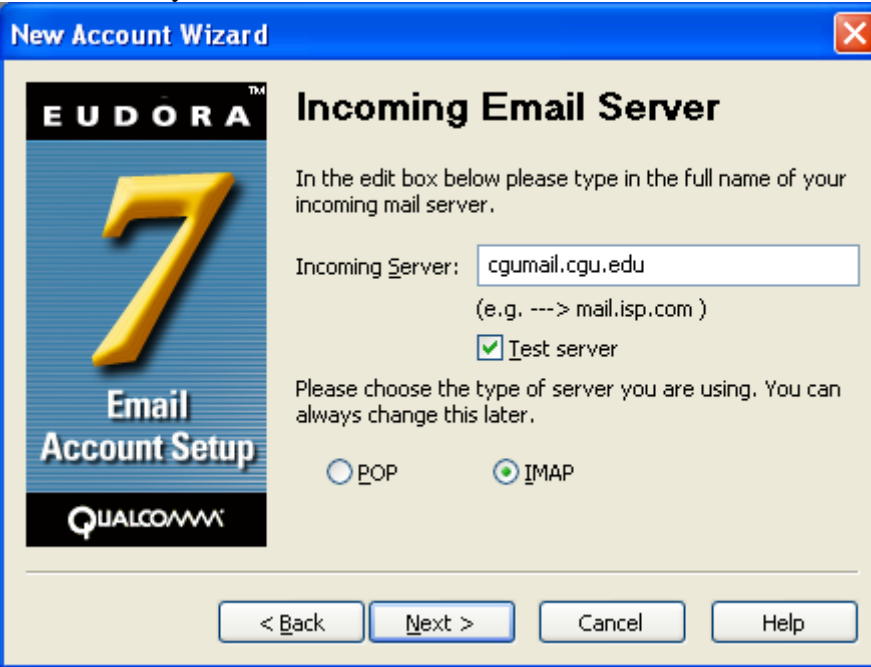
Note\*\* Make sure IMAP is set if you want to use IMAP. Select POP if otherwise.



The screenshot shows the 'New Account Wizard' window for Eudora. The title bar reads 'New Account Wizard' with a close button. The main window has a blue header with the Eudora logo and the text 'Incoming Email Server'. On the left side, there is a vertical banner with the Eudora logo, a large yellow number '7', the text 'Email Account Setup', and the Qualcomm logo at the bottom. The main content area contains the following text: 'In the edit box below please type in the full name of your incoming mail server.' Below this is a text input field containing 'outlook.cgu.edu' with a placeholder '(e.g. ---> mail.isp.com )'. There is a checked checkbox for 'Test server'. Below that, it says 'Please choose the type of server you are using. You can always change this later.' There are two radio buttons: 'POP' (unselected) and 'IMAP' (selected). At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

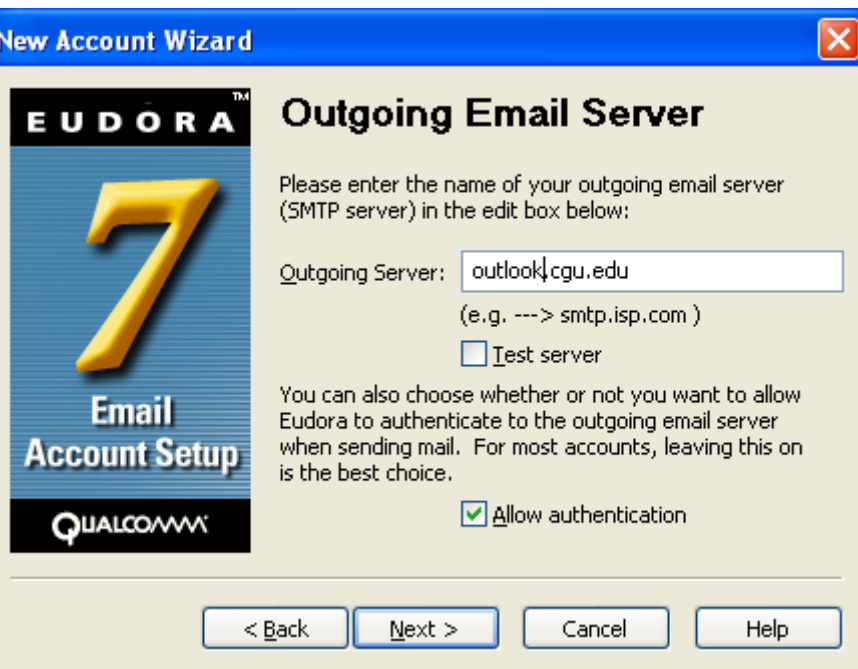
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If your a student, enter cgumail.cgu.edu as below and click **Next**. Note\*\* Make sure IMAP is set if you want to use IMAP. Select POP if



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Make sure you select **Allow Authentication** for the Outgoing Email Server. Click **Next** and then click **Finish**.



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## Creating Eudora account with IMAP.

Enter your password for your email account here and make sure you select the “Remember password for this personality” option.



The screenshot shows a dialog box titled "Enter Password" with a blue header bar containing a question mark icon and a close button. The main area is light beige and contains the following text and controls:

- Text: "Please enter the current password for"
- Text: "Personality: <Dominant>"
- Text: "Username: doej"
- Text: "Server: outlook.cgu.edu"
- Text: "Password:" followed by a text input field containing seven black dots.
- Text: " Remember password for this personality"
- Buttons: "OK" and "Cancel" at the bottom right.
- Icon: A small icon of an envelope with a keyhole and a key, located at the bottom left.

Check “My outgoing server (SMTP) requires authentication” and click “Use same setting as my incoming mail server”.

Click OK then Finish.