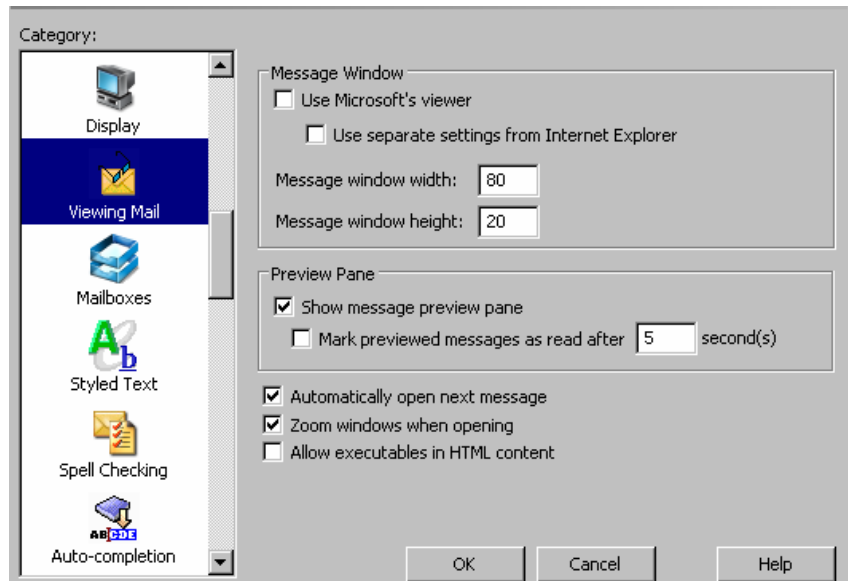


EUDORA PRODUCTIVITY TIPS

Mail Preview in Eudora

Mail preview allows you to preview the message without actually opening it, thereby reducing the need to double-click or to press a key to open the message. This is especially helpful when scanning many messages.

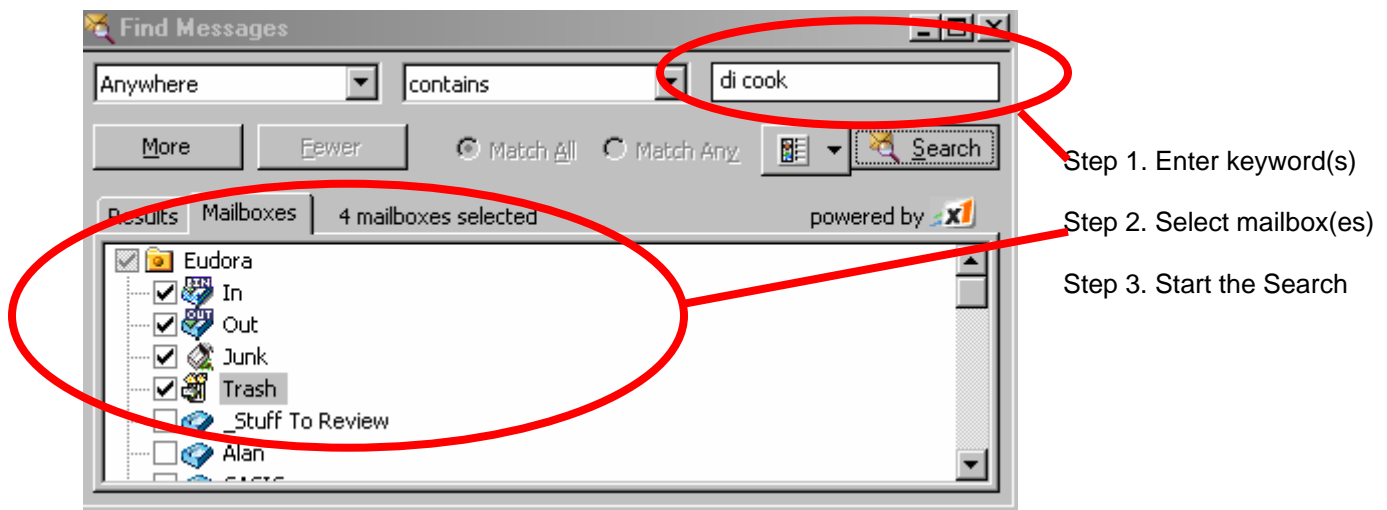
- Demonstration of enabling/disabling Mail Preview.
 1. Select Tools from the menu
 2. Choose Options
 3. Highlight Viewing Mail in the Category list
 4. Enable/disable the Show Preview Pane check box
 5. Click on the OK or press the Enter key to save your changes



Finding a Specific Email Message in Eudora

Finding a specific email message is frequently necessary for various reasons. We'll demonstrate two methods of searching Eudora email messages.

- Demonstration of generally sorting messages by – name, date, subject, etc.
 1. Sorting by headers
 2. Locate names by typing first letter
 3. Group names, dates, and subjects by pressing the Alt key
- Demonstration of searching by keyword(s)
 1. Open the Find Messages screen
 2. From the menu, select Edit, Find, or simply press the Ctrl+F keys
 3. Enter keyword(s)
 4. Select which mailboxes to search
 5. Click on the Search button (or press the Enter key)

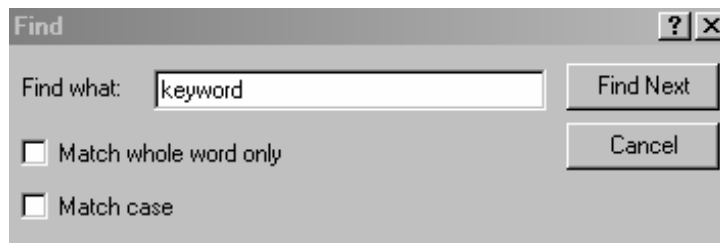


Note: For shorthand notation in this document, we'll use "Ctrl+S" to represent pressing the Control key and the letter S key in combination.

Finding Text in a Long Eudora Message

Finding text in a lengthy email message can be a bit time consuming. An advanced “find” feature when searching long messages allows you to easily locate keywords, similar to that in word processing programs.

- Demonstration of locating text within a message
 1. Open an email message
 2. Click on the menu options: Edit, Find, Find Text, or press the Ctrl+Shift+F keys simultaneously
 3. Enter keyword(s)
 4. Click on the Find Next button or press the Enter key
 5. Repeatedly click on the Find Next button or press the Enter key to find subsequent keyword matches



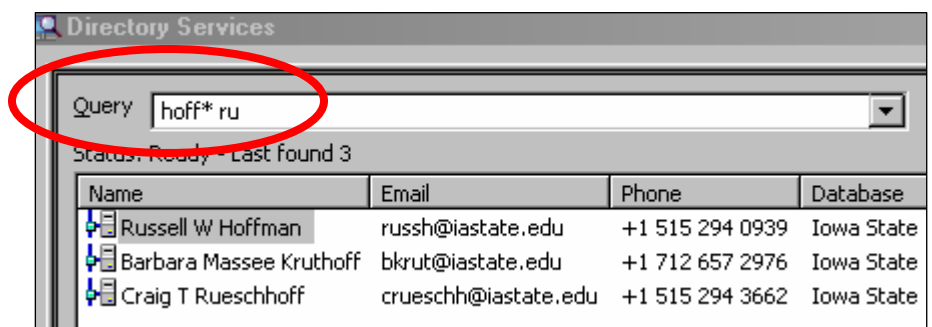
1. Enter keyword(s)
2. Click on Find Next or press Enter

Keyboard Shortcuts in Eudora

If you're the kind of person who dislikes using the mouse, then keyboard shortcuts may be for you. Many of the keyboard shortcuts in Eudora that facilitate printing, saving, and editing are also common to many other Windows programs. Therefore, committing a few of these to memory will improve your proficiency in other applications. For shorthand notation in this document, we'll use "Ctrl+S" to represent pressing the Control key and the letter S key in combination. **Items in bold** are common to most Windows programs.

Action	Keystrokes
Save active or current message	Ctrl+S
Print (bring up the print screen)	Ctrl+P
Find	Ctrl+F
Undo	Ctrl+Z
Close message or screen	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete a message	Ctrl+D, or Delete, or Backspace
Check for new mail	Ctrl+M
Create a new outbound message	Ctrl+N
View the Eudora Address Book	Ctrl+L
Search the ISU phone book	Ctrl+Y

- Demonstration – quick review of keyboard shortcuts listed, with an emphasis on “Search the ISU phone book” – replacing hard copy phone books with LDAP searches. Directory Services is also available under Tools menu, Directory Services.



Search LDAP for partial or full name

Organized Storage, a.k.a. Mailboxes

Mailboxes are used to facilitate organized storage and archival of email messages and can be used to improve search performance when looking for a particular message. There are several ways to complete the following steps; we'll demonstrate a few of the methods.

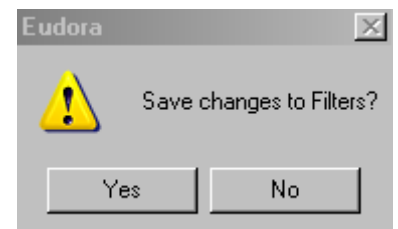
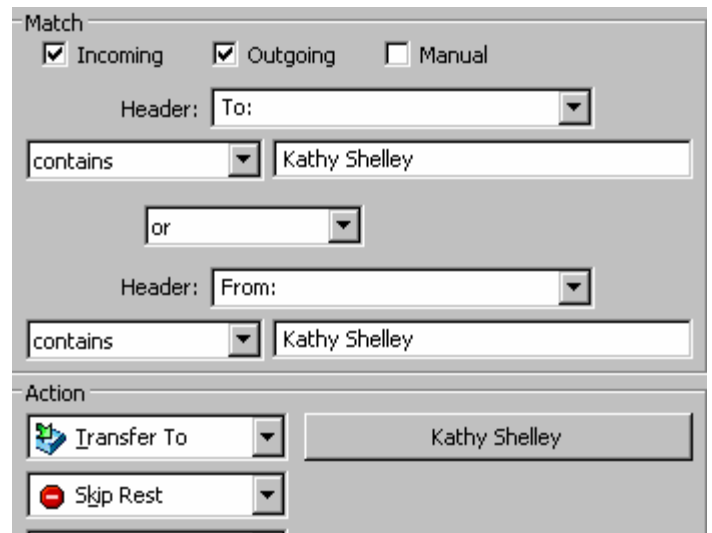
- Demonstration of creating a mailbox
 1. Click on the Mailbox menu
 2. Select "New"
 3. Enter a (meaningful) name for the new mailbox
 4. Click on the OK button or press the Enter key
- Demonstration of transferring messages between mailboxes
 1. Select message(s) to move
 2. Right mouse click and choose Transfer (or choose Transfer from the menu)
 3. Navigate to the destination mailbox



Filters

Filters are used to facilitate automation of certain tasks within Eudora. For example, messages between you and someone else can be redirected based on email addresses. Likewise, messages can be automatically transferred to the Trash based on keywords in the body.

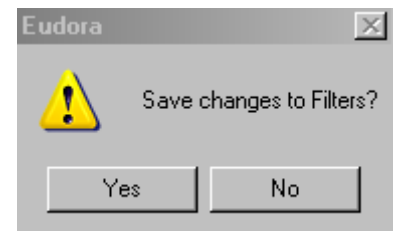
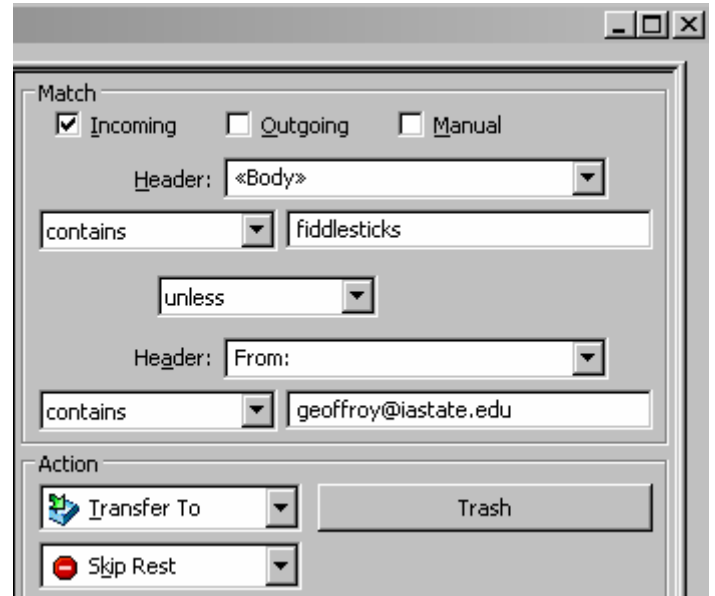
- Demonstration of filters *based on sender email address*
 1. Select Tools from the menu
 2. Choose Filters
 3. Click on New
 4. Complete filter where the TO: or the FROM: headers are "Kathy Shelley"
 5. First, set the action to "Transfer To" and choose the mailbox you want the message to go
 6. In the next Action step, choose "Skip Rest" to force the Action processing to terminate
 7. Save filter by closing and answering Yes to "Save changes to Filters?"



Sometimes one prefers to delete mail messages that contain certain words. For example, let's say you want to create a filter to automatically trash all incoming email messages that contain the word "fiddlesticks" (or any other word you can imagine) in the body of the text, that is, unless the message is coming to you from President Geoffroy.

- Demonstration of filters *based on keyword in the body of the message*

1. Select Tools from the menu
2. Choose Filters
3. Click on New
4. Complete filter where the Header is set to: <<Body>> and contains the keyword "fiddlesticks"
5. Set the next option to: "unless"
6. Set the second Header to: "From:" and enter President Geoffroy's email address
7. Set the action to "Transfer To" and choose the appropriate mailbox
8. In the next Action step, choose "Skip Rest" to force the Action processing to terminate
9. Save filter by closing and answering Yes to "Save changes to Filters?"

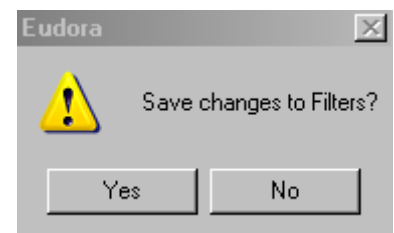
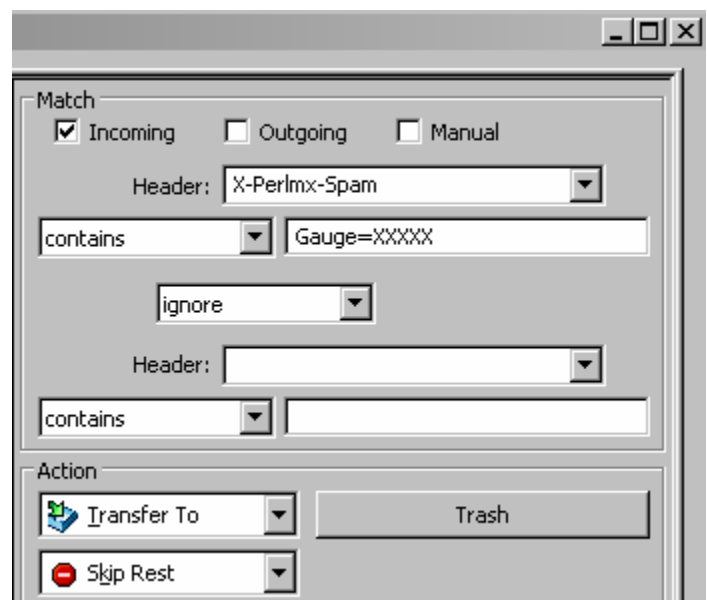


Note: For an introduction and overview of email spam and, creating filters in your email programs please visit ITS's web site: www.it.iastate.edu/training/videos

Filters based on Perlmx ratings can be used effectively if you want to reduce the amount of spam you receive. Use the Perlmx tagging system combined with a filter in Eudora (by the way, similar procedures are available for Outlook and Webmail clients as well). In June of 2006, Information Technology Services (ITS) implemented a spam detection system called Perlmx. Perlmx compares incoming email messages to a set of rules and determines the probability that the message is spam. We can then use that probability value to filter messages in our email programs. Many users will configure the filter to redirect the message into a folder that can be reviewed later while others simply delete the message if the Perlmx assessment is equal to, or greater than 50 percent. Of course, this is a decision you'll need to make for yourself.

- Demonstration of filters *based on Perlmx tags*

1. Select Tools from the menu
2. Choose Filters
3. Click on New
4. In the top Header: field, type "X-Perlmx-Spam" (without the double quote marks) as shown
5. In the field right of "contains" type "Gauge=XXXXX" where the numbers of X's represent multiples of 10 – in this case the filter will trash messages with a probability of 50% or higher
6. Set the action to "Transfer To" and choose the appropriate mailbox
7. In the next Action step, choose "Skip Rest" to force the Action processing to terminate
8. Save filter by closing and answering Yes to "Save changes to Filters?"



Note: For an in-depth discussion why and how ITS uses Perlmx tagging, please see their web site at: www.it.iastate.edu/pub/gag322/gag322.html

Out-of-Office Notification (Not Applicable to Outlook Email Users)

The out-of-office email notification sends an automated reply to incoming email messages while you are away from the office and often reduces the number of both redundant email and voice mail messages you would receive while on vacation. Setting your notification is implemented via an ITS web page at: asw.iastate.edu.

- Demonstration for enabling the Out-of-Office Notification
 1. Using a web browser, login to the ITS Acropolis web site at asw.iastate.edu using your ISU NetID and corresponding password
 2. Click on the "Manage User **YourNetID**" link
 3. Click on the "View/Edit your Automated Away/Out-of-office information" link
 4. Enter the date you want the out-of-office message to expire
 5. Enter your out-of-office notification message that others will receive
 6. Click on the "Set Notice" button to activate your notice (the Cancel Notice button will deactivate your notice)

ISU Acropolis: User: Away - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail News AutoLink

Address <https://asw.iastate.edu/cgi-bin/acropolis/user/away>

Google G Go RS Bookmarks Check AutoLink Au

Acropolis
ISU > ITS > Acropolis > User > Away

Currently your away/out-of-office notice is **not set**.

Your away/out-of-office notice will expire very early morning on (mm/dd/yyyy): 11/20/2006

Notification Text:
I am out of the office and will return on Monday, November 20th.

Set Notice Cancel Notice

Setting an away/out-of-office notice becomes effective within a couple of hours.

Up Top Logout ?

Discussion Topics

- **Address books** – maintain lists of email addresses for individuals or groups to whom you frequently email. Group email lists – University email groups vs. personal groups. Creating your own email lists as part of the address book.
- **Attachments** – different methods for attaching external files to an email message; viewing attachments and cautions. Forwarding vs. Redirecting attachments.
- **Mailboxes**: Creating folders in conjunction with mailboxes and using mailboxes to organize messages
- **Managing Messages** –
 - **Delete multiple messages** at the same time. Simply select (highlight) messages using various combinations of Click select, Shift select, Control select, or possibly Ctrl+A to select all messages then using combinations of Click, Shift, or Control deselect to end up with the messages you wanted selected.
 - **Sending** messages using the fields **To**, **Cc**, and **Bcc**, when and why.
 - **Opening** messages – various means to “open” a message for viewing; space bar, enter key, up and down arrow icons, etc.
 - **Trash removal** – how to automatically empty your trash can when you close Eudora. Pros and cons of doing this.
 - **Forwarding** vs. **Redirecting** email messages
- **Signatures** – how to create and use. What’s appropriate, what isn’t. When to use plain vs. html text.
- **Spam and Filtering** – how to deal with spam, pros and cons of using Perlmx filters vs. Eudora’s Junk filters. Dealing with spam in general – philosophical view points.
- **Icon identification** – place the cursor over an icon for a tool tip explaining what the icon does.
- **Help** – click on the Help menu, choose either Topics or Context Sensitive Help. Eudora on-line support is available at: www.eudora.com/techsupport