

Eudora Account Set-up for Campus Webmail

The following describes how to create a new account so you can use Eudora for CSU email. Please note that to use Eudora, you must have your CSU email system set as Campus Webmail.

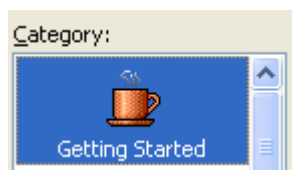
NOTE: To add a new account, you will need to access CampusNet to obtain your email settings.

Set-Up Eudora Account

1. Open Eudora
2. Click on Tools then Options

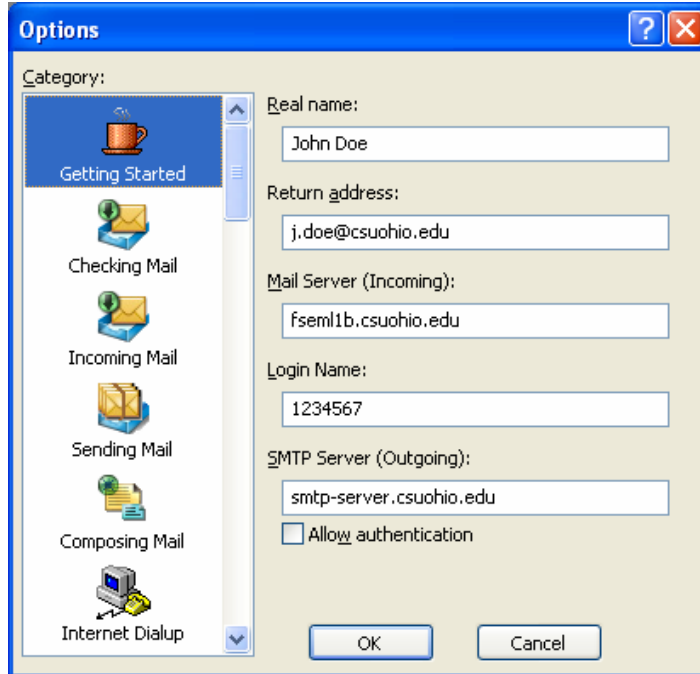


3. Under the Category column, click on Getting Started



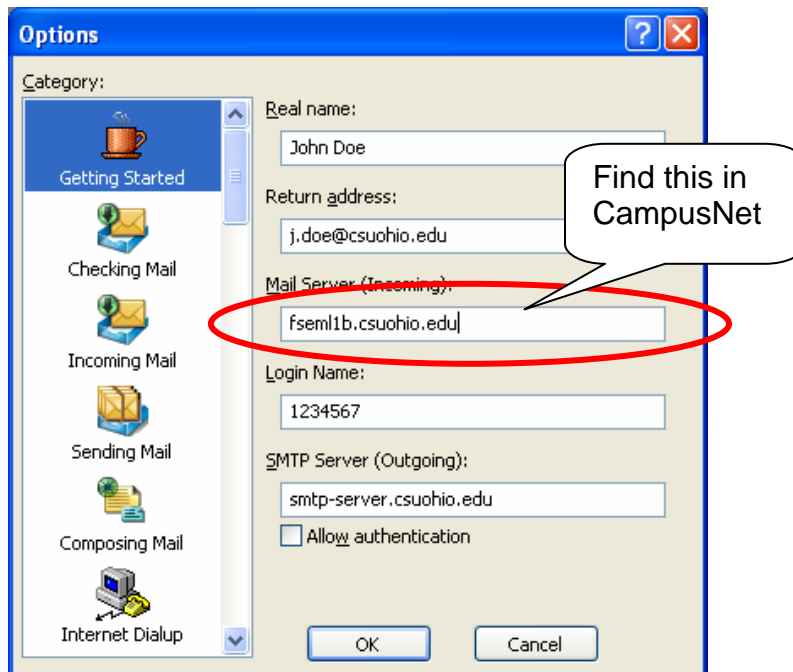
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4. Enter your name in 'Real name' and your email address in 'Email address'



The screenshot shows the 'Options' dialog box in Eudora. On the left is a 'Category' list with icons for 'Getting Started', 'Checking Mail', 'Incoming Mail', 'Sending Mail', 'Composing Mail', and 'Internet Dialup'. The 'Getting Started' category is selected. On the right, the following fields are filled: 'Real name:' is 'John Doe', 'Return address:' is 'j.doe@csuohio.edu', 'Mail Server (Incoming):' is 'fsem1b.csuohio.edu', 'Login Name:' is '1234567', and 'SMTP Server (Outgoing):' is 'smtp-server.csuohio.edu'. There is an unchecked checkbox for 'Allow authentication'. 'OK' and 'Cancel' buttons are at the bottom.

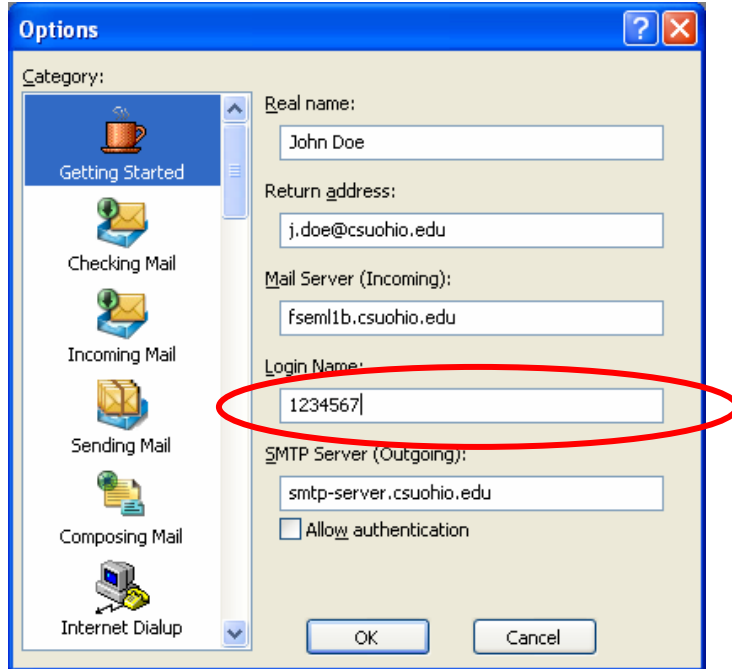
5. Enter the Incoming mail server name (you can get this information in CampusNet. Below is an example, but your setting MAY BE DIFFERENT)



This screenshot is identical to the one above, but with a red oval around the 'Mail Server (Incoming):' field containing 'fsem1b.csuohio.edu'. A speech bubble points to this field with the text 'Find this in CampusNet'.

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6. Enter your CSU ID number under 'User Name' (7 digits – on your Viking Card)

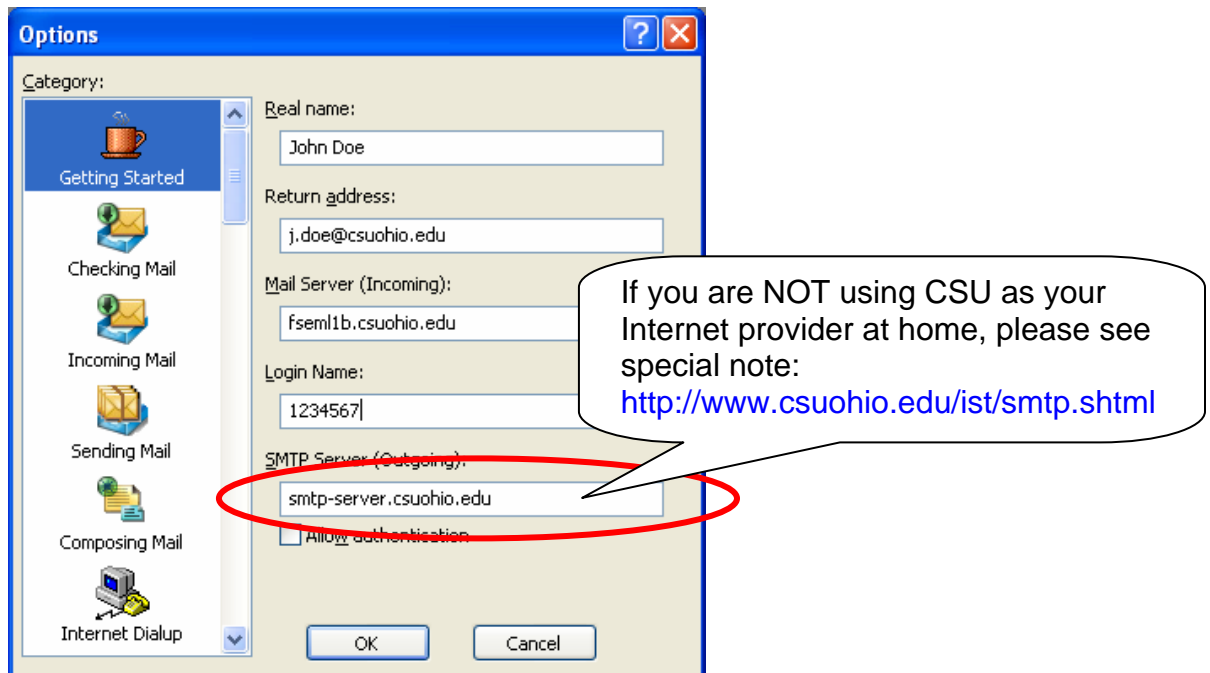


The screenshot shows the 'Options' dialog box in Eudora. The 'Category' list on the left includes 'Getting Started', 'Checking Mail', 'Incoming Mail', 'Sending Mail', 'Composing Mail', and 'Internet Dialup'. The 'Getting Started' category is selected. The main area contains the following fields:

- Real name: John Doe
- Return address: j.doe@csuohio.edu
- Mail Server (Incoming): fsem11b.csuohio.edu
- Login Name: 1234567 (circled in red)
- SMTP Server (Outgoing): smtp-server.csuohio.edu
- Allow authentication

Buttons for 'OK' and 'Cancel' are at the bottom.

7. Enter the SMTP Server (Outgoing) – this will be 'smtp-server.csuohio.edu'
(If you are off-campus and using another Internet service provider – see special note at <http://www.csuohio.edu/ist/smtp.shtml>)

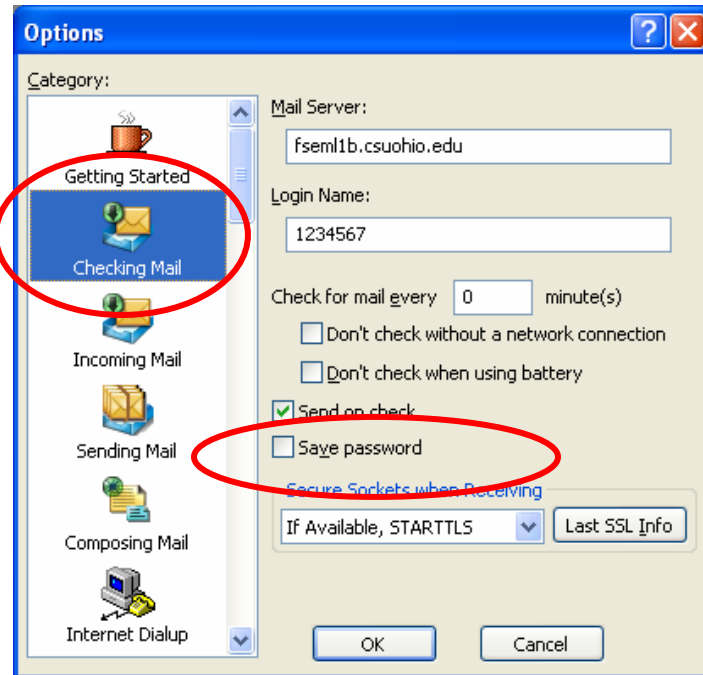


The screenshot shows the 'Options' dialog box in Eudora, similar to the previous one. The 'SMTP Server (Outgoing)' field contains 'smtp-server.csuohio.edu' and is circled in red. A speech bubble points to this field with the following text:

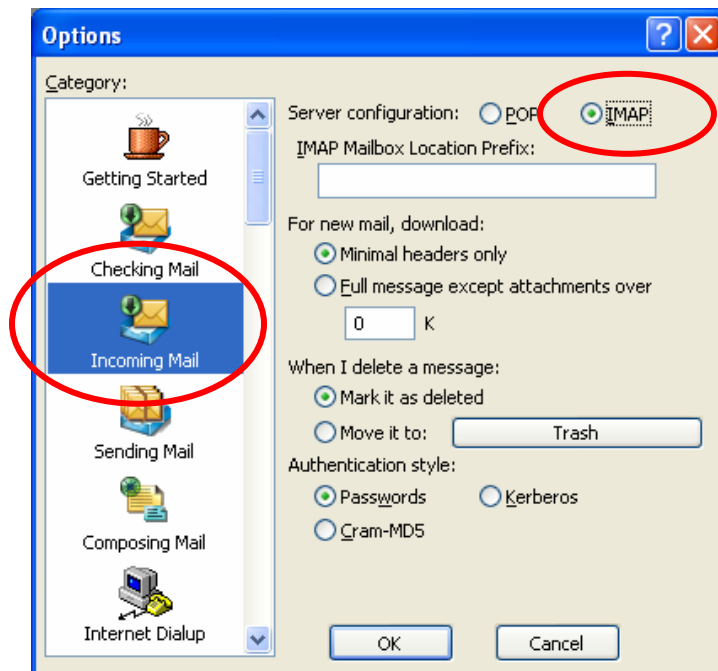
If you are NOT using CSU as your Internet provider at home, please see special note:
<http://www.csuohio.edu/ist/smtp.shtml>

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8. If you wish to store your password in Eudora, click on 'Checking Mail' and then check the 'Save password' box



9. Click on 'Incoming Mail' and select 'IMAP' for 'Server Configuration'



10. Click on 'OK'

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Your email will now be sent to Eudora!

If you have trouble with your email, please contact the Call Center at call.center@csuohio.edu or 687-5050.