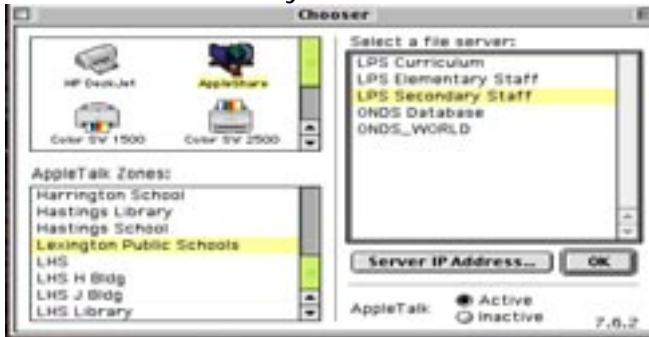


EUDORA Lite 3.1

Email Instructions

Launching Email: (from the server):

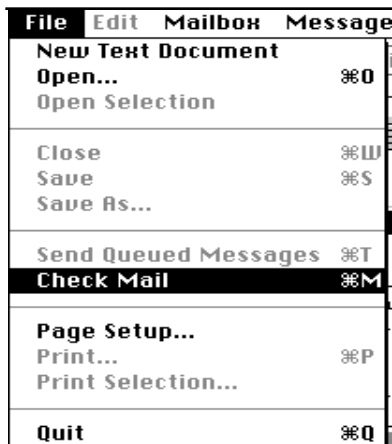
1. Log onto FoolProof as staff (to gain access to the chooser)
2. Go to the Apple menu icon
3. Select chooser
4. Select **AppleShare**, then Lexington Public Schools from **AppleTalk zones**, then LPS Secondary Staff from **Select a file server**



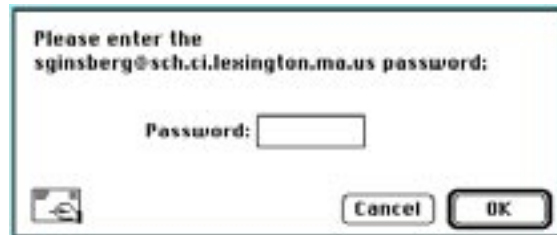
5. Enter your username and server password
6. Click connect and choose appropriate item (Staff A-E, F-K, etc.)
7. Close chooser window by clicking upper left close box
8. The server icon (Staff A-E, F-K, etc) will appear on the desktop
9. Double click on the server icon to open
10. Go into your personal folder. Hint: To find your name quickly, start typing your last name. The cursor should jump to your folder.
11. Find the email icon and double click it to open.

Checking Email:

1. Go to *File* on menu bar and drag to *Check Mail*.



2. Enter the password assigned to you by the Computer Center. Then click ok.



3. The in box and a message window will automatically pop up if you have new mail.



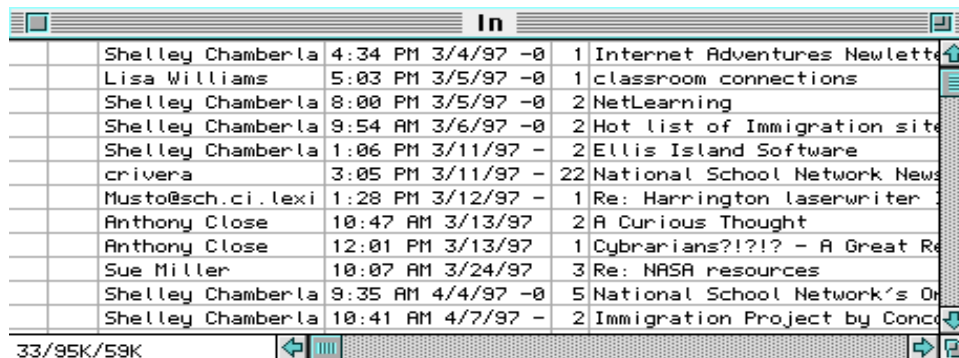
4. Click ok to get to your in box and read your messages.

5. Otherwise you will get a message that says "No new mail."

6. Click ok to remove the message.

Reading Email:

1. Double click on the mail message you want to read.



	Shelley Chamberla	4:34 PM 3/4/97 -0	1	Internet Adventures Newlette	
	Lisa Williams	5:03 PM 3/5/97 -0	1	classroom connections	
	Shelley Chamberla	8:00 PM 3/5/97 -0	2	NetLearning	
	Shelley Chamberla	9:54 AM 3/6/97 -0	2	Hot list of Immigration site	
	Shelley Chamberla	1:06 PM 3/11/97 -	2	Ellis Island Software	
	crivera	3:05 PM 3/11/97 -	22	National School Network News	
	Musto@sch.ci.lexi	1:28 PM 3/12/97 -	1	Re: Harrington laserwriter	
	Anthony Close	10:47 AM 3/13/97	2	A Curious Thought	
	Anthony Close	12:01 PM 3/13/97	1	Cybrarians?!?!? - A Great Re	
	Sue Miller	10:07 AM 3/24/97	3	Re: NASA resources	
	Shelley Chamberla	9:35 AM 4/4/97 -0	5	National School Network's Or	
	Shelley Chamberla	10:41 AM 4/7/97 -	2	Immigration Project by Concc	

2. Use the scroll bar to scan through long documents.

3. After reading the message, either delete, reply or transfer to another mailbox (see appropriate section below).

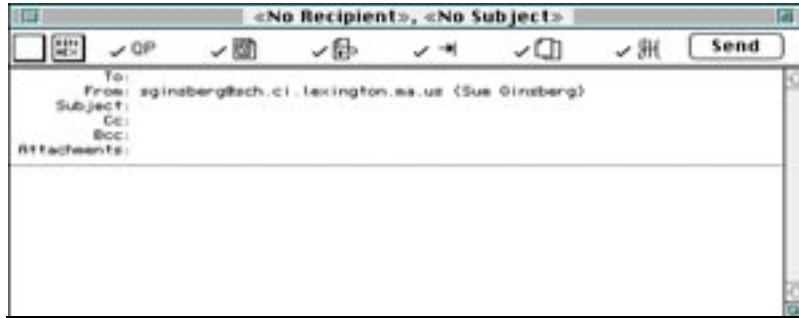
4. Click on close box in upper left corner to close the window.

Sending Email:

1. Select *Message* from the menu bar and slide to *New Message*



2. A message window will open for you to create your message.



3. Type the username (person's email address) at the prompt To: (*for help, see Optional Special Features at the end of this document*)
4. Your email address should be at the prompt From:
5. Type in a short subject so the receiver has an idea what you are writing about.
6. Click the mouse in the message area below the dotted line or tab to it. Write your message.
7. Click on the send button in the upper right corner once you have finished.
Note: Messages you send are automatically stored in the Out Mailbox.

Replying to Email:

1. Open message you wish to reply to in the "in mailbox" by double clicking on it.
2. At the menu bar, select *Message* and slide to *Reply*



3. The message originally sent will be highlighted. If you select delete, the message will be erased and you may proceed according to the sending email instructions above.
4. If you want the original message to remain, you can type your new message above or below it by clicking the mouse once to select the place you want to insert text and write your message as instructed above.

Printing Email:

1. To print a single message while you are reading it, select *File* from the menu bar and slide to *Print*. (You can also highlight a message with one click from the list of messages and then select *File* and *Print*.)
2. If you want to print more than one message at a time, highlight several at once with the mouse (by dragging the mouse while you hold the button down or select individual ones with shift and click) and select *File* from the menu bar and *Print*.

Deleting Email:

1. Highlight the message you wish to delete by clicking once on it.
2. Go to the menu bar and select *Transfer* and then *Trash*. (This will transfer the selected messages from that mailbox to trash). Another option is to select *Message* and then *Delete Message*, however this may cause problems if you do not compact your mailboxes (Directions on page 28.)
3. Before you quit the program, select *Special* and then *Empty Trash*.

Attachments:

If you get the message, "Attachments Folder cannot be found" when logging onto Eudora, press return and proceed as follows:

1. Under *Special* on your menu bar, select *Settings*.
2. In the left panel scroll to *Attachments* and highlight it.
3. In the right panel under *Attachments Folder*: there is a bar.....even if it says *Attachments Folder*click once.
4. Go to *Desktop* and double click on your Staff letters: A-E, F-K, etc.
5. Double click on your name. Hint: To find your name quickly, start typing your last name. The cursor should jump to your folder.
6. Double click on the *Email Folder*.
7. Double click on the *Attachments Folder*.
8. Select *Use Folder* on the right and click *OK*.

Reading Attachments:

1. An attachment is a document the sender has "attached" to your email message.
2. The icon of the attachment will be located in the email heading and you can open it by double clicking.
3. If you want to save it in a different folder, use the "save as" command from the file menu.

Note: A separate attachment folder within the Eudora folder on server is where

Note: A separate attachment folder within the Eudora folder on server is where the attachments are stored.

Sending Attachments:

1. Compose a new message and select from the top menu Message and slide to Attach Document.
2. Locate the file on your server or hard drive where you stored the document you want to attach.
3. Select the document and double click.
4. Click the send button in upper right corner.

Filing and retrieving filed messages: The term mailbox in Eudora is the same concept as a folder.

To file a message into a new mailbox:

1. Highlight message located in the in mailbox.
2. At top menu bar select Transfer and drag to New to create a new mailbox.
3. Give the mailbox a name and click ok. The mail message is filed immediately.
4. To select a previously created mailbox, select Transfer at top menu bar and slide to mailbox name you already created.

To retrieve a filed message:

1. Select Mailbox from the top menu bar and choose the mailbox name you want.
2. Double click on the message you stored within that mailbox to open it.
3. When finished with that mailbox, close the box by clicking the top left close box.

Optional Special Features:

Nickname: a feature that allows you to abbreviate an individual's electronic address to a name of your choosing.

1. At the top menu bar, select Special and slide to Address Book.
2. Click on new button and type in the abbreviated name you have chosen.
3. Click on ok.

4. Next type in the full electronic address for that individual at the left hand box called addresses. Click on the Nickname close box (upper left corner) to save changes.

Signature: A feature that allows you to customize your name with a description of what you do. (Some people use it to provide a quote for the day). The signature is added to the bottom of every e-mail you send.

1. At the top menu bar, select Special and slide to Signature.
2. Whatever you type into that window becomes your signature.
3. Click on signature close box.

Quitting Email:

1. Go to the menu bar and select File and slide to Quit.
2. Close any email windows left open to return you to the desktop.
3. (Close a window by clicking once on the small box in the upper left corner of the window.)
4. When you're finished using the server, drag the Staff A-E (F-K, etc.) icon to the trash.

Special Note: Copying a File into Eudora:

Use the application menu icon (in upper right corner) to switch to the desktop (icon of a monitor). From your hard drive or server, find and open the file with text you want to copy into your email. Go to Edit on top menu bar of your word processing program and drag to Select All. Next go to the Edit menu again and drag to Copy. Switch back to Eudora by using the application menu icon again. Start a new message. After addressing your mail, move cursor to body of text. Go to Edit menu and drag to Paste. You should now see your file in the body of your message.