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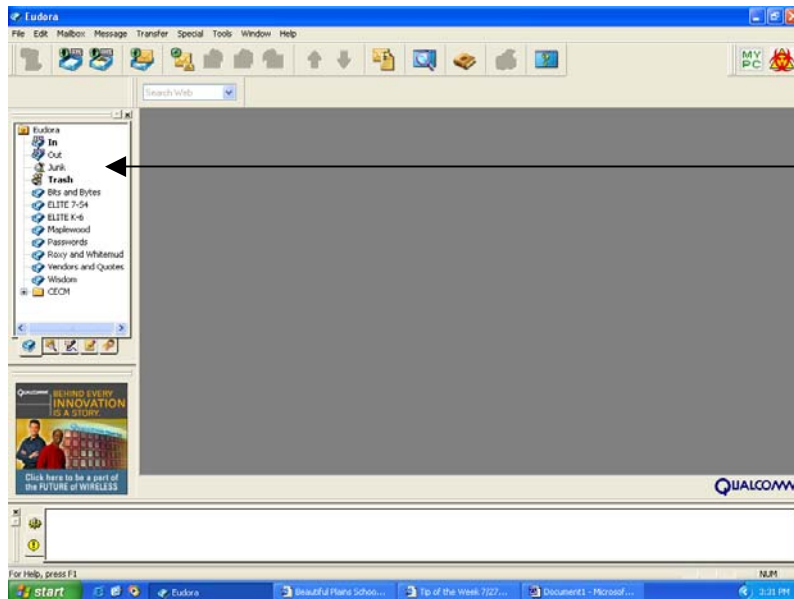
# Eudora Tips and Tricks

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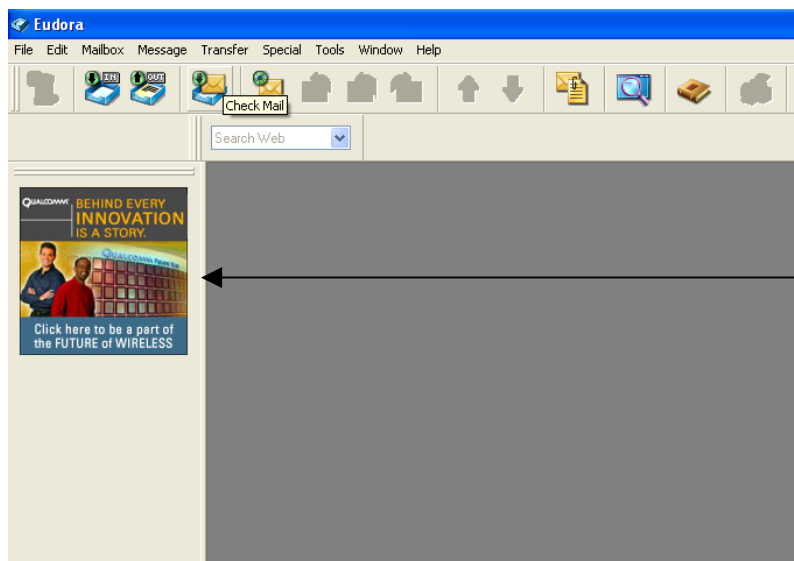
## All About Mailboxes

Getting your Mailboxes back when you lose them.

Below is the normal screen for Eudora 6 with all mailboxes closed. Your mailbox list is on the left side. The bottom diagram is an example of a common problem, your mailbox list has disappeared.



To see a mailbox, double click the mailbox you want to see.



The mailbox has disappeared on Eudora. To get it back, go to the **Tools** Pulldown Menu and choose **Mailboxes**.

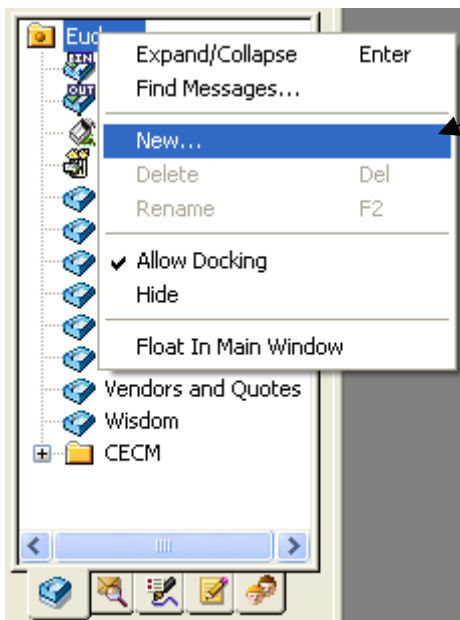
# Eudora Tips and Tricks

## Creating and Organizing Mailboxes

All of your email arrives in what Eudora calls the In mailbox. It doesn't take long for this to get pretty cluttered with old messages, some important, some not so important. Here's how to use Eudora Mailboxes to organize your messages.

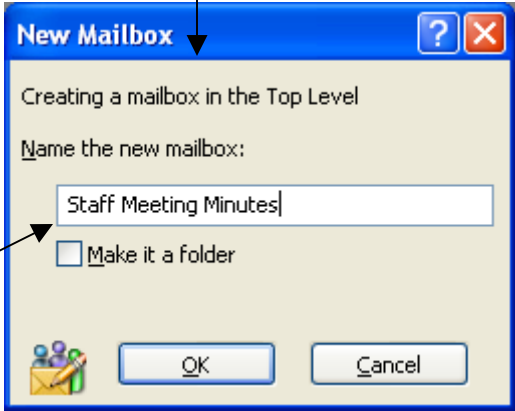


1. In the mailbox list to the left I have an **In** box, an **Out** box, a **Junk** Box, and a **Trash** Box which were automatically created when Eudora was installed. The other mailboxes were created by me to organize the mail messages I wanted to keep. IF YOU DO NOT NEED TO KEEP A MESSAGE, DELETE IT.



- Creating a Mailbox:
1. Right click The Eudora icon in the mailbox list. Choose New...
  2. Type the name of the mailbox, e.g., If you want to make it a folder like I did with the CECM mailbox, click that box. You can put multiple mailboxes inside a folder. Inside CECM mailbox, I have a Minutes mailbox and a Correspondence mailbox. Click OK

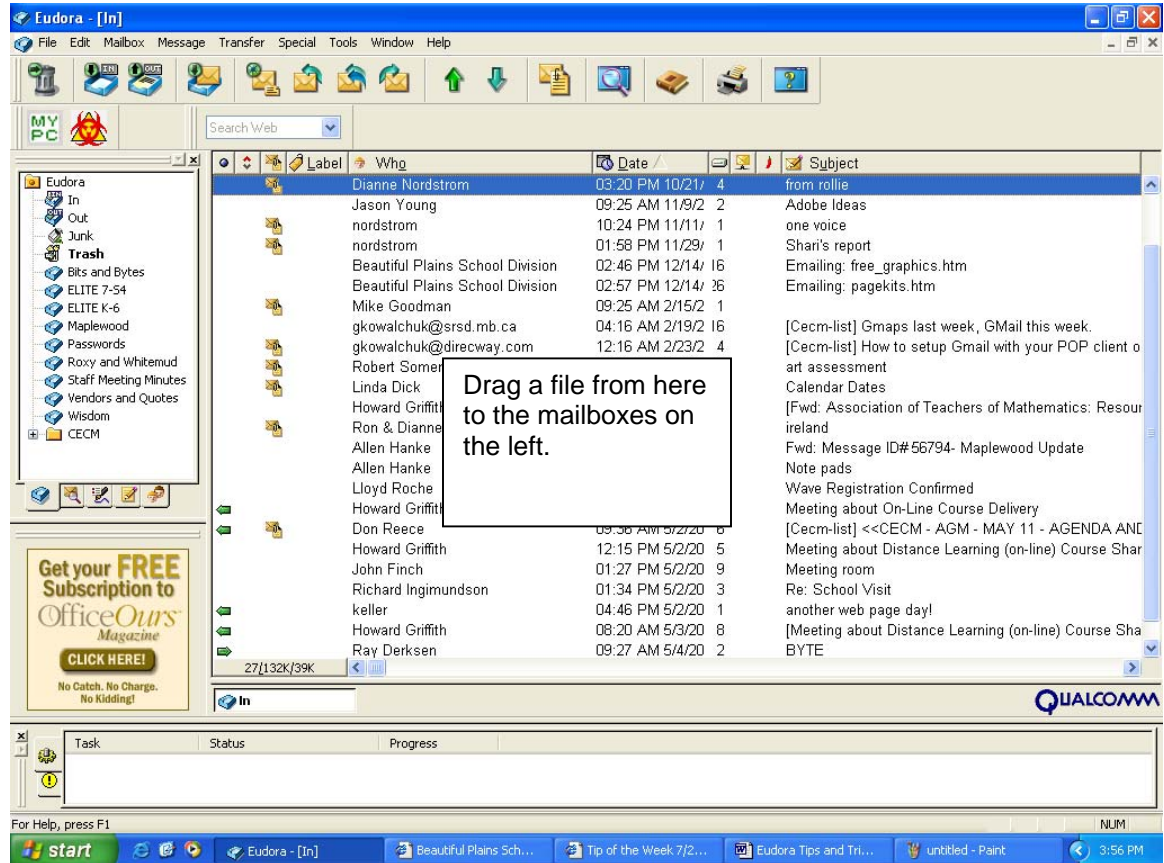
I called this new mailbox Staff Meeting Minutes.



# Eudora Tips and Tricks

## Transferring your Mail into Mailboxes

Below is a screenshot of your In Box with your mailboxes showing on the left. To place a message into a mailbox, click on the message and drag it into the correct mailbox. To open a mailbox on the left, double click it.



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# Eudora Tips and Tricks

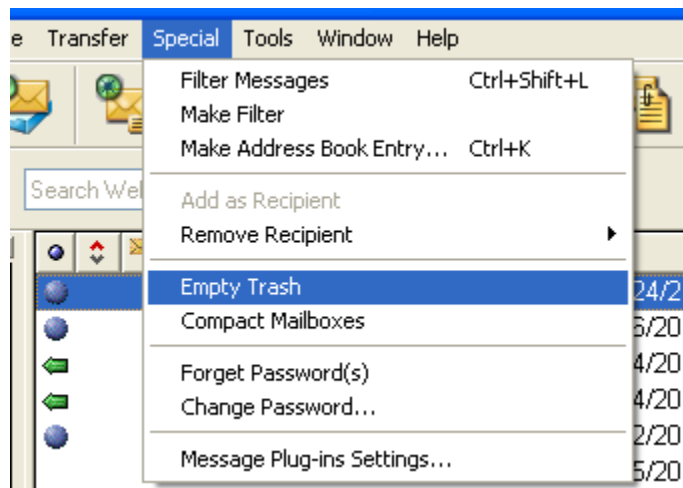
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## Deleting Trash and Attachments

When you throw messages into the trash in Eudora, you don't delete them from your computer. You can still pull them back out of the trash and into another mailbox.

If you want to delete your trash follow these steps.

1. Open your trash to see what you are deleting. (double click your trash mailbox). Save any messages you want to save by moving them out of the trash.
2. In the pulldown menu, choose Special – Empty Trash



**\*\*Note** – If you wish to only delete a few messages out of the trash, click on a trash file, then hold down the Control key on the keyboard and click on other trash files you wish to delete. This will select multiple files. Once you have selected all files you wish to delete, hit the delete button on the keyboard. Only selected files will be deleted from the trash.

Once files have been emptied from the trash, they are no longer recoverable.

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## Eudora Tips and Tricks

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### How do I know if my attachments have been deleted when my trash has been emptied?

1. Go to Tools – Options
2. On the left side of the Options dialogue box, scroll down until you click on Attachments. Click on When message emptied from Trash.

