



For more info, contact the Computing Help Desk • 401 Rasmuson Library • 474-6564 • email: fxhelp@uaf.edu

E-mail clients provide an easy graphical interface for you to access your e-mail over the internet. This documentation provides the basics of how to set up the Eudora e-mail client on both Windows and Macintosh operating systems, to work with the UAF mail server.

E-mail clients communicate with the UAF mail server through protocols. There are two different protocols that you can choose when setting up an e-mail client.

Internet Message Access Protocol (IMAP)

IMAP leaves your mail messages on the mail server. Since the mail messages are stored on the server, you can read your e-mail from multiple computers or e-mail clients which use IMAP. If you use the Pine mail system or Web Mail you will want to use IMAP. The IMAP protocol is the one you

will select in the majority of cases.

Post Office Protocol (POP)

POP copies all of your messages to your local computer. By default POP clients will delete your messages off of the UAF mail server. If you only use a single computer to read e-mail, or you reside in a rural area with a slow internet connection, you will want to use POP.

If you are unsure about which choice of e-mail protocol to choose, you may contact the UAF Help Desk for assistance. (See the black banner above for contact information. Rural areas may dial 1-800-478-4667.)

Windows: Setting up your Eudora account

1. Open **Start**, go to **Programs**, and select **Eudora**.
2. In the opened Eudora program, go to the **Tools** menu and select **Options**.
3. In the open **Options** window, under **Category** select the **Getting Started** icon. Fill in the fields with your information as illustrated below. Put your name in the Real Name field; if you have an alias account, you may put that in the Return Address text field. Note: **fnabc** is used as an example for username or login name -- use your username instead).

4. Next, under **Category**, select the **Incoming Mail** icon. For the **Server configuration**, it is strongly recommended that you select **IMAP**. However, rural sites may opt to select **POP** if necessary.

The "IMAP Mailbox Location prefix" text field may be left blank.

The **Authentication style** should be Passwords; and the other settings may be to your preference.

The **Mail Server (Incoming)** field is important to fill in accurately. Replace "fnabc" with **your** username: **fnabc.email.uaf.edu**

Login Name will be just your username.

Leave **SMTP Server (Outgoing)** as smtp.uaf.edu



Click **OK** and you're finished configuring the email client. To check your mail, select the **Check Mail** icon from the main toolbar of the open program.

(See other side for Macintosh configuration information.)

Setting up Eudora in Mac OS X

1. Open the **Mac HD**, the **Applications** folder, and then the **Eudora** application.
2. In the opened Eudora program, go to the **Special** menu and select **Settings**.
3. In the open **Settings** window, click on the **Getting Started** icon. Fill in the fields with your information as illustrated below (**fnabc** is used as an example -- use your username instead).

Username will be just the first part of your e-mail address before the @; i.e., “fnabc.”

The **Mail Server (Incoming)** field is important to fill in as accurately as possible. Replace “fnabc” with your username: **fnabc.email.uaf.edu**

Put your name in the Real Name field.

Enter the **SMTP Server (Outgoing)** field as: **smtp.uaf.edu**

If you have an alias account, you may put that in the **Return Address** text field.



4. Next, select the **Checking Mail** icon (see illustration in the next column).

Fill in the **Username** and **Mail Server** fields again, if needed.

For the **Mail Protocol**, it is strongly recommended that you select **IMAP**. However, rural sites with very slow connections may opt to select **POP**, if necessary.



The **Authentication style** should be **Passwords**, and the other settings may be to your preference.

Click the **OK** button and you are now set up to send and receive e-mail at UAF.

If you are unsure about which choice of e-mail protocol to choose, you may contact the UAF Help Desk for assistance. Call 474-6564 locally, or write fxhelp@uaf.edu. Rural areas may dial 1-800-478-4667 (toll free inside Alaska).

Division of Computing & Communications Main Web Page
<http://www.uaf.edu/dcc/index.html>

Online Documentation
<http://www.uaf.edu/dcc/helpdesk/>
(Then, follow the **Documentation** link.)

UAF WebMail
<http://webmail.uaf.edu>

Find New User Name
<http://weblookup.uaf.edu/>

Change E-mail Password and other Usermin Utilities
<http://fnabc.email.uaf.edu/usermin>
where “fnabc” is replaced with
YOUR User Name