

Instructions for Setting Up Your Vermont Design Works POP Email Account in Eudora

In order to set up your Vermont Design Works POP Email Account, you will need to have the following information ready:

- 1) The name of your POP, or incoming email server. This is the server name we sent you in the email announcing the launch of your website. The format of the server name will be "POP.yourdomain.name".
- 2) Your email login name. This is the same as the email address we sent you. Note that for the Vermont Design Works server, your login name is your full email address, not just the part that appears before the "@".
- 3) Your Vermont Design Works password. This is also in the email we sent you.
- 4) Your email address. See #2.
- 5) Your SMTP or outgoing mail server. This is the server used by your Internet Service Provider (ISP) – that is, the people who provide your actual internet connection. If you do not know the name of your outgoing server, call your ISP, or check their website for support documents.

In order to read your email using Eudora, you need to enter the settings the program needs to find your personal mailbox on the Vermont Design Works server.

The process of configuring Eudora is outlined below. Note that different versions of the program use different terminology; wherever possible, we have given alternate terminology.

NOTES and WARNINGS:

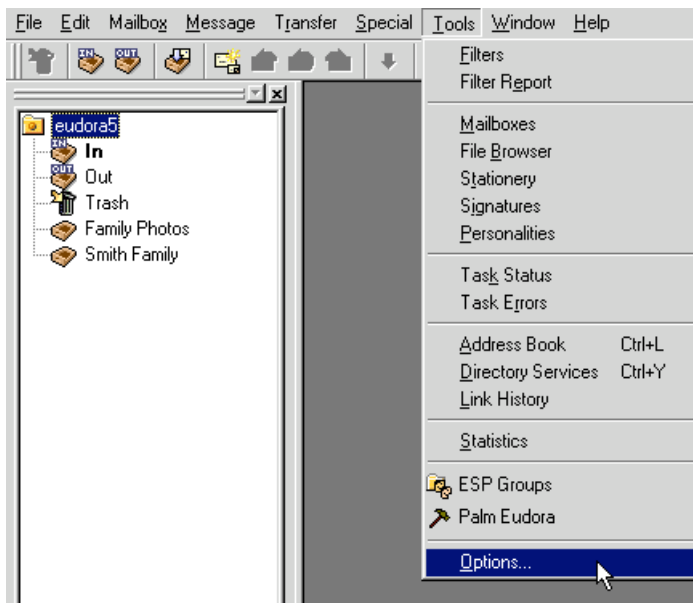
Do Not Use Eudora's "*Change Password*" option to try to change your Vermont Design Works password. Doing so will not update your password on the mail server – instead, it will cause Eudora to refuse your entry, locking you out of your mail!!

Although in many instances Eudora is capable of dialing and establishing a solid connection, in some situations it cannot. If you have trouble, you may always need to connect first through your TCP/IP dialer (i.e. *ConfigPPP*, *Chameleon Custom Connect*, *Trumpet Winsock*, *DialUp Adapter*, etc.)

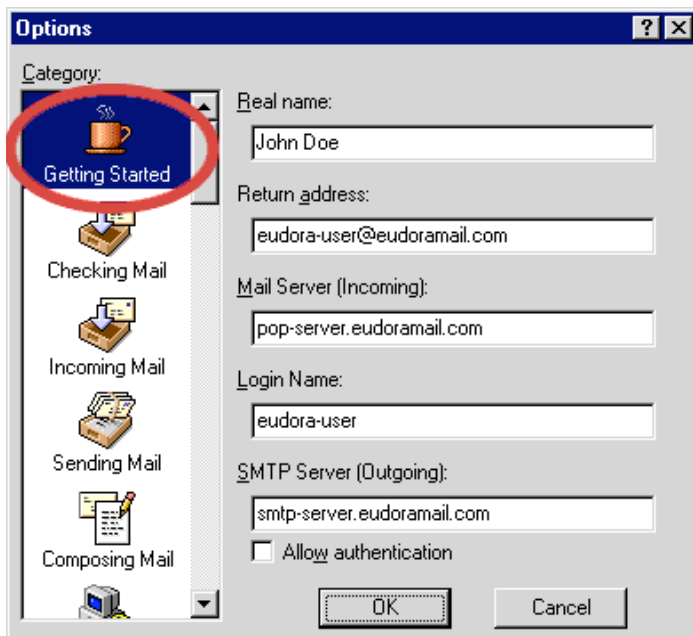
In Eudora Pro and Eudora Light v.3.x, there are settings areas called "Dialer," "MAPI," "Advanced Network," and "Kerberos." You should not enter any info in these areas – if you do, you may have difficulties. As long as you already have a dialer set up (PPP, DUN, etc) Eudora will use it.

For more help, visit (<http://www.eudora.com/techsupport>) or call Vermont Design Works at 802.383.7679.

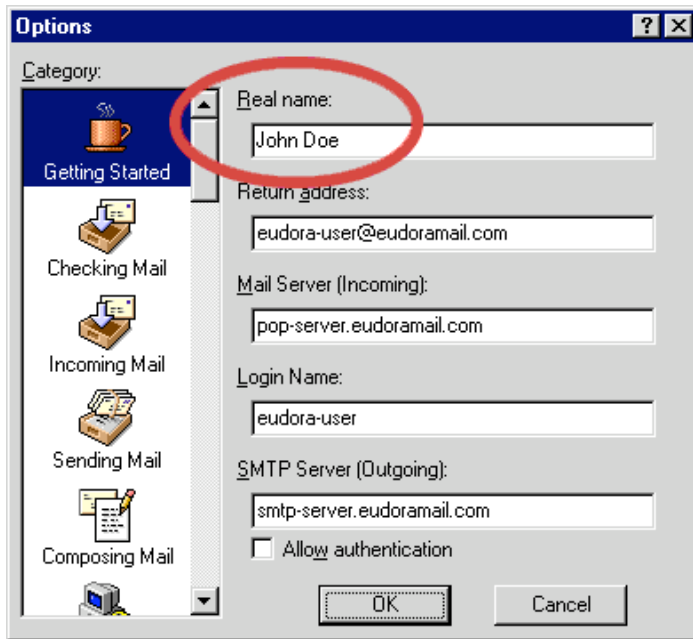
Step 1. Go to the Special (or Tools) menu. Choose *Options*, (or *Settings*, or *Configuration/Switches*).



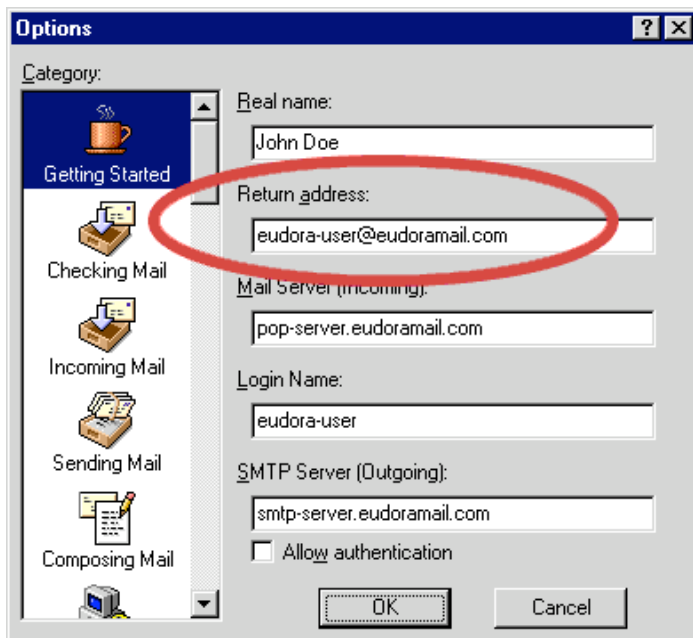
Step 2. In the Options window, you will see several icons on the left. Select "Getting Started" (circled in red).



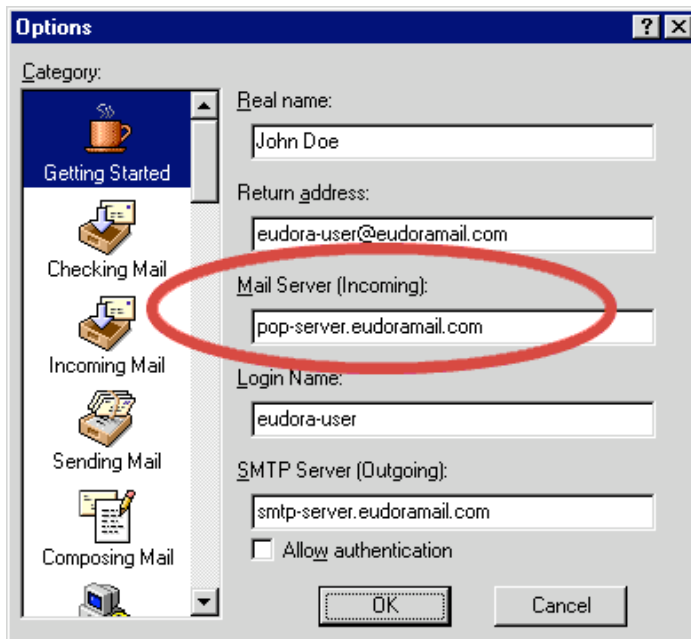
Step 3. In the “Real Name” field, type your name the way you would like people to see it when they get email from you.



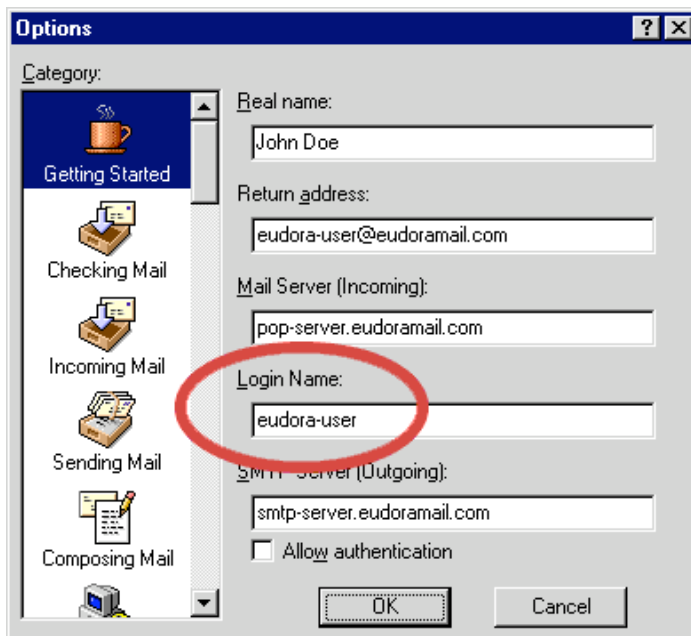
Step 4. In the “Return Address” field, enter your Vermont Design Works email address.



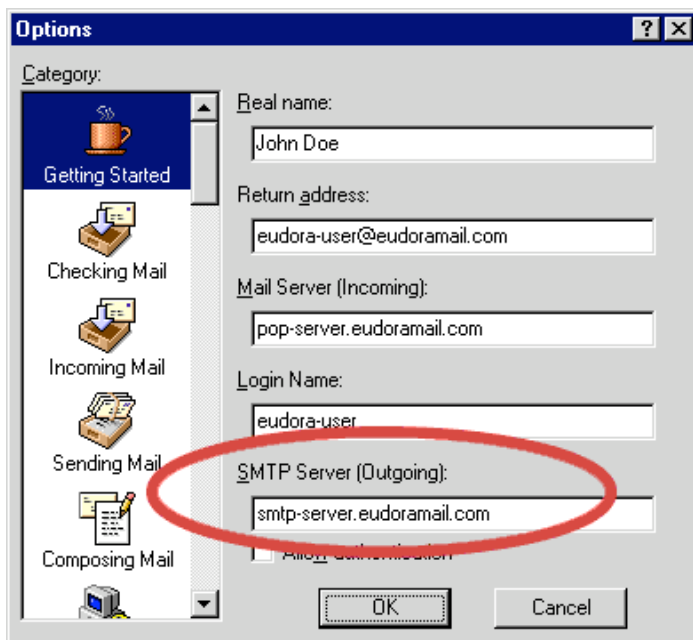
Step 5. In the “Mail Server (Incoming)” field, enter your Vermont Design Works POP server name.



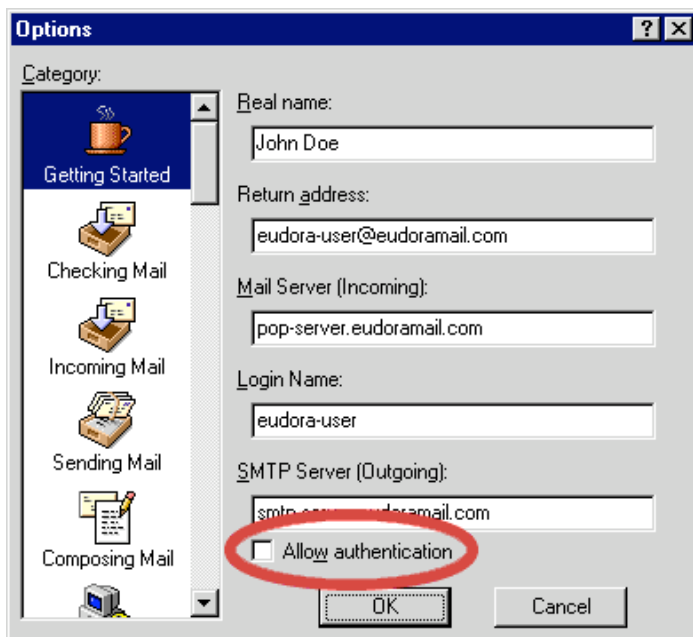
Step 6. In the “Login Name” field, enter your Vermont Design Works login name (remember, it’s your full email address, not just the part before the “@”).



Step 7. In the “SMTP Server (Outgoing)” field, enter the SMTP or outgoing mail server that was given to you by your Internet Service Provider.



Step 8. There should be a check in the ALLOW AUTHENTICATION field. Leave the check there. If you do not see a check in the box, click on the box with your mouse until a check appears.



Step 9. After you've filled in all the fields and clicked "Allow Authentication", click OK. This completes the basic setup - you should now be able to send and receive email in Eudora using your Vermont Design Works POP email account.

