E-mail Setup for Eudora

Eudora is the Muskingum College Faculty / Staff preferred e-mail client. Although rare, some students also use this client for their e-mail.

Some important notes for using Eudora:
1. It is a POP3 client, which means that unlike WebMail, it does NOT maintain a constant connection to the mail server. This means that Eudora users must manually click the “Send/Receive” button, or configure Eudora to check mail automatically at a specific interval.

2. Messages retrieved with Eudora/POP3 clients are removed from the server and are no longer available through WebMail or other computers, UNLESS they are explicitly configured to “Leave Messages on the Server”. This option can be enabled in options if necessary.

How to Configure Eudora 5.x and 6.x to access Muskingum College Email:

1. Double-click on the Eudora icon as shown to the left. This will open Eudora.

2. The first time you run Eudora, it prompts you for configuration information.

3. Click “Next” to begin.

4. Click “Create a brand new email account”

5. Click “Next” to continue.
6. Type your Full Name in the text box.

7. Click "Next" to continue.

8. Type your full e-mail address, including the @muskingum.edu part.

9. Click "Next" to continue.

10. Type your Username, which is the first part of your e-mail address, not including the @muskingum.edu part.

11. Click "Next" to continue.
12. Type `mailsrv.muskingum.edu` as the Incoming server.

13. Click POP as the server type.

14. Click “Next” to continue.

15. Type `mailsrv.muskingum.edu` as the Outgoing server.

16. Click Allow Authentication so that it is Enabled (Checked). Note: If this is not checked, you will not be able to send e-mails.

17. Click “Next” to continue.

18. Click “Finish”.

Congratulations! Eudora is not configured to access your e-mail.