

# PRIVATE EMAIL SETUP GUIDE

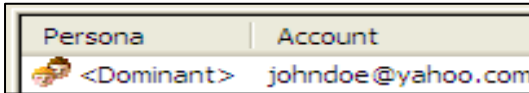


## Eudora® 7 on Windows®

During 2007, Eudora became an open source email application. Additional email accounts in Eudora are known as “Personalities”.

### Setting Up a Private Email Account

1. Select **Tools > Personalities** or click the tab.
2. In the Personalities window, right click on the **Persona <Dominant>** and choose **New** to open the New Account Wizard.

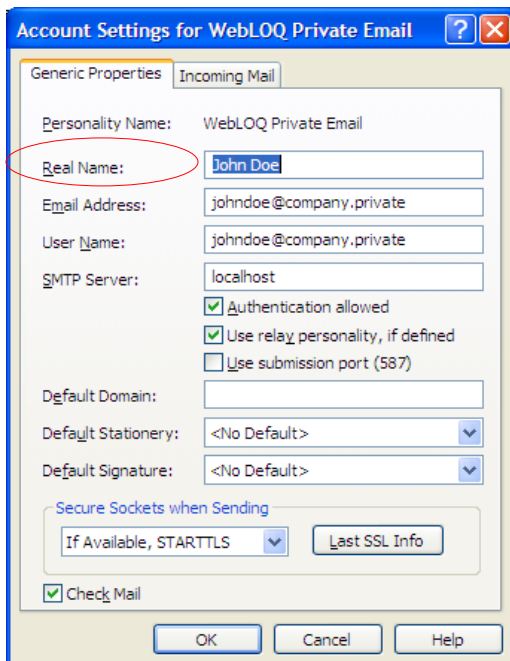


3. Choose **Create a brand new email account >** Click **Next**, follow the prompts in the **New Account Wizard** and enter the information below, or **Skip directly to advanced account setup** and go to Steps 4 and 5.

### Settings for New Account Wizard

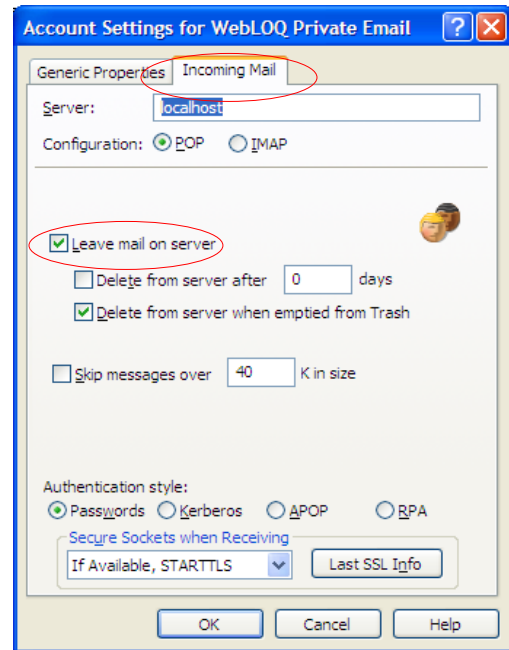
- **Personality Name:** WebLOQ Private Email
- **Your Name:** Enter your **name**. This is the name that will appear in *From* field of your messages.
- **Email Address:** Enter your entire **private email address** (e.g.  *johndoe@company.private*)
- **User Name:** Enter your entire **private email address** (e.g.  *johndoe@company.private*).
- **Incoming Server:** Enter **localhost** and choose the type of server as **POP**.
- **Outgoing (SMTP) Server:** Enter **localhost** and choose **Allow authentication**.

### Settings for Advance Setup



Both the Advance Setup and the New Account Wizard provide the results shown in the diagrams.

4. For **Advance Setup**, under the **General Properties** tab, enter name, email address, server and authentication as shown in the diagram, same as the settings in the New Account Wizard.
5. For **Advance Setup**, under the **Incoming Mail** tab, enter server and configuration as shown in the diagram, same as settings in New Account Wizard.

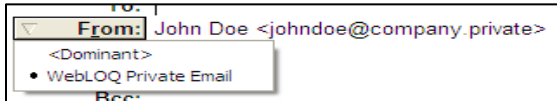


6. Check the “**Leave mail on server**” if you use more than one computer. Also check “**Remove from server when emptied from ‘Trash’.**”
7. Click on **Tools > Options** and select the **Advanced Network** window. Type **600 seconds** for the network timeout. Note: Some Settings in Options apply to all personalities unless you are using sponsored or paid versions of Eudora.
8. When you send your first private email, you will be prompted for your **Password**. Check “**Remember password**” if you want Eudora to check for email without prompting you.
9. In the new message window, select your WebLOQ Private Email Personality from the “**From**” menu.

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Note: To send private email to non-WebLOQ users, right click on the WebLOQ icon tray (gold padlock) and choose **Manage Account > Tell A Friend**.