Overview

The following instructions will assist you in the first-time setup of Eudora v.7.x to work with your Polytechnic University email account. These instructions assume you have installed Eudora v7.x on your system. Eudora can be obtained at the following URL:

http://www.eudora.com

Instructions

- Open Eudora.
- The “New Account Wizard” will open. Elect to Create a brand new email account and click Next.
- On the “Personal Information” page, specify Your Name as you wish it to appear to recipients of your emails. Click Next.
- On the “Email Address” page, specify your email address as provided to you by the Information Systems Department. Click Next.
First-Time Setup of Eudora v7.x
for Use with Polytechnic University's Email Systems

- On the “User Name” page, provide the **User Name** of your email account. **Click Next.**

- On the “Incoming Email Server” page, specify the following:
  - The incoming mail server provided to you by the Information Systems Department in the **Incoming Server** field. (e.g. duke.poly.edu)
  - Elect **POP** as the type of server you are using.

  **Click Next.**
First-Time Setup of Eudora v7.x
for Use with Polytechnic University’s Email Systems

On the “Outgoing Email Server” page, specify the following:

- Your **Outgoing Server** as provided to you by the Information Systems Department (e.g. duke.poly.edu)
- Elect the **Allow authentication** option (if not already selected)

**Click Next.**

On the “Congratulations” page, **click Finish.**
At this point, you've roughed in your email setup. The following instructions will help you put the finishing touches for Eudora to securely send and receive email with Polytechnic's email servers.

- Go to **Tools > Options**. The “Options” window will open.
- Select the **Checking Mail** category in the “Category” list on the left of the window.
- Within the “Secure Sockets when Receiving” area, select **Required, Alternate Port**

- Next, select the **Sending Mail** category in the “Category” list on the left of the dialog.
- Ensure that the option **Allow Authentication** is elected.
- Within the “Secure Sockets when Sending” area, select **Required, Alternate Port**
• Click OK to close the “Options” window.

When first using the **Secure Sockets when Sending** and **Secure Sockets when Receiving** settings with Eudora, some versions of Eudora will complain with the following error message when checking mail:

```
<Domina>, Logging into POP Server, [some time] SSL Negotiation Failed: Certificate Error: Cert Chain not trusted. Try adding this certificate to your certificate database for SSL to succeed. Unknown certificate chain validation error.
```

You will need to tell Eudora that it can trust that the e-mail server is who it says it is prior to receiving and sending e-mail. To do so do as follows:

• Within Eudora, press **CTRL + M** to check your e-mail.

• Go to **Tools > Options**. The “Options” window will open.

• Select the **Checking Mail** category in the “Category” list on the left of the window.

• Within the “Secure Sockets when Receiving” area, click **Last SSL Info**. The “Eudora SSL Connection Information Manager” will open.

• Click **Certificate Information Manager**. The “Certificate Information Manager” will open.

• In the list of “Server Certificates”, select the “US, Equifax, Equifax Secure Certificate Authority” certificate.
• Click **Add to Trusted**

• Click **Done** to close the Certificate Information Manager window.

• Click **OK** to close the “Options” window.

You should now be able to securely send and receive email through your Polytechnic email account from anywhere.

If you require further assistance, please contact the Information Systems Help Desk by calling (718) 260-3123 or sending an email to help@poly.edu.