

Tip - Eudora Options For Viewing Mail

When the "Preview Pane" option is on in Eudora, you will see the full or partial content of a message without opening the message. The message preview is located in a pane below the message list in a Eudora mailbox. You can adjust the size of the preview window by placing the cursor on the preview window frame. Once the cursor changes to a double arrow, you can resize the preview window.

If the "Automatically open next message" option is on, deleting or transferring the current message opens the next message in the mailbox, but only if that message is unread.

To prevent opening a virus in a message, DLS recommends you check, and change if necessary, the Eudora Options for Viewing Mail to the following settings:

1. Open your Eudora mailbox.
2. Go to the Tools Menu.
3. Scroll to select the last item: Options . . .
4. In the Category Icon list, scroll down to the Viewing Mail icon.
5. Click the Viewing Mail icon to bring up the viewing options information.
6. Clear the checkmarks, if any, as noted below:
 In the Preview Pane Section:
 Click the Show Message Preview Pane box to clear checkmark.
7. Below the Preview Pane Section:
 Click the Automatically Open Next Message box to clear checkmark.
8. Uncheck Automatically open next message box.
9. Click OK to set these new options and close Options box.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/