

Tip – Create and Send Stationery in Eudora

Below are instructions on creating stationery in Eudora. Stationery files are templates for outgoing messages. If you find yourself repeatedly sending the same, or very similar message texts, create the email message as stationery. That way whenever you need to send a similar email message, you'll open a prepared message that can be easily edited prior to sending.

To create a stationery message, do the following steps:

1. In your Eudora mailbox, from the **Tools** Menu, select **Stationery**.
2. In the blank Stationery window in the left of your Eudora window, right click to bring up a pop-up menu.
3. Select **New . . .** from the menu to open a new blank stationery message.
4. Complete as many of the following fields as needed as you would for other email messages:
 - Recipient(s) (To, CC, or BCC)
 - Subject
 - Attached
 - Body of Message
5. When you have completed the necessary fields for your stationery message, from the **File** menu, select **Save as Stationery**.
6. In the Save as Stationery dialog box that appears, **type a name for the stationery file** as you do for a Word document file. If you are creating a message to send about a weekly meeting, it could be called Weekly Meeting. **Note:** All stationery files will have a .sta file extension and reside in the Program Files\Qualcomm\Eudora\Stationery folder on your local hard drive.

To send a new email using an existing stationery file, do the following steps:

1. From the **Message** Menu, select **New Message With, to get a menu of stationery**.
2. **Slide to the name of the stationery** to be used, e.g. Weekly Meeting.
3. The prepared message will appear in the message window with an active Send button.
4. **Verify the fields** you had completed in the Stationery **and make any updates** needed.
5. Click the **Send** button to get the message to the necessary recipients. A copy of the message will be saved into the Eudora Out mailbox.

If you have any questions or need assistance, please contact the Help Desk at 5-8411.