

Tip – Eudora Toolbar

Show Toolbar

If you ever notice that the Eudora Toolbar is not in your email window when you go in to check your email, please follow the steps below to get the Toolbar to show again.

In Eudora:

1. Go to the Tools Menu, and scroll to select Options.
2. In the Options box, in the Category icons list, scroll and click on Display.
3. Check the box for the first item, Show Toolbar.
4. Click OK to close the Options Box.

Add a Button to Toolbar

If you want to add a button to the Eudora Toolbar, please follow the instructions below.

This example explains how to add the User Options button to the Toolbar.

1. Right click anywhere in the Toolbar in your mailbox.
2. From the pop-up menu, scroll to select Customize.
3. In the Customize box, on the General tab in the Categories window, click on Tools.
4. Click on the last Tools icon to see a description of it on the bottom of the Customize window.
5. Click on the same icon, Edit User Options, and hold the left mouse button down.
6. Drag the icon to a location on the toolbar, and release the button to place it on the toolbar.

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/