

## **Tip – Reposition or Reopen Eudora Mailboxes Window**

If the Eudora Mailboxes Window ever moves from its usual location, please follow one of these sets of steps to reposition or reopen it.

### **Reposition Mailboxes Window when it is above the Email Message Window**

If the Mailboxes Window moves to above the Email Message Window, please do the following steps:

1. Left-click and hold the 2 vertical gray bars to the left of the Mailboxes Window. A black rectangular box will appear around the Mailboxes window indicating it can be repositioned.

**Note:** The vertical gray bars that need to be clicked are located below the right-pointing gray arrow just below the small black “x” that closes the Mailboxes Window.

2. Once the black rectangular box appears around the Mailboxes Window, keep holding the left mouse button down and slowly slide the black box straight down the left side of the Eudora window until the black box size changes to a tall vertical box.

**Note:** The size change will happen when the top of the black box is at the top of the messages window.

3. Release the mouse button and the Mailboxes Window will be repositioned to the left of the messages window.

### **Reposition Mailboxes Window when it is “floating” over the Email Message Window**

If the Mailboxes window looks like it is “floating” over the Messages window, please do the following steps:

1. Left-click the blue Mailboxes title bar and hold the left mouse button down to get a black rectangular box.

2. Drag the black rectangular box to the left of the Eudora Window until it changes to a tall rectangular box. This will happen when the black box top is just under the bottom of the Toolbar in the left side of the Eudora window.

3. Release the left mouse button and the Mailboxes Window will be repositioned to the left of the messages window.

### **To Reopen the Eudora Mailboxes Window**

If you ever lose the Eudora Mailboxes Window and need to reopen it, please do the following steps.

1. In Eudora, go to the Tools Menu and select Mailboxes to reopen the Mailboxes Window

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/](http://www.uis.harvard.edu/support_services/)