Instructions for Configuring Eudora

Open Eudora. Click on **Tools** in the menu bar and then click on **Options**. You should see the window below.

![Options Window]

If not, click on the **Getting Started** icon in the top left of the window.

In the **Real name** text box, type in your full name.

In the **Return address** text box, type in your full e-mail address following the examples below.

*(NOTE: Your username is the first six letters of your last name and first initial. Example: Joe Smithers username is smithej.)*

If you're at American River your address is: username@arc.losrios.edu

If you're at Consumnes River you address is: username@crc.losrios.edu

If you're at El Dorado or Folsom your address is: username@flc.losrios.edu

If you are at Sacramento City your address is: username@scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your address is: username@do.losrios.edu
In the **Mail Server (Incoming)**: text box, type the server name following these examples:

If you’re at American River your server is: ex.arc.losrios.edu

If you’re at Consumnes River you server is: ex.crc.losrios.edu

If you’re at El Dorado or Folsom your server is: ex.flc.losrios.edu

If you are at Sacramento City your server is: ex.scc.losrios.edu

If you are at the District Office, Ethan Way Center or Facilities Management your server is: ex.do.losrios.edu

In the **Login name**: text box, type in your username as described above.

In the **SMTP Server (Outgoing)**: text box, type in **exi.losrios.edu** NO MATTER WHAT CAMPUS YOU ARE AFFILIATED WITH.

Be sure the **Allow authentication** check box is checked.

This will complete the configuration so that Eudora can continue to be used after the SMTP mail service is turned off at Los Rios.

You will be required to authenticate to the Exchange server by logging in with your campus NT username and password (ie. domain_name\username) , something you may not be accustomed to doing before.