

Eudora Toolbar

Eudora

ToolBar: The toolbar buttons executes many of Eudora's routine commands.



- ① **Open In Mailbox:** Opens the In mailbox. All incoming messages are stored in this mailbox until they are filtered, transferred, or deleted. **Out Mailbox:** Opens the Out mailbox. All messages you compose, save, and queue are stored in this mailbox until they are sent. Also, if the Keep copies option in the Sending Mail Options is on, a copy of each outgoing message is saved in this mailbox.
- ② **Check Mail:** Checks your POP server for new messages and transfers them to your PC.
- ③ **New Message:** Opens a new message composition window. After composing your e-mail click on *send*.
- ④ **Reply/Reply All:** Generates a reply message to a current incoming message that you are viewing. Reply to all generates a reply message to a current incoming message.
- ⑤ **Forward:** Generates a forward message from a current incoming message.
- ⑥ **Open Previous Message / Next Message:** opens the previous message in the mailbox. Opens the next message in the mailbox.
- ⑦ **Attach File:** Displays a standard File dialog box so that you can attach a file to a new or current message. Any file can be attached to and sent with a Eudora message.
- ⑧ **Find Messages:** Allows you to search your mailbox for a specific e-mail.
- ⑨ **Address Book:** Displays the Address Book so that you can create, edit or remove entries and their nicknames. Quick way to add someone's e-mail address to your message.
- ⑩ **Print:** Prints open messages.