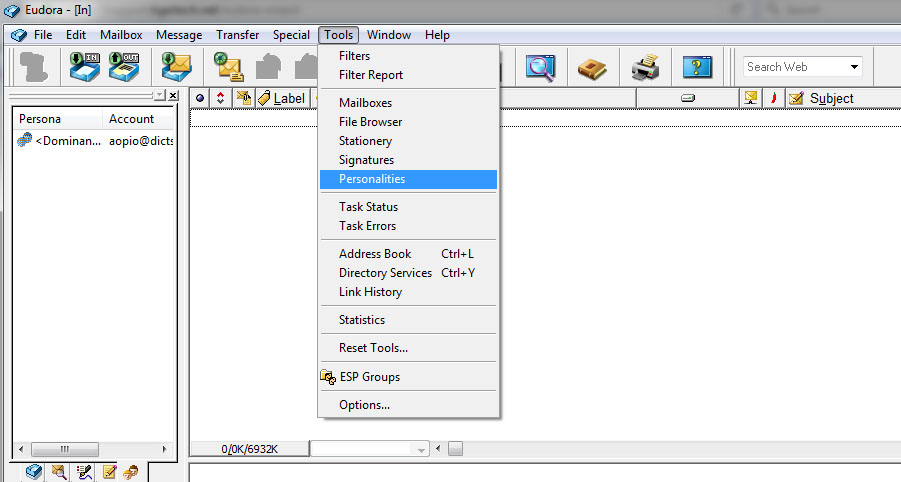
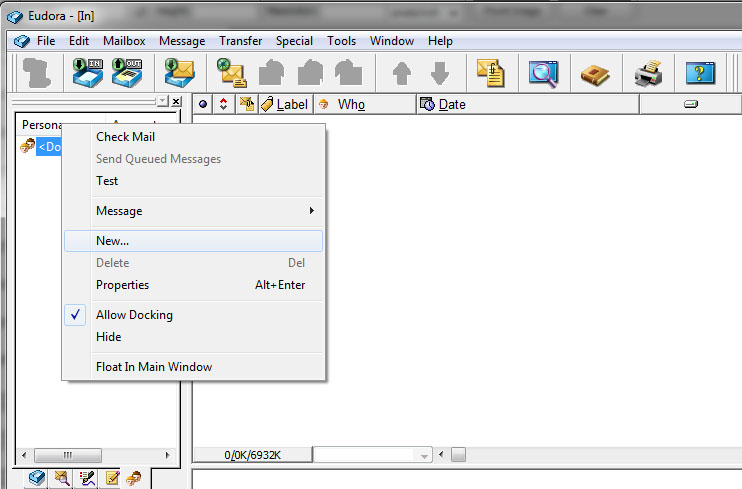
CREATING mak EMAIL ACCOUNT IN EUDORA

1. Launch Eudora from your desktop

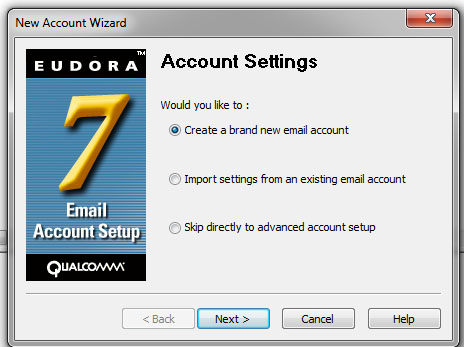
2. Go to "**Tools**" then Click "**Personalities**"



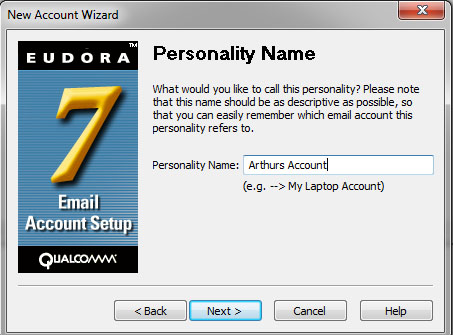
3. Right Click on "**Persona**" then Click "**New**" A new account wizard window will pop out



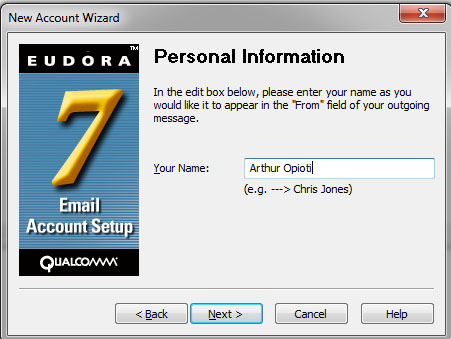
Account wizard window for setting up mail



4. Click "**Next**" Write your personality name and then Click "**Next**"



5. In the Personal Information window write your full Name and Click "**Next**"

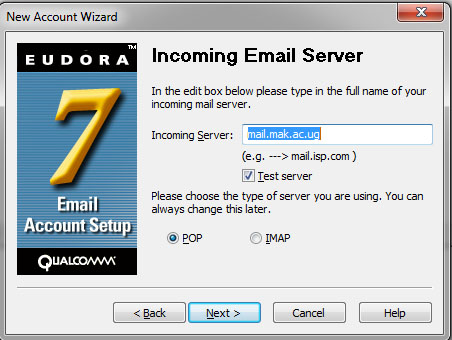


6. In the Email Address window - Type your email address e.g "**yourname@dicts.mak.ac.ug**" and then Click "**Next**"

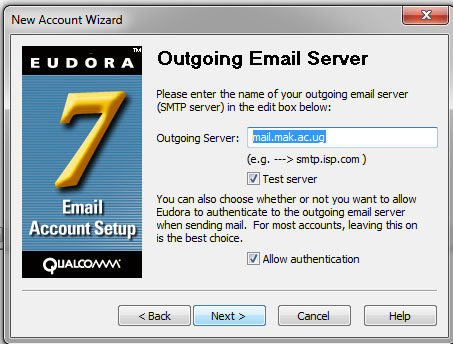


7. After typing your email address, Click "**Next**" and the "**UserName**" window pops up, make sure that your username is the full email address instead of just the initials

8. In the "**Incoming Mail Server**" window type "**mail.mak.ac.ug**" as the "**Incoming Server**" and make sure the "**Test Server**" Check-box is checked and that radio "**POP**" is also checked and then Click "**Next**"



9. For the "**Outgoing Mail Server setting**", the Check-box "**Test server**" must be checked and "**Allow Authentication**" must be checked as well the Click "**Next**"

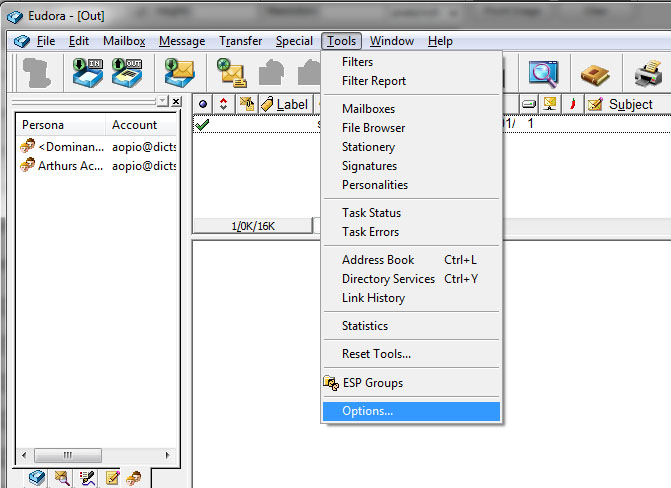


10. After configuration is done, a window showing "**SUCCESS**" is displayed - in a short while you should be able to send and receive mail

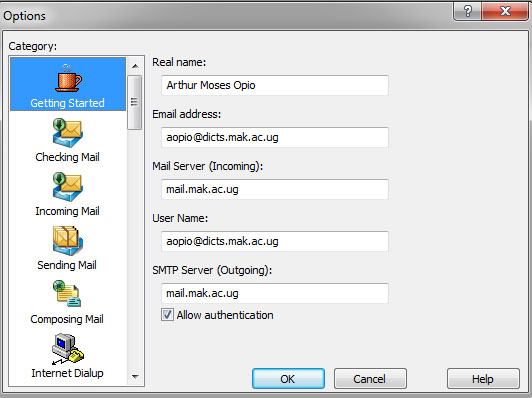
VERIFYING CONFIGURATION

11. To verify configuration and to see whether your able to send and receive mail

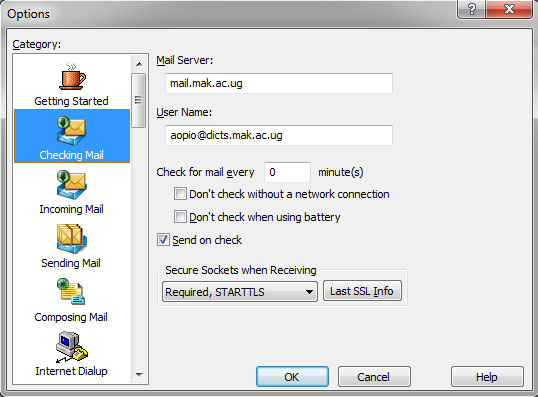
Go to "**Tools**" and then Click "**Options**"



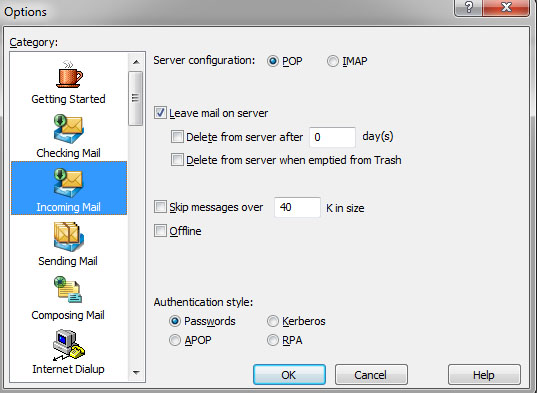
12. With the "**Options**" window showing, verify that everything is rightly written Click the "**Getting Started**" Icon, and verify "**Incoming and Outgoing server"** are correctly typed and that the "**Allow Authentication Checkbox**" is checked



14. Click the "**Checking Mai**l" Icon and verify everything and make sure the "Send on Check" checkbox is checked and that the "**Secure Sockets when Receiving**" drop box is set to "**Required, STARTTLS**"



13. Click the "**Incoming Mail**" Icon and make sure the radio button "**server configuration**" is checked to be "**POP**" and "**Authentication Style**" checked to "**passwords**"



14. Click the "**Sending Mail**" Icon and make sure the "**SMTP Relay Personality**" is set to your account like "**Arthurs Account**" as shown in the picture, Make sure all the four check boxes "**Allow Authentication**", "**Immediate Send**", "**Send on Check**", "**Use submission port (587)**" is checked and the rest remain as is.

