

Create a Local Mailbox in Eudora

- Right click on the Eudora main folder
- Select “New”
- (A new window will appear *see below)
- Enter a name for the New Mailbox
- Do NOT check the box to “Make it a folder”
- Click “OK”
- Once your new mailbox has been created, you may select your email from your Dominant (Network) directory, press the Control “Ctrl” key and drag it into your local Mailbox.

Note: You will not be able to drag folders.

In order to “Copy” email from one Mailbox to another, you must press the Control “Ctrl” key and drag the email. If you do not hold the Control key while dragging the email, the email will move to the new mailbox (removing it from the original folder).

Please feel free to contact the Help Desk (helpdesk@wabash.edu, or x6400).

