








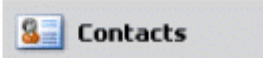






# Eudora to Outlook Comparison chart of commonly used functions and features.




Adapted from:



<http://www.yale.edu/its/connect/windows/pdf/Eudora%20Outlook%20Entourage%20Bird%20Comparison.pdf>




## Icon Comparison



Eudora	Outlook
<b>Attachment:</b> 	
<b>New Mail:</b> 	
<b>Send/Receive:</b> 	
<b>Trash:</b> 	
<b>Addresses:</b> 	 or 
<b>Rules:</b> 	 or 


## Task Comparison

Task	Eudora	Outlook
Reading new messages:	<ul style="list-style-type: none"> <li>Select message to view in the reading pane, or</li> <li>Double-click message to display in a new window</li> </ul>	<ul style="list-style-type: none"> <li>Select message in the <b>View Pane</b> to display in the <b>Reading Pane</b>, or</li> <li>Double-click the message to display it in a new window</li> </ul>
Viewing attachments:	<ul style="list-style-type: none"> <li>Double-click the attachment in the message to view</li> </ul>	<ul style="list-style-type: none"> <li>Double-click on the attachment in the message</li> <li>Select <b>Open</b> from the following window</li> </ul>
Moving messages to folders:	<ul style="list-style-type: none"> <li>Select and drag message(s) to appropriate folder, or</li> <li>Right-click on the message and select <b>Transfer</b> and select appropriate folder</li> </ul>	<ul style="list-style-type: none"> <li>Select and drag message(s) to the appropriate folder, or</li> <li>Right-click on the message(s) and select <b>Move to Folder</b>, select appropriate folder, or</li> <li>Select message(s) and click the  button, select appropriate folder</li> </ul>
Deleting messages from the Inbox:	<ul style="list-style-type: none"> <li>Select message(s), click the <b>Trash</b> button, or</li> <li>Right-click message(s), select <b>Delete Message</b>, or</li> <li>Select message(s), press the <b>Delete Key</b></li> </ul>	<ul style="list-style-type: none"> <li>Select message(s), click , or</li> <li>Select message(s), select <b>Edit   Delete</b>, or</li> <li>Select message(s), press the <b>Delete Key</b>, or</li> <li>Right-click message(s), select <b>Delete</b></li> </ul>
Deleting open messages:	<ul style="list-style-type: none"> <li>Click the <b>Trash</b> button in the <b>Tool Bar</b></li> </ul>	<ul style="list-style-type: none"> <li>Click the  button in the <b>Tool Bar</b></li> </ul>

Task	Eudora	Outlook
Emptying Deleted Items folder:	<ul style="list-style-type: none"> <li>Right-click on the Trash folder, select <b>Empty Trash</b>, or</li> <li>Select <b>Special   Empty Trash</b></li> </ul>	<ul style="list-style-type: none"> <li>Right-click on the Deleted Items folder, select <b>Empty "Deleted Items" Folder</b>, or</li> <li>Click on <b>Tools   Empty "Deleted Items" Folder</b></li> </ul>
Recovering deleted items:	Not available.	<ul style="list-style-type: none"> <li>Select <b>Tools   Recover Deleted Items</b>.</li> </ul>
Creating a new message:	<ul style="list-style-type: none"> <li>Click the <b>New Message</b> button, or</li> <li>Select <b>Message   New Message</b>, or</li> <li>Press <b>Ctrl + N</b></li> </ul>	<ul style="list-style-type: none"> <li>Click the  <b>New</b> button on the toolbar, or</li> <li>Select <b>File   New   Mail Message</b> from the Tool Bar, or</li> <li>Press <b>CTL + N</b></li> </ul>
Adding an attachment to a message:	<ul style="list-style-type: none"> <li>Click the <b>Attach File</b> button</li> </ul>	<ul style="list-style-type: none"> <li>Click the  button, locate and select your file, click <b>Insert</b></li> </ul>
Creating a signature:	<ul style="list-style-type: none"> <li>Select <b>Tools   Signatures</b> (or select the <b>Signatures</b> tab)</li> </ul>	<ul style="list-style-type: none"> <li>Select <b>Tools   Options</b> from the <b>Menu Bar</b></li> <li>Select <b>Mail Format</b> tab</li> <li>Click the <b>Signatures</b> button</li> <li>Enter information for signature and click <b>Finish</b></li> <li>Click <b>OK</b> at the subsequent screen</li> <li>Click <b>Apply</b> and <b>OK</b> at the original <b>Options</b> window</li> </ul>
Displaying personal Contacts:	<ul style="list-style-type: none"> <li>Click on the <b>Address Book</b> button</li> </ul>	<ul style="list-style-type: none"> <li>Click on <b>Contacts</b></li> </ul>

Task	Eudora	Outlook
Adding contacts to your personal Contacts list:	<ul style="list-style-type: none"> <li>Click the <b>New</b> button from the <b>Address Book</b> window</li> </ul>	<ul style="list-style-type: none"> <li>Click the  <b>New</b> button from the <b>Contacts</b> screen, enter contact information and click the <b>Save</b> button</li> </ul>
Searching for personal or Yale Contacts:	<ul style="list-style-type: none"> <li>Click on <b>Address Book</b>, select the <b>Directory Services</b> tab and search</li> </ul>	<ul style="list-style-type: none"> <li>Click on the  button in the Tool Bar, enter search criteria, hit <b>Enter</b></li> </ul>
Sending Messages to a Distribution List:	<ul style="list-style-type: none"> <li>From the <b>Address Book</b>, select <b>Distribution List</b> and click the <b>To:</b> button</li> </ul>	<ul style="list-style-type: none"> <li>Select a <b>Distribution List</b> from your <b>Contacts</b> and click the  button, or</li> <li>From a new message, click the <b>To:</b> field to select the <b>Distribution List</b> you wish to send your message to, or</li> <li>Select a <b>Distribution List</b> from your <b>Contacts</b>, right-click and select <b>New Message</b></li> </ul>

Task	Eudora	Outlook
<p style="text-align: center;">Sending Messages to a Personal or Yale Contact:</p>	<ul style="list-style-type: none"> <li>• From the <b>Address Book</b>, select recipients and click the <b>To:</b> button</li> </ul>	<ul style="list-style-type: none"> <li>• Click the <b>To:</b> field to search for and select your contact from your new message, or</li> <li>• Select a contact from your personal Contacts, and click the  button, or</li> <li>• Search for and select a recipient from the Address Book search window and click the  button</li> </ul>
<p style="text-align: center;">Creating Distribution Lists:</p>	<ul style="list-style-type: none"> <li>• From the <b>Address Book</b> window, click the <b>New</b> button, name the list and add recipients to "This nickname will expand to the following addresses:"</li> </ul>	<ul style="list-style-type: none"> <li>• From the <b>Contacts</b> screen, select <b>Distribution List</b> from the <b>New</b> drop-down menu. Type the <b>List Name</b> in the given field, and add contacts to the list</li> </ul>

Task	Eudora	Outlook
Searching for messages:	<ul style="list-style-type: none"> <li>• Click the <b>Find Messages</b> button in the Tool Bar, or</li> <li>• Select <b>Edit   Find   Find Message</b> from the Menu Bar</li> </ul>	<ul style="list-style-type: none"> <li>• Click the  <b>Find</b> button in the Tool Bar, or</li> <li>• Select <b>Tools   Find   Find</b> from the Menu Bar</li> </ul>
Setting up filters (Rules):	<ul style="list-style-type: none"> <li>• Select <b>Tools   Filters</b> from the Menu Bar, click the <b>New</b> button, create your filter</li> </ul>	<ul style="list-style-type: none"> <li>• Select <b>Tools   Rules and Alerts</b></li> <li>• Click the <b>New Rule</b> button</li> <li>• Set criteria in Step 1 and Step 2</li> <li>• Add additional conditions, actions and exceptions to the series of prompts</li> <li>• Click the <b>Finish</b> button</li> <li>• Click <b>Apply</b> and <b>OK</b></li> </ul>
Creating Folders:	<ul style="list-style-type: none"> <li>• Select <b>Mailbox   New</b>. Allow a folder by using a check box.</li> </ul>	<ul style="list-style-type: none"> <li>• Select <b>File   Folder   New Folder</b>. Type name, select folder items and select where to place the folder.</li> </ul>