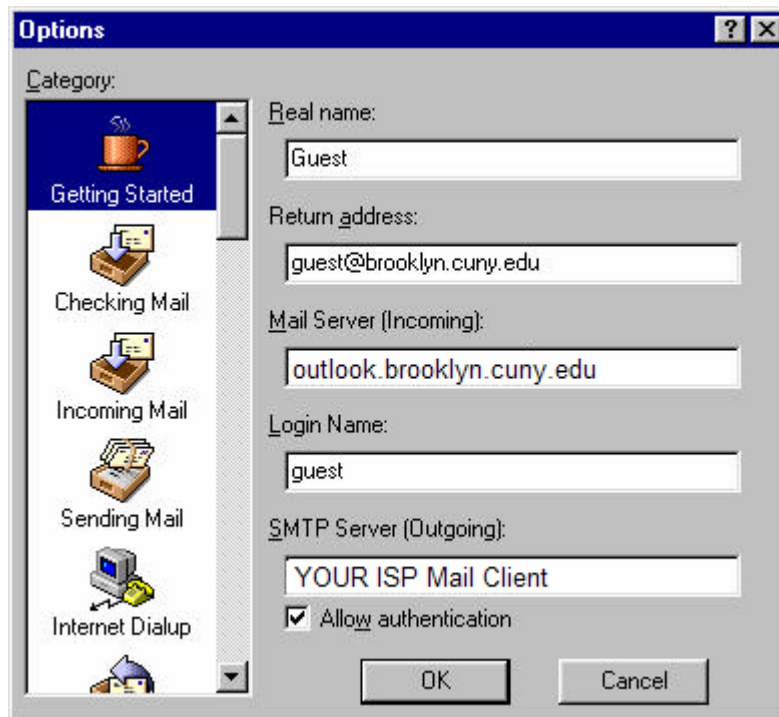


Accessing BC e-mail via Eudora mail client using POP.

If you dial Brooklyn College Access Numbers

1. Go into Options under the Tools tab. \
2. Scroll up and go to the section called **Getting started**.
 - In **Return Address** enter “**username@brooklyn.cuny.edu**”. (ex. Jdoe@brooklyn.cuny.edu”)
 - In **Real Name** enter your **Full Name**.
 - In **Mail Server** enter your incoming mail server: **outlook.brooklyn.cuny.edu**
 - In **Login Name** enter your userid.
 - In **SMTP Server** enter your SMTP server information. Your Internet Service Provider’s (ISP) Mail Client.
 - Feel free to leave the other fields blank.



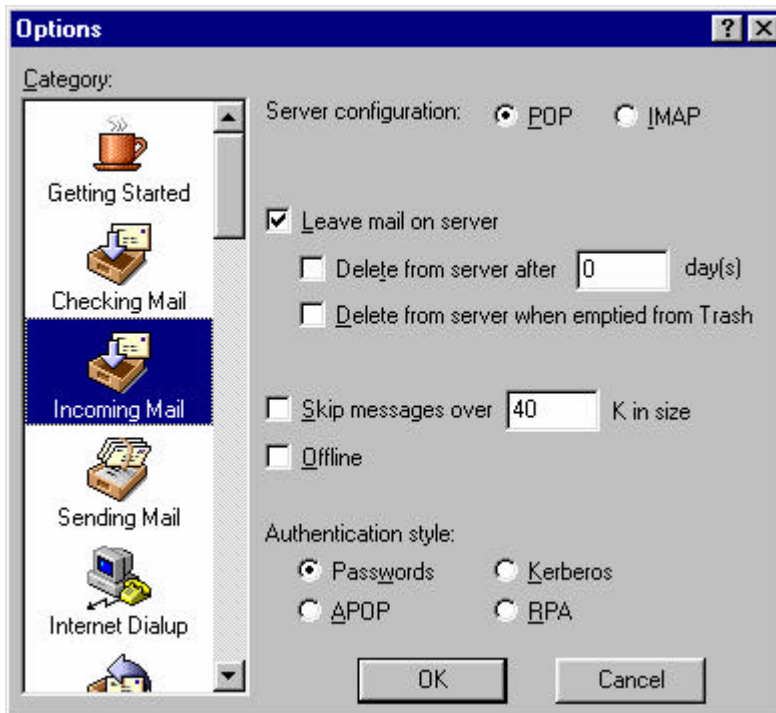
Scroll down on the left and go to the **Checking Mail** section.

- In Mail server field enter your mail server information. (ex. apollo.brooklyn.cuny.edu)
- In Login Name enter your userid.

- Again, you can leave the other fields blank.

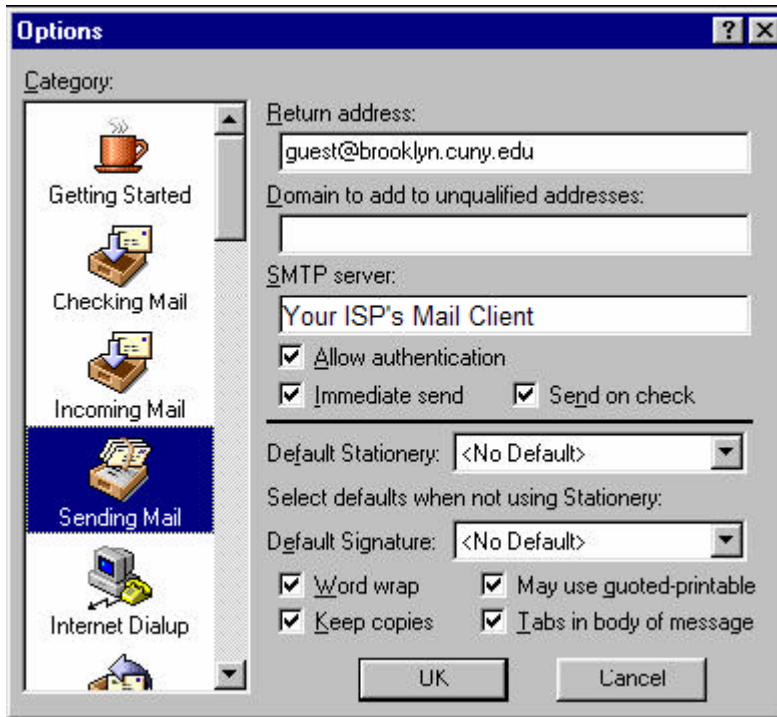


3. Scroll down on the left and go to the **Incoming Mail** section.
 - In server configuration check “POP”.
 - There should be a check box called **Leave Mail on Server**. Make sure that is checked on.



4. Next scroll down to **Sending Mail** section.

- In **Return Address** enter [youruserid@domainname](#)
- In **SMTP Server** enter your SMTP server information. (ex. omni.brooklyn.cuny.edu)



5. Click **OK**, which will bring you back to the **Eudora window**.
6. Click on the **Check Mail** button, or open the File Tab and choose **Check Mail**. Enter your usual e-mail password when prompted.

If you dial into your own ISP provider:

The instructions are the same as above, except for **SMTP** you'll have to look up your Internet Provider's **SMTP** server and put it in. For example, if your ISP is Erols, your SMTP server would be smtp.erols.com, or if it were Freei.net, it would be mail.freei.net.