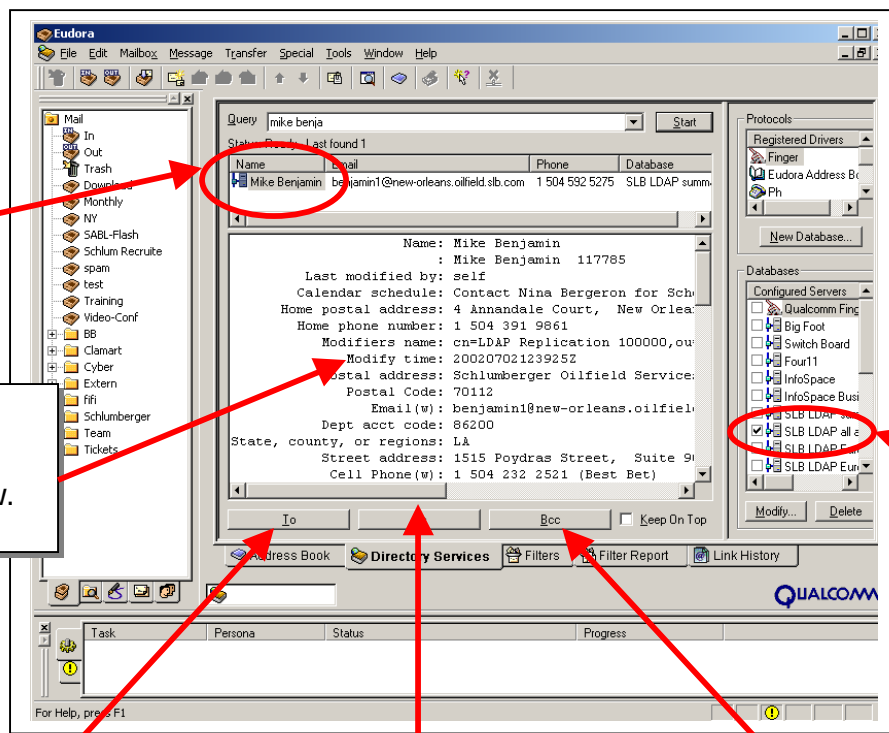


How to avoid typing the full SLB email address in Eudora

It is sometimes quite tedious to type all of the full email addresses in the header of your Eudora email. This task can be simplified by doing the following. This will also ensure that the address is correct and your message will not bounce back due to a mistype.

When you are sending an email to a SLB person, go to the Directory services in Eudora (**Tools-> Directory Services**) or simply do **CTRL+Y**, search for the person. Once the record is found, highlight it by clicking on it. You can then decide to push this email address to the **To:**, **Cc:**, or **Bcc:** field by clicking on the buttons.

If no current message is open, Eudora will create a new message. If several new messages are already open, Eudora will put the selected address in the last one selected.



2
Person's Record
Highlighted

3
LDAP record:
attributes and
values window.

4
Click to put the address of
the selected name into **TO:**
of a new message (or
existing active message).
You can also do **ALT+T**
instead of clicking on **TO**.

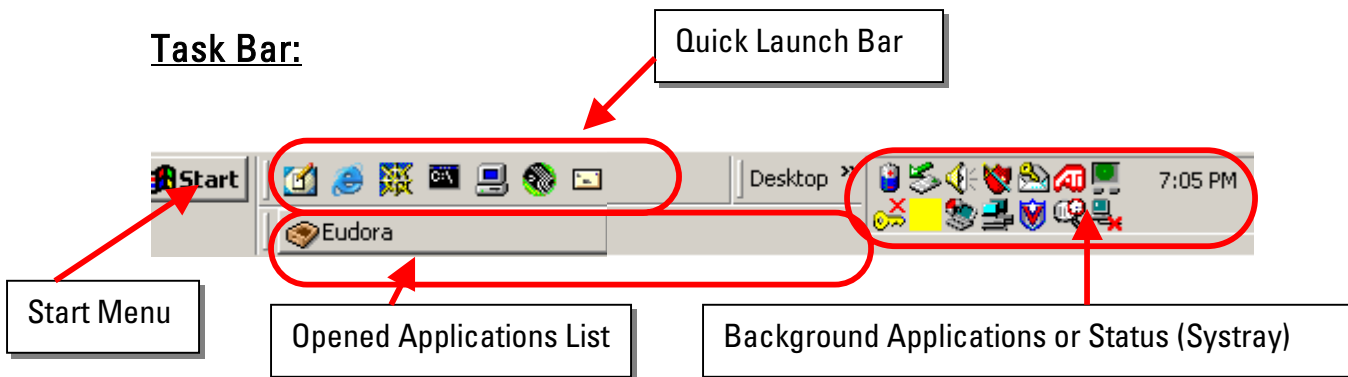
Click to put the address of the
selected name into **CC:** of a new
message (or existing active
message). You can also do **ALT+C**
instead of clicking on **Cc**.

Click to put the address of
the selected name into **Bcc:**
of a new message (or
existing active message)
.You can also do **ALT+B**
instead of clicking on **Bcc**

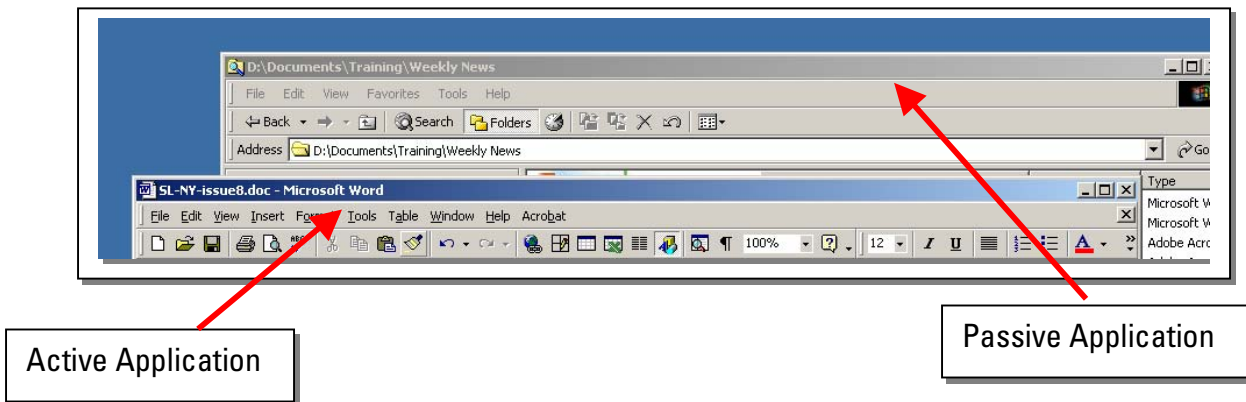
1
Make sure that
at least one of
the SLB
Databases is
selected.
Otherwise the
start button is
grayed.

Windows icons

Task Bar:



Active Application



The Active Application is the window that has the focus. This means that any keyboard input will be intended for the active application. This window has a **Blue Title Bar**

A Passive Application is a window that does not have the focus. The Keyboard input will not be directed to that application unless you click on the window and make it become Active. These windows have a **Grey Title Bar**.

Minimize will send the application in the TaskBar

Maximize will put the application Full Screen

Close will end the application or close the document inside the application

