How to Use the
Central Recipient List of Nicknames

InfoSys is providing and maintaining a central recipient list of common Email Nicknames on the Arwen server for use by Library PC and Mac Eudora users. Setting up Eudora with the central recipient list of common Email Nicknames for Library faculty and staff is our default configuration.

For PC users -**AddressBook.txt** contains Email aliases and corresponding addresses for everyone on the lfolks mail list and **library_mail_lists.txt** contains similar information for Library mail lists supported on the Library server.

For Mac users – **Address_Book.TXT** contains Email aliases and corresponding addresses for everyone on the lfolks mail list and **Maillists.txt** contains similar information for Library mail lists supported on the Library server.

By using these files, you eliminate your need to create and maintain an individual Email Nickname list on your computer for common (Library personnel and mail list) addresses. As people come and go on the lfolks mail list, these files on Arwen are updated.

Once you begin using the central recipient list of common Email Nicknames, you will need to modify your own list with the corresponding **step 7 for the PC** and **step 6 for Mac**. This modification will allow you to have these nicknames reflected in your Eudora recipient list (Address Book). If used, these files do not stop you from creating other (uncommon) Email Nicknames for your own copy of Eudora.

If the central recipient list of common Email Nicknames is something you would like to begin using, you may either request it be set up for your Eudora via a Service Request or follow the appropriate steps for your computer below:

PC Users
(Windows XP)

1.   Go to your PC's Eudora directory by finding the Eudora shortcut in your Documents and Settings\yourname\ directory on C:\) and double-click it. The shortcut should take you to the Eudora.ini file in the Documents and Settings\yourname\Application Data\Qualcomm\Eudora directory. The type for this ini file is Configuration Settings. Once you have found it, double click it open.

2.   Scroll through the file under [SETTINGS] and look for a line starting with

ExtraNicknameDirs.

- If not found, add the following line under [SETTINGS]

ExtraNicknameDirs=S:\emaillists\eudora\

If found, add the following at the end of the line

S:\emaillists\eudora\

Note: This is assuming your computer's drive path is S for access to the \emaillist\eudora\ directories in Arwen's Share directory. Most everyone is S, while some are another letter. Simply replace the S with the appropriate letter for your computer's drive path.

3. Save and close the Eudora.ini file.

4. Open Eudora and then the Address Book. You should see **Eudora Nicknames, AddressBook**, and **library_mail_lists**.

5. Double-click on **AddressBook**.

6. The alias names for everyone on the central recipient list of common Email Nicknames will be displayed in "plain" style:

little face icon by each entry

At this point, they do not show up in your recipient list from the menus.

7. To add all of these names to your recipient list:

- Click on the first name in the list. Scroll down to the last name and Shift-click that name. This will select all names between the first name and the last name of the list.
- Move your arrow onto the selected list and right-click your mouse.
- Select the **add to recipient list** option:

  o All names are now a little envelope behind the face icon signifying their presence on your recipient list from the menus.

Mac Users
(OS X)

1 Go to the Arwen Data\Lib\Share\EmailLists\Eudora\Mac\ directory.

2 Drag a copy of the Nicknames Folder to your Eudora Folder inside your Mac's user account's Home directory. The Nicknames Folder contains an **Address_Book.TXT** file and a **Maillists.txt** file.

3   Open Eudora and then the Address Book. You should see **Eudora Nicknames,** **Address_Book.TXT**, and **Maillists.txt**.

4   Click the arrow triangle on **Address_Book.TXT**.

5   The alias names for everyone on the central recipient list of common Email Nicknames will be displayed in "plain" style (little face icon by each entry) and at this point -they do not show up in your recipient list from the menus.

6.   To add all of these names to your recipient list:

   • EITHER -Click on the first name in the list. Scroll down to the last name and shift-click that name. This will select all names between the first name and the last name of the list.
   • OR – Click-Hold to the left of the first name in the list and drag through the list to select all names between the first name and the last name of the list.
   • THEN -Click on the box next to **Recipient List** in the upper right corner of the Address Book window. This will make a check mark in the box. All names now have a "letter" behind each little face icon signifying their presence on your recipient list from the menus.