Languages:

- **English**
- Español
- Français

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Windows

The following pages are explaining the use of YAM based on the different windows it presents to the user during its use.

Main window

How to receive and send mail, copy it, etc.

YAM's main window is laid out as shown:

Menu bar: Project ? Edit ? Navigation ? Folder ? Message ? Settings ? Scripts ? Help ?

Toolbar	
Status bar	
	Message list
Folder list	
	This shows the contents
	of the selected folder

	Embedded read pane
	Shows the contents of the
	currently selected mail

Main window ? Folder list

The following four standard 'mailbox' folders are always present:

Incoming

This mailbox holds new messages addressed to you. Whenever you download new mail, this is where the new messages will go initially. You can, however, redistribute incoming messages to other folders, as desired, using filters ?.

Outgoing

This mailbox holds the messages which you have written and which you intend to transmit the next time you go online.

Sent

Here you can see the messages which you have already sent. Messages are moved to this box (from 'Outgoing') when they are actually transmitted. Again, you can use filters ? to transfer sent messages to other folders.

Trash

This box contains messages marked for deletion. Normally messages are not actually deleted from the hard disk until you quit YAM. This allows you to recover messages deleted earlier in the session.

Using the folder menu ? you can create more folders to hold messages which you have received and/or sent, so you can arrange the mails in whatever way you like, including arranging them in groups.

The folder list can have upto five columns: Name of the folder, number of messages (in total, new or unread) as well as the size of the folder. Which of these columns are actually shown depends on how you set up lists ? in the configuration; you can also use the context menu (click RMB on the column headings) to have some columns temporary enabled or disabled. The column widths can be adjusted by using the mouse to drag the thin lines separating the column headings in the folder list itself. The order of the columns can be modified by dragging the column headings sideways.

The folders themselves can be rearranged by Drag&Drop ?.

If the name of the folder is shown in white, this means that the box contains new or unread mail. When the numerical indication is missing, this shows that the folder has not been scanned, which saves storage space.

The coloring of folder groups is special: they always appear in white, as in "Personal". If a folder in a group contains new or unread mail, the name of the group will show up as bold, as in "**Personal**".

If you "park" the mouse pointer over the list for some seconds, a help bubble containing information about the current folder pops up.

To see the contents of any particular folder, click on that row in the folder list. The message list appears at the right, maybe after a slight pause.

You can also use the numeric keys 0..9 to change the current folder to one of the first 10 folders in the list ('0' for the first folder, '1' for the second, etc.). If the key you press applies to the current folder, the message list will be refreshed instead.

Double-clicking an entry in the list opens the configuration window ? where you can edit the properties of the selected folder or group.

Main window ? Message list

The message list can have upto eight columns, the contents being set in the lists ? configuration. You can also use the context menu (click RMB on the column headings) to have some columns temporary enabled or disabled.

Message status

One or more icons showing the status of the message.

Message status	Icon

New messages	back of envelope with an 'N'
New, unread message downloaded the last time mail was collected.	
Unread messages	back of sealed envelope
Messages which have not yet been read.	
Read messages	opened envelope
Messages which have already been read.	
Answered messages	opened envelope with an 'R'
Messages which have already been answered.	
Forwarded messages	opened envelope with an 'F'
Messages which have been forwarded to a third party.	
Unsent messages	front of envelope
Messages in 'Outgoing', ready to send.	
Held messages	envelope (front) with an 'H'
Messages in 'Outgoing' which need further work before sending.	
Sent messages	stamped envelope
Messages which have already been sent.	
Failed messages	torn envelope
Messages which failed, due to an error encountered in transmission.	
Messages with attachment(s)	paper clip
Messages with one or more files attached.	
Locked messages	grey key
Messages which have been encrypted with PGP.	
Signed messages	orange key
Messages which have been signed with PGP.	
Status report	little sign with the letter 'i'
Automatic reply from the mail server or the recipient's mail program.	
Important message	exclamation mark
Message noted as important by the sender.	
Marked messages	light bulb or sender/recipient in bold letters
Messages which have been locally "marked" for some reason.	

Sender/Recipient

E-mail address or, in this case, the name of the sender or recipient of the message, depending on the type of mailbox. If the message was sent to several people at the same time, a little icon appears in front of the name, showing three tiny heads.

Subject

Subject of the message. When the messages are sorted according to the subject, the prefixes Re: and AW: are ignored.

Date

The date the message was written, calculated according to the local time (for you). For this to work, both you and the sender must have set your correct timezone ?, and the system date and time must be correct on both ends.

Filename

Name of the file containing the message.

Reply address

Contents of the "Reply-To:" header in the message. If this is missing, then the sender's address is given (the "From:" header).

Size

Size of the message.

Date sent/received

The date the message was sent or received, depending on the type of mailbox. Again, for this to work properly, both you and the sender must have set your correct timezone ?, and the system date and time must be correct on both ends.

The column widths can be adjusted by using the mouse to drag the thin lines separating the column headings in the message list itself. The order of the columns can be modified by dragging the column headings sideways.

A little arrow in the one of the column headings shows how the messages are sorted. One click on a column heading causes the messages to be sorted according to this property. A second click on the same heading reverses the order of sorting (Z->A instead of A->Z). To set the second sort key, keep the Shift key pressed while clicking on the column heading. These changes are only temporary; if you want to make them permanent you must do this in the folder settings ? window.

If you "park" the mouse pointer over the list for some seconds, a help bubble containing information about the current message pops up.

A double click on an entry in the list opens a Read window ? and displays the corresponding message. You can use the mouse to move messages to another folder. Click on an entry and drag down (holding the left mouse button) to mark a block of messages. Then click and drag ? the marked block to the left, into the folder list, and drop it onto the chosen folder.

Main window ? Toolbar

The toolbar gives you easy access the most frequently used functions.

1	2	3	4	5		6	7	8		9	10		11	12	13	14	15

The table shows the equivalences between buttons (position and label), keyboard shortcuts and menu commands. You can choose whether to show icons, labels or both on the buttons: see Settings/MUI ?.

Button	Shortcut	Equivalent to menu...
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1 [Read]	D,<return>	Message/Read ?
2 [Edit]	E	Message/Edit ?
3 [Move]	V	Message/Move... ?
4 [Delete]	L,<del>	Message/Delete ?
5 [GetAdd]	T	Message/Save Address... ?
6 [New]	N	Message/Write ?
7 [Reply]	R	Message/Reply... ?
8 [Forward]	W	Message/Forward... ?
9 [Get]	G	Folder/Get new mail ?
10 [Send]	S	Folder/Send queued mail ?
11 [Spam]	A	Folder/Apply Spam filter ?
12 [Filter]	I	Folder/Filter ?
13 [Find]	F	Folder/Search... ?
14 [Addr]	A	Settings/Address book... ?
15 [Config]	C	Settings/Configuration... ?

Additional features are available by clicking a toolbar button while holding down a certain qualifier key:

Shift + [Delete] Immediately deletes the messages
Shift + [Reply] Forces a private reply (address in the "From:" field is used)
Shift + [Forward] Bounces the message
Shift + [Get] Starts a mail exchange
Shift + [Filter] Filters the active message(s) only
Alt + [Reply] Forces a mailing list reply (address in the "Reply-To:" field is used)
Ctrl + [Reply] Omits quoting of the original message
Ctrl + [Forward] Omits forwarding of the attachments

Write window

Writing e-mail messages.

Write window ? Message sheet

Write window ? Internal editor

Write window ? Attachment sheet

Write window ? Options sheet

Write window ? Glossary

Read window

Reading e-mail messages.

Read window ? Toolbar

Folder settings

Editing a folder.

Addressbook

Saving useful addresses.

Addressbook ? Entering addresses

Mail transfers

Downloading and sending messages.

Search window

Finding a particular message.

Search window ? Search criteria

Multiple Users

Defining multiple users.