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 six 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.

Drafts

Spam

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	
	New, unread message downloaded the last time mail was collected.
Unread messages	
	Messages which have not yet been read.
Read messages	
	Messages which have already been read.
Answered messages	
	Messages which have already been answered.
Forwarded messages	
	Messages which have been forwarded to a third party.
Unsent messages	
	Messages in 'Outgoing', ready to send.
Held messages	
	Messages in 'Outgoing' which need further work before sending.
Sent messages	
	Messages which have already been sent.
Failed messages	
	Messages which failed, due to an error encountered in transmission.
Messages with attachment(s)	
	Messages with one or more files attached.
Locked messages	
	Messages which have been encrypted with PGP.
Signed messages	
	Messages which have been signed with PGP.
Status report	
	Automatic reply from the mail server or the recipient's mail program.
Important message	
	Message noted as important by the sender.
Marked messages	
	Messages which have been locally "marked" for some reason.
Spam	
	Messages marked as spam.

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.

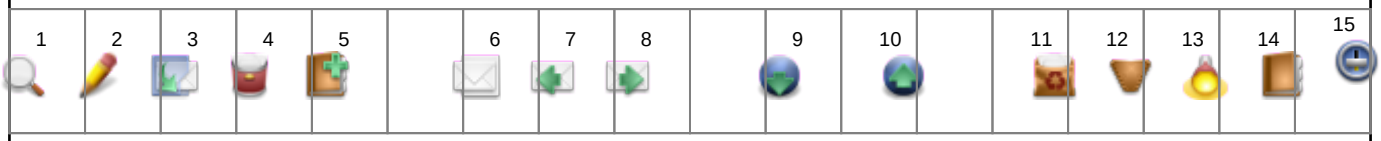
A little arrow in the one of the column headings shows how the messages are sorted. One click on a column heading causes the messages to be sorted according to this property. A second click on the same heading reverses the order of sorting (Z->A instead of A->Z). To set the second sort key, keep the 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.



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...
----------		
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.

This window will appear when you choose to write a new message or answer or forward an already existing message. You can open TWO Write windows at a time. The Write window consists of three sheets, laid out as shown below. The menu bar is the same for each sheet.

Menu bar: Text Edit Attachments Options

Message	Attachments	Options
The big text edit field on the 'Message'		
sheet is the internal editor ? which you		
can use to enter your message.		

`Send now` `Send later` `Hold` `Cancel`

These four buttons appear at the bottom of each sheet:

Send now

Prepares the message for sending, moves it to the Outgoing folder and tries to send the mail at once. For this option to work correctly, there must be a TCP/IP stack running and online.

Send later

Prepares the message for sending and copies it to the Outgoing folder. Use this button when working offline.

Hold

The message will be prepared as described in **Send later** and copied to the Outgoing folder, but will be held back and NOT sent. Use this button for unfinished messages, e.g. if you'd like to make some additions to the e-mail at a later time, and not risk them to be sent out by mistake.

Cancel

Use this button if you've changed your mind. **BEWARE:** All input made in this window will be lost. But don't worry, a security requester will popup before YAM really discards any modifications you have made. (It won't show up if you haven't made any modifications in the message itself, though).

Write window ? Message sheet

Above the large text editor ? area there are two header fields and a toolbar.

To

Insert here the main recipient you wish to send the actual message to. You can use names or aliases from the address book or even full e-mail addresses in case the recipient does not exist in the address book. If you wish to enter several recipients, you have to separate them by inserting commas.

There are several ways of importing here any recipient which can be found in your address book -- just select the method you feel more comfortable with:

1. click on the pop-up button to the right, thereby opening the address book. Now you can either double click on any entry you want, or drag ? it over to the text field holding the left mouse button.
1. while the address book window is open, you can click the **To:** button there to automatically add the current entry to the **To:** field of your message. To add several recipients, just select them one by one and click the **To:** button in turn.
1. lastly, a newly introduced and more elegant method is to just start typing the alias, first name or email address of your recipient in the **To:** field. This way you are quickly presented with a dropdown list of the possible matches, taken from your address book.

<Shift-Return> adds only the recipient address and drops the real name, whilst pressing <Return> without selecting a recipient will add the first match in the dropdown list. Both techniques can be combined.

If YAM cannot find a name or alias you've inserted manually into the **To:** field, you will get an error report as soon as you try to send [later] or hold your message. Please double check your spelling, or just use one of the selection methods outlined above.

Example:

jdoe, boss@?

Subject

What the mail is all about. When a mail is answered, there will be a **Re:** inserted in front of the original subject, whereas when forwarded a **(fwd)** will be added at the end.

Toolbar

1	2	3	4	5	6	7	8	9	10	11

1 [Editor]	same as menu item Text/Launch editor ?
2 [Insert]	same as menu item Text/Insert as/Plain ?
3 [Cut]	same as menu item Edit/Cut ?
4 [Copy]	same as menu item Edit/Copy ?
5 [Paste]	same as menu item Edit/Paste ?
6 [Undo]	same as menu item Edit/Undo ?
7 [Bold]	same as menu item Edit/Textstyle/Bold ?
8 [Italic]	same as menu item Edit/Textstyle/Italic ?
9 [ULined]	same as menu item Edit/Textstyle/Underlined ?
10 [Colored]	same as menu item Edit/Textstyle/Alternative color ?
11 [Search]	allows you to search the text for a given string

Write window ? Internal editor

YAM uses the efficient MUI class TextEditor.mcc for message handling. Many aspects of the editor, such as keybindings, spellchecking or fonts can be changed in the **TextEditor** sheet of the MUI configuration ?. Although you can modify the keybindings, here is a list of the important default settings in TextEditor 15.9:

<Control-Up> go to the start of the text
<Control-Down> go to the end of the text
<Control-Left> go to the start of the line
<Control-Right> go to the end of the line
<Alt-Up> previous page
<Alt-Down> next page
<Alt-Left> previous word
<Alt-Right> next word

<RAmiga-x> cut
<RAmiga-c> copy
<RAmiga-v> paste
<RAmiga-z> undo
<RAmiga-RShift-z> redo
<Command-Help> suggest a word
<Del> delete the character
<Shift-Backspace> delete to start of line
<Shift-Del> delete to end of line
<Alt-Backspace> delete to start of word
<Alt-Del> delete to end of word
<Alt-Tab> quit editor

The TextEditor homepage can be found at ?http://sourceforge.net/projects/texteditor-mcc/

Write window ? Attachment sheet

(See: Write window - Attachments menu)

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.