

**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.

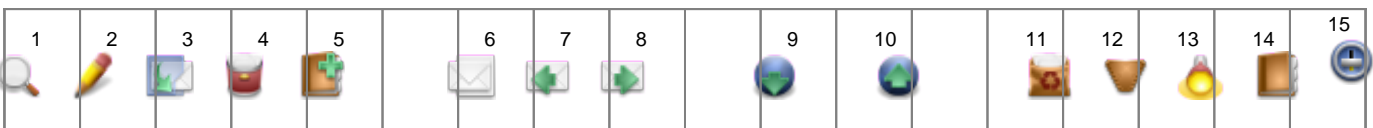
A little arrow in the one of the column headings shows how the messages are sorted. One click on a column heading causes the messages to be sorted according to this property. A second click on the same heading reverses the order of sorting (Z->A instead of A->Z). To set the second sort key, keep the 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-ctrl+u	<a href="#">Message/Read_1</a>
2 (Edit)	E	<a href="#">Message/Edit_1</a>
3 (Move)	V	<a href="#">Message/Move_1</a>
4 (Delete)	L-ctrl+D	<a href="#">Message/Delete_1</a>
5 (Search)	T	<a href="#">Message/Search/Addressbook_1</a>
6 (New)	N	<a href="#">Message/Write_1</a>
7 (Reply)	R	<a href="#">Message/Reply_1</a>
8 (Forward)	W	<a href="#">Message/Forward_1</a>
9 (Print)	G	<a href="#">Message/Print/Print/Print_1</a>
10 (Print)	S	<a href="#">Message/Print/Print/Print_1</a>
11 (Print)	A	<a href="#">Message/Print/Print/Print_1</a>
12 (Print)	I	<a href="#">Message/Print_1</a>
13 (Print)	F	<a href="#">Message/Search_1</a>
14 (Print)	A	<a href="#">Settings/About/About_1</a>
15 (Config)	C	<a href="#">Settings/Configuration_1</a>

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](#)

<a href="#">_Message_</a>	<a href="#">_Attachments_</a>	<a href="#">_Options_</a>
The big text edit field on the 'Message'		
sheet is the <a href="#">internal editor</a> 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 [Editor]	same as menu item <a href="#">Text/Launch editor ?</a>									
2 [Insert]	same as menu item <a href="#">Text/Insert as/Plain ?</a>									
3 [Cut]	same as menu item <a href="#">Edit/Cut ?</a>									
4 [Copy]	same as menu item <a href="#">Edit/Copy ?</a>									
5 [Paste]	same as menu item <a href="#">Edit/Paste ?</a>									
6 [Undo]	same as menu item <a href="#">Edit/Undo ?</a>									
7 [Bold]	same as menu item <a href="#">Edit/Textstyle/Bold ?</a>									
8 [Italic]	same as menu item <a href="#">Edit/Textstyle/Italic ?</a>									
9 [ULined]	same as menu item <a href="#">Edit/Textstyle/Underlined ?</a>									
10 [Colored]	same as menu item <a href="#">Edit/Textstyle/Alternative color ?</a>									
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/](http://sourceforge.net/projects/texteditor-mcc/)

## Write window ? Attachment sheet

You can add one or more files to your message. This way you can send binary files such as archives, pictures, etc. via e-mail. You can choose the method of encoding (MIME or UUencoded) and write a comment for each file. Files can be archived automatically to reduce the size of the resulting message.

The attachment list contains five columns: filename, size (in bytes), contents, encoding and description. You can re-order the files using Drag & Drop.

## Buttons and Gadgets

### Add file(s)

You can select one or more files, which will be added as new attachments to the list. YAM recognizes over 20 filetypes automatically and will fill in the **MIME type** field accordingly.

### Pack & add

By adding files this way, they will be archived with e.g. LhA, LZX or ZIP before being actually attached to the message. Select the files you would like to add to the archive and then enter an archive name. You can define the archiver in the configuration window, under [Miscellaneous ?](#).

### Delete

Removes the selected entries from the list.

### Display

Displays the selected entry using one of the programs contained in the MIME viewers list. The program used by default is MultiView.

## Encoding

For normal use you should encode your files using MIME (Base64/QP). YAM uses *quoted printable* encoding for text files and *Base64* for binary files. If the recipient isn't able to decode messages in MIME format (because his mailer does not support this), you can also *UUencode* the files. Messages containing UUencoded files are still in MIME **multipart/mixed format**, but those attachments can be extracted from the message using a UUdecoder such as **UUxT**. A message generated by YAM may contain UUencoded attachments as well as attachments in Base64 format.

## MIME type

As long as YAM recognizes the filetype of the attachment, the correct MIME type will be inserted automatically, otherwise the default setting (**application/octet-stream**) will be used. Before defining a new MIME type, please check that it isn't already part of the pop-up list.

Additional file types defined in the [MIME configuration ?](#) are also used automatically.

Example: image/gif

## Description

Here you can enter a comment about the actual attachment.

Example: Picture from our summer holidays (GIF format)

## Write window ? Options sheet

The items in the **Options** menu correspond to the buttons on this sheet.

The layout of this sheet is:

Copies to	_____   ^
Hidden copies to	_____   ^
From	_____   ^
Reply to	_____   ^
Additional header	_____

Send options Signature Security

### Header fields

#### Copies to

The recipients listed here will receive a copy of the message. See also the explanation about the **To:** field given for the [Message sheet ?](#).

#### Hidden copies to

The recipients listed here will receive a copy of the message; however, unlike the recipients listed in **Copies to**, they won't appear in the message headers. This is useful if you want to send someone a copy of a message without the other recipient(s) knowing.

#### From

Pretty obvious, really! YAM will fill this in with your address, but you might want to change the way your real name appears.

#### Reply to

This setting is also valid only for the current message and will be inserted instead of the usual "Reply-To:" address as specified in the program settings. Leave this blank unless it needs to be different from the e-mail address in the "From:" header.

#### Additional header

If for any reason it should become necessary to add one or more special header lines to a message, you can enter these here. Several lines must be separated by inserting "\n". YAM will prepend the entered headers with **X-YAM-Header-** in the resulting message.

Example: Keywords: Amiga, YAM\nPassword: CuriosityKilledTheCat

#### Send options

##### Delete after sending

Activate this option if you want the message to be deleted right after being transmitted, instead of being copied to the 'Sent' folder.

##### Disposition Notification

Activate this option to request the recipient's e-mail program to let you know about what the recipient did with your message, e.g. if the message has been read by the recipient or if the recipient has deleted or forwarded it. Please note that there are only a handful of e-mail programs which support this function, as well as the fact that the recipient might forbid the sending of any status report on e-mails. Therefore, not getting any information even with this option in use does not necessarily mean that the message has not been read. The command to send a status report is contained in the **Disposition-Notification-To:** header field. At the time of writing this document, the Internet standard for Message Disposition Notifications (MDN) was still being formulated.

##### Add personal info

Check this option to create a special **X-SenderInfo:** header containing personal data like your postal address, phone number, homepage, date of birth or URL of your picture. If the recipient works with YAM too, (s)he will be able to create an address book entry and fill it with your data. To get this to work, add an entry in your address book containing your data (YAM will find your entry based on the email address). If one exists, enter the WWW address of a small photo of yourself in the "address book" section of the configuration.

##### Importance



Specify here how important the message is for the recipient. Messages noted as important will usually be displayed with an exclamation mark in the status line and put into first place by automatic mail sorting. The level of importance is stored in the **Importance:** header.

### Signature

Here you can replace the standard signature by one of the alternative signatures, or switch it off completely for this message.

### Security

Select here which security measures you want to take for this message.

none: Normal mail transfer.

sign: The message will be signed with your PGP public key and saved in multipart/signed format. The text of the message will be readable without PGP.

encrypt: The message will be encrypted using the recipient's PGP key and saved in multipart/encrypted format.

sign and encrypt: This is a combination of the two previous options, allowing the recipient to check the sender's identity.

send anonymously: The mail will be sent using an ANON service, so the sender will stay anonymous.

default: The mail will use whatever security measures have been selected for this recipient in the address book, or "none" if this recipient cannot be found there.

Further information about PGP and security issues can be found in the [PGP ?](#) and [Configuration/Security ?](#) chapters.

### Write window ? Glossary

YAM's Glossary acts as a place to collect blocks of text which you may use fairly frequently, such as templates for letters, greeting phrases or frequently asked questions. The text can be as long as desired, extending over several lines. Using the **Edit/Glossary** menu item or the <RAMiga-D> shortcut you can go straight from the [internal editor](#) into the glossary. Each entry has a name (e.g. "ys" for "Yours sincerely") which you can see in the left-hand part of the window. Click on the name and you can edit the entry in the right-hand side of the window. A double click on the name pastes the text block at the current cursor position and then closes the window.

### Function of the buttons

#### New

Creates a new entry in the glossary.

#### Add selection

Creates a new entry in the glossary using the block marked in the text editor. If no block is currently marked, YAM will try to paste the contents of the clipboard.

#### Delete

Deletes the selected entry from the glossary.

#### Paste

Pastes the highlighted entry into the text editor, at the current cursor position.

### Read window

Reading e-mail messages.

### Read window ? Toolbar

### Folder settings

Editing a folder.

### Addressbook

Saving useful addresses.

**Addressbook ? Entering addresses**

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**Mail transfers**

Downloading and sending messages.

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**Search window**

Finding a particular message.

**Search window ? Search criteria**

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**Multiple Users**

Defining multiple users.