

## **Wikiprint Book**

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## Courriel indésirable

En utilisant le [menu Dossier](#), vous pouvez créer plus de dossiers pour conserver les messages que vous avez reçu ou envoyé, de sorte que vous puissiez organiser les courriels de la manière que vous voulez, y compris en les arrangeant en groupes.

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.

## Liste des messages


La liste des messages peut avoir jusqu'à huit colonnes, le contenu étant définis dans la configuration des [listes](#). Vous pouvez aussi utiliser le menu contextuel (cliquez avec le bouton droit sur l'en-tête des colonnes) pour activer ou désactiver temporairement certaines colonnes.

## Statut des messages

Une ou plusieurs icônes montrant le statut du message.

Statut des messages	icône
Nouveaux messages	
Nouveaux messages téléchargés la dernière fois que les courriels ont été collectés.	
Messages non lus	
Messages qui n'ont pas encore été lus.	
Messages lus	
Messages qui ont déjà été lus.	
Messages répondus	
Messages qui ont eu une réponse.	
Messages retournés	
Messages qui ont été retournés à une partie tierce.	
Messages non envoyés	
Messages 'En attente', prêts à être expédiés.	
Messages suspendus	
Messages 'En attente' qui nécessitent une édition avant d'être expédiés.	
Messages envoyés	
Messages qui ont déjà été envoyés.	
Messages échoués	
Messages qui ont échoués, à cause d'une erreur rencontrée durant la transmission.	
Messages avec pièce(s) jointe(s)	
Messages un fichier ou plus joint.	
Messages verrouillés	
Messages qui ont été encrytés avec PGP.	
Messages signés	
Messages qui ont été signés avec PGP.	
Rapport de statut	
Réponses automatique du serveur de mail ou du programme mail du destinataire.	
Message important	
Message noté important par l'expéditeur.	
Messages marqués	
Messages qui ont été 'marqués' localement pour l'une ou l'autre raison.	
Indésirables	
Messages marqués comme courriels indésirables.	

### Expéditeur/Destinataire

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. 

### Sujet

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.

### Nom de fichier

Name of the file containing the message.

### Adresse de réponse

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

### Taille

Size of the message.

### Date d'envoi/réception

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.

### La barre d'outils

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](#).

Bouton	Raccourci	Équivalent au menu...
1 [Lire]	D-ctrl+u	<a href="#">Message/Lire</a>
2 [Éditer]	E	<a href="#">Message/Éditer</a>
3 [Déplacer]	V	<a href="#">Message/Déplacer</a>
4 [Effacer]	L-ctrl+D	<a href="#">Message/Effacer</a>
5 [→ Annuler]	T	<a href="#">Message/Écouter les messages</a>
6 [Revoilà]	N	<a href="#">Message/Revoilà</a>
7 [Répondre]	R	<a href="#">Message/Répondre</a>
8 [Répondre en privé]	W	<a href="#">Message/Répondre en privé</a>
9 [Répondre à tous]	G	<a href="#">Message/Répondre à tous</a>
10 [Répondre à tous]	S	<a href="#">Message/Répondre à tous</a>
11 [Rechercher]	A	<a href="#">Message/Rechercher les messages</a>
12 [Filer]	F	<a href="#">Message/Filer</a>
13 [Vérifier]	F	<a href="#">Message/Vérifier...</a>
14 [Cartes]	A	<a href="#">Message/Configurer les cartes...</a>
15 [Config]	C	<a href="#">Message/Configuration...</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