

Welcome!

Welcome to the documentation hub for eM Client, a fully-featured email client for Windows and macOS.

eM Client also offers features for calendars, tasks, contacts, notes, and chat in one seamless package for professionals and home users alike.

The documentation material describes and explains everything about eM Client - from getting started, accounts management and settings, through the entire functionality, to advanced features.

Where to begin

- [What's New](#) - Check out the list of new features for this version of eM Client.
- [Key Features](#) - Take a look at some of the features that are unique and important.
- [Tour of the Interface](#) - Become familiar with eM Client's user interface first-hand.
- [Getting Started](#) - Now that you downloaded and familiarized yourself with eM Client, get started.

Boost your email and skyrocket your productivity with eM Client!

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What's New

The list of implemented features is constantly growing. Here are just a few new features that have been added in version 8.2:

General

- Support for showing only the fields that are supported by a particular service vendor, all across the application
- New option to disable the 'Unsubscribe' link
- Search filter when selecting a folder, for faster navigation and better folder management
- Snooze the update checks

Email

- Giphy support, new Emoticons and beautiful new eM Stickers
- Change 'Reply-to' address
- Change the format of an email (plain text / HTML)
- New rules options and conditions for the 'From' field
- 'Change spellcheck language' button is available as an optional toolbar menu now

Calendar

- New invitation design
- 'Reply'/'Reply all'/'Forward'/'Send email' to all attendees of an event
- Visual tweaks and rewritten large DPI/small monitors logic in Calendar

Online Meetings

- Connect eM Client with your favorite videoconferencing tools (Zoom, MS Teams, Google Meet).
- Set new Online Meetings in your Calendar with one click, and invite your contacts thanks to the new integration with Zoom, MS Teams and Google Meet
- Choose an online meeting instead of a standard event when you create a new event.
- eM Client is also able to detect (some) online meeting links in invitations

Improved cloud storage attachments support

- Upload attachments from eM Client directly to your cloud storage
- Cloud attachments can be listed as regular attachments in eM Client so you can view and manage them easily
- Toggle between read only and editable mode for documents of supported providers (for .rtf, .doc, .docx, .xls, .xlsx, .ppt, and .pptx files)
- Add password protection to your files
- Set an expiration date for your files
- Manage cloud storage services in eM Client settings

And much more

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Key Features

eM Client's key features offer a unique mix of functionality for efficient work and communication, suitable for individuals as well as for teams.

Email

This product is first and foremost an Email client, it supports all the standards email servers, and provides you with all the functionality of a modern Email client. In addition it also provides you with innovative ways to organize and explore your Email communications with tools such as the [Sidebar](#). Moreover eM Client enables you to view your messages in three different conversation modes, to learn more about them go to [Conversations](#).

Rules

One of the most important and powerful tools which will help you organize and manage your Emails is the use of **Rules**. Rules are a set of logical conditions acting as filters; with Rule Based Filtering you can construct rules containing various conditions to separate and categorize all your incoming Emails according to their origins, subjects and time stamp; and apply different actions to each incoming Email accordingly, such as blocking spam mails or moving them to different locations.

Follow these links to [find out more about Rules](#), [how to construct rules](#), or [how to apply rules](#).

Contact Managing

One of the staple roles of most modern Email clients is to act as a virtual contact book for all your contacts. This product being more than "most modern Email clients" takes the role of virtual contact book several steps further. Following its commitment to be the communications center for its users, the application has the ability to merge your email contacts with your chat contacts, creating a unified roster of contacts. And based on this central roster, this product parses all your emails and IM messages and recompiles them into communications history logs for each contact. This way you can read all your email and IM chat exchanges that have taken place between you and a particular contact in one chronological log, and all this is done in real time in the Sidebar.

Follow these links to [find out more about contacts](#), [how to add new contacts](#), and the use of [Communications History](#).

Calendar

This product's Calendar service is more than a simple calendar, it has the ability to maintain multiple types of calendar events, separating your professional and private engagements, keeping track of the different activities and aspects of your daily life.

The Calendar has the additional ability to help you arrange meetings and activities with its integrated event invite system that can automatically send invitations to and collect responses from the participants of your events.

Follow these links to learn more about the [Calendar](#), how to [use the Calendar](#) or how to [share your calendar events](#).

Tasks

While the Calendar can help you organize your daily activities, **Tasks** function can act as your virtual personal assistant and help you manage all your important daily tasks. Tasks will provide you information on your tasks and keep track of their progress.

Follow these links to find out more [about Tasks](#).

Chat

The Chat tool will let you talk to all your contacts in all your Chat/Instant messaging networks, without leaving the interface.

Find out more about [Chat](#), [file transfer](#), [privacy management](#) and more.

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Shortcuts

You can modify shortcuts by your own choice and preference. To learn how visit section [Shortcuts](#) in Settings section.

F1 - Help

F5 - Send and Receive + Refresh

Ctrl + N - Create new Mail / Event / Task / Contact. Depends on the opened (selected) section.

Alt+ N - Create new Mail / Event / Task / Contact. Depends on the opened (selected) section.

Ctrl + P - Print

Ctrl + S - Save As

Ctrl + X - Cut

Ctrl + C - Copy

Ctrl + V - Paste

Ctrl + A - Select All

Ctrl + Shift + F - Find

Ctrl + Shift + V - Move to Folder

Ctrl + Shift + C - Copy to Folder

Ctrl + D - Delete to Trash

Delete - Delete to Trash

Shift + Delete - Delete Permanently

Ctrl + < - Previous Message

Ctrl + > - Next Message

Ctrl + R - Reply

Ctrl + Shift + R - Reply All

Ctrl + F - Forward

Ctrl + Alt + F - Forward as Attachment

Insert - Follow Up

Ctrl + Q - Mark as Read

Ctrl + U - Mark as Unread

Ctrl + J - Move to Spam

Ctrl + B - Select Contact dialog

Tab - Go to Next Section

Shift + Tab - Go to Previous Section

Alt + S - Send Mail (in New Message Dialog)

Alt + M - Hide Completed (in Tasks)

Alt + C - Send and Receive + Refresh (in Mail)

Ctrl + shift + 1 (2,3,4 ...) Insert Quicktext according to the order you have set for your quicktexts.

Ctrl + 1 (2,3,4 ...) Insert Signature to the order you have set for your signatures.

Alt - Go to Menu

Alt + M - Go to Menu

Alt + F - Go to File in Menu

Alt + E - Go to Edit in Menu

Alt + V - Go to View in Menu

Alt + T - Go to Tools in Menu

Alt + H - Go to Help in Menu

In Calendar

Home - Go to Today

Page Up - Go to Previous Week

Page Down - Go to Next Week

Alt + Y - Go to Day View

Alt + W - Go to Week View

Alt + O - Go to Work Week View

Alt + M - Go to Month View

Alt + G - Go to Agenda

In Contacts

Alt + S - Phone List

Alt + C - By Company

Alt + L - By Location

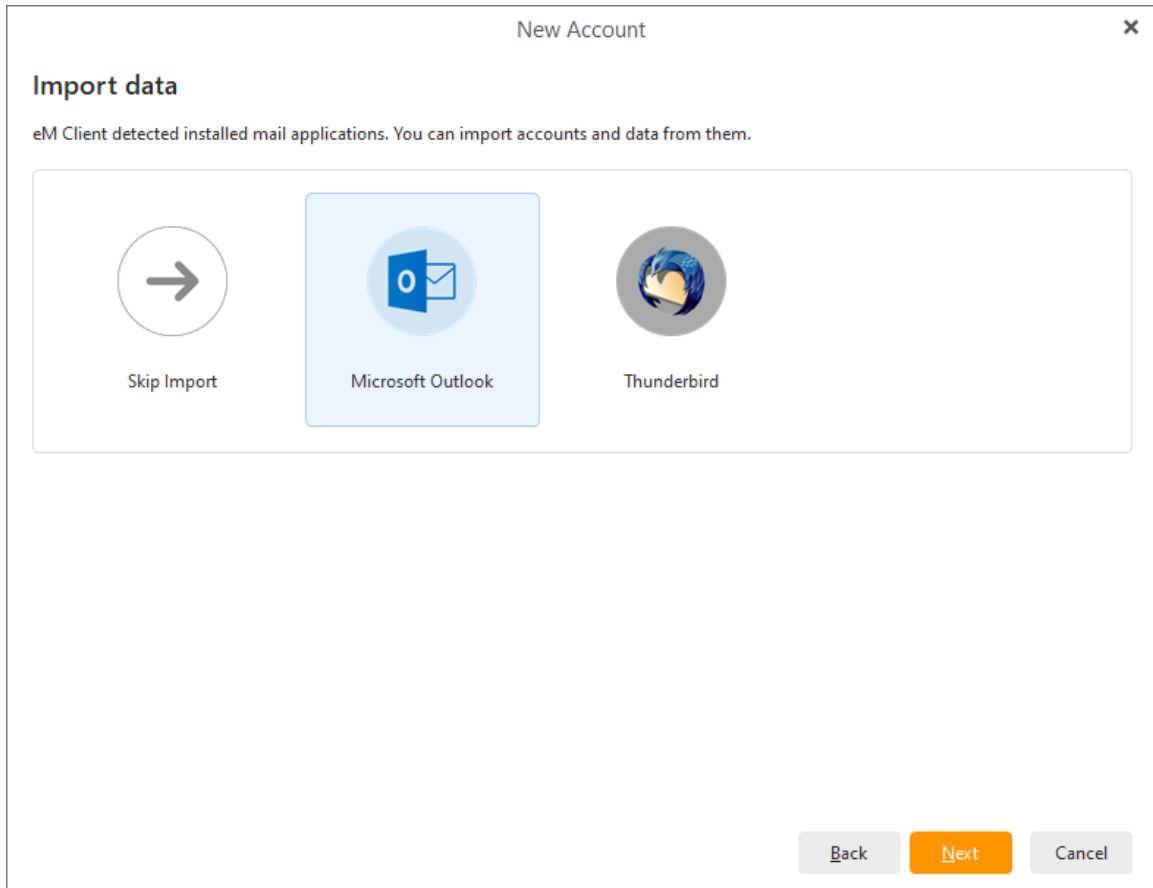
Alt + U - Custom View

Alt + B - **Business Cards**

Getting Started

First steps

After you run eM Client for the first time, you will be asked if you want to import your data from other applications detected on your device (Mozilla Thunderbird, Windows live Mail, Microsoft Outlook etc.). Following screen will appear:



Select an application from which you want the data to be imported and click on **Next**

In the case of importing the data from Microsoft Outlook, please notice that data migration from IMAP4 servers will be synchronized automatically, but in the event of importing data from local servers (or if you choose to import from IMAP4 server locally), you can choose from importing up to 5 types of data (icons in the upper right corner) - messages, calendars, tasks, contacts, tags. If you want to skip some of these five areas, just simply click on the icon and it will disappear.

The process of importing data from other applications is similar to the one described above.

Creating a New Account

Account wizard will help you to easily create a new account, giving you all the necessary information to successfully complete the process in few steps.

To learn more about creating a new account visit: [Create New Account](#)

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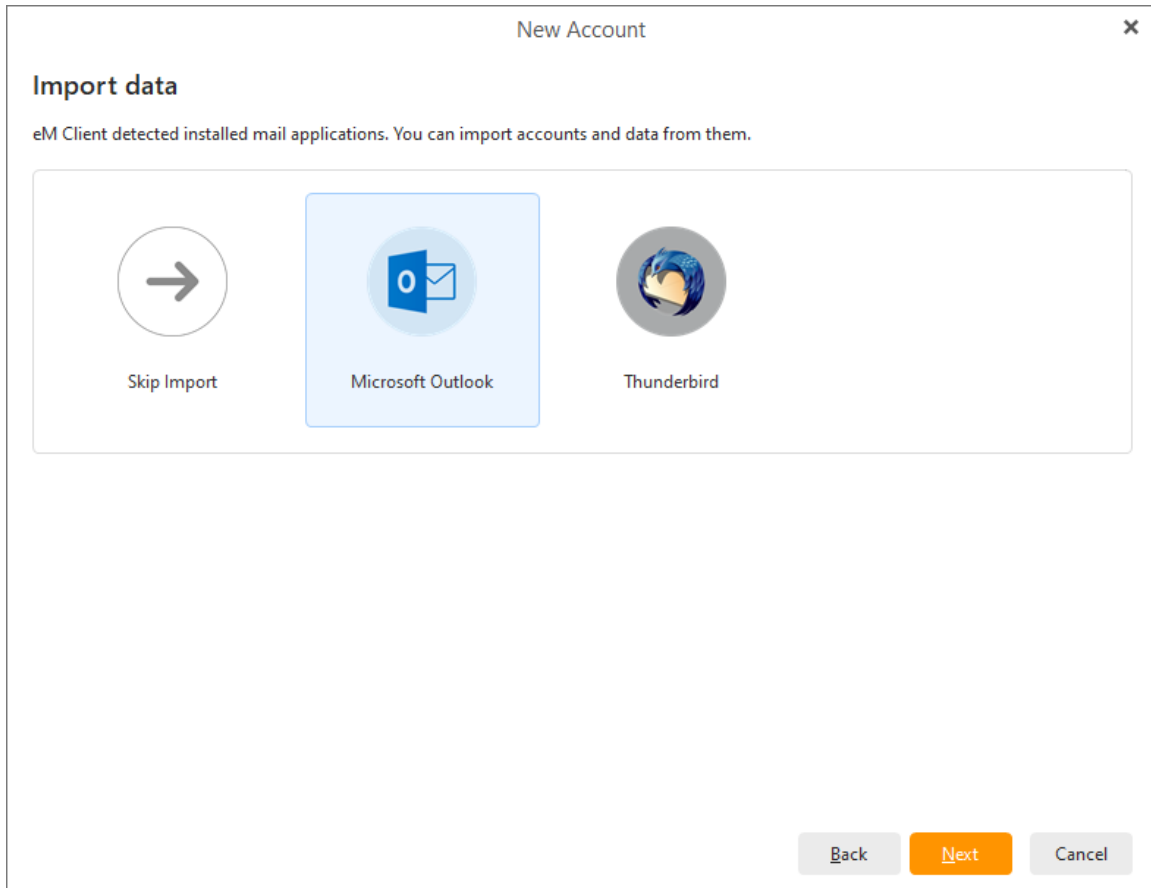
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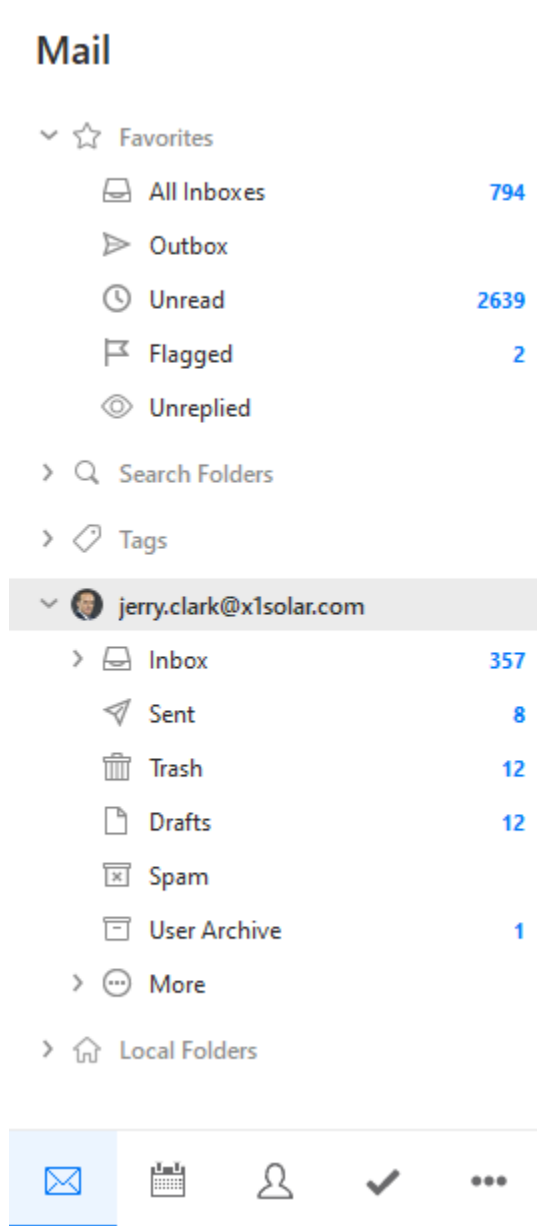
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Interface

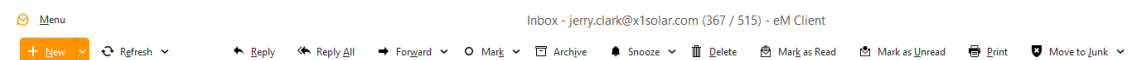
eM Client offers an industry standard environment that is found on most mainstream email clients, such as MS Outlook. This tried and true layout is well-arranged, easy-to-use and intuitive.

This product's user interface consists of various sections:

Left side panel:



Menu and Toolbar:



Central panel:

The screenshot shows the central panel of the eM Client interface. On the left, there is a list of emails sorted by 'Received'. The selected email is from Clara Smith, dated 10/18/2017, with the subject 'Pick up'. The main area displays the content of this email, which includes a 'Pick up' button, a 'Show 3 older emails' button, and a message from Jerry Clark to Clara Smith. The message content is: 'Gotcha! I will be there.' followed by 'Jerry' and a quoted 'Original Message' from Clara Smith to Clark, dated 10/18/2017 4:59:10 PM, with the subject 'Re: Re: Pick up'.

At the top is the [Menu and New button](#). From there, all the important functions can be accessed.

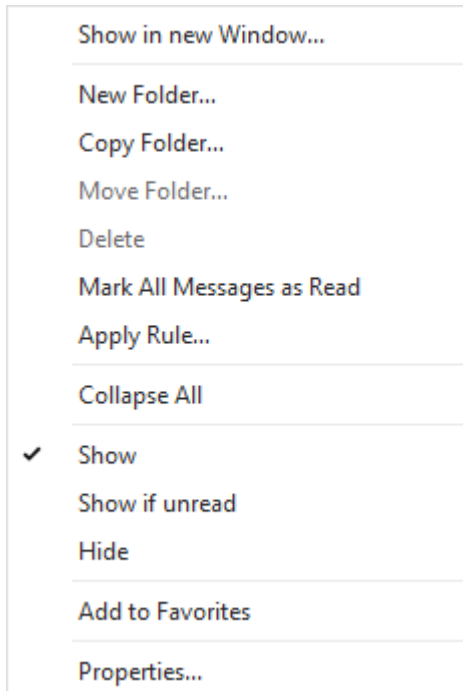
Also at the top is the Main Toolbar which allows you to quickly take actions.

The screenshot shows the main toolbar of the eM Client interface. It includes a 'Menu' button, a '+ New' button, a 'Refresh' button, a 'Reply' button, a 'Reply All' button, a 'Forward' button, a 'Mark' button, an 'Archive' button, a 'Snooze' button, a 'Delete' button, a 'Mark as Read' button, a 'Mark as Unread' button, a 'Print' button, and a 'Move to Junk' button.

On the **left side panel** is the list of Accounts, Favorite folders (link), and Local folders (link) and their folders/subfolders which you will use to navigate between all of your added accounts and saved data. This side panel is shown as the Mail View in the picture, but similar left side navigation panels occur for all the other services (Calendar, Contacts, Tasks, etc.) in eM Client as well.

New in eM Client 8: The side panels contain icons and can be collapsed to save screen space!

If you right-click on any folder (for example "Inbox") you will bring up the context menu, which gives you additional options.



Show in new Window - This will open a new eM Client Window which is focused on the selected folder. Opening multiple windows in eM Client is useful for multi-tasking so you don't need to switch back and forth between things in the application.

New Folder - creates a new folder

Rename - renames the folder

Copy Folder - copies the folder to another location/account

Move Folder - moves the folder and its contents to another location/account

Delete - deletes the folder and its contents

Mark All Message as Read - All messages in the folder will be marked as Read

Apply Rule - runs a chosen [rule](#) on that folder

Collapse All - will collapse the entire left side panel folder structure to save screen space

Show - the folder will be shown in the left side bar

Show if unread - serves for the situation when you do not want the particular folder to be displayed unless there are some unread messages. If there are none, the particular folder will be hidden under the More folder

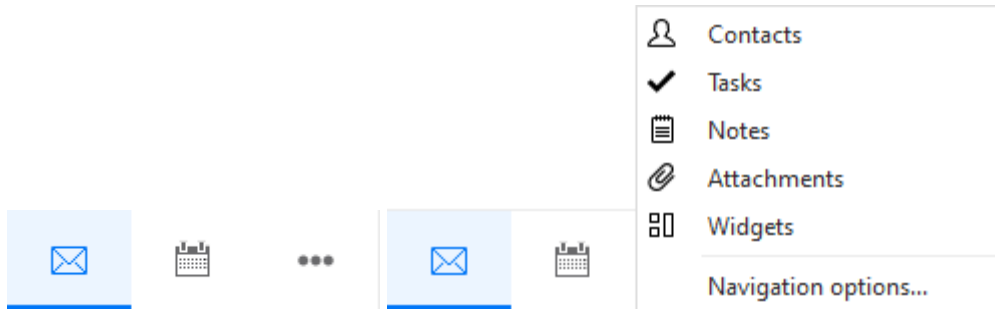
Hide - the folder will be hidden under the More folder

Add to Favorites - the folder will be linked to the [favorite folder](#)

Properties - Gives more information on the folder and allows for additional options/settings for that specific folder

Navigation Panel

The Navigation Panel can be found in the lower left corner of eM Client and allows you to navigate to different functions of the eM Client application. Based on the size of the left side panel and which customization options you chose, the display will show different icons representing each section. If an icon for a section doesn't appear due to limited space, it still always be accessible by clicking on the three dots



The **Mail** icon is used for navigating among your email folders and managing mail.

The **Calendar** icon provides you with access to your [Calendar events](#).

The **Task** icon provides you with access to your [Tasks](#).

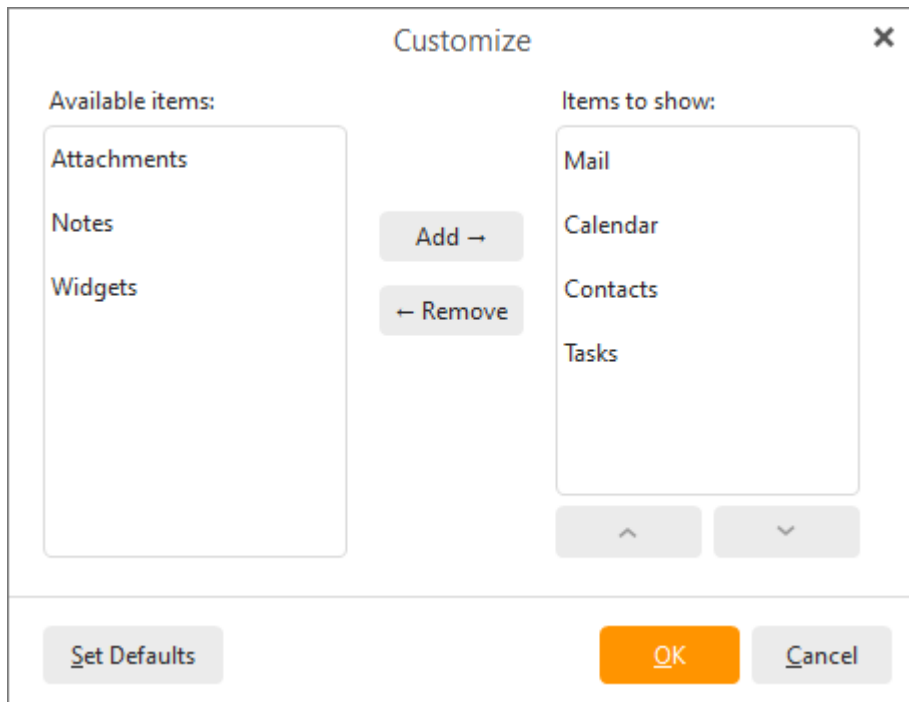
The **Contacts** icon provides you with access to your [Contacts](#).

The **Widgets** icon can be used to access your [Widgets](#).

The **Attachments** icon can be used to access your [Attachments](#).

The **Notes** icon can be used to access your [Notes](#).

You can add or remove any of these items by right-clicking them and selecting the **Customize Navigation Panel** option.

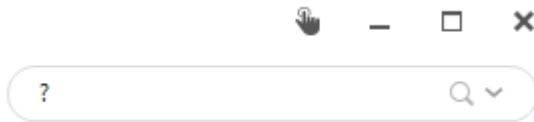


The central panel of the interface can display various contents according to which navigational bookmark you are currently working under in the left vertical panel. In this panel you can find the contents of your emails, your calendar events, your tasks or your contact details.

Right Sidebar

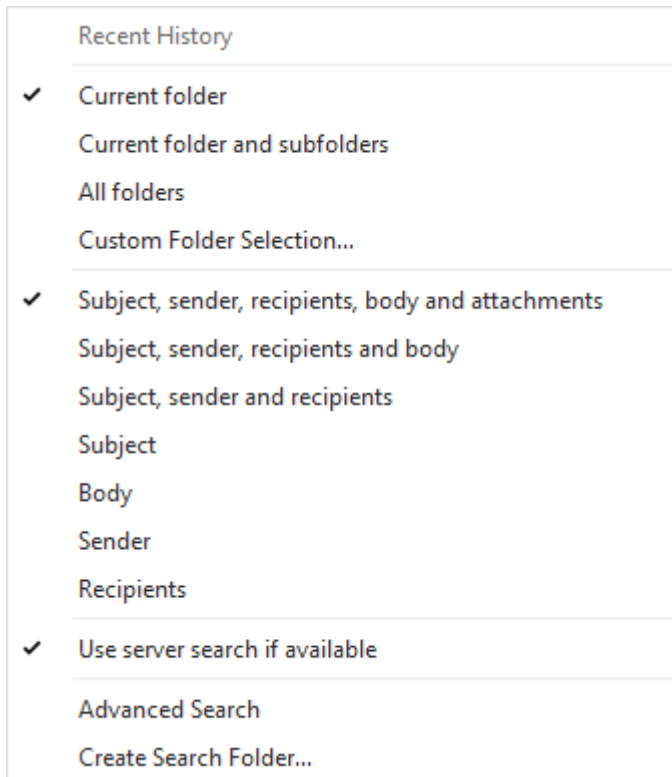
On the right hand side there is the Sidebar. It is a powerful tool in your communication toolbox. It provides dynamic contents which will help you manage your contacts, send instant messages, and make sense of your email communication. For a full description of what you can do with the Sidebar [click here](#).

Sidebar also contains Search bar:



Using the search bar, you can simply search for your emails. A list of several useful command tools will appear in the context menu when you type a question mark in the search bar.

Click on the pointing down arrow to bring up the context menu for search bar:



Here you can select or deselect area or areas that you want to be searched.

Context menu

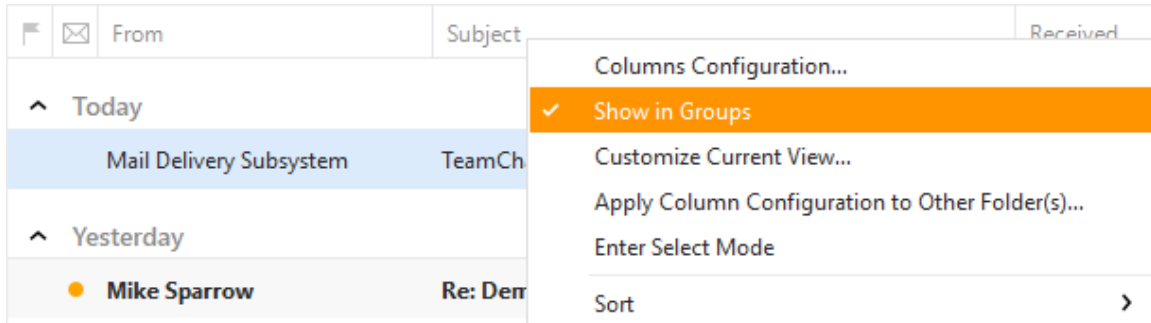
The Context Menu is a flexible and useful way to interact with the contents of the application. It is useful because you can depend upon it to provide you with the most appropriate options according to where you are in the program and what you are currently doing.

Context menu is accessed simply by right-clicking on any desired item (email, calendar event, task etc.). A simple menu will pop up, contained within is a list of all the actions you can perform on the selected item. In the Context Menu left-click an action to select it.

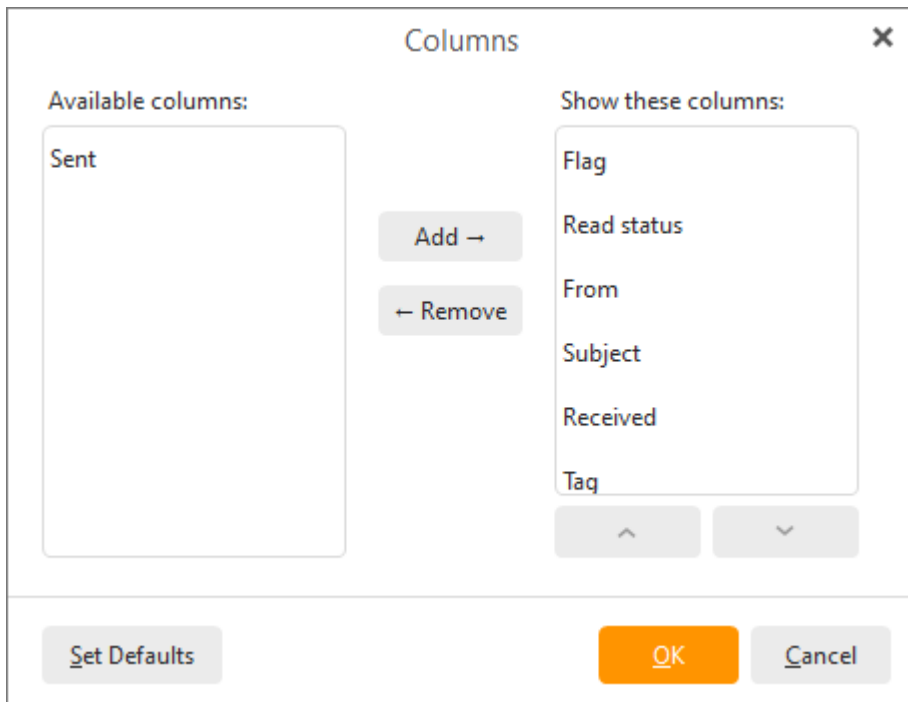
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Grouping

This product allows you to group your items (messages, contacts etc.) in the central panel according to the column that is currently being used for sorting. This feature was designed to make navigation easier for you. It is enabled by default, but if you wish to disable it, just right-click the column header and choose **Show in Groups** from the context menu (the tick next to this option will have disappeared when you right-click the column headers again).

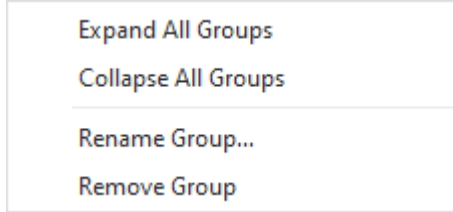


You can configure your columns by clicking **Columns Configuration** - you will see the following window:



If you click on Customize Current View, you will be redirected to the **Mail** tab of the **Appearance** section in **Settings**, where you can customize your appearance settings.

You can easily expand / collapse all groups by right-clicking the group header and selecting **Expand All Groups** or **Collapse All Groups** from the context menu.



Grouping also works for your Chat contacts listed in the Sidebar.

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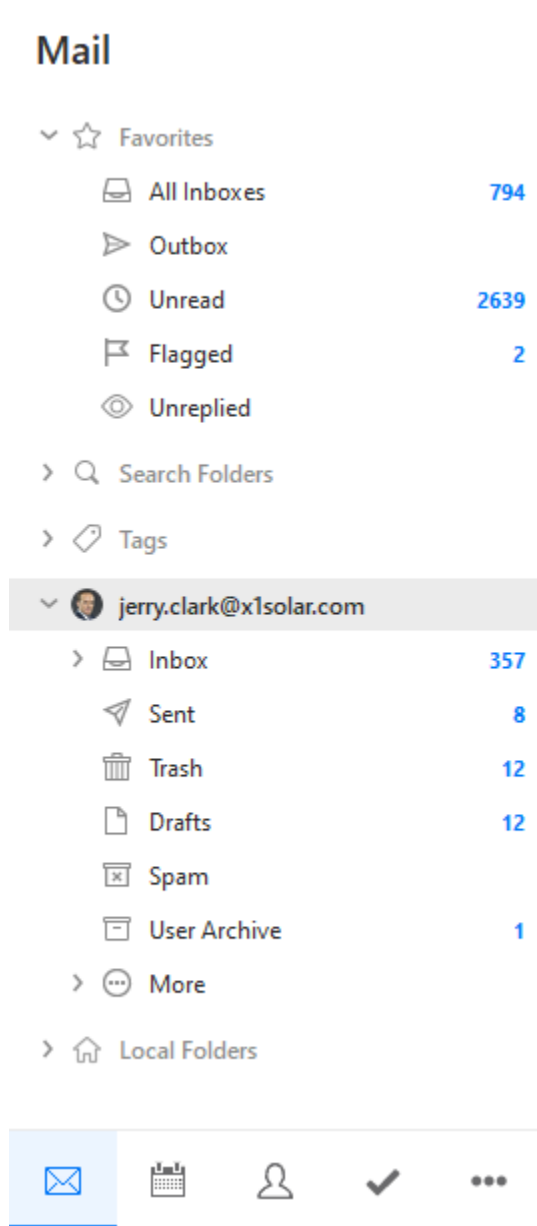
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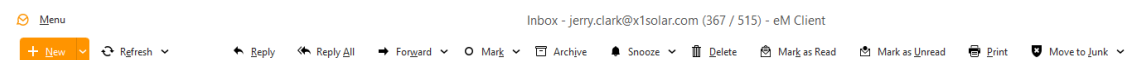
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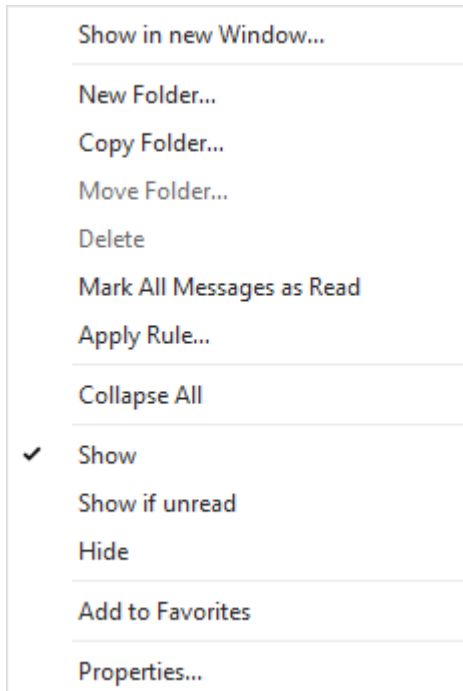
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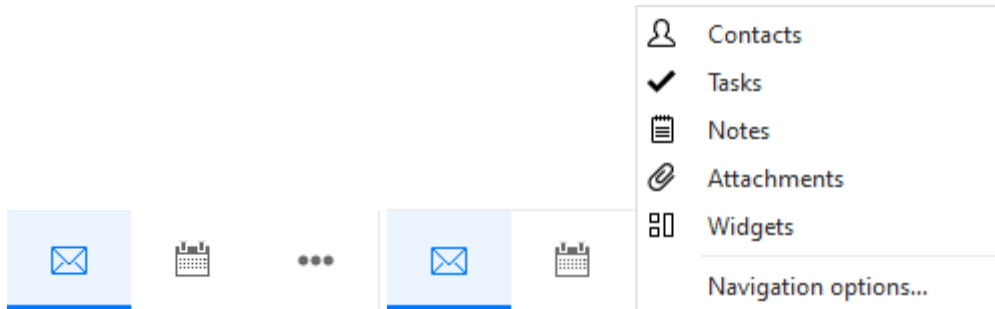
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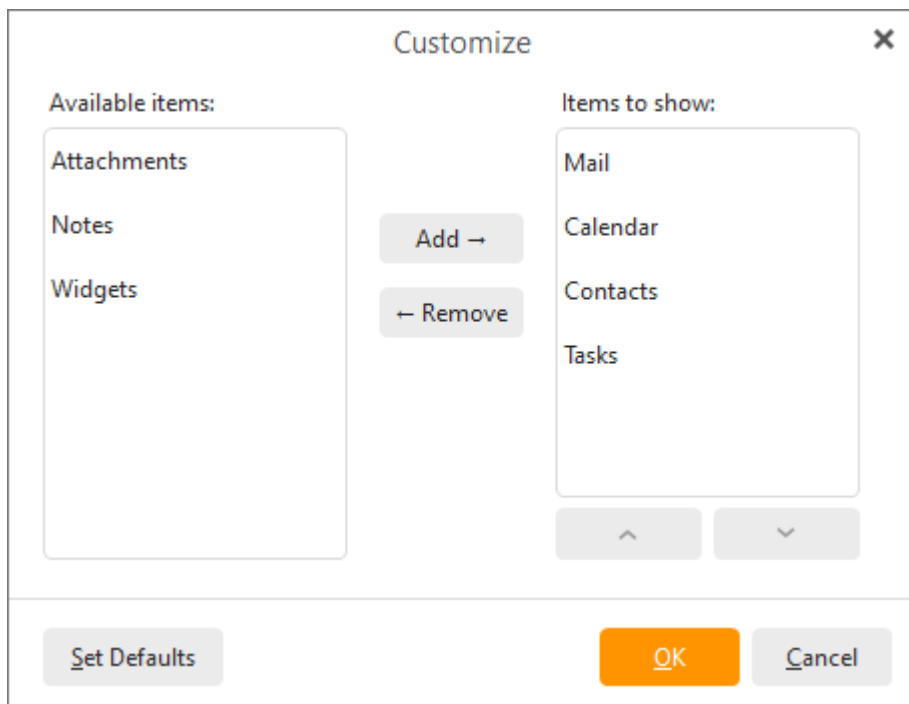
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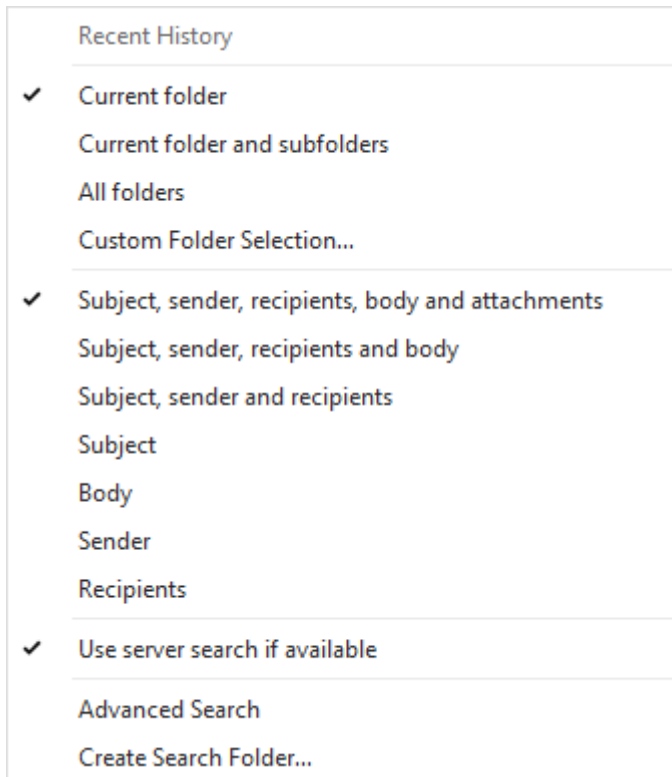
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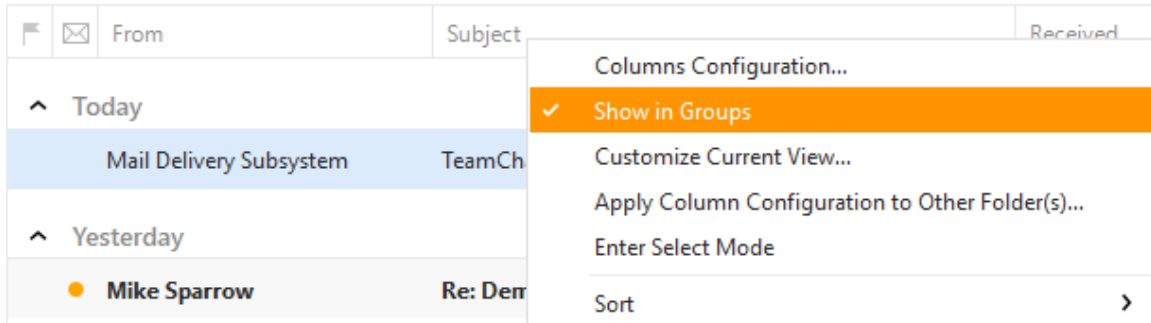
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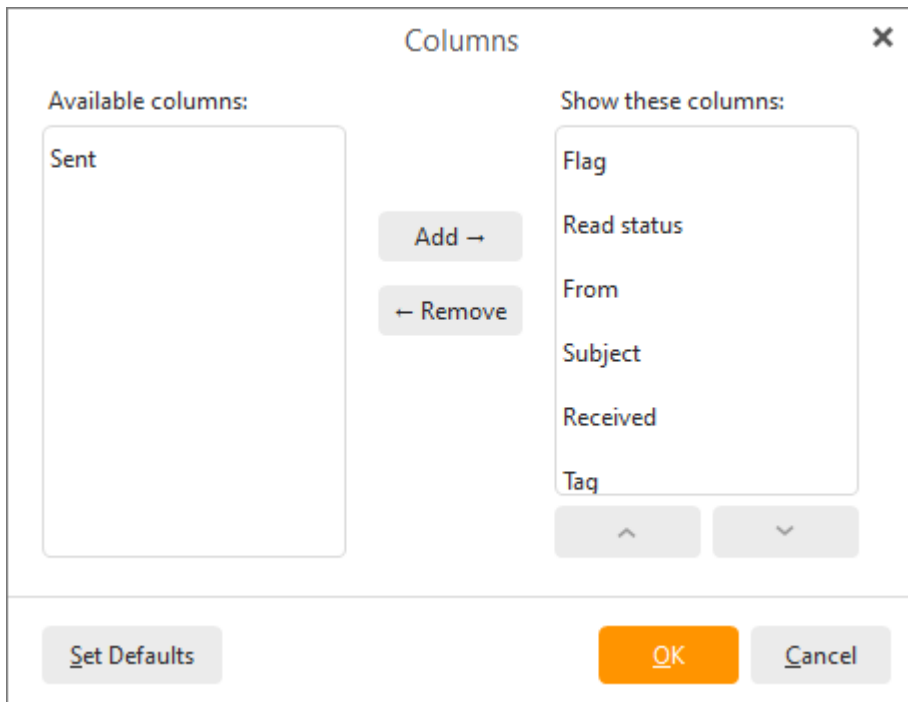
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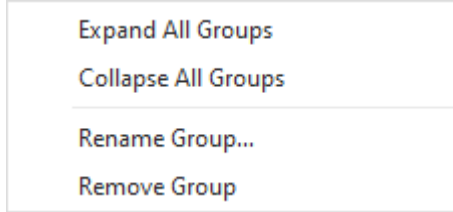


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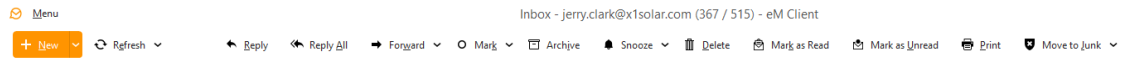
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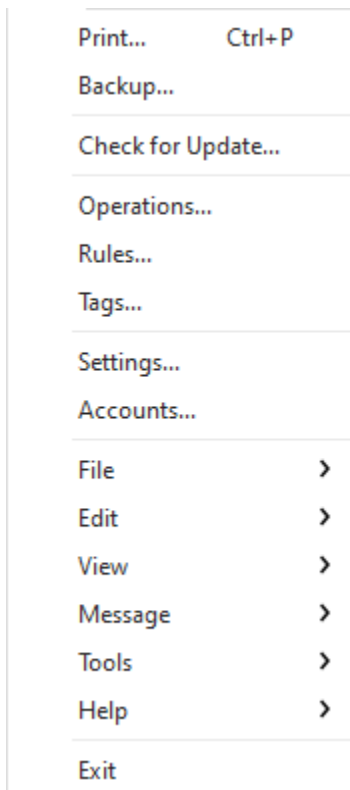
Main menu and toolbar

Toolbar



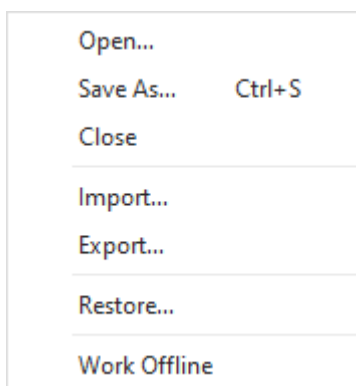
Toolbar provides you with different quick-access options depending on which section of the application you are currently working in. When you are in the email section, the email toolbar is displayed, which provides you with quick access to various email operations. The same toolbar will provide you with different options to perform different operations when you are in calendar mode or task mode.

Menu



The Menu contains six further options- File, Edit, View, Message, Tools, and Help. Those further options can be brought up only by clicking on the menu button first.

File



Menu File has many items:

Open - You can open a saved email (an eml file).

Save as - You can save a chosen email to an eml file.

Import - You can [import](#) data to the application.

Export - You can [export](#) data from the application.

Print - you can directly print your messages, calendar, events or contacts.

Print Preview - brings up the preview where you can adjust many aspects of the final layout of the page about to be printed.

Backup - You can [backup](#) your data.

Restore - You can restore your data.

Work offline - When you choose this setting, the application will work without connecting to Internet. If you send an email, it will be saved and it will be sent after connecting to Internet.

Exit - If you click on this button, the application will be closed.

Back to [menu](#).

Edit

Undo	Ctrl+Z
Redo	Ctrl+Y
<hr/>	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste as Text	Ctrl+Shift+V
<hr/>	
Find...	
Replace...	Ctrl+H
<hr/>	
Edit Source...	

Menu Edit has many items:

Undo - if you delete something, you can undo the operation of deleting.

Redo - if you performed undo operation, you can now perform redo and the retrieved operation will be deleted.

Copy - When you click on this button, it will make a copy of head and body of the selected email.

Select all - All emails will be selected.

Find - you can perform textual search - either simple, or you can specify advanced options for your search.

Clicking on Find option will bring up:

Advanced Search Window

Advanced search represents a smart utility that enables you to search with predefined rules which will filter out particular emails from the global folders, i.e. folders where all your emails are stored. As you can see in the picture, search window consists of two parts: textual form of query and the visual form of query.

Search ✕

Search Query: ⤴

Folder: ⌵

Include Archive

<input style="width: 100%;" type="text" value="All Text Fields"/> ⌵	<input style="width: 95%;" type="text" value="n"/>	<input type="button" value="🗑"/>
<input style="width: 100%;" type="text" value="Marked as Read"/> ⌵	<input style="width: 95%;" type="text"/>	<input type="button" value="🗑"/>
<input style="width: 100%;" type="text" value="Flag"/> ⌵	<input style="width: 95%;" type="text"/>	<input type="button" value="🗑"/>
<input style="width: 100%;" type="text" value="Tag"/> ⌵	<input style="width: 95%;" type="text" value="None"/>	<input type="button" value="🗑"/>
<input style="width: 100%;" type="text" value="Email"/> ⌵	<input style="width: 95%;" type="text"/>	<input type="button" value="⋮"/> <input type="button" value="🗑"/>

⌵

To learn more about working with search queries and about creating a filtered folder see Global Folders - > [About Search Folders](#)

Find in Body - Use find in Body do find particular words within the selected email,

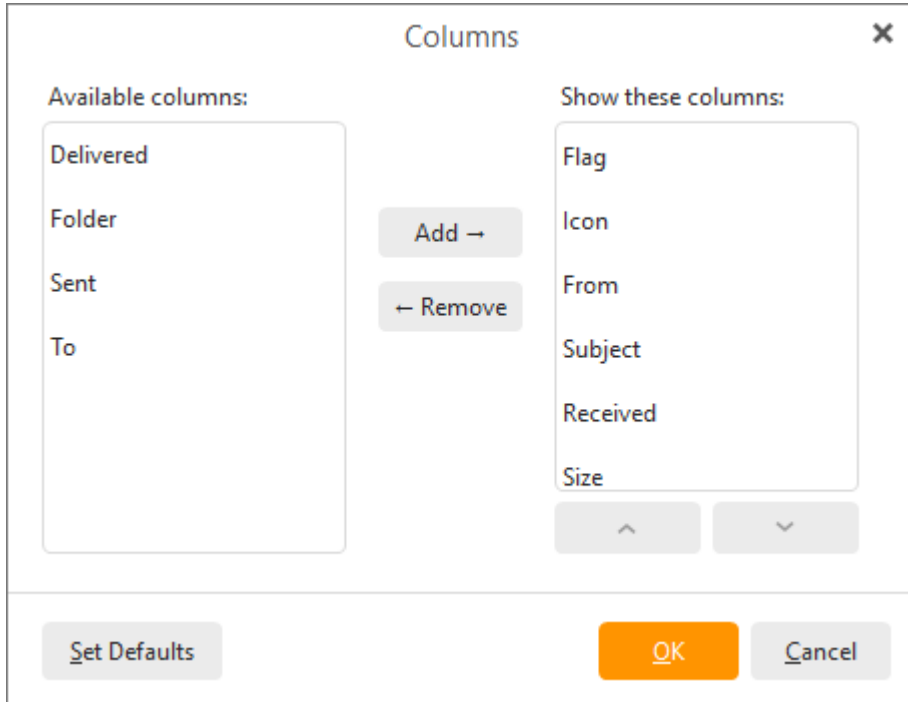
Back to [menu](#).

View

- Columns...
- Layout >
- Sidebar >
- Conversations >
- ✓ Show tag bar
- Previous Message Ctrl+,
- Next Message Ctrl+.

Menu view has many items:

Columns... - You can select columns which you want to see in the list of emails. You can also change the order of columns.



Layout - You can change position of the panel with messages - Messages on the bottom, Messages on the right, Messages panel off.

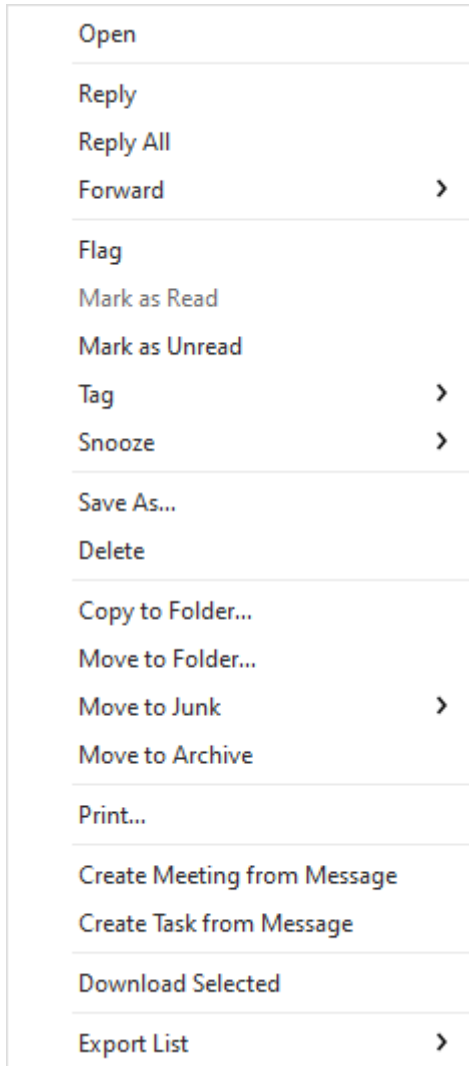
Sidebar- You can change layout of the sidebar.

Conversations - Enables you to customize and specify conversations.

Previous message - The selected item is changed to previous message.

Next message - The selected item is changed to next message.

Message



Actions menu differs according to the section where you currently are (mail, calendar, tasks, contacts etc.)

Actions Menu has several items:

Reply... - When you click on this button, you will reply to a selected email.

Reply All... - When you click on this button, you will reply to all people in a selected email. (for example to people in CC)

Forward... - You can send a selected email to another person. Moreover you can choose from three actions: Forward... (Ctrl+F) Forward as Attachment... (Ctrl+Alt+F) and Forward as Original...

Follow Up - by clicking this, you will add a flag to your message (event etc.) - for example to mark the emails you need to reply to etc.

Categorize - you can choose a color tag that will be added to the message (contact, event ...)

Mark as Read... - You can mark your unread email as read.

Mark as Unread... - You can mark your email as unread. It is useful when you read an email but you don't have a time to answer it so you can mark it as unread.

Mark All as Read - You can mark all your emails as read.

Move to Junk - You can select from three options: Move to Junk, Move to Junk and blacklist email, Move to Junk and blacklist domain.

Move to Folder... - You can move a selected item to another folder.

Copy to Folder... - You can copy a selected item into another folder.

Download Selected - You can download selected items.

Create Meeting from Message - You can create a meeting directly from the message.

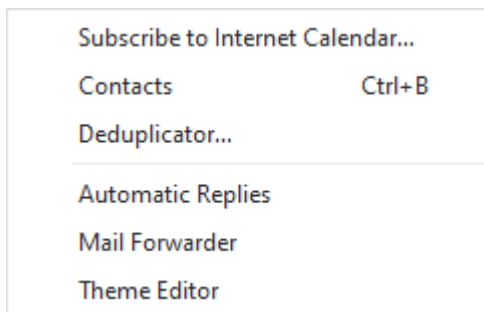
Create Task from Message - You can create a task directly from the message.

Delete - Deletes the message.

Empty Trash - Empties the trash.

Back to [menu](#).

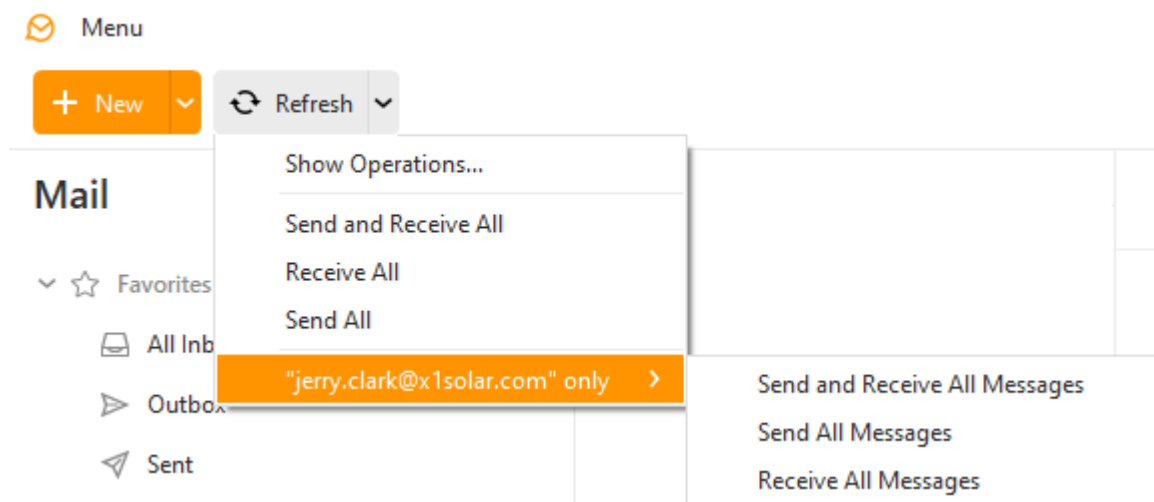
Tools



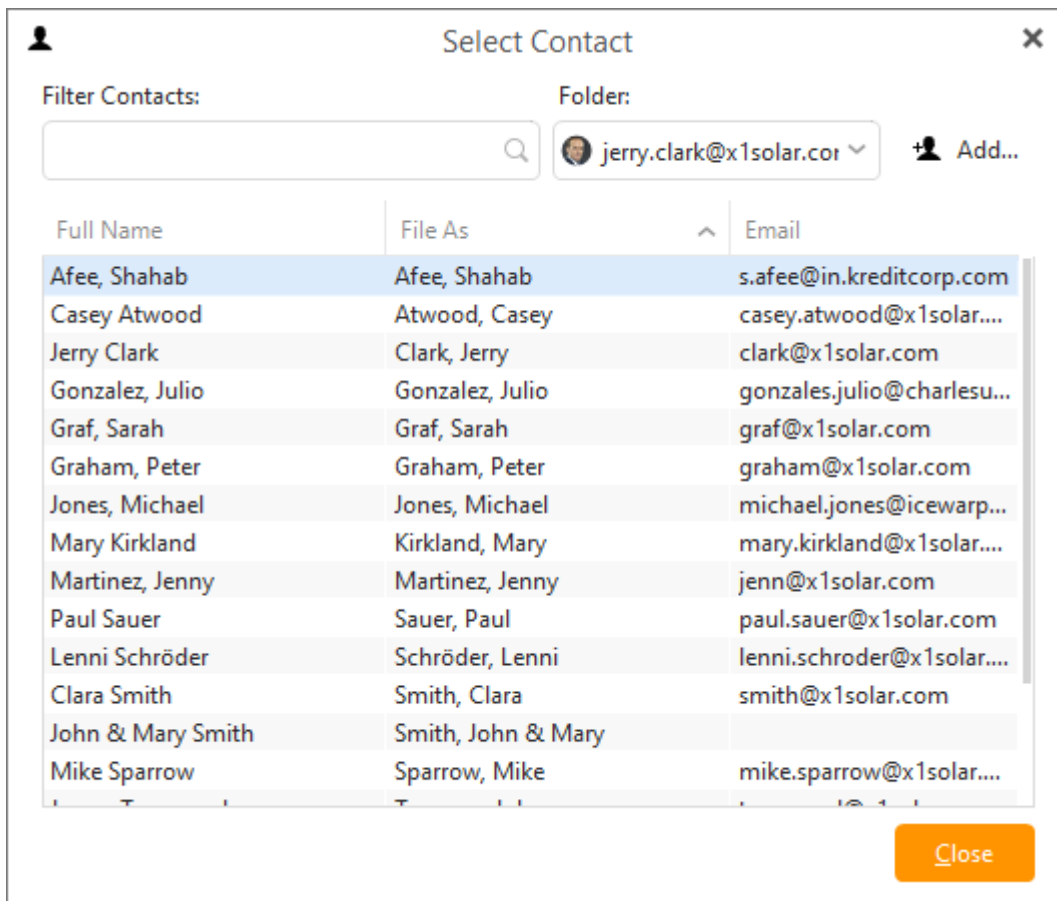
Menu Tools has many items:

Subscribe to Internet Calendar... You can set up a calendar access directly from here.

Operations - You can bring up the Operations window.



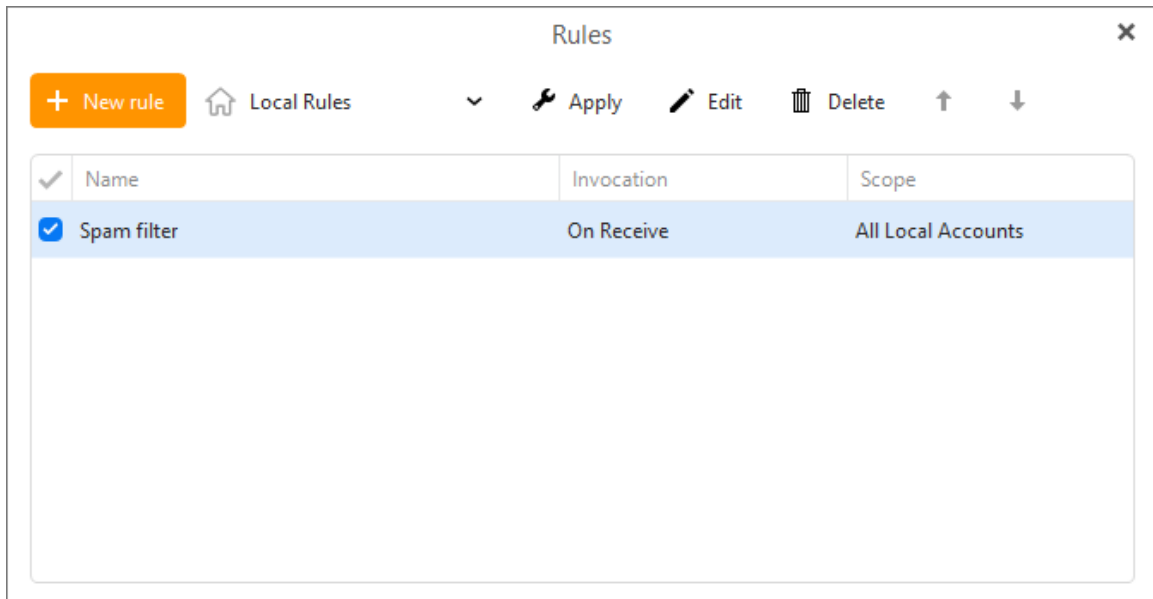
Contacts... - Clicking on contacts... will bring up the Address Book (see below). This feature can be used for selecting the particular contact that you want to send a message to. Start writing contacts's initial letters to search for particular contact.



The screenshot shows a 'Select Contact' dialog box with a search bar and a folder dropdown. Below is a table of contacts:

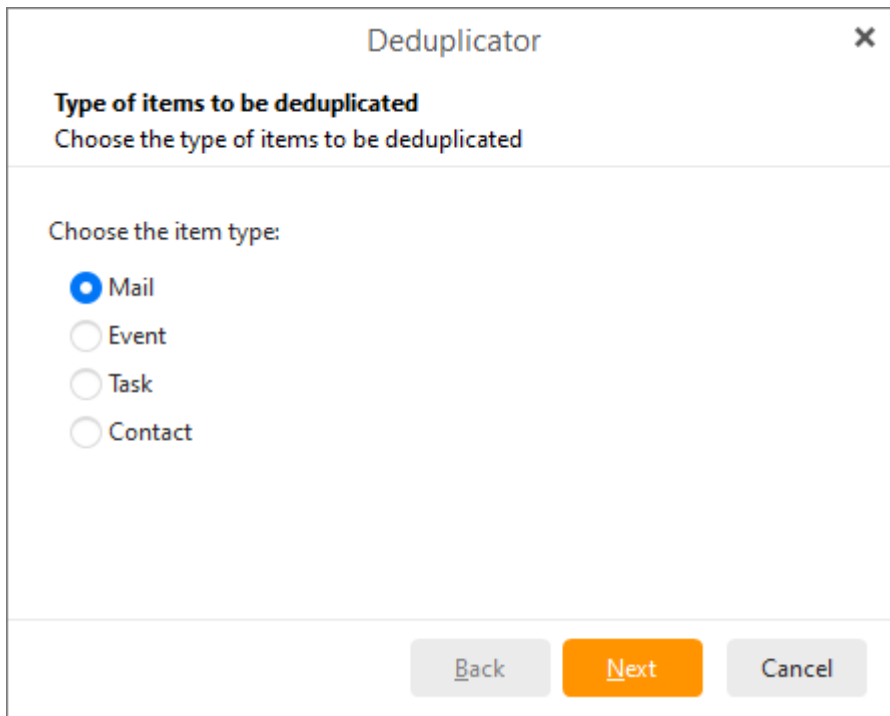
Full Name	File As	Email
Afee, Shahab	Afee, Shahab	s.afee@in.kreditcorp.com
Casey Atwood	Atwood, Casey	casey.atwood@x1solar....
Jerry Clark	Clark, Jerry	clark@x1solar.com
Gonzalez, Julio	Gonzalez, Julio	gonzales.julio@charlesu...
Graf, Sarah	Graf, Sarah	graf@x1solar.com
Graham, Peter	Graham, Peter	graham@x1solar.com
Jones, Michael	Jones, Michael	michael.jones@icewarp...
Mary Kirkland	Kirkland, Mary	mary.kirkland@x1solar....
Martinez, Jenny	Martinez, Jenny	jenn@x1solar.com
Paul Sauer	Sauer, Paul	paul.sauer@x1solar.com
Lenni Schröder	Schröder, Lenni	lenni.schroder@x1solar....
Clara Smith	Smith, Clara	smith@x1solar.com
John & Mary Smith	Smith, John & Mary	
Mike Sparrow	Sparrow, Mike	mike.sparrow@x1solar....

Rules... - You create rules here. For example - Emails from Thomas - If you don't want to get emails from Thomas, you can simply filter them out. You can find further information about creating rules in the topic [Rules](#).



Tags... - Here you can manage your tags active in the eM Client. You can find more information about managing tags in the topic [Working with Tags](#).

Deduplicator... - Deduplicator is a tool which enables you to get rid of duplicate (multiple) items in following areas: mails, events, tasks, contacts. Click on **Deduplicator** to bring up following window:



Select the item type and click on **Next**:

Deduplicator

Folders to be scanned
Choose the folders to be searched in and the mode of search

Folders:

Search for duplicates in each individual folder
 Search for duplicates over a group of folders

Here you can select folders that will be searched for duplicate files and moreover you can specify whether you want to search for duplicates in each individual folder or over a group of folders. When you are finished click on the **Next** button.

Deduplicator

Action for duplicated items
Specify the action to be done for duplicated items found

Duplicate items action:

Custom folder:

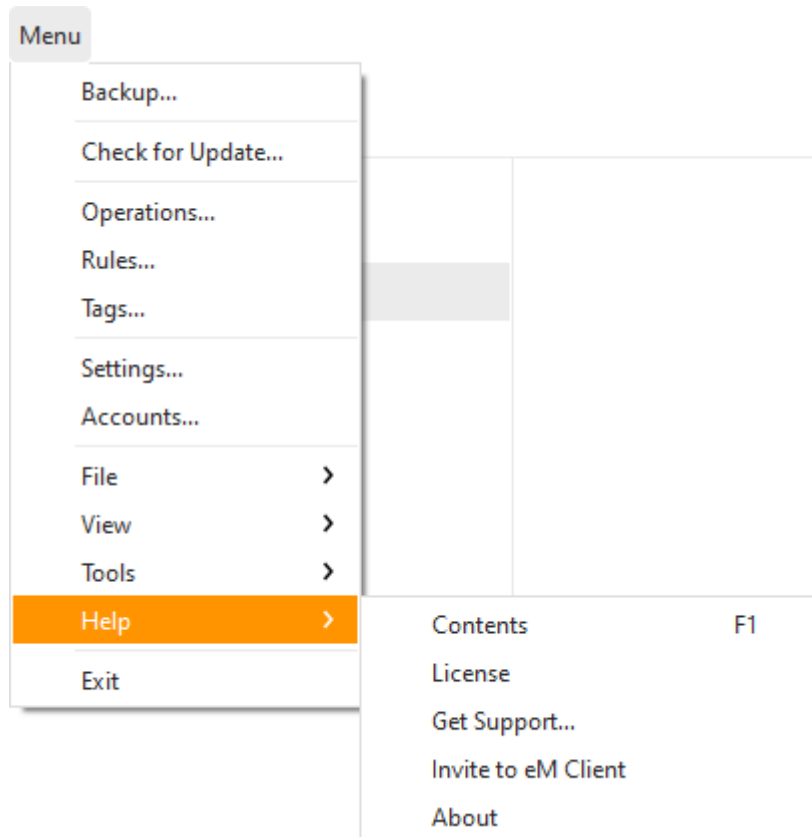
Here specify the action to be done for duplicated items found. Click on **Finish** to finish the process.

Settings... - When you click on this button, a window with settings will appear. You can find more information about settings in the topic [Settings](#).

Accounts... - When you click on this button, a window for working with the accounts will be displayed. You can find more information in the topic [Accounts](#).

In this window, you can authorize a chat contact or ignore it.

Help



Menu Help has several items:

Contents - When you click on this button, a window with documentation to this product will display.

License - here you can activate or deactivate your license.

Check for Update - if you click on this option, the application will try to look for updates online. If an update is found a list of new features will be displayed and you will be prompted to confirm that you want to install the update.

Get support - depending on the license you have (free or corporate) you will be redirected either to the forum (free licenses, forum.emclient.com) or to a support web page (corporate licenses, support.emclient.com). On the forum you can find posts from other users and on the support web page, you can submit a ticket with your problem and our programmers will preferentially try to solve it.

Invite to eM Client - when you click on this button, a window with invitation to eM Client for your friends will appear. You can invite them using: email, Twitter or Facebook.

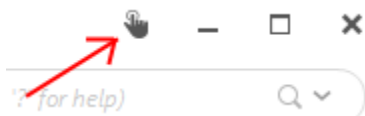
About - You can click on this button to see more information about this product.



Back to [menu](#).

eM Client supports touch-operated devices

eM Client now supports the touch-operated devices, if your device has such utility, you will be able to switch to touch-operated mode by clicking on the appropriate icon in the right upper corner of eM window:



If you switch to the touch mode, all icons and features of the application will become a little larger in order to easily control the application.

In the touch mode:

- 1) You can scroll in all menus by touch movement (context menus etc.).
- 2) In calendar view you can move in all directions by touching the screen.
- 3) By the pinch-to-zoom action you can change the number of weeks displayed in the month view of the calendar as well as zoom in/out in the week view.

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Sidebar

The Sidebar will allow you to quickly access your contacts and their details, your communications history with a specific contact, list of tasks that you planned to do and a list of attachments exchanged between you and specific contacts.

There are five sections that make up the Sidebar: **Search Bar**, **Contact details**, **Agenda**, **Chat** and **Invitations**.

Invitations are not displayed by default, but this section will display as soon as you receive an invitation.

You can hide the Sidebar by clicking on the arrow near the right edge of the bar.

Contact Details  

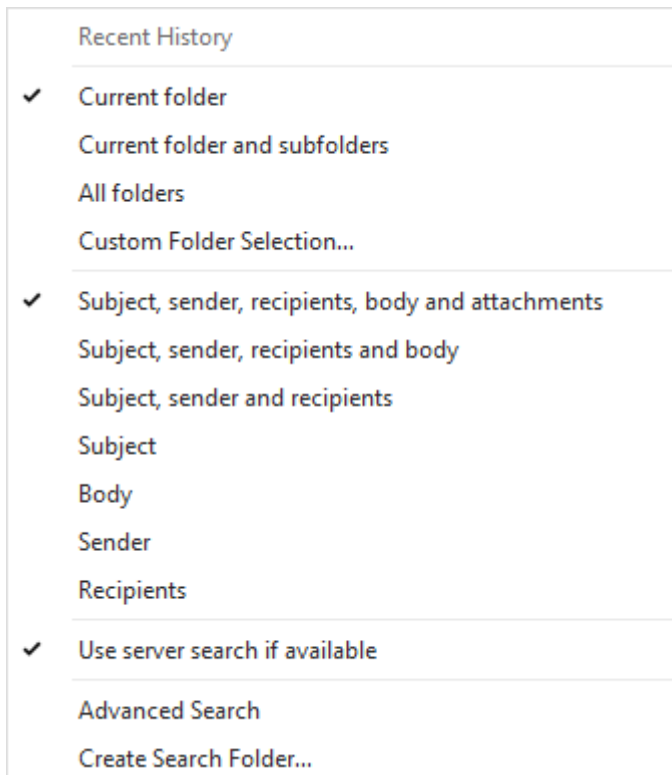
Just click on the arrow to hide the sidebar.

Search Bar

Using the search bar, you can simply search for your emails. A list of several useful command tools will appear in the context menu when you type a question mark in the search bar.



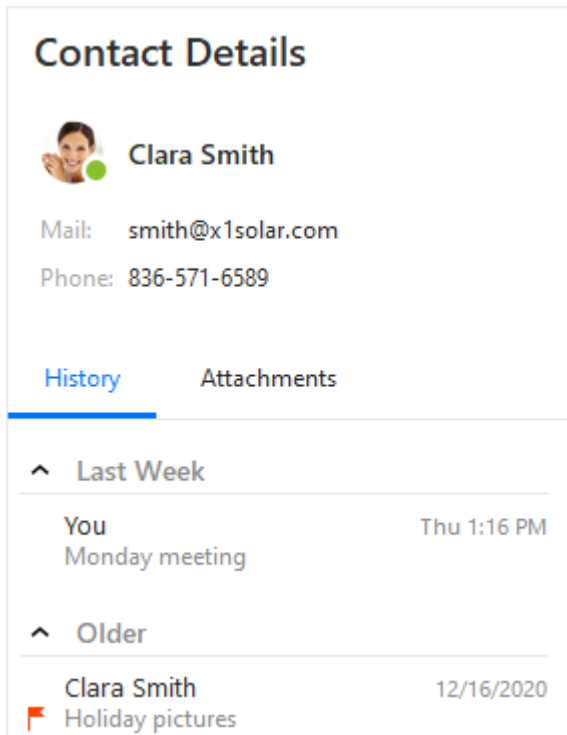
Click on the pointing down arrow to bring up the context menu for search bar:




Here you can select or deselect area/areas that you want to be searched.

Contact Details

Contact Details window provides you with quick access to contact details of a selected contact that include your contact's email address, mobile/telephone number, skype contact details, and chat message contacts.



Contact Details

 **Clara Smith**


Mail: smith@x1solar.com
Phone: 836-571-6589

History Attachments

^ Last Week

You
Monday meeting Thu 1:16 PM

^ Older

Clara Smith 12/16/2020
 Holiday pictures

Search Bar - Just start typing and search bar will appear. While using the search bar, you can search for all types of messages (i.e. mails, chat messages) that you have exchanged with your contact in the past. You can switch between **History** and **Attachments** by simply clicking on the proper button.

Contact Details



Mike Sparrow

Mail: mike.sparrow@x1solar.com

Phone: +1 698 4571

History

Attachments

Hello



There are no items to show.


History

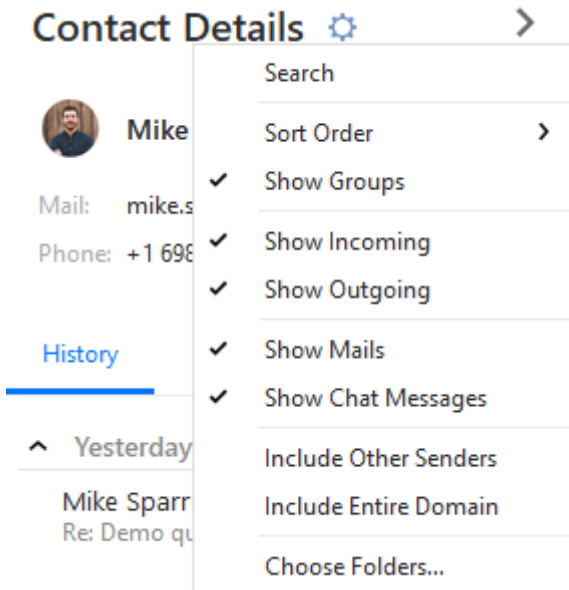
History panel is called so because it gathers all your written conversations with the contact. It includes Emails, IM Chat messages and also Skype chat messages into one chronological communications log. And thereby provide you with a holistic sense of your communications with that particular contact.

Attachments

Attachments panel contains all the attachments that are attached in the emails exchanged between you and the contact. Attachments are sorted in a chronological order, which you can customize(ascending/descending) in the Attachment history **Options**.

Contact Details settings -You can customize your Contacts Details settings simply by left-

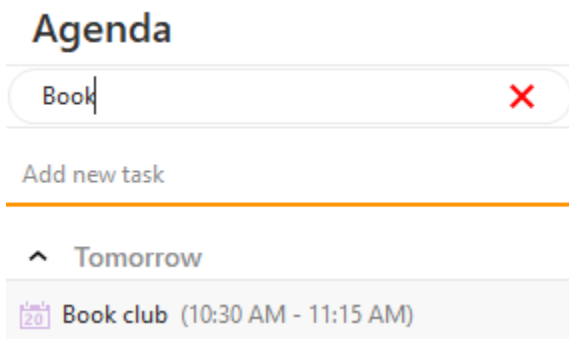
clicking on the **Options** button. This options button  will appear by hovering with your mouse cursor over the area next to the Contact Details header. You can choose the manner in which you would like to sort the order of the messages (descending/ascending) and you can also adjust what type of messages (mails, chat messages, skype calls) you would like to display or hide. By checking the option **Include Other Senders** you can adjust if you want to include the third party of the conversation (f.e. emails , where other participants are included in Bcc or Cc of the particular email) and by checking the option **Include Entire Domain** you can adjust displaying of all emails that may have different name of sender/addressee, but the same domain in the particular email address. You can select **Choose Folders...** to select folders from which you would like the contacts to be displayed.



Agenda Section

Agenda section provides you a quick review of the tasks that you planned to do, upcoming birthdays, upcoming events and email messages marked as flagged. All those items are sorted in the order of the upcoming date, i.e. the most up-to-date items will be always on top.

Search bar - you can use the search bar for searching within your tasks and events by simply starting to write and the search query will appear. Simply enter the "key word" of the item that you want to find and the requested item will appear.

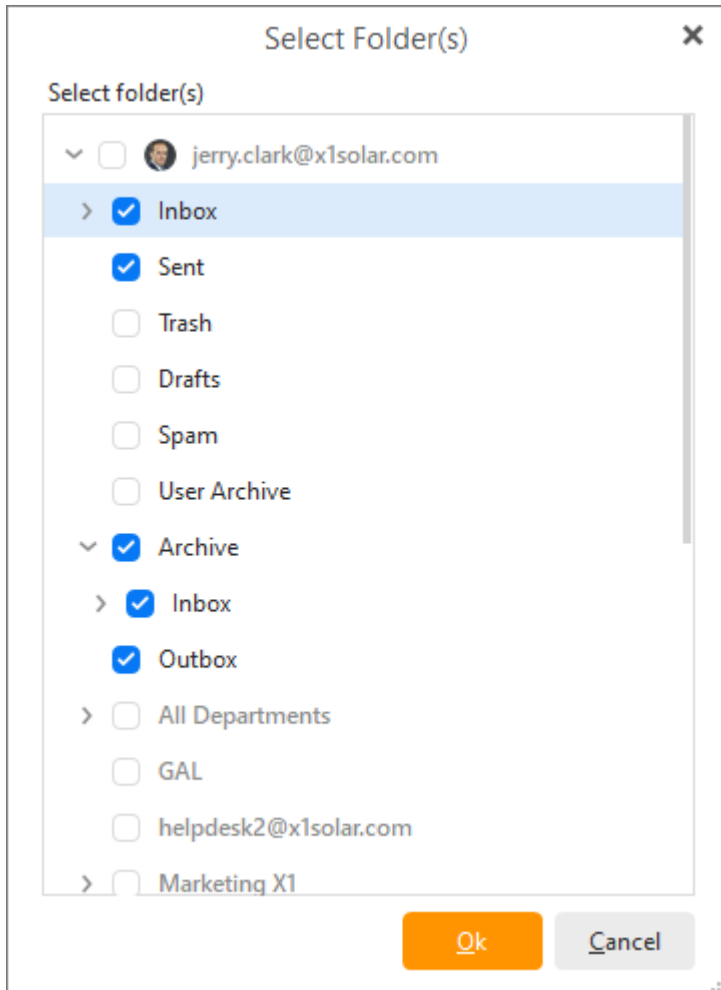


Adding new task - You can add new tasks directly from the sidebar. First and foremost, write the title of the new tasks in the field (lower arrow in the picture) and then press enter. Newly created task will appear in the "Date:Today" section. By double-clicking on the task the window with possible editing of the newly created item will appear.

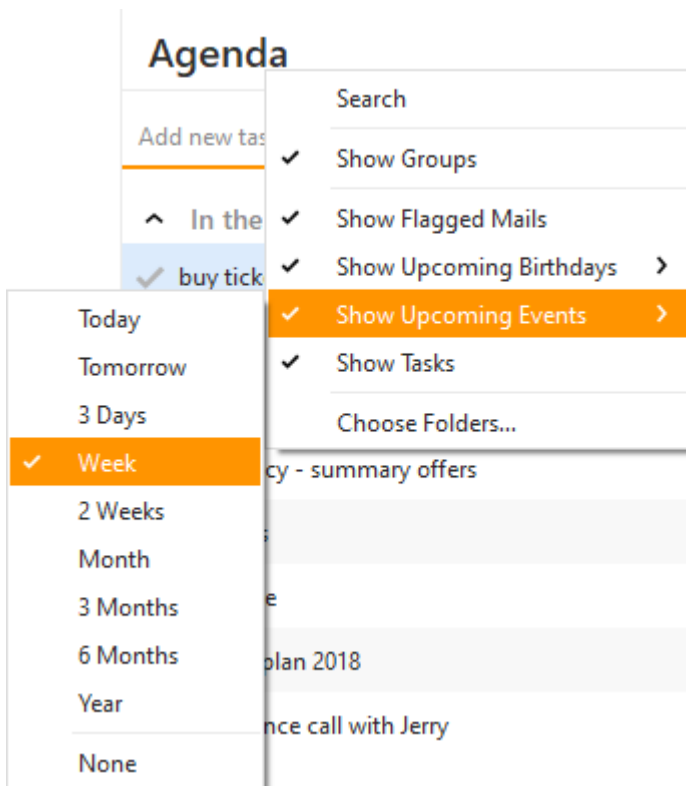
For creating and editing tasks see Tasks -> [Creating and Editing Tasks](#) for more detailed description.

You can choose folders from which you would like to display upcoming events, birthdays, tasks and flagged emails, simply by left-clicking the down-pointing arrow on the left in the upper section of

Agenda. Context menu will appear and your next step is choose the option **Choose Folders...** and a window with list of various folders will appear as you can see in the following picture.



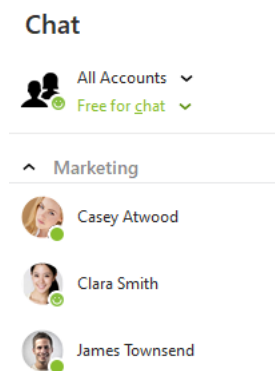
Moreover, you can choose the time horizon in which the displayed upcoming birthdays and events will be shown. This time horizon can be changed by selecting various points of time from the context menu, again the one which is evoked by the small arrow.



Show of Flagged Mails, Upcoming Birthdays, Upcoming Events and Tasks is active by default.

Contact list/Chat

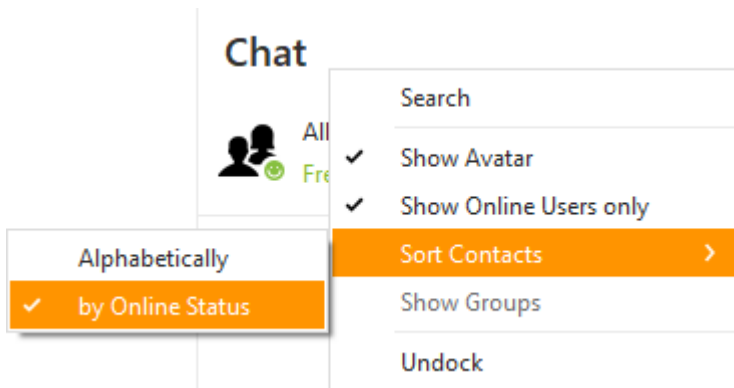
This product has built in Instant Messaging support , which will allow you to communicate instantly with other users of Jabber Instant Messaging network as well as many other Jabber compatible networks such as Google Talk, ICQ, AIM, Facebook, Live Messenger etc. This section allows you to view all your added contacts and chat accounts. You can also use the search bar for searching within your contact list.



Search bar - You can search in your contacts by entering the first few letters (e.g. if you put in "d" you will see only those contacts that start with this letter).

Chat Options - You can customize your chat settings simply by left-clicking on the **Options** icon which will appear by hovering with your mouse cursor next to the chat header. Here you can set up

several chat options, for example **showing/hiding avatars** in chat, **showing online users only** or **showing groups**. You can also sort contacts either alphabetically or by online status. However, it is not possible to use groups together with the mode of sorting according to the online status. There has been added a special utility - **Undock**. You may be already familiar with this tool from previous versions of this product, where this action was invoked by Detach window button. The **Undock** utility works exactly the same way - by clicking this button you can detach the contact window and move it around your screen as you wish. To return it to its original position, just click the same button again, or click on the **Return back** button that appeared on the window's original location. When the window is detached, you can toggle **Always on top** to be able to use the window even if the application is minimized. Undock can be also evoked simply by pulling the chat header away.



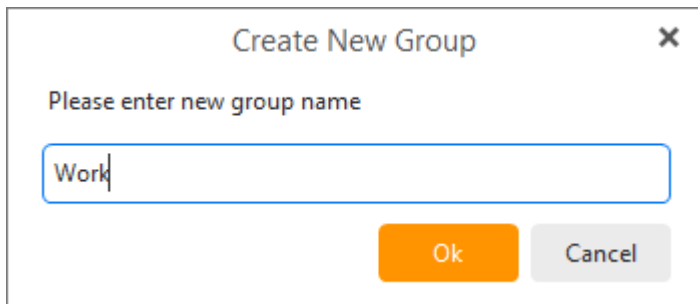
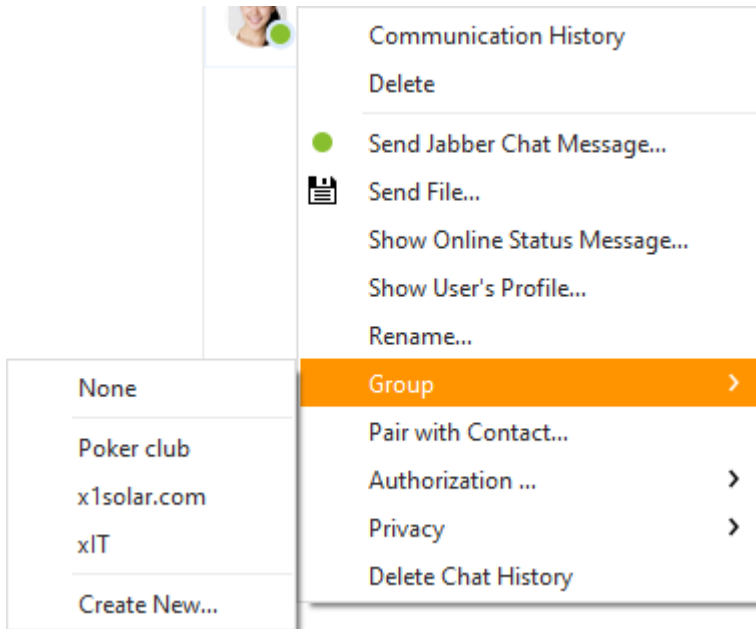
by clicking on the **Add contact** button you will be allowed to create a new contact - the following window will be displayed

A screenshot of a dialog box titled 'Add Chat Contact' with a close button (X) in the top right corner. The dialog contains the following fields and buttons: 'Chat service:' dropdown menu with 'Jabber' selected; 'Account:' dropdown menu with 'jerry.clark@x1solar.com' selected; a section titled 'Contact Details' containing: 'Jabber ID:' text input field; 'Display As:' text input field with a 'Get' button to its right; and 'Group:' dropdown menu. At the bottom of the dialog are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

You can type-in a name that you would like to be displayed by the IM contact or you can click on **Get** button by which the application will try to retrieve the username based on the Jabber ID.

You can also add newly created IM contact to the appropriate group by selecting it from the list of groups that you are currently using.

You can move contacts between groups simply by drag-and-dropping them, or by right-clicking the contact you wish to move and selecting the group you want to move the contact into from the context menu. You can also create a new group and move the contact into it.



Contact Details



Clara Smith

Mail: smith@x1solar.com

Phone: 836-571-6589

[History](#)

[Attachments](#)

^ Last Week

You Thu 1:16 PM
Monday meeting

^ Older

Clara Smith 12/16/2020
Holiday pictures

Click on any contact in the **Contacts** window and you will find all the details on the selected contact displayed in the **Contact details** window.

For more detailed description of IM see section [Instant Messaging](#).

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Creating a New Account

The screenshot shows a dialog box titled "New Account" with a close button (X) in the top right corner. Below the title is the heading "Set up an account". A light blue bar contains a circular refresh icon and the text "Automatic Setup". Below this bar, the instruction "Enter your email and press Start." is displayed. There is an "Email:" label followed by a text input field and a green "Start" button. Below the input field are four stacked options, each with an icon and a label: "Mail" (envelope icon), "Chat" (speech bubble icon), "Calendar" (calendar icon), and "Contacts" (person icon). At the bottom right, there are three buttons: "Back" (disabled), "Next" (highlighted in orange), and "Cancel" (disabled).

When setting up a new account, you can choose from several options:

- **Automatic setup** - In most cases eM Client enables you to set up your account automatically with just two simple steps - entering your email address and the password. We strongly recommend using this method of setting up your account unless you possess thorough details about your account's settings. The first step is typing in the email address of your existing email account as well as the account password. The rest of the automatic setup is realized in 3 steps:

- **server settings for pre-defined service providers**
- **try to use Auto-discover protocol**
- **try to detect server setting by special heuristics**

- **Connecting to standard email servers:** eM Client will attempt to automatically retrieve the server settings (this works for the most frequently used email servers i.e. Gmail, Yahoo etc.)

- **Auto-discover technology:** If eM Client is unsuccessful with the first attempt, it will try to use the so called auto-discover technology, which basically tries to assess the predefined credentials of email servers. This service is fully automatic and it can autonomously detect the settings if the correct email information is provided.

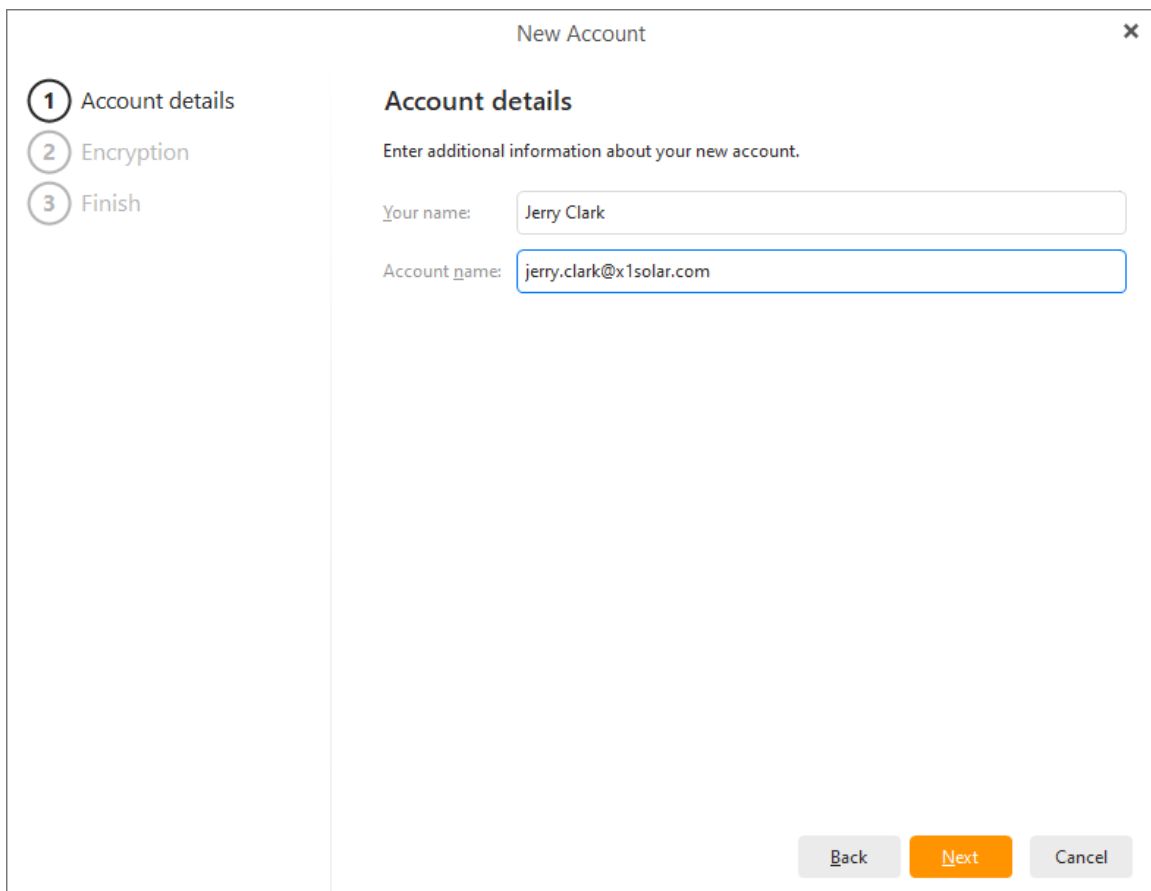
- **Predicting less usual email servers:** In this case, the application tries to search for access to your account details on the internet, it works on predicting how the address of your email provider is realized. (For example, this service will be utilized in the cases when a private company's email addresses will be prompted to set up.)

If all three services fail you will be prompted to specify the settings manually. Learn more about setting up email manually [here](#).

Automatic Account Setup

Step 1 - Account Details

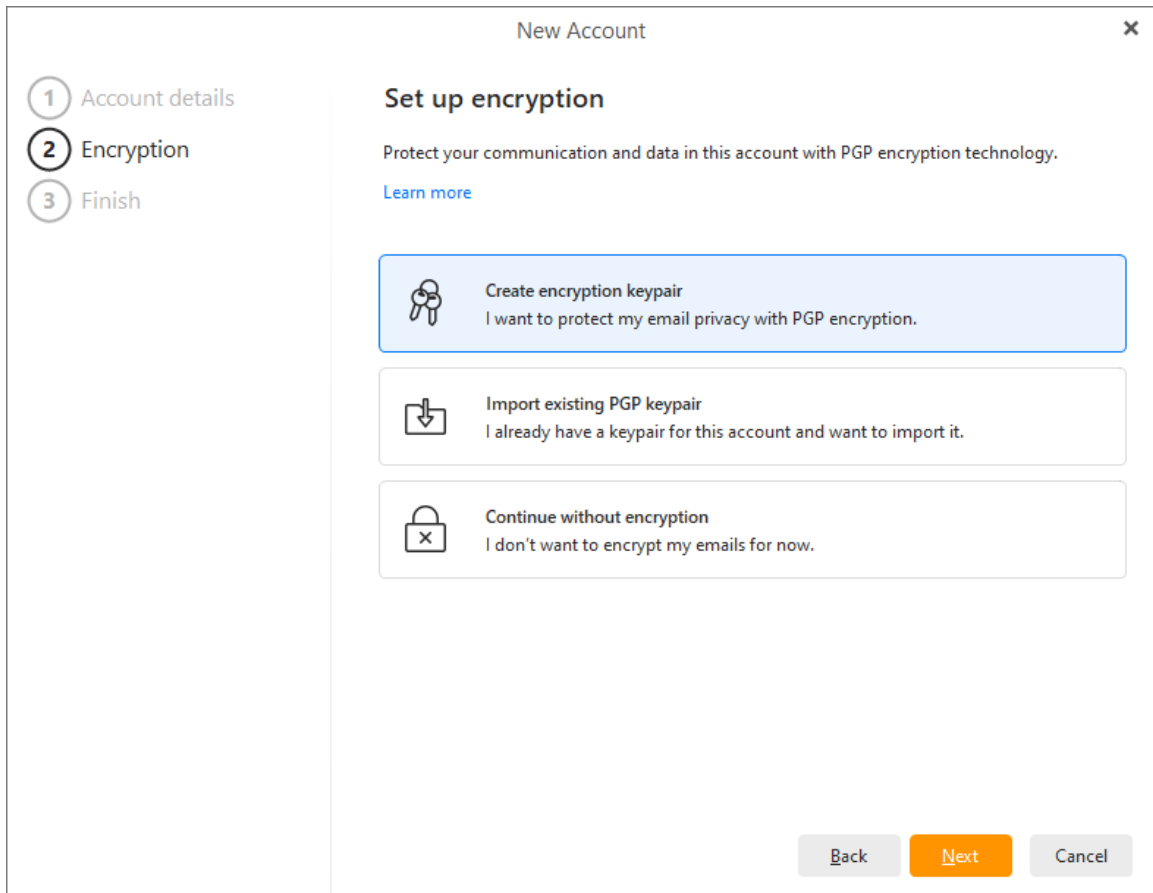
In this dialogue you can enter additional information regarding your new account, such as the account name and the name that you would like to be displayed in the "From" field of your outgoing messages.



The screenshot shows a dialog box titled "New Account" with a close button (X) in the top right corner. On the left side, there is a vertical list of three steps: "1 Account details" (highlighted with a red circle), "2 Encryption", and "3 Finish". The main content area is titled "Account details" and contains the instruction "Enter additional information about your new account." Below this, there are two input fields: "Your name:" with the value "Jerry Clark" and "Account name:" with the value "jerry.clark@x1solar.com". At the bottom right, there are three buttons: "Back" (disabled), "Next" (active, highlighted in orange), and "Cancel" (disabled).

Step 2 - Set up Encryption (optional)

Next you'll be asked if you want to set up PGP encryption [link] for your account. This is an advanced feature which encrypts your emails to provide better security and privacy. If you would like more information on how to set up encryption, you can read about it here. Otherwise, simply click "**Continue without encryption**" to continue setting up your account.



Step 3 - Finishing up

Here you can enable/disable services for this account (**Mail, Calendar, Contacts, Chat**). These settings can be changed at any time in **Menu > Accounts**

Depending on if you chose a POP3 or IMAP incoming server, the final options will change.

Sync Options allows you to choose if you'd like to download messages so you can read your previously received emails even when you're not connected to the internet (you will still need to reconnect to the internet in order to receive new messages) and you can choose if you'd like the search option to also work for your email attachments.

Finally, you can click on the **Finish** button to start using the application with your newly added account.


New Account ✕

1 Account details
2 Encryption
3 **Finish**

Almost there!

When you're all set, click the Finish button to create the account.

Account avatar

 [Change...](#)

Services

Select services you want to use:

- Mail
- Chat
- Calendar and Contacts

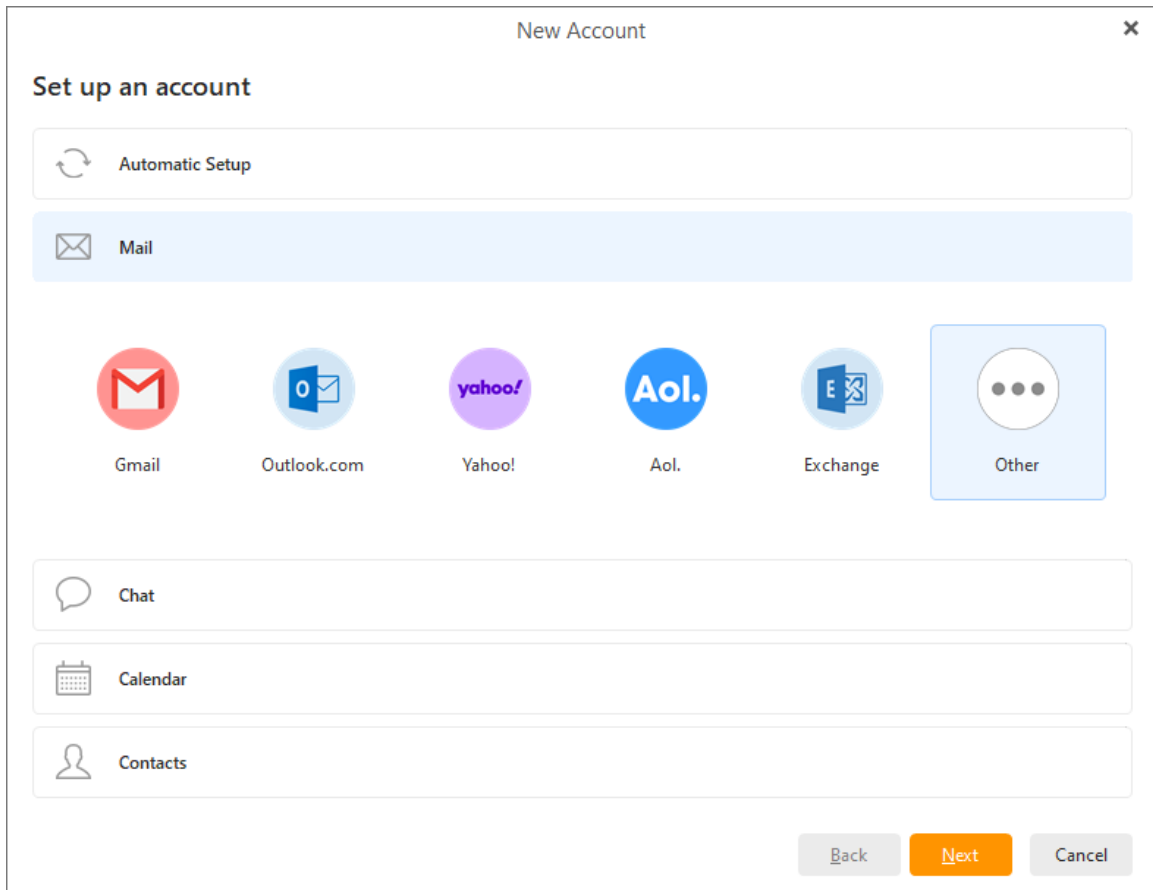
Sync Options

- Download messages for offline use and to search in message bodies
- Include attachments to search in attached documents

[Back](#) [Finish](#) [Cancel](#)

Setting up particular email addresses:

In this section, you can select particular email accounts that you would like to set up. The first five email providers displayed will always be the most used ones in the location where you currently are. These five displayed providers will also always have predefined configuration and their server settings will be retrieved automatically.



Manual Account Setup

In case the automatic setup didn't work or your email provider isn't shown, click on the **Other** button to manually set up a different email account. In this case, the setup will be a little more complex. It's performed in seven steps and you will be asked to fill in all the email settings. You can find out your account's server settings by asking your email provider.

Step 1 - Identity:

Enter your email address to begin.

New Account

1 Identity

2 Incoming server

3 Outgoing server

4 Test configuration

5 Account details

6 Encryption

7 Finish

Identity

Enter your email address.

Email address:

Back Next Cancel

Step 2 - Account type and incoming server information

Select if your incoming mail server type should be **POP3** or **IMAP**.

Enter your incoming mail server address.

Enter your username (usually either the whole email address or just the part before the @ sign depending on the provider) and your email account password.

New Account ✕

- 1 Identity
- 2 Incoming server**
- 3 Outgoing server
- 4 Test configuration
- 5 Account details
- 6 Encryption
- 7 Finish

Incoming server

Incoming server

Select the type of incoming server you're using.

POP3 IMAP

Server address

Enter the name of your incoming mail server (for example "mail.example.com").

Incoming server:

Authentication

Enter your user name (if it differs from the email address).

User name:

Password:

BackNextCancel

Step 3 - Outgoing server information

Enter your outgoing mail server address. This section could be prefilled based on what you entered for your incoming mail server, but it's possible that you'll need to change it to something else depending on the provider.

Your username and password will also be prefilled based on your answers in Step 2. Usually the credentials stay the same.

New Account ✕

- ① Identity
- ② Incoming server
- ③ Outgoing server
- ④ Test configuration
- ⑤ Account details
- ⑥ Encryption
- ⑦ Finish

Outgoing server

Server address

Enter the name of your outgoing mail server (for example "mail.example.com").

Otgoing server:

Authentication

Enter your user name (if it differs from the incoming user name).

User name:

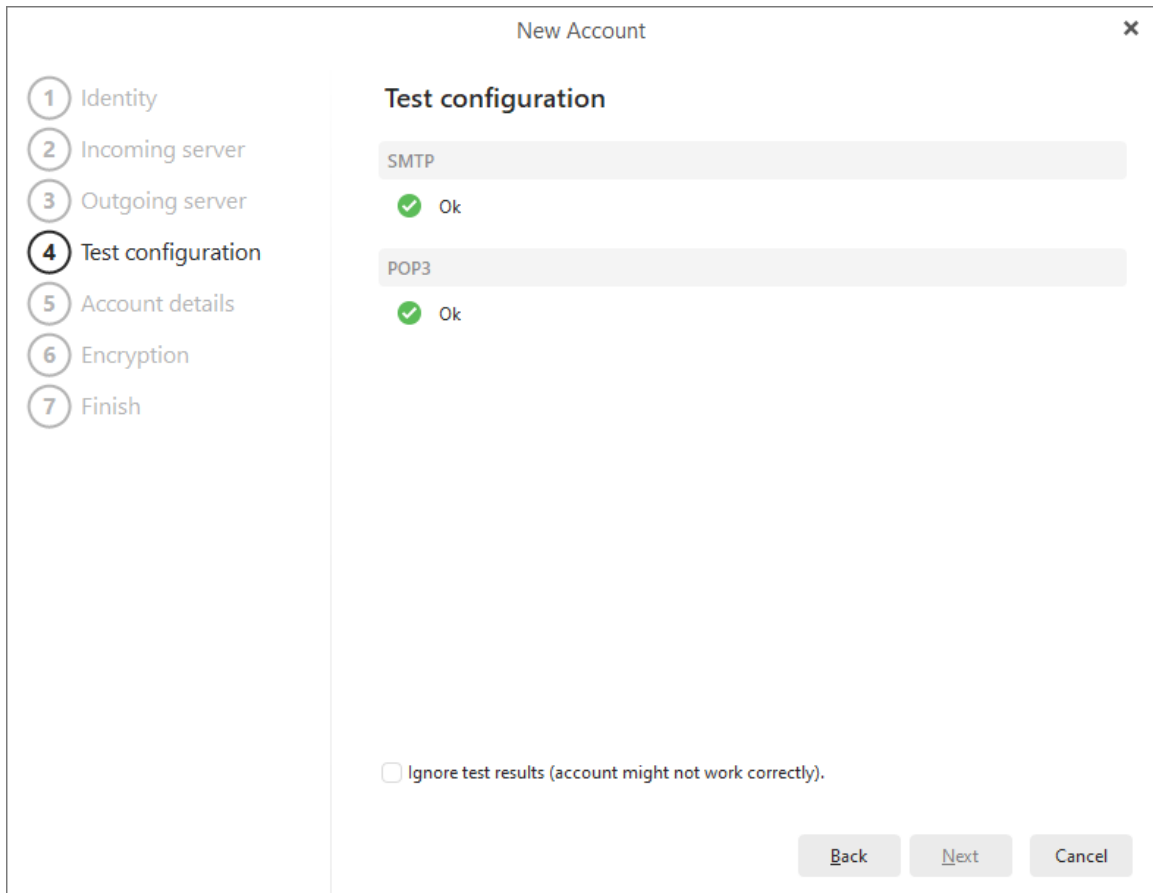
Password:

Outgoing server doesn't require authentication

Back Next Cancel

Step 4 - Testing configuration

During this step, your configuration will be tested. If your account details were typed in correctly, a green checkmark will appear. If there are some problems with the configuration (for example if your password was not entered correctly), a red cross will be displayed (as you can see in the picture). You can always change your configuration by clicking on the **Fix** button.



Step 5 - Adding additional information about your new account:

In this dialogue you can enter additional information regarding your new account, such as the account name and the name that you would like to be displayed in the "From" field of your outgoing messages (e.g. jerry@x1solar.com)

New Account ✕

- 1 Identity
- 2 Incoming server
- 3 Outgoing server
- 4 Test configuration
- 5 Account details**
- 6 Encryption
- 7 Finish

Account details

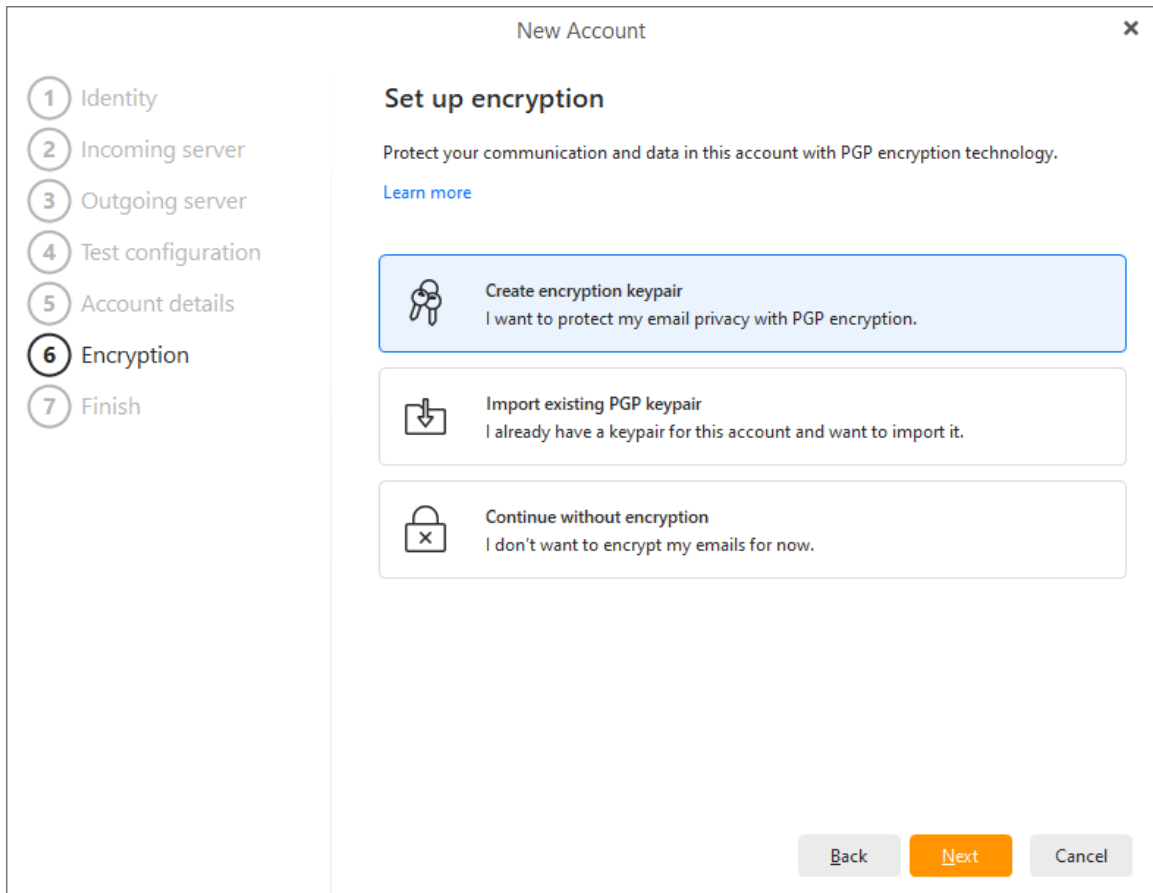
Enter additional information about your new account.

Your name:

Account name:

Step 6 - Set up encryption (optional)

Next you'll be asked if you want to set up PGP encryption [\[link\]](#) for your account. This is an advanced feature which encrypts your emails to provide better security and privacy. If you would like more information on how to set up encryption, you can read about it [here](#). Otherwise, simply click **"Continue without encryption"** to continue setting up your account.



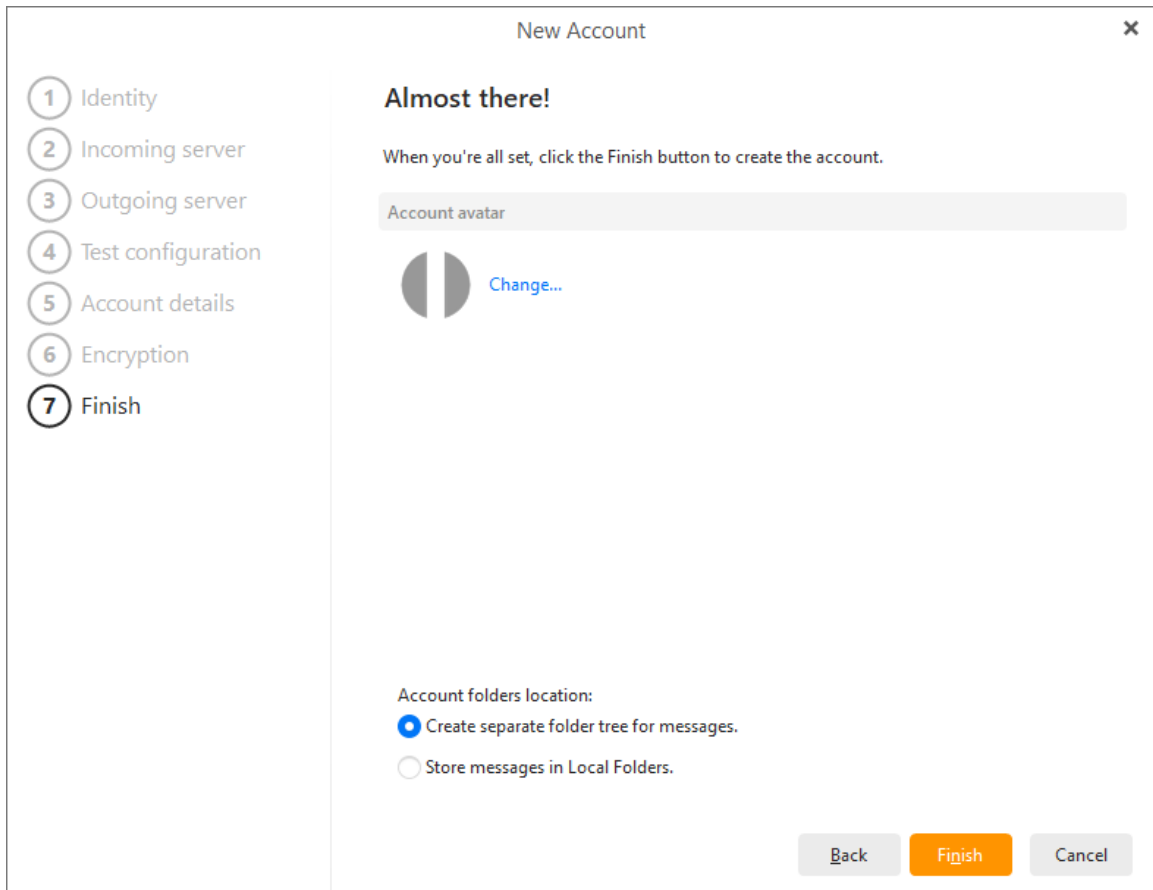
Step 7 - Finishing up

Account avatar - Choose which image you'd like to have to represent your newly added account. You can choose from one of our default avatar images or select your own custom image by uploading it from your computer.

Depending on if you chose a POP3 or IMAP incoming server, the final options will change.

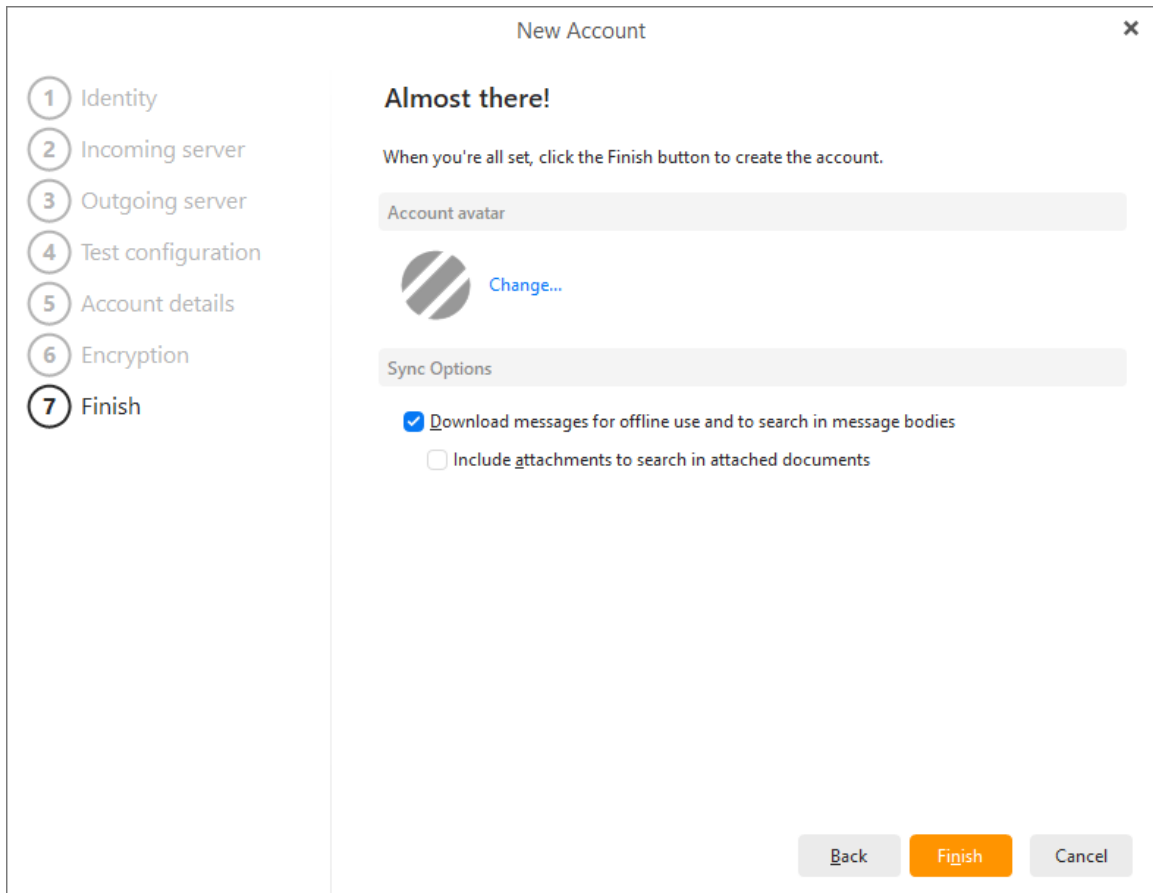
POP3 option:

On this final screen you can specify if you want the application to create a separate folder tree for the messages for your POP3 account, or if the messages should be stored in Local Folders.



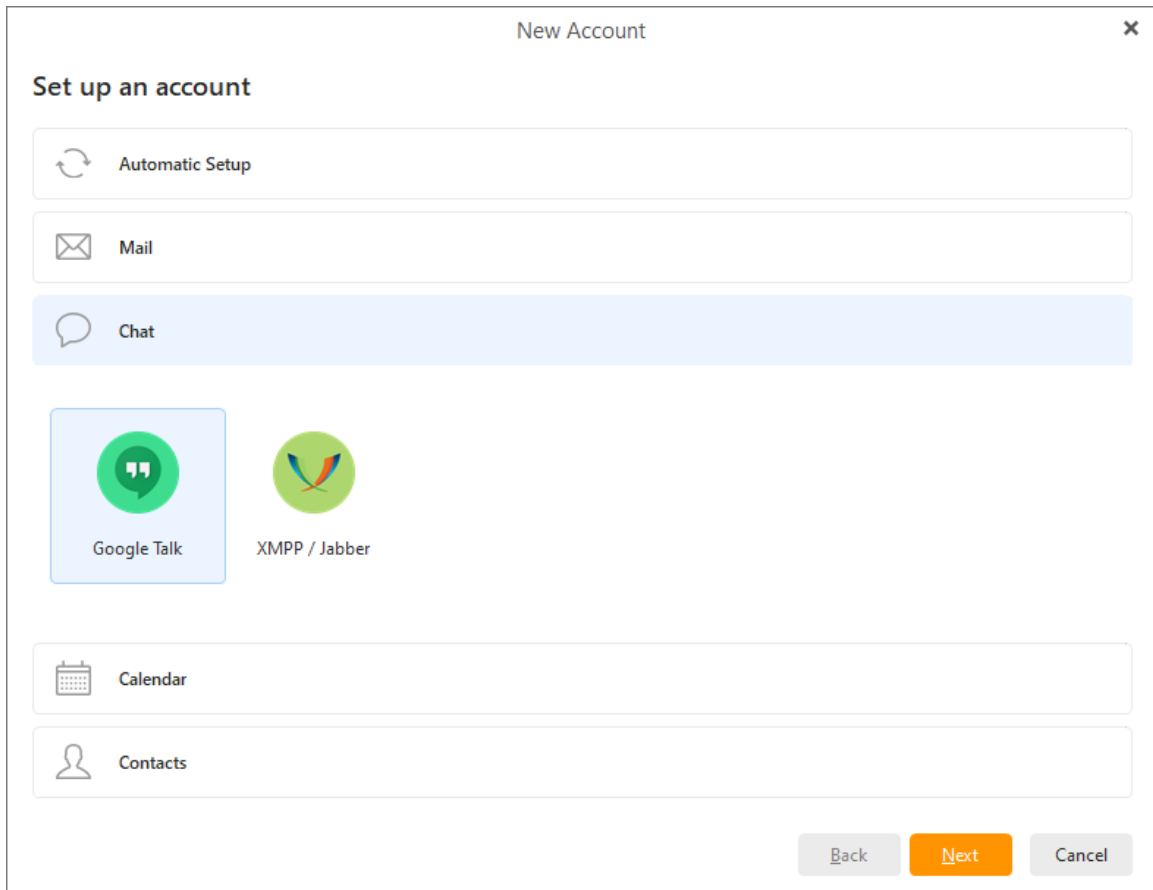
IMAP option:

Sync Options allows you to choose if you'd like to download messages so you can read your previously received emails even when you're not connected to the internet (you will still need to reconnect to the internet in order to receive new messages) and you can choose if you'd like the search option to work for your email attachments.



Setting up Chat

Generally, two chat services are supported - you can set up two predefined services **Google Talk**, and generic **XMPP/Jabber** (both based on XMPP protocol).



XMPP/Jabber

You can add an XMPP/Jabber account to eM Client in five easy steps.

Step 1 - You can register a new Jabber account or use an existing account.

Select "Use existing Jabber account" if you already have a Jabber account registered.

Select "Register new Jabber account" if you have no Jabber account yet. An account will be registered for you on one of the public Jabber servers.

New Account ✕

- 1 New Jabber account
- 2 Choose provider
- 3 Registration
- 4 Account details
- 5 Finish

New Jabber account

Use existing Jabber account
Select this option if you already have a Jabber account registered.

Register new Jabber account
Select this option if you have no Jabber account yet. An account will be registered for you on one of the public Jabber servers.

Back Next Cancel

Step 2a - Register a new Jabber account - Select a Jabber Server Host from the list.

Since the Jabber protocol is hosted by decentralized servers much like IRC, you will be asked to select a host server to connect to.

Tip: eM Client will suggest a list of free Jabber Hosts, however you can type in any Jabber hosts you prefer. Note, different Jabber hosts offer different transports to different networks.

New Account ✕

- 1 New Jabber account
- 2 Choose provider**
- 3 Registration
- 4 Account details
- 5 Finish

Choose provider

Jabber server host:

Use SSL if available

Back Next Cancel

Step 2b - Enter your Username and Password.

Once the Jabber server registration succeeds, you will be asked to provide a username (has to be unique) and a password. Once the username and password are accepted, click next to finish the registration (skip to step 4).

New Account ✕

- 1 New Jabber account
- 2 Choose provider
- 3 Registration**
- 4 Account details
- 5 Finish

Registration

Choose a username and password to register with this server

Username:

Password:

BackNextCancel

Step 3 - Using an existing Jabber account - enter the Jabber ID

Enter your Jabber ID and password. If you enter your Jabber ID as an email address, the system will attempt to generate your likely server host and username. These can be changed manually now by unchecking the "Automatically detect server host and username box" or later in your Account settings.

New Account ✕

- ① New Jabber account
- ② Identity
- ③ Account details
- ④ Finish

Identity

Jabber ID:

Password:

Automatically detect server host and user name

Server host:

User name:

Back Next Cancel

Step 4 - Account Details

The account name is the name that you would like to be displayed in the "From" field of your outgoing messages

- 1 New Jabber account
- 2 Identity
- 3 Account details**
- 4 Finish

Account details

Enter additional information about your new account.

Account name:

Back

Next

Cancel

Step 5 - Finish - click Finish to complete the new Jabber account.

New Account ✕

- 1 New Jabber account
- 2 Identity
- 3 Account details
- 4 Finish**

Almost there!


When you're all set, click the Finish button to create the account.


[Back](#) [Finish](#) [Cancel](#)


Setting up your Calendar


New Account ✕

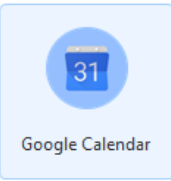
Set up an account


 Automatic Setup


 Mail


 Chat


 Calendar


 Google Calendar

 Yahoo! Calendar

 iCloud Calendar

 Fruux Calendar

 CalDAV

 Contacts

Back Next Cancel

CalDAV / CardDAV

CalDAV is a calendar sharing service and CardDAV allows you to share your contacts. In order to set up a CalDAV / CardDAV account, you first have to have a CalDAV / CardDAV account on your mail server (e.g. IceWarp eMail server).

Enter the account name, password and its internet location, and you are done!

New Account ✕

- 1 Server information
- 2 Account details
- 3 Finish

Server information

Enter your CalDAV/CardDAV account settings.

Account address URL (f.e. <http://www.example.com/.well-known/caldav>):

Account address:

Authentication

User name:

Password:


BackNextCancel


Setting up Contacts


Here you can set up synchronization with your Google contacts, Yahoo contacts, iCloud Contacts and Fruux Contacts. Please note that, in the case of Google, it's Google's native technology, whereas in the case of Yahoo and others, this service works on CardDAV technology.


New Account ✕


Set up an account


 Automatic Setup


 Mail


 Chat


 Calendar


 **Contacts**


Google Contacts


Yahoo! Contacts


iCloud Contacts


Fruux Contacts


CardDAV

Back Next Cancel

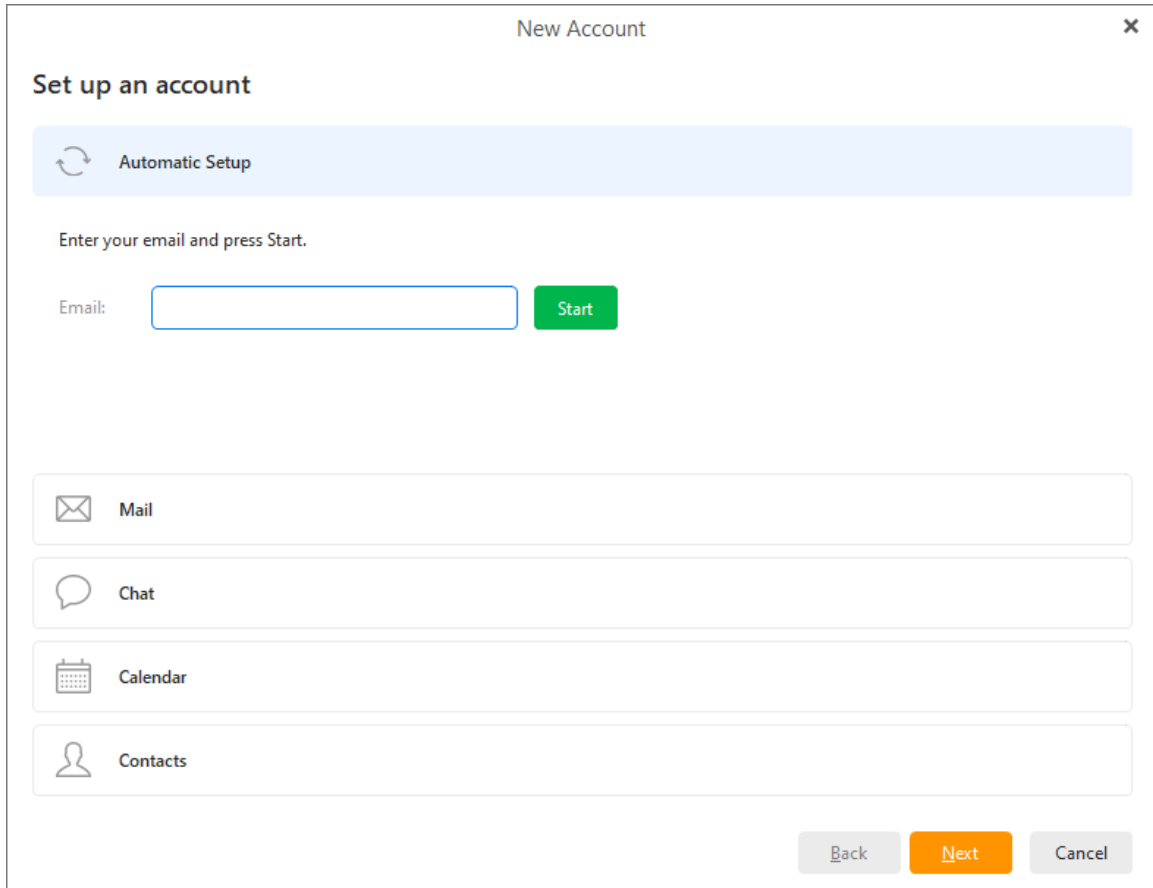
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Accounts

If no existing accounts are detected, the account wizard will appear automatically, as you can see in the following picture.

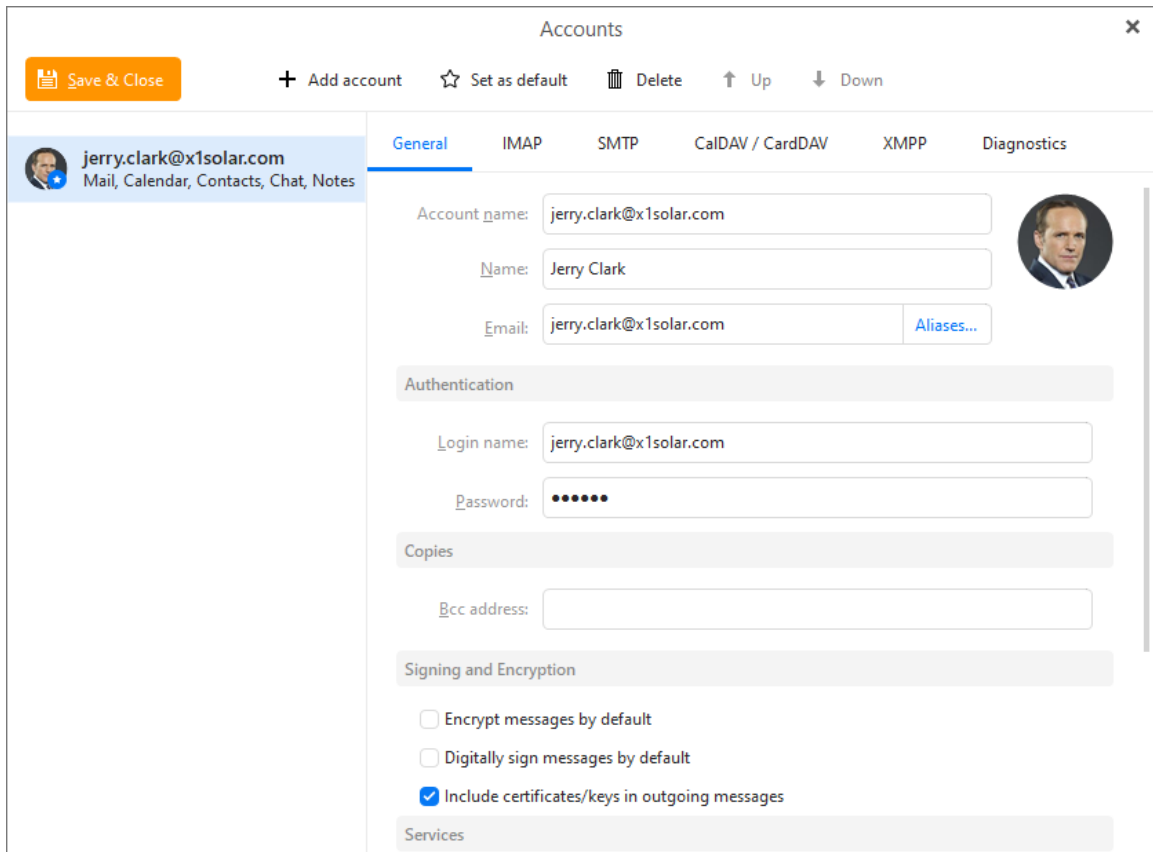


The screenshot shows a window titled "New Account" with a close button (X) in the top right corner. The main heading is "Set up an account". Below this, there is a light blue bar with a circular refresh icon and the text "Automatic Setup". Underneath, the instruction "Enter your email and press Start." is displayed. An "Email:" label is followed by a text input field and a green "Start" button. Below the input field, there are four stacked, rounded rectangular buttons: "Mail" (with an envelope icon), "Chat" (with a speech bubble icon), "Calendar" (with a calendar icon), and "Contacts" (with a person icon). At the bottom right, there are three buttons: "Back" (disabled), "Next" (highlighted in orange), and "Cancel" (disabled).

Otherwise, the path to create a new account is **Menu -> Accounts** and then click on **New account...**

+ Add account
button.

To add a new account click on **Menu** and on the drop-down menu select **Accounts**. You will see the following account management window.



Here you can create new accounts, delete existing accounts or select your default account.

Please note the two arrows just under the list of accounts. These can change the order of accounts which will affect the order of the folders in the main window on the left.

Create a new account

Click on **New account** to create an email, Google, CalDav or Jabber account. You can read more about creating new accounts in the section: [Create New Account](#).

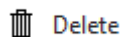
Account Avatars

On the right side of your account details you can see an avatar. Account avatars will help you determine which email account your messages belong to in mixed views or search results. You can also use them for quick navigation when using minimized left pane.

For more details on how to change the avatar please go to [Create New Account](#).

Delete an existing account

To delete an account, select the account you wish to delete and click on **Delete account** button



. You will be prompted to confirm the deletion.

This action can endanger your data in case of POP accounts.

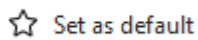
POP protocol downloads messages from your server into your device and deletes them from the server - this means that deleting this account from your device might delete the only copy of your messages.

We suggest making a backup or exporting your messages before deleting a POP account.

IMAP and **Exchange Web Services** accounts synchronize data with the mail server, removing these accounts is therefor safe.

Set a default account

Select the account you wish to be set as your default account and click on **Set as default**



. The default account will be active when the application starts.

Default account will be used when a specific account cannot be detected for use. This means the Default account will be applied to new messages, contacts, events, etc. when the focus is set in Smart folders or Local folders.

If your default account does not have its own Calendar and Contacts services you can specify default folders in the General tab of the Default account.

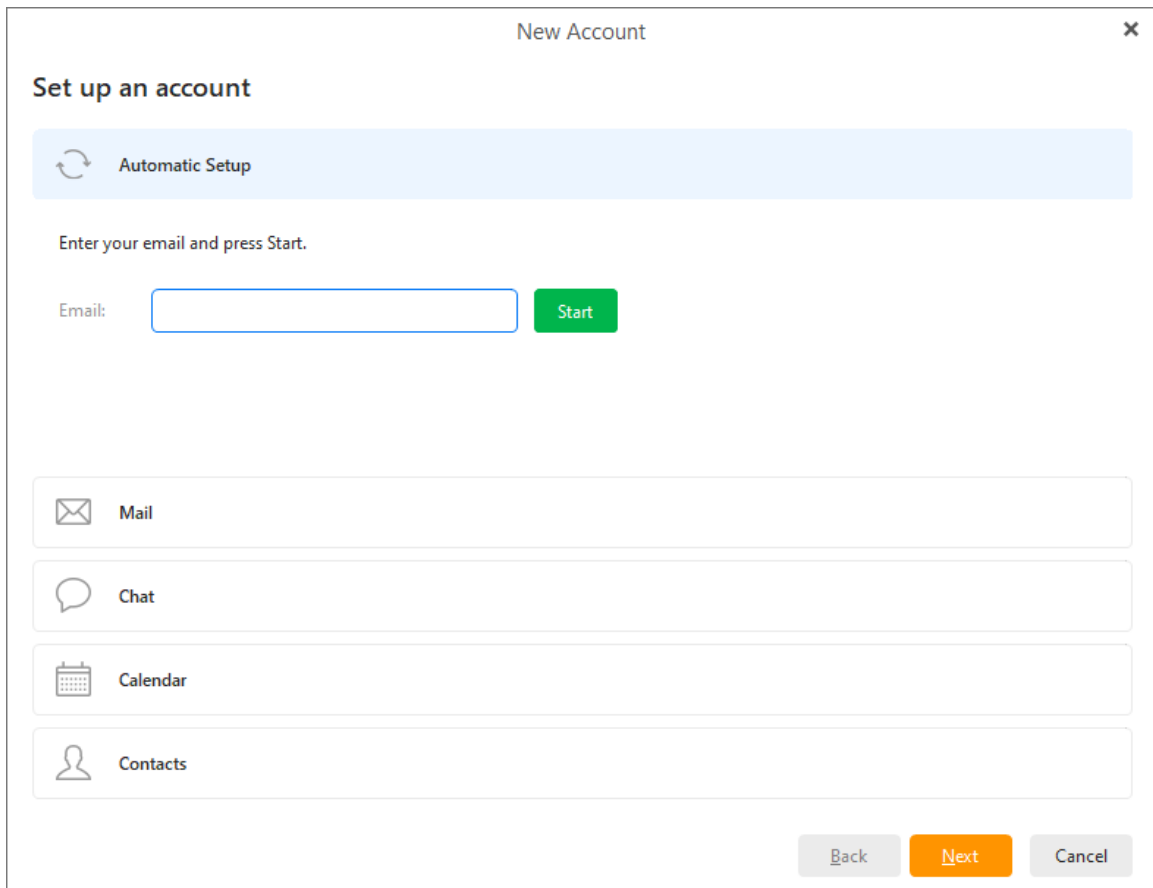
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Accounts

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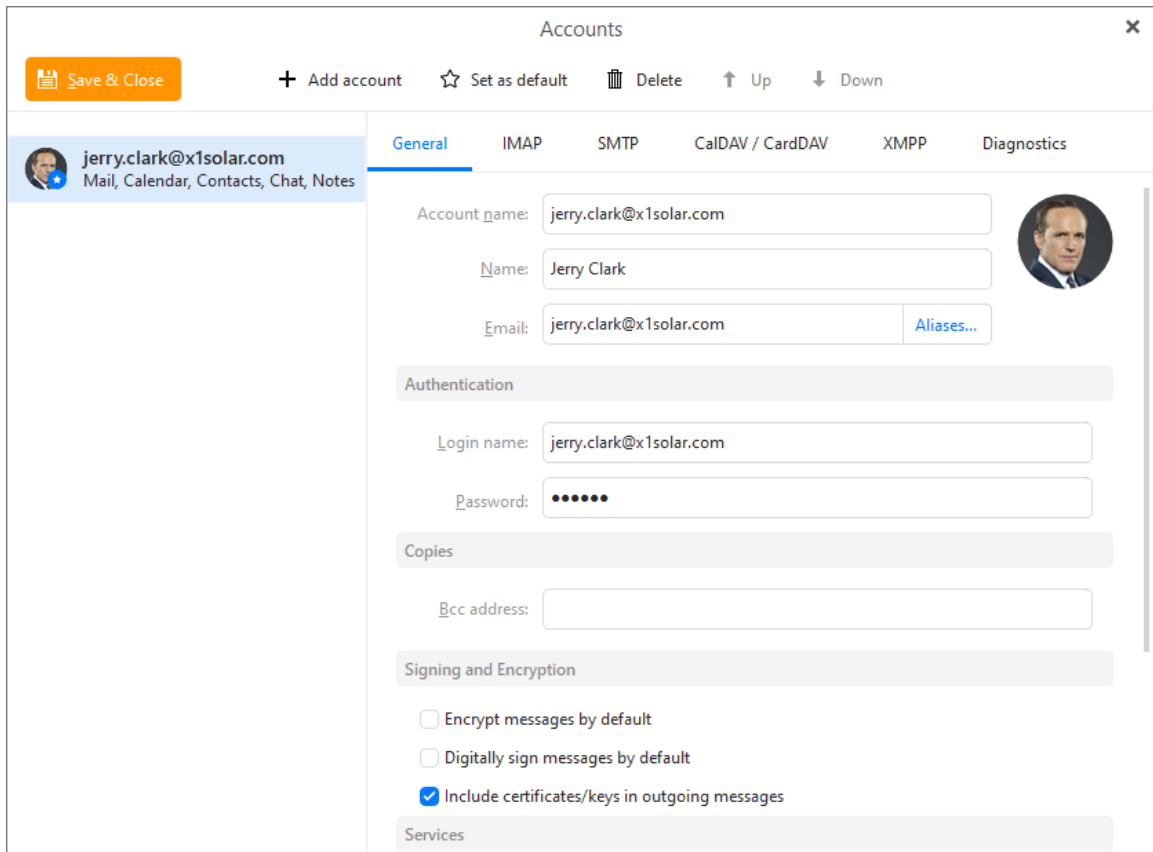


The screenshot shows a window titled "New Account" with a close button (X) in the top right corner. The main heading is "Set up an account". Below this, there is a light blue bar with a circular refresh icon and the text "Automatic Setup". Underneath, the instruction "Enter your email and press Start." is displayed. An "Email:" label is followed by a text input field and a green "Start" button. Below the input field, there are four stacked, rounded rectangular buttons: "Mail" (with an envelope icon), "Chat" (with a speech bubble icon), "Calendar" (with a calendar icon), and "Contacts" (with a person icon). At the bottom right, there are three buttons: "Back" (disabled), "Next" (highlighted in orange), and "Cancel" (disabled).

Otherwise, the path to create a new account is **Menu -> Accounts** and then click on **New account...**

+ Add account
button.

To add a new account click on **Menu** and on the drop-down menu select **Accounts**. You will see the following account management window.



Here you can create new accounts, delete existing accounts or select your default account.

Please note the two arrows just under the list of accounts. These can change the order of accounts which will affect the order of the folders in the main window on the left.

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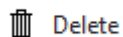
Account Avatars

On the right side of your account details you can see an avatar. Account avatars will help you determine which email account your messages belong to in mixed views or search results. You can also use them for quick navigation when using minimized left pane.

For more details on how to change the avatar please go to [Create New Account](#).

Delete an existing account

To delete an account, select the account you wish to delete and click on **Delete account** button



. You will be prompted to confirm the deletion.

This action can endanger your data in case of POP accounts.

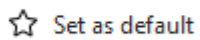
POP protocol downloads messages from your server into your device and deletes them from the server - this means that deleting this account from your device might delete the only copy of your messages.

We suggest making a backup or exporting your messages before deleting a POP account.

IMAP and **Exchange Web Services** accounts synchronize data with the mail server, removing these accounts is therefor safe.

Set a default account

Select the account you wish to be set as your default account and click on **Set as default**



. The default account will be active when the application starts.

Default account will be used when a specific account cannot be detected for use. This means the Default account will be applied to new messages, contacts, events, etc. when the focus is set in Smart folders or Local folders.

If your default account does not have its own Calendar and Contacts services you can specify default folders in the General tab of the Default account.

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Creating a New Account


New Account ✕


Set up an account


 Automatic Setup


Enter your email and press Start.

Email:

 Mail

 Chat

 Calendar

 Contacts

When setting up a new account, you can choose from several options:

- **Automatic setup** - In most cases eM Client enables you to set up your account automatically with just two simple steps - entering your email address and the password. We strongly recommend using this method of setting up your account unless you possess thorough details about your account's settings. The first step is typing in the email address of your existing email account as well as the account password. The rest of the automatic setup is realized in 3 steps:

- **server settings for pre-defined service providers**
- **try to use Auto-discover protocol**
- **try to detect server setting by special heuristics**

- **Connecting to standard email servers:** eM Client will attempt to automatically retrieve the server settings (this works for the most frequently used email servers i.e. Gmail, Yahoo etc.)

- **Auto-discover technology:** If eM Client is unsuccessful with the first attempt, it will try to use the so called auto-discover technology, which basically tries to assess the predefined credentials of email servers. This service is fully automatic and it can autonomously detect the settings if the correct email information is provided.

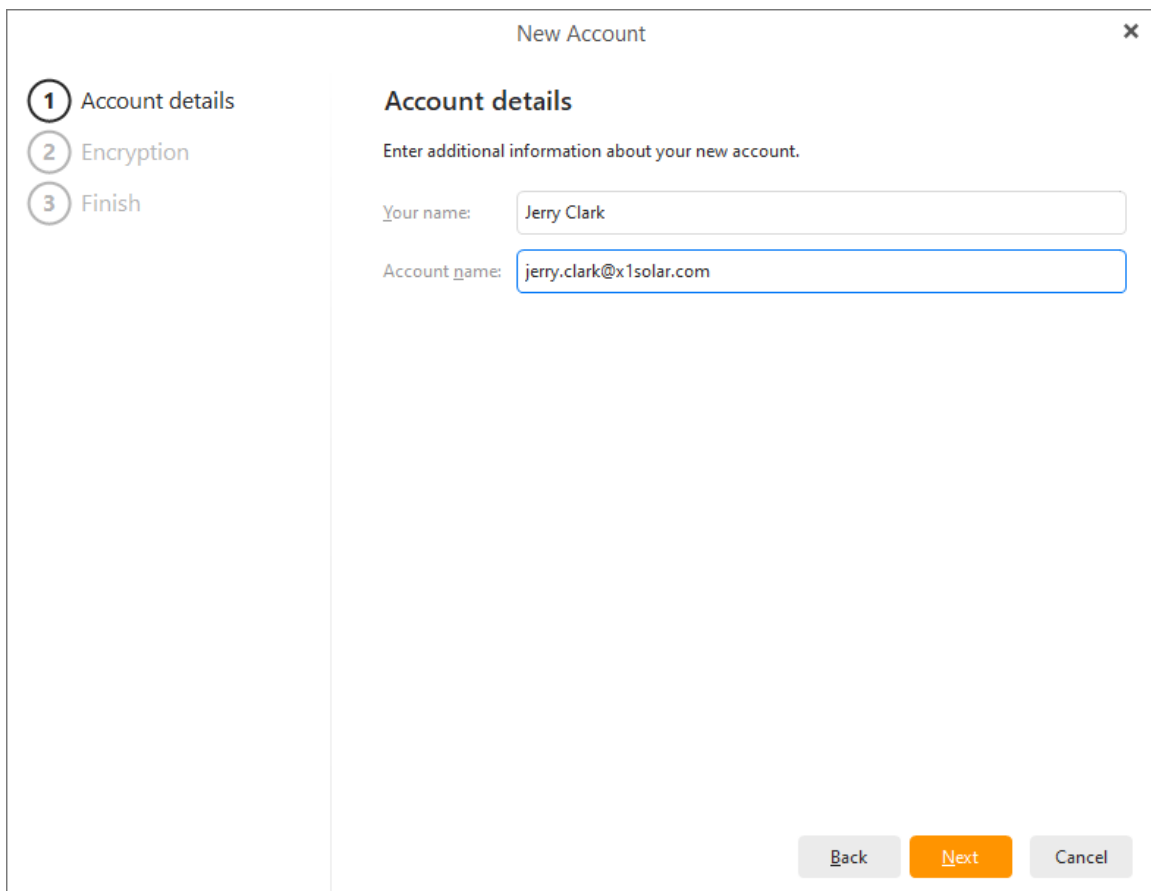
- **Predicting less usual email servers:** In this case, the application tries to search for access to your account details on the internet, it works on predicting how the address of your email provider is realized. (For example, this service will be utilized in the cases when a private company's email addresses will be prompted to set up.)

If all three services fail you will be prompted to specify the settings manually. Learn more about setting up email manually [here](#).

Automatic Account Setup

Step 1 - Account Details

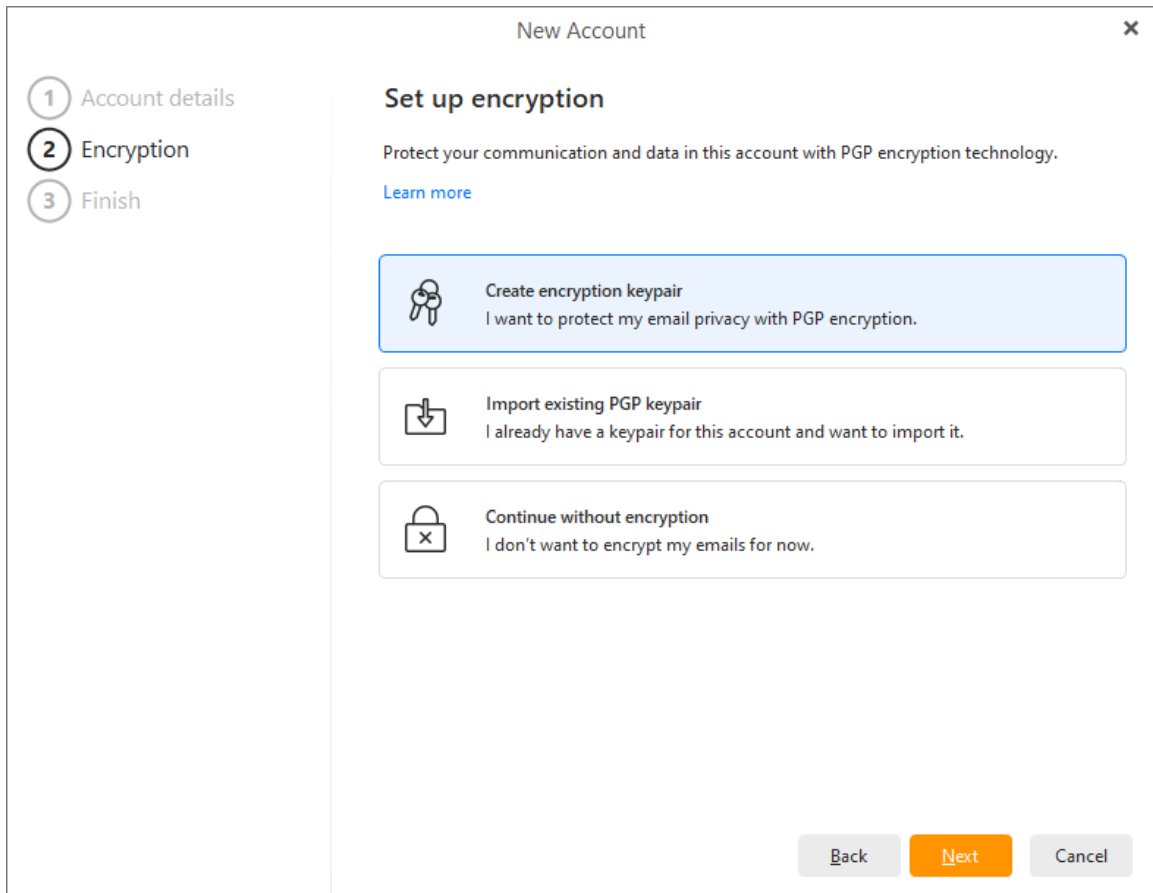
In this dialogue you can enter additional information regarding your new account, such as the account name and the name that you would like to be displayed in the "From" field of your outgoing messages.



The screenshot shows a dialog box titled "New Account" with a close button (X) in the top right corner. On the left side, there is a vertical list of three steps: "1 Account details" (highlighted with a red circle), "2 Encryption", and "3 Finish". The main content area is titled "Account details" and contains the instruction "Enter additional information about your new account." Below this, there are two input fields: "Your name:" with the value "Jerry Clark" and "Account name:" with the value "jerry.clark@x1solar.com". At the bottom right, there are three buttons: "Back" (disabled), "Next" (active, highlighted in orange), and "Cancel" (disabled).

Step 2 - Set up Encryption (optional)

Next you'll be asked if you want to set up PGP encryption [link] for your account. This is an advanced feature which encrypts your emails to provide better security and privacy. If you would like more information on how to set up encryption, you can read about it here. Otherwise, simply click "**Continue without encryption**" to continue setting up your account.



Step 3 - Finishing up

Here you can enable/disable services for this account (**Mail, Calendar, Contacts, Chat**). These settings can be changed at any time in **Menu > Accounts**

Depending on if you chose a POP3 or IMAP incoming server, the final options will change.

Sync Options allows you to choose if you'd like to download messages so you can read your previously received emails even when you're not connected to the internet (you will still need to reconnect to the internet in order to receive new messages) and you can choose if you'd like the search option to also work for your email attachments.

Finally, you can click on the **Finish** button to start using the application with your newly added account.


New Account ✕

1 Account details
2 Encryption
3 **Finish**

Almost there!

When you're all set, click the Finish button to create the account.

Account avatar

 [Change...](#)

Services

Select services you want to use:

- Mail
- Chat
- Calendar and Contacts

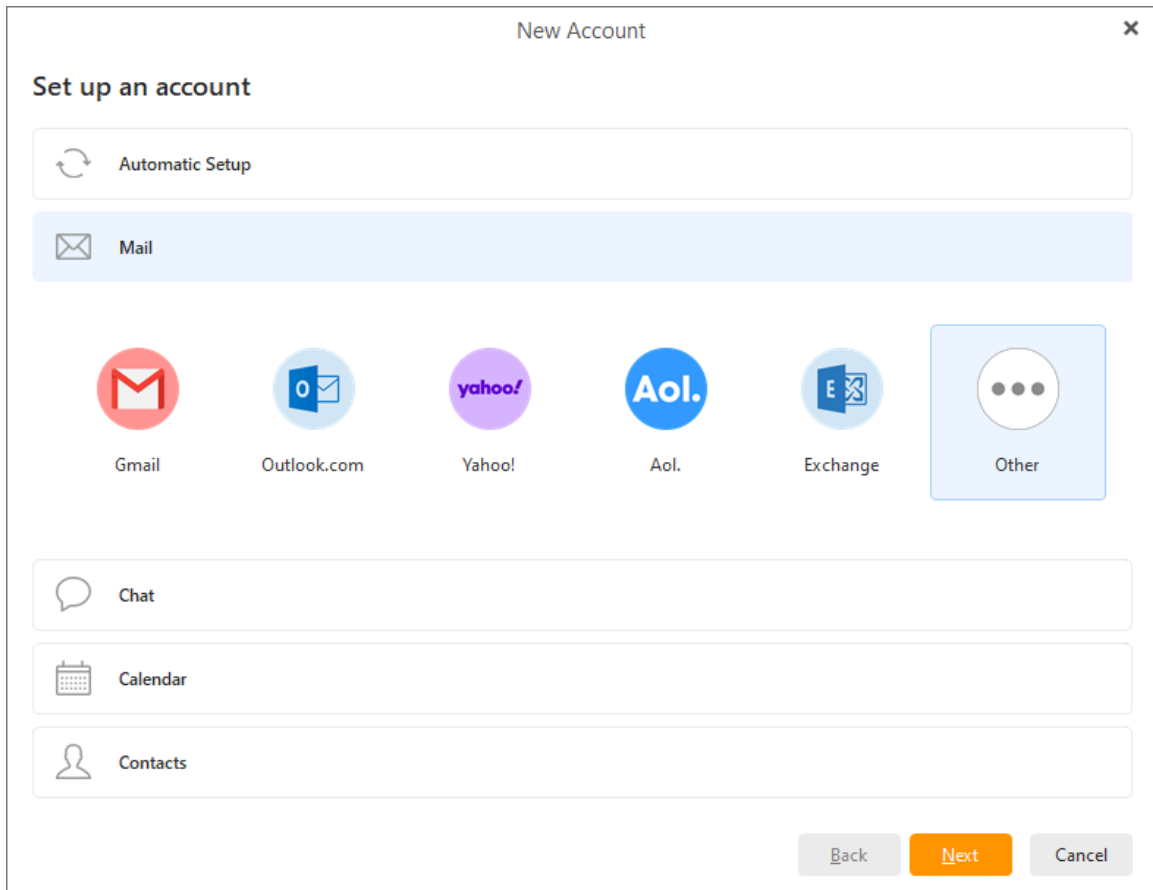
Sync Options

- Download messages for offline use and to search in message bodies
 - Include attachments to search in attached documents

[Back](#) [Finish](#) [Cancel](#)

Setting up particular email addresses:

In this section, you can select particular email accounts that you would like to set up. The first five email providers displayed will always be the most used ones in the location where you currently are. These five displayed providers will also always have predefined configuration and their server settings will be retrieved automatically.



Manual Account Setup

In case the automatic setup didn't work or your email provider isn't shown, click on the **Other** button to manually set up a different email account. In this case, the setup will be a little more complex. It's performed in seven steps and you will be asked to fill in all the email settings. You can find out your account's server settings by asking your email provider.

Step 1 - Identity:

Enter your email address to begin.

New Account

1 Identity

2 Incoming server

3 Outgoing server

4 Test configuration

5 Account details

6 Encryption

7 Finish

Identity

Enter your email address.

Email address:

Back Next Cancel

Step 2 - Account type and incoming server information

Select if your incoming mail server type should be **POP3** or **IMAP**.

Enter your incoming mail server address.

Enter your username (usually either the whole email address or just the part before the @ sign depending on the provider) and your email account password.

New Account ✕

- 1 Identity
- 2 Incoming server**
- 3 Outgoing server
- 4 Test configuration
- 5 Account details
- 6 Encryption
- 7 Finish

Incoming server

Incoming server

Select the type of incoming server you're using.

POP3 IMAP

Server address

Enter the name of your incoming mail server (for example "mail.example.com").

Incoming server:

Authentication

Enter your user name (if it differs from the email address).

User name:

Password:

BackNextCancel

Step 3 - Outgoing server information

Enter your outgoing mail server address. This section could be prefilled based on what you entered for your incoming mail server, but it's possible that you'll need to change it to something else depending on the provider.

Your username and password will also be prefilled based on your answers in Step 2. Usually the credentials stay the same.

New Account ✕

- ① Identity
- ② Incoming server
- ③ Outgoing server
- ④ Test configuration
- ⑤ Account details
- ⑥ Encryption
- ⑦ Finish

Outgoing server

Server address

Enter the name of your outgoing mail server (for example "mail.example.com").

Otgoing server:

Authentication

Enter your user name (if it differs from the incoming user name).

User name:

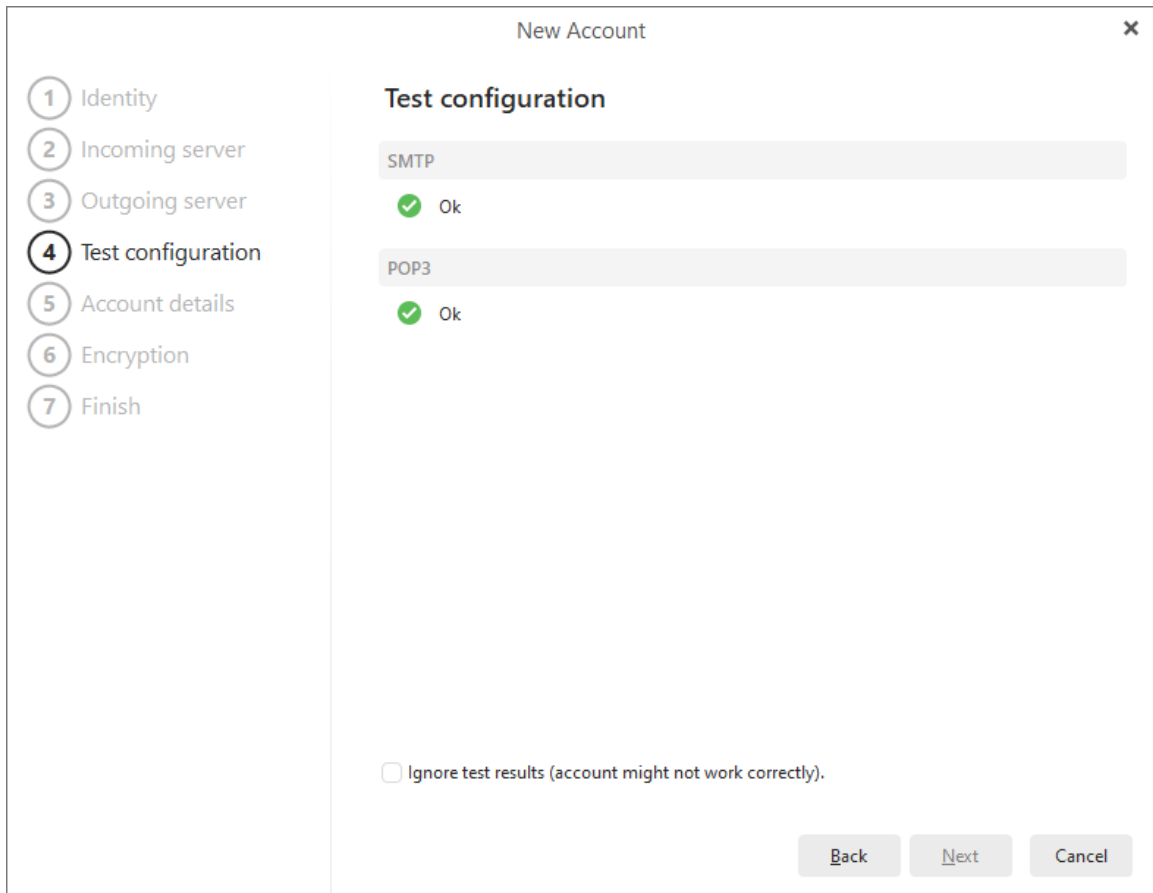
Password:

Outgoing server doesn't require authentication

BackNextCancel

Step 4 - Testing configuration

During this step, your configuration will be tested. If your account details were typed in correctly, a green checkmark will appear. If there are some problems with the configuration (for example if your password was not entered correctly), a red cross will be displayed (as you can see in the picture). You can always change your configuration by clicking on the **Fix** button.



Step 5 - Adding additional information about your new account:

In this dialogue you can enter additional information regarding your new account, such as the account name and the name that you would like to be displayed in the "From" field of your outgoing messages (e.g. jerry@x1solar.com)

New Account ✕

- ① Identity
- ② Incoming server
- ③ Outgoing server
- ④ Test configuration
- ⑤ Account details
- ⑥ Encryption
- ⑦ Finish

Account details

Enter additional information about your new account.

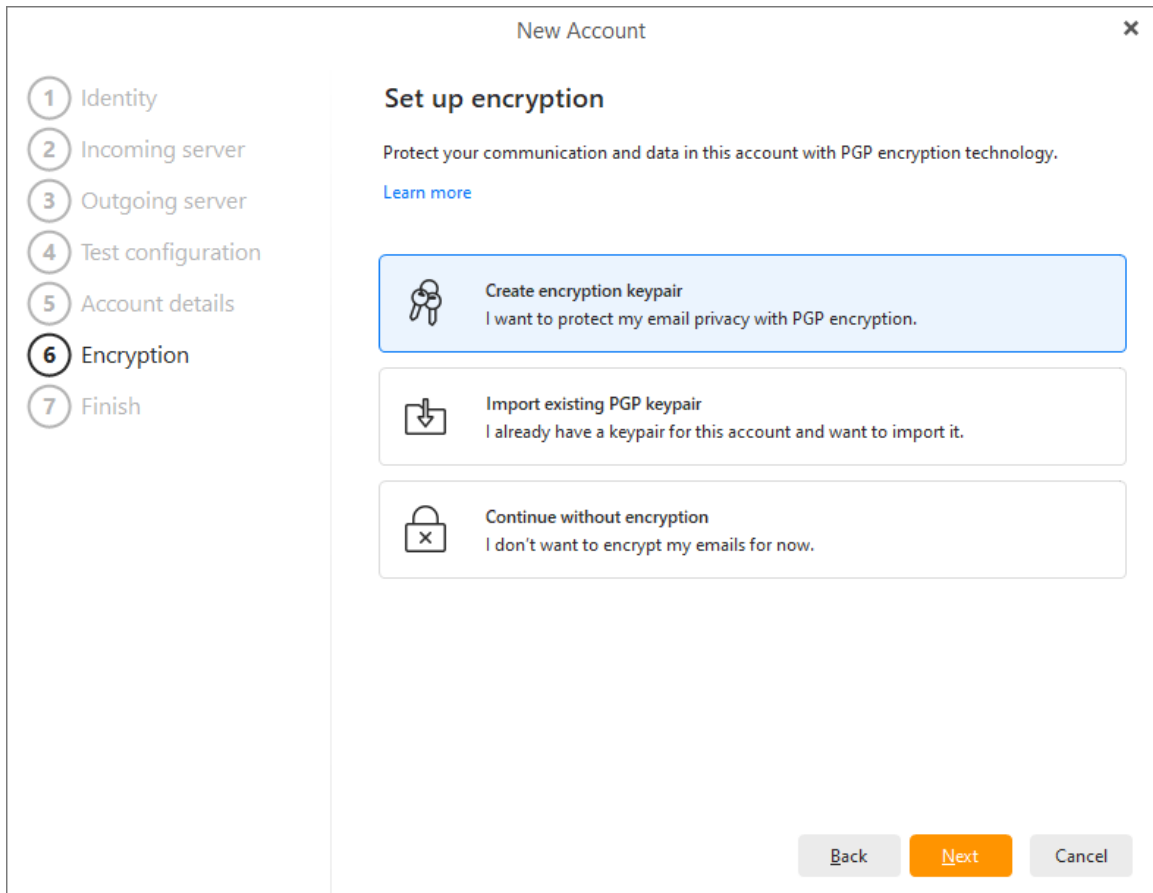
Your name:

Account name:

BackNextCancel

Step 6 - Set up encryption (optional)

Next you'll be asked if you want to set up PGP encryption [\[link\]](#) for your account. This is an advanced feature which encrypts your emails to provide better security and privacy. If you would like more information on how to set up encryption, you can read about it [here](#). Otherwise, simply click **"Continue without encryption"** to continue setting up your account.



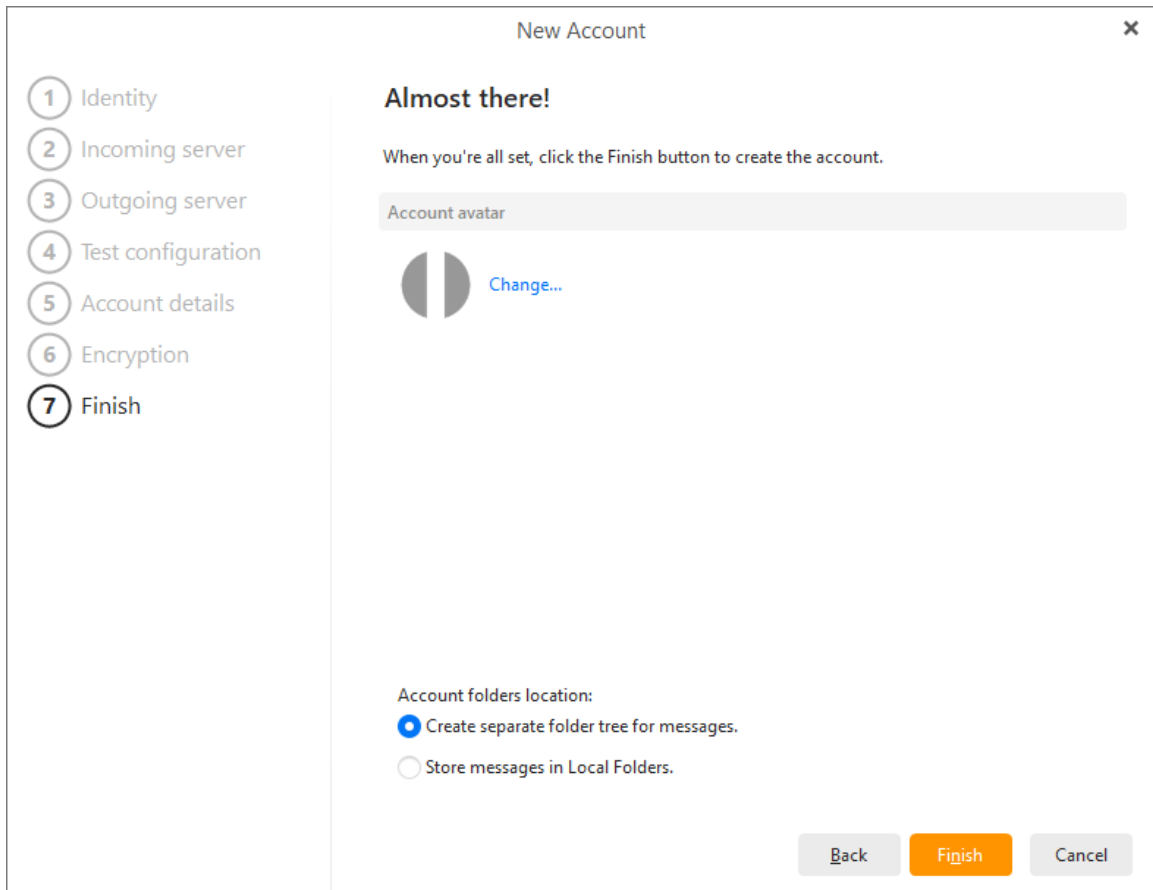
Step 7 - Finishing up

Account avatar - Choose which image you'd like to have to represent your newly added account. You can choose from one of our default avatar images or select your own custom image by uploading it from your computer.

Depending on if you chose a POP3 or IMAP incoming server, the final options will change.

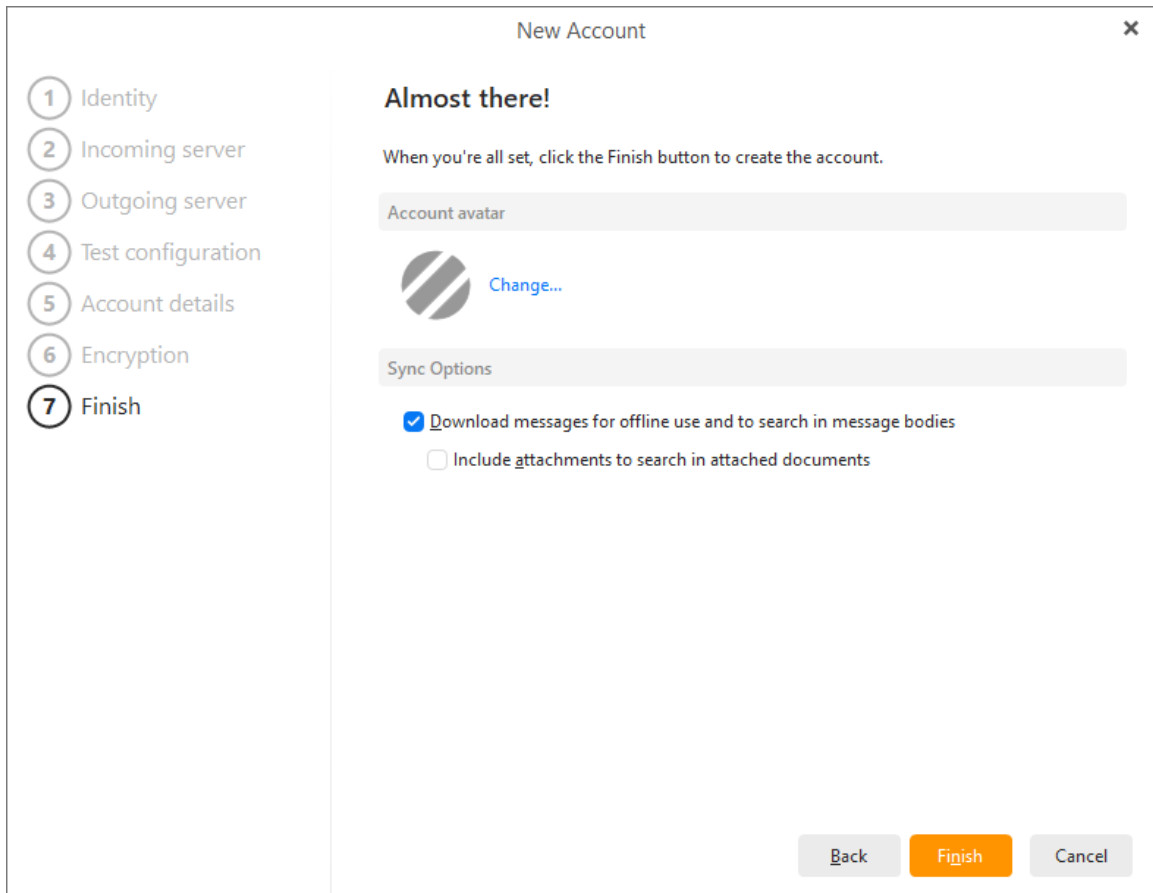
POP3 option:

On this final screen you can specify if you want the application to create a separate folder tree for the messages for your POP3 account, or if the messages should be stored in Local Folders.



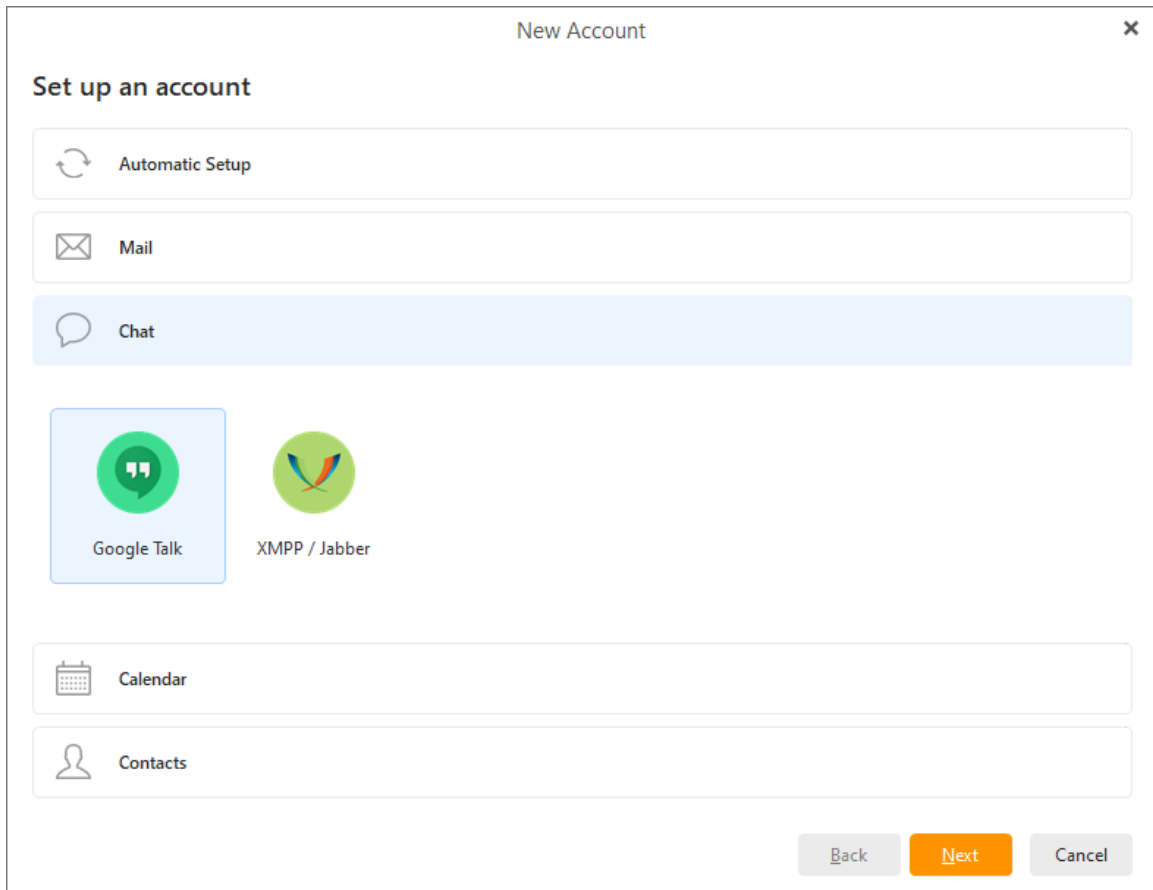
IMAP option:

Sync Options allows you to choose if you'd like to download messages so you can read your previously received emails even when you're not connected to the internet (you will still need to reconnect to the internet in order to receive new messages) and you can choose if you'd like the search option to work for your email attachments.



Setting up Chat

Generally, two chat services are supported - you can set up two predefined services **Google Talk**, and generic **XMPP/Jabber** (both based on XMPP protocol).



XMPP/Jabber

You can add an XMPP/Jabber account to eM Client in five easy steps.

Step 1 - You can register a new Jabber account or use an existing account.

Select "Use existing Jabber account" if you already have a Jabber account registered.

Select "Register new Jabber account" if you have no Jabber account yet. An account will be registered for you on one of the public Jabber servers.

New Account ✕

- ① New Jabber account
- ② Choose provider
- ③ Registration
- ④ Account details
- ⑤ Finish

New Jabber account

Use existing Jabber account
Select this option if you already have a Jabber account registered.

Register new Jabber account
Select this option if you have no Jabber account yet. An account will be registered for you on one of the public Jabber servers.

Back Next Cancel

Step 2a - Register a new Jabber account - Select a Jabber Server Host from the list.

Since the Jabber protocol is hosted by decentralized servers much like IRC, you will be asked to select a host server to connect to.

Tip: eM Client will suggest a list of free Jabber Hosts, however you can type in any Jabber hosts you prefer. Note, different Jabber hosts offer different transports to different networks.

New Account ✕

- 1 New Jabber account
- 2 Choose provider**
- 3 Registration
- 4 Account details
- 5 Finish

Choose provider

Jabber server host:

Use SSL if available

Back Next Cancel

Step 2b - Enter your Username and Password.

Once the Jabber server registration succeeds, you will be asked to provide a username (has to be unique) and a password. Once the username and password are accepted, click next to finish the registration (skip to step 4).

New Account ✕

- 1 New Jabber account
- 2 Choose provider
- 3 Registration**
- 4 Account details
- 5 Finish

Registration

Choose a username and password to register with this server

Username:

Password:

BackNextCancel

Step 3 - Using an existing Jabber account - enter the Jabber ID

Enter your Jabber ID and password. If you enter your Jabber ID as an email address, the system will attempt to generate your likely server host and username. These can be changed manually now by unchecking the "Automatically detect server host and username box" or later in your Account settings.

New Account ✕

- ① New Jabber account
- ② **Identity**
- ③ Account details
- ④ Finish

Identity

Jabber ID:

Password:

Automatically detect server host and user name

Server host:

User name:

BackNextCancel

Step 4 - Account Details

The account name is the name that you would like to be displayed in the "From" field of your outgoing messages

- 1 New Jabber account
- 2 Identity
- 3 Account details**
- 4 Finish

Account details

Enter additional information about your new account.

Account name:

Back

Next

Cancel

Step 5 - Finish - click Finish to complete the new Jabber account.

New Account ✕

- 1 New Jabber account
- 2 Identity
- 3 Account details
- 4 Finish**

Almost there!


When you're all set, click the Finish button to create the account.


[Back](#) [Finish](#) [Cancel](#)


Setting up your Calendar


New Account ✕

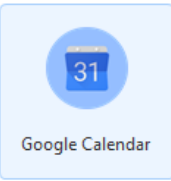
Set up an account


 Automatic Setup


 Mail


 Chat


 Calendar


 Google Calendar

 Yahoo! Calendar

 iCloud Calendar

 Fruux Calendar

 CalDAV

 Contacts

Back Next Cancel

CalDAV / CardDAV

CalDAV is a calendar sharing service and CardDAV allows you to share your contacts. In order to set up a CalDAV / CardDAV account, you first have to have a CalDAV / CardDAV account on your mail server (e.g. IceWarp eMail server).

Enter the account name, password and its internet location, and you are done!

New Account ✕

- 1 Server information
- 2 Account details
- 3 Finish

Server information

Enter your CalDAV/CardDAV account settings.

Account address URL (f.e. <http://www.example.com/.well-known/caldav>):

Account address:

Authentication

User name:

Password:


BackNextCancel


Setting up Contacts


Here you can set up synchronization with your Google contacts, Yahoo contacts, iCloud Contacts and Fruux Contacts. Please note that, in the case of Google, it's Google's native technology, whereas in the case of Yahoo and others, this service works on CardDAV technology.


New Account ✕


Set up an account

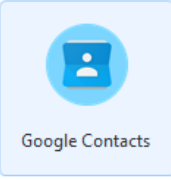
 Automatic Setup


 Mail


 Chat


 Calendar


 **Contacts**

 Google Contacts

 Yahoo! Contacts

 iCloud Contacts

 Fruux Contacts

 CardDAV

Back Next Cancel

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Edit existing accounts

Editing an existing Account

General

General

Account name: 

Name:

Email: [Aliases...](#)

Authentication

Login name:

Password:

Copies

Bcc address:

Signing and Encryption

Encrypt messages by default

Digitally sign messages by default

Include certificates/keys in outgoing messages

Services

SMTP

XMPP

CalDAV / CardDAV

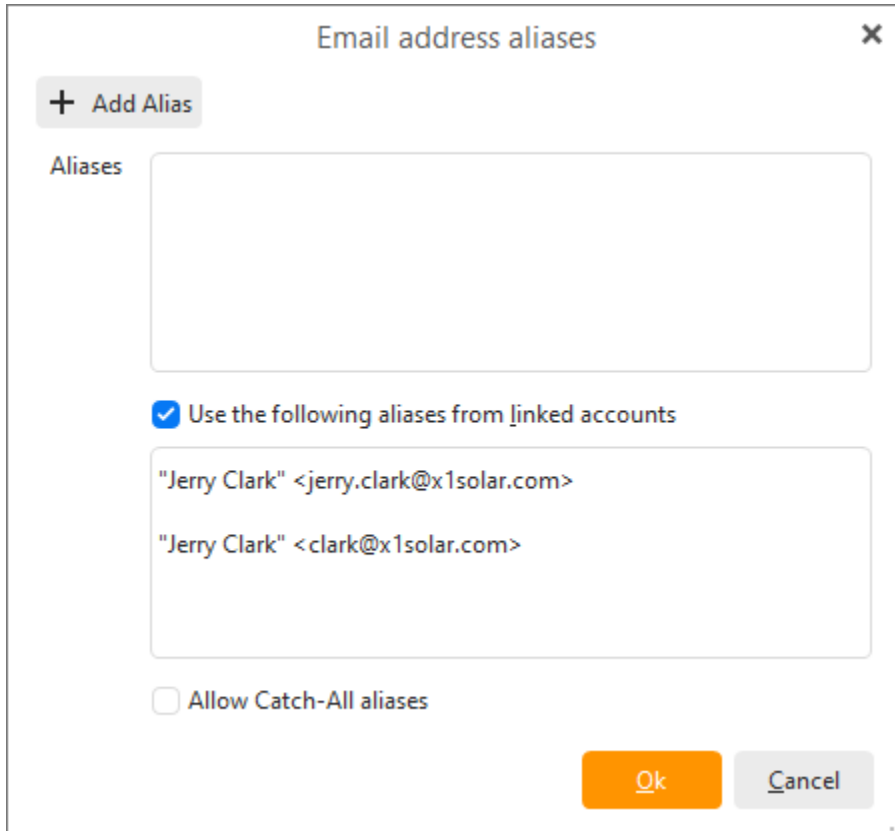
IMAP

In the **Account name** field, enter a label for the account. It will not appear on your outgoing emails, and is useful if you have multiple accounts.

In the **Name** field, enter the name which will be displayed in your outgoing emails and will be seen by their recipients.

In the **Email** field, enter your email address.

Click **Aliases..** to manage both your server-set aliases or to manually add those that this account can use. You will then be able to select these aliases as a From email address.



The screenshot shows a dialog box titled "Email address aliases" with a close button (X) in the top right corner. At the top left, there is a button labeled "+ Add Alias". Below this is a large, empty text area labeled "Aliases". Underneath the text area, there is a checked checkbox followed by the text "Use the following aliases from linked accounts". Below this, there is a list of two aliases: "Jerry Clark" <jerry.clark@x1solar.com> and "Jerry Clark" <clark@x1solar.com>. At the bottom left, there is an unchecked checkbox followed by the text "Allow Catch-All aliases". At the bottom right, there are two buttons: "Ok" (highlighted in orange) and "Cancel".

In the **Login name**, enter your login name for that account.

In the **Password**, enter your password for that account.

Select folder for incoming scheduling messages by clicking on **Select...** button and choosing arbitrary folder. Please, note that this option of "Scheduling", which defines where scheduling messages will be saved, will appear in the General section of editing an existing account only when you have not set up a calendar account within your account (this is, for example, the case, when you have set up only a Mail account). If you have set up a calendar account, this option will appear in the Calendar and Contacts section and will be named "Default calendar".

The box "**Include when sending/receiving mails**" is checked by default, you can uncheck it to temporarily stop using the account (though IMAP and EWS messages will still update when the server sends any new information).

You can enable/disable the account by (un-)checking the specific services in the **Services** section.

SMTP

SMTP

Server

Host:

Port:

Security policy: ▼

Authentication

Server requires authentication

Use intity credentials

Use these credentials:

User name:

Password:

In the **Host** field, enter the address of your outgoing server.

In the **Port** field, specify the port number to be used by the SMTP protocol. Default is port 25 . You can read about email protocols in [Advanced Information](#).

In the **Security policy** field, select a security protocol. Read more about [Security Protocols](#).

Select **Authentication** method: Use Identity credentials or manually fill in **user name** and **password**.

IMAP

IMAP

Server

Host:

Port:

Security policy:

Authentication

Use iidentity credentials

Use these credentials:

User name:

Password:

Sync Options

Download messages for offline use and to search in message bodies

Include attachments to search in attached documents

Special Folders

Automatically detect special folder names

Sent:

Drafts:

Trash:

Junk:

Archive:

In the **Host** field, enter the address of your incoming server.

In the **Port** field, specify the port number to be used for IMAP protocol. Default is Port 143. You can find out more information on Email protocols in [Advanced Information](#).

In the **Security policy** field, select the type of security protocol the server uses. For more information, check out [Security Protocols](#).

Select **Authentication** method: Use Identity credentials or manually fill in **login name** and **password**.

You can select **Download messages for offline use** to download email messages to your computer when you are connected to the internet, making the emails fully readable when you work offline.

Checking the option **Include attachments and images** will download not only the messages but also the attachments and images for use while offline.

By checking **Automatically detect special folder names** the folder names for incoming emails will be detected automatically. You can also enter your custom settings into the following fields: Sent, Draft, Trash, Junk.

POP3

POP3

Server

Host:

Port:

Security policy:

Authentication

Use identity credentials

Use these credentials:

User name:

Password:

Server settings

Leave a copy of messages on the server

Remove from server after days:

Remove from server when deleted from "Deleted" folder

In the **Host** field, enter the address of your incoming server.

In the **Port** field, specify the port number you want to use with the POP3 protocol. Default port number is 110. You can find more information on email protocols in [Advanced Information](#).

In the **Security policy** field, select the type of security protocol you wish to use. Find out more about [Security Protocols](#).

Authentication - select between using your account credentials, or manually filling in the user name and password.

Server settings

Leave a copy of messages on the server - eM Client will keep a copy of your emails on the server after downloading them into your computer.

Remove from server after x days - when checked, eM Client will remove your emails from the server after a specified number of days after they are downloaded to your computer.

Remove from server when deleted from "Deleted" folder - your emails will be removed from the server when you delete them from the Deleted folder.

Tip: For POP3 Email users, it is safer to have the "Leave a copy of messages on server" box checked. Make sure that you check the space left in your mailbox from time to time.

You can learn more about email protocols in chapter [Email Protocols](#).

Chat

[XMPP](#)

Server

Host:

Port:

Domain:

Authentication

Use identity credentials

Use these credentials:

User name:

Password:

Use legacy SSL

Server

In the **Host** field, enter the address of the XMPP host server.

In the **Port** field, enter XMPP service port value, you wish to be used. Default XMPP service port value is 5222.

Authentication - Select between using your identity credentials, or manually filling in the user name and password.

Check in SSL (Secure Socket Layer) if you want your messages to be encrypted. This should be checked if you want to keep your data secure.

CalDAV/CardDAV

CalDAV / CardDAV

Server

Address (CalDAV / CardDAV Url):

Authentication

Anonymous

Use identity credentials

Use these credentials:

User name:

Password:

Default Folders

Calendar:

Tasks:

Contacts:

Notes:

Delegation

Accounts you can access:

Change who can access your account:

CalDAV is the standard calendar and personal data sharing protocol. Read more about [Calendaring Protocols](#).

Server

In the **URL** field, enter the CalDAV/CardDAV server address you want eM Client to synchronize your calendar with.

Tip: For Gmail users, the URL address is
<https://www.google.com/calendar/dav/yourusername@gmail.com>.

Authentication

Select a method of **Authentication** - Anonymous or manually specify **login name** and **password**.

Folders

Select the default calendar to which mail invitations to Events, Tasks and Contacts will be saved.

Delegation

This option will enable you to entrust other users with the privilege to share Calendar and Contacts with you. You can specify accounts you can access as well as users who can access your account.

Diagnostic

[Diagnostics](#)

On this page you can verify your account settings and attempt to fix potential problems.

IMAP

? Unknown

SMTP

? Unknown

Diagnostic logs

Enable diagnostic logs for:

IMAP

SMTP

CalDAV / CardDAV

XMPP

Advanced Options

Parameters:

In this section you can verify your account settings and attempt to fix potential problems with the setup.

The Diagnose button will prompt eM Client to try different Port settings to connect to your server.

You can also specify for which of the following would you like to enable diagnostic logs: SMTP, IMAP, XMPP, CalDAV / CardDAV.

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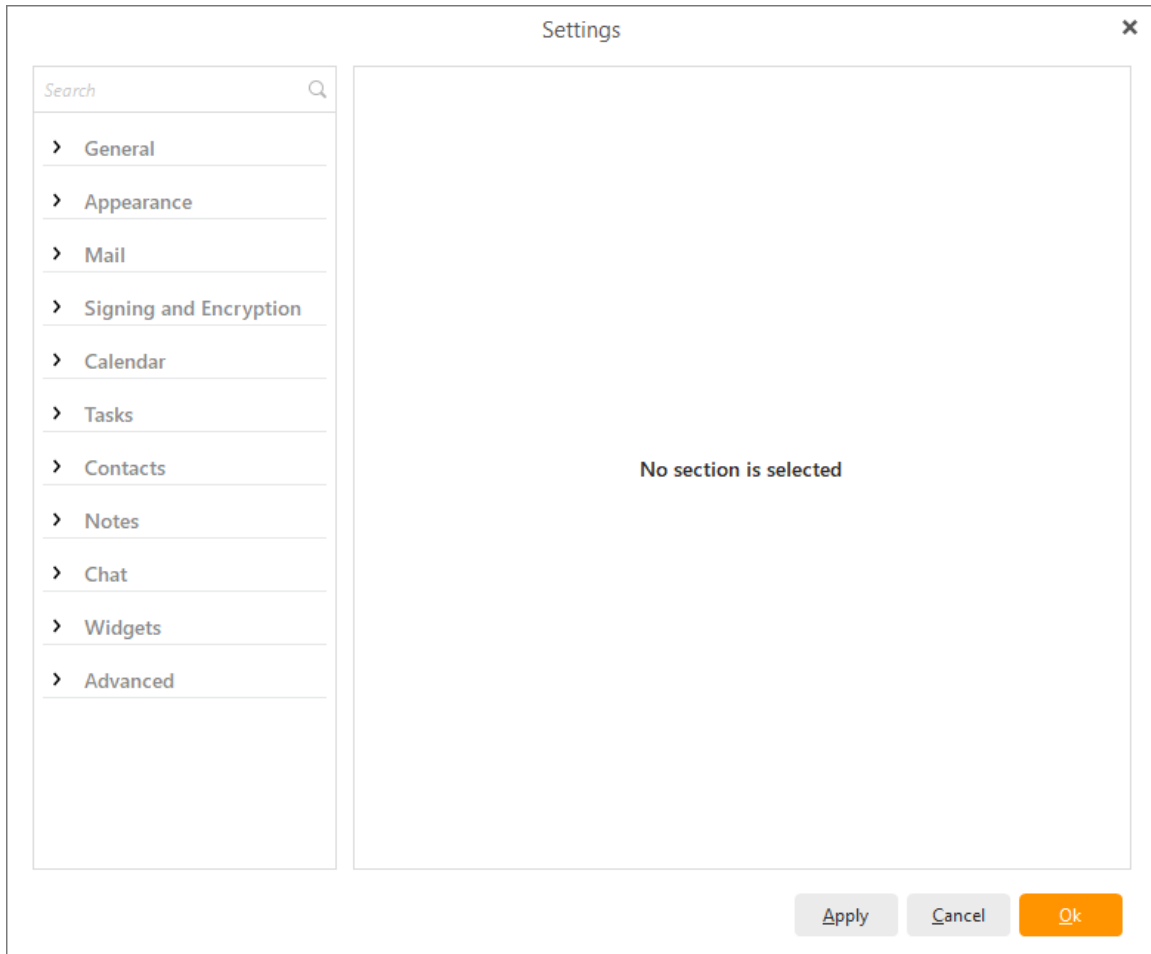
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Settings

eM Client offers a wide range of settings that allow users to customize even the most technical details under the hood and tailor the program to their preference.

To access Settings, select **Tools** in the main menu and then select the **Settings...** option from its drop-down menu.

The **Settings** window:



Settings are divided into 10 section, while each of the sections contains several subsections. This change has been made for your easier orientation, while you are customizing your application:

General:

- [General](#)
- [Language](#)
- [Notifications](#)
- [Confirmations](#)
- [Storage](#)
- [Password protection](#)

- [Backup](#)
- [Spell Checker](#)
- [Print](#)
- [Shortcuts](#)

Appearance:

- [Layout](#)
- [Themes](#)
- [Lists](#)

Mail:

- [Read](#)
- [Send](#)
- [Compose](#)
- [Replies and Forwards](#)
- [Templates and Signatures](#)
- [Spell Checker](#)
- [Privacy](#)
- [Receipts](#)
- [Attachments](#)
- [Automatic archiving](#)

Signing and Encryption:

- [General](#)
- [Account policies](#)
- [Certificates and Keys](#)

Calendar:

- [General](#)
- [Weather](#)

Tasks:

- [General](#)

Contacts:

- [General](#)

Chat:

- [General](#)

Widgets:

- [General](#)

Advanced

- [Logging](#)

You can switch between these sections and subsections by clicking on the bookmarks in the left-most vertical panel of the **Settings** window. When you click on any of these bookmarks, the central panel of the window will change and it will display the settings of the selected section.

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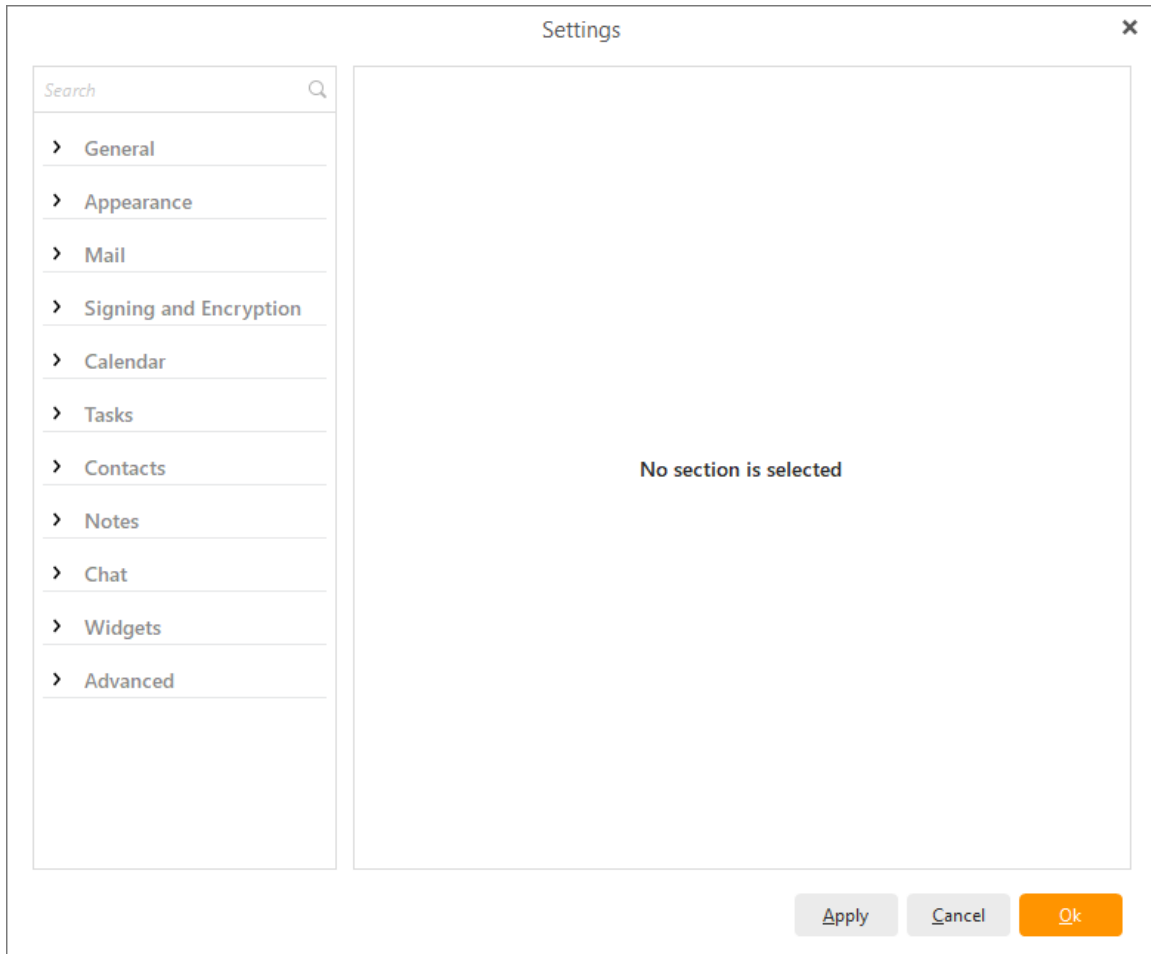
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- [Logging](#)

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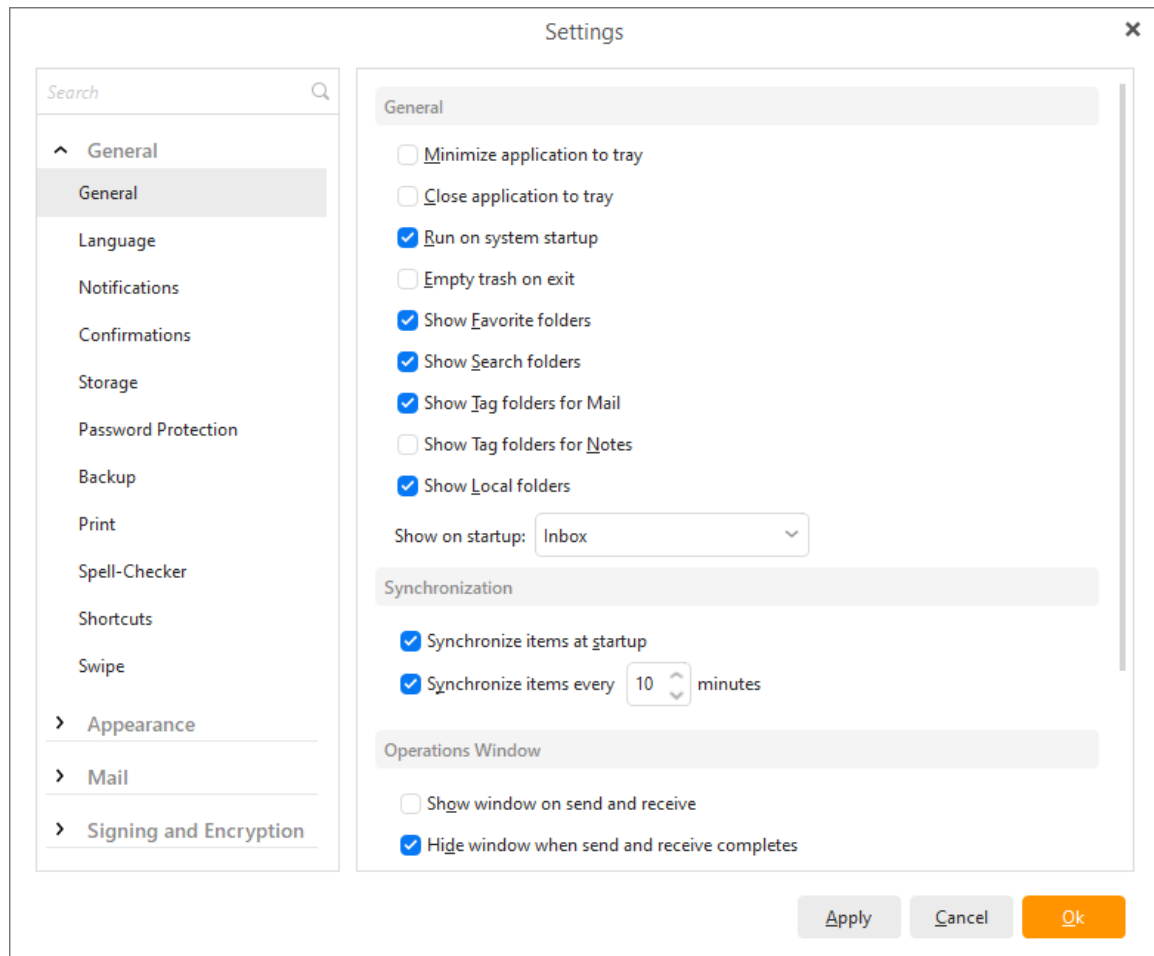
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General

The **General** subsection of the general section of the Settings window contains four sub-panels: **General, Synchronization, Operations Window, Default Email Application**:



General

Minimize application to tray

Usually, the default behavior of an application window when minimized (e.g. by pressing the minimize [dash] button in the top right corner of application window), it goes to the taskbar. But when this field is checked, the application will minimize to the tray at the lower right corner of the taskbar instead. To restore the application window simply double-click the application's icon (in the shape of orange envelope) in the tray.

Close application to tray

When checked, the application will minimize to tray (instead of closing) when you click the close button (cross). To restore the application window simply double-click the icon in the tray.

Run on Windows startup

By checking this option, eM Client will automatically start on Windows startup.

Empty Trash on exit

By checking this option you will set the application to automatically empty the trash when you exit the application.

Show Favorite Folders

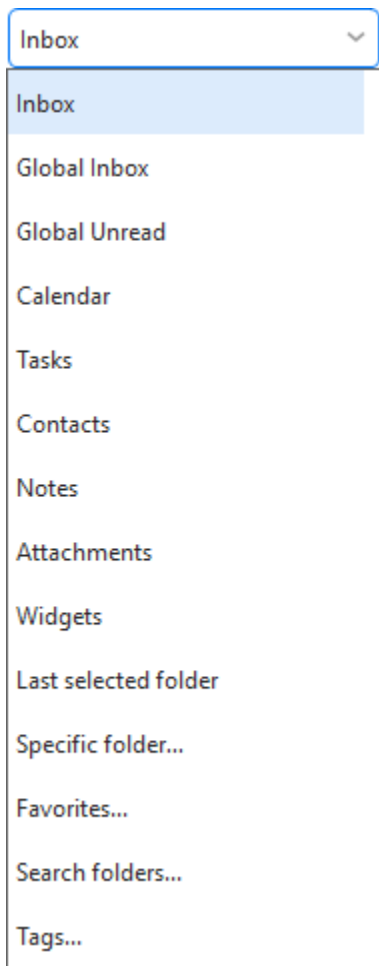
By un-checking this field, you can hide Favorite Folders from the main view.

Show Local folders

By un-checking this field, you can hide Local folders from the main view.

Show on startup

Here you can choose (from the following drop-down menu) what you want to display in the central panel upon startup.

A screenshot of a drop-down menu. The menu is open, showing a list of options. The top option, 'Inbox', is highlighted with a light blue background. Below it are 'Global Inbox', 'Global Unread', 'Calendar', 'Tasks', 'Contacts', 'Notes', 'Attachments', 'Widgets', 'Last selected folder', 'Specific folder...', 'Favorites...', 'Search folders...', and 'Tags...'. The menu has a thin blue border and a small downward arrow on the right side of the top bar.

Inbox

- Inbox
- Global Inbox
- Global Unread
- Calendar
- Tasks
- Contacts
- Notes
- Attachments
- Widgets
- Last selected folder
- Specific folder...
- Favorites...
- Search folders...
- Tags...

Synchronization

Synchronize items at startup

When checked, the application will automatically synchronize your items at startup.

Synchronize items every X minutes

Check this field to automatically synchronize your items in every X minutes . This action will be performed every given number of minutes and you can change this frequency in the numeric field to

the right of the checkbox.

Note: IMAP and EWS accounts will synchronize even outside of this interval if the server pushes an update.

Operations Window

Show window on send and receive

When checked, an Operations Window will appear displaying the operation details during sending and receiving Emails.

Hide window when send and receive completes

When checked, the Operations Window will close itself automatically after sending and receiving Emails.

Show window when error occurs

When checked, the Operations window will only appear when encounters errors during sending and receiving Emails.

Default email application

Click on **Make default** button to make this product the default email client.

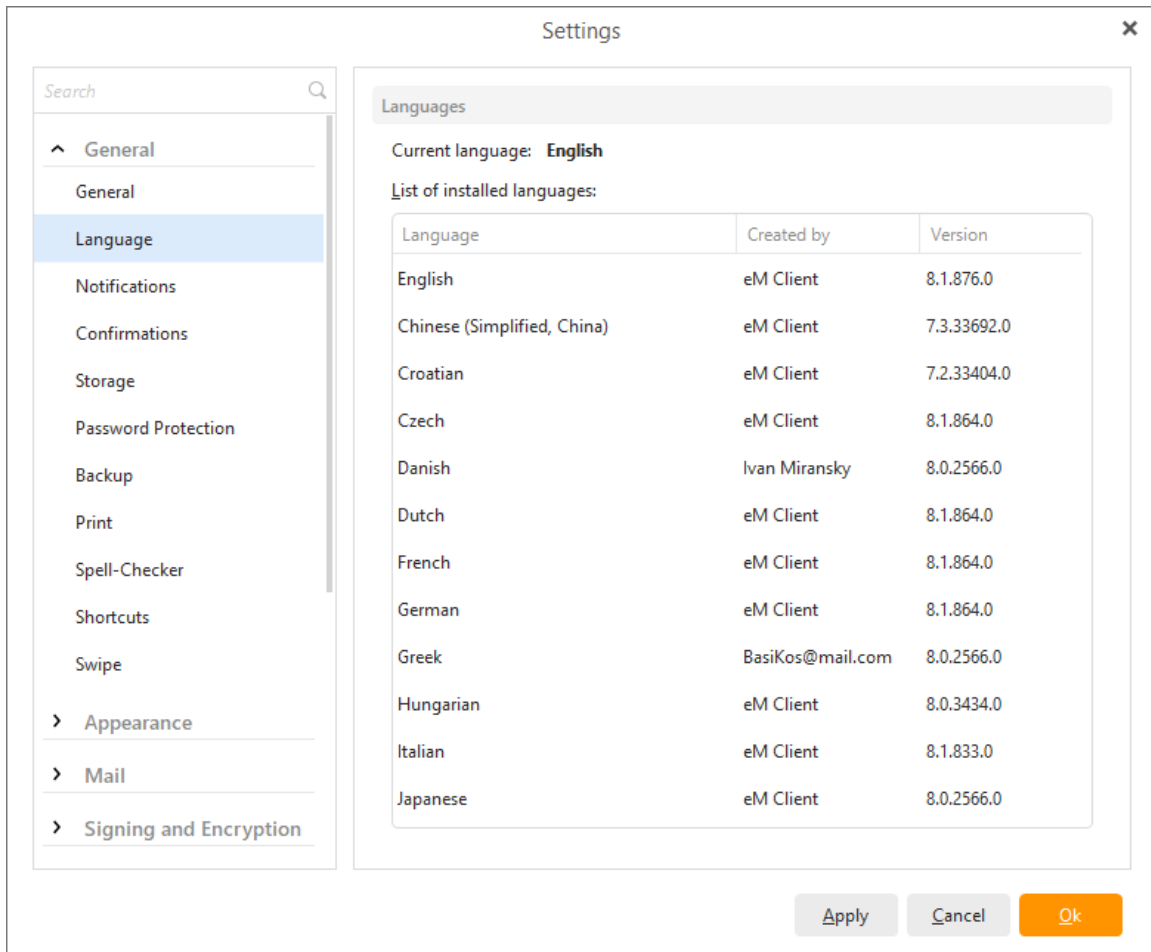
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Language

The **Language** subsection of General section of the Settings window:



In this section you can select the installed language for the application.

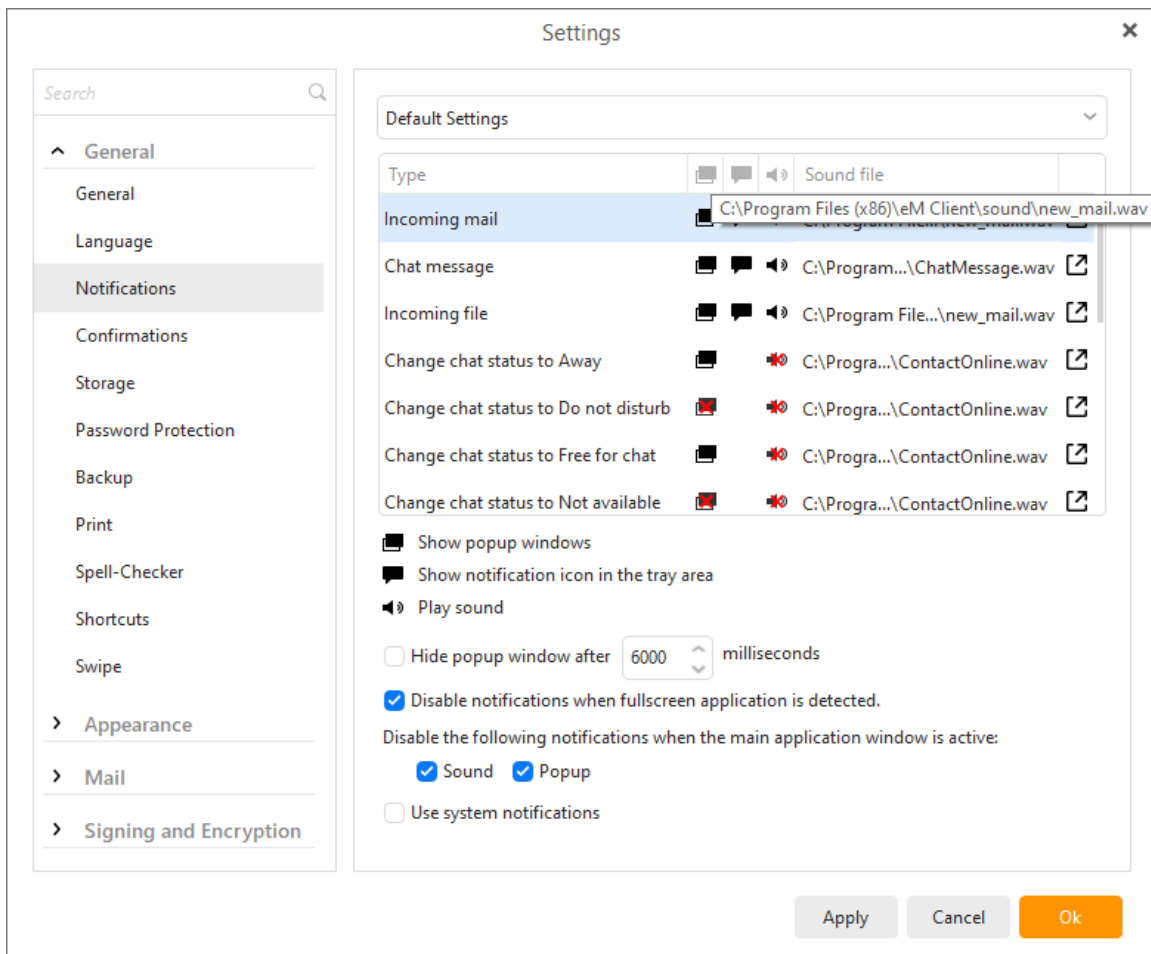
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Notifications

The **Notifications** Settings window:



You can use default settings or modify the settings for all enabled accounts separately.

An icon without a red cross means direct settings and an icon containing the red cross means explicitly forbidden.

You can set three forms of notifications, Popup windows, notification icons in tray and playing sounds.

Option notification icon in the tray area is discrete and the least intrusive, suitable for less important events.

Show popup windows will display a popup window containing all the relevant information about the event.

You can specify a different sound file to be played for each type of event by choosing the option Play sound.

You can disable notifications when a full-screen application is detected running on the computer by checking the appropriate box.

You can cause pop-up windows to be hidden after a certain period of time by checking the appropriate field and specifying the time value in milliseconds.

There are many types of events that you can set notifications for. You may choose a combination of notifications for each event according to their level of importance to you.

Moreover, you can disable /enable the appearance of sound and popup notification while the main window is active.

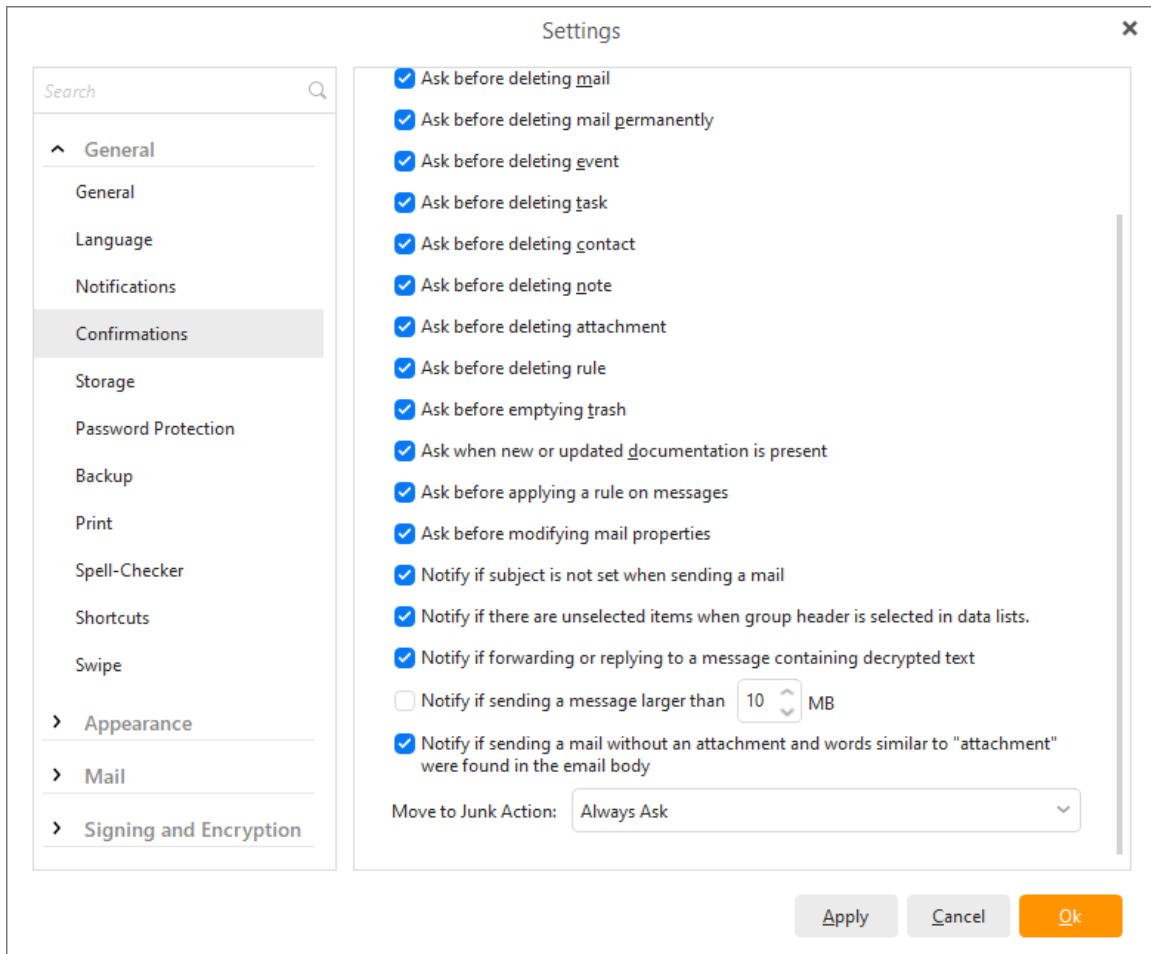
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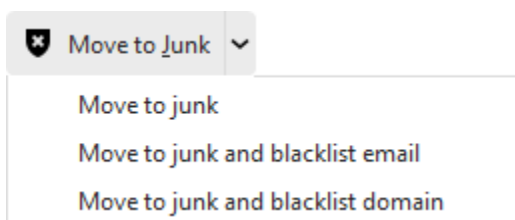
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Confirmations

In this menu you can specify (by checking/un-checking the appropriate field) which actions will require confirmation by the user and when the user will be notified of important events.



You can also set up your Move to Junk Action by selecting one of the 4 options. Action that you select here will be automatically performed when you hit the **Move to Junk** button.



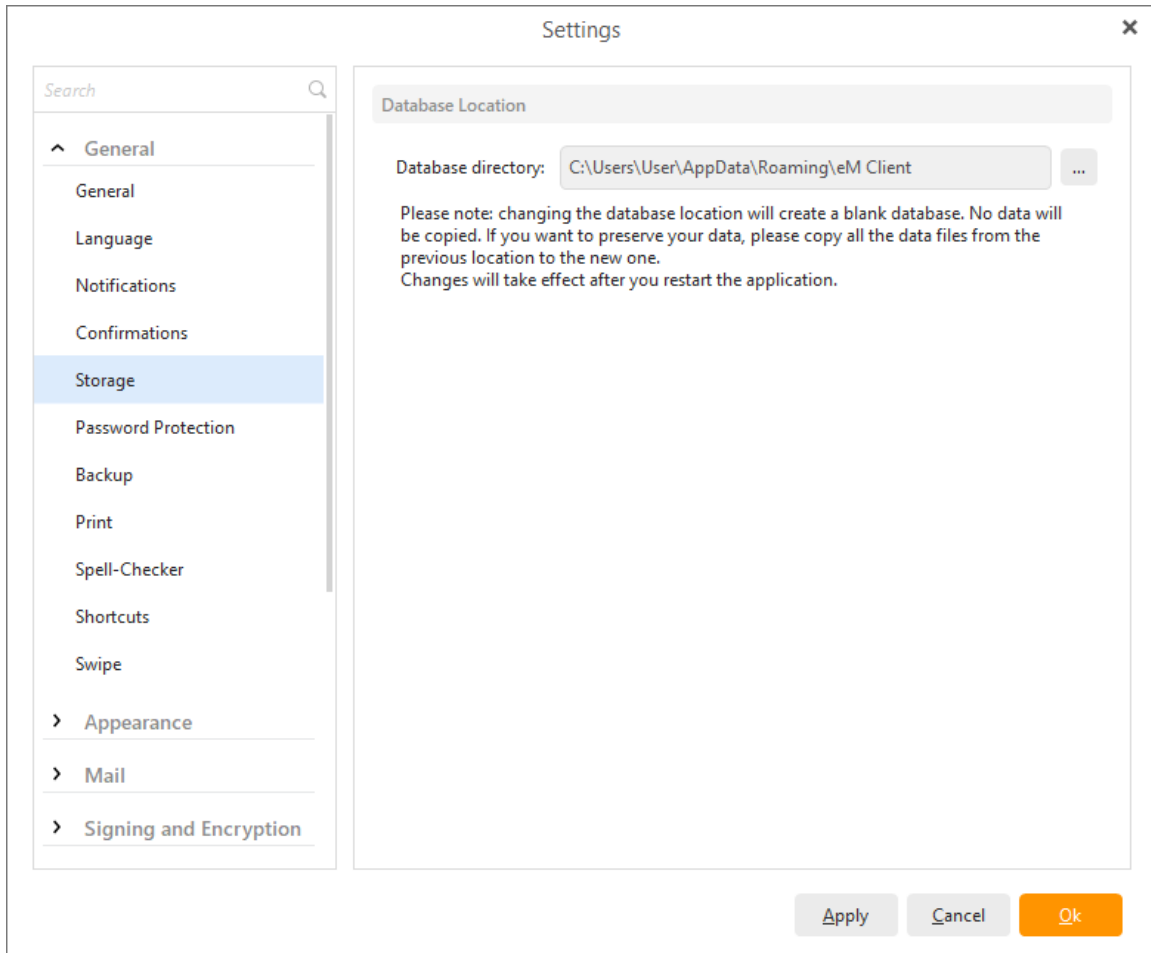
Move to Junk button can be found in the toolbar in the Junk E-mail section.

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Storage

Here you can specify the path to the Database directory, in which all your data will be stored.

If you are moving the database you need to manually move the files - or eM Client will create a new, empty database on the new location.

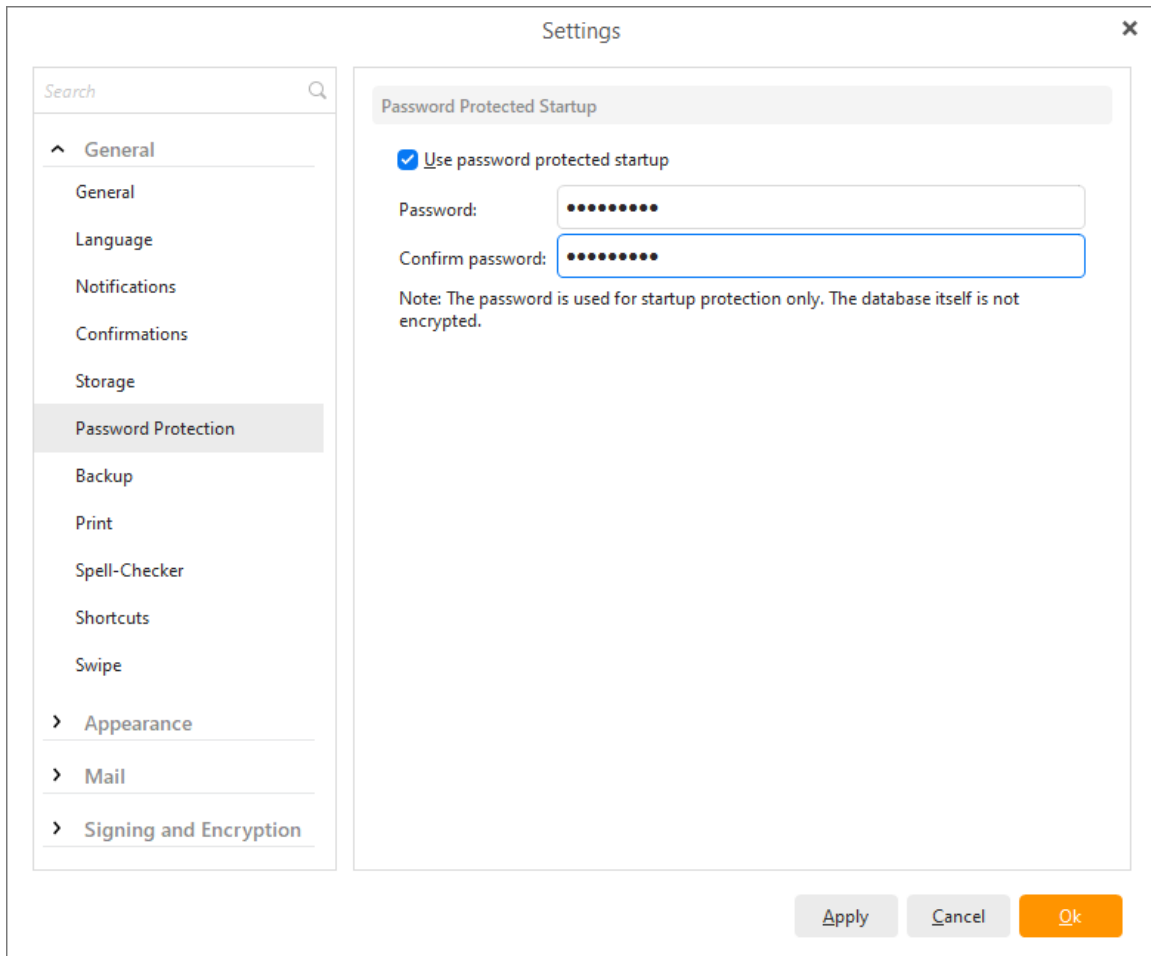


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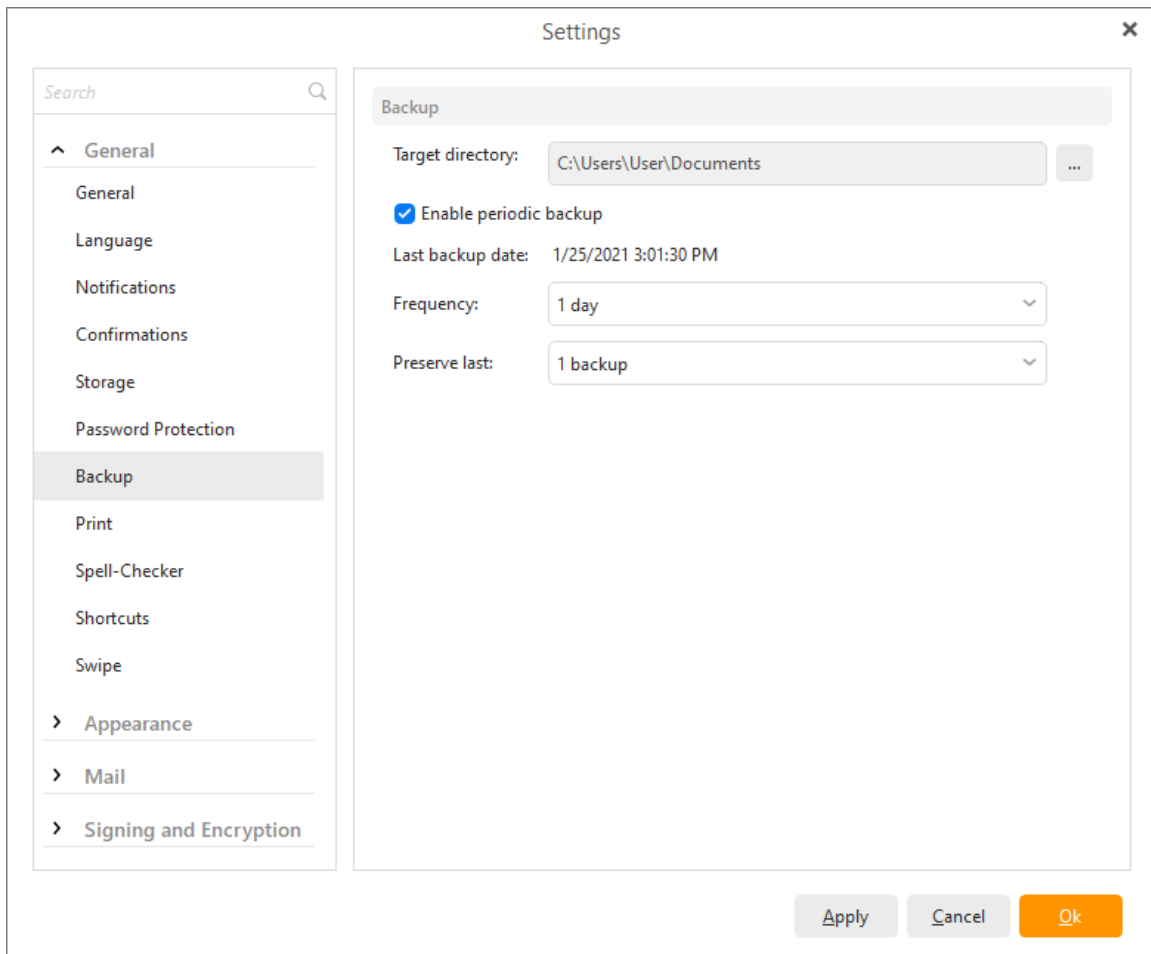
Password protection



Here, you can set up the password protection when starting up the application by checking/unchecking this option. Here you can also set the password you want to use.


Backup

Here you can set up an E-mail backup.



Check **Enable Backup** to allow backup in your email client.

Target directory:

click on  to select target directory for backing up your files.

Frequency:

Set up your frequency of backup from the range of 1 day to 6 months. When the frequency which you have chosen will elapse, eM client will ask you if you are willing to back up.

The time of backup can be changed in **Windows Task Scheduler**.

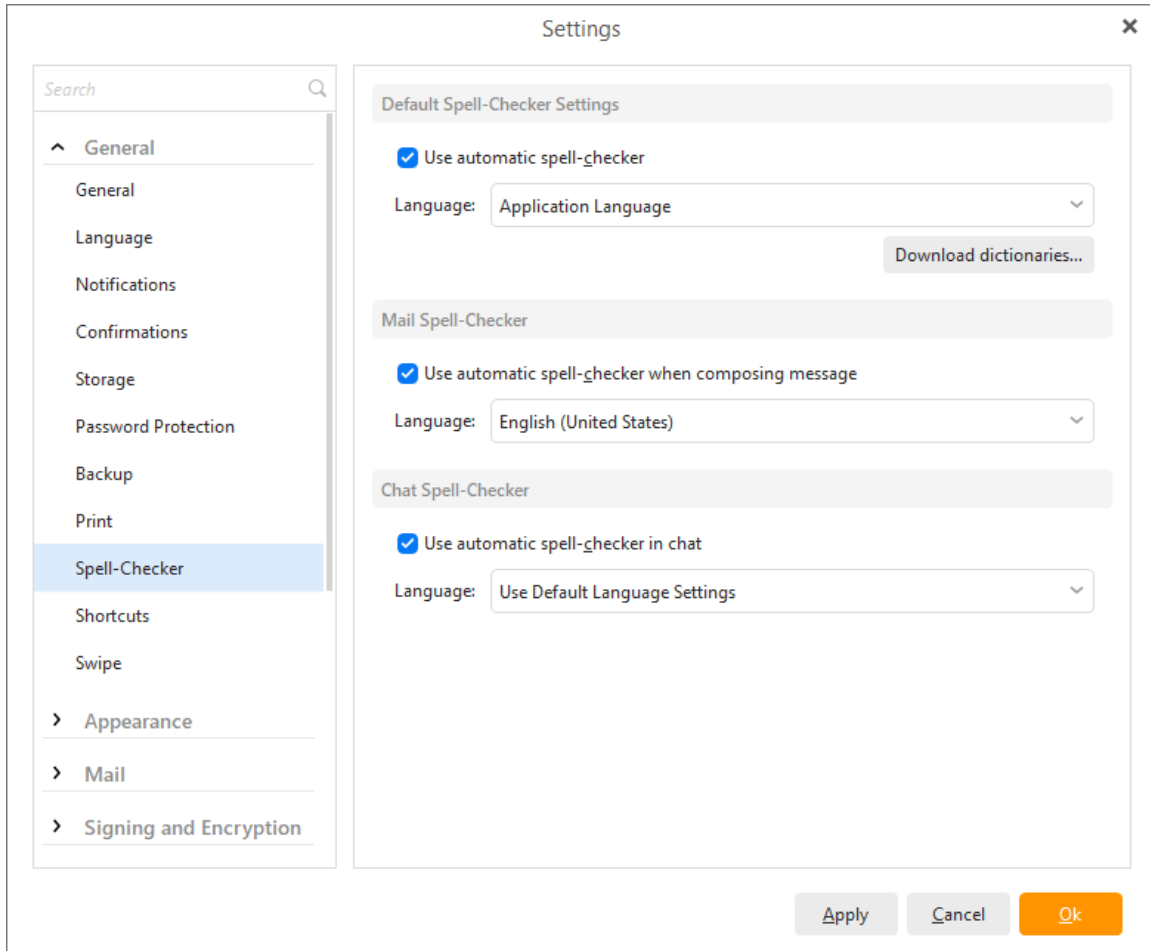
Preserve last:

You can select from 1 to 5 backups, which you would like to preserve saved and ready to be restored if needed.

Live Backup- since version 7.1 eM Client can create backups while the program is running.

Spell Checker

The spell checker can help you to avoid typos. It is turned off by default but you can simply turn it on by checking the field **Use automatic spell checker** in individual areas. If you check this field, make sure to choose the appropriate Language. Note, that you can use spell-checker also for Instant Messaging.



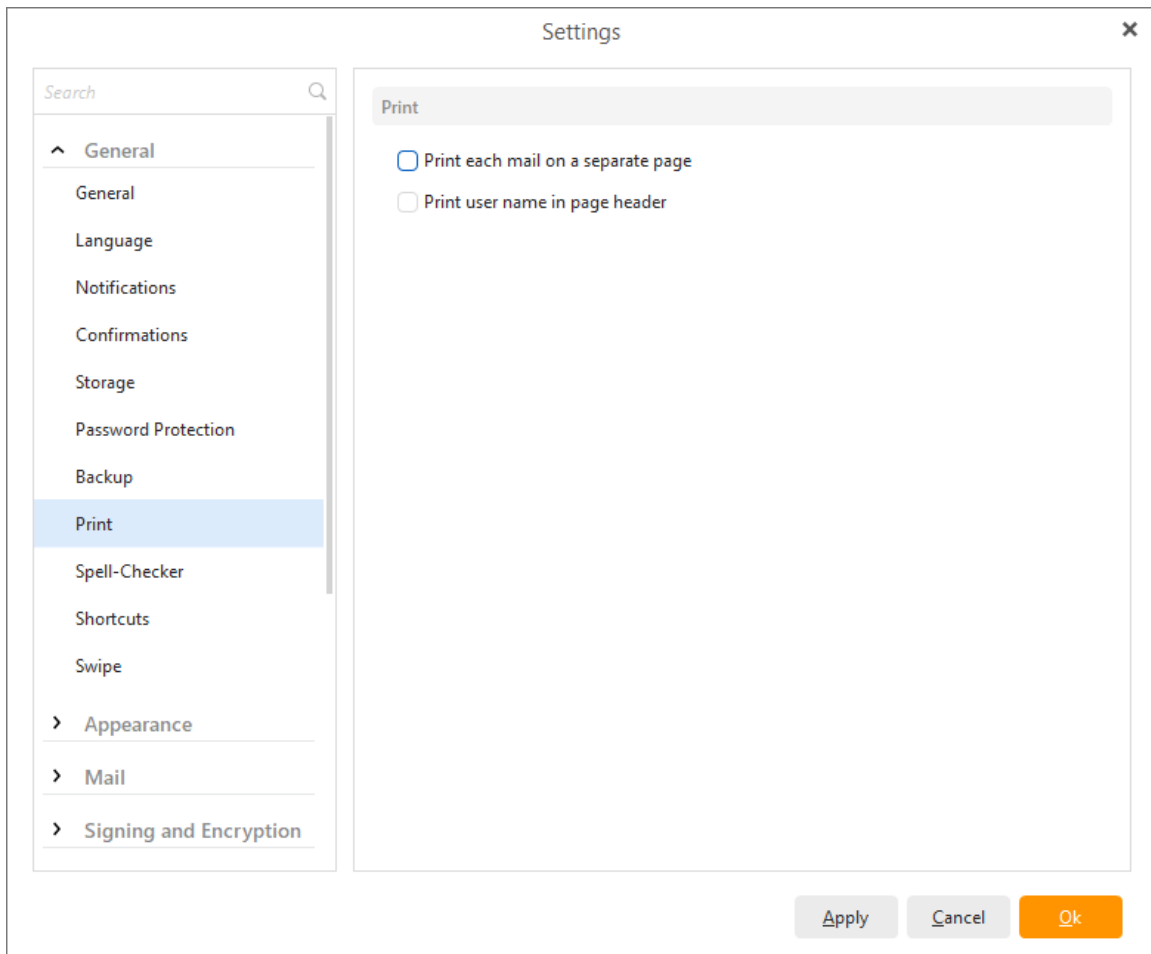
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Print

Here you can set up printing preferences.



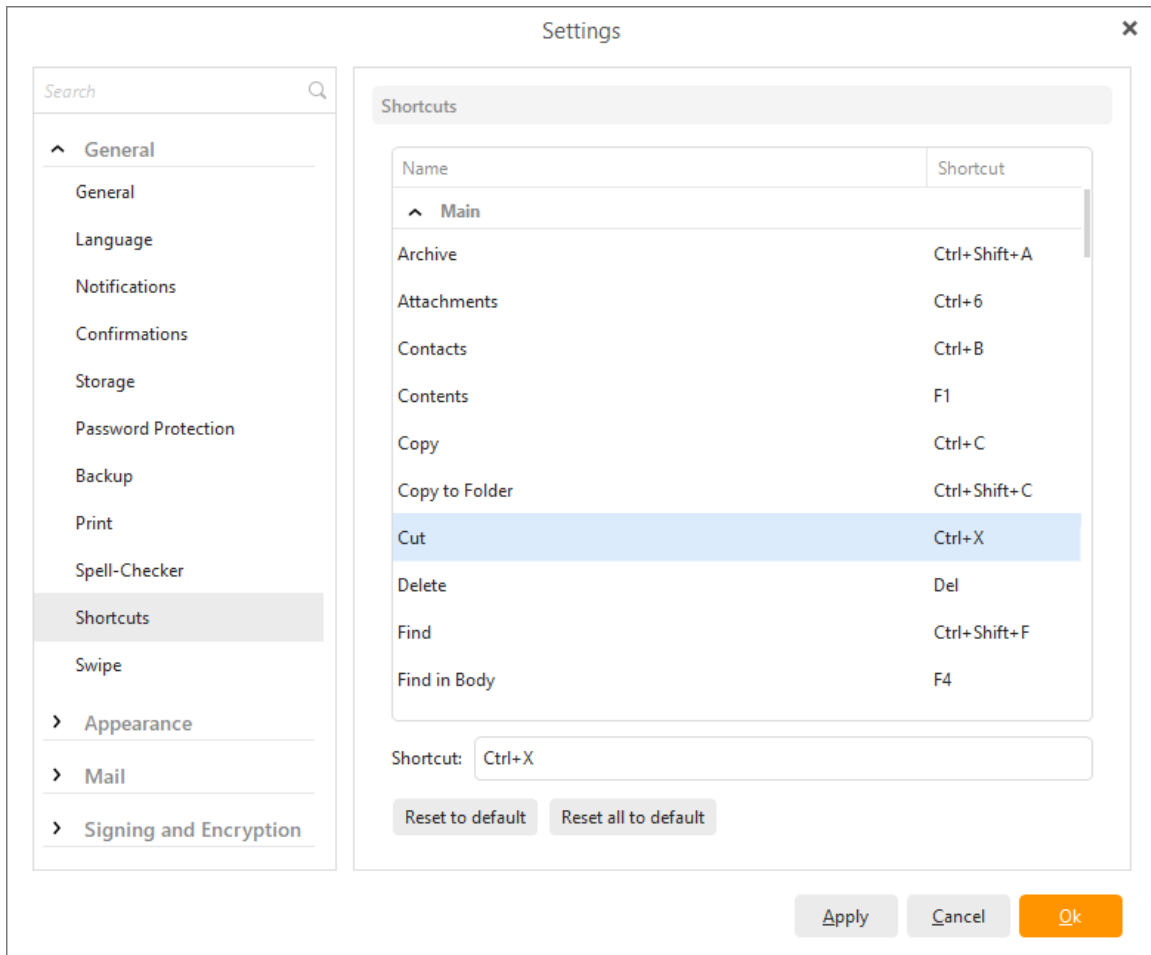
Check **Print each mail on a separate page** to set the application to print each mail on a separate page when you are for example printing larger conversation with some email user.

Check **Print user name in page header** to adjust the application to display the application account's name in the header of the printed page. This can be, for example, useful when various eM Client users print emails on a single printing machine.

Shortcuts

In this section of general settings you can adjust various shortcuts that you want to function in your application.

Shortcut section is divided into three subsections: **Main**, **Mail** and **Send Mail**.

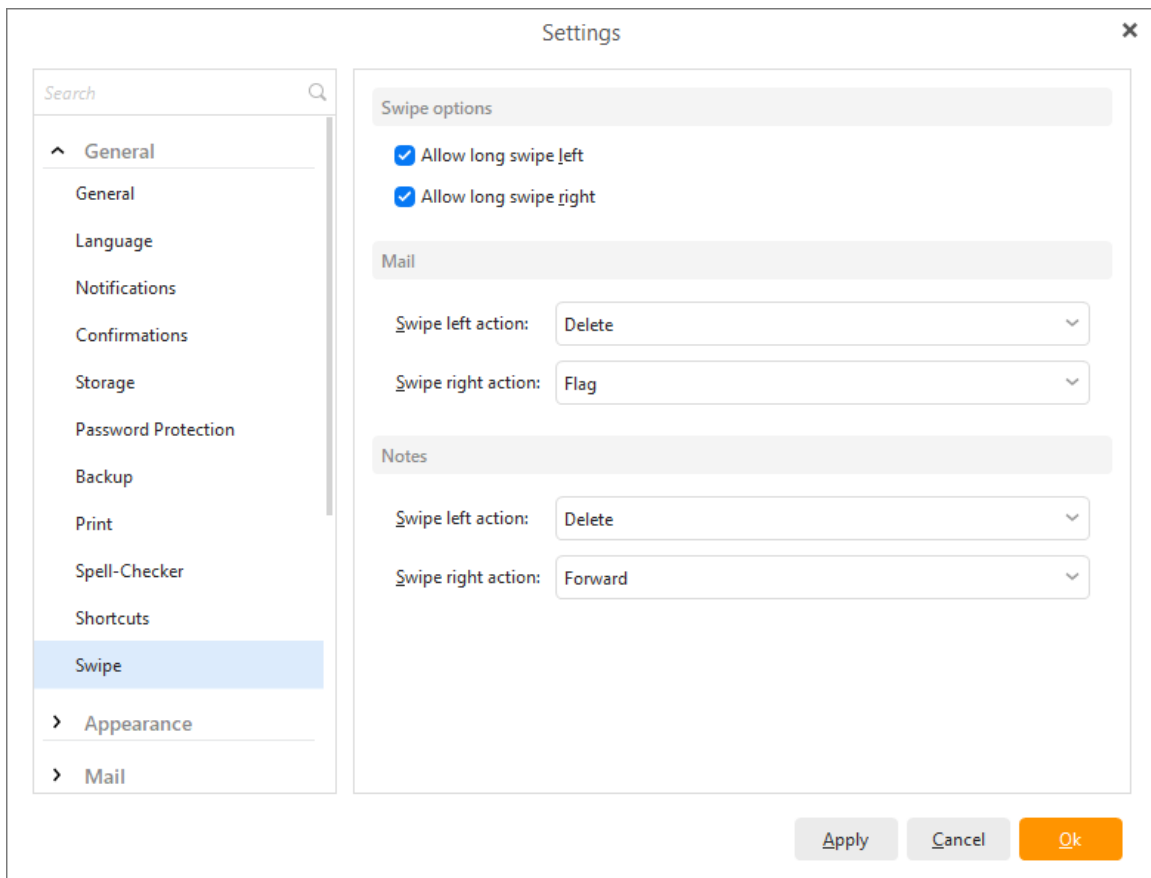


Click on **Reset to default** to reset the single selected function (for example Paste, Find... etc.) to the setting by default.

Click on **Reset all to default** to reset all shortcuts to the setting by default.

Swipe

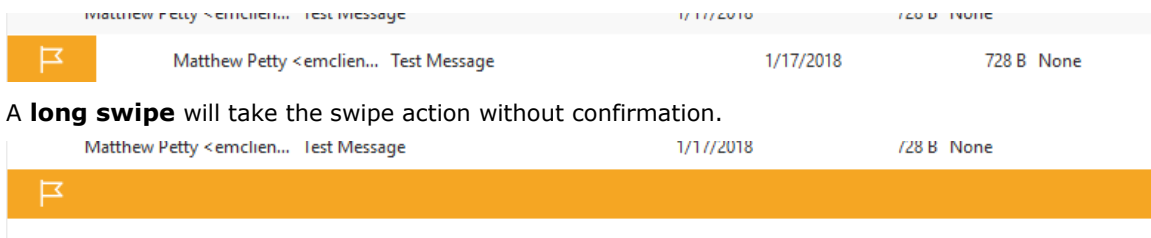
Please note that swipe gestures are currently only supported for the Windows version of eM Client on touch screen devices.



Swipe Options

This allows you to enable/disable long swipe mode for left or right swipes.

A **short swipe** gives you a chance to confirm if you want to take the swipe action by doing a short swipe and then a tap on the icon that appears.



A **long swipe** will take the swipe action without confirmation.

Mail

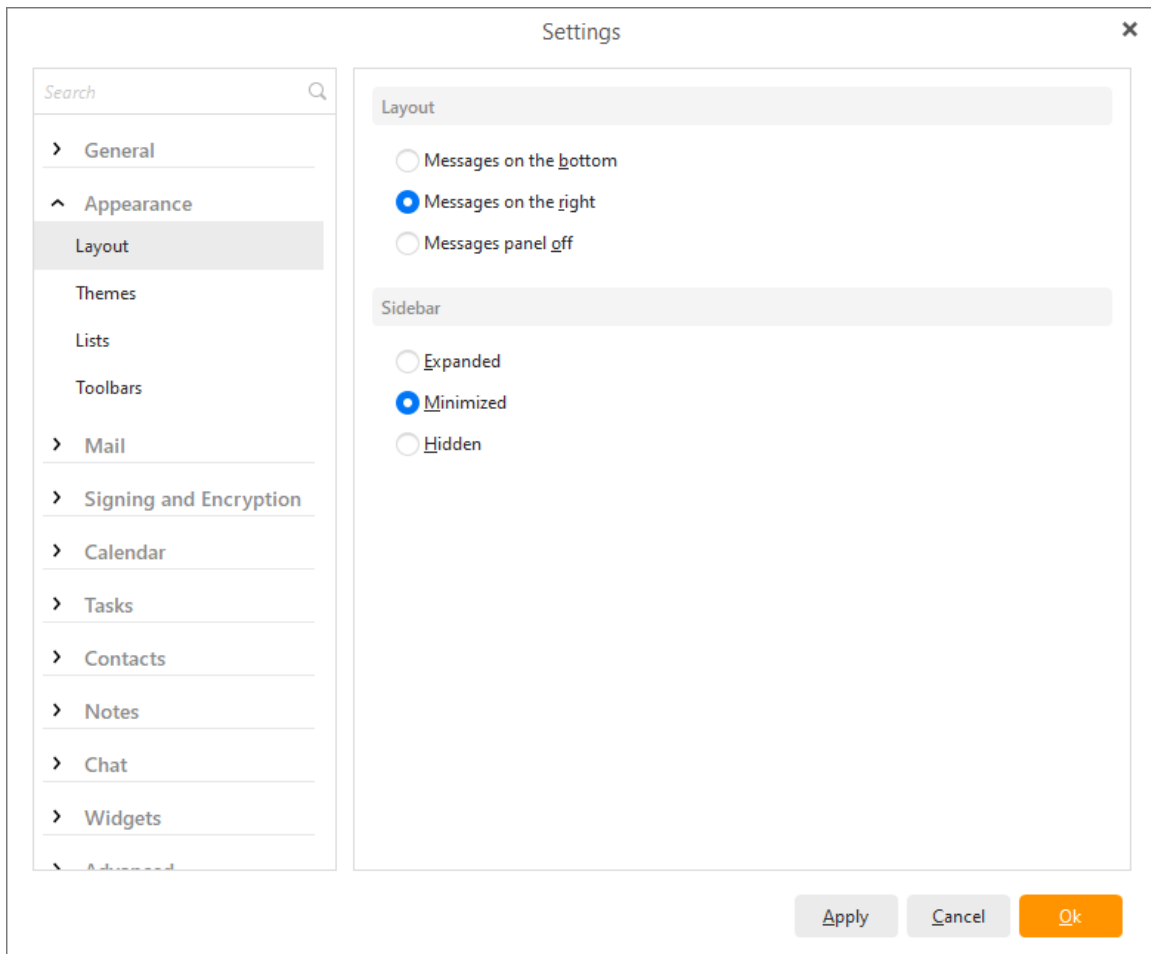
Set the swipe actions in the mail view for left and right swipes.

Notes

Set the swipe actions in the Notes view for left and right swipes.

Layout

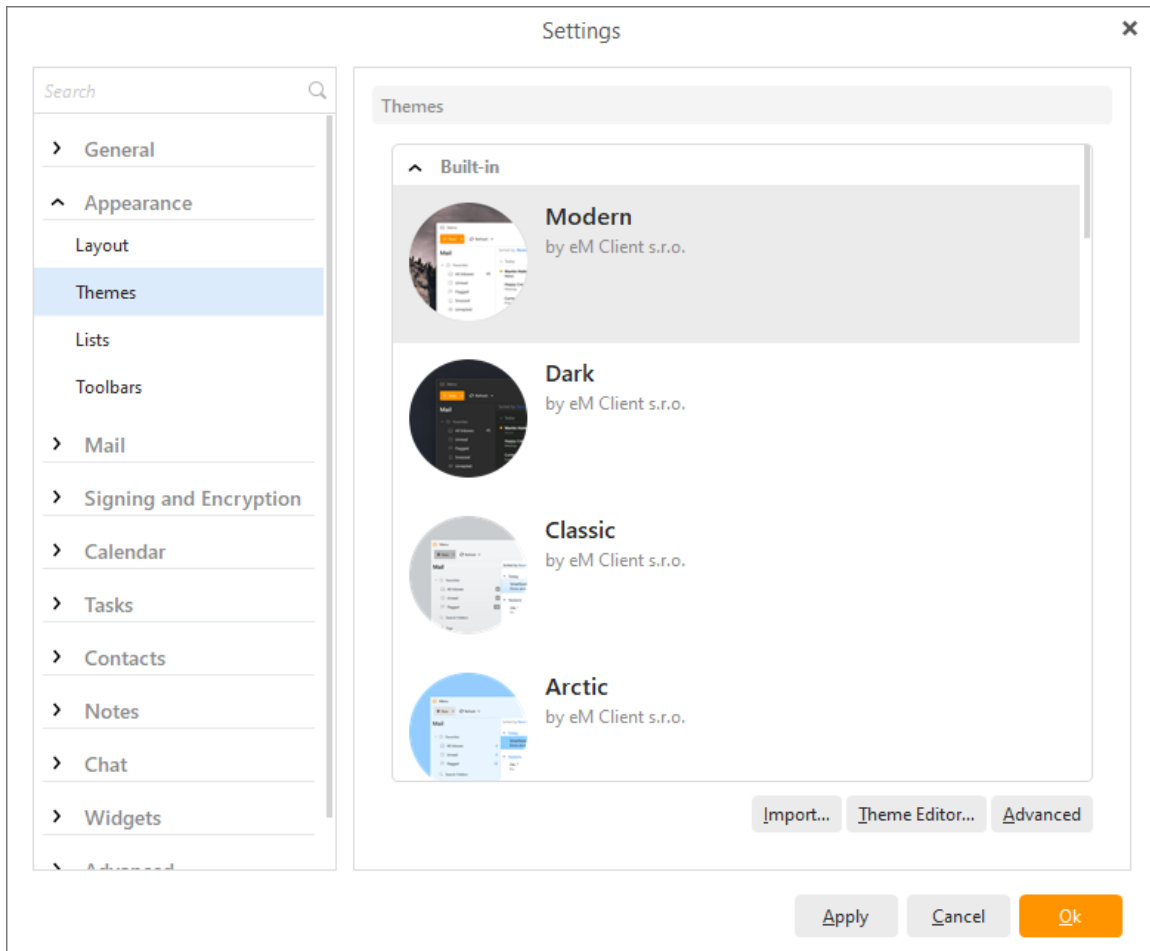
Layout settings window:



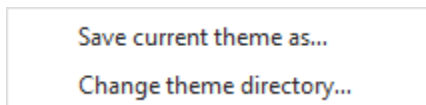
Here you can set up if you would like to have the messages displayed **on the bottom, on the right** or if you would like to have the messages panel **off**. You also can choose between three options of the visual display of your sidebar. If you check the option **Expanded** your sidebar will appear in its full size on the right-hand side. By checking options **Minimized** and **Hidden** you can make your sidebar minimize or even disappear.

Themes

In this menu, you can adjust the look of the user interface - you can choose among **Modern**, **Classic**, **Arctic**, **Mystic**, **Pink**, **Bordeaux**, **System** themes, pick a different color, or import any custom theme from a file with *.emtheme extension. Just specify the path to the directory that contains your themes by clicking on **Import...** button.



By clicking on the **Advanced** button following context menu will appear:



You can save the current theme (however modified) into a file by clicking the appropriate option. You can later customize this file by means of simple XML editing - you can individually set up up to about 120 colors. This way, you can create a theme based on one color and later manually customize everything else. If you require further information regarding customizing your themes, visit forum.emclient.com.

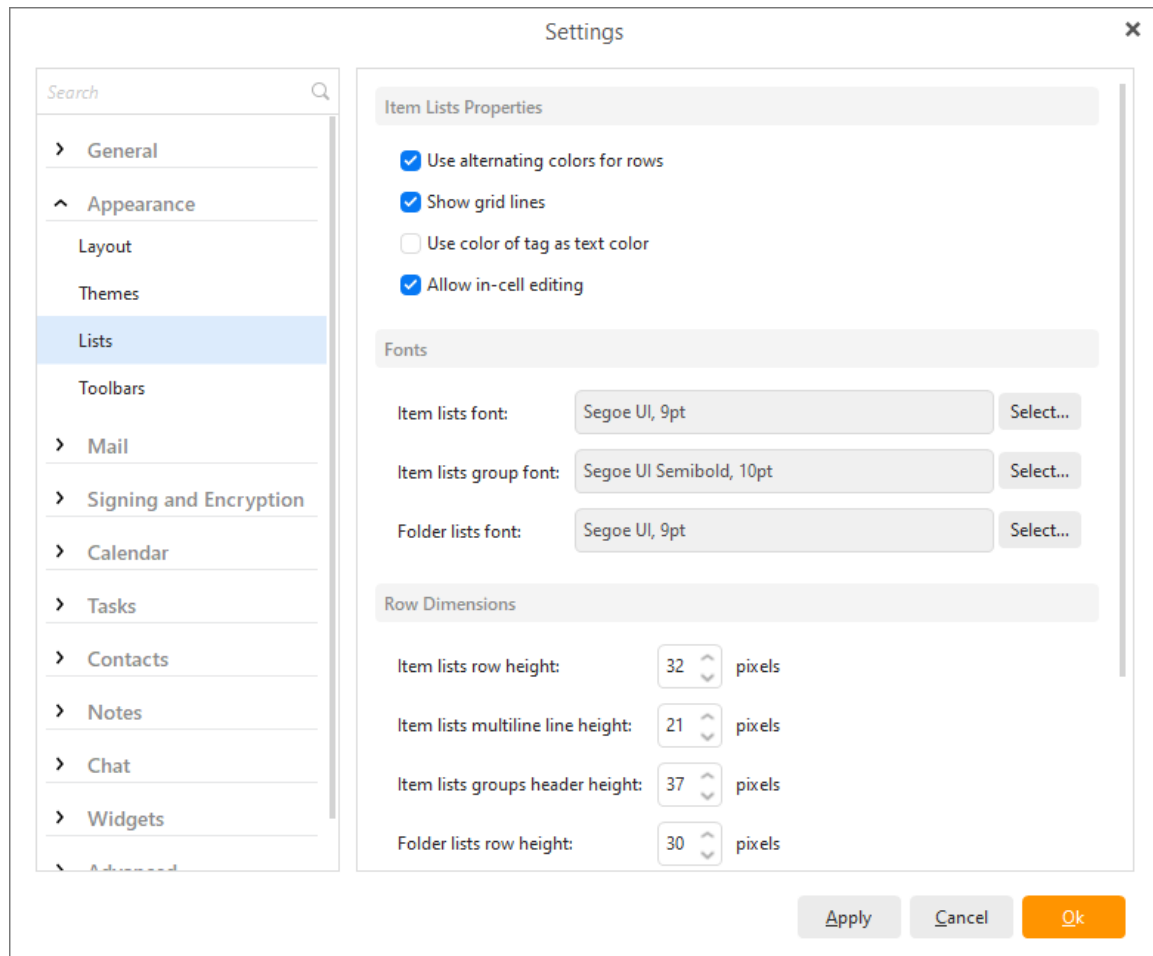
You can also search for custom themes by clicking on **Change theme directory....**

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Lists

In this menu you can specify the appearance settings for the individual parts of the application. The changes you will make here will show in following parts of the application: **General, Mail, Calendar, Tasks, Contacts, Sidebar**. Using these options you can customize the appearance so that it fits your personal preferences.

The settings and options you choose here will affect the appearance of the information displayed in all parts of the application (in messages, calendar etc.)



Lists Properties

Use alternating colors for rows - if checked, the messages in the list will be displayed on a background of alternating colors.

Show grid in list - by checking/unchecking this option, you can show/hide a grid in the list of messages. This grid is more visible if you uncheck the previous option.

Use color of tag as text color - by checking this option you can choose if you would like to display the text of an entry in the same color as is the entry's tag in which it is classified.

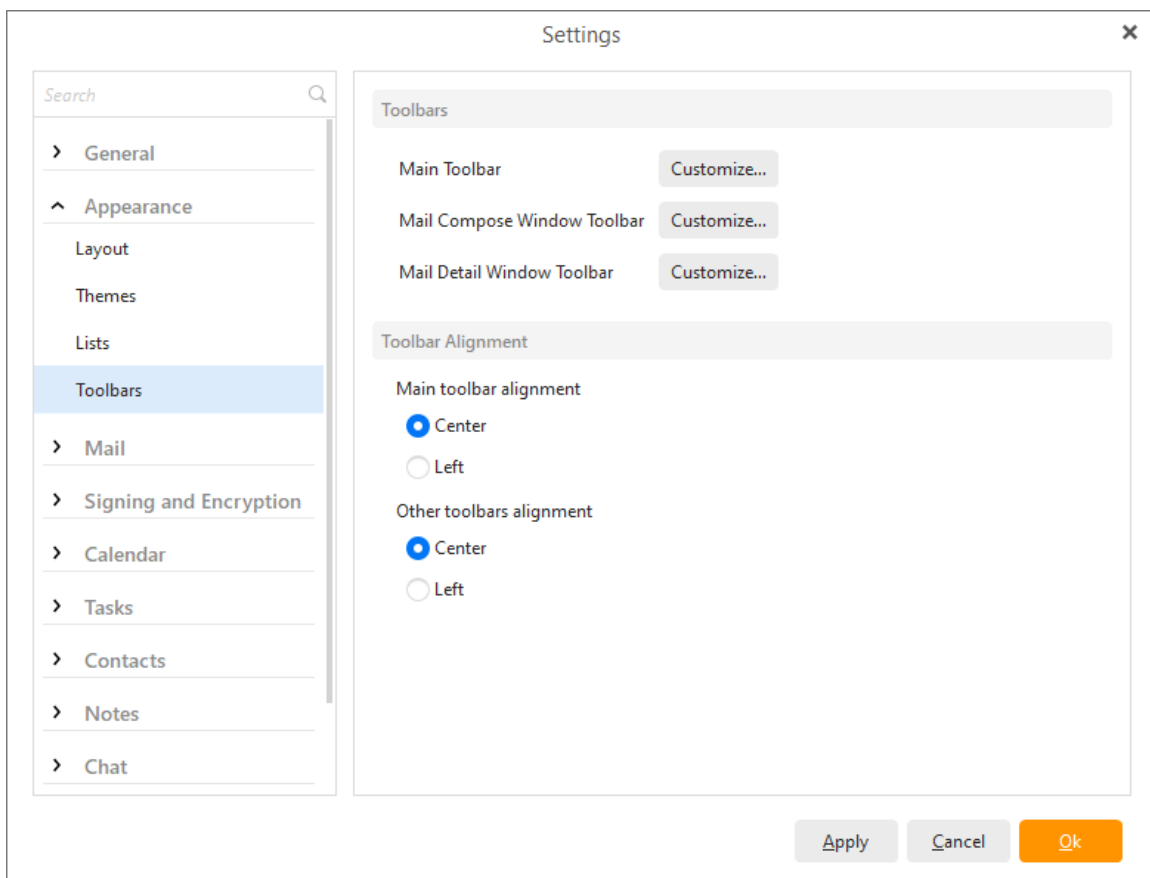
Allow in-cell editing - this option applies for editing in main window. If checked, you will be able to edit the parameters of the items (contacts, events, tasks) inside the appropriate cell.

Fonts & Row dimensions

In these two sections you can specify the font that will be used, as well as the height of the rows.

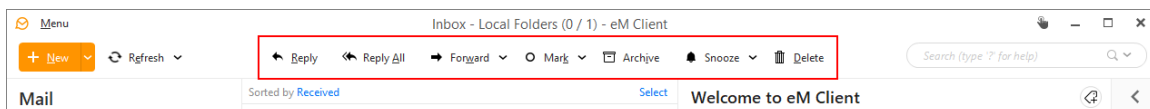
Toolbars

There are many toolbars which exist in eM Client and some of them (especially for Mail) have so many available options that we let users customize them to fit their specific needs.



Main Toolbar

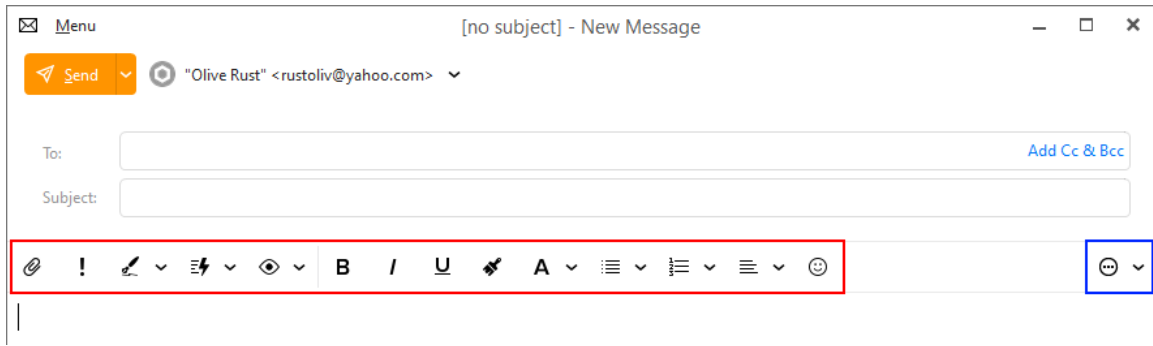
This is the Main Toolbar that appears at the top of the Mail View in eM Client. By clicking **Customize...** you can change which buttons appear in this toolbar and in what order.



Mail Compose Window Toolbar

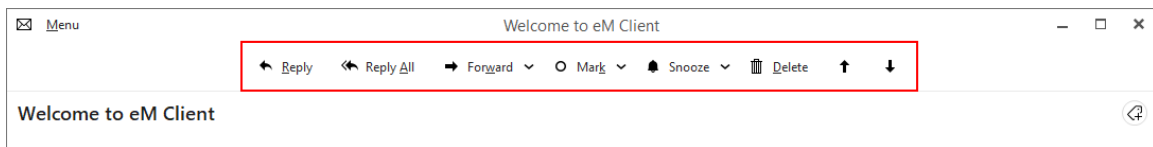
This is the toolbar which appears when you are writing an email to enable you to quickly change things about the email message, such as adding formatting (Bold, Italic, Underline) or adding an attachment.

By clicking **Customize...** you can change which buttons appear in this toolbar and in what order. All the options which you don't pick to be included in this toolbar can still be accessed by clicking on the ... button on the far right side of the compose message window.



Mail Detail Toolbar Window

This is the toolbar which appears at the top of the message window when you open an email. It's similar to the Main Toolbar for Mail, but has some added options such as moving to the previous/next message in the folder to open another email. By clicking **Customize...** you can change which buttons appear in this toolbar and in what order.



Toolbar Alignment

Main toolbar alignment

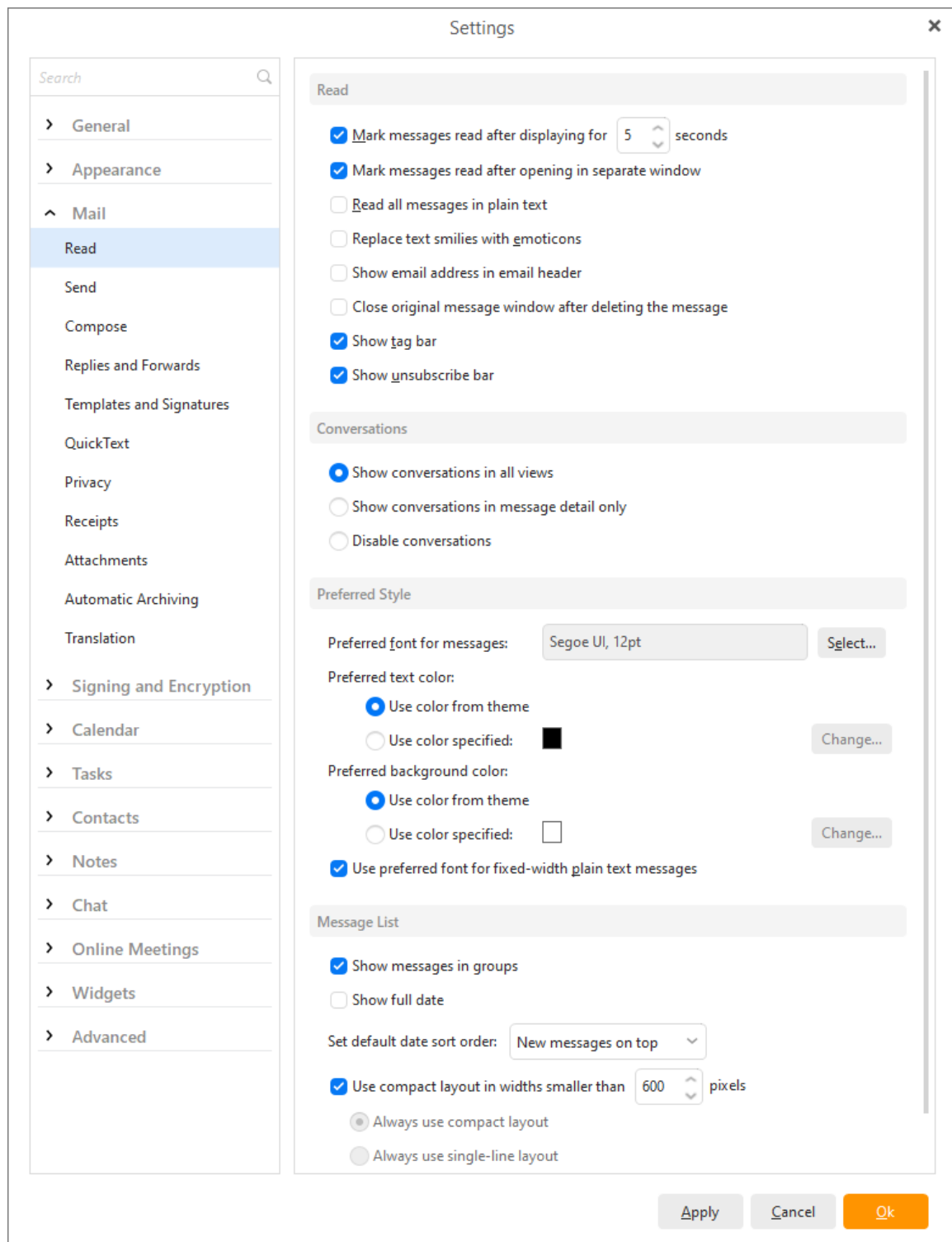
This lets you choose if the Main Toolbars which appear at the top of the page should be aligned towards the left or center.

Other toolbars alignment

This lets you choose if the other toolbars (besides the Main Toolbars) that appear at the top of a window should appear at the center or left side of the window.

Read

The **Read** Settings window. Here you can change the look of your messages.



Read

Mark message read after displaying for X seconds

The application tries to track which emails you have read and which you haven't by marking an email as "read" after it's been opened for a certain amount of time. You can specify the amount of time in seconds in the numeric field after which you would wish to mark the currently opened email as "read".

Mark messages read after opening in separate window.

The application will mark messages as read after opening them in separate window.

Read all messages in plain text

Check this box if you wish all incoming messages to be displayed in plain text format.

Replace text smilies with emoticons

Check this box if you wish to replace text smilies with animated emoticons.

Show email address in email header

Check this box if you want to have the email address displayed in the email header.

Close original message window after deleting the message

If you check this option, the original opened message window will be closed when you delete the message. If you leave this option un-checked, the original opened message window will still remain.

Show tag bar

Check this box to show tags in the Message detail header.

Show unsubscribe bar

Check this option to show the unsubscribe link contained in the message header.

Preferred style

Set a style you wish to have your plain text emails to be displayed in.

Preferred font for messages

Click "Select" to choose a preferred font for your plain text emails to be displayed in.

Preferred text color

Click "Change" to choose a preferred text color for your plain text emails to be displayed in.

Preferred background color

Click "Change" to choose a preferred background color for your plain text emails to be displayed in.

By (un-)checking the very last option in the window you can enforce using the mono-space font for preformatted plain text messages.

Message list

Show messages in groups

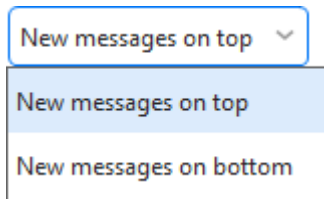
Check this option if you want your messages to be displayed in groups. Your messages will be now sorted in groups like "Older" , "Two weeks ago" etc.

Show full date

If you check this option, the full date of receiving your message will be displayed (including day, month, year and exact time instead of the default day and month)

Set date sort order

You can choose whether you want your message to be displayed on the top or on the bottom from the drop down menu:



The image shows a screenshot of a web interface. At the top, there is a dropdown menu with the text "New messages on top" and a small downward-pointing arrow. Below this menu, a list of two options is displayed: "New messages on top" and "New messages on bottom". The "New messages on top" option is highlighted with a light blue background, indicating it is the currently selected setting.

In addition there is also the **Preserve current setting** option, which is selected by default. This option preserves current setting, which means that the settings which you have for various mail folders will be preserved. But on the other hand if you for example choose **New messages on the top** option in this section, the setting will be changed for all your message folders.

Use compact layout in widths smaller than X pixels

Here you can customize your compact layouts by selecting the number of pixels.

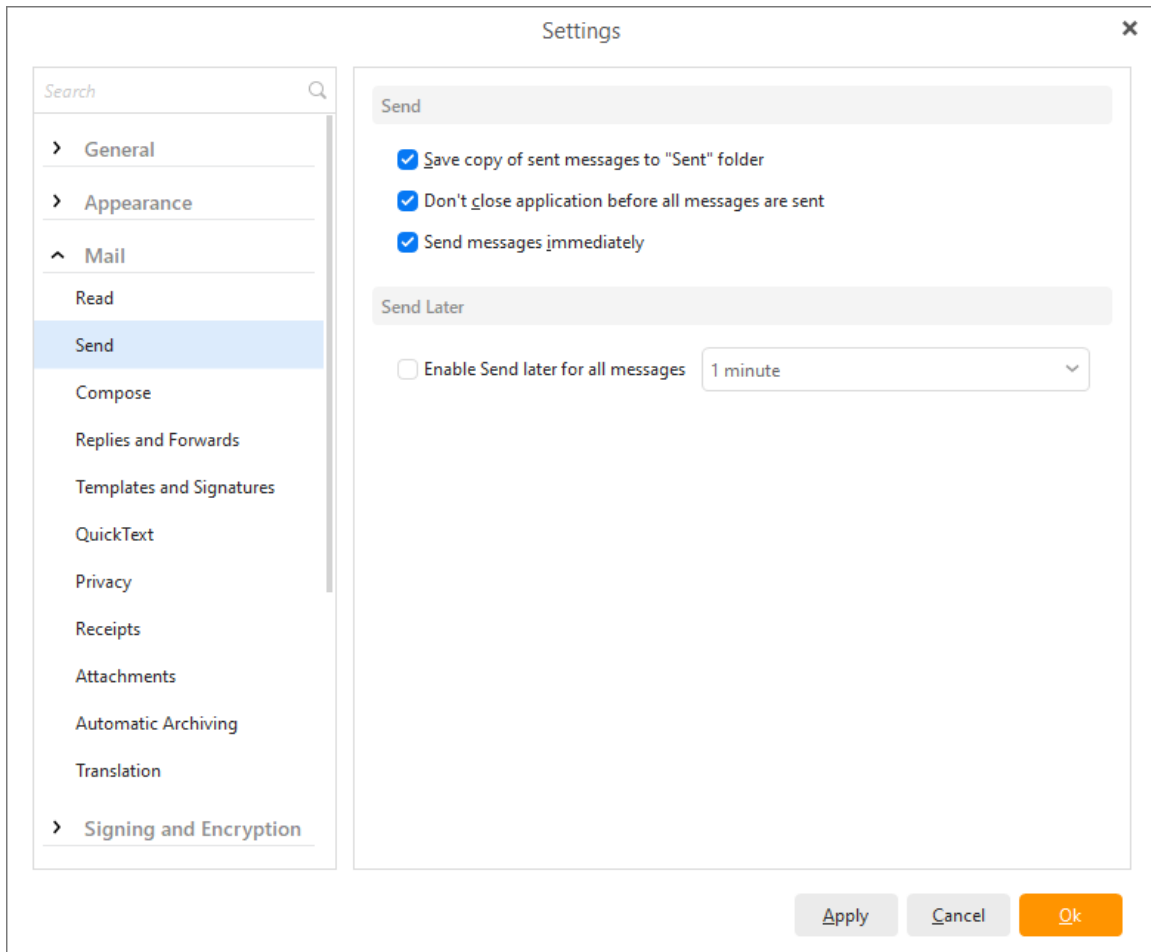
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Send

The **Send** Settings window:



Save a copy of sent messages in "Sent" folder

Check this box to automatically store all your sent messages in the "Sent" folder.

Don't close application before all messages are sent

By checking this option you will prevent the closing of the application until all messages are sent.

Send messages immediately

Check this box to have your emails sent as soon as you click the **Send** button in the upper left corner of the **New message** window.

Otherwise the messages will be stored until you click the **Send and Receive All** button on the toolbar.

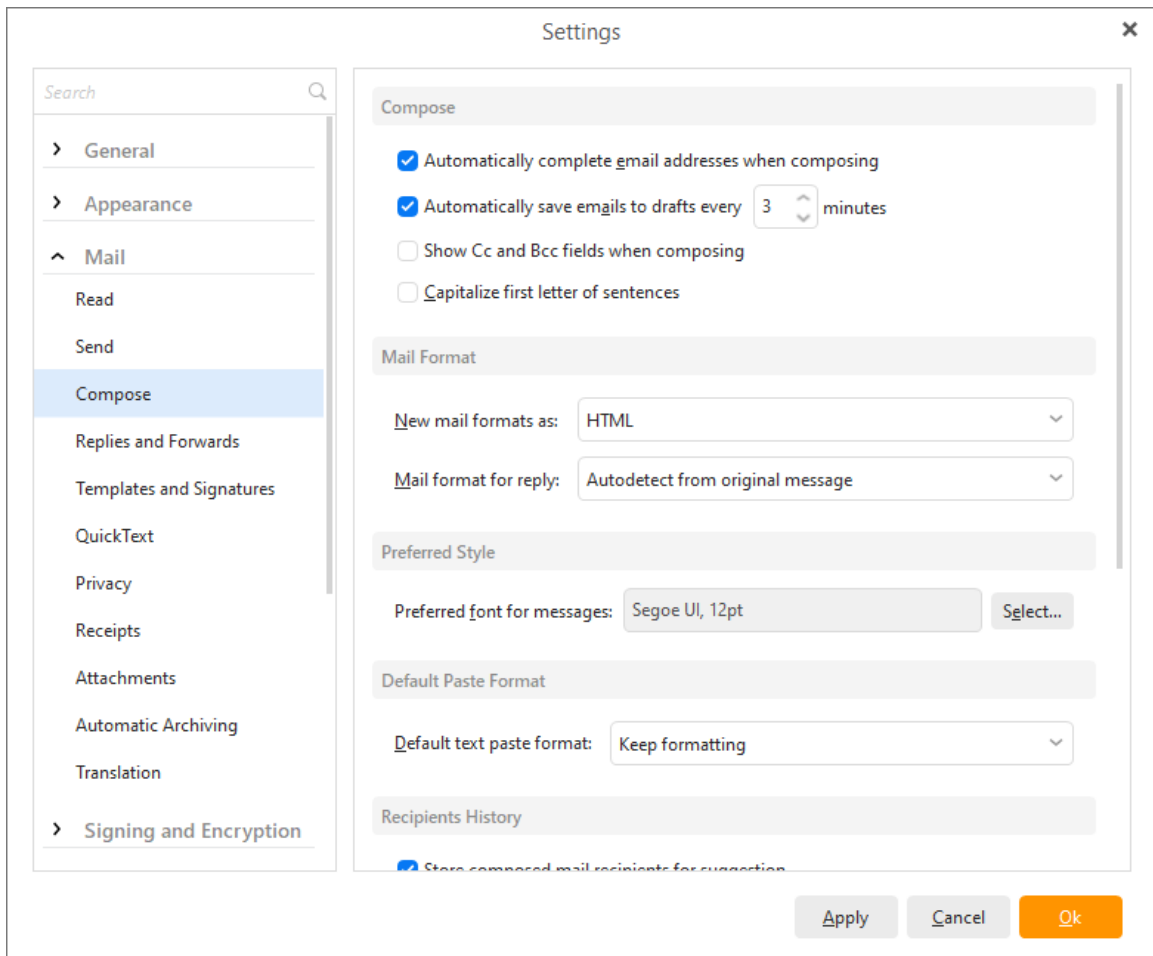
Send later - Pro feature

Enable Send later for all messages - All messages will be sent with a specific delay set in the X minutes field

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Compose

Compose section enables you to adjust the email lookout.

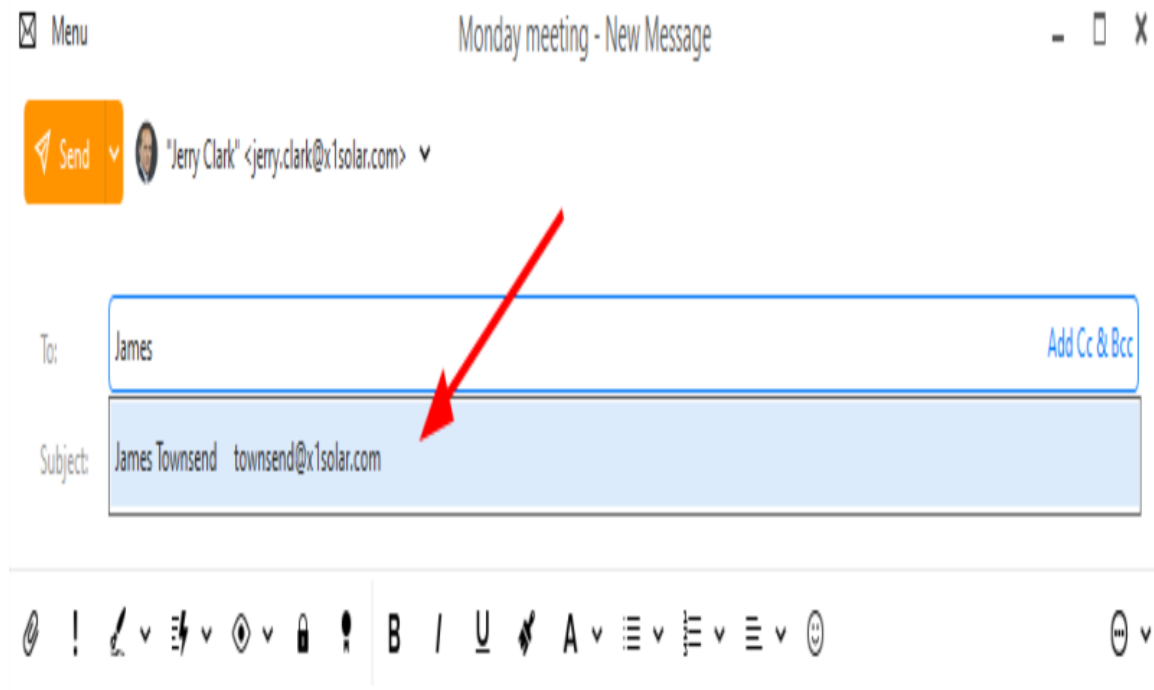


Compose

Automatically complete email addresses when composing

Check this box to let the application attempt an auto-completion of the email address you are typing in.

This function enables you to quickly insert the receiver's address when composing a new email. Simply type the first few letters of the desired receiver's address into the email's **To:** field and the application will display a list of all the contacts from your address book whose email addresses begin with what you have typed in.



Automatically save emails to drafts every X minutes

Check this box to have the application periodically save the email message you are currently composing in the **Drafts** folder. Thus if you are interrupted while writing an email, you can recover the unfinished email from the Drafts folder.

In the numeric field you can specify how often the application saves your unfinished email.

Show CC and BCC field when composing

By checking or un-checking this field you can show/hide the CC and BCC fields in the message window when you are composing a message.

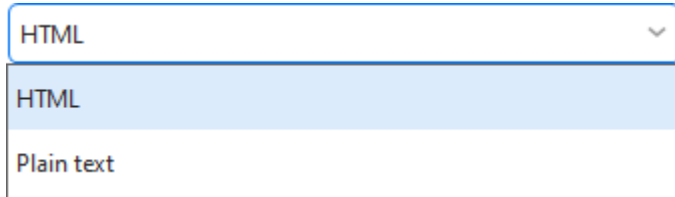
Capitalize first letter of sentences

This utility works on a principle that every first letter of a new sentence will be automatically capitalized. (This can basically save your time, in means that you do not have to pay attention whether you have written capital letter at the beginning of a new sentence or not.)

Mail Format

New mails format as:

You can set a permanent mail format for your new messages. Choose from the two following options:

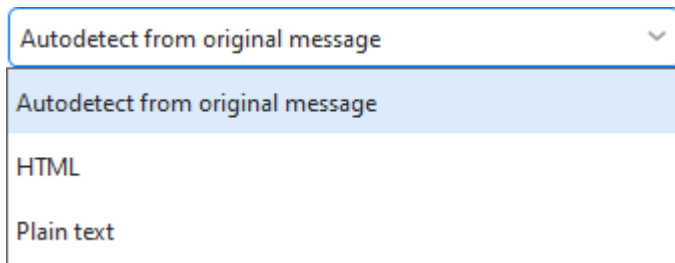


A dropdown menu with a blue border. The top bar is light blue and contains the text 'HTML' followed by a downward-pointing chevron icon. Below this bar, the menu is open, showing two options: 'HTML' (highlighted with a light blue background) and 'Plain text'.

You can choose between **HTML** or **Plain text** emails. A HTML email can retain any customized formatting that you apply to your email (font, colors...), a plain text email will contain only the text with no colors, font and so forth.

Mail format for reply:

You can also set a permanent mail format for your reply messages. Choose from three options:



A dropdown menu with a blue border. The top bar is light blue and contains the text 'Autodetect from original message' followed by a downward-pointing chevron icon. Below this bar, the menu is open, showing three options: 'Autodetect from original message' (highlighted with a light blue background), 'HTML', and 'Plain text'.

You can choose between **HTML** or **Plain text** emails. A HTML email can retain any customized formatting that you apply to your email (font, colors...), a plain text email will contain only the text with no colors, font and so forth. You can also use the utility to auto-detect the format from the original message.

Preferred Style

Here you can define the preferred font, font style and size that you want to be used automatically when you are composing a message.

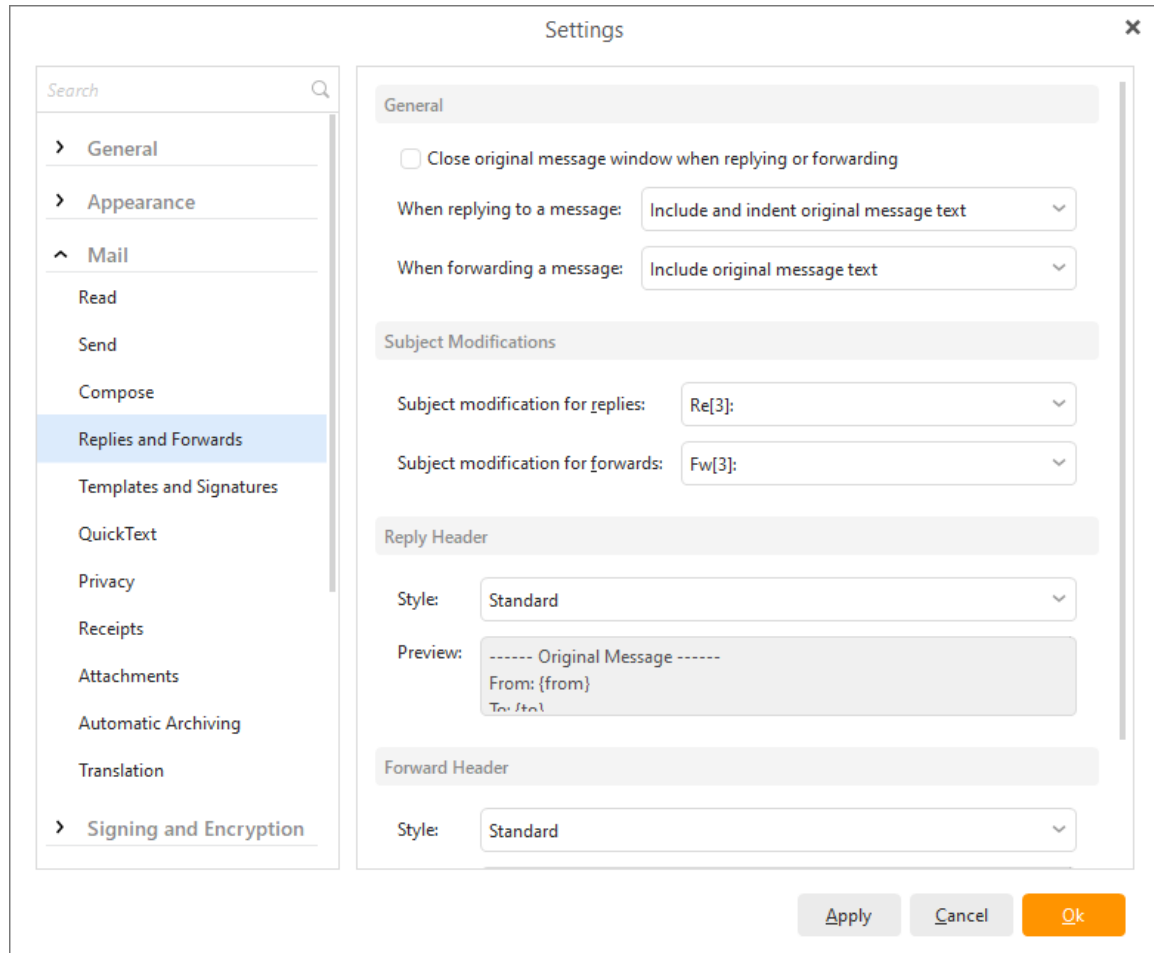
Recipients History

This utility can store the addresses that you type into the recipient fields of your emails and eM Client can further use these stored addresses to suggest and auto-finish the recipient fields in the future, regardless whether the recipients are in your contact list or not.

For privacy reasons, you can click on **Clear recipient history...** to clear the list of stored recipients.

Replies and Forwards

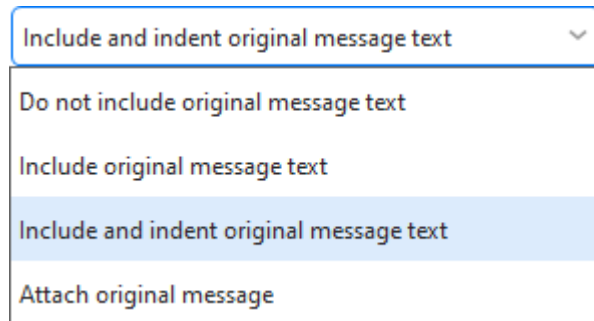
Here you can adjust many preferences for your reply messages and forward messages. This section is divided into four subsections: **General**, **Subject modifications**, **Reply Header**, **Forward header**.



General

Check/Un-Check **Close original message window when replying or forwarding** to Close/leave the original message when you are replying or forwarding.

You can choose from various actions (see below) in "When replying to a message" section:



You can also choose from various actions (see below) in "When forwarding a message" section:

Include original message text

- Include original message text
- Include and indent original message text
- Attach original message

Subject modifications

Here you can define the style to be used in the "Subject" field in replies and forwarded messages.

Reply header

Here you can choose the style of format for your reply headers (see below), there are three possibilities: Standard, Short and Custom (editable as you wish in the preview section).

Standard

- Standard
- Short
- Custom

Forward header

Here you can the style of the format for header when forwarding a message (see below), there are again three possibilities: Standard, Short and Custom (editable as you wish in the preview section).

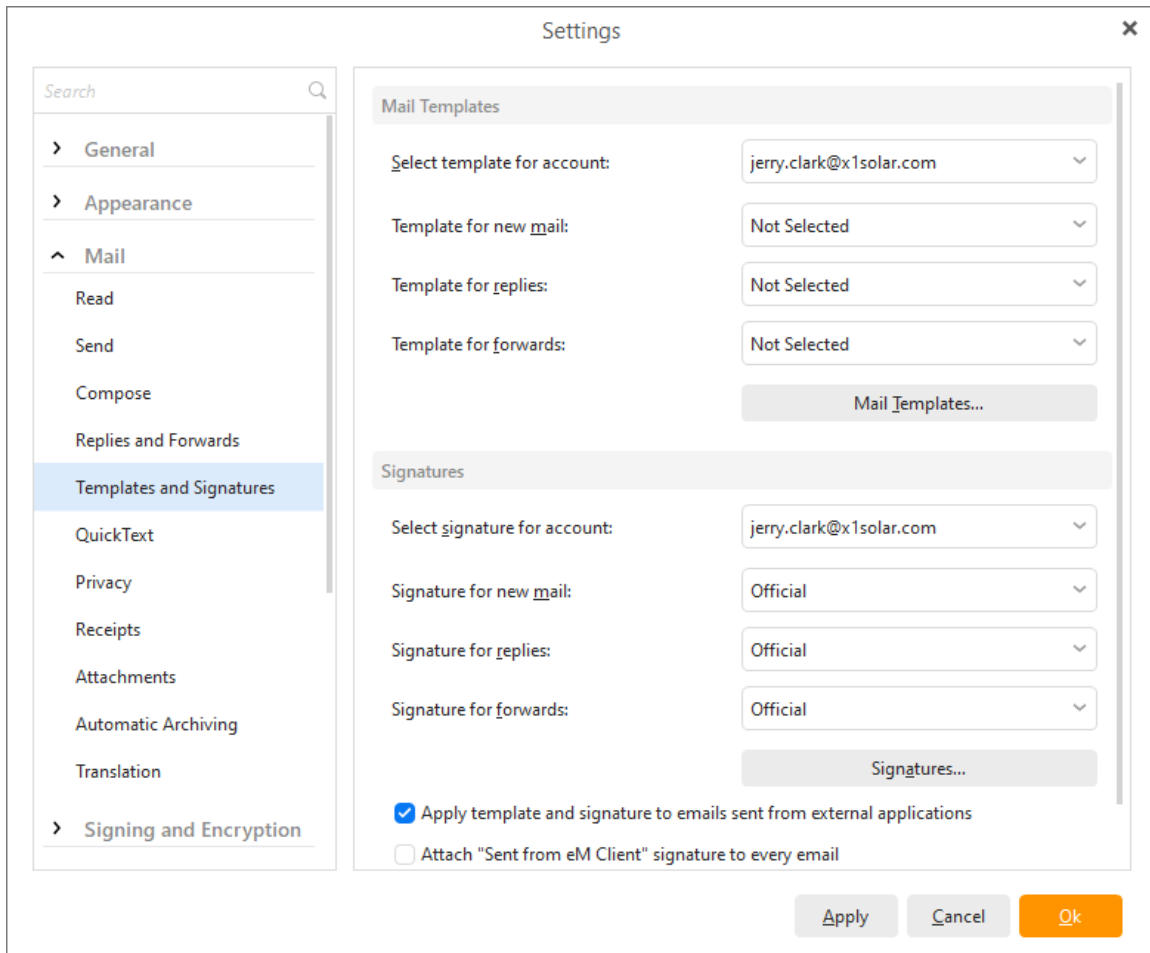
Standard

- Standard
- Short
- Custom

Templates and Signatures

You can customize your mail templates and signatures in this section.

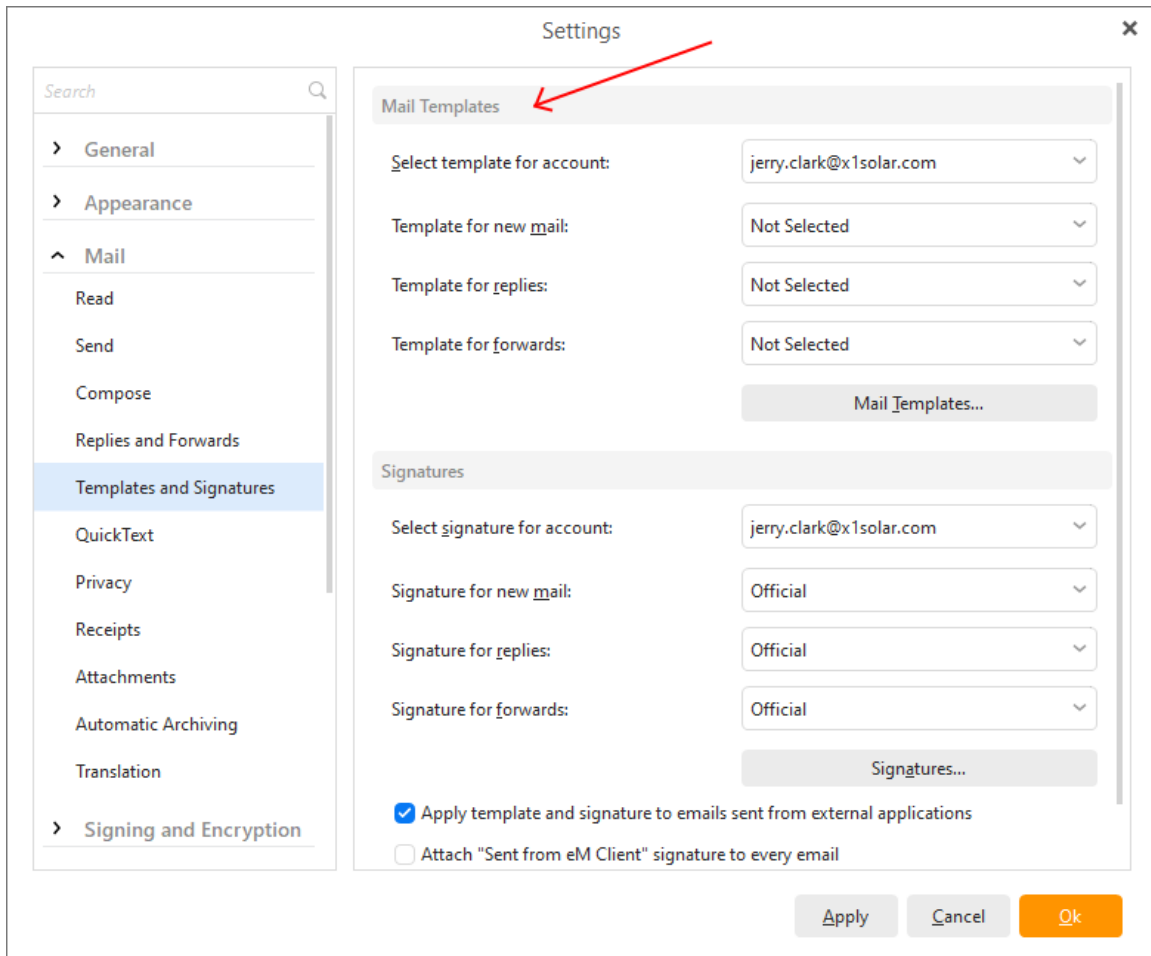
Here you can see how Templates and Signatures menu looks like:



By (un-)checking **Attach signature to emails sent from external applications** you can enable/disable attaching signatures to emails sent from external applications in this device.

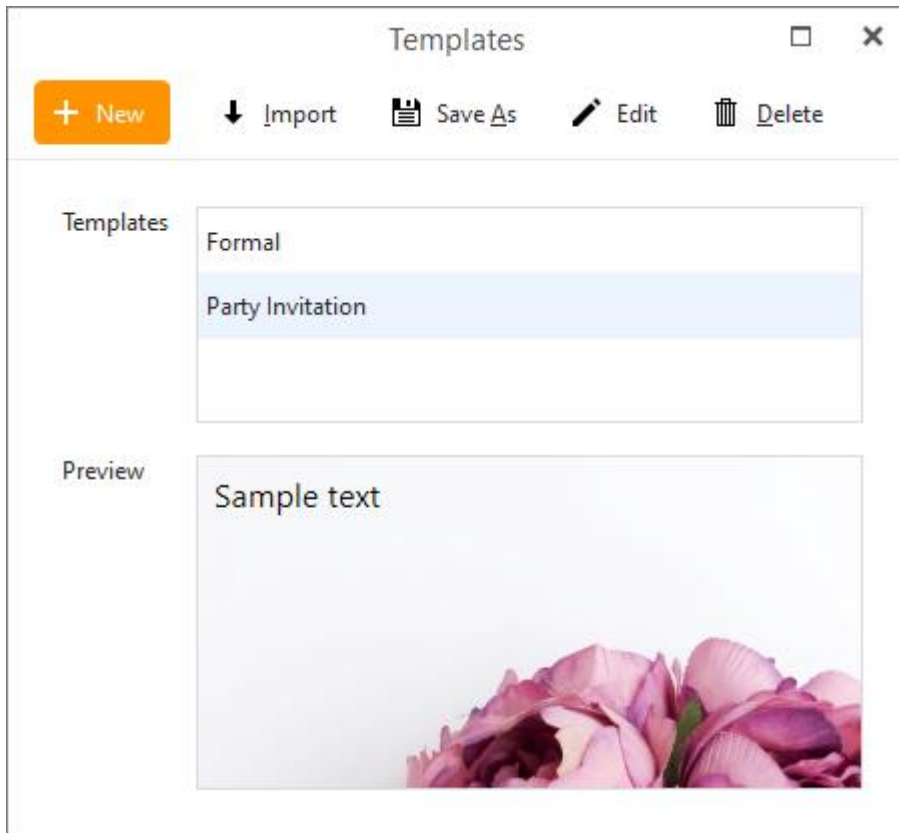
By (un-)checking **Attach "Sent from eM Client" signature to every mail** you can enable/disable attaching this signature to every mail that you send.

Mail Templates



A Mail template is a set of font and color settings that you can first store and then collectively apply to your email messages. You simply choose your favorite type of font, color of background or even a picture for the background, store this information in the application's **Templates** window and the selected template will be automatically applied to all your future emails.

By clicking on the **Mail Templates...** button the **Templates** window will appear:



This is where you manage your email templates - you can modify, import, remove existing, or create new templates here.

Templates:

Templates contain all of your existing mail templates. If you want to modify or remove an existing template, select it from the list and click on the corresponding button located on the right. (wheel or trash icon)

Preview:

This window displays a preview of the mail template you have selected in the Template List.

+New

Click on **New** button to bring up the **New Template** window:

Enter the name of your new template in **Name** field.
 Enter any pre-defined recipients into **To**, **Cc** or **Bcc** fields.
 Enter the Subject of your template in to the **Subject**field.

Font type

Font settings can be changed by clicking on the down-pointing arrow. A standard font settings window will open, where you can adjust the font's size, style (bold, italic...) and type (Arial, Courier New etc.).

Font Color

Select the text color you would like to set for your template by clicking on down pointing arrow in the font color section, and select the preferred font color from the roll-down menu.

Background

You can also preset the background of your mails. Simply click on the down-pointing arrow and select from set of simple color. It is also possible to use custom color by clicking on the **Custom color...** button and then defining your own color.

If you want to use a picture, click on , click **Browse picture...** button and select the desired image file from the file explorer.


At the very bottom there is a **Template** window, where you can edit your template and simultaneously see how will your emails look with the given template.

Click **OK** to finish creating the new template, which will be added to the template list.

Attachments

Add any files you want to include in your messages by default, this can be useful for inserting your own contact file, CV, public keys for encryption or anything that you want to send out with each message that you cannot include in a signature.


Import

 Import a template from an **.emltfile**.

Save as

 Save a selected template into an **.emltfile**.

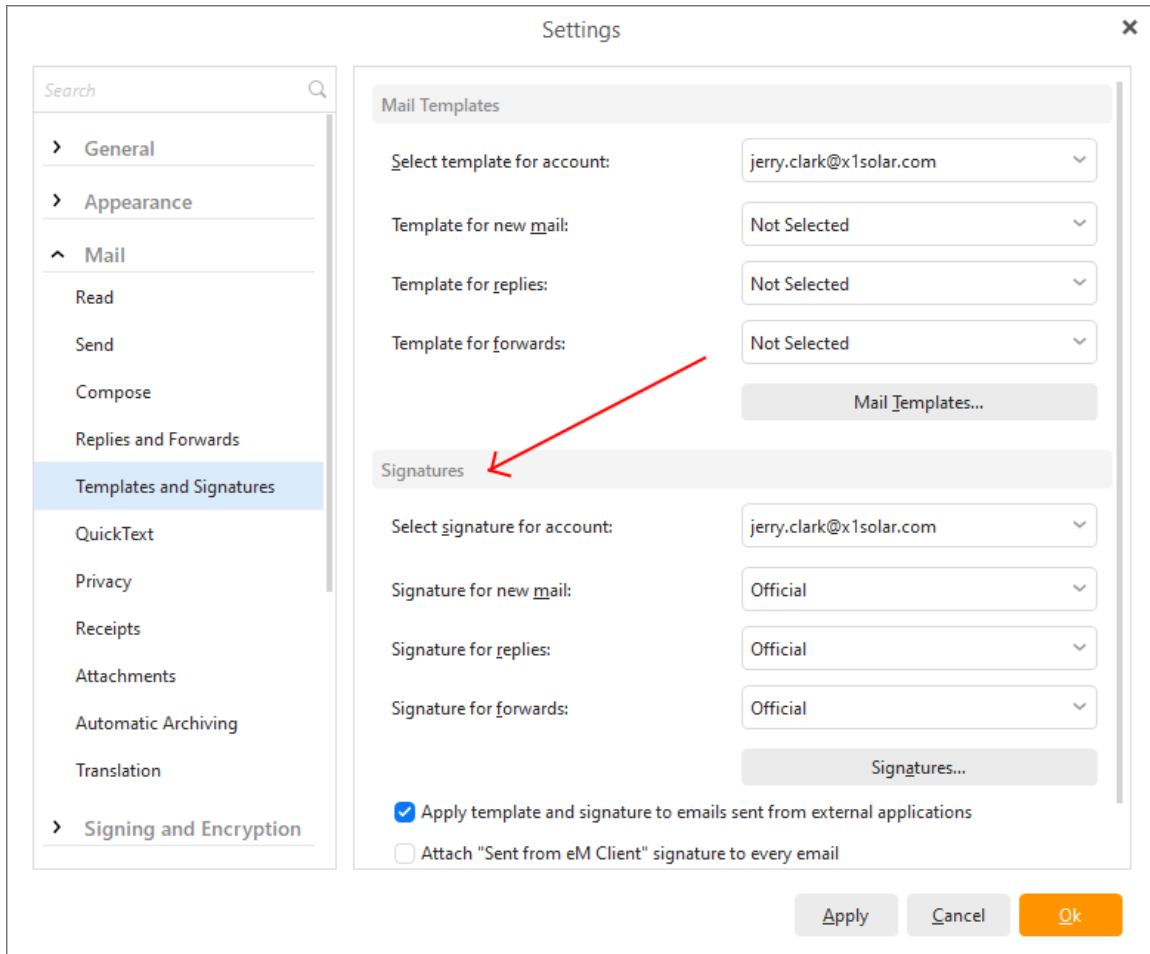
Edit

 Clicking on **Customize** (wheel icon) will bring up the same signature construction window as **Add template** and will also allow you to modify an existing template.

Delete

 To delete an existing template, click on the trash icon.

Signatures



Signatures are texts, pictures and even web links that can be automatically appended to the end of your email messages as your signature. You can create and save any number of signatures in the **Signatures** window and select a signature to be used for all your future emails.

Select signature for account:

Select the account for which you want to use the signatures selected in the edit boxes below.

Signature for new mails:

This drop-down menu contains a list of all your saved signatures. Select one to be used for all the new messages you create.

Signature for replies:

This drop-down menu contains a list of all your saved signatures. Select one to be used for all the reply emails you create.

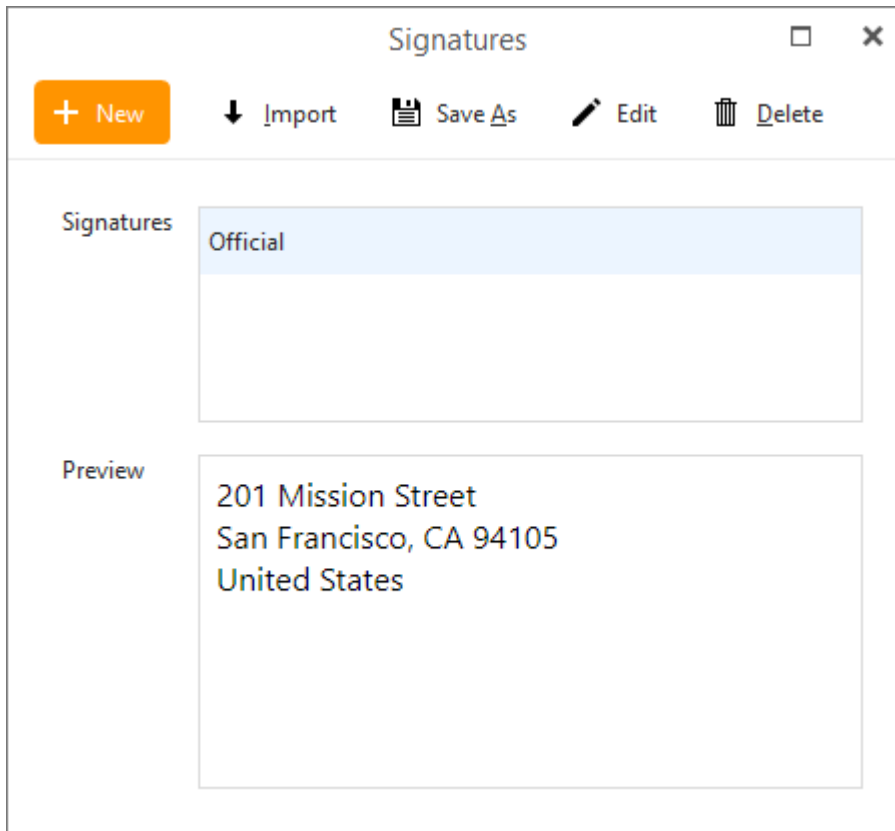
Signature for forwards:

This drop-down menu contains a list of all your saved signatures. Select one to be used for all the forwarded emails you create.

note: Check the **Attach "Sent from eM Client" signature to every mail** option if you want to have "Sent from eM Client" signature in each of your mails.

Signatures... button

By clicking on the **Signatures...** button the **Signatures** window will appear:



You can modify and remove or create new signatures here.

Signatures:

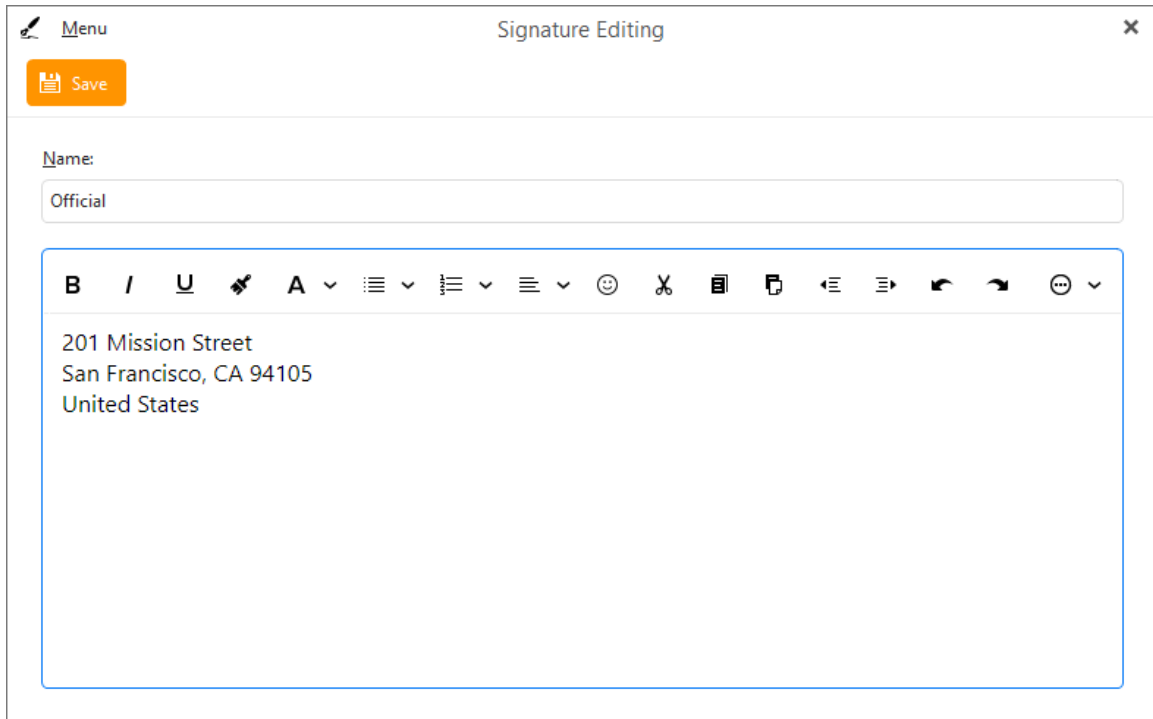
Signatures contain all your existing signatures. If you want to modify or remove an existing signature, select it from the list and click on the corresponding button located to the right. (wheel or trash icon)

Preview:

In this field will be displayed the preview of the signature you have selected in the **Signatures** field.

+New

Click on **New** to bring up the **New Signature** window:



Enter a name for your new signature in the **Name** field.

In the field below construct a signature as you would in any text editor. Confirm the changes by clicking **OK** and your new signature will be created and added to the signature list.

Import

↓ Import a signature from an **.html**file.

Save as

📄 Save a selected signature into an **.html**file.

Edit

✎ Clicking on **Edit** will bring up the same signature construction window as **New**, which will allow you to edit an existing signature.

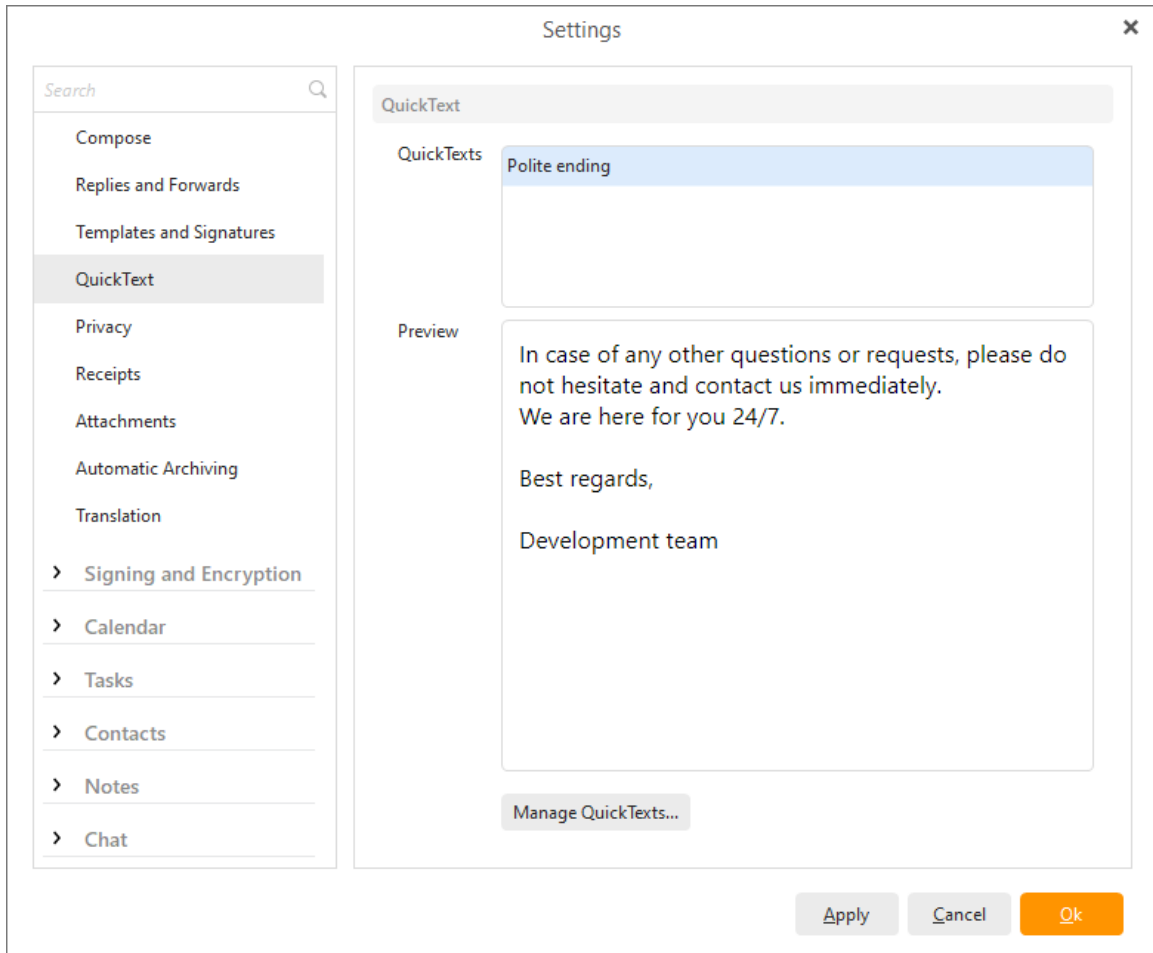
Delete

🗑 To delete an existing signature, select it in the **Signatures** field and click on **Remove** (trash icon).

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QuickText

QuickText enables you to insert pre-made chunks of text (for example snippets) to your messages within seconds. This spares you from having to type the same phrases, sentences or even whole emails over and over again.



Click on **+ Add Quick Text** button which will bring up an editor window for customization of your new quick text:

Menu

New QuickText

Save

Name:

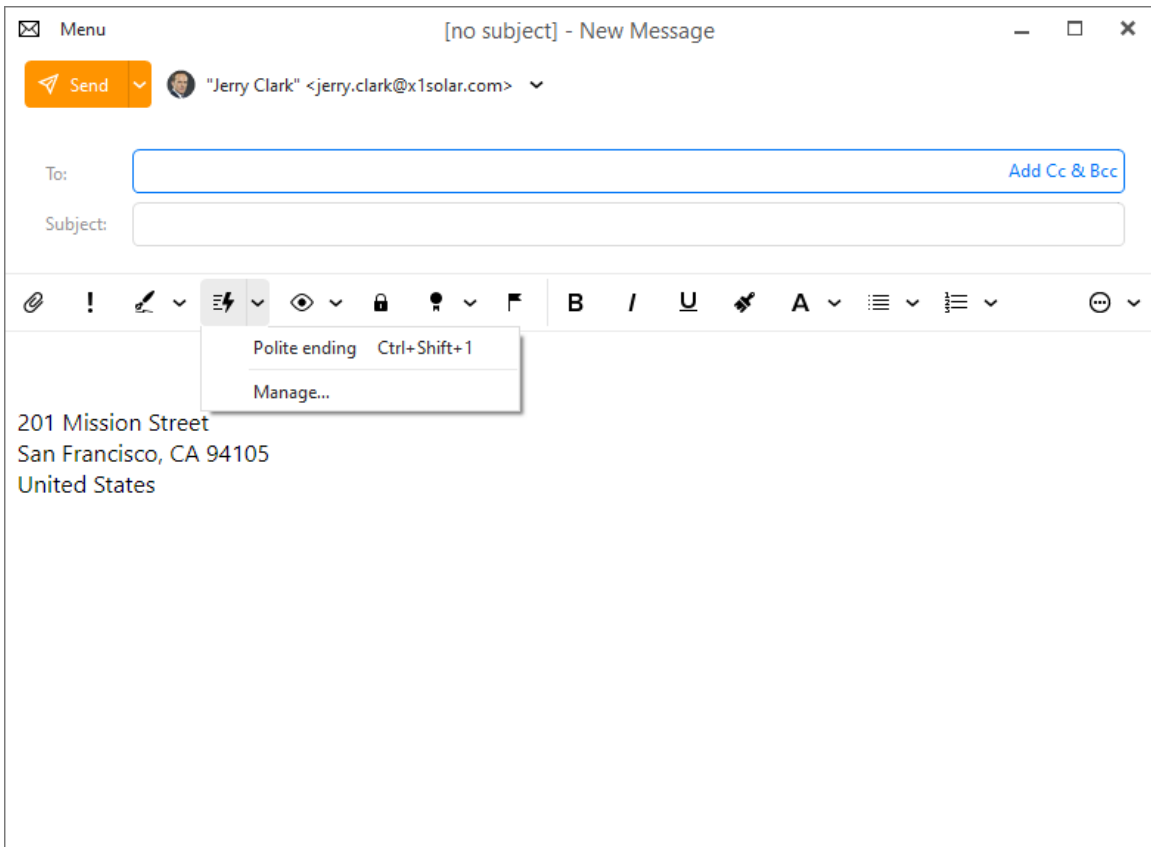
B I U A ☰ ☷ ☰ ☺

Here you can customize your own QuickText, enter the name and then customize the text in the text window.

Once you have finished your QuickText, click on the **OK** button to finish the process.

How to use QuickText

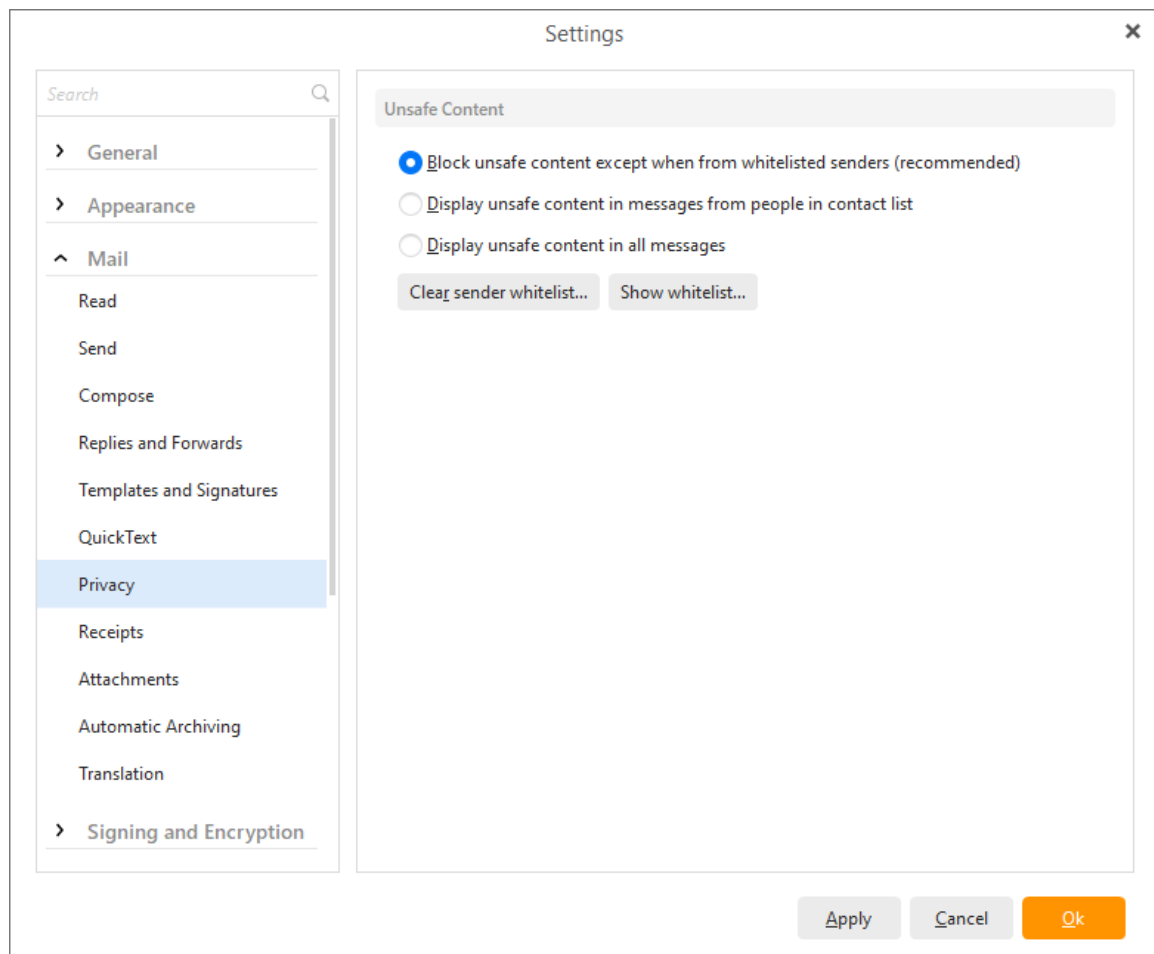
QuickText button is located directly in the email window (see below). Once you have created your own QuickTexts you will be able to implement them into your text by a simple double-click.



Note that you can also use shortcuts to quicken the process even more.

Privacy

Privacy settings window:



Here you can customize the settings concerning the privacy and unsafe content in received messages. To maximize the level of safety of your computer, it is recommended to check the **Block unsafe content in all messages** option, which will automatically block unsafe content in all messages. Moreover you can also choose from other two options which offer you either to **Display unsafe content in messages from people in contact list** or **Display unsafe content in all messages**. These settings are present in the application in order to prevent you from external threat. For example when an email contains external images or another external content, the sender is informed about successful delivery and reading of the email simply by your downloading. This is often abused by the so called "spammers". Therefore when you select the last option - Display unsafe content in all messages, no unsafe content will be blocked then, which can gradually lead to higher amount of spam messages that you will receive.

Clear sender whitelist...

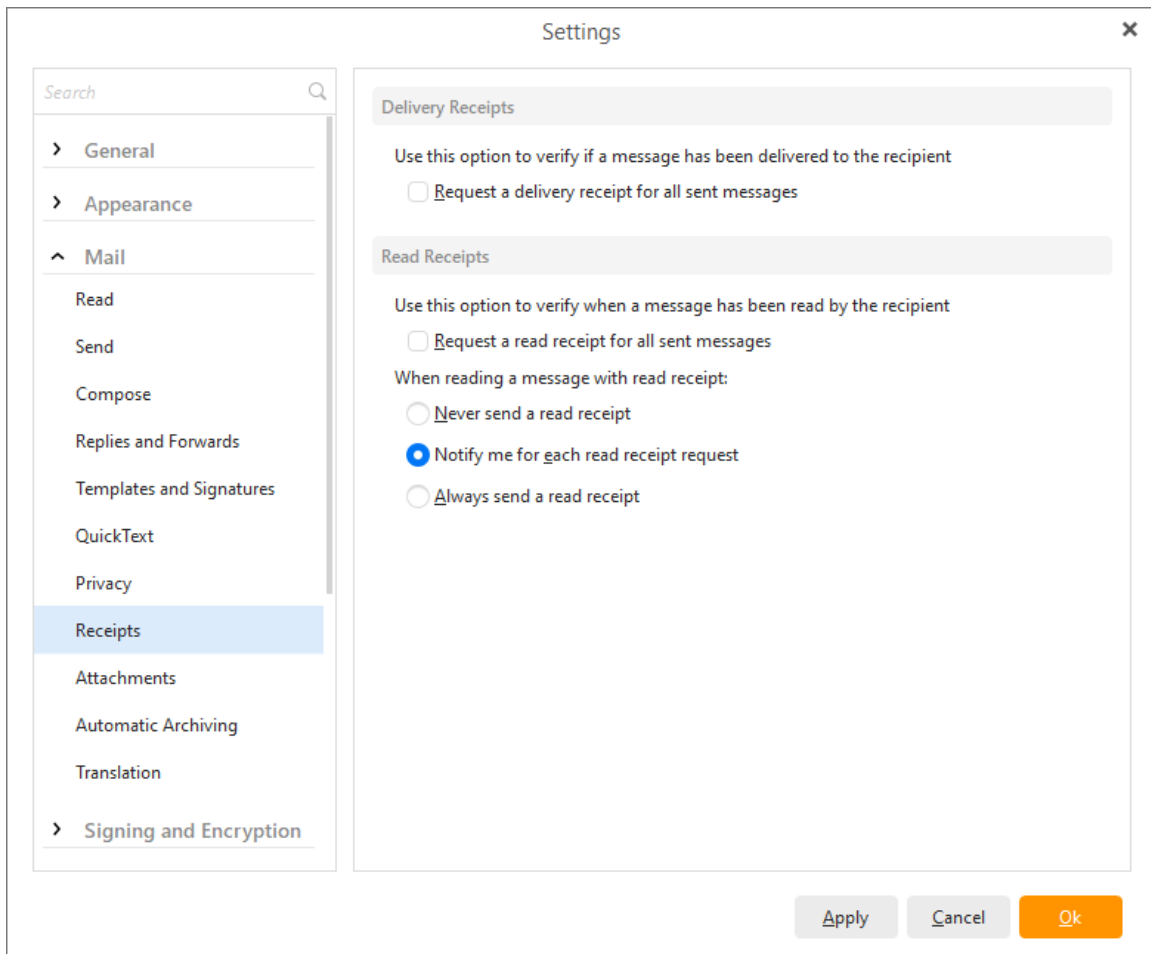
Right-click on this option if you wish to clear sender whitelist. Whitelist is basically a list of accepted email senders, the people you trust.

Show whitelist...

Right-click on this option to display your whitelist.

Receipts

The **Receipts** Settings window:



Delivery Receipts

Check the **Request a delivery receipt for all sent messages** box to have an auto-generated confirmation message sent back to you when your message has been delivered to the recipient's server.

Read Receipts

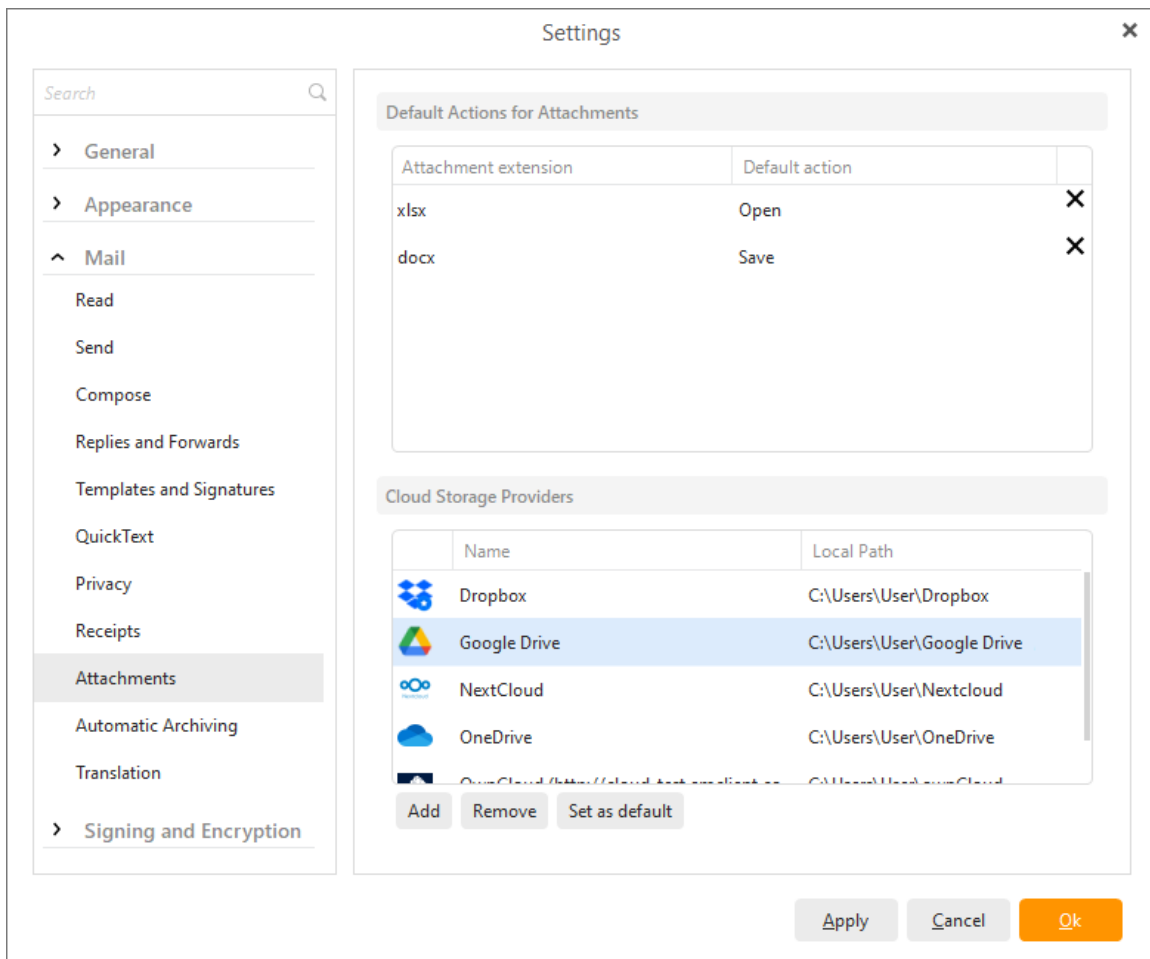
Check the **Request a read receipt for all sent messages** box to have an auto-generated confirmation message sent back to you when the recipient of your messages has opened and read your messages.

Returning Read Receipts

Here you can specify whether you wish to **Never send a read receipt** or to be **notified for every read receipt request** or to **always send a read receipt** for your incoming emails.

Attachments

In the Attachments settings you can set default actions for received files as well as specify your settings for attachments saved in Cloud storage.



Default Actions for attachments

Here you can delete predefined actions that you have set up for various attachment file types. Delete the predefined action by clicking on the cross icon: ✕

Cloud Storage Attachments

Add a Cloud Storage Service

eM Client currently supports these cloud storage providers:

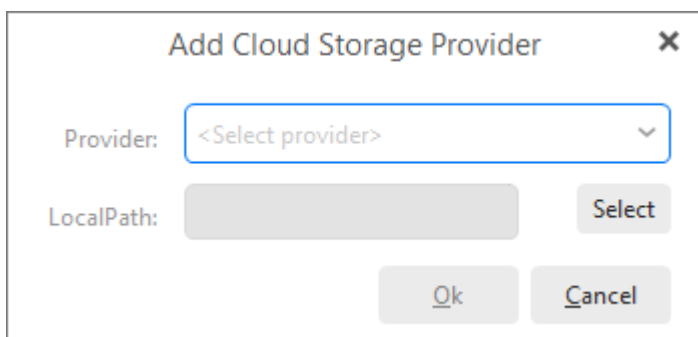
- **OneDrive**
- **Google Drive**
- **DropBox**
- **OwnCloud**
- **Nextcloud**

IMPORTANT: To use these services in eM Client, you first need to install the cloud storage application of the provider on your computer.

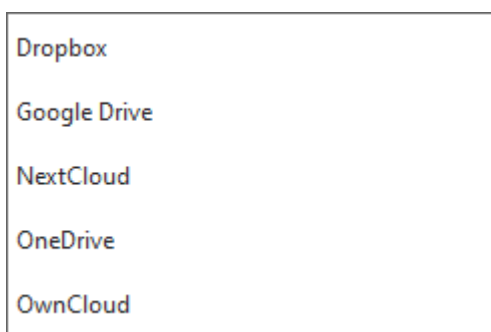
You can add these services by going to **Menu > Settings > Mail > Attachments** and clicking the **Add** button. You will then select the provider.



Add, Remove and Set as default buttons for Service providers.

A dialog box titled 'Add Cloud Storage Provider' with a close button (X) in the top right corner. It contains a 'Provider:' dropdown menu with the text '<Select provider>' and a downward arrow. Below it is a 'LocalPath:' text input field followed by a 'Select' button. At the bottom are 'Ok' and 'Cancel' buttons.

Add Cloud storage set up

A list of cloud storage providers: Dropbox, Google Drive, NextCloud, OneDrive, and OwnCloud. The list is contained within a rectangular box with a thin border.

Cloud Provider selection.

The first time you use cloud storage in eM Client on your device, you will be asked to log in to the service and give consent for the eM Client to access the service. Depending on the selected service, the login will appear differently.

Remove a Cloud Storage Service

To remove a cloud storage service, simply go to **Menu > Settings > Mail > Attachments > Select the service > Remove**

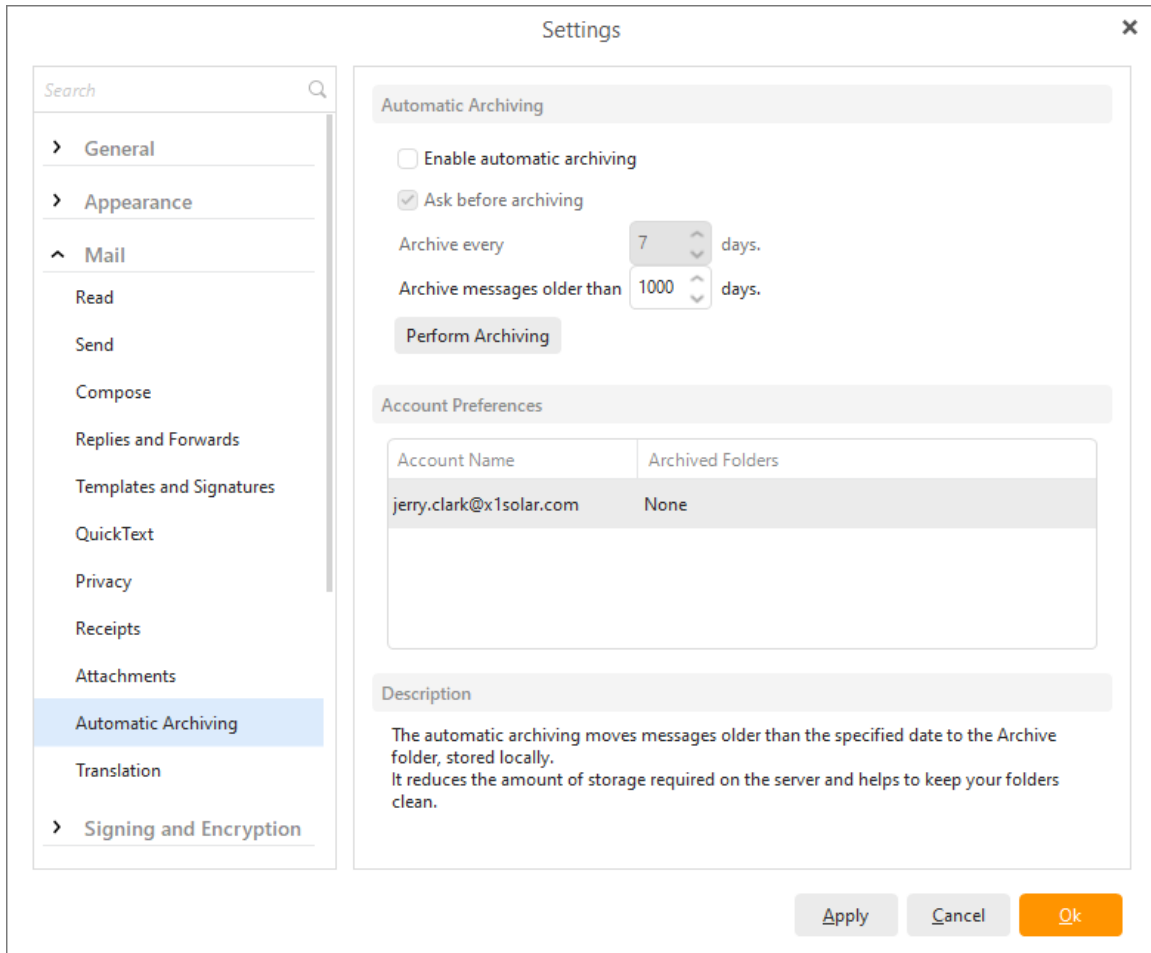
Set as default

If you add a large file (>10mb) into an mail and try to send it, eM Client will ask if you would like to upload the file to a cloud service.

Automatic Archiving

In this section you can enable /disable automatic archiving of the messages.

Automatic archiving moves message older than selected threshold to archive folder stored locally. This reduces amount of storage required on the server and at the same time helps you to keep your folders clean.



W

Automatic Archiving

Enable automatic archiving - check this option if you want to enable automatic archiving.

Ask before archiving - check this option if you want to be asked first before the archiving process will be launched.

Archive every - here you can specify the time span in which you would like your messages to be archived.

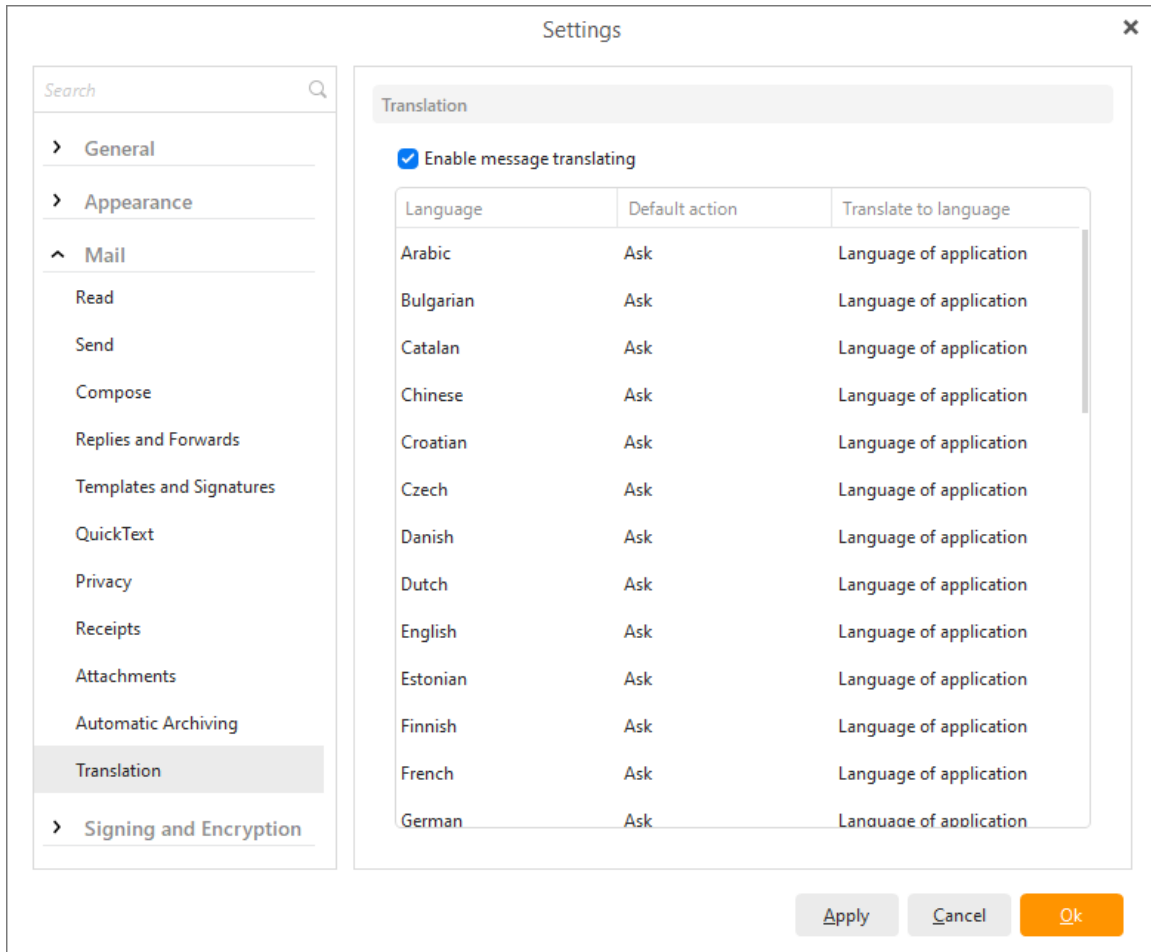
Archive messages older than - here you can set up the age of the messages which you wish to be archived.

Click on **Perform Archiving** to start the process.

For Archiving to be performed you also need to set the **Archiving scope** for each of your accounts under **Account preferences**.


Translation

In this section you can disable or enable message translating. Furthermore you can set default actions (Ask or Never) for every language in the list and specify the target language (the language to which you want the source language to be translated) as well.



How does translation work?

When you receive an email written in language different than in the language of the application, eM Client will automatically detect and ask you if you want to translate the foreign language to your default language.

 German language detected. Do you want to translate message [now](#) or [never](#).

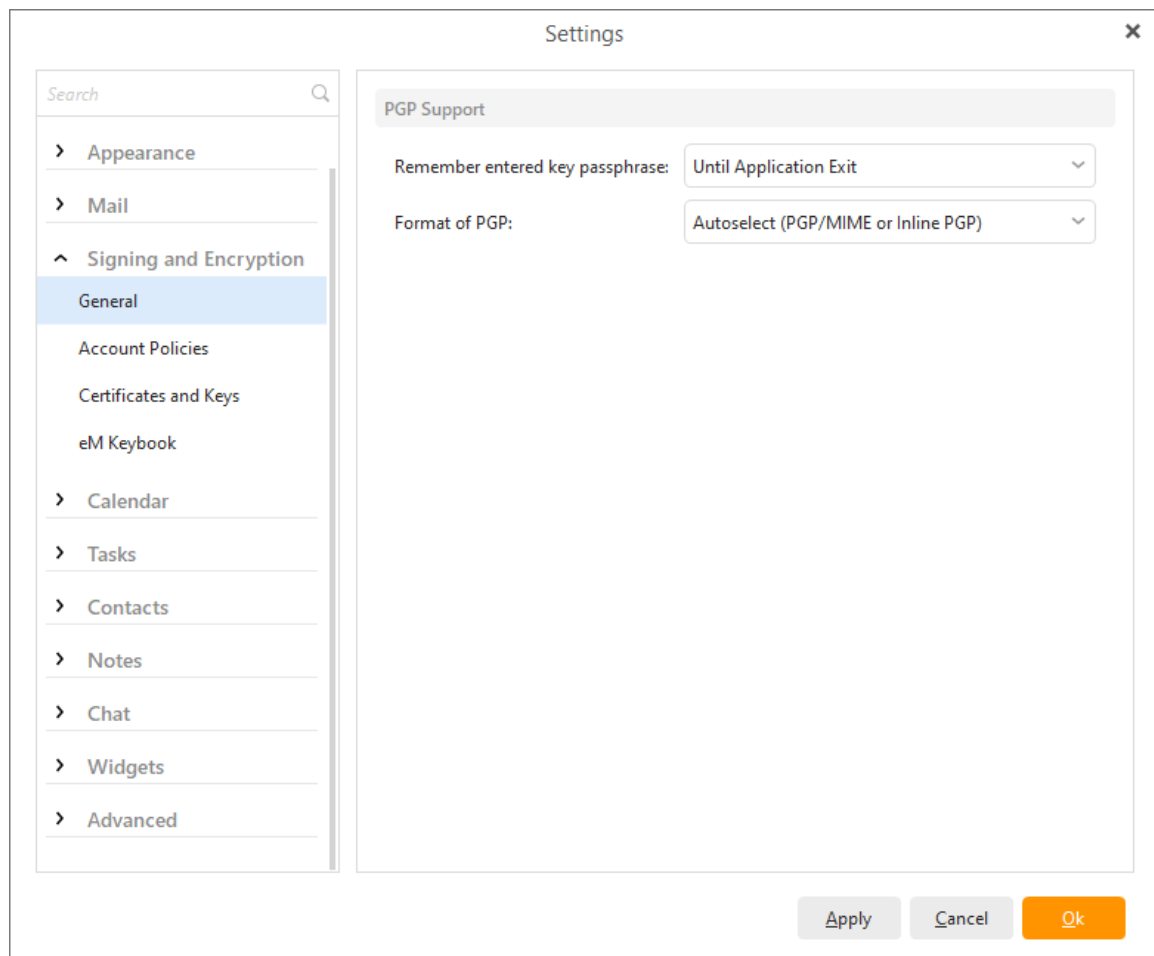
Translations are powered by Microsoft Translator API.

General

Security is our big priority but you need S/MIME Certificates or PGP keys to digitally sign and encrypt your emails, or decrypt and read encrypted emails from others. You may get the necessary certificates from your company's intranet system, from an independent security source like VeriSign, or from your correspondence that encrypts his or her Emails.

With our new PGP support you can even create your own PGP keys directly inside eM Client - go to the Certificates and Keys section to find out more about that.

General settings for **Signing and Encryption** determine how long will your password for your certificate/key be remembered within the application and which format of encryption is to be preferred.



PGP Support

Remember entered key passphrase:

Until Application Exit

For 5 minutes

Never

Format of PGP:

Autoselect (PGP/MIME or Inline PGP)

Only use PGP/MIME

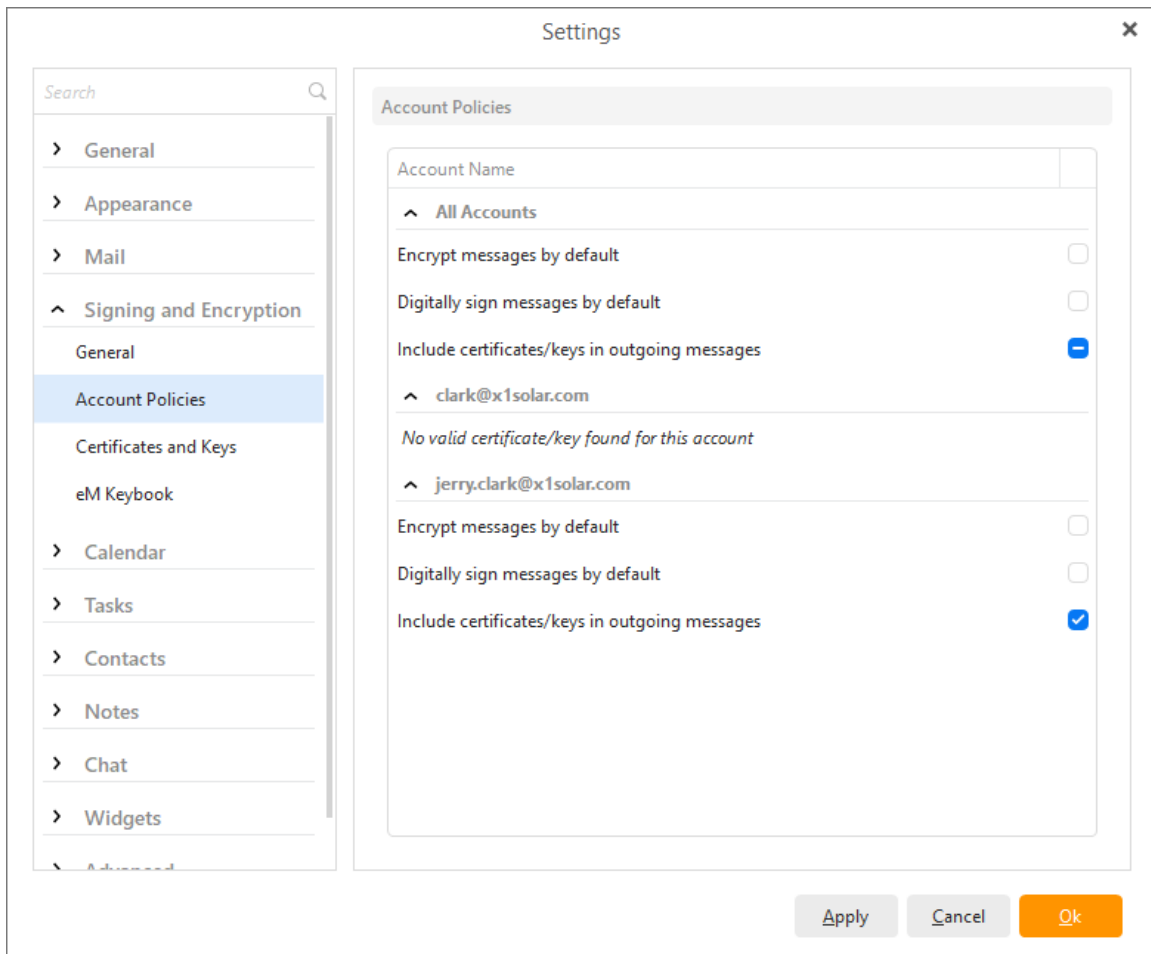
Only use Inline PGP

PGP/MIME format lets you encrypt and sign the whole message, including attachments.

Inline PGP encrypts the OpenPGP sections directly inside a email message and cannot encrypt/sign attachments.

Account policies

Account policies will determine when messages are to be signed or encrypted automatically.



Encrypt messages by default

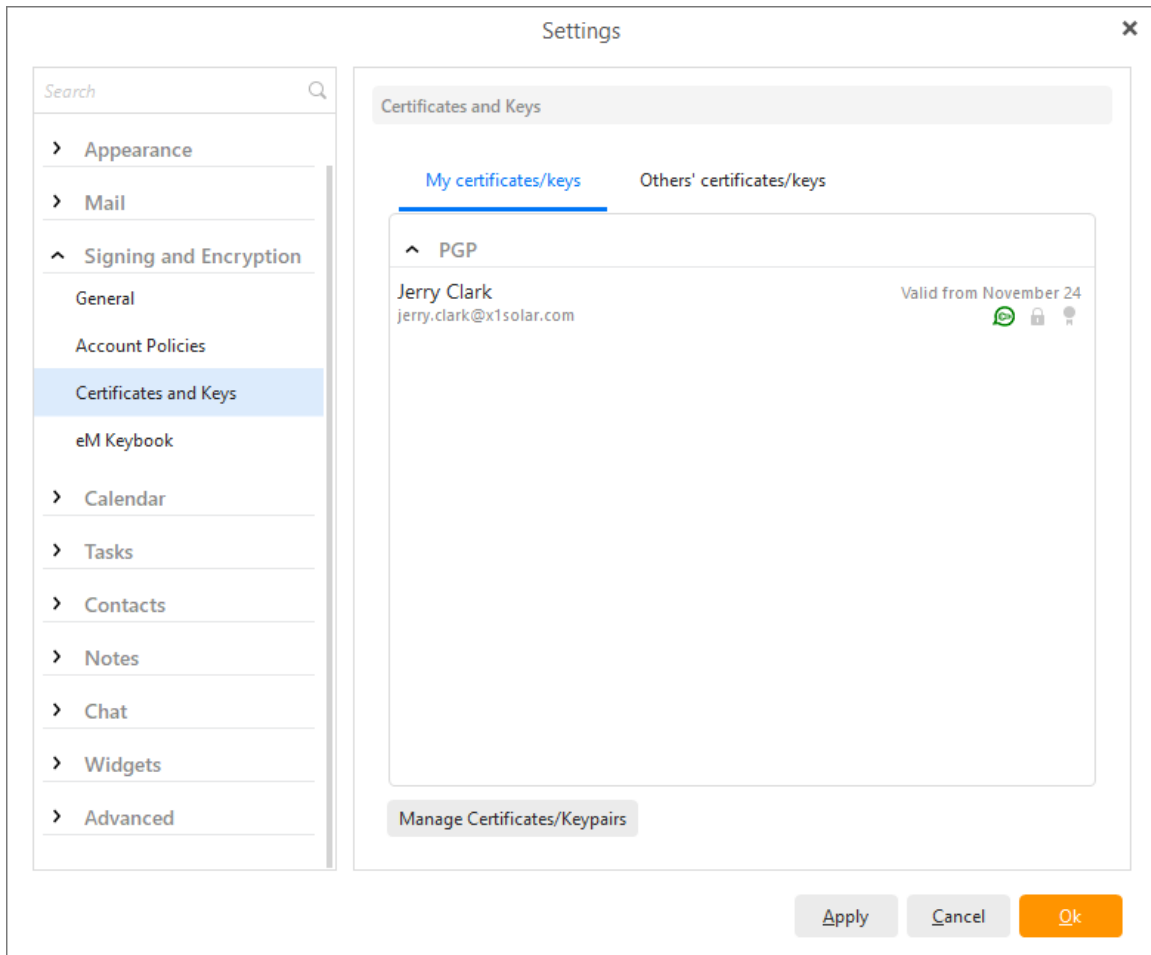
Digitally sign messages by default

Include certificates/keys in outgoing messages

The **All Accounts** setting will be applied to all accounts by default. You can manually change the settings for **individual accounts** and **aliases** below.

If you do not have a certificate/key corresponding to an email address/alias the settings will not be available and a message "No matching certificate/key found for this account" will be displayed instead.

Certificates and Keys



My certificates/keys tab will show your certificates and keys, those you can use to Sign and Encrypt your messages.

Others' certificates/keys tab will show **Other certificates of your recipients and senders. You can import these manually or directly from a received message (if the original sender attached their public key in their message).**

Add certificate/key...

With this option you can import your existing Certificates and Keys.

If the imported file contains only a *Public* key/certificate it will be saved in the **Others' certificates/keys** section.

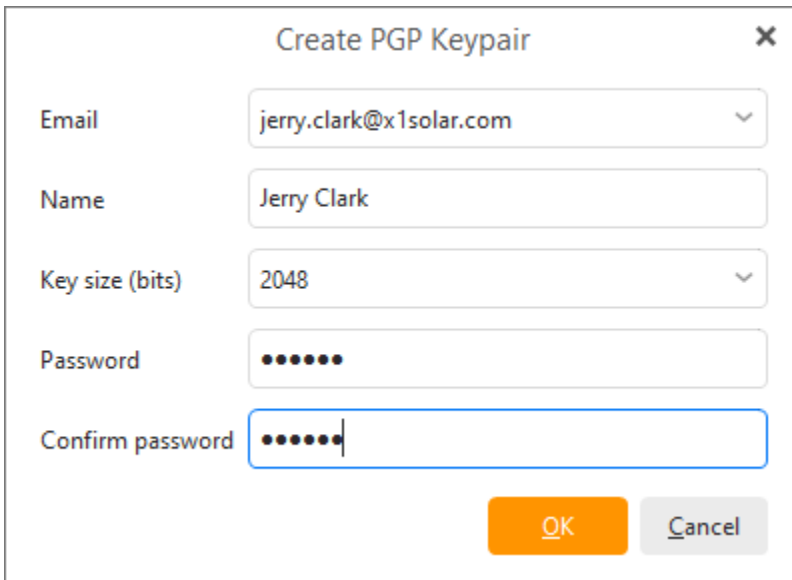
If the file also contains your own *Private* key/certificate it will be imported into the **My certificates/keys** section.

Create PGP certificate

With this option you can create your own PGP keypair inside eM Client.

All you need to do is select the mail address/alias you want to generate the keypair for and input your own data.

eM Client currently generates PGP keypairs with no Expiration date.



Create PGP Keypair

Email: jerry.clark@x1solar.com

Name: Jerry Clark

Key size (bits): 2048

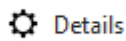
Password: ••••••

Confirm password: ••••••

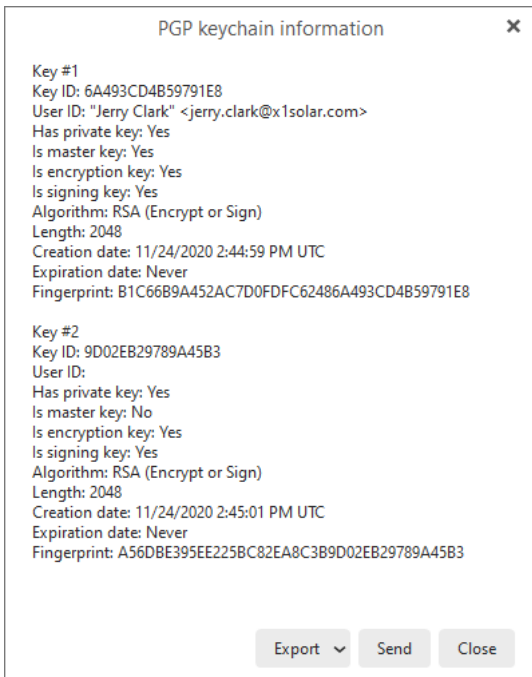
OK Cancel

Make sure to remember your password as you will need it to encrypt and sign your messages.

When you have a created/imported keys you have few options on what to do with them.



Clicking the **Details** button will open the following information window:



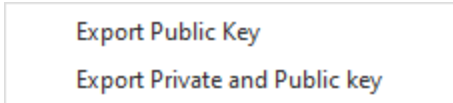
PGP keychain information

Key #1
Key ID: 6A493CD4B59791E8
User ID: "Jerry Clark" <jerry.clark@x1solar.com>
Has private key: Yes
Is master key: Yes
Is encryption key: Yes
Is signing key: Yes
Algorithm: RSA (Encrypt or Sign)
Length: 2048
Creation date: 11/24/2020 2:44:59 PM UTC
Expiration date: Never
Fingerprint: B1C66B9A452AC7D0FDFC62486A493CD4B59791E8

Key #2
Key ID: 9D02EB29789A45B3
User ID:
Has private key: Yes
Is master key: No
Is encryption key: Yes
Is signing key: Yes
Algorithm: RSA (Encrypt or Sign)
Length: 2048
Creation date: 11/24/2020 2:45:01 PM UTC
Expiration date: Never
Fingerprint: A56DBE395EE225BC82EA8C3B9D02EB29789A45B3

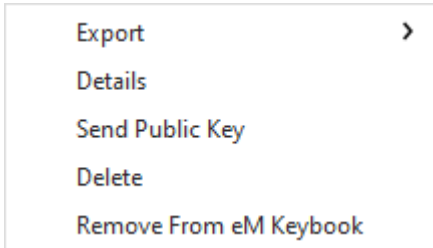
Export Send Close


Here you can see all the information about your certificate/key but also **Export** them or **Send** your public key to a contact with whom you wish to converse via encrypted messages in the future.



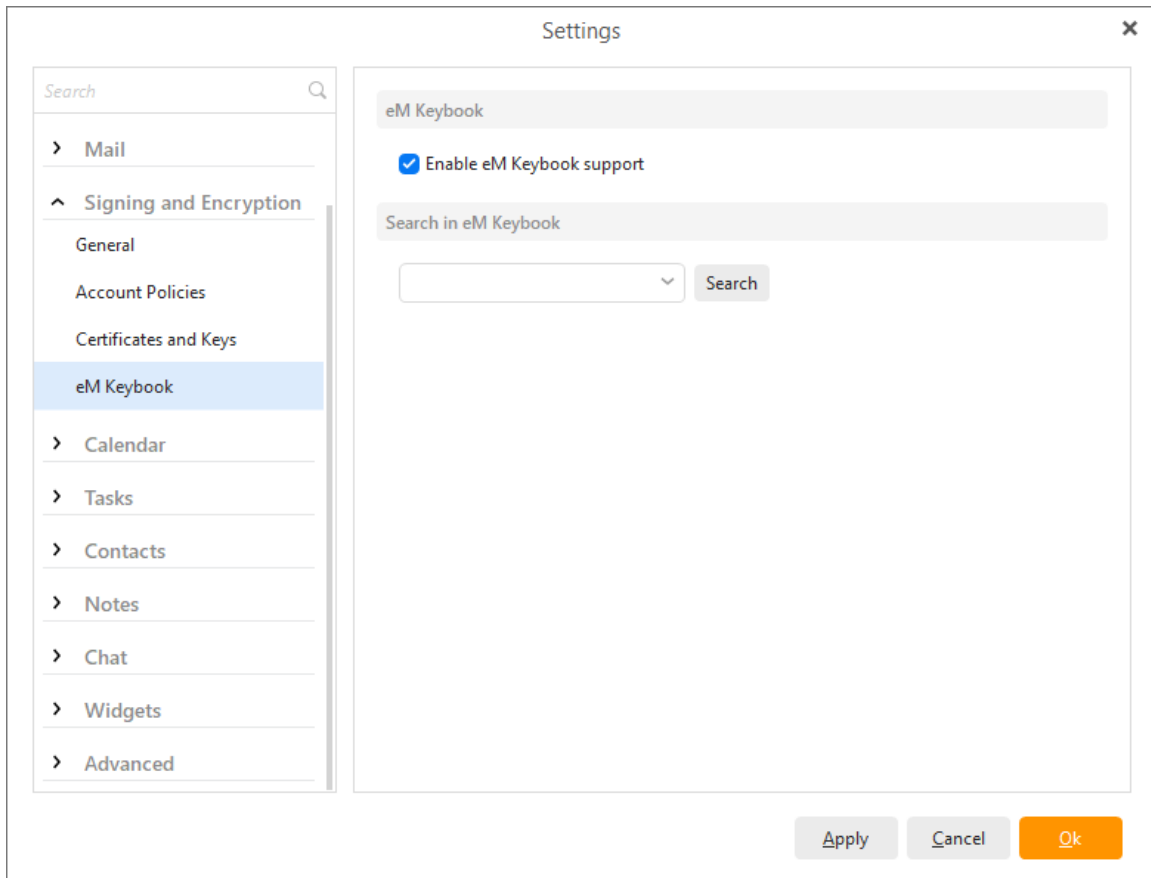
You can export the whole keypair or just the public key into an .ASC file.

You can also right-click the certificate/key using the right mouse button to open the Details or access its features.



Clicking the **Delete** button  **Delete** will remove the certificate/key from eM Client.

eM Keybook



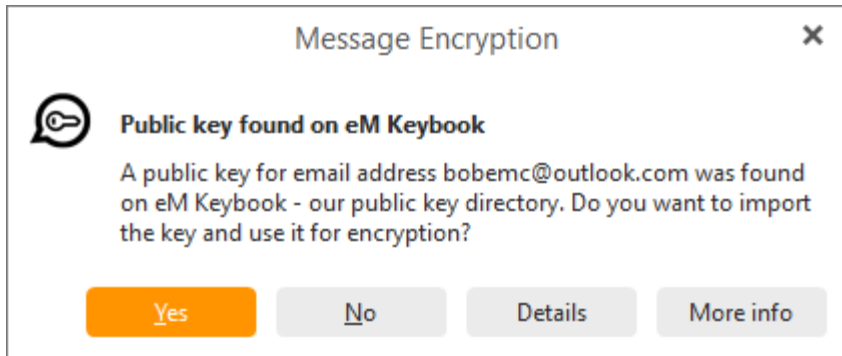
Enable eM Keybook support: option that enables/disables eM Keybook support service

Search in eM Keybook: Search for specific keys by email address

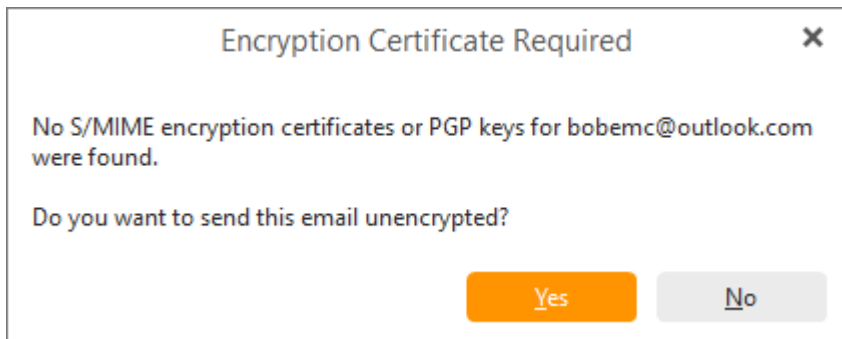
Enable eM Keybook support

We let users upload public keys to eM Keybook and then when another user wants to send encrypted email to that person, he does not have to ask for a public key. Instead eM Client will search for their public key in the eM Keybook and offer to download it for you automatically. When this option is disabled, eM Client won't ask you if you want to import public keys available in our eM Keybook.

Behavior when **Enable eM Keybook** support is checked:



Behavior when **Enable eM Keybook** support is NOT checked:



Search in eM Keybook

Here you can search for public PGP keys which have been uploaded by our users. Just search for their email address and if they have a public key available, you can then choose one of these options

- **Import:** import it into your own keybook to easily send them an encrypted message
- **Details:** See details of the public key (and export it as an .acs file or send it to someone)
- **Send Public Key:** Send the public PGP key to someone else via email

Search in eM Keybook

bobemc@outlook.com Search

Encryption

Manage public keys on eM Keybook for bobemc@outlook.com

Close Import Details Send Public Key

Uploaded public keys

PGP

Bob Dylan Valid from 4:10 PM
bobemc@outlook.com

eM Keybook is a public key directory where you can manage the PGP keypairs that you uploaded to this service and lookup public keys of other eM Client users for more convenient secure messaging.

[More info about eM Keybook](#)

Details of a PGP public key:

PGP keychain information



Key #1

Key ID: 6AC5A763D4526A5

User ID: "Bob Dylan" <bobemc@outlook.com>

Has private key: No

Is master key: Yes

Is encryption key: Yes

Algorithm: RSA (Encrypt or Sign)

Length: 2048

Creation date: 11/12/2020 3:10:11 PM UTC

Expiration date: Never

Fingerprint: FD95CBF86D5B42

Key #2

Key ID: E45686BD6CA77537

User ID:

Has private key: No

Is master key: No

Is encryption key: Yes

Algorithm: RSA (Encrypt or Sign)

Length: 2048

Creation date: 11/12/2020 3:10:12 PM UTC

Expiration date: Never

Fingerprint: 665D69C69DB73E

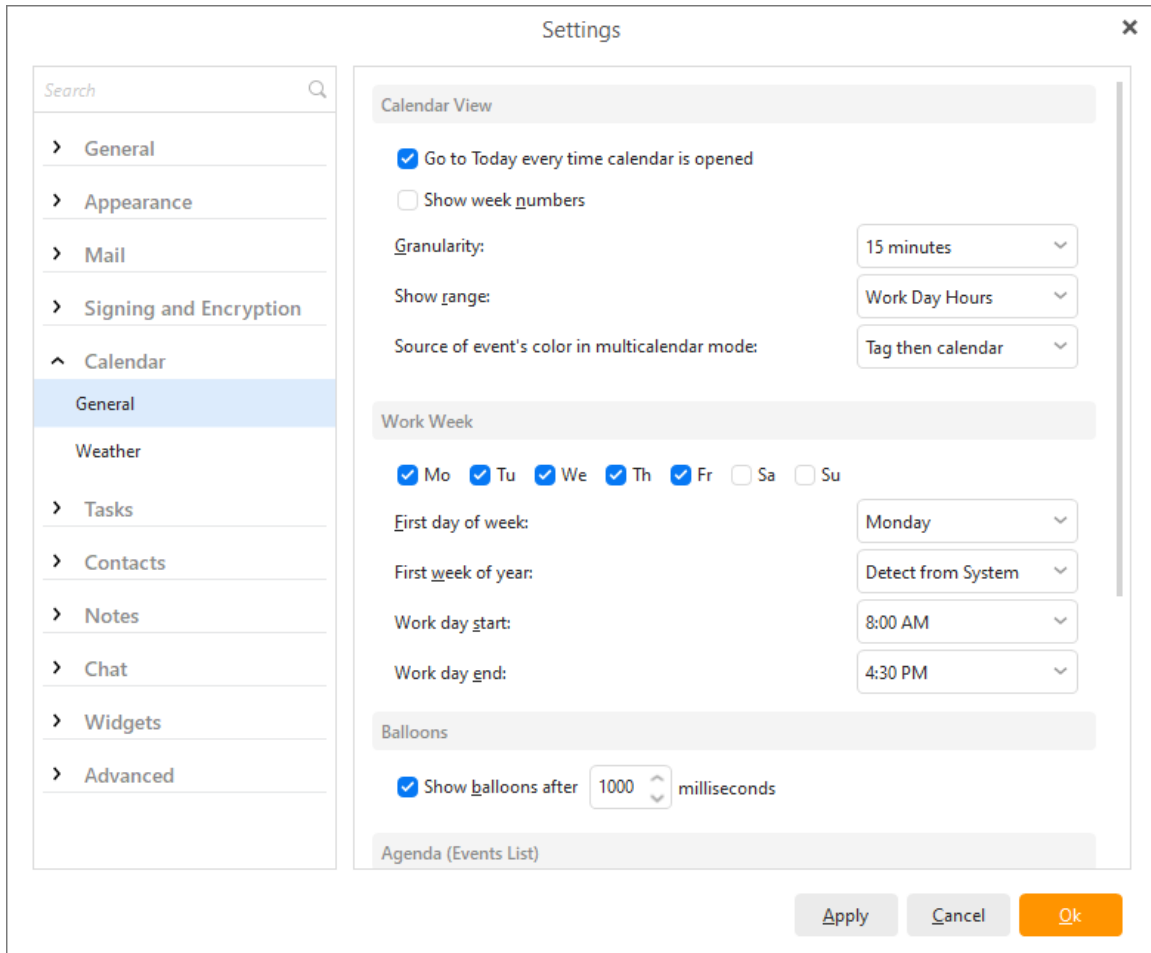
Export Public Key

Send

Close

Calendar

You can access the calendar's settings by right-clicking anywhere on the calendar's main panel and selecting Calendar Preferences from the context menu, or by selecting **Menu** -> **Settings** from the main program window and selecting the **Calendar** section in the **Settings** window.



The **Calendar Settings** window consists of four sub-sections: **Calendar View**, **Work Week**, **Balloons** and **Agenda (Events List)**.

Calendar View

Go to Today every time calendar is opened:

If you check this option, then the current day will always be in focus when you open the calendar section.

Show week numbers:

If you check this option, there will always be displayed a number of the week according to the current year in the month view of the calendar.

Granularity:

This option allows you to choose the granularity of the day and week view layouts.

The days are divided into hours by default. If you want to plan your time more accurately, you can split the hours into slices of 5, 10, 15, 20 or 30 minutes. This time unit is important when you are moving and resizing events by Drag&Dropping event boxes because you can't adjust the events by smaller time units than defined here.

Show Range:

This option allows you to set the "height" of your calendar's layout. The value specified in this field determines how many hours will be visible at one time in the calendar's central panel.

So, if you set 24 hours in this field, you won't have to scroll at all in your calendar's central panel, leaving you plenty of room for your nocturnal activities.

Source of event's color in multi-calendar mode:

You can define the source of the color of an event while you are in multi-calendar mode. This option is there for a case when you are working with more than one calendar. You have three options:

Tag then calendar - will prefer tag color and neglect calendar color.

Calendar then tag - will prefer the color of a calendar and the tag color will be displayed only by tag indicator.

and Calendar only - will display calendar color primarily while you have selected one calendar only.

Work Week

In this section, you can define the parameters of the work week. When it starts, when it ends and which days it contains.

Balloons panel

In this panel you can define the behavior of the popup balloons which appear when you hover the mouse pointer over an event box. These balloons contain the events' info. You can learn more about Balloons in the [Calendar Views](#) section.

Agenda (Events list)

Check **Show groups in agenda** to have groups displayed also in Agenda (Events list)

Defaults

In this panel you can set default meeting lengths and reminder lengths. Consequently select whether you want to apply it to all folders or only to the selected ones.

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Czech Republic
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Weather

In this panel you can define the settings for a feature which displays reliable weather forecast information for several upcoming days in the calendar. Specify the city you are located in and choose whether you would like to have the temperature displayed in degrees Fahrenheit or Celsius.

The image shows a 'Settings' dialog box with a sidebar on the left and a main content area on the right. The sidebar contains a search bar and a list of settings categories: General, Appearance, Mail, Signing and Encryption, Calendar (expanded), Tasks, Contacts, Notes, Chat, Widgets, and Advanced. The 'Weather' sub-category under 'Calendar' is selected and highlighted in blue. The main content area is titled 'Weather' and contains the following settings:

- Enable Weather
- Location: Prague (Czech Republic(Prague)) Change
- Celsius Fahrenheit
- Powered by: **AccuWeather.com**
- Text: You can find the weather forecast for a particular day in the day/week/work week view in a calendar. When you hover your cursor over the weather icons on top of the calendar, detailed information will be shown.

At the bottom right of the dialog box are three buttons: 'Apply', 'Cancel', and 'Ok'.

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Tasks

Here you can choose whether you would like to show groups in tasks list.

The image shows a 'Settings' dialog box with a search bar at the top left and a close button (X) at the top right. The left sidebar contains a list of settings categories: General, Appearance, Mail, Signing and Encryption, Calendar, Tasks (expanded), General (selected), Contacts, Notes, Chat, Widgets, and Advanced. The main content area is divided into three sections: 'Tasks List' with a checked checkbox for 'Show groups in tasks list'; 'Task Detail' with an unchecked checkbox for 'Always show advanced options'; and 'New Tasks' with two unchecked checkboxes for 'Autofill start date with the current date' and 'Autofill due date with the current date'. At the bottom right, there are three buttons: 'Apply', 'Cancel', and 'Ok'.

Settings

Search

- > General
- > Appearance
- > Mail
- > Signing and Encryption
- > Calendar
- ^ Tasks
 - General
 - > Contacts
 - > Notes
 - > Chat
 - > Widgets
 - > Advanced

Tasks List

- Show groups in tasks list

Task Detail

- Always show advanced options

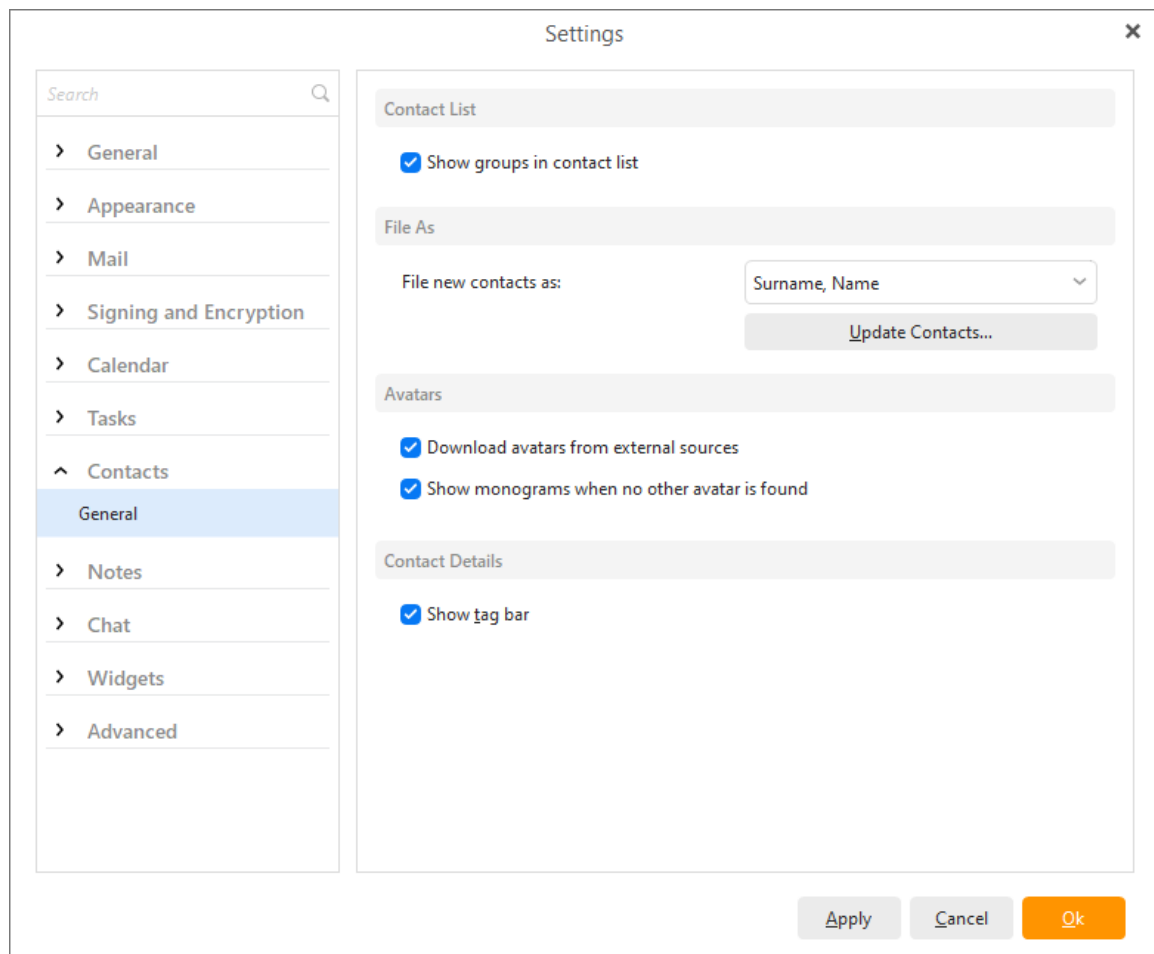
New Tasks

- Autofill start date with the current date
- Autofill due date with the current date

Apply Cancel Ok

Contacts

Contacts settings window:



Here you can set up whether you want to file new contacts as **Surname, Name; Name, Surname; Surname Name** or **Name Surname**. Then click on the **Update Contacts...** button to activate the manner in which the contact should be filed. The very last step is to select the contact folder(s) that you would like to update. You can also adjust whether you want your contacts to be shown in groups in contact list.

Moreover, you can set to download contacts' avatars from Facebook automatically (is predefined). Remember that if you want to use this function, there must be a Facebook chat account set up.

Avatars

eM Client automatically downloads and displays avatars for your contacts from the web. We download images from [Gravatar](#), domain icons and more.

If no image is saved for your contact on server or in your **Contacts** section, the contact's initials or empty icons will be shown instead, depending on these settings:

Download avatars from external sources:

This option will determine if images from external sources are downloaded or not.

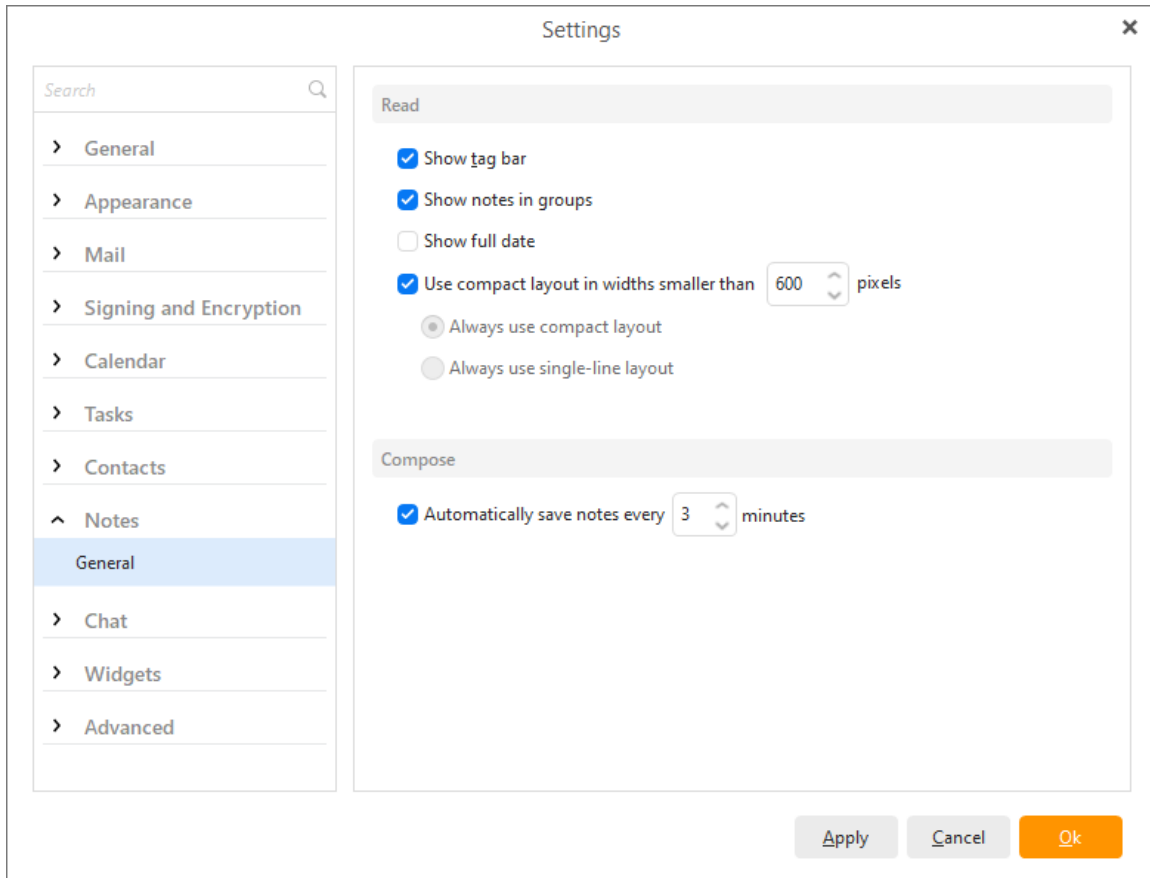
This does not include images from your Contacts

Show monograms when no other avatar is found:

This option determines if initials are shown. If you uncheck the option only a basic silhouette icon will show instead.

Notes

This feature is available only to the Pro license users.



Show Tag Bar: This settings will toggle displaying the Tag Bar in the upper right corner of your Notes. This makes it much easier to quickly see and manage your Tags within Notes.

Show notes in groups: You can check if you want your messages to be displayed in groups. Setting is currently available only for 'Last Modified' argument. Your Notes will be now sorted in groups like "Older", "Two weeks ago" etc.

Show full date: This extends the date of when the note was last modified.

Use compact layout in widths smaller than [] pixels: Here you can customize your compact layouts by selecting the number of pixels.

Compose

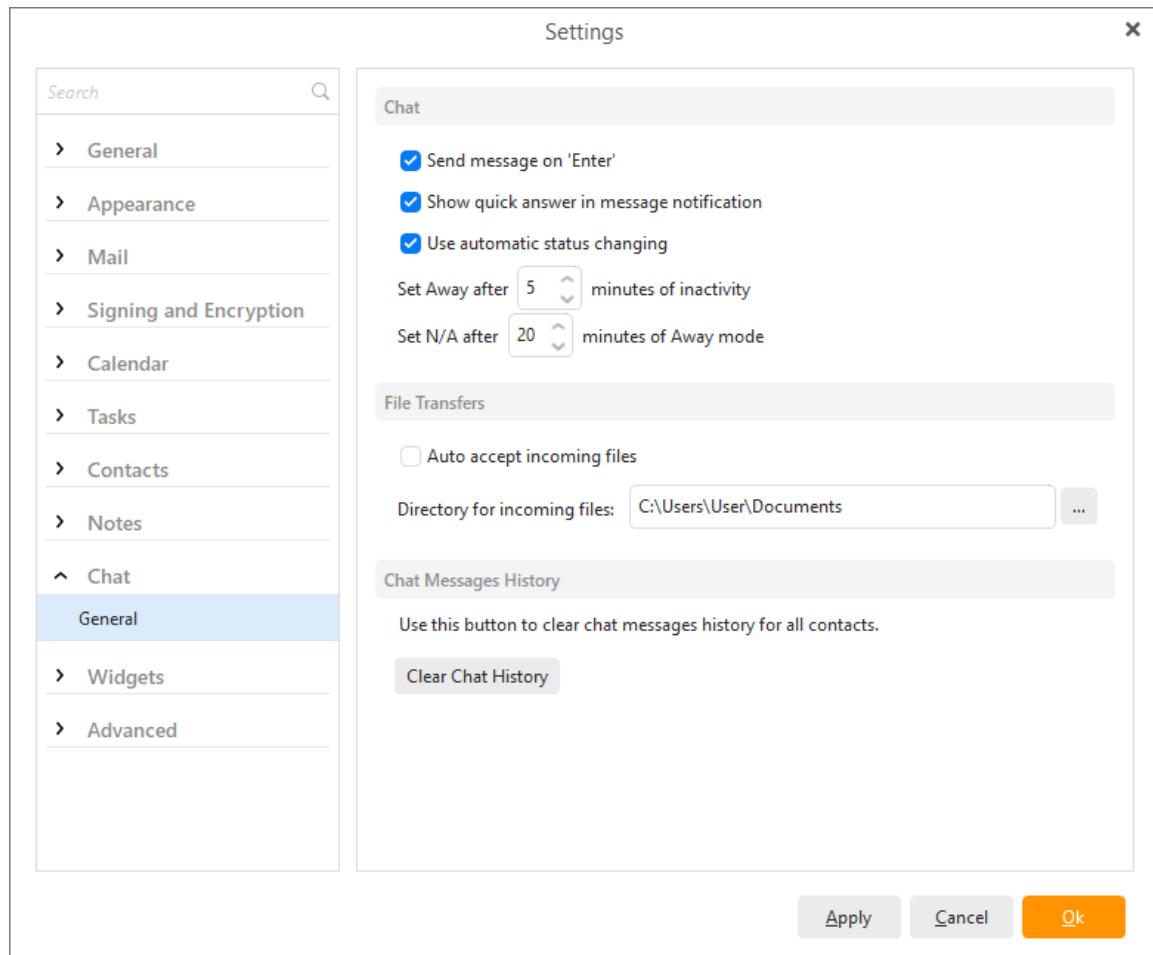
Automatically save notes every [] minutes: This adjusts how frequently notes are autosaved. The [] value can be set between 1 and 99 minutes, or disabled completely by unchecking the box.

Chat

In this menu you can specify the settings for your communication via Instant Messaging. You can for example set up sending messages on pressing Enter, showing quick answer in message notification or using automatic status changing which involves specifying the amount of time after which your status will be automatically changed to

"Away" and "N/A".

If you check the "Auto accept incoming files" field, any files coming in through Instant Messaging will be automatically accepted and stored in the directory that you specify below.



The screenshot shows a 'Settings' dialog box with a search bar and a sidebar menu. The sidebar menu includes categories like General, Appearance, Mail, Signing and Encryption, Calendar, Tasks, Contacts, Notes, Chat, Widgets, and Advanced. The 'Chat' category is expanded, and the 'General' sub-category is selected. The main content area is titled 'Chat' and contains the following settings:

- Send message on 'Enter'
- Show quick answer in message notification
- Use automatic status changing
- Set Away after 5 minutes of inactivity
- Set N/A after 20 minutes of Away mode

Below the Chat section is the 'File Transfers' section, which includes:

- Auto accept incoming files
- Directory for incoming files: C:\Users\User\Documents

Below the File Transfers section is the 'Chat Messages History' section, which includes:

- Use this button to clear chat messages history for all contacts.
- Clear Chat History

At the bottom of the dialog box are three buttons: 'Apply', 'Cancel', and 'Ok'.

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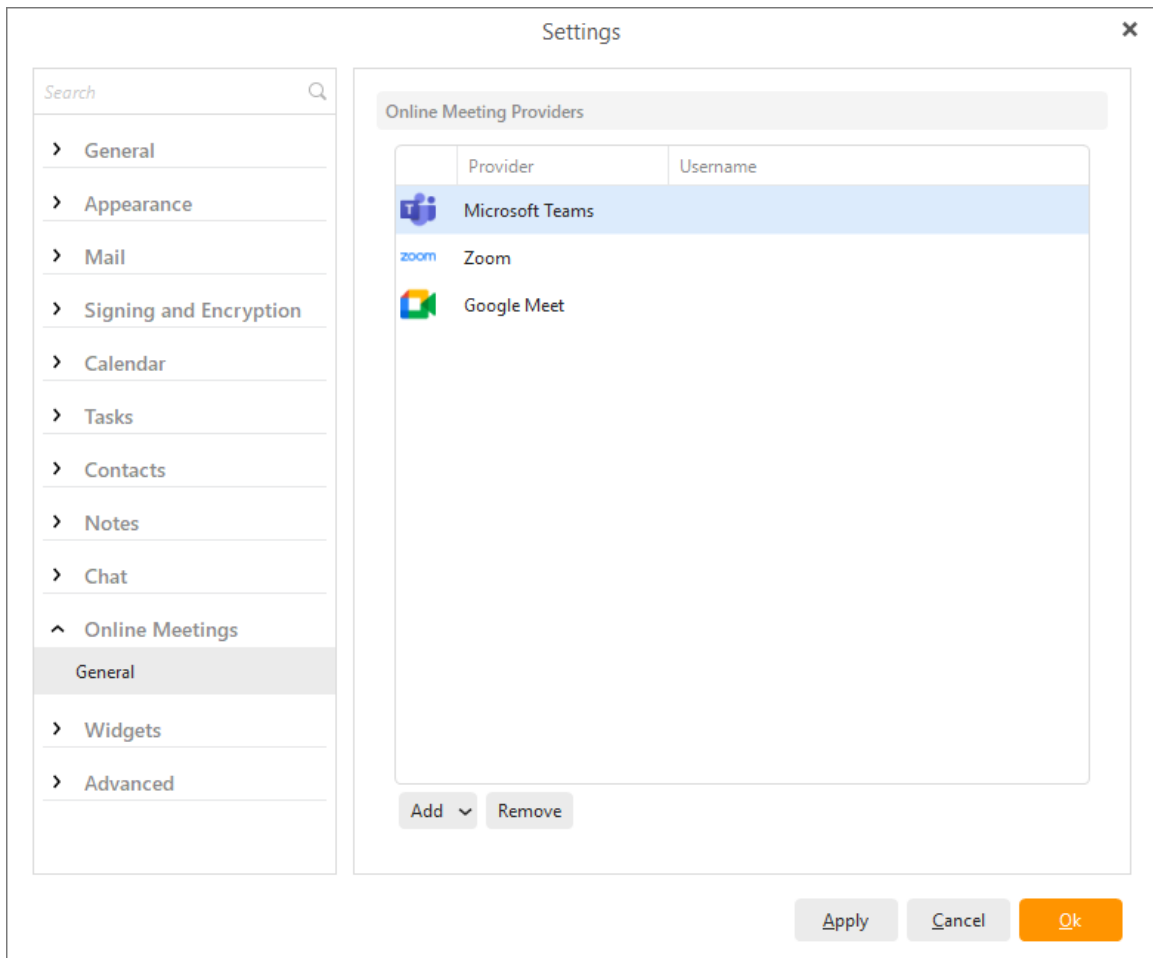
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Online Meetings

Add an Online Meeting Provider

To add online meeting integration, you can go to **Menu > Settings > Online Meetings > General**.

Then click the **Add** button at the bottom of the window and select the online meeting service you wish to add.



Next, you will sign it to your online meeting service using your normal login credentials.

Then, you will need to accept the permissions for eM Client to connect to the online meeting service


Finally, the service will be added to your list of online meeting providers, and you can select that service when [creating an online meeting](#).

Google Meet

By default, users who have enabled Google Calendar access already have Google Meet added as an Online Meeting provider for every one of their Google Accounts in eM Client, and they can only be removed by disabling the Google Calendar service for that account.

Microsoft Teams login and permissions:

Password required for Microsoft Teams ×




Sign in

Email, phone, or Skype

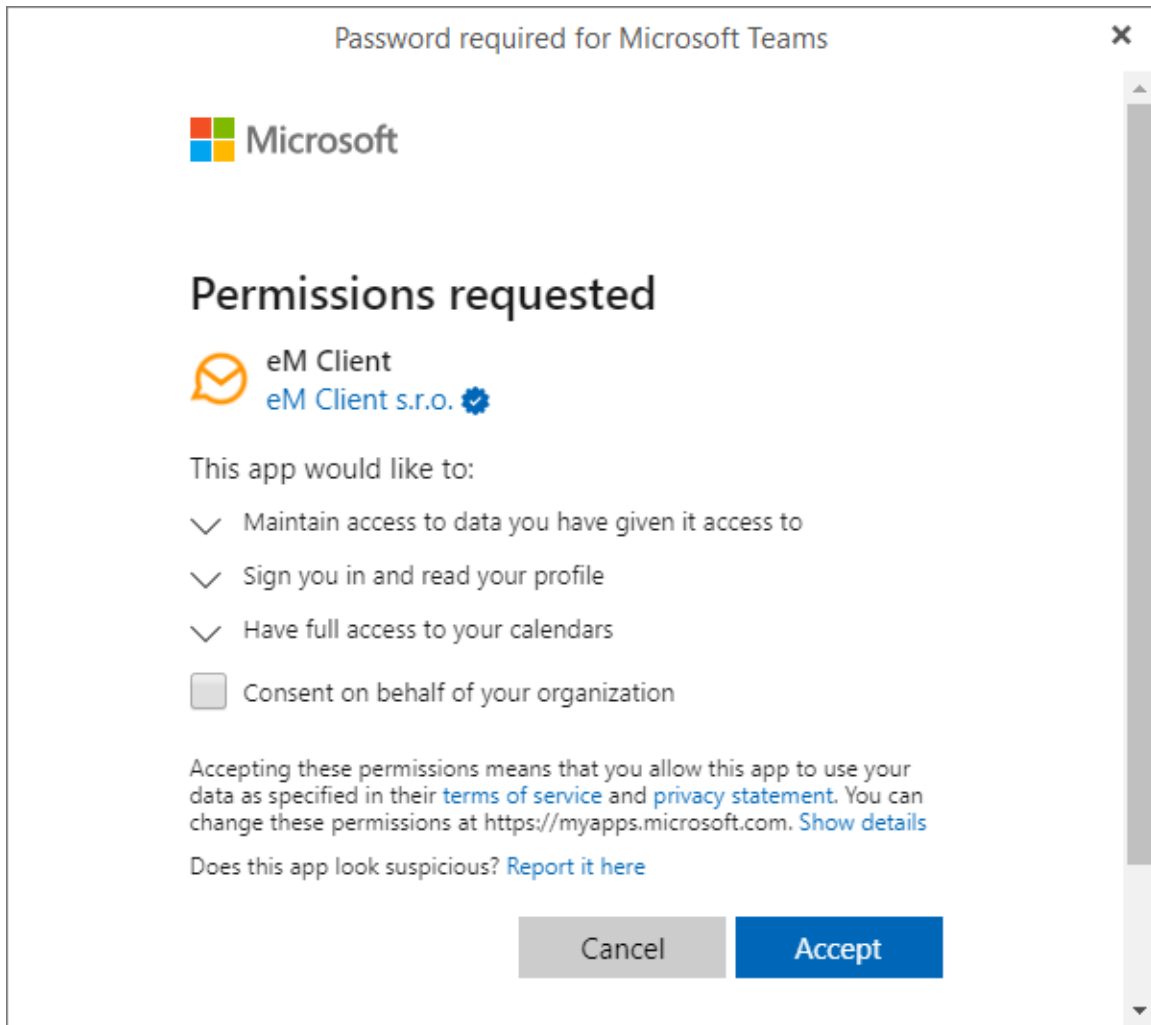
No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

 [Sign-in options](#)

[Terms of use](#) [Privacy & cookies](#) ...



Zoom login and permissions:

Adding Zoom to eM Client may require a manager's permission, depending on the setup of your organization's Zoom account, otherwise (as a single user with Admin rights) you will need to click the **Pre-Approve** button.



You cannot authorize the app

This app requires your pre-approval

[Pre-approve](#)

View current user's meetings [?](#)

From app developer: List existing meetings so the application can match them to calendar

View and manage current user's meetings [?](#)

From app developer: Create new online meetings so online meetings can be created directly from within the application

View current user's information [?](#)

From app developer: Read your name and email address so the application can display your Zoom name and email address in provider overview

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for eM Client or any other app by visiting your [Installed Apps](#) page.

Authorize

Decline

Then you will be able to Authorize the account for eM Client:

[Authorize](#)

Decline

If you don't have admin rights for your Zoom account, or eM Client isn't pre-approved in Zoom by your organization, this means that you will need to set up Zoom in eM Client twice. First to send the pre-approval request, then to actually add the Zoom service. You will need to take the following steps.

1. Initially try to add Zoom to eM Client
2. Send the approval request to the Zoom admin
3. Click **Cancel** in eM Client because the application locks up while approval is being sought
4. Wait for the request to be approved (you will receive an email upon approval)
5. Add Zoom to eM Client again.

Remove an Online Meeting Provider

To remove Microsoft Teams or Zoom, select them from the list of providers and click the **Remove** button.

Remove

Because Google Meet is tied to the Google Calendar function, the only way you can remove the service from eM Client is by disabling your Google Calendar service, which means your Google Calendar will no longer appear in eM Client.

If you still wish to remove it, you can go to **Menu > Accounts > Select your Google account > General Tab > Services > Uncheck the box for Google Calendar.**

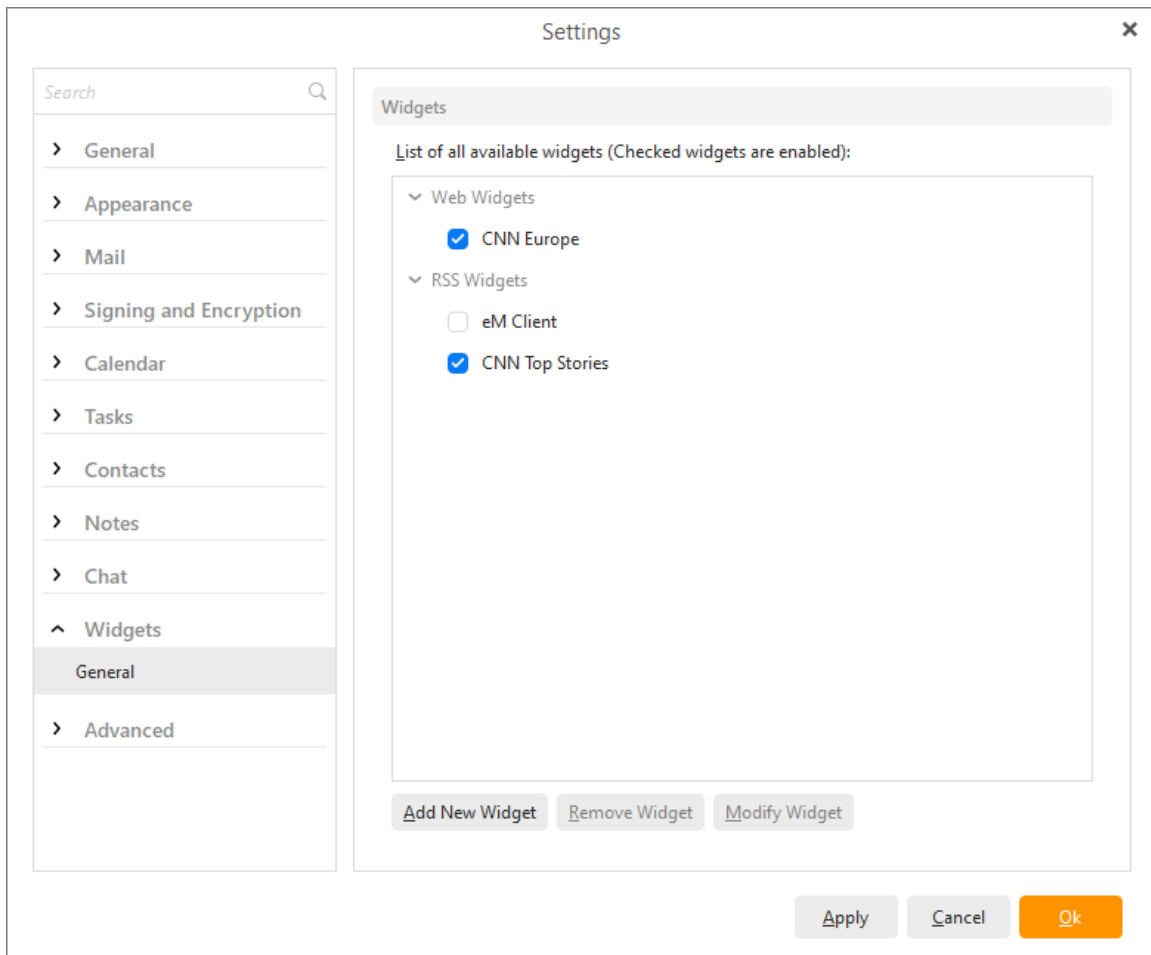
Services

- Google Contacts
- Google Calendar
- SMTP
- XMPP
- Google Settings
- IMAP

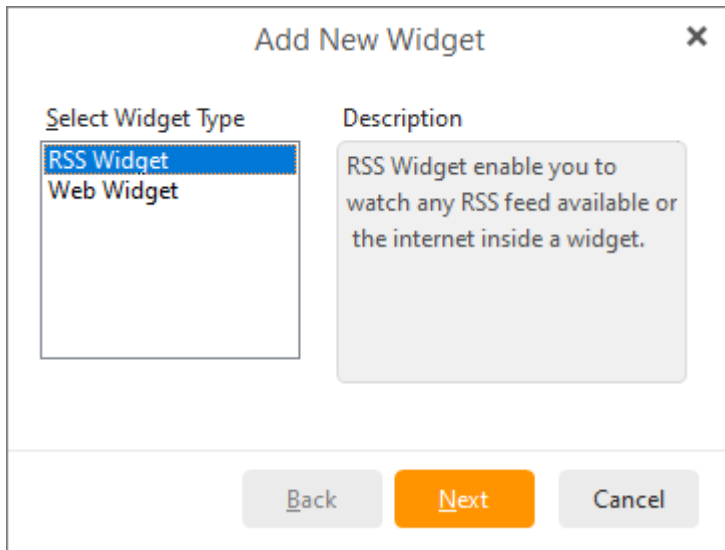
Widgets

Widgets are useful add on applications that can be customized to personalize your account. You can use them to display your favorite web pages or to read the latest news from a RSS feed.

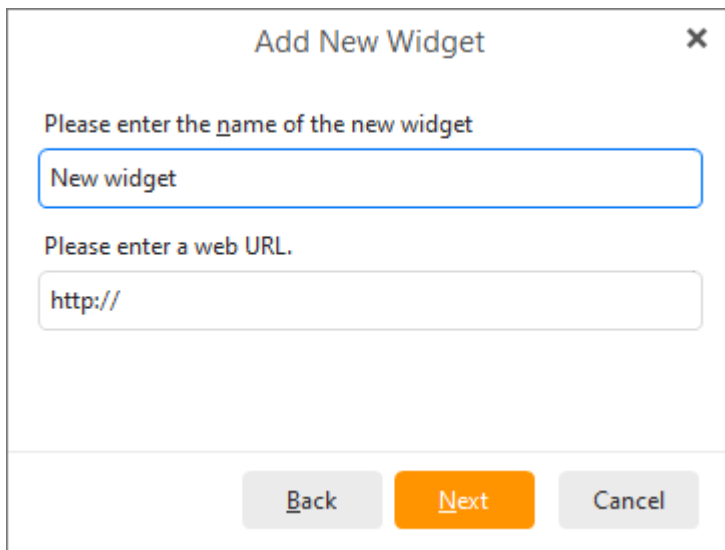
The **Widgets** Settings window:



To create a new RSS widget, click the **Add New** button, select the RSS Widget and press **Next >**.



Enter an arbitrary name for your new widget and enter the URL of the desired RSS feed. A sample CNN news feed is shown in the picture below, you can find many RSS feeds using your favorite web search engine. The form of the URL may vary depending on the RSS feed provider.



To create a new Web widget,click **Add New Widget**, select Web Widget and press **Next >**.

Add New Widget [X]

Select Widget Type

- RSS Widget
- Web Widget**

Description

Web Widget is able to show a web page inside a widget.

[Back] [Next] [Cancel]

Enter a name for your new widget and enter the URL of the web page that you want to display.

Add New Widget [X]

Please enter the name of the new widget

New widget

Please enter the URL of the RSS feed.

[Back] [Next] [Cancel]

You can simply delete existing widget by clicking on **Remove Widget** button and modify existing widget by clicking on the **Modify Widget** button.

By clicking on **Modify Widget** button, following window will appear:

Modify Widget ✕

Please enter a new widget name

Please enter the URL of the RSS feed.

Back Next Cancel

You can arbitrarily change the existing Widget's URL or name.

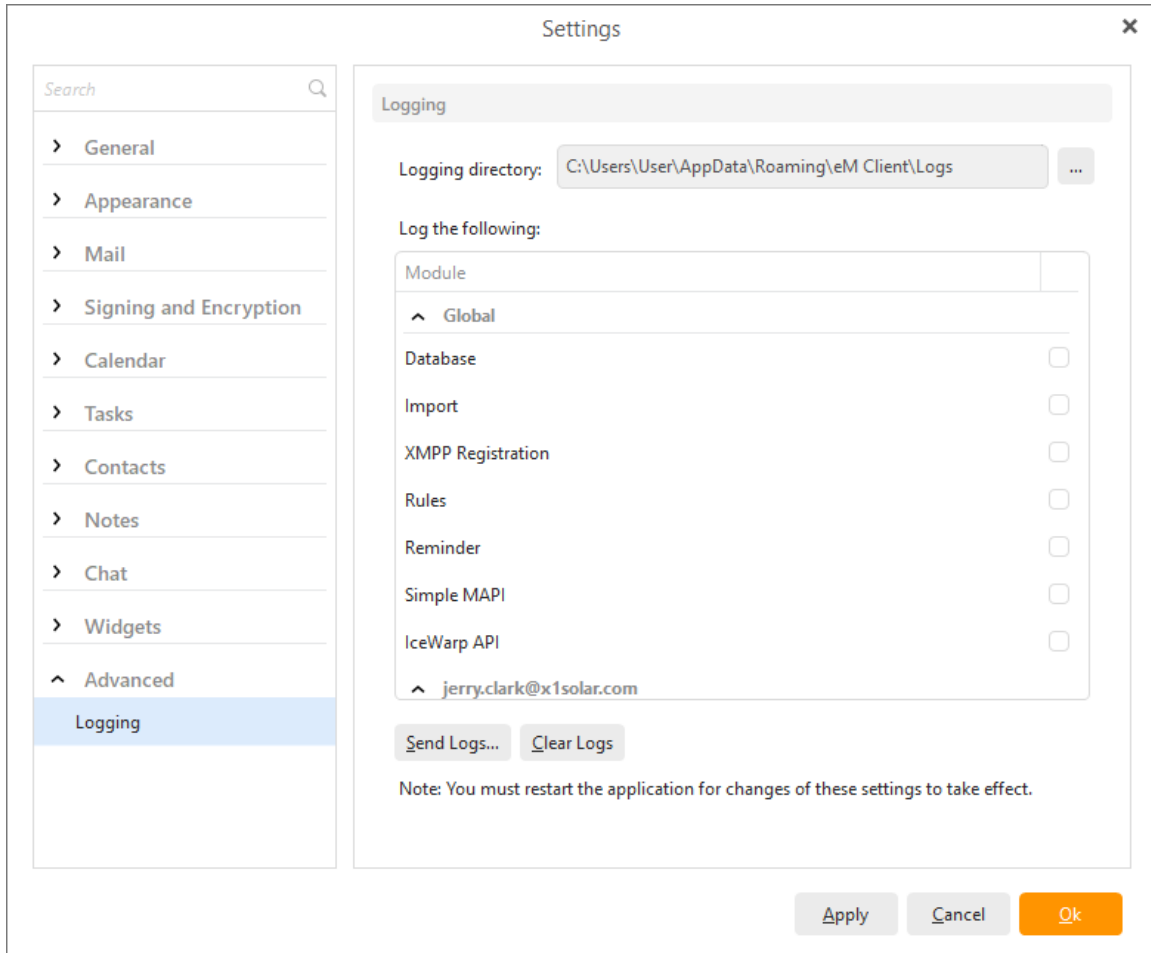
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Logging

Logging enables generating of very detailed log files into the selected logging directory. With every startup a new log file is created. Logs are generally useful for power makers.

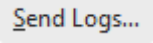


Logging

By clicking on this button  you can specify the directory in which you wish your logs to be saved.

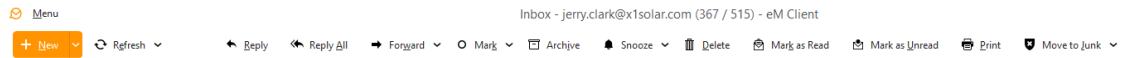
Log the following

You can choose to log following: Database, IMAP, CalDAV/CardDAV, Outlook Import, XMPP and Network communication, STMP and POP3 from your active accounts and consequently the log will be created.

By clicking on the  button an email with the log files attached to it will be created and sent to the power makers of this product.

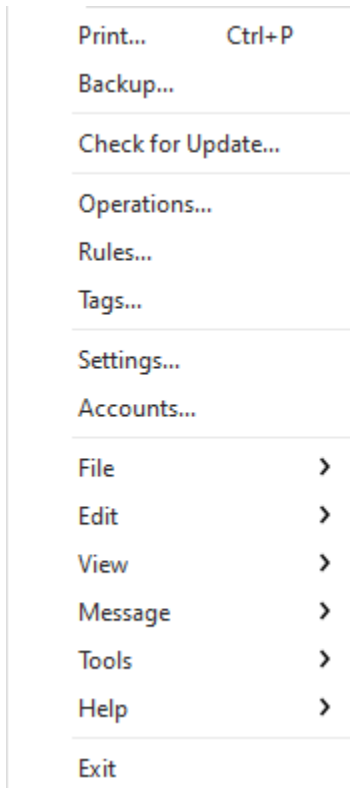
Main menu and toolbar

Toolbar



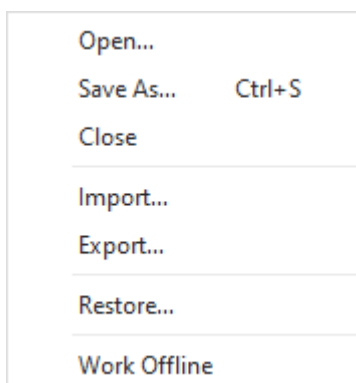
Toolbar provides you with different quick-access options depending on which section of the application you are currently working in. When you are in the email section, the email toolbar is displayed, which provides you with quick access to various email operations. The same toolbar will provide you with different options to perform different operations when you are in calendar mode or task mode.

Menu



The Menu contains six further options- File, Edit, View, Message, Tools, and Help. Those further options can be brought up only by clicking on the menu button first.

File



Menu File has many items:

Open - You can open a saved email (an eml file).

Save as - You can save a chosen email to an eml file.

Import - You can [import](#) data to the application.

Export - You can [export](#) data from the application.

Print - you can directly print your messages, calendar, events or contacts.

Print Preview - brings up the preview where you can adjust many aspects of the final layout of the page about to be printed.

Backup - You can [backup](#) your data.

Restore - You can restore your data.

Work offline - When you choose this setting, the application will work without connecting to Internet. If you send an email, it will be saved and it will be sent after connecting to Internet.

Exit - If you click on this button, the application will be closed.

Back to [menu](#).

Edit

Undo	Ctrl+Z
Redo	Ctrl+Y
<hr/>	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste as Text	Ctrl+Shift+V
<hr/>	
Find...	
Replace...	Ctrl+H
<hr/>	
Edit Source...	

Menu Edit has many items:

Undo - if you delete something, you can undo the operation of deleting.

Redo - if you performed undo operation, you can now perform redo and the retrieved operation will be deleted.

Copy - When you click on this button, it will make a copy of head and body of the selected email.

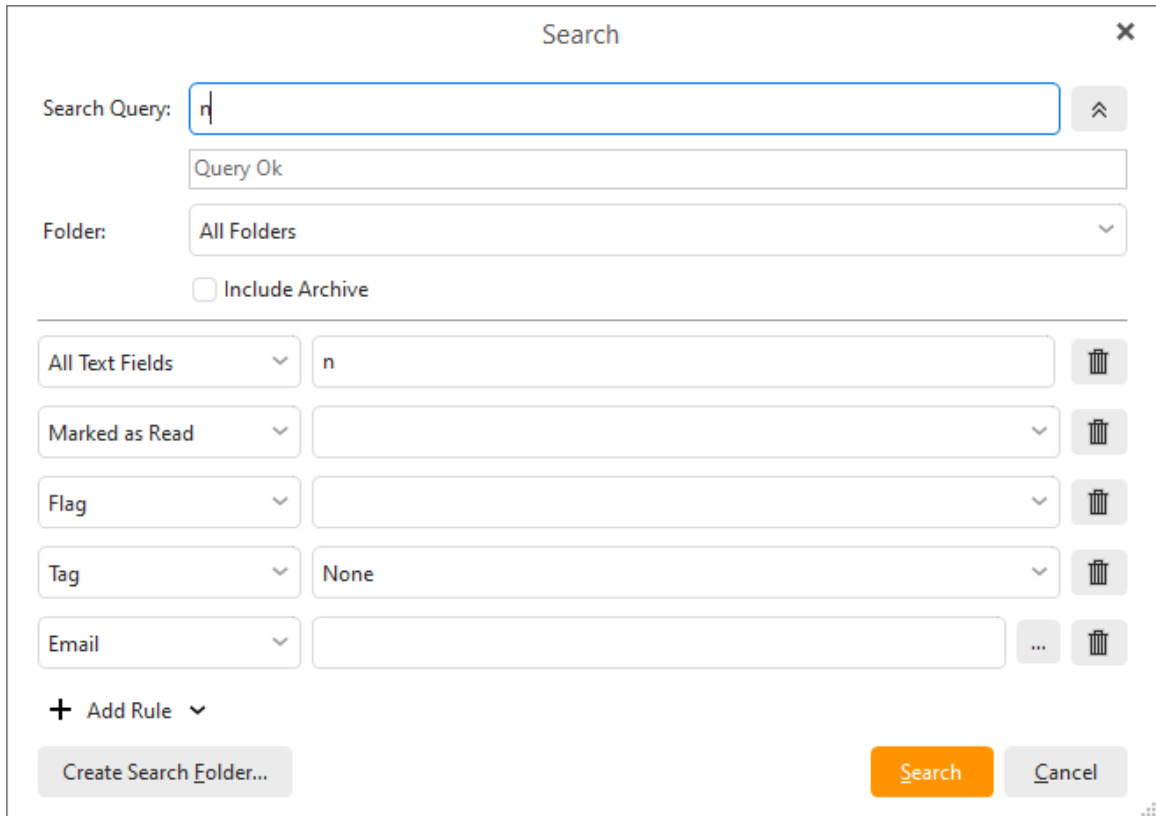
Select all - All emails will be selected.

Find - you can perform textual search - either simple, or you can specify advanced options for your search.

Clicking on Find option will bring up:

Advanced Search Window

Advanced search represents a smart utility that enables you to search with predefined rules which will filter out particular emails from the global folders, i.e. folders where all your emails are stored. As you can see in the picture, search window consists of two parts: textual form of query and the visual form of query.

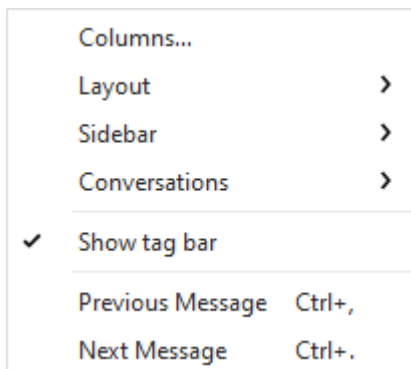


To learn more about working with search queries and about creating a filtered folder see Global Folders - > [About Search Folders](#)

Find in Body - Use find in Body do find particular words within the selected email,

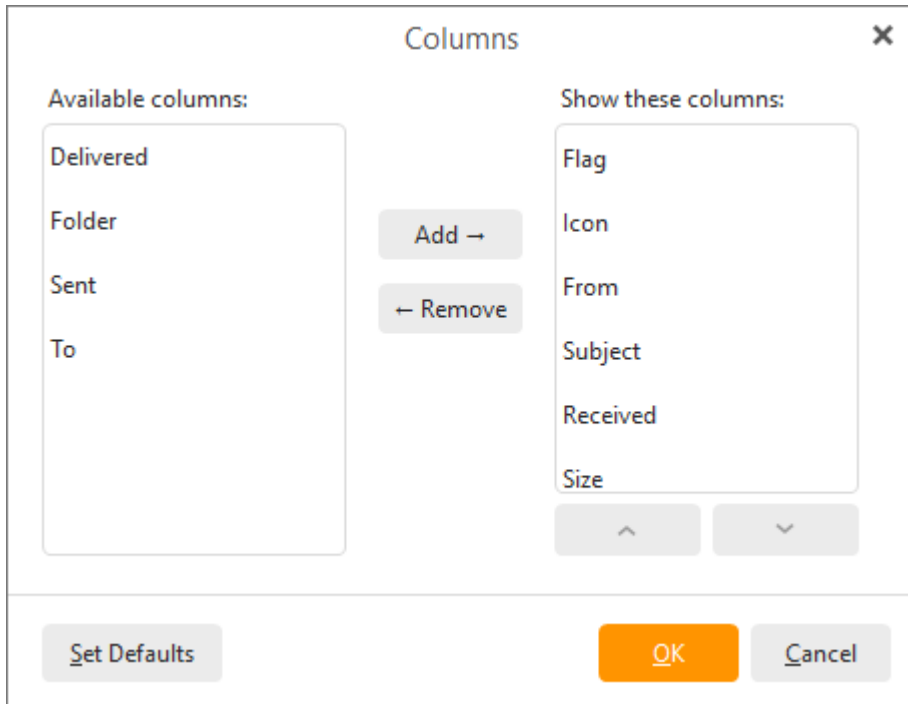
Back to [menu](#).

View



Menu view has many items:

Columns... - You can select columns which you want to see in the list of emails. You can also change the order of columns.



Layout - You can change position of the panel with messages - Messages on the bottom, Messages on the right, Messages panel off.

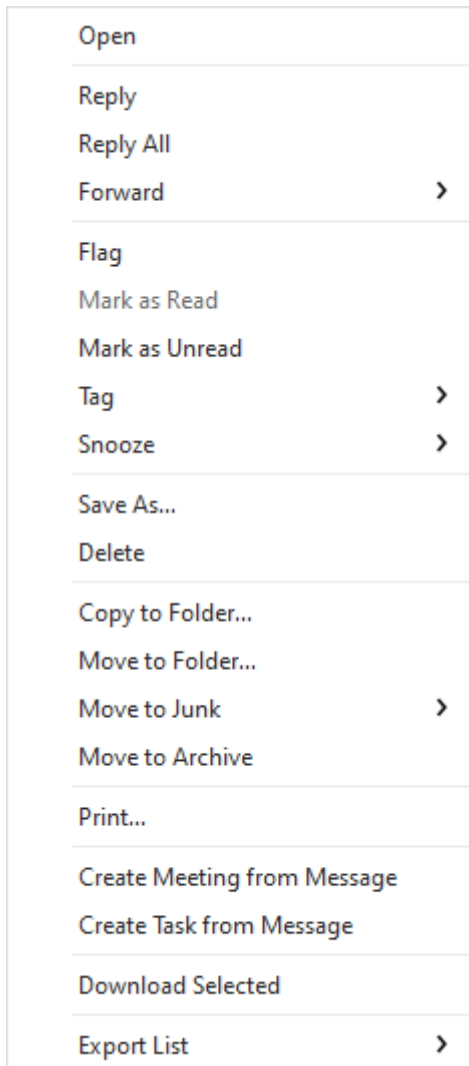
Sidebar- You can change layout of the sidebar.

Conversations - Enables you to customize and specify conversations.

Previous message - The selected item is changed to previous message.

Next message - The selected item is changed to next message.

Message



Actions menu differs according to the section where you currently are (mail, calendar, tasks, contacts etc.)

Actions Menu has several items:

Reply... - When you click on this button, you will reply to a selected email.

Reply All... - When you click on this button, you will reply to all people in a selected email. (for example to people in CC)

Forward... - You can send a selected email to another person. Moreover you can choose from three actions: Forward... (Ctrl+F) Forward as Attachment... (Ctrl+Alt+F) and Forward as Original...

Follow Up - by clicking this, you will add a flag to your message (event etc.) - for example to mark the emails you need to reply to etc.

Categorize - you can choose a color tag that will be added to the message (contact, event ...)

Mark as Read... - You can mark your unread email as read.

Mark as Unread... - You can mark your email as unread. It is useful when you read an email but you don't have a time to answer it so you can mark it as unread.

Mark All as Read - You can mark all your emails as read.

Move to Junk - You can select from three options: Move to Junk, Move to Junk and blacklist email, Move to Junk and blacklist domain.

Move to Folder... - You can move a selected item to another folder.

Copy to Folder... - You can copy a selected item into another folder.

Download Selected - You can download selected items.

Create Meeting from Message - You can create a meeting directly from the message.

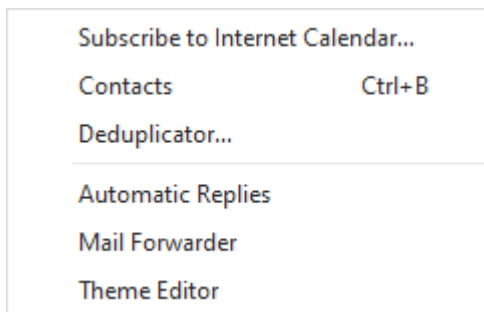
Create Task from Message - You can create a task directly from the message.

Delete - Deletes the message.

Empty Trash - Empties the trash.

Back to [menu](#).

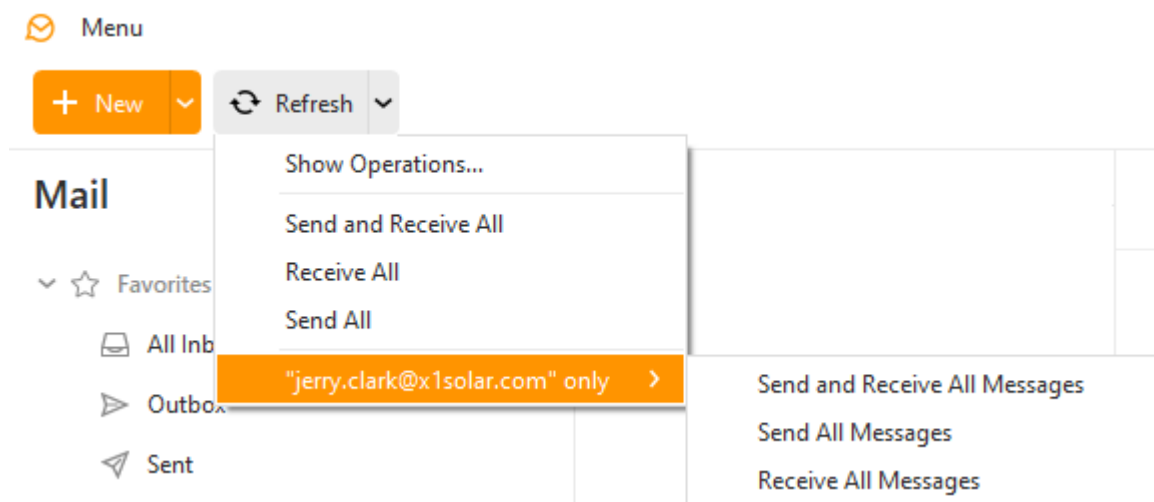
Tools



Menu Tools has many items:

Subscribe to Internet Calendar... You can set up a calendar access directly from here.

Operations - You can bring up the Operations window.



Contacts... - Clicking on contacts... will bring up the Address Book (see below). This feature can be used for selecting the particular contact that you want to send a message to. Start writing contacts's initial letters to search for particular contact.

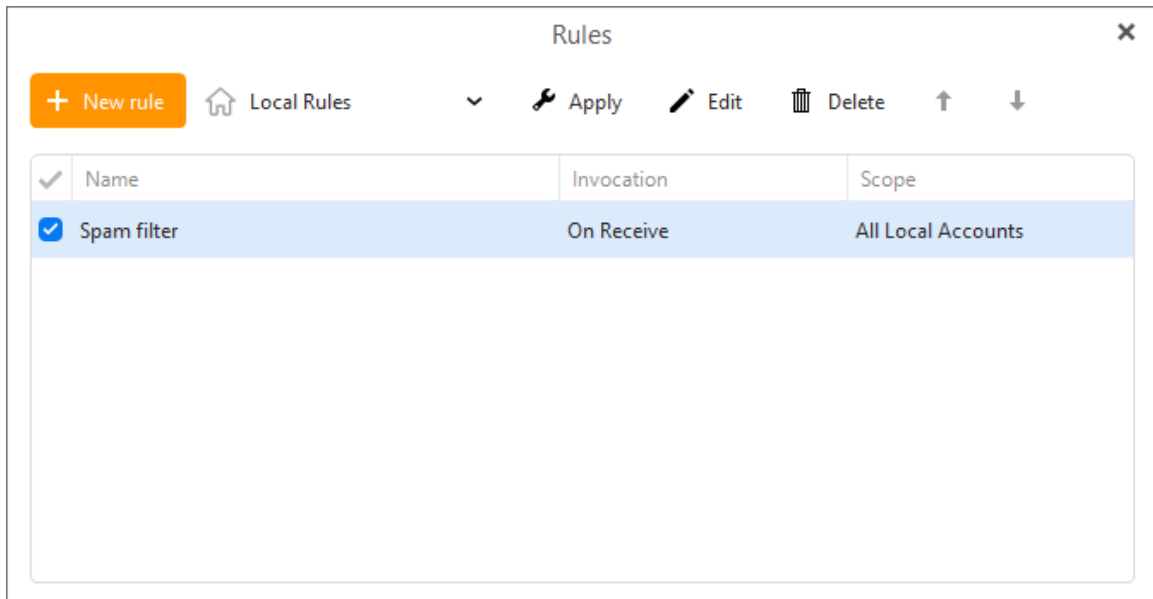
The screenshot shows a 'Select Contact' dialog box with the following elements:

- Filter Contacts:** A search input field with a magnifying glass icon.
- Folder:** A dropdown menu showing 'jerry.clark@x1solar.com' and an 'Add...' button.
- Contact List Table:**

Full Name	File As	Email
Afee, Shahab	Afee, Shahab	s.afee@in.kreditcorp.com
Casey Atwood	Atwood, Casey	casey.atwood@x1solar....
Jerry Clark	Clark, Jerry	clark@x1solar.com
Gonzalez, Julio	Gonzalez, Julio	gonzales.julio@charlesu...
Graf, Sarah	Graf, Sarah	graf@x1solar.com
Graham, Peter	Graham, Peter	graham@x1solar.com
Jones, Michael	Jones, Michael	michael.jones@icewarp...
Mary Kirkland	Kirkland, Mary	mary.kirkland@x1solar....
Martinez, Jenny	Martinez, Jenny	jenn@x1solar.com
Paul Sauer	Sauer, Paul	paul.sauer@x1solar.com
Lenni Schröder	Schröder, Lenni	lenni.schroder@x1solar....
Clara Smith	Smith, Clara	smith@x1solar.com
John & Mary Smith	Smith, John & Mary	
Mike Sparrow	Sparrow, Mike	mike.sparrow@x1solar....

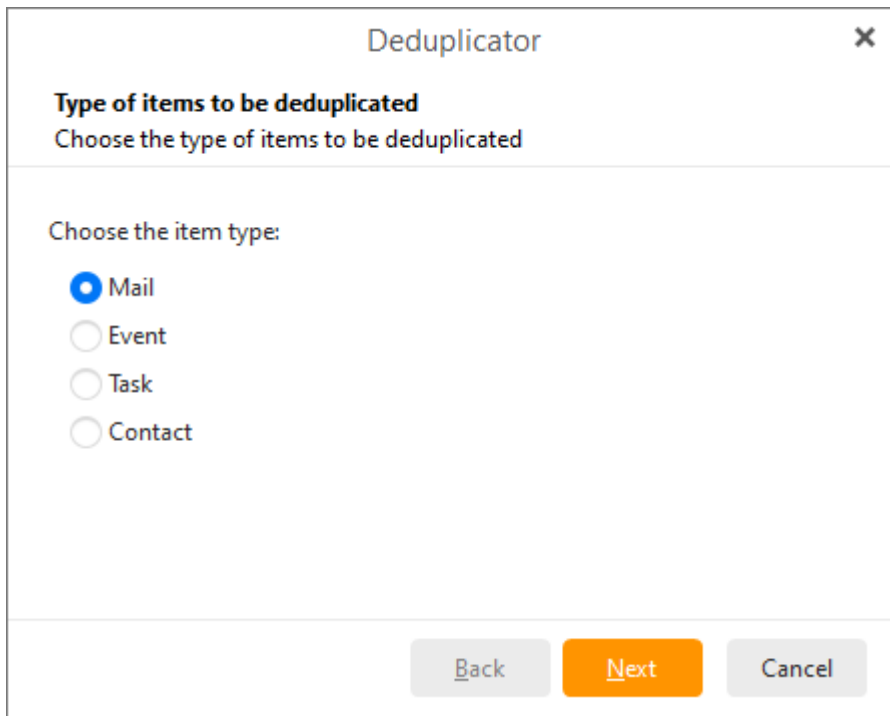
Close

Rules... - You create rules here. For example - Emails from Thomas - If you don't want to get emails from Thomas, you can simply filter them out. You can find further information about creating rules in the topic [Rules](#).



Tags... - Here you can manage your tags active in the eM Client. You can find more information about managing tags in the topic [Working with Tags](#).

Deduplicator... - Deduplicator is a tool which enables you to get rid of duplicate (multiple) items in following areas: mails, events, tasks, contacts. Click on **Deduplicator** to bring up following window:



Select the item type and click on **Next**:

Deduplicator ✕

Folders to be scanned
Choose the folders to be searched in and the mode of search

Folders:

Search for duplicates in each individual folder
 Search for duplicates over a group of folders

Here you can select folders that will be searched for duplicate files and moreover you can specify whether you want to search for duplicates in each individual folder or over a group of folders. When you are finished click on the **Next** button.

Deduplicator ✕

Action for duplicated items
Specify the action to be done for duplicated items found

Duplicate items action:

Custom folder:

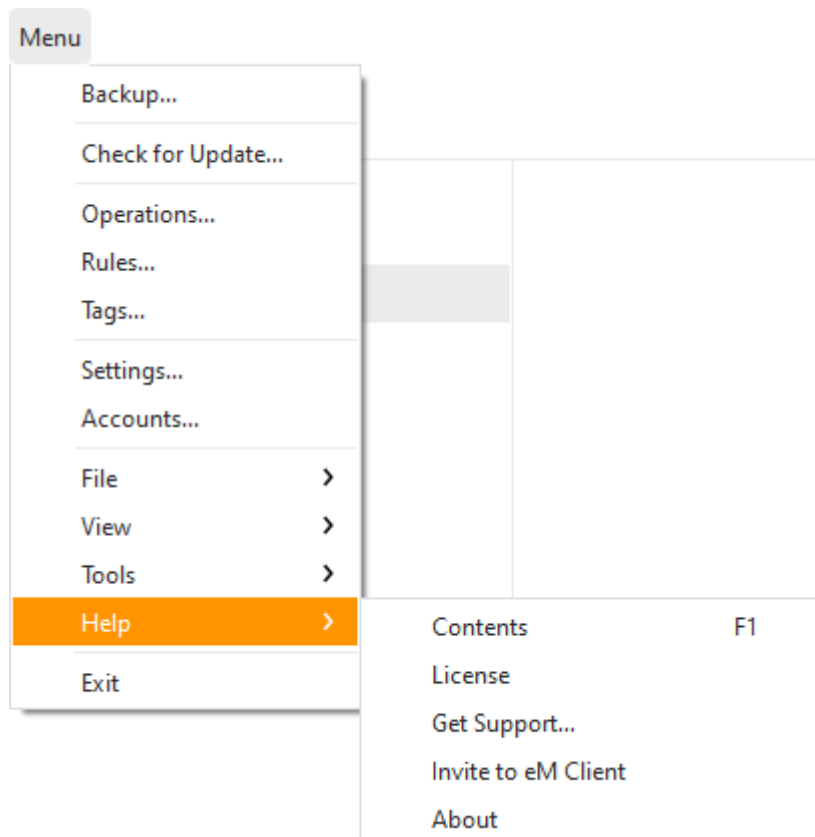
Here specify the action to be done for duplicated items found. Click on **Finish** to finish the process.

Settings... - When you click on this button, a window with settings will appear. You can find more information about settings in the topic [Settings](#).

Accounts... - When you click on this button, a window for working with the accounts will be displayed. You can find more information in the topic [Accounts](#).

In this window, you can authorize a chat contact or ignore it.

Help



Menu Help has several items:

Contents - When you click on this button, a window with documentation to this product will display.

License - here you can activate or deactivate your license.

Check for Update - if you click on this option, the application will try to look for updates online. If an update is found a list of new features will be displayed and you will be prompted to confirm that you want to install the update.

Get support - depending on the license you have (free or corporate) you will be redirected either to the forum (free licenses, forum.emclient.com) or to a support web page (corporate licenses, support.emclient.com). On the forum you can find posts from other users and on the support web page, you can submit a ticket with your problem and our programmers will preferentially try to solve it.

Invite to eM Client - when you click on this button, a window with invitation to eM Client for your friends will appear. You can invite them using: email, Twitter or Facebook.

About - You can click on this button to see more information about this product.



Back to [menu](#).

eM Client supports touch-operated devices

eM Client now supports the touch-operated devices, if your device has such utility, you will be able to switch to touch-operated mode by clicking on the appropriate icon in the right upper corner of eM window:



If you switch to the touch mode, all icons and features of the application will become a little larger in order to easily control the application.

In the touch mode:

- 1) You can scroll in all menus by touch movement (context menus etc.).
- 2) In calendar view you can move in all directions by touching the screen.
- 3) By the pinch-to-zoom action you can change the number of weeks displayed in the month view of the calendar as well as zoom in/out in the week view.

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About Favorite Folders

Favorites folders (formerly called Smart Folders) are folders which by contain **Inbox** , **Outbox**, **Sent**, **Drafts**, **Junk Email**, **Trash**, **Unread**, **Flagged**, **Snoozed**, and **Unreplied** messages and from all accounts that are active (i.e. Favorites Folders enable you to have a complete overview of all kinds of messages that you exchanged with your contacts.)

Mail

- ▼ ☆ Favorites
 - ✉ All Inboxes
 - ▶ Outbox
 - ✈ Sent
 - 🗑 Trash
 - 📧 Drafts
 - 🗑 Junk E-mail
 - 🕒 Unread
 - 🚩 Flagged
 - 👁 Unreplied
 - 🔔 Snoozed

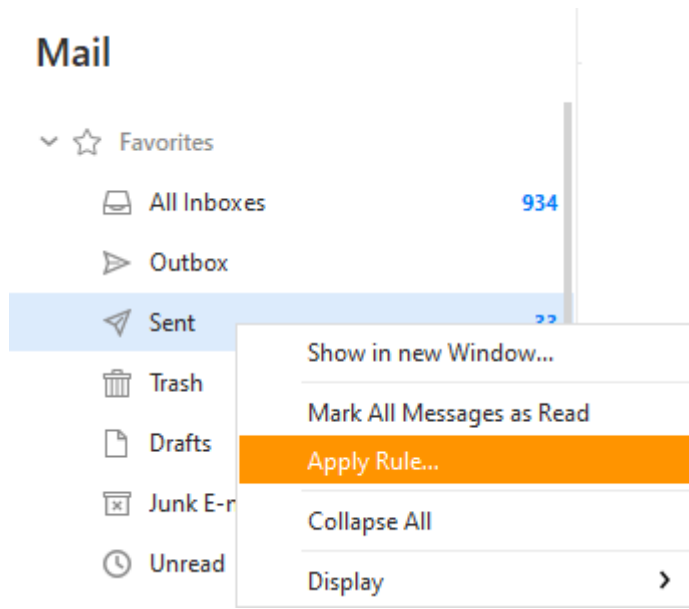
You can enable or disable this feature by going to **Menu > Settings > General** and checking/unchecking the box for **Show Favorite folders**.

General

- Minimize application to tray
- Close application to tray
- Run on system startup
- Empty trash on exit
- Show Favorite folders
- Show Search folders
- Show Tag folders for Mail
- Show Tag folders for Notes
- Show Local folders

Show on startup:

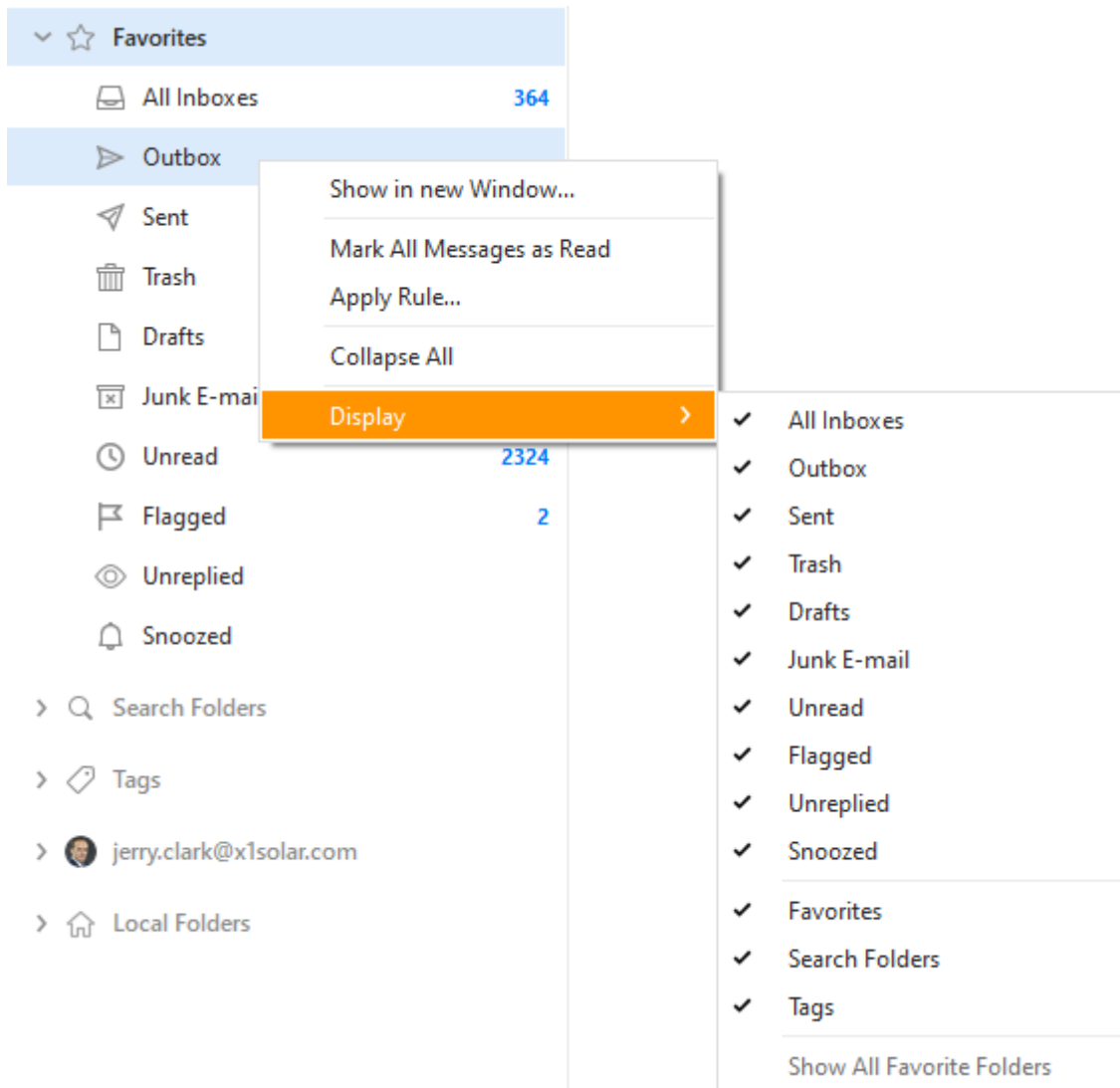
By right clicking on a particular Favorite folder you can perform various actions: **Apply Rule...** , **Hide**, **Display**.



By clicking on **Apply Rule...** you can apply arbitrary rule to the particular Favorite folder. For more about applying rules see chapter [Apply Rule](#)

By clicking on **Hide**, you can hide the particular Favorite folder, thereby it will not be displayed anymore in the selection of Favorite Folders.

By clicking on **Display** a context menu will appear, showing which of Favorite folders can be displayed at one time (see picture).

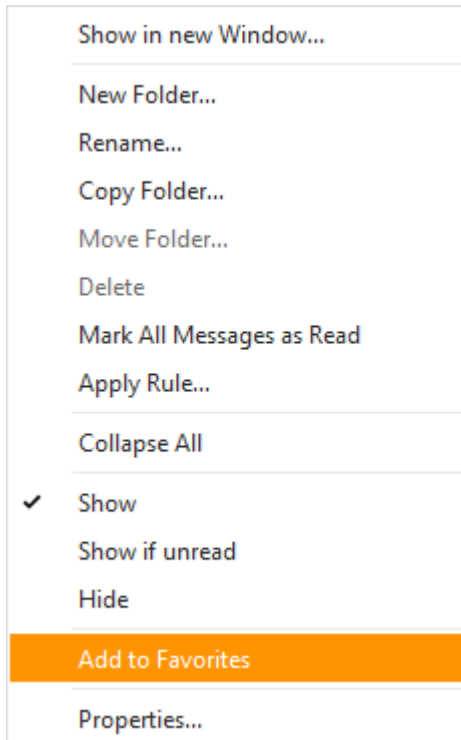


How to add your own folders to Favorites Folders

In eM Client Version 8, you can add links to your most used folders from your specific accounts so you can quickly access them.

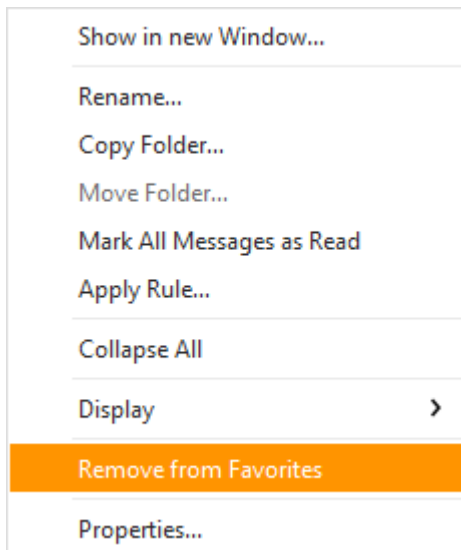
For example, if your work email account has a folder called Invoices which you use a lot, you can add a copy of that folder to the Favorites Folders section so that you can quickly access it. This copy of the Invoices folder will automatically update when the original Invoices folder is updated, and vice versa.

You can easily add account folders to your Favorites folders by dragging and dropping that folder to the Favorites Folder Section. Or you can right click on the folder and select **Add to Favorites** from the context menu.



How to remove folders from Favorites Folders

You can remove an added account folder from the Favorites Folders section by right clicking on the folder and selecting **Remove from Favorites** from the context menu.



About Favorite Folders

Favorites folders (formerly called Smart Folders) are folders which by contain **Inbox** , **Outbox**, **Sent**, **Drafts**, **Junk Email**, **Trash**, **Unread**, **Flagged**, **Snoozed**, and **Unreplied** messages and from all accounts that are active (i.e. Favorites Folders enable you to have a complete overview of all kinds of messages that you exchanged with your contacts.)

Mail

- ▼ ☆ Favorites
 - ✉ All Inboxes
 - ▶ Outbox
 - ✈ Sent
 - 🗑 Trash
 - 📧 Drafts
 - 🗑 Junk E-mail
 - 🕒 Unread
 - 🚩 Flagged
 - 👁 Unreplied
 - 🔔 Snoozed

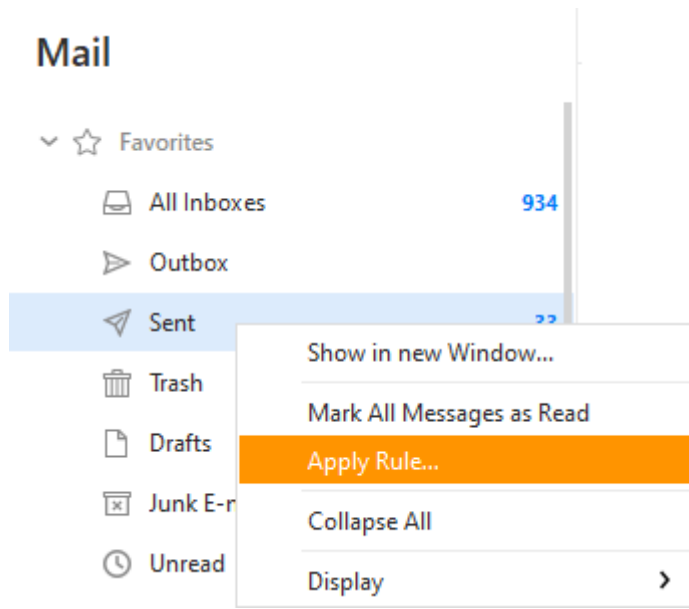
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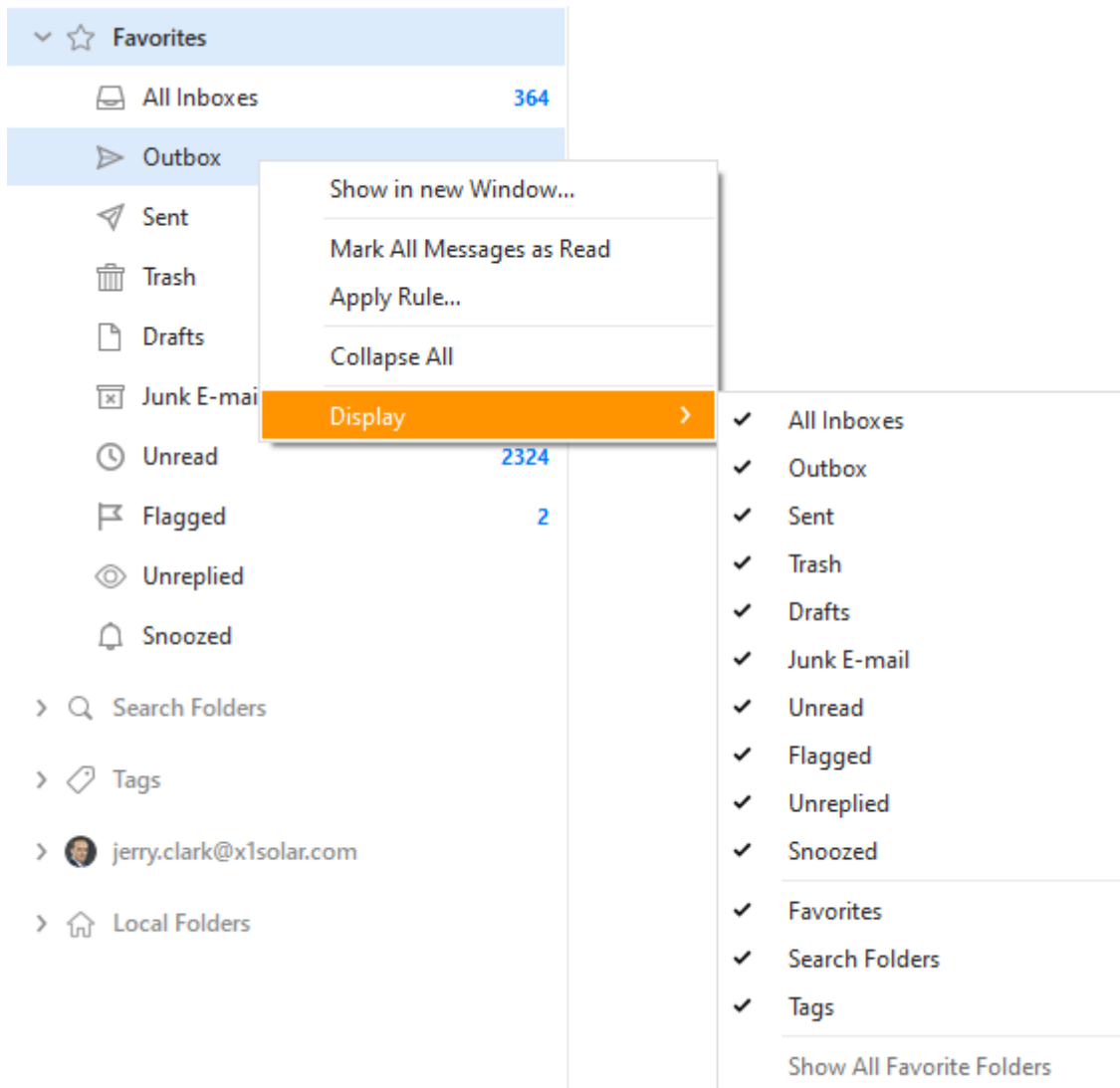
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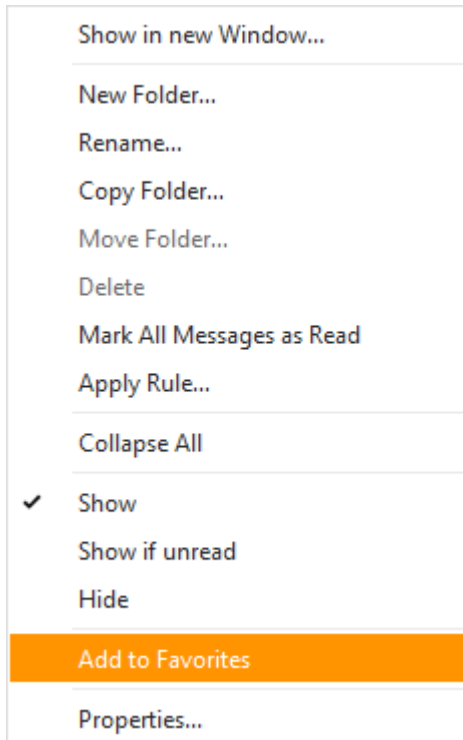


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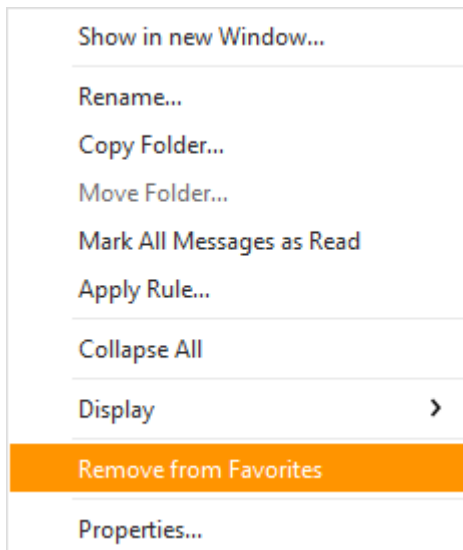
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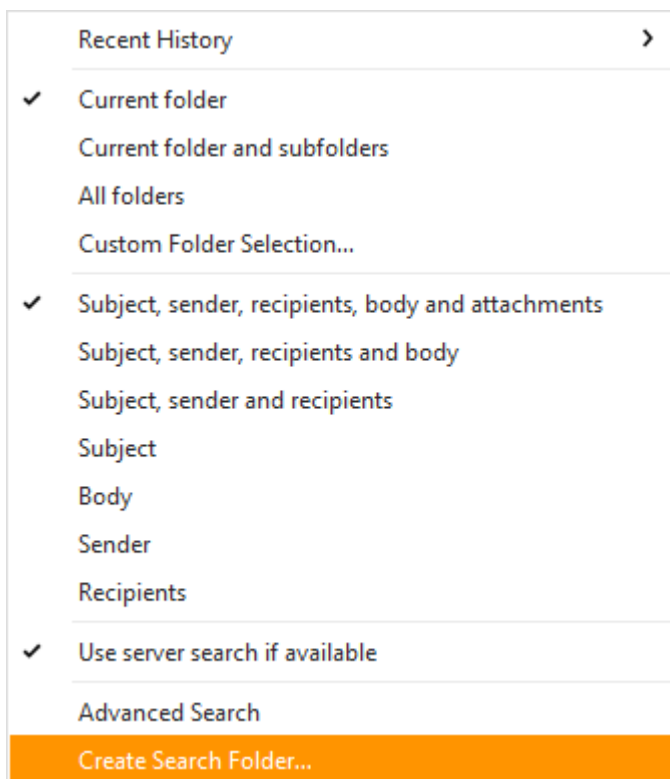
About Search Folders

Search Folders represent a smart utility that enables you to create a new folder with predefined rules which will filter out particular emails from the Favorite Folders. If you receive a new email that fulfills the rules of the search folder you created, then it will be automatically included in to the folder. Search folders can be also created for messages, tasks, events and contacts.

Search folders will not show the unread message count.

Creating a Search Folder

You have three options how to create a search folder. You can either click on **Menu -> Edit -> Find** from the Menu (shortcut Ctrl + Shift + F) and define the rules for a new search folder or you can right-click on the **Search Folders** button and select **New Item...** or the third way to create search folder is to right click on the arrow mark next to the search bar and select **Create Search Folder...** (as in the following picture).



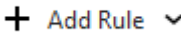
Following window will appear. Notice that this window consists of two parts: **textual form of the Query** and the **visual form of the Query**.


Folder Name - enter name of the folder.

Search Query - this represents a textual form of the query that you defined. Search Query consists of keys and values. If you modify this query textually and it is valid, then also the visual form of the query will be updated.

Folder - you can choose between searching in all folders or you can select a custom folder in which you would like to search.

Adding Rules and managing rules

You can add rule by clicking on the **Add Rule** button . When you do so a new rule will appear in the visual form of the query. You can customize the rule in any way you need. Remember that the rule can contain more than one value. For example in the picture (rule for tag) are selected 2 different tags : Green Tag and Friends- this means that the query will search emails within these 2 tags.










 Delete

Deleting Rules - to delete any rule click on the delete button:

To finish the creative process of the search folder click on the **Ok** button. Once the search folder is created, it will appear in the Email section of the Navigation Bar. Search folders can be arbitrarily renamed or deleted.

Mail

▼ ☆ Favorites

-  All Inboxes 356
-  Outbox
-  Sent 8
-  Trash 12
-  Drafts 13
-  Junk E-mail
-  Unread 2200
-  Flagged 2
-  Unreplied

▼ 🔍 Search Folders

- Family
- Work

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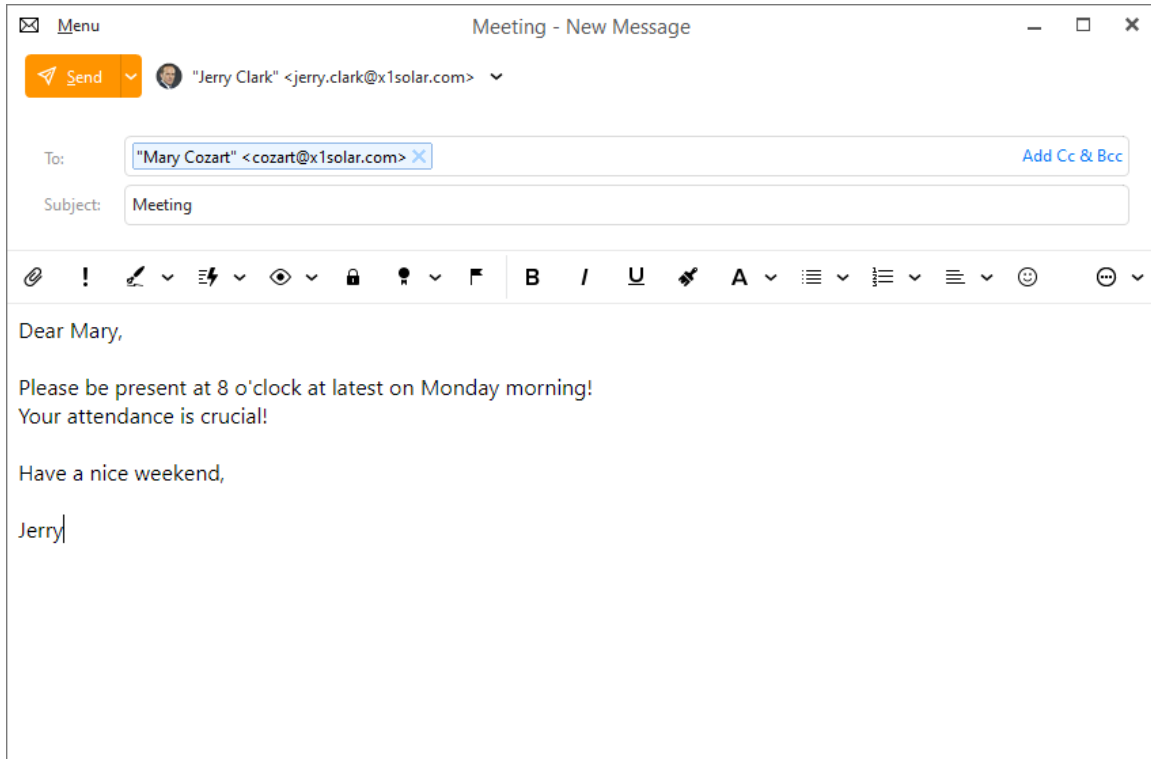
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Czech Republic

support@emclient.com

Managing Email

You can create emails by clicking on the **New** button on the toolbar.

Notice that if you type in a contact that is paired with a Chat contact, you will be able to see whether this contact is online (green dot) or offline (red dot).



Menu

The roll-down menu after you click on the Menu button at the top of the email window will contain following options:

File

- Save- saves the message into a draft.
- Save as- saves the message into an .eml file.
- Print
- Close

Edit

- Undo
- Redo
- Cut
- Copy
- Paste

- Paste as text
- Find...
- Replace...
- Edit Source...

Message

- Send
- Send as Mass Mail - *PRO feature* - sends one email per recipient, so it in result gives an impression that the email has been composed for each recipient separately. Inserting a Variable is interrelated with sending mass emails (see below).
- Send later... - *PRO feature* - with this setting you can send the message at a later time. Just specify the time and date when you wish the message to be sent.
- Flag
- Tag
- Reply to address - select from your available addresses or add a custom address
- Request Read Receipt
- Request Delivery Receipt
- Format
- PGP Format
- Delete

Insert

- Signature
- QuickText - QuickText enables you to insert pre-made chunks of text (for example snippets) to your messages within seconds. For more information see [QuickText settings section](#).
- Date and time
- File...
- Image...
- Image as Link...
- Link....
- Text...
- HTML...
- Table...
- Symbol...
- Line
- Variable... - Variable is a function that allows you to insert for example variable date, variable contact name etc. For example when you select variable full name, following text will appear: "{Full Name}". Now insert any number of recipients, and when the email is sent, the name of each single recipient will appear instead of the variable. In other words {Full Name} will be displayed as John Doe, Alex Brown etc. Fallback option is there when the target field is blank or not found, for example when you want to insert "Given Name" and add several contacts to recipients and some of them don't has the field "Given Name" filled in, the fallback value (for example "Customer" is then used.
- My public PGP key

You can insert several types of items, for example **Inserting image as link** will allow you to insert image that is uploaded on the Internet or you can **Insert a table**, parameters of which you can further specify.

Tools

- Spell Check Language
- Use Automatic Spell Check
- Check Spelling
- Translate with Bing Translator

Help

- Contents

Email Header

To:

Enter the recipient of this email here.

Subject:

Enter a basic description of the Email.

Add Cc & Bcc:

You can click on [Add Cc & Bcc](#) button to bring up two additional lines for:

Cc: (Copy)

Enter the email addresses you wish to send a copy of this email to.

Bcc: (Blind copy)

Enter the email addresses you wish to send a blind copy (the recipient of blind copies won't be able to see your email address) of this email to.

Toolbar

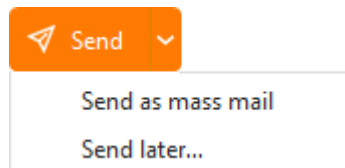
Components of toolbar are separated into two sections. First section concerns more with the elements of the message and the second part is more concerned with the editing of the message (Email Editor). The separation of the two sections is also indicated by the design of the email window itself.



Send

Click this button to send your email.

In the drop-down menu you can also select to send the message as Mass mail or to Send it later, if you use PRO version of eM Client.



Account drop-down menu

You can choose an email account from which you want this email to be sent from (it is set to your default Email account by default).

Attachment

You can add the attachments to your email by clicking on small paperclip icon.

Important

Clicking this icon will set your email to be urgent .

Signature

Click this button to choose the signature you wish to use for the message (you can set up your signatures in **Settings - Signatures**, or you can access the signatures management window by choosing the **Manage** option from the menu).

QuickText

Click on this button to insert predefined QuickText of yours. For more information about how to create QuickText visit the [QuickText settings section](#).

Watch for Reply

You can set up a notification either for when a reply to this message is received or if the recipient has not replied to your message in a specified amount of time.

Sign

Click to digitally sign your email with a security certificate so that the recipients can verify its authenticity. For more details refer to [Security Certificates](#) and how to [configure security settings](#).

Encrypt

Click to digitally encrypt the contents of your email with a security certificate. The recipients will be able to decrypt your message with the attached security certificate if you have properly configured your security profiles. For more details refer to [Security Certificates](#) and how to [configure security settings](#).

Flag

Email Editor



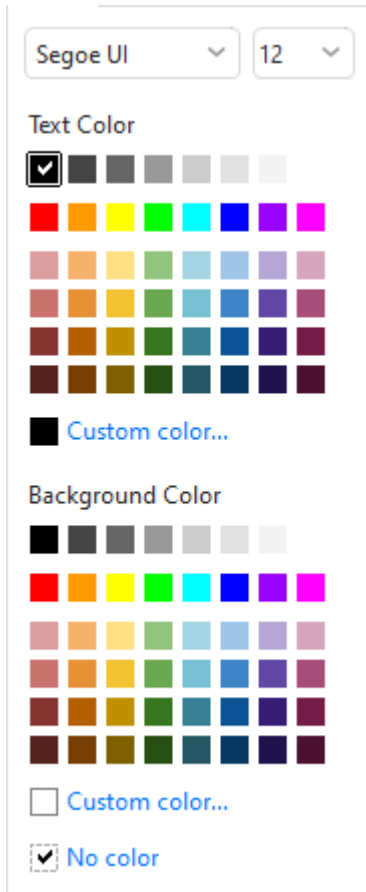
Bold - The selected text will be bold.

Italic - The selected text will be written in italic.

Underline - The selected text will be underlined.

Paint Format - Select certain area of the text while holding right mouse button, click on the Paint Format button, and then hover over different area of the text to transfer the format of the original text to the newly selected area.

Font Style - click on the Font Style button to bring up following menu



Ordered list - create a numbered list

Unordered list - create a list of points



Left Align - justify the text to the left.

Center - justify the text to the center.

Right Align- justify the text to the right.

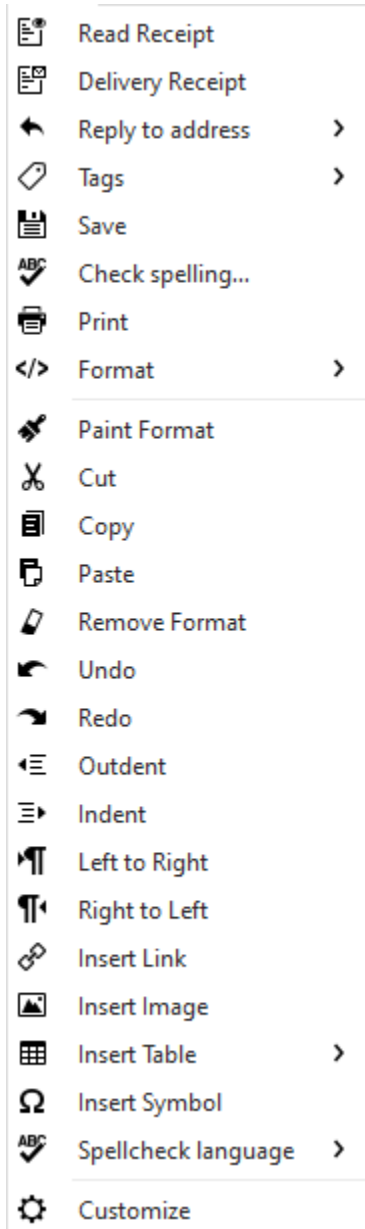
Justify Both Sides - justify the text on both sides

Emoticons - add emoticons, gifs or stickers to your email.



Click on the
toolbar:

button to bring up following additional features that could not fit in the



Read Receipt-Add read receipt to your email. Read receipt represents a notification that is delivered to you after the recipient opens your email

Delivery Receipt- Add delivery receipt to your email. Delivery receipts confirm that the email has been delivered to recipient's mailbox.

Reply to address - Set a different Reply-to address if you need the recipient to send a reply to different address than the one used for sending.

Tags- Mark your email with arbitrary colorful tag.

Save - Save the message to drafts

Check spelling.. - Open the Check spelling window

Print

Format - Select Plain text or HTML formatting for your message

Paint Format - Copies format from selected part of the text, then you can apply it to another selection

Cut - Cut a part of text to clipboard.

Copy - Copy a part of text to clipboard.

Paste - Paste the text from clipboard.

Remove Format- Remove all formats from selected text.

Undo - erase the last change done to your email.

Redo - repeats the most recently undid action.

Outdent - Move selected text to the left (if this text was indent before).

Indent - Move selected text to the right.

Left to Right

Right to Left

Insert Link - add a hyperlink to your email.

Insert Image- add an image to your email.

Insert Table - add a table to your email.

Insert Symbol - add a symbol to your email.

Spellcheck language - Change the spell check language

Customize- customize the layout of your email window.

Please note that you can customize what tools you want to have present on the toolbar by clicking on customize button from the roll down menu.

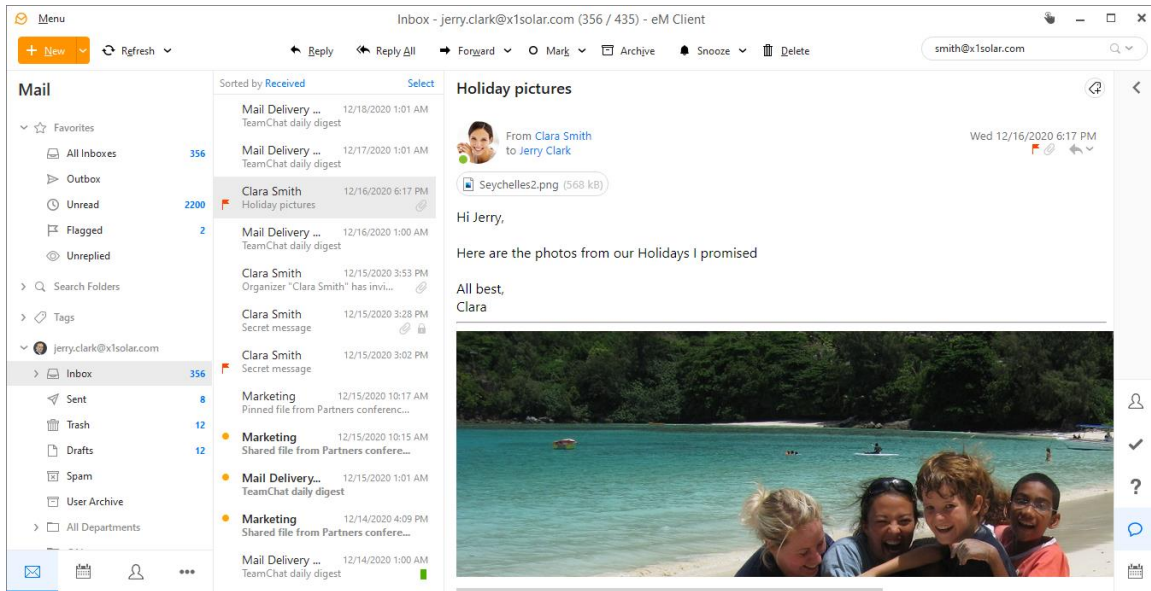
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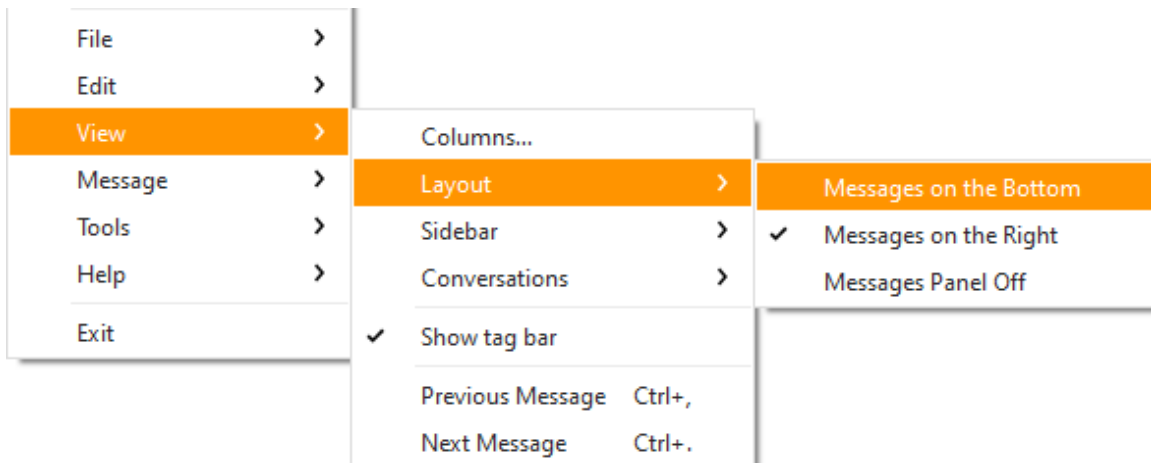
support@emclient.com

Reading E-mails

This is a picture of the application window.



In the middle section you can see your messages (in this case, these are grouped according to date - more on grouping [here](#)). In the default setting, you can see the contents of the selected message below the list of messages. This can be changed in **View > Layout**



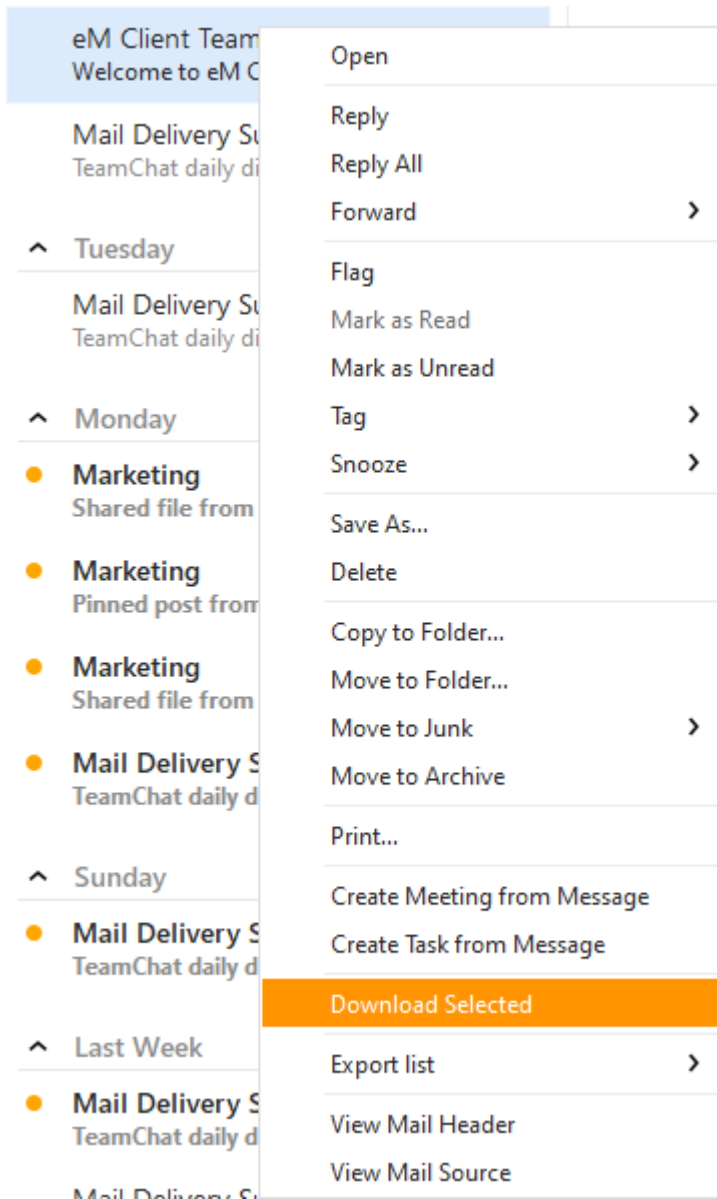
you can either have the message displayed right of the message list, or turn the message panel off altogether.

The message list changes from one line layout to two-line layout if the width of the list is lower than the value specified in **Menu > Settings** in Mail section (where it can also be turned off). This settings panel can also be accessed by right-clicking the column header and clicking Customize current view.

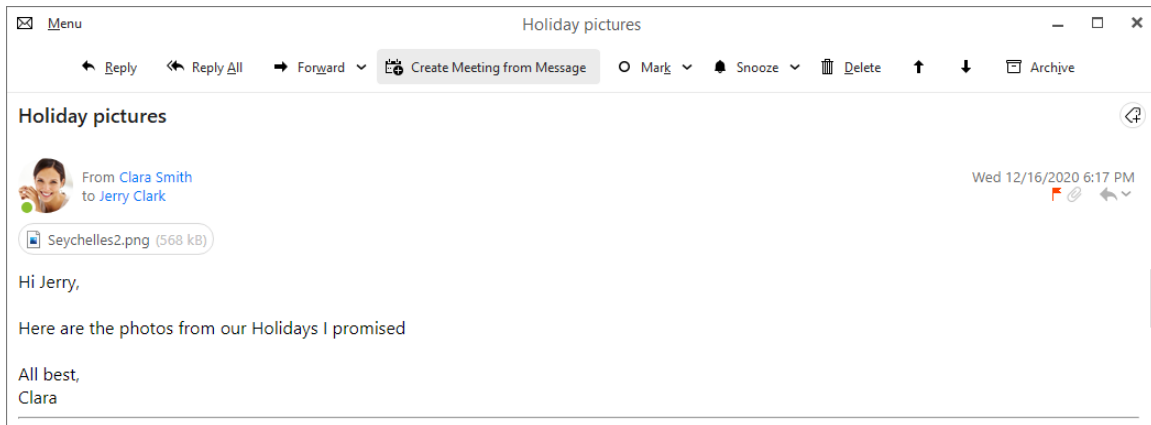
You can change the order of the columns in the message list, or add/remove columns by right-clicking the column-header and choosing Columns configuration from the context menu. (more on columns - see [here](#)).

Email Context Menu

If you right-click on an email, the email context menu will be displayed. You will be offered a list of several actions that you can execute with an email. Utilizing most of them is quite straightforward, however, let's hold on for a moment at the option **Download Selected**. If you click on this option, the whole email will be downloaded, including embedded content and attachments. Thus the email will be available to work with when you turn offline.

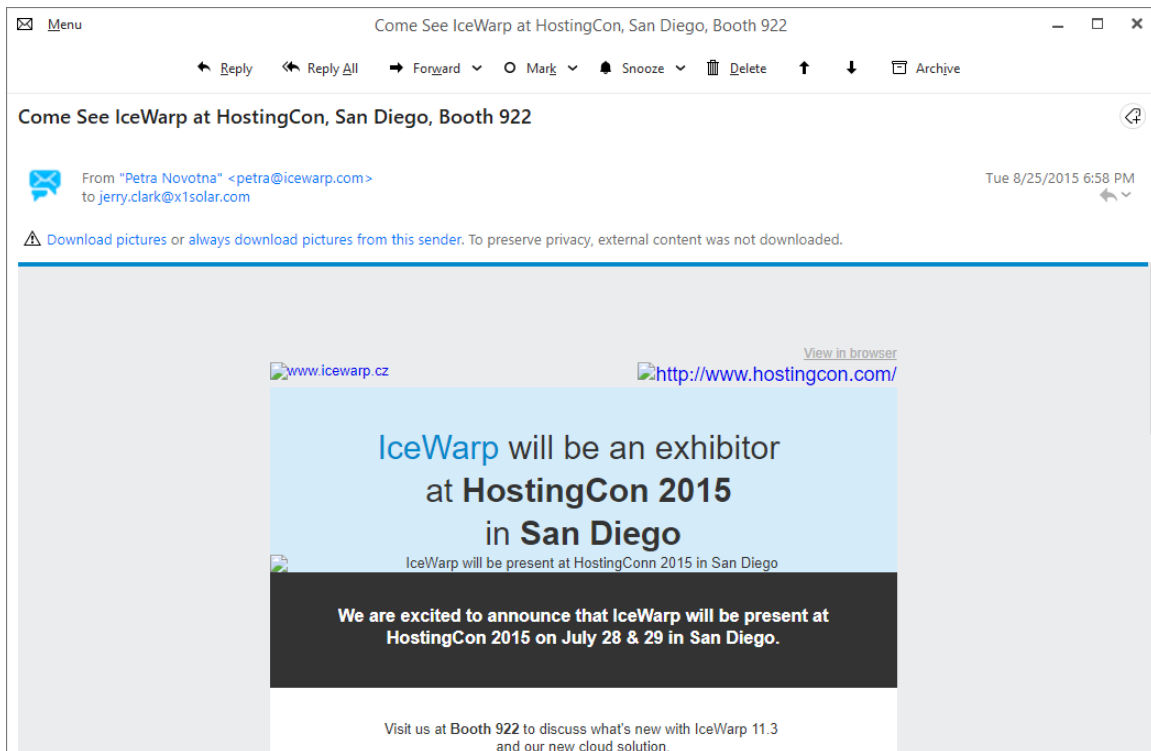


To open a message, double-click on it in the message list - the following window will pop up:



Below the section that contains the fields Subject: From: etc. you can see the attachment bar. On this bar, all the attachments enclosed to the email can easily be accessed. To open/save the file, just double click it and select from the dialog window.

If you receive an email that contains pictures that are online, these will be initially blocked by the application, as a measure of security (to download the pictures, your computer needs to access the server, which is an ideal situation for any evil scripts that are waiting to gather your personal information. However, if you trust the webpage, you can easily un-block the content by clicking the appropriate button.



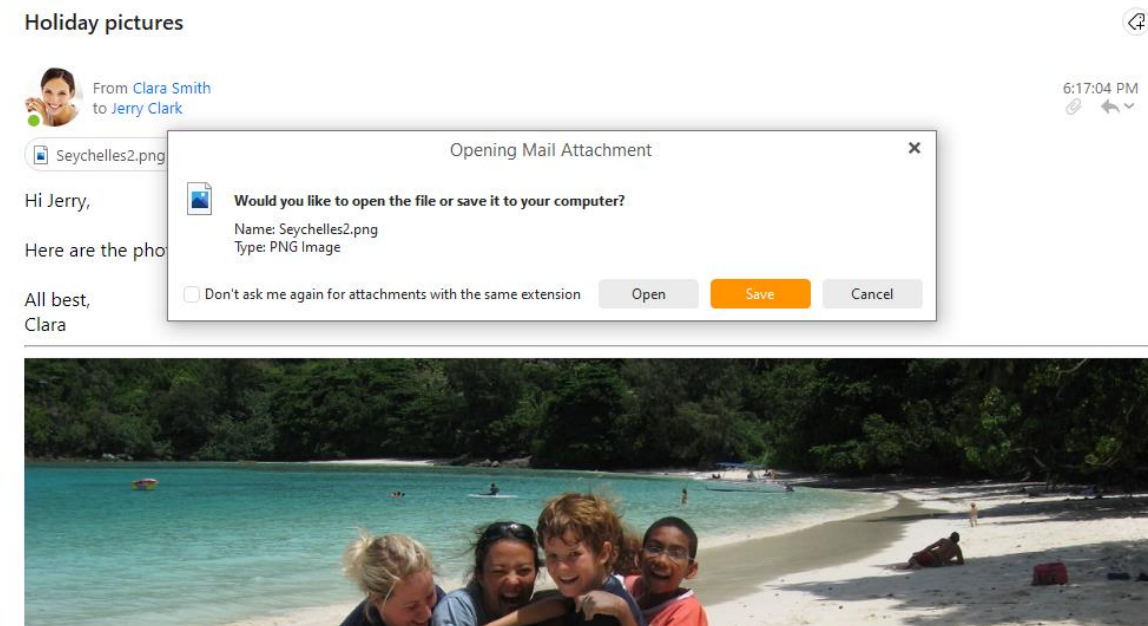
Changing message format


If you need to switch between the HTML and Plain text message format for a specific email (for example if it's unreadable in one of the formats) you can easily do so either via **Menu>Message>Format** or via right-click inside the message and use the **Format** selector.



Default Action for Attachments

You can also adjust the actions that you would like to implement with different types of files while downloading attachments to your computer. For example when you receive a picture (e.g. .jpg) as an attachment and you click on the file, you will be asked whether you want to save or open it. Notice the checkbox which says "Do not ask me again for the attachments with the same extension." If you check this box and then click on one of the actions (Open/Save) the action you choose will be remembered for every .jpg file you receive in future without asking.



If you want to cancel the action that you established for a specific attachment file type, then go to **Tools -> Settings -> Attachments** and just click on the red cross button (on the left)  and the default action will be canceled.

Settings ✕

Search 🔍

- > General
- > Appearance
- ^ Mail
 - Read
 - Send
 - Compose
 - Replies and Forwards
 - Templates and Signatures
 - QuickText
 - Privacy
 - Receipts
 - Attachments
 - Automatic Archiving
 - Translation
- > Signing and Encryption

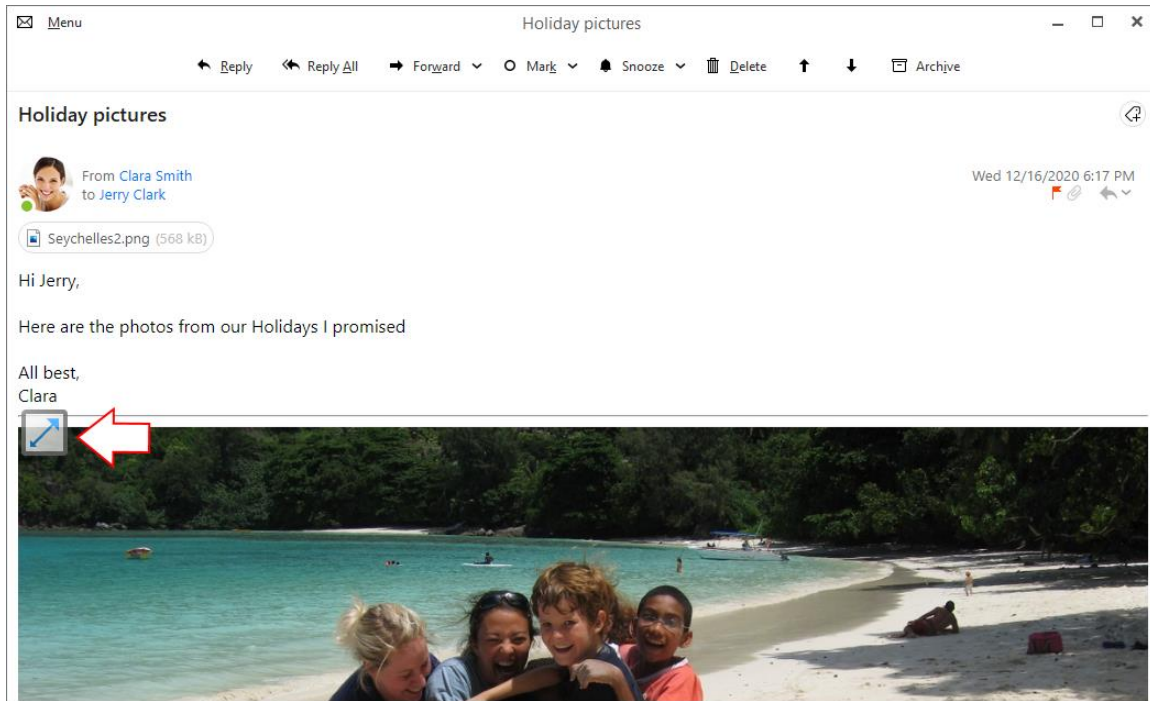
Default Actions for Attachments

Attachment extension	Default action	
xlsx	Open	✕
docx	Save	✕

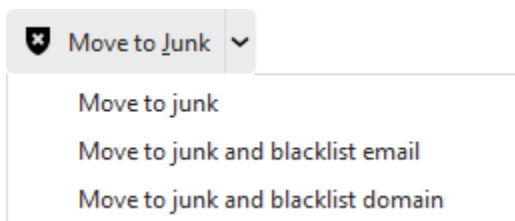
Apply Cancel Ok

Automatic Resizing of Images

If you receive an image attached to your email it will be automatically displayed in the bottom of the email preview. There is a smart utility that automatically and simultaneously resizes the attached image as you resize the window of the email preview. If you want to display the image in its original size but still keep the email preview window arbitrarily resized, then click on the arrow symbol which can be found in the left upper corner of the image as you can see in the picture.



Move to Junk Button



Move to Junk button has three options: **Just move to Junk**, **Move to Junk and blacklist email** and **Move to Junk and blacklist domain**. To perform one of those actions, you have to click on the little arrow on the right.

*Note: Remember that if you enter the Junk E-mail section there will be **Move to Inbox button** which works in the same way as the Move to Junk button. The only difference, of course, is that you remove emails from Junk back to Inbox.*

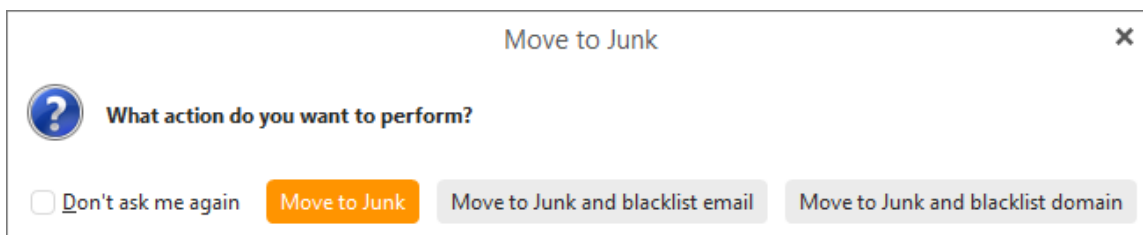
Move to Junk: Moves the email to Junk, does not blacklist email (will not block emails from the sender in the future) and also does not blacklist domain.

Move to Junk and blacklist email: Moves the email to Junk and blacklists the sender, but the domain will not be blacklisted (so for example emails from user john.black@activitycenter.com will not be received any more, but still some emails from the domain "@activitycenter.com" will be received).

Move to Junk and blacklist domain: Moves the email to Junk and blacklist the domain, so you will not receive emails from the blacklisted domain any more.

Clicking on the Move to Junk button without predefined action

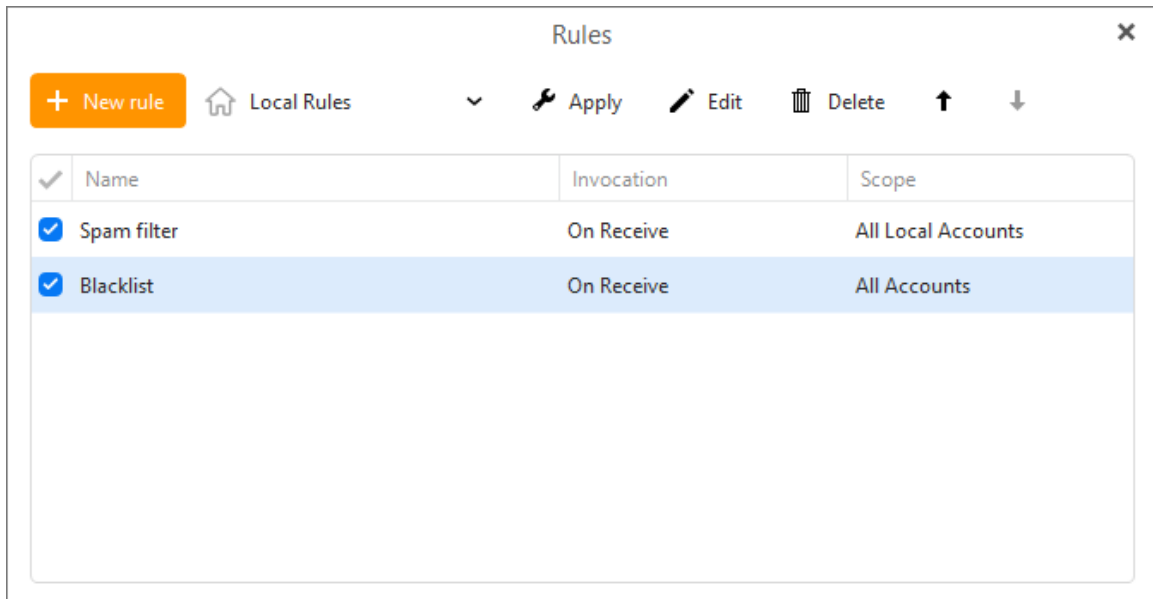
If you click on the Move To Junk button for the very first time or when you do not have predefined action for move to junk button, following window will appear:



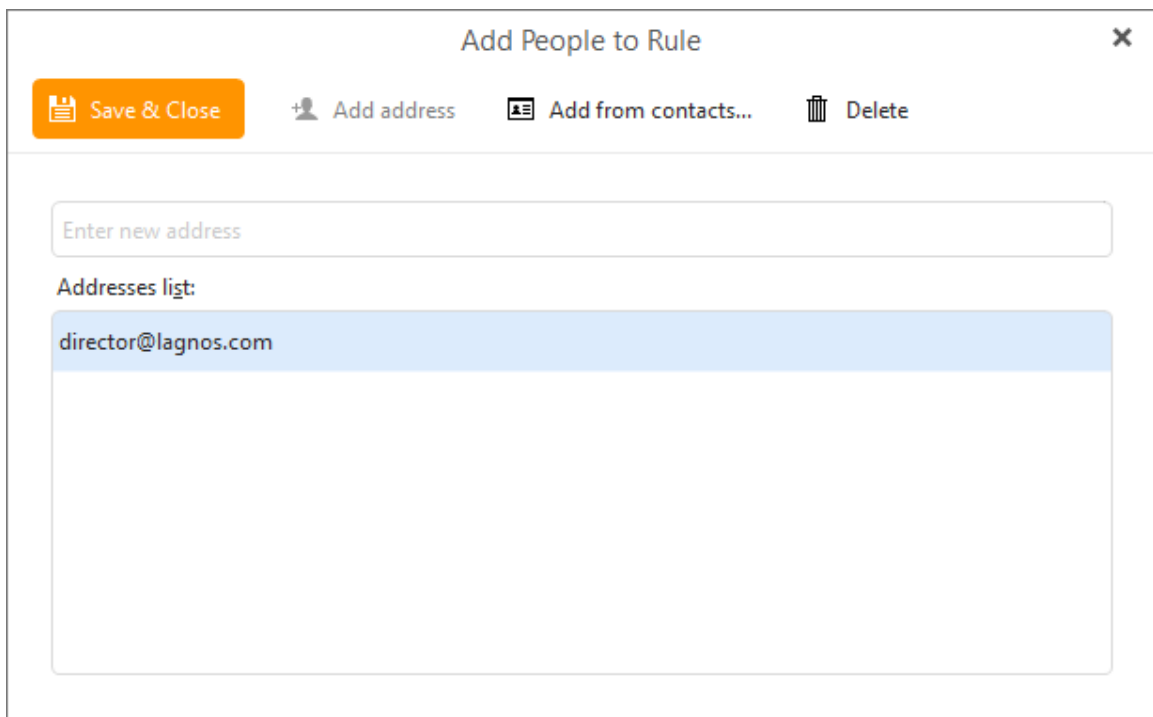
Here you can pre-define the action by ticking **Don't ask me again** option and selecting one of the three options displayed. Since you have made the decision, selected action will be always performed. You can, of course, change your pre-definition by clicking on **Tools -> Settings -> Confirmations**.

Removing blacklisted users from Blacklist

If you want to remove blacklisted users from blacklist, simply click on **Tools -> Rules** and following window will appear:



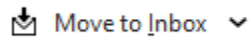
Double-click on the Blacklist item and following window will appear:



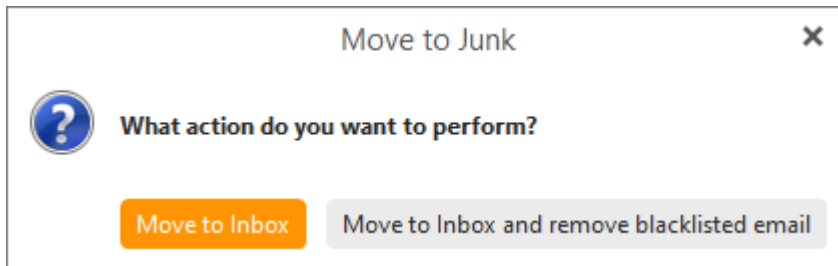
Click on the Remove button and the action is complete.

Removing Junk content via Move to Inbox button

While you are browsing Junk section of your emails, you can use Move to Inbox button to restore emails from junk back into the Inbox.

 Move to Inbox ▾

If you are restoring content which email is blacklisted you will be asked by following window whether you want just move it to Inbox or if you want to move it to Inbox and remove blacklisted email.



Choose one of the two options and finish the process.

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Conversations

eM Client enables you to view your messages in three different conversation modes. To set particular conversation mode go to **Menu -> View -> Conversations** and here you will be able to choose from three different modes: **Show Conversations in All Views, Show Conversations in Message Details Only, Disable Conversations**. Lets explore the different modes one by one:

Show Conversations in All Views:


If you select this option you will be able to see conversations in the left panel. Every conversation will also display a number that indicates number of individual messages contained.

Clara Smith, Jer... 10/18/2017 4:59 PM
Pick up  

If you click on the particular conversation all the messages contained will be displayed in the right panel. If there exist more unread messages in the conversation, the most up-to-date unread message will be selected and displayed as first. In case there is just a single unread message, it will be that message which will be selected and displayed. The last scenario is that all messages in conversation are marked as read. In such case the most up-to-date message will be displayed. Also note that those messages that are unread will be expanded (rest collapsed). If there are no unread messages then most up-to-date message will be expanded (rest collapsed).

Pick up 🔗

Show 3 older emails

 From Jerry Clark to Clara Smith Wed 10/18/2017 4:59 PM

Gotcha! I will be there.

Jerry

----- Original Message -----
From: "Clara Smith" <smith@x1solar.com>
To: "clark@x1solar.com" <clark@x1solar.com>
Sent: 10/18/2017 4:59:10 PM
Subject: Re: Re: Pick up

⋮

Click here to display previous messages


You can display the rest of the message body by clicking on the three dots.

Show Conversations in Message Detail Only:

If you select this option you will be able to see all inbox messages ordered according to the date of receiving. If you select any message in the right panel and it is included in a conversation then all messages from the particular conversation will be displayed. If there will be more unread messages in the conversation then all of them will be expanded. If all conversation messages are read the most up-to-date message will expand.

Pick up ⏪

Show 2 older emails

 From "Clara Smith" <smith@x1solar.com>
to "clark@x1solar.com" <clark@x1solar.com> Wed 10/18/2017 4:59 PM ⏪

Hi Jerry,

Sorry, I forgot to mention, from the airport, of course :)


See you there!

Clara

----- Original Message -----
From: "Clara Smith" <smith@x1solar.com>
To: "clark@x1solar.com" <clark@x1solar.com>
Sent: 10/18/2017 4:53:16 PM
Subject: Pick up

Hey Jerry,
can you pick me up on Friday as we agreed?

Clara


 From "Jerry Clark" <clark@x1solar.com>
to "Clara Smith" <smith@x1solar.com> Wed 10/18/2017 4:59 PM ⏪




Click here or scroll up
with your mouse
to see older messages

You can click on the collapsed message
to see the newer emails

Disable Conversations:

If you select this option then conversations will not be applied and you will encounter what you might have been familiar with if you have been using eM Client before the version 7: in left panel the messages are ordered according to the Received date and what is displayed in the right panel is always only the selected message with the previous conversation displayed in classic textual form (see example below).

Re[3]: Pick up 

 From **Jerry Clark** to Clara Smith Wed 10/18/2017 4:59 PM  

Gotcha! I will be there.

Jerry

Note that unlike in the Conversation modes, here you will not be able to see the other messages in the right panel. They are present only in the left panel.

----- Original Message -----
From: "Clara Smith" <smith@x1solar.com>
To: "clark@x1solar.com" <clark@x1solar.com>
Sent: 10/18/2017 4:59:10 PM
Subject: Re: Re: Pick up

Hi Jerry,

Sorry, I forgot to mention, from the airport, of course :)

See you there!

Clara

If the message contains the message history, it will be viewed automatically.

----- Original Message -----
From: "Clara Smith" <smith@x1solar.com>
To: "clark@x1solar.com" <clark@x1solar.com>
Sent: 10/18/2017 4:53:16 PM
Subject: Pick up

By clicking on the little down-pointing arrow on the right, you will bring up a menu which relates to the displayed message only. Therefore in order to reply to or forward a particular message in a conversation you have to select the appropriate action from the list of this drop-down menu:

Open

Reply

Reply All

Forward >

Flag

Mark as Read

Mark as Unread

Tag >

Snooze >

Save As...

Delete

Copy to Folder...

Move to Folder...

Move to Junk >

Move to Archive

Print...

Create Meeting from Message

Create Task from Message

Download Selected

Export list >

View Mail Head

View Mail Source

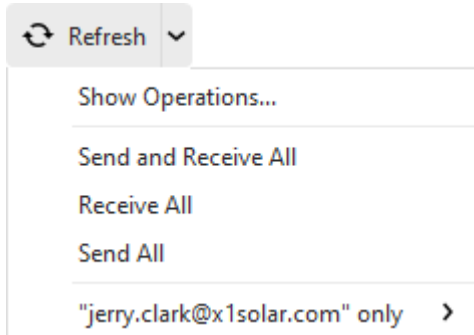
Send and Receive

There are several different operations you can perform on an Email.

Refresh

Click **Refresh** button to download and upload new data to all your accounts - this data can be new messages, change of Flags or Read status, etc.

Click on the little triangle next to **Refresh** to bring up following drop-down list



Click on **Send and Receive** to send all your outgoing emails and check for incoming emails at the same time.

Receive all

Check your email accounts for incoming emails. You can setup a regular time to check for new emails under **Tools -> Setting -> General -> Synchronization**

Send all

After you have completed writing an email, you can send it by click the **Send** button. You can also send saved emails.



Reply

Reply an incoming email by selecting it in the main panel and clicking **Reply** in the mail toolbar or select **Menu -> Message -> Reply**

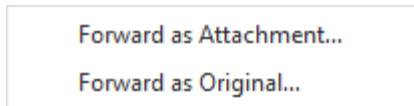
Reply All

Reply all recipients of original email.

Forward

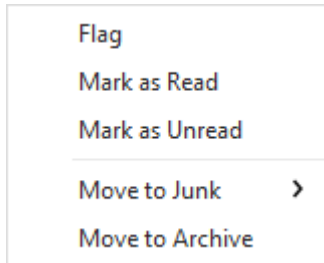
You can forward an email by selecting it in the email list and clicking **Forward** in the mail toolbar or select **Menu -> Message -> Forward**

Note that you can forward the email either **as Attachement** or **as Original**. This can be selected from the drop down menu:



Mark

Select how would you like to mark your email from the drop down menu:



Follow Up

Manually mark your email if you want to follow up on it in future.

Mark as read

Manually mark an email you haven't opened as read by Right-Clicking it and select **Mark as read**.

Mark as unread

Manually mark an email you have already opened as Unread (perhaps to remind yourself to read more carefully later) by Right-Clicking it and select **Mark as unread**.

Move to Junk

You can select from three following moves: **Move to Junk**, **Move to Junk and blacklist email**, **Move to Junk and blacklist domain**

Delete

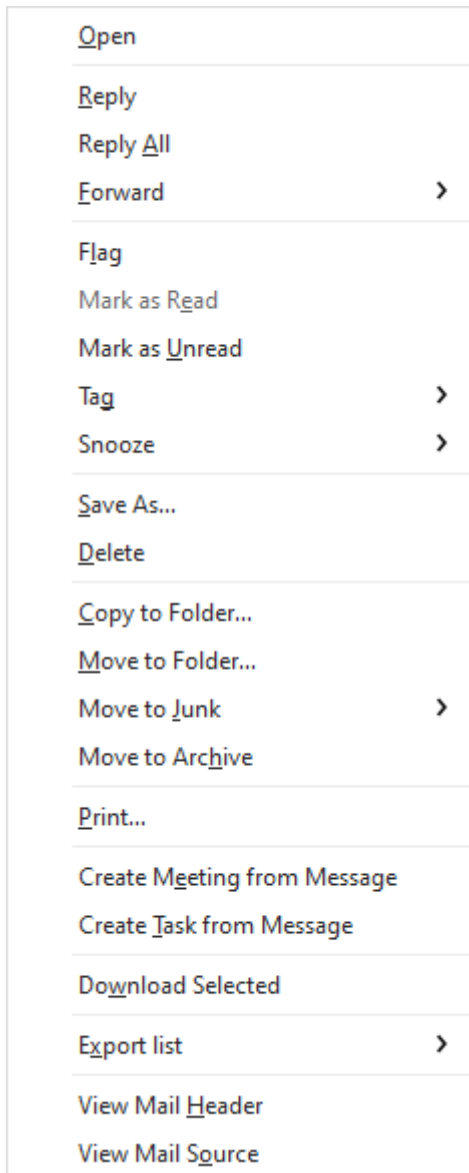
You can delete an email by Right-clicking it and select Delete, or simply press the Delete button on your keyboard.

Tag

Assign tag to your email.

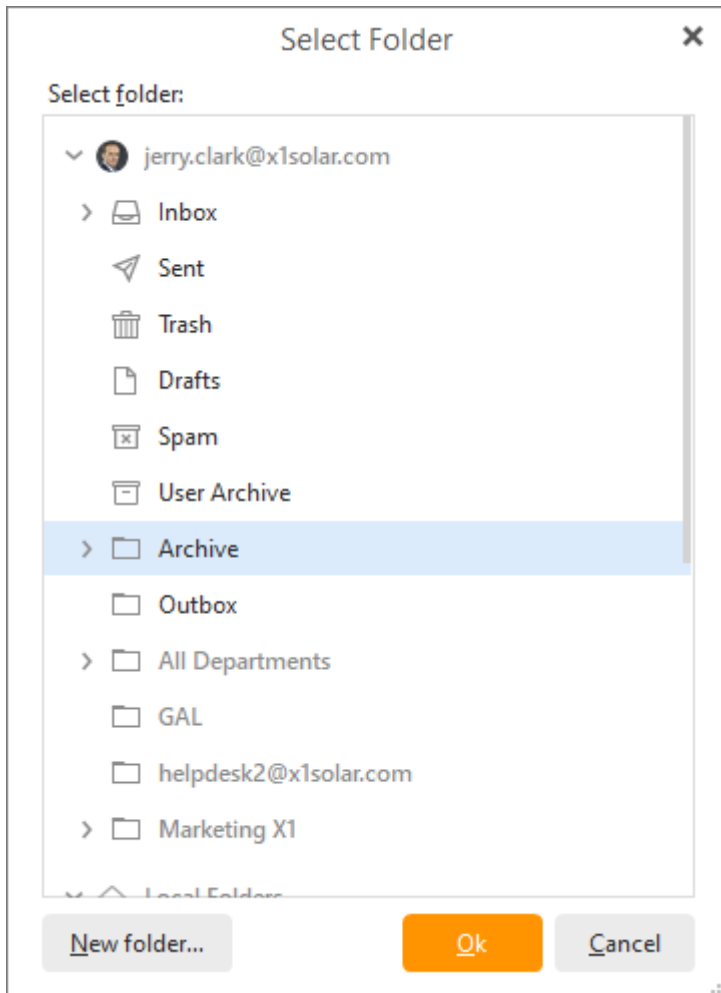
Click on the down-pointing or up-pointing arrow to move to previous or next email, subsequently.

Various functions are also displayed when you right-click on email in your inbox. Following drop-down menu will appear, where most of the functions are already explained above and those which are not, are listed and explained below:



Move to folder...

You can move your emails to another folder by Right-clicking the selected email(s) and select Move the folder.



In the mini-explorer that pops up, select an existing folder or create a new one to which you wish your email(s) to be moved to.

Copy to folder...

Same as move to folder, except a copy of the selected email(s) will also be kept in the original folder.

Show mail header...

Opens a window with the header of the selected email.

Show mail source...

Opens a window containing the source of the selected email.

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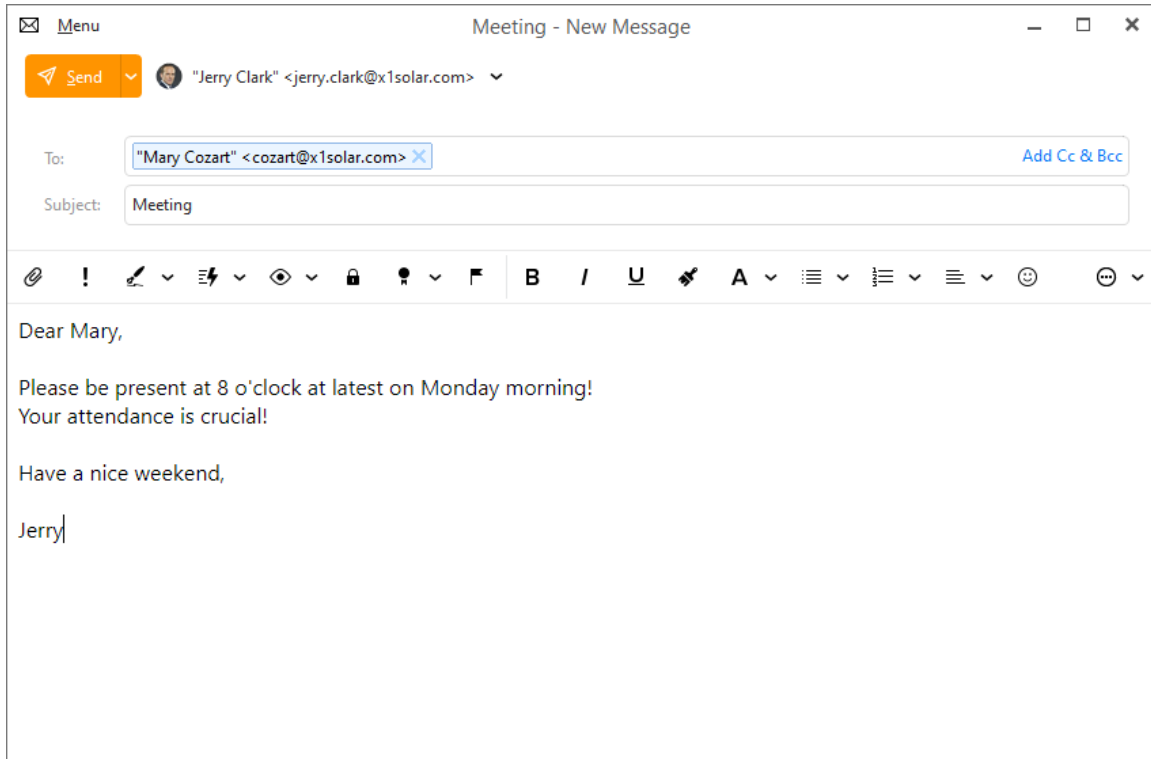
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Managing Email

You can create emails by clicking on the **New** button on the toolbar.

Notice that if you type in a contact that is paired with a Chat contact, you will be able to see whether this contact is online (green dot) or offline (red dot).



Menu

The roll-down menu after you click on the Menu button at the top of the email window will contain following options:

File

- Save- saves the message into a draft.
- Save as- saves the message into an .eml file.
- Print
- Close

Edit

- Undo
- Redo
- Cut
- Copy
- Paste

- Paste as text
- Find...
- Replace...
- Edit Source...

Message

- Send
- Send as Mass Mail - *PRO feature* - sends one email per recipient, so it in result gives an impression that the email has been composed for each recipient separately. Inserting a Variable is interrelated with sending mass emails (see below).
- Send later... - *PRO feature* - with this setting you can send the message at a later time. Just specify the time and date when you wish the message to be sent.
- Flag
- Tag
- Reply to address - select from your available addresses or add a custom address
- Request Read Receipt
- Request Delivery Receipt
- Format
- PGP Format
- Delete

Insert

- Signature
- QuickText - QuickText enables you to insert pre-made chunks of text (for example snippets) to your messages within seconds. For more information see [QuickText settings section](#).
- Date and time
- File...
- Image...
- Image as Link...
- Link....
- Text...
- HTML...
- Table...
- Symbol...
- Line
- Variable... - Variable is a function that allows you to insert for example variable date, variable contact name etc. For example when you select variable full name, following text will appear: "{Full Name}". Now insert any number of recipients, and when the email is sent, the name of each single recipient will appear instead of the variable. In other words {Full Name} will be displayed as John Doe, Alex Brown etc. Fallback option is there when the target field is blank or not found, for example when you want to insert "Given Name" and add several contacts to recipients and some of them don't has the field "Given Name" filled in, the fallback value (for example "Customer" is then used.
- My public PGP key

You can insert several types of items, for example **Inserting image as link** will allow you to insert image that is uploaded on the Internet or you can **Insert a table**, parameters of which you can further specify.

Tools

- Spell Check Language
- Use Automatic Spell Check
- Check Spelling
- Translate with Bing Translator

Help

- Contents

Email Header

To:

Enter the recipient of this email here.

Subject:

Enter a basic description of the Email.

Add Cc & Bcc:

You can click on [Add Cc & Bcc](#) button to bring up two additional lines for:

Cc: (Copy)

Enter the email addresses you wish to send a copy of this email to.

Bcc: (Blind copy)

Enter the email addresses you wish to send a blind copy (the recipient of blind copies won't be able to see your email address) of this email to.

Toolbar

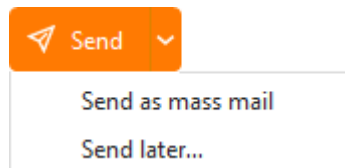
Components of toolbar are separated into two sections. First section concerns more with the elements of the message and the second part is more concerned with the editing of the message (Email Editor). The separation of the two sections is also indicated by the design of the email window itself.



Send

Click this button to send your email.

In the drop-down menu you can also select to send the message as Mass mail or to Send it later, if you use PRO version of eM Client.



Account drop-down menu

You can choose an email account from which you want this email to be sent from (it is set to your default Email account by default).

Attachment

You can add the attachments to your email by clicking on small paperclip icon.

Important

Clicking this icon will set your email to be urgent .

Signature

Click this button to choose the signature you wish to use for the message (you can set up your signatures in **Settings - Signatures**, or you can access the signatures management window by choosing the **Manage** option from the menu).

QuickText

Click on this button to insert predefined QuickText of yours. For more information about how to create QuickText visit the [QuickText settings section](#).

Watch for Reply

You can set up a notification either for when a reply to this message is received or if the recipient has not replied to your message in a specified amount of time.

Sign

Click to digitally sign your email with a security certificate so that the recipients can verify its authenticity. For more details refer to [Security Certificates](#) and how to [configure security settings](#).

Encrypt

Click to digitally encrypt the contents of your email with a security certificate. The recipients will be able to decrypt your message with the attached security certificate if you have properly configured your security profiles. For more details refer to [Security Certificates](#) and how to [configure security settings](#).

Flag

Email Editor



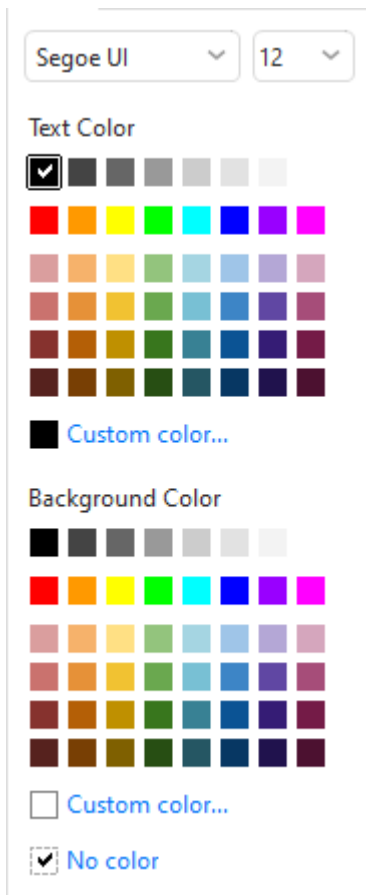
Bold - The selected text will be bold.

Italic - The selected text will be written in italic.

Underline - The selected text will be underlined.

Paint Format - Select certain area of the text while holding right mouse button, click on the Paint Format button, and then hover over different area of the text to transfer the format of the original text to the newly selected area.

Font Style - click on the Font Style button to bring up following menu



Ordered list - create a numbered list

Unordered list - create a list of points



Left Align - justify the text to the left.

Center - justify the text to the center.

Right Align- justify the text to the right.

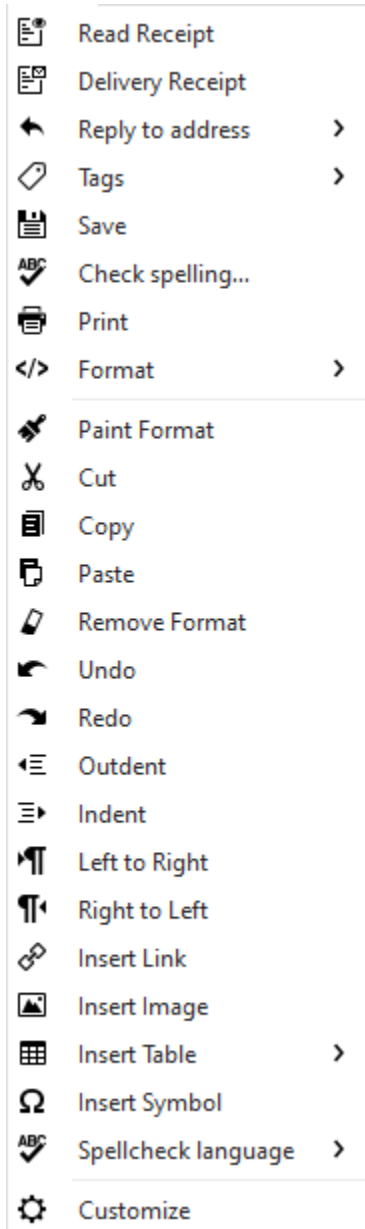
Justify Both Sides - justify the text on both sides

Emoticons - add emoticons, gifs or stickers to your email.



Click on the
toolbar:

button to bring up following additional features that could not fit in the



Read Receipt-Add read receipt to your email. Read receipt represents a notification that is delivered to you after the recipient opens your email

Delivery Receipt- Add delivery receipt to your email. Delivery receipts confirm that the email has been delivered to recipient's mailbox.

Reply to address - Set a different Reply-to address if you need the recipient to send a reply to different address than the one used for sending.

Tags- Mark your email with arbitrary colorful tag.

Save - Save the message to drafts

Check spelling.. - Open the Check spelling window

Print

Format - Select Plain text or HTML formatting for your message

Paint Format - Copies format from selected part of the text, then you can apply it to another selection

Cut - Cut a part of text to clipboard.

Copy - Copy a part of text to clipboard.

Paste - Paste the text from clipboard.

Remove Format- Remove all formats from selected text.

Undo - erase the last change done to your email.

Redo - repeats the most recently undid action.

Outdent - Move selected text to the left (if this text was indent before).

Indent - Move selected text to the right.

Left to Right

Right to Left

Insert Link - add a hyperlink to your email.

Insert Image- add an image to your email.

Insert Table - add a table to your email.

Insert Symbol - add a symbol to your email.

Spellcheck language - Change the spell check language

Customize- customize the layout of your email window.

Please note that you can customize what tools you want to have present on the toolbar by clicking on customize button from the roll down menu.

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About Cloud Attachments

Cloud attachments are attached files uploaded to a cloud storage service, so instead of sending the file directly, you are only sending a link to the given file to the recipient, which he can then use to download the file from the Cloud server. This way the message you are sending is much smaller in size and this can be especially useful when sending a large files or a big amount of files.

Linked attachments have also a number of other perks - since you have instant access to your cloud storage you can update or remove the file at any time. You can also protect your file with a password or set an expiration date. This gives you better control over your data and makes sending files safer overall.

eM Client currently supports these cloud storage providers:

- **OneDrive**
- **Google Drive**
- **DropBox**
- **OwnCloud**
- **Nextcloud**

You can set up your preferred [Cloud Providers in Attachments settings](#) and read about [using Cloud attachments](#) in your messages.

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You can set up your preferred [Cloud Providers in Attachments settings](#) and read about [using Cloud attachments](#) in your messages.

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Using Cloud Attachments

eM Client currently supports these cloud storage providers:

- **OneDrive**
- **Google Drive**
- **DropBox**
- **OwnCloud**
- **Nextcloud**

Depending on the setup and capabilities of each provider, you will have different options for what you can do with the cloud storage attachment, by right clicking it and selecting from the context menu. Some options are only enabled from a certain provider if you have a subscription to that cloud storage service. These options are available at the providers' discretion.

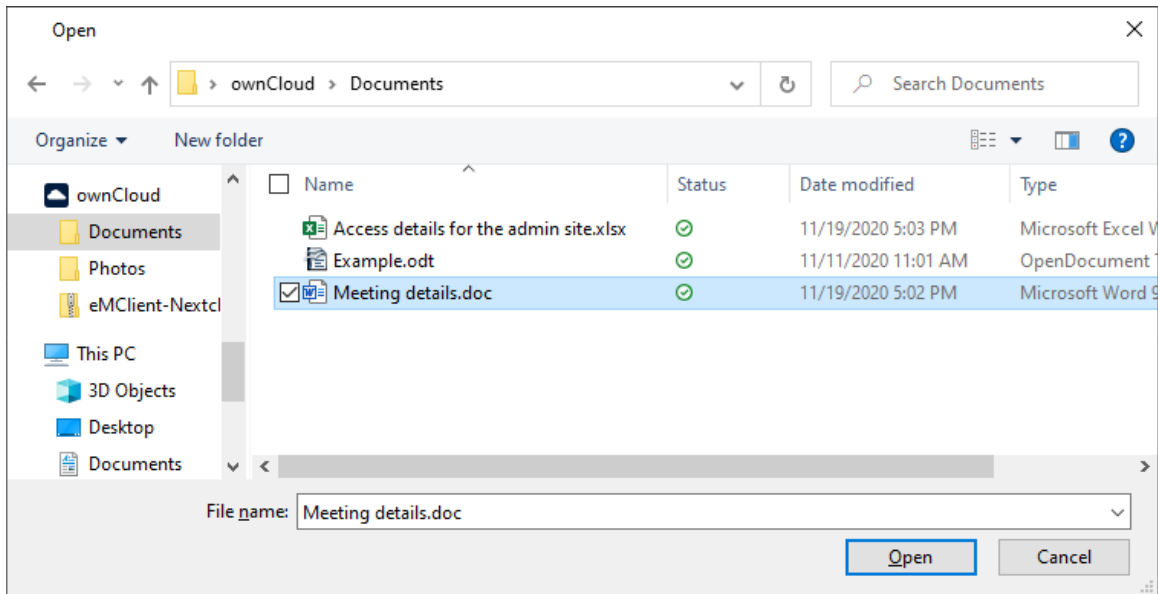
Add a Cloud Attachment

To attach a file from your cloud storage as a link, first click the **Attachment** button the same way you would attach files normally.

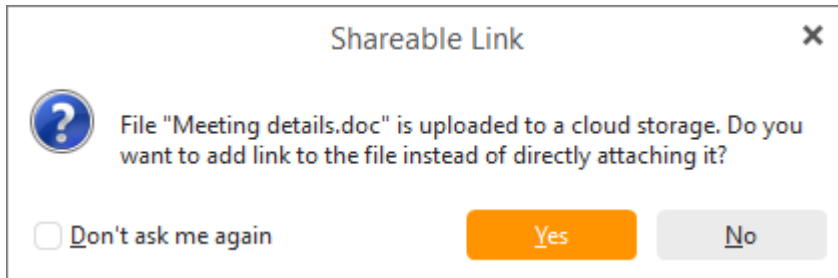


Then go to a cloud folder set on your device and choose a file you wish to add to your email as a link.

Tip: Remember that you first need to download the [cloud storage provider's](#) application on your computer and add it to eM Client



A dialogue box will open, giving you a choice to link the file instead of physically attaching it. To link the file, click 'Yes'.

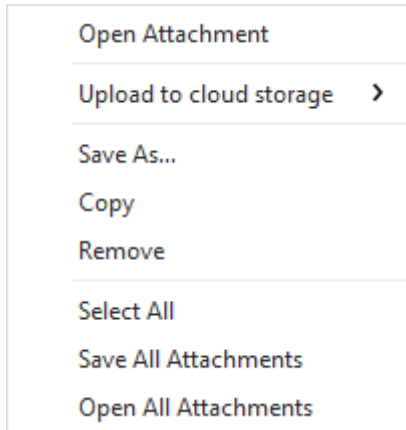


Additionally, the option to attach the files uploaded to cloud storages only as links can be set as default behavior by clicking the box for **Don't ask me again**. This default can be managed in **Menu > Settings > Mail > Compose > Cloud Storage Attachments**

The credentials of your cloud storage account are required to proceed the first time. The password can be saved and remembered. Depending on the selected service, the login will appear differently.

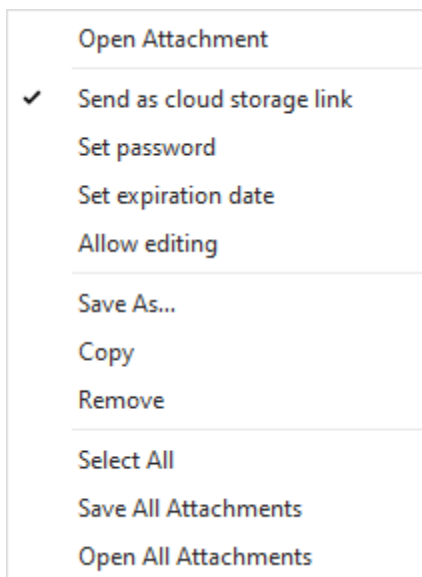
Upload attachment to a Cloud Storage

You can also first add your attachment and then upload it to the set up cloud service via the right-click option **Upload to cloud storage**.



Attachment options before upload

After the file is uploaded to your preferred Cloud storage you also get a number of other options, namely **Setting a password**, **Setting an expiration date** for your download link and **Allowing editing** for text files.



Attachment options after upload

Open attachment

This option is always available for all attachments, regardless of whether they are locally attached or attached with a cloud service. It opens the attached file, in case you want to check it one more time before sending the email.

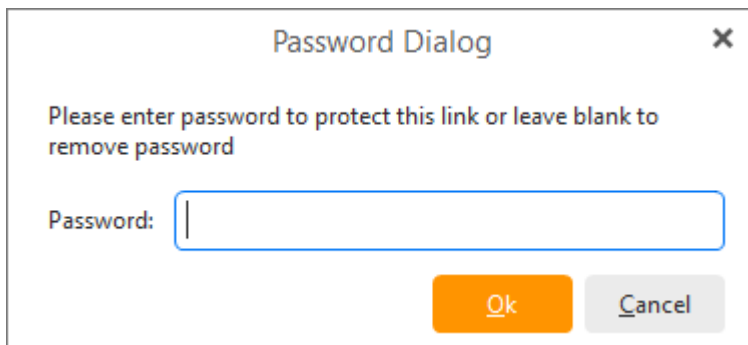
Send as a cloud storage link

This will send the attachment as a link via your selected cloud service, instead of a locally attached file. Unchecking this option will revert the attachment back to being locally attached.

Set password

Available for *Dropbox*, *Nextcloud*, *OneDrive*, *OwnCloud*.

This will enable you to set a password to protect the linked attachment. This ensures that no one except the intended recipient who knows the password can open the attachment link. There's no way to recover this password if you forget it, but you can just send the same file again with a new password (or without one).



A dialog box titled "Password Dialog" with a close button (X) in the top right corner. The text inside reads: "Please enter password to protect this link or leave blank to remove password". Below this text is a text input field labeled "Password:". At the bottom of the dialog are two buttons: "Ok" (orange) and "Cancel" (grey).

Set expiration date

Available for *Dropbox*, *Nextcloud*, *OneDrive*, *OwnCloud*.

This option allows you to set an expiration date for the attachment link. After this date and time has passed, the recipient will no longer be able to access the file from the link in your email.

Allow editing

Toggle between read only and editable mode for documents of supported editable file types (for .rtf, .doc, .docx, .xls, .xlsx, .ppt, and .pptx files)

The remaining options are always available for all attachments, regardless of whether they are locally attached or attached with a cloud service

Save As

It allows you to save the file on your computer.

Copy

This copies the attached file so you can paste it.

Remove

Removes the attachment

Select All

Selects all the attachments instead of just a single one.

Save All Attachments

It allows you to save all the attached files on your computer.

Open All Attachments

It opens all the attached files

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Rules

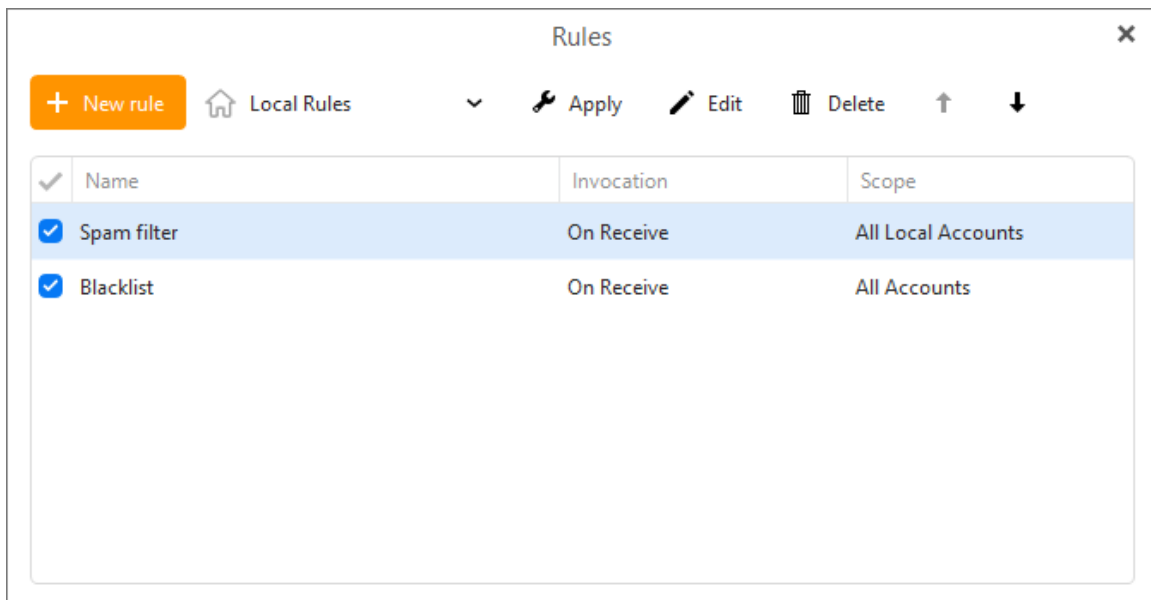
In this day and age, email has overtaken the copy machine, the notice board, and memo slips to become the main mode of communication in the corporate environment. With various departments passing on orders, counter requests, and memos, the daily email traffic in a large company can easily run into the hundreds. Or if you are a person like me, that has interactions with my Facebook friends, bosses, colleagues and parents all converging in my Inbox, then you would need something to help compartmentalize your emails. You would need Rule based filtering.

Rules are special logical statements that can be used as guidelines for the application to separate your incoming emails into different groups. For instance you can make a rule like "All emails from your friend Bob go to a special folder called 'Bob's emails'" or "All emails from the accounting department with the Keyword 'weekly report' in the subject to go to the folder 'weekly accounting report.'" All you have to do is to make those two rules and apply them, and all the emails from Bob and all weekly accounting reports will be taken out of your Inbox and put into their respective folders.

You can create and manage your rules by selecting **Menu -> Rules...**

You can make a [new rule](#), modify or remove the existing ones. You can also change the priority of rules and [apply rules...](#)

In the window you can see a list of your rules, their names, when they are to be invoked and on which accounts.



There are two types of Rules in eM Client: Local and Server side rules.

Local rules

Local rules are only applied when eM Client is running, and the changes are only synced to the server once eM Client is connected to the internet. Therefore, if you set up a local rule "After a message has been received from bob@example.com, move to folder "Bob's emails" then this rule will only be applied once you check your email in eM Client. It will not be applied if the eM Client

application is closed and you check your email via webmail instead. Local rules are usually applied directly after an email has been received/sent, but you can apply Local rules to old emails at any time in eM Client by clicking the **Apply** button within the rules window, or by right-clicking an email folder and selecting "[Apply rule](#)".

There are two pre-made Local rules in eM Client:

Spam filter - This is a default SPAM filtering rule that takes suspicious messages and moves them to a Junk folder. This rule cannot be altered.

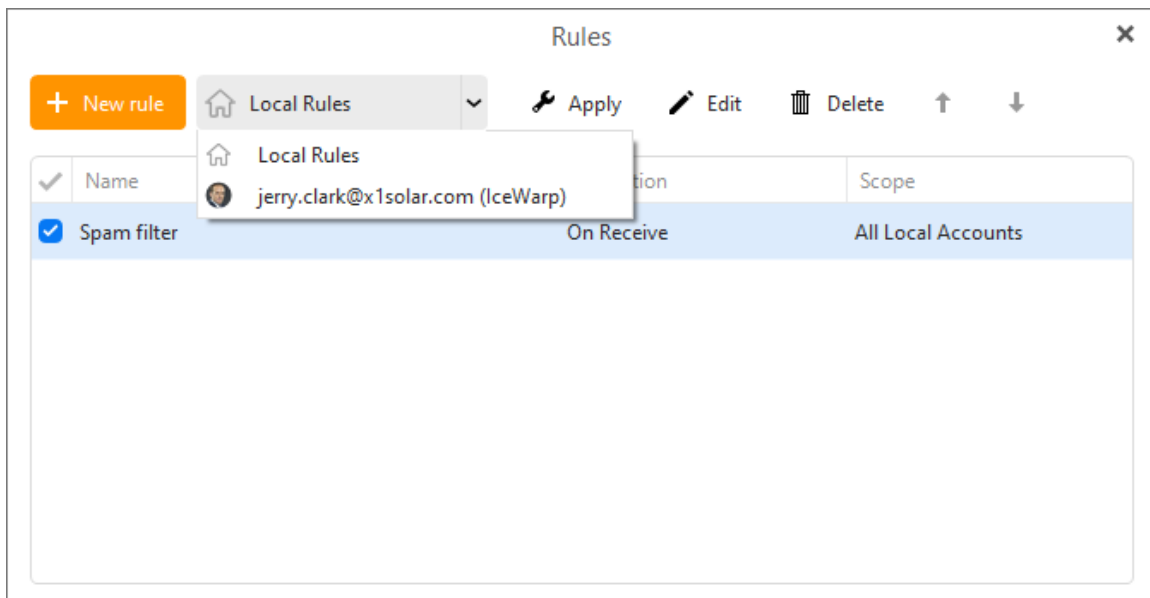
Blacklist - This rule is created the first time you use the 'Move to Junk and blacklist email /domain' feature and you can add more addresses and domains into it (or remove them).

Server side rules

Currently available for Exchange/Office 365 and IceWarp mail servers

Server side rules are applied directly on the mail server. This means that the server rules you create in eM Client will show up and be applied in other places where you check the email, such as webmail or your phone. The available rule creation templates are fewer for server side rules (such as not being able to set a rule for when an email is sent) because of the limitations of the providers' APIs. Additionally, there are some rule conditions available from servers that aren't supported yet by eM Client's UI. This doesn't mean that the rule won't be applied, it just means that you won't be able to edit the conditions of that rule within eM Client. Finally, it's important to know that server side rules are only applied on incoming messages. It's not possible to apply a server side rule on old messages within eM Client. Running server rules on old messages must be done within your webmail.

You can switch between your lists of Local and Server side rules (if available) by clicking on the drop-down menu next to the **+ New rule** button. If this drop-down menu isn't available, that means that you haven't added a mail account which supports server side rules in eM Client.



Edit or remove rules

You can edit rules by selecting the rule and clicking the **Edit** button. The edit window is the same as the rule creation window you see when you create [new rules](#) - you can define conditions, actions and exceptions.

Removing the rules is quite easy - just select the rule from the list and click **Remove rule**.

Change priority of rules

Just select the rule in the list and click **Move up** or **Move down**.

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Rules

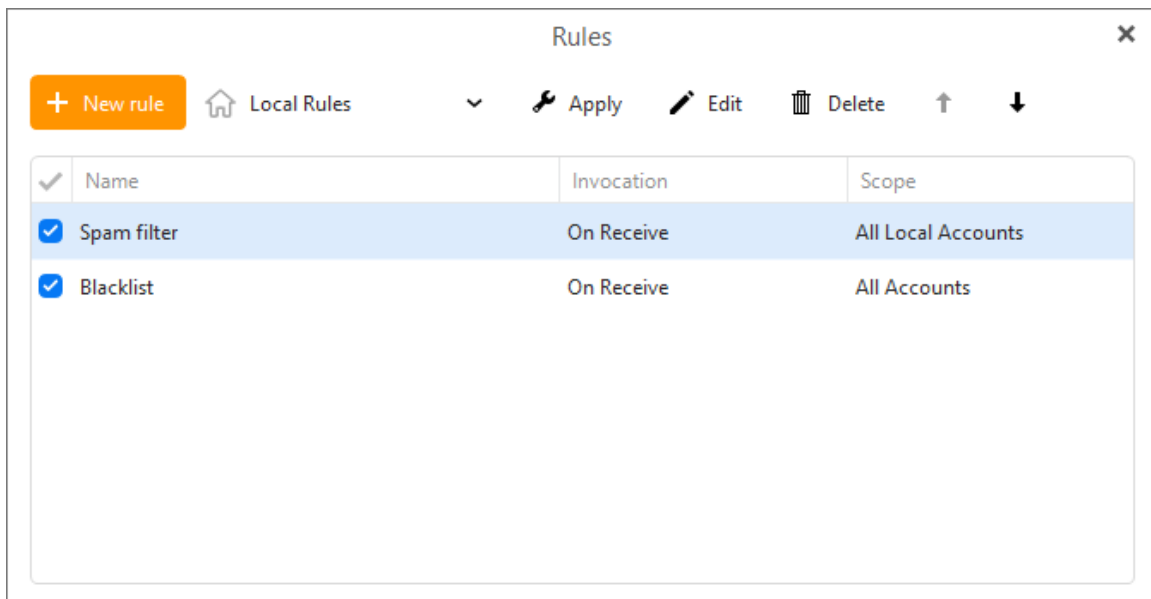
In this day and age, email has overtaken the copy machine, the notice board, and memo slips to become the main mode of communication in the corporate environment. With various departments passing on orders, counter requests, and memos, the daily email traffic in a large company can easily run into the hundreds. Or if you are a person like me, that has interactions with my Facebook friends, bosses, colleagues and parents all converging in my Inbox, then you would need something to help compartmentalize your emails. You would need Rule based filtering.

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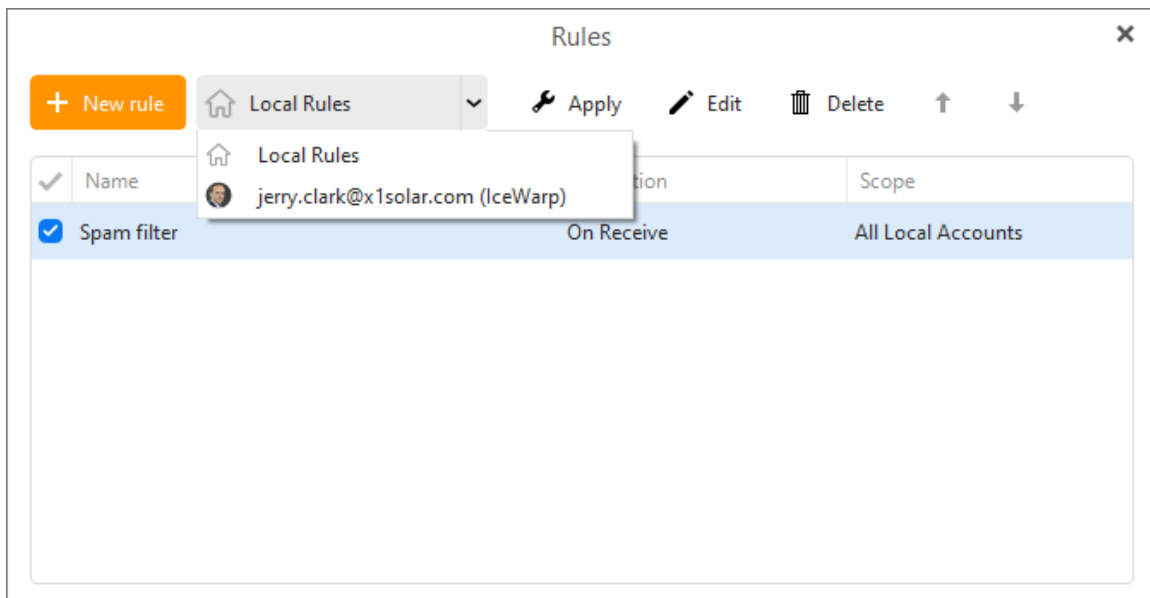
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New rule

A rule is made up of four parts: invocation condition, condition, action and exception.

Invocation Condition: whether the rule is to be invoked when mail is received or when a mail is sent. Click on the underlined word **received** to change the condition of invocation.

Condition: logical conditions which when met will trigger the rule.

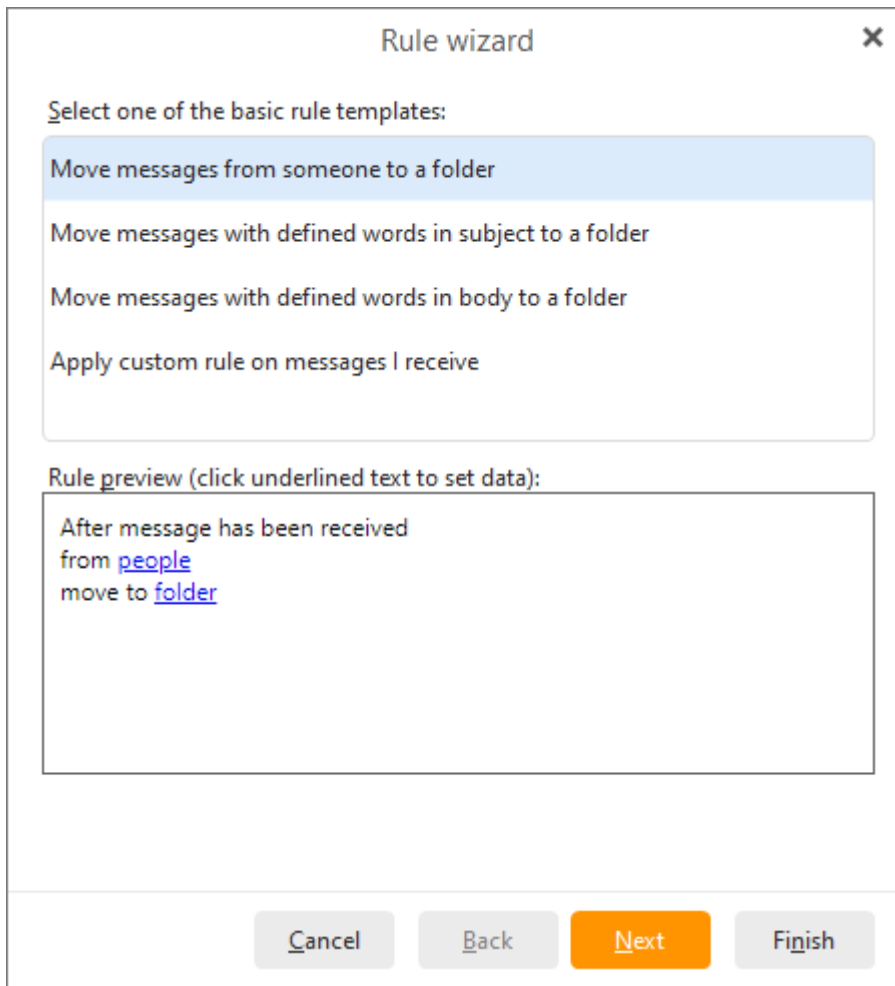
Action: action to be taken on the messages fitting the rule.

Exception: conditions that act as exceptions to the rule.

Basic rules

There are seven basic types of rules that you can modify to suit your needs. Some rule templates are only available for Local rules:

1. Move message from someone to a folder



The screenshot shows a 'Rule wizard' dialog box with a close button (X) in the top right corner. The main area is titled 'Select one of the basic rule templates:' and contains a list of four options. The first option, 'Move messages from someone to a folder', is highlighted with a blue background. Below the list is a 'Rule preview (click underlined text to set data):' section. The preview text reads: 'After message has been received from people move to folder'. At the bottom of the dialog are four buttons: 'Cancel', 'Back', 'Next' (highlighted in orange), and 'Finish'.

With keywords: received, people, folder. Click on each keyword to define when (**received**) a rule is applied, from whom (**people**) the email comes, and to which **folder** you wish the emails to be moved to.

2. Move message with defined words in subject to a folder

With keywords: received, words, folder. Click on each keyword to define when (**received**) a rule is applied, containing which **words** in subject, and to which **folder** you wish the emails to be moved to.

3. Move message with defined words in body to a folder

With keywords: received, words, folder. Click on each keyword to define when (**received**) a rule is applied, containing which **words** in message body, and to which **folder** you wish the emails to be moved to.

4. Move spam messages to Spam folder (Local rule only)

With keywords: received, X-Spam-Status: Yes, X-Spam: yes, Junk E-mail

5. Set tag for message from somebody (Not available for IceWarp)

With keywords: received, from, tag. Click on each keyword to define when (**received**) a rule is applied, from which senders (**from** people) and which **tag** is to be assigned to all such messages.

6. Apply custom rule on message I receive

Using this template you can customize a rule that will apply to received messages. Check the conditions and exceptions you would like to include in your rule and then specify the values by clicking on the underlined blue text.

7. Apply custom rule on message I send (Local rule only)

Using this template you can customize a rule that will apply to sent messages. Check the conditions and exceptions you would like to include in your rule and then specify the values by clicking on the underlined blue text.

Additional Conditions

Click **next** to proceed to the rule customization window. Here you can add additional conditions to your rule. Rules are made up of **keywords** and you can combine these keywords to form arbitrarily complex rules by checking the conditions you need from the list, and clicking on the underlined words in **Rule preview** to specify the parameters.

Rule wizard ✕

Select conditions for the rule:

- with words found in subject
- from people
- processed with account
- sent only to me
- my name is in the To field

Rule preview (click underlined text to set data):

After message has been [received](#)
with [words](#) found in subject
and from [people](#)
and sent only to me
and my name is in the To field
move to [folder](#)

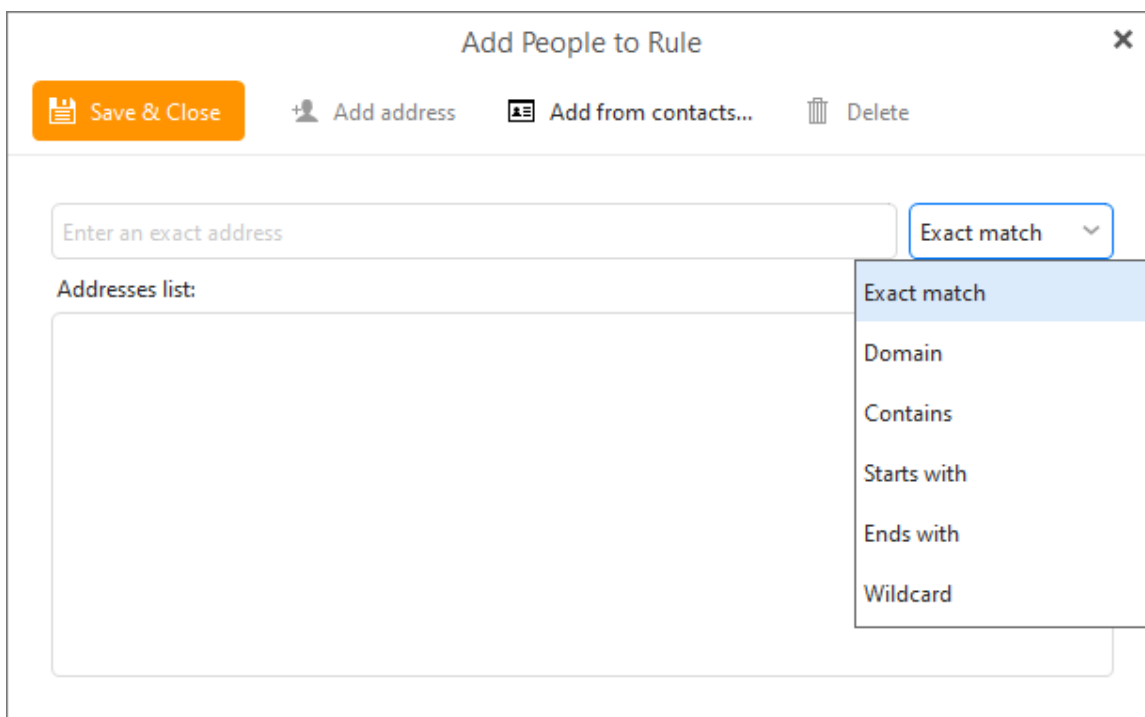
Cancel Back Next Finish

Available rule components include:

- **with words found in subject**
- **from people**
- **processed with account**
- **sent only to me**
- **my name is in the To field**
- **my name is in the Cc field**
- **my name is in the To or Cc field**
- **my name is not in the To field**
- **sent to people**
- **with words found in body**
- **with words found in body or subject**
- **with words found in header**
- **with size in specified limits**
- **has attachment**

When using the **from people** condition you can set the full email address, just the domain or any smaller part of it using these options:

- **Exact match**
- **Domain**
- **Contains**
- **Starts with**
- **Ends with**
- **Wildcard**



The screenshot shows a dialog box titled "Add People to Rule" with a close button (X) in the top right corner. The dialog contains several action buttons: "Save & Close" (orange), "Add address" (with a person icon), "Add from contacts..." (with a list icon), and "Delete" (with a trash icon). Below these buttons is a text input field with the placeholder "Enter an exact address" and a dropdown menu currently set to "Exact match". Underneath the input field is an "Addresses list" section with an empty rectangular area. A dropdown menu is open from the "Exact match" dropdown, listing the following options: "Exact match", "Domain", "Contains", "Starts with", "Ends with", and "Wildcard".

Actions

Click **Next** to define the **actions** to be taken for this rule:

Rule wizard ✕

Select actions for the rule:

- move to folder
- copy to folder
- delete mail
- permanently delete mail
- forward to people

Rule preview (click underlined text to set data):

After message has been received
with words found in subject
and from people
and sent only to me
and my name is in the To field
move to folder

Cancel Back Next Finish

- **move to folder**
- **move copy to folder**
- **delete mail**
- **permanently delete mail**
- **forward to people**
- **mark message as read**
- **stop processing other rules**
- **set tags**
- **skip notification**

Exceptions

Click on the button **Next** to define **exceptions** for the rule:

Rule wizard ✕

Select exceptions for the rule:

except with words found in subject
 except from people
 except when sent only to me
 except when my name is in the To field
 except when my name is in the Cc field

Rule preview (click underlined text to set data):

After message has been received
 with words found in subject
 and from people
 and sent only to me
 and my name is in the To field
 and my name is in the Cc field
 and my name is not in the To field
 move to folder

Cancel Back Next Finish

- **except with words found in subject**
- **except from people**
- **except when sent only to me**
- **except when my name is in the To field**
- **except when my name is in the Cc field**
- **except when my name is in the To or Cc field**
- **except my name is not in the To field**
- **except when sent to people**
- **except with words found in body**
- **except with words found in body or subject**
- **except with words found in header**
- **except with size in specified limits**
- **except when the message has attachment**

Finally, click **Next** to give the rule a **name** and select whether you wish to enable the rule right away. Click **Finish** and save your new rule.


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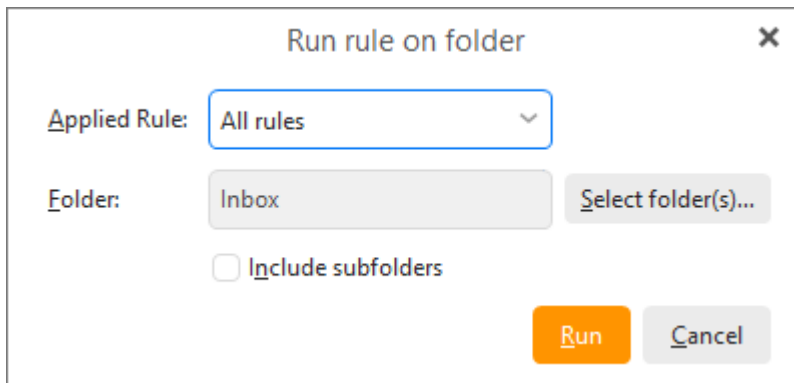
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Apply rule

Only Local rules can be applied.

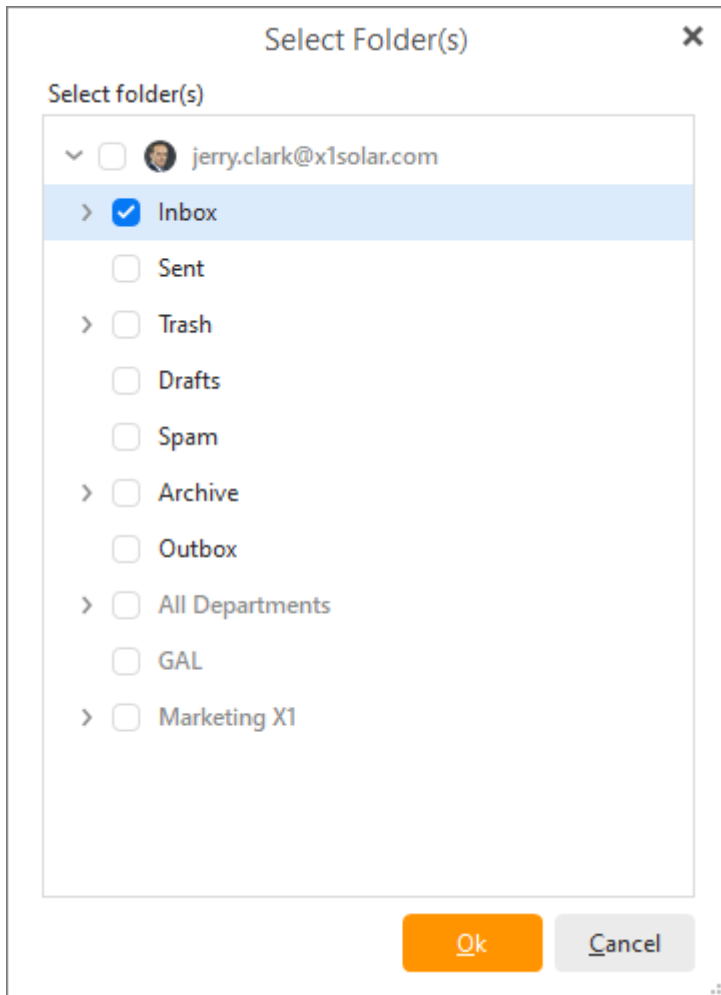
When you select **Apply**  **Apply** button in the **Rules** explorer window, you will be prompted to specify the rule and the folder on which to apply the rule:



The dialog box titled "Run rule on folder" contains the following elements:

- Applied Rule:** A dropdown menu with "All rules" selected.
- Folder:** A text input field containing "Inbox" and a "Select folder(s)..." button to its right.
- Include subfolders**
- Run** (orange button) and **Cancel** (grey button) buttons at the bottom right.

Select folder(s) by clicking on Select folder(s):



Click on **Run** to execute the rule on the selected folders.

You can also apply rule by right-clicking on particular folder and selecting **Apply Rule...** from the context menu.

Just as you can see in the picture.

Mail

✓ ☆ Favorites

📧 All Inboxes 1736

▶ Outbox

🗑️ Junk E-mail

🕒 Unread

🚩 Flagged

🔍 Search

✓ 🏷️ Tags

🔴 Home

Show in new Window...

Empty Junk Folder

Mark All Messages as Read

Apply Rule...

Collapse All

Display >

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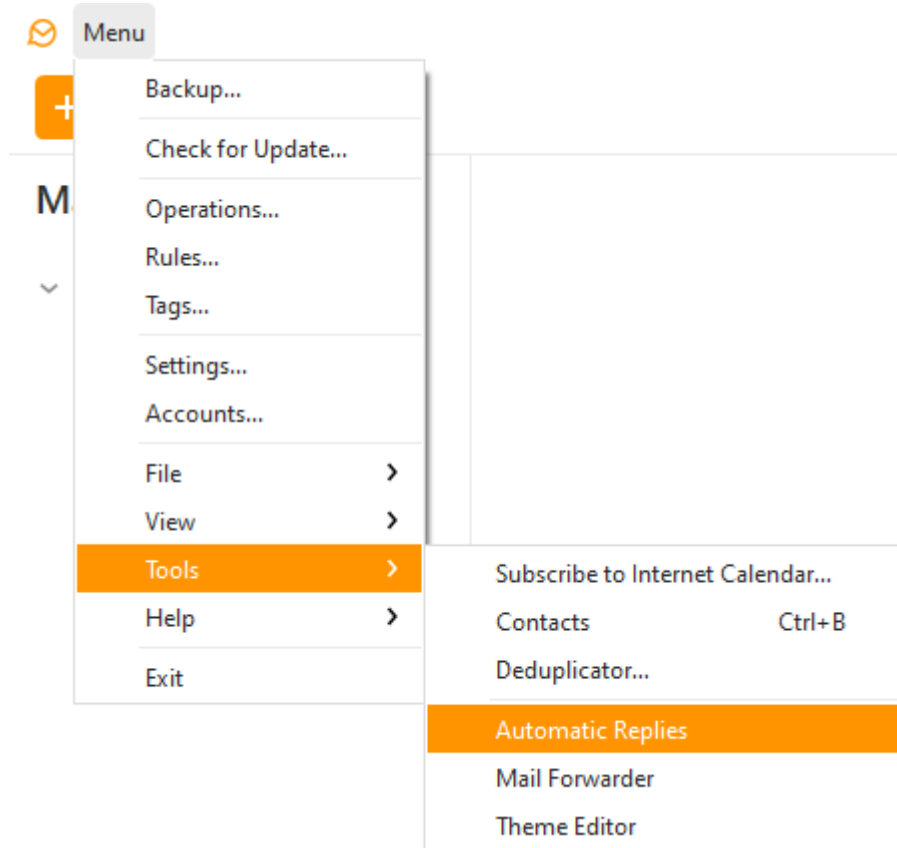
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Automatic Replies


Automatic replies, also called *Vacation responder* or *Out of office* messages is a feature which enables you to set a message which will be automatically sent as a reply to any received email within a set timeframe.

This feature can be accessed in **Menu>Tools>Automatic replies**.



You can then select an account in the **Account:** drop down menu.

Automatic Replies ✕

Account:  jerry.clark@x1solar.com ▼

Send automatic replies: Respond once ▼

Only respond to messages sent directly to me

Use specific date

First day: 11/20/2020 ▼

Last day: 11/29/2020 ▼

Subject: Automatic Reply

Message:

Thank you for your message, I am currently not available and will reply to you upon my return on Monday, 30th November.

OK Cancel

Enabled: check this option to enable the automatic replies and uncheck when you want to turn the feature off

First day: Set a first day when the replies start being sent

Last day: Set a last day on which the messages are to be sent

Target:

All

Only to my contacts

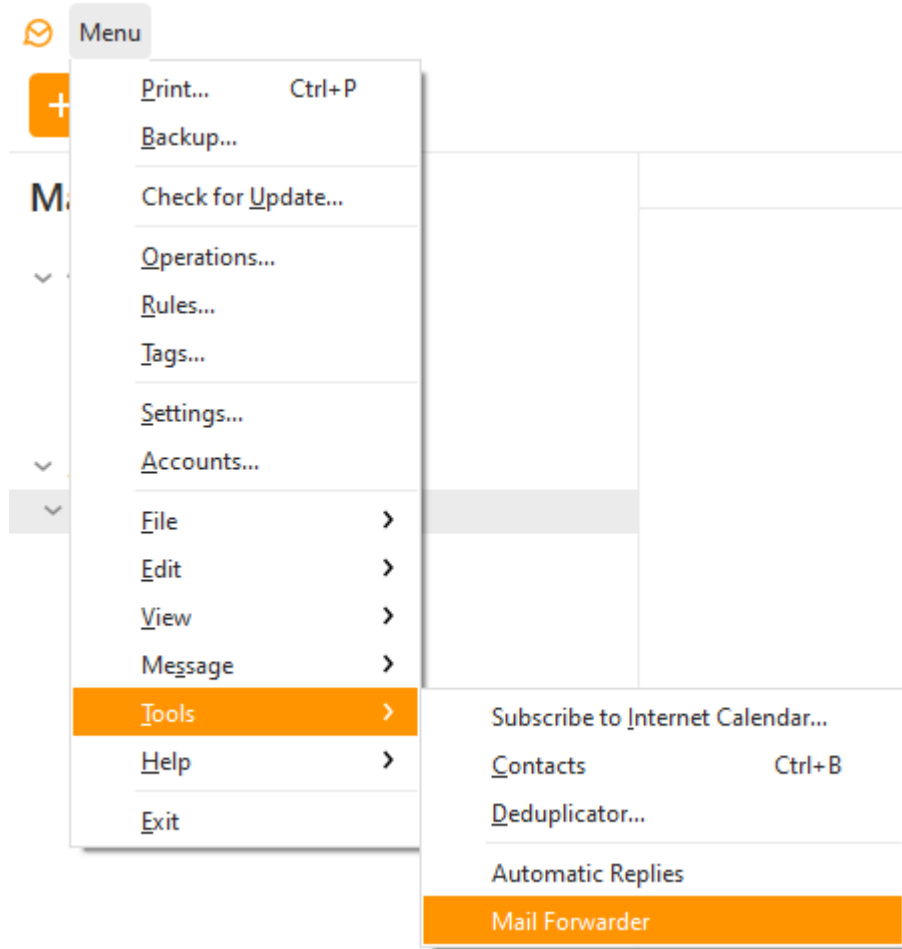
Subject: You can set a custom Subject line to your Automatic reply

Message: Content of the Automatic reply, usually to explain reason of your unavailability. We also suggest including a day of your return, so the recipients know not to contact you again before you're back.

This feature is currently available only for users with **Gmail** accounts, **IceWarp** accounts and accounts which use **Exchange Web Services** protocol.

Mail Forwarder

This feature can be accessed in **Menu>Tools>Mail Forwarder** and is currently only available for **IceWarp** accounts.



You can then select an account in the **Account:** drop down menu.

A dialog box titled 'Mail Forwarder' with a close button (X) in the top right corner. It contains the following elements: 'Account:' followed by a dropdown menu showing 'testing@emclient.com' with a small arrow; 'Forward all email to:' followed by an empty text input field; a checkbox labeled 'Do not forward spam' which is currently unchecked; and two buttons at the bottom: 'OK' (highlighted in orange) and 'Cancel'.

Forwards all email to: The email address your messages should be forwarded to

Do not forward spam: Check this option so that messages marked as spam on the server are not forwarded

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Watch for Reply

This feature is available only to the Pro license users.

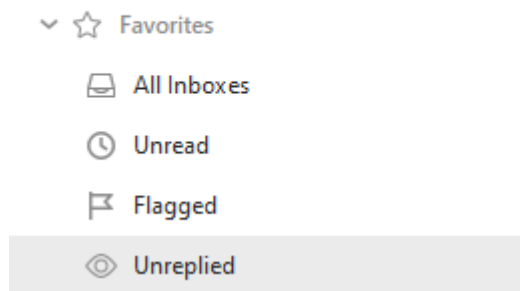
The **Watch for reply** feature is a new button available in the toolbar of the New message window. If you expect a reply for an important email you can set up a special reminder in eM Client thanks to this option.

You can either get a reminder for when such a reply is received to draw your attention to it, or you can get reminded after a specific time frame that your message was not replied to, so you can reach out to the recipient again.

After you enable **Watch for Reply**, a copy of the message will be saved in a special Favorite folder called **Unreplied**, so you can check which replies you're waiting for at any time.

You can also disable the reminder from this folder, should the recipient reach out to you via other means and the reminder is no longer needed.

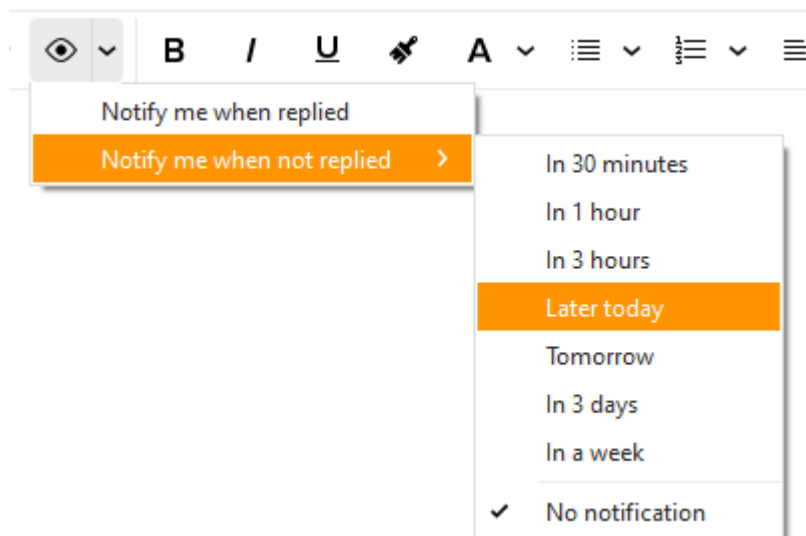
Mail



How to enable Watch for Reply

While composing a message

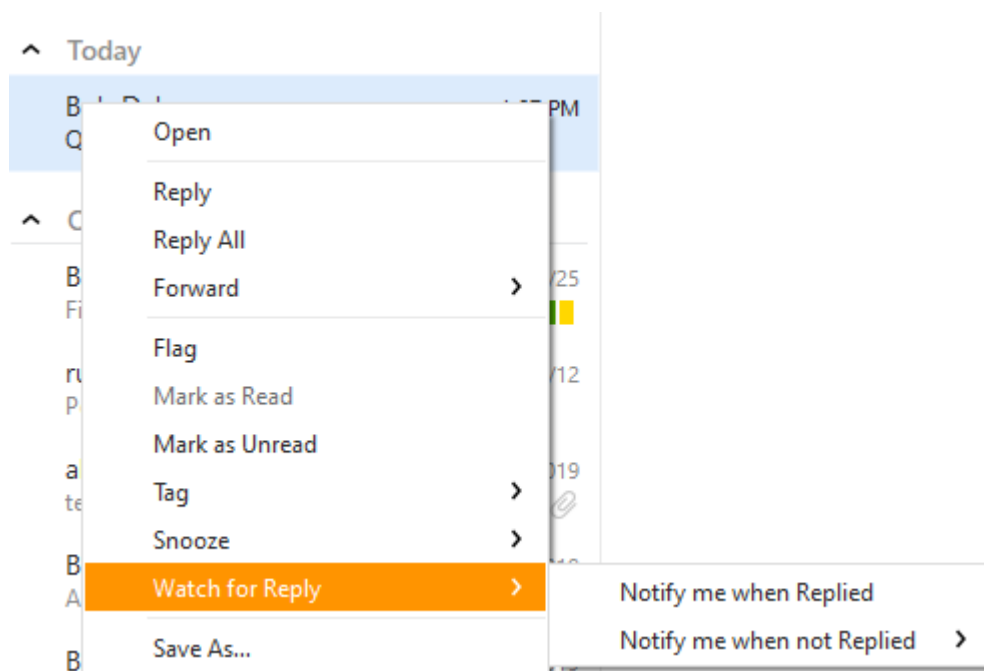
Click on the eye icon and select if you want to be notified when the recipient has replied, or hasn't replied within a certain amount of time.



After sending a message

Go to your Sent folder and right click on an email you've sent. Select Watch for Reply select if you want to be notified when the recipient has replied, or hasn't replied within a certain amount of time.

Please note that the Watch for Reply option will not be available if you've already received a reply to the email.



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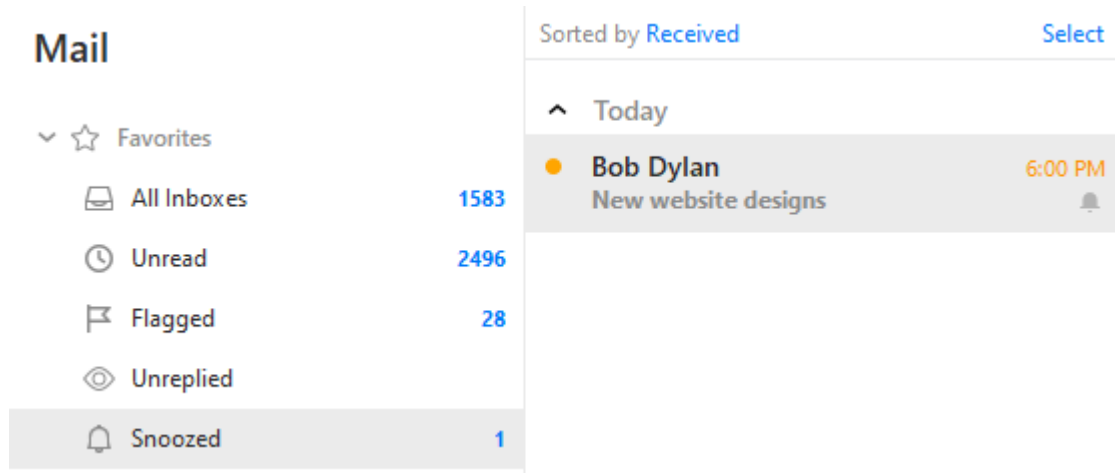
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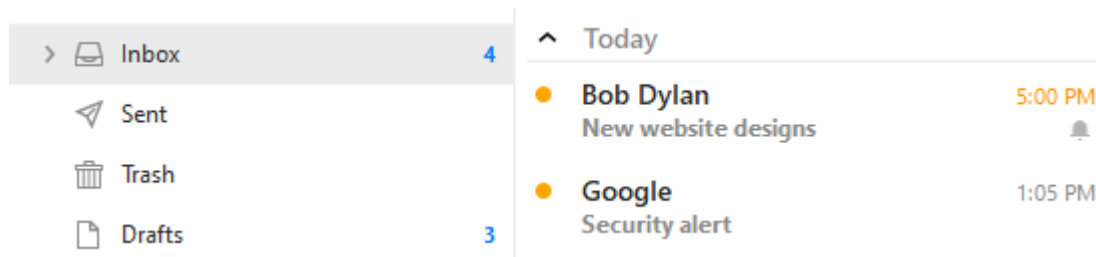
Snooze

This feature is available only to the Pro license users.

The **Snooze** feature is a powerful productivity tool that allows you to temporarily remove emails from your Inbox when you don't have time to respond to them. When an email has been snoozed within eM Client, a copy of the message will be saved in a special Favorite folder called Snoozed, so you can check which emails you've postponed replying to at any time and see until when the message is scheduled to be snoozed. You can also disable the reminder from this folder, if you find time to reply to the snoozed email sooner than expected and the reminder is no longer needed.

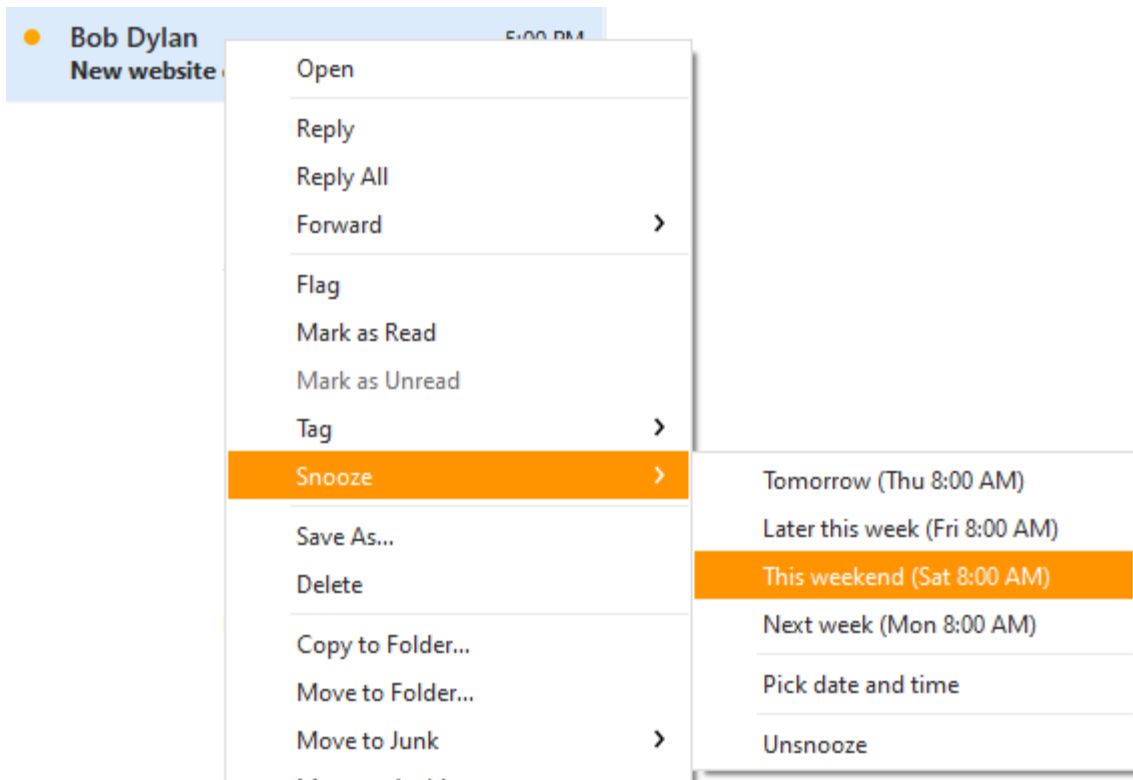


Once the Snooze timer is finished, the message will reappear back in your Inbox like a normal incoming email, except it will have some indication that you snoozed it, such as a bell icon or a different color for the time. You can then choose to leave it in the Inbox and finally reply to it, or snooze it again.



How to Snooze and email

Right-click the message and pick the option for Snooze and then select until when the message should be snoozed for.



Or click the **Snooze** option from the Main Toolbar at the top of the page. Unless you pick a specific time, the default snooze will be until tomorrow at 9:00 am



How to unsnooze an email

Go to the Snoozed folder under Favorites, right-click the message and pick the option for **Snooze > Unsnooze**

Or click the **Unsnooze** option from the Main Toolbar at the top of the page.

^ Today

● Bob Dylan
New website

- Open
- Reply
- Reply All
- Forward >
- Flag
- Mark as Read
- Mark as Unread
- Tag >
- Snooze >**
- Save As...
- Delete
- Copy to Folder...
- Move to Folder...
- Move to Junk >
- Move to Archive
- Print...
- Create Meeting from Message
- Create Task from Message
- Download Selected
- Export list >
- View Mail Header
- View Mail Source

- Later today (Wed 6:00 PM)
- Tomorrow (Thu 8:00 AM)
- Later this week (Fri 8:00 AM)
- This weekend (Sat 8:00 AM)
- Next week (Mon 8:00 AM)
- Pick date and time
- Unsnnooze**

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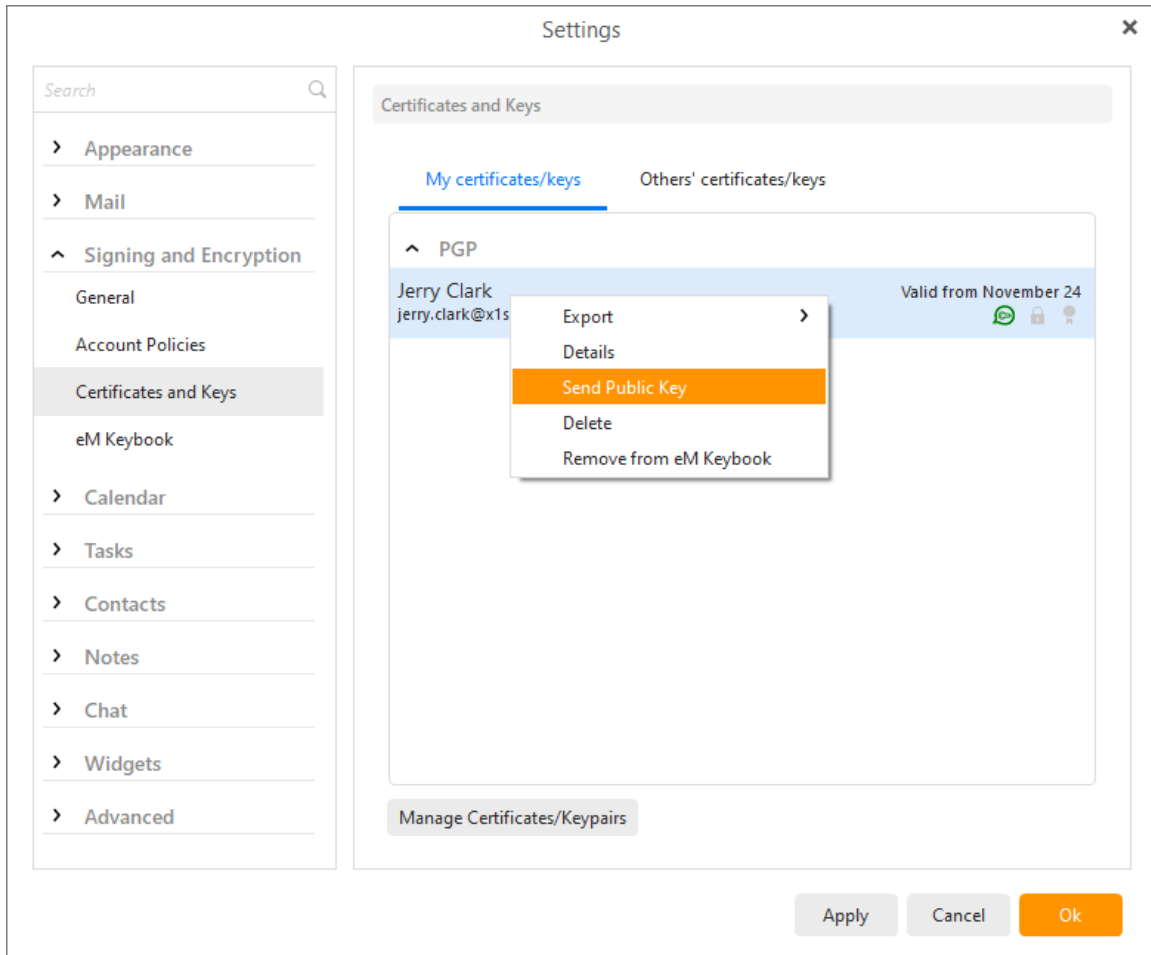
PGP

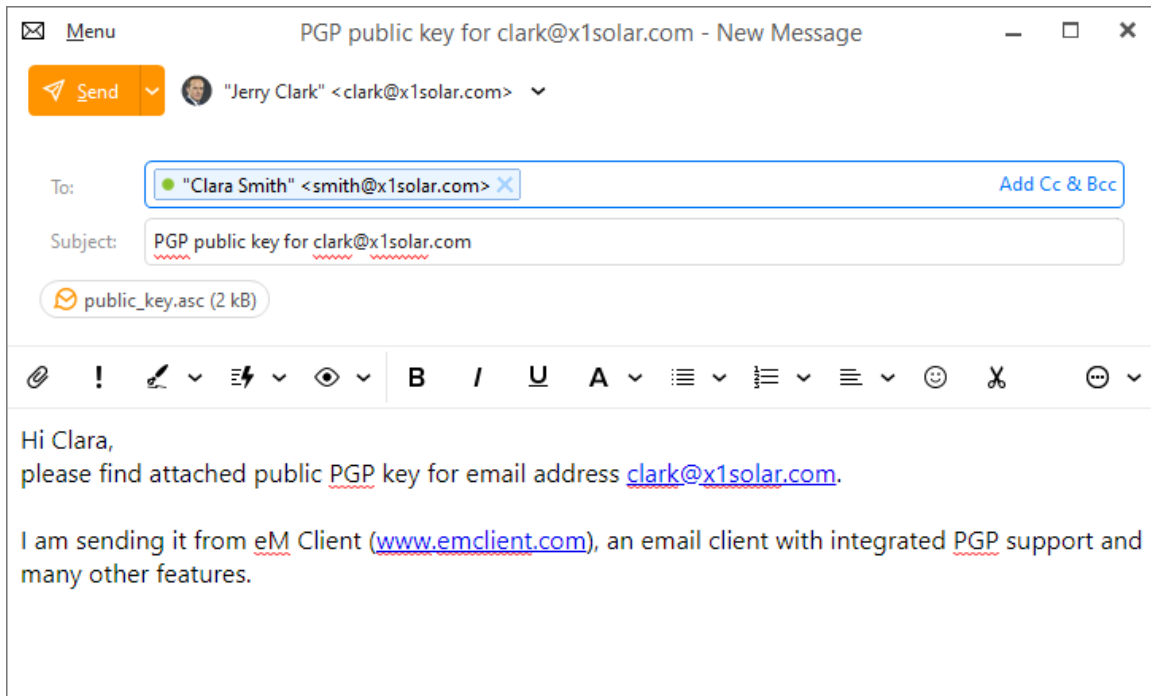
Pretty Good Privacy or PGP is a public key encryption program that has become the most popular standard for email encryption - it follows the OpenPGP standard (RFC 4880) for encrypting and decrypting data.

Pretty Good Privacy uses a variation of the public key system- each user has an encryption key that is publicly known and a private key that is known only to that user. To send encrypted messages you need the public key of your recipient. To decrypt a message sent to you, you will use your private key to decrypt it.

To explain how sending/receiving such encrypted message works, let's set an example with two users, Jerry and Clara:

- Jerry generates a PGP keypair for his email directly in eM Client and selects his passphrase
- Jerry sends the public part of his keypair to Clara





- Clara receives Jerry's email with his public key and is asked if she wants to import Jerry's key to eM Client

PGP public key for clark@x1solar.com



From Jerry Clark
to Clara Smith

Wed 11/29/2017 5:43 PM



This email contains a PGP key for clark@x1solar.com. [Import the key.](#)

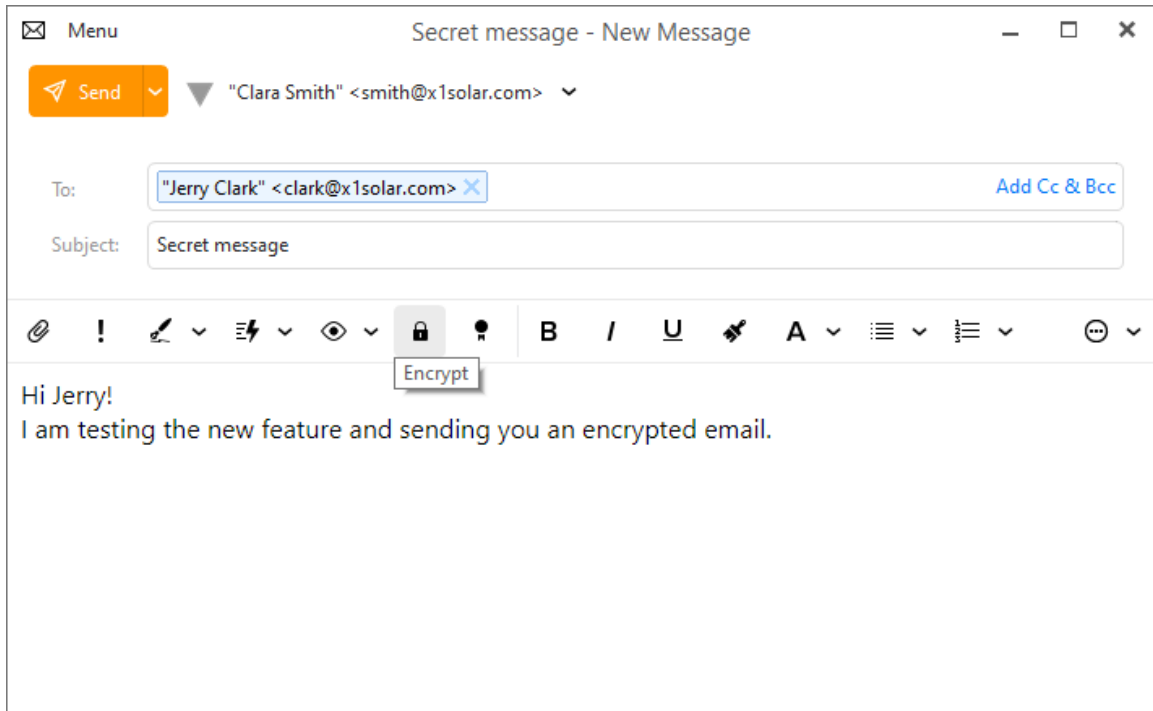
public_key.asc (2 kB)

Hi Clara,
please find attached public PGP key for email address clark@x1solar.com.

I am sending it from eM Client (www.emclient.com), an email client with integrated PGP support and many other features.

Clara import the key and from now on, she can send Jerry encrypted emails.

- She composes a new email.
- Adds Jerry to recipients.
- Clicks on the encrypt icon in toolbar, which is available because she has her own keypair setup.
- And sends the message




- The message is sent through the internet completely encrypted, and only Jerry is able to read it
- Jerry receives the encrypted email, types the right password and is able to read the message

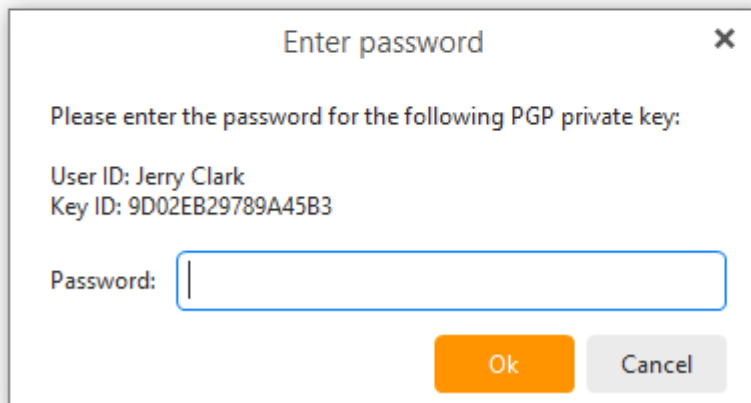
Secret message



From Clara Smith
to Jerry Clark

3:28:26 PM

 [Password is required](#) to decrypt the PGP message.




Secret message



From Clara Smith
to Jerry Clark

3:28:26 PM



 This message is encrypted.

 smith@x1solar.com.asc (992 B)

Hi Jerry!

I am testing the new feature and sending you an encrypted email.

Find more instructions on creating keys and managing them in the [Certificates and Keys](#).

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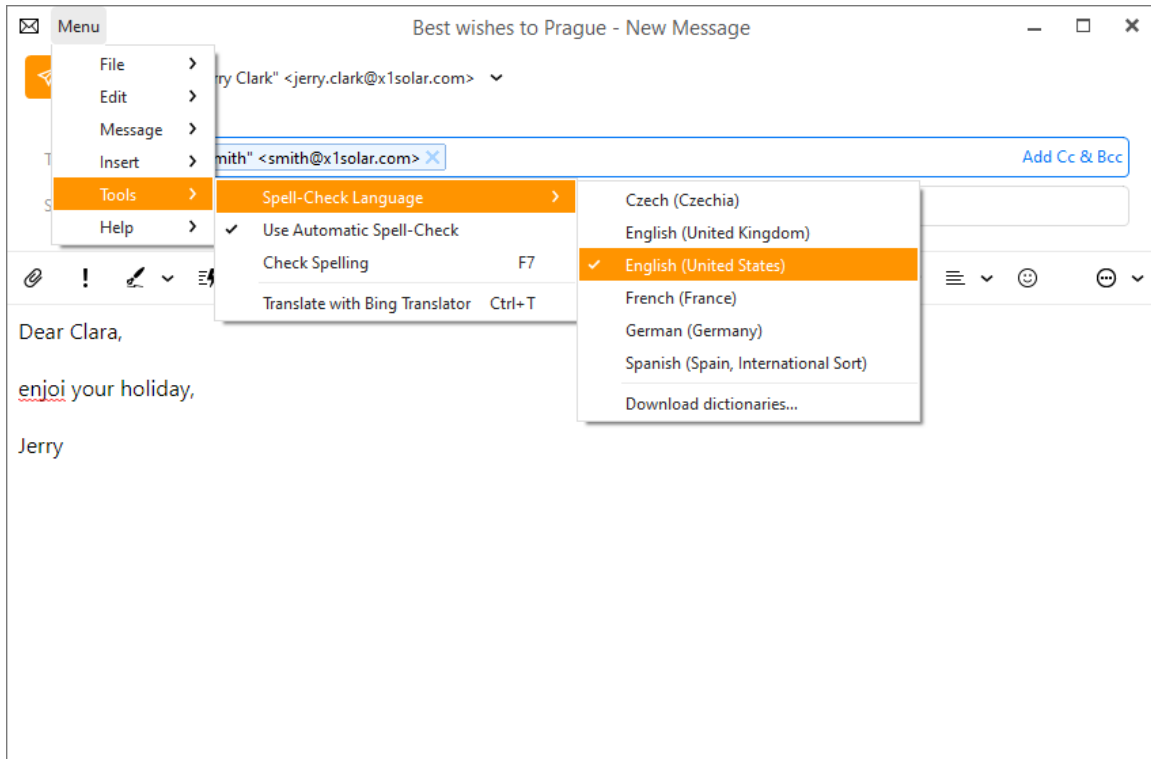
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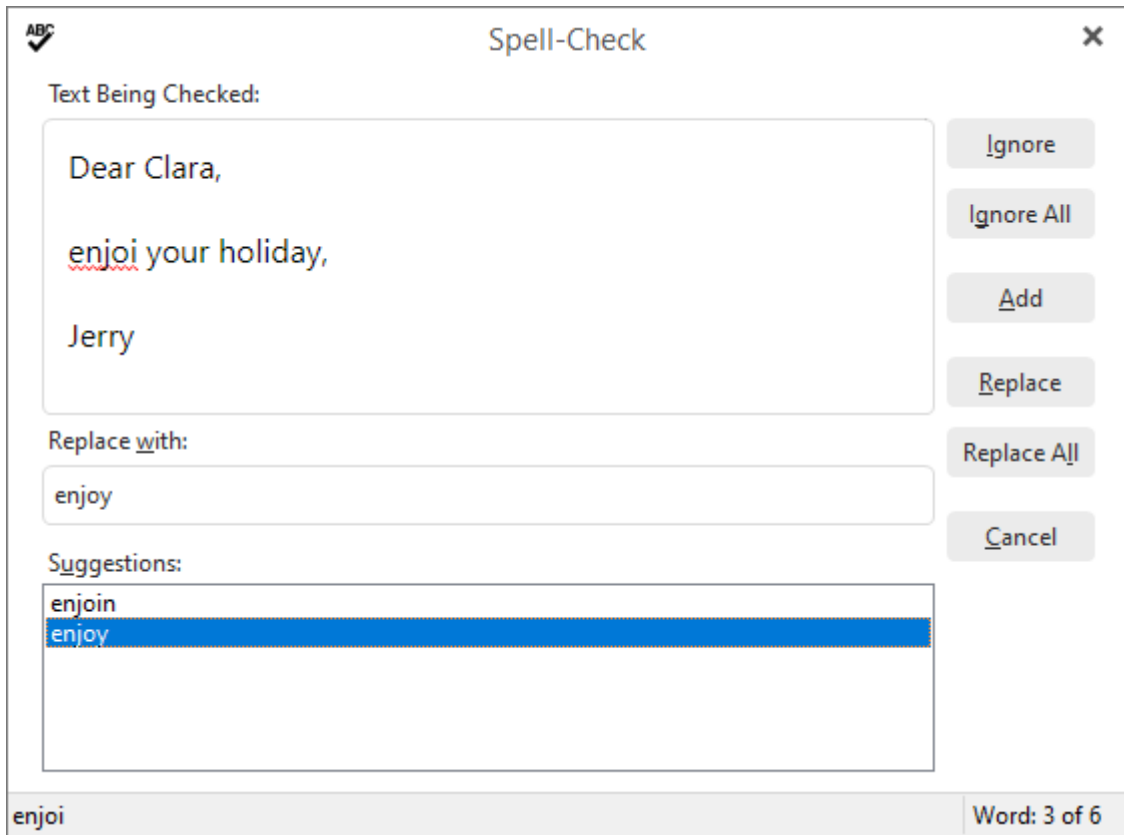
Spell-checker and Translator

This product comes with a build-in spell checker that will enable you to make sure that there are no typos or mistakes in your emails. The spell-checker is turned off by default and it can be turned on in **Menu -> Tools ->Settings -> Spell Checker** (see [here](#)).

You can also access spell-checker settings in the message composition window - in **Tools**.

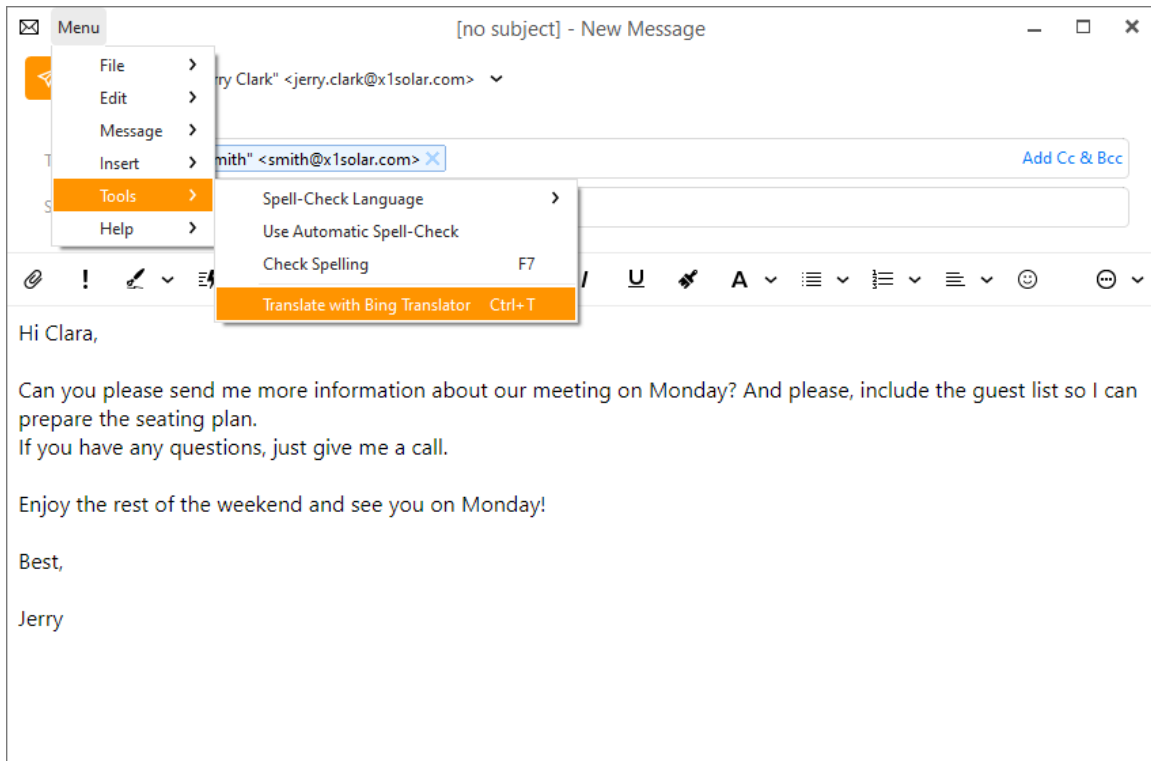


You can either choose to use automatic spell check (the system language will be used), or select the language manually from the list. The spell-checker works pretty much in the same way that you are used to (from MS Word etc.). It will underline the words that do not match its dictionary. By right-clicking the underlined word, you access a list of suggestions and you can also choose to add the word into the dictionary to avoid its being underlined again and again. To save time you can click on Check Spelling in Tools, the following window will pop up:

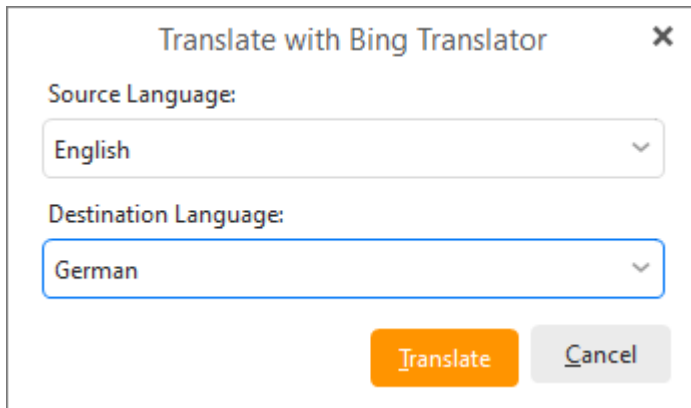


Translator

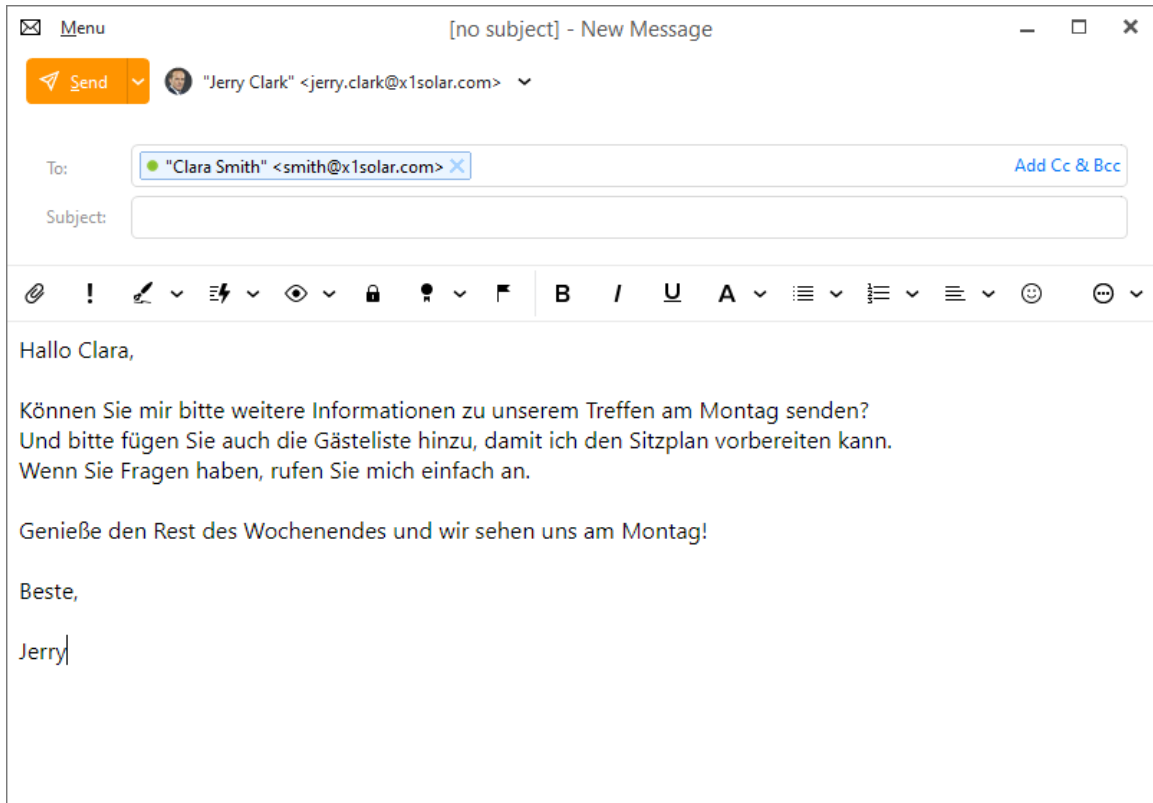
This product allows you to translate your messages from and to a number of languages by using Bing Translator. This function is accessible from the Tools menu in the message window.



If you click on Translate with Bing Translator, following window will appear:



First you need to specify the source language (by default, the auto-detect function is turned on). Then specify the target language by selecting destination language and then click **Translate** - and the process of translation will execute automatically as you can see on illustrative example bellow.



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What is Archiving?

Email archiving is the process of removing emails from your Inbox to be stored in a separate, yet easily accessible location.

There are two types of Archiving within eM Client. The first type is **server-side (manual) Archiving** which moves your messages to a newly created Archive folder within your email account or in a Gmail account, the messages are stripped of their labels and moved to the *All Mail* folder. The messages are still saved to your account, but they no longer appear in your Inbox.

This type of archiving is for IMAP and Exchange (EWS) accounts.

The second type of archiving is **Automatic (local) Archiving**. For this type of archiving, older messages are automatically periodically removed from your email accounts, and placed into a Local Folder within eM Client. This means that the archived messages will no longer sync with your account and will only be locally available within eM Client.

This type of archiving is good for people with a small amount of storage available in their email server.

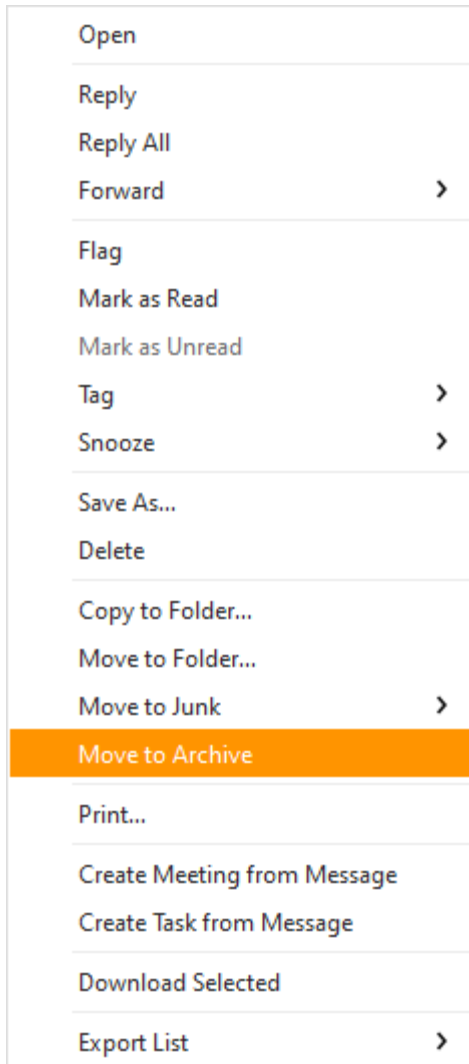
Server-side Archiving

Simply click on the **Archive** button in the toolbar
select **Move to Archive**.



Archive

, or right click the message and



The messages will be moved to an Archive Folder within your account. If you're using IMAP or EWS protocol, this archive folder will also be synced to your other devices where you check your email. The only exception to this rule are Gmail and Google Workspace accounts.

Gmail Archiving

We support the native Gmail Archive function. This is a specific function which removes the 'Inbox' label from a message in Inbox, leaving the message accessible in the 'All Mail' folder.

You can read about Gmail's native archiving and what it means on [Google support](#).

Local Automatic Archiving

eM Client contains an **Automatic Archiving** feature which allows you to download all messages older than a selected number of days from the server and keep them stored on your local drive.

You can find this option under **Menu > Settings > Mail > Automatic Archiving**. Make sure to set **Archiving scope** under **Account Preferences** before you enable or perform archiving. With the archiving scope, you set what folders and accounts the archiving will be performed on. You can then set how often the archiving will be made and how old the messages affected must be.

Automatic Archiving

Enable automatic archiving

Ask before archiving

Archive every days.

Archive messages older than days.

Perform Archiving

Account Preferences

Account Name	Archived Folders
jerry.clark@x1solar.com	None
	None
	Inbox
	Inbox and Subfolders
Description	All Mail Folders

The messages are moved to a locally stored **Archive** Folder.

- Archive
 - jerry@x1solar.com
 - Inbox

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About Contacts

The Contacts section is where you store your most valuable asset, your contacts.

Here you can store both contacts from your Email correspondence as well as those from your instant messaging networks. You can pair the two kinds of contacts to create a centralized contacts list for your quick access.

Find out more about [creating new contacts](#), [managing your contacts](#), and our [Contact Avatar downloading](#).

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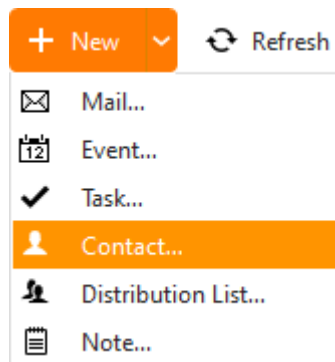
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New Contact

There are three ways to add a new contact. The first is to click on the top line (the line is separated by thick line, see screen shot bellow), fill in required fields and press enter. This is the fastest way how to add new contacts. (applicable also for tasks and events).

	 Full Name	File As	^	Tag	Mobile Ph...	Work Pho...	Home Ph...
123	Alice			None			
a							
b	Afee, Shahab	Afee, Shahab		None			
c	Casey Atwood	Atwood, Casey		None			
d	Jerry Clark	Clark, Jerry		None			

The the secondis to click on the arrow button **New** and select **Contact...**



And the third way is to right click on the Contacts panel, then select **New Contact**.

Contacts

123

ab

cd

ef

▼  jerry.clark@x1solar.com

Contacts

Personal

▼ All

[unclear]

> GA

> he

> Ma

> Re

▼  Local

Co

Show in new Window...

New Contact...

New Distribution List...

New Contact Folder...

Rename...

Copy Folder...

Move Folder...

Delete

Collapse All

Select Including Subfolders

Deselect Including Subfolders

✓ Show

Hide

Delegation

Properties...

New Contact window

General

Name: [Full Name...](#)

Tag:

Contact information

Email:

Mobile:

Webpage:

[+ Add Contact Information](#)

Work details

Company:

Job title:

Overview tab:

You can set full name of the contact by clicking on the button **Full Name...** This window will show:

Name details ✕

Prefix:

Given name:

Middle name:

Surname:

Suffix:

You can fill the boxes with information about your contact.

Company:

Enter the name of the company this contact works for.

Tag:

Assign particular tag to your contact.

Job title:

Enter the contact's job position E.g. Financial Consultant.

File as:

Enter a name you wish the contact to be shown in your contact list, doesn't necessarily have to be his or her full name. For example feel free to file your new contact under his nickname.

E-mail

You can enter up to three different email addresses for the contact by clicking on the **Add Email button** (the cross sign)

+ Add Contact Information

Email >	Email
Phone >	Work
Webpage >	Home
IM	

Display as:

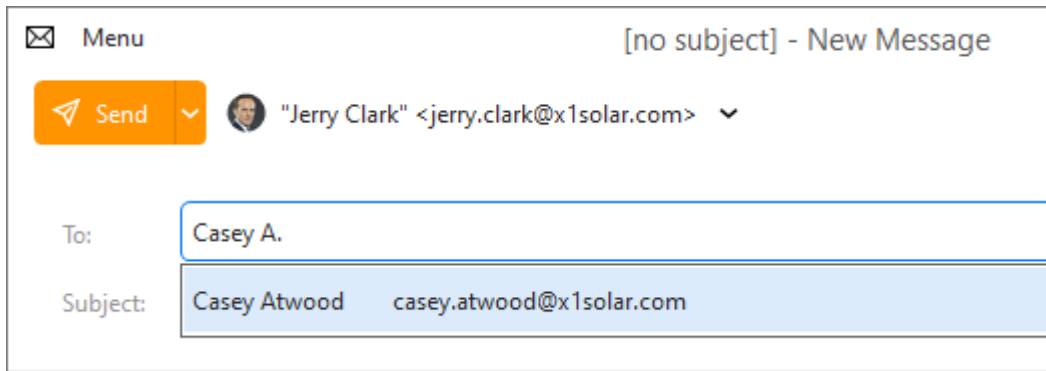
you can bring up **Display as** option by clicking on corresponding icon:



Email:

Display as:

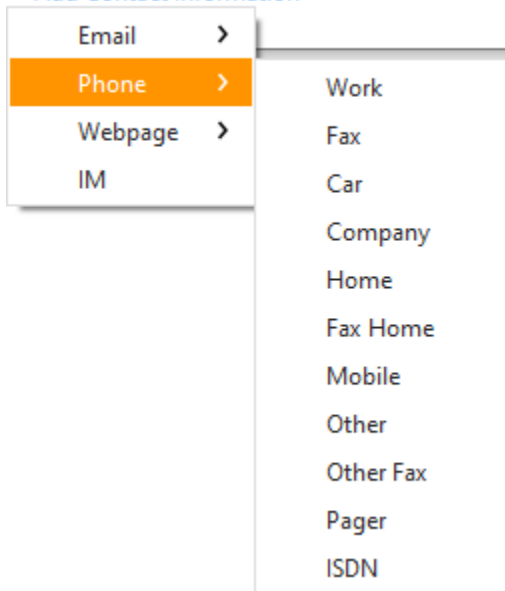
The display name for the contact's email addresses can provide a way to identify the Email in case the email address does not contain any distinguishing identifiers or your personal preferences.



Phone numbers

Many types of phone numbers can be filled. You can for example add phone numbers for **Work, Home, Fax, Mobile** but also select among many other types.

+ Add Contact Information



Add IM:

You can add several types of IM to the contact: jabber, ICQ, skype etc. Click on the button **Add IM** to bring up following window:

Add Chat Contact [X]

Chat service: Jabber [v]

Account: jerry.clark@x1solar.com [v]

Contact Details

Jabber ID: james.kirk@x1solar.com

Display As: [] [Get]

Group: [v]

[OK] [Cancel]

click on the down-pointing arrow in the Instant Messaging service to bring up following roll-down menu which displays full list of available IMs to add contact to:

Jabber [v]

- Jabber
- ICQ
- MSN
- AIM
- GoogleTalk
- GaduGadu
- IRC
- Yahoo

Add Webpage:

If a contact has a personal web site, you can enter it here by clicking on the **Add Webpage button** (Cross sign).

Add Address:

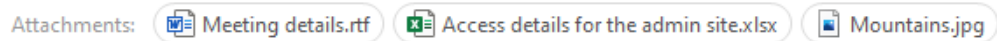
You can change the type of address by clicking on the Add Address button and selecting from custom fields provided:

[+ Add Another Address](#)

- Work
- Home
- Other

Attachments and Browse files:

Like with Events and Tasks, you can attach files to your Contact profiles.



Click on **Browse files...** to add any files relevant to this contact. Any image, power point, document files that are related to the person or his work can be added here.

Details Tab

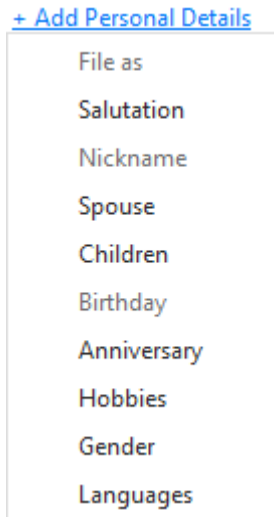
The details tab is where you can store all the professional and personal details about the particular contact.

A screenshot of a contact profile's 'Details' tab. The window title is 'Contact'. The navigation bar includes 'Save & Close', 'Contacts', 'Overview', 'Details' (selected), and 'Addresses'. The form is divided into two columns: 'Personal details' and 'Work details'.
Personal details:
- File as: Atwood, Casey
- Nickname: Casey
- Gender: Female (dropdown)
- Birthday: Tuesday, April 7, 1992 (dropdown)
Work details:
- Department: Business operations
- Office: 3rd floor, 302
- Freebusy URL: https://server.icewarp.com/freebusy/?ca
Below the form are two links: '+ Add Personal Details' and '+ Add Work Details'.
A 'Notes' section contains a rich text editor with the text: 'Don't call on the weekends (phone off)' and 'Cat person'.
At the bottom, there is a checkbox labeled 'Private Contact'.

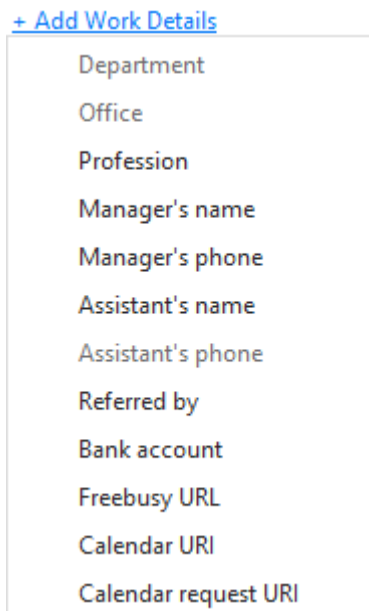
Most of the fields in the General tab of contact are straightforward (full name, company, tag etc.) However, note the option at the very bottom, where you can easily change the folder for a

particular contact. If you do so, the contact will be automatically moved to the desired folder. This utility works also for editing Tasks and Contacts.

Also note that the fields present in the picture (File as, Nickname, Birthday etc.) are the default ones and you can easily customize the Contact Details tab by adding more of them. Simply click on **Add Personal Details** to bring up following window:



or on **Add Business Details** to bring up following window:



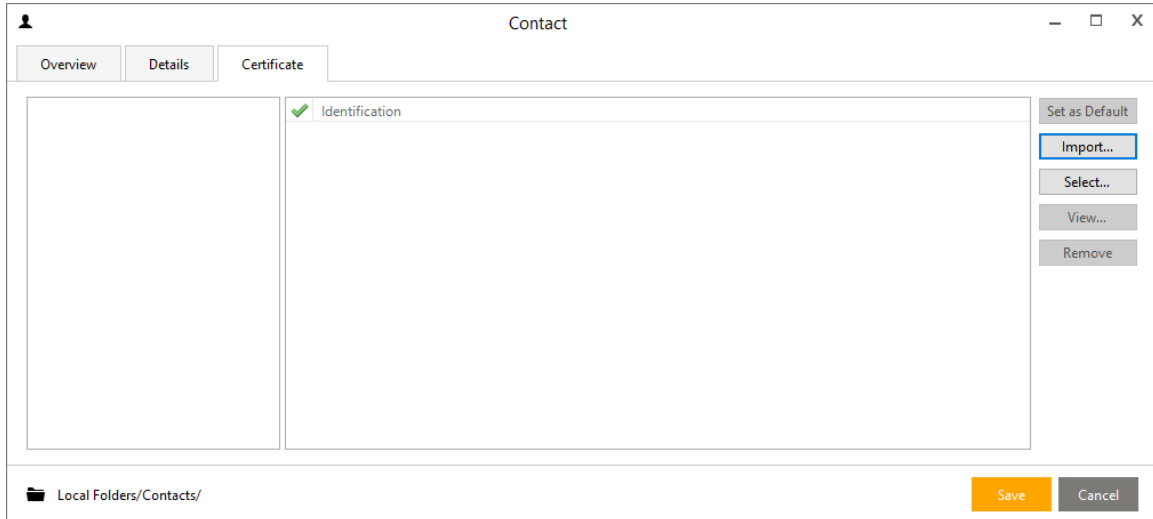
Most of the additional fields are self-explanatory, however following tags are worth mentioning:

Freebusy URL: Part of calendar service. Can contain the contact's daily schedules, helpful when arranging events with this contact.

Calendar URI & Calendar Request URI: These are web locations to which calendar requests are sent. This is handled automatically, only in rare cases need to be filled in manually.

Certificate Tab

In the Security Tab you can import and manage security certificates to be used to encode messages sent between you and the contact.



Here in this tab you can import, select and set default security certificates to be used for communications with this contact. Certificates received in the incoming mails from this contact will be automatically stored here too.

You might want to read more about security certificates in the [Certificates](#) section. Or learn about Security configurations in the [Security](#) section.

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Distribution List

eM Client enables you to create so called distribution list, which is basically a list that can contain any number of contacts. Once you have created the distribution list, you can use it by filling in its name in to the recipient field, while you are writing a new message, and the message will then be simply sent to all contacts that are contained in the particular distribution list. To create a distribution list click on **New -> DistributionList** and the following window will appear.

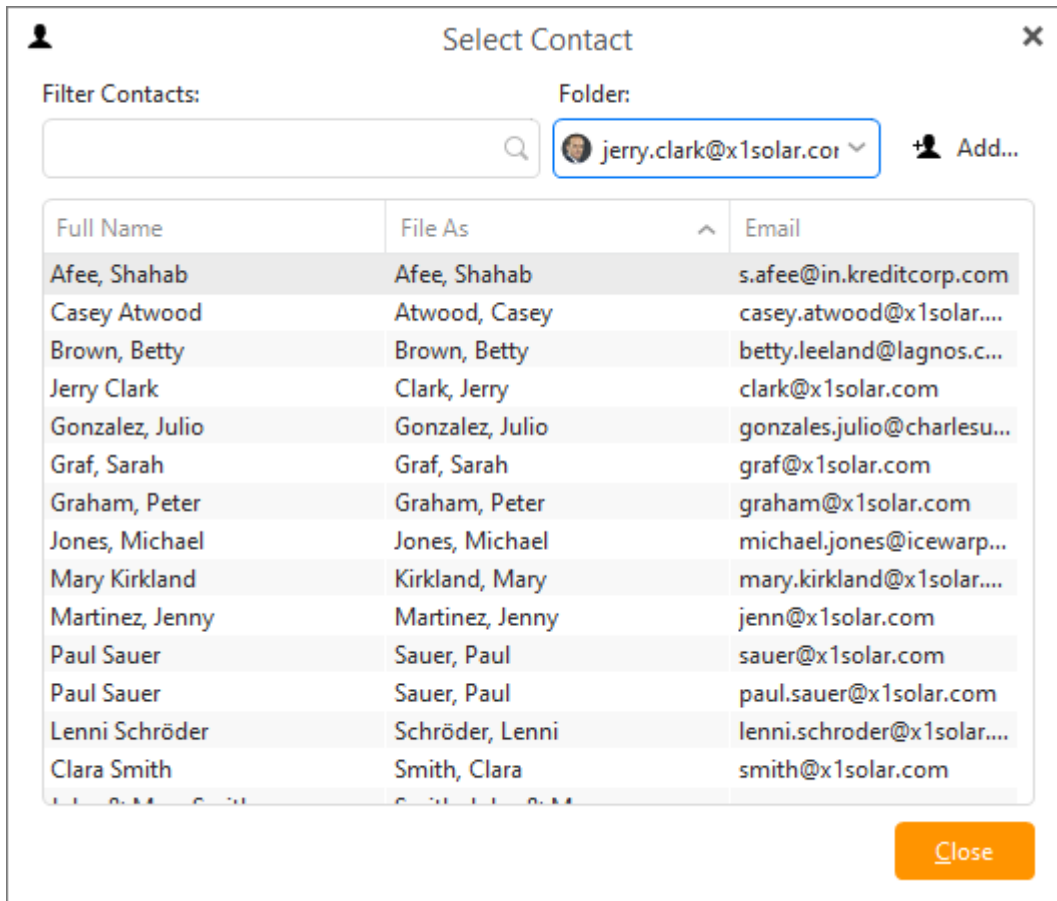
The screenshot shows the 'Distribution list' window with the following details:

- Title:** Distribution list
- Buttons:** Save & Close, Contacts (dropdown), + Add Member
- List name:** Work Team
- Tag:** Business (selected), Private (checkbox)
- List:**

Name	Email	
Casey Atwood	casey.atwood@x1solar.com	🗑️
Clara Smith	smith@x1solar.com	🗑️
Jones, Michael	michael.jones@icewarp.com	🗑️
- Notes:** Rich text editor with icons for Bold, Italic, Underline, Link, Text color, Bulleted list, Numbered list, Indent, Smiley, and More options. Below the icons is a text input field with the placeholder 'Enter notes'.
- Attachments:** Attachments: Browse files

In the **List name**, fill in the name of the new distribution list.

By clicking on the **Add member** button, you can choose to add an email address manually or open list of your contacts to select from them:



Check any number of contacts and then click on the **OK** button.

Once you have selected some contacts they will be displayed in the in the central field of the Distribution List window.

You can also assign tag to your distribution list. Simply click on the down pointing arrow in the **Tag** field and assign arbitrary tag to your distribution list. Check **Private** field, if you want the distribution list to be private.

By clicking on the **Remove** button (trash bin icon) next to particular contact, you will remove corresponding contact from the distribution list.

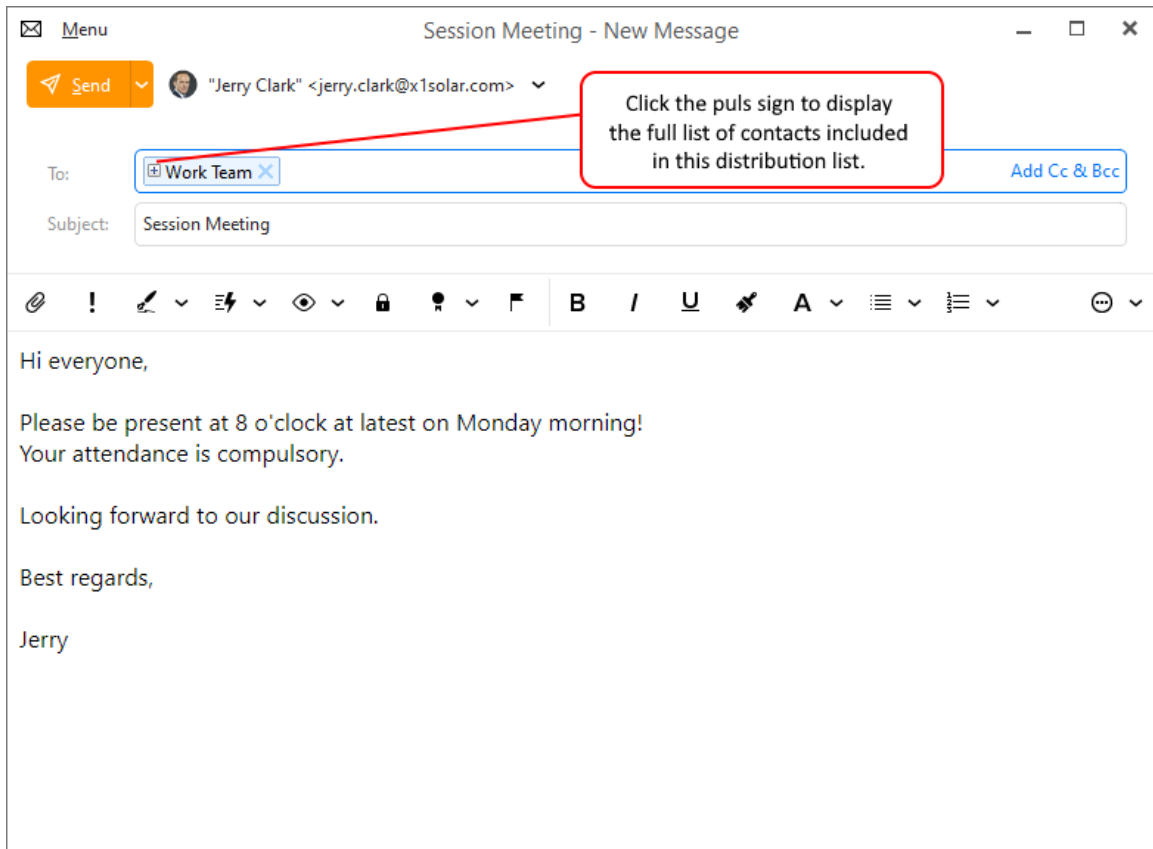
By clicking on the **Folder** icon at the very bottom of the window, you will be able to select a folder in which you wish your distribution list to be located.

Click on the **Save** button to finish the process.

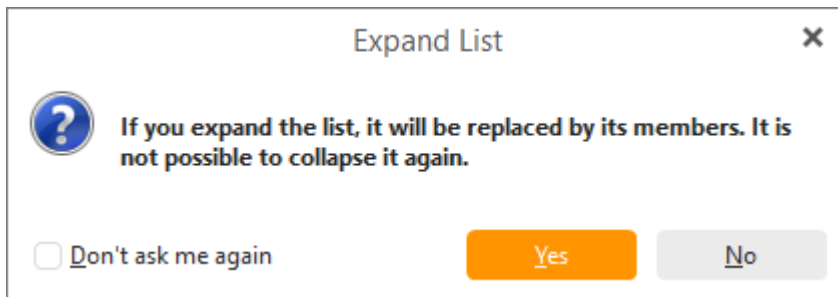
You can also drag and drop contacts from the main window onto the Distribution list creation window to add them.

Working with Distribution List

Write the name of the distribution list to the recipient field while you are filling in the addressee field. Once you have selected the distribution list, you can click on the plus sign icon next to the name of distribution list to display the full list of included contacts .



Once you click on the plus sign, following self-explanatory window will appear:



Contact views

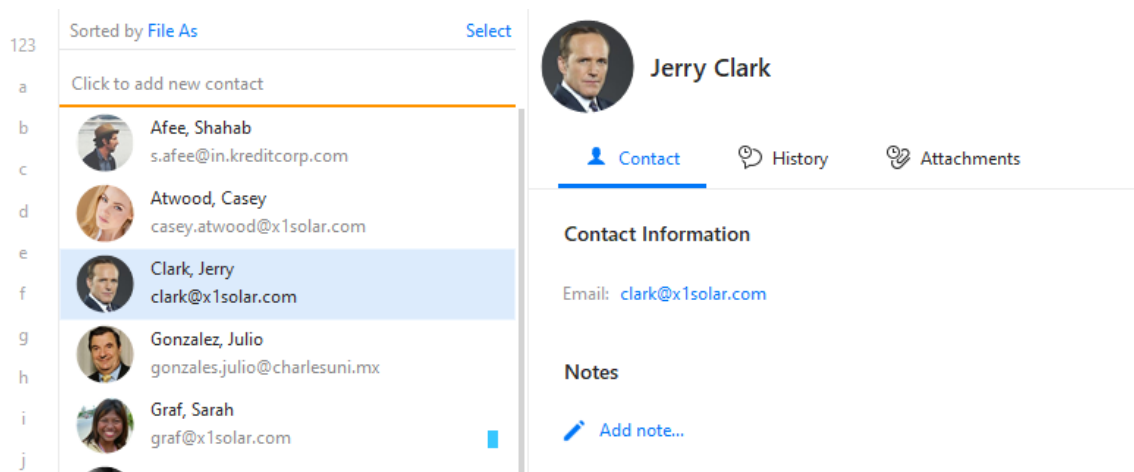
There are three Contacts views in eM Client, which you can navigate between by using the [Main Toolbar](#) at the top of the window



People view

This is the default Contacts view in eM Client 8. Here you can easily see your list of contacts for each account by name, email address, and photo.

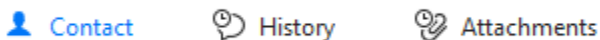
When you select a contact from this list, you will be able to select three additional options which will give you more personal details about the contact and your email and attachment history with them.



Contact - shows you their personal details and allows you to add notes about them







History - shows your entire email history with them and allows you to search directly within it.

Attachments - shows your entire attachment history with them and allows you to search directly within it.



Business Cards view


The Business Cards view allows you to see your various contacts and their most important details in a display that looks like a business card. It includes details like their photo, name, display name, email address, telephone numbers, organization and job title, as well as any applied Tags.

123	 Afee, Shahab s.afee@in.kreditcorp.com KreditCorp IT	 Atwood, Casey Casey Atwood casey.atwood@x1solar.co... X1Solar Business Operations Assis...	 Clark, Jerry Jerry Clark clark@x1solar.com
a	 Gonzalez, Julio gonzales.julio@charlesun... 576-837-2132 576-837-2132 Charles University	 Graf, Sarah graf@x1solar.com 888-423-9277 888-423-9277	 Graham, Peter graham@x1solar.com 888-423-9277 888-423-9277 X1Solar
b			
c			
d			
e			
f			
g			
h			

List view

The final Contacts view is the List view. This displays your contacts' information in a series of rows and columns like a spreadsheet or classic database.

Each of the columns have headers which tell you what type of information is contained in that column, such as full name, email address, phone number, tag.

	 Full Name	File As	^ Tag	Mobile Ph...	Work Pho...	Home Ph...
123	Click to add new contact					
a	Afee, Shahab	Afee, Shahab	None			
b	Casey Atwood	Atwood, Casey	None			
c	Jerry Clark	Clark, Jerry	None			
d	Gonzalez, Julio	Gonzalez, Julio	None		576-837-2132	
e	Graf, Sarah	Graf, Sarah	Business		888-423-9277	
f	Graham, Peter	Graham, Peter	None		888-423-9277	
g						
h						

Tip: There are some pre-selected sorting systems available for you to use, such as by phone, company, or location. Selecting Custom will allow you to view all possible fields and you can click on any column header to sort by that column.

Managing Contacts

You can access your contacts by navigating to your specific accounts under the contacts bookmark in the Left Navigation Panel or in the Contacts section of the Sidebar. Browsing the Contacts bookmark will display your contacts in the main panel, browsing the Contacts section of the Sidebar will display your contacts in the Sidebar.

Main panel contact overview:

The screenshot displays a contact management interface. On the left is a sidebar with a 'Contacts' section. Under 'Contacts', there are options for 'Personal', 'All Departments', 'GAL', 'Marketing X1', 'Resources', and 'Local Folders'. The 'Contacts' option is selected. The main panel shows a grid of contact cards. Each card includes a profile picture, name, and contact information. The contacts listed are:

Name	Email	Phone	Organization
Afee, Shahab	s.afee@in.kreditcorp.com		KreditCorp IT
Atwood, Casey	casey.atwood@x1solar.co...		X1Solar Business Operations Assis...
Clark, Jerry	clark@x1solar.com		
Gonzalez, Julio	gonzales.julio@charlesun...	576-837-2132	Charles University
Graf, Sarah	graf@x1solar.com	888-423-9277	
Graham, Peter	graham@x1solar.com	888-423-9277	X1Solar
Jones, Michael	michael.jones@icewarp.c...	888-463-2695	IceWarp Ltd
Kirkland, Mary	mary.kirkland@x1solar.co...	888-423-9277	
Martinez, Jenny	jenn@x1solar.com	888-423-9277	

Once the contacts are listed, you can delete contacts by pressing delete on your keyboard or by clicking on the delete button on the toolbar, or you can drag and drop your contacts to any folders under your other accounts.

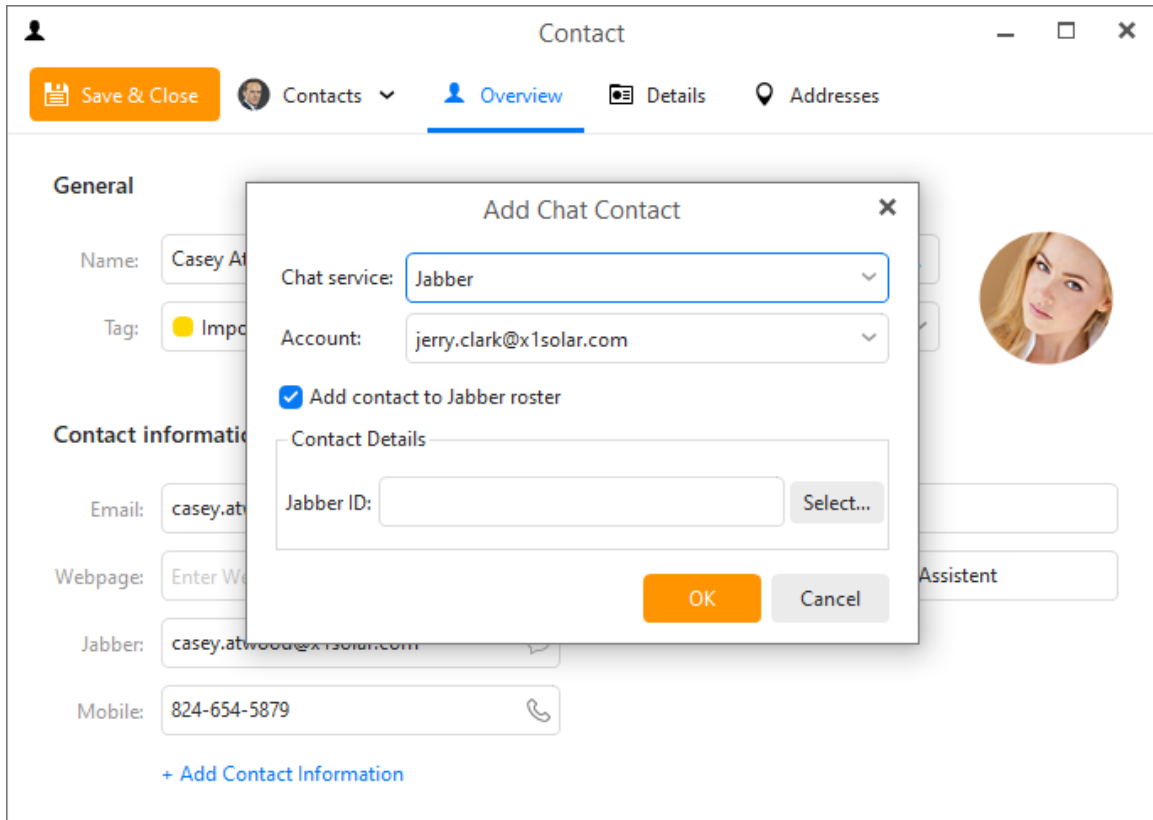
Pairing Your Contacts:

There are basically 3 ways how to pair your contacts:

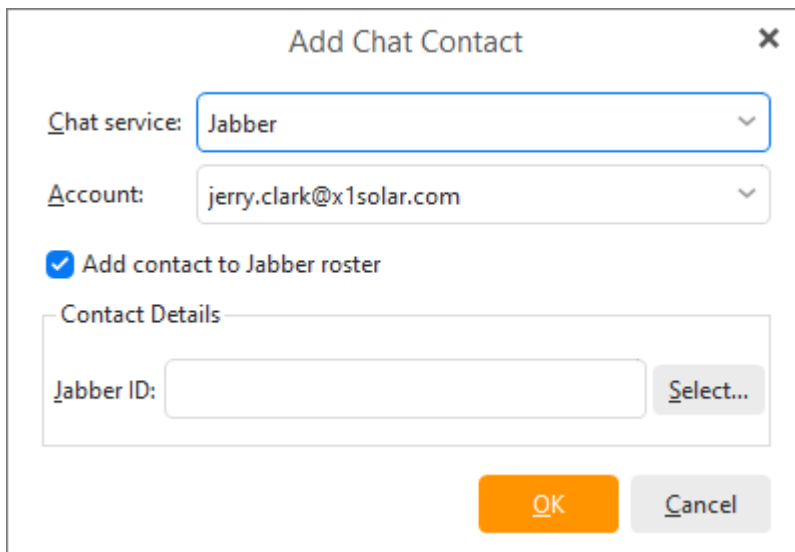
- 1. Adding a chat contact to your contact list in Contact Card Window.**
- 2. Pairing regular contacts to your chat contacts while using Contact Pairing Assistant.**
- 3. Drag-and-dropping chat contact on regular contact and vice versa.**

ad 1: Adding IM contact to contact list via Contact Card Window

Double click on a contact to bring up the **Contact Card Window**. In the **Add IM** section on the right hand side, click **Add...**(the cross sign) to add the IM account(s) associated with this contact.



By clicking on the **Add...** button you will display following window:



In the **Instant Messaging service** section you can select service from which you would like to pair a chat account with your regular account. Select "Jabber" if you know that for example an ICQ, MSN, AIM etc. account is set up on the particular chat account then the service will be ready to use. Please note that the list of services contains Jabber protocol services enlisted particularly - ICQ,

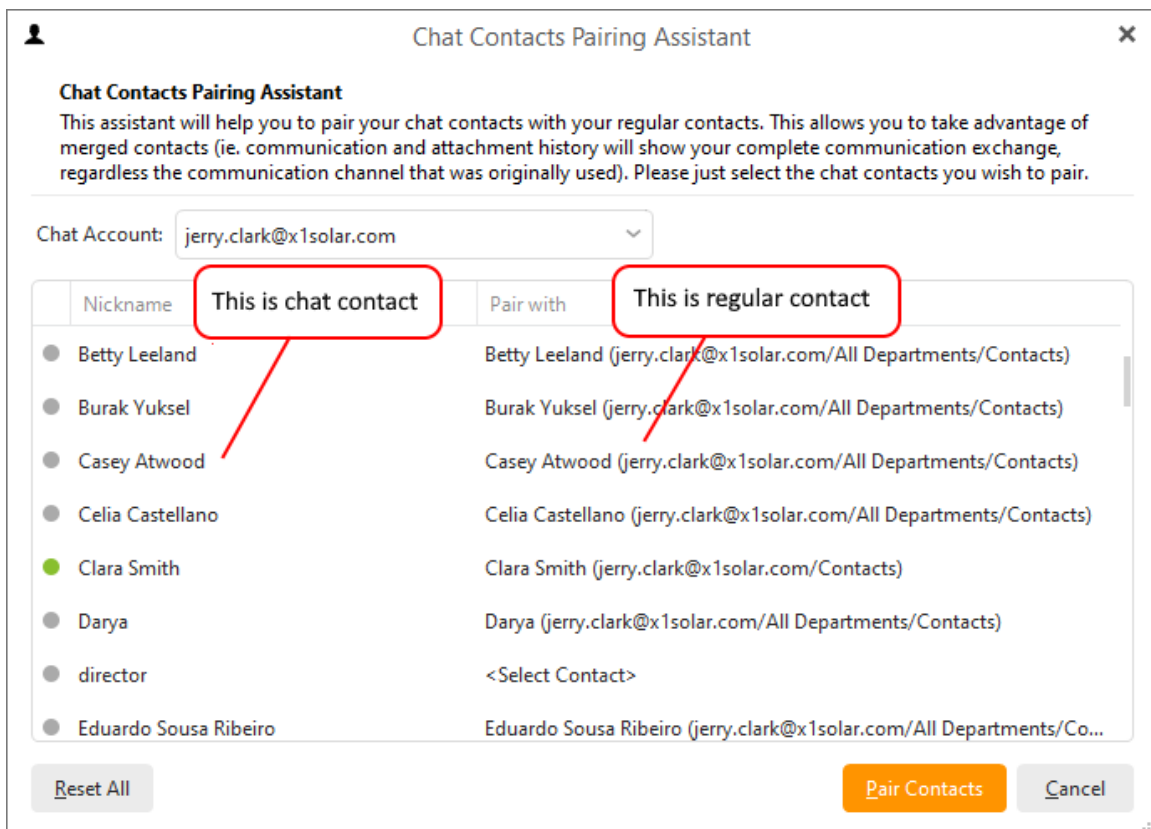
MSN, AIM etc., which will not be ready to use, when you set them up for the regular account - your paired account will only contain information about the other ICQ, MSN, AIM account. Click on **OK** button to finish the process.

Also, please, note that if you select for example ICQ from the Contact Service list, you will be asked to type-in Contact ID manually.

ad 2: Pairing a contact card to an imported instant messaging contact

When you log on to your Jabber service for the first time, you will be prompted to import your contacts.

Later you can select **Chat Contacts Pairing Assistant** in chat settings option. Following window will pop up:

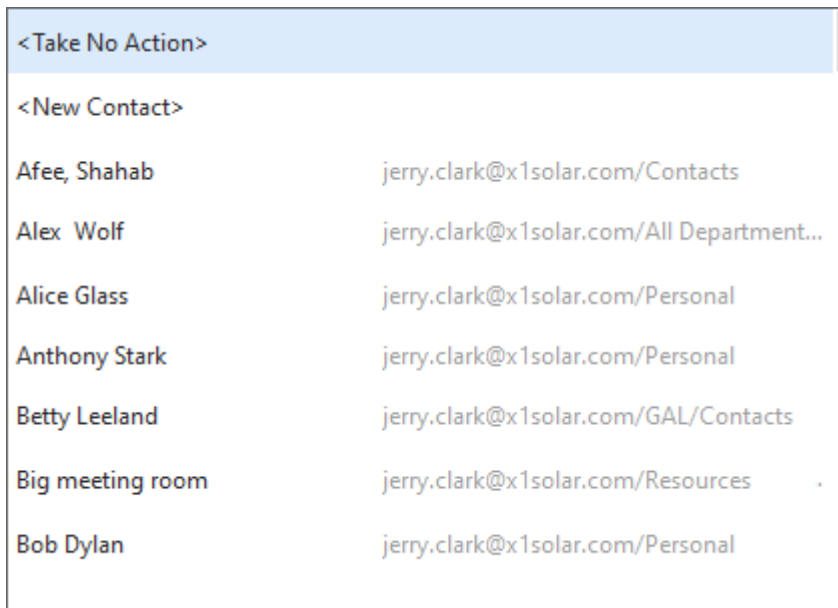


After you have selected the Chat account from which you wish to import your contacts, all the contacts contained in this chat contact list will be displayed in the list below.

To pair a particular chat contact with a regular contact, select a regular contact by clicking on it to bring out a drop down list (you can see it in the picture below). There are two other options on this list:

Take no Action- nothing happens with the chat contact

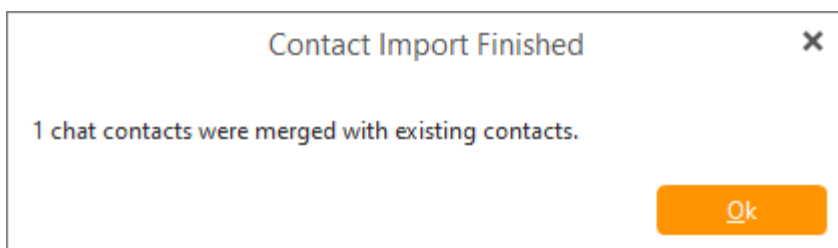
New Contact- creates a new contact in the selected folder and pair the chat contact with this new contact.



Once you have chosen the regular contact, click on **Pair Contacts** to pair the Chat contact with a regular contact. Now the process of contact pairing is complete.

ad 3: Drag-and-dropping chat contact on regular contact and vice versa:

Please note that there is also an easier way - just drag a contact (a Chat contact) and drop it on the contact you wish to pair it with (we are speaking about contacts in the Contact list/Chat bar). You will be prompted to confirm the pairing with the following window:



Contact Properties

To get to the contact properties window, right click on particular contact folder and select **Properties...**

Following window will appear:

Contacts - Folder Properties

General Delegation Access Control Repair

Name: Contacts

Location: jerry.clark@x1solar.com/Contacts

Server location: jerry.clark@x1solar.com/Contacts

Type: Contact

Number of items: 17

Show in Agenda

Show in All Contacts folder

Ok Cancel

Here you can customize your contacts' display, you can select up to two options - **Show in Agenda** and **Show in All Contacts folder**.

If you check **Show in Agenda**, events such as birthdays of the users from particular contact folder will be displayed in agenda.

If you check **Show in All Contacts Folder**, particular contacts from selected folder will be also displayed in All Contacts folder. By un-checking this option, the particular contacts will not be shown in All Contacts folder.

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Avatar downloading

eM Client automatically downloads and displays avatars for your contacts from the web.

We download images from [Gravatar](#), domain icons and more.

If no image is saved for your contact on server or in your **Contacts** section, the contact's initials will be shown instead.

You can manage these options in [Contacts settings](#).

About Calendar

The Calendar offers an easy way to keep track of appointments, schedule your time and share your calendar with other people through the CalDAV protocol, as well as contacts through CardDAV protocol (if available).

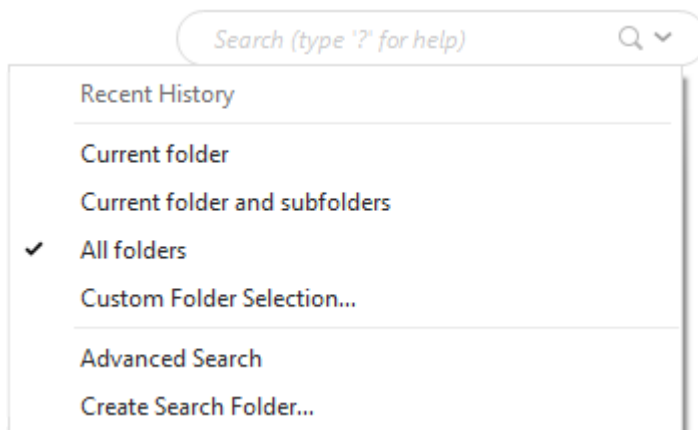
You might ask, "what's wrong with conventional calendars, you know, the ones made of paper?" To which we say, you might as well have asked, what's wrong with the telegram? Or the steam engine? This product's calendar does everything that conventional calendars do and a large number of other advanced and useful features - for example up-to-date weather forecast for a few upcoming days.

Events recorded in the calendar can be reminded by visual alerts. The calendar can be arranged into various layouts. One can hardly get paper calendars to switch between day, week or month layouts or to send out invitations and collect responses for organizing meetings and other events, or even fill itself up with your regular events! Yet this product's Calendar can do all that with a few mouse clicks.

The following links will show you - how to [get started](#) or [work with more than one calendar](#), how to work with the calendar's [toolbar](#) and different [layouts](#), how to change the calendar's [preferences](#) and especially how to work with [events](#), and add [event requests](#).

Creating Search Folders for Calendar

It is possible to create a search folder from relevant search process by right-clicking on the down-pointing arrow next to the search bar and selecting **Create Search Folder...** from the context menu.



Please note that this is the only way to create search folders for calendar.

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About Calendar

The Calendar offers an easy way to keep track of appointments, schedule your time and share your calendar with other people through the CalDAV protocol, as well as contacts through CardDAV protocol (if available).

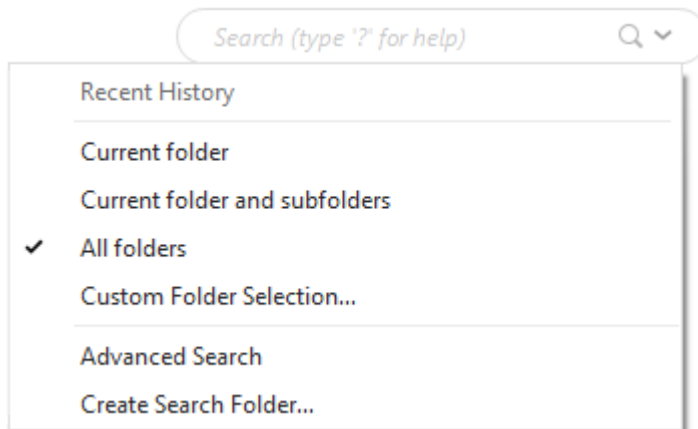
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Please note that this is the only way to create search folders for calendar.

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Getting Started

eM Client sets up a default calendar for you when you create an account. Its default name is "Calendar" and it can be found under Local Folders in the **Calendar** bookmark on the left vertical panel of the interface.



A new sub-panel will appear, consisting of two parts:

Calendar

▼  jerry.clark@x1solar.com

▼ Calendar

Private calendar

▼ All Departments

▼ X1Solar Inc.

Finance+HR

Management

Operations

▼ Marketing X1

Calendar

▼ Resources

Big meeting room

Projector

Van

< November 2020 >

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

The upper part contains a hierarchical tree of your calendars. In the calendar management window, you can create new calendars and edit or delete existing ones. See [Using More Than One Calendar](#) to find out how to fully utilize the Calendar to organize your day. Select a calendar by clicking on it to display the contents of each calendar in the central panel.

The lower half of the calendar sub-panel is the calendar page of the current month. The days displayed in the current [calendar's layout](#) in the central panel are highlighted here. You can also select the day/week/month (according to the layout view currently selected in the [calendar's toolbar](#)) to be displayed in the central panel by clicking the corresponding place in the small calendar in the sub-panel (you can cycle through the months with the two arrow buttons next to the name of the month).

Calendar's central panel

When you have selected a calendar in the left vertical panel, its contents are displayed in the Central Panel. Depending on which [layout view](#) you have chosen for your calendar in the [calendar's toolbar](#), your events in the selected calendar will be displayed in the Day, Week, or Month calendar in the central panel.

The central panel is where you create and edit events pertaining to a specific calendar, see [Working with Events](#).

To learn about how to change the appearance of the calendar's central panel by selecting between different layout views see [Calendar Views](#).

Calendar Properties

You can access Calendar properties by clicking on particular Calendar on the Sidebar and selecting option **Properties...**

Following window will appear:

Private calendar - Folder Properties

General Delegation Access Control Repair

Name: Private calendar

Location: jerry.clark@x1solar.com/Calendar/Private calendar

Server location: jerry.clark@x1solar.com/Calendar/Private calendar

Type: Event

Number of items: 13

Color: [Color selection grid with Purple selected]

Default reminder: 10 minutes

Default meeting duration: 1 hour

Show reminders

Show in Agenda

Ok Cancel

You can change the Calendar **Color** used inside the application.

You can also choose **Default reminder** time and **Default meeting length** for a specific calendar.

There are two additional settings that can be checked - **Show reminders** and **Show in Agenda**.

If you check **Show reminders**, the reminders from calendar folders will always be added to the list of reminders. If you want to deactivate this function, keep the checkbox un-checked.

If you check **Show in Agenda**, the events from the particular calendar that are up-to-date will be displayed in Agenda.

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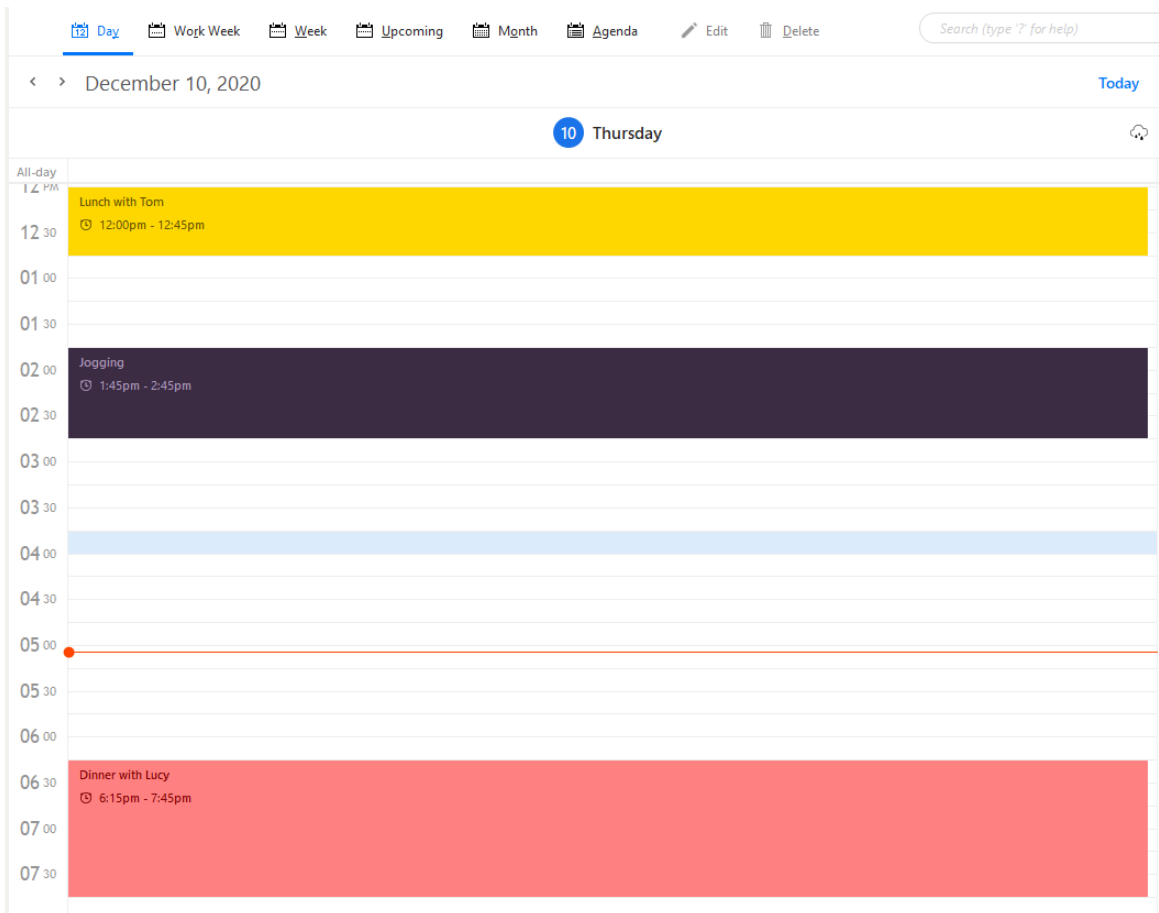
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Calendar Views

As mentioned at the [beginning of this chapter](#), eM Client's calendar supports multiple layout views. You can select a view type which suits your schedules the most. In this section, we will walk you through the individual view modes.

Before we start the tour through the individual views of the calendar, let us present one useful tip for calendar users - you can create a completely custom view by simply holding the Ctrl key and left-clicking on particular days in the small calendar window in the bottom left corner in order to select or deselect the days.

Day View



The day view is the most detailed as it focuses on the shortest period of time.

The arrows on top of the central panel switch between upcoming and previous days.

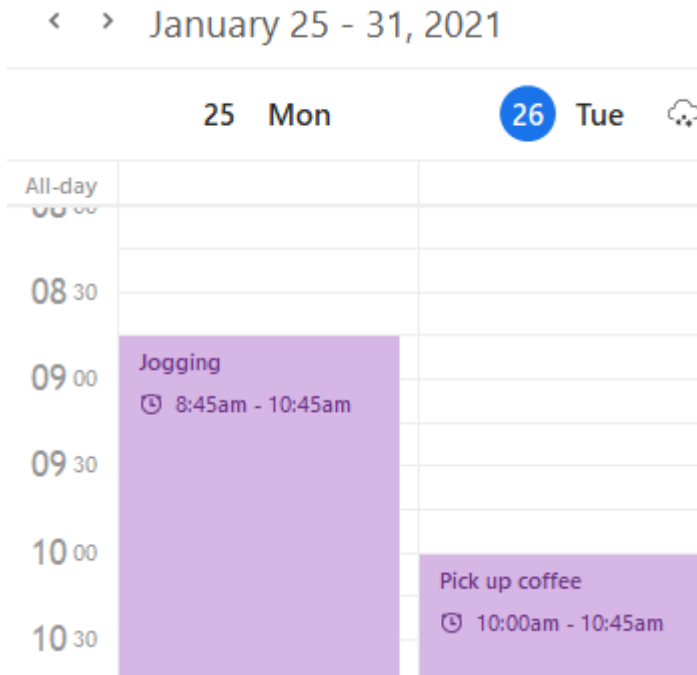
Next to the arrows is a label indicating which day (or week/month in the case of week view /month view) is currently selected and displayed.

Schedule in the central panel is divided into hours which are divided according to the value specified in the granularity drop down menu in [Calendar preferences](#).

Calendar events are ordered in a vertical timeline. Each event is colored (you can pick any color you wish in the toolbar by clicking on **Calendar Color**) and contains the basic information (subject, start time, tag, recurrency and reminder settings).

Events that last the whole day or span several days are displayed in the upper section of the calendar, before the timed schedule (so that these events don't interfere with the daily schedule).

You can zoom in and out by holding Ctrl and using the scroll wheel. The layout of the calendar will expand or condense accordingly.

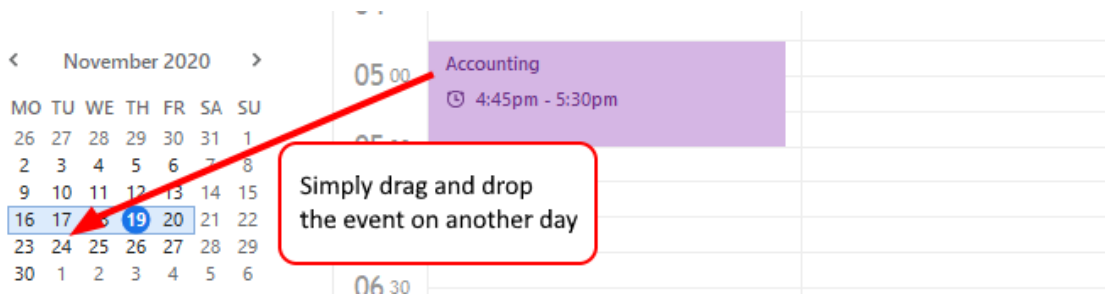


Events in the main panel can be drag-and-dropped on a different time or resized to a different length.

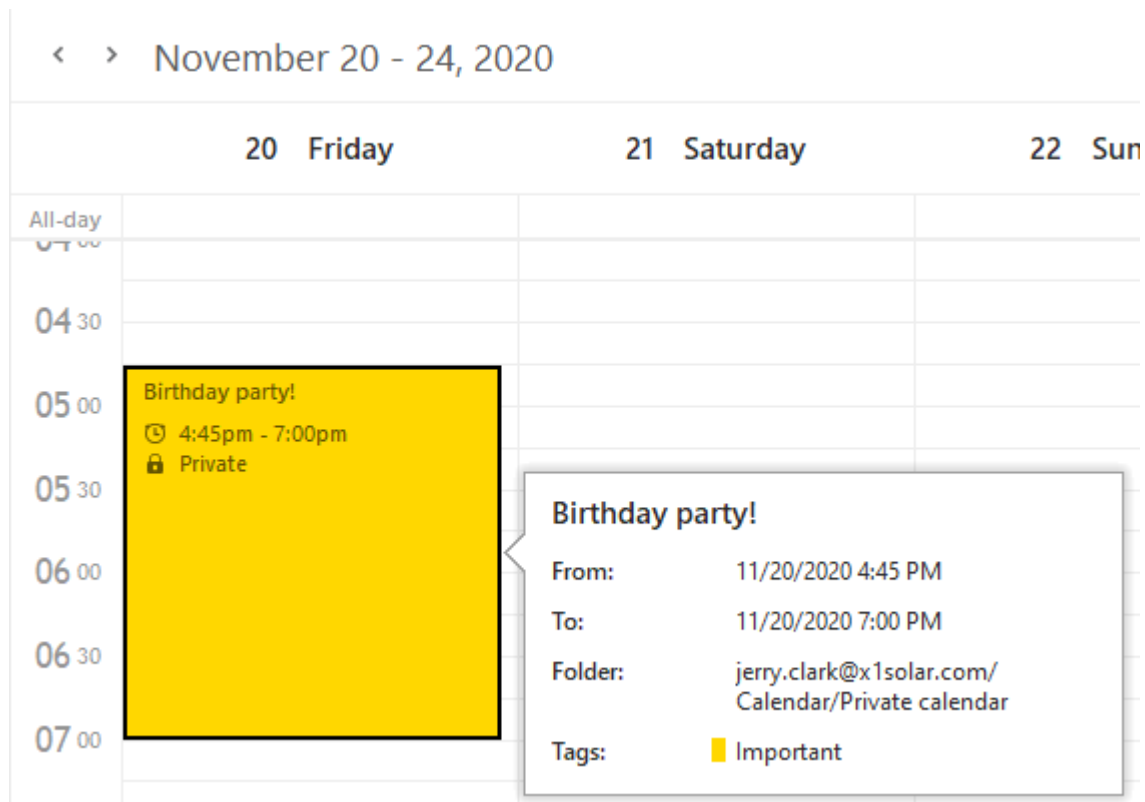
To **move** an event, click on an event box with the left mouse button and drag the event on another time and release the mouse button.

To **extend** or **reduce** the duration of an event, move the pointer to the upper or lower area of an event and after the pointer changes its shape, click the left mouse button and resize the event as necessary.

Moving events to a different date - events can be drag-and-dropped to the small calendar on the left. This smart utility is very useful in case you want to change the date of the event but you want to keep the same time schedule - just drag and drop the event on the desired date.



If you hover the mouse pointer over an event, a pop up balloon tooltip will appear, showing event details, including subject, start time, end time and description. This also works in the week view and month view.



Week View



All the functions offered in Day View can be found in Week View, the only difference is that the Week View displays one week at a time. If you want to see the schedule for workdays, select **Work Week View** in the [calendar's toolbar](#). You can also zoom in and out by holding Ctrl and using the scroll wheel. The layout of the calendar will expand or condense accordingly.

Work Week View



Work Week View is the same as Week View except that only the days which you have set up as work days will be displayed. To set up your work week go to **Menu -> Settings -> Calendar**.

Upcoming



Upcoming View is the same as Week View except it shows today and the next 6 days.

Month View

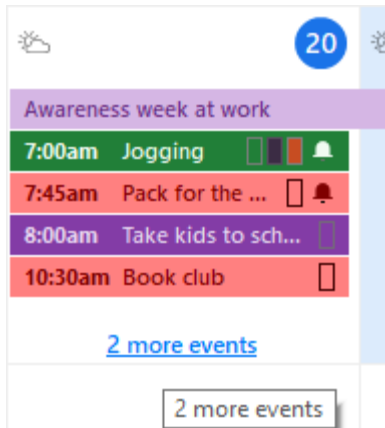
The Month View layout allows you to see the events of the entire month.

Events that last less than a single day are ordered the same way as in the other layouts. Daylong and multi-day events are displayed before other short events and are sorted by their starting time. Notice that today's date is highlighted - this has been added for easier orientation in the month view layout.

< > January 4 - 31, 2021

Mon	Tue	Wed	Thu	Fri
Jan 4	5	6	7	8
8:45am Jogging	7:30am Jogging 10:00am Pick up coffee	8:15am Leave for work 9:00am Work	6:30am Breakfast 6:45am Feed the cats	3:00pm Stand-up a...
11	12	13	14	15
8:30am Sweet dr... 2:30pm Invite	5:30pm Skype with...	3:00pm Meeting A; ...		

Days that contain more events than what can fit into their window will have three little dots displayed in the upper right corner (see picture below). Hover over the three dots to see how many events are hidden.

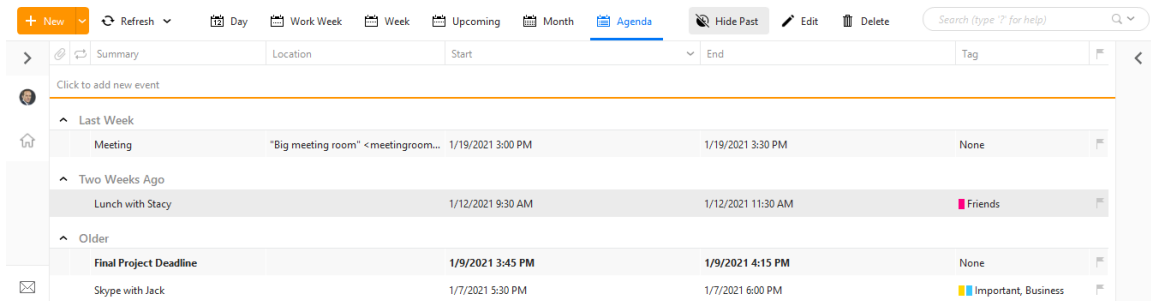


Agenda



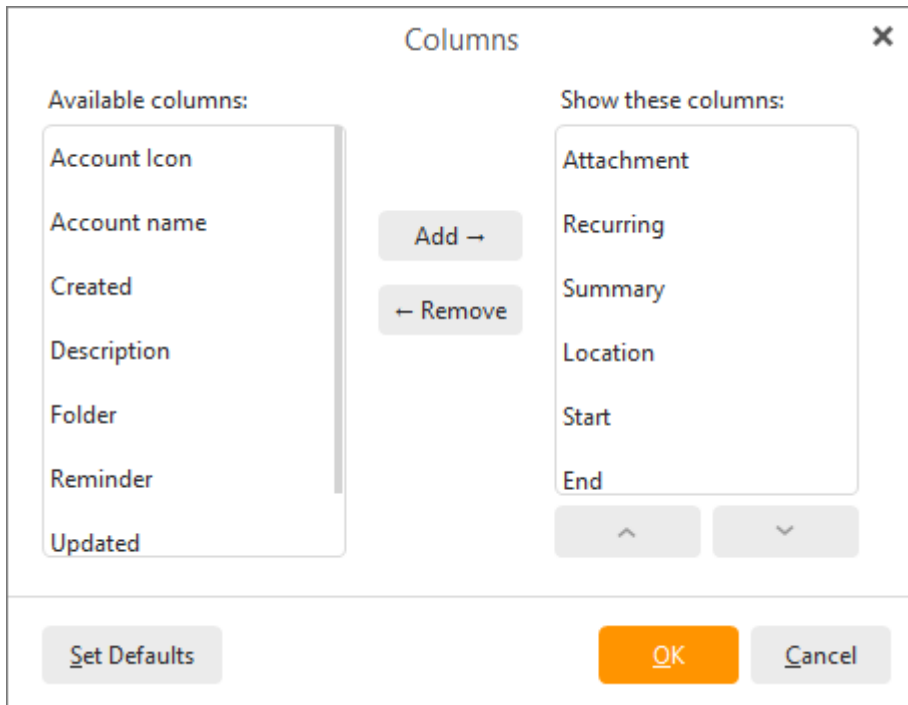
This layout does not display events in a calendar but instead in a comprehensible list of events, with each line containing the details of a single event.

By default, events are ordered by their starting dates. Recurring events are listed only once, at the time of their first occurrence.



This view is particularly useful when searching for particular events. It allows you to arrange events by different parameters by simply clicking on a column header. Click on the column header again to switch between ascending and descending orders.

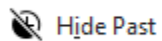
You can customize the List View by right-clicking at the column heading. Select **Columns configuration**.



Add the columns you would like to see in your List View window by selecting them and pressing **Add**. You may also arrange the order in which the columns are displayed by first selecting a column heading and pressing **Move Up** or **Move Down**.

You can also resize the width of columns by clicking between two columns in the table header and dragging the cursor right or left as needed.

Hide Past button



Hide Past button automatically hides all the events in calendar that are out of date.

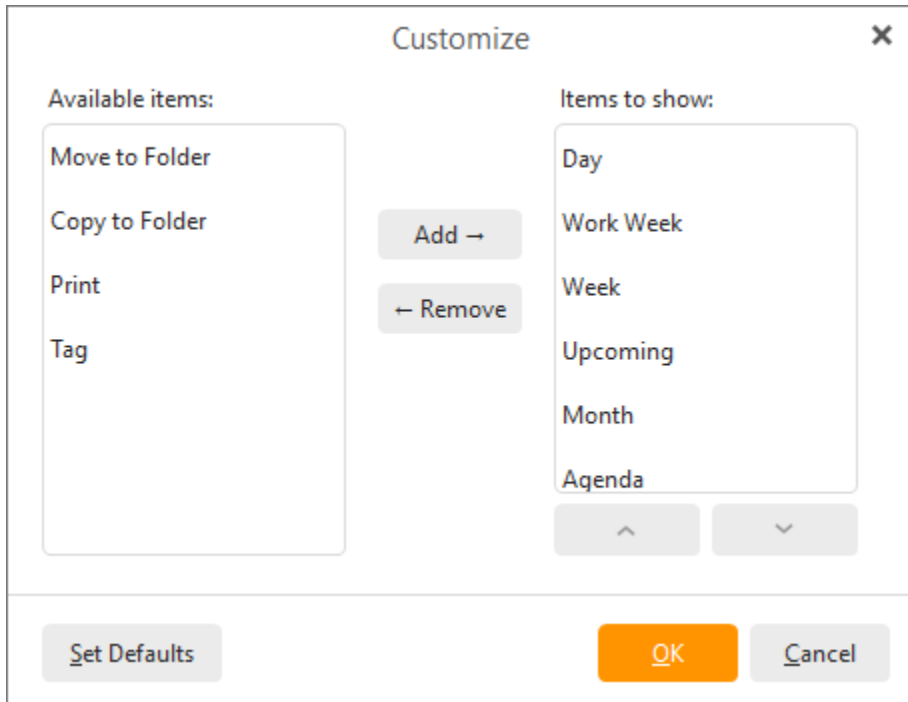
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Toolbar

Toolbar is located on the top of the application window and it changes according to what you are currently working on. You can customize the individual items you want to be displayed on the toolbar by right-clicking on the toolbar and selecting **Customize**, which will bring up the following window:



here you can customize what items you want to display in the toolbar. Using appropriate buttons, you can **Add** items from **Available items** column to **Items to show** column or subsequently **Remove** them. Click on Set Defaults button to restore default settings. Note that you can add the items in an arbitrary order, depending on what order you add them to the **Items to show** column.



New

This option is common to all four modules of this product, however in Calendar view it will be primarily bound to the New Event option. In Calendar mode you can create new events in your current calendar by clicking on the **New** button and New Event window will pop up. . This will bring up the event editing box where you can [create a new Calendar event](#).

Print

By clicking the **Print button** you will be redirected directly to the Print window. To display the **Print Preview** window go to **File ->Print Preview** (by default Ctrl +Shift + P), where you will be able to see a preview of what you are going to print as well as modify any settings to customize the layout of the printed page.

Print Preview

Page: 1

Print style: Month view

Printer: OneNote for Windows

Margins: Default

Orientation: Landscape

Paper Size: Letter

Copies: 1

Cancel Print

Print using system dialog...

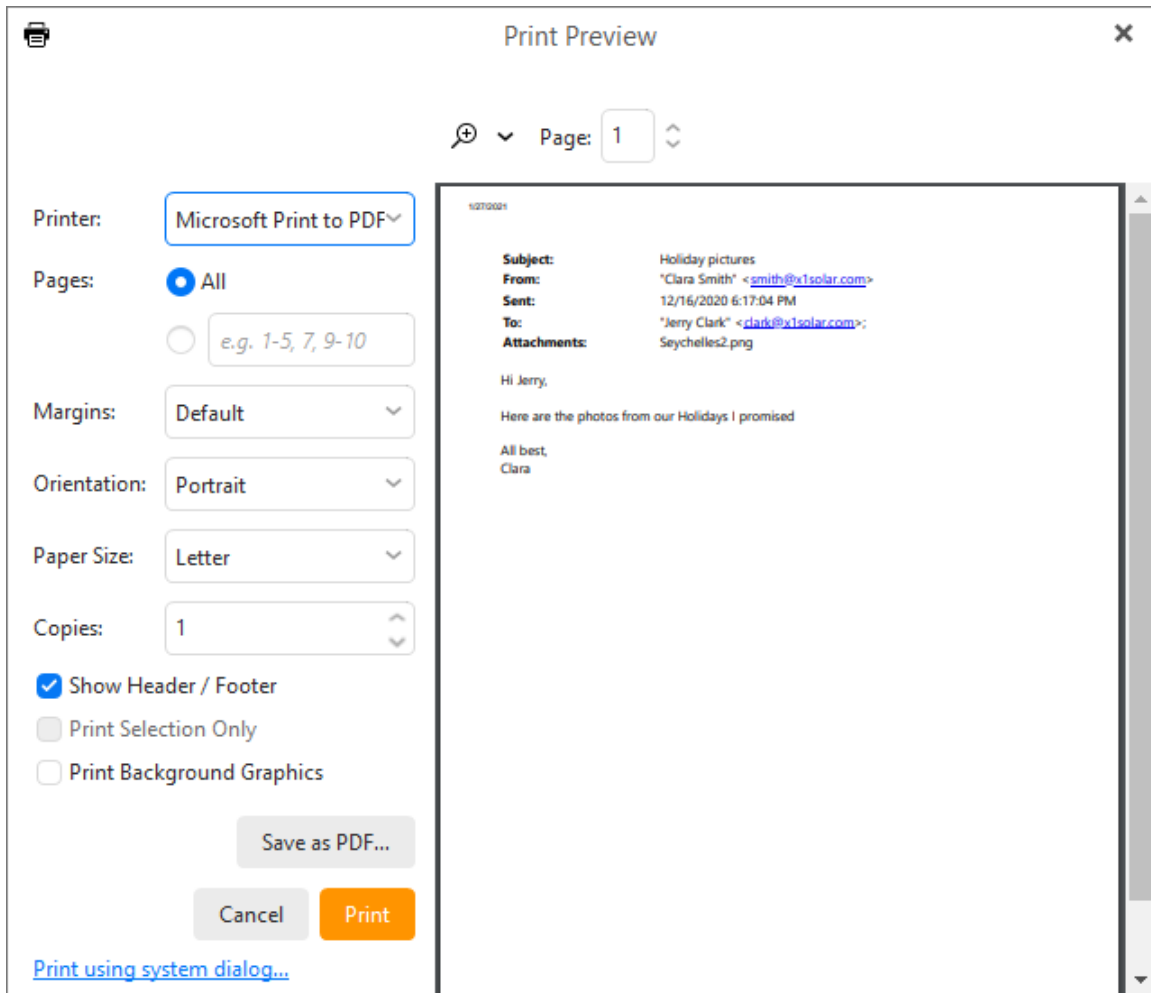
January 2021

Multiple calendars Page: 1

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 28 Delivery of new mat	29 4:00pm Jogging	30 3:00pm test: 'Big	31	Jan 1 12:00pm Lunch with 6:15pm Dinner with	2	3
4 8:45am Jogging	5 9:00am Jogging 10:00am Pick up coffee	6	7 6:20am Breakfast 6:45am Feed the cats 8:15am Leave for w	8	9 3:45pm Final Project	10
11 Delivery of new mat	12 9:30am New event	13	14 4 more events	15	16	17
18 Delivery of new mat	19 3:00pm Meeting	20	21	22	23	24
25 Delivery of new mat	26	27	28	29	30	31

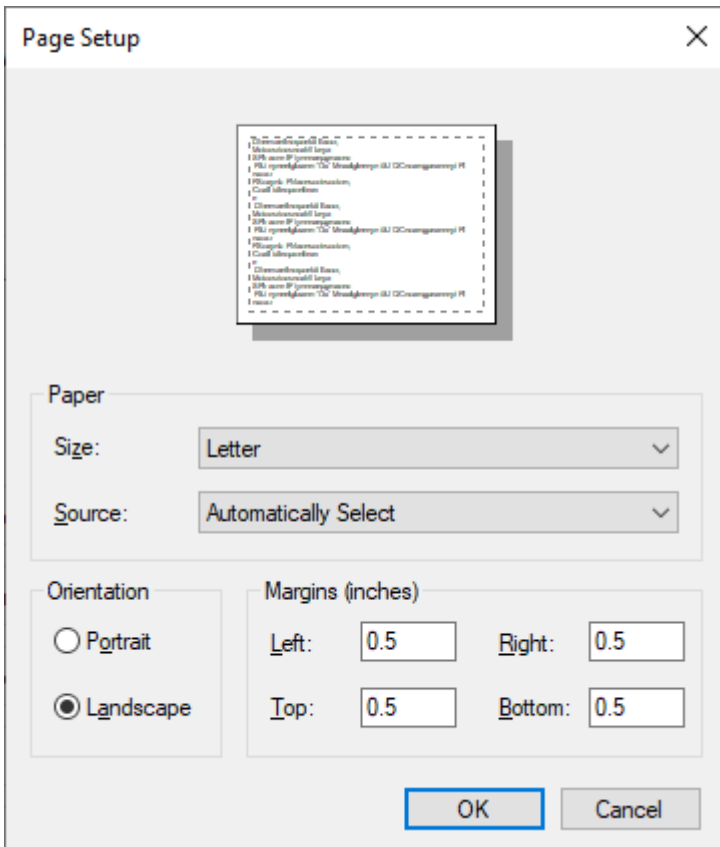
In the drop-down menu in the top right-hand corner of the window, you can specify the view you wish to print (detailed, table, week, month).

In the top left-hand corner of this window you can see the following four buttons:

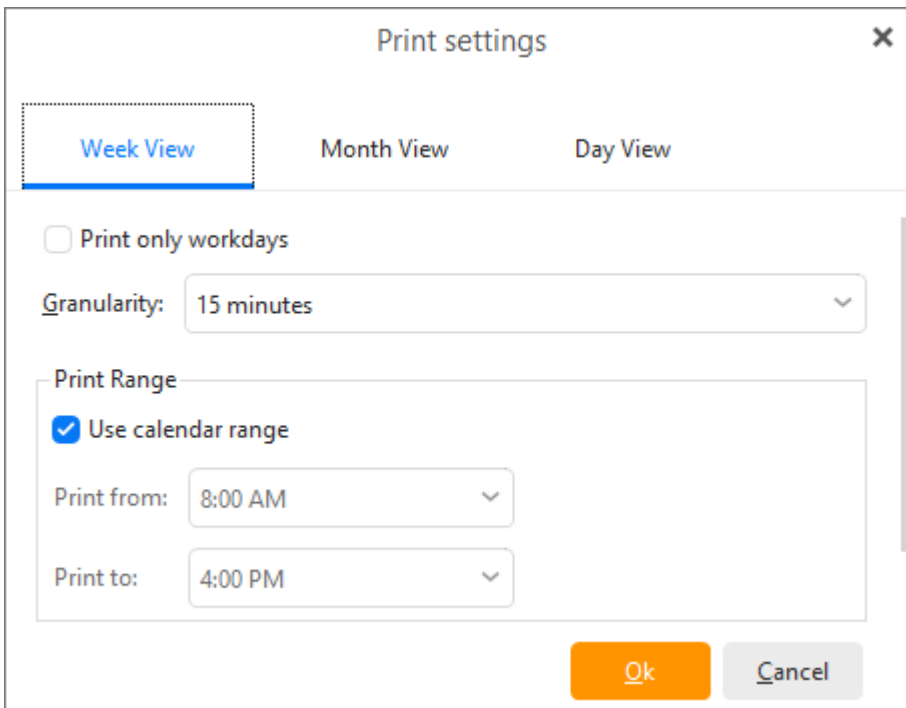


Print - click this button to print the preview

Page setup - click to access the following menu, where you can set up the layout of the printed page.



Print settings - click to access the following menu, which contains three tabs (Week View, Month View and Day View)



Print settings ✕

Week View Month View Day View

Print only workdays

Print in landscape orientation by default

Print Range

Use calendar range

Print exactly one month per page

Ok Cancel

Print settings ✕

Week View Month View Day View

Granularity: 15 minutes ▾

Print Range

Use calendar range

Print from: 8:00 AM ▾

Print to: 4:00 PM ▾

Ok Cancel

If you check the **Print only workdays** field, Saturdays and Sundays will not be printed.

Using the drop-down menu, you can define the granularity you wish to use.

In the Print Range section, you can specify the range you wish to print. If you check the **Use calendar range** option, the calendar settings will be used.

Zoom - Here you can adjust the zoom ratio in which you would like to have the about-to-print page.

View Options

The calendar can switch between several [layout views](#). In the Toolbar, you can select one of four ways to display and manage the events in our calendar.

Day View

The day view displays the most details since it focuses on the shortest period of time.

The arrows at the top of the central panel switch between upcoming and previous days.

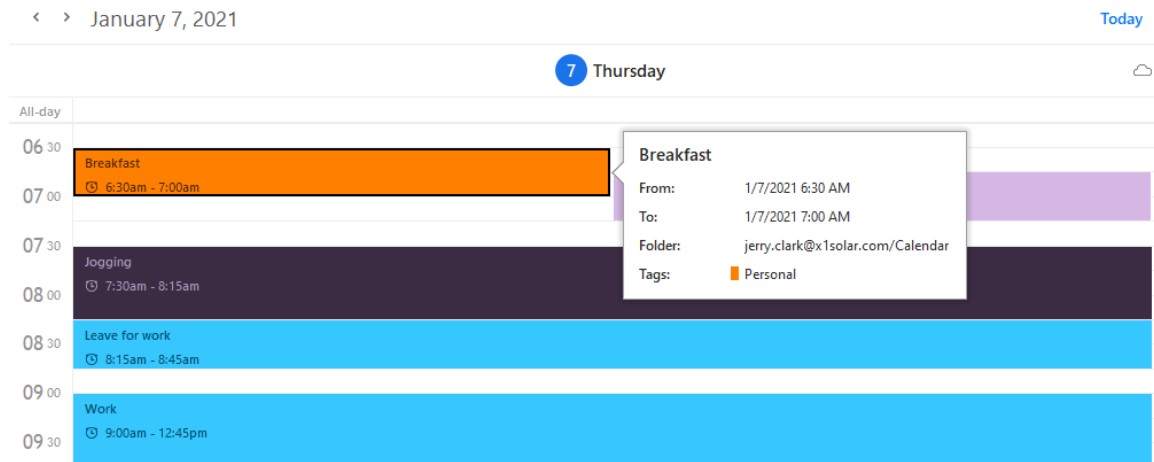
Next to the arrows is a label indicating which day (or week or month in the case of week view or month view) is currently selected.

The schedule in the central panel is divided into hours, these are divided according to the value specified in the granularity drop down menu in the Calendar preferences.

The screenshot shows a calendar interface in Day View for Thursday, December 10, 2020. The toolbar at the top includes view options: Day (selected), Work Week, Week, Upcoming, Month, and Agenda, along with Edit and Delete buttons. A search bar is also present. The main area displays a vertical timeline from 12:00 PM to 07:30 PM. Three events are visible: 'Lunch with Tom' (12:00pm - 12:45pm, yellow bar), 'Jogging' (1:45pm - 2:45pm, dark blue bar), and 'Dinner with Lucy' (6:15pm - 7:45pm, red bar). A red dot is visible on the timeline at 05:00.

Calendar events are ordered in a vertical timeline. Each event is colored (you can choose any color you like on the toolbar) and contains the basic information (subject, start time, tag, recurrency and reminder settings).

Events that last the whole day or span several days are displayed in the upper section of the calendar, before the timed schedule (so that these events don't interfere with the daily schedule).

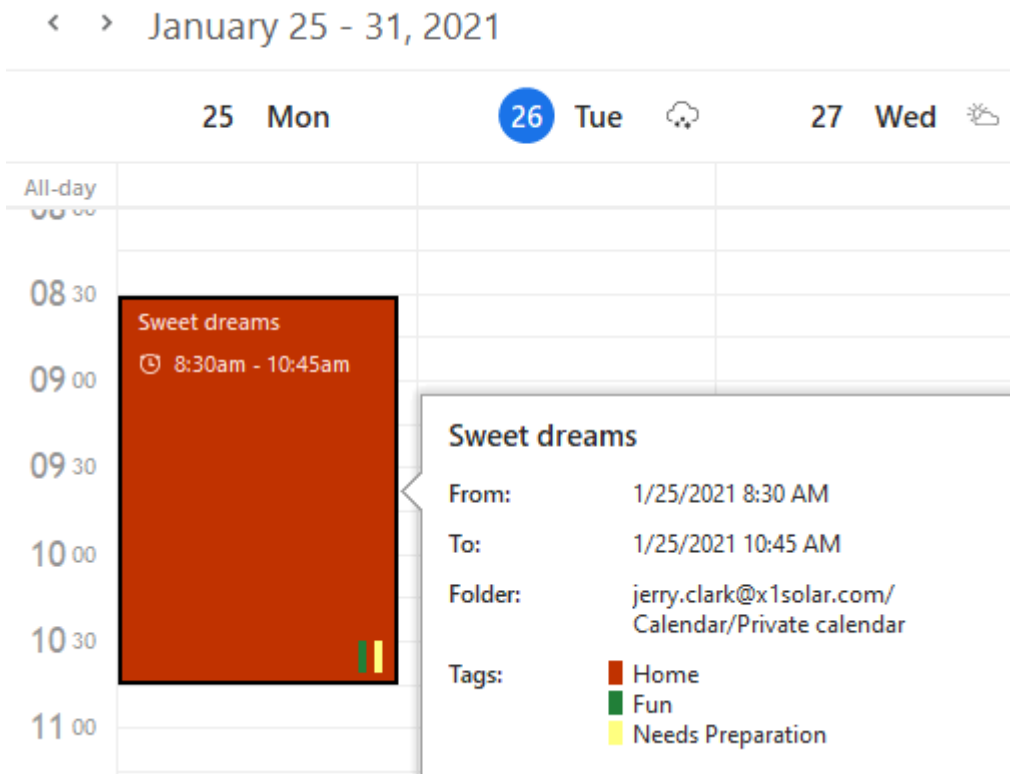


Events in the main panel can be drag-and-dropped on a different time or resized to a different length.

To **move** an event, click on an event box with the left mouse button and drag the event to another time and release the mouse button.

To **extend** or **reduce** the duration of an event, move the pointer to the upper or lower area of an event and after the pointer changes its shape, click the left mouse button and resize the event as necessary.

If you hover the mouse pointer over an event, a balloon tooltip will appear showing the details of the event, including subject, start time, end time and description. This also works in the week view and month view.



Week View



All the functions offered in Day View can be found in Week View, the only difference is that Week View displays one week at a time. If you want to see the schedule for workdays, select **Work Week View** in the [calendar's toolbar](#).

Work Week View



Same as week view except that only the days which you have set up as "days when you work" will be displayed. To set up your work week go to **Settings -> Calendar**.

Month View

The month view layout allows you to see the events of the whole month.

Events that last less than a single day are ordered the same way as in the other layouts. Day long and multi-day events are displayed before other short events and are sorted by their starting time.

< > January 4 - 31, 2021

Mon	Tue	Wed	Thu	Fri
Jan 4	5	6	7	8
8:45am Jogging	7:30am Jogging 10:00am Pick up coffee	8:15am Leave for work 9:00am Work	6:30am Breakfast 6:45am Feed the cats	3:00pm Stand-up a...
11	12	13	14	15
8:30am Sweet dr... 2:30pm Invite	5:30pm Skype with...	3:00pm Meeting A; ...		

Days that contain more events than can be fitted into its window will have three dots in the upper right corner of the window. Click on the three dots to switch to day view, allowing you to see all your scheduled events in the particular day.

Thu

7










- 6:30am Breakfast
- 6:45am Feed the cats
- 8:15am Leave for work
- 8:30am Sweet dr...
- 9:00am Work

3 more events

Agenda

This layout does not display events in a calendar but instead in a comprehensible list of events, with each line containing the details of a single event.

By default, events are ordered by their starting dates. Recurring events are listed only once, at the time of their first occurrence.

  Summary	Location	Start	End	Tag	
Click to add new event					
^ Last Week					
Meeting	"Big meeting room" <meetin...	1/19/2021 3:00 PM	1/19/2021 3:30 PM	None	
^ Two Weeks Ago					
Lunch with Stacy		1/12/2021 9:30 AM	1/12/2021 11:30 AM	Friends	
^ Older					
Final Project Deadline		1/9/2021 3:45 PM	1/9/2021 4:15 PM	None	
Skype with Jack		1/7/2021 5:30 PM	1/7/2021 6:00 PM	Important, Busin...	
Invite		1/7/2021 2:30 PM	1/7/2021 3:00 PM	None	
Work		1/7/2021 9:00 AM	1/7/2021 12:45 PM	Business	

This view is particularly useful when searching for particular events. It allows you to arrange events by different parameters by simply clicking on a particular column header. Click the column header again to switch between ascending and descending orders.

Searching Calendar

Agenda

Add new task
> No date (19 items)
> In the Past (88 items)
^ Yesterday
✓ Work
> Today (8 items)
> Tomorrow (1 item)
> Next Week (12 items)
> Later (3 items)

To search your Calendar use the Agenda section which you can find on the right-hand side of the interface.

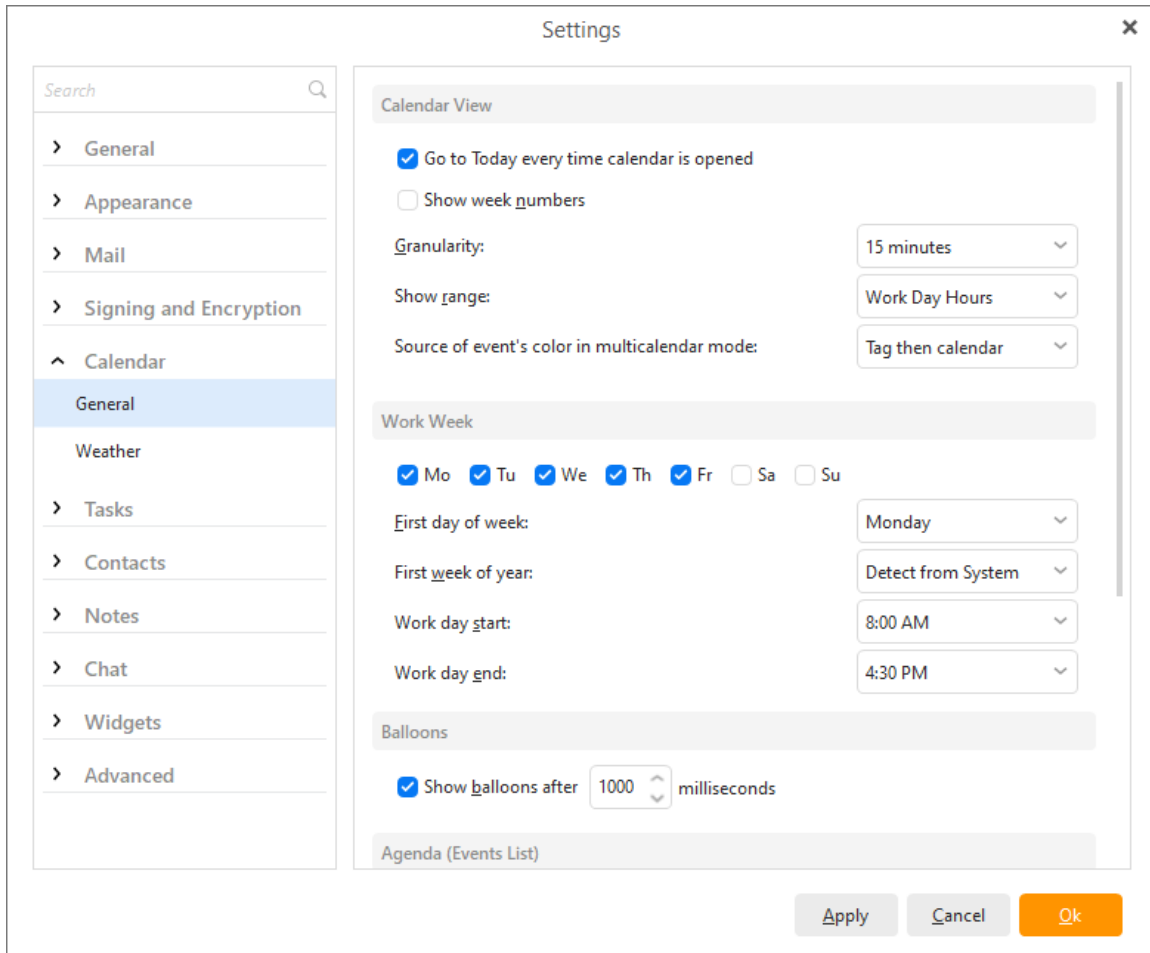
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Calendar Preferences

Access the calendar's settings by right-clicking anywhere on the calendar's main panel and select Calendar Preferences from the context menu, or select **Menu ->Tools -> Settings** from the main menu, then select the **Calendar** section in the **Settings** window.



The **Calendar** Settings window consists of four sub-sections: **Calendar View**, **Work Week**, **Balloons** and **Agenda (Events List)**.

Calendar View

Show week numbers:

If you check this option, there will always be a week number displayed in the month view of the calendar, according to the current year.

Granularity:

This option allows you to choose the granularity of the day and week view layouts.

The days are divided into hours by default. If you want to plan your time more accurately, you can split the hours into slices of 5, 10, 15, 20 or 30 minutes. This time unit is important when you are moving and resizing events by Drag & Dropping event boxes because you can't adjust the events by smaller time units than defined here.

Show Range:

This option allows you to set the "height" of your calendar's layout. The value specified in this field determines how many hours will be visible at one time in the calendar's central panel.

So, if you set 24 hours in this field, you won't have to scroll at all in your calendar's central panel, leaving you plenty of room for your nocturnal activities.

Source of event's color in multi-calendar mode:

You can define the source of the of an event's color while you are in multi-calendar mode. This option is useful when you are working with more than one calendar. You have three options:

Tag then calendar - will prefer tag color and ignore calendar color.

Calendar then tag - will prefer the color of a calendar and the tag color will be determined only by the tag indicator.

and Calendar only - will display calendar color primarily while you only one calendar is selected.

Number of weeks in month view:

You can set the number of weeks by 3 different ways: in the calendar settings; by pressing ctrl and simultaneously scrolling with the mouse-wheel while in month view of the calendar; or by pinch gesture in touch mode of the application.

Work Week

In this section, you can define the parameters of the work week. When it starts, when it ends and which days it contains.

Balloon tooltips panel

In this panel you can define the behavior of the popup balloon tooltips which appear when you hover the mouse pointer over an event box. These tooltips contain the events' info. You can learn more about balloon tooltips in the [Calendar Views](#) section.

Agenda (Events list)

Check **Show groups in agenda** to have groups displayed in Agenda (Events list).

Defaults

In this panel you can set default meeting lengths and reminder lengths. You can select whether you want to apply them to all folders or only to selected ones.

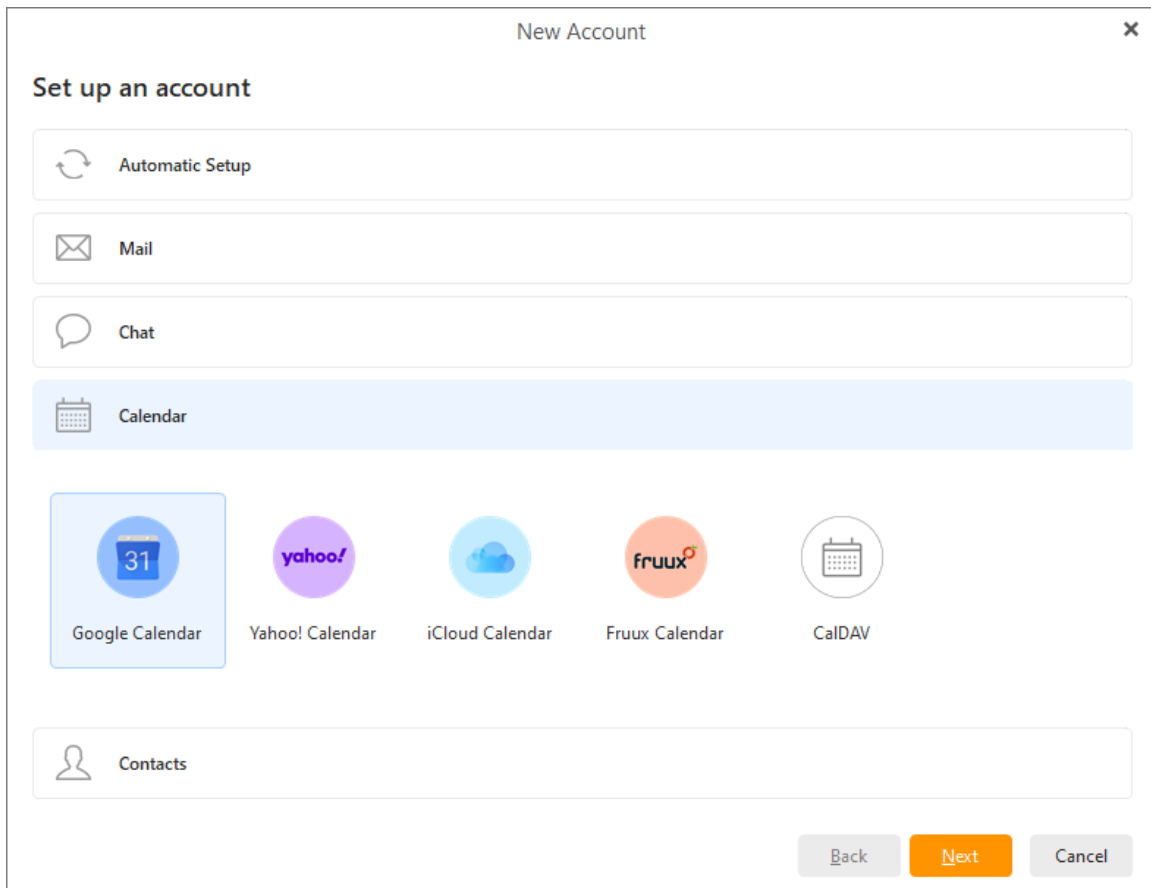
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Calendar Sharing

eM Client can synchronize its calendar with shared calendars on the server. This way multiple users can access the same calendar. This feature is useful for scheduling public resources. For example, employees can log onto a public calendar to book company cars or meeting rooms or check the availability said cars or rooms.

To access a shared calendar, you proceed in the same fashion as if you were setting up a normal CalDAV account:

Select CalDAV in Account wizard.



Fill in the URL of the shared CalDAV location, your username and your password.

New Account ✕

1 Server information
2 Account details
3 Finish

Server information

Enter your CalDAV/CardDAV account settings.

Account address URL (f.e. <http://www.example.com/.well-known/caldav>):

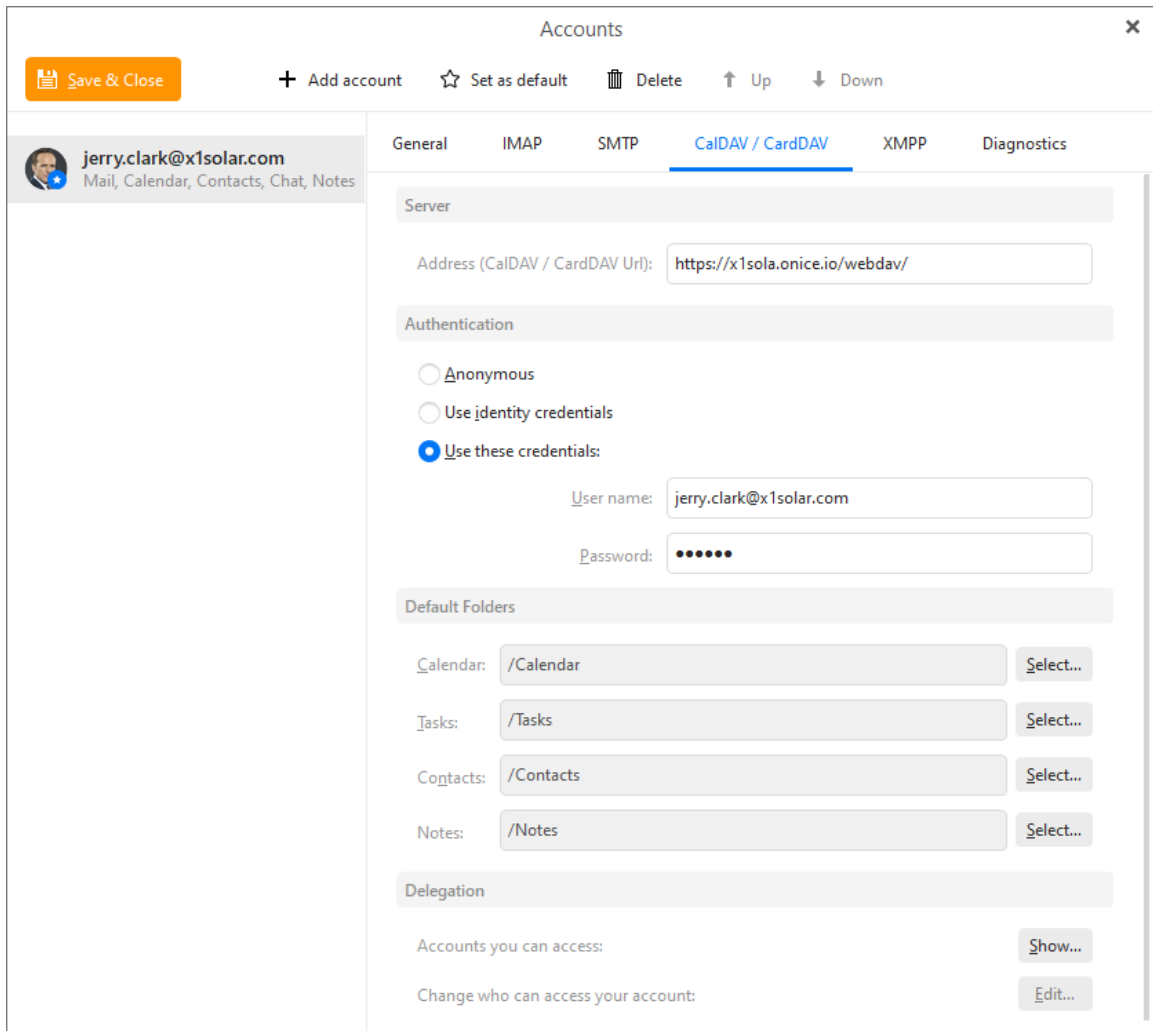
Account address:

Authentication

User name:

Password:

Finally you need to enter your credentials in the account window or when being prompted during account synchronization.



You now have a calendar account that is synchronized with a public calendar, any changes you or other users make will be uploaded to the same CalDAV server and displayed in your eM Client's Calendar.

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Edit Events

Resizing and moving events

All event blocks can be moved to a different time by Drag & Dropping them. All Events can be moved and rescheduled in this simple way in all view layouts that are available in Calendar.

To change the duration of an event in the day or week view, move the pointer to the upper or lower area of an event box and when the pointer changes to a double headed arrow, left click and resize the box as required.

When drag & dropping events, remember you can only change the events by the time unit specified in the granularity option in the [calendar's toolbar](#). You can't resize/move events by smaller time units than the specified units.

Deleting events

To delete an event, select the **Delete** button on the toolbar, the **Delete** option from its context menu or simply click on the event box and press the Delete key on your keyboard.

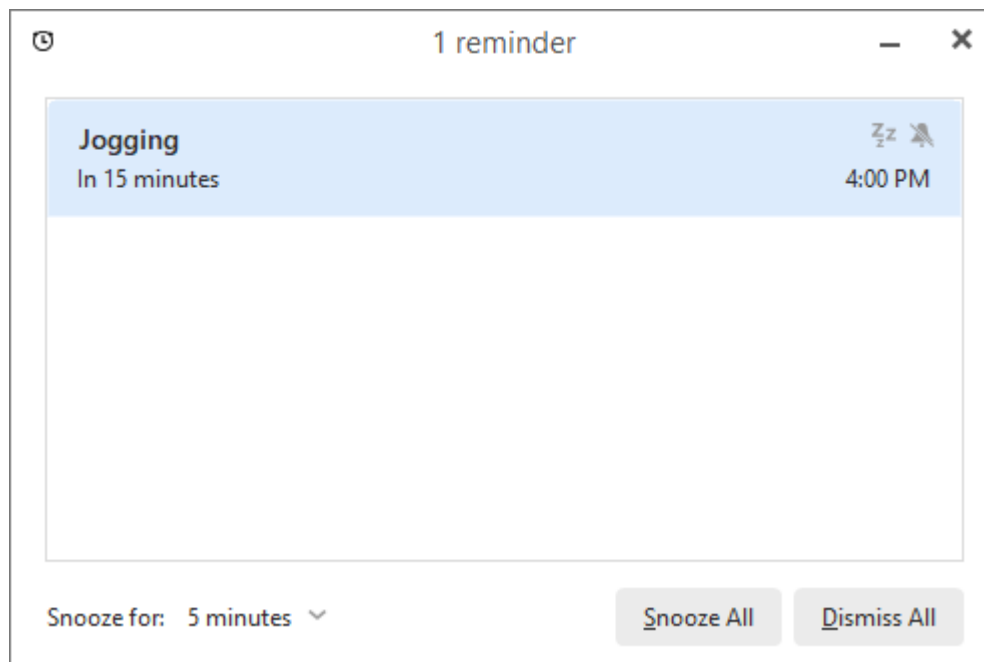
You can also Copy, Cut and Paste events like you would do with texts, with the standard Ctrl+C (Copy), Ctrl+X (Cut) and Ctrl+V (Paste) hotkeys.

Event reminders

For important events, you can set reminders that will regularly send you alerts as the event approaches.

To set up a reminder, open the Event Editor window for a specific event (see [working with events](#)), in the **General** tab and enter the amount of time ahead of the event you wish to start receiving notification alerts in the **Reminder:** field. The default value is **No Reminder**, which means you will not receive any alerts before the upcoming event. To set a reminder, click on the drop-down list and select a time amount from 5 minutes to 2 days ahead of the event to start receiving reminders.

The event reminder is displayed in an alert window that includes a list of all upcoming events. Each row contains the subject of the specific event (task) and time left to the start of the event.



The alert window offers you several ways to interact with the notification system and the event(s) themselves:

Open Item

Click the button to open the event's create-and-edit dialog window.

Dismiss (All)

Click the **Dismiss all** button dismiss all displayed reminders in the window or use the **bell icon** to snooze the individual reminder. Reminder alerts will no longer be displayed for the selected events with the exception of repeated events.

Snooze (All)

Snooze works much like the same button on an alarm clock. Click **Snooze (zzz)** icon or **Snooze All** to temporarily dismiss the alert. But more alert windows will continue to be displayed at the time interval specified in the **Snooze Time** drop-down list.

Tip: you can also manually disable event reminders by opening up the Event Editor window and setting the Reminder field to its default No Reminder.

Warning: The reminder window is active only when eM Client is running.

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Working with Events

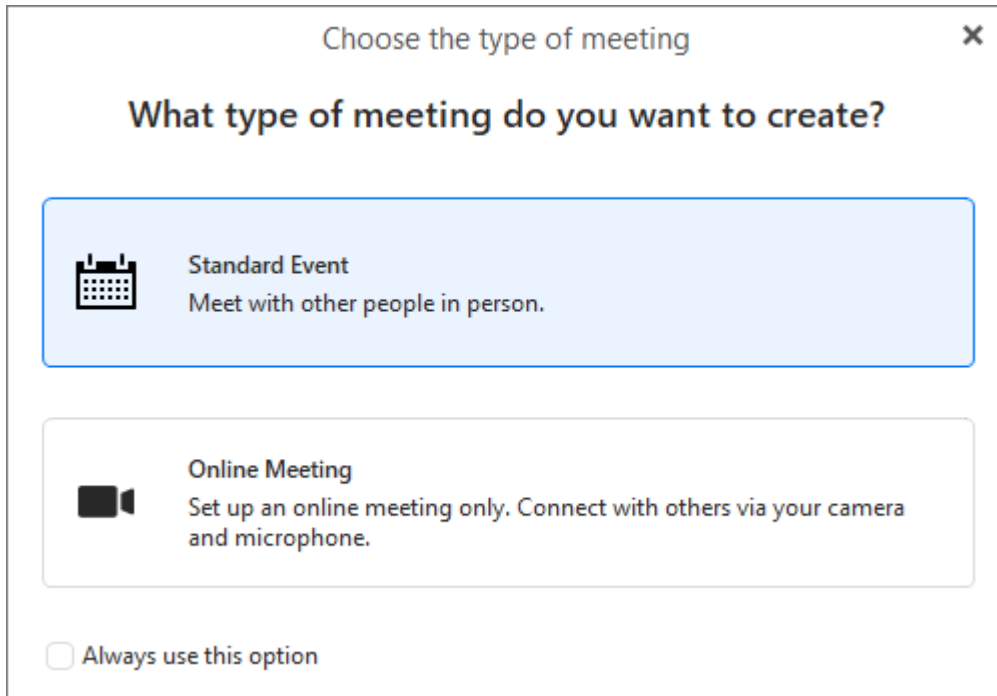
Creating and editing events

Events are the basic entries in your calendars.

To create a new event in a calendar:

On the calendar toolbar select **New>Event** .

If you are using this option for the first time, you will be provided with an option to create Standard event or Online Meeting:



You can use the **Always use this option** to lock in your selection for next time and choose each time.

You can also change this setting any time later in **Menu > Settings >Calendar>General>Defaults**.

Right-click on the calendar itself then select **New Event...**

or, double-click the calendar in the Central Panel.

However, by far the easiest way is to draw a rectangular outline of your event by drag and drop your mouse on the calendar.

The last way how to create an event is to move with your keyboard arrows from box to box and subsequently write a name of the event and ultimately press enter. This way of creating events is by far the fastest one if mastered by the user.



Type in a name for this event and press Enter to create a default one time event with only the time and name you have specified. To add more details double click on the newly created event to bring up the Event editor window.

Event settings

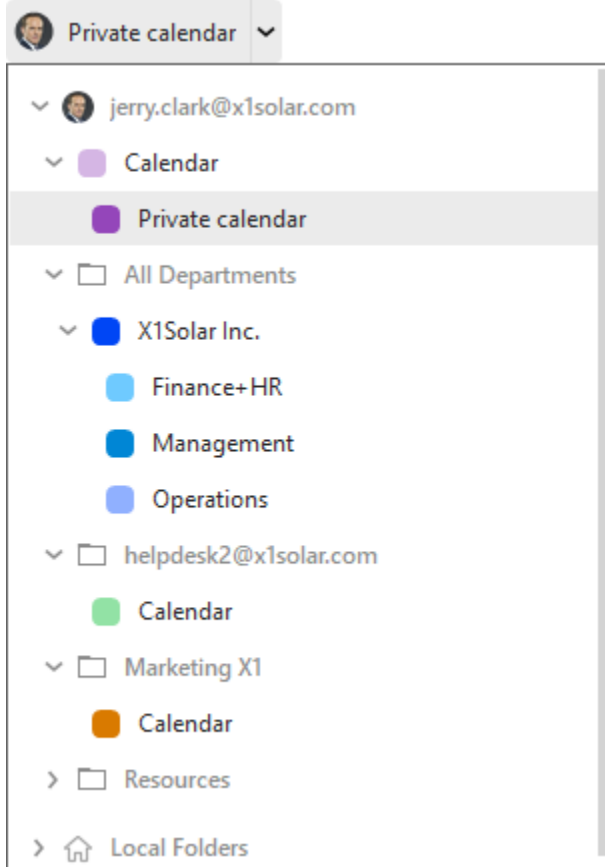
All the basic configuration can be defined in this window:

A screenshot of the 'Jogging - Event' settings window. The window title is 'Jogging - Event'. At the top left is a 'Menu' icon. Below it is a 'Save & Close' button. To the right are 'Private calendar' (with a dropdown arrow), 'Standard Event' (with a calendar icon), and 'Online Meeting' (with a video camera icon). The main form contains the following fields:

- Title: 'Jogging' (text input)
- All day event:
- Start: '3/25/2021' (date dropdown) and '7:00 AM' (time dropdown), with a '+ Add time zone' link.
- End: '3/25/2021' (date dropdown) and '7:30 AM' (time dropdown).
- Show as: 'Busy' (dropdown)
- Tag: 'Sport' (selected, with color-coded dots for Sport, Fun, Must Attend) (dropdown)
- Reminder: '5 minutes' (dropdown)
- Recurrence: 'None' (dropdown)
- Location: 'Enter Location' (text input)
- Participants: 'Add attendee (name or email)' (text input) with a '+ Person' icon and a 'Schedule...' button.
- Description: A rich text editor with a toolbar (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, smiley) and a text area containing 'Don't forget the new running shoes!'.
- Private event:

At the top you have the **Save & Close** button used for finishing your event. Next to it is the **Calendar selection**, you can use the drop-down menu to select a different

calendar. If you do so, the event will be automatically moved to the selected folder. This utility works also for editing Tasks, Contacts and Notes.



Simply click on the down-pointing arrow and select desired folder from a drop-down list.

Title

The subject of the event. This information will be displayed in the calendar window after the event is saved, therefore it should be as brief as possible.

All day event

In the all day event, the start and end time items are missing. This means that this event will be in progress over the entire day, but other events can be still planned for this day. The typical example is setting entire-day events like wedding anniversaries, symposiums, vacations, business trips, etc.

Start

Start time of the event. Consists of two fields, date and hour.

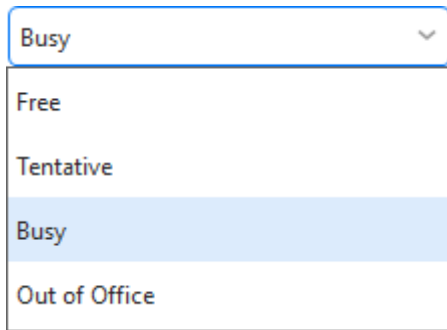
End

End time of the event.

If the date part of end time of a given event differs from its start time date, a **multiple day event** is created. These events are listed in the upper part of the schedule, under the all day events. This way they don't mess into the daily schedule.

Show as

You can select a type of your event - You can be busy or you can be free.

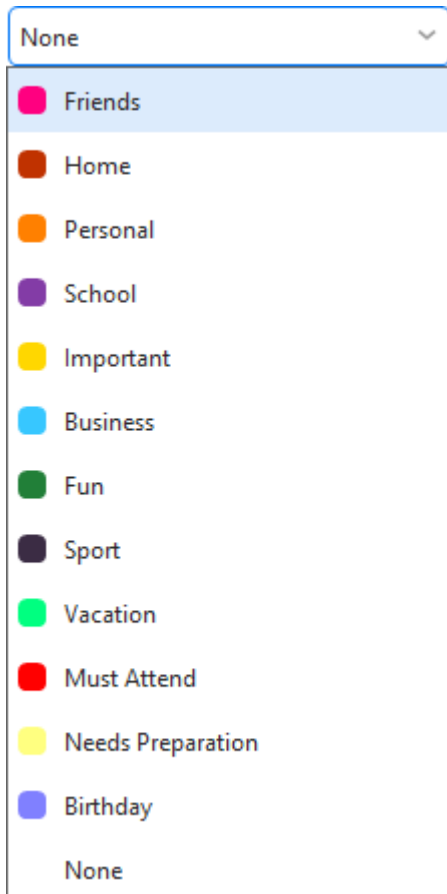


Reminder

Reminder is a special function of the interface, that allows reminding of events. If the reminder is set for an event, an alert is displayed at the defined time that informs of an upcoming event. The default value is **No Reminder**, but any different value can be selected from the drop-down list. To cancel the reminder, simply choose the **No Reminder** option in the event's dialog box. For more information about working with reminder see section [Edit Events](#).

Tag

In the tag drop-down menu, you can assign color-coded tags to the selected event. In the calendar's central view, events will be shown colored according to their tags designated here. In case of multiple calendars, each calendar is assigned its own tag (see [Using More Than One Calendar](#)). The tag's color will be shown in the event's heading (Except in a month view layout). For more details on Tags see [About Tags](#).



Recurrence

The Recurrence tab is used to set recurring tasks which take place every given number of days, weeks or months.

In this tab you can set how often will the task be recurred and when (if ever) will the recurrence terminate.

Frequency	Recurrence range	Pattern
<input type="radio"/> None	<input checked="" type="radio"/> No end date	Recur every <input type="text" value="1"/> week(s)
<input type="radio"/> Daily	<input type="radio"/> End after <input type="text"/> occurrences	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday
<input checked="" type="radio"/> Weekly	<input type="radio"/> End by <input type="text" value="12/15/2020"/>	<input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
<input type="radio"/> Monthly		
<input type="radio"/> Yearly	Example: 12/17/2020, 12/24/2020, 12/31/2020, 1/7/2021, 1/14/2021, 1/21/2021, 1/28/2021, 2/4/2021, 2/11/2021, 2/18/2021, ..	

Frequency

You can set frequency daily, weekly, monthly or yearly.

Recurrence range

You can set here when the event should end. There are three options:

No end date - The event will recur for ever and ever and ever...

End after X occurrences - You can set the number X. The event will not recur after X occurrences.

End by - You can set a date. The event will not recur after this date.

Pattern

Frequency **daily** - In the pattern you set the number of days when the event should recur,

Frequency **weekly** - In the pattern you can set the number of weeks when the event should recur. You can also choose the days of the

week on which the event should recur (e.g. in the following picture, the event will recur every week on Monday and Saturday).

Frequency **monthly** - In the pattern you set the number of months when the event should recur. You can also set a day - you can set the number of day in month, or set for example "second Monday".

Frequency **yearly** - In the pattern you set the number of years when event should recur. You can set a date for event or set for example "second Monday of February".

Location

Enter the geological or descriptive location of your event. eM Client will automatically offer previously used locations once you start typing.

Participants

Participants are those contacts that are invited to particular event and their status is determined by responding to the event request or not (their status can also be set manually).

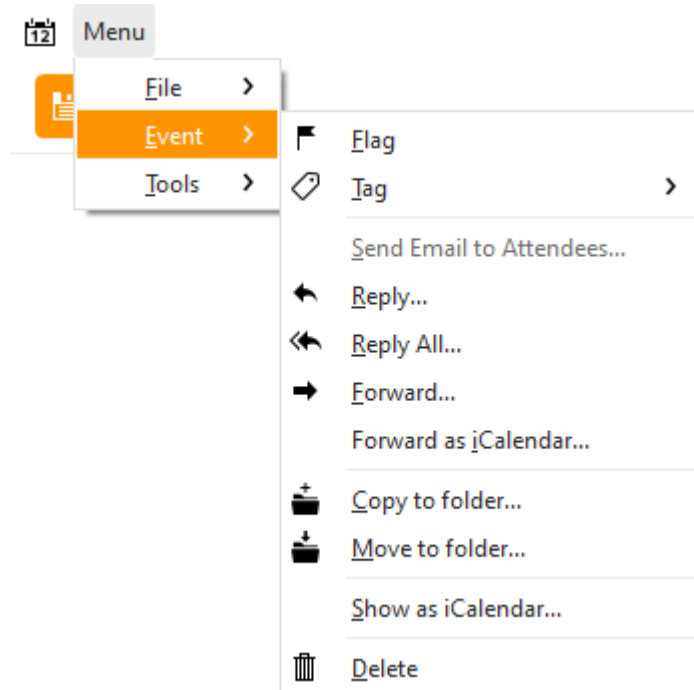
Private event

If you check **Private event**, this event will get a private status.

Event Requests

Once an Event has been created, you can send attendance requests to others through Email. For Calendar providers that have an auto-scheduling feature the Invitations and Event updates will be sent automatically by the server.

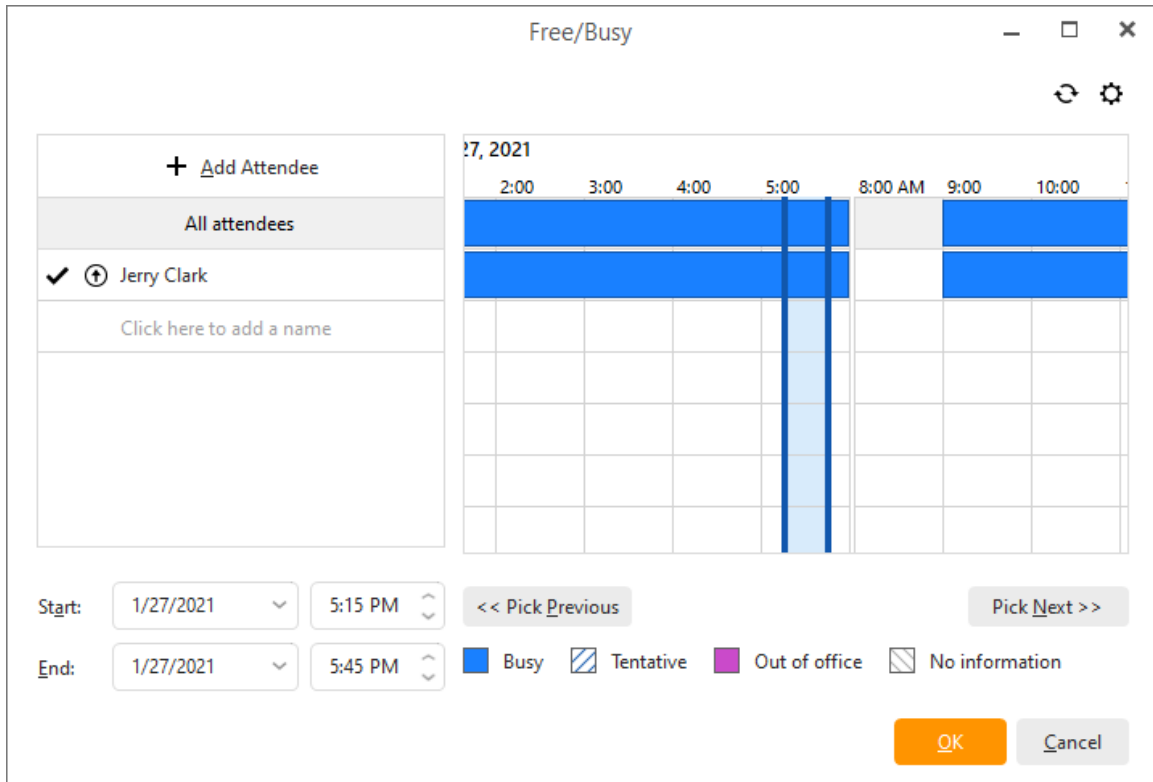
Sending an email to attendees



You can manually send an email, reply or forward the event using the options under **Menu>Event**.

Scheduling


In the **All attendees** list type in the list of potential attendees you wish to be invited to the event.




Type of resource - select type of resource by clicking on the second icon next to the participants name which will bring up a list of options (Required, Optional, Resource) form which you can choose and select one:

- Required
- Optional
- Resource

Pick Previous and Pick Next- By clicking on Pick Previous or Pick Next the next or previous time window will be found, i.e. time period when all participants actually have time.

Refresh- click on  icon to refresh the information when participants have free time

Options- click on  icon to bring up the list of options for scheduling

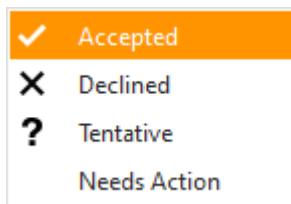
- Show only working hours
- Show only working days
- Zoom >

Here you can select if you want to show only working hours/days and you can also zoom in/out.

There are three types of requests that can be sent to each attendee: **Required**, **Optional**, and **Resource**. Each can be selected by clicking on the box next to the attendees' emails.

Each time you add a contact to your list of attendees, if you have the Freebusy URL for that contact setup (see relevant section in [New Contact creation](#)), you can see the schedule of the attendee, which can help you organize the event.

A response to your request can be obtained from each attendee in the form of **Accepted**, **Declined**, or **Tentative**. which will also be displayed in this window next to each attendee's email address.



Once all the necessary details have been entered into the Event editor, click **Save** to finish editing. A prompt will appear asking you whether you wish to send invites to the attendees listed, click **Send invite** to close the editor and send invites.

Tip: Should you delete or make changes to your events after you have sent out your event invites, a notice of change/cancellation will be sent to each of the attendees accordingly.

Your invitee will receive an invite such as the one below in their email, they can send you a reply by clicking on either **Accept**, **Tentative**, or **Decline** respectively, which will show up in your Event window.

You have been invited to the following scheduled items.

Final Project Deadline



Start 12/18/2020 3:45:00 PM

End 12/18/2020 4:15:00 PM



Organizer

Clara Smith <smith@x1solar.com>



Attendees

Jerry Clark <jerry.clark@x1solar.com> (No response, Required participant)

Accept

Tentative

Decline

Tip: if you have a Google account set up in application, your Google Calendar will be automatically synchronized to your Calendar.

Description

To any event it is possible to add a comment referring to various issues such as event details or lists of items related to the event.

The description field contains the same toolbar options as composition of email and other items and you can also customize the toolbar to fit your needs.

Location

Location of the event - for example: at work, at home, at school...

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Using More Than One Calendar

eM Client allows you to create multiple calendars, each of them dedicated to separate aspects of your life (one calendar for your work duties and another for your leisure time for example). Multiple calendars offer several advanced functions, like simultaneous displaying of events, distinct colors for events from the individual calendars or hierarchical structuring of your calendars.

These features are provided through the **Calendar** sub-panel in the left-most vertical panel of the interface. Open this sub-panel by clicking on the **Calendar** label in the left-most panel (if the panel is already displayed, clicking on this label will minimize it).

The Calendar sub-panel consists of two parts:

Calendar

▼  jerry.clark@x1solar.com

- ▼ Calendar
 - Private calendar
- ▼ All Departments
- ▼ X1Solar Inc.
 - Finance+HR
 - Management
 - Operations
- ▼ Marketing X1
 - Calendar
- ▼ Resources
 - Big meeting room
 - Projector
 - Van

< November 2020 >

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

In the lower part you can see the calendar view of the current month. You can learn more about its functionality in the [Getting Started](#) section.

The upper part contains the hierarchical tree of your calendars. All the functionality connected to using multiple calendars is provided by this tree.

The root folder of the tree is created automatically and goes by the name "Calendar". This folder is always the top-most in the tree and cannot be deleted or renamed.

Creating new calendars

Right-click anywhere into the **Calendar** sub-panel (if you click on an existing calendar, this calendar will be selected as a default parent for the newly created calendar folder in the hierarchical tree). A context menu will appear. Choose the **New calendar...** option and a dialog window will open.

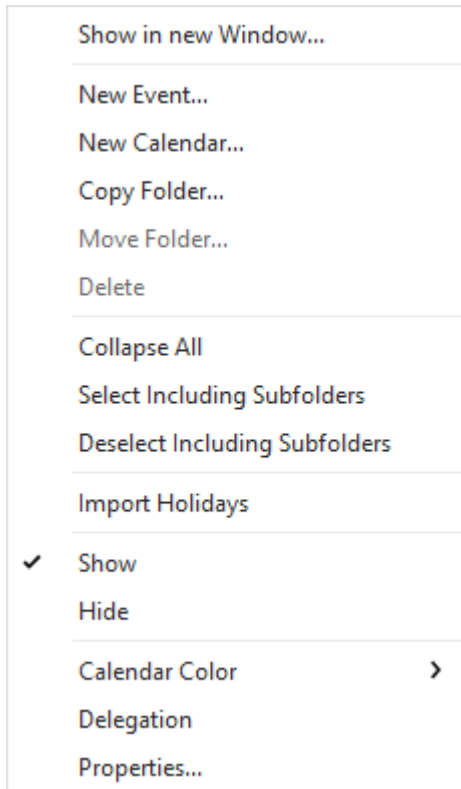
The screenshot shows a dialog box titled "Create New Folder" with a close button (X) in the top right corner. The dialog contains the following elements:

- Name:** A text input field for entering the name of the new folder.
- Folder contains:** A dropdown menu currently set to "Calendar Items".
- Calendar color:** A grid of 14 color swatches. The second swatch in the second row (green) is selected with a checkmark.
- Select where to place the folder:** A tree view showing the user's profile "jerry.clark@x1solar.com", a "Local Folders" folder, and a "Calendar" folder with a red square icon.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Insert the requested name for the new calendar into the **Name:** field. In the **Select where to place the folder:** panel, you can choose, where the new calendar folder will be situated in the hierarchical tree (the default position is determined by the place you have right-clicked in the **Calendar** sub-panel). You can also choose the color that will be used for this new calendar. When you're done, click **OK** and a Calendar will be created and inserted into the tree structure.

Editing existing calendars

You can also rename calendars, delete them and choose colors for the events contained in them. All these options are available via the context menu of the calendars, simply right-click the desired calendar and choose the requested option.



Displaying events from multiple calendars

If you want to display events of multiple calendars at once, tick the checkboxes situated before every calendar folder in the hierarchical tree structure.

By default, only the events of the currently selected calendar are displayed in the central panel. But if you check the box before a given calendar, its events will be always displayed, no matter which calendar is currently selected. This feature is particularly useful when combined with the usage of separate colors for the single calendars. This way you'll always see which event belongs to which calendar. The last couple of versions of our product do even enable you to edit events of any of the selected calendars, unlike to the previous versions, where you could edit only those events that belong to the currently selected calendar.

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About Tasks

We have all wondered exactly when our days of youthful vigor turned into a life lived by a to-do list stuck on our fridge. We all inevitably have to end such musings with a sigh, check off "get more eggs" then go on to "pick up the laundry." What we can do however, is to make that list more convenient and more helpful.

If you are ready for something a little more 21st century than that writing pad on your fridge, eM Client is here for you! This product's task management tool is the central storage of all your tasks, it can remind you of your duties with automatic alerts, and keep track of the progress of your various activities.

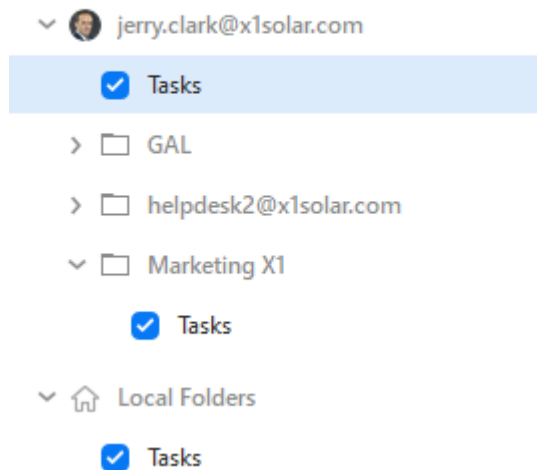
Getting started

A default task folder is prepared for you when you create your account. You can access it by clicking the **Tasks** bookmark in the left-most vertical panel of the eM Client's interface.

Tasks

A new sub-panel will open, containing the hierarchical tree of your task folders:

Tasks

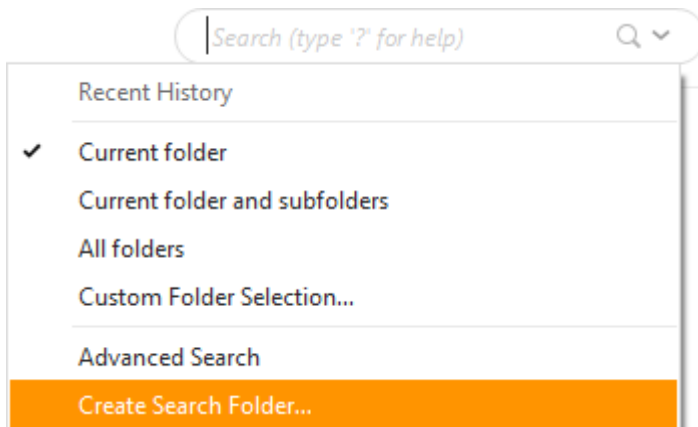


In this panel you can customize and manage your task folders. You can create new task folders, rename or delete existing ones. All this is accomplished via right-clicking and selecting the desired option from the context menu.

If you click on any of your task folders in this panel, the central panel will switch to a [task list view](#) of the chosen task folder. In this view you can see all the tasks from the given task folder and you can also [create new tasks and edit/delete existing ones](#) here.

Creating Search Folders for Tasks

It is possible to create a search folder from relevant search process by right-clicking on the down-pointing arrow next to the search bar and selecting **Create Search Folder...** from the context menu.



Please, note that this is the only way, how to create search folders for Tasks.

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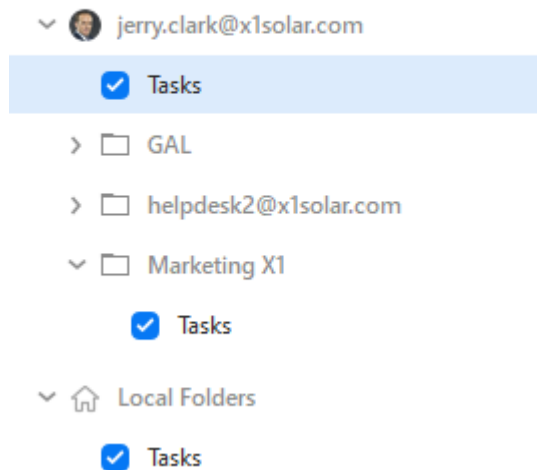
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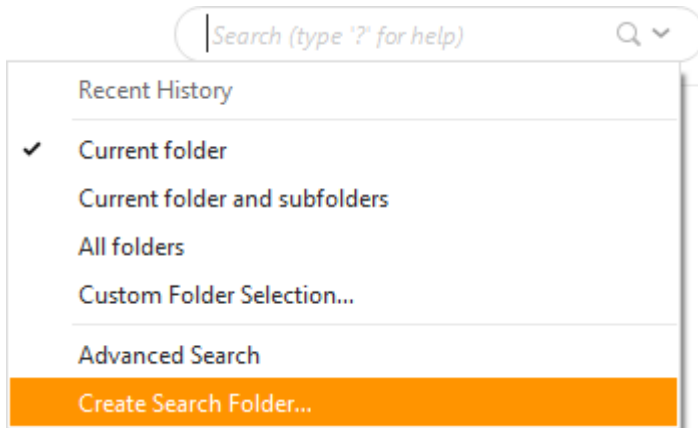


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Please, note that this is the only way, how to create search folders for Tasks.

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Task List Display

In this product, the tasks are shown in a simple list that contains data such as the subject of the task, scheduled deadline and the status of the task.

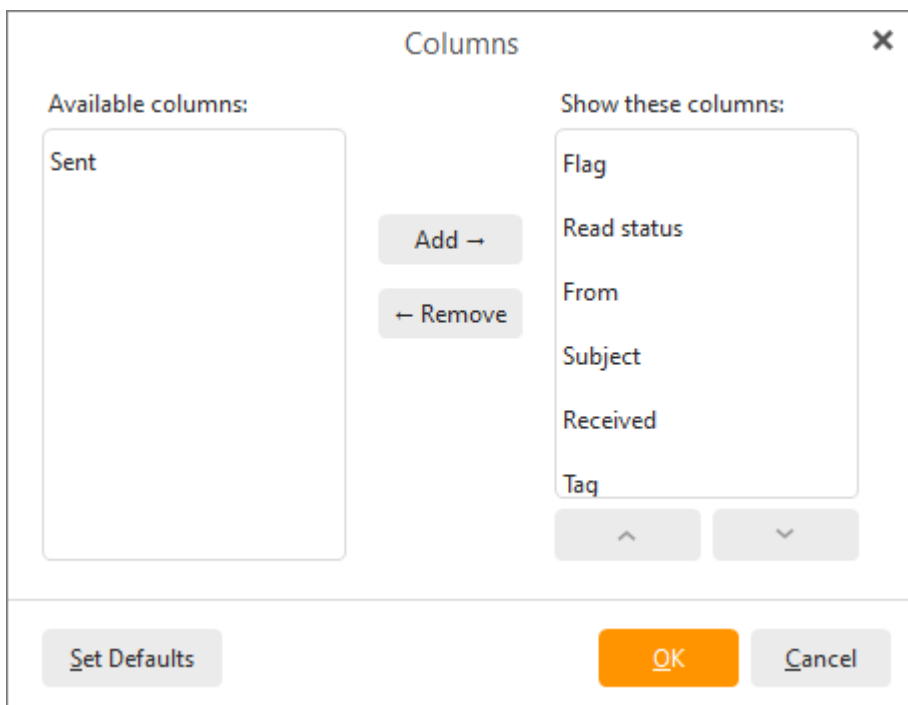
<input type="checkbox"/>	Summary	Due	Status	Tag	
<input type="checkbox"/>	Do the dishes		Not Started	Home	
<input checked="" type="checkbox"/>	LW project - inputs	8/3/2015	Completed	Business	
<input checked="" type="checkbox"/>	HW project - inputs	8/10/2015	Completed	None	
<input type="checkbox"/>	write lecture	8/17/2015	In Progress	None	
<input type="checkbox"/>	Ask Thomas for more info (Monday meeting)	1/30/2021	Not Started	Business	

Sorting tasks by columns

The detailed information on individual tasks is displayed in the columns. The tasks can be sorted by the details listed in individual columns. Click the column heading to sort tasks in the ascending or descending order (see the arrow next to the column's name) by alphabet, date or other criterion, depending on the column contents.

Adding and deleting columns

Users can customize the appearance of the table and the information shown. The columns can be added or deleted and their order can be changed. Right-click the table header, select **Columns configuration...** and specify the column settings in the **Columns** window.



Checked columns will be shown in the dialog box, unchecked columns will be hidden. You can also change the order of columns. Just use the **Move Up** and **Move Down** buttons in the **Columns** window or simply use the Drag&Drop technique directly in the table header (left-click on one of the column headings and drag it onto the heading of the column you want to switch with).

Adjusting the column width


The width of the task list's columns can be adjusted. To change the column width, click between two columns in the table header and drag the cursor right or left as needed. Another option is to use the

Columns window (right-click the table header and select **Columns configuration...**). In there select the desired column and specify the requested number of pixels.

Completing tasks

After a specific task is solved, it can be marked as solved in the task list using the checkboxes in front of every task. When the task is checked, its status is set to completed.

Hide Completed button

 **Hide completed tasks**

Hide Completed button automatically hides all tasks that have been already completed.

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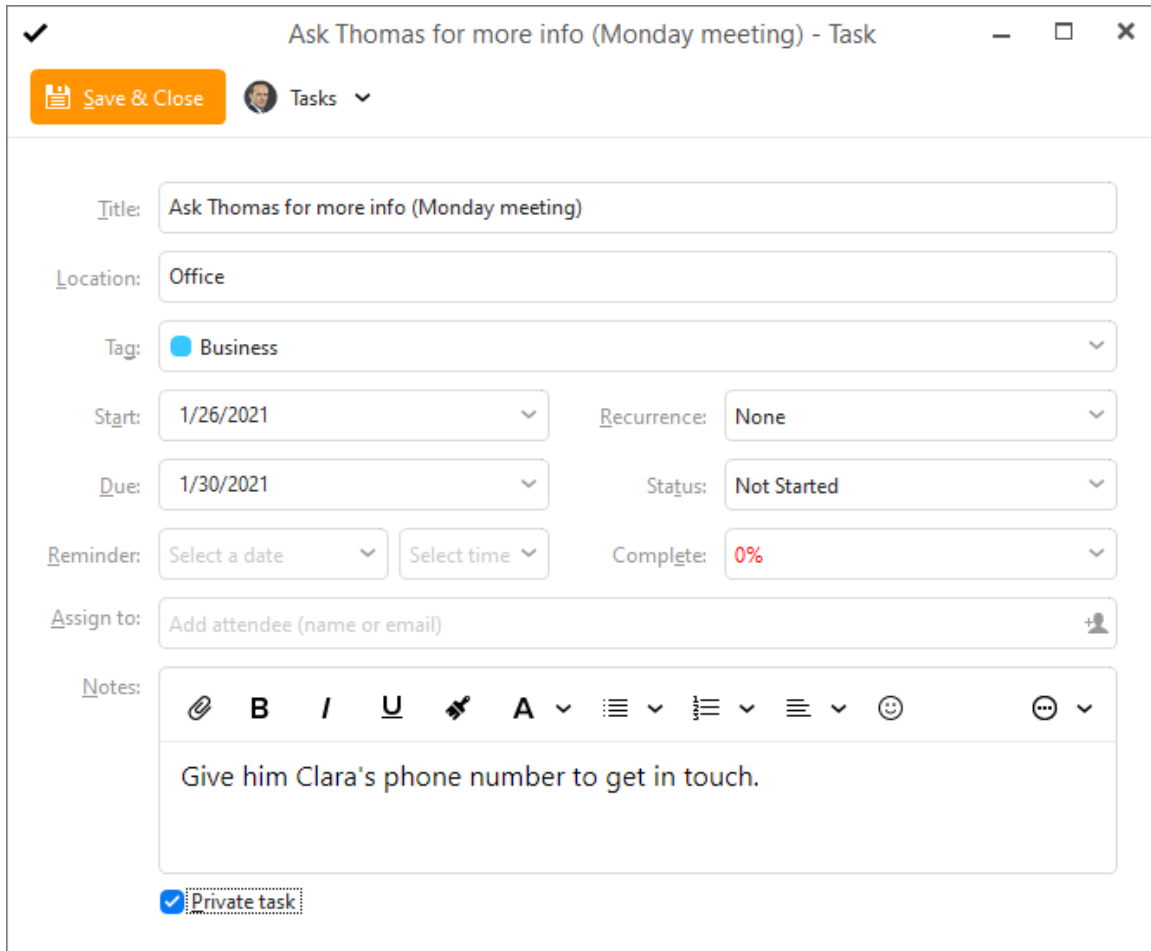
Creating and Editing Tasks

Creating new tasks

To create a new task, select **New** in the toolbar, the other way is to right-click a task folder in the **Tasks** sub-panel in the left vertical panel and select **New task** from the context menu. The last and by far the fastest way, when you are in the Task section, is to click on the top line (the line is separated by thick line, see screen shot below), fill in required fields and press enter.

A **Task** create-and-edit dialog will open.

General tab



The screenshot shows a task dialog box titled "Ask Thomas for more info (Monday meeting) - Task". The dialog has a toolbar with a "Save & Close" button and a "Tasks" dropdown menu. The main content area contains the following fields:

- Title:** Ask Thomas for more info (Monday meeting)
- Location:** Office
- Tag:** Business
- Start:** 1/26/2021
- Recurrence:** None
- Due:** 1/30/2021
- Status:** Not Started
- Reminder:** Select a date, Select time
- Complete:** 0%
- Assign to:** Add attendee (name or email)
- Notes:** Give him Clara's phone number to get in touch.
- Private task:**

Title:

The title of the task. This information will be displayed in the task list and therefore it should be as brief as possible.

Location:

Location of the task.

Start:

Start time of the task. Consists of two fields, date and hour. The default value is the current date and hour.

Due:

Time required for completion of the task.

Reminder:

Reminder is a special function of the interface, which allows reminding of upcoming tasks. If the reminder is set for a task, an alert is displayed at the defined time that informs of an upcoming task. By default the **Reminder:** checkbox is unchecked, meaning that you won't be reminded of the task. But if you check it and set a date and time in the **Reminder:** fields, an alert will be displayed at the specified time. To cancel the reminder, simply uncheck the **Reminder:** checkbox.

Tag:

In the tag drop-down menu, you can assign color coded tags to the task. Tags provide a way for you to recognize and assess the nature of a Task at a glance, whether a Task is work related, personal or requires immediate attention etc. (For more details on Tags see [About Tags](#)).

Status:

Each task goes through several stages during the process of its completion. Here you can define what stage is the selected task currently in.

Complete:

Shows what percentage of the task has already been completed.

Recurrence:

The Recurrence tab is used to set recurring tasks which take place every given number of days, weeks or months.

In this tab you can set how often will the task be recurred and when (if ever) will the recurrence terminate.

Private task:

If you check the checkbox, the task will get the private status.

Assign to:

Assign the task to any number of your contacts and an invitation will be send to them.

Description:

Detailed information can be provided for each task.

Attachment:

Like with Emails and calendar schedules, You can add attachments to your tasks, maps, notes, power point slides etc.

Location:

Specify location of the task.

Folder:

you can select a particular folder by left-clicking on the directory at the left bottom corner. If you do so, the task will be automatically moved to the selected folder. This utility works also for editing Events and Contacts.

Editing tasks

Existing Tasks can be edited through the same Task editor window. To edit an existing task, double-click on it to bring up the **Task** window.

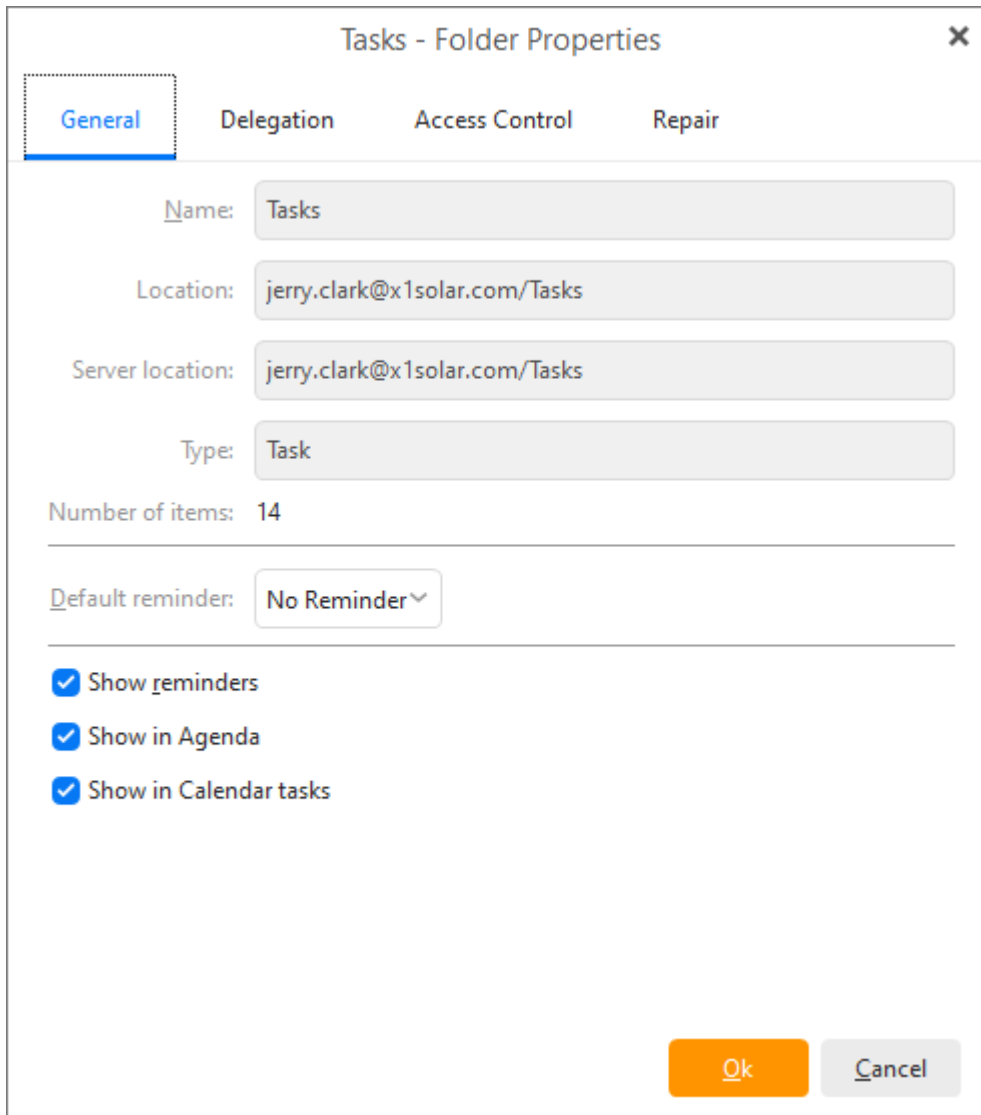
Deleting tasks

To delete a task select it in the task list and press the **Delete** key.

Displaying Tasks in Agenda and in Calendar tasks

To customize displaying tasks in your Agenda and in Calendar tasks, right-click on the Task folder from one of your accounts and choose **Properties...** from the contextual menu.

The following window will appear :



The screenshot shows a dialog box titled "Tasks - Folder Properties" with a close button (X) in the top right corner. The "General" tab is selected and highlighted with a blue border. Below the tab are four sub-tabs: "Delegation", "Access Control", and "Repair". The "General" tab contains the following fields and options:

- Name:** Tasks
- Location:** jerry.clark@x1solar.com/Tasks
- Server location:** jerry.clark@x1solar.com/Tasks
- Type:** Task
- Number of items:** 14
- Default reminder:** No Reminder (dropdown menu)
- Show reminders
- Show in Agenda
- Show in Calendar tasks

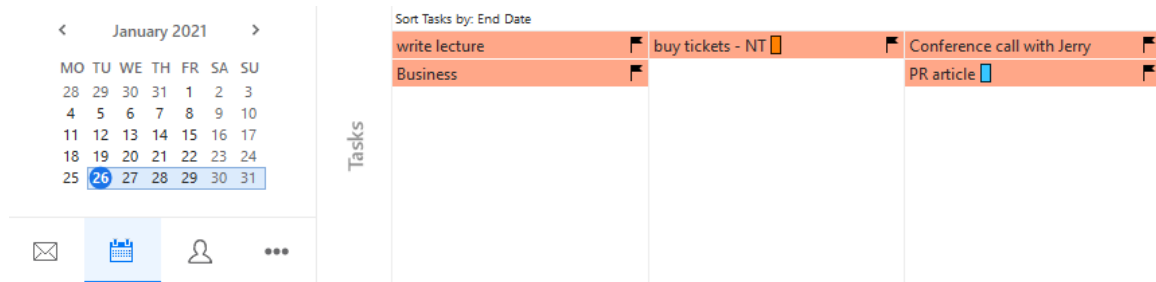
At the bottom right of the dialog box are two buttons: "Ok" (orange) and "Cancel" (grey).

Here you have 3 options that can be used: **Show reminders**, **Show in Agenda**, **Show in Calendar tasks**

If you check **Show reminders**, the reminders of tasks in a particular task folder will be shown (active), if you uncheck this option, reminders set up in this task folder will not be active.

If you check **Show in Agenda**, the tasks from a particular task folder will be shown in the Agenda section on the right.

If you check **Show in Calendar tasks**, the tasks from a particular task folder will be show in your Calendar view , just as you can see in the picture:



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About Attachments

What Are Attachments?

An email attachment is a computer file sent along with an email message. One or more files can be attached to any email message, and be sent along with it to the recipient. This is typically used as a simple method to share documents and images. Attachments can also be added to other processes in eM Client, such as Calendar events, Notes or Tasks.

What is the Attachment View?

In eM Client 8, we added a dedicated Attachment View (similar to the Calendar View or Contacts View) where you can centrally manage all of your attachments you've sent, received, or uploaded in eM Client.

How to Navigate in Attachment View

Like the other views in eM Client, you navigate in the Attachment View primarily through the account folders on the left side panel. From there you can filter if you want to see attachments from all your accounts in eM Client, or if you only want to look for attachments from specific accounts or services.

Additionally, you can filter the type of attachments which are displayed by clicking on the options highlighted in the blue box below

All - displays all types of file attachments

Images - only displays picture files such as .png, .jpg, or .gif

Media - only displays video or sounds files such as .mp3, .mp4, .webm or .wav

Documents - displays document files such as .doc, .xls, .pdf, .txt, .log or .rtf

Archives - displays compressed files like .zip

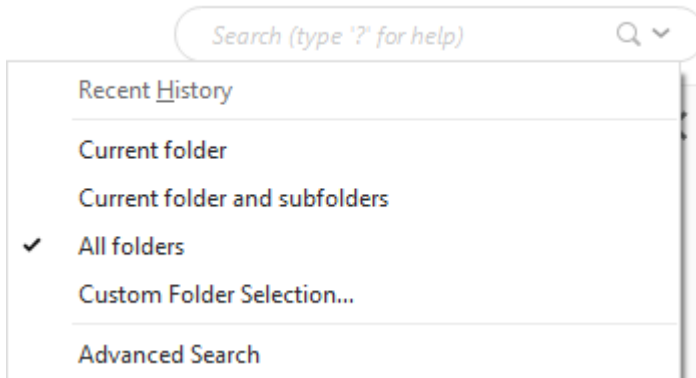
The screenshot shows the eM Client interface for the Attachment View. The title bar indicates 'All items (206) - eM Client'. The top navigation bar includes a '+ New' button, a 'Refresh' button, and a list of view options: 'List' (selected), 'Cards', 'Save as', 'Forward', 'Open Source', and 'Delete'. The left sidebar is titled 'Attachments' and contains a tree view of folders: 'Favorites', 'All items' (selected), 'Mail', 'Calendar', 'Tasks', 'Contacts', 'Notes', 'jerry.clark@x1solar.com', 'Mail' (expanded to show 'Incoming' and 'Outgoing'), 'Calendar', 'Tasks', 'Contacts', 'Notes', and 'Local Folders'. The main pane shows a list of attachments with columns for 'Full Name' and 'Subject'. The 'Attachments' filter is highlighted in blue. The list includes items like 'demo-questionnaire.xlsx' and 'verification.txt'.

Full Name	Subject
Today	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Monday	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Last Week	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Two Weeks Ago	
invite.ics	Organizer "Mike Sparrow" has invited you to "Meeting about project"
verification.asc	Verification email from eM Keybook
verification.txt	Delete verification email from eM Keybook
verification.asc	Verification email from eM Keybook
verification.txt	Delete verification email from eM Keybook

Searching Attachments

After narrowing down the chosen account, service and file type, you can search further for a specific attachment using the search bar in the upper right corner.

A cool new feature of eM Client 8 is that the search now also searches through the text within your attached document files. This makes it much easier to find a document, even if you don't remember its name.



Attachment View Main Toolbar

There are 6 options in the main toolbar at the top of the Attachment View. Like any top toolbar, you can right click on it in order to customize the displayed options and their order.



List - Changes your display of attachments to the list style

Cards - Changes your display of attachments to the card style

Save as - Saves the chosen attachment locally on your computer

Forward - Creates a new email with the chosen attachment already attached

Open Source - Opens a window in eM Client where the chosen attachment comes from, such as the email where the attachment was received.

Delete - Deletes the chosen attachment

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Documents - displays document files such as .doc, .xls, .pdf, .txt, .log or .rtf

Archives - displays compressed files like .zip

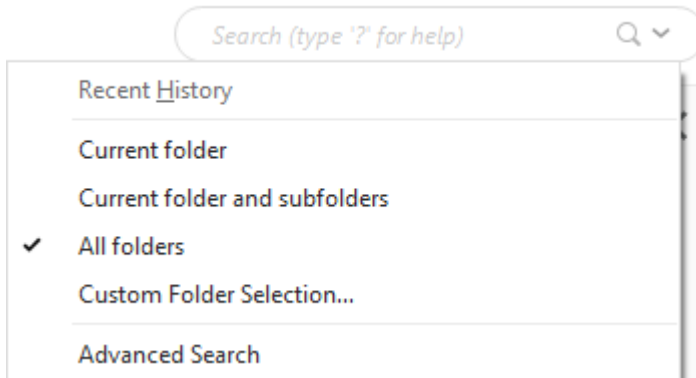
The screenshot shows the eM Client interface for the Attachment View. The title bar indicates 'All items (206) - eM Client'. The top navigation bar includes a '+ New' button, a 'Refresh' button, and a list of view options: 'List' (selected), 'Cards', 'Save as', 'Forward', 'Open Source', and 'Delete'. Below this is a filter bar with tabs for 'All', 'Images', 'Media', 'Documents', and 'Archives'. The main content area is a table with columns for 'Full Name' and 'Subject'. The table is organized by date, with sections for 'Today', 'Monday', 'Last Week', and 'Two Weeks Ago'. The 'Attachments' folder on the left is highlighted with a red box, and the 'Mail' folder is selected. The 'demo-questionnaire.xlsx' files are highlighted with a blue box.

Full Name	Subject
Today	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Monday	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Last Week	
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
demo-questionnaire.xlsx	Re: Demo questionnaire - edits
Two Weeks Ago	
invite.ics	Organizer "Mike Sparrow" has invited you to "Meeting about project"
verification.asc	Verification email from eM Keybook
verification.txt	Delete verification email from eM Keybook
verification.asc	Verification email from eM Keybook
verification.txt	Delete verification email from eM Keybook

Searching Attachments

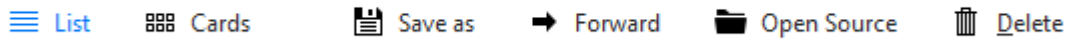
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Save as - Saves the chosen attachment locally on your computer

Forward - Creates a new email with the chosen attachment already attached

Open Source - Opens a window in eM Client where the chosen attachment comes from, such as the email where the attachment was received.

Delete - Deletes the chosen attachment

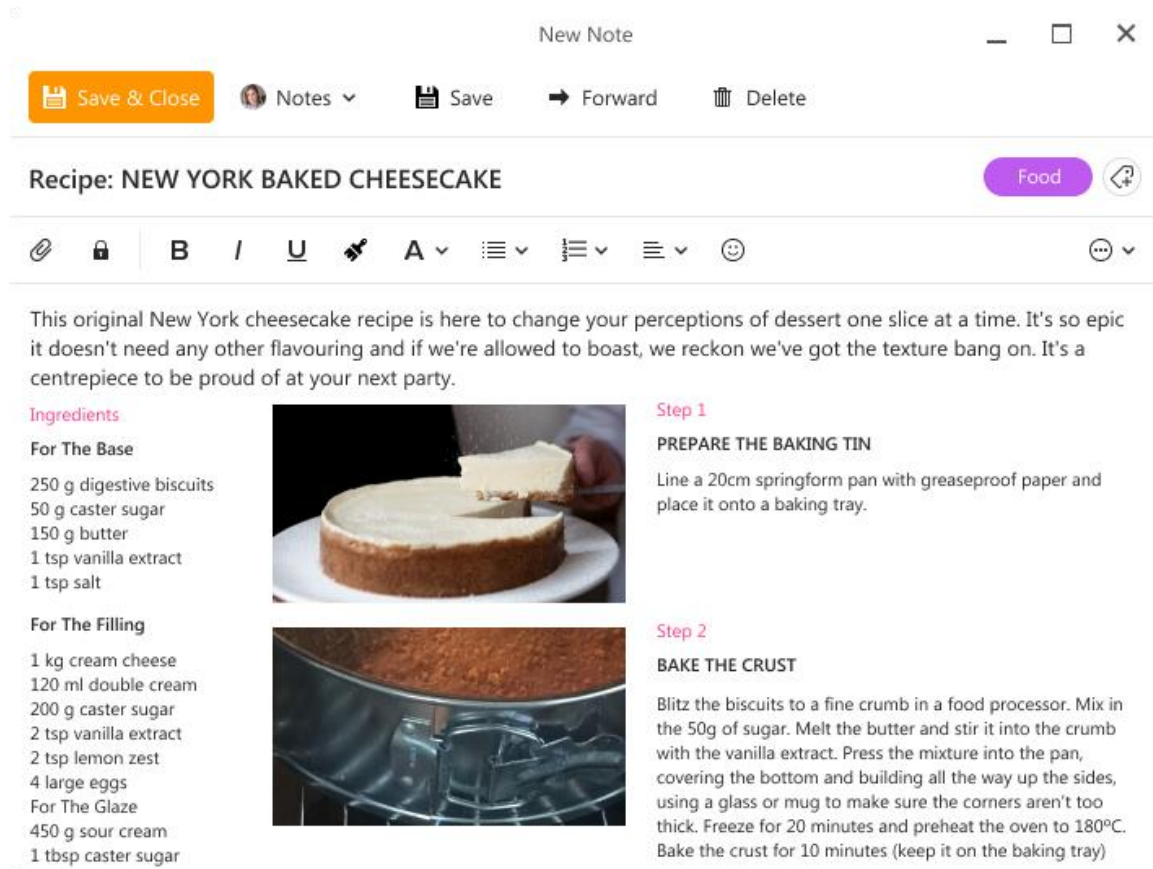
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About Notes

This feature is available only to the Pro license users.



The screenshot shows the 'New Note' window in eM Client. At the top, there are window controls and a title bar. Below that is a toolbar with 'Save & Close', 'Notes', 'Save', 'Forward', and 'Delete'. The main content area has a title 'Recipe: NEW YORK BAKED CHEESECAKE' and a 'Food' tag. A rich text editor toolbar is visible with icons for link, lock, bold, italic, underline, text color, font size, bulleted list, numbered list, indent, and smiley. The note content includes an introductory paragraph, an 'Ingredients' section with sub-sections for 'For The Base', 'For The Filling', and 'For The Glaze', and two 'Step' sections: 'Step 1: PREPARE THE BAKING TIN' and 'Step 2: BAKE THE CRUST'. Two images are included: one of a whole cheesecake on a plate and another of a food processor.

Ingredients

For The Base

- 250 g digestive biscuits
- 50 g caster sugar
- 150 g butter
- 1 tsp vanilla extract
- 1 tsp salt

For The Filling

- 1 kg cream cheese
- 120 ml double cream
- 200 g caster sugar
- 2 tsp vanilla extract
- 2 tsp lemon zest
- 4 large eggs

For The Glaze

- 450 g sour cream
- 1 tbsp caster sugar

Step 1

PREPARE THE BAKING TIN

Line a 20cm springform pan with greaseproof paper and place it onto a baking tray.

Step 2

BAKE THE CRUST



Blitz the biscuits to a fine crumb in a food processor. Mix in the 50g of sugar. Melt the butter and stir it into the crumb with the vanilla extract. Press the mixture into the pan, covering the bottom and building all the way up the sides, using a glass or mug to make sure the corners aren't too thick. Freeze for 20 minutes and preheat the oven to 180°C. Bake the crust for 10 minutes (keep it on the baking tray)

Notes are meant as a place to store information about something. It's like writing an email without a recipient.

eM Client supports local and server-side Notes. You can write fancy notes with pictures and attachments, organize them via tags, and sync notes across all your devices.

Server-side notes currently work with Exchange, Office365 and IceWarp accounts.

You can get to the Notes View by clicking on the notepad icon in the bottom left corner of eM Client

 or by clicking the three dots  in the lower right corner and selecting "Notes"

Individual notes can be exported from eM Client in a vNote file (.ics) format.

eM Client Notes can also import new notes from vNote .ics files.

+ New

Refresh

Save

Forward

Edit

Delete

Notes

- Tags
 - Important
 - Personal
 - Business
 - Sport
- jane@emclient.com
 - Basics
 - Work
 - Development
 - Startup Ideas
 - Monitoring Data
 - My Private
 - Trips

Sorted by: Last Modified

Select

Add New Note...

Last Week

Shopping list

pens, printer toner, office paper, canned bea...

Marketing Strategies

Before founding Multiple, Turner worked...

Plans for December

Lectures will take place in Menlo Park, so...

Workflow Plans

We need to create some path that will fo...

Consulted with Michael

Sidebar will continue with this colors and...

Bank lists

Revenue is 3000€ for this week and secon...

Shopping list

Rich text editor toolbar with icons for link, lock, bold, italic, underline, strikethrough, font color, list, bulleted list, numbered list, and emoji.

- pens
- printer toner
- office paper
- canned beans
- rice
- jerky
- toast bread
- eggs
- avocado
- tomatoes
- wine

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About Notes

This feature is available only to the Pro license users.

The screenshot shows the 'New Note' window in eM Client. At the top, there are window control buttons (minimize, maximize, close) and a title bar. Below the title bar is a toolbar with 'Save & Close' (orange), 'Notes' (with a dropdown arrow), 'Save', 'Forward', and 'Delete'. The main content area has a title 'Recipe: NEW YORK BAKED CHEESECAKE' and a purple 'Food' tag. Below the title is a rich text editor toolbar with icons for link, lock, bold, italic, underline, strikethrough, text color, list, link, unlink, and smiley. The note content includes an introductory paragraph, an 'Ingredients' section with sub-sections for 'For The Base' and 'For The Filling', and two numbered steps: 'Step 1: PREPARE THE BAKING TIN' and 'Step 2: BAKE THE CRUST'. Two images are included: one of a whole cheesecake on a plate and another of a food processor.

Ingredients

For The Base

- 250 g digestive biscuits
- 50 g caster sugar
- 150 g butter
- 1 tsp vanilla extract
- 1 tsp salt

For The Filling

- 1 kg cream cheese
- 120 ml double cream
- 200 g caster sugar
- 2 tsp vanilla extract
- 2 tsp lemon zest
- 4 large eggs

For The Glaze

- 450 g sour cream
- 1 tbsp caster sugar

Step 1

PREPARE THE BAKING TIN

Line a 20cm springform pan with greaseproof paper and place it onto a baking tray.

Step 2

BAKE THE CRUST



Blitz the biscuits to a fine crumb in a food processor. Mix in the 50g of sugar. Melt the butter and stir it into the crumb with the vanilla extract. Press the mixture into the pan, covering the bottom and building all the way up the sides, using a glass or mug to make sure the corners aren't too thick. Freeze for 20 minutes and preheat the oven to 180°C. Bake the crust for 10 minutes (keep it on the baking tray)

Notes are meant as a place to store information about something. It's like writing an email without a recipient.

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 or by clicking the three dots  in the lower right corner and selecting "Notes"

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+ New

Refresh

Save

Forward

Edit

Delete

Notes

- Tags
 - Important
 - Personal
 - Business
 - Sport
- jane@emclient.com
 - Basics
 - Work
 - Development
 - Startup Ideas
 - Monitoring Data
 - My Private
 - Trips

Sorted by: Last Modified

Select

Add New Note...

Last Week

- Shopping list** Now
pens, printer toner, office paper, canned bea...
- Marketing Strategies** Fri 4/10
Before founding Multiple, Turner worked...
- Plans for December** Fri 4/10
Lectures will take place in Menlo Park, so...
- Workflow Plans** Thu 4/9
We need to create some path that will fo...
- Consulted with Michael** Wed 4/8
Sidebar will continue with this colors and...
- Bank lists** Tue 4/7
Revenue is 3000€ for this week and secon...

Shopping list

Rich text editor toolbar with icons for link, lock, bold, italic, underline, strikethrough, font color, bulleted list, numbered list, indent, and emoji.

- pens
- printer toner
- office paper
- canned beans
- rice
- jerky
- toast bread
- eggs
- avocado
- tomatoes
- wine

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Creating and editing Notes

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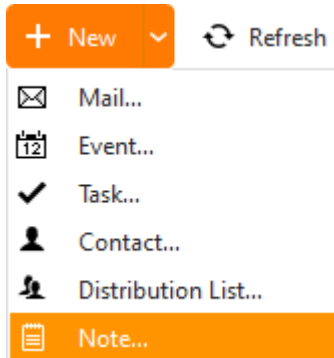
New Note

There are three ways to add a new note.

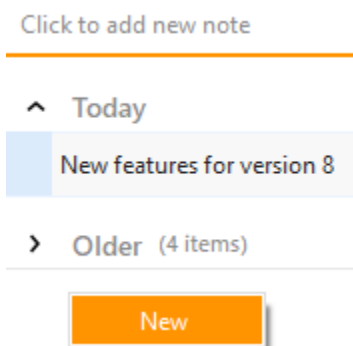
The first is to click on the top line (the line is separated by a thick line, see screenshot below), type a note title and press enter. This is the fastest way how to add a new note.

 Title	Created	Tag	Last modified 
Click to add new note			
<hr/>			
^ Today			
New features for version 8	4:32 PM	None	4:32 PM

The second way is to click on the arrow button **New** and select **Note...** or just click the **New** button when in the Notes section.



The third way is to right click the empty space below your other notes and select **New**



A Note create-and-edit dialog will open.

Edit Note

Deleting notes

To delete a note, select the **Delete** button on the toolbar, the **Delete** option from its context menu or simply click on the note box and press the Delete key on your keyboard.

You can also Copy, Cut and Paste notes like you would do with texts, with the standard Copy (**Ctrl+C**), Cut (**Ctrl+X**) and Paste (**Ctrl+V**) hotkeys.

There is no Note Trash folder.

When a note is accidentally deleted, it can be temporarily recovered with the **Undo** command, but the note will be permanently deleted when you do another operation which supports **Undo**, or exit the eM Client application. Please restore accidentally deleted notes immediately or you risk permanent deletion.

Editing notes

Existing notes can be edited through the same note editor window. To edit an existing note, double-click on it to bring up the note window.

This window will be similar to an email compose window with a lot of the same features in its composition toolbar

Toolbar

Components of the toolbar in the editing window are separated into two sections, the upper toolbar and the composition toolbar.

Upper toolbar:



Save & Close: Click this button to save your edits to the Note and close the editing window

Folder selection: You can choose which account's Note folder you want this note to be saved to.

Save: This will save your current edits on the note, but not close the editing window.

Forward: This will generate a new email out of the Note you created. The subject of the email will be the Note title and the message body of the email will be the message body of the Note.

Forward (as attachment): This will allow you to send this Note to someone as an .ics attachment in an email. Clicking this will generate a new blank email with the .ics file with the note already attached.

Delete: This will delete the note which is currently open

Composition toolbar



Attachment: You can add the attachments to your note by clicking on the small paperclip icon.

Private: This marks the note as private and the note will not be included in the folders you share with other people (link about folder sharing coming eventually)

Note Editor



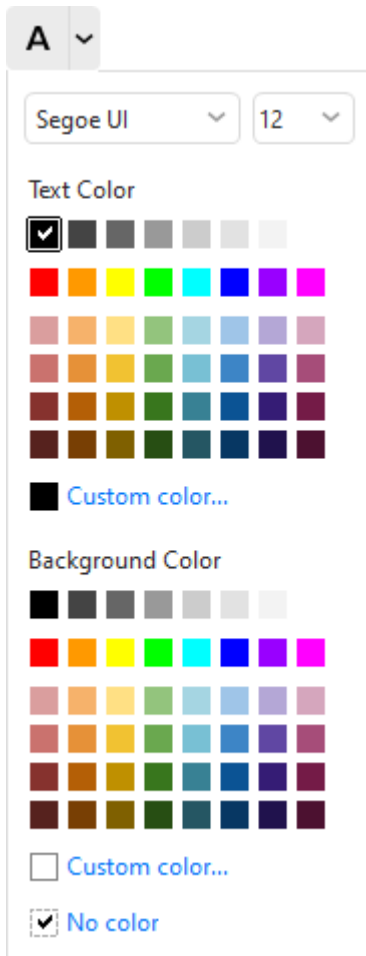
Bold - The selected text will be bold.

Italic - The selected text will be written in italic.

Underline - The selected text will be underlined.

Paint Format - Select certain area of the text while holding right mouse button, click on the Paint Format button, and then hover over different area of the text to transfer the format of the original text to the newly selected area.

Font Style - click on the Font Style button to bring up following menu



Ordered list - create a numbered list

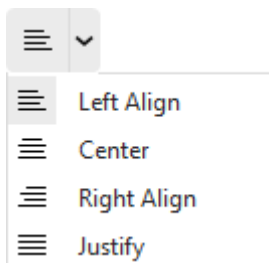
Unordered list - create a list of points

Left Align - justify the text to the left.


Center - justify the text to the center.

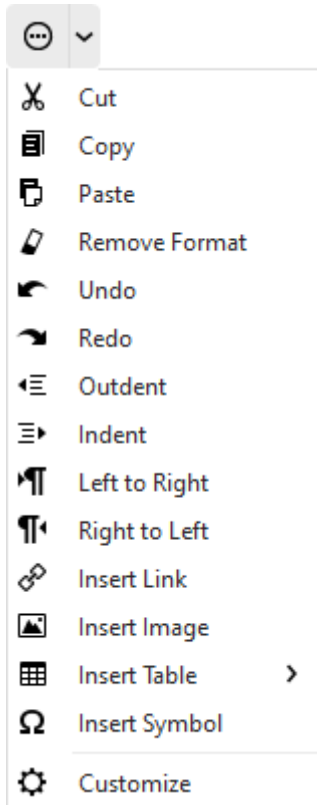
Right Align- justify the text to the right.

Justify - justify the text on both sides



Emoticons - add emoticons to your note.

Click on the **More** button  to bring up the following additional features that could not fit in the toolbar:



Cut - Cut a part of text to clipboard.

Copy - Copy a part of text to clipboard.

Paste - Paste the text from clipboard.

Remove Format - Remove all formats from selected text.

Undo - erase the last change done to your note.

Redo - repeats the most recently undone action.

Outdent - Move selected text to the left (if this text was indented before).

Indent - Move selected text to the right.

Left to Right - change the character insertion for text to follow a Left to Right pattern (used for LTR languages such as English or Russian)

Right to Left - change the character insertion for text to follow a Right to Left pattern (used for RTL languages such as Arabic or Hebrew)

Insert link - add a hyperlink to your note.

Insert image - add an image to your note.

Insert table - add a table to your note.

Insert symbol - add a symbol to your note.

Customize - customize the layout of your note window.



Please note that you can customize what tools you want to have present on the toolbar by clicking on **Customize** button from the roll down menu.

Deleting notes

To delete a note select it in the note list and press the Delete key.

Note List Display

In this layout, the notes are shown in a simple list that contains data such as the subject of the note, scheduled deadline and the status of the note.

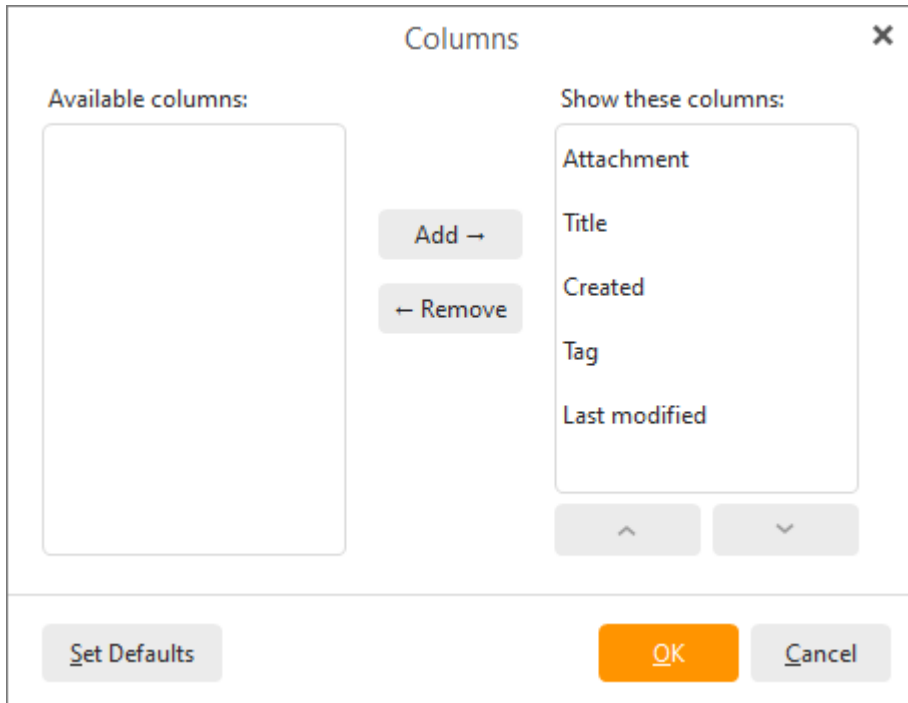
 Title	Created	Tag	Last modified 
Click to add new note			
^ Today			
Grocery list	4:16 PM	None	4:16 PM
Daily tasks	September 8	None	4:16 PM

Sorting notes by columns

The detailed information on individual notes is displayed in the columns. The notes can be sorted by the details listed in individual columns. Click the column heading to sort notes in the ascending or descending order (see the arrow next to the column's name) by alphabet, date or other criterion, depending on the column contents.

Adding and deleting columns

Users can customize the appearance of the table and the information shown. The columns can be added or deleted and their order can be changed. Right-click the table header, select **Columns configuration...** and specify the column settings in the Columns window.



Checked columns will be shown in the dialog box, unchecked columns will be hidden. You can also change the order of columns. Just use the **Move Up** and **Move Down** buttons in the Columns window or simply use the **Drag&Drop** technique directly in the table header (left-click on one of the column headings and drag it onto the heading of the column you want to switch with).

Adjusting the column width

The width of the note list's columns can be adjusted. To change the column width, click between two columns in the table header and drag the cursor right or left as needed. Another option is to use the Columns window (right-click the table header and select **Columns configuration...**). In there select the desired column and specify the requested number of pixels.

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Chat

eM Client has built in Chat/Instant Messaging service which will allow you to communicate instantly with other users of Jabber Instant Messaging network as well as many other Jabber compatible networks such as Google Talk, ICQ, AIM etc.

Instant Messaging service is fully integrated into its Emailing and Contacts managing modules, which means you easily browse your chat log like you can with Emails, and send emails to your Messaging contacts as easily as you can with your other Email correspondents. Furthermore, the IM and Email modules share their contacts pool; this way this product can merge your Email contacts with your instant messaging contacts and thereby create a truly integrated contacts roster.

Although application supports only the open Jabber protocol, it supports the use of Transports which will enable you to connect to other networks depending on the Jabber host you choose. Follow this link to learn more about [the use of Transports](#). Follow this link to find out more about [setting up your instant messaging system](#).

About Jabber

Jabber works in much the same way that Email does. There are hundreds of Jabber servers through which a client program can connect. Each Jabber user has his or her own account with one of many Jabber services. When a message is sent, the message goes from that person's computer to his or her nominated Jabber server. This server then sends the message to the recipient's nominated Jabber server.

This way, the Jabber network can not be "down", whereas if the MSN server goes down for maintenance, then all MSN users in the world will be disconnected, if one of the decentralized Jabber server goes down, only the users registered to that server are affected.

Choosing a Host Server

Different Jabber servers support different transports, allowing you to connect to different messaging networks, such as MSN, ICQ, AIM etc, as well as some local networks such as weather and news networks. Therefore, you may wish to look around and find a server that suits you.

You can find a list of public Jabber servers [here](#),

About Transports

Unless you are an avid open source supporter or a Linux user, chances are you have never heard about Jabber. People prefer to use proprietary messaging services such as MSN or ICQ, because they think and not without reason that the more well known something is the more people use it. Jabber, though it does not enjoy the name recognition that MSN and AIM do, can be used to connect to almost any of those networks through the use of Transport services.

Transports are small computer programs installed on Jabber host servers that translate Jabber messages and addresses into other formats like MSN and ICQ and send them through their respective networks. Transports allow your Jabber client to connect to other networks depending on which transports your host server supports.

Click [here](#) to find out how to install and use transports on your Instant Messaging system.

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About Chat

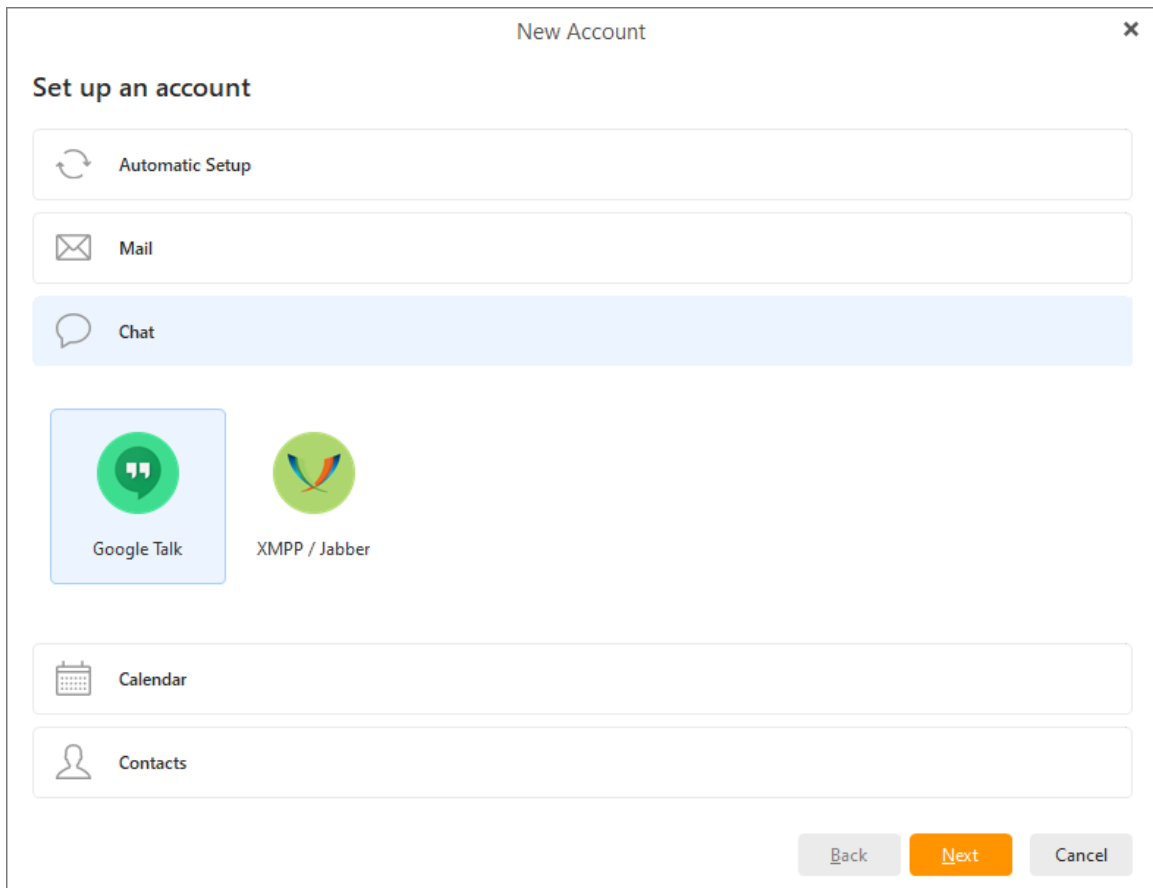
The eM Client Chat/Instant Messaging is built on the Jabber and XMPP protocol, which is the open standard for instant messaging. It is used by many networks including Google Talk, Live Journal Talk, Nimbuzz, Ovi, and thousands of other services run by companies, ISPs around the world.

Setting up a Chat Account

In order to use the Chat function, you need to setup a Jabber or Gmail account, see [Create New Account](#).

Tip: if you have a Gmail account then you do not need a Jabber account in order to use instant messaging, since Google Talk is already built on the Jabber protocol.

In the account creation window, you can select from 2 possible chat services - Google Talk and XMPP/Jabber.



Creating Jabber Account

Double-click on XMPP/Jabber option and the following window will appear:

New Account ✕

1 New Jabber account

2 Identity

3 Account details

4 Finish

New Jabber account

Use existing Jabber account
Select this option if you already have a Jabber account registered.

Register new Jabber account
Select this option if you have no Jabber account yet. An account will be registered for you on one of the public Jabber servers.

[Back](#) [Next](#) [Cancel](#)

Select **Use existing Jabber account** if you already have a Jabber account, in which case you will be asked to provide your account info in the next screen and your Chat account creating will be completed.

If you do not have a Jabber account **Register new Jabber account** and click **Next**.

New Account ✕

- 1 New Jabber account
- 2 Choose provider**
- 3 Registration
- 4 Account details
- 5 Finish

Choose provider

Jabber server host:

Use SSL if available

Back Next Cancel

Since the Jabber protocol is hosted by decentralized servers much like IRC, you will be asked to select a host server to connect to.

Tip: This application will suggest a list of free Jabber Hosts, you can type in any Jabber hosts you prefer. Note, different Jabber hosts offer different transports to different networks.

New Account ✕

- 1 New Jabber account
- 2 Choose provider
- 3 Registration**
- 4 Account details
- 5 Finish

Registration


Choose a username and password to register with this server

User: *

Password: *

captcha-fallback- If you don't see the CAPTCHA image here, visit the web page.

CAPTCHA web page:

Enter the text you see: * 

BackNextCancel

Once registration succeeded, you will be asked to provide a username (has to be unique) and a password. Once the username and password are accepted, click next to finish registration.

Setting up Google Talk

Double-click on Google Talk option and following window will appear:

New Account ✕

- 1 Identity
- 2 Account details
- 3 Finish

Identity

Enter your login information for Google Talk.

Email address:

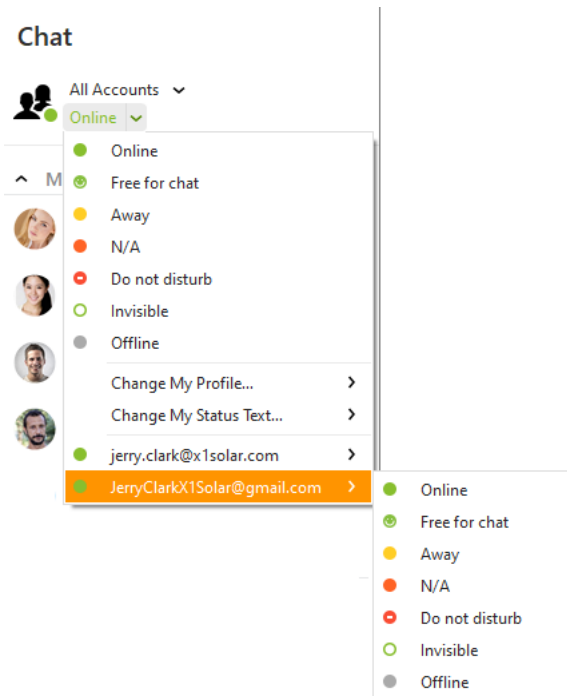
BackNextCancel

Enter your login information and click on the **Next** button. Finish

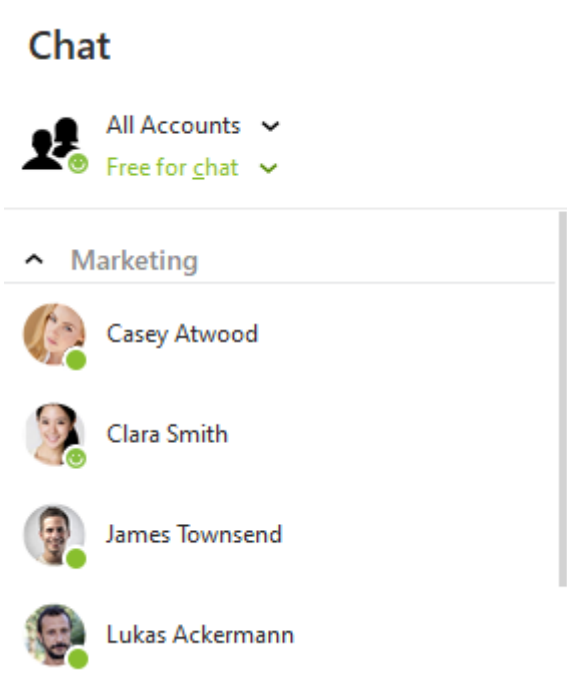
Online ▼

Once you have a Chat account, click on the **Online** button on the lower right corner to open the Chat console.

Here in the Chat console you can set your status



Your Chat contacts will be shown in the **Contacts** panel on top of the **Sidebar**. You can choose to show online contacts only by clicking **Options -> Show Online Users Only**.



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Working with Instant Messaging

This product provides an integrated Instant Messaging module, through which you can perform all the essential tasks you can withstand alone chat clients. In this chapter we will walk you through the main functions of Instant Messaging.

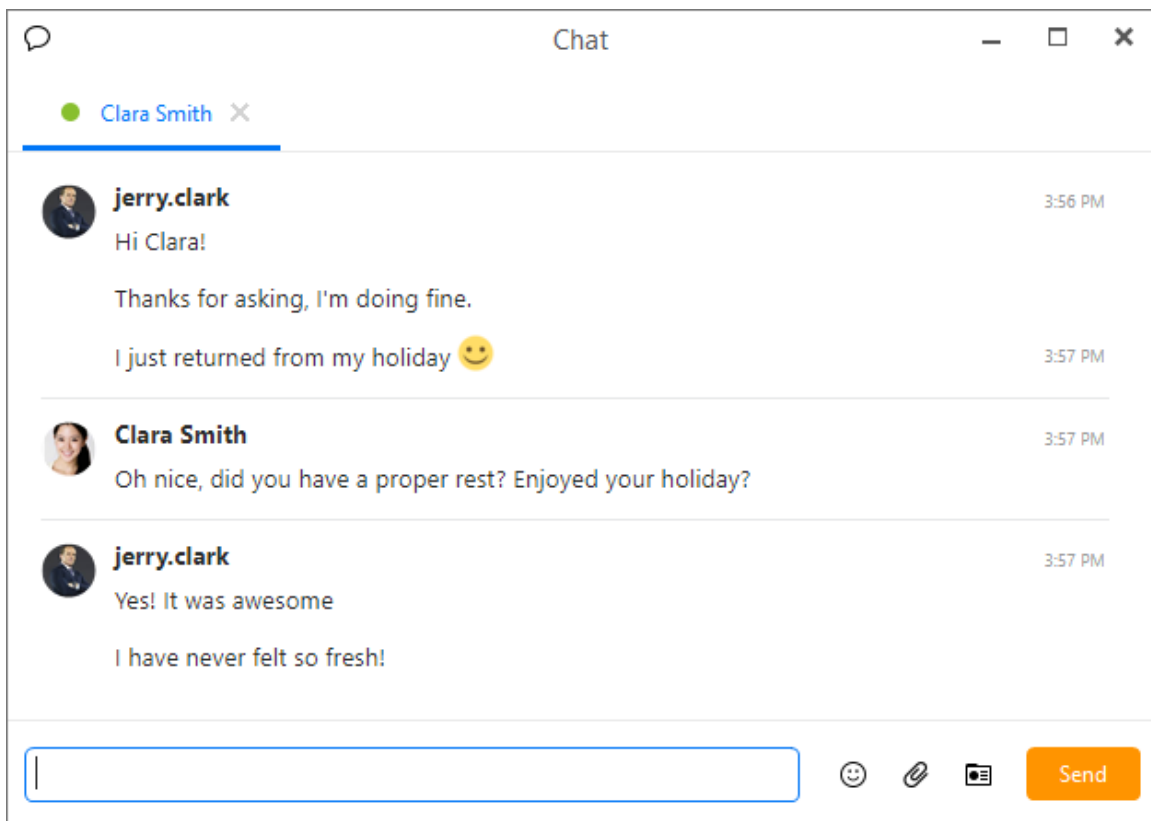
Messages

To send a message to your chat contacts, click on their account in the contacts panel in the **Sidebar**, and in the **Chat** panel double-click on their name.

Chat



This will open the chat window . As you can see, every conversation is tabbed in the chat window.



There are three quick access icons on the Chat window: Emoticons, Send file and Profile.

Emoticon (Smiley)

Click on the Emoticon icon to insert an emoticon, aka a smiley, to your text message. Because IM system is capable of handling multiple chat networks, smileys are always inserted in their text form.



Send File

Click on Send File button to initiate a file transfer session. As soon as you click on the button, an explorer window will appear through which you can select the files you wish to be transferred.

Profile

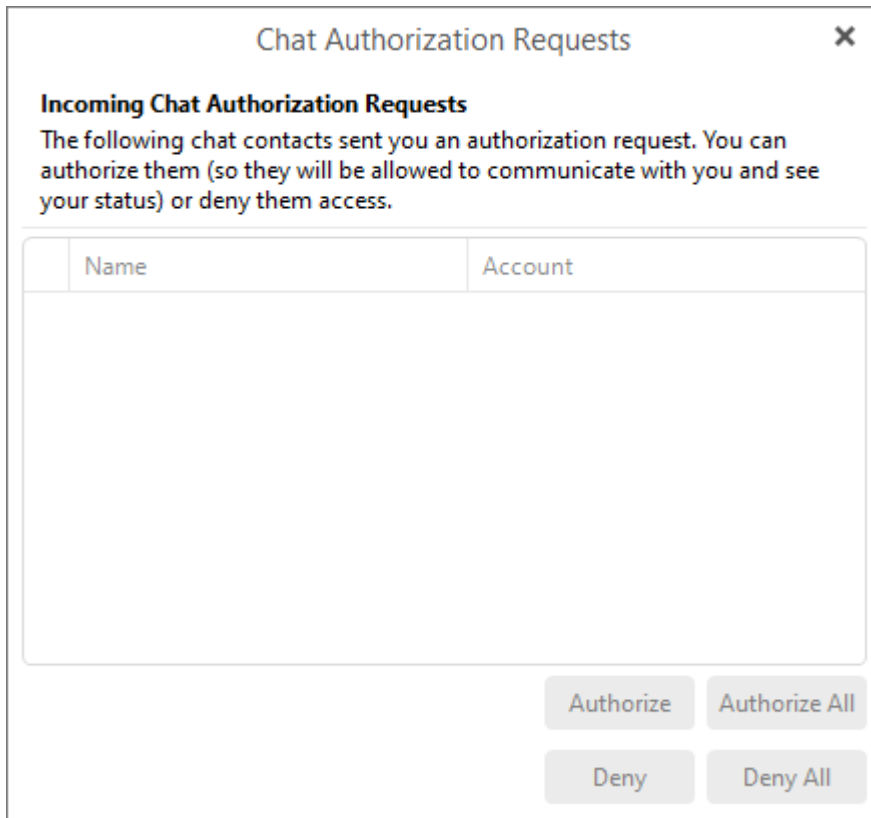
Click on Profile button to view the personal info page of the IM contact you are chatting with.

Authorization requests

When your acquaintances add you to their IM clients, be it AIM or ICQ or MSN, an authorization notice will be sent to you requesting your permission for them to contact you.

These Contact subscriptions are gathered and managed in this product's IM Authorization Requests system.

It can be accessed through the Main menu under **Instant Messaging** -> **Authorization Requests**.



In the Authorization Requests Manager window the contacts will be listed that are requesting to add you to their contacts list.

You may view their user profiles by right-clicking the account name .

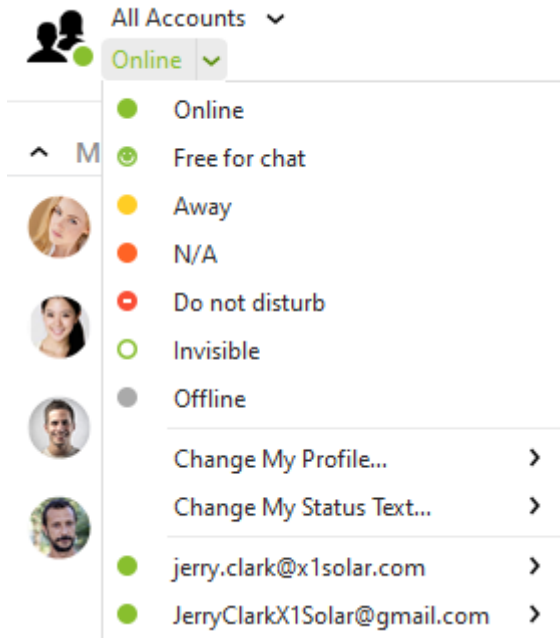
You may select authorize or deny authorization to contacts individually by using the buttons in the low right-hand corner.

Once authorized, your contacts will be able to see you and chat with you through their IM clients. If you choose to ignore their subscription request, you are effectively preventing them to communicate with you through IM.

IM Profile

You can edit and publish your personal profile for your chat contacts on the Jabber network to see.

To do this, access the IM Profile editing page from the main menu, Instant Messaging -> Change my Profile. And select the Account for which you wish to update your profile. Optionally, you may also do this through the IM Menu when you click on the IM button in the lower right corner on the interface.



In the IM Profile window you can enter general information about yourself and details about your work, your address and even write a little paragraph about yourself in each of the four information tabs in the IM Profile window.

Chat Profile

General About me Location Work

Name:

Nick:

Birthday:

Telephone:

Web:

Email:

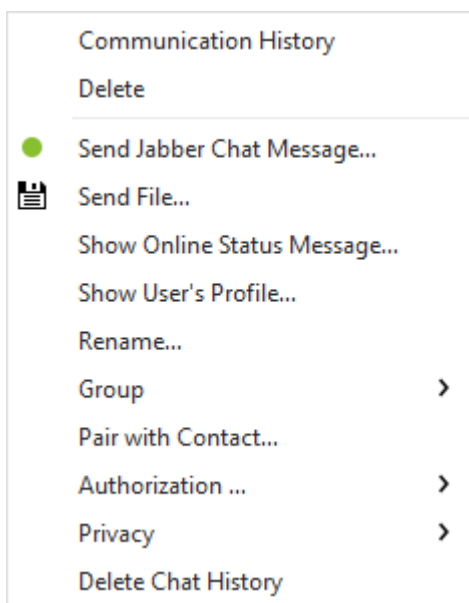
JID:

When you have finished editing/updating your profile, click Publish to post your changes to the network.

The Contextual menu

Another very useful tool in your arsenal to make the most out of this product is the contextual menu. As its names suggests, it offers access to different tools, options, utilities depending on where it is evoked and what you are doing at the moment.

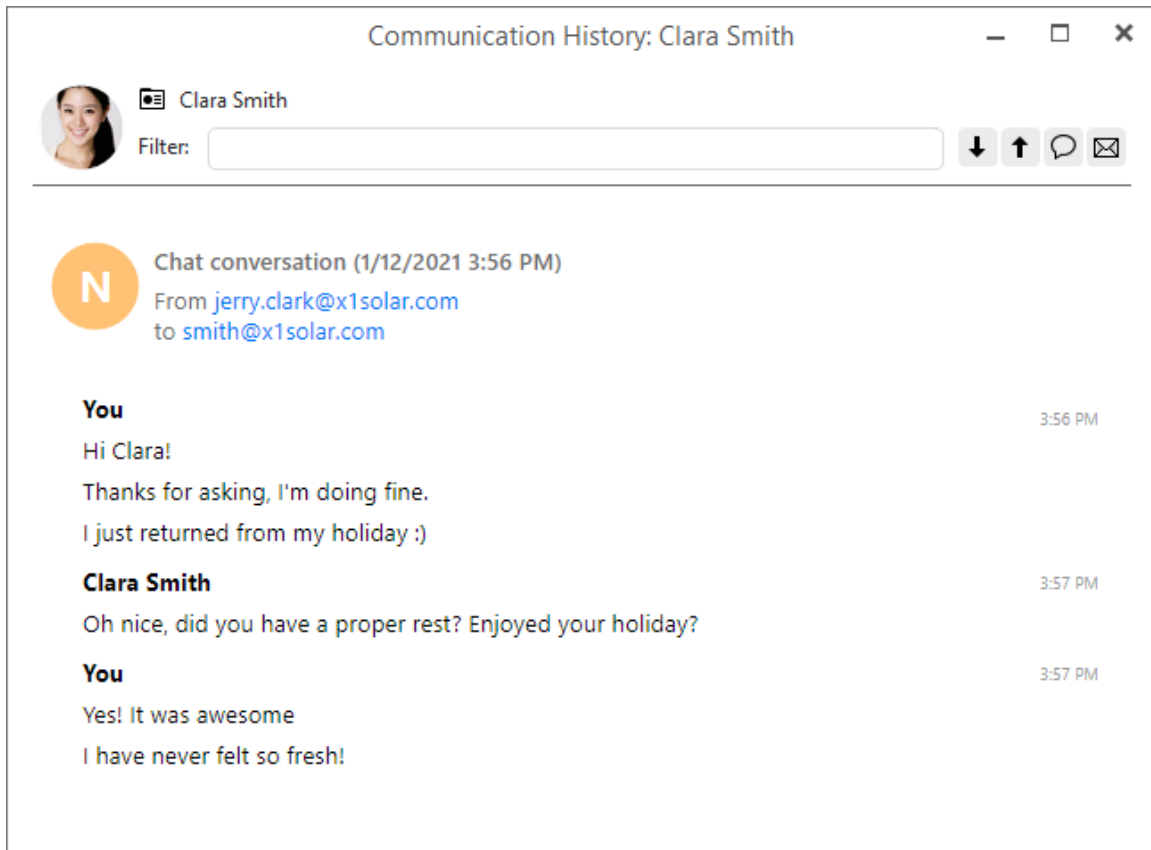
When you bring up the contextual menu in your contact list, that is if you right click on any part of the contact list panel on the Sidebar, you will see the following contextual menu.



While most of the options on the context menu are rather self-explanatory, there are two options which perhaps deserve special mention and those are **Communication History** and **Privacy**.

Communication History

Click on Communication History to view your Chat History with a particular contact.



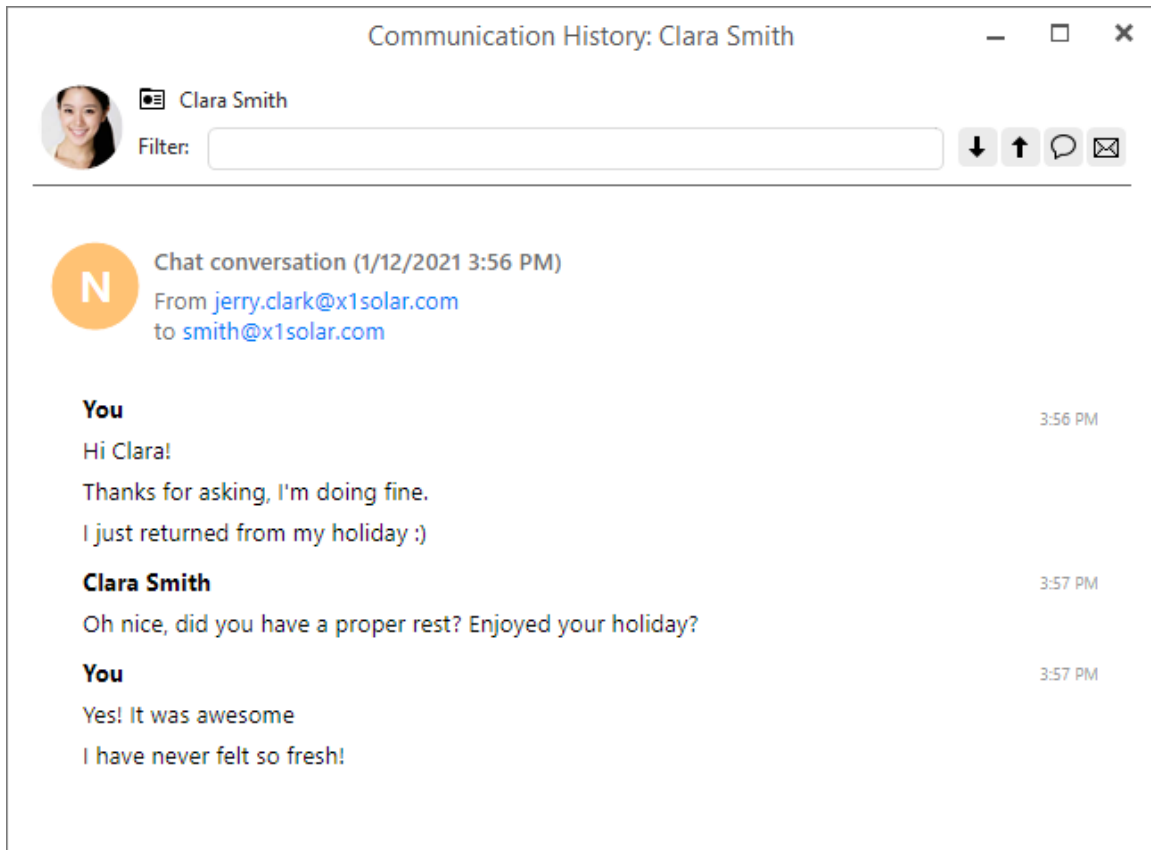
The Communication History window offers the standard utilities found on the main interface.

You can choose to Filter the messages with specific words or further restrict the filter with two other filter options: showing /hiding instant messages and showing /hiding emails.

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Click on Communication History to view your Chat History with a particular contact.

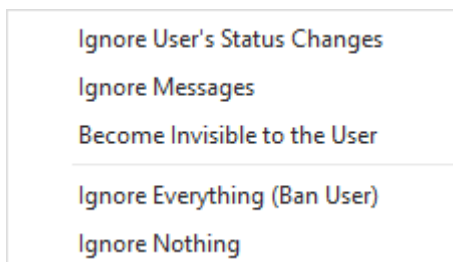


The Communication History window offers the standard utilities found on the main interface.

You can choose to Filter the messages with specific words or further restrict the filter with two other filter options: showing /hiding instant messages and showing /hiding emails.

Privacy

When you right click on one of your chat contacts, and select Privacy in the popup menu, you will be given the following five options you can apply to the selected contact.



Ignore User's Status Changes will block the notice that would usually be displayed every time when contact's online status changes.

Ignore Messages will simply block any incoming messages from this particular contact.

Become Invisible for the User will make you appear to be offline to this particular contact.

Ignore Everything (Ban User) effectively cuts off any communication with that contact.

Ignore Nothing restores a contact to the normal level interactivity.

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File Transfer in IM

This product's Instant Messaging system supports instant exchange of files as well as text messages.

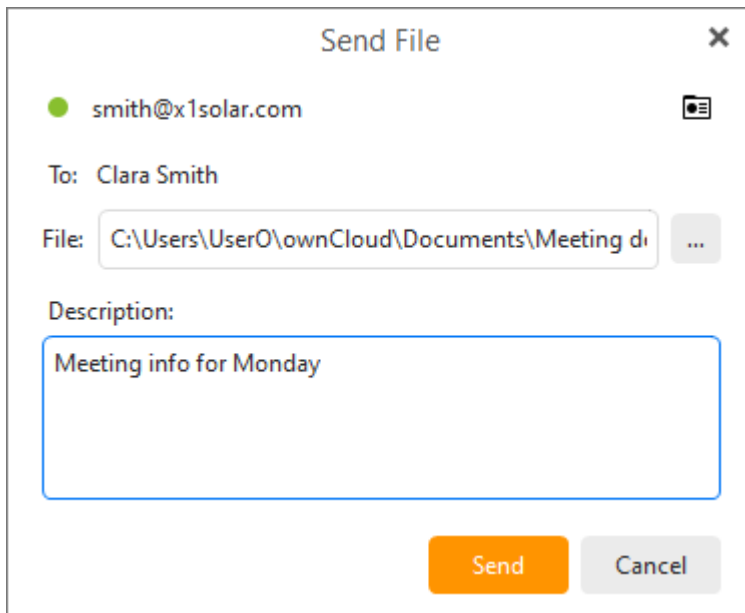
Sending a file

There are several ways to transfer files between you and your contacts in this product's IM system:

Right click in the Contact panel of the Sidebar to bring up the context menu. In the context menu, select Send File... In the **Send File** window type in the address of a file or browse to find the file to be transferred.

In the **Description** window, enter a short description of the file which will be displayed along it to the recipient.

When finished, click **Send**.



Send File

smith@x1solar.com

To: Clara Smith

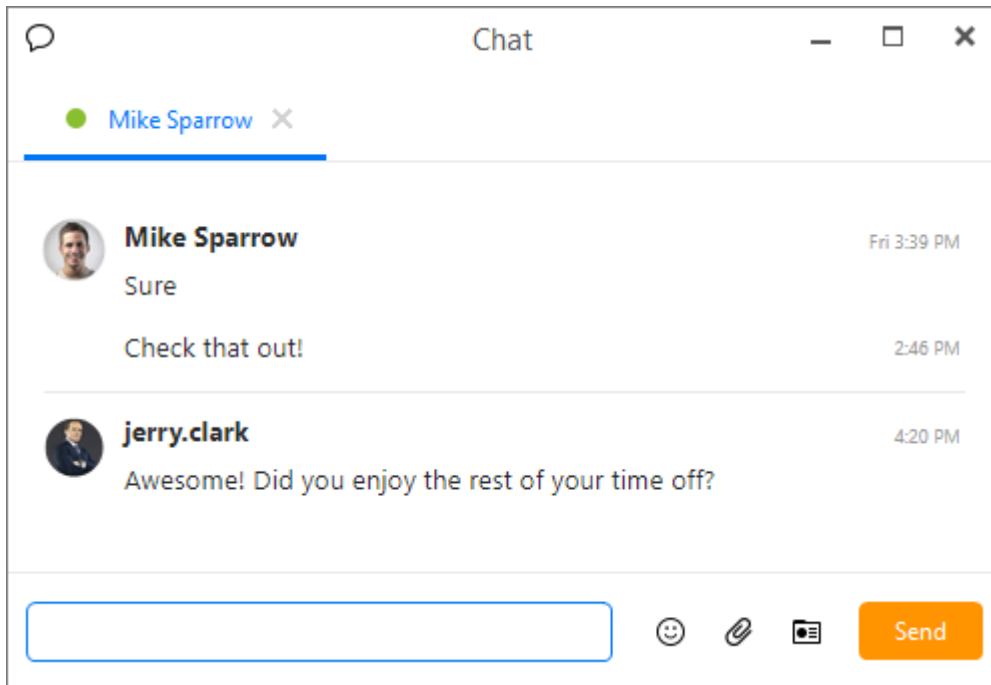
File: C:\Users\UserO\ownCloud\Documents\Meeting d ...


Description:

Meeting info for Monday

Send Cancel

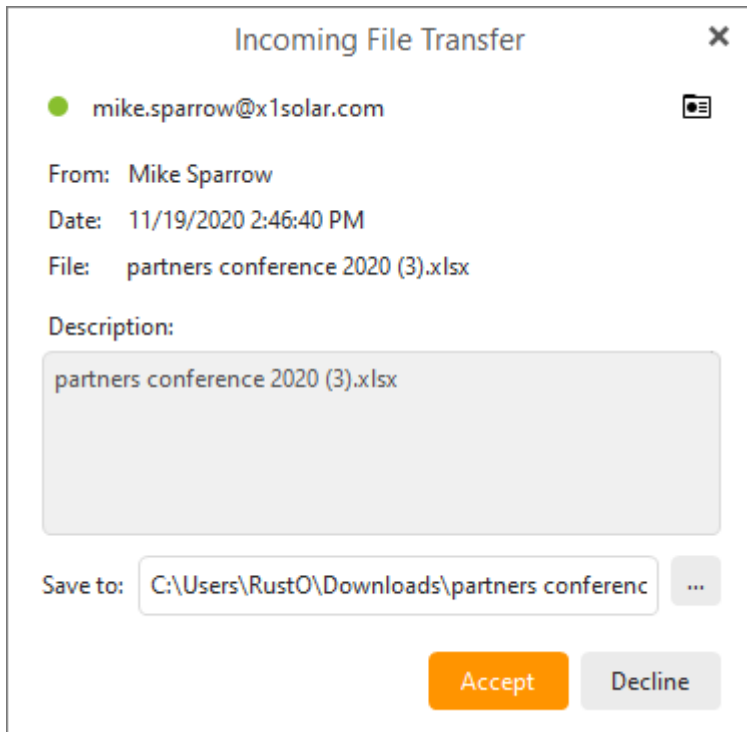
Alternatively, you can send a file from an active chat window between you and another contact.



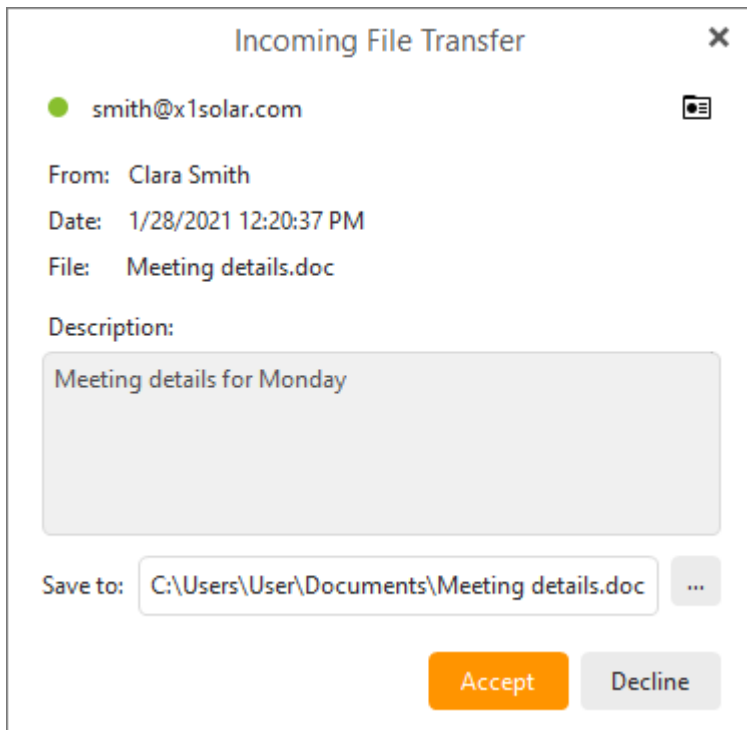
In the Chat window, click on the Send File icon  to open a file selection window, through which you can choose the file you wish to transfer to your contact.

Accepting an incoming file

When you receive an incoming file transfer request, a popup notification will be displayed to inform you of the request and all the relevant information about the incoming file. Including the requesting contact name (displayed in bold), file name, and a short, optional description text about the file.



You may choose to either accept or deny the file transfer request in the notification window. Or alternatively, you can click on the notification window to bring up the **Incoming File Transfer** window, which will give you a better view of the details of the request.

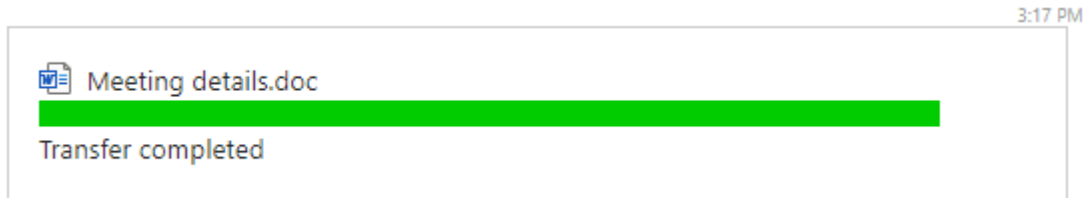


In this window, in addition to all the information contained in the notification window, you can also specify a destination folder to save the incoming file to.

File transfer log

The application keeps track of all the incoming as well as outgoing file transfers, all the relevant details and transfer progress.

You may access the File Transfers log by selecting **More -> File Transfers**



In this log you can view your Incoming and Outgoing files by selecting the respective tabs. You can also open the transferred files by double clicking on each of the completed transfer entries or click on the small folder icon next to the progress bar to open the folder containing the file.

Click **Clear Completed** to clear the completed file transfer entries from the log.

Click **Hide** to dismiss the File Transfer log.

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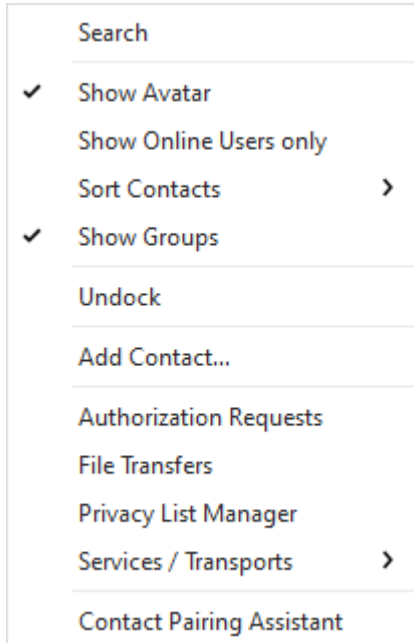
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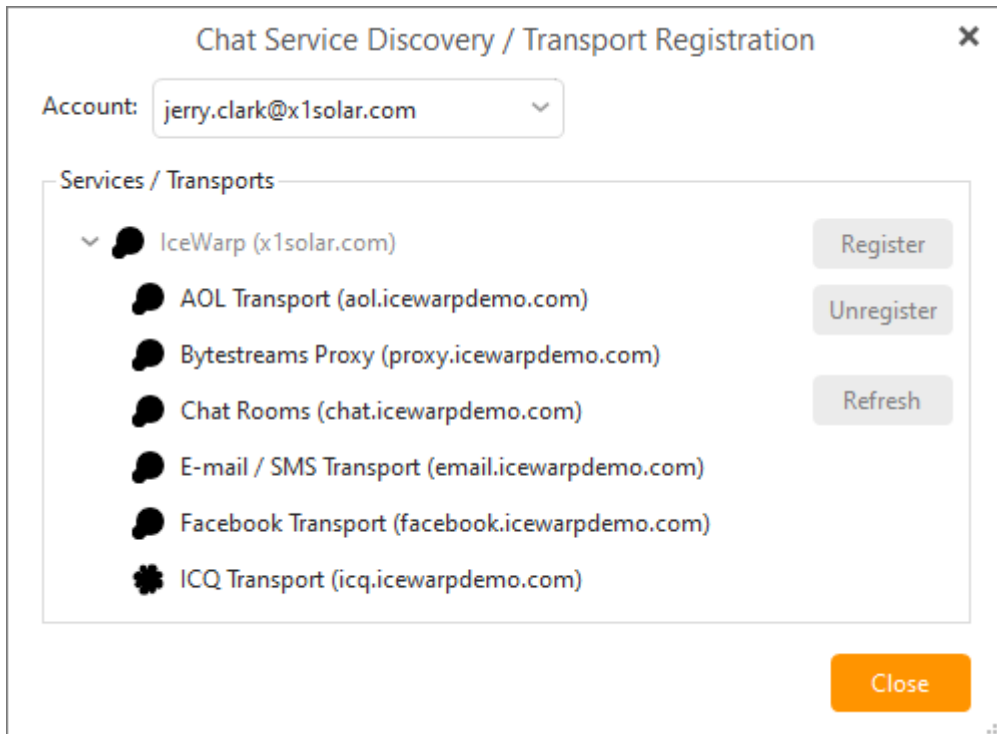
Adding Transports

Once you have [set up your Jabber account](#), you can add more transports to your Instant Messaging system allowing this application to access other instant messaging networks.

To add a Transport, select More ->**Service/ Transport** in the chat interface.



In **More -> Services/Transport** in chat interface, first select the Jabber account you wish to use, and then in the Transport list, select a transport you wish to enable, then Click **Register** to register the transport. Click **Close** to close the Transports window.



Once you close the **Transport Registration** window, one **Registration Window** for each Transport you have enabled. You will be prompted for the user name and password and to configure other options associated with that transport such as online status, language settings etc depending on the transport. Click **OK** to finish.

New Account ✕

- 1 New Jabber account
- 2 Choose provider
- 3 Registration**
- 4 Account details
- 5 Finish

Registration


Choose a username and password to register with this server

User: *

Password: *

captcha-fallback-

CAPTCHA web page:

Enter the text you see: * 

Back Next Cancel

And you are done. The application will automatically import all your contacts from your newly set-up instant messaging account into your Contacts roster. You can now start chatting with your chat contacts as they log on.

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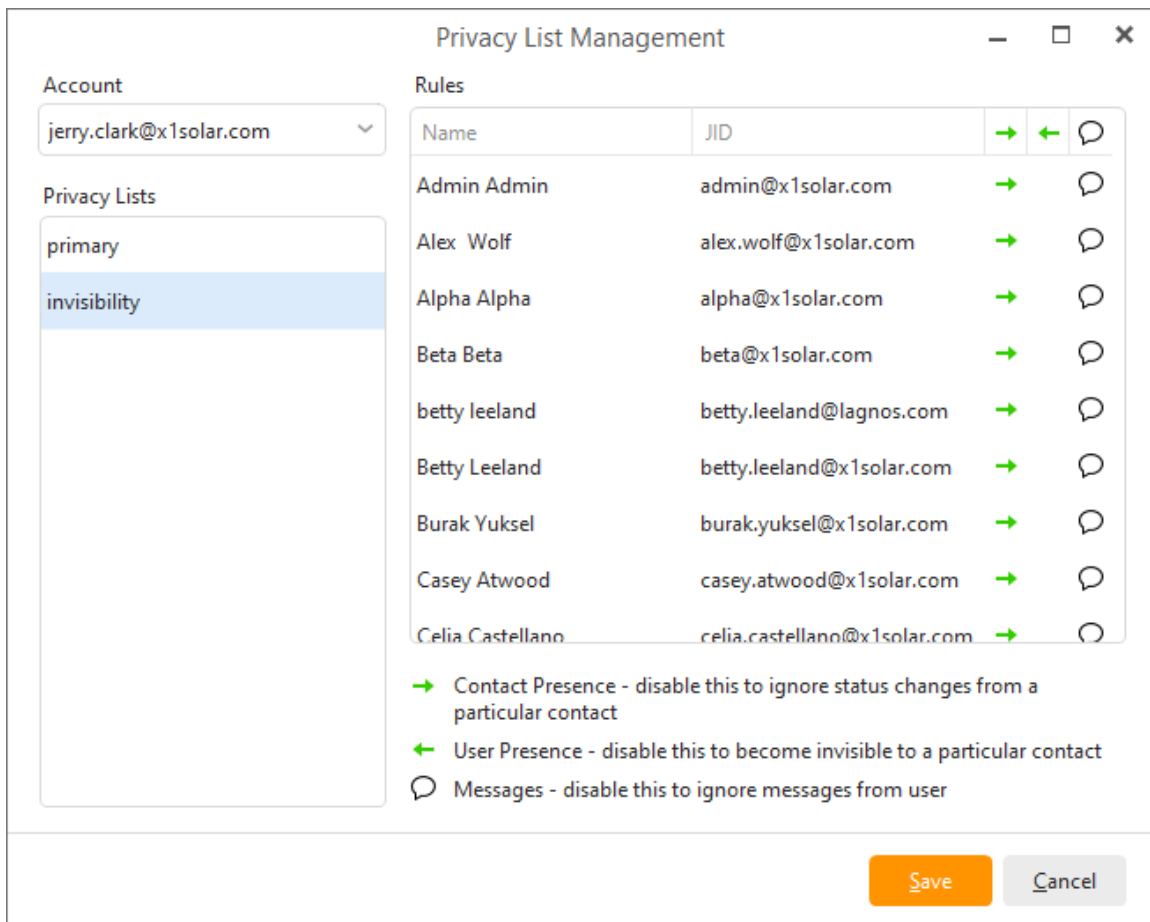
Privacy List Management

Most modern instant messaging clients offer the option to ignore certain unwelcome contacts or shield your activities and online status from them.

The application offers a way to manage your privacy preferences with regards to each individual contact in your IM contact list.

With the help of the Privacy List Management, you can choose whether to be visible to your contacts, and be notified of their online activities.

To access the Privacy List Management, select in the **Main Menu: Instant Messaging -> Privacy List Manager...**



For each IM account, there are two global lists each governing the interaction between you and your contacts in a particular online status: **Primary** and **Invisibility**.

The primary status refers to all the visible online statuses you can set application IM module to, such as online, away, busy etc.

The invisibility status refers to when you set your IM online status to invisible.

For each of the global online status lists, you can set the level of interactivity between you and each of your contacts individually.

Once you've chosen a Privacy List, in the **Rules** window is the list of all your chat contacts. For each contact in the list, there are three elements of interaction you can toggle on and off. **Contact Presence**, **User Presence**, and **Messages**.



Contact Presence - this element controls how aware you will be of the contact's presence, in other words, whether you will be notified of any changes in your contact's online status. Toggle it off to stop receiving notifications about this contact.



User Presence - this element controls how aware the contact will be of the user, your presence. In other words, whether you will be visible to this contact. Toggle it off to appear off line to this contact.



Messages - toggle this icon on and off to receive or ignore messages sent by this contact.

In the Rules list, click on the column corresponding to each of these three elements in the row occupied by each contact to toggle on and off each element for that contact.

Alternatively, you can choose from four presets to collectively configure all the contacts. These presets include:

Ignore all - Turns off Contact Presence and Messages for ALL contacts in the list, effectively rendering you oblivious of all activities of your contacts.

Don't Ignore anyone - Turns on all three elements for each contact.

Invisible to all - Turns off User presence for ALL contacts, rendering you invisible to all your contacts.

Visible to all - Turns on User presence for ALL contacts, making you visible to all your contacts.

Here you can also add chat contacts to your contact list. Just type in the Jabber ID in the text field next to **JID**:

Once you've finished typing in the JID, click on the add button **+** to add the contact.

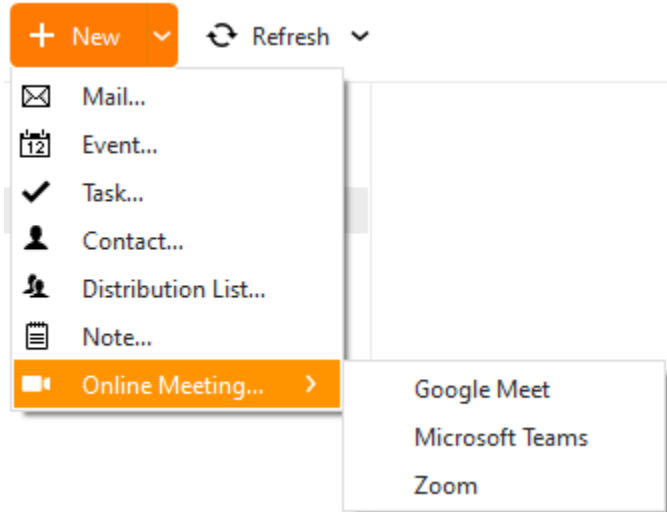
With this two dimensional control scheme, you can easily configure whom you wish to interact with when you are actively or passively taking part in Instant Messaging.

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Start an Instant Online Meeting

If you'd like to directly start an Online Meeting to quickly set up an unscheduled, ad hoc call, you can go to **New > Online Meeting** > then select Online Meeting Provider.

This will create an online meeting room within the service of the online meeting provider. You can then add more people to the call directly within the online meeting service.



Note for MS Teams users, using this method will automatically record an event for the current time called "*Instant Meeting*" in your associated Teams account Calendar, or the Calendar of your default eM Client account.

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Schedule an Online Meeting


For instructions on how to create an instant online meeting, please [read here](#).

To schedule an online meeting, use the **New>Event** option or go to your Calendar and click the **New** button or double click on a free space in your calendar.


There will now be a pop-up asking you to choose which type of meeting you want to create. If you would like to create an online meeting with Zoom, MS Teams, or Google Meet, then you would select "Online Meeting". If you don't want to be asked this question every time you go to create an event in your calendar, simply click the "Always use this option" button and select the meeting type you want to default to. This can also be changed in [Calendar Settings](#).

Choose the type of meeting ✕

What type of meeting do you want to create?



Standard Event
Meet with other people in person.




Online Meeting
Set up an online meeting only. Connect with others via your camera and microphone.

Always use this option

Then you will set up the subject, date, time and participants of the Online Meeting just as you would with a standard event. In the Online Meeting field, you can select the online meeting provider, based on the [online meeting services you've added to eM Client](#).

The screenshot shows a web interface for creating an event. At the top, there's a 'Menu' bar with a calendar icon and the word 'Event'. Below it, there are navigation tabs: 'Save & Close' (orange), 'Calendar' (with a dropdown arrow), 'Standard Event' (with a calendar icon), and 'Online Meeting' (with a blue square icon and underlined). The main form has several sections: 'Title' with a text input 'Enter Title' and an 'All day event' toggle; 'Start' and 'End' times with date and time pickers (3/22/2021, 4:30 PM and 3/22/2021, 5:00 PM) and a '+ Add time zone' link; 'Reminder' set to '10 minutes' and 'Recurrence' set to 'None'; 'Location' with a text input 'Enter Location'; 'Online Meeting' with a dropdown menu currently showing 'Google Meet' and an open list of options: 'Google Meet', 'Microsoft Teams', and 'Zoom'; 'Participants' with a text input 'Add attendee (name or email)'; and a 'Private event' checkbox. A 'Show advanced options' link is at the bottom left.

Once you've set up the details of the online meeting and clicked the **Save & Close** button, the event in your calendar will automatically update with a link to connect to your online meeting. All the event participants will receive this link in their meeting invite, or you can copy the link to share with others.

You can easily see which events in your calendar are Online Meetings by the camera icon  on the calendar entry.

To join an Online Meeting, simply click the **Join Online Meeting** button at the top of the event, or click on the meeting Link or login to your online meeting service and you should see the event scheduled there and ready to join.

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What is eM Keybook?

eM Keybook is a public encryption key directory managed by the company eM Client. It's an online service where you can upload and manage your public keys so anyone can easily send you encrypted messages and you can easily get public keys of the recipients you want to send encrypted messages to.

eM Keybook stores Public keys that you upload and allows for the exchange of Public keys between all eM Client users. If the contact you're writing a new message to has a Public key in the eM Keybook directory, eM Client will automatically download and apply it for you when you enable encryption for your message.

eM Keybook does not save nor have access to any of your Private keys or passwords. It does not give anyone access to your encrypted messages or save any of your encrypted messages on our servers.

You can read more about [eM Keybook's settings](#), how to use eM Keybook or check out the article about [Signing and Encryption](#) on our website.

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What is eM Keybook?

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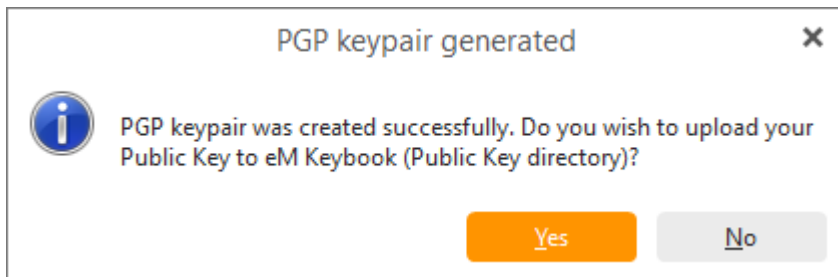
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Using eM Keybook

Uploading your own Public Key to eM Keybook

You can either upload your public key to eM Keybook during the [keypair creation](#) or anytime later in **Menu > Settings > Signatures and Encryption > Certificates and Keys**. In the **Manage Certificates/Keypairs** window you can use the **Upload to eM Keybook** button to make your public key available to all eM Client users.

Uploading during creation:



Upload after creation:



Tip: This button might also be available instead under the "More" button if your window is too small to display all the toolbar options at once.



After choosing to add your public key to eM Keybook, you will receive an email from keybook@emclient.com to verify your public key upload to eM Keybook by inputting your password for the PGP key (not your general email account password).

Verification email from eM Keybook

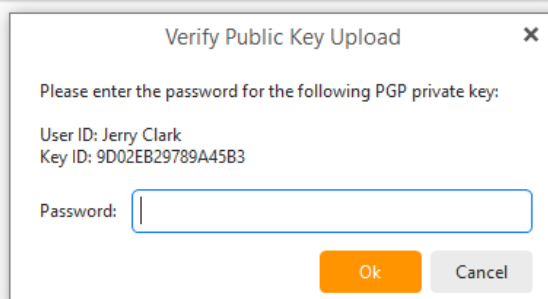
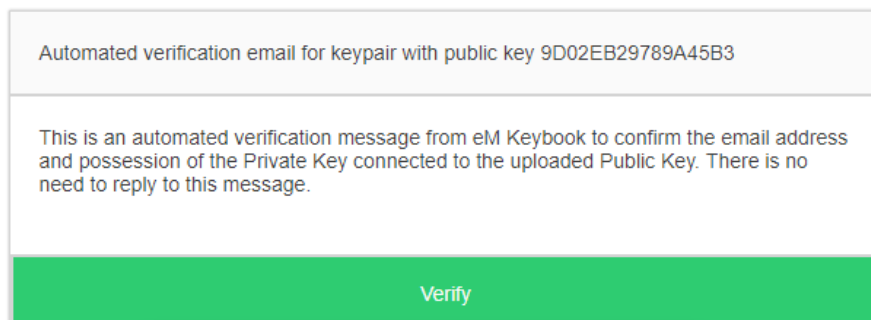


EK From eM Keybook
to Jerry Clark

4:14:50 PM



verification.asc (708 B)



Once this is confirmed, your public key will be added to eM Keybook and any eM Client user can easily send you PGP encrypted emails.

How to Remove your Public Key from eM Keybook

You can remove your key from eM Keybook in the same section where you uploaded it - **Menu > Settings > Signatures and Encryption > Certificates and Keys**. In the **Manage Certificates/Keypairs** window you can use the **Remove from eM Keybook** button.



You can also remove your keys at any time in the **Menu > Settings > Signatures and Encryption > eM Keybook** section – just look up keys for your email address and then use **Remove from eM Keybook** button to delete them from the service.

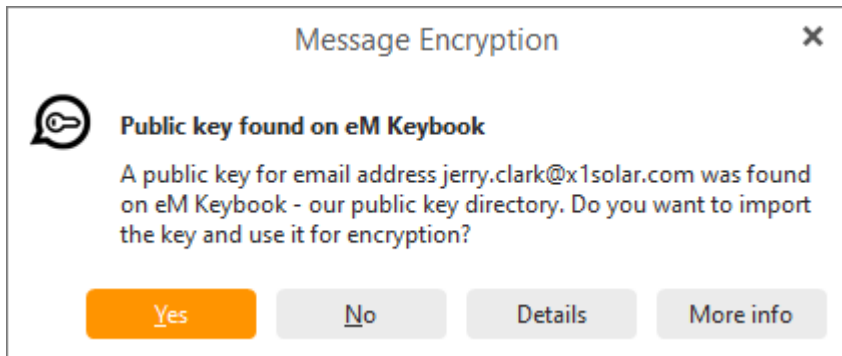
This does NOT delete the PGP keypair, it just remove your public key from eM Keybook

How to use eM Keybook to send other eM Client Users an Encrypted Message

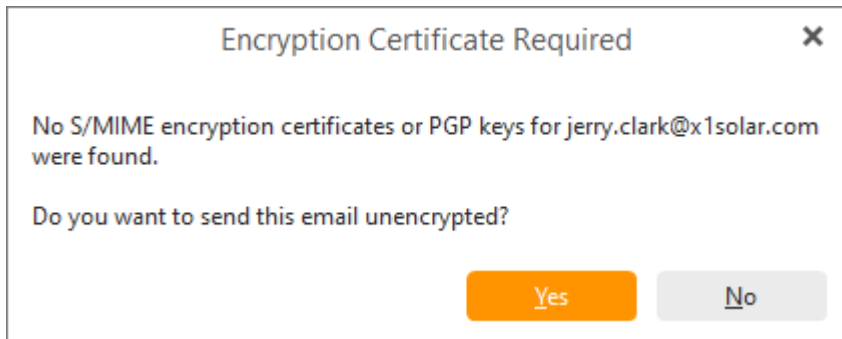
First go to **Menu > Settings > Signatures and Encryption > eM Keybook** and make sure **Enable Keybook support** is selected.

Next, start a new email to your intended recipient and make sure the **Encrypt** icon  is selected. Compose your message and click **Send**.

If you haven't added that person's public key to your saved keys yet, there will be a pop-up asking if you would like to import this user's public key. Clicking **Yes** will allow you to import the user's public key and you can seamlessly send them encrypted messages now.



If they have not added their public key to eM Keybook (or you don't have eM Keybook support enabled) then you will receive a message like this, asking if you would like to proceed by sending the email unencrypted. If you would still like to send that person an encrypted message, you must reach out to them directly to ask for their public key and then import it into your eM Client.



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About Tags

In this age of multi-tasking, we ourselves play different roles, and have different responsibilities. The ability to compartmentalize has become an essential skill, one that can help us bring order into this increasingly fragmented world. And *that* is exactly what this product's Tags do.

Tags are just flags that you can customize and assign to any item. These are electronic post-it notes that can at one glance let you know whether an Email, a contact, an scheduled event or a task is work related, personal or if it requires your immediate attention.

Follow these links to learn more about [managing Tags](#), and how to [assign Tags](#).

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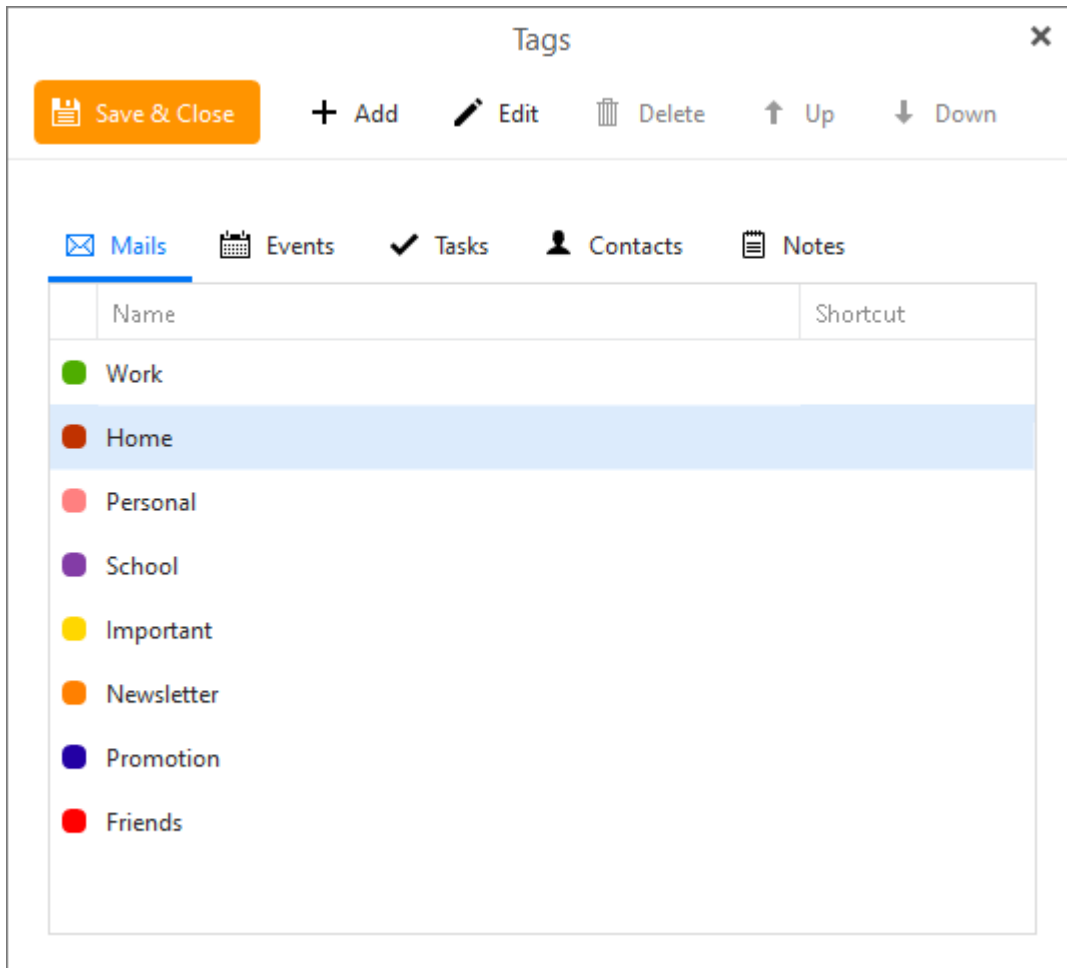
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Working with Tags

Tag Manager

You can access the Tags Manager window by selecting from **Menu > Tags**.



These four panels: **Contacts, Mails, Events, Task** allow you to manage tags for those four different areas.

Now you can set up your own shortcuts for particular tags.

Add... adds a new Tag, opens up the Tag Editor window.

Edit... customizes an existing Tag, opens up the Tag Editor window.

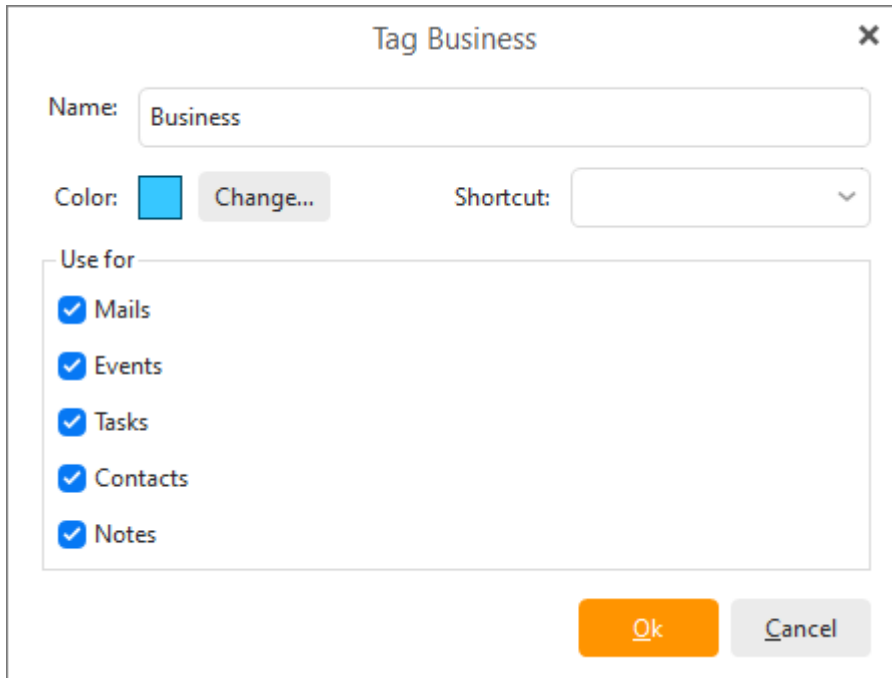
Remove: deletes an existing Tag.

Move Up/Move Down: affects the order in which the Tags will be arranged in the tag assignment drop down menus.

Customize Tags


This product comes with a set of pre-defined, most commonly used tags, such as Business, Personal, School etc. You may of course wish to change the pre-defined tags or add your own.

You can click Add... to add new tags or Edit... to edit existing tags, you will be brought to the Tag Editor window



Tag Business

Name: Business

Color:  Change... Shortcut:

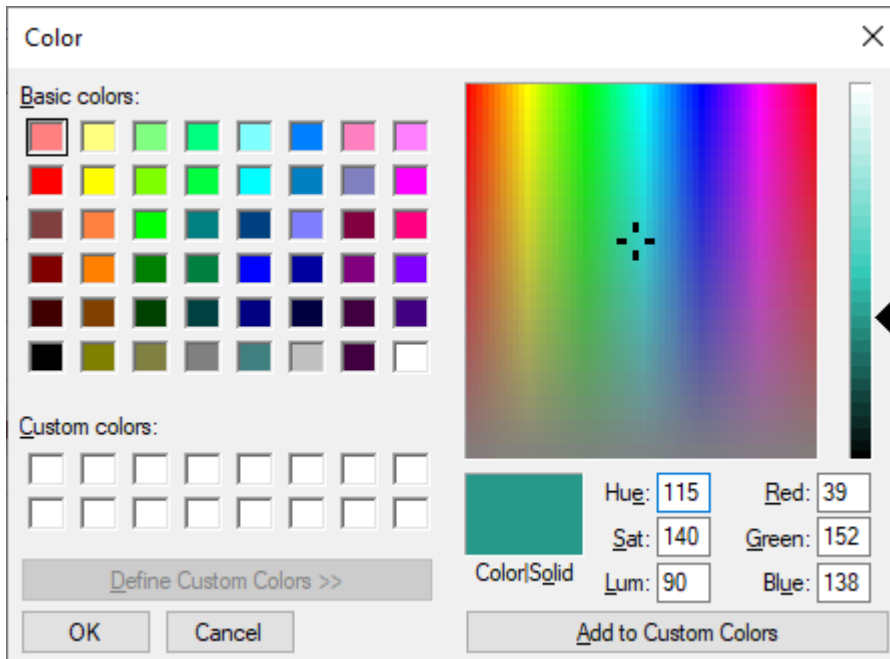
Use for

- Mails
- Events
- Tasks
- Contacts
- Notes

Ok Cancel

Name: Enter or change the name of the label.

Color: The color of the label that will appear next to your labeled items. Click on Change... to bring up a windows standard color pallet with which you can assign a different color to the label.



Color

Basic colors:

Custom colors:

Define Custom Colors >>

OK Cancel

ColorSolid

Hue: 115 Red: 39
Sat: 140 Green: 152
Lum: 90 Blue: 138

Add to Custom Colors

Shortcut: choose from the list of various shortcuts to connect them with various tags.

Use for: Check each item type for which you wish the label to be available. In the sample case, the new tag is going to be assigned to Contacts, Calendar Events, Mails and Tasks.

Assigning Tags to items

Whenever you create or edit an item in, be it an Email, a contact, a Calendar Event, or a Task, you can assign tags to it, a way to quickly recognize and assess the nature of the item.

Once tags are assigned, they will be shown when you view the items.

To assign a tag to an item, select it in the drop-down Tag menu, you can assign multiple tags to an item. To remove a tag select it again from the list.

Assigning Tags to Calendar Events

Pack for the weekend - Event

Save & Close Private calendar

Title: Pack for the weekend All day event

Location: Enter Location

Start: 11/21/2020 7:45 AM + Add time zone

End: 11/21/2020 8:30 AM

Show as: Out of Office Tag: Personal

Reminder: 10 minutes Recurrence:

Participants: Add attendee (name or email)

Description: Enter description

Private event

- Home
- Personal
- School
- Important
- Business
- Fun
- Sport
- Vacation
- Must Attend
- Needs Preparation
- Birthday
- None

Assigning Tags to Tasks

✓ Do the dishes - Task - □ ×

Save & Close Tasks ▾

Title:

Location:

Tag: ▾

Start: Friends

Due: Home

Reminder: Personal

Assign to: School

Notes: Important

Business

Fun

Sport

Travel Required

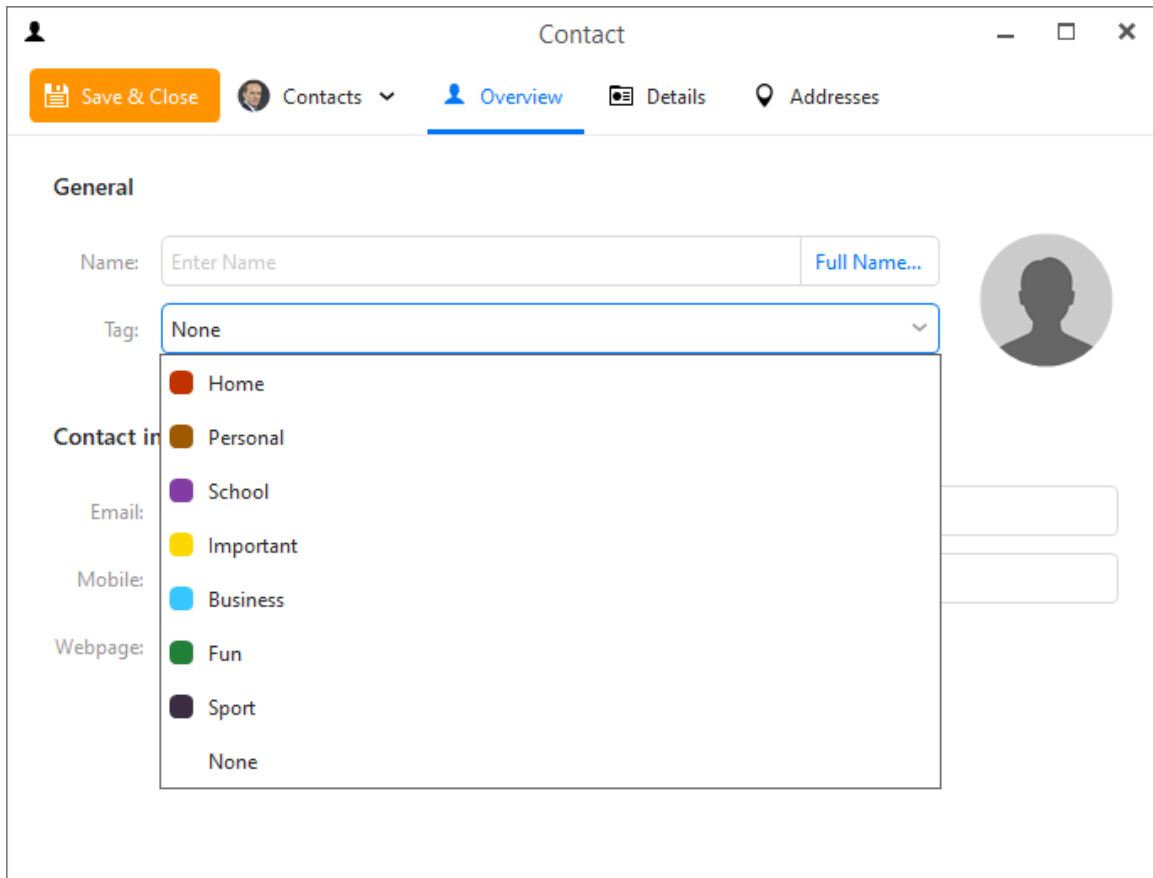
Needs Preparation

Ideas

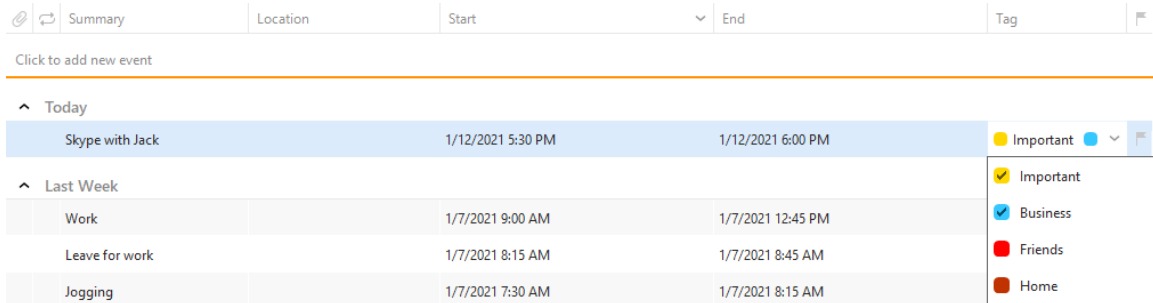
Phone Call

None

Assigning Tags to Contacts



You may also assign tags to items in their list views.



You can switch from Compact layout to Single-line layout by hiding the Message detail or by changing the setting in **Menu>Settings>Appearance>Layout**.

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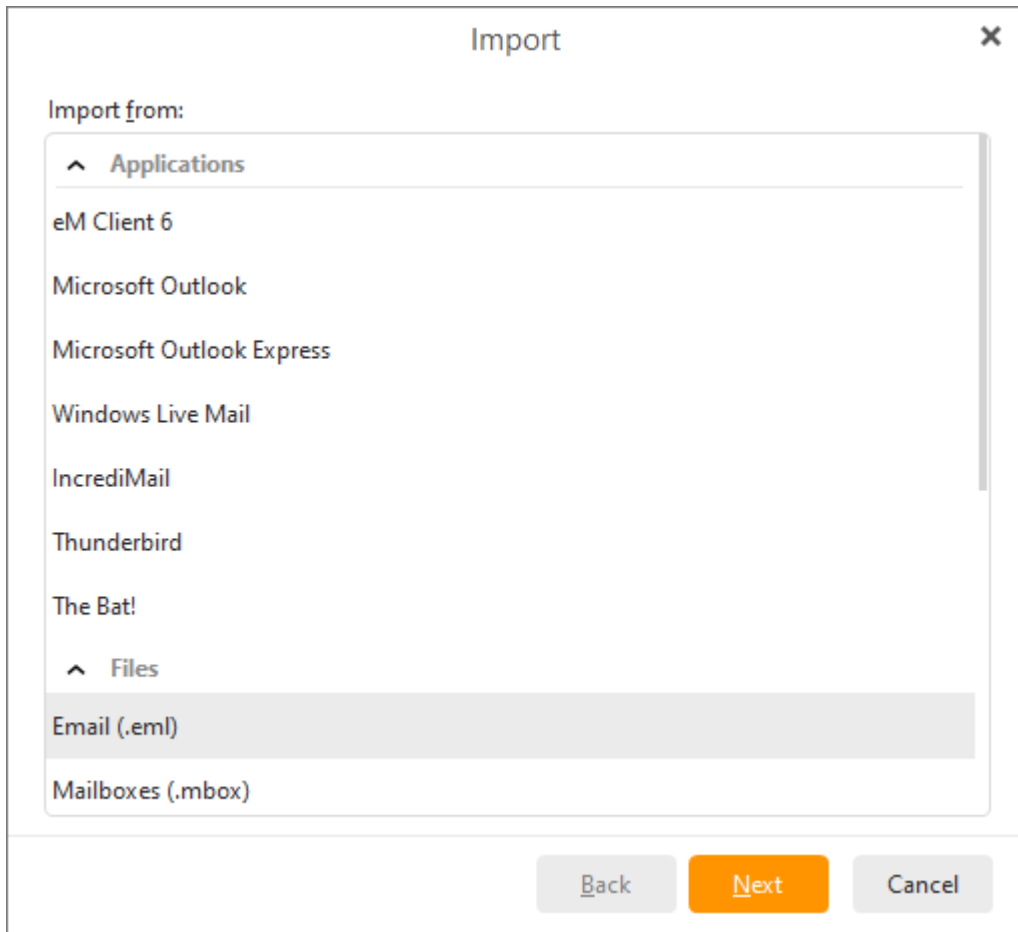
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Import

You can import data from your previous email client through the Import Wizard.

Select **File ->Import**:



This product can import emails, contacts and calendar events from Microsoft Outlook, Microsoft Outlook Express, The Bat! as well as from external eml, ics, vcf and Windows Address Book files.

eM Client now also detects from your device what programs were originally installed, so not all Import options might be available in your list.

Find out how to:

- [Import from Microsoft Outlook](#)
- [Import from Microsoft Outlook Express](#)
- [Import from Windows Address Book](#)
- [Import from Windows Mail](#)
- [Import from Windows Live Mail](#)
- [Import from Thunderbird](#)
- [Import from folder with .eml files](#)

- [Import data from The Bat!](#)
- [Import events from iCalendar \(.ics\)](#)
- [Import contacts from VCard \(.vcf\)](#)
- [Import from .csv file](#)
- [Import from Mbox \(.mbox\)](#)
- [Import from XML file](#)
- [Import from Microsoft Outlook \(Legacy\)](#)

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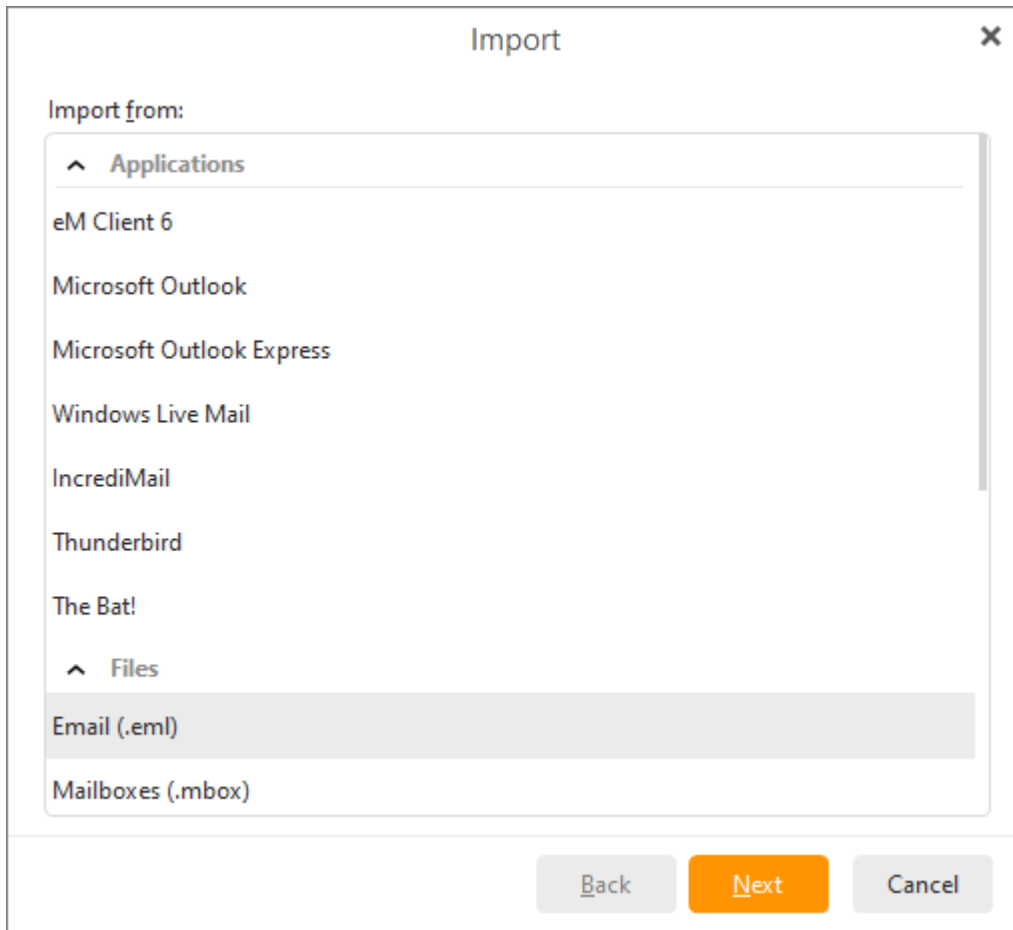
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- [Import data from The Bat!](#)
- [Import events from iCalendar \(.ics\)](#)
- [Import contacts from VCard \(.vcf\)](#)
- [Import from .csv file](#)
- [Import from Mbox \(.mbox\)](#)
- [Import from XML file](#)
- [Import from Microsoft Outlook \(Legacy\)](#)

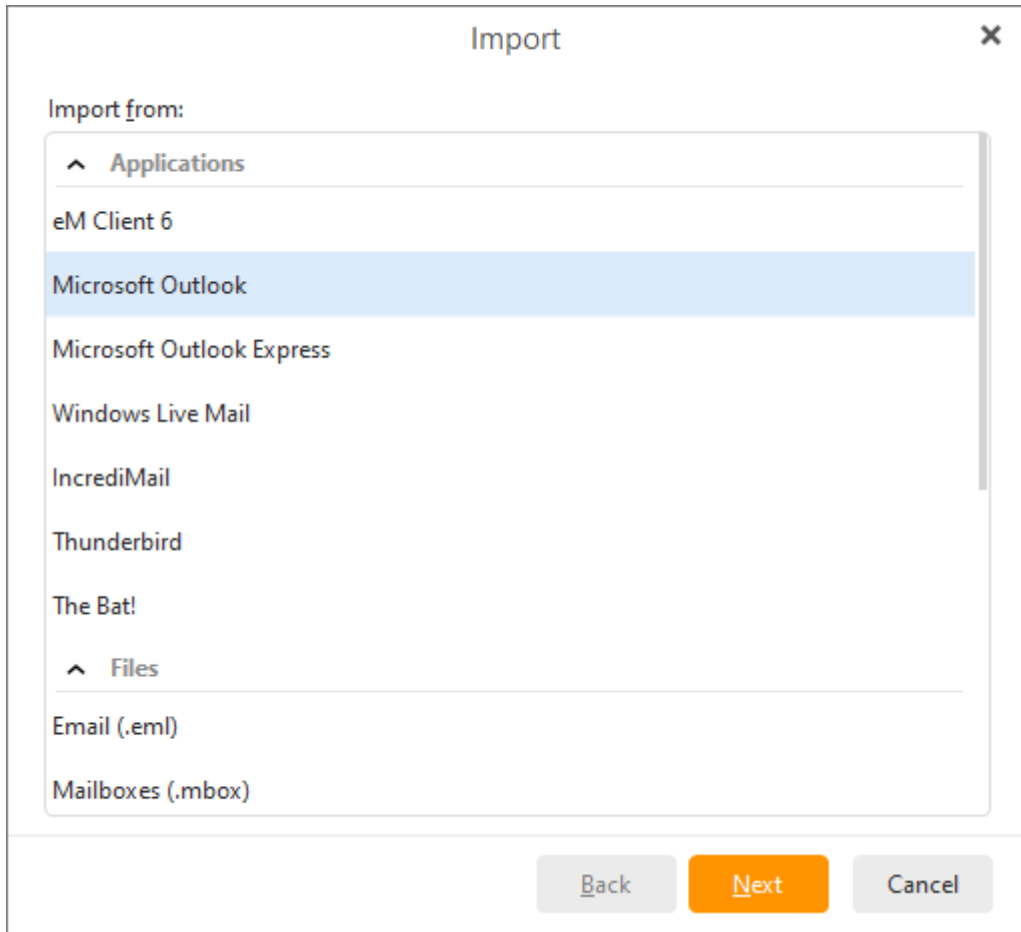
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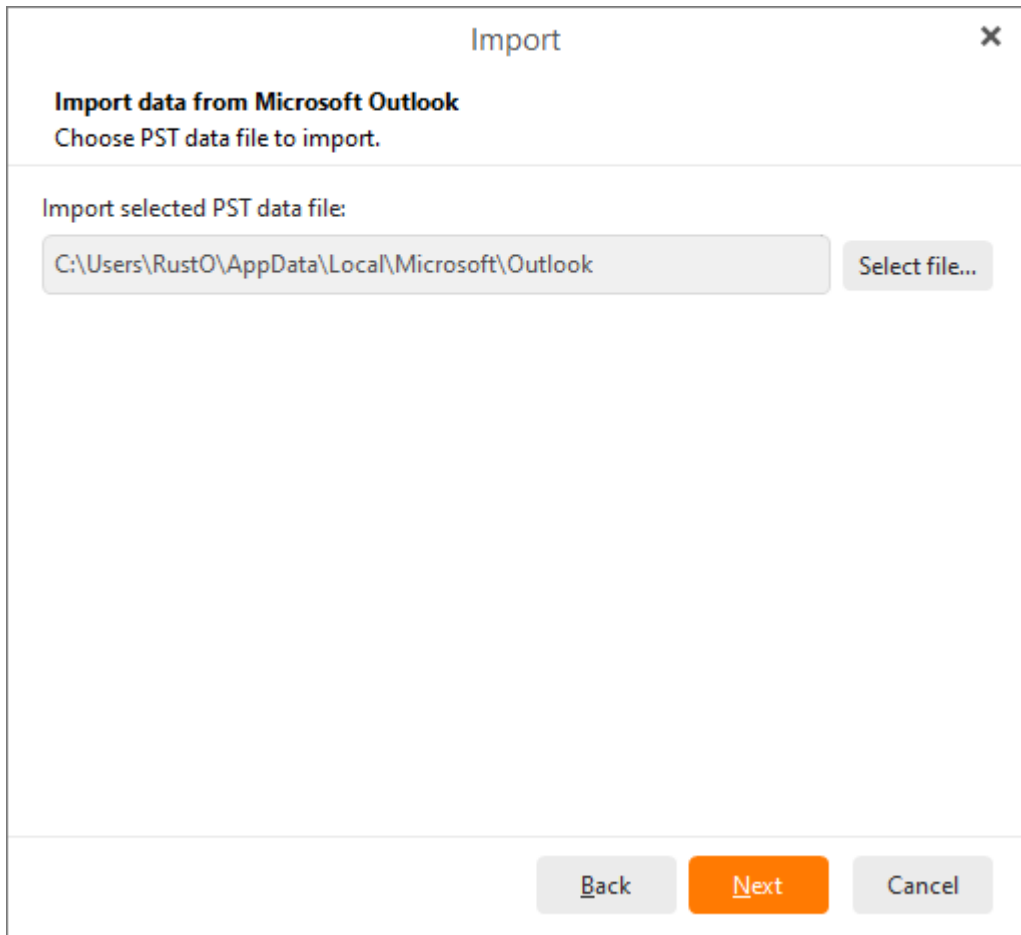
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Import from Microsoft Outlook

To import your emails, settings, meeting attendees, free-busy. statuses, account passwords and much more from Microsoft Outlook Express select **Menu->File -> Import** in the main menu:



Select Import from Microsoft Outlook and click on **Next**.



Import whole account(s)

Import ✕

Import data from Microsoft Outlook
Select accounts you want to import. You can also select what type of data you want to import from a particular account.

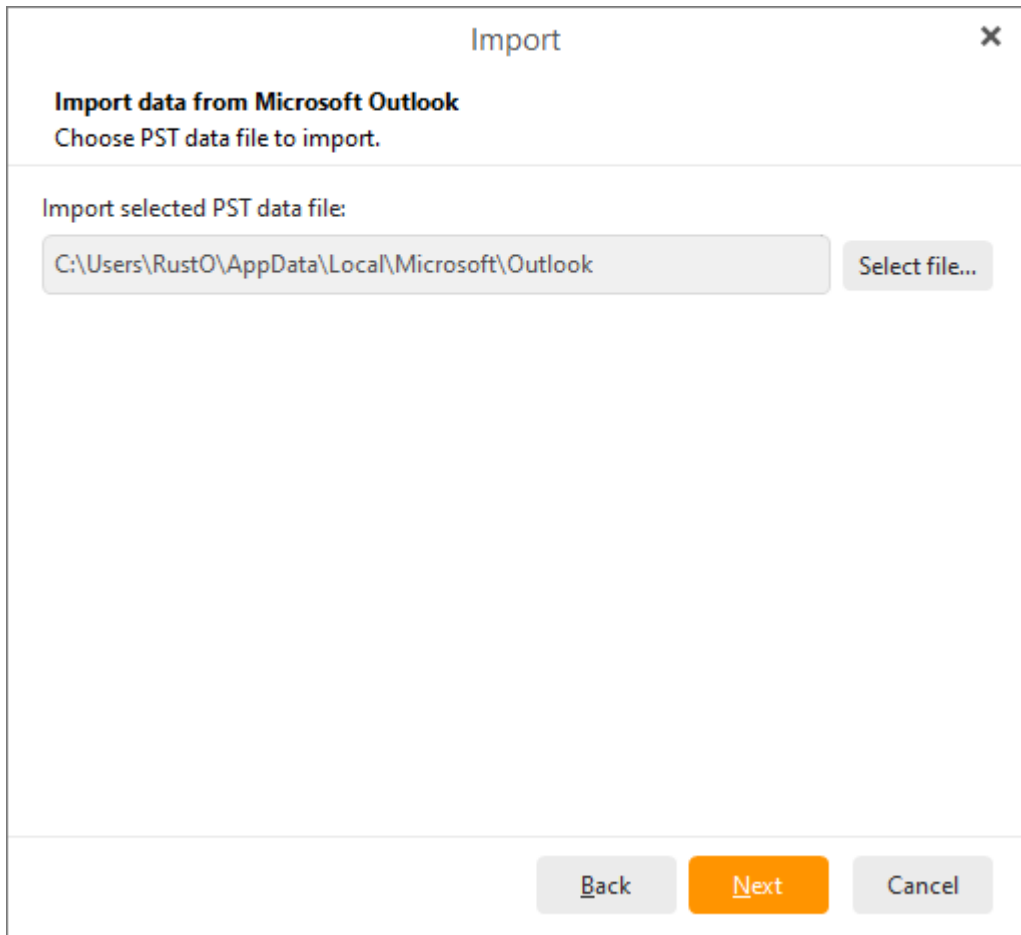
	Account Name
<input checked="" type="checkbox"/>@outlook.com
<input checked="" type="checkbox"/>	-f---@gmail.com

Import settings

Back Finish Cancel

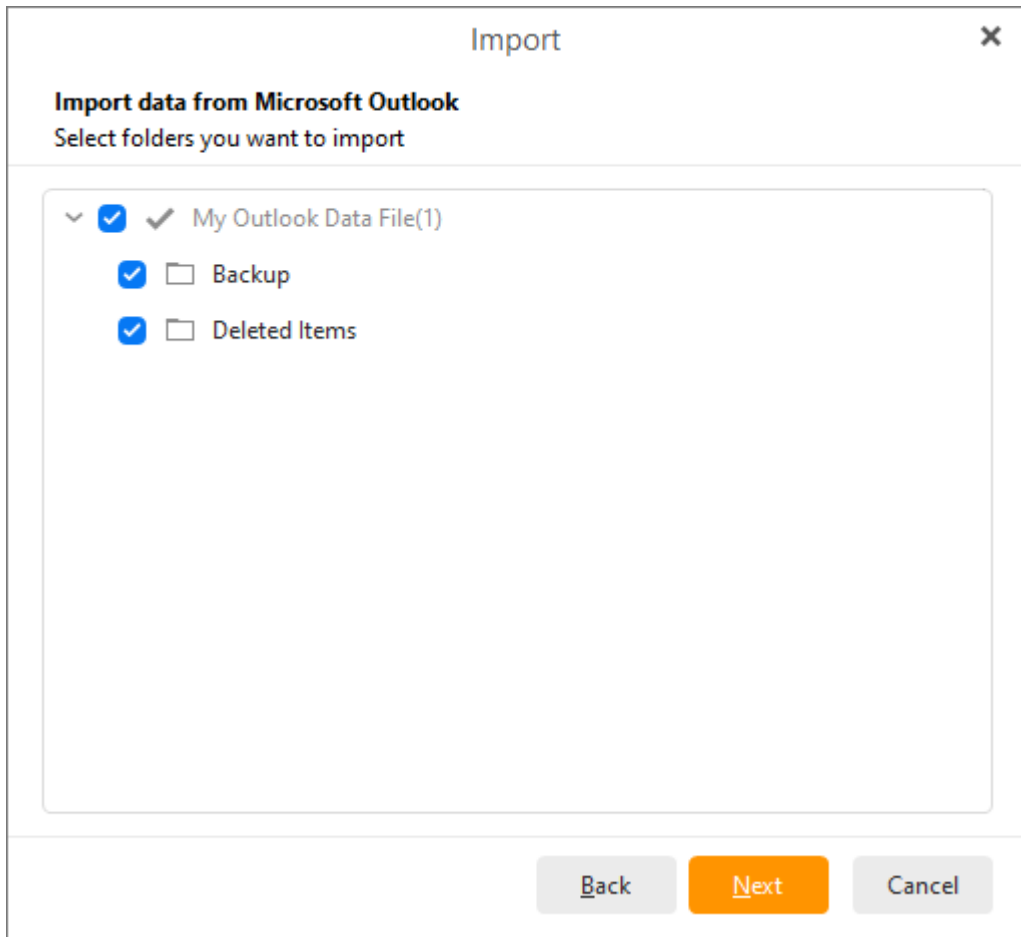
Select accounts that you would like to import. Please note that you can also choose whether you want to import specific items from the selected account (email messages, tasks, contacts, events, tags).

Import selected PST data file



By selecting Import selected PST data file you can import your data directly from PST files , whereas MS Outlook does not need to be installed.

Click on **Next** to proceed to next window.



Here select folders you would like to import and click on the **Next** button.

Import✕

Import data from Microsoft Outlook
Choose whether you want to import items to default folders in a specified account like Inbox, Sent and Trash or to import data to a specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Import data to default root folders of the selected account
Destination Account

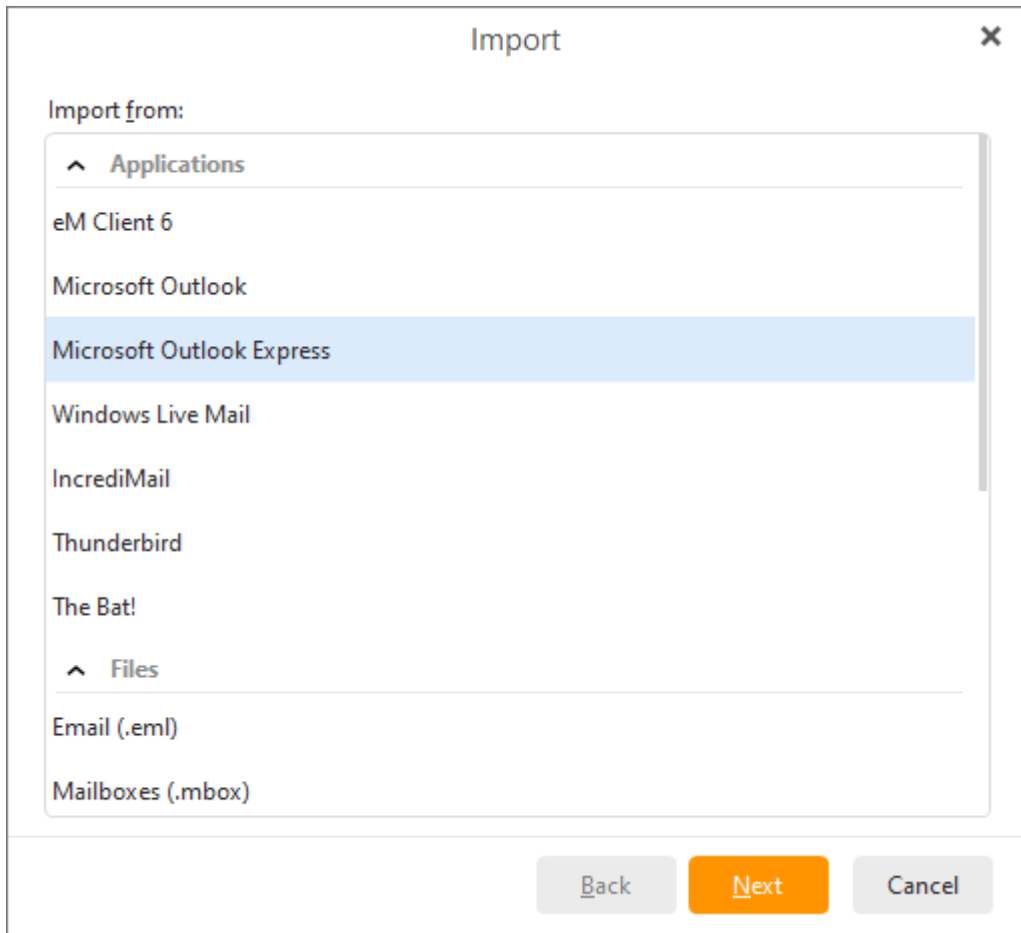
Import data to a specific folder
Destination Folder

Here you can select if you would like to import items to default folders in a specified account or to import data to a specific folder.

Click on **Finish** button to finish the process of importing from MS Outlook.

Import from Outlook Express

To import your emails from Microsoft Outlook Express select **Menu ->File -> Import** in the main menu:



Select the **Import from Microsoft Outlook Express** option and click **Next**:

Import✕

Import data from Microsoft Outlook Express
Choose whether you want to import items to default folders in a specified account like Inbox, Sent and Trash or to import data to a specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Import data to default root folders of the selected account
Destination Account

Import data to a specific folder
Destination Folder

Here you can choose whether you want application to import data to default root folders of the selected account by choosing the destination account or you can specify the folder path by clicking the **Select folder...** button.

The image shows a dialog box titled "Import" with a close button (X) in the top right corner. Below the title bar, the text reads "Import data from Microsoft Outlook Express" and "Select folder holding your Outlook Express data". There are two radio button options: "Try to detect folder" (which is selected) and "Use specific folder". To the right of the "Use specific folder" option is a text input field and a "Browse..." button. At the bottom of the dialog, there are three buttons: "Back", "Next" (highlighted in orange), and "Cancel".

Next step is to select the folder which is holding your Outlook Express data. You have two options - you can try to detect folder automatically or specify the destination of the folder.

Click on Next to finish the process of importing data from Outlook Express.

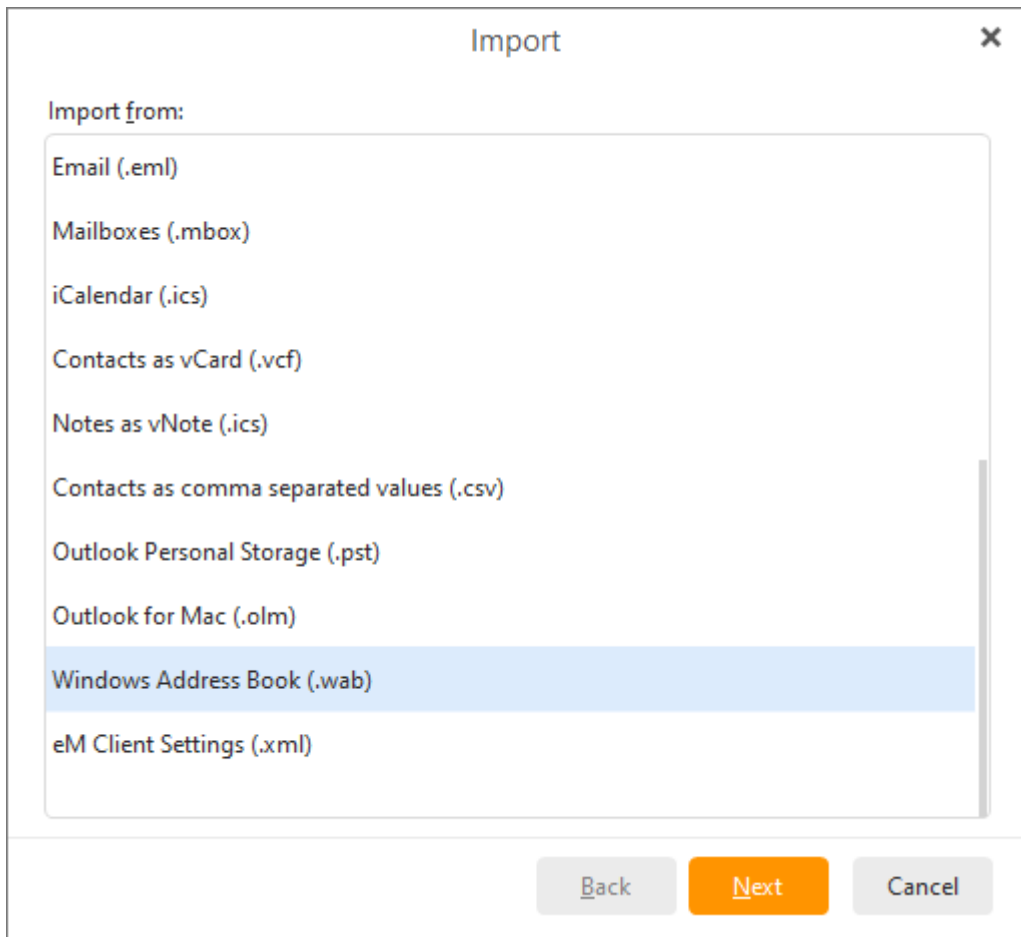
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Import Windows Address Book

To import contacts from Windows Address Book select **Menu ->File -> Import** in the main menu:



Select the **Import from Windows Address Book** option and click **Next**:

Import ✕

Import data from Windows Address Book
Click Finish to import

File to import contacts from:

Try to detect file location

Use specific file

Select the folder in which the contacts will be stored:

You can choose from two options: **Try to detect file location** or **Use specific file**. Next select the folder in which the contacts will be stored.

Click **Finish** to complete the importing process and close the wizard.

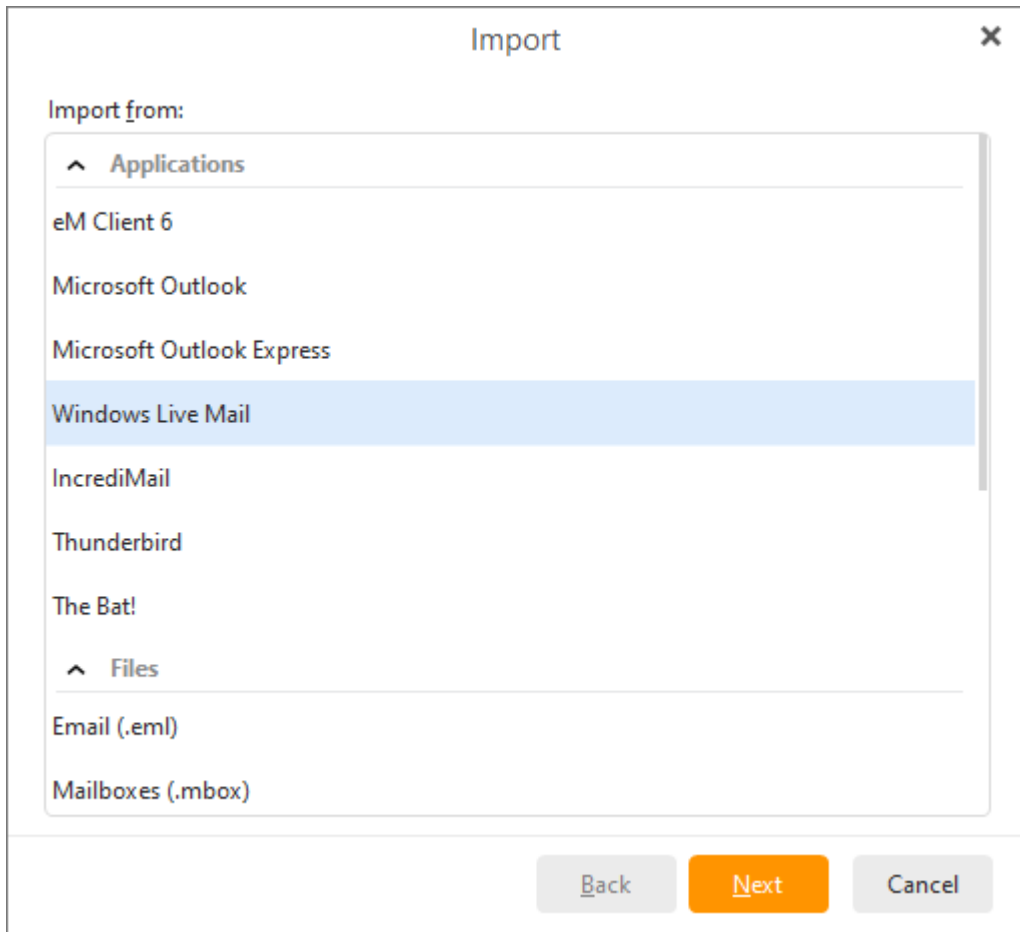
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Import from Windows Mail

To import your messages from Windows Mail click **Menu -> File-> Import**,



choose the option Import from Windows Mail and click Next:

Import

Import data from Windows Live Mail
Choose whether you want to import whole accounts and all their content or particular folders.

Import whole account(s)
This selection will allow you to import account settings from Windows Live Mail. You can also choose what type of items will be imported. Select this option when you want to migrate an account(s) with all its data.

Import selected folders
This selection will allow you to select folders to be imported from Windows Live Mail. These folders will be imported to a specified folder. Select this option when you want to import particular folders or items.

Back Next Cancel

Here you can select either to import whole account(s) or selected folders from Windows Mail. Do not forget to specify the folder into which the imported messages will be stored.

Importing whole account(s)

Since the process of importing whole account(s) from Windows Mail is the same as in the case of Windows Live Mail, please visit this [chapter](#) to find out how to do it.

Importing from selected folders

Since the process of importing selected folders from Windows Mail is the same as in the case of Windows Live Mail, please visit this [chapter](#) to find out how to do it.

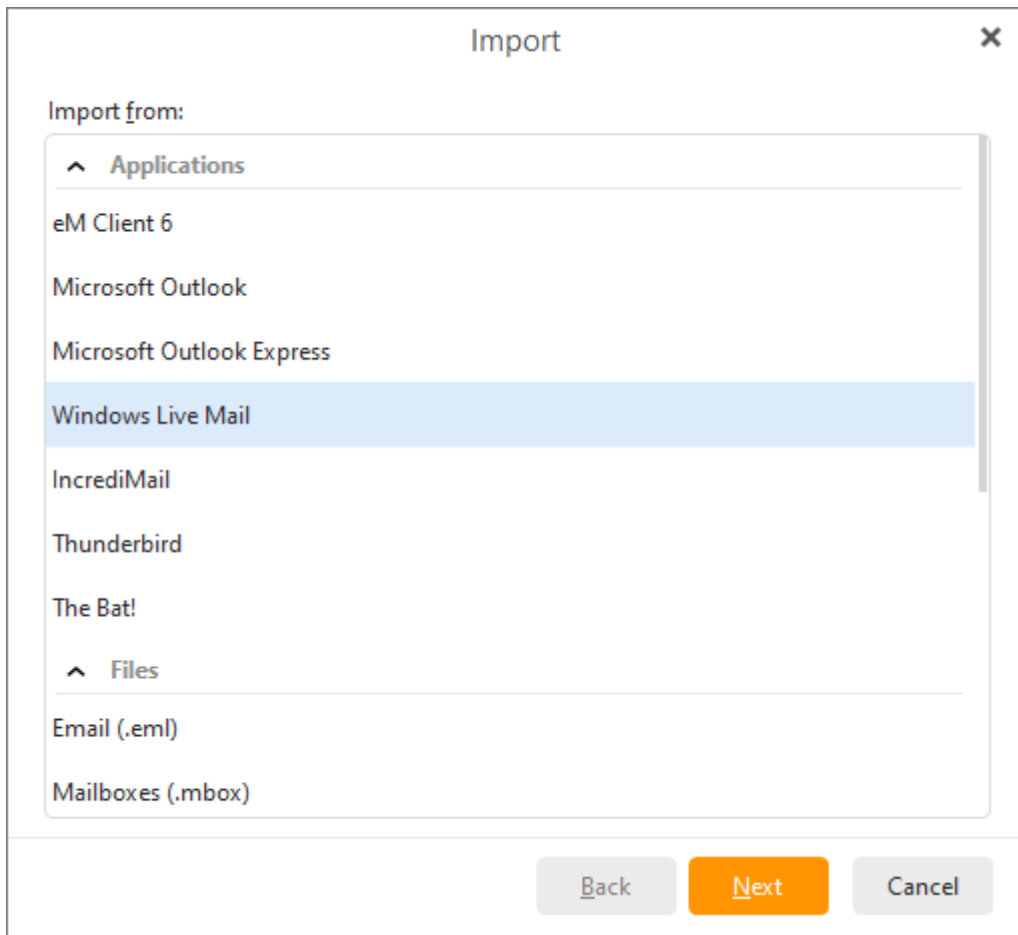
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Import from Windows Live Mail

To import your messages from Windows Live Mail click on **Menu -> File -> Import**



choose the option Import from Windows Live Mail and click **Next**:

Import ✕

Import data from Windows Live Mail
Choose whether you want to import whole accounts and all their content or particular folders.

Import whole account(s)
This selection will allow you to import account settings from Windows Live Mail. You can also choose what type of items will be imported. Select this option when you want to migrate an account(s) with all its data.

Import selected folders
This selection will allow you to select folders to be imported from Windows Live Mail. These folders will be imported to a specified folder. Select this option when you want to import particular folders or items.

Back Next Cancel

Here you can select either to import whole account(s) or selected folders from Windows Live Mail.

Importing whole account(s)

Import

Import data from Windows Live Mail
Select accounts you want to import. You can also select what type of data you want to import from a particular account.

Account Name		
<input checked="" type="checkbox"/> X1solar (jerry.clark)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Storage Folders	<input type="checkbox"/>	<input type="checkbox"/>

Finally, select accounts you want to import. You can also select what type of data you want to import from particular account.

Importing from selected folders

Import✕

Import data from Windows Live Mail

Choose whether you want to import items to default folders in a specified account like Inbox, Sent and Trash or to import data to a specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Import data to default root folders of the selected account

Destination Account

Local Folders ▾

Import data to a specific folder

Destination Folder

Windows Mail Import

Select folder...

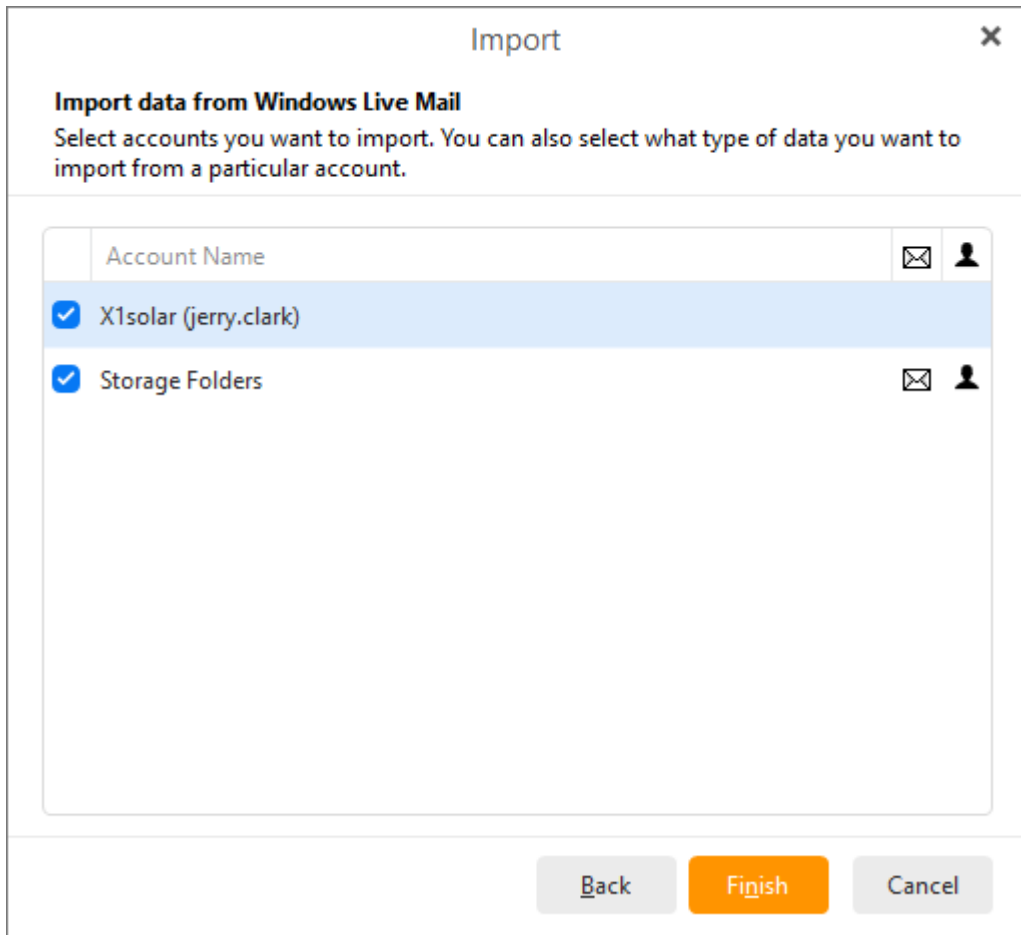
Back

Finish

Cancel

Choose whether you want to import items to default folders in a specified account like Inbox, Sent and Trash or to import data to specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Click on Next to proceed to the next window.



Here select Windows Live Mail folders you would like to import and then click on the **Finish** button to finish the process of importing.

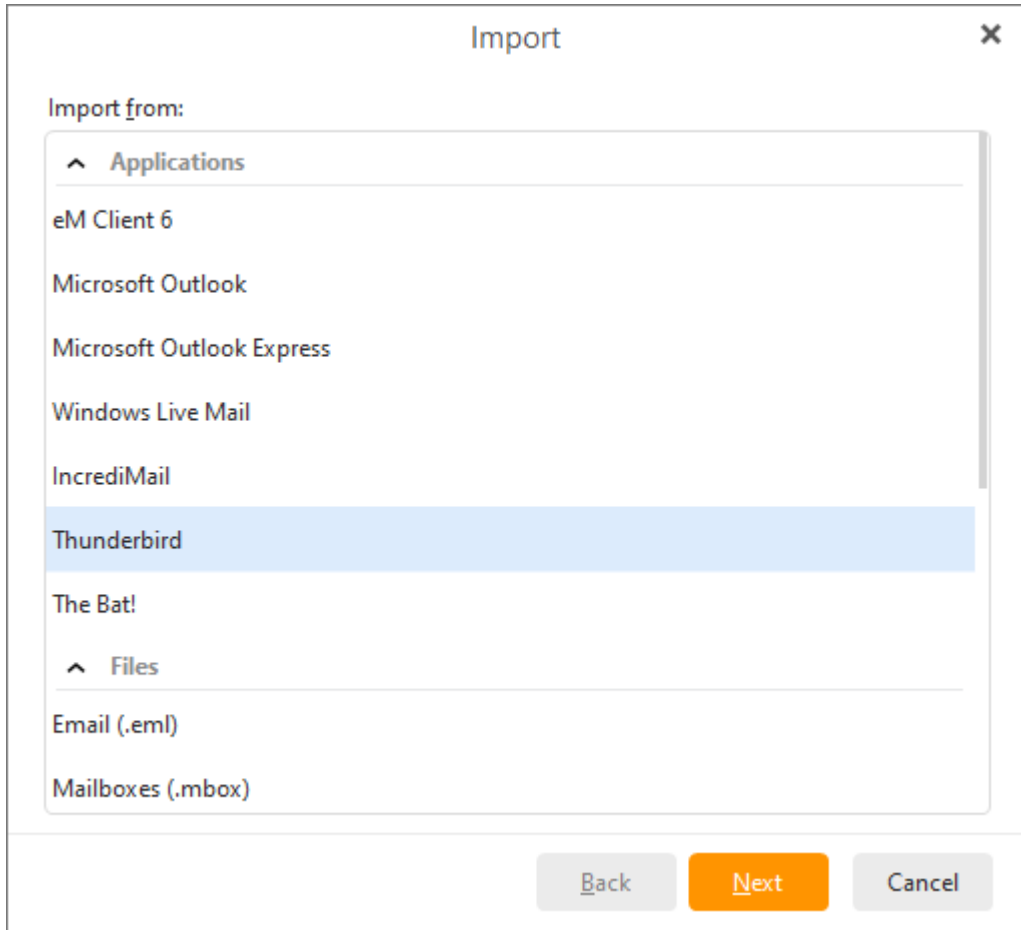
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Import from Mozilla Thunderbird

To import your emails, events, tasks and rules from Mozilla Thunderbird select **File** -> **Import** in the main menu:



Select the **Import from Mozilla Thunderbird** option, click **Next**.

Import ✕

Import data from Thunderbird
Choose whether you want to import whole accounts and all their content or particular folders.

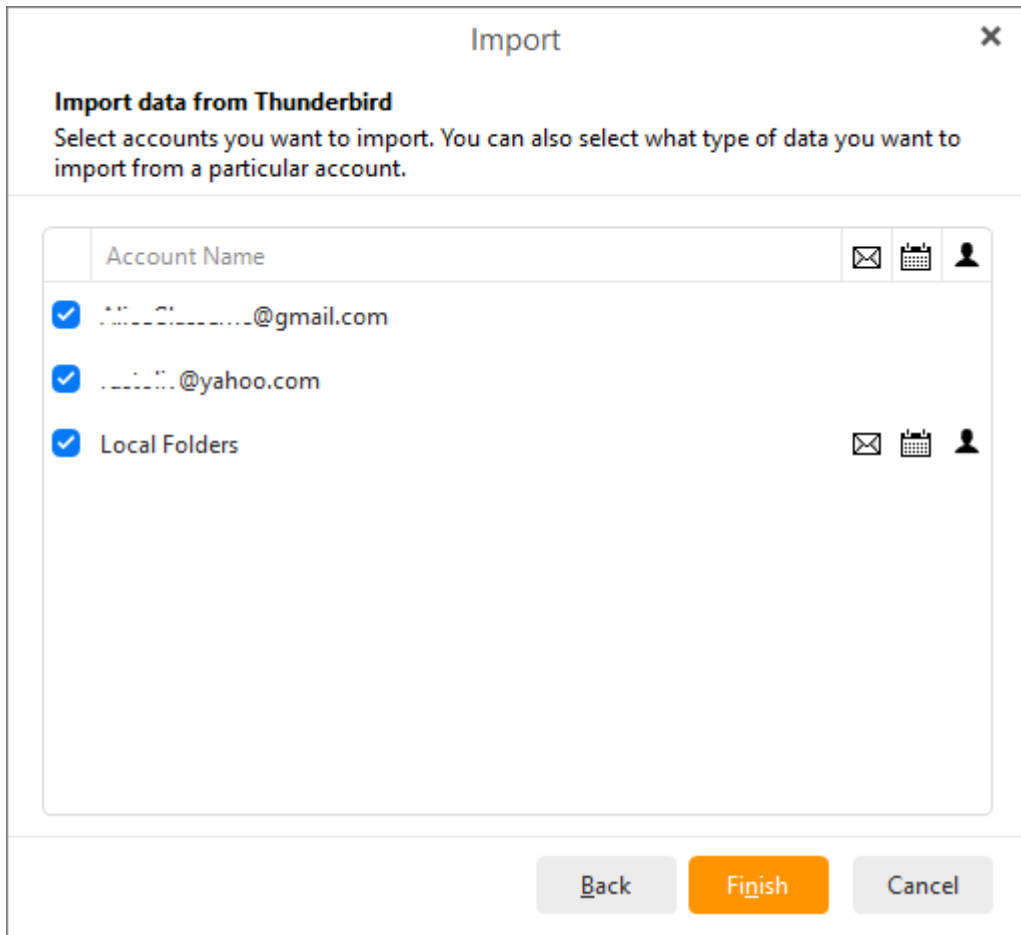
Import whole account(s)
This selection will allow you to import account settings from Thunderbird. You can also choose what type of items will be imported. Select this option when you want to migrate an account(s) with all its data.

Import selected folders
This selection will allow you to select folders to be imported from Thunderbird. These folders will be imported to a specified folder. Select this option when you want to import particular folders or items.

Back Next Cancel

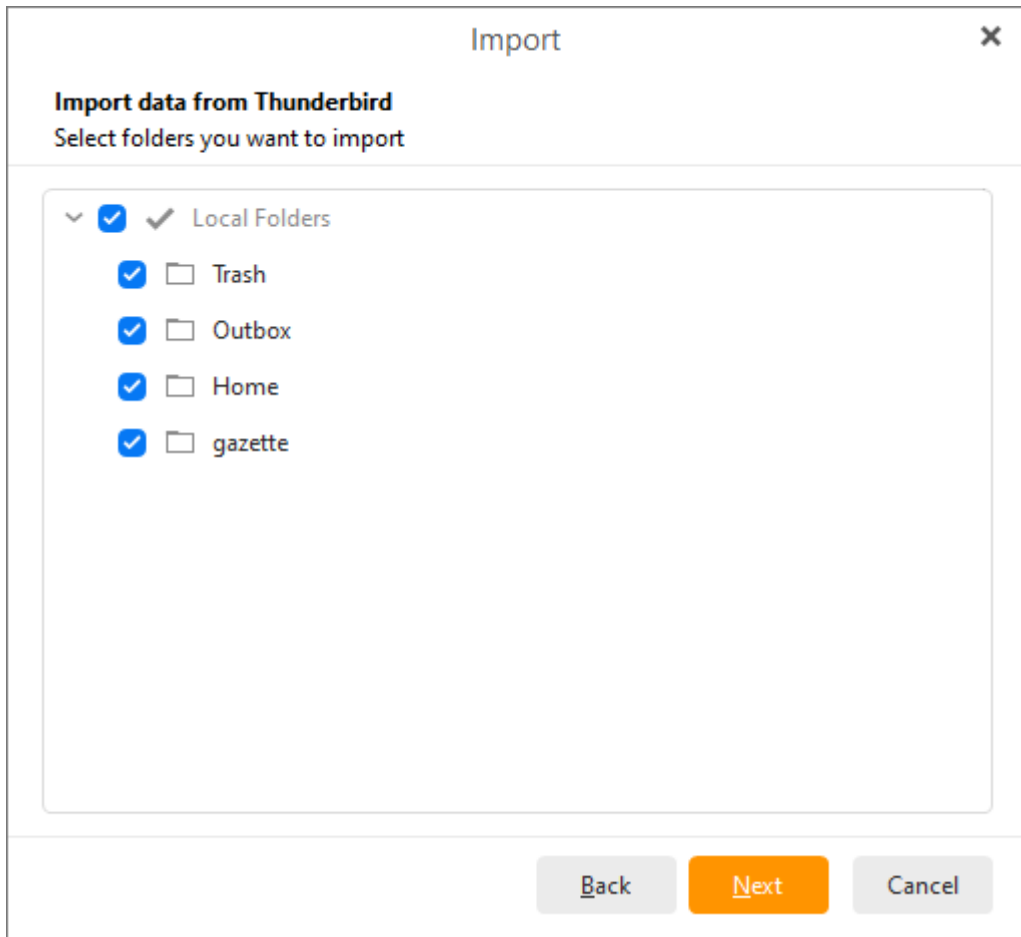
Here you can select either to import whole account(s) or selected folders from Mozilla Thunderbird.

Importing whole account(s)



Finally, select accounts you want to import. You can also select what type of data you want to import from particular accounts.

Importing selected folders



Here select Thunderbird folder/s which you would like to import.

Import ✕

Import data from Thunderbird

Choose whether you want to import items to default folders in a specified account like Inbox, Sent and Trash or to import data to a specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Import data to default root folders of the selected account

Destination Account

Local Folders ▼

Import data to a specific folder

Destination Folder

Inbox

Select folder...

Back Finish Cancel

Choose whether you want to import items to default folders in a specific account like Inbox, Sent and Trash or to import data to specific folder. With the first option all other imported folders will be created in a root folder of the selected account.

Click on **Next** to finish the process.

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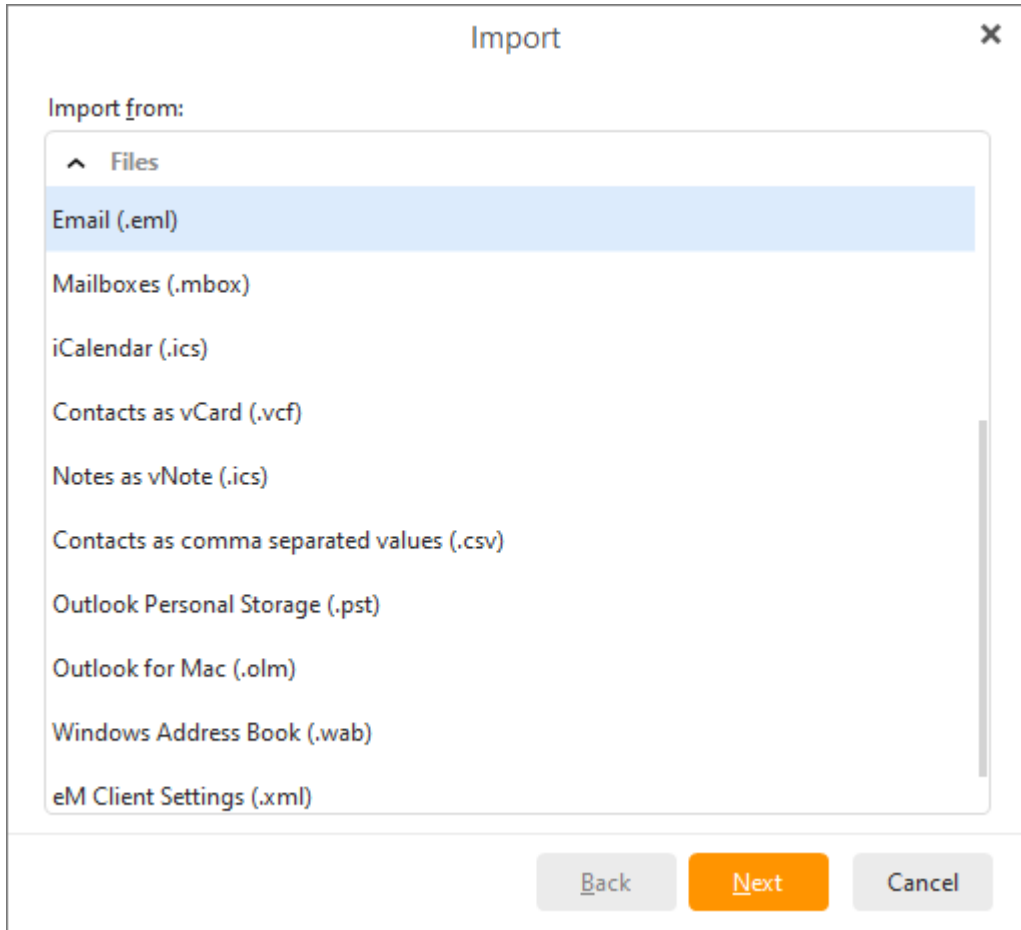
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Import from .eml file

It's possible to import your emails from an .eml file. This can be done very easily using our import wizard.

Click on **Menu ->File ->Import** in the main menu and following window appears:



Choose the **Import from folder with .eml files** option and click **Next**. Another window appears.

Import

Import files from folder

Select folder from which you want to import .eml files:

Browse...

Include subfolders

Select the mail folder in which messages will be stored:

Select folder...

Back **Finish** **Cancel**

Click **Browse...** to find the folder in which the .eml files are located.

If the folder containing your .eml files contains subfolders, check the **Include subfolders** checkbox to import all .eml files contained under the specified location.

Click **Select folder...** next to the second address bar to select a mail folder in which your messages will be stored.

Click **Finish** to complete the importing process and close the wizard.

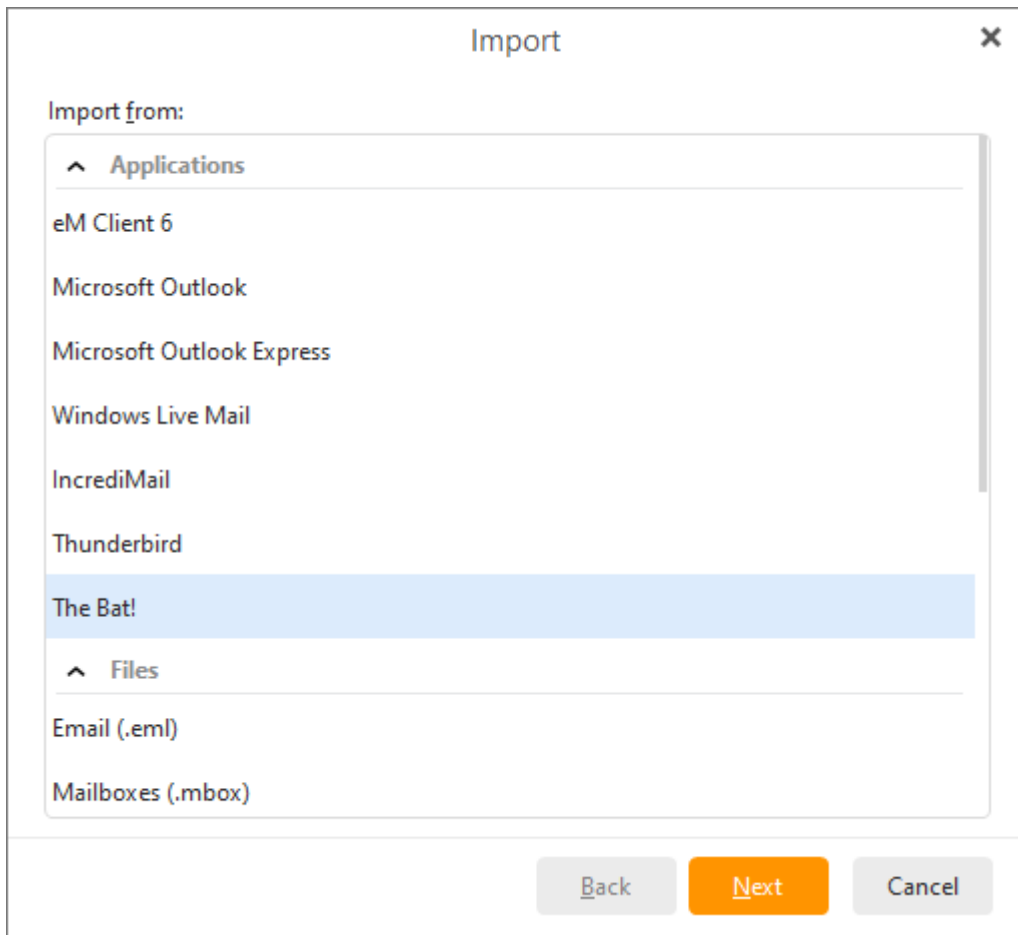
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Import from The Bat!

To import emails from The Bat! select **Menu ->File -> Import** in the main menu:



Select the **Import from The Bat!** option, click **Next**.

Import

Import emails from The Bat!

Select mail folder in which the messages will be stored:

Select folder...

Back Finish Cancel

Click **Select folder...** to select a mail folder in which your messages will be stored.

Click **Finish** to complete the importing process and close the wizard.

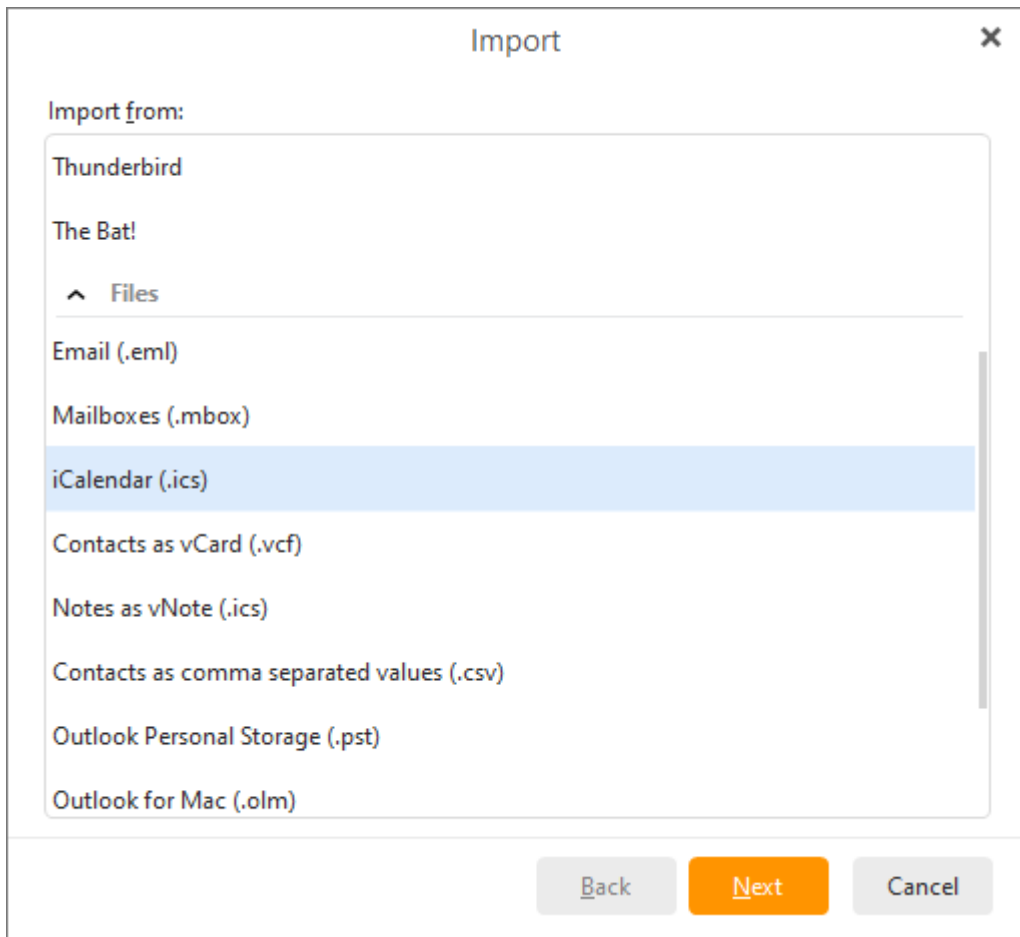
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Import Events from iCalendar (.ics)

To import iCalendar events from .ics files select **Menu -> File -> Import** in the main menu:



Select the **Import events from iCalendar (.ics)** option and click on **Next**:

Import✕

Import data from the .ics files

Select file or URL to import from. You can select multiple items by separating them with
";".

Browse...

Select calendar folder in which the events will be stored:

Select folder...

Back

Finish

Cancel

Click on **Browse...** to specify an Internet location or a local folder containing the .ics files.

Click on **Select folder...** next to the second address bar to select a calendar folder in which your events will be stored.

Click on **Finish** to complete the importing process and close the wizard.

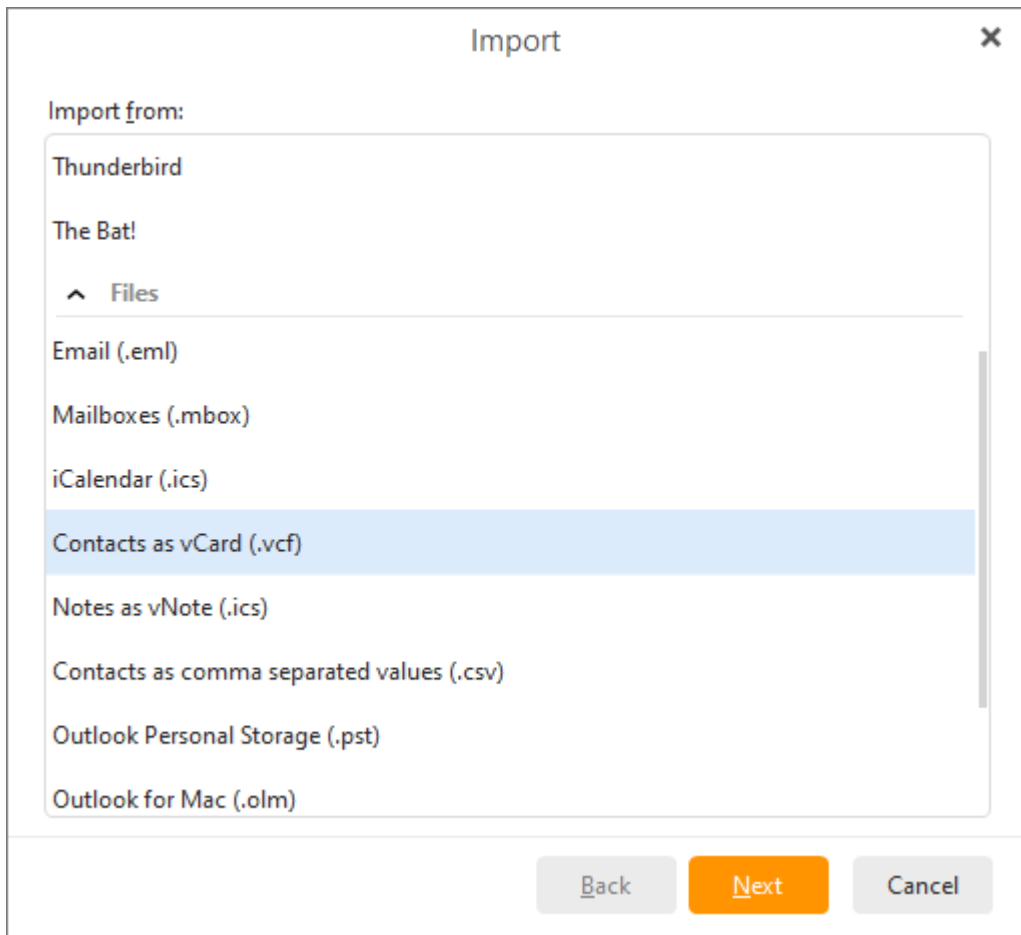
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Import contacts from VCard (.vcf)

To import your contacts from external vcf files, select **Menu ->File -> Import** in the main menu:



Select the **Import contacts from VCard (.vcf)** option and click **Next**:

The screenshot shows a window titled "Import" with a close button (X) in the top right corner. The main heading is "Import VCard files from folder". Below this, there are two sections:

- Select folder from which you want to import contacts (.vcf files)**: This section contains an empty text input field and a "Browse..." button.
- Options**: Two checkboxes are present, both of which are checked:
 - Include subfolders
 - Preserve directory structure
- Select the folder in which the contacts will be stored:**: This section contains a text input field with the word "Contacts" and a "Select folder..." button.

At the bottom of the window, there are three buttons: "Back", "Finish" (highlighted in orange), and "Cancel".

Click **Browse...** to find the folder in which the .vcf files are located.

If the folder containing your .vcf files contains subfolders, check the **Include subfolders** checkbox to import all .vcf files contained under the specified location.

You can also select the folder into which the imported contacts will be stored.

Click **Finish** to complete the import and close the wizard window.

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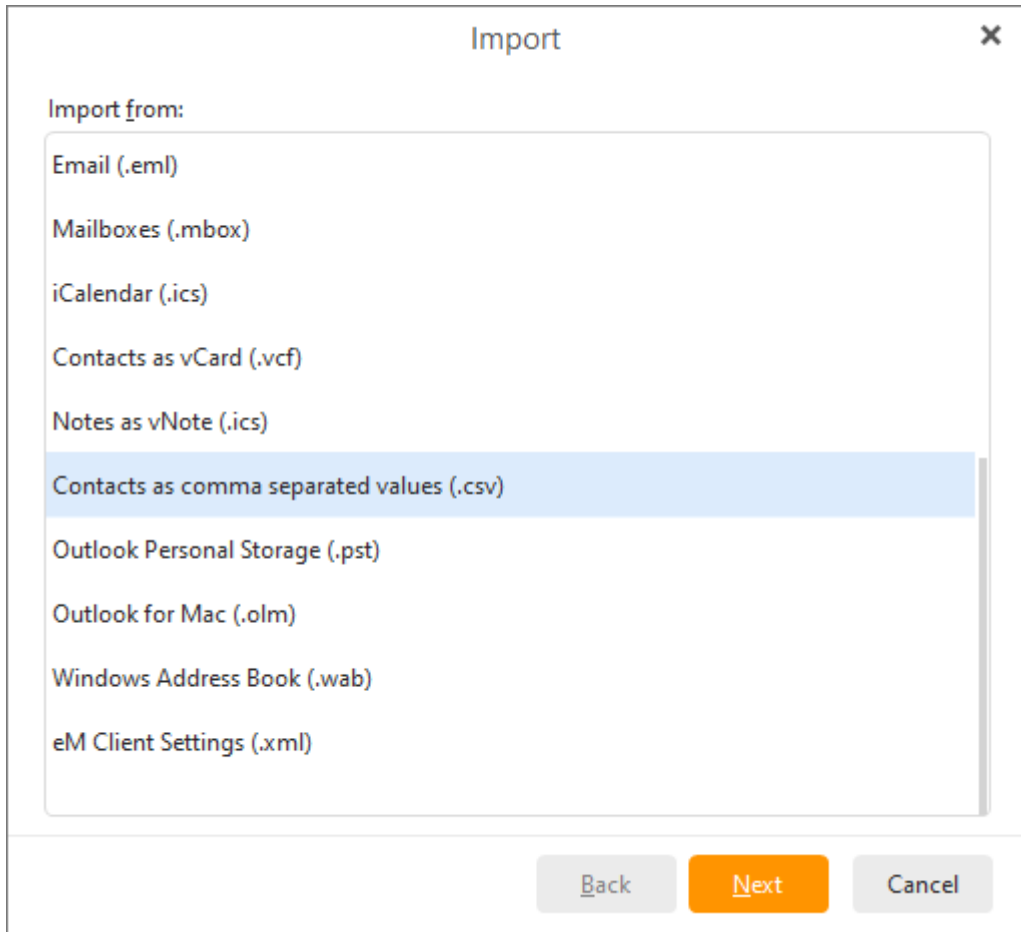
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Import from .csv file

CSV (or Comma-separated values file format) represents a set of file formats used to store tabular data in which numbers and text are stored in plain textual form that the user can read in a text editor. This product also allows you to import contacts from this file format.

To import contacts from .csv files select **File -> Import** in the main menu:



Now choose the option **Import contacts from .csv file** and then click on **Next>**

Import

Import contacts from CSV file

Select a .csv file from which you want to import contacts

Browse...

Detect delimiter automatically

Use semicolon as a delimiter instead of comma

Select the folder in which contacts will be stored:

Contacts Select folder...

Back Next Cancel

Now choose the .csv file from which you would like to import contacts by clicking on the **Browse...** button.

As you can see, this application also allows you to choose different types of delimiter - choose between two options **Detect delimiter automatically** for automatic detection of delimiter or the second option **Use semicolon as a delimiter instead of comma**.

Click on **Select folder...** next to the second address bar to select the folder in which the contacts will be stored.

Click on **Next** to finish the process of importing.

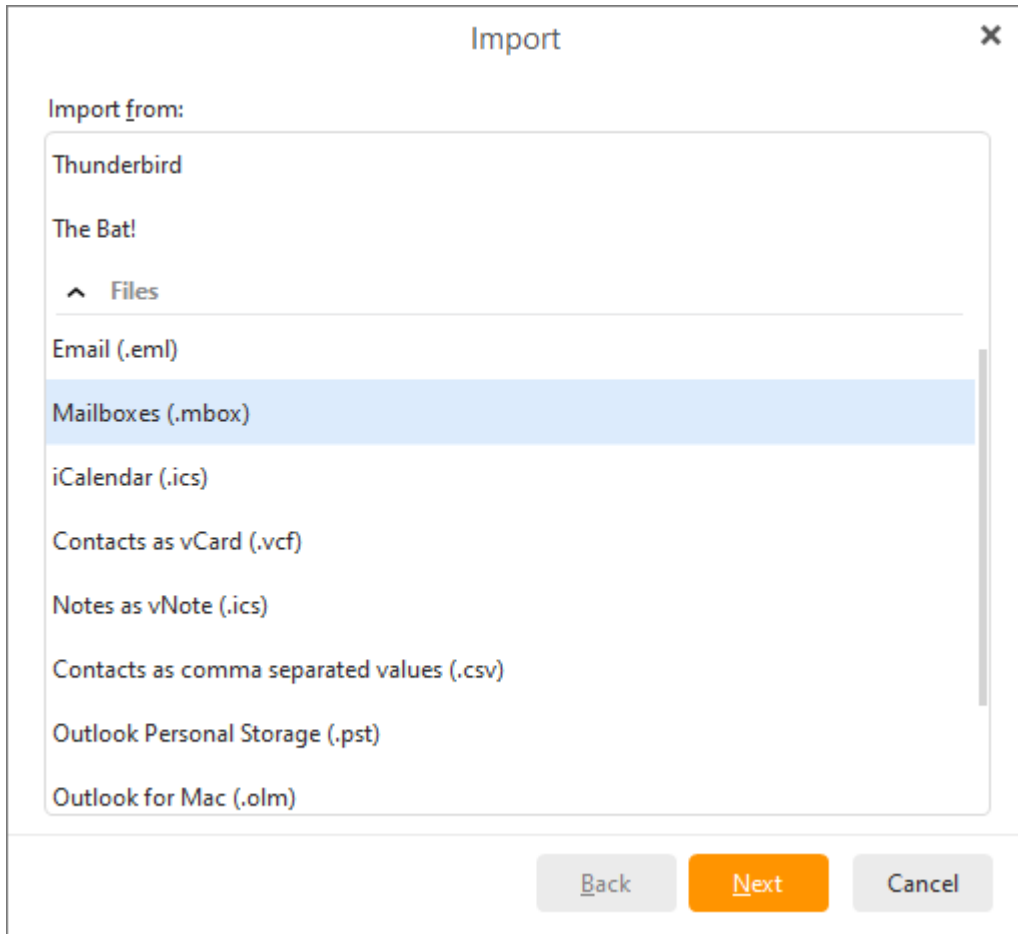
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Import from Mbox File

Mbox is a term used for the file format (.mbox) which holds collections of electronic mail messages. These Mbox files can be easily imported. To import Mbox file select **Menu-> File -> Import** and following window will appear.



This window will appear:

Import

Import messages from Mbox file

Select an Mbox file:

Browse...

Select the mail folder in which messages will be stored:

Select folder...

Back Finish Cancel

Now you can easily select an Mbox file (.mbox) that you want to import by clicking on the **Browse...** button and then selecting proper Mbox file. Do not forget to specify mail folder (by clicking on **Select folder...** button) in which you want the selected Mbox file to be imported.

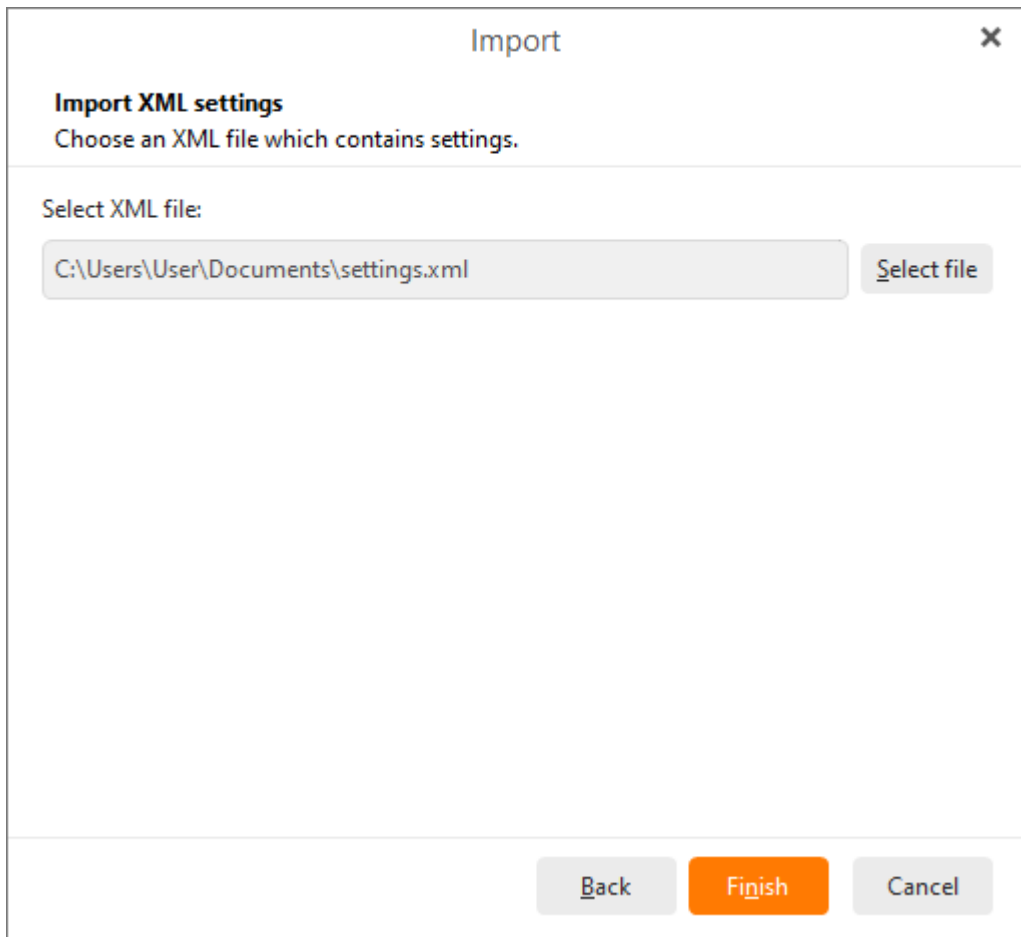
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Import Settings from XML file

To import your settings from an external XML file, select **Menu ->File -> Import** in the main menu:



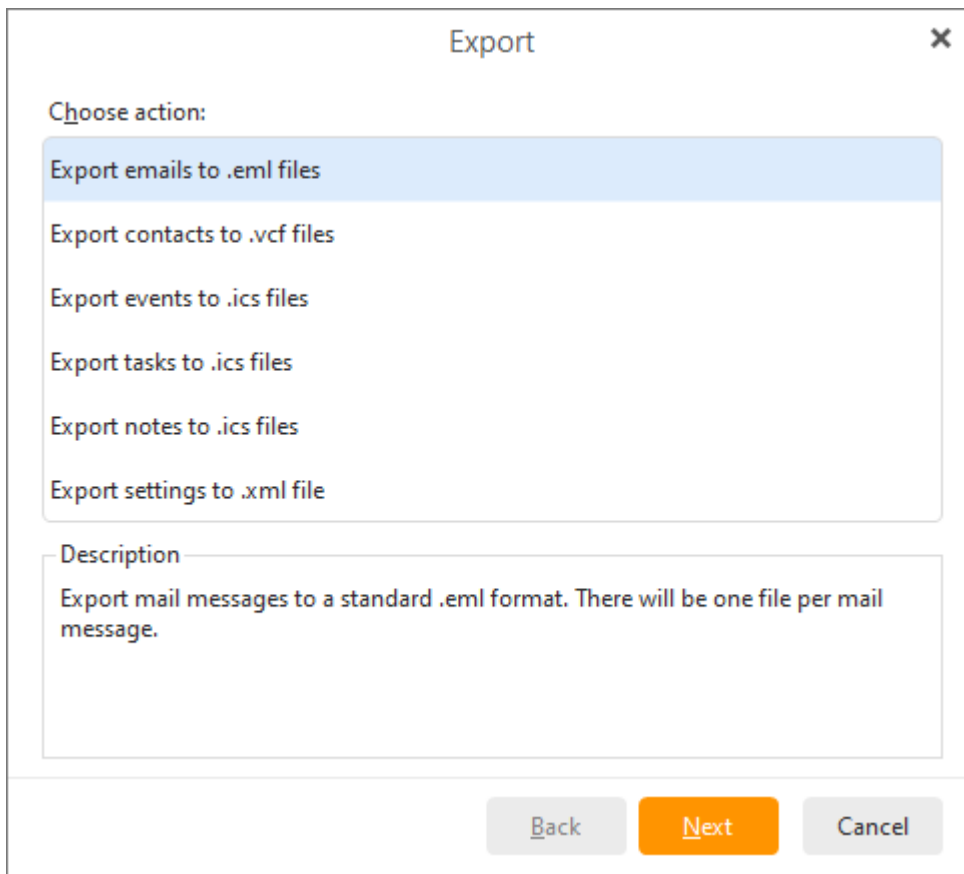
Select the XML file by clicking on the **Select file** button and finally click on the **Finish** button to finish the process of importing.

Export

To get to the export menu, click on **Menu -> File -> Export...**

eM Client supports export of data into standard files for each item type:

- You can [export emails to .eml files.](#)
- You can [export contacts to .vcf files.](#)
- You can [export events to .ics files.](#)
- You can [export tasks to .ics files.](#)
- You can [export settings to .xml file.](#)



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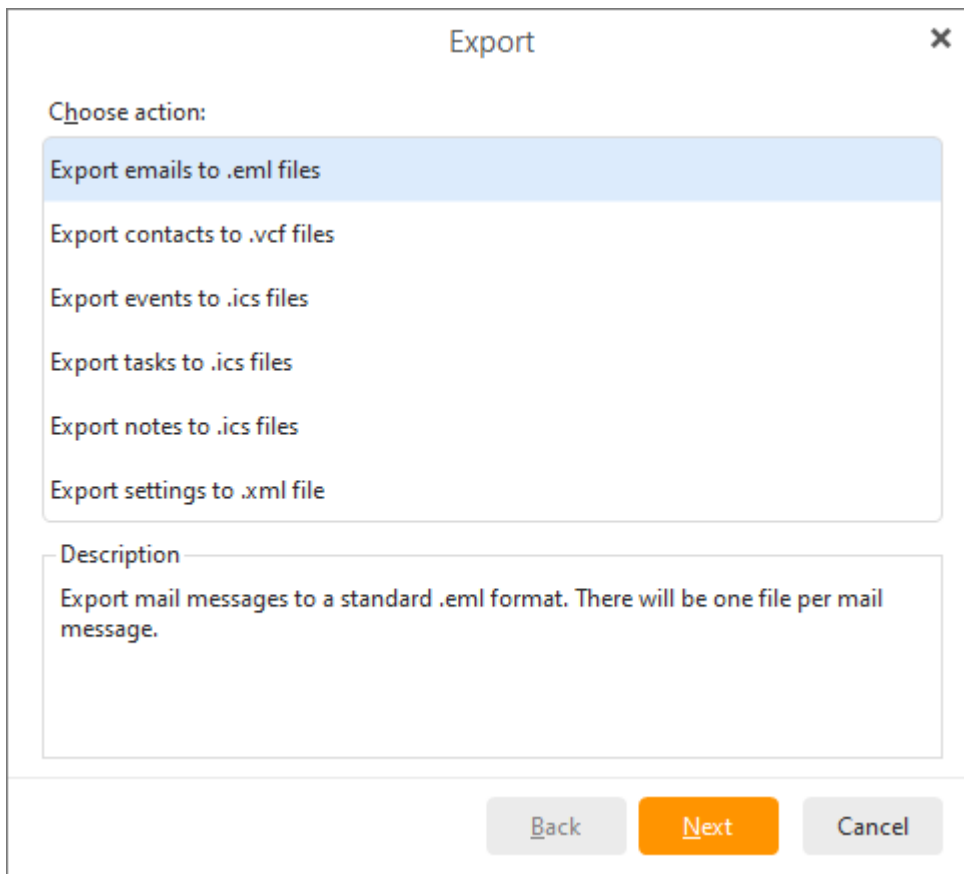
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Export

To get to the export menu, click on **Menu -> File -> Export...**

eM Client supports export of data into standard files for each item type:

- You can [export emails to .eml files.](#)
- You can [export contacts to .vcf files.](#)
- You can [export events to .ics files.](#)
- You can [export tasks to .ics files.](#)
- You can [export settings to .xml file.](#)



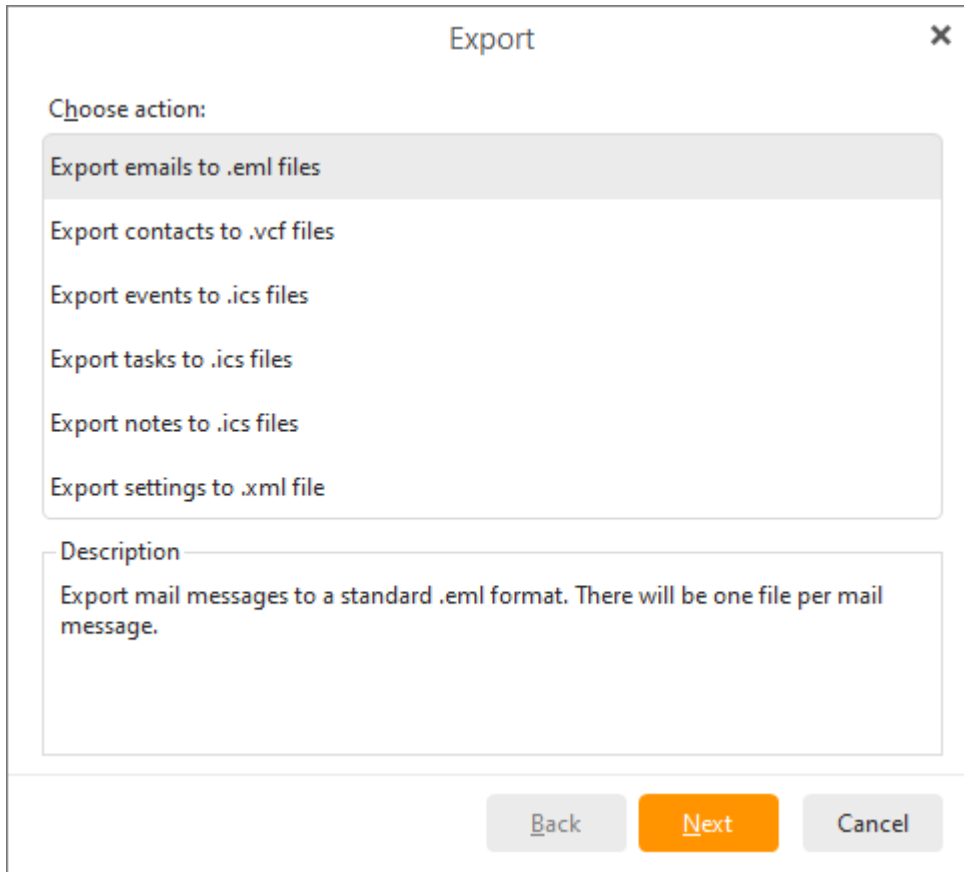
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Export E-mails to .eml Files


To export your emails from the application to .eml files, click on **Menu ->File -> Export** in the main menu and the following window will appear:



Choose the **Export to .eml files** option and click **Next**.

Export ✕

Export data to .eml files
Select folders to export

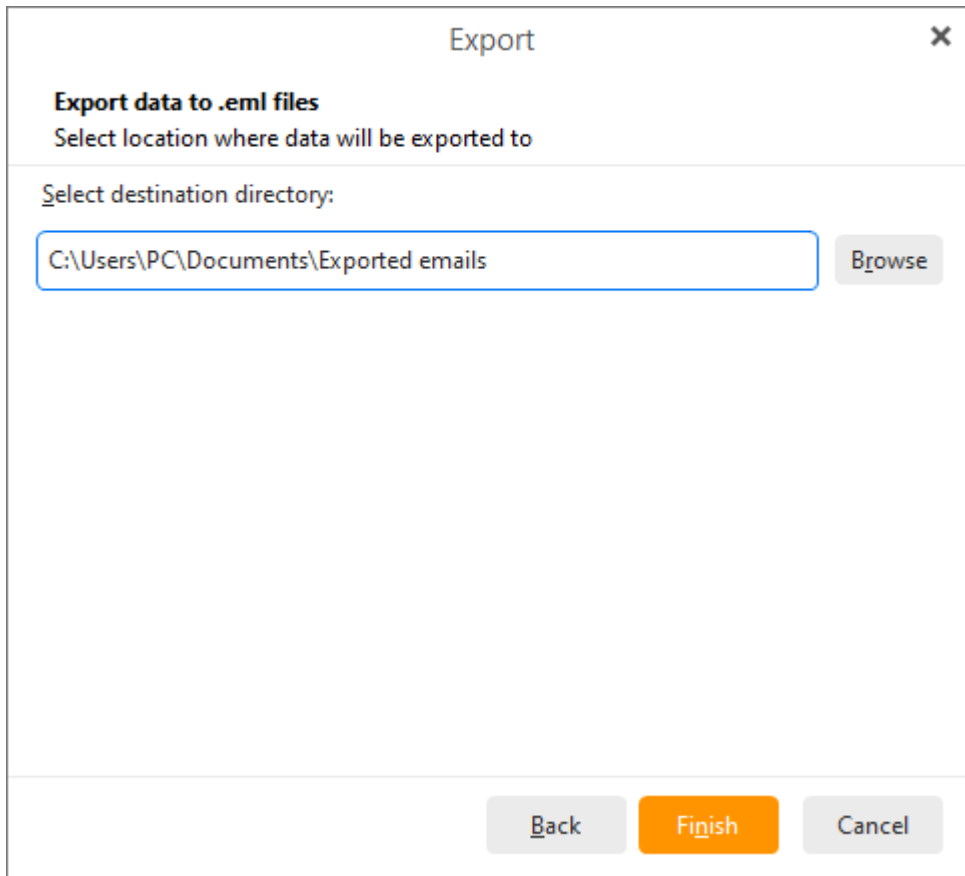
▼  jerry.clark@x1solar.com

> <input checked="" type="checkbox"/> Inbox	355
<input type="checkbox"/> Sent	8
<input type="checkbox"/> Trash	12
<input checked="" type="checkbox"/> Drafts	10
<input type="checkbox"/> Spam	
<input type="checkbox"/> User Archive	
> <input type="checkbox"/> All Departments	
<input type="checkbox"/> GAL	

Check all

Back Next Cancel

Check all the items you want to export and click **Next**>.



You can change the default location to save the exported .eml files by clicking the **Browse** button and select the desired destination directory. Click **Finish** to finish exporting your email contents.

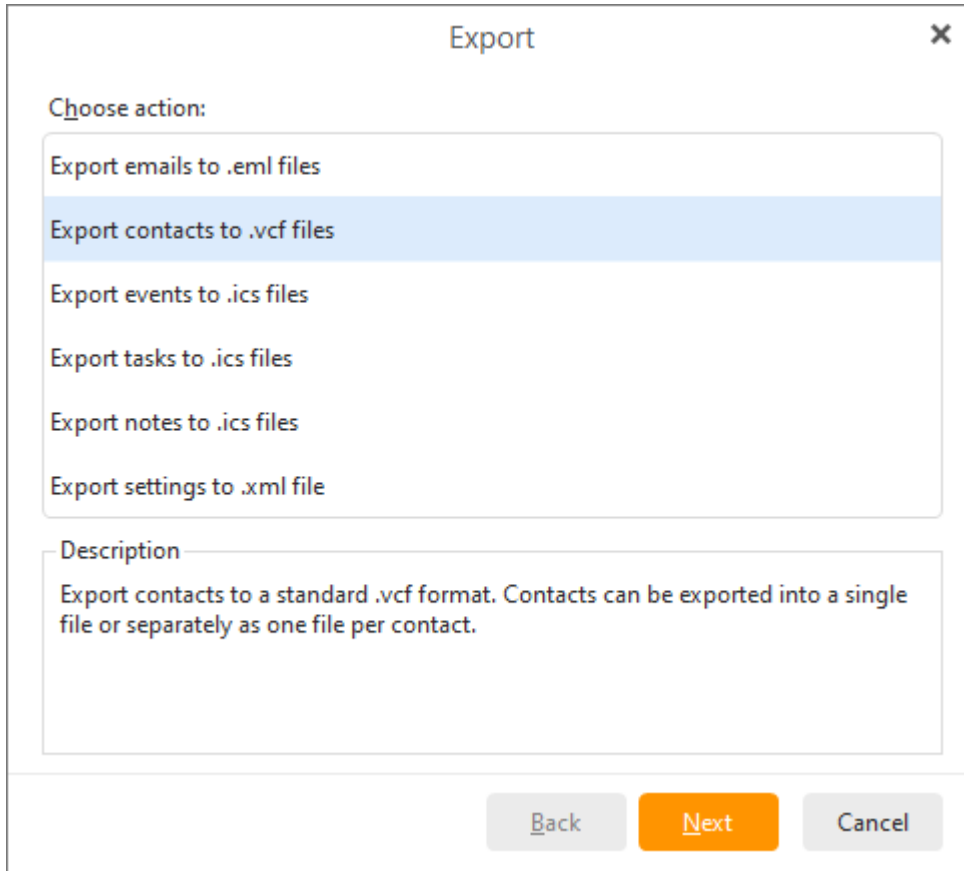
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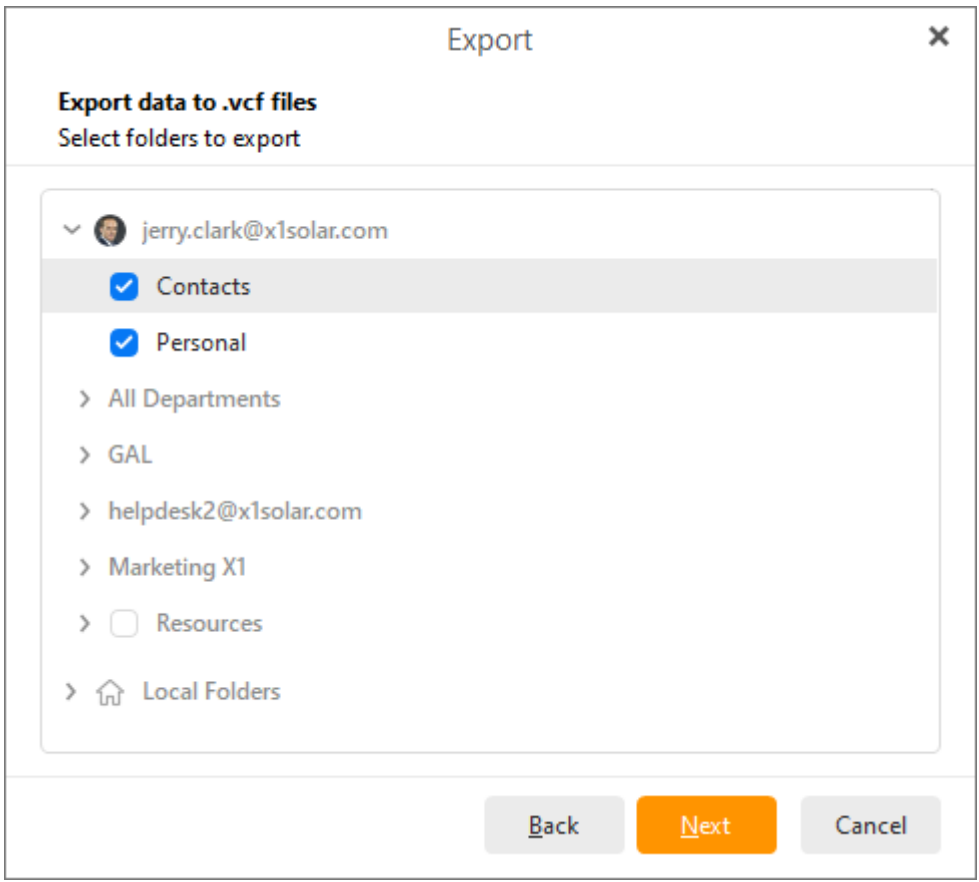
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Export Contacts to vCard Format.

To export your contacts to vCard format, click on **Menu ->File -> Export** in the main menu and following window will appear:



Choose the **Export contacts to .vcf files** option and click **Next**.



Check all the items you want to export and click **Next**>.

Export ✕

Export data to .vcf files
Select location where data will be exported to

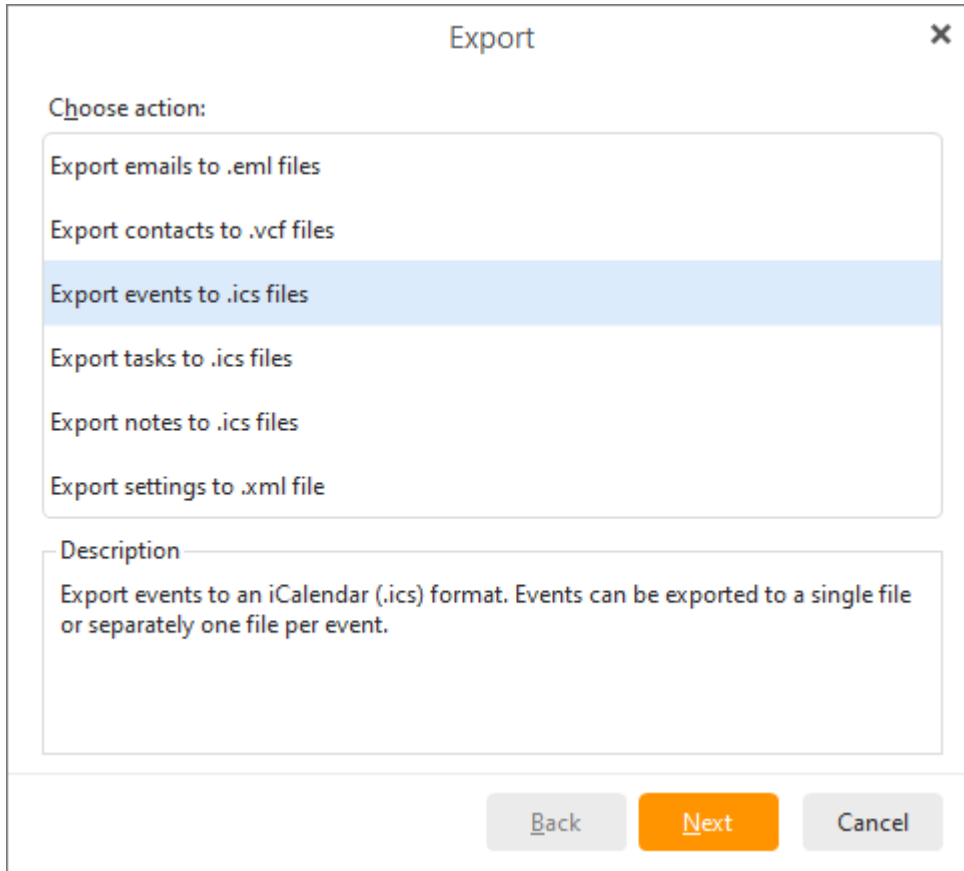
Export all contacts into a single file
Select destination file:

Export each contact into a separate file
Select destination directory:

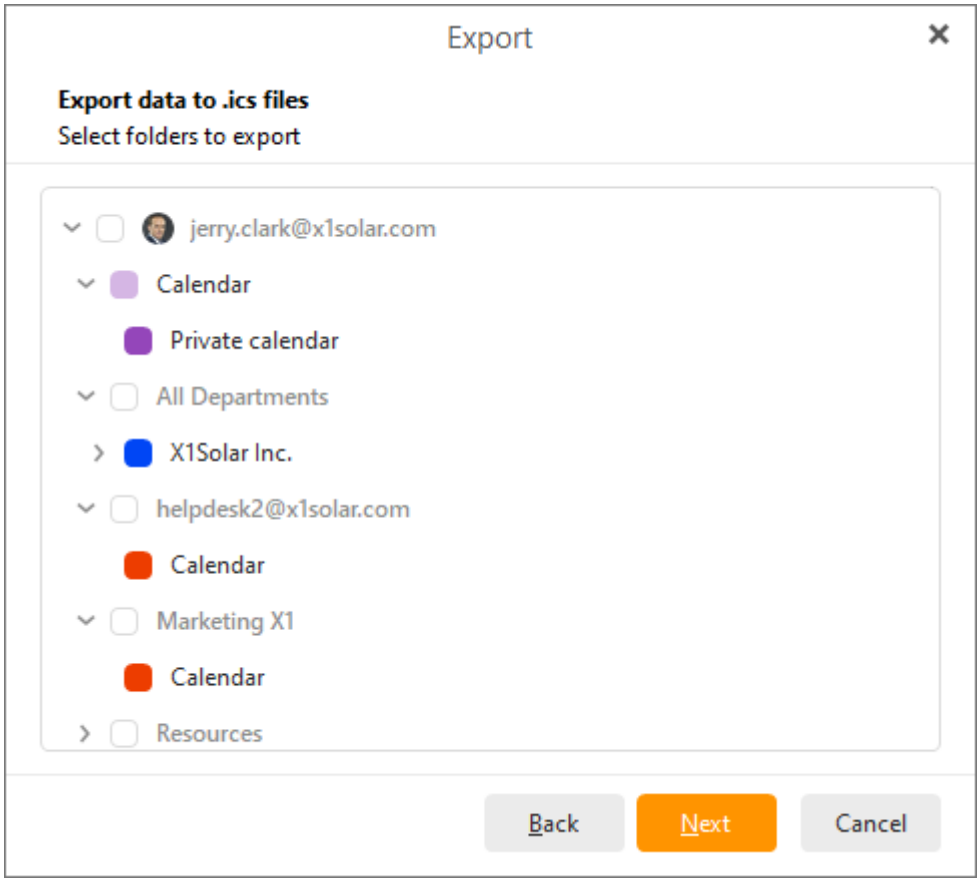
You can change the default location to save the exported .vcf files by clicking the **Browse** button and select the desired destination directory. You can also choose whether you want to export all contacts into a single file or export each contact into a separate file. Click **Finish** to finish exporting your contacts.

Export Events to iCal Format

To export events to iCal format, click on **Menu ->File -> Export** in the main menu and the following window will appear:



Choose the **Export events to .ics files** option and click **Next**.



Check all the items you want to export and click **Next**>.

Export✕

Export data to .ics files
Select location where data will be exported to

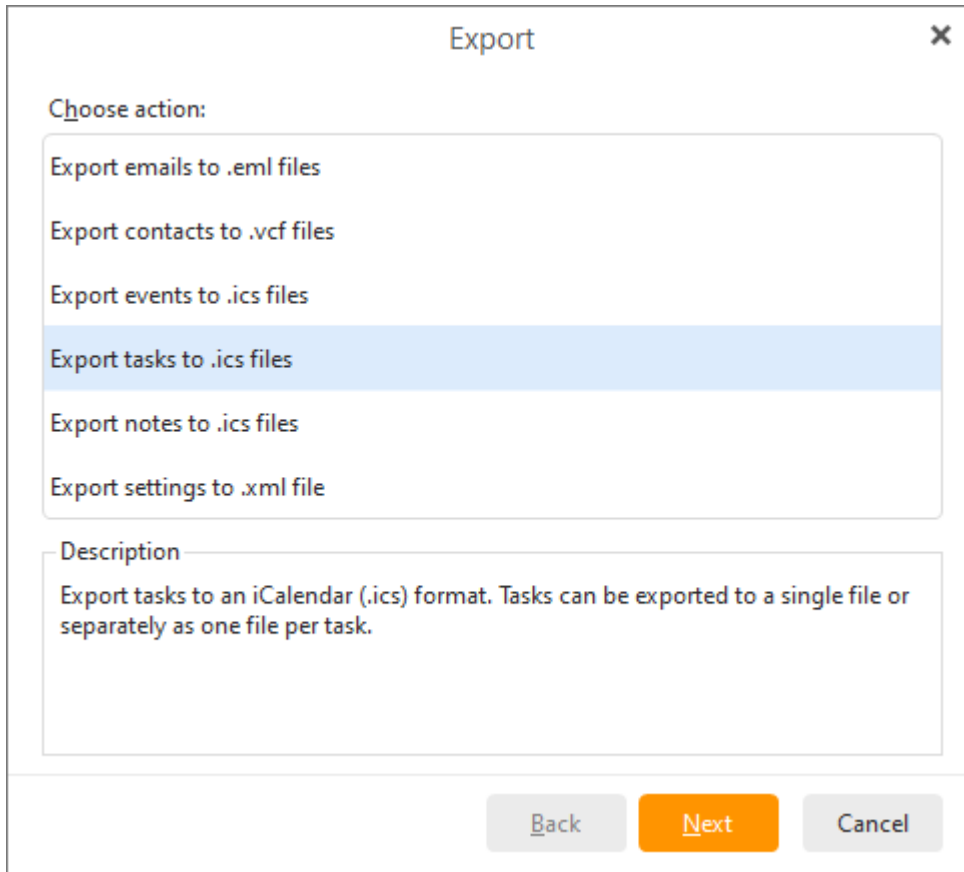
Export all events into a single file
Select destination file:

Export each event into a separate file
Select destination directory:

You can change the default location to save the exported iCal files by clicking the **Browse** button and select the desired destination directory. You can also choose whether you want to export all events into a single file or export each event into a separate file. Click **Finish** to finish exporting your events.

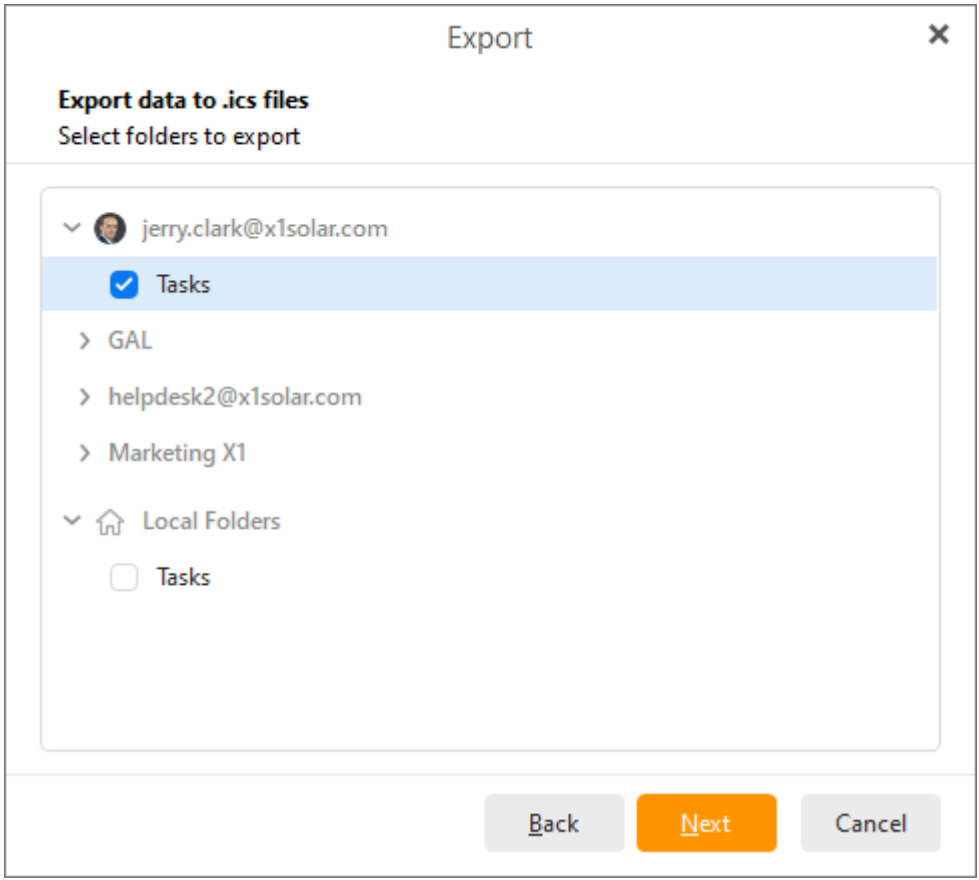
Export Tasks to .ics Format

To export tasks to iCal format, click on **Menu ->File -> Export** in the main menu and the following window will appear:



The screenshot shows a dialog box titled "Export" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Choose action:" containing a list of export options. The option "Export tasks to .ics files" is highlighted with a blue background. Below the list is a "Description" section with the text: "Export tasks to an iCalendar (.ics) format. Tasks can be exported to a single file or separately as one file per task." At the bottom of the dialog, there are three buttons: "Back", "Next" (which is highlighted in orange), and "Cancel".

Choose the **Export tasks to .ics files** option and click **Next**.



Check all the items you want to export and click **Next**>.

Export✕

Export data to .ics files
Select location where data will be exported to

Export all events into a single file

Select destination file:

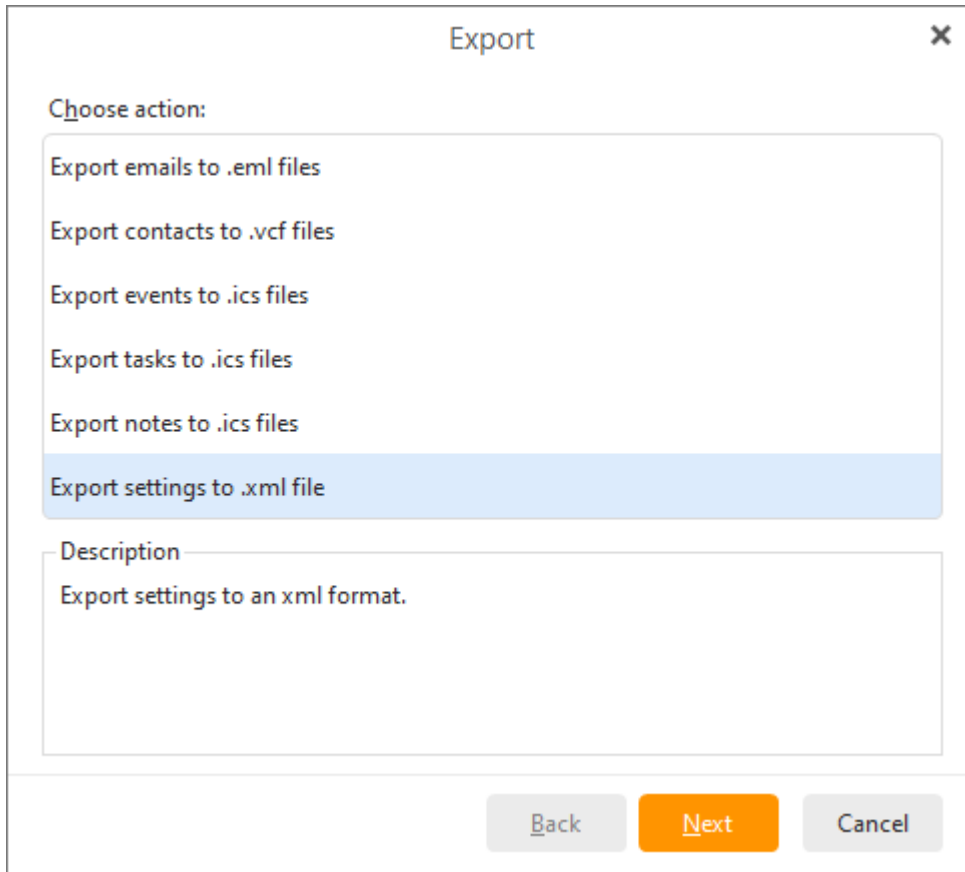
Export each event into a separate file

Select destination directory:

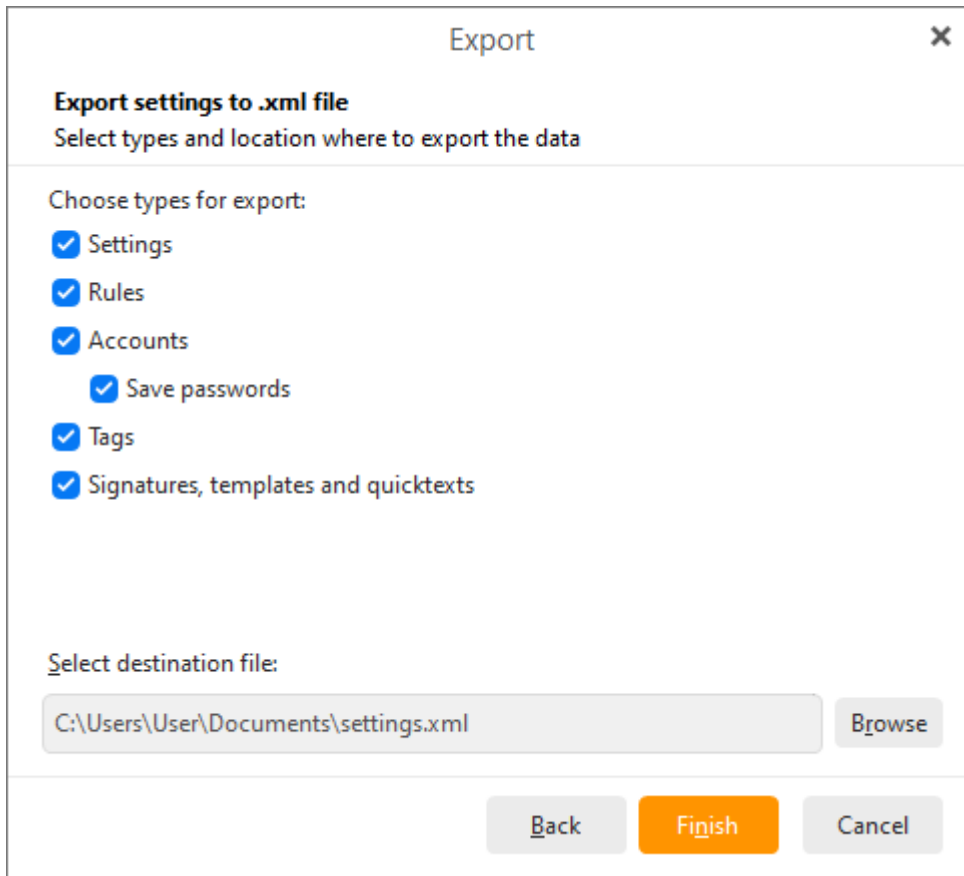
You can change the default location to save the exported iCal files by clicking the **Browse** button and select the desired destination directory. You can also choose whether you want to export all tasks into a single file or export each task into a separate file. Click **Finish** to finish exporting your tasks.

Export Settings to .xml File.

To export settings to xml format, click on **File** -> **Export** in the main menu and the following window will appear:



Choose the **Export settings to .xml files** option and click **Next**.



In this window choose the types which you want to export: Settings, Rules, Accounts, Save Passwords. Finally click on the **Finish** button.

Remember to specify the destination file.

You can also choose to protect your Settings file with a password.

Widgets

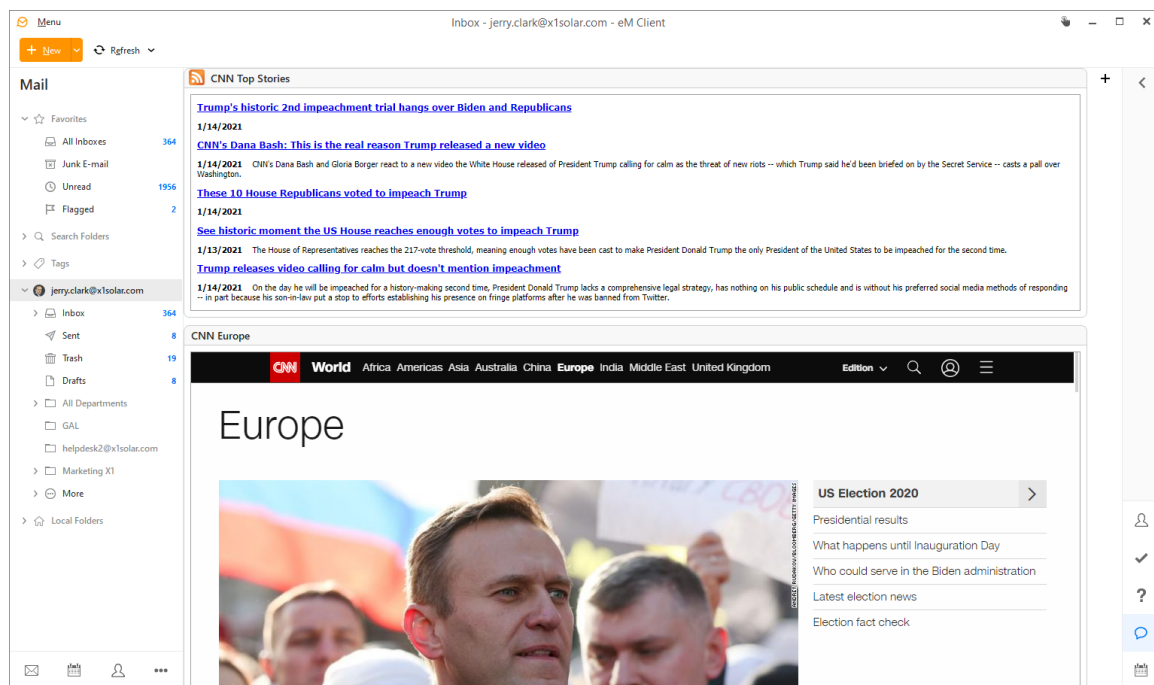
Widgets are useful add on applications that can be customized to personalize your account. You can use them to display your favorite web pages or to read the latest news from a RSS feed.

You can access your widgets by clicking on the Widgets button on the lower-left-hand corner.

For information on how to set up your Widgets, see the appropriate [Settings section](#). The same settings screen can be accessed by right-clicking any empty spot in the central panel.

To remove a widget from the central panel, right click the header of the widget you wish to remove and click on **Remove widget**

The individual widget windows can be resized and moved around the central panel by drag and drop.



The screenshot displays the eM Client interface. On the left is a 'Mail' sidebar with folders like 'Inbox', 'Sent', and 'Trash'. The main area contains two widgets. The top widget, 'CNN Top Stories', lists several news items with dates and headlines such as 'Trump's historic 2nd impeachment trial hangs over Biden and Republicans' and 'CNN's Dana Bash: This is the real reason Trump released a new video'. The bottom widget, 'CNN Europe', features a large image of a man and a sidebar menu for 'US Election 2020' with options like 'Presidential results' and 'Election fact check'.

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Sidebar

The Sidebar will allow you to quickly access your contacts and their details, your communications history with a specific contact, list of tasks that you planned to do and a list of attachments exchanged between you and specific contacts.

There are five sections that make up the Sidebar: **Search Bar**, **Contact details**, **Agenda**, **Chat** and **Invitations**.

Invitations are not displayed by default, but this section will display as soon as you receive an invitation.

You can hide the Sidebar by clicking on the arrow near the right edge of the bar.

Contact Details  

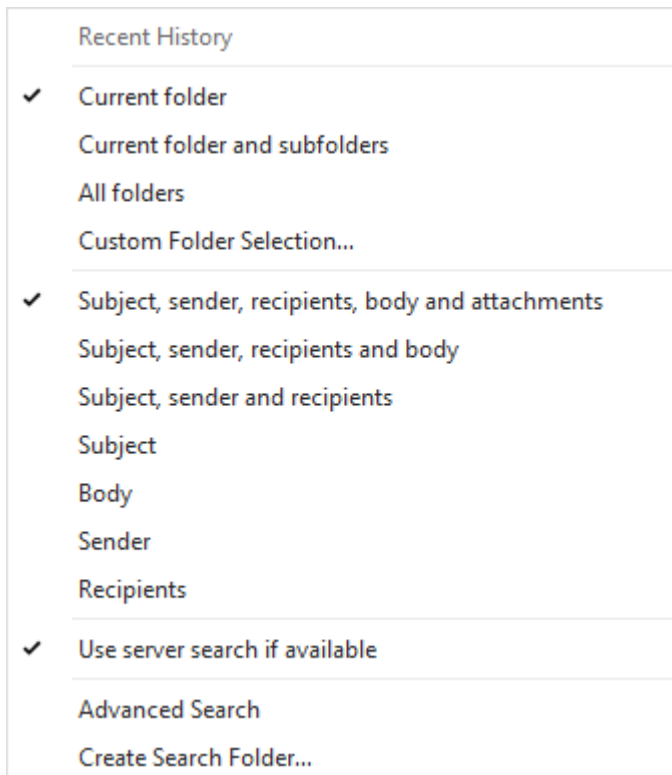
Just click on the arrow to hide the sidebar.

Search Bar

Using the search bar, you can simply search for your emails. A list of several useful command tools will appear in the context menu when you type a question mark in the search bar.



Click on the pointing down arrow to bring up the context menu for search bar:



Contact Details



Mike Sparrow

Mail: mike.sparrow@x1solar.com

Phone: +1 698 4571

History

Attachments

Hello



There are no items to show.


History

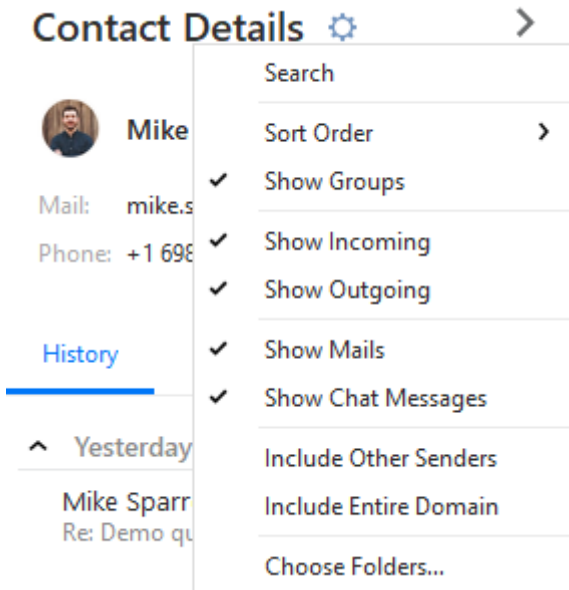
History panel is called so because it gathers all your written conversations with the contact. It includes Emails, IM Chat messages and also Skype chat messages into one chronological communications log. And thereby provide you with a holistic sense of your communications with that particular contact.

Attachments

Attachments panel contains all the attachments that are attached in the emails exchanged between you and the contact. Attachments are sorted in a chronological order, which you can customize(ascending/descending) in the Attachment history **Options**.

Contact Details settings -You can customize your Contacts Details settings simply by left-

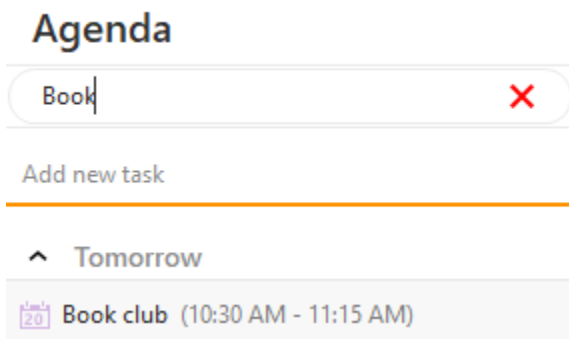
clicking on the **Options** button. This options button  will appear by hovering with your mouse cursor over the area next to the Contact Details header. You can choose the manner in which you would like to sort the order of the messages (descending/ascending) and you can also adjust what type of messages (mails, chat messages, skype calls) you would like to display or hide. By checking the option **Include Other Senders** you can adjust if you want to include the third party of the conversation (f.e. emails , where other participants are included in Bcc or Cc of the particular email) and by checking the option **Include Entire Domain** you can adjust displaying of all emails that may have different name of sender/addressee, but the same domain in the particular email address. You can select **Choose Folders...** to select folders from which you would like the contacts to be displayed.



Agenda Section

Agenda section provides you a quick review of the tasks that you planned to do, upcoming birthdays, upcoming events and email messages marked as flagged. All those items are sorted in the order of the upcoming date, i.e. the most up-to-date items will be always on top.

Search bar - you can use the search bar for searching within your tasks and events by simply starting to write and the search query will appear. Simply enter the "key word" of the item that you want to find and the requested item will appear.

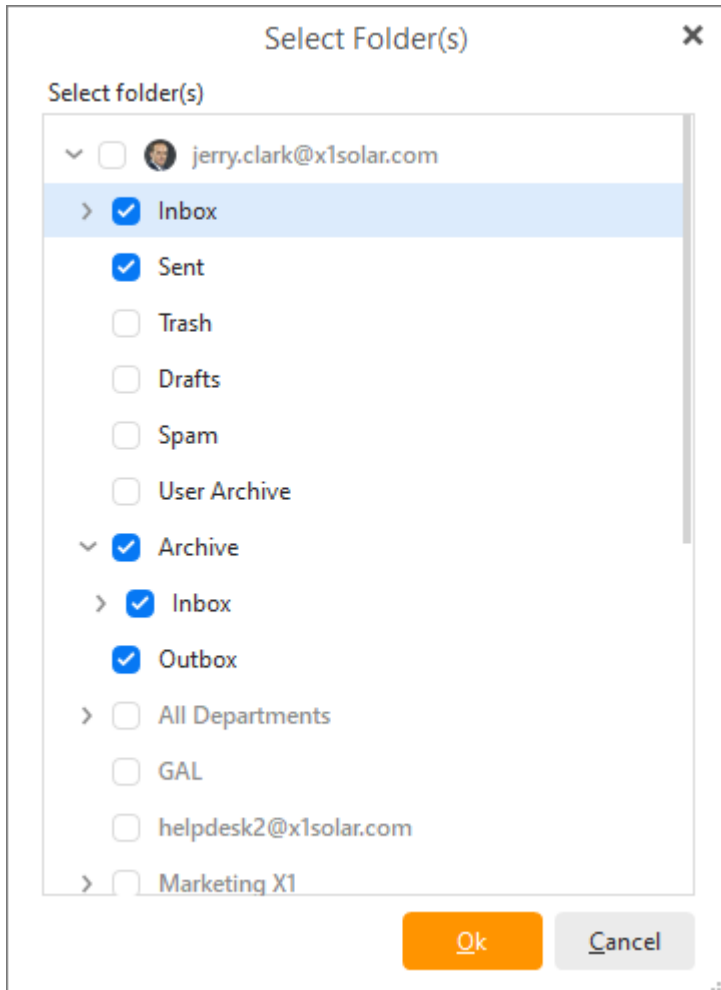


Adding new task - You can add new tasks directly from the sidebar. First and foremost, write the title of the new tasks in the field (lower arrow in the picture) and then press enter. Newly created task will appear in the "Date:Today" section. By double-clicking on the task the window with possible editing of the newly created item will appear.

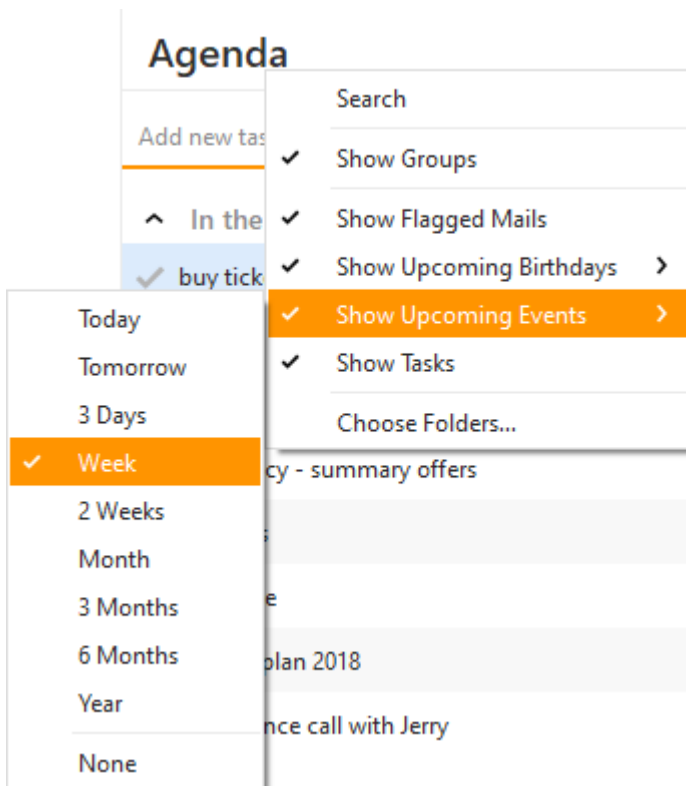
For creating and editing tasks see Tasks -> [Creating and Editing Tasks](#) for more detailed description.

You can choose folders from which you would like to display upcoming events, birthdays, tasks and flagged emails, simply by left-clicking the down-pointing arrow on the left in the upper section of

Agenda. Context menu will appear and your next step is choose the option **Choose Folders...** and a window with list of various folders will appear as you can see in the following picture.



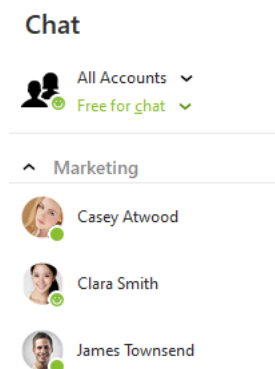
Moreover, you can choose the time horizon in which the displayed upcoming birthdays and events will be shown. This time horizon can be changed by selecting various points of time from the context menu, again the one which is evoked by the small arrow.



Show of Flagged Mails, Upcoming Birthdays, Upcoming Events and Tasks is active by default.

Contact list/Chat

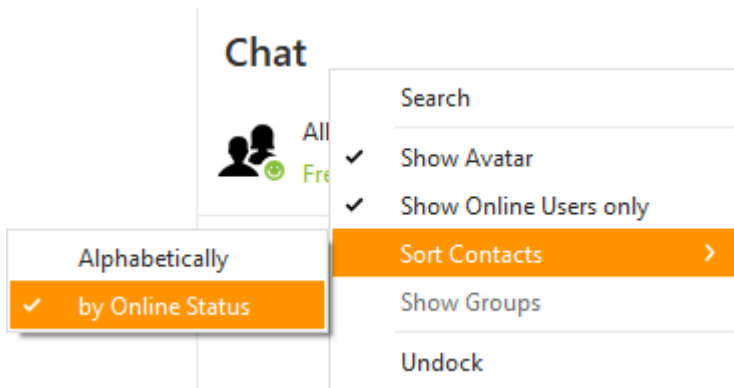
This product has built in Instant Messaging support , which will allow you to communicate instantly with other users of Jabber Instant Messaging network as well as many other Jabber compatible networks such as Google Talk, ICQ, AIM, Facebook, Live Messenger etc. This section allows you to view all your added contacts and chat accounts. You can also use the search bar for searching within your contact list.



Search bar - You can search in your contacts by entering the first few letters (e.g. if you put in "d" you will see only those contacts that start with this letter).

Chat Options - You can customize your chat settings simply by left-clicking on the **Options** icon which will appear by hovering with your mouse cursor next to the chat header. Here you can set up

several chat options, for example **showing/hiding avatars** in chat, **showing online users only** or **showing groups**. You can also sort contacts either alphabetically or by online status. However, it is not possible to use groups together with the mode of sorting according to the online status. There has been added a special utility - **Undock**. You may be already familiar with this tool from previous versions of this product, where this action was invoked by Detach window button. The **Undock** utility works exactly the same way - by clicking this button you can detach the contact window and move it around your screen as you wish. To return it to its original position, just click the same button again, or click on the **Return back** button that appeared on the window's original location. When the window is detached, you can toggle **Always on top** to be able to use the window even if the application is minimized. Undock can be also evoked simply by pulling the chat header away.



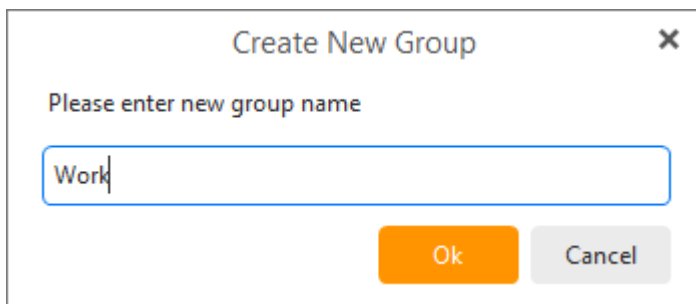
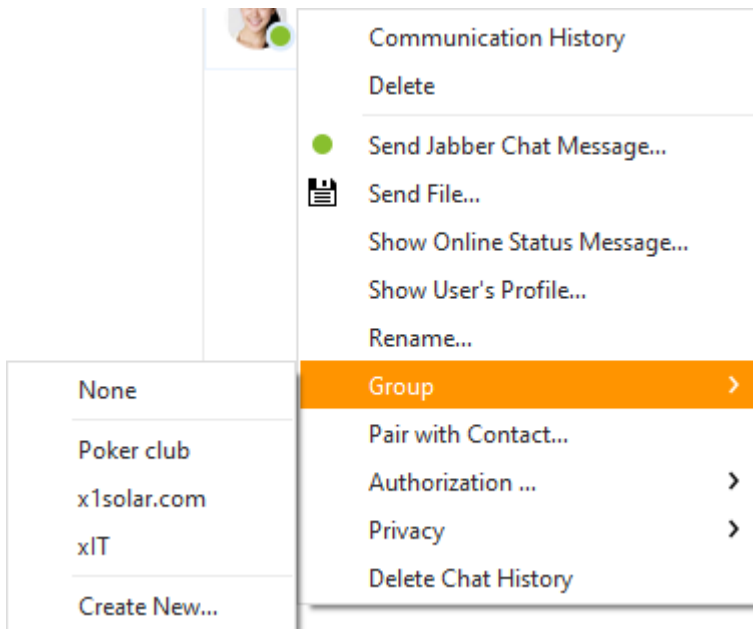
by clicking on the **Add contact** button you will be allowed to create a new contact - the following window will be displayed

A screenshot of the 'Add Chat Contact' dialog box. The dialog has a title bar with a close button (X). It contains the following fields: 'Chat service:' with a dropdown menu set to 'Jabber'; 'Account:' with a dropdown menu set to 'jerry.clark@x1solar.com'; 'Contact Details' section with 'Jabber ID:' (text input), 'Display As:' (text input) with a 'Get' button, and 'Group:' (dropdown menu). At the bottom, there are 'OK' and 'Cancel' buttons.

You can type-in a name that you would like to be displayed by the IM contact or you can click on **Get** button by which the application will try to retrieve the username based on the Jabber ID.

You can also add newly created IM contact to the appropriate group by selecting it from the list of groups that you are currently using.

You can move contacts between groups simply by drag-and-dropping them, or by right-clicking the contact you wish to move and selecting the group you want to move the contact into from the context menu. You can also create a new group and move the contact into it.



Contact Details



Clara Smith

Mail: smith@x1solar.com

Phone: 836-571-6589

[History](#)

[Attachments](#)

^ Last Week

You Thu 1:16 PM
Monday meeting

^ Older

Clara Smith 12/16/2020
Holiday pictures

Click on any contact in the **Contacts** window and you will find all the details on the selected contact displayed in the **Contact details** window.

For more detailed description of IM see section [Instant Messaging](#).

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Technologies (Advanced)

The following section contains information about technologies and advanced features in eM Client.

[Calendar protocols](#)

[Email protocols](#)

[Chat](#)

[Security protocols](#)

[Security Certificates](#)

[Startup parameters](#)

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What is eM Keybook?

eM Keybook is a public encryption key directory managed by the company eM Client. It's an online service where you can upload and manage your public keys so anyone can easily send you encrypted messages and you can easily get public keys of the recipients you want to send encrypted messages to.

eM Keybook stores Public keys that you upload and allows for the exchange of Public keys between all eM Client users. If the contact you're writing a new message to has a Public key in the eM Keybook directory, eM Client will automatically download and apply it for you when you enable encryption for your message.

eM Keybook does not save nor have access to any of your Private keys or passwords. It does not give anyone access to your encrypted messages or save any of your encrypted messages on our servers.

You can read more about [eM Keybook's settings](#), how to use eM Keybook or check out the article about [Signing and Encryption](#) on our website.

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Security Certificates and Keys

"Three may keep a secret, if two of them are dead."

famously said Benjamin Franklin. We may smile at Mr. Franklin's penchant for the theatrical, and admire at the gothic fantasies inspired by the notion of secrets, but in the modern digital world, the business of keeping secrets is a much less Shakespearian one.

The exact science behind modern cryptography is beyond the scope of this tutorial, suffice to know, that sometime between the death of Jimi Hendrix and the rise of Margaret Thatcher, computer scientists mixed a few prime numbers with a dash of mathematical magic, and out came Asymmetric key algorithms.

And the Public-Key Cryptography is a methodology that uses asymmetric key algorithms to protect communications or authenticate messages. The concept of asymmetric keys has done away with the requirement of a secure initial exchange of one or more secret keys as is required when using symmetric key algorithms.

Lying at the heart of the Public-Key Cryptography is two sets of numbers, the public key and the private key. Both the public and the private keys are needed for encryption /decryption but only the owner of a private key ever needs to know it. Using this system, the private key never needs to be sent across the Internet.

The private key is used to decrypt text that has been encrypted with the public key. Thus, if I send you a message, I can find out your public key (but not your private key) from a central administrator and encrypt a message to you using your public key. When you receive it, you decrypt it with your private key. In addition to encrypting messages (which ensures privacy), you can authenticate yourself to me (so I know that it is really you who sent the message) by using your private key to encrypt a digital certificate. When I receive it, I can use your public key to decrypt it.

To do this	Use whose	Kind of key
Send an encrypted message	Use the receiver's	Public key
Send an encrypted signature	Use the sender's	Private key
Decrypt an encrypted message	Use the receiver's	Private key
Decrypt an encrypted signature (and authenticate the sender)	Use the sender's	Public key

Certificates

In practice, secure messages being passed between computers rely on Certificates and Keys. Electronic documents which contain digital signatures to bind together digital keys with an identity — information such as the name of a person or an organization, their address, and so forth.

And Email security is based on digital signatures, encryption and decryption of messages through the use of certificates.

eM Client supports *S/MIME* certificates and *PGP* keys.

S/MIME

Secure / Multipurpose Internet Mail Extensions or S/MIME is a standard for public key encryption and signing of emails.

Before S/MIME can be used, one must obtain and install an individual key/certificate either from one's in-house certificate authority (CA) or from a public CA such as one of those listed below. Best practice is to use separate private keys (and associated certificates) for Signature and for Encryption, as this permits escrow of the encryption key without compromise to the non-repudiation property of the signature key. Encryption requires having the destination party's certificate on store (which is typically automatic upon receiving a message from the party with a valid signing certificate). While it is technically possible to send a message encrypted (using the destination party certificate) without having one's own certificate to digitally sign, in practice, the S/MIME clients will require you install your own certificate before they allow encrypting to others. A typical basic personal certificate verifies the owner's identity only in terms of binding them to an email address and does not verify the person's name or business. The latter, if needed (e.g. for signing contracts), can be obtained through CAs that offer further verification (digital notary) services or managed Public Key Infrastructure service. Depending on the policy of the CA, your certificate and all its contents may be posted publicly for reference and verification. This makes your name and email address available for all to see and possibly search for. Other CAs only post serial numbers and revocation status, which does not include any of the personal information. The latter, at a minimum, is mandatory to uphold the integrity of the public key infrastructure.

PGP

Pretty Good Privacy or PGP is a public key encryption program that has become the most popular standard for email encryption - it follows the OpenPGP standard (RFC 4880) for encrypting and decrypting data.

Pretty Good Privacy uses a variation of the public key system- each user has an encryption key that is publicly known and a private key that is known only to that user. To send encrypted messages you need the public key of your recipient. To decrypt a message sent to you, you will use your private key to decrypt it.

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Security protocols

TLS and SSL protocols

Transport Layer Security (TLS) and its predecessor, Secure Sockets Layer (SSL), are cryptographic protocols that provide secure communications on the Internet for web browsing, email, Internet faxing, instant messaging and other data transfers. There are slight differences between SSL and TLS, but they are largely the same.

TLS involves three basic phases:

1. Peer negotiation for algorithm support
2. Key exchange and authentication
3. Symmetric cipher encryption and message authentication

During the first phase, the client and server negotiate cipher suites, which determine the ciphers to be used, the key exchange and authentication algorithms, as well as the message authentication codes (MACs). The key exchange and authentication algorithms are typically public key algorithms, or as in TLS-PSK pre-shared keys could be used. The message authentication codes are made up from cryptographic hash functions using the HMAC construction.

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Technologies (Advanced)

The following section contains information about technologies and advanced features in eM Client.

[Calendar protocols](#)

[Email protocols](#)

[Chat](#)

[Security protocols](#)

[Security Certificates](#)

[Startup parameters](#)

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Calendar protocols

CalDAV protocol

CalDAV or Calendaring Extension to WebDAV is a standard allowing the client to access scheduling information on a remote server. CalDAV works by modeling events, which may be meetings or appointments or other engagements, as HTTP resources. Events are encoded in standard iCalendar format and organized into WebDAV collections to allow browsing and synchronization. A CalDAV server supports a number of operations such as generating free-busy time reports and expanding recurring events. With this functionality, a user may synchronize his or her own calendar to a CalDAV server, and share it among multiple devices or with other users. The CalDAV protocol also supports other non-personal calendars, such as calendars for sites or organizations.

WebDAV protocol

Web-based Distributed Authoring and Versioning, or WebDAV, is a set of extensions to the Hypertext Transfer Protocol (HTTP) which allows users to collaboratively edit and manage files on remote web servers. The group of developers responsible for these extensions was also known by the same name and was a working group of the Internet Engineering Task Force. The protocol facilitates "Intercreativity", making the Web a readable and writeable medium. The protocol provides functionality to create, change and move documents on a remote server (typically a web server or "web share"). This is useful for, among other things, authoring the documents hosted on a web server, but can also be used for general web-based file storage that can be accessed from anywhere. Important features in the WebDAV protocol include locking (overwrite prevention), properties (creation, removal, and querying of information about the author, modified date, etc.), namespace management (ability to copy and move Web pages within a server's namespace) and collections (creation, removal, and listing of resources). Most modern operating systems provide built-in support for WebDAV. With the right client and a fast network, it can be almost as easy to use files on a WebDAV server as those stored in local directories.

Some servers can have their own protocols for Calendar, one that we support is Google Calendar.

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Supported protocols

IMAP protocol

The Internet Message Access Protocol (commonly known as IMAP or IMAP4) is an application layer Internet protocol operating on port 143 that allows a local client to access email messages on a remote server. IMAP4 and POP3 are the two most prevalent Internet standard protocols for email retrieval. Virtually all modern email clients and servers support both.

IMAP supports both connected (online) and disconnected (offline) modes of operation. E-mail clients using IMAP generally leave messages on the server until the user explicitly deletes them. This and other facets of IMAP operation allow multiple clients to access the same mailbox. Most email clients support either POP3 or IMAP to retrieve messages. However, fewer Internet Service Providers (ISPs) support IMAP.

E-mail messages are generally sent to an email server that stores received messages in the recipient's email mailbox. The user later retrieves these messages with either a web browser or an email client that uses one of a number of email retrieval protocols. While some clients and servers prefer to use vendor-specific, proprietary protocols, most support the Internet standard protocols SMTP for sending email and POP3 and IMAP4 for retrieving email, allowing interoperability with other servers and clients. For example, Microsoft's Outlook client typically uses a proprietary protocol to communicate with an Exchange server as does IBM's Notes client when communicating with a Domino server, but all of these products also support SMTP, POP3, and IMAP4.

IMAP allows users to access new messages instantly on their computers, since the mail is stored on the network. With POP3, users either download the email to their computer or access it via the web. Both methods take longer than IMAP, and the user must either download any new mail or "refresh" the page to see the new messages.

Advantages over POP3 protocol:

- Connected and disconnected modes of operation
- Multiple clients simultaneously connected to the same mailbox
- Access to MIME message parts and partial fetch
- Message state information
- Multiple mailboxes on the server
- Server-side searches

Case-sensitivity for IMAP folders

Although RFC 3501 (IMAP protocol) treats folder names as case sensitive (with the exception of "INBOX" folder) the actual behavior varies with different servers. Some servers allow case sensitive folder names, while others treat names differing only in lower/upper case letters to be equal. It may depend on the platform or file system the server is running on. Moreover, it may even depend on the folder hierarchy where some parts are case sensitive (eg. personal folders), while others are not (eg. archive stored on a different file system). RFC 3501 provides no provisions for detecting whether a server or particular folder hierarchy is case sensitive or not. This all stems from the original design of the IMAP to work on a variety of existing message stores. It doesn't accurately reflect the current situation where many IMAP implementations are deployed as cloud services or where a message store format is dictated by particular server implementation.

Similarly, clients don't always handle case sensitivity correctly. For clients that use the local file system as folder storage, the case sensitivity of the file system could play a role. Traditional MBOX or MailDir storage systems will behave as case-sensitive on most Windows systems thus causing issues when server contains conflicting folder names differing in a letter case.

In eM Client we try to preserve the case of folder names as entered by the user or sent by the server. However, we do not allow two folders with the same name differing by the letter case to be present at the same level in a hierarchy. We have to work with a large variety of servers and interoperate with mailboxes accessed by multiple different clients (including mobile ones). In addition, we allow offline operation where we cannot immediately get a feedback from a server on

what operations succeeded and which one didn't. This involves many use cases where interoperability problems could occur if full case-sensitivity was allowed. The number of servers and clients properly supporting case-sensitivity folder names was deemed so small that we found supporting it was not worthwhile

POP3 protocol

Post Office Protocol version 3 (commonly known as POP3) supports end-users with intermittent connections (such as dial-up connections), allowing these users to retrieve email when connected and then to view and manipulate the retrieved messages without needing to stay connected. Although most clients have an option to leave mail on server, email clients using POP3 generally connect, retrieve all messages, store them on the user's PC as new messages, delete them from the server, and then disconnect.

The fundamental difference between POP3 and IMAP4 is that POP3 offers access to a mail drop; the mail exists on the server until it is collected by the client. Even if the client leaves some or all messages on the server, the client's message store is considered authoritative. In contrast, IMAP4 offers access to the mail store; the client may store local copies of the messages, but these are considered to be a temporary cache and the server's store is authoritative.

SMTP protocol

Simple Mail Transfer Protocol (commonly known as SMTP) is a relatively simple, text-based protocol, in which one or more recipients of a message are specified (and in most cases verified to exist) along with the message text and possibly other encoded objects. The message is then transferred to a remote server using a procedure of queries and responses between the client and server. To do this a mail client must use POP3 or IMAP. Another SMTP server can trigger a delivery in SMTP using ETRN.

Either an end-user's email client, a.k.a. MUA (Mail User Agent), or a relaying server's MTA (Mail Transport Agents) can act as an SMTP client. An email client knows the outgoing mail SMTP server from its configuration. A relaying server typically determines which SMTP server to connect to by looking up the MX (Mail eXchange) DNS record for each recipient's domain name (the part of the email address to the right of the at (@) sign). Conformant MTAs (not all) fall back to a simple A record in the case of no MX. Some current mail transfer agents will also use SRV records, a more general form of MX, though these are not widely adopted. (Relaying servers can also be configured to use a smart host.) The SMTP client initiates a TCP connection to server's port 25 (unless overridden by configuration). SMTP is a "push" protocol that does not allow one to "pull" messages from a remote server on demand.

Tip: If you are not sure whether to use POP3 or IMAP protocol, then use IMAP because of significant advantages over POP3.

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Chat Protocols

Introduction

Instant messaging provides the instantaneous communication of a telephone call, while avoiding the feelings of directness and confrontation of a face-to-face meeting with the detachment of written correspondence, making instant messaging a popular and flexible form of communication. It allows two or more users to exchange text information in real time.

There are a number of IM protocols. The most widely used is the ICQ protocol. However we have decided on the Jabber protocol because Jabber has several significant advantages over the ICQ protocol.

The Jabber protocol is particularly popular in the corporate environment. It's hosted on distributed servers which provides uninterrupted service, and it's an open source protocol, so it can be adapted to work with many other protocols.

Jabber protocol

Jabber is a extensible Instant Messaging protocol and it has accumulated various features over time such as Voice over IP and file transfer signaling. Unlike most instant messaging protocols, it is an open standard, which makes it more reliable. Like email, Jabber is an open system, meaning anyone who has a domain name and a suitable Internet connection can run their own Jabber server and talk to users on other servers. The standard server implementations and many Jabber clients are also freeware or open source software.

Advantages of Jabber protocol

- The architecture of the Jabber network is similar to email; anyone can run their own Jabber server and there is no central master server.
- No royalties are required to implement support of these specifications and their development is not tied to a single vendor.
- Jabber servers may be isolated from the public Jabber network (e.g. on a company intranet), and robust security (via SASL and TLS) has been built into the core specifications.

ICQ support

The support of ICQ is done through the use of a transport, small computer program that sits on the server and translates and Jabber messages into other IM formats. In order to communicate with ICQ and other IM users, you have to register the transport. This product will help you setup your account and customize your account details.

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Startup parameters

You can use a number of different startup parameters to simplify your work.

Here is a short overview:

/dblocation PATH

This parameter will determine which folder will eM Client load the main database from. If the given folder does not exist, eM Client will create the folder and a new, empty database in it. Without this parameter, eM Client will load the database from the currently set default location.

/localmutex

Use this parameter when deploying the application in a Remote Desktop Services or Terminal Services environment where accessing global mutexes (short for „mutual exceptions“ in programming) is forbidden – the application will use local ones instead.

/mailurl RECIPIENT

Use this parameter to create a new message with a pre-defined email address compliant with RFC 6068. Example: MailClient.exe /mailurl "mailto:user@example.org?subject=hello&body=bodytext".

/open PATH

With this parameter you can open any .eml, .msg, .vcf, or .ics file in eM Client.

/newmail

This parameter will open a window to compose a new mail.

/newcontact

This parameter will open a window to create a new contact.

/newevent

This parameter will open a window to plan an event.

/newtask

This parameter will open a window to create a new task.

/importsettings PATH [-s] [-p PASS]

This parameter defines a file which contains eM Client settings and its password, which needs to be used to import the data. It needs to be an .XML file and can contain application settings, account configuration, templates, quicktexts, and rules. PATH is the location of the file. The rest of the parameter options are optional. [-s] stands for „silent“ and means that the settings will be imported without opening the UI. [-p PASS] is for inserting the password, if there is one protecting the file.

Example: MailClient.exe /importsettings "c:\Temp\settings.xml" -s -p MyPassword

/activate

If this parameter is used on startup, eM Client will try to activate a license. For activation to be possible eM Client needs to have a LastActivationKey entry in its database with a valid Activation key. Usually, the LastActivationKey value is set using the /importsettings parameter.

About eM Client

Company Information

eM Client Ltd. is a young software company on a mission to provide the best desktop email client for Windows and macOS on the market.

We combine our previous experience with both email and calendaring software to create a powerful, but easy to use email client.

Contact Information

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Support & bugs - support@emclient.com

Suggestions - suggestions@emclient.com

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