Welcome!

Welcome to eM Client - a task oriented E-Mail client that combines E-Mail management, Instant Messaging, Calendar Task managing and much more into one seamless and easy to use package.

It is not by accident that the theory of the Six degrees of separation was first proved by the use of E-Mail. While being regarded as the cause of the general decline in proper grammar and penmanship, E-Mail has accelerated the world, brought people even closer and thereby has made itself a necessity in the modern world.

However, if you are like many of us, living in the center of this whirling world in which even the efficacy of E-Mail can not keep us afoot with our daily duties and our constant need to stay in touch with others, and if you have incorporated instant messaging and virtual personal assistants into your inner-most needs along with eating and sleeping, then eM Client is here for you.

Our product is a hub of all your communications needs. With this product, you can manage your E-Mails, communicate on Instant Messengers and keep track of your daily tasks all with the help of a series of innovative, task-oriented and context-dependent tools such as E-Mail Communications history, Attachments history, which were designed to maximize your efficiency and help you stay up-to-date with your Internet communications in this age when information is, indeed, power.

While trying to combine all your communications channels into one simple package, the eM Client team also works hard on the many minute and behind-the-scene details such as customizable eM notifications, compatibility with large font E-Mails, pairing IM contacts with local contacts etc. all aimed at delivering a non-intrusive yet intuitive and seamless working experience.

Getting started

The following will help you get started quickly with this product:

- **What's New** Check out the list of new features for this version. See [What's New in This Version](#).

- **Key Features** Take a look at some of the features that are unique and important. See [Key Features](#).

- **Tour the Client's interface** Become familiar with user interface. See [Touring the interface](#).
What's New
The list of implemented features is constantly growing. Here are just a few new features that have been added in version 7:

- New modern interface with several new themes including Dark theme
- Conversation view
- Delayed sending
- Full GMail Labels support
- Messages rendered by Chrome instead of Internet Explorer
- Translation of incoming messages
- Better support for touch devices and high-res displays
- Vacation responder
- Support subscribing of internet calendars (including Facebook calendar)
- Customizable toolbars
- And much more
Key Features

This product offers a list of core and peripheral features, that together will make your online communications comprehensive and efficient. Following are some key features that makes this application unique.

E-Mail

This product is first and foremost an E-Mail client, it supports all the standards email servers, and provides you with all the functionality of a modern E-Mail client. In addition it also provides you with innovative ways to organize and explore your E-Mail 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 E-Mails 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 E-Mails according to their origins, subjects and time stamp; and apply different actions to each incoming E-Mail 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 E-Mail clients is to act as a virtual contact book for all your contacts. This product being more than “most modern E-Mail 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 IM 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.

Instant Messaging
The Instant Messaging tool will let you talk to all your contacts in all your IM networks, without leaving the interface.

Find out more about Instant Messaging, file transfer, privacy management etc.
Shortcuts
You can now 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 (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, categories. 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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Interface

eM Client offers an industry standard environment that are found on most mainstream e-mail 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 three main sections:

**At the top** is the **Menu and New button**. From there, all the important functions can be accessed.

You can right-click on the panel to bring up the **Customize** option. Where you can customize the amount of items that you want to be displayed on the top panel. Add new items from **Available items list** to **Items to show list** or remove them the other way, as you can see on the screen shot below.

![Customize Screen Shot](image)

**On the left** is the vertical control panel with five bookmarks allowing you to quickly access the five main functions. Each of these bookmarks contains sub-panels and can be extended or folded away when you click on them.
If you right-click on any email folder (for example "Inbox") you will bring up the context menu:

- New Folder...
- Copy Folder...
- Move Folder...
- Delete
- Empty Trash
- Mark All Messages as Read
- Apply Rule...
- Collapse All
- Show
- Show if unread
- Hide
- Properties

The option **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 won't be visible in the sidebar on the left.

The **Mail** bookmark is used for navigating among your e-mail folders and managing mail in general. You can choose to display the e-mail folder you wish to display in the central panel - you can either browse the contents of the e-mail folders of a particular account, or you can view the e-mail folders of all accounts by using the appropriate Global folder (e.g. if you choose Inbox in the Global folders box, you will be able to see the received emails of all the accounts that are set up in the application - it's useful if you have multiple accounts and you want to see all your messages at once).

The **Calendar** bookmark provides you with access to your Calendar events.

The **Task** bookmark provides you with access to your tasks.

The **Contacts** bookmark provides you with access to your contacts.

The **Widgets** bookmark can be used to access your Widgets.

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.
If you click on the icon at the very bottom of the window, you will access a window that contains three tabs - Operations, Errors and Log. This window can be hidden by clicking the Hide button.

### 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/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 (e-mail, 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.

The content of the Context menu changes according to the type of the selected item or the location of your right-click. For instance e-mail messages will have different options in their context menu than calendar events. Right click on an email would give you the option to reply to the email, whereas right click on a calendar event will give you the option to edit the event.

**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:

![Columns Configuration Window](image)

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 Instant Messaging contacts listed in the Sidebar.

You can simply apply your column configuration also to the other folders, just right-click the column header, choose **Apply Column Configuration to Other Folders**... from the context menu and then select the folders to which you would like the column configuration to be applied.
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Main menu and 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

File  ▼
Edit  ▼
View  ▼
Message  ▼
Tools  ▼
Help  ▼

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

Open...
Save As... Ctrl+S
Import...
Export...
Print... Ctrl+P
Print Preview... Ctrl+Shift+P
Backup...
Restore...
Work Offline
Exit

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

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**

- **Columns...**
- **Layout**
- **Sidebar**
- **Conversations**
- **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

<table>
<thead>
<tr>
<th>Action</th>
<th>Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply</td>
<td>Ctrl+R</td>
</tr>
<tr>
<td>Reply All</td>
<td>Ctrl+Shift+R</td>
</tr>
<tr>
<td>Forward</td>
<td></td>
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<tr>
<td>Follow Up</td>
<td>Ins</td>
</tr>
<tr>
<td>Categorize</td>
<td></td>
</tr>
<tr>
<td>Mark as Read</td>
<td>Ctrl+Q</td>
</tr>
<tr>
<td>Mark as Unread</td>
<td>Ctrl+U</td>
</tr>
<tr>
<td>Mark All as Read</td>
<td></td>
</tr>
<tr>
<td>Move to Junk</td>
<td></td>
</tr>
<tr>
<td>Move to Folder</td>
<td>Ctrl+Shift+V</td>
</tr>
<tr>
<td>Copy to Folder</td>
<td>Ctrl+Shift+C</td>
</tr>
<tr>
<td>Download Selected</td>
<td></td>
</tr>
<tr>
<td>Create Meeting from Message</td>
<td></td>
</tr>
<tr>
<td>Create Task from Message</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>Ctrl+D</td>
</tr>
<tr>
<td>Empty Trash</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscribe to Internet Calendar...</td>
<td>You can set up a calendar access directly from here.</td>
</tr>
<tr>
<td>Operations</td>
<td>You can bring up the Operations window.</td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
</tr>
<tr>
<td>Rules</td>
<td></td>
</tr>
<tr>
<td>Categories</td>
<td></td>
</tr>
<tr>
<td>Deduplicator...</td>
<td></td>
</tr>
<tr>
<td>IceWarp Options</td>
<td></td>
</tr>
<tr>
<td>Settings</td>
<td></td>
</tr>
<tr>
<td>Accounts</td>
<td></td>
</tr>
</tbody>
</table>

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 contact's initial letters to search for particular contact.

**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**.
Categories... - Here you can manage your categories active in the eM Client. You can find more information about managing categories in the topic Working with Categories.

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:** Inbox
- **Select...**
- **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:** Move to trash
- **Custom folder:**
- **Select...**

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: e-mail, Twitter or Facebook.

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

![Touch Mode Icon]

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.
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.

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

**Yang, Susan**

- **Mail:** susan.yang@x1solar.com
- **Phone:** 836-571-6589

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>History</strong></td>
<td><strong>Attachments</strong></td>
</tr>
<tr>
<td>🔄 <strong>Today</strong></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td>test</td>
</tr>
<tr>
<td>11:49 AM</td>
<td></td>
</tr>
<tr>
<td>🔄 <strong>Older</strong></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td></td>
</tr>
<tr>
<td>11/21/2012</td>
<td></td>
</tr>
</tbody>
</table>

**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.
History panel is called so because it gathers all your written conversations with the contact. It includes E-Mails, 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 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 e-mails, 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 down-pointing 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.

![Chat Options](image)

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

![Add Instant Messaging Contact](image)

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.
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.
Creating a New Account

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 e-mail 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. First step is typing in the e-mail address of your existing e-mail 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 e-mail 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 are 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](#).

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

Click on the Finish button and you can start using the application.

Setting up particular email addresses:
In this section, you can select particular e-mail accounts that you would like to set up. The first four e-mail providers displayed will always be the most used ones in the location where you currently are. These four displayed will also always have predefined configuration and their server settings will be retrieved automatically. Setup of those will be done in only 3 simple steps.

Click on the other button to set up a different email account. In this case, the setup be a little more complex, performed in six steps - you will be asked to fill in all the e-mail settings.

Setting up different e-mail account:
Step 1 - Identity:

New Account

Identity

Enter your email address.

Email address:

tomy.javomicky@x1solar.com

Back  Next  Cancel
Step two - Account type and incoming server information:

Incoming server

Select the type of incoming server you're using:

- [ ] POP3
- [x] IMAP

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

Incoming server: x1solar.com

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

User name: jerry.javornicky@x1solar.com

Password: ******
Step 3 - Outgoing server information.

Outgoing server

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

Outgoing server: x1solar.com

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

User name: jerryjavomicky@x1solar.com

Password: ********

☐ Outgoing server doesn’t require authentication
Step 4 - Testing configuration

During this step, your configuration will be tested. If your account details were typed in correctly, a green tick 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:
Step 6 - finishing up

Note that 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.

Setting up Chat
Generally, 2 chat services are supported - you can set up two predefined services **Google Talk**, and generic **XMPP/Jabber** (both based on generic XMPP protocol).

**XMPP/Jabber**

You can create an XMPP/Jabber account in four 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.
Step 2a - Register a new Jabber account - Select a Jabber Server Host from the list.

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

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, however you can type in any Jabber hosts you prefer. Note, different Jabber hosts offer different transports to different networks.
**Step 3a - 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.
Step 2b - Using an existing Jabber account - enter the Jabber ID (e.g. email@email.com). Your password is not necessary at this stage.
Step 4 - Finish - click Finish to complete the new Jabber account.
Setting up your Calendar

CalDAV / CardDAV

CalDAV is a calendar sharing service and CardDAV allows you to share your contacts. In order to setup a CalDAV / CardDAV account, you first have to have a CalDAV / CardDAV account on your mail server (e.g. IceWarp eMail server). If you do not have a mail server that supports CalDAV / CardDAV, you can use a Gmail account which includes experimental CalDAV /CardDAV support.

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

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

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

To add a new account click on **Menu -> Tools** 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 e-mail, Google, CalDav or Jabber account. You can read more about creating new accounts in the section: 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.

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

**Delete an existing account**
To delete an account, select the account you wish to delete and click on **Delete account** button ![Trash](image). You will be prompted to confirm the deletion.

**Set a default account**
Select the account you wish to be set as your default account and click on **Set as default** ![Star](image). The default account will be active when the application starts.
Creating a New Account

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 e-mail 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. First step is typing in the e-mail address of your existing e-mail account as well as the account password. The rest of the automatic setup is realized in 3 steps:
  
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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.

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

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In this section, you can select particular e-mail accounts that you would like to set up. The first four e-mail providers displayed will always be the most used ones in the location where you currently are. These four displayed will also always have predefined configuration and their server settings will be retrieved automatically. Setup of those will be done in only 3 simple steps.

Click on the other button to set up a different email account. In this case, the setup be a little more complex, performed in six steps - you will be asked to fill in all the e-mail settings.

Setting up different e-mail account:
Step 1 - Identity:

New Account

Identity
Enter your email address.

Email address:
jeny.javomicky@x1solar.com

Back  Next  Cancel
Step two - Account type and incoming server information:

New Account

Incoming server

Select the type of incoming server you're using:

- POP3
- IMAP

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

Incoming server: x1solar.com

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

User name: jerry.javornicky@x1solar.com

Password: **********
Step 3 - Outgoing server information.

Outgoing server

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

Outgoing server: x1solar.com

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

User name: jerry.javomicky@x1solar.com

Password: **********

Outgoing server doesn't require authentication
Step 4 - Testing configuration

During this step, your configuration will be tested. If your account details were typed in correctly, a green tick 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:
Step 6 - finishing up

Note that 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.

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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.
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: This application 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.
Step 3a - 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.
Step 2b - Using an existing Jabber account - enter the Jabber ID (e.g. email@email.com). Your password is not necessary at this stage.
Step 4 - Finish - click Finish to complete the new Jabber account.
Setting up your Calendar

CalDAV / CardDAV

CalDAV is a calendar sharing service and CardDAV allows you to share your contacts. In order to setup a CalDAV / CardDAV account, you first have to have a CalDAV / CardDAV account on your mail server (e.g. IceWarp eMail server). If you do not have a mail server that supports CalDAV / CardDAV, you can use a Gmail account which includes experimental CalDAV /CardDAV support.

Enter the account name, password and its internet location, and you are done!
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.
Edit existing accounts

Editing an existing Account

General

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

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

In the **Email** field, enter your e-mail address.

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.
You can enable/disable the account by (un-)checking the Enable Account box.

**SMTP**

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**.
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 E-Mail 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 e-mail messages to your computer when you are connected to the internet, making the e-mails 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

### Server

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<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host</td>
<td>x1solar.com</td>
</tr>
<tr>
<td>Port</td>
<td>110</td>
</tr>
<tr>
<td>Security policy</td>
<td>Use SSL/TLS if available</td>
</tr>
</tbody>
</table>

### Authentication

- Use identity credentials
- Use these credentials:
  - User name: jerry.javornicky
  - Password: ********

### Server settings

- Leave a copy of messages on the server
- Remove from server after 3 days

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 e-mails on the server after downloading them into your computer.
- **Remove from server after x days** - when checked, eM Client will remove your e-mails 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 e-mails will be removed from the server when you delete them from the Deleted folder.

**Tip:** For POP3 E-Mail 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 e-mail protocols in chapter [E-Mail Protocols](#).
Chat

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/CarDAV

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

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

This product offers a wide range of settings with which you can customize the most cosmetic effects to the most technical details under the hood, tailoring the program to your special needs.

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

The **Settings** window:

![Settings Window](image)

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
• Certificates

Calendar:
• General
• Weather

Tasks:
• General

Contacts:
• General

Instant messaging:
• General

Widgets:
• General

Skype:
• 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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Mail:
- Read
- Send
- Compose
- Replies and Forwards
- Templates and Signatures
- Spell Checker
- Privacy
- Receipts
- Attachments
- Automatic archiving
- Certificates

Calendar:
- General
- Weather

Tasks:
- General

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- General

Instant messaging:
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Widgets:
- General

Skype:
- General

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- 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.
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 Smart folders
By un-checking this field, you can hide Smart 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.

<table>
<thead>
<tr>
<th>Show on startup Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
</tr>
<tr>
<td>Global Inbox</td>
</tr>
<tr>
<td>Global Unread</td>
</tr>
<tr>
<td>Calendar</td>
</tr>
<tr>
<td>Tasks</td>
</tr>
<tr>
<td>Contacts</td>
</tr>
<tr>
<td>Widgets</td>
</tr>
<tr>
<td>Specific folder</td>
</tr>
<tr>
<td>Last selected folder</td>
</tr>
</tbody>
</table>

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.

Operations Window

Show window on send and receive
When checked, an Operations Window will appear displaying the operation details during sending and receiving E-Mails.

Hide window when send and receive completes
When checked, the Operations Window will close itself automatically after sending and receiving E-Mails.

Show window when error occurs
When checked, the Operations window will only appear when encounters errors during sending and receiving E-Mails.

Default email application

Click on Make default button to make this product the default e-mail client.

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

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

Here you can specify the path to the Database directory, in which all your data will be stored.
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 ![target directory icon](image) 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.

**Preserve last:**

You can select from 1 to 5 backups, which you would like to preserve saved and ready to be restored if needed.
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.
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 3 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.

In the "**Shortcut**" field you can type in and create a shortcut of your own choice and preference.
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:

- **Save current theme as**...
- **Change theme directory**...
- **Create theme from color**...

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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Sunnyvale, CA 94085
California, USA
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 category 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 category 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.
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.
**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:

New messages on top

New messages on top
New messages on bottom

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.
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 e-mails 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 messages on Ctrl + Enter
By checking this option you can set your email messages to be sent by pressing Ctrl + Enter.
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.

![Email composition with auto-completion](image)

**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:

<table>
<thead>
<tr>
<th>HTML</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML</td>
<td>Plain text</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>HTML</th>
<th>Autodetect from original message</th>
<th>HTML</th>
<th>Plain text</th>
</tr>
</thead>
</table>

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:

- Include and indent original message text
- Do not include original message text
- Include original message text
- Include and indent original message text
- Attach original message

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).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Short</td>
<td></td>
</tr>
<tr>
<td>Custom</td>
<td></td>
</tr>
</tbody>
</table>

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).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td></td>
</tr>
<tr>
<td>Short</td>
<td></td>
</tr>
<tr>
<td>Custom</td>
<td></td>
</tr>
</tbody>
</table>
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.

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 e-mail 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, 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.

**Add**
Click on Add Template button to bring up the New Template window:
Enter the name of your new template in **Name** field.

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.

**Customize**

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.
Remove

To delete an existing template, click on the trash icon.
Signatures are texts, pictures and even web links that can be automatically appended to the end of your e-mail 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:

![Signatures window](image)

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.

**Add**
Click on Add Signature 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.

**Customize**

Clicking on **Customize** will bring up the same signature construction window as **Add signature**, which will allow you to customize an existing signature.

**Remove**

To delete an existing signature, select it in the **Signatures** field and click on **Remove** (trash icon).
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:
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.
In case of any other difficulty, please do not hesitate and contact us immediately. We are always here to assist you.

Best regards,

Development department

Note that you can also use shortcuts to quicken the process even more.
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**
  - Use this option to verify if a message has been delivered to the recipient
  - Request a delivery receipt for all sent messages

- **Read Receipts**
  - Use this option to verify when a message has been read by the recipient
  - Request a read receipt for all sent messages
  - When reading a message with read receipt:
    - Never send a read receipt
    - Notify me for each read receipt request
    - Always send a read receipt
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**

The Attachments Settings window:

Here you can delete predefined actions that you have set up for various attachment file types. Delete the predefined action by clicking on the red cross: "\x".
**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.

**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.
Certificates

Ok, if you are like me, belong to the never-bother-reading-the-manual generation, or need your not inconsiderable attention span elsewhere, and have skipped all the background reading (you have, haven't you?), then here is the gist of it.

You need Certificates 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 E-Mails.

To access the certification management window, select under the **Main Menu: Tools -> Settings... -> Mail -> Certificates**

![Certificate Management Window](image)

**Certificates**

Here, you can manage your certificate and assign security profiles to your email accounts, but before doing so you must first configure your certificates and setup your security profiles.

**Import...** Takes you directly to an explorer window through which you can choose the Certificate file you wish to import.

**Certificates...** Click to open the certificate management window.
Here you can browse, add, remove, and configure your certificates.

Your certificates are categorized into four types: Personal, Authorities, Root and Others.

You can view the details of a particular certificate, such as its issuer, its validity, and the associated personal information by clicking **Details**…

You can set the Trust Level for each individual certificate here by checking one of the three options of **Trust Level**
There are three levels of trust you can assign to each certificate: Trusted, Standard, and Revoked. By clicking on the Remove button, you will remove the certificate which you have currently selected.

Security Profiles...

Once you have configured your certificates, you must create security profiles that assigns certificates to your email accounts. Click on the Security Profiles... button to bring up the Security profile editor.
Profile Name: enter a name for your Security Profile.

Digitally sign messages: Check the box to sign your outgoing messages with the included certificates, your recipient will be able to verify that the message is indeed from you.

Require message encryption: Check the box to require all outgoing messages sent from the account associated with this profile to be encrypted. With the included certificates, your recipient (if equipped with a mail client able to handle S/MIME encryption) will be able to decrypt your message.

Sign by: click on Select.. to select a Certificate that will be used to digitally sign your Emails, click on Clear to remove selection and click on Detail... to view the detailed display of selected certificate.

Encrypt by: click on Select.. to select a Certificate that will be used to digitally encrypt your Emails, click on Clear to remove selection and click on Detail... to view the detailed display of selected certificate.

Once you have created the security profiles, you can assign a profile to each of your E-Mail accounts in the main Certificates Settings window.
Translation

In this section you can (dis-)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.

Czech language detected. Do you want to translate message now or never.

Translations are powered by Microsoft Translator API.
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 Tools -> Settings from the toolbar 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

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:
Category then calendar - will prefer category color and neglect calendar color.
Calendar then category - will prefer the color of a calendar and the category color will be displayed only by category 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.
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.
Tasks
Here you can choose whether you would like to show groups in tasks list.

Settings

- General
- Appearance
- Mail
- Calendar
- Tasks
  - General
- Contacts
- Instant Messaging
- Widgets
- Advanced

Tasks List

- Show groups in tasks list
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, the must is a Facebook chat account set up.
**Instant Messaging**

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.
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 >**.

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

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

By clicking on the 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, SMTP 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 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

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>View</th>
<th>Message</th>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
</table>

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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>You can open a saved email (an eml file).</td>
</tr>
<tr>
<td>Save As</td>
<td>You can save a chosen email to an eml file.</td>
</tr>
<tr>
<td>Import</td>
<td>You can import data to the application.</td>
</tr>
<tr>
<td>Export</td>
<td>You can export data from the application.</td>
</tr>
<tr>
<td>Print</td>
<td>You can directly print your messages, calendar, events or contacts.</td>
</tr>
<tr>
<td>Print Preview</td>
<td>brings up the preview where you can adjust many aspects of the final layout of the page about to be printed.</td>
</tr>
<tr>
<td>Backup</td>
<td>You can backup your data.</td>
</tr>
<tr>
<td>Restore</td>
<td>You can restore your data.</td>
</tr>
<tr>
<td>Work Offline</td>
<td></td>
</tr>
<tr>
<td>Exit</td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Menu</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undo</td>
<td>Ctrl+Z</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl+Y</td>
</tr>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
</tr>
<tr>
<td>Select All</td>
<td>Ctrl+A</td>
</tr>
<tr>
<td>Find...</td>
<td>Ctrl+Shift+F</td>
</tr>
<tr>
<td>Find in Body...</td>
<td>F4</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columns...</td>
<td>You can select columns which you want to see in the list of emails. You can also change the order of columns.</td>
</tr>
<tr>
<td>Layout</td>
<td></td>
</tr>
<tr>
<td>Sidebar</td>
<td></td>
</tr>
<tr>
<td>Conversations</td>
<td></td>
</tr>
<tr>
<td>Previous Message</td>
<td>Ctrl+,</td>
</tr>
<tr>
<td>Next Message</td>
<td>Ctrl+.</td>
</tr>
</tbody>
</table>

Menu view has many items:
**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**
<table>
<thead>
<tr>
<th>Actions</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply</td>
<td>Ctrl+R</td>
</tr>
<tr>
<td>Reply All</td>
<td>Ctrl+Shift+R</td>
</tr>
<tr>
<td>Forward</td>
<td></td>
</tr>
<tr>
<td>Follow Up</td>
<td>Ins</td>
</tr>
<tr>
<td>Categorize</td>
<td></td>
</tr>
<tr>
<td>Mark as Read</td>
<td>Ctrl+Q</td>
</tr>
<tr>
<td>Mark as Unread</td>
<td>Ctrl+U</td>
</tr>
<tr>
<td>Mark All as Read</td>
<td></td>
</tr>
<tr>
<td>Move to Junk</td>
<td></td>
</tr>
<tr>
<td>Move to Folder</td>
<td>Ctrl+Shift+V</td>
</tr>
<tr>
<td>Copy to Folder</td>
<td>Ctrl+Shift+C</td>
</tr>
<tr>
<td>Download Selected</td>
<td></td>
</tr>
<tr>
<td>Create Meeting from Message</td>
<td></td>
</tr>
<tr>
<td>Create Task from Message</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td>Ctrl+D</td>
</tr>
<tr>
<td>Empty Trash</td>
<td></td>
</tr>
</tbody>
</table>

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

Subscribe to Internet Calendar...
Operations
Contacts Ctrl+B
Rules
Categories
Deduplicator...
IceWarp Options
Settings
Accounts

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.

![Select Contact]

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

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:

Choose the item type:
- Mail
- Event
- Task
- Contact
Select the item type and click on **Next**:

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.

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: e-mail, Twitter or Facebook.

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

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

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

By clicking on **Apply Rule**… you can apply arbitrary rule to the particular smart folder. For more about applying rules see chapter **Apply Rule**

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

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

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

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

By clicking on Apply Rule… you can apply arbitrary rule to the particular smart folder. For more about applying rules see chapter Apply Rule

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

By clicking on Display a context menu will appear, showing which of smart folders can be displayed at one time (see picture).
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 smart folders. If you receive a new email that fulfills the rules of the search folder you created, then it will be automatically included in the folder. Search folders can be also created for messages, tasks, events and contacts.

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 category) are selected 2 different categories: Green Category and Friends - this means that the query will search emails within these 2 categories.

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

Smart Folders
- All Inboxes: 1
- Outbox
- Sent: 2
- Trash: 80
- Drafts: 1

Junk E-mail
- Unread: 74
- Flagged: 1

Categories
- Search Folders
  - family
  - John Nielson
  - work
Managing E-mail

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 an IM contact, you will be able to see whether this contact is online (green dot) or offline (red dot).

```
Meeting - New Message

Send  "Jerrylavomicky" <jerry.lavomicky@x1solar.com>

To  "Kirkland, Mary" <mary.kirkland@x1solar.com>

Subject  Meeting

Dear Mary,

Please be present at 8 o'clock at latest on Monday morning! Your attendance is crucial!

Have a nice weekend,

Jerry.
```

**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
• Print Preview
• Close

**Edit**
• Undo
• Redo
• Cut
• Copy
• Paste
• Paste as text
• Find...
• Replace...
• Edit Source...

**Message**
• Send
  • Send as mass mail - sends one mail per recipient, so it in result gives an impression that the email has been composed for each recipient in particular. Inserting a Variable is interrelated with sending mass emails (see below).
  • Delayed send... by this option the delivery of an email message can be delayed. Just specify the time and date when you wish the message to be sent.
• Flag
• Categorize
• Request Read Receipt
• Request Delivery Receipt
• 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.

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 E-Mail.

**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.

**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 E-Mail 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.

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.

Please note that the complete list of the functions can be found

Email Editor

| B | I | U | ☑ | A | ☯ | ☑ | ☯ | ☑ | ☐ | More |

**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 to your email.

Click on the [More ▼ button to bring up following additional features that could not fit in the toolbar:](#)
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.

Follow up - you can customize following up on your email.

Categories - Mark your email with arbitrary colorful category.

Cut - Cut a part of text to clipboard.

Undo - takes one edit back.

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.

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.

**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.
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 -> Tools -> 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:

**The people I asked to review the schedule are:**

Buenos Aires, Sao Paulo - Scott Mills (I've updated the schedule for his comments)
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 e-mail 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.
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.
**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.

**Just 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:

![Move to Junk window](image)

Here you can pre-define the action by ticking Don't ask me again option and selecting one of the tree 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 e-mails, you can use Move to Inbox button to restore emails from junk back into the 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.
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. Let's 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.

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).
**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.

![Example of conversation mode](image)

**Disable Conversations:**

If you select this option then no conversation mode will be used 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 date of receiving 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).
By clicking on the little down-pointing arrow on the right, you will bring up a menu which relates to current/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.

Note that unlike in the conversation modes, here you will not be able to see the newer messages in the right panel. They are present only in the left panel.

You can see the conversation in the textual form, previous messages are displayed as "original messages".
Send and Receive

There are several different operations you can perform on an E-Mail.

Click on refresh button to bring up following drop-down list

Send and Receive All
Receive All
Send All
"test@emclient.com' only
"test2@emclient.com" only

Send and Receive All in the mail toolbar or click on Tools -> 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 -> Send/Receive

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 Attachment or as Original. This can be selected from the drop down menu:

Forward as Attachment...
Forward as Original...

Mark
Select how would you like to mark your email from the drop down menu:

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Up</td>
<td>Mark your email if you want to follow up on it in future.</td>
</tr>
<tr>
<td>Mark as Read</td>
<td>Manually mark an email you haven't opened as read by Right-Clicking it and select Mark as read.</td>
</tr>
<tr>
<td>Mark as Unread</td>
<td>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.</td>
</tr>
<tr>
<td>Move to Junk</td>
<td>You can select from three following moves: Move to Junk, Move to Junk and blacklist email, Move to Junk and blacklist domain</td>
</tr>
</tbody>
</table>

**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.

**Category**
Assign category 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.
Managing E-mail

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 an IM contact, you will be able to see whether this contact is online (green dot) or offline (red dot).

![Email Editor](image)

**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
• Print Preview
• Close

**Edit**
• Undo
• Redo
• Cut
• Copy
• Paste
• Paste as text
• Find...
• Replace...
• Edit Source...

**Message**
• Send
• Send as mass mail - sends one mail per recipient, so it in result gives an impression that the email has been composed for each recipient in particular. Inserting a Variable is interrelated with sending mass emails (see below).
• Delayed send... by this option the delivery of an email message can be delayed. Just specify the time and date when you wish the message to be sent.
• Flag
• Categorize
• Request Read Receipt
• Request Delivery Receipt
• 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.

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 E-Mail.

**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.

**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 E-Mail 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.

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.

Please note that the complete list of the functions can be found

Email Editor

| B | I | U | ☎ | A | ☀ | ☑ | ☐ | More |

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 to your email.

Click on the More button to bring up following additional features that could not fit in the toolbar:
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.

Follow up - you can customize following up on your email.

Categories - Mark your email with arbitrary colorful category.

Cut - Cut a part of text to clipboard.

Undo - takes one edit back.

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.

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.

**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.
Rules

In this day and age, the E-Mail has overtaken the copy machine, the notice board and memo slips and has become the main mode of communications in the corporate environment. What with the various departments passing on orders, counter orders, memos, the daily email traffic in a large company can easily run into the hundreds. Or if you are like me, that have all my interactions with my Facebook friends, bosses, colleagues, parents all converging in my Inbox, then you would need something to help compartmentalize your emails, you 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 to a special folder '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 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 -> Tools -> Rules...**

![Rules Window]

In the window you can see a list of your rules, their names, when they are to be invoked and on which accounts.

You can make a **new rule**, modify or remove the existing ones. You can also change the priority of rules and **apply rules...**
Modify or remove rules
You can modify rules in 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.
Rules

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Change priority of rules
Just select the rule in the list and click Move up or Move down.
**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 received or when mail 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:

1. **Move message from someone to a folder**

   ![Rule wizard](image)

   Select one of the basic rule templates:
   - Move messages from someone to a folder
   - Move messages with defined words in subject to a folder
   - Move messages with defined words in body to a folder
   - Move spam messages to Spam folder
   - Set category for messages from somebody
   - Apply custom rule on messages I receive
   - Apply custom rule on messages I send

   **Rule preview (click underlined text to set data):**
   
   After message has been *received* from *people* move to *folder*

   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
With keywords: received, X-Spam-Status: Yes, X-Spam: yes, Junk E-mail

5. Set category for message from somebody
With keywords: received, from, category. Click on each keyword to define when (received) a rule is applied, from which senders (from people) and which category 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
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.
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 fields
- 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

**Actions**

Click **Next** to define the actions to be taken for this rule:
move to folder
move copy to folder
delete mail
permanently delete mail
forward to people
forward to people as attachment
mark message as read
stop processing other rules
set categories
skip notification

**Exceptions**
Click on the button **Next** to define **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
except when my name is in the To or Cc fields
except when my name is not in the To field
except when sent to people
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.
Apply rule

When you select **Apply rule** in the **Rules** explorer window, you will be prompted to specify the rule and the folder on which to apply the rule:

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.
**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**.

![Spell-checker settings](image)

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.
Hello Paula,

Could you, please, send me the further information about our meeting on Monday? And, please, also include the guest list, so I can prepare the seating plan. If you have any questions, just call me.

Enjoy the rest of your weekend and see you on Monday!

Best,

Jerry.

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.
Hallo Paula,

Konnten Sie, bitte, schicken Sie mir weitere Informationen über unser Treffen am Montag? Und bitte, fügen Sie auch die Gästeliste, damit ich den Sitzplan vorbereiten kann. Wenn Sie Fragen haben, rufen Sie mich einfach.

Genießen Sie den Rest des Wochenendes und wir sehen Sie uns am Montag!

Best,

Jerry
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 -> Distribution List** and the following window will appear.

In the **Name field**, fill in the name of the new distribution list.

By clicking on the **Select Members** button, the list of your contacts will be displayed:
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 add new contacts by clicking on the Add Member button (cross sign).

You can also assign category to your distribution list. Simply click on the down pointing arrow in the Category field and assign arbitrary category 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.

**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:

Expand List

If you expand the list, it will be replaced by its members. It is not possible to collapse it again.

Don’t ask me again  Yes  No
About Contacts

The Contacts section is where you store your most valuable asset, your contacts.

Here you can store both contacts from your E-Mail 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 managing your contacts.
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Find out more about managing your contacts.
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 below), fill in required fields and press enter. This is the fastest way how to add new contacts. (applicable also for tasks and events).

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.
New Contact window

Overview tab:

You can set full name of the contact by clicking on the button **Full Name**... This window will show:

You can fill the boxes with information about your contact.
**Company:**
Enter the name of the company this contact works for.

**Category:**
Assign particular category 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 e-mail addresses for the contact by clicking on the **Add Email button** (the cross sign)

![Add Email](image)

**Display as:**
you can bring up **Display as** option by clicking on corresponding icon:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:peters@emclient.com">peters@emclient.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Party Pete</td>
</tr>
</tbody>
</table>

The display name for the contact's email addresses can provide a way to identify the E-Mail in case the email address does not contain any distinguishing identifiers or your personal preferences.
Hi Peter!

We want to throw a party next weekend, so I am writing to you now. We need to plan a lot of things:
1) Location

**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 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 Instant Messaging Contact dialog box](image)

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
- 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 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.

Most of the fields in the General tab of contact are straightforward (full name, company, category 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:

**Add Personal Details**
- File as
- Salutation
- Nickname
- Spouse
- Children
- Birthday
- Anniversary
- Hobbies
- Gender
- Languages

or on **Add Business Details** to bring up following window:

**Add Business Details**
- Department
- Office
- Profession
- Job title
- Manager’s name
- Manager’s phone
- Assistant’s name
- Assistant’s phone
- Referred by
- Bank account
- Freebusy URL
- Calendar URI
- Calendar request URI

Most of the additional fields are self-explanatory, however following categories 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.

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**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.
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:

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 CardWindow

Double click on a contact to bring up the Contact CardWindow. 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:

![Chat Contacts Pairing Assistant](image)

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.

- <Select Contact>
  - <New Contact>
  - Smith, Leslie (Local Folders/Contacts/)
  - Browning, Matt (Local Folders/Contacts/)
  - Resenheimer, Thor (Local Folders/Contacts/)
  - Monroe, Vince (Jerry Javornicky/Jerry Javornicky/Contacts/)
  - Anderson, Rick (Local Folders/Contacts/)
  - Burke, Shaun (Local Folders/Contacts/)
  - Yang, Susan (Local Folders/Contacts/)

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:

![Pair Contacts dialog](image)

**Contact Properties**

To get to the contact properties window, right click on particular contact folder and select **Properties**...

Following window will appear:
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.
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 processes 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.
About Calendar

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Please note that this is the only way to create search folders for calendar.
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:
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:
You can choose from up to two options- **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.
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, category, 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 -> Tools -> Settings -> Calendar**.

**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.

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.
**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:

![Customize toolbar window](image)

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.
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)
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.

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, category, recurrence 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.
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.

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 particular column header. Click the column header again to switch between ascending and descending orders.

**Searching Calendar**

**Agenda**

*Add new task*

- **In the Past** (10 items)
- **Yesterday**
- **Work** (January 12 - 13)
- **Today** (2 items)
- **Tomorrow** (1 item)
- **Saturday** (1 item)
- **Next Week** (2 items)

To search your Calendar use the Agenda section which you can find on the right-hand side of the interface.
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:
Category then calendar - will prefer category color and ignore calendar color.
Calendar then category - will prefer the color of a calendar and the category color will be determined only by the category 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.
**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.

![New Account window](image)

Fill in the URL of the shared CalDAV location, your username and your 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.
**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/Dismiss** buttons to dismiss the selected reminder or all displayed reminders. 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** 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.
support@emclient.com
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...

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

The General tab is used to define all the basic configuration:
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.

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.

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.
**Private event**
If you check **Private event**, this event will get a private status.

**Show as**
You can select a type of your event - You can be busy or you can be free.

- Busy
- Free
- Tentative
- Busy
- Out of Office

**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**.

**Category**
In the category drop-down menu, you can assign color-coded categories to the selected event. In the calendar's central view, events will be shown colored according to their categories designated here. In case of multiple calendars, each calendar is assigned its own category (see **Using More Than One Calendar**). The category's color will be shown in the event's heading (Except in a month view layout). For more details on Categories see **About Categories**.

**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
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".

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).

Calendar 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.
Calendar

- Jerry Javornicky
- Conference Room 105
  - Schedule
- Jerry Javornicky
- Events
  - Family
  - Schedule
- Paula Noble

*Simply click on the down-pointing arrow and select desired folder from a drop-down list.*
Event Requests
Once an Event has been created, you can send attendance requests to others through E-Mail.

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.

**Title:** Final Project Deadline  
**Time:** 2016/01/30 08:00-08:30 (GMT+01:00) Europe/Amsterdam  
**Organizer:** "Test" <test@emclient.com>

---

**Final Project Deadline**

**Start:** 1/30/2016 8:00:00 AM  
**End:** 1/30/2016 8:30:00 AM  
**Organizer:** Test <test@emclient.com>  
**Attendees:** Test <test@emclient.com> (Accepted, Required participant)  
Olivia Rust <olivarust@gmail.com> (No response, Required participant)

---

**Tip:** if you have a Google account set up in application, your Google Calendar will be automatically synchronized to your Calendar.

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**Attachments**

Like with Tasks and Contacts, you can attach files to your Events.

Press the clipboard icon to add any files relevant to this contact. Any image, power point, document files that are related to the event can be added to the Attachments tab.

**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.

**Location**

Location of the event - for example: at work, at home, at school...
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 minimalize it).

The Calendar sub-panel consists of two parts:
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.

![Create New Folder dialog](image)

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.
**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 panel](image.png)

A new sub-panel will open, containing the hierarchical tree of your task folders:

- **Jerry Javornicky**
  - **Jerry Javornicky**
    - **Old**
      - **Tasks**
    - **Local 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.
**About Tasks**

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Please, note that this is the only way, how to create search folders for Tasks.
**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.

### 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.

```
Column configuration 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.
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

![Task create-and-edit dialog](image)

**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.

Category:
In the category drop-down menu, you can assign color coded categories to the task. Categories 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 Categories see About Categories).

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:

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 shown in your Calendar view, just as you can see in the picture:
Instant Messaging

eM Client has built in 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, Facebook chat etc.

Instant Messaging service is fully integrated into its E-Mailing and Contacts managing modules, which means you easily browse your chat log like you can with E-Mails, and send emails to your Messaging contacts as easily as you can with your other E-Mail correspondents. Furthermore, the IM and E-Mail modules share their contacts pool; this way this product can merge your E-Mail 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 E-Mail 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.
**Instant Messaging**

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Click [here](#) to find out how to install and use transports on your Instant Messaging system.
About Instant Messaging

The eM Instant Messaging is built on the Jabber open source 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 an IM Account

In order to use the Instant Messaging function, you need to setup a Jabber account, Gmail account or Facebook 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 3 possible chat services - Facebook Chat, Google Talk and XMPP/Jabber.

Creating Jabber Account

Double-click on XMPP/Jabber option and the following window will appear:
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 IM account creating will be completed.

If you do not have a Jabber account **Register new Jabber account** and click **Next**.
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.
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 Facebook Chat**

Double-click on Facebook Chat option and following window will appear:
Type in your Facebook account details of an existing account and click on Log in and finish the process in the following window.

*If you have not created a Facebook account yet, click on the Sign up for Facebook button and your registration can begin.

**Setting up Google Talk**

Double-click on Google Talk option and following window will appear:
Enter your login information and click on the **Next** button. Finish

[Image]

Once you have an IM account, click on the **Online** button on the lower right corner to open the IM console.

Here in the IM console you can set your IM status
Your IM 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**.
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 IM contacts, click on their account in the contacts panel in the Sidebar, and in the Chat panel double-click on their name.

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 IM 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.
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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**Privacy**

When you right click on one of your IM 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.
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.

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.
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.
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 IM 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...**

![Privacy List Management](image)

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 IM 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 IM 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.
About Categories

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 Categories do.

Categories 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 Categories, and how to assign Categories.
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Follow these links to learn more about managing Categories, and how to assign Categories.
Working with Categories

Category Manager
You can access the Categories Manager window by selecting from Menu -> Tools -> Categories.

These four panels: Contacts, Mails, Events, Task allow you to manage categories for those four different areas.

Now you can set up your own shortcuts for particular categories.

Add... adds a new Category, opens up the Category Editor window.

Edit... customizes an existing Category, opens up the Category Editor window.

Remove: deletes an existing Category.

Move Up/Move Down: affects the order in which the Categories will be arranged in the category assignment drop down menus.
**Customize Categories**

This product comes with a set of pre-defined, most commonly used categories, such as Business, Personal, School etc. You may of course wish to change the pre-defined categories or add your own.

You can click Add... to add new categories or Edit... to edit existing categories, you will be brought to the Category Editor window.

**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.

**Shortcut:** choose from the list of various shortcuts to connect them with various categories.

**Use for:** Check each item type for which you wish the label to be available. In the sample case, the new category is going to be assigned to Contacts, Calendar Events, Mails and Tasks.
Assigning Categories to items

Whenever you create or edit an item, be it an E-Mail, a contact, a Calendar Event, or a Task, you can assign categories to it, a way to quickly recognize and assess the nature of the item.

Once categories are assigned, they will be shown when you view the items.

To assign a category to an item, select it in the drop-down Category menu, you can assign multiple categories to an item. To remove a category select it again from the list.

Assigning Categories to Calendar Events

Assigning Categories to Tasks
Assigning Categories to Contacts
You may also assign categories to items in their list views.
**Import**

You can import data from your previous E-Mail client through the Import Wizard.

Select **File -> Import:**

This product can import e-mails, 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.

Find out how to:

1. [Import from Microsoft Outlook](#)
2. [Import from Microsoft Outlook Express](#)
3. [Import from Windows Address Book](#)
4. [Import from Windows Mail](#)
5. [Import from Windows Live Mail](#)
6. [Import from Thunderbird](#)
7. [Import from folder with .eml files](#)
8. [Import data from The Bat!](#)
9. [Import events from iCalendar (.ics)](#)
10. [Import contacts from VCard (.vcf)](#)
11. [Import from .csv file](#)
12. [Import Contacts from Facebook](#)
13. [Import from Mbox (.mbox)](#)
14. [Import from XML file](#)
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11. [Import from .csv file](#)
12. [Import Contacts from Facebook](#)
13. [Import from Mbox (.mbox)](#)
14. [Import from XML file](#)
15. **Import from Microsoft Outlook (Legacy)**
Import from Microsoft Outlook

To import your e-mails, settings, meeting attendees, free-busy statuses, account passwords and much more from Microsoft Outlook Express select \textbf{Menu} \rightarrow \textbf{File} \rightarrow \textbf{Import} in the main menu:

Select Import from Microsoft Outlook and click on \textbf{Next}.
Import whole account(s)

This selection will allow you to import account settings from Microsoft Outlook. You can also choose what type of items will be imported. Select this option if you want to migrate an account(s) with all its data.

Import selected PST data file

PC\AppData\Local\Microsoft\Outlook\Outlook.pst

Back  Next  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, categories).

**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.

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.

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 e-mails from Microsoft Outlook Express select Menu -> File -> Import in the main menu:

Choose action:
- 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 from The Bat!

Description
This action will guide you through the process of importing data from Microsoft Outlook Express 5/6.

Select the Import from Microsoft Outlook Express option and click Next:
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.

Try to detect folder

Use specific folder

Browse...
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.
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 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:

**Contacts**

**Finish**
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.
**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**:

Choose the option **Import from Windows Mail** and click **Next**:

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.
Import from Windows Live Mail

To import your messages from Windows Live Mail click on Menu -> File -> Import

Choose action:

- 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 from The Bat!

Description

This action will guide you through the process of importing messages from Windows Live Mail.

choose the option Import from Windows Live Mail and click Next:
Here you can select either to import whole account(s) or selected folders from Windows Live Mail.

**Importing whole account(s)**

Finally, select accounts you want to import. You can also select what type of data you want to import from a particular account.

**Importing from selected folders**
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.

Click on Next to proceed to the next window.

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.
Import from Mozilla Thunderbird

To import your e-mails, events, tasks and rules from Mozilla Thunderbird select **File -> Import** in the main menu:

![Import from Mozilla Thunderbird](image)

Select the **Import from Mozilla Thunderbird** option, click **Next**.
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.
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.

Click on **Next** to finish the process.
**Import from .eml file**

It's possible to import your e-mails 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:

![Import window](image)

Choose the **Import from folder with .eml files** option and click **Next**. Another window appears.
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.
Import from The Bat!

To import e-mails from The Bat! select **Menu -> File -> Import** in the main menu:

Select the **Import from The Bat!** option, click **Next**.
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.
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**:

Select file or URL to import from. You can select multiple items by separating them with ";".
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.
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**:

---

Select folder from which you want to import contacts (.vcf files)

- Include subfolders
- Preserve Directory Structure

Select the folder in which the contacts will be stored:

**Contacts**

---

Finish
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.
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.
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.
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:
Now you can easily select an Mbox file (.mbox) that you want to import by clicking on the Browser 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.
**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...**

Several variants of export from the application are possible:

1. You can **export e-mails to .eml files**.
2. You can **export contacts to .vcf files**.
3. You can **export events to .ics files**.
4. You can **export tasks to .ics files**.
5. You can **export settings to .xml file**.

---

**Choose action:**

- Export to .eml files
- Export contacts to .vcf files
- Export events to .ics files
- Export tasks to .ics files
- Export settings to .xml file

**Description**

Export mail messages to a standard .eml format. There will be one file per mail message.
**Export**

To get to the export menu, click on **Menu -> File -> Export**…

Several variants of export from the application are possible:

1. You can **export e-mails to .eml files**.
2. You can **export contacts to .vcf files**.
3. You can **export events to .ics files**.
4. You can **export tasks to .ics files**.
5. You can **export settings to .xml file**.

---

```
Choose action:
- Export to .eml files
- Export contacts to .vcf files
- Export events to .ics files
- Export tasks to .ics files
- Export settings to .xml file
```

Description:
Export mail messages to a standard .eml format. There will be one file per mail message.

---

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440 N. Wolfe Road
Sunnyvale, CA 94085
California, USA
support@emclient.com
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**.

Choose the **Export data to .eml files** option and select folders to export.
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.
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.

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**.

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:

Choose the Export tasks to .ics files option and click Next.
Check all the items you want to export and click **Next**.

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 file 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.
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.
**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.

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

Yang, Susan

**Mail:** susan.yang@x1solar.com  
**Phone:** 836-571-6589

<table>
<thead>
<tr>
<th>History</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Today" /></td>
<td><img src="#" alt="Attachment" /></td>
</tr>
<tr>
<td><strong>You</strong></td>
<td><strong>11:49 AM</strong></td>
</tr>
<tr>
<td>test</td>
<td></td>
</tr>
<tr>
<td><img src="#" alt="Older" /></td>
<td></td>
</tr>
<tr>
<td><strong>You</strong></td>
<td><strong>11/21/2012</strong></td>
</tr>
</tbody>
</table>

**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

Gage, Kevin

Mail: kevin.gage@xlisolar.com
Phone: 888-423-9277

History panel is called so because it gathers all your written conversations with the contact. It includes E-Mails, 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 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 e-mails, 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 down-pointing 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

Add Instant Messaging Contact

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.
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.
Advanced information

The following sections contain information about technologies used in the application. If you want to take a look under the application’s hood, follow the white rabbit, and see the technology behind the magic, click on the topics below:

- Calendaring protocols
- E-mail protocols
- Instant Messaging Protocols
- Security protocols
- Security Certificates
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- [E-mail protocols](#)
- [Instant Messaging Protocols](#)
- [Security protocols](#)
- [Security Certificates](#)
Security Certificates

"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.

<table>
<thead>
<tr>
<th>To do this</th>
<th>Use whose</th>
<th>Kind of key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send an encrypted message</td>
<td>Use the receiver's</td>
<td>Public key</td>
</tr>
<tr>
<td>Send an encrypted signature</td>
<td>Use the sender's</td>
<td>Private key</td>
</tr>
<tr>
<td>Decrypt an encrypted message</td>
<td>Use the receiver's</td>
<td>Private key</td>
</tr>
<tr>
<td>Decrypt an encrypted signature (and authenticate the sender)</td>
<td>Use the sender's</td>
<td>Public key</td>
</tr>
</tbody>
</table>

Certificates

In practice, secure messages being passed between computers rely on Certificates. 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.

**S/MIME**

The application uses the Secure / Multipurpose Internet Mail Extensions or S/MIME standard for public key encryption and signing of e-mails.

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.
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, e-mail, 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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The following sections contain information about technologies used in the application. If you want to take a look under the application's hood, follow the white rabbit, and see the technology behind the magic, click on the topics below:

- Calendaring protocols
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- Security protocols
- Security Certificates
Calendaring 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.
**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 e-mail messages on a remote server. IMAP4 and POP3 are the two most prevalent Internet standard protocols for e-mail retrieval. Virtually all modern e-mail 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 e-mail 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 e-mail server that stores received messages in the recipient's e-mail mailbox. The user later retrieves these messages with either a web browser or an e-mail client that uses one of a number of e-mail retrieval protocols. While some clients and servers prefer to use vendor-specific, proprietary protocols, most support the Internet standard protocols SMTP for sending e-mail and POP3 and IMAP4 for retrieving e-mail, 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 e-mail 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

**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 e-mail 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, e-mail 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.
Instant Messaging Protocols

Introduction
Instant messaging provides the instantaneous communication of a telephone call, while avoiding the feelings of directness and confrontation of a tète-a-tête 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 uninterruptible 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 e-mail, 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 protocol 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.
About eM Client

Company Information
eM Client Ltd. is a young software company striving to compete with MS Outlook. We combine our previous experience with both e-mails and calendaring software to create a powerful, but easy to use e-mail client.

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