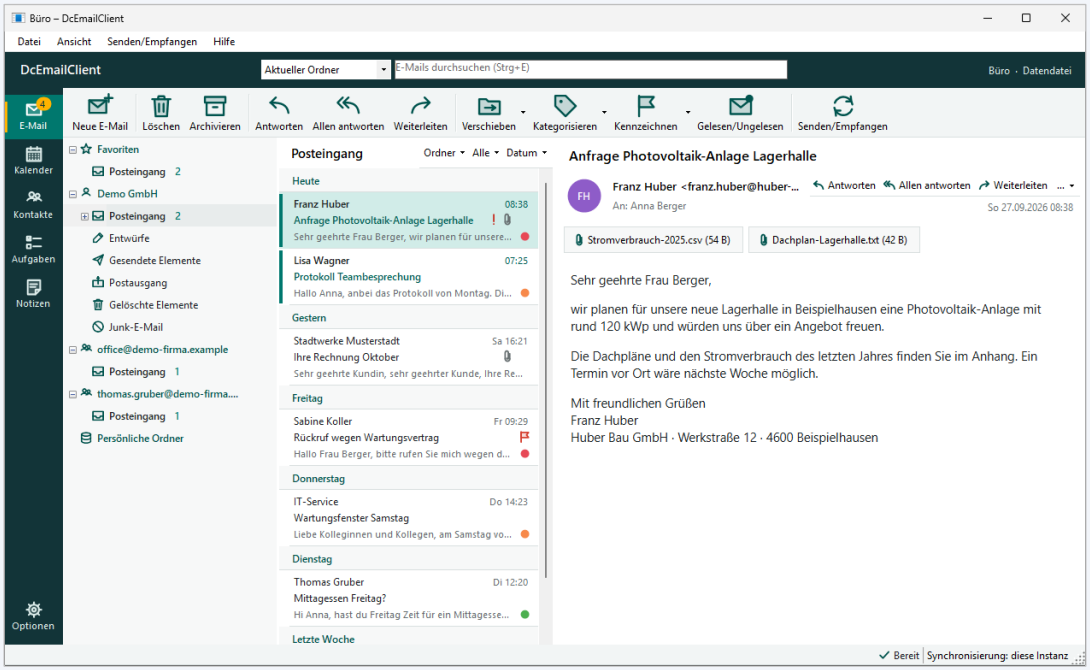
diecloud.at

USER MANUAL

DcEmailClient

Email, calendar, contacts, tasks and notes in one application – with multiple accounts, profiles, templates and rules.



Last updated: 5 November 2026 · Version 1.2026

Contents

Installation 4
No need to worry about Windows warnings 5
First start 5
DcEmailClient on Linux 6
Overview 7
The main window 7
Menu 8
Keyboard shortcuts (selection) 8
Help with F1 9
Language 9
Profiles and data storage 10
What is a profile? 10
Choosing, creating and switching profiles 10
Multiple windows and instances 12
Compacting the data file 12
Accounts 12
Account types and supported protocols 12
Adding an account 14
Default account 16
Transferring accounts to your phone (Android app) 17
Colleagues' mailboxes and shared mailboxes (Microsoft 365) 18
Additional addresses (aliases) 18
Microsoft 365 groups 19
Google sign-in 19
MySecureHarbor sign-in 20
Sign-in required 21
Offline period and synchronisation 21
Email 23
Folder pane 23
Message list 24
Customize view 24

Reading Pane....25
Writing, replying, forwarding....26
Quoting questions and answering them one by one....32
Default salutation....33
Emails from other programs....36
Templates....36
Flags, categories, tasks....39
Deleting and archiving....40
Default folder for senders and recipients....40
Search....40
Rules....42
External commands....44
Automatic replies....45
Calendar....46
Views and navigation....46
Creating and changing appointments....46
Series....48
Meetings....49
Suggesting times by email....50
Online meetings (Teams, Google Meet, Zoom, Webex, GoTo)....52
Moving or copying to another calendar....53
Importing and exporting....54
Appointment booking....54
Setting up the booking page....54
Activation....56
A different booking server....56
Synchronisation....56
Confirming or declining requests....57
Contacts....58
View....58
Editing contacts....58
Create contact from signature....59
Import and export....61

Tasks 61
Notes 62
DcEmailClient in the browser (web version) 63
Signing in and registering 63
Taking over accounts and settings 63
What the web version can do 64
Importing from other programs 64
From Outlook 64
From Thunderbird and eM Client 66
Emails from an Outlook data file (.pst) 67
Copying settings to another device 67
Exporting 67
Importing 68
Things to keep in mind 68
Options, categories and signatures 69
Colours and dark mode 70
Signatures 71
Notifications and reminders 72
Updates 72
Licence 73
Requesting a licence 73
Paying 74
Entering the licence key 74
Send suggestion / Report a problem 74
Votes 75
Submitting a support request 76
Demo 76
Troubleshooting 77

DcEmailClient is the email and organiser program from DieCloud.at: email, calendar, contacts, tasks and notes in one application, with multiple accounts and profiles, rules, categories, signatures, templates and reminders. Its operation is modelled on familiar office email programs, so anyone switching over will quickly find their way around.

As of October 2026, version 1.2026.

Installation

DcEmailClient is installed with `DcEmailClient-Setup.exe` (Windows 10 or 11, 64-bit). Setup automatically installs any missing prerequisites (.NET Desktop Runtime, WebView2 Runtime).

1. Double-click `DcEmailClient-Setup.exe`.
2. If programs such as Navision or PC Kaufmann are to send their emails with DcEmailClient, tick **Other programs send emails with DcEmailClient** on the **Welcome** page (see *Emails from other programs*). The tick box only appears as long as DcEmailClient has not yet been set up for this, and the setting can be changed later in the options.
3. On the **Welcome** page, choose the **program language** (default: same as Windows). It applies to all users of the computer; each user can change it for themselves later under *File → Sprache / Language*.
4. Click **Install**.
5. Windows asks whether the app may make changes to your device. Under *Verified publisher* it says **Walter Alfred Pachl** – confirm with **Yes**.
6. After installation, open DcEmailClient with **Launch** or via the icon on the desktop or in the Start menu.

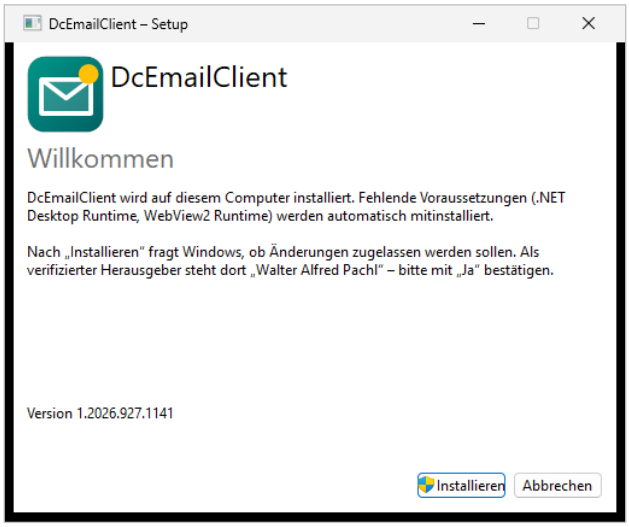


Figure 1: Setup: Welcome page

No need to worry about Windows warnings

Setup and program are digitally signed. The signature proves that the files come from the publisher and have not been changed since. Even so, Windows may show a warning for a new version – not because something is wrong, but because Microsoft SmartScreen only classifies a program as "known" after a certain number of downloads. Here is what to do:

Message	What to do
In the browser: "DcEmailClient-Setup.exe isn't commonly downloaded" or similar	Keep the file: in Edge via **…** → **Keep**, in Chrome via **Keep**.
Blue window "Windows protected your PC"	Click **More info**. If *Publisher* shows **Walter Alfred Pachl**, click **Run anyway**.
"Do you want to allow this app to make changes to your device?"	This is the normal prompt for administrator rights that every setup needs. Under *Verified publisher* it says **Walter Alfred Pachl** – confirm with **Yes**. If you do not have administrator rights, please contact your IT department.

Important: If the publisher shows "Unknown" or a different name, do not run the file – in that case it does not come from DieCloud.at. Download the setup again or ask Support. You can also check the signature yourself: right-click the file → **Properties** → **Digital Signatures** tab.

First start

On first start, DcEmailClient creates the profile **Default** and opens the window **Welcome to DcEmailClient**. There you choose how to begin:

- **Set up email account** – the setup wizard asks for the email address and the sign-in, done (see *Adding an account*).
- **Take over data from an export** – a settings file (`*.dcsettings`) that you created on another device with *File → Export settings…*: accounts including passwords, signatures, templates, rules, categories, salutations and options (see *Copying settings to another device*).
- **Take over data from another program** – Outlook, Thunderbird or eM Client on this computer (on Linux Thunderbird or eM Client): accounts, signatures, Quick Parts, templates, categories, rules, contacts and appointments (see *Importing from other programs*).

If the import brings an account with it, you can continue straight away; otherwise DcEmailClient asks again, because the program cannot be used without an email account. You can fetch emails from an Outlook data file (`.pst`) later via *File → Import emails from Outlook data file (.pst)…* (see *Emails from an Outlook data file (.pst)*).

DcEmailClient on Linux

Alongside the Windows version there is DcEmailClient for Linux (64-bit, x86-64). It offers email, calendar, contacts, tasks and notes with the same account types (IMAP, POP3, Microsoft 365, Exchange via EWS or ActiveSync, JMAP, CalDAV/CardDAV), rules, signatures, templates, suggested times, reminders, appointment booking and languages as the Windows version; menus, windows and keys correspond to it. This manual therefore applies to both; what works only on Windows is noted at the relevant feature (for example *Screenshot* when composing).

It is installed with one of the packages `DcEmailClient-Linux-x64.deb` (Debian, Ubuntu, Mint), `DcEmailClient-Linux-x64.rpm` (Fedora, RHEL, openSUSE) or `DcEmailClient-Linux-x64.tar.gz` (all others):

Package	Installation
`.deb`	`sudo apt install ./DcEmailClient-Linux-x64.deb`
`.rpm`	`sudo dnf install ./DcEmailClient-Linux-x64.rpm` (openSUSE: `sudo zypper install ./DcEmailClient-Linux-x64.rpm`)
`.tar.gz`	unpack and run `./install.sh` – sets up DcEmailClient for the logged-in user without administrator rights; `./install.sh --uninstall` removes it again

You start DcEmailClient from the application menu or with the command `dcemailclient`. The command understands the same arguments as on Windows (`--profile`, `--profiles`, `--module`, `mailto:…`, `.eml`, `.ics` and `.vcf` files).

Please note:

- **Message text:** DcEmailClient displays messages with **WebKitGTK**, the system's browser component (never scripts or forms, pictures from the internet only after approval). If it is missing, a notice with your distribution's install command appears in the Reading Pane; **Install Now** sets it up after you enter the administrator password, **Copy Command** puts the command on the clipboard. Until then a built-in renderer draws the text, somewhat more simply. The .deb and .rpm packages already recommend WebKitGTK.
- **Passwords** are kept in the system keyring (libsecret, e.g. GNOME Keyring or KWallet). If there is none, DcEmailClient stores them encrypted in a file that only your user can read.
- **Spell check** uses the system's Hunspell dictionaries; those of the languages you want must be installed (e.g. `hunspell-de-at`).
- **Import** takes over from Thunderbird. Import from Outlook and eM Client and from .pst files exists only on Windows.
- **Updates:** you install a new version with the new package; *Check for Updates* does not exist on Linux.
- Profiles, data files, logs and settings are located under `~/.config/DieCloud/DcEmailClient` and `~/.local/share/DieCloud/DcEmailClient`.

Overview

The main window

The main window is divided into four zones:

Zone	Content
Title bar (top, petrol-coloured)	Program name, **search box** (Ctrl+E) and the open profile with its storage type
Navigation bar (left)	Email, Calendar, Contacts, Tasks, Notes and, at the bottom, **Options**; the email icon shows the number of unread messages in all inboxes
Module (centre)	Command bar with large buttons, folder pane, list and reading/detail pane of the selected module
Status bar (bottom)	Number of items, synchronisation status, which instance is synchronising, "Sign-in required" notice

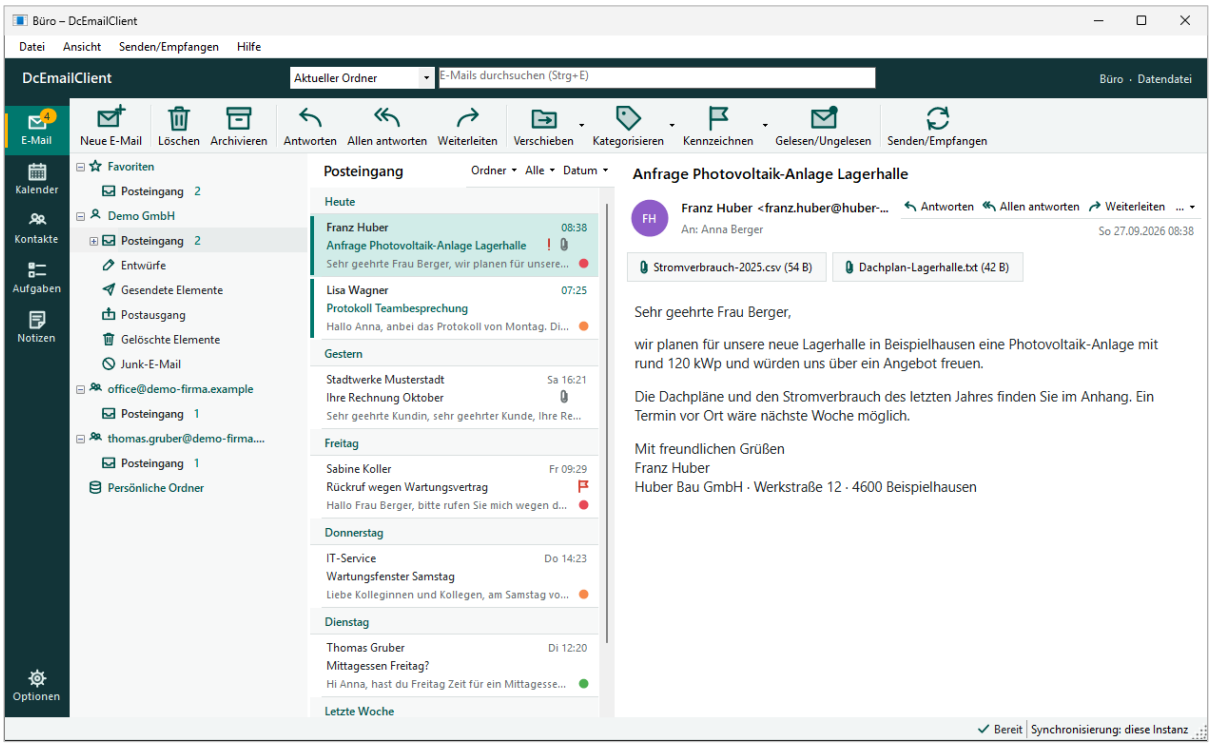


Figure 2: The main window with the Email module: folder pane, message list and Reading Pane

You switch between the modules with a click in the navigation bar or with **Ctrl+1** to **Ctrl+5**.

Menu

Menu	Commands
File	New Window, New Email, New Item (appointment, contact, task, note), open another profile as well, Switch Profile, Import (Outlook, Thunderbird, eM Client), Import emails from Outlook data file (.pst)..., Export settings..., Import settings..., Account Settings, Automatic Replies, Rules, **External Commands**, Categories, Signatures, Templates, Appointment Booking, Booking Requests, Options, **Sprache / Language**, Set as Default Email Program, Compact Data File, Exit
View	Switch modules, Reading Pane right/bottom/off, Customize view (layout and columns of the message list)
Send/Receive	Send/Receive All Folders (F9), Synchronisation Status
Help	Manual, **Help Topics** (table of contents of the F1 help), **Getting Started** (First Steps: step-by-step guide for getting started, appears at start-up until you tick *Don't show again*), Open Log Folder, Open Data Folder, Start Demo (only if enabled), Licence, Send Suggestion / Report a Problem, My Suggestions, Submit a Support Request, My Support Requests, **Check for updates**, About (version, profile, storage location; **Third-party licences** shows the licence notices of the included third-party components)

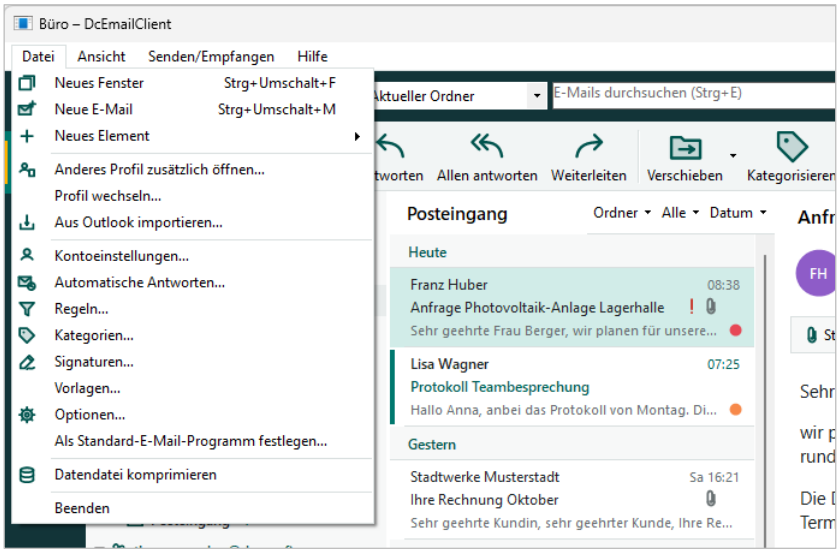


Figure 3: The File menu

Keyboard shortcuts (selection)

Key	Effect
Ctrl+1 ... Ctrl+5	Email, Calendar, Contacts, Tasks, Notes

Key	Effect
Ctrl+N	new item in the current module
Ctrl+Shift+M / A / C / K / N	new email / appointment / contact / task / note from any module
Ctrl+E or F3	Search
F9	Send/Receive
Ctrl+Shift+F	new main window
Del / Shift+Del	delete / permanently delete
Ctrl+R, Ctrl+Shift+R, Ctrl+F	reply, reply all, forward
Ctrl+Shift+Q	quote the selected text in the reply
Ctrl+Q / Ctrl+U	mark as read / unread
Ins	flag
Ctrl+Shift+V	move to folder
Ctrl+Z	undo deleting, moving or archiving
Home (in the folder tree)	go to "All Inboxes" (with one account: to its Inbox)
Ctrl+P	print
Ctrl+F / Ctrl+H (when composing)	find in the message text / find and replace
F4 (in an opened message)	find in the message text
F1	help for the current window or input field

Help with F1

F1 shows the help for the window or input field you are currently in – from the main window and the compose window to the account settings. *Help → Help Topics* opens the table of contents with all windows. You can add your own notes to each entry, even for fields that do not yet have any help; updates never overwrite your notes. *Help → Manual* opens the complete manual.

Language

DcEmailClient is available in German, English, French, Russian, Chinese (Simplified), Polish and Hungarian. You choose the language under *File → Sprache / Language*; the menu item is always labelled in German and English as well, plus the current language if it is a different one (e.g. *Sprache / Language / Langue* in French), and the languages are listed in their own spelling – so you can find it in any language. After you choose, DcEmailClient closes all windows and restarts in the new language.

The setting applies to your Windows user; the default for all users of the computer is chosen during setup (see *Installation*).

Switching the language changes:

- menus, windows, messages, the F1 help as well as *Help → Manual* and *Help → Getting Started*, which open the translated documents,
- the header block and subject prefixes of replies and forwards (e.g. "From:/Sent:" and "RE:/FW:"); DcEmailClient recognises received replies and forwards in all languages,
- the names of the default folders (Inbox, Calendar …),
- the automatic salutation: it follows the rules of the language in which you write to the recipient (otherwise of the program language), e.g. "Dear Doctor Smith," or "Bonjour Docteur Dupont,", with separate templates per language (see *Default salutation*),
- emails and pages from the servers: licence keys, name and description of the licence types, payment requests, replies to suggestions and support requests, the payment page and the booking pages of appointment booking; your customers see the booking page and confirmation emails in the language of your program.

The Android app appears in the language of the phone; when the accounts are transferred by QR code, it switches to the language of the PC.

Profiles and data storage

What is a profile?

A profile combines all accounts, folders and items that are displayed together. Each Windows user can create any number of profiles (e.g. "Office" and "Private"). On first start, DcEmailClient automatically creates the profile **Default** with a data file. If a profile does not yet have an account, the window **Welcome to DcEmailClient** opens after start-up, offering the choice between a new account and taking over existing data (see *First start*).

Each profile stores its data either

- in a **data file** (`*.dcmd`, by default under `%LOCALAPPDATA%\DieCloud\DcEmailClient`) – comparable to an offline data file: all messages, appointments, contacts, tasks and attachments in one file, also available offline; or
- in a **MongoDB database** – suitable if the same data is to be used from several computers.

Choosing, creating and switching profiles

The **Choose Profile** dialog appears at start-up if there are several profiles without a default or if "Always ask at start-up" is set, and also via *File → Switch Profile* or *File → Open Another Profile as Well*. There you can create, edit, copy and remove profiles and set one as the default.

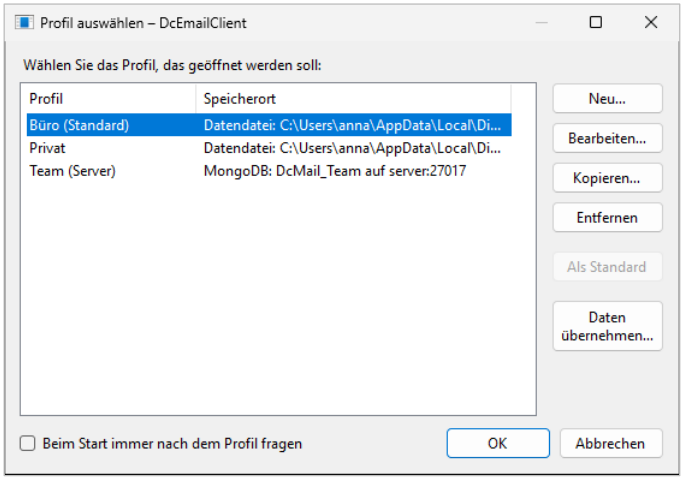


Figure 4: Choose Profile

- **Switch Profile** closes all windows of this instance and restarts DcEmailClient with the selected profile.
- **Open Another Profile as Well** starts another instance with the other profile; both run side by side.

When creating a profile, you choose its name and storage type. For MongoDB, enter the connection string (e.g. `mongodb://server:27017`) and the database name; you can test the connection.

In the **Templates** section, use **Set up…** to specify where the profile's email templates are kept. This location is independent of where the profile stores its messages, appointments and contacts – see the section *Templates* in the chapter *Email*.

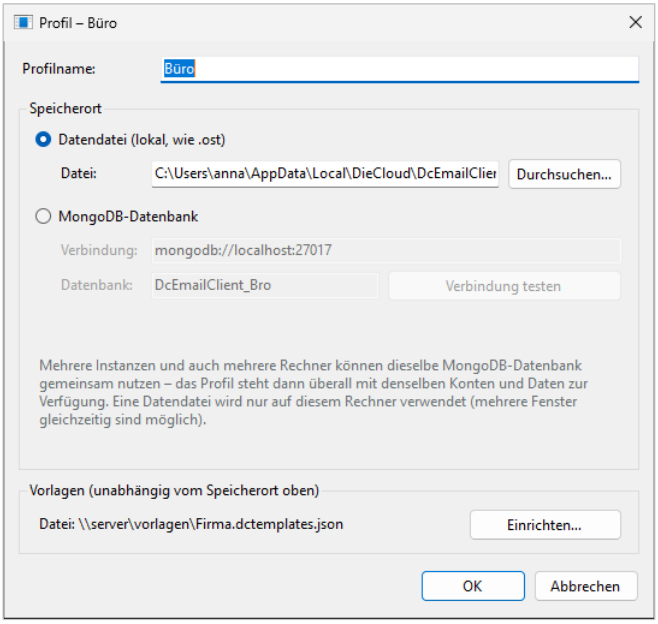


Figure 5: Edit profile: name, storage location and templates

Multiple windows and instances

You can start DcEmailClient as often as you like and open further windows in each instance (*File → New Window*, Ctrl+Shift+F). All instances of the same profile work with the same data: whatever you read, move or create in one window appears in all the others within a second.

Only **one** instance ever talks to the mail servers – the "sync instance". It

- receives new messages, sends the Outbox and synchronises folders, calendars, contacts and tasks,
- runs the rules,
- shows desktop alerts and reminders and has the icon in the notification area of the taskbar.

This avoids duplicate retrievals, rules being run twice and duplicate reminders. Which instance is synchronising is shown on the right of the status bar. If the sync instance is closed, another one takes over immediately; if it crashes, after 30 seconds at the latest. With MongoDB, this also applies across computers.

Compacting the data file

After deleting many messages, *File → Compact Data File* releases the space freed up in the file (only for profiles with a data file).

Accounts

Account types and supported protocols

DcEmailClient supports these protocols, in the Windows and the Linux version alike:

- **Receiving email:** IMAP (with push via IDLE), POP3, Microsoft Graph (Microsoft 365, Exchange Online, Outlook.com), Exchange Web Services (EWS), Exchange ActiveSync and JMAP.
- **Sending email:** SMTP (with SSL/TLS or STARTTLS), or via the account's server with Microsoft Graph, EWS, ActiveSync and JMAP.
- **Calendar, contacts and tasks:** Microsoft Graph, EWS, Exchange ActiveSync as well as CalDAV and CardDAV (e.g. mailcow/SOGo, Nextcloud, Stalwart).
- **Sign-in:** user name and password; with Microsoft 365 and Google in the browser (OAuth 2.0, with Google also for IMAP/POP3/SMTP).
- **Invitations:** iCalendar (`.ics`) by email, understood by every common mail program.
- **Existing accounts:** Exchange via MAPI over HTTP keeps working but is no longer offered for new accounts.

Which account type uses which protocol:

Type	Receiving	Sending	Calendar, contacts, tasks
IMAP	IMAP, folders are synchronised with the server, push via IDLE	SMTP	locally in "Personal Folders"
POP3	POP3, messages are downloaded to local folders	SMTP	locally in "Personal Folders"
Microsoft 365 / Exchange Online	Microsoft Graph, quick inbox check	Microsoft Graph	synchronised with the server (incl. To Do lists), also for shared mailboxes
Google (Gmail, Google Workspace)	IMAP with the Google sign-in or an app password	SMTP	locally in "Personal Folders"
Exchange (EWS)	Exchange Web Services, e.g. on-premises Exchange or grommunio; synchronisation at the set interval	via the server	synchronised with the server (calendar including series, contacts, tasks)
Exchange ActiveSync	ActiveSync	via the server	synchronised with the server
JMAP	JMAP, e.g. Stalwart, Cyrus, Fastmail; new messages immediately (push)	via the server	via a CalDAV/CardDAV account, if the server offers one
CalDAV/CardDAV	–	–	calendars, contacts and tasks of a server (e.g. mailcow/SOGo, Nextcloud)
Personal Folders	–	–	local mail folders, calendar, contacts, tasks, notes; created automatically as soon as something has to be stored locally (e.g. a contact or draft with IMAP/POP3)

Exchange via *MAPI over HTTP* is no longer offered when creating an account; for Exchange servers, choose *Exchange (EWS)* or *Exchange ActiveSync*. MAPI accounts that have already been created continue to work; in the account window, **Auto-detect** under *Server* finds the server via Autodiscover. EWS accounts do not yet have immediate notification of new emails, search on the server, contact groups and the automatic reply (out of office).

"Personal Folders" can be renamed in the account settings and deleted together with its contents using **Remove** (local emails, calendar, contacts, tasks and notes). If DcEmailClient later needs local

folders again, for example for the calendar and contacts of an IMAP account, it creates them again, empty.

Adding an account

File → Account Settings → New… opens the **setup wizard** (on first start without an account it appears by itself). It needs only three steps:

1. Enter the **email address** (and your name).
2. DcEmailClient looks for the right servers and suggests the best account type – Microsoft 365, Google, Exchange (EWS or ActiveSync), JMAP, IMAP, POP3 or CalDAV/CardDAV for calendars and contacts. It recognises them from well-known providers, the domain's mail servers, Exchange Autodiscover (also via DNS SRV) and the mail server's configuration file ("autoconfig"). If the provider offers no automatic configuration (e.g. World4You), the wizard queries the domain's mail server (MX record) directly; if it runs under the hoster's name, the wizard takes that name (e.g. *mail32.world4you.com*) so that the certificate matches.
3. **Sign in:** with a password (the program finds the server address itself) or, with Microsoft 365 and Google, in the browser. The sign-in is checked right away; with IMAP, DcEmailClient also looks for the server's calendars and contacts (CalDAV/CardDAV) and, if a calendar service is found, creates a second account for calendars, contacts and tasks.

If the wizard cannot find the servers or the sign-in fails, a message states the reason. **Set up manually…** takes you at any time to the familiar account window with everything found so far, and you enter the rest by hand. There, **Auto-detect** suggests servers and ports (well-known providers, autoconfig, MX record), and **Test Connection** checks the incoming and outgoing mail servers.

If DcEmailClient does not find the calendar service itself, or you create a POP3 account, use the server's calendar, contacts and tasks (e.g. with mailcow/SOGo or Nextcloud) like this: in the account window, switch on **Also synchronise calendars, contacts and tasks from this server (CalDAV/CardDAV)** on the **Calendar and Contacts** tab. **Search automatically** finds the server address (DNS record of the domain, `/.well-known/caldav`, common paths); otherwise enter it by hand, e.g. `https://server/SOGo/dav/`. When you save, a second account (CalDAV/CardDAV) with the same credentials is created next to the mail account; **Test Connection** checks both. The tab exists only when creating the account – to add it to an existing mail account, use *New → CalDAV/CardDAV Account*.

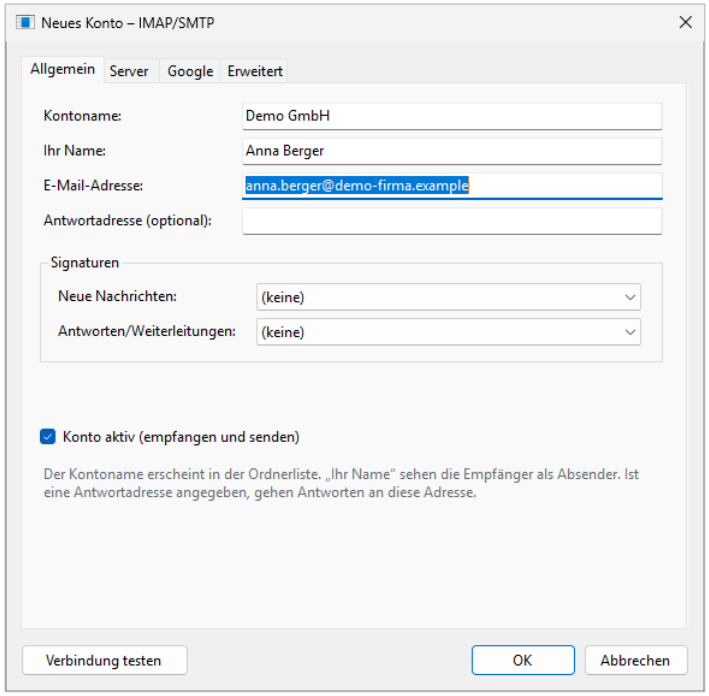


Figure 6: New IMAP account, General tab

For Microsoft 365, click **Sign In…**; your browser opens for signing in. The first time, Microsoft asks whether DcEmailClient may access your mailbox.

If Microsoft shows "Need admin approval" instead, your organisation only allows apps after approval by an administrator – a common security setting, not an error. DcEmailClient then explains in a separate window why the approval is needed and what it allows: DcEmailClient only works on your behalf and only sees what you also see in Outlook; your data does not pass through DieCloud.at servers. If you are an administrator, choose **Approve as administrator…**; otherwise **Copy link** or **Copy text for IT** pass the link together with an explanation on to your IT department. An administrator consents once for the whole organisation; you then sign in again. The link **Why is approval required?** in the account dialogue opens the same window.

Outlook.com, Hotmail, Live and MSN: Personal Microsoft accounts are also set up as **Microsoft 365**. Enter the email address, click **Sign In…** and sign in with your Microsoft account in the browser. Mail, calendar, contacts and tasks are then synchronised with the server just as with a business account; approval by an administrator is not needed for personal accounts. Setting it up as an IMAP account is possible (**Auto-detect** enters the Outlook.com servers), but most Outlook.com accounts no longer allow signing in with a password.

Gmail and Google Workspace: Gmail does not accept the normal Google password. There are two ways:

- **With the Google sign-in (no password):** On the **Google** tab, switch on *Receive and send email (IMAP/SMTP) with the Google sign-in*, choose **Sign in with Google…** and confirm access to Gmail in the browser. No password is then needed (see *Google sign-in*). A prerequisite is a stored Google app (see the installation manual).

- **With an app password:** Switch on *2-Step Verification* in the Google account, then create an app password named "DcEmailClient" at myaccount.google.com/apppasswords and enter the 16 characters (without spaces) as the password. **Auto-detect** enters the Gmail servers and explains these steps. If DcEmailClient asks for the password later, the window reminds you of this for Gmail accounts; the link **Create an app password at Google…** opens the page directly in the right Google account – important if several Google accounts are signed in in your browser. If Google shows "The setting you are looking for is not available for your account." there, check at the top right that the right account is selected; for accounts whose second step consists only of passkeys or security keys, and for Google Workspace accounts whose administrator has blocked app passwords, Google does not offer app passwords.

Passwords are stored encrypted for your user account using the Windows Data Protection API.

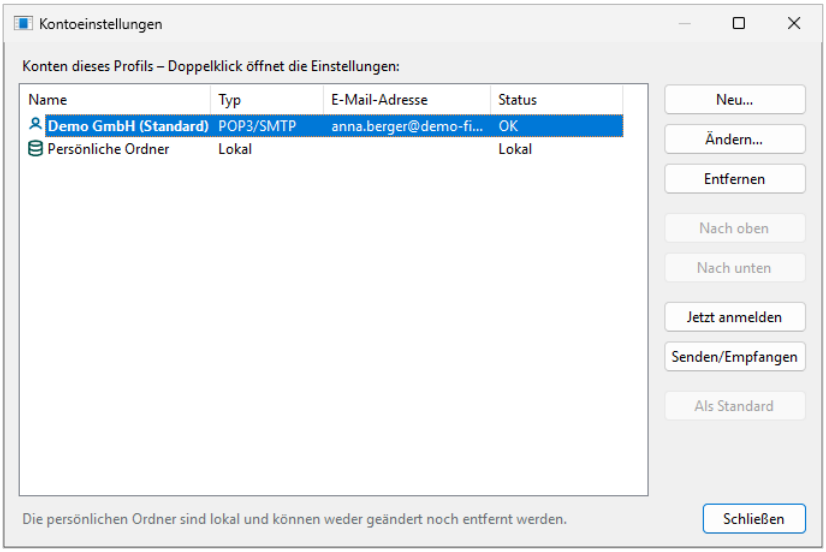


Figure 7: Account Settings: all accounts of the profile

Default account

The **default account** is the sender of new messages that do not belong to a particular account: *New Email* from the menu or the notification area icon, email to a contact or contact group, `mailto:` links and messages from other programs (see *Emails from other programs*). The default signature is based on this account.

To set it: *File → Account Settings*, select the account, **Set as default**. The default account appears in bold in the list with the suffix "(Default)". If none has been set – or if it is removed or disabled – the top account in the list applies.

New messages you start in a folder of another account are still sent from that account; replies and forwards from the account of the original message. You can change the sender at any time in the compose window. The default account applies to the whole profile, i.e. to all instances and the mobile app.

Transferring accounts to your phone (Android app)

There is an app for Android phones to go with DcEmailClient. It is still in the **beta phase**; as soon as it is available in the Google Play Store, we will notify all registered users. You do not have to type your accounts in again on your phone:

1. *File* → *Account Settings*, **To phone…** – the window shows a QR code and a six-digit code below it.
2. On the left, tick the accounts that should go to the phone. **Also transfer signatures with their settings** includes all signatures, plus the accounts' default signatures (new messages, replies) and *automatic signature*.
3. In the app, under **Add account**, tap **Import from PC (QR code)**, scan the QR code and enter the six-digit code.

The passwords are stored encrypted in the QR code and can only be decrypted with the code – so a photo of the QR code alone is not enough. After 10 minutes a new QR code with a new code is generated automatically; **New code** generates one immediately. Microsoft 365 accounts sign in again once on the phone. If the transfer is too large for one QR code, several QR codes alternate – simply hold the phone up to them until all have been read. Images in signatures (such as a high-resolution logo) are reduced to their display size for this; the signature on the PC remains unchanged. If a signature is still too large, it is left out, the window names it, and the previous assignment remains on the phone. If the ticked accounts themselves do not fit, transfer them one after the other.

Transferring never changes anything without asking. The app simply creates new accounts and signatures. If something already exists on the phone that differs from the PC, it asks: for an account, whether its settings or default signatures should be taken over from the PC; for a signature with the same name but different content, whether it should be replaced; and for automatic signature, whether it should be switched on or off as on the PC. Anything identical stays as it is without asking. Without **Also transfer signatures with their settings**, existing accounts on the phone keep their default signatures.

Setting up an account on the phone itself. You can also manage without the PC: in the app tap **Add account**, enter your name and email address and tap **Continue** – the app looks up the servers for that address (Autodiscover, Autoconfig and the domain's MX and SRV records) and shows the possible account types, the best one first: *Microsoft 365*, *Exchange (EWS)* for Exchange Server and grommunio, *Exchange ActiveSync*, *JMAP*, *MySecureHarbor*, *IMAP*, *POP3* and *CalDAV/CardDAV* (calendars and contacts only). Tapping one leads to the sign-in: Microsoft 365 and MySecureHarbor sign in via the browser, otherwise a user name and password are enough; for Exchange via EWS or ActiveSync the app finds the server address via Autodiscover. The connection is tested straight away, and for an IMAP or POP3 account the app also sets up calendars and contacts if the server offers them. If something does not work, **Set up manually** leads to the account page: there you enter the account type, server address, user name and password yourself – **Search automatically** looks up the server address – and for a new IMAP or POP3 account you can additionally create a CalDAV/CardDAV account for calendars and contacts.

Signatures on the phone. In the app's menu, **Signatures** (also under *Accounts* → ⋮ → *Signatures*) opens the list of your signatures. Tapping one shows the signature as it appears in the message, including the logo; you edit the text directly in it, bold, italic and underline via the bar above it, then **Save** (✓). **+** creates a new signature, *⋮* → *Delete* removes one. Below, for each account, you choose the signature for new messages and for replies and forwards and switch automatic signature on or off; this takes effect immediately. Elaborate signatures (tables, inserting images, links) are better edited on the PC and then transferred via QR code.

Using the phone. The Back key or gesture goes back one page (from a message to the list, from an appointment to the calendar) and closes the menu with the accounts; on the start page of Calendar, Tasks or Notes it switches to Mail, in a folder to *All Inboxes* – only there does it close the app. When you bring the app back from the background, it synchronises immediately and shows new messages in the open list. Links in messages open in the browser or the responsible app. Next to an appointment's location, the globe opens Google Maps (app or browser) with that address.

In the background and notifications. The app fetches new emails about every 15 minutes even when it is in the background; Android decides the exact time (in battery saver mode the fetches may be delayed). It reports new messages as a notification with sender and subject, bundled per account; tapping it opens the app. From Android 13 onwards, the app asks for permission on first start; you set sound and appearance per channel (*New emails*, *Reminders*) in the Android settings. When you create or edit a task, you can give it a **reminder** with date and time (default: 08:00 on the due date). Due reminders for tasks and appointments appear as notifications – within half a minute while the app is open, in the background with the next synchronisation. The app downloads large attachments or files from the cloud in the background ("Loading attachment …"); files over 50 MB are skipped with a notice.

Colleagues' mailboxes and shared mailboxes (Microsoft 365)

Mailboxes to which your account has full access – shared mailboxes such as `office@`… as well as colleagues' mailboxes – are found by DcEmailClient itself and shown with their folders and calendars under the account. Anything that does not appear automatically you enter in the account settings on the **Microsoft 365** tab under **Shared mailboxes** (one address per line). The list is therefore only a supplement: below it, you can see which mailboxes DcEmailClient has found automatically and which entries are therefore unnecessary. The automatic search requires the administrator's one-time consent to directory access and runs hourly; without this consent, only the list applies. If you have just been granted new permissions, **Search for mailboxes now** on the same tab searches immediately and shows below it which mailboxes have been added; they appear in the folder list at the next synchronisation (newly granted permissions often only take effect at Microsoft after up to an hour – if the search does not find a mailbox yet, try again later). If you have the "Send As" permission for such a mailbox, the compose window also offers it as a sender; replies from the mailbox go out with its address. You set a separate default signature for each mailbox under *File* → *Signatures*.

Additional addresses (aliases)

If your mailbox has several addresses (e.g. `wp@diecloud.at`, `wp@pachl.at`, `wp@billigerdrucken.at`), all of them are available as senders in the compose window. With Microsoft 365, DcEmailClient fetches

the aliases from the server itself; for other accounts, enter them in the account settings on the *General* tab under **Additional addresses**, separated by commas. Replies and forwards go out from the address the message was sent to. Each address can have its own default signatures (*File → Signatures*). With Microsoft 365, the administrator must allow sending from alias addresses once for the organisation (Exchange Online: `Set-OrganizationConfig -SendFromAliasEnabled $true`); otherwise the server sets the primary address as the sender.

Show the alias in the message list. So that you can see at a glance which of your addresses a message was sent to, switch on **Show alias in the message list** in the account settings on the *General* tab (default: off, separately for each account). In the compact layout the address then appears after the sender (“to wp@pachl.at”, for messages you sent yourself “from wp@pachl.at”); in the single-line layout you show the **Alias** column under *View → Customize view* instead, and you can also sort and group by it. Messages to the account's primary address stay without an addition. Independently of this option, there is an **Alias** field next to the search box (see “Searching”).

Microsoft 365 groups

Groups of which you are a member – such as "All staff" or the group behind a team – are shown by DcEmailClient under the entry **Groups** in the folder list, one folder per group with its conversations. Each post appears as a separate message; posts belonging to one conversation are kept together. **Reply** and **Reply All** write to the group; the reply ends up in the same conversation. You start a new conversation with a new message to the group's address. You will find the group's calendar in the Calendar module as "Calendar (group name)"; you can also create and change appointments there.

Microsoft does not store who has read group posts. "Read", flags and categories therefore only apply in DcEmailClient; when a group is synchronised for the first time, everything already there counts as read. Posts cannot be moved to other folders of the account (they can be moved to the personal folders); deleting only removes them from DcEmailClient, not from the group. Groups you have newly joined or left appear or disappear at the next synchronisation.

If the **Groups** entry does not appear, the administrator's consent is usually missing: access to groups always requires their approval, even if you were allowed to sign in yourself. In the account dialogue (**Microsoft 365** tab), **Request admin consent…** opens the link for this.

Google sign-in

On the **Google** tab of the account settings (for every account type), sign the account in to Google with **Sign in with Google…**. DcEmailClient then creates Google Meet meetings itself for this account's appointments (see *Online meetings*). The Google account does not have to match the email address; DcEmailClient only receives the right to create Meet rooms and does not store a password.

Email with the Google sign-in (Gmail, Google Workspace): If *Receive and send email (IMAP/SMTP) with the Google sign-in* is switched on, DcEmailClient retrieves messages via IMAP or POP3 and sends via SMTP with this sign-in – without a password and without an app password. The sign-in then additionally asks for access to Gmail; if it is deselected in the browser, "… without access to the mailbox" appears in red and a new sign-in is required. If the sign-in expires, DcEmailClient asks at the

next synchronisation whether you want to sign in again. The setting only exists for accounts at Google (address at Gmail or a Google server).

- A prerequisite is a Google OAuth client that the administrator provides for all users (see the installation manual). If it is missing, "No Google OAuth client stored …" appears in red and signing in is disabled.
- Signing in opens the browser; while it is in progress, the button is called **Cancel sign-in**. Afterwards it says "Signed in as …", and the button is called **Choose another Google account…**.
- **Sign out of Google** removes the sign-in; Meet links already created remain valid.
- If you have not signed in beforehand, sign-in starts automatically with the first Google Meet appointment.
- Under **Advanced: custom Google OAuth client (only if needed)**, an administrator can enter the client ID and client secret of their own Google app; **How do I set up my own Google OAuth client?** shows the instructions. After changing the client, you need to sign in again.

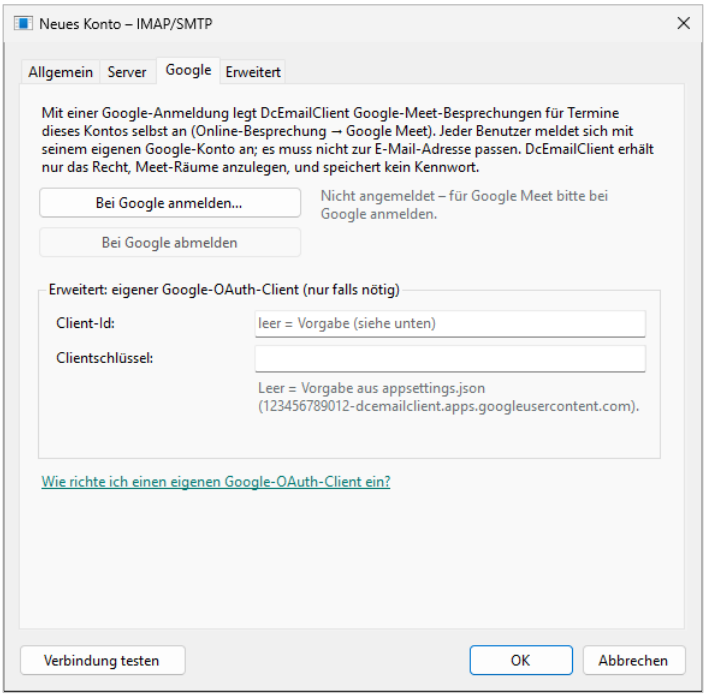


Figure 8: Account Settings, Google tab

MySecureHarbor sign-in

MySecureHarbor is the mail and identity service from DieCloud.at, which can also be run on your own premises. You set up an account there without a password in the program: the setup wizard recognises MySecureHarbor from the email address (the domain's server provides a description at `/.well-known/mysecureharbor`) and suggests **MySecureHarbor (sign in in the browser)** as the first choice. After **Next** the browser opens; you sign in to MySecureHarbor there, with your password and – if set up – a second factor. DcEmailClient only receives the right to access the mailbox (a token), checks the access straight away and creates the account.

- The account works with **JMAP** – new messages arrive instantly. If you prefer IMAP/SMTP, choose **MySecureHarbor via IMAP/SMTP (sign in in the browser)**; sign-in then uses *OAUTHBEARER*.
- No password is stored, only a token; it is kept encrypted with the account (on Windows with the Data Protection API, on Linux in the keyring, on the phone in the Android Keystore) and renewed automatically every 15 minutes.
- In the account settings, **Sign-in:** with the signed-in user replaces the password field. **Sign in again…** repeats the sign-in, **Sign out** revokes it at MySecureHarbor.
- If the sign-in expires or is revoked in MySecureHarbor, DcEmailClient asks at the next synchronisation whether you want to sign in again in the browser.
- **Android app:** under *Add account* enter the email address, tap **Continue** and tap **MySecureHarbor** in the list; the sign-in opens in the browser. Taking a MySecureHarbor account over from the PC by QR code is not possible yet – set it up on the phone as described.
- **Web version:** the sign-in opens in a new window; for this the operator must register the website as a client in MySecureHarbor (see the installation manual).
- Programs without browser sign-in use an **app password** from MySecureHarbor; in the wizard you then choose *JMAP* or *IMAP/SMTP* and enter the app password as the password.

Sign-in required

If a server rejects the sign-in (password changed, sign-in expired), **Sign-in required** appears in the status bar. Clicking it asks for the password again or starts the Microsoft 365 or Google sign-in. For Gmail accounts, the password window explains that an app password is required (see *Adding an account*).

Offline period and synchronisation

In the advanced account settings you specify how often synchronisation takes place (default 5 minutes). With IMAP, new messages in the Inbox arrive immediately via push. With Microsoft 365, the **Quick inbox check** checks only the inboxes (including those of shared mailboxes) for new messages between the regular synchronisations – almost like push; you can choose Off, every 15, every 30 (default) or every 60 seconds. DcEmailClient downloads the Junk Email folder of IMAP accounts only if you switch on **Download Junk Email folder** in the advanced account settings (default: off).

Like Cached Exchange Mode in Outlook, DcEmailClient keeps only the messages of a certain period offline for IMAP and Microsoft 365 accounts. The **Keep messages offline** setting offers 3 days, 1 week, 2 weeks, 1, 3, 6, 12 or 24 months, 5 years or **All** (default: 12 months). Within this period, the list and content of every message are available locally and can be read even without a connection. Older messages remain on the server.

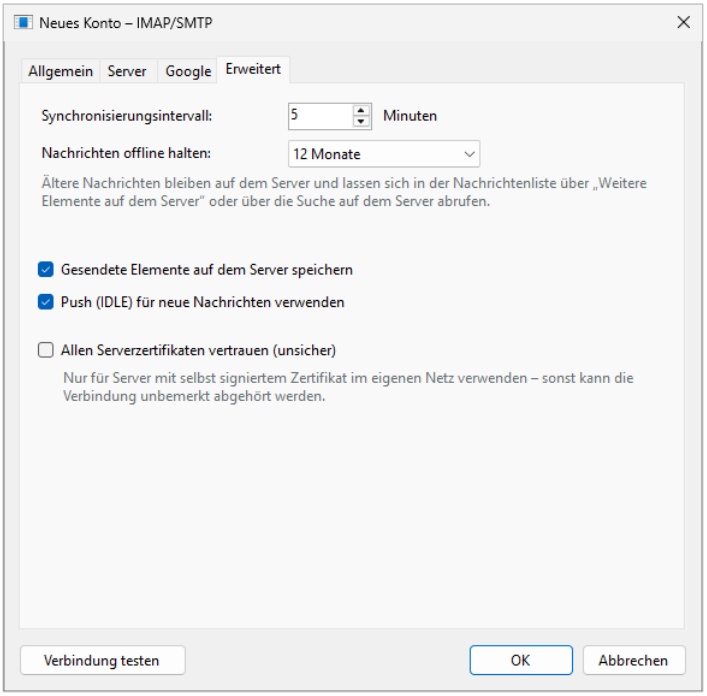


Figure 9: Advanced tab: synchronisation interval and offline period

- **Increasing the period:** At the next synchronisation, the missing older messages are retrieved.
- **Reducing the period:** Messages before the new period are removed locally; they remain on the server. Likewise, messages that "grow out" of the period disappear over time. The clean-up runs after a synchronisation, at most every six hours. Flagged messages, drafts and messages with changes not yet transferred are kept.
- **Viewing older messages:** At the end of the message list there is **More items on the server – click here to view them**. Each click loads the next 100 older messages of the folder. DcEmailClient only fetches their content when you open them. Messages loaded this way are removed locally again after about a week.
- **Searching:** The local search only finds what is available offline. That is why **Search on the server** appears below the search results; see the section "Search".
- **Calendar (Microsoft 365):** Appointments are synchronised as far back as the offline period, at least one month and at most five years, and 18 months ahead. If you browse the calendar beyond this period, DcEmailClient loads the missing appointments from the server (status bar: "Loading appointments from the server …"); appointments loaded this way are removed locally again after about a week.

With POP3 accounts, all messages are stored locally anyway; the setting does not exist there.

POP3: delete messages from the server after some time. If *Leave a copy of messages on the server* is switched on for a POP3 account, you can additionally switch on **Remove from server after … days** below it (*Advanced* tab), as in Outlook. Older messages then disappear from the server but remain locally in DcEmailClient. The setting exists in the Windows and the Linux version; when a POP3 account is imported from Outlook, it is taken over.

Email

Folder pane

On the left you will find

- **Favourites**: the inboxes of all accounts, with several accounts also **All Inboxes** (selected at program start; also shown for a single account with a shared mailbox), as well as folders you add via the context menu "Show in Favourites" or take over from the Outlook favourites (see the chapter "Importing from other programs"); your own inboxes are always included, the inbox of a shared mailbox you add via the same context menu; if two favourites have the same name (e.g. "Sent Items" twice), the account or shared mailbox is shown after it,
- for each account, the folders with the number of unread messages (for Drafts and Outbox, the number of items).

What appears in "All Inboxes". With **Show in "All Inboxes"** in the context menu of an account, a shared mailbox, a group or its inbox, you decide whose messages appear in *All Inboxes* – a tick adds the mailbox, another click removes it again. Your own accounts are included by default, shared mailboxes and groups are not; their messages are labelled "Inbox · office@…" there and count in the unread count and in the search. If only one inbox is left, *All Inboxes* disappears. With **Marking in "All Inboxes"** in the same menu you give a mailbox a colour: its messages there carry a narrow stripe in this colour on the left – in addition to any colouring by a category – so you can see at once where a message comes from; *No marking* removes it. You take individual messages out of the shared list with a right-click and **Don't show in "All Inboxes"**, for instance one a colleague is taking care of. It stays unchanged in its own inbox, and nothing changes on the server; there you bring it back with **Show in "All Inboxes" again**. The search in *All Inboxes* also finds hidden messages.

The context menu of a folder offers: New Folder, Rename, Delete Folder, Mark All as Read, Empty Folder, Show in Favourites, Show in "All Inboxes" and Marking in "All Inboxes" (accounts, shared mailboxes, groups), **Mark as read** (setting for this mailbox, see *Reading Pane*), Send/Receive Account, Import Messages (.eml) and Account Settings. Drag messages with the mouse onto a folder to move them (hold down the Ctrl key to copy). `.eml` files can be dragged from Explorer directly onto a folder. With Microsoft 365, messages can also be moved between your own mailbox and a shared mailbox of the same account (or between two shared mailboxes) – by dragging with the mouse as well as via **Move**: DcEmailClient creates the message in the target mailbox and removes it from the source mailbox.

The mouse wheel always scrolls the list the pointer is over – folder list or message list – even if the other one has the focus.

You change the order of the accounts and mailboxes in the folder pane with **Move Mailbox Up** / **Move Mailbox Down** in the context menu or by dragging an account or mailbox onto another one with the mouse. In the same way, you rearrange the entries under **Favourites**: with **Move Up in Favourites** / **Move Down in Favourites** in the context menu or by dragging a favourite onto another

favourite with the mouse; this also applies to **All Inboxes**. Both orders apply to the whole profile; newly added mailboxes and favourites appear in their usual place.

Message list

For each message the list shows the sender, date, subject and the first words of the text, grouped by period (Today, Yesterday, weekdays, Last Week …). Unread messages are shown in bold and marked with a coloured bar; whether bar, bold type or both, and in which colour, you set under *File* → *Options* → *Email* at **Unread messages**. Icons indicate attachments, high importance, replied/forwarded and the flag; coloured dots stand for categories.

- Click the bar on the left: toggle read/unread (also Space bar).
- Click the flag: flag → completed → clear flag.
- Above the list: **Filter** (All, Unread, Flagged, Has Attachments) and **Sort** (Date, From, Subject, Size, Flag, ascending/descending).
- **Groups**: Sorted by date, the messages are listed under Today, Yesterday …, by *From* under one heading per sender, by *Subject* per topic. Clicking a group heading collapses or expands the group; the number of its messages is shown next to it. Right-clicking a heading collapses or expands all groups at once. Collapsed groups stay collapsed until you change the sorting.
- Multiple selection with Ctrl/Shift and the mouse or with Shift+Up/Down arrow (Shift+Home/End up to the beginning or end of the list), Ctrl+A selects everything.

Customize view

You set how the list looks under **View** → **Customize view…**:

Setting	Effect
Compact	as described above: sender and date, subject with icons, preview (default)
Single line with columns	one line per message with a column header, like the classic view in Outlook
Automatic	single line when the Reading Pane is at the bottom or off (the list then has the full width), otherwise compact
Message preview	hides the line with the first words in the compact layout; the list then shows more messages
Show in groups	shows or hides headings such as Today, Yesterday, one per sender (when sorted by *From*) or one per topic (by *Subject*)
Fields or columns	which fields the list shows and the order of the columns in the single-line list; in the compact layout the ticks show or hide sender, date, size, subject, icons, categories and folder (tick them, *Move up*/*Move down*, *Default* restores the default setting)

The available columns are Importance, Icon (read, replied, forwarded, draft), Attachment, From, To, Cc, Alias, Subject, Received, Sent, Size, Categories, Folder and Flag. The **Alias** column shows your own address the message was sent to; it stays empty as long as the account does not have the option "Show alias in the message list" (see "Additional addresses (aliases)"). In *Sent Items*, *Drafts* and *Outbox* the "From" column shows the recipients and is called "To".

In the single-line list:

- Clicking a column header sorts by that column, a second click reverses the order. The arrow in the column header shows the direction. The groups adapt accordingly, for example size classes (Tiny … Enormous) for the size or "With attachment"/"Without attachment".
- Dragging the right edge of a column header changes the width, dragging the column header itself moves the column. The subject fills the remaining space.
- Right-clicking the column header shows or hides columns directly, switches the groups on or off and opens *Customize view…*.
- The read bar and flag work as in the compact layout (flag in the "Flag" column).

View, column widths and sorting apply to all folders and are kept after a restart.

Copying messages as files. Copy in the context menu of the message list (or **Ctrl+C** when the list has the focus) puts the selected messages on the clipboard as `.eml` files and additionally as text. In Explorer or the file manager you paste the files, in a compose window they are attached, and in a text box the text appears with From, To, date and subject. You no longer need *Save as…* for this. The same is available in the lists of contacts (`.vcf`), appointments and tasks (`.ics`) and notes (`.txt`). Under Linux the target program decides whether it accepts files from the clipboard; the text is always available.

Reading Pane

The Reading Pane shows the subject, sender, recipients and date, the attachments as buttons and the text. Cc recipients are shown in a separate line below *To*; for messages you sent yourself (for example in *Sent Items*), you also see the Bcc recipients. Subject, sender and recipients can be selected and copied in whole or in part (Ctrl+C or right-click). Selected message text is copied together with its pictures, for example for Word or a new message.

Contact card. Double-clicking a sender or recipient – in the *From*, *To*, *Cc* and *Bcc* lines or on the sender's picture – opens a contact card above the Reading Pane with name, photo or initials and email address. **Send email** starts a new message to this person; under **…** you find *Open contact* or *Add to contacts* as well as the address and name to copy. If the address is in your contacts, the *Overview* tab shows phone, company, job title and postal address, and the *Contact* tab shows all details; clicking a phone number calls it. Clicking the email address starts a new message, right-clicking it opens its context menu (e.g. *Copy Address*). The X or Esc closes the card.

To protect your privacy, **pictures from the internet are not loaded automatically**; a notice above the text loads them on request. Links open in the default browser; scripts in messages are never run.

You open attachments with a click; the context menu offers "Save As", "Save All Attachments" and **Copy**, which puts the attachment on the clipboard as a file so that you can paste it with Ctrl+V in Explorer (file manager), in Word or in another email. In the same way, you can drag an attachment with the mouse out of the window into Explorer, Word, another email or any other program; it arrives there as a file. You are warned before executable files are opened.

Attachment folder. If you always store attachments from certain senders in the same place, set an attachment folder for them: right-click an attachment, choose *Attachment folder for this address…* and pick a folder. For a received message the setting applies to the sender, for a sent message to the first recipient (never to your own addresses). *Save As…* and *Save All Attachments…* then open in that folder; you can always choose another one in the dialog. If the sender has no folder, the message's recipients are checked. *Remove attachment folder* deletes the assignment. The attachment folder is unrelated to the *default folder* for messages (*Move to Default Folder*). Attachment folders are saved in the profile but only apply on this computer, so they are not part of the settings transfer.

Right-clicking in the message text offers, besides Copy and Select, **Create Contact from Signature** (see *Contacts → Create contact from signature*), **Generate Default Salutation** (see *Email → Default salutation*) and **View Message Source**; the source opens in the editor. All three are also available in the Reading Pane under the **…** button next to "Forward". If text is selected, **Quote in reply** is at the very top (see *Quoting questions and answering them one by one*).

A message counts as read after 3 seconds in the Reading Pane. Under *File → Options → Email*, choose under **Mark as read**: *After a delay*, *Immediately when displayed*, **After opening** (only when you open the message in its own window by double-clicking or pressing Enter – in the Reading Pane it stays unread) or *Never* (opening does not mark anything either; you mark messages by hand). With **Per mailbox…** individual accounts and shared mailboxes get their own setting, for example *After opening* for a shared `office@…` mailbox, so that colleagues can see what nobody has dealt with yet; *As set in general* follows the general setting. It is quicker to right-click the mailbox or a folder in it (also in the Favourites) and use **Mark as read**; the setting currently in effect is ticked. You set the position of the Reading Pane (right, bottom, off) under *View → Reading Pane*. Double-clicking opens the message in its own window; drafts and messages in the Outbox open for editing.

Writing, replying, forwarding

New Email opens the compose window with sender selection (all accounts; the *default account* is suggested), address suggestions from contacts and previous messages (the addresses you write to most often are at the top), HTML editor, attachments, signatures, priority and read/delivery receipt. If you choose a different sender, the message takes over its default signature (for new messages or replies) – it replaces the previous signature or is inserted in its place, i.e. above the quoted text in replies. If the new sender has no default signature, the text remains unchanged. Replies take over the original text with a header block; forwarding also takes over the attachments (*Forward as Attachment* attaches the entire message). In a new message and when forwarding, the cursor is placed straight in the **To** field; if the recipient is already filled in (for example with *New email to this contact*), it is in the subject. Replies start in the message text.

Forwarding several messages. If you select several messages, *Forward* or *Forward as Attachment* (context menu, ribbon, Ctrl+F) creates a new message with all selected messages as .eml attachments; the subject reads "FW: *n* messages". When it is sent, all originals are marked as forwarded.

Recipients. When you type in *To*, *Cc* and *Bcc*, contact groups also appear in the suggestions, e.g. "Sales (group, 4 members)"; a click, Enter or Tab enters all members. Typed text only becomes a recipient if it is a valid email address or matches exactly one contact or group. Otherwise it stays in the field, and a notice explains why; when sending, DcEmailClient points this out instead of sending to an invalid address. **Address Book** in the ribbon and the buttons next to *To*, *Cc* and *Bcc* open a window in which you search your contacts from all folders by name, email address or company and add several at once, including entire contact groups. Right-clicking an entered recipient offers *Edit…*, *Copy Address* and *Remove*.

Default sender per recipient. If you have several sender addresses (accounts, aliases, shared mailboxes), DcEmailClient remembers when sending which address you used to write to someone. When you write to them again, the compose window chooses this address by itself as soon as they are in the *To* field. You can fix the sender with the bookmark button to the right of *From*: *Always use … for customer@company.com* applies to this address, *Always use … for all addresses @company.com* to the whole company. A setting for the address takes precedence over the domain, and both take precedence over the sender last used; you remove them again with the same button. When replying, the fixed setting also applies if the message was sent to a different alias; otherwise you reply as usual from the address that was written to. If you choose a different sender in the window yourself, it stays.

Attachments are added with *Attach File*, by dragging files into the window, or – once copied in Explorer – with Ctrl+V, Shift+Insert, *Paste* in the ribbon or via the context menu, no matter whether the cursor is in the text, the subject or the recipients. Folders are not attached. Clicking *Attach File* opens a menu: at the top are the files you last opened on this device – a click attaches the file without a file dialogue. *Attach File…* opens the file dialogue. Under *Favourites* you store frequently used folders with *Add folder…*; a click opens the file dialogue right there, *Remove folder* takes it out. Under Windows, the favourites also appear on the left of the file dialogue. They apply to this device and all profiles.

Sending takes place via the **Outbox**: the message stays there until the sync instance has sent it and then moves to "Sent Items". Without a connection, it stays in the Outbox and is sent automatically as soon as the server can be reached again.

Ribbon in the compose window. At the top are the tabs *File* (Send, Save, Save As .eml, Print, Close), *Message*, *Insert*, *Options*, *Format Text*, *Review* and *Help*; to the right is the box **"Tell me what you want to do"** (Alt+Q): type a term, press Enter, choose a command from the list. With ^ at the bottom right, the ribbon collapses into a narrow command bar; with ˅ it is shown again. The tab last selected is kept for further windows. **Send** is at the far left of every tab.

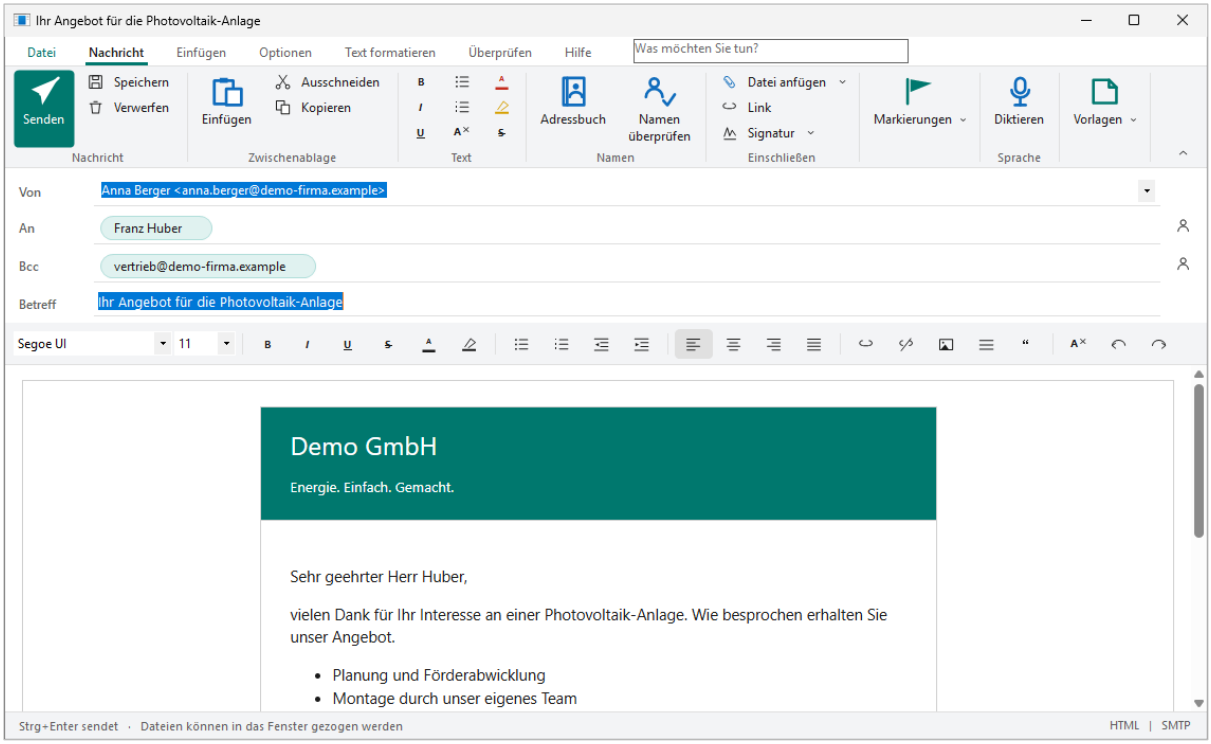


Figure 10: The compose window with ribbon, here with a template in the company layout loaded

Tab	Content
Message	Send, Save, Discard · Clipboard (Paste, Cut, Copy, **Format Painter**) · **Editing** (Undo, Redo, **Find**, **Replace**) · Text (Bold, Italic, Underline, lists, colours) · Address Book, Check Names · Attach File, Link, Signature · Importance · **Dictate** · Show Templates
Insert	Attach File, **Outlook Item**, Signature, Template, **Quick Parts** · Table, **Screenshot** (Windows only), Pictures (*From file*, *From web address*), **Shapes**, **Icons**, **Chart**, **SmartArt** · Link, **Bookmark** · **Suggest Times** (see chapter *Calendar*), **Poll**, **Evaluate Poll** · **Text box**, **WordArt**, **Drop cap**, **Object** · **Symbols**: Equation, Symbol, Horizontal Line · Date and Time
Options	Show Cc/Bcc, Reply To, read and delivery receipt, default sender · Importance high/low
Format Text	HTML/Plain Text, HTML source, default font · Paragraph (lists, indent, alignment, **Line spacing**, quote, horizontal line) · Styles (Normal, Heading 1–3) · Undo, Redo, **Find**, **Replace**, Select All
Review	Spelling check on/off (suggestions by right-clicking the word underlined in red), Word Count, Dictate
Help	Keyboard shortcuts, Quick Parts

Format Painter (brush under *Message* → *Clipboard*, in the narrow command bar and in the text's context menu) works as in Outlook: place the cursor in the text whose format you want to copy, click

the brush and then select the target text – or just click a word. Font, size, colour, highlighting as well as bold, italic, underline and strikethrough are copied. Double-clicking the brush keeps it active until you click it again or press Esc. Without a mouse: Ctrl+Shift+C remembers the format, Ctrl+Shift+V applies it to the selection.

Find and Replace. Ctrl+F (or *Message → Editing → Find*) opens the search in the message text, **Ctrl+H** (*Replace*) adds the *Replace with* field; selected text becomes the search term right away. *Match case* and *Whole words only* narrow the search. **Find Next** and **Previous** (or F3 and Shift+F3 in the search window) select the next or previous match; all matches are highlighted in yellow, the current one in orange, and the window shows which match of how many it is. At the end the search continues from the beginning. **Replace** replaces the selected match and moves to the next one, **Replace All** replaces all of them at once and reports the number – *Undo* (Ctrl+Z) reverts both. The search window stays open while you keep typing; Esc or *Close* ends it and removes the highlighting. In a message opened in its own window, **Find** on the toolbar (F4) searches the message text the same way, without replacing. The shortcuts can be changed under *File → Options → Keyboard shortcuts*. On Linux, searching an opened message requires the system browser (WebKitGTK).

Line spacing. *Format Text → Paragraph → Line spacing* sets the selected paragraphs to 1.0, 1.15, 1.5 or 2.0; *Same as the rest of the text* removes the custom spacing again. The spacing is sent with the message, so the recipient sees it exactly the same way. Under *Default for new messages* in the same menu you set the spacing with which new messages, replies and forwards start; like the default font, it is stored with the sender's account and can also be set under *Account Settings → Change → Signatures and font*.

Web addresses automatically become links as soon as you type a space or press Enter after them – with `http://` or `https://`, with `www.` or as a bare domain with a common ending (e.g. `diecloud.at`, `.de`, `.ch`, `.com`, `.eu`). Addresses without `http` point to `https://`…. Punctuation and brackets directly before or after are not part of the link; file names such as `bericht.pdf` and email addresses remain text. You remove an unwanted link with **Remove Link** in the formatting bar.

Smileys are created as you type. As in Word, `;-)` becomes 😉, `:-)` becomes 🙂, `:-(` becomes ☹️, `:-D` becomes 😀, `:-P` becomes 😛, `:-O` becomes 😮 and `<3` becomes 💜 (plus others such as `O:-)` 😇 or `:-*` 😘) as soon as the character sequence has been typed in full – if it ends with a letter, at the next space. The sequence must be preceded by a space or the start of the line; nothing is replaced in links and addresses such as `http://` or in times such as `(10:30)`. **Ctrl+Z** immediately afterwards restores the character sequence. This also applies in signatures; it can be switched off under *File → Options → Compose*.

Spell check. DcEmailClient checks spelling with the Windows spell checker; errors are underlined in red. Right-clicking an underlined word shows suggestions, **Add to Dictionary** and **Ignore All**; for words written twice, it offers **Delete Repeated Word**. Added words go into the Windows user dictionary and therefore also apply in other programs. The subject and text of new emails – also in plain-text mode –, signatures and templates are checked, as well as the subject and text of appointments and tasks and the text of notes. *Review → Proofing* in the compose window turns the check on and off for subject and text together.

Language detection. DcEmailClient detects the language you are writing in and checks with the matching dictionary – so German and English (or French, Russian, Polish, Hungarian …) messages can be written without switching. Besides the program languages, Spanish, Italian, Dutch, Portuguese, Czech, Swedish, Danish and Turkish are available. For very short or ambiguous texts, the keyboard language or the Windows language is kept. Under *File → Options → Compose → Spelling* you can turn the detection off and use **More Languages…** to define languages that are added for spell checking only, without the program having to be translated into that language. Windows must know the language for this (*Windows Settings → Time & Language → Language → Add a language*; the display language does not need to be changed, the dialog opens the settings with one click); languages that are not installed are marked in the list. On Linux, the language's Hunspell dictionary is required.

Insert as in Outlook. In the HTML format of a message (Windows and Linux), the *Insert* tab offers, besides file, table and picture:

Command	Effect
Shapes	rectangles, oval, circle, arrows, star, heart and more
Icons	emoji by topic
Chart	creates a column, bar, line or pie chart as a picture from your data (also pasted from Excel), with a preview
SmartArt	places lists, processes, cycles, hierarchies, matrices or pyramids made from your lines into the message as a graphic; it remains editable as a table in the text
WordArt	turns a text into a picture with gradient, outline, shadow or depth, as an arc if you wish
Bookmark	creates a jump target that a link "#Name" points to
Text box	bordered box in the text
Drop cap	makes the first letter of the selected text a large initial
Object	inserts text or HTML from a file
Symbols → Equation	fraction, root, power, sum, well-known formulas and mathematical characters; plus *Symbol* and *Horizontal Line*
Outlook Item	inserts a message, a contact, an appointment, a task or a note from your profile – either as an attachment (.eml, .vcf, .ics, .txt) or as text in the message
Screenshot	captures the screen and puts it into the text as a picture (Windows only)
Pictures	the arrow offers *From file* and *From web address*

Poll. *Insert → Poll* inserts a question with answer buttons. Clicking a button opens a prepared reply email at the recipient's end that only needs to be sent – this works with any email program. **Evaluate Poll** counts the replies received for each question and shows who voted how.

Pictures in the text are inserted via *Insert → Pictures*, with Ctrl+V from the clipboard or by dragging the image file into the text. A click selects a picture (blue frame): drag the dot at the bottom right to make it larger or smaller; Del deletes it. A double-click, Ctrl+K or right-click → **Picture properties (link, size)…** opens the properties:

Field	Meaning
Link	Address opened by clicking the picture, e.g. your logo linking to your website; `name@firma.at` becomes a mail link, `www.firma.at` becomes `https://www.firma.at`; empty = no link
Alternative text	appears if the recipient does not allow pictures to be loaded, and is read out by screen readers
Width	in pixels, the height adjusts; **Original size** sets the width of the image file

The picture's context menu also contains **Remove Link** and **Delete Picture**.

Lists start automatically when you type `-` (or *) or `1.` and a space at the beginning of a line: `-` produces a bulleted list, `1.` a numbered list (`3.` starts at 3). In the list, **Enter** creates a new item, **Shift+Enter** a new line within the same item; **pressing Enter twice** (Enter in an empty item) ends the list. A hyphen in the middle of a sentence remains text.

Font for new messages is set per account: *File → Account Settings*, open the account, on the *General* tab under "Signatures and font" click **Change…** (font, size, colour, bold/italic/underline); **Default** resets it. It applies equally to new messages, replies and forwards and changes along with the sender if you choose a different sender in the compose window. Directly from the compose window, use *Format Text → Default Font…*: the chosen font is saved for the sender's account and applies immediately to the open message. Even quicker: format text the way it should look in future, right-click in it and choose **Set as default font for this account** – font, size, colour as well as bold, italic and underline at this position are taken over.

Dictate starts Windows voice typing (the same as Win+H) and writes into the message text. Language and online speech recognition are set in Windows under *Settings → Time & language → Speech*.

Quick Parts with F3: In the text, type the name of a Quick Part – or just its unique beginning – and press F3; the typed text is replaced by the Quick Part (e.g. "kr" + F3 → "Kind regards …", if no other Quick Part begins with "kr"). If the text is ambiguous, a selection appears; you can operate it with the arrow keys and Enter and close it with Esc, after which you continue in the message text. The selection shows up to 18 Quick Parts at once and scrolls with the mouse wheel; **Manage Quick Parts…** is at the very top and stays in place while scrolling. They are only available under *Insert → Quick Parts* and via F3, not in the *Template* menu.

Creating your own Quick Parts. Select in the text what you need more often (including formatting and pictures) and choose **Save Selection as Quick Part…** in the context menu. After you enter a name, the Quick Part is immediately available under *Insert → Quick Parts* and via F3; if the name already exists, DcEmailClient asks whether the existing Quick Part should be replaced. **Manage Quick Parts…** (in the menu of the *Quick Parts* icon) opens a separate window, laid out like the signatures: on the left are the Quick Parts – create, rename, delete –, on the right you edit the content in the same editor as when composing, with a formatting bar (font, colour, bullets, link, picture, table) and, if you like, in the HTML source; below it are the typical questions (see *Quoting questions and answering them one by one*). Changes are saved with *OK*. Existing Quick Parts (short texts) are taken over with *File → Import (Outlook, Thunderbird, eM Client)* (Outlook Quick Parts, eM Client text blocks).

Keyboard shortcuts in the compose window: Ctrl+Enter send, Ctrl+S save, Ctrl+P print, Ctrl+K link, Ctrl+B/I/U bold/italic/underline, Ctrl+Shift+C/V copy/apply format, F3 Quick Part, Win+H dictate, Alt+Q find command, Esc close.

Drafts: When you close an unsent message, DcEmailClient asks whether it should be saved as a draft (Ctrl+S saves in between). Drafts of IMAP accounts are kept in the server's Drafts folder, otherwise in "Personal Folders → Drafts".

Quoting questions and answering them one by one

If someone sends you several questions in one message, it is best to answer them one by one, each below the question itself. Select the first question in the Reading Pane and choose **Quote in reply** in the context menu or press **Ctrl+Shift+Q** (on Linux also the **Quote** button above the message or in the toolbar of the message window). A reply opens in which the question appears as a quote: in italics, coloured, with a bar at the left edge and in quotation marks ("…"). The cursor is on the line below it; that is where you write your answer. The original message stays at the bottom of the reply as usual. If you quoted several lines at once, put the cursor at the end of a line in the quote and press **Enter**: the quote is split there, and a normal line without quote formatting appears in between for your reply; each part keeps its quotation marks.

If the reply to this message is already open, every further quoted question goes there – at the cursor, otherwise after your previous answers and always above the signature. This way you work through question by question: select, quote, answer. You can also bring questions from the quoted message at the bottom of the reply up to the top: select them and choose **Insert selection as quote** (on Windows in the context menu of the text, on Linux in the menu *Insert → Quick Parts*). The quotes look the same to the recipient in every email program.

Suggesting matching replies. After quoting, a list **Matching replies:** opens below the quote if the program knows something that fits the question. A click inserts the reply below the quote; **Write my own reply (Esc)** or Esc closes the list. Suggested are:

- **Quick Parts** whose *typical questions* resemble the quoted question. You enter the typical questions under *Manage Quick Parts…* in the **Typical questions** field, one question per line, e.g. "How do I set up the account on my phone?" and "Does this also work on a tablet?". Without typical questions, the name of the Quick Part counts.

- **Replies you sent earlier.** When sending, DcEmailClient remembers for each quote what you wrote below it (up to the next quote or the signature). If a similar question comes up later, this reply is offered, the most frequent one first, for example “Sent 3×: Via the app, the instructions are attached …”. The tooltip shows the whole reply.

DcEmailClient recognises the similarity from the words of the question, ignoring filler words and regardless of word form (“account”, “accounts”) – without AI and without texts going to third-party services; the learned replies stay in your profile. You can bring up the suggestions again at any time: place the cursor below a quote and choose **Suggest replies to quote…** (Windows: context menu of the text, Linux: *Insert* → *Quick Parts*). Replies sent from the web version are learned as well.

Default salutation

DcEmailClient remembers for each recipient how you address them and places the salutation at the beginning of the message when you write. The salutation is formed in the program language; in English (UK), for example: "Dear Franz,", "Dear Susi,", "Dear Mr Huber,", "Dear Dr Mayer,", "Dear Professor Frankenstein,".

Generate Default Salutation. The function is available in the same places as *Create contact from signature*: in the context menu of the message list, in the Reading Pane under **…** and by right-clicking in the message text, and in the message window as the **Salutation** button. It applies to the sender of the message, or for your own (sent) messages to the first recipient. DcEmailClient reads the previous email history with this address and recognises from it whether you are on informal or formal terms:

Indication	Weight
Your own salutation in sent messages to this address alone (e.g. "Dear Franz", "Hi Susi" = informal; "Dear Mrs …", "Dear Mr …" = formal)	strongest
the salutation in the recipient's messages to you	medium
forms of address in the text (in German, informal "dir", "dich", "euch" as opposed to formal "Ihnen", "Sie" mid-sentence)	weak

More recent messages count more than older ones; quoted parts are ignored. If there is no history, DcEmailClient suggests the formal salutation if the surname is known.

Name, title and gender come from your last salutation of this person (so "Susanne" will remain "Susi" in future if that is how you address her), otherwise from the contact, otherwise from the address's display name ("Huber, Franz", "Dr. Susanne Mayer", "HUBER Franz"). The gender comes from a list of more than 42,000 first names; if it is unknown, the salutation reads "Hi Kim," or "Dear Kim Neutral,". Academic titles are written in the form customary in the program language (e.g. "Dr", "Professor"); Austrian titles such as Magister/Magistra are omitted in English (UK) salutations, as are titles such as BSc or MBA.

Language of the conversation. The suggested salutation follows the language in which you last wrote with the recipient: if you reply to an English message, DcEmailClient suggests "Dear Leonard," instead of "Lieber Leonard!", even if the program is set to German. German, English, French, Russian, Chinese, Polish and Hungarian are recognised; if the conversation has changed language, the language of the most recent message applies. Only the actual text up to the closing counts; signatures and footers are ignored. If the language is not clear, the program language applies. English salutations are written out in full ("Dear Mister Smith,", "Dear Madam Smith,", "Dear Doctor Smith,"), as are Hungarian titles ("Doktor", "Professzor"). In the *Generate Default Salutation* window, the recognised language is shown with the reasoning.

The window shows the recognised salutation, what it was recognised from and the recognised details:

Field	Meaning
Form of address	informal or formal
First name, gender	recognised first name and its gender according to the first-name list; change it to male, female or unknown – **only for this contact** or **for everyone with this first name** (it then applies in future to everyone with this first name)
Surname	recognised surname
Title	recognised title and how it appears in the salutation: **translate** into the male or female form (fields *Title male* and *female*), **leave unchanged** or **ignore** (omitted from the salutation) – **only for this contact** or **for everyone with this title**. If the title is not in the title list (such as "Mag." or "Prof. Mag." without an entry for "Mag."), a yellow notice appears below it: enter the forms, then **Add to Title List** – the title applies immediately for everyone. Admins of the licence server also see **… and upload**, which distributes the salutation list including the new title to all users straight away
Salutation	the finished text; every change above rebuilds it according to the salutation templates, but you can also overwrite it directly

Only **Save** remembers the salutation and details for this address (and adds "for everyone" entries to the lists); **Cancel** saves nothing; **Delete Saved** removes a saved salutation again.

When writing. When you reply and as soon as you enter someone in the **To** box, their saved salutation is in the first line, followed by a blank line with the cursor. The cursor goes there as well when you jump from the subject into the message text with **Tab** – unless you have already written something below the salutation, in which case it stays where you left it. With several recipients there is one line per recipient; if you remove a recipient, their line also disappears. Recipients in Cc and Bcc do not get a salutation. As soon as you change or delete the salutation in the text yourself, DcEmailClient leaves it alone in this message.

For recipients without a saved salutation, DcEmailClient shows a **suggestion** in the **Salutation** line below the subject – it is not yet in the message text:

- **Save** saves the suggestion for this address and puts it into the message,
- **Change…** opens the *Default Salutation* window; only **Save** there saves the salutation and inserts it, **Cancel** leaves the message without a salutation,
- **Decline** discards the suggestion; the message remains without a salutation.

Correcting a salutation. If the message contains the wrong salutation – "Dear Ms …" instead of "Dear Mr …", for example, because the first name was assigned incorrectly – open the *Default salutation* window from the compose window with the **Salutation** button (*Message* tab, *Names* group). This also works for a salutation that is already saved and for which there is no suggestion line any more. After **Save**, the new salutation appears in the message immediately and applies to all further messages to this address; **Delete Saved** removes it from the message. If there are several recipients in **To**, a menu asks which of them it is about. The button only appears when the automatic salutation is switched on.

A salutation is only saved if you explicitly click **Save**. Without a decision, the message remains without a salutation, and the suggestion appears again next time. Drafts, resent messages and emails from other programs or `mailto:` links with predefined text remain unchanged.

Maintaining first names and titles. Under *File → Salutations: First Names and Titles* you can see both lists. All first names are in the list; the search box filters by the beginning. Change the gender (female, male, diverse, unknown) directly in the table – with "diverse" and "unknown" the salutation is neutral ("Dear Kim Berger,", "Hi Kim,"); to add a new first name, type it in the search box and click **Add**; for the titles, you specify the salutation for men and women or whether the title is omitted or left unchanged. Your changes take precedence over the supplied list. With **Show** above the table you see only the **unedited**, only the **edited** or **all** entries (default). A first name counts as edited if its gender is not "unknown", and a title if it has a salutation for men and for women or a tick under *Omit* or *Unchanged*. Select titles you no longer need (several with Ctrl or Shift) and delete them with **Delete Titles** or Del; without an entry, a title stays in the salutation as it is. **Revert Own Change** restores the selected rows.

On the third tab, **Salutation Templates**, you specify how the salutation reads – for formal and informal and for male, female and unknown gender, plus a template for recipients without a name. The placeholders are `{{Titel}}` (title), `{{Vorname}}` (first name) and `{{Nachname}}` (surname); `{{Titel|Mr}}` inserts the title or, if there is none, "Mr". The English (UK) defaults, for example:

Case	Default	Alternative
Formal, male	`Dear {{Titel|Mr}} {{Nachname}},`	`Dear Mr {{Nachname}},`
Formal, female	`Dear {{Titel|Ms}} {{Nachname}},`	
Formal, unknown	`Dear {{Vorname}} {{Nachname}},`	`Hello {{Vorname}} {{Nachname}},`
Informal, male	`Dear {{Vorname}},`	`Hi {{Vorname}},`
Informal, female	`Dear {{Vorname}},`	`Hello {{Vorname}},`
Informal, unknown	`Hi {{Vorname}},`	

Case	Default	Alternative
Without a name	`Dear Sir or Madam,`	

The punctuation mark at the end is part of the template. If there is no title, no double spaces are left. An example is shown below the fields; **Insert Defaults** resets all templates to the default.

DcEmailClient fetches current versions of the lists and templates from the licence server once a day (**Update Now** immediately); your own changes are kept. **Upload to Licence Server…** only appears if you are registered as an admin on the licence server: what counts is the email address with which you signed in for suggestions for improvement (or that of your licence); it must be entered as the email address of the administration user. The button then uploads the lists and templates including your own changes as a new version for all users.

Emails from other programs

Programs such as Microsoft Dynamics NAV (Navision Classic) or KHK/Sage PC Kaufmann send documents with **Send by email** via the Windows interface *Simple MAPI* – not via `mailto:`. Which program handles these emails is not set in the Windows default apps, but here:

- during installation with the tick box on the **Welcome** page, or
- later under *File → Options → Email → Other programs*: **Programs such as Navision or PC Kaufmann send emails with DcEmailClient**.

After that, "Send by email" in the other program opens the DcEmailClient compose window – with recipients, subject, text, the attachments (e.g. the invoice as a PDF) and the *default account* as sender, including its signature. You check the message and click **Send**; it is sent via the Outbox as usual. If DcEmailClient is not yet running, it starts with your default profile.

The setting applies to your Windows user. If you remove the tick again, the programs use the computer's default program again (usually Outlook). The setting is also reset when DcEmailClient is uninstalled.

Notes:

- The compose window always opens; a message is never sent unseen.
- The calling program does not find out whether you have sent or discarded the message.
- Programs that control Outlook directly instead of sending via Simple MAPI (e.g. Navision from NAV 2009 RTC) are not affected; these can usually be switched to SMTP sending.

Templates

Templates are ready-made messages with a subject, text, optionally a **layout** (the outer frame with letterhead and footer), fixed Cc/Bcc addresses and attachments – the same templates as in the CRM tool. In the compose window, **Template** (tab *Message → Show Templates* or *Insert → Template*) loads a

template: the subject and text are replaced, the default signature is added below again, and the template's Cc/Bcc and attachments are added. If you switch templates, the window removes the attachments and addresses of the previous one again; those you entered yourself remain.

If the template contains placeholders such as `{{Anrede}}` or `{{Name}}`, the window asks for their values after loading. If an attachment file of the template is missing, a notice with the path appears; the message is prepared without this file.

The menu only shows templates for which *Offer in the compose window* is set and for which the signed-in Windows user is listed under *Users* (empty = everyone). Templates imported from Outlook (`.oft`) are listed below them as well.

Setting up the storage location. Each profile can keep its templates in a location of its own, independent of the profile's data storage (so a profile with a data file can use the templates from MongoDB and vice versa). This is set up in the profile dialogue under **Templates → Set up…** or in template management via **Storage Location…**:

Option	Meaning
No templates	The profile has no templates of its own (only those imported from Outlook)
Template file	A file `*.dctemplates.json`, by default under `%LOCALAPPDATA%\DieCloud\DcEmailClient`. If it is on a network share, several users can use the same templates
MongoDB database	Specify the connection and database. With the same details as in the CRM tool (connection "Mail"), the same templates and layouts are available; **Test Connection** shows how many were found

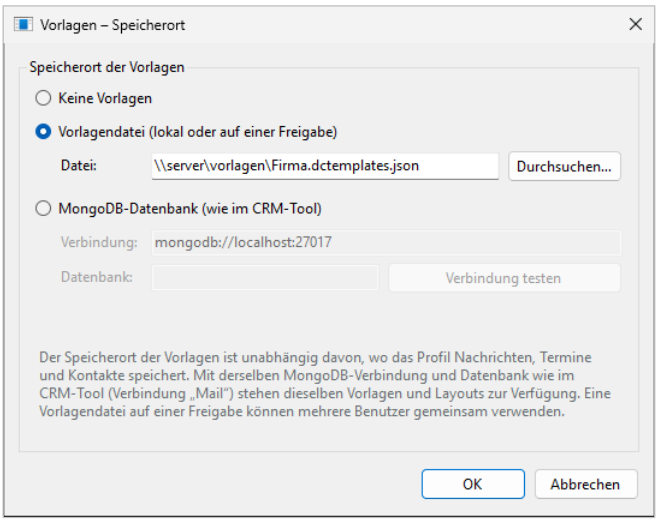


Figure 11: Setting up the template storage location

Managing templates. *File → Templates…* or, in the compose window, *Template → Manage Templates…* opens template management with the tabs **Templates** and **Layouts**. The list is on the left, the details of the selected template on the right:

Field	Meaning
Name	Unique identifier, assigned on creation and cannot be changed afterwards (to rename, use **Copy…** and delete the old one)
Description	Display name in the *Template* menu
Subject	Subject of the message
Layout	Frame into which the text is inserted, or "(no layout)"
Offer in the compose window	Only such templates appear in the *Template* menu (new templates have it set)
Cc, Bcc	Addresses added to every message created from the template, separated by semicolons
Users	Windows users to whom the template is offered, separated by semicolons; empty = everyone. **+ Me** enters you
Attachments	Files that are always attached (full paths, separated by semicolons). **+ File…** selects files

You edit the text on the **Text** page with the formatting bar (bold, italic, underline, lists, link, picture, **Placeholder…**), as **HTML**, or view it under **Preview with Layout** as it will be sent. Templates that contain a complete HTML document open on the *HTML* page so that the head and styles are preserved.

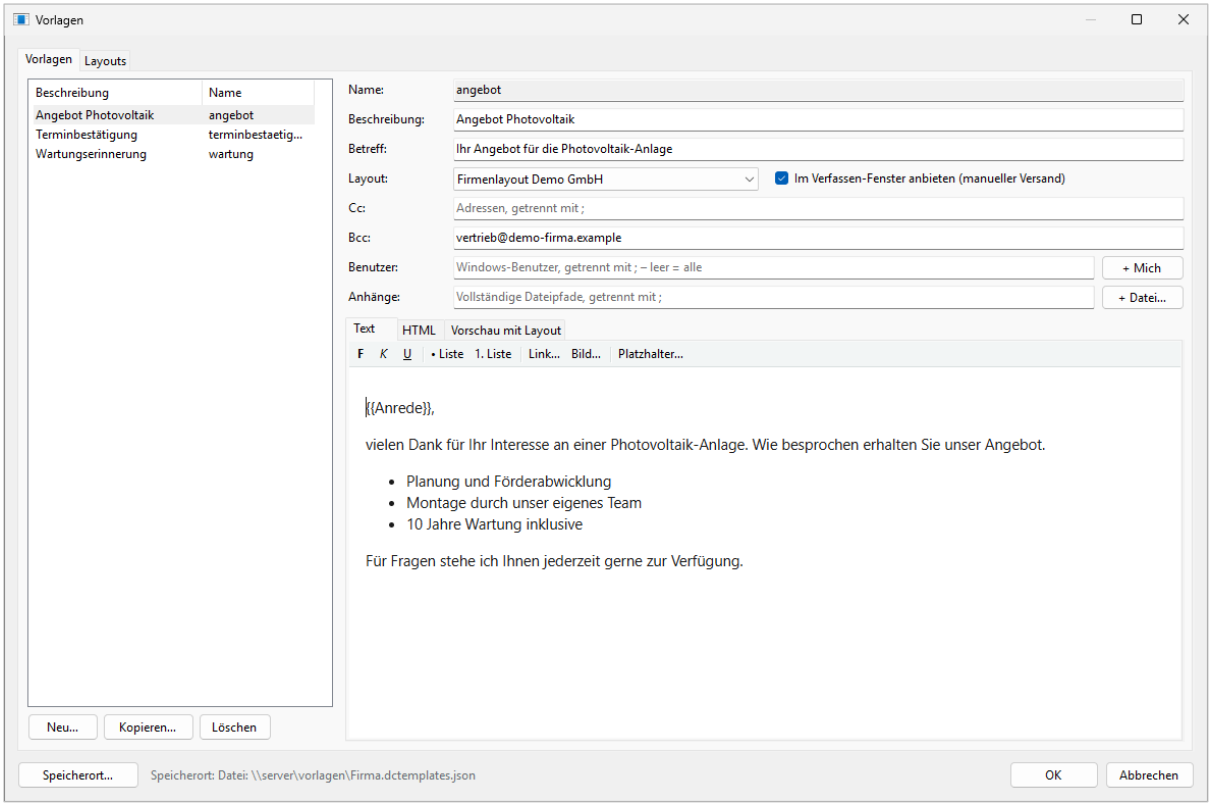


Figure 12: Managing templates

On the **Layouts** tab you edit the frame as HTML. The template's text is inserted at the position `{{Inhalt}}` (also recognised: `{{Body}}`, `{{Content}}`, `{{Template}}`, `{{Mailbody}}`). **Preview** shows the layout with sample text.

Changes are saved with **OK**; **Cancel** discards the changes after confirmation. For attachments, use paths that can be reached from all workstations (e.g. `\\server\freigabe\…`).

Flags, categories, tasks

- **Flag** (Ins) marks a message for follow-up; flagged messages appear in the Tasks module under "Flagged Emails".
- **Follow-up:** a message can be flagged with a follow-up date. The arrow next to **Flag** in the command bar, the context menu of the message list (*Flag*), the **…** menu in the Reading Pane and the window of an opened message offer **Follow up today**, **tomorrow**, **this week** and **next week** as well as **On a day…**: a calendar opens, and a click on the day flags the message with this date. The message then appears under *Tasks → Flagged Emails* with this due date; for Microsoft 365 accounts, Outlook and the web show it too. The function exists in the Windows, Linux and Android versions.
- **Categorise** assigns colour categories (managed under *File → Categories*).
- **Create Task** and **Create Appointment** take over the subject and text (appointment: context menu). *Create Task* is also a button in the command bar, in the **…** menu of the Reading Pane and in the window of an opened message (in the Android app, in the menu of the opened message). The task is due today and contains the sender and text of the message.

Deleting and archiving

Delete moves to "Deleted Items"; there (or with Shift+Del) items are permanently deleted. **Archive** (Backspace) moves to the account's archive folder; if it does not exist with IMAP, it is created. **Ctrl+Z** in the message list undoes the last deletion, move or archiving – pressed repeatedly, also the steps before (up to 20). The messages return to their previous folders, also on the server. Permanently deleted messages and moves to another account cannot be undone.

Default folder for senders and recipients

For senders whose messages you always file in the same folder (invoices, newsletters, projects), DcEmailClient remembers a **default folder**. In the context menu of the message list, **Move to Default Folder** moves the selected messages there – for received messages the sender's address applies, for sent messages that of the first recipient (not yourself). If the address has no default folder yet, the folder picker opens; your choice is remembered and the messages are moved. Ctrl+Z undoes this like any move. **Change Default Folder…** sets a different folder. With the check box **Move mails from the old target folder** (default: off), all messages of this address are also moved from the previous target folder to the new one.

In the folder picker (also for moving, for rules and for the default folder), the mailboxes appear collapsed so that you do not have to scroll for long when there are many folders; a preselected folder is shown expanded.

Search

In the Email module, the search box at the top searches the subject, sender, recipients, attachment names, categories and the message text; with contacts and appointments the notes are included as well. You choose the search scope in the selection to the left of the search box: **Current folder**, **Subfolders** (folder including subfolders), **Current Mailbox** or **All Mailboxes**; the choice is saved. Via the menu "Folder ▾" above the message list, deleted items can also be included.

The selection is available in every module, each with its own saved search scope:

Module	Search scopes
Email	Current folder, Subfolders, Current Mailbox, All Mailboxes
Calendar	Current calendar (the selected one), All calendars
Contacts	Current folder, All contacts
Tasks	Current view (e.g. "Today" or a list), All tasks (all lists, including completed ones)
Notes	Current folder, All notes

The beginnings of words are enough; accents and umlauts may be omitted ("osterreich" finds "Österreich"). Esc or ✕ on the right of the search box ends the search.

What is searched. To the right of the search scope there is a button showing which fields are searched. A click opens a menu with checkboxes; **All** searches the whole item and is the default everywhere. Each module has its own fields and remembers its own selection:

Module	Fields
Email	From, To (including Cc), Alias (your own address the message was sent to), Subject, Message text, Attachments (names of the attachments and, if switched on, their text)
Calendar	Subject, Location, Attendees, Note, Categories
Contacts	Name, Company (including department and job title), Email, Phone, Notes, Categories
Tasks	Subject, Note, Categories
Notes	Title (the first line), Categories

If you choose only *Subject*, for example, "offer" finds only the messages with this word in the subject – handy when a term appears in many signatures or footers; with contacts, *Phone* finds a number without customer or invoice numbers from other fields getting in the way. With *Alias* you find all messages that went to one particular address of your own – a search for "pachl" then returns only messages to `wp@pachl.at`, not those to a customer of the same name; the field works even when the display in the list is switched off. Several fields can be combined. For emails the selection also appears in the heading of the result list ("Search results for "Müller" (Subject)"), and *Search in Attachments* only takes effect while *Attachments* or *All* is selected. Fields that do not appear in the table (such as a contact's city) are only found by *All*.

Previous searches. The search box remembers the last 20 searches of the profile (without duplicates): every search you finish with the Enter key, by choosing it from the list or by leaving the box is saved. As soon as you have typed three characters, the list opens below the box and shows the earlier searches that contain all the words you typed. Use the arrow keys to choose one; the text in the box only changes with a mouse click or the Enter key – then the search starts.

Searching in attachments. The search also finds words inside attachments: in PDF, Word, Excel and PowerPoint files (also OpenDocument), in text, HTML and RTF files and in attached messages (.eml). In the background, DcEmailClient reads the text from the attachments of messages that are stored completely on your computer – newest first and without additional traffic to the mail server; with a large mailbox the first pass takes a while, and messages that exist only as headers are handled once their content has been loaded. With **Search in Attachments** in the "Folder ▾" menu above the message list you switch on or off whether the search includes attachment text (default: on). You can turn off the indexing itself under *File → Options → Mail → Messages* with **Index the text of attachments for search**; text that has already been indexed is kept. Images, scanned PDF files without text, and encrypted or damaged files are not read.

Correspondence with a person. Right-clicking a message offers **Correspondence with … on This Topic** and **All mails with …**. The list then shows, from all folders and accounts, the messages you have exchanged with this person – received and sent, newest first, with the folder in each row. The topic includes all messages with the same subject without "RE:", "FW:", "AW:" and the like, as well as all replies in the same conversation, even if someone has changed the subject. For your own sent messages, the recipient counts as the other party. "Deleted Items" are left out. Esc, **Back to folder** below the list or a click on a folder shows the folder again.

If an account does not keep all messages offline (see the section "Offline period and synchronisation"), **Search on the server** appears below the search results. A click searches the folders of the selected search scope directly on the server – including messages outside the offline period and the complete message text. The results are added to the list (up to 200 per account). If there are more, the line points this out; in that case, narrow down the search further. The server always searches the whole message; if you have selected individual fields, its results are checked against those fields afterwards so that the list matches your selection.

In the calendar's result list you select several appointments with Ctrl or Shift click and delete them together (*Delete* or Del).

In the calendar, the same is available for Microsoft 365 calendars: **Search on the server (including appointments outside the synchronised period)** below the search results adds the server's results to the list (up to 200; for series, the next occurrence). The result is shown in the line, e.g. "3 appointments added from the server." or "No results on the server." In your own calendars the server searches the subject, text, location and attendees; in calendars of shared mailboxes only the subject, location and the beginning of the text.

Rules

Under *File* → *Rules* you create rules for incoming messages (**New…** → **Rule for incoming messages…**). It is quicker from an existing message: right-click in the message list → **Create Rule from This Message…** suggests the sender and subject as conditions. Double-clicking a rule opens it for editing.

Server rules for Microsoft 365. At the top of the *Rules* window, choose **Rules from:** to see the inbox rules of your Microsoft 365 account alongside the local rules. They can be created, changed, copied, deleted, switched on and off, and moved in order. They run on the server even when DcEmailClient is not open, and apply in Outlook and on the web as well. Conditions are sender, To, subject, text, attachment and high importance; actions are *move to folder*, *mark as read*, *category*, *forward*, *delete* and *stop processing more rules*. If a rule on the server contains more (e.g. exceptions), it can be switched on and off, moved, deleted and renamed in the list, but not changed in content. Server rules exist in the Windows and the Linux version.

Part	Options
Applies to	all accounts or a specific account; **Also for shared mailboxes** includes the inboxes of shared mailboxes (Microsoft 365)

Part	Options
Conditions	**All messages** (without further conditions) · sender contains · To/Cc contains · subject contains · message text contains · only messages with attachments · only with high importance – all ticked conditions must apply; separate several terms in one field with semicolons (`huber@firma.at; maier@firma.at`), in which case one of them is sufficient
Actions	move to folder · mark as read · flag for follow-up · assign category · forward to · **Save attachments** · **Play sound** · **Run external command** · delete · stop processing more rules

Save attachments automatically saves the attachments of incoming messages in a folder, such as invoices for accounting. In the first box, enter which files are saved, e.g. `*.pdf` or `*.xlsx *.pdf` – several patterns separated by spaces, commas or semicolons; empty means all attachments. **Target path** contains the folder; use **Browse…** to select it; network paths (`\\Server\Freigabe\Belege`) and environment variables (`%USERPROFILE%\Belege`) are also possible. If a file with the same name already exists, the new one is saved alongside it as "Name (1).pdf", "Name (2).pdf" …; nothing is ever overwritten. Saving takes place before moving or deleting, so a rule can clear the message away afterwards.

Play sound plays a sound of its own for a matching message – for example you hear a different sound for the subject "Fault" than for the subject "Order": one rule per subject with *Subject contains* and *Play sound*. Use **Browse…** to choose a WAV file (the folder with the Windows sounds, `C:\Windows\Media`, is suggested); **Listen** plays it as a test. The rule's sound replaces the general sound for new messages; if several rules apply, the sound of the first one is played. It is also played if the rule moves the message or marks it as read. The rule needs no further action for this.

Run external command starts one of the commands from *File → External Commands* for a matching message (see *External commands*) – for example to pass every message from a supplier to the merchandise management system. An imported command that has not yet been approved asks the first time. The action is only available for local rules.

All messages makes a rule apply whenever any message arrives – for example "save the PDF attachments of all emails" or "pass every new email to an external program". The other conditions are then disabled; with *Applies to account* you restrict the rule to one mailbox.

When rules run. Rules are run on receipt by the sync instance – even if several instances are open, exactly once and in the order of the list (*Move up*/*Move down*). They apply to new messages in the Inbox of your own mailbox, including those you have meanwhile read on your phone or in another program. With the **Also for shared mailboxes** checkbox (below *Applies to account*), a rule also takes effect in the Inbox of a shared mailbox, for example a shared sales mailbox; moving then also works into another mailbox, and *Run Now* includes these inboxes. The rule runs in your program: if several users have the same rule, each of them runs it – for rules that should apply to everyone, a server rule in the shared mailbox is better. DcEmailClient remembers which messages the rules have already been applied to: if the program was closed or something got in the way, it catches up at the next program

start, as long as the message is still in the Inbox. Messages that arrived while DcEmailClient was closed get the rules at the next synchronisation.

Run Now in the rule list applies the selected rule to all messages already in the Inbox (even if it is switched off) – handy after creating a new rule. The check box in front of a rule switches it on or off; *Copy* creates a copy for modifying.

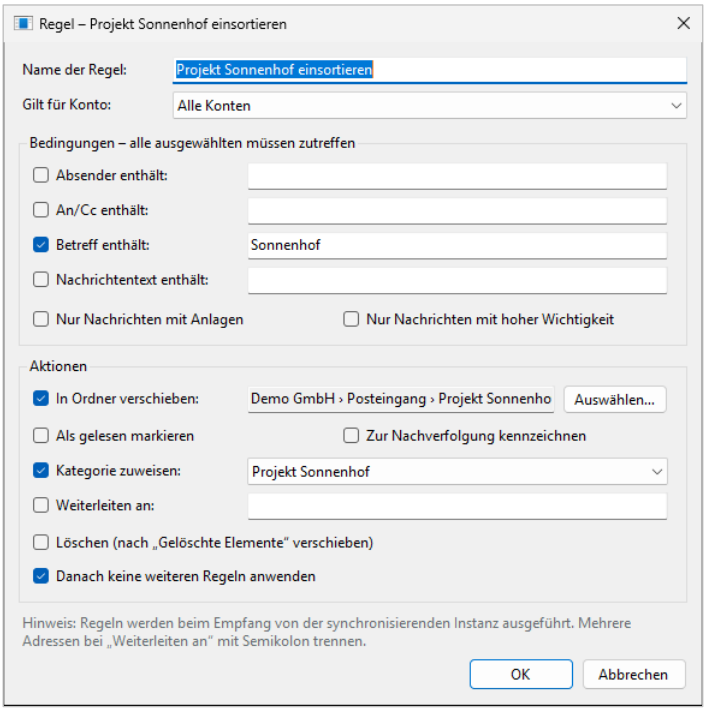


Figure 13: A rule with conditions and actions

Find names for phone numbers is a rule type of its own (**New… → Find names for phone numbers…**): it looks up the phone numbers in a message in sources you specify (CSV or Excel file, MongoDB, SQL Server, ODBC, your contacts) and shows the number and name at the top of the Reading Pane – for example for call-back requests from the switchboard. Under *Dialling codes* you enter the country and area code for numbers without a dialling code; if required, extensions are assigned to the main number ("…-12" finds the switchboard's entry). The names are already looked up and remembered on receipt, so the Reading Pane does not have to wait. Like the other rules, this one can also be restricted to sender, subject or text.

External commands

External commands pass a message to another program: they start a program or open an address and insert values from the message – for example loading the text into an editor or showing the companies of all participants in the merchandise management system. You manage them under *File → External Commands…*: **New…**, **Edit…**, **Copy…**, **Delete**, the order with *Move up*/*Move down*; the check box in front of a command switches it on or off.

Field	Meaning
Type	**Start program** (program and parameters) or **Open address** (http, https or a protocol of your own such as `ware://`)
Program / address	e.g. `C:\Programme\VSCode.exe` with the parameter `{{MailBody}}`, or `ware://showcompanies?emails={{AllRecipients}}`
Applies to	received and sent messages, received only or sent only – what counts is whether the message was received or sent (sent: in the *Sent Items*, *Outbox* or *Drafts* folder or from one of your own addresses), not the folder
Show as button	the command also appears as a button in the toolbar of the message list and of the opened message

Placeholders are inserted with **Placeholder** ▾: `{{Subject}}` (subject), `{{MailBody}}` (text), `{{BodyFile}}` (text as a file), `{{EmlFile}}` (whole message as an .eml file), `{{From}}`, `{{FromName}}`, `{{To}}`, `{{Cc}}`, `{{AllRecipients}}` (all participants without your own addresses – for received messages sender, To and Cc, for sent messages To, Cc and Bcc), `{{Date}}`, `{{MessageId}}`, `{{Account}}` and `{{Folder}}`. Several addresses are separated by semicolons. For programs, `{{MailBody}}` is passed as a text file so that long texts arrive complete; DcEmailClient puts values containing spaces in quotation marks itself. In addresses the values are encoded, and `{{MailBody}}` is shortened there to 1000 characters – for more, use `{{BodyFile}}`. The files are placed in the Temp folder and deleted after two days.

Running. Right-click in the message list → **External Commands** shows the commands that apply to the selected messages; in the opened message they are under **Commands**. With several selected messages, the command runs for each one separately; from five messages upwards DcEmailClient asks first. Via a rule with **Run external command** it runs automatically when a message arrives.

Exporting and importing. Export… asks which commands go into the file (extension `.dccommands`); **Import…** takes them over, and a command with the same ID is replaced. The commands apply per user or profile. For your security, an imported command is shown once with its program and parameters before it is first run, and is only started after you approve it; the same applies if it was changed outside this window. External commands exist in the Windows and the Linux version, not in the web and the Android version.

Automatic replies

For Microsoft 365 accounts, you set up out-of-office replies under *File → Automatic Replies* – immediately or for a period, with separate texts for internal and external senders. The setting is saved on the server and takes effect even when DcEmailClient is not running.

Calendar

Views and navigation

The command bar offers **Day**, **Work Week**, **Week** and **Month**, plus **Today**, **Back** and **Forward** as well as **Open Suggested Times** (see *Suggesting times by email*). On the left is a month calendar for quick date selection and below it the list of all calendars, grouped by account. Use the check boxes to show and hide calendars; each calendar has its own colour (context menu: Colour, Rename, Delete, Import, Export).

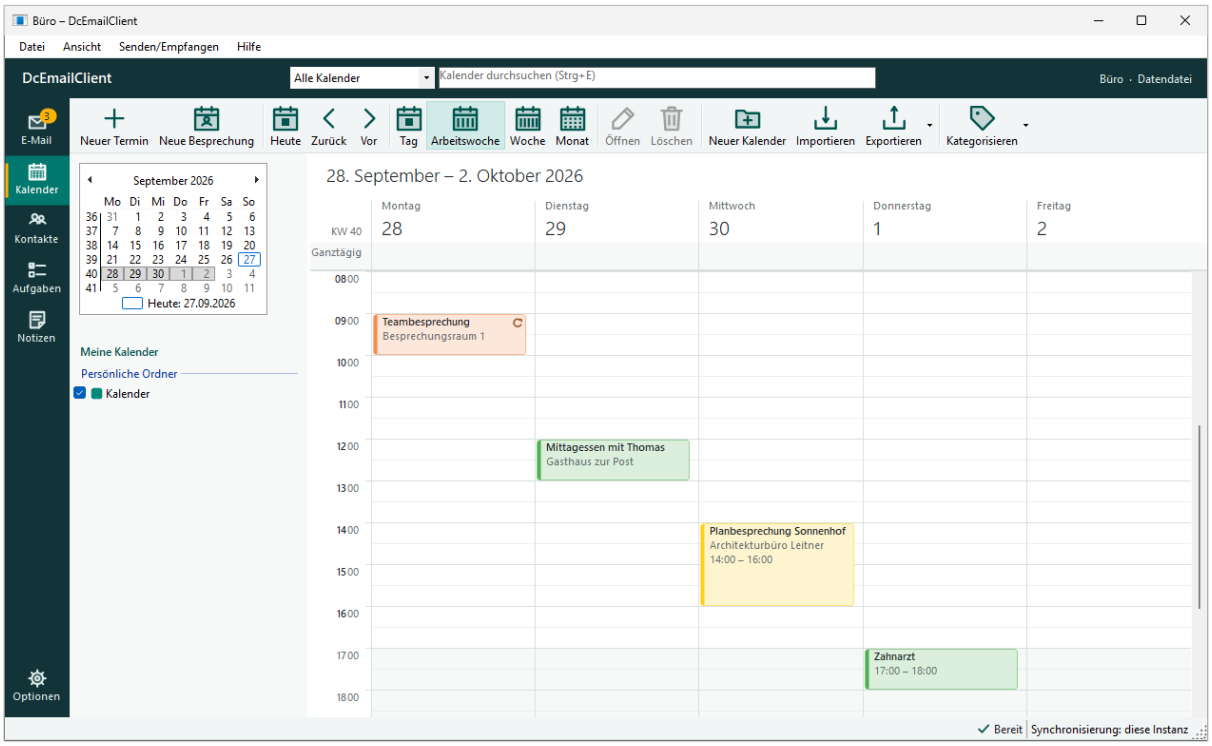


Figure 14: The calendar in Work Week view

In Day and Week view, working hours are highlighted, all-day appointments are shown in the band at the top (all-day entries such as public holidays and birthdays that count as *Free* in the colour of their calendar; appointments with a time that are entered as *Free* stay white), and a line shows the current time. Overlapping appointments are shown side by side. If the mouse points at an appointment, the tooltip also says in which calendar (and account) it is. Clicking a day heading opens Day view. Keys: arrows and Page Up/Down to browse, **T** jumps to today, Ctrl+G to the date navigator, Ctrl+Alt+1 to 4 switch the view.

Creating and changing appointments

- Double-clicking a free time slot creates an appointment there; a period selected with the mouse button held down followed by Enter or a double-click creates an appointment with exactly this period.

- Appointments can be moved with the mouse; dragging the bottom edge changes the duration.
- New appointments end up in the selected calendar, otherwise in the main calendar of the first account. Read-only calendars such as "Birthdays" are skipped. You set a different calendar for new appointments per account: Account Settings → *General* → **Calendar for new appointments** (only for accounts with several calendars).
- In the **Calendar** selection of a new appointment, only the calendars that are shown in the calendar view are listed. The **All calendars** checkbox next to it adds the hidden ones as well.
- Appointments with **Show as: tentative** are hatched as in Outlook: a light background with diagonal lines in the calendar colour and a border in the full colour, without a colour bar – in the time grid, in the all-day band and in the month view (where the dot of an appointment with a time is hatched and only outlined), including the selected appointment.
- The appointment window contains subject, location, online meeting, start and end, all day, show as (free, tentative, busy, out of office, working elsewhere), reminder, recurrence, private, importance, categories, calendar and notes. Ctrl+S saves, Esc closes (with confirmation if there are changes). For appointments without an online meeting, there is a button with a globe to the right of the location: it shows the location in Google Maps in the browser. The *Location* field is also a drop-down list: it offers your locations (the default locations of the meeting suggestions) and the addresses of the attendees who have a contact with an address; you can still type freely.
- **Ribbon as when composing an email:** The appointment window has the tabs *Appointment*, *Insert*, *Format Text*, *Review* and *Help*, the *File* menu and the search box *Tell me what you want to do*. Under *Appointment* you find Save, invitations, responses, recurrence, *Show as*, *Reminder*, categories, private, importance and (under Windows) Dictate. The description is formatted text like an email – with fonts, colours, lists, tables, pictures, shapes, charts, SmartArt, links, symbols, equations and spell check. Under *Insert* → *Include* you insert a **signature**, a **template** or a **Quick Part**; **F3** works too, and *Appointment* → *View Templates* opens the list of templates. A template takes over its subject as long as none has been entered yet; the template's attachments are left out.
- **Adding to several calendars:** For a new appointment, the link **Also add to other calendars…** appears below the calendar. It opens the list of the other calendars – like the calendar selection, initially only the shown ones, with **All calendars** at the top of the list also the hidden ones; tick all those in which the appointment should also appear (the menu stays open for this). The link then shows the selection, e.g. "Also in: Private, Team". On saving, a separate appointment is created in each of these calendars, which can then be changed or deleted independently. For a meeting, the attendees and invitations stay with the appointment in the calendar selected above; the other calendars receive the appointment without attendees, so that nobody receives several invitations.

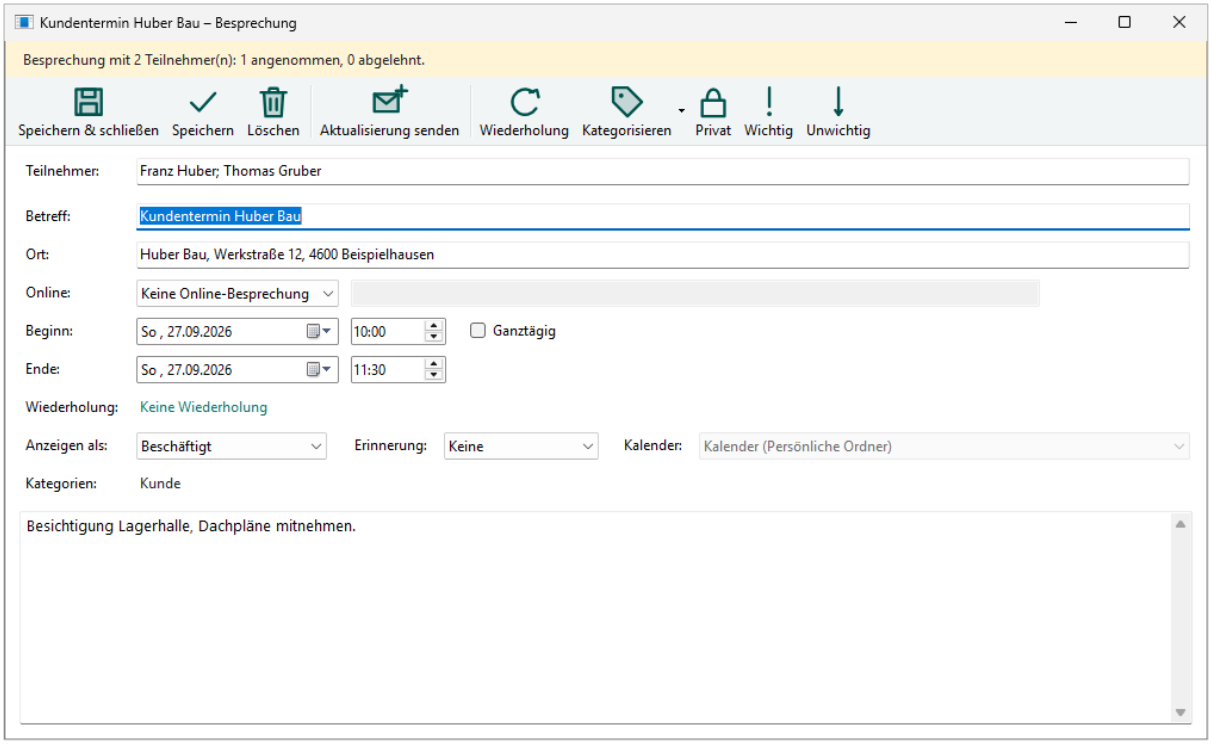


Figure 15: The appointment window of a meeting

Series

Recurrence… opens the series dialogue: daily, weekly (weekdays), monthly (day), yearly (day and month), interval and end (no end date, after n occurrences, by date). When you open or delete a recurring appointment, DcEmailClient asks whether you mean just this occurrence or the entire series.

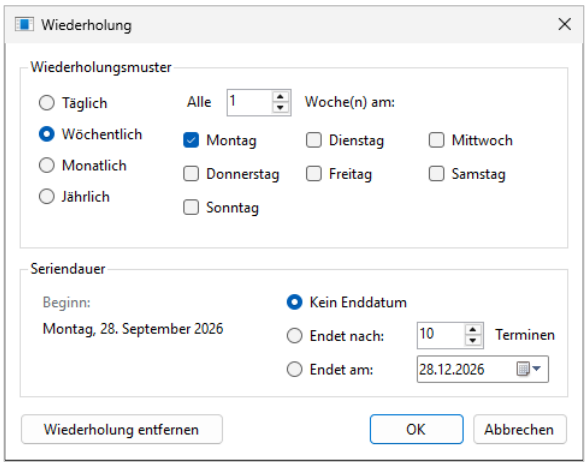


Figure 16: Setting the recurrence of a series

With Microsoft 365 calendars, the server manages the series. You change the times and pattern of an existing series there per occurrence; subject, location, text, categories and reminder can be changed for the entire series.

Meetings

Every appointment has two attendee fields: **Required** and **Optional** (for attendees whose presence is not essential). As soon as attendees are entered, the appointment is a meeting (**New Meeting** puts the cursor straight there). This split is sent with the invitation and synchronised with Microsoft 365. As you type, suggestions from contacts and messages appear. Attendees are shown by name if the name is known (from the invitation, the contacts or previous messages), otherwise by their email address; a typed address is replaced by the name when you leave the field. The tooltip over the field shows the attendees' addresses and responses. If two attendees have the same name, their address is shown as well. With Microsoft 365, the server sends the invitations. With IMAP/POP3 accounts, DcEmailClient sends invitations, updates and cancellations as emails in iCalendar format, which every common email program understands.

If you save a **new** appointment with attendees, all attendees receive the invitation by email straight away – whether on site, online or as remote support; there is no need to click *Send invitation* separately. The invitation then appears under *Sent Items*, as does every update you send after a change – also with Microsoft 365, where the server sends the invitation itself.

If you change one of your own meetings (in the appointment window or by moving it with the mouse), DcEmailClient asks before saving whether the attendees should be notified – but only for changes that affect the attendees (subject, location, time, recurrence, description, attendees, online meeting), not for categories, reminder or "Show as":

- **IMAP/POP3 accounts and Personal Folders:** *Yes* saves and sends the update, *No* only saves, *Cancel* discards the change. Removed attendees receive a cancellation.
- **Microsoft 365:** The server always notifies the attendees itself when saving; Microsoft 365 does not offer saving without notification. The question therefore only offers *OK* (save and notify) or *Cancel*.

Send update in the command bar sends without asking.

You respond to invitations you receive in the appointment with **Accept**, **Tentative** or **Decline** – or right in the message: above an invitation (`.ics`) the same three buttons appear in the Reading Pane. When you accept, the appointment is added to the calendar of the account the invitation was sent to, and the organiser receives your acceptance; when you decline, only the decline goes out. With Microsoft 365 the server enters the invitation itself and sends the reply. **Show in calendar** adds the appointment without replying; if the invitation is already in the calendar, DcEmailClient switches to the calendar and opens the appointment. For a reply to your own meeting ("Accepted: …") the notice shows who has accepted, tentatively accepted or declined; with accounts other than Microsoft 365, DcEmailClient also records the reply for the attendee in the appointment. If the organiser cancels, the notice offers to remove the appointment from the calendar. This also applies to invitations that come with an additionally encrypted calendar file, such as those from LinkedIn events.

Suggesting times by email

If you want to arrange an appointment with someone, use *Insert → Suggest Times* in the compose window to suggest several free times from your calendars. At the top of the window are the **Settings**, which you can change for this suggestion:

Setting	Meaning
Subject (required)	Title of the suggestion: it appears as the title in the "tentative" calendar entries and in the *Open Suggested Times* list, and with links also in the recipient's confirmation question. The default is the email's subject; without a subject the suggestion cannot be applied
Free/busy from these calendars	A time only counts as free if nothing is entered in any of the ticked calendars
Add as "tentative" to	Calendar in which the applied suggestions are reserved; *(do not add)* does not block any time
Starting in / Period	after how many days and for how many days the search runs
Meeting type	e.g. "In-house", "Teams" or "At your premises" – brings type, location, duration as well as preparation and follow-up; **Manage types…** creates and changes types
Number, Duration	how many appointments of which duration are suggested
Preparation, Follow-up	minutes before and after the appointment (e.g. travel there and back), which must also be free
Weekdays, Time from – to	restrict the individual suggestion to certain days and times of day; the search always runs within your working hours (or your own booking times, see *Appointment booking*), also with several periods on one day
Type	**On site**, **Online** with platform (Microsoft Teams, Google Meet, Zoom, Cisco Webex, GoTo Meeting, GoTo Webinar) or **Remote support** (TeamViewer, AnyDesk, RustDesk, Microsoft Quick Assist). The type appears in the message, in the calendar entry and on the recipient's page. When an online appointment is booked or confirmed, the meeting is created together with its link (see below); for remote support, the instructions for the customer are in the appointment
Location	one of your standard locations or typed in freely; **Add to standard locations** remembers it. The location appears in the message and in the calendar entry; for online appointments it is optional (e.g. a room)

Setting	Meaning
Text before, Text after	text before and after the list, e.g. "Please let me know which time suits you."

Generate searches for suitable times, spread across different weekdays and times of day where possible; pressing it again suggests other times. For the selected suggestion, **Preview in calendar** shows the week with your appointments (blue) and all suggestions (orange); **Delete suggestion** removes it from the list, **Generate another suggestion** adds one more on a different day or at a different time. If you change the meeting type, DcEmailClient checks the suggestions already found and replaces those that no longer fit.

Apply writes the ticked suggestions into the message as a list and enters them as "tentative" in the calendar, so that the times are not given away until you receive a reply. The title of the entries is the suggestion's **subject**; as in Outlook, you recognise "tentative" by its display: white background with diagonal hatching in the calendar colour and a border in the full colour, without a colour bar. If the *To* field is still empty, DcEmailClient warns you beforehand that the appointments would be created without attendees.

Times to click. If your booking page is set up and switched on (*File → Appointment Booking*, chapter *Appointment booking*), DcEmailClient registers the suggestions with the booking server, and every time in the message is a **link**. The recipient clicks the suitable time and sees the subject, type (on site or online) and location as well as the question "Confirm appointment "Subject" on 20.10.2026 at 10:00?" in the browser. The appointment is only booked with **Yes** (with **No** everything stays as it was) – merely opening the link, for example by a link checker, books nothing. After that, the other times of the suggestion can no longer be booked; you and all recipients receive an email with a calendar file. At the next synchronisation (every 30 seconds), DcEmailClient enters the appointment as "Booked" and deletes all other "tentative" entries of this suggestion. If the appointment is *Online*, DcEmailClient creates the meeting at the same time – Teams via Microsoft 365, Google Meet, Zoom and Webex via your stored sign-in (see *Online meetings*) – and the attendees receive an invitation with the link in addition to the booking server's confirmation. The "tentative" entries themselves do not get a meeting link yet. The links only apply once the message has been sent; if you confirm or discard the suggestion yourself, they no longer apply. Without a set-up booking page, the list stays in the text and you confirm the chosen time yourself (see below).

Confirming. In the calendar, **Open Suggested Times** lists all suggestions sent, with subject, attendees, date sent, meeting type and their times; if the recipient has booked a time via the link, the suggestion is already confirmed after the next synchronisation. If the recipient accepts by email or phone, select the chosen time and click **Confirm time**: the appointment is entered as "busy", and all other "tentative" entries of this suggestion disappear. For suggestions with links, this has the same effect as if the recipient had clicked the link: the links no longer apply, and the booking server sends the recipients the confirmation with a calendar file and you a confirmation; an additional invitation from the program is not sent. For suggestions without links, **Send invitation to the attendees** sends an invitation straight away – the recipients from *To* as required and those from *Cc* as optional

attendees. **Discard suggestion** removes a suggestion that is no longer needed, together with all its calendar entries; with Ctrl or Shift click you select several suggestions and discard them together.

Deleting in the calendar. If you delete an entry of an open suggestion in the calendar, that time is also dropped from the suggestion (and its link on the booking server). If no time is left, the whole suggestion disappears from the list.

You set the defaults for all settings under *File → Options → Calendar → Defaults for suggested times*.

Online meetings (Teams, Google Meet, Zoom, Webex, GoTo)

In the **Online** line below the location you choose the platform: **No online meeting**, **Microsoft Teams**, **Google Meet**, **Zoom**, **Cisco Webex**, **GoTo Meeting** or **GoTo Webinar**. The attendees field is always in the appointment window; the appointment becomes a meeting with invitations as soon as attendees are entered.

- **Microsoft Teams in a Microsoft 365 calendar:** The server creates the Teams meeting on saving and adds the join link to the description; the link field is filled after synchronisation. Microsoft 365 does not allow a Teams meeting to be withdrawn once it has been created; the selection is then locked.
- **Google Meet with Google sign-in:** If an account is signed in to Google (Account Settings → *Google*, see the chapter *Accounts*) or a Gmail/Google Workspace account is set up and the Google connection is enabled (see the installation manual), DcEmailClient creates the Meet link as soon as you select **Google Meet** ("Creating Google Meet link…"; stop with **Cancel**). If the field is still empty on saving, the link is created then. If you have not signed in beforehand, Google sign-in opens in the browser the first time. The Google account of the calendar is used, otherwise one already signed in, otherwise the first Google account.
- **Zoom and Cisco Webex with the connection set up:** If your administrator has set up the connection (see the installation manual), DcEmailClient creates the meeting when the appointment is saved – with the appointment's subject, start and duration. Until then the field shows "Will be created via Zoom when saving"; **Create link** creates it beforehand. The first time, the platform's sign-in opens in the browser, after that it works without prompting; stop the creation with **Cancel**.
- **GoTo Meeting and GoTo Webinar, and all platforms without a connection (also Google Meet without a Google account, and Teams in other calendars): Create link…** opens the platform's scheduling page in the browser (Google: meet.google.com/new, Teams: schedule a new meeting, Zoom, Webex and GoTo: schedule a meeting or webinar). Copy its link into the field. On saving, DcEmailClient checks whether the link matches the platform and adds a joining note at the end of the notes, so that the attendees find the link in every invitation.
- As soon as a link has been entered, the button becomes **Join** and opens the meeting.
- On saving, DcEmailClient checks the link and attendees, e.g. "The link is not a valid Google Meet meeting link." or "These attendees are unknown or their addresses are invalid: …".

DcEmailClient also recognises invitations you receive with a link from Teams, Google Meet, Zoom, Webex or GoTo; **Join** is then available there too.

Remote support. Under *Online* you can also choose remote support sessions: **TeamViewer**, **AnyDesk**, **RustDesk** and **Microsoft Quick Assist**. On saving, DcEmailClient writes the instructions for the customer into the text of the appointment: where to download the program (with a direct link for Windows), that no installation is needed, what they must tell you at the start (ID and password or AnyDesk address; with Quick Assist they type in your security code) and that they confirm the connection. If you have your own preconfigured program (e.g. a QuickSupport module with your logo), enter its download link in the field next to it; it replaces the manufacturer's link. **Download page** opens it for checking. Meeting types, suggested times and the booking page also offer remote support as a type; if a customer books such an appointment, the instructions are in their acknowledgement and confirmation emails and in the calendar file.

Moving or copying to another calendar

The context menu of an appointment (right mouse button in the calendar view or in the search results list) contains **Move to calendar** and **Copy to calendar**. The submenu shows all calendars except the appointment's own and except read-only calendars; with several accounts, the account is shown in brackets after it. This also works between accounts, for example from the Microsoft 365 calendar to a calendar in Personal Folders.

Microsoft 365 and the local calendars do not support moving directly between calendars. DcEmailClient therefore creates the appointment anew in the target calendar and, when moving, deletes it from the previous calendar. DcEmailClient handles some cases specially:

Case	Behaviour
Series in Personal Folders or an IMAP/POP3 account	Prompt: just this occurrence or the entire series. Individually changed occurrences move along with the series.
Series from Microsoft 365	Only the selected occurrence, as a single appointment (with a notice). The server manages the series pattern.
Series with exceptions into a Microsoft 365 calendar	Warning: Microsoft 365 only takes over the pattern. Deleted or individually changed occurrences reappear there as the pattern dictates.
Invitation received	Copy only, as a separate appointment without attendees. Moving is not possible because the invitation belongs to the calendar it was sent to.
Copying your own meeting	The copy contains no attendees; no invitation is sent.

Case	Behaviour
Moving your own meeting, both calendars local (Personal Folders, IMAP, POP3)	It remains the same meeting; the attendees are not notified.
Moving your own meeting, a Microsoft 365 calendar involved	After confirmation, the attendees receive a cancellation and a new invitation.
Appointment from a read-only calendar (e.g. "Birthdays")	Copy only.

When copying, the copy's reminder starts afresh; when moving, a reminder already dismissed or snoozed stays as it was.

Importing and exporting

Import reads `.ics` files (including series, exceptions, reminders and time zones) into the selected calendar. **Export** writes the entire calendar or the selected appointment as `.ics`.

Appointment booking

With appointment booking, you offer customers a booking page of your own on the internet, such as `https://appointments.diecloud.at/walter-pachl`. There the customer sees your free times, chooses an appointment type and a time slot and sends a request. The request immediately appears as "tentative" in your calendar. You confirm or decline, and the customer receives the answer by email.

Which times are free is determined by your calendars. The page only shows "busy": the subject, location, attendees and text of your appointments never leave your computer.

The booking pages are provided by the DieCloud.at **booking platform**, a stand-alone solution alongside DcEmailClient. It is either **hosted by DieCloud.at** (`appointments.diecloud.at`, subject to a charge) or runs on **your company's own server**, then with its own address such as `termine.firma.at`.

- **Hosted platform:** You do not need any technology of your own; use is subject to a charge.
- **Own booking server:** Your company installs and operates it itself (see the *Booking server* manual). You enter the address under *File* → *Options* → *Server*; your administrator can also preset it for all users.

In both cases, your address must be enabled on the booking server (see *Activation*). On the DieCloud.at platform you also need a valid licence.

Setting up the booking page

File → *Appointment Booking* opens the settings with four tabs.

Booking page

- **Activate booking page:** Only then can customers request appointments. Switching it off locks the page without losing the settings.
- **Your name:** It appears on the page and as the sender of the emails to your customers. The page address is formed from it.
- **Address:** The address cannot be typed freely. DcEmailClient asks the booking server which addresses can be formed from your name and are still available. From "Dr. Walter Pachl", for example, `walter-pachl`, `w-pachl`, `pachl-walter` or `walter-pachl-2` are formed; umlauts are resolved (ü → ue), titles omitted. If the first suggestion is taken, the line below points this out, and the selection only contains available addresses. **Suggestions** asks again, for example after a change of name.
- Once the page has been created, the address stays. It does not change even if you later change your name; otherwise links already distributed would become invalid.
- The link below opens the page in the browser; **Copy link** puts it on the clipboard, for example for your signature or website.
- **Heading** and **Introduction** appear at the top of the page.
- **Enter in:** the account in whose *Calendar for new appointments* (Account Settings → *General*) the requests are entered.
- **Notify:** New requests go to this address. It is also the reply address of the emails to your customers.

Calendars

Tick all calendars whose appointments occupy time, including calendars of other accounts and shared mailboxes. Appointments with "Show as: free" do not count; "tentative", "busy", "out of office" and "working elsewhere" occupy the time.

Appointment types

One appointment type per row with name, duration and buffer in minutes, **type** (*On site*, *Online* with platform: Microsoft Teams, Google Meet, Zoom, Cisco Webex, GoTo Meeting, GoTo Webinar, or *Remote support* with TeamViewer, AnyDesk, RustDesk or Microsoft Quick Assist), **location** (optional for online appointments) and a description, e.g. "Initial consultation, 30 minutes" and "Consultation, 60 minutes, 15 minutes buffer". The buffer keeps time free before and after the appointment. If the page has several appointment types, the customer first chooses the appointment type; they see the type and location when choosing, when submitting and in the emails. A new row creates an appointment type; Del deletes it.

Booking times

- Without the tick, the **working hours** from *File* → *Options* → *Calendar* apply; if you change them, the booking page takes them over by itself at the next synchronisation.

- **Own booking times:** If you need different times for the booking page, tick the box and enter the bookable times per weekday, e.g. `08:00-12:00, 13:00-17:00`. An empty field means: no appointments on this day. The suggested times by email then also keep to these times.
- **Earliest … hours in advance:** The page does not offer appointments at shorter notice.
- **At most … days in advance:** This is how far ahead the selection reaches.
- **Start every … minutes:** Interval between the offered start times (15, 30 or 60).

OK transfers the settings to the booking server. The first time, the page is created and DcEmailClient shows its address.

Activation

So that not just anyone can create booking pages, the booking server only accepts enabled addresses. If your address has not yet been enabled, DcEmailClient reports this when you click OK. It then offers to **request access automatically from the operator of the booking server**:

- **With the DieCloud.at platform**, the request comes to us. We will get in touch with you and discuss the options: paid use of our platform or a booking server of your own for your company.
- **With your own booking server**, the request goes to the operator in your company, usually the IT department.

As soon as you have been enabled, you will receive an email. Your settings remain saved until then, and the status line shows when you made the request. After activation, simply open the dialogue and click **OK**.

A different booking server

Which booking server DcEmailClient uses is shown in the status line of the *Booking page* tab. It can be changed under *File* → *Options* → *Server*.

After a change, the page has not yet been created on the new server. DcEmailClient does not synchronise until then and points this out. Open *File* → *Appointment Booking* and click **OK**; the page is then created on the new server (after activation, if necessary). Your settings are kept. The page address changes with the server.

Synchronisation

The synchronising instance synchronises with the booking server: new requests and appointment suggestions every 30 seconds, the busy times every five minutes:

- It uploads the busy times of the selected calendars, only start and end.
- It fetches new requests and enters them in the calendar.
- It applies decisions, including those you made via the link in the notification email.

The *Booking page* tab shows when the last synchronisation took place and, if applicable, an error.

If DcEmailClient has not run for more than three days, the page no longer offers any appointments until synchronisation has taken place again. This ensures that no appointments are given out at times that may have been taken in the meantime.

Confirming or declining requests

When making a request, the customer gives a **subject** (required field), plus name, email address, phone number and message. A new request appears in the calendar as "Subject – Name" with *Show as: tentative* (hatched; requests from older versions are called "Tentative: Initial consultation – Name"); the location and online platform of the appointment type are already entered. The appointment text contains the appointment type, the customer's name, email address, phone number, subject, type/location and message. DcEmailClient deliberately does not enter the customer as an attendee, so that Microsoft 365 does not send an invitation of its own. At the same time you receive a notification email, and the customer receives an acknowledgement of receipt.

You can decide in two ways:

- **In DcEmailClient:** *File → Booking Requests* lists the open requests; **Also show decided requests** additionally shows the confirmed and declined ones. The customer's details are shown below the list. In **Message to the customer** you can include a text, then click **Confirm** or **Decline**. **Open page** shows your booking page.
- **Via the link in the notification email**, also on the go on your phone: the page shows the request with the same options. The decision is only made when you click the button.

After the decision:

Decision	Customer	Your calendar
Confirm	Email "Appointment confirmed" with your message and a calendar file (`.ics`)	The appointment is called "Initial consultation – Name" and is *busy*
Decline	Email "Appointment cancelled" with your message and the link to the booking page	The appointment is deleted

Open and confirmed requests occupy the time on the booking page immediately, even before DcEmailClient has fetched them. This means nobody can request the same slot twice.

If you delete an open request in the calendar, it will not be entered again. You still have to decide, though, so that the customer is informed.

Contacts

View

On the left are **All contacts** and the contact folders for each account; in the centre the contacts as a **List** (name, company, email, phone, mobile, categories; clicking a column heading sorts) or as **Business Cards**. The letter bar jumps to the initial letter. On the right, the detail pane shows the business card of the selected contact with clickable email addresses and website.

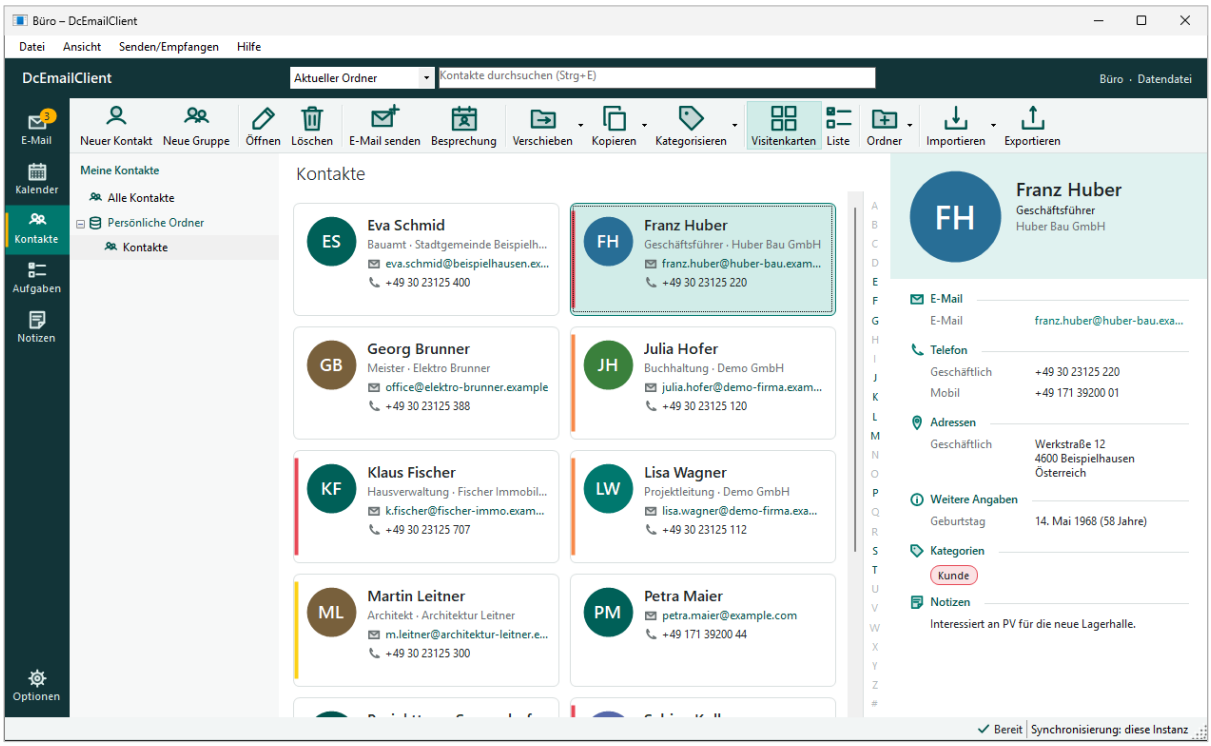


Figure 17: Contacts as business cards with detail pane

Editing contacts

The contact window has the tabs **General** (names, file as, company, department, job title, up to three email addresses, phone numbers, website, birthday, photo), **Addresses** (business and home) and **Notes and categories**. "Save & New" creates the next contact straight away.

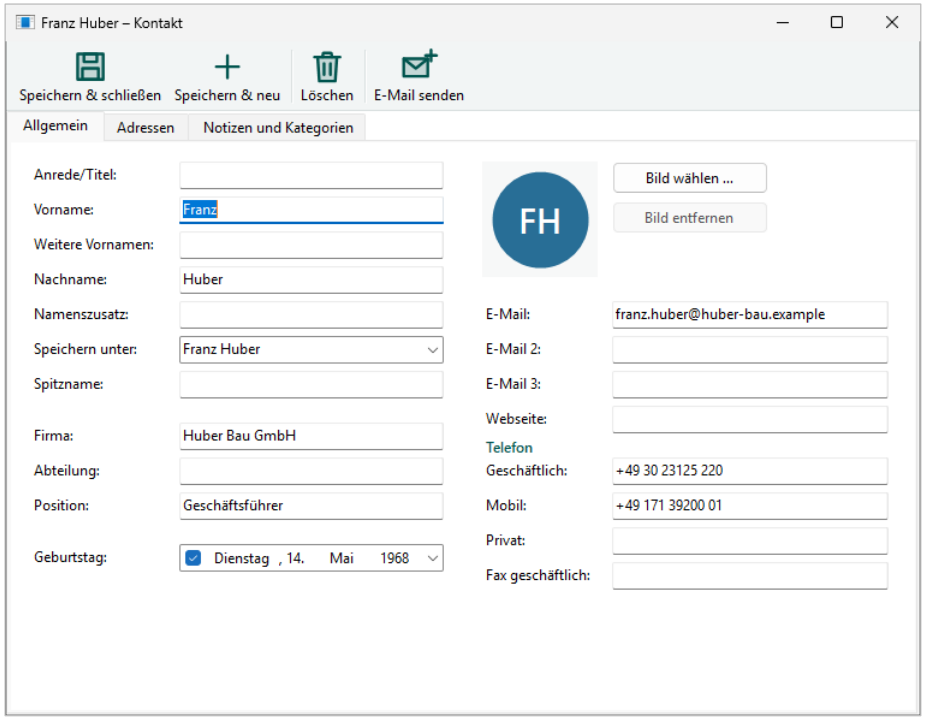


Figure 18: The contact window, General tab

Contact groups combine addresses into a distribution list; you choose members from the contacts or enter new addresses. "Email to group" addresses all members.

Drag contacts with the mouse into another folder (with Ctrl: copy) – in the list as well as in the *Business Cards* view, also several at once (Ctrl or Shift), between accounts and into the contact folders of shared mailboxes – or use **Move** / **Copy**.

Folder for new contacts. A new contact ends up in the selected contact folder. If you create it outside the Contacts module (double-click on the sender, *Create contact from signature*, opening a vCard), the account's setting applies: Account Settings → *General* → **Folder for new contacts**. Without a setting, it is the "Contacts" folder in your own mailbox. With Microsoft 365, the contact folders of shared mailboxes and colleagues to which you have rights are also available, e.g. a shared company address book in `office@`.... What counts is the account in which the message is located, otherwise the default account. The selection only appears if an account has more than one contact folder. Microsoft 365 groups have no contacts and are therefore not available for selection.

Create contact from signature

From a message you have received, you create a contact for the sender with the details from their signature – without typing anything. You will find the function in four places:

- Right-click the message in the message list → **Create Contact from Signature...**
- in the Reading Pane under the **...** button next to "Forward"
- right-click in the message text
- in the message window (double-click on a message), the **Contact** button

DcEmailClient looks for the signature at the end of the message – after a closing phrase such as "Kind regards" or "Best regards", or after the separator "-- ". Quoted replies and forwarded messages ("From: …", "On … wrote …") as well as disclaimers are skipped. The following are recognised:

Detail	How it is recognised
Title, first name and surname	Line with the sender's name; academic titles before the name (Mag., Dr., DI, Ing. …) and after it (MBA, MSc …) go into separate fields
Company	Legal form (GmbH, AG, KG, OG, e.U., Ltd. …); a company name spread over two lines is joined. If the sender is a company instead of a person (e.g. "Muster GmbH" at office@…), it is taken over as the company and the name is looked for in the signature
Job title	Designations such as Managing Director, Sales, Head of …, or the line directly below the name
Phone, mobile, fax	Label (Tel, T, Mobile, M, Fax, F …); without a label, the dialling code decides (mobile networks in Austria, Germany, Switzerland). Two identical landline numbers that differ only in the extension become phone and fax. Further numbers that cannot be assigned to a field are placed in the notes
Website	`www.…` or `https://…`; links to social networks and appointment booking are skipped
Address	Line with postcode and town; the street is in the line above or at the front of the same line; the country from "A-"/"D-"/"CH-", a separate line or the phone dialling code
Email	always the sender's address

Company register, VAT ID and bank details are not read as phone numbers.

Selecting the signature: If the signature is not found correctly, select it in the message text with the mouse and then choose the function (via right-click it is then called **Create Contact from Selection…**). Only the selected text is then evaluated.

The result opens in the contact window – **nothing is saved until you save it**. Check the fields beforehand: signatures are structured very differently, and details that appear in the signature only as images (logos, symbols instead of "Tel"/"Fax") cannot be read by the program.

Sender is already a contact: If a contact with the sender's address already exists, a prompt shows which fields from the signature would be added and which details differ.

- **Yes** enters the new details only in **empty** fields and opens the contact; existing details are never overwritten; differing ones are listed in the prompt.
- **No** creates a new contact anyway.

- **Cancel** changes nothing.

Import and export

- Import and export **vCard** (`.vcf`, versions 2.1, 3.0, 4.0, also several contacts per file).
- Import **CSV** – columns of German and English exports from common programs are recognised automatically. Duplicate contacts (same name and same address) are skipped.

Tasks

On the left are the views **My Tasks** (all open ones), **Due today**, **Overdue**, **Completed** and **Flagged Emails**, below them the task lists for each account (with Microsoft 365 the To Do lists).

- The box above the list creates a task immediately when you press Enter.
- The check box in front of a task marks it as completed (also Space bar).
- Overdue tasks are red, those due today coloured, completed ones struck through.
- A task list shows only the **open** tasks. The **Show completed** checkbox above the list on the right also shows the completed ones: the open ones are then at the top under *Open tasks*, the completed ones below under *Completed tasks*. The setting is saved; the *Completed* view shows all completed tasks anyway.
- Tasks can be **dragged into another list** with the mouse: select them, drag them from the list onto a task list on the left and drop them – into another account as well. Flagged emails stay in their folder.
- **Due** quickly sets Today, Tomorrow, This Week, Next Week, any date (**On a day…**) or no date.
- Tasks from flagged emails (*Flagged Emails* or *Create Task*) show the content of the email with sender and date above the note; **Show Email** opens the message itself. The details pane of the *Flagged Emails* view also shows the text of the message.

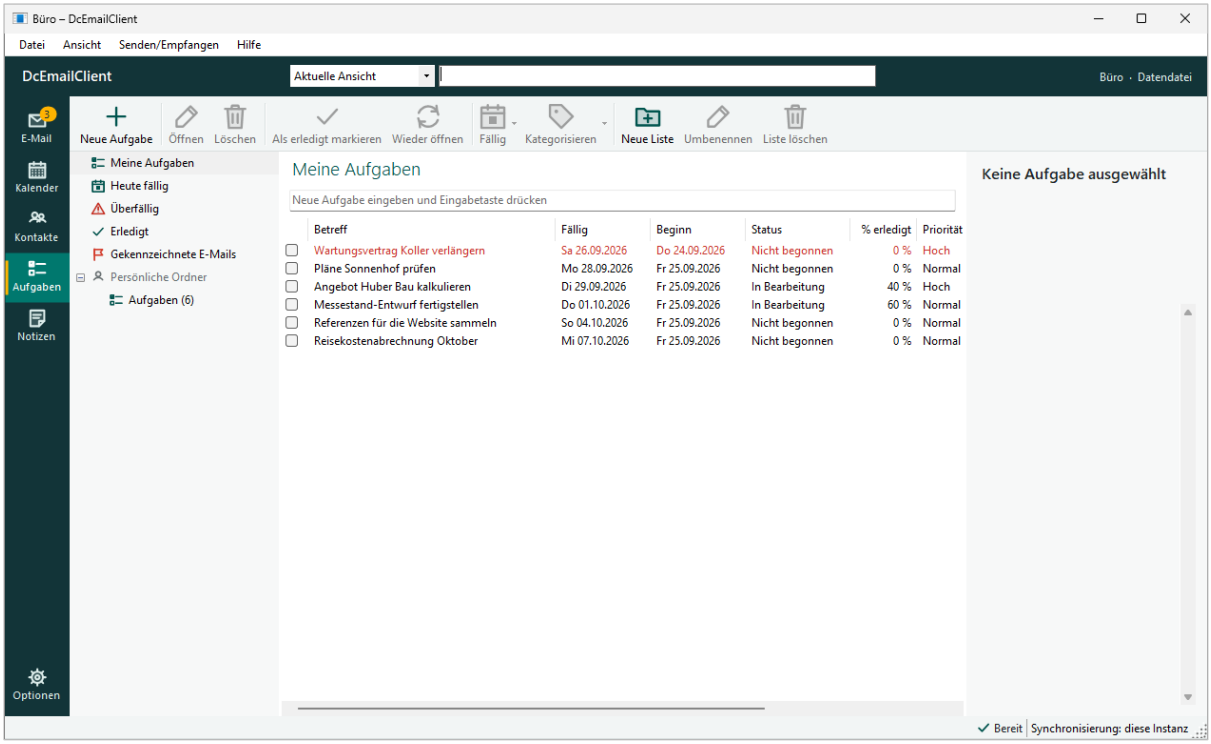


Figure 19: The Tasks module

The task window contains subject, start, due date, status, % complete, priority, reminder, categories and notes. For flagged emails, a double-click opens the message; "Completed" sets the flag to completed; a message with **Follow-up** appears there with its due date (see *Email → Flag, categories, tasks*). The subject and text of tasks are spell-checked.

Notes

Notes appear as coloured **Tiles** or as a **List**. Each note opens as a small sticky-note window that you can move freely, resize and keep on top; several notes can be open at the same time. Use the menu in the title bar to choose colour and category. Notes are saved automatically as you type; an empty new note is discarded when closed.

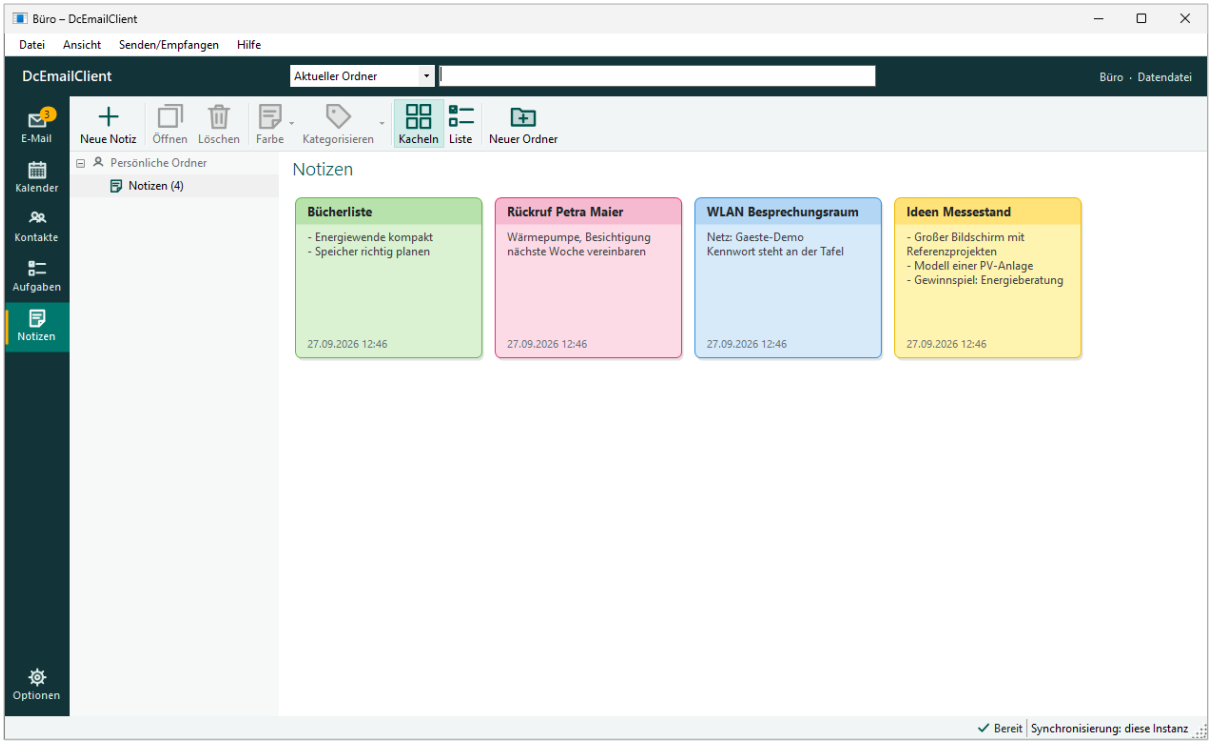


Figure 20: Notes as tiles

DcEmailClient in the browser (web version)

Besides Windows and Linux, DcEmailClient is available as a **web version**: you open an internet address in the browser, sign in and work with **email, calendar, contacts, tasks and notes** as in the program – with the same layout (toolbar on the left, menu at the top, command bar for each area). The web version runs on a server operated by your IT or DieCloud.at; every user has their own mailbox profile on it. You do not need to install anything and find your data again on any computer.

Signing in and registering

Your administrator tells you the address and – if self-registration is switched on – whether you can register yourself. When registering, you enter your email address, open the link in the confirmation email and set your password. The first user of a new installation becomes administrator.

Taking over accounts and settings

Under *Accounts* you set up IMAP/SMTP accounts and sign Microsoft 365 accounts in via the Microsoft page. If you already use the program, you can take over accounts, signatures, templates, rules, categories and options with one click: in the program *File → Export settings…* (see *Copying settings to another device*), in the web version **Take over settings** and choose the file (`.dcsettings`) with its password.

What the web version can do

- **Email** with folders, message list, reading pane, search, rules, and a **compose window** with ribbon (Insert, Options, Format Text, Review), templates and Quick Parts (including *Manage templates…*), signatures, suggested times, polls, charts and emoji autocorrect (`;-)` becomes 😉).
- **Calendar** in the Day, Work Week, Week and Month views; the **appointment window** corresponds to that of the program (attendees, online meeting with Teams, Google Meet, Zoom, Webex and GoTo, recurrences, categories, additional calendars, invitations, acceptances and declines).
- **Contacts, tasks and notes** with search, editing and folders per account.
- **Colours and dark mode** as in the program (*File → Options → Colours*); you see changes already in the dialogue, and with *Cancel* everything stays as it was.
- **Help & feedback:** At the bottom right – even on the sign-in page – the *Help & feedback* button opens a form above the page for a question to support, with files and screenshots (Ctrl+V). Under *My requests* you read the replies and write back; the replies also arrive by email. Both are also in the *Help* menu. If you are signed in with your email address, you are signed in to the form straight away; otherwise you confirm your address once with a code sent by email. If the button gets in the way, fold it with the × into a narrow tab at the edge; the "?" on the tab opens the form, the arrow brings the button back, as does *View → Show the "Help & feedback" button*. The operator of the web version switches the function on.

Some functions exist only in the program, such as import from Outlook and Thunderbird, Windows connections (Simple MAPI) and appointment booking. The administrator sets up the connection of Google Meet, Zoom and Webex (installation manual).

Importing from other programs

File → Import (Outlook, Thunderbird, eM Client) takes over settings and content from **Outlook for Windows**, **Thunderbird** or **eM Client** on this computer. You choose the program at the top of the window; the first one found on the computer is preselected, and anything a program does not have is greyed out. The other program is only read, and passwords are not taken over – DcEmailClient asks for them at the first synchronisation. The **accounts** come first and are taken over before everything else, so that rules, signatures and favourites find the matching account straight away. At first start, the window **Welcome to DcEmailClient** offers the same import right away (see *First start*).

From Outlook

Anyone switching from Outlook for Windows can take over settings and content with *File → Import (Outlook, Thunderbird, eM Client)*, program **Outlook**; the emails themselves come via the server or from an Outlook data file (see *Emails from an Outlook data file (.pst)*). Outlook is only read; nothing changes there. If Outlook was not open, DcEmailClient starts it invisibly and closes it again afterwards.

"Outlook" here means **Outlook (classic)**. If only the **new Outlook** is installed on the computer, the import window says exactly that: signatures and Quick Parts can still be taken over, but not accounts, rules, categories, favourites, contacts and appointments – the new Outlook does not let other programs access its data. With Microsoft 365 accounts, rules, contacts and appointments are on the server anyway and take effect or appear in DcEmailClient as well.

Several Outlook profiles. If Outlook has several profiles, the window shows the **Profiles** list: tick the profiles to be read in – several at once are possible. The default profile, or the profile Outlook is currently running with, is preselected. Anything that occurs in several profiles appears only once in the list and is taken over only once – accounts with the same address, categories and rules with the same name, favourites with the same folder, the same contacts and appointments; the **Profile** column shows where else it occurs. For this, DcEmailClient briefly starts Outlook invisibly for each profile and closes it again. If Outlook is already running, only the profile it is running with can be read; for the others, close Outlook first. Outlook may ask for the password or the Microsoft 365 sign-in for each profile.

Select at the top what is to be read in and click **Scan**:

Option	What is taken over
Signatures	The Outlook signatures including images; the default signatures for each account (new messages, replies) are taken over for accounts with the same name
Quick Parts	The Quick Parts from Outlook as Quick Parts (Insert → Quick Parts, F3)
Templates (.oft)	Outlook templates with subject and attachments from Outlook's template folder; templates from other folders (network drive, backup) are added with **More .oft...**
Categories	Names and colours
Rules	Rules for incoming messages from all mailboxes, as far as DcEmailClient knows the conditions and actions (see below)
Favourites (folders)	The folders under **Favourites** in the Outlook navigation pane; they then also appear in DcEmailClient under **Favourites**
Accounts	IMAP, POP3 and Microsoft 365/Exchange accounts, without passwords
Contacts, calendar	Contacts and appointments (from one year back, ongoing series) into the local folders under "Personal Folders"

The items found appear in the list, grouped by type. The **Status** column shows "New", "Already exists" or the reason why an item cannot be taken over. New items are ticked; use **All** and **None** or tick individually to change the selection. **Import** transfers the ticked items. With *Replace existing items with the same name*, items that already exist are overwritten as well.

DcEmailClient synchronises the contacts and appointments of a Microsoft 365 account with the server anyway. If taken over from Outlook, they would exist twice; DcEmailClient therefore asks beforehand.

Rules and favourites refer to folders. DcEmailClient looks for the matching folder in the account with the same address as the Outlook mailbox. Inbox, Sent Items, Drafts, Deleted Items, Junk Email and Outbox are recognised even if they have different names; other folders by their name. If the folder does not yet exist in DcEmailClient, a favourite shows "Folder does not exist in DcEmailClient (yet)". This is mainly the case for accounts that have only just been taken over: so import the accounts first, let them synchronise once and then read in the rules and favourites again. Inboxes are always listed under Favourites in DcEmailClient and therefore count as already existing.

What is taken over for rules. DcEmailClient reads the rules of all Outlook mailboxes (with Microsoft 365/Exchange each mailbox has its own rules). A rule from a mailbox then only applies to the account with the same address, as does a rule with the Outlook condition "through the … account". Transferred are sender, recipient, subject, message text (several words or people separated by semicolons), attachments, high importance and "my name in the To or Cc box"; as actions move, mark as read, flag, category, forward (also as an attachment and redirect), play sound (as *Play sound*; if the sound file is missing on this computer, DcEmailClient points this out), delete and "stop processing more rules". An Outlook rule without a condition becomes a rule for **All messages**. The *Details* column shows what cannot be transferred. If a condition or exception is missing, the rule in DcEmailClient would apply to more messages than in Outlook; such rules – as well as rules whose account or target folder does not yet exist in DcEmailClient – are taken over **switched off**. At the end you are told which ones these are; check them under *File → Rules* and then switch them on. If Outlook is offline, it cannot supply the rules of an Exchange mailbox; the reason is then shown in the list.

From Thunderbird and eM Client

Program	What is taken over
Thunderbird	Accounts including server settings, signatures (also as the account's default signature), tags as categories, filters as rules, the address books and the calendars on this computer
eM Client	Accounts, signatures, text blocks (as Quick Parts), templates, categories, rules as well as contacts and appointments of the local folders

For Thunderbird, the profile with which Thunderbird starts is read. For accounts from eM Client, DcEmailClient determines the servers from the address – check them in the account settings. Contacts and appointments go into the local folders under "Personal Folders"; the best way to bring series over from eM Client is to export them there as an `.ics` file and take it over under *Calendar → Import*. As with Outlook, rules and filters that cannot be transferred completely are taken over switched off; check them under *File → Rules*.

Emails from an Outlook data file (.pst)

The messages of IMAP and Microsoft 365 accounts are on the server and arrive by themselves at the first synchronisation. Archives and the messages of POP3 accounts, on the other hand, exist only in Outlook data files (`.pst`). You take these over with *File → Import emails from Outlook data file (.pst)…*:

1. Use **Browse…** to choose the file – the folder in which Outlook stores its data files is suggested (*Documents › Outlook Files*).
2. **Target folder** shows where the import goes – "Personal Folders" by default. **Change…** lets you pick another folder, also in an IMAP or Microsoft 365 account; the messages are then uploaded to the server in the background. **Subfolder** is the name of the folder created there for the file; the file name is suggested. If it is left empty, the folders of the file go directly into the target folder.
3. Choose **Import**. The status line shows folder and progress; **Cancel** stops it.

The file's folders including subfolders are created under the target folder. Each message is taken over completely – with sender, recipients, date, text, HTML, embedded pictures and attachments –, plus the read status and the flag. Appointments, contacts, tasks and meeting requests from the file are not taken over by this import; fetch contacts and appointments with *File → Import (Outlook, Thunderbird, eM Client)*.

If **Outlook (classic)** is installed, DcEmailClient reads the file through it: it briefly attaches the file in Outlook and removes it again afterwards; a file that Outlook is already using (such as that of a POP3 account) stays attached. **Without Outlook (classic)** – for example with the new Outlook or on a computer without any Outlook – DcEmailClient reads the file directly; the status line points this out. Offline files (`.ost`) are only a cache of the mailbox and are not taken over – these messages arrive when the account is synchronised. If the file is currently open in Outlook, close Outlook first. Nothing changes in the file itself. If the same import is started again, it only takes over what is still missing in the target folder – an interrupted import can be continued this way. At the end DcEmailClient shows how many messages were taken over and which were not.

Copying settings to another device

If you move to a new computer or set up DcEmailClient on a second device, you do not have to enter everything again: *File → Export settings…* writes the settings to an encrypted file, *File → Import settings…* reads it in again on the other device. Both are available on Windows and on Linux; the file can also be exchanged between the two.

Exporting

1. Choose *File → Export settings…*.
2. Use **Browse…** to decide where the file (extension `.dcsettings`) is written.
3. Tick what should come along: **Accounts (with passwords)**, **Signatures**, **Templates and quick texts**, **Rules**, **Categories**, **Recipient salutations** and **Options and out-of-office message**.

4. Choose a **Password** and repeat it (**Repeat password**).
5. Choose **Export**.

The file also contains your passwords. It is encrypted with the password you chose (AES-256) and cannot be read without it. Keep the file and the password apart; a forgotten password cannot be recovered – simply export again in that case.

Importing

1. Copy the file to the other device, for example with a USB stick.
2. There, choose *File → Import settings…*, select the file with **Browse…** and enter the password that was set during the export. At the first start of the new device, the window **Welcome to DcEmailClient** offers the import right away (see *First start*) – the device is then set up in one step.
3. Tick the items that should be taken over. Whatever the file does not contain is skipped.
4. Tick **Replace existing items** only if identical items on this device should be overwritten. Without the tick, whatever already exists remains unchanged (accounts with the same type and address, signatures, templates, rules and salutations with the same ID or name, categories with the same name).
5. Choose **Import**. A message states what was taken over.

Things to keep in mind

- **Accounts:** DcEmailClient fetches messages, folders and calendars from the server during the first synchronisation. The sign-in to **Microsoft 365** is valid only on the old device; these accounts sign in once more on the new one. The Google sign-in is taken along.
- **Rules:** The external commands come along with the rules; DcEmailClient asks once before they are first run. The import assigns the target folder of "Move to" via the folder path. If the folder does not exist yet – for example because the first synchronisation is still pending – the rule stays switched off until you have chosen the folder and switched the rule on; the message after the import gives the number.
- **Options:** They replace the existing ones during the import and take effect after DcEmailClient is restarted. The server addresses (licence and booking server) and the out-of-office message settings are taken along; which folders are expanded in the folder tree is not.
- **Not included:** messages, appointments, contacts, tasks and notes, as well as the contents of the local "Personal Folders". Calendars and contacts can be exported as `.ics` or `.vcf` and imported on the other device.
- **Error messages:** "The password is incorrect." means that the password does not match the file; a file from a newer version of DcEmailClient requires you to update the program first.

Options, categories and signatures

Under *File* → *Options* (or the gear icon at the bottom left) you set:

Page	Settings
Email	Reading Pane, "Mark as read" (after a delay, immediately, after opening, never; **Per mailbox…**), **Unread messages** (bar and bold, bar only or bold only; **Bar colour…**, *Accent colour of the colour scheme* restores the usual colour), block pictures from the internet, group by conversations, desktop alert, sound, empty "Deleted Items" on exit, confirmation before permanently deleting; under *Other programs*, whether programs such as Navision or PC Kaufmann send their emails with DcEmailClient (see *Emails from other programs*)
Compose	**Use automatic salutation** (default: on) – recipients' default salutation at the beginning of the message or a suggestion in the compose window; **Use automatic signature** (default: off) – replies and forwards to someone you have never written to before get the signature for new messages, otherwise always the one for replies; **Insert smiley emojis automatically** (default: on) – ;-) becomes 😉 as you type, etc.; **Spelling** – **Detect the language of the text and use the matching dictionary** (default: on) and **More Languages…** for spell checking only
Calendar	**Working hours per weekday** (e.g. "08:00-12:00, 13:00-17:00" on Monday and "08:00-12:00" on Friday; an empty day is not a working day – they apply to the calendar view, the booking page and the suggested times), first day of the week, default reminder, default duration, time scale; **reminders for appointments** and **for tasks** can be switched on and off separately; **Snooze times…**; **Defaults for suggested times…**
Colours	colour scheme, appearance *Light*, *Dark* or *Same as system*, and every single colour (see *Colours and dark mode*)
Server	**Licence server** (licence, suggestions for improvement, support requests, salutations, updates) and **Booking server** (appointment booking), configurable separately. Empty = administrator's default, shown in grey in the box. Below that, **Check for updates automatically** (see *Updates*)

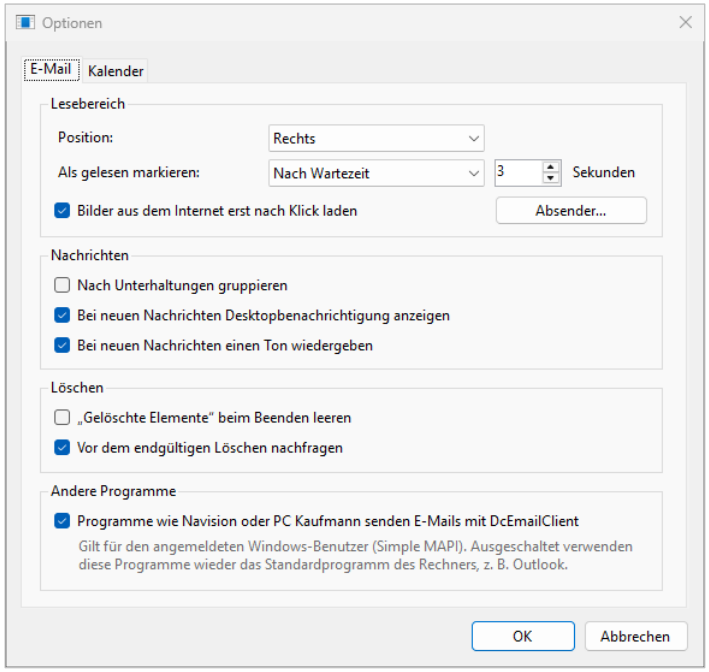


Figure 21: Options, Email page

The options apply to the whole profile, i.e. to all instances (and with MongoDB on all computers). Exception: *Other programs* applies to your Windows user on this computer, regardless of the profile.

Further settings on the *Email* page: **Categories in the list** shows categories as coloured dots or colours the entire row. **Senders…** next to "Load images from the internet only after a click" manages the senders whose pictures are always loaded (they can also be added directly in the Reading Pane). **Open links without asking…** lists the protocols of other programs (e.g. `navision://`) whose links are opened without asking.

Links to other programs. A link with a protocol other than `http`, `https` or `mailto` – such as `navision://` to a document in the merchandise management system – opens the relevant program after confirmation. With **Never ask again**, DcEmailClient opens links of this protocol directly in future. Dangerous protocols (e.g. `file:` or scripts) remain blocked.

File → Categories manages the colour categories; when you rename one, the new name is applied to all items. *File → Templates* manages the email templates; see the section *Templates* in the chapter *Email*.

Colours and dark mode

Under *File → Options → Colours* you choose a **colour scheme** – Teal (as before), Blue, Green, Purple, Red, Orange or Graphite – and the **appearance** *Light*, *Dark* or *Same as system* (follows the setting of the operating system or browser). After that you can change each of the 20 colours individually: accent, header with menu and search, navigation bar on the left with its icons, highlight, backgrounds, selection, text and more. The change applies to the chosen appearance; with *Same as system* you choose whether you edit the light or the dark colours. **Reset** sets a colour back to the scheme, **Reset all colours to the colour scheme** does so for all of them.

In the dark appearance, messages in the Reading Pane also appear dark: the colours of the email are inverted, pictures keep their colours (slightly dimmed). If you prefer to see emails as the sender designed them, clear the **Show messages dark in the dark appearance** checkbox. The setting belongs to your profile and therefore applies wherever you use it – in the Windows, the Linux and the web version.

Signatures

File → Signatures (or in the compose window *Signature → Manage Signatures…*) manages your signatures. On the left are the signatures with **New…**, **Rename…** and **Delete**; on the right you edit the selected one – with the same editor as when composing a message.

The formatting bar above it contains font and font size, bold, italic, underline, font colour, align left/centre/right, bullets and numbering, link, picture, table and **Clear Formatting**. Pictures – such as your company logo – are embedded in the signature so that they appear for the recipient without being downloaded; they should not be larger than about 300 KB, and DcEmailClient asks for confirmation with larger pictures. Selecting, resizing, linking and deleting work as described in the section *Writing, replying, forwarding* under **Pictures in the text**: one click on the logo and Ctrl+K, and it links to your website. The **HTML** button on the right of the bar shows the signature's source code, for example to paste in a finished signature from another source; a second click returns to the editor.

At the bottom you specify for each sender which signature new messages and which replies and forwards receive. Under **Sender** you will find each account and below it its aliases and shared mailboxes; "(same as account)" applies to these until you choose a signature of their own or "(none)". Changes are saved with **OK**.

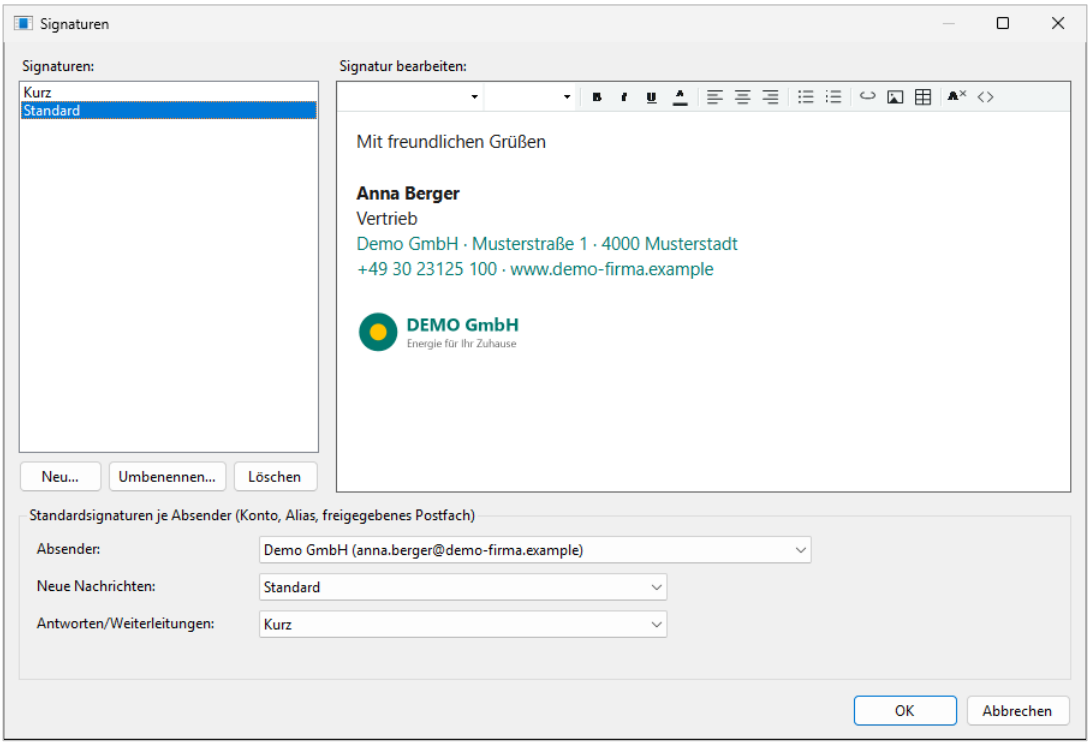


Figure 22: Managing signatures and assigning them per account

Notifications and reminders

New messages in the Inbox always arrive as unread – even for IMAP accounts when another program (phone, Outlook) has already fetched or read them; the server is told "unread" as well until you read the message. The sync instance reports new unread messages in the Inbox with a notification in the notification area of the taskbar; clicking it shows the message. Inactive windows flash in the taskbar. In addition, the Windows sound for new email is played (*Control Panel* → *Sound*, event "New Mail Notification"). You switch the notification and the sound on or off separately under *Options* → *Email* → *Messages* (*Show desktop notification for new messages*, *Play a sound for new messages*). If a rule has a sound of its own (*Play sound*), it is played instead of the general sound.

Reminders for appointments and tasks appear in the **Reminders** window (always on top). There you can dismiss them, snooze them (5 minutes to 1 week) or open the item. If you choose **Custom** under **Remind me again in:**, a field for the number and the unit *minutes*, *hours* or *days* appear next to it, e.g. "3 days" or "45 minutes". You define which times are in the list under *File* → *Options* → *Calendar* → *Snooze times…*: add times (in minutes, hours, days or weeks), remove them or restore the original list with **Default**. For appointments, **Remind me again in:** also offers **5 minutes before start**: the appointment then reminds you once more shortly before it begins. For tasks and for appointments that begin in less than 5 minutes this is not possible; a notice appears instead. The function exists in the Windows and the Linux version. Under *Options* → *Calendar* → *Reminders* you switch the reminders for appointments and for tasks on or off separately (default: both on).

Updates

DcEmailClient checks with the licence server for a new version shortly after start-up and then once a day. If there is one, **Update to … available** appears at the bottom of the status bar. You can check right away at any time with *Help* → *Check for updates…*; if DcEmailClient is up to date, it reports "You are using the latest version".

Clicking the notice opens the window *Update for DcEmailClient* with the installed and the new version; **Show what's new** opens the changelog in the browser.

- **Update now** downloads Setup (with a progress display, can be cancelled), checks its checksum and digital signature, closes DcEmailClient and starts Setup. Your data and settings are kept. Open windows such as drafts first ask whether to save.
- If DcEmailClient is still running in other windows – for example with another profile – these are closed as well. If one of them cannot be closed (e.g. because you chose *Cancel* for a draft), DcEmailClient asks: **Retry**, **Ignore** (start Setup anyway; it then reports the files still open) or **Abort**.
- **Later** closes the window; the notice in the status bar remains.
- **Skip this version** no longer reports this version by itself – a newer one, however, it does. It still appears via *Help* → *Check for updates*.

You switch off the automatic check under *File → Options → Server* with **Check for updates automatically**; this applies to all profiles of your Windows user. In companies, the administrator can set the update check for all users – only via the menu, or not at all if IT distributes the updates itself (see the installation manual). The tick box is then locked or the menu item hidden.

Licence

With a licence key, DcEmailClient is licensed; without a key it works in exactly the same way, but reminds you with a notice at every tenth program start. Licensing follows the principle **"Pay what you think it is worth"**: you get the key immediately and decide for yourself what the program is worth to you.

Requesting a licence

1. Wait for the licence notice or choose *Help → Licence…*.
2. Under **Licence type** it says "Pay what you think it is worth", with a description and suggested price below.
3. Enter **Name**, **Company**, **Address** and **Email**. Name or company and a valid email address are mandatory; the licence key is sent to this address. When opened for the first time, the program suggests the name and address of the first email account.
4. Click **Request licence**. The request goes directly to the DieCloud.at licence server; the licence key arrives **automatically by email within a few minutes** at the address entered ("Thank you! Your licence key has just been sent by email to …"). If it does not arrive, please also check your Junk Email folder.

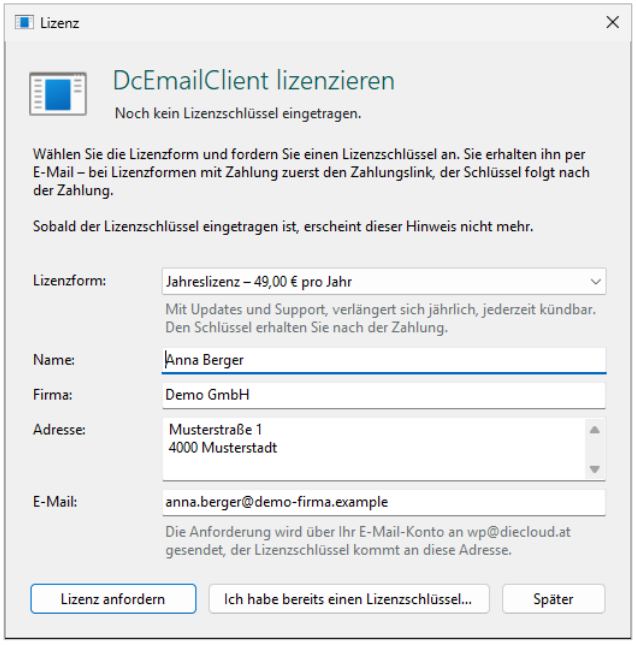


Figure 23: Requesting a licence

In addition, DcEmailClient sends the request via your email account (Outbox) to wp@diecloud.at – so DieCloud.at learns about your licence. **Later** closes the notice without a request.

If the licence server cannot be reached, the request is only sent by email to wp@diecloud.at ("The licence request was sent via the account "…" to wp@diecloud.at."); you will then receive the key by email a little later. If no email account is set up either, DcEmailClient copies the text to the clipboard – then send it to wp@diecloud.at with another program. If the server rejects the details, "The licence request was rejected: …" appears with the reason (e.g. invalid email address).

Paying

The email with the licence key also contains a link to the payment page. There you pay the amount the program is worth to you, with **Pay now** via Stripe (card, EPS, Apple Pay, Google Pay etc.) or by **bank transfer** – with bank details, payment reference and a QR code for your banking app. The key is valid regardless of payment and has no expiry date. Once your payment has been received, you get an official invoice that complies with VAT rules.

Entering the licence key

1. Choose *Help → Licence… → I already have a licence key…*.
2. Enter the email address for which the licence was issued and the licence key. The easiest way is to copy the complete key from the email; upper and lower case, spaces and line breaks do not matter.
3. Click **Activate**.

The key is only valid together with the email address for which it was issued. Afterwards *Help → Licence…* shows "Licensed to …", and the notice at start-up no longer appears. The licence applies to your Windows user and all profiles.

Message	Meaning
"The licence key is invalid."	Key copied incompletely or changed – copy it again completely from the email
"The licence key does not match this email address."	The address differs from the address of the licence request

Send suggestion / Report a problem

What are you missing, what bothers you, what could be better? *Help → Send Suggestion / Report a Problem…* opens a window for your suggestion. At the top you choose the **type**: *Suggestion for improvement* or *Bug*; bugs end up in a separate column at the manufacturer. **Name** and **Email** are optional – only enter them if you would like a reply (pre-filled from the licence). **Send** becomes active as soon as text has been entered.

The suggestion goes directly to DieCloud.at ("Thank you for your suggestion!"). If the server cannot be reached, DcEmailClient sends it via your email account to wp@diecloud.at; without an account it ends up on the clipboard.

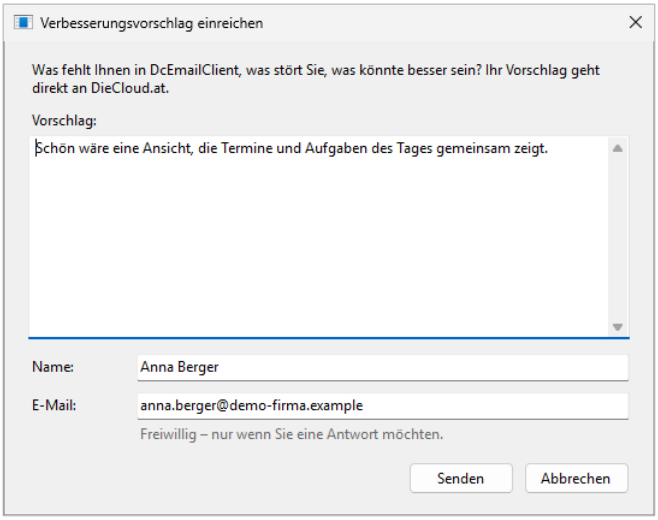


Figure 24: Send suggestion / Report a problem

Help → My Suggestions… shows your previous suggestions with status and replies; a double-click opens the history, where you can reply and attach files. With **Move to** you move the suggestion to another column yourself, for example to "Done" once you have tested an improvement, or back to "Needs clarification". News (a reply or new status) is shown in bold.

Attaching files. To suggestions, bug reports and support requests as well as to your replies in the history you can attach not only pictures but any kind of file – such as logs, PDF documents or ZIP archives: with *Add…*, by dragging them into the list or with Ctrl+V. Up to 5 files of 20 MB each are allowed. In the history, a double-click opens a picture; other files are saved on your computer with a double-click.

On every device. Without a licence, you confirm your email address once, the first time you report something, with a code you receive by email. After that you see your suggestions, bug reports and support requests including the replies on every device, even after reinstalling the computer; what you reported earlier with the same address is taken over. With a licence, the licence's email address applies, without a code.

Votes

If the manufacturer enables voting for DcEmailClient, the item **Votes…** appears in the *Help* menu. There you see the suggestions for improvement from all users (without names, pictures and comments) with their status and the number of **Yes** and **No** votes as well as your own vote. With **Open** you show only the suggestions that are still being voted on, with **All** also those already processed, including the result. Select a suggestion and click **Agree** or **Disagree**; with **Withdraw vote** you take it back. You can change your vote as long as the vote is open – it stays open until the suggestion is taken into processing.

You can vote with a licence or with an email address that you confirm once by code; this is not possible with an anonymous per-device registration. Bugs are not voted on.

Submitting a support request

Do you have a problem with DcEmailClient? *Help → Submit a Support Request…* opens a window for your request. Describe as precisely as possible what you did and what happened; screenshots help (**Screenshot**, **Paste** or Ctrl+V in the text box). The **Email** address is recommended – our reply is also sent there. **Send** becomes active as soon as text has been entered.

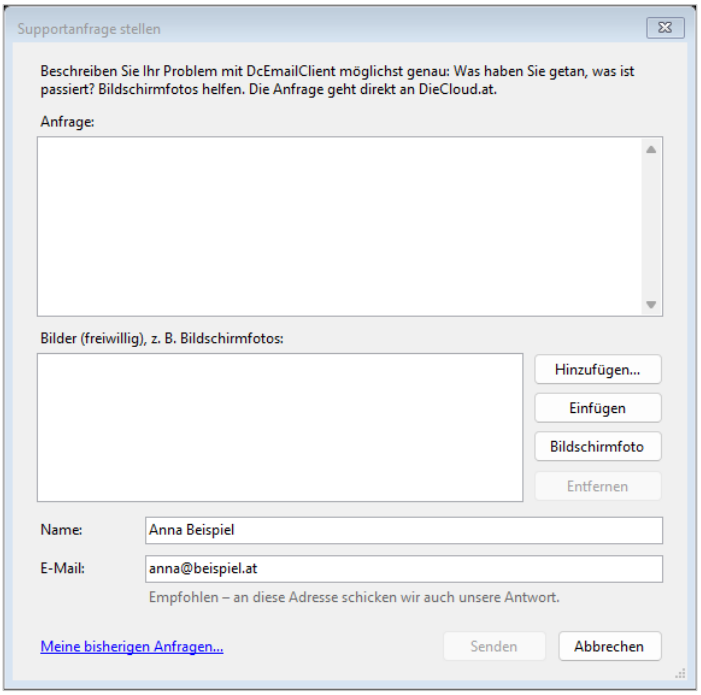


Figure 25: Submitting a support request

Help → My Support Requests… shows your requests with their status (e.g. "New", "In Progress", "Awaiting customer reply", "Resolved") and all replies; double-click to read and add to the history, also with pictures and other files. Once your problem is solved, use **Move to** to set the request to "Resolved" yourself. As with suggestions for improvement: if the server cannot be reached, the request is sent via your email account to wp@diecloud.at.

Demo

If the demo is enabled (see the installation manual), *Help → Start Demo…* shows the most important functions with sample data of a fictitious company. The demo runs as a separate instance with its own temporary profile: your data remains untouched, nothing is sent and no server is connected (status bar: "Demo – no server connection"). On exit, the sample data is deleted again.

In the start window you choose:

Setting	Meaning
Sequence	**Automatic** – runs by itself, with Pause, Back and Next; or **Step by step** – each step waits for "Next"
Read subtitles aloud	reads the explanations aloud with Windows speech output (only with a voice for the program language installed)
Speed	Slow, Normal, Fast
Begin at	Chapter with which the demo begins (Overview, Email, New Email, Templates, Calendar, Contacts, Tasks, Notes, Settings, Profiles, Licence)
Loop	start over at the end (only in the automatic sequence)

Start demo begins the tour; a bar with ◀ **Back**, ❚❚ **Pause**, **Next** ▶ and **Exit** ✕ controls it. **Try it yourself** just opens the sample data for you to explore on your own.

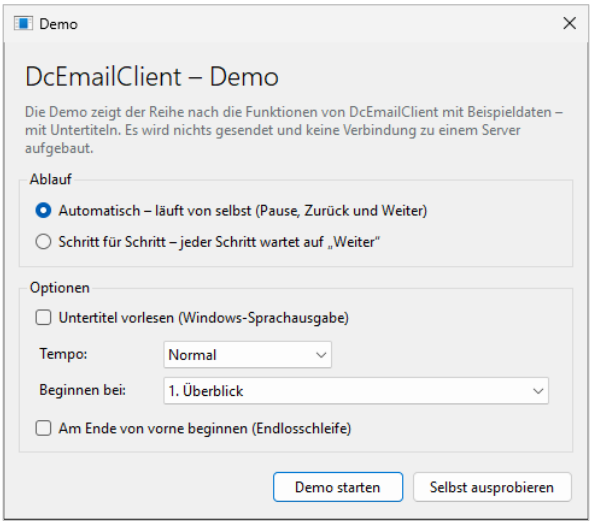


Figure 26: Demo start window

Troubleshooting

Observation	Remedy
"Sign-in required" in the status bar	click it and renew the password or Microsoft 365 sign-in
Messages are not sent	*Send/Receive → Synchronisation Status* shows failed jobs with the error text; check the outgoing mail server settings
Status bar "Storage not reachable"	with MongoDB, check the network/server; with a data file, the storage location and permissions

Observation	Remedy
Reading Pane stays empty	install the Microsoft Edge WebView2 Runtime (Setup does this automatically)
Template menu shows "No templates stored"	set up the template storage location in the profile (*File → Templates…*); if templates exist, check *Offer in the compose window* and *Users*
Template menu shows "The templates could not be loaded"	template file or MongoDB server not reachable; check under *File → Templates… → Storage Location…* ("Test Connection")
Older messages are missing from the list	The account's offline period is limited: click **More items on the server** at the end of the list, use **Search on the server** or increase the period in the account settings (*Advanced* tab)
Licence key does not arrive	check the Junk Email folder; check the address in the licence window and click **Request licence** again (the server sends the same key once more, at the earliest after 15 minutes)
Appointments far in the past are missing (Microsoft 365)	browse there in the calendar – they will be loaded – or use **Search on the server**
Navision, PC Kaufmann or similar still open Outlook when sending by email	switch on *File → Options → Email → Other programs*; if the tick box is greyed out, DcEmailClient has been installed without Setup (MAPI component missing) – run Setup
Email from Navision/PC Kaufmann has the wrong sender	*File → Account Settings*: select the correct account and choose **Set as default**
File → Import emails from Outlook data file (.pst) reports that the file is currently open	close Outlook (also check in Task Manager that OUTLOOK.EXE is no longer running) and try again
No notice of new versions	choose *Help → Check for updates*; if the menu item is hidden or the tick box under *File → Options → Server* is locked, your IT distributes the updates
Help → Manual reports "The manual was not installed."	reinstall Setup or ask your administrator
Tracing behaviour	*Help → Open Log Folder*: logs of the last 7 days