Getting Started with DcEmailClient

Getting Started · Set up step by step · As of 5 November 2026 · DieCloud.at

This guide takes you, in the right order, through everything you should set up at the beginning. Each step only takes a few minutes. Every feature is described in detail in the *DcEmailClient User Manual* (*Help → Manual*, F1 key). You can open this guide again at any time via *Help → Getting Started*.

Step 1: Set up your account

1. Open *File → Account Settings…* and choose **New…** – the setup wizard opens (when you start the program for the first time, the window *Welcome to DcEmailClient* offers it right away – there you can instead take over data from an export or from another program).
2. Enter **your email address**. DcEmailClient looks for the servers and suggests the right account type (Microsoft 365, Google, Exchange, JMAP, IMAP, POP3).
3. **Sign in:** with Microsoft 365, Outlook.com, Hotmail, Google and MySecureHarbor in the browser (DcEmailClient then does not store a password), otherwise with your password. The sign-in is checked right away; the wizard also sets up the server's calendars and contacts.
4. If the wizard finds nothing, **Set up manually…** takes you to the account window with everything found so far. There, check **Your name** on the *General* tab – this is how recipients see you as the sender.
5. **Additional addresses:** If your mailbox has several addresses (e.g. `name@firma.at` and `name@andere-firma.at`), enter them in the account window separated by commas. With Microsoft 365 this is not necessary, as DcEmailClient fetches the aliases itself. All addresses are then available as senders when you compose.

Microsoft 365 in a company: DcEmailClient finds colleagues' mailboxes and shared mailboxes (e.g. `office@…`) that you have access to by itself. For this, the administrator needs to give consent once (**Request admin consent…** on the *Microsoft 365* tab). You only need the **Shared mailboxes** list for mailboxes that do not appear on their own; below it you can see what was found automatically.

Step 2: Set the default account

If you have several accounts, select the account that new messages should be sent from in *File → Account Settings* and click **Set as default**. It also applies to emails from other programs (ERP, accounting software) and to `mailto:` links.

Step 3: Create and assign signatures

1. Open *File → Signatures*.
2. Create a signature with **New…** and design it on the right (font, colour, link, picture) – e.g. a detailed one for new messages and a short one for replies.
3. Below, under **Sender**, choose each address and specify which signature is used for **New messages** and which for **Replies/forwards**. You can choose from your accounts and, indented below them,

their aliases and shared mailboxes – every address can have its own signatures. "(same as account)" uses the account's signatures.

4. Save with **OK**.

If you change the sender while composing, the signature changes with it.

Font for your messages: In the account settings (*General* tab, "Signatures and font") you set the font, size and colour per account with **Change…**.

Step 4: Set up automatic salutation and signature

File → *Options*, **Compose** tab:

Option	Default	What it does
Use automatic salutation	on	When you reply, and as soon as you enter a recipient in the *To* field, their default salutation appears at the beginning of the message ("Dear Franz,", "Dear Dr Mayer,"). For recipients without a saved salutation, the compose window shows a suggestion.
Use automatic signature	off	Replies and forwards to someone you have never written to before get the signature for **new messages**; the one for replies only applies from the second message onwards. When switched off, replies always get the signature for replies.

Step 5: Working with the default salutation

DcEmailClient recognises from the previous email history whether you are on **informal** or **formal** terms with someone and forms the right salutation – with the gender taken from a list of around 45,000 first names and with titles written out. Salutations are formed in the program language.

1. **When composing:** Below the subject there is the **Salutation** line with the suggestion, for example "Suggestion for Franz Huber: Dear Mr Huber,".
2. **Save** adds the salutation to the message and remembers it for this recipient – from then on it appears automatically. **Change…** opens the *Default Salutation* window, **Decline** leaves the message without a salutation.
3. **From a message you have received:** Right-click the message (or in the Reading Pane under **…**) → **Generate Default Salutation…**.
4. In the **Default Salutation** window you can see what the salutation was recognised from, and you can change informal/formal, first name, last name, gender (female, male, diverse, unknown) and title – **only for this contact** or **for everyone** (it then applies to everyone with this first name or title).
5. **Unknown title:** If a title is not yet in the list of titles, a yellow notice appears. Enter the male and the female form (or choose "leave unchanged" or "ignore") and click **Add to Title List** – the title applies to everyone immediately.

Step 6: Maintain first names and titles

File → Salutations: First Names and Titles shows both lists:

- **First Names:** Change the gender directly in the table; to add a new first name, type it in the search box and click **Add**. "Diverse" and "unknown" result in a neutral salutation ("Dear Kim Berger,").
- **Titles:** Enter the male and female salutation, or tick **Omit** or **Unchanged**. Select titles that are no longer needed (several with Ctrl or Shift) and click **Delete Titles** or press Del.
- **Show: not edited / edited / all** above the tables shows what still needs to be done: first names without a gender, or titles with the male or female form missing.
- **Salutation Templates:** On the third tab you specify how the salutation is worded, e.g. which punctuation mark ("," or "!") it ends with.
- **Revert Own Change** restores the selected entries to how they were delivered.

Your changes apply immediately. Admins (registered on the licence server) distribute them to all users with **Upload to Licence Server…**; the programs fetch the new version within a day.

Step 7: What else you should know

- **Switching from Outlook:** *File → Import (Outlook, Thunderbird, eM Client)* fetches accounts, signatures, templates, rules, categories, contacts, appointments and favourites; old emails from `.pst` files come via *File → Import emails from Outlook data file (.pst)…*.
- **Templates:** *File → Templates* – ready-made messages in your corporate design with placeholders such as `{{Anrede}}`; in the compose window via **Template**.
- **Contact from signature:** Right-click a message → **Create Contact from Signature…** – name, company, phone and postal address without retyping.
- **To your phone:** *File → Account Settings* → **To phone…** brings your accounts to the Android app via QR code.
- **New device:** *File → Export settings…* writes accounts, signatures, rules and options to an encrypted file, *File → Import settings…* reads it on the new device.
- **Help and ideas:** *Help → Manual* (F1), *Help → Send Suggestion / Report a Problem…* and *Help → Submit a Support Request…*.
- **Always up to date:** DcEmailClient reports new versions at the bottom of the status bar; one click installs them. To check yourself: *Help → Check for updates…*.

You can switch off the reminder about this guide at program start with the **Don't show again** tick box.