

PocoMail 4 Manual

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1 Welcome to PocoMail 4!

PocoMail is single-mindedly focused on one thing: helping you conquer your email. Developed from the ground up with you in mind, the award-winning PocoMail is fast, functional and flexible.

PocoMail 4 raises the bar once again and will help you manage your email in ways you didn't even think were possible. So take a moment to read through this manual to get started.

If you are in a hurry here are a few important topics that will help you get the most out of your time with PocoMail:

- [Getting started with PocoMail](#)
- [Upgrading from an earlier version](#)
- [Working with Folders](#)
- [Using Focus Box](#)
- [Composing and sending messages](#)
- [Using Online Folders](#)
- [Managing contacts](#)
- [Customizing the application](#)
- [Setting up Feeds and RSS](#)

Apart from this manual, we also encourage you to use our unique Help On The Fly system activated with **Alt+F1**, or by going to **Help** menu. It will give you useful information on many aspects of PocoMail.

This manual is continually improved with your feedback, so please check our web site for more information - you can visit us at PocoSystems.com, where you will also find additional help, program skins, scripts and more.

Enjoy your stay,

Poco Systems Inc.

2 What's New in This Version

The new version sports many improvements while ensuring that the user experience does not suffer with additional clutter and complexity. User interface has actually been simplified to ensure easy access to many of the new and powerful features.

General Improvements

- Instant Reply feature for quick replies without opening a Compose window
- Feeds and RSS support, with the ability to deliver feed updates with your regular email
- New Unicode support throughout the program and more character sets supported
- Brand new SMTP functionality, with full support for SSL and TLS
- Newly redesigned Online Folders, Newsgroups and Feeds and RSS
- New Email Support with Screenshot feature under Help menu
- New Help On The Fly feature (**Alt+F1**) for instant tips
- Improved Import Wizard

New Interface

- Clearer and simpler main program interface
- New Sidebars controlled via Customize window

- Revised main menu
- Improved skinning support
- Streamlined preview pane
- New button to download message images for current message only
- New Save All Attachments menu for encoded attachments
- Revised Options window, with better layout and more features
- Improved Edit Accounts window, with wizard-like interface
- Ability to share colour schemes via Customize window
- New toolbar button has a more functional drop down menu

New Focus Box (replacing Show Only field)

- Focus on relevant messages within a mailbox as quickly as you can type
- Find matching contacts quickly on any field when used in Contacts folder
- Underlines columns containing found text in folder index
- Displays matching messages in any sub-folders as well
- Supports simple boolean expressions
- Allows quick commands and queries to be issued

New Quick Search Feature

- Full-text searching of messages
- Able to search large folders in under a second
- Also searches other data types, like contacts

New IMAP Support

- Multithreaded access to IMAP server via Online Folders
- Supports IDLE mode for automatic updates
- Syncs folder index automatically when opened (if online) or at any time with **F5**
- Retrieve messages individually by opening them, or by retrieval orders
- Delete messages to IMAP Trash mailbox individually or by deletion orders
- Move messages from one IMAP folder to another folder on the same server by dragging
- Upload messages to your IMAP folder by dragging from local folders

Improved Contacts Management

- Contacts view (**Shift+F5**) completely revised
- Better contact overview and easier way of navigating address books and groups
- Ability to display all contacts in all books down to all contacts in a single group
- New Focus box quickly locates contacts matching any field
- Integrated Contact preview when you select any Contact in Contacts folder
- Layout in sidebar Contacts view (**F6**) improved, with support for phone, email and web information
- Drag and drop functionality between Contacts sidebar and Contacts folder
- Quick and comprehensive contact lookup from Compose window via drop down box
- New History feature memorizes used emails not in your address books and offers them as suggestions when composing messages
- Newly revised Edit Contact window with a single-page summary tab

New Faster Index Display and Sorting

- New dual sorting in index, smaller sort indicator marks the secondary sort column
- Improved persistent sorting

Revised Local Folders

- Folder index file IDX is replaced with IDB, binary version of IDX (automatically converted)
- Quicker folder load times
- Support for virtual folders and viewing of sub-folders via Focus box

New POCO Script Interpreter

- Much faster operation
- Modified to support changes in architecture
- New DialogBox command for much friendlier front-end
- New support for licensed and protected scripts
- New CallExternal command for running other scripts within a script

Other Changes

- Much of the new version has been rewritten for performance
- Many features had to be rewritten to support the new mailbox structures and gain in speed
- Text Auto-Complete support has been extended to several other fields, like Instant Reply, Notes, Compose Window Subject line, etc
- Many other fixes, improvements and changes have been done to improve overall user experience

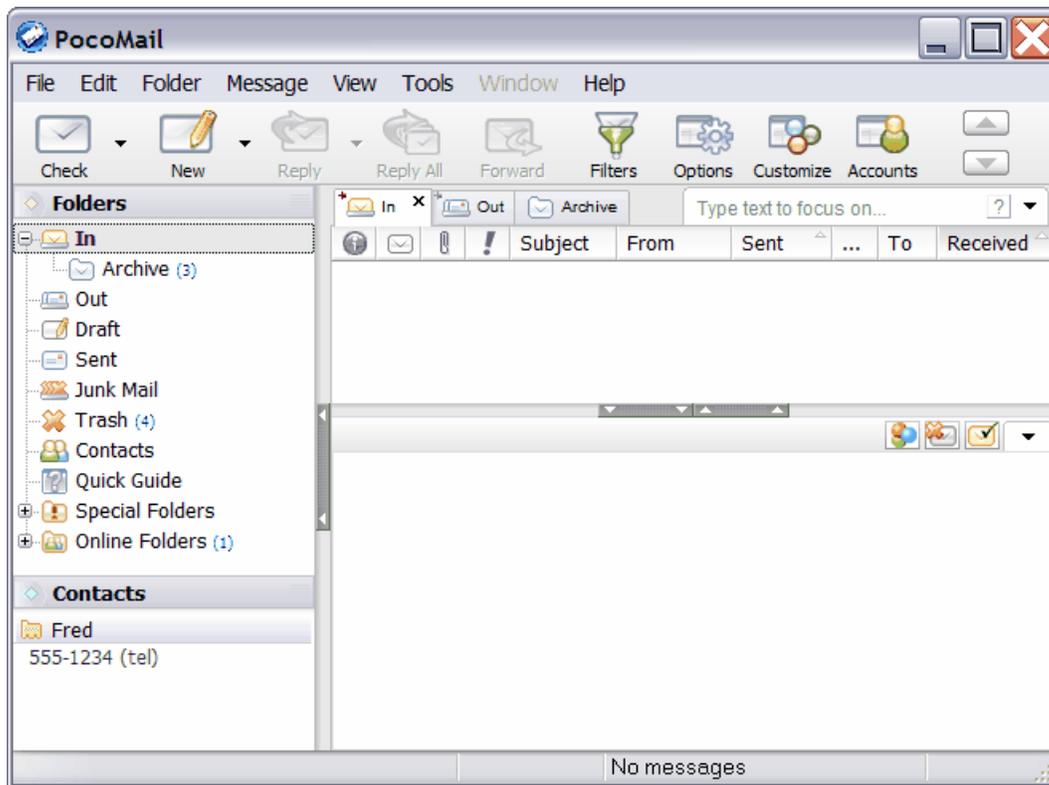
3 Getting Started

Getting going with POCO Mail is very easy. You will find that the application interface is easy to use and easy to get along with, and most of the features you need in your daily work are only a mouse-click away. Read this chapter for more information:

- [User Interface Overview](#)
- [Customizing Workspace](#)
- [Importing Your Data](#)
- [Upgrading from Earlier Version](#)
- [Using Sidebars](#)
- [Configuring Email Accounts](#)
- [Configuring RSS and Newsgroups](#)
- [How to Buy](#)

3.1 User Interface Overview

Default user interface layout is shown below, click on any section of the image to get more information:



3.2 Customizing Workspace

What you see when you first start PocoMail is just the default configuration - you can change and tweak it in a myriad of ways to suit your personal style and preferences.

Customizing Toolbar

Right click on the main toolbar and choose **Customize Toolbar** to change the order of shown buttons, and add or remove buttons you see there.

Changing Colours

You can completely change the application appearance by going to **Tools > Customize** menu, and clicking on the **Colours** tab. There are several preset colour **schemes** you can access via the **Skins** drop box, but try using the **Surprise Me** button to try a few unique schemes, different on every click! **Create** button will let you create a custom scheme based on a single colour you choose.

Tweaking Layout

In the same Customize window (accessible via **Tools > Customize** menu) you will find the **Layout tab**. Here you can quickly change the overall layout of the main application window. Learn more about [Folder Layouts](#).

Configuring Sidebars

Sidebars you see docked to the left side of your application window can be moved around and even disabled. Read more [about Sidebars](#) and how to [configure them](#).

3.3 Importing Your Data

There are several ways of importing data directly into PocoMail. The easiest way is to use the **Import Wizard** under **File > Import** menu. It will guide you through the import process, allowing you to migrate your data from several other types of applications.

For more information about import specific data types see:

- [Importing Messages](#)
- [Importing Contacts](#)
- [Importing from an older version, or a separate installation of PocoMail](#)

3.4 Upgrading From Earlier Version

The new version of PocoMail is fully compatible with the previous version, so installing PocoMail directly over your old installation is the quickest way to start using the new version. To ensure you avoid any possible problems we strongly recommend you **always backup your data before updating to any, minor or major, upgrade.**

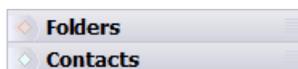
You can also take advantage of the new feature that allows you to store your data in a separate directory or a roaming profile for the current Windows user. After the installation is complete you should perform [import of your data from the previous install](#), or manually copy your files to the new installation path.

When choosing a custom data directory during installation make sure to select an empty destination directory, not a directory that already contains your data. Then after the installation is complete you should perform [import of your old installation](#), or manually copy your files to the new installation path.

This new version also requires a new license code, your old code will not work (major updates are sold separately). You can purchase your upgrade at a discounted price from [our online store](#).

3.5 Using Sidebars

When you first start using PocoMail you will notice docked to the left side of the main application window panes called **Sidebars**. These Sidebars accelerate your daily work flow by giving you quick access to many features you would otherwise need to locate in menus.



Managing Sidebars is simple: just left-click and hold on one of the Sidebar titles to **move the Sidebar** up or down. Or just left-click once and release to **maximize the Sidebar** you clicked on.

Customizing Sidebars

You can also split Sidebars between left and right sides of the application: open **Customize window** by going to **View > Customize** menu, then click on **Sidebars** tab along the top. Here you can enable or disable any Sidebar, as well as move each Sidebar to the right side of the application window.

You can toggle Sidebars outside of the Customize window as well: right-click on the title bar of any Sidebar and place a checkmark next to the Sidebar you wish enabled. The same menu will let you **Lock Sidebars**, which will prevent accidental mouse clicks from re-arranging your Sidebars.

3.6 Configuring Email Accounts

Setting up your email accounts in PocoMail is a straight-forward process. All accounts (email or otherwise) can be created via **Accounts Setup** window (**F3**).

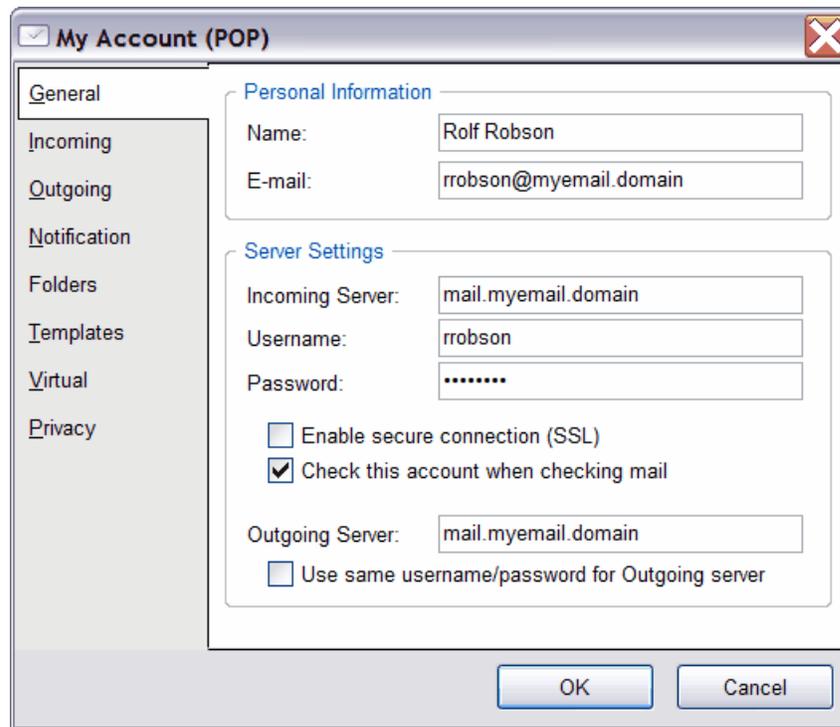
When you open the Accounts Setup window you will be presented with the list of currently defined accounts:



On the left you will see currently defined accounts. **Default Account** is the one used when you press the **New Message** button for example. On the right side you will find a set of **Quick Links**, select one or more accounts to apply Quick Links action to those accounts:

- **Check Mail:** when enabled this account will be checked for new email whenever you press Check Mail button.
- **Timed Check:** when enabled this account will be periodically checked for new email automatically, as long as you are **Online** (available under File menu of the main application window).
- **Show in Console:** Email Console will display a summary for this account when this option is checked.
- **Leave on Server:** when enabled new email found on this account will not be deleted from the server after download.

You will find that one email account has already been created for you by the Startup Wizard - just double-click on it, or select and click on **Edit** button to change its configuration.



General tab of the Edit Account window stores the most important options for any account:

Personal Information section stores your full name and your email address, as you want it to appear when your email is received by your correspondents.

Server Settings details the information PocoMail needs to connect to your email servers to fetch and send messages. Enable **Check this account when checking mail** if you want this account checked whenever you press **Check Mail** button from the main application window.

Generally, you will not need to change options available under other tabs. When you need to tweak other account settings use the following tabs:

Incoming tab: further options for incoming email, including setting automatic email checks for this account and enabling or disabling leaving of email on the server.

Outgoing tab: specify alternate authentication scheme for Outgoing (SMTP) server, an optional Reply-To address and signature for this account.

IMAP tab: set IMAP-specific server settings if required by your IMAP server.

Newsgroups tab: subscribe and unsubscribe to newsgroups for Newsgroup accounts.

Notification tab: change the way you want to be notified of new email arriving for this account, from sound alerts to dialog boxes.

Folders tab: modify default Incoming and Outgoing folders for this account, so that new email arriving and sent email departing is automatically stored in correct folder without the need for filters.

Templates tab: you can modify the default templates used with this account under Templates tab.

Virtual tab: use to setup exclusion and inclusion lists for retrieved email, so that only matching

senders are fetched or not fetched. It can be used to share a single POP or IMAP account with several users, but generally should be avoided if users have access to individual accounts.

Privacy tab: setup encryption for saved incoming messages, and saved outgoing messages (sent messages are not encrypted, just the local copies stored in your Sent folder). Use with extreme caution, as password cannot be recovered and messages will be left unreadable in cases when password is lost.

Creating New Accounts

To create any type of account just press the **New** button from the Accounts Setup window shown at the beginning. A wizard will ask you for an **account name** (used only internally to help you manage this account) and what type of account you wish to create, you can choose from two types of **email accounts** (POP or IMAP), a **Newsgroup** account or **RSS** account. When you hit the **Next** button you will be able to enter other necessary details, depending on the type of account you are creating. For example, to create an RSS account you will need to specify a **Feed URL** for the RSS feed you want, available on the web site that hosts the feed.

3.7 Configuring RSS and Newsgroups

Setting up an RSS Feed or a Newsgroup in PocoMail is done via **Accounts Setup** window (F3), which is used to setup and configure all types of accounts in PocoMail. To find out more see:

- [About Accounts Setup window](#)
- [About Feeds and RSS](#)
- [About Newsgroups](#)

3.8 How to Buy

You can purchase PocoMail quickly and easily through our [Online Store](#) available 24 hours a day, 7 days a week. The Online Store accepts all major credit cards and you will receive your license code in most cases minutes after purchase.

We have other payment options available including PayPal and payment through post with international money orders.

4 Basic Use

PocoMail is designed to make your daily use easy and flexible. To understand the basic elements of the application take a look through the following chapters:

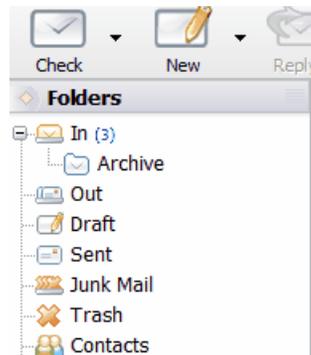
- [Working with Folders](#)
- [Composing Messages](#)
- [Using Online Folders](#)
- [Managing Contacts](#)
- [Customizing Application](#)
- [Feeds and RSS](#)
- [Reading Newsgroups](#)
- [Configuring Options](#)

For help on advanced aspects of PocoMail take a look at [Advanced Use](#) topics.

4.1 Working with Folders

4.1.1 About Folders

Information in PocoMail is organized in **Folders**. Folders can contain any information you store in PocoMail.



Folders are easily accessible with the application [Sidebar](#) or by pressing **F8** if you collapsed the folder section. There are several types of folders:

- Local Email Folders

Local Folders contain received messages stored on your computer. You can move messages freely between them, and create additional local folder to organize your email. Each local email folder can also have a sub-folder - right click on any local email folder to create additional sub-folders. Once you have created a sub-folder you will be able to drag and drop other folders into that same hierarchy. We strongly recommend you structure your new local folders into a hierarchy (as opposed to flat, one next to another, structure) as you will benefit greatly from several features that take advantage of these hierarchies. The best example is the [Focus Box](#) feature: if you were to open the In folder in the image above and use the Focus Box it would instantly give you overview of any matching messages from the Archive folder as well, which is directly under In.

- Online Email Folders

[Online Folders](#) allow you to view the messages on your email server without downloading them to your local folders. If you have an **IMAP** email account then this functionality is even greater, as you can also move messages between online folders and upload your local messages to your IMAP account. [Read more in later chapter.](#)

- Feeds and RSS Folders

Any feeds you create via **Accounts Setup** will be shown within Feeds and RSS folder. Clicking on the feed will automatically refresh the contents, unless Online Operation is disabled. In that case you can use **F5** to manually refresh the folder. [Read more about Feeds and RSS.](#)

- Newsgroups Folders

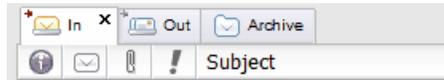
Similar to Feeds and RSS, Newsgroups folder contains any Newsgroups you defined in Accounts Setup, [read more about working with Newsgroups.](#)

- Other Folder Types

Main functional areas of the program can be located in the Folders pane as well. For example, you can find all your address books and contacts in your Contacts folder. Your Search results will be returned in Search folder.

Folder Tabs

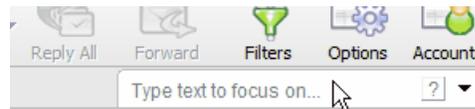
You will notice a set of tabs along the top of the application window:



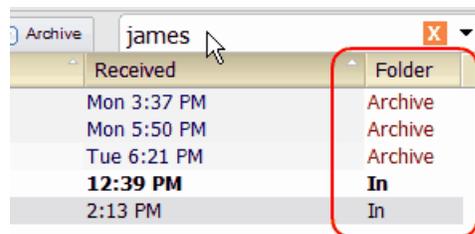
Each folder will open in a tab for quick access. You can **Pin** folders you tend to use more frequently so that they remain open, as unpinned folders may get replaced with another folder when you switch folders. To pin a folder just right click on it and select **Pin This Tab**. Pinned folders will have a little pin icon in their upper right corner, in the picture above both In and Out are pinned, while Archive is not.

4.1.2 Using Focus Box

Several types of folders support a unique yet very helpful **Focus Box**, shown below:

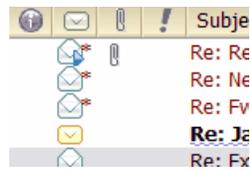


This is a tool that you will love as soon as you try it; it is simple and amazingly quick. For a test, go to any of your email folders (the best choice for the test would be a folder that owns other sub-folders). Now click into the Focus Box and type anything, like a friend's name. As you type you will notice that what you see in the folder will dynamically change to reveal only matching emails. Not only that, but you will also see matching emails from sub-folders. You can stop at any point and click on any of the emails below and browse displayed messages like any other folder, except you are looking at only messages that are currently of interest to you. You will also notice a new column appear on the far right of your folder index, indicating where the listed message is stored.



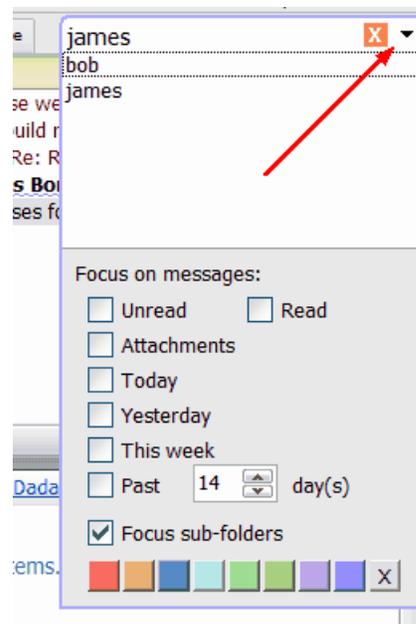
A few things to note about the Focused view of any folder:

- You can operate on your messages as usual when in Focused view
- You can enter text into Focus Box with two key shortcuts: **Alt+D** and **Alt+O** to work even faster.
- Messages that have a reddish tint and an asterisk next to their icon are from a sub-folder, they are not present in the folder you have currently selected



What can Focus Box find?

The Focus Box search capability is extremely quick and flexible, though you may still need to use the full blown Search in some cases. For email, Focus Box is best used to locate email from specific sender, or on specific subject - typing any text will match both messages where senders contain that text and messages where subject contains that text. You can also search for recipients, though only the first recipient is matched when multiple recipients are present in a message. With the help of Focus Box Options drop down panel you can further expand how and what you can locate with Focus, see the screenshot below for an example:



By checking the appropriate option you can focus on messages you received only this week, or look at only unread messages in your folder. If you uncheck **Focus sub-folders** then Focus will not show you results from sub-folders even if they match your conditions.

Focus Box can also be used in **Contacts Folder**, for example just type the first few letters of a company name and anyone in your address books matching that text will be shown. If you have hundreds of contacts this will make it much easier to locate people in your address books. Typing "John" will automatically show all Johns in all of your address books.

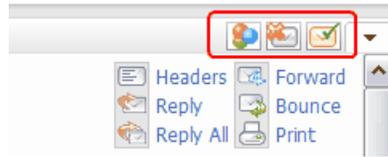
For more information on Focus Box see [Advanced Focus Box Use](#).

4.1.3 Reading Messages

PocoMail has a powerful message reader which lets you view your messages in a separate window, or in a preview pane, with the same level of great security. The only difference in the two methods of reading messages is in the layout you prefer.

Message Command Buttons

Message pane has a set of command buttons you can enable or disable via Options > Reading Mail.



From left to right these buttons are:

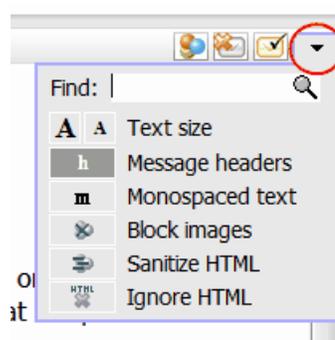
Download images for this message only: this button works in tandem with **Download Message Images** option under **View** menu. When that option is disabled any messages you view in your Preview pane or the View window will not download images that are referenced externally. This is a very important privacy feature, as a lot of spam and certain mass mailouts track your reading habits with these embedded images. When you view such a message, the message requests an image to be displayed from an external web site run by the sender, which in turn logs exact time you read the message, and can even log your IP address from that request. For this reason, we strongly recommend disabling **Download Message Images** from the **View** menu. But often you will receive newsletters that will contain images that you want to see - in such cases just press **Download images for this message only** once and the images will be downloaded for that message only.

File As Junk: use this button on spam (junk mail) that makes it past your Junk Mail filters and gets mixed up with your regular email. It will classify the selected message as junk, and move it directly to the Junk Mail folder.

Classify As Good: to quickly classify any message as good (not junk) just press this button.

Message Options Drop Box

Message Options Drop Box holds features that you may need to access less frequently but still need an easy access to. You can show these options by clicking on the drop down arrow next to the Command Buttons:



Find: to quickly **search within the displayed message** just type some text in the Find text box and press **Enter**. You can always bring up the Find box quickly with **Shift+Ctrl+F** shortcut.

Text size: adjust the size of displayed message text quickly; note, some messages will not allow for text size to be changed.

Message headers: toggle between three levels of message header display, from no headers displayed at all to short headers and full headers.

Monospaced text: toggles use of monospaced font for the current message, as defined in **Tools >**

Customize menu, under **Fonts** tab.

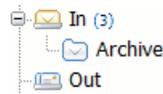
Block images: this button is a quick way of accessing **Download Message Images** option, located under **View** menu. See the explanation for Download Message Images in the above section on **Message Command Buttons**.

Sanitize HTML: it modifies the displayed message in such a way to render many potentially dangerous HTML tags harmless. It does not modify the stored message itself, just the way it is displayed.

Ignore HTML: completely removes HTML from styled messages, presenting them as text only. It does not modify the stored message itself, just the way it is displayed.

4.1.4 Filing and Storing Messages

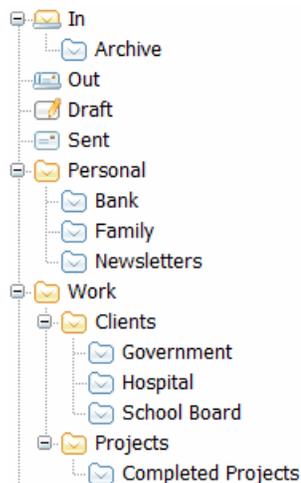
Your incoming messages are stored in **In folder** by default. Generally, you will want to organize your messages into a hierarchical folder structures, so that you can take advantage of powerful **Focus Box** and **Search** features. This means that you should categorize your incoming email into folders and sub-folders. One such setup in its simplest form would be:



In this case **Archive** folder is a sub-folder to **In** folder. To create this structure all you need to do is **right-click** on **In** folder and select **New Sub-folder** menu, then give it a name (in this case Archive). Now you can easily move messages between these two folders by simply selecting them while inside **In** folder and drag and dropping them onto the **Archive** folder icon. If you hold the **CTRL** key as you drop the messages then they will not be moved but just copied to the destination folder.

You can also move or copy messages by selecting them in your folder index, right-clicking on the selected messages to bring up the **index context menu** and going to **Move To Folder** or **Copy To Folder** menus.

To further customize your folder hierarchy try creating a functional tree, based on the type of email you get. We'll use the following example:



You can automate a lot of this type of organization via **Filters** and by setting appropriate folders for

each of your accounts under [Edit Account Folder tab](#). The benefits are many, especially when used in conjunction with [Focus Box](#) feature. For example, if you were to enter the Projects folder shown above and needed to lookup a history on a certain project, entering any text in the Focus Box would not only show you related entries in the current folder, but it would also show you all matching entries from Completed Projects folder as well. If you were to enter Work folder, then any Focus Box lookups would match any messages present in any of the six sub-folders. This means that current and past conversation threads are always at your fingertips.

4.1.5 Filtering and Processing

One of PocoMail's most dynamic features is its filtering capability.

What is filtering and why do I need it?

If you receive a lot of email, often you will find that you perform certain repetitive actions many times a day, or sometimes you may miss certain important message due to the volume of email you get. With **Filters** you can have your incoming email automatically sorted into various folders and sub-folders, have your important messages marked in red so that they are easy to spot, and even send automatic replies to other types of messages.

Filtering is a process by which email messages are run through a set of conditions you defined. If a single email meets those conditions, then it will be acted up by a set of actions you also defined. The simplest filters only needs a single condition and a single action, while more complex filters can have several conditions and actions. The whole process is designed to assist you in managing your email without having to manually move, copy or delete a large number of messages.

Filters Window

To access the **Filters window** go to **Tools > Filters** menu or press **F4**. You will see several types of filter sets, represented by tabs along the top of the window, each set can contain many filters. When one of these sets is processing a message filters are run from the top of the list downward, until the process is stopped. This means that the top most filter will always run on the processed message, but the bottom-most filter may not, depending on how filters above act. Certain **filter actions**, such as **Move Message** (but not **Copy Message**), **Delete Message** and **Stop Processing** will stop further filter from running and any filter listed below will not run on that particular message. Keep this in mind when creating filters and place the most important filters to the top (you can drag and drop filters into position). The available sets are:

Incoming: this set contains filters that will run on incoming email during manual **Check Mail**, or timed Check Mail. You will most likely use this filter set the most, as it lets you customize what happens with incoming email, as well as incoming Newsgroup articles and RSS updates that are being downloaded with Check Mail.

Outgoing: this set of filters acts on messages about to be sent.

Pre-Download: these filters act on message headers before PocoMail determines whether or not to download the message. You can use special actions **Download** and **Leave on Server** to affect whether this message will be downloaded or not.

Post-Send: use these filters to act on messages after they have been sent.

Setting up a Filter

To create a single filter click on the **New Filter** button while you are on the tab where you want to have this filter listed. The following dialog box will let you add a filter:

In our example we are going to create a filter to move all incoming messages coming from our work to a folder we created for work email. We are going to match messages whose sender's email address contains the work domain name, so if a typical email address at work would be *sales@myworkdomain* then we will filter for the second part of that email, *@myworkdomain*. This will match all of the email addresses from work.

Filter messages for: you can specify what account should be filtered, for this example we will filter all accounts.

Matching: selecting **all characters** will do a traditional match, so that *@myworkdomain* will match *sales@myworkdomain* but will not match *sales@my.workdomain*. Alternatively, you can choose **ignore non-text** method which would match both entries. This second approach is especially good for matching words in spam messages as they are often concealed with extra characters to fool filters. For example, you may want to filter all messages containing word *mortgage* to your Junk Mail folder but spammers are using many variations of the word to get around the filter, such as *mort_gage* or *m-o-r-t-g-a-g-e*; selecting **ignore non-text** for this filter would simply ignore all those extra characters and find the intended word. You have to be careful though, as you can also have unintended matches this way: having a filter for word *sex* with **ignore non-text** enabled would match a sentence like "He trains extra hard".

Search: enter the type of information you want to match with this filter, in our case we are looking at **From** header, as we are matching the email sender.

for: what text are we looking for in the previous field - in our case it's *@myworkdomain*.

Match only if not found: we want to match messages that **do** contain this text, so leave this box unchecked.

Case sensitive match: we do not care about the letter case of the email address, so leave this box unchecked as well.

Perform: this is where we select what type of action we want to perform on matching messages; in our case we want to move the message.

Finally, select where we want to move the message - in our example it will be *Work* folder.

Quick Filters

There is a very quick way of adding filters to your **Incoming** and **Outgoing** filter sets: from the folder index, right-click on a message you want to create a filter for (try to right-click on the name of the sender in the index if you want to create a **Quick Filter** for that sender for example, or on the message subject if you want to create a filter for that topic). From the popup menu choose **Quick Filter for...** and **Add Filter** dialog box will appear, with most of the fields already filled in for you. After you set the action for this filter just press **OK** and the filter will be added to your **Incoming** filters if you were in an incoming folder, or to your Outgoing filters if you were in an Outgoing folder.

4.1.6 Searching Information

PocoMail has several different search facilities to enable quick and easy access to information.

Focus Box

[Focus Box](#) is one of the quickest ways of finding messages or contacts. To use it simply start typing inside the Focus Box - in case of message folders your matches will be instantly shown in the index, including any matches from sub-folders. In Contacts folder your matches will be instantly visible below. To find out more [see Focus Box chapter](#).

Find in Message

[Find in message](#) is a very specific search function designed to assist you in finding a word or a phrase in the body of the email message currently displayed in the Preview Pane or the Message window. Find out more in the [Reading Messages chapter](#).

Quick Search

Quick Search is available from **Edit > Search** menu, or by pressing **CTRL+F**. Quick Search supports searching of any type of information - just type the text to search for and press Search. Results will be displayed in the **Search Folder**. These results are just links to actual messages. The folder where the message was found will be displayed as an extra right-most column in the **Search Folder Index**.

Detailed Search

Similar to Quick Search, Detailed Search is available from **Edit > Search** menu, or by pressing **CTRL+F**, then clicking on **Detailed Search** tab. Detailed Search is used if you need fine control over how you want your messages to be searched. Results will be displayed in the **Search folder**. These results are just links to actual messages. The folder where the message was found will be displayed as an extra right-most column in the **Search Folder Index**.

4.1.7 Customizing Folders

Folders can be customized in several ways, but generally these settings are split into general settings that are application wide, and folder-specific settings. **General settings** can be changed in **Options** and **Customize** windows (both under **Tools** menu), while **Folder-specific settings** can be found under **Folder > Folder Properties** menu. General settings apply to all folders, **unless** that folder has folder-specific setting active in which case it will override general setting.

Folder Layout

[Folders](#) can be arranged in two ways, with horizontally arranged index on top and a horizontal preview pane below, or with a thin **vertical index** on the left flanked by a **full page preview pane** to the right. To change this option:

- For all folders: go to **Options > Customize** window, click on **Layout** tab and select **Vertical Index**.
- For current folder only: go to **Folder > Folder Properties**, enable **Custom pane layout** and select **Vertical**.

Folder Threading

Message list (index) in any folder can be made to group messages on per-conversation basis; these groups are called **Threads**. Some folders like Newsgroups will default to this type of display. To change it:

- For all folders: go to **View > Options > Thread Index Display** menu.
- For current folder only: go to **Folder > Folder Properties**, enable **Custom threading** and select **Enabled**.

Folder Preview Pane

Each email folder contains a message **Preview Pane** by default. You can enable or disable the preview pane to suit your needs. To toggle the preview pane:

- For all folders: go to **View > Show > Show Preview Pane** menu, or press **F10**.
- For current folder only: go to **Folder > Folder Properties**, enable **Custom preview pane** and select **Enabled**.

Folder Index Columns

When not using Vertical layout folders will display list of messages with several columns for each type of information, like Subject, Date, From, etc. You can modify what information you want to see for all or for some folders. To toggle columns:

- For all folders: go to **Tools > Options** menu, under **Index Columns** section. Columns Custom 1 through Custom 3 can be chosen in **Column Setup** tab.
- For current folder only: go to **Folder > Folder Properties**, click on **Columns** tab, enable **Use custom column settings for this folder** and check what columns you want to display. Columns Custom 1 through Custom 3 can be chosen in **Tools > Options > Index Columns > Column Setup** tab.

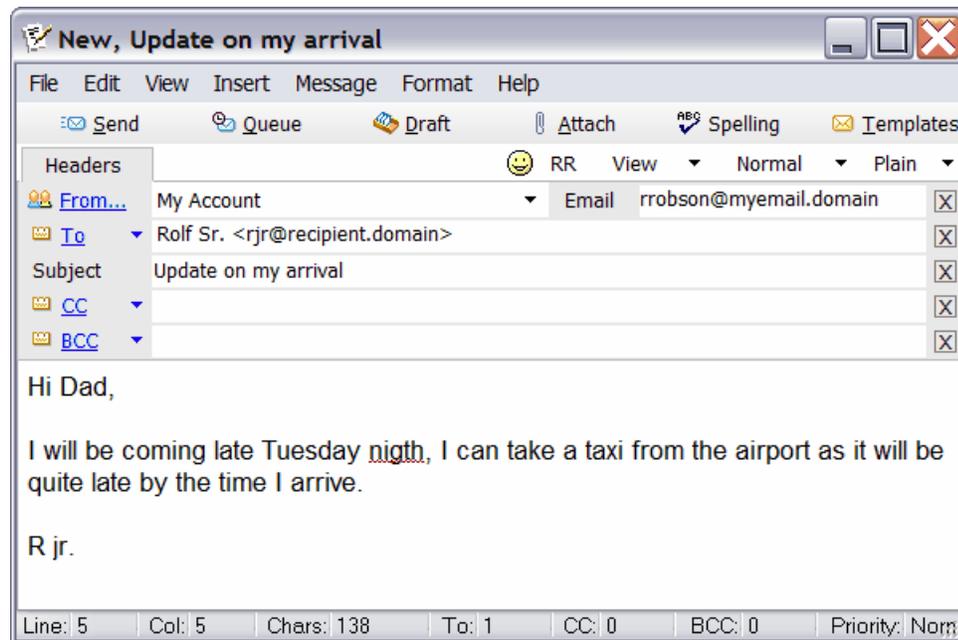
4.2 Composing Messages

4.2.1 Writing a Message

There are several ways to start writing a new message:

- Open the **Compose window** by clicking on the **New** button in the main toolbar
- If your recipient is already in your address book just double-click on their icon in the [Contacts Sidebar](#).
- Press **CTRL+N**

After the Compose window opens you will need to enter a recipient, a short message subject and the text of the message in the large text entry area of the Compose window.



Message Format

Messages can be sent as plain, styled or both (P&S), toggled with a button along the top of the window. Default formatting can be set by going to **Tools > Options** menu and clicking on **Message Format** section.

Selecting Account to Send From

Use the From drop down box to select which account you want to use to send your email. Depending on the account selected, appropriate name will be used in the From field as well as correct SMTP server, if different. This field is automatically selected to the correct account when replying to or forwarding messages.

Changing From Address

Sometimes you may need to change the apparent From address of the message you are sending without having to edit your account information. You can do this by editing the **Email** field next to the Account Name. Note, this feature is not meant for anonymous email sending - email messages are tracked by servers on their way to the recipient so your SMTP server may indicate your identity!

Using Contact Lookup

When you enter recipient names you will be presented automatically with possible matches in your address book. You click or use up and down keys to select your match for quick entry. Apart from the address book, PocoMail remembers previous recipients you corresponded with and will suggest them as well. You can clear this history and change lookup rules by going to **Tools > Options** menu of the main application window, and then to **Contacts** and **Advanced** (under **Contact Auto-complete Rules**) sections.

Attaching Files

To attach files to your message just press the **Attach** button and select files you wish to attach. You

can also drag and drop files from Windows Explorer directly onto the Compose window and they will be added to the list of attached files. Attached files will be listed in a new tab called **Attachments** that will appear next to **Headers**.

Using Spell-As-You-Type

Any misspelled words will be underlined in red by default (as shown in the image), you can disable **Spell-As-You-Type** by going to the **View** menu of the **Compose window**. To correct a misspelled word just right-click on it and choose an alternative spelling. Other language dictionaries are also available from our web site.

Using Spell Check

A more traditional **spell check** can be initiated by pressing the **Spelling** button, or **F7** key.

4.2.2 Sending a Message

There are two ways to send a message with PocoMail from [Compose window](#):

Send button: email will be sent immediately (shortcut key **Ctrl+E**)

Queue button: email will be saved to **Out folder** to be sent later; to send the message later you will need to go to **File > Send Queued Messages** or press **Ctrl+Y**.

If you decide that you do not want to send your message just yet but want to continue later you can save it to **Draft folder**. Just press the **Draft** button and the message will be put away to Draft. Any message will also be automatically saved to Draft folder at regular time intervals while you are composing the message, so if your power goes out while you were composing a long message you will find it later in the Draft folder. You can also manually save a message to Draft at any time during composition without closing the message by going to **File > Save To Draft** menu or with **Ctrl+S**.

Splitting Recipients

This feature is used to divide a single message sent to multiple recipients into several messages with less recipients in each. This division also reduces the probability that your ISP will classify the message as spam, given the high number of recipients. The default recipient limit for **Split Message** is 50, though you can enable and disable this feature manually at any point in **Message > Split Message on Send/Queue** menu of [Compose window](#). The default threshold of 50 can be changed under **Tools > Options** menu, in **Sending Mail** section.

For an example, splitting a message into 50 recipients per message would yield the following results: a message with 250 recipients would be split into 5 messages, each with 50 unique recipients. A message with 143 recipient would be split into 3 messages; 50 recipients each in two of the three messages and 43 recipients in the third message.

4.2.3 Using Signatures

Signatures are an important part of customizing PocoMail to send out more personal messages. Signatures can be inserted inline with the message text, either manually or automatically if you specify a signature to be used in [Edit Account > Outgoing](#) tab. There is also an alternate support for signature pane, which allows you to see your signature below the message, in a separate pane. It is added to the end of the message when you send it. To enable signature pane click on **View** menu in **Compose window** and check **Enable Signature Pane**.

Creating Signatures

To create a new signature, or edit an existing signature go to **Tools > Edit Signatures** menu of the main application window. You can save plain text signatures, or add formatting and save the signature with this formatting. Plain text signatures can also be formatted as a whole by going to **Tools > Options** menu and clicking on **Message Format** section. You can insert [Variables](#) into signatures as well, which will automatically expand when the signature is used.

Adding Signatures

You can have signatures added automatically to your messages, or insert them as needed. To have signatures added automatically make sure that your account is set to use a signature in [Edit Account > Outgoing](#) tab. To add them manually go to **Insert** menu of Compose window and select either **Insert Default Signature** (Ctrl+G) or **Insert Any Signature**.

4.2.4 Using Templates

Templates are a great way to deal with repetitive emails. To manage your templates go to **Templates** window, available under **Tools** menu. This window will show you all your currently defined templates, and allow you to create new ones and edit and delete existing templates.

Creating and Editing Templates

Pressing **New** button will open a new template, while **Edit** button will let you edit the selected template. The resulting **Edit Template** window can be used in a similar manner to Compose Window with the following differences:

Instead of **Send**, **Queue** and **Draft** buttons you will find **Save**, **Save As** and **Tags** buttons. **Save** button will allow you to instantly save the template you are currently working on. You will be prompted for a template name if you haven't saved it before. **Save As** will save the template under a new name. Finally, **Tags** button gives you access to the available [variable tags](#). These tags are expanded into text when you actually use the template to compose a message. By using tags you can insert custom greetings and even insert information about the sender or the recipient directly from the address book.

You can also save any message being edited as a template: if you find that the message you are currently composing would make a good template just go to **File > Save as Template** menu in Compose window to save it as a template.

Assigning Templates

Once you have created one or more templates, you can use them in several ways:

- **While composing a message:**

In [Compose window](#) go to Format menu and select Open Template (it overwrites the current message with the chosen template), Open Template Body (overwrites the current message body with the templates but leaves your headers intact) or Add Template Body (does not overwrite any part of the current message, just adds template body to the current message).

- **Automatically for New messages, Replies, Forwards and Bounces:**

Open [Edit Account](#) for the account you want to change; click on **Templates** tab and select a template for the action you need. From that point on, the selected template will be used automatically.

- **Manually for New messages and Replies:**

From the main application window go to Message menu and select either **New Message from Template** or **Reply with Template**.

4.2.5 Using AutoText

AutoText lets you define often used phrases so that you can enter them quickly into many text fields by typing a short **trigger word**. For example, you can define a trigger word *addr* to expand into your full mailing address, in four text lines or more. When composing a message you would simply type *addr* followed by a space (space is a **completion key** that can be changed to a different character) and you would instantly see *addr* disappear and in its place your full mailing address would be present.

Configuring AutoText

To manage your AutoTexts go to **Tools > Configure AutoText** menu. This is where you can enable or disable AutoText, as well as add and remove previously defined entries.

Completion key: by default, the completion key is the space character. This means that typing a trigger word followed by a space will initiate AutoText.

Trigger word: to create an AutoText entry first type in a trigger word. This is a word that should quickly remind you of what you are trying to insert but should not come up as a word in your regular emails. For example, if you want to insert a lengthy disclaimer with an AutoText, a good trigger word would be *disclmr*, as it is very associative of "disclaimer", yet it is not a proper word that you may use in email. If you were to use the full word *disclaimer* as your trigger word then if you wanted to use that actual word in a sentence it would expand to a full saved disclaimer.

Actual text: next, type the actual text you want to insert instead of your trigger word. In our example it would be the actual disclaimer several lines long. You can also use [Variable tags](#) that will be processed when you actually use the AutoText (for example, you can create an AutoText to insert "Dear %senderfirst%," when you type the trigger word *ddear*).

Save: press the **Save** button to save your AutoText and add it to the list of available entries. Clicking on any of these entries will let you edit it, but make sure to press **Save** to commit these changes.

Using AutoText from Compose window

Generally, it is easier to add AutoTexts directly from the Compose window. Let's take a look at our disclaimer example: if you just wrote a disclaimer in an email to someone and want to turn it into an AutoText to save you typing in the future, just highlight the full text of the disclaimer, right-click on the highlighted text, go to **Create AutoText from Selection** and click on **Add New AutoText** menu. You will be prompted for a trigger word for the selected text and the AutoText will be saved, ready for use.

Inserting AutoText into your message can be done in two ways, firstly by typing the **trigger word** followed by the **completion key**, as explained above and secondly via the popup menu. If you cannot remember the trigger word for a certain AutoText then try the second method: right-click inside your message body and go to **Insert AutoText** menu. Choose the AutoText you want to insert and click on it - that's it! Note, the number of entries in this menu is limited so if you have many AutoTexts defined only the first few dozen will be shown.

4.2.6 Responding and Forwarding

There are several ways you can follow-up on a message:

- **Reply:** Opens a response to the original email, addressing it to the sender. Keyboard shortcut is **Ctrl+R**. You can also use a handy [Instant Reply](#) pane for quick replies, shortcut **Alt+R**.
- **Forward:** Opens a forward of the original email, you need to provide a recipient. Keyboard shortcut is **Ctrl+W**. Optionally, you can **Forward As Attachment** which retains full message formatting and allows you to send the original message as an attached message, shortcut **Shift+Ctrl+W**.

- **Bounce:** Similar to a Forward, except the bounced message will not have your name as the sender, but the name of the original sender that sent it to you, allowing the new recipient to directly respond to the original sender, bypassing you. Keyboard shortcut is **Ctrl+B**.

HTML formatting in replied and forwarded email is going to be removed if you are using a **Quote Character** to mark quoted text. This option can be changed via **Tools > Options** menu, in [Quoting Text](#) section. To preserve HTML formatting completely use **Forward As Attachment**.

4.2.7 Instant Reply

Instant Reply allows you to quickly respond to messages without the hassle of opening the [Compose window](#). Instant Reply pane is normally displayed just below the Preview pane and can be toggled by going to **View > Show > Show Instant Reply** menu of the main application window. Even if you have Instant Reply pane disabled you can always enable it for a one-off reply by going to **Message > Instant Reply** menu or by pressing **Alt+R** - Instant Reply will become active and ready for your reply.

Simply enter the text of your reply message in the Instant Reply box, and press the **Send** button. You can also press **Ctrl+Enter** inside the Instant Reply box to send the reply.

4.3 Using Online Folders

Online Folders allow you to connect to your email account directly and view messages that are waiting on the server. You can download and view those messages, as well as mark messages for deletion or retrieval. Online Folders can be found in the [Folders Sidebar](#) and both IMAP and POP accounts will be displayed there.

- [IMAP Online Folders](#)
- [POP Online Folders](#)

4.3.1 IMAP Folders

IMAP Online Folders extend a lot of IMAP power directly to PocoMail. This feature allows you to view your IMAP folders in PocoMail, as well as move messages between those folders, and upload your local messages to your IMAP account.

You will find Online Folders in the [Folders Sidebar](#). Online Folders work differently when PocoMail is in **Online** mode versus when it is in **Offline** mode. In Online mode entering IMAP Online Folder will automatically refresh folders available on the server; entering individual folders will refresh the index of messages, while clicking on individual messages will automatically download those messages for preview if the **Preview pane** is enabled. In Offline mode you need to **Refresh** the view (or press **F5**) to update the folder index, and messages cannot be previewed (they can still be downloaded if you open them in a separate window by double-clicking on the message). To toggle between Online and Offline modes go to **File** menu and check or uncheck **Online Operation**.

To copy messages between IMAP folders, or from your local folder to one of your IMAP folders just drag and drop the message onto the destination folder.

Batch Operations

You can mark several messages for download or deletion at once - enter the Online Folder with the messages you want to retrieve or delete, select the messages and go to **Folder > Online Tools** menu. This is where most of the Online Folder operations can be found.

- **Retrieve messages:**
Use **Mark To Retrieve** menu in **Online Tools** to mark selected messages for retrieval (or press shortcut key **G**). After that, clicking on **Retrieve Marked from Server** from the same sub-menu (shortcut **Shift+G**) will retrieve all of the marked messages.
- **Delete messages:**
Use **Mark To Delete** menu (shortcut key **D**) in **Online Tools** to mark selected messages for deletion. After that, clicking on **Delete Marked from Server** (shortcut **Shift+D**) will delete those messages. After deleting messages you will need to use **Expunge Deleted** menu (shortcut **Shift+E**) if you want to purge those messages from your IMAP folder.
- **Leave message on the server:**
To remove either Retrieve or Delete marks from the message use **Mark to Leave** menu (shortcut key **L**) in the **Online Tools** menu.

4.3.2 POP Folders

POP Online Folders offer addition flexibility for POP accounts, though they are not as powerful as [IMAP Online Folders](#) due to the limitations of POP protocol. This feature allows you to view your POP mailbox directly from PocoMail, and act on the messages before they are downloaded.

You will find Online Folders in the [Folders Sidebar](#). Online Folders work differently when PocoMail is in **Online** mode versus when it is in **Offline** mode. In Online mode entering POP Online Folder will automatically refresh the index of messages present in your POP account, while clicking on individual messages will automatically download those messages for preview if the **Preview pane** is enabled. In Offline mode you need to **Refresh** the view (or press **F5**) to update the folder index, and messages cannot be previewed (they can still be downloaded if you open them in a separate window by double-clicking on the message). To toggle between Online and Offline modes go to **File** menu and check or uncheck **Online Operation**.

Batch Operations

You can mark several messages for download or deletion at once - enter the Online Folder with the messages you want to retrieve or delete, select the messages and go to **Folder > Online Tools** menu. This is where most of the Online Folder operations can be found.

- **Retrieve messages:**
Use **Mark To Retrieve** menu in **Online Tools** to mark selected messages for retrieval (or press shortcut key **G**). After that, clicking on **Retrieve Marked from Server** from the same sub-menu (shortcut **Shift+G**) will retrieve all of the marked messages.
- **Delete messages:**
Use **Mark To Delete** menu (shortcut key **D**) in **Online Tools** to mark selected messages for deletion. After that, clicking on **Delete Marked from Server** (shortcut **Shift+D**) will delete those messages.
- **Leave message on the server:**
To remove either Retrieve or Delete marks from the message use **Mark to Leave** menu (shortcut key **L**) in the **Online Tools** menu.

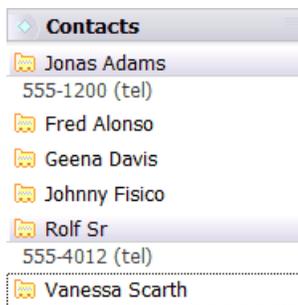
4.4 Managing Contacts

PocoMail provides several easy to use ways of storing and accessing your frequently used contacts.

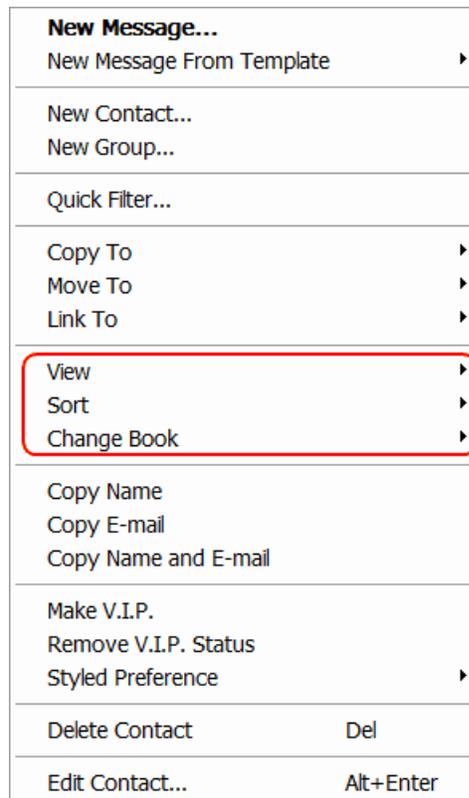
- [About Contacts Sidebar](#)
- [How to create a Contact](#)
- [How to create a Group](#)
- [Managing Contacts and Groups](#)
- [Using Contacts Folder](#)
- [Managing Address Books](#)
- [Searching Contacts](#)

4.4.1 Contacts Sidebar

The quickest way to access your contacts is via **Contacts Sidebar**, accessible along the left or the right side of the application window (customized via [Customize window](#), **Sidebar** tab). If you cannot see it you can resize the Sidebars to display the Contacts Sidebar, or go to **View** menu and press **Show > Show Contacts Sidebar** (shortcut key **F6**).



You will see all your contacts and groups in the current Address Book (you can create additional books in [Contacts Folder](#)). There are several ways to customize this display; all of it is done via the context right-click menu - just right-click anywhere inside the Contacts Sidebar to bring up the menu:



The highlighted menu options will change what is displayed (**View** menu), in what order it is displayed (**Sort** menu), and what book should be displayed (**Change Book** menu, you can only view one book at a time in Contacts Sidebar).

Creating a Contact

To create a contact you can use the same menu pictured above: right-click inside the Contacts Sidebar and choose **New Contact** menu. **Contact window** will be displayed where you can enter any details you want to store for that contact.

Creating a Group

Groups contain other contacts; they can help you organize contacts, as well as make emailing groups easier - sending an email to a group is as simple as double-clicking on it in the Contacts Sidebar. Create groups from the same menu as above, but use the **New Group** menu. Initially, you only need to assign a name to the Group you are creating and press **OK** to close the window (note, you cannot add contacts to the group at this point). When the window is closed you will see your newly created group appear in the list of contacts but it will be empty. Read on to find out how to add contacts to it.

Managing Contacts

To add contacts to this newly created group just drag and drop them onto the group within the Contacts Sidebar. You can also move contacts between groups with drag and drop. When dragging and dropping keep in mind that the default action for this is to **move contacts**. Instead of moving you can:

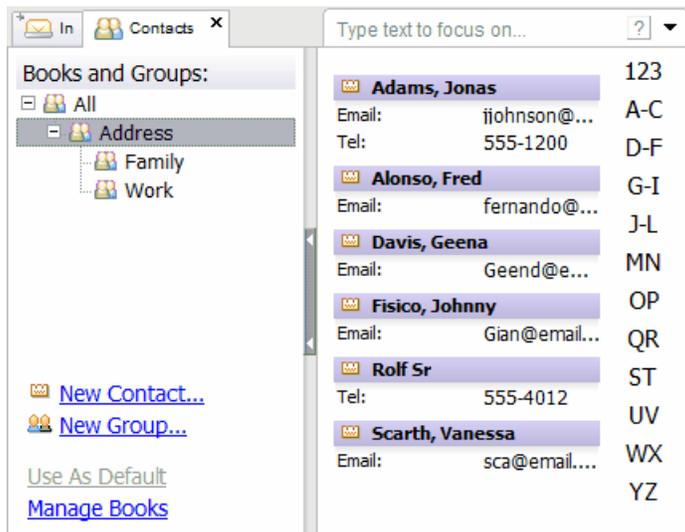
- **Copy contacts:** hold the **Ctrl** key during drag and drop
- **Link contacts:** hold the **Shift** key during drag and drop

Copying a contact will create a duplicate contact in the destination group or address book, while **linking** a contact creates a link to the original contact.

You can also use the right-click menu pictured above: **Copy To**, **Move To** and **Link To** menus will let you perform any of those actions on the selected contacts without using drag and drop. To manage contacts between address books see the [Contacts Folder](#) chapter.

4.4.2 Contacts Folder

When you need more control over your contacts you can use **Contacts Folder**. You can open the Contacts Folder by going to **View > Show > Show Contacts** menu, or by pressing **Shift+F5**.



Navigation Pane on the left allows you to browse your contacts quickly by address book, by group, or simply show all of your contacts (by clicking on the top **All** link).

Focus Box along the top is an extremely powerful tool if you have many contacts - just type part of the person's name or part of the company name and you will instantly be shown all matching entries. Learn more in the chapter [Using Focus Box](#).

The central area of the Contacts Folder is occupied by listed contacts. Click on any contact once to show an automatic **Contact Preview** that will quickly show you important details for the selected contact, and allow you to email the contact at any listed email address. To change the order of listed contacts right-click in this area and go to **Sort** menu.

You can create contacts and groups via links shown in the bottom part of the Navigation Pane, similar to [Contacts Sidebar](#). Drag and drop contacts onto the Navigation Pane, or between the [Contacts Sidebar](#) and Contacts Folder to organize your contacts. If you need to [copy](#), [move](#) or [link](#) more than one contact at the time then use [the contact management features of Contacts Sidebar](#).

Managing Address Books

To add additional Address Books or to remove existing ones click on the **Manage Books** link shown in the image above. To create a new group just click on the **Add** button and enter a unique name for the new book. When removing books you have two choices: **De-list** simply removes the book from the list and no longer loads it in the future, but it is not deleted so you can use the **Add** button to bring it back in the future; **Delete** actually removes the book and cannot be undone!

4.4.3 Searching Contacts

There are several ways you can search for Contacts:

- **Focus Box:**
When you open the [Contacts Folder](#) you can take advantage of the [Focus Box](#). Type part of the contact's name or the contact's company name into the Focus Box to quickly show only matching contacts.
- **Search window:**
To search all contacts from any folder go to **Edit > Search** menu or press **Ctrl+F**. Type the text you are searching for, make sure **Contacts** checkbox is enabled and press **Search** to start.
- **Focus Box Command Mode:**
You can also take advantage of the **Focus Box Command Mode** (described in [Advanced Focus Box Use](#)) which is active in any folder. Just click on the [Focus Box](#), and type `/c Fred` to locate any contacts with personal name or company name matching *Fred*. If found, the best match will be shown just below the Focus Box.

4.5 Feeds and RSS

4.5.1 Setting Up Feeds

Feeds are used for special type of information delivery wherein PocoMail periodically checks for updated articles from any particular feed and can deliver them directly to your In folder. Unlike email newsletters, feeds are never actively sent out by the author so they do not run into problems with spam filters. Feeds reside on author's web server and have to be requested by PocoMail to download.

Feeds are easy to setup - firstly, copy to clipboard the URL of the feed you want to monitor (often marked with a small **RSS** icon on the web page that publishes it) by right-clicking on the feed link and choosing **Copy Shortcut** or **Copy Link Address**, depending on your web browser. Then, in PocoMail open [Accounts Setup](#) (or press **F3**), press the **New** button, type in the name you wish to give this feed and select **RSS Account** then press **Next**. Paste the URL of the feed into the **Feed URL** text box and press **OK** to close and save this feed, then **OK** again to confirm the changes. Your new feed will be shown under [Feeds and RSS Folder](#).

4.5.2 Using Feeds

Feeds are used for special type of information delivery wherein PocoMail periodically checks for updated articles from any particular feed and can deliver them directly to your In folder. Unlike email newsletters, feeds are never actively sent out by the author so they do not run into problems with spam filters. Feeds reside on author's web server and have to be requested by PocoMail to download.

After you [setup a feed](#) there are two basic ways to view it.

Viewing Feeds On Demand

To view the feed at any time go to your [Folders](#) list, locate **Feeds and RSS** entry and under it click on the feed you want to read. The feed will automatically be refreshed if you are Online, or you can refresh it manually at any time by going to **View > Refresh** menu (**F5**). To toggle between Online and Offline modes go to **File** menu and check or uncheck **Online Operation**.

Getting Updates with Email

You can also have feed updates delivered to you with your email, whenever you [check mail](#) or automatically on [timed check](#). Just go to [Accounts Setup \(F3\)](#) and enable one of the two options for the feed. This will combine the functionality of feed updates, with convenience of email delivery.

4.6 Reading Newsgroups

4.6.1 Setting Up Newsgroups

PocoMail supports Newsgroup reading and posting, with support for multiple Newsgroup servers. If PocoMail is set to be your default Newsgroup reader (by clicking on **Make Default** in **Tools > Options** menu) then reading newsgroups is as simple as clicking on a newsgroup link in your web browser.

Newsgroups can also be setup manually by creating a Newsgroup account in [Accounts Setup \(F3\)](#). You will then need to click on the **Newsgroups** tab of the **Edit Account** window to add newsgroups you wish to subscribe to. Entering the newsgroup name and pressing the ^ button will add that newsgroup to the list of subscribed newsgroups. Subscribing to a newsgroup does not send subscription information to any server, it simply indicates to PocoMail that you are interested in following this newsgroup in the future.

You can also click on the **Refresh List** to retrieve the full list of all available newsgroups from your server. Be aware that often these lists number in tens of thousands of groups and can take a long time to download over slower connections.

After you setup your newsgroup, you will find a new folder appear in the [Folder](#) list called **Newsgroups**. It will contain all your newsgroup accounts (you can subscribe to more than one newsgroup server), and each one will list all of your subscribed groups. Simple click on the Newsgroup you wish to read to [read posts](#).

4.6.2 Using Newsgroups

Newsgroups are conversation area hosted on a central server, often with thousands of anonymous or authorized participants. After you [setup a newsgroup](#) there are two basic ways to view it.

Viewing Newsgroups On Demand

To view the newsgroup at any time go to your [Folders](#) list, locate **Newsgroups** entry and under it click on the Newsgroup you want to read. The index of articles will automatically be refreshed if you are Online, or you can refresh it manually at any time by going to **View > Refresh** menu (**F5**). To toggle between Online and Offline modes go to **File** menu and check or uncheck **Online Operation**.

Getting Updates with Email

You can also have Newsgroup updates delivered to you with your email, whenever you [check mail](#) or automatically on [timed check](#). Just go to [Accounts Setup \(F3\)](#) and enable one of the two options for the newsgroup account. Be careful when using this feature on high volume groups as it may bring in more information than you really need.

4.7 Configuring Options

PocoMail has a myriad of options that let you tweak and customize the way application responds in variety of cases. Options are accessible via **Tools > Options** menu, or by pressing **Shift+F7**.

4.7.1 General Options

General Options let you adjust some common settings in PocoMail. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**.

The two **Make Default** buttons on the first page of the **Options window** will make PocoMail the default email client, and the default newsreader in Windows, respectively. You can also change the custom New Mail notification sound, as well as enable regular backups of your data whenever you exit the application.

Interface Options section controls the common user interface settings.

Startup Options controls what happens on startup, from which folder will be opened by default to which user will be logged in.

Network Settings should be used only if you are familiar with your network and computer setup. You can define an optional proxy host, as well as run antivirus on all incoming messages. Generally, **most new antivirus packages do not need this feature enabled** for incoming email to be scanned, but if you have an older antivirus package this will let you initiate it after email check completes.

You can setup custom shortcut keys to your commonly used folders in **Folders Menus** section.

Directories section defines locations for your stored data. Normally, you can leave these at default values and use the installer to specify where you want your data to be stored, but advanced users may want to change these if they need more control over their data storage.

Drag and Drop Settings specifies what happens when you drag and drop a Contact onto a folder, or a message onto a Contact.

Encoding Options should be used only if you are familiar with the impact they have on your incoming and outgoing messages. Character-set determines the international format your outgoing messages will have. You can also change whether you want attachments to be left encoded in messages or not (**encoded attachments** tend to grow the size of your folders much more quickly).

4.7.2 Sending Mail

Sending Mail section controls several aspects of how outgoing messages are formatted and sent. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**, then click on **Sending Mail**.

Sending Mail section itself lets you tweak some of the **Editing Options** available (others can be found in [Advanced Options](#)). All these options affect how [Compose window](#) behaves when writing an email. Forced Word Wrap limits the text input in **Compose window** to only set number of characters per each line. You can change how and when the message is checked for spelling errors, as well as disable lookup of addressed in **To**, **CC** and **BCC** fields. [Split Message](#) feature threshold sets the number of recipients for which **Split Message** is invoked. Finally, you can enable automatic sending of queued messages (if any are present in the **Out folder**) after mail check is complete.

Message Format section controls the font style, size and colour for message text as well as for signatures (unless the signature was saved with formatting).

Quoting Text section determines how replies, forwards and bounced messages are going to be formatted. You can completely disable quoting of text in replies, enable re-flowing of quoted text, toggle whether your replies will go above or below the quoted text and how the text will be quoted (with or without quote character). Each type of correspondence (**Reply**, **Forward** or **Bounce**) can also have its own **header** enabled and a common **footer**.

Style Quoted lets you apply colour to quoted text based on previously quoted text and how many times it has been quoted. These colours will be visible even if you are sending plain messages (without formatting), the colours will simply be ignored when the message is sent.

Default Server specifies your **Outgoing SMTP Server** for accounts that have no defined **Outgoing Server**.

4.7.3 Reading Mail

Reading Mail section controls how messages you are reading are handled and displayed. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**, then click on **Reading Mail**.

Reading Mail section control whether you are prompted for deletion of attachments (if this option is disabled the attachments will not be deleted), and if supported attachments types will be shown in the same window as the message (attachments such as images and HTML files). The message viewer is safe, so even if you are viewing attached HTML files you are not at risk. If you type something into the [Focus Box](#) while in a folder that doesn't support it then the lookup will be performed on the folder set in **Default Folder for Focus** box. Finally, **cache size** determines how many externally referenced images will be cached locally.

Index Columns control what columns you see when you are viewing an [email folder](#) with [horizontal layout](#); this setting can also be defined on [per-folder basis](#). **Column Shading** tab lets you apply shading to columns or rows for better visibility. **Column Setup** tab defines custom columns: these columns will be tracked alongside regular columns like **From** and **Subject**. You can enter any message header for the custom column, like **X-Real-To**.

Marking Messages sets the colour and description of custom **message marks** you can apply to any message.

4.7.4 Contacts

Contacts section lets you manage your address books and clear your Email History. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**, then click on **Contacts**. To read more see [Managing Books](#) in [Contacts Folder](#).

4.7.5 Privacy and Security

Privacy and Security section can be used to lock out certain sections of the program. Just enable sections you want to lock and set a privacy password. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**, then click on **Privacy and Security**.

4.7.6 Advanced

Advanced section stores less commonly used settings, or settings that only advanced users should change. Each setting is described in the window itself - only change settings that you understand, as you can negatively impact application performance in some cases. To reach this window go to **Tools > Options** menu, or by pressing **Shift+F7**, then click on **Advanced**.

5 Advanced Use

5.1 Advanced Focus Box Use

[Focus Box](#) is an extremely powerful tool even when used with the basic functionality explained in [the earlier section](#). Yet, there is a lot more functionality available for those that take the time to learn a few

tricks.

Focus Box Logic Operators

You can use simple boolean logic when typing text to focus on. For example, if you are looking for an email about a monthly report, and you know that it contains "June" in the subject line yet you also know that you will get a lot of results back as every person in your department contributed to the June report, you can narrow it down if you know that the email you are looking for is from Fred. So instead of typing "June" in the Focus box, try instead "June and Fred", it will show only messages matching both conditions.

Similarly, you can use the "or" operator to match either condition so typing "June or Fred" will show you messages that contain either "June" or "Fred".

Spaces are significant in these examples: if you type "June and Fred" (note two spaces after June) you will get a different result as only messages that match "June " (with a trailing space) will match. This allows you to match specific words only, with a leading or trailing space.

Focus Box Specifiers

What if you are looking for an email sent by your office administrator June about Fred? You may want to make your match a lot more specific. In this case you can use a specifier to only match certain fields. For example, typing "from:June" into the Focus box will only match messages sent by June, not messages that contain "June" in the subject line. So to answer the question that began this paragraph, you can type "from:June and subject:Fred" to locate all messages from June that have Fred in the Subject line. There are several such specifiers:

- **subject:** match only message subject
- **from:** match only message sender
- **to:** match only the first message recipient
- **user1:** match only the first user defined header as set in Options
- **user2:** match only the second user defined header as set in Options
- **user3:** match only the third user defined header as set in Options
- **folder:** match only messages in this folder

Special Identifiers

For those seeking even more power you can employ special identifiers to isolate certain messages and folders:

- **Status:a** matches only messages with attachments
- **Status:n** matches only messages without attachments
- **Status:u** matches only unread messages
- **Status:r** matches only read messages
- **Status:t** matches only tagged messages
- **Level:1** matches only messages exactly one level under the current folder
- **Level:2** matches only messages exactly two levels under the current folder
- **Level:3...** etc.

Focus Box Commands

Focus Box also has a special command mode where you can issue commands instead of doing lookups. The mode is entered with the slash key "/". When you enter a slash into the Focus Box the lookup is temporarily suspended until you issue a command or clear the box. A sample command is "/ Launch calc" - it will launch an external application, in this case the Windows Calculator. Focus Box

commands will automatically expand when you enter long enough text, so in this case you can just type "/L calc" to run the command.

Most commands have two different names, you can use whichever you are more familiar with. Currently available commands (all need to be prefixed with a slash):

Contact or **About**: it will open the Contact preview pane on the first person that matches the information you provide, for example "/Contact Fred", or in short form "/C Fred". Very useful to locate a person's phone number or other personal information without switching to Contacts folder.

Folder or **Open**: it opens the passed folder.

Launch or **Execute**: it launches an external program.

Web or **URL**: open a URL in a web browser, for example "/W pocosystems.com".

Script or **Run**: runs the passed script on selected messages, for example "/script Display Raw Message".

5.2 Multi-user Setup

The easiest way to setup PocoMail for several users is by taking advantage of **Windows Users**. When installing PocoMail select to store data for each user in the Data Folder or My Documents folder **for the currently logged in Windows user**. This will automatically separate each user's data, and in the case of corporate networks it will let your users roam between desktops and access their data from any computer.

If you have an older version of Windows, or do not want to use Windows Users you can use built-in multi-user feature of PocoMail. Note, this feature is not to be used by a single user who has several online identities and email accounts - PocoMail is quite adept at managing those via [Accounts Setup](#) (**F3**) feature.

To add a new user go to **File > Change User** menu, **Select User** dialog box will be shown. Click on **Add User** and you will be prompted for the name of the new user. After entering the name click on **OK** then click on **Login** to sign in as the new user. You will be presented with the **Quick Start Wizard** where you can setup the new user.

5.3 Using Variables

In the section on [Templates](#) and [Signatures](#) **Variable Tags** were mentioned as a way in which you can automate text entry. These variables can also be used in [AutoText](#) and in [headers and footers](#).

All tags take the form of **%tagname%**. Information displayed for a tag will vary, depending upon which account is currently in use:

- **Signatures**: tag information depends upon currently selected account in Compose window
- **Headers** and **Footers**: tag information depends upon the account of the message being replied to, forwarded or bounced
- **Templates**: tag information depends on account name specified in the current Template
- **Print Templates**: tag information depends upon the account that received the original message
- **AutoText**: tag information depends on the account of the message being edited
- **Filter action Dialog Box with Text**: tag information depends on the message being processed

All of the available tags are easily accessible via **Tags** button in [Edit Template](#) window, available from the [Templates](#) dialog box. The complete list of available tags is long, but useful when you need to type them in manually.

%fullname%

Inserts your full name entered in the [Accounts Setup](#) (F3). This setting will vary depending on which account is currently in use.

%email%

Inserts your email address entered in the [Accounts Setup](#) (F3). This setting will vary depending on which account is currently in use.

%tag%

Inserts the optional account signature tag entered in the [Accounts Setup](#) (F3). This setting will vary depending on which account is currently in use.

%xurl%

Inserts the URL field defined in the [Accounts Setup](#) (F3). This setting will vary depending on which account is currently in use.

%account%

Inserts the name of the current account in use.

%inmailbox%**%sentmailbox%**

Inserts the name of In or Sent mailbox for the current account.

%usermailbox1%**%usermailbox2%****%usermailbox3%****%usermailbox4%****%usermailbox5%**

Inserts the name of the user assigned mailbox.

%countunread%:"mailboxname"**%counttotal%:"mailboxname"**

Inserts the number of unread or total messages for the passed mailbox.

%time%

Inserts the current time in format specified by your Windows Control Panel.

%date%

Inserts the current date in format specified by your Windows Control Panel.

%dateandtime%

Inserts the current date and time in format specified by your Windows Control Panel.

%day%

Inserts the name of the current day of the week in English.

%from%

Inserts the email address of the original sender. This tag will only work when used in replied/forwarded/bounced messages, otherwise it will simply be replaced with empty string.

%sender%

Inserts the full name of the original sender, if available. If not, tag will insert the original sender's email

address. This tag will only work when used in replied/forwarded/bounced messages, otherwise it will simply be replaced with empty string.

%senderfirst%

Inserts only the first name of the original sender, if available, otherwise it will simply be replaced with empty string.

%senderlast%

Inserts only the last name of the original sender, if available, otherwise it will simply be replaced with empty string.

%to%

%cc%

%bcc%

Inserts the full name and email address of the TO, CC or BCC recipient or recipients of the message.

%toname%

%ccname%

%bccname%

Inserts the full name of the TO, CC or BCC recipient or recipients of the message.

%toemail%

%ccemail%

%bccemail%

Inserts the email address of the TO, CC or BCC recipient or recipients of the message.

%from_field%:"field"

%to_field%:"field"

%cc_field%:"field"

%bcc_field%:"field"

Performs a lookup of the Sender, TO, CC or BCC recipient against your address books and returns the "field" for the found entry. If no entry is found, or the contact was not found in the address book then the tag will be replaced with an empty string. For example, **%from_field%:"businessaddress"** will insert the business mailing address for the sender.

%header%:"subject"

Inserts the content of the passed header from the message. Passing the Subject header would insert the message subject line.

%headers%

Inserts all of the message headers (as multiline text).

%body%

Inserts all of the message body (as multiline text).

%sent%

Inserts the date and time the original message was sent. This tag will only work when used in replied/forwarded/bounced messages, otherwise it will simply be replaced with empty string.

%file%: "filename"

Inserts a text file with quoted filename. If the file has more than one line, then all the lines, including line breaks, are also inserted. The file being inserted will also be scanned for tags, so you can embed additional tags in the external file. If only a filename with no path is entered, then PocoMail will look for the file in its application directory. If the file is elsewhere on your computer, you will need to specify the full path (e.g., D:\Misc\Funny Quotes).

%random%:"filename"

Inserts a random single line from a text file with quoted filename. The file being inserted will also be scanned for tags, so you can embed additional tags in the external file. This can be used to spice up your signatures with different random sayings or quotes on each outgoing message. You can use `\n` to embed line endings in the file. You can even use the `%file%` tag in each line of the random file. This will add random multi-line files to your text. If only a file name with no path is entered, then PocoMail will look for the file in its application directory. If the file is elsewhere on your computer, you will need to specify the full path (e.g., `D:\Misc\Funny Quotes`).

`%appath%`
`%mailpath%`
`%attachpath%`
`%addresspath%`
`%scriptpath%`
`%sigpath%`
`%templatepath%`
`%iconpath%`
`%userspath%`
`%helppath%`
`%skinpath%`
`%temppath%`

Inserts the required path, as defined in [Options](#) (**Shift+F7**).

5.4 Using PocoScript

PocoMail's standard [filtering capabilities](#) are quite powerful, and with all the permutations possible with filtering coupled with other features, such as [Templates](#), you may find your email management needs fully satisfied.

However, if you need to have further customization that is not possible through the standard array of features then you may want to explore PocoScript. Scripting allows you to reach beyond the set conditions and actions provided by filters to produce complex actions and processes. The dynamic alliance of filters and scripts can exponentially increase PocoMail's power and capabilities and provide you with sophisticated message processing.

What is PocoScript?

The short and sweet answer to this question is that PocoScript is an interpreted language created for PocoMail that focuses mainly on email processing and handling. However, PocoScript has broader capabilities than just email handling, and can be used as a conduit between PocoMail and external applications, such as email encryption (eg. PGP encryption) or FTP processing.

Like any language, PocoScript has its own syntax and vocabulary which you must learn in order to write more complex PocoScripts. However, you don't need to learn PocoScript in order to take advantage of scripting. PocoMail provides several PocoScripts (.poc file extension). You can see the list of scripts from **Tools > All Scripts Run** main menu. If you purchased PocoMail you will have access to additional scripts through the [website Extras area](#).

On the other hand, you do not need intimate knowledge of PocoScript in order to create simple scripts. The basic syntax is simple, as you will see below.

PocoMail allows you to configure up to 10 scripts on the toolbar buttons and they will appear on your toolbar if you enable them inside the [Customize window](#). Scripts bound to buttons can also be run from the **Tools > Scripts Run** menu, even if the button is not visible in the toolbar. Another option **Tools > All Scripts Run** gives you access to all PocoScripts available in the Scripts directory.

For an in-depth look at PocoScript you should look at the **PocoScript Reference**, available from the **Help** menu.

Setting Up Scripts

Setting up scripts can be as easy as pointing and clicking in the **Scripts window**, while some may require a bit more input from you, depending on the actions that are to be processed.

Open the Scripts window available via **Tools > Scripts** menu or by pressing **F9**. Click on the **Script Name** drop down box and choose the script you want to access. At that point you will see a list of configurable options for that script in the area below. Each script will require a different set of input from you, depending on what information the script needs. The scripts can even allow you to setup script to be run on Incoming or Outgoing messages with a single click. If instead you want to run the script on the currently selected message just click on **Run On Selected Messages** button next to the script name.

Optionally, click on **Edit Script** tab. Normally you will not need to do this as you're not required to change anything in the script for it to work. However, it may be educational to see what that particular PocoScript looks like. This will either whet your appetite to learn PocoScript, or make you thankful that others are doing it for you.

Click on **Buttons tab** to assign any script to one of the user assignable buttons - just pick which of the 10 spots to use, select the script from the drop box and enter a brief description if you wish. That will bind the script to the button you chose and allow you to add it to the toolbar, or run it at any time by pressing the shortcut key for that button.

You can also run scripts automatically via [Filters](#) so that you process all incoming or outgoing email through the script. This is where the full power of scripts shows: you can setup a filter in **Filters window** to run any script as an **action**, or you can just use **Add Script** button to run script directly, without any **filter condition**.

5.5 Command Line Parameters

PocoMail supports several command line parameters that you can use to launch PocoMail in different ways. These are:

```
poco.exe /m "mailto:address"
```

Starts PocoMail and starts a new message addressed to the address provided.

```
poco.exe /c
```

Checks mail upon start-up. If the Automatic Timed Mail Check is turned on, mail check will not be performed on start up without /c parameter

```
poco.exe /s
```

Sends queued messages upon start-up.

```
poco.exe /c /s
```

Upon start-up, first check mail, then send queued messages.

```
poco.exe /s /c
```

Upon start-up, first send queued messages, then check mail. An additional /q parameter can be used to quit PocoMail immediately once the desired operation was completed. This parameter cannot be applied together with /m parameter.

```
poco.exe /c /q
```

```
poco.exe /s /q
```

```
poco.exe /c /s /q
```

```
poco.exe /s /c /q
```

Use to quit (close) PocoMail right after checking or sending mail on startup.

```
poco.exe /r "My New Script"
```

Use to run script with filename "My New Script.poc" upon start-up. Script has to be present in PocoMail's Scripts directory, do not pass the file extension ".poc" to the command line parameter.

```
poco.exe /user "Tom"
```

Use to launch PocoMail in any directory.

```
poco.exe /user
```

Use to display Select User dialog box on Launch.

```
poco.exe /startin "c:/directory"
```

```
poco.exe /startin "//server/shared/data"
```

Launch PocoMail on any specific directory, local or network.

```
poco.exe /nosplash
```

Disable splash screen while loading PocoMail.

```
poco.exe /eml "filename.eml"
```

Opens an EML message for viewing.

```
poco.exe /edit "filename.eml"
```

Opens an EML message for editing.

```
poco.exe /forcestart
```

Force PocoMail to start, even if there is another instance running from the same directory.

6 Importing Information

Information about importing data into PocoMail:

- [Importing Messages](#)
- [Importing Contacts](#)
- [Importing from an older version, or a separate installation of PocoMail](#)

6.1 Importing From Older Version

To import data from an older version of PocoMail or Barca, or even the same version but different installation, you can use **File > Import > Data from another install** menu. You will be prompted to select the installation you are importing from and select what type of data you want to import. Since this type of import **will overwrite your current installation** you will need to confirm it by typing **YES** and then pressing **Start**.

6.2 Importing Messages

PocoMail supports direct import from several popular applications - try using it first by going to **File > Import > Import Wizard** menu.

You can also use **File > Import > Messages** menu to import individual messages or mailboxes.

EML messages can also be imported by simply dragging and dropping them on the application window from Windows Explorer - they will automatically be added to the current folder.

If your program is not supported try using Fookes Software Aid4Mail or Mailbag Assistant, you can find them online at <http://www.fookes.com/>

For further assistance and advice on other utilities you can use to import your messages please visit the Support section of our [web site](#).

6.3 Importing Contacts

PocoMail supports direct import from several popular applications - try using it first by going to **File > Import > Import Wizard** menu.

You can also use **File > Import > Contacts** menu to import individual contacts or address books.

For further assistance and advice on other utilities you can use to import your contacts please visit the Support section of our [web site](#).

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