The KMail Handbook

Daniel Naber
David Rugge
Laurent Montel
Scarlett Clark
David Bryant
Contents

1 Introduction .......................................................... 9
  1.1 Some KMail Features ............................................. 9
      1.1.1 Getting Help ............................................. 10

2 Getting Started ...................................................... 11
  2.1 Account Wizard ................................................ 11
  2.2 Manual Configuration Quickstart ............................. 16
      2.2.1 Setting your Identity .................................. 16
      2.2.2 Setting up your Account ............................... 17
      2.2.3 Sending Messages ....................................... 17
  2.2.4 Receiving Messages ........................................ 19
      2.2.4.1 Options only relevant to IMAP ..................... 20
      2.2.4.2 Options only relevant to POP3 .................... 20
      2.2.4.3 Options for both IMAP and POP3 .................. 20
      2.2.5 Testing your Setup ...................................... 21

3 Using KMail .......................................................... 22
  3.1 The Main Window ............................................... 22
  3.2 Keyboard Shortcuts ............................................. 25
  3.3 The Composer Window ........................................... 26
      3.3.1 Composing a Message ................................ 27
      3.3.2 Signing and Encrypting Messages .................... 28
      3.3.3 Creating HTML Messages ............................. 28
      3.3.4 Adding Attachments .................................. 29
      3.3.5 Checking the Spelling of your Message ............. 29
      3.3.6 Setting Up the Text Snippets Tool ................... 30
      3.3.7 Using the Built-in Translator ....................... 30
  3.4 Message Folders ................................................ 31
      3.4.1 Creating and Using Folders ............................ 32
      3.4.2 Folder Properties ...................................... 33
          3.4.2.1 General tab ....................................... 33
4 Configure KMail

4.1 General Information .............................................. 53
4.2 Accounts Page .................................................... 54
  4.2.1 Identities Tab .............................................. 54
  4.2.2 The New Identity Dialog ................................. 55
  4.2.3 General ..................................................... 56
  4.2.4 Cryptography ............................................... 57
  4.2.5 Advanced .................................................. 58
  4.2.6 Templates .................................................. 60
  4.2.7 Signature .................................................... 61
  4.2.8 Picture ...................................................... 62
4.3 Email Accounts ................................................... 63
  4.3.1 Receiving .................................................... 64
  4.3.2 Sending ...................................................... 65
  4.3.3 LDAP Servers .............................................. 66
4.4 Appearance Page .................................................. 66
  4.4.1 General ..................................................... 67
  4.4.2 Fonts ......................................................... 68
  4.4.3 Colors ....................................................... 69
  4.4.4 Layout ....................................................... 70
  4.4.5 Message List ............................................... 71
  4.4.6 Message Tags .............................................. 73
4.5 Composer Page .................................................... 74
  4.5.1 General ..................................................... 74
  4.5.2 Standard Templates ...................................... 76
  4.5.3 Custom Templates ....................................... 77
  4.5.4 Subject ..................................................... 78
  4.5.5 Character Set ............................................. 79
  4.5.6 Headers ..................................................... 80
  4.5.7 Attachments .............................................. 81
  4.5.8 Autocorrection ......................................... 82
  4.5.9 Auto Resize Image ..................................... 83
4.6 Security Page ..................................................... 84
  4.6.1 Reading ..................................................... 84
  4.6.2 Message Disposition Notifications .................. 86
  4.6.3 Composing ................................................. 87
  4.6.4 Miscellaneous ............................................ 89
  4.6.5 S/MIME Validation .................................... 90
4.7 Misc Page ........................................................ 92
  4.7.1 Folders ...................................................... 92
  4.7.2 Invitations ................................................ 93
  4.7.3 Printing .................................................... 94
4.8 Plugins Page ....................................................... 95
4.9 Options without a user interface representation ............. 95
List of Tables

3.2 ACL Rights Summary ......................................................... 37
Abstract

KMail is KDE’s powerful and user friendly email client.
Chapter 1

Introduction

Daniel Naber
Scarlett Clark
David Bryant
2020-08-16
5.14.2 (Applications 20.04.2)

*KMail Welcome Screen*

The KMail Team welcomes you to KMail, a user-friendly email client by KDE. Our goal is to make KMail a program that is both beautiful and intuitive without sacrificing power.

If you have never set up an email client on a UNIX® system before, we suggest that you read through the Getting Started section first.

1.1 Some KMail Features

Here is a brief guide to some of the great features available in KMail
• You do not have to use your mouse when working with KMail. Everything can be done with Keyboard Shortcuts.

• Although KMail is very reliable, you should keep backups of your messages, i.e., use one of the export/archive options listed in Backup Options to back up your settings and email regularly.

• KMail makes it easy to import email from many different email applications. The options are described in Restore and Import in KMail.

• You can separate your messages into different categories by using KMail’s extensive Folders options. Features include special handling for specified folders: mailing lists, acl (IMAP only), and archiving.

• You can complement your folder setup with highly configurable filters.

• By default KMail will detect common email scams. You can also fight SPAM and viruses by creating filters that work with external programs to scan email as it comes in. See Anti Spam and Anti Virus for details.

• It’s easy to manage several email accounts by using different identities.

We hope you will enjoy KMail!

1.1.1 Getting Help

NOTE
If you experience any problems migrating to KMail 2 please read the chapter Troubleshooting.

KMail’s homepage can be found at https://userbase.kde.org/KMail. There you will find useful links (e.g., to the user and developer mailing lists, and to the community wiki pages.) Please report any bugs in KMail using Help → Report Bug...
Chapter 2

Getting Started

2.1 Account Wizard

The first time you run KMail you will be greeted by the Account Wizard.

NOTE
If at any time you need to run the account wizard again, you can find it under Settings → Add Account.

The wizard will lead you through the process of creating an email account. Your screens will vary depending on how much the wizard can determine on its own. Here is an outline of the screens you will encounter while using this wizard.

1. The first screen of the wizard is Provide personal data. It will prompt you for your basic account information: Full name, E-mail address, and Password. By default, the Find provider settings on the Internet option is checked, so the wizard will attempt to retrieve the necessary information from the email server. Uncheck this option if you are an expert user and you want to set up an advanced configuration. Click the Next button when finished.
The KMail Handbook

The “Provide personal data” dialog

**NOTE**
GMail accounts must use IMAP. If you have enabled 2-step verification for your GMail account, you will have to get a verification code from Google as part of the initial account setup process. You will not have to perform 2-factor verification after the KMail account has been created, because Google marks your IMAP link as fully trusted.

2. The next screen helps you set up encryption keys for your mail.
If you want to secure your communications with GnuPG you can generate a new key and publish the key on a public key server, or you can import an existing key. If you decide to generate a new key pair, do not forget the password used to generate it. You will need that password every time you want to use the key.

When sending mail, KMail optionally looks for encryption keys for your recipients, and encrypts the message if a key can be found. KMail can also sign your mail cryptographically, so that each recipient can verify that your message has not been tampered with.

3. A Setup complete screen will appear if the wizard determined the account type successfully. Click Details... to view the settings KMail has established. Click the Finish button to set up the account, complete the wizard, and close the window.
The account type selection dialog

If the wizard cannot determine your account type, the Select Account Type screen will appear. Select your account type from the list (if you do not know, you will need to contact your email provider). If your account type is not listed, click the Check for more on Internet button. Once your account type has been selected, click the Next button, and you will be presented with the Personal Settings screen.

4. If the wizard could not locate your email server by searching the internet, the Personal Settings screen will appear.
Be certain to enter all this information correctly. Select **Download all messages for offline use** if you want your messages to be accessible when you do not have an Internet connection (IMAP only). Click the **Next** button when finished. The **Setup complete** screen will appear.

Your account has now been set up, and you can click the **Finish** button to complete the wizard and close the window, or click the **Details...** button to review the account settings.

If you wish to create an account manually, please continue reading this chapter. Otherwise, you may safely skip ahead to **Testing your Setup**.
2.2 Manual Configuration Quickstart

The Settings → Configure KMail... window consists of six sections: Accounts, Appearance, Composer, Security, Misc, and Plugins.

To begin sending and receiving messages you will only have to change some settings on the Accounts page. Here is a brief synopsis of the steps you must take to set up a new mail account. For a more detailed description, please read the Configure KMail chapter.

2.2.1 Setting your Identity

To create a new identity, click the Add... button on the Identities tab associated with the Accounts page. A small pop-up window will appear.

Adding a new identity
You have some options here. Give the new identity a name, and select one of the available choices ("With empty fields" or "Use System Settings values"). Then click OK. The identity configuration screen will appear.

![Identity configuration screen](image)

**Configuring the new identity**

The settings in the **General** tab are fairly straightforward. Fill in the **Your name** field with your full name (e.g., *John Doe*) and the **Organization** field (optional) with the appropriate information. Next, fill in the **Email address** field with your email address (e.g. *john@example.net*). If you are using PGP or GnuPG you can set your OpenPGP keys and/or S/MIME certificates in the **Cryptography** tab.

The **Advanced** and **Templates** tabs can be used to tailor the way outgoing messages from this identity will be formatted and processed. See [Configure KMail](#) for more detailed instructions.

Optionally, go to the **Signature** tab and enter your signature. This is a short bit of verbiage that will be automatically appended to all your messages. It has nothing to do with digital signatures. You may also wish to insert a small personal avatar in outgoing message headers via the **Picture** tab.

### 2.2.2 Setting up your Account

The **Accounts** page also contains the settings that tell KMail how to send and receive your email messages. Many of these settings can vary greatly depending on the way your system is set up, and on the kind of network in which your mail server is located. If you do not know what setting to choose or what to put in a field, consult your ISP (Internet Service Provider) or system administrator.

### 2.2.3 Sending Messages

Here’s one way to create an outgoing mail account.
Choosing an outgoing email account type

When you click the Add... button on the Sending tab, this screen will appear. If your computer is connected directly to the internet you will most likely want to choose SMTP. If you need to use sendmail® or Microsoft® EWS, please consult the Configuration chapter. Whichever type of outgoing account you select, check the box labeled “Make this the default outgoing account”. (You can easily change this later if you have more than one email account.)

When you select the SMTP option and click the Create and Configure button, the following configuration screen will appear.

Configuring an SMTP account

At a minimum, you must supply an email server URI. If your email service requires authentication before sending messages, check the “Server requires authentication” box and supply your email address and password. If you want KMail to remember your password, check the “Store SMTP password” box. If you have not yet created a wallet, you will be asked to provide a password.
Verify that the connection to the SMTP server is working by choosing the Advanced tab and clicking the Auto Detect button. KMail will query your SMTP server for the correct settings (encryption, port number, and authentication method). After the proper settings have been detected, the outgoing account is ready to use. (Please refer to Configuration if the SMTP connection requires additional fine tuning.)

2.2.4 Receiving Messages

By default the Local Folders (inbox, outbox, sent-mail, trash, drafts, and templates) in the primary KMail folder are predefined on this tab. Using the drop down box you can set the Retrieval Options for these folders. (Note that KMail uses the Maildir format to store messages on your hard disk: each message is stored as a separate file. The exact location of the primary KMail directory depends on the Linux® distribution you have installed, but it is probably in ~/.local/share/somewhere.)

To set up an account so you can receive mail, press the Add... button on the Receiving tab. Choose “Custom Account...” from the drop down list. You will then be prompted for the account type. Most users will select POP3 E-Mail Server or IMAP E-Mail Server. If you want to use a local mailbox file (Mbox), please see the FAQ about file locking.

If you chose POP3 or IMAP, the account settings window will appear. First, fill in the Account Name field to name your account. You can choose any name you like. Username, Password, and Incoming mail server (or IMAP Server) should be filled in with the appropriate information from your ISP or system administrator. If you want KMail to check for new messages automatically, check the Enable interval mail checking box and set the time interval you desire.

Next, click on the Advanced tab and then the Auto Detect button. KMail will query your incoming message server to determine the correct settings for this account (encryption, port number, and authentication method).
2.2.4.1 Options only relevant to IMAP

If you check Automatically compact folders on the Advanced configuration tab, KMail removes the messages you deleted from the server as soon as you leave that folder. Otherwise, the messages are only marked as deleted and it is up to you to compact the folders manually.

2.2.4.2 Options only relevant to POP3

Select Leave fetched messages on the server on the Advanced configuration tab if you want to leave your messages on the server after you have downloaded them. There are seven ways to specify how long old messages will be kept after being downloaded: indefinitely (leave all options unselected), or number of days / number of messages / maximum size of server side inbox (choose one, two, or all three). If this box is not checked, all messages will be immediately deleted from the remote server after downloading is complete.

On the Advanced tab you can also select Use pipelining for faster mail download if this is supported by your server. Test this to make sure it works safely.

The inbox is the default folder for incoming messages. If you want to change that for some reason, you can do so with Destination folder. But what you probably want is a filter.

With Pre-command you can specify a program that KMail should execute before fetching mail. Please specify the full path (do not use '~') and note that KMail will not continue until the program returns.

2.2.4.3 Options for both IMAP and POP3

On the Receiving tab, under Retrieval Options, select Include in Manual Mail Check if you want to check this account whenever you invoke File → Check Mail. If you do not select this option you can still check for new messages on this account with File → Check Mail In >.

KMail supports encryption via SSL/TLS and STARTTLS (SSL/TLS should be preferred if it is available).

KMail supports nine authentication methods:

- Clear text,
- PLAIN,
- LOGIN,
- CRAM-MD5 (recommended if DIGEST-MD5 is not available),
- DIGEST-MD5 (recommended),
- NTLM,
- GSSAPINTLM,
- APOP (aka Anonymous), and
- Gmail.

DIGEST-MD5, CRAM-MD5 and APOP are secure on their own. The other options are only secure when used together with SSL or TLS. You should only use Clear text if your server does not support any of the other authentication methods. Anonymous is supported on IMAP, but APOP is not. Gmail authentication is only available for IMAP accounts using Google’s GMail service.

Use the Auto Detect button on the Advanced tab to automatically select the most secure settings supported by your server.

You are now ready to receive mail. For IMAP, just open your folders in the folder tree in KMail’s main window. KMail then connects to your server and displays the messages it finds. For POP3 use File → Check Mail.
2.2.5 Testing your Setup

First, you should send yourself a message to test your configuration. To send a message, either hit Ctrl+N, select the ☑️ New button, or select the Message → New Message... menu item. The composer window will appear. Fill in the To: field with your email address and type something in the Subject field. Send the message by selecting Message → Send Mail.

To check your email, select File → Check Mail. In the lower right corner of the main window, a progress bar will indicate how many messages are being downloaded. If you receive the message you just sent, then congratulations! If, however, you receive any error messages while testing your setup, make sure that your network connection is working and recheck your settings at Settings → Configure KMail....
Chapter 3

Using KMail

The main window is the window that appears when KMail is started. It is by default divided into three panes:

Folder List (on the left)
This pane contains the list of your message folders (other email programs may call them mailboxes). To select a folder, simply click on it. The message header information contained in the folder will then appear in the Message List pane. The folder list can be displayed in both a short view, which takes up only a small portion of the left side of the screen, and a long view, which takes up the entire left side of the screen (and can show more folders). You can toggle between these two views by using the Appearance/Layout tab in the Settings → Configure KMail... dialog. The top section of the folder pane provides quick links to your favorite folders. Drag and drop folders here, or add them via the right mouse button context menu item Add Favorite Folder. Please see the Folders Section for more details about folders.

Message List (on the upper right by default)

The Message List (Smart Theme)

This pane lists header information (Subject, Sender, and Date) for the messages in the currently selected folder. Clicking on an item in the Message List will select that message and display it in the Preview pane; you can also select more than one message by holding down the Ctrl key (or the Shift key) when clicking on messages.

Change the appearance of your message list by selecting View → Message List → Theme. You have several options here.

- **Classic** A simple, backward compatible single row with clickable sort columns.
- **Smart** A smart multi-line, multi-item list with status icons, and no sort columns.
- **Smart with Clickable Status** A smart multi-line, multi-item list with clickable status icons.
- **Configure...** Allows you to customize your own Message List Theme (e.g. add or remove columns from the clickable sort bar.)

If you have chosen the Classic theme, you may sort the messages by clicking on the column that you wish to sort; if you click on the same column again, the sort order will toggle between ascending-descending. Clicking the right mouse button on the list header shows a pop up menu, which allows you to show or hide several columns in the list. You can customize the columns visible on the sort bar; see Configure Appearance of Message List for details.
The Preview Pane

This pane displays the currently selected message. Here are some ways to adjust the Preview pane.

The top of the Preview pane displays the message headers. Several display options are available. Go to View → Headers and try them out until you find one you like!

- **Fancy Headers** Colorful header with a spam status / attachments notification.
- **Brief Headers** Title, and in parentheses: From, CCs (if any), and the date.
- **KMail 5.2** An avatar (if available) with Title, From, To, CCs (if any), and spam status / attachments on separate lines.
- **Download New Themes...** Allows you to download custom themes created by other KMail users.

Click on the bar located on the left hand side of the pane to toggle between plain text and HTML (if the message is coded both ways). The text on the bar will inform you which view you are in. The Settings → Configure KMail... → Security dialog allows you to select HTML as the default message display option, if you prefer HTML to plain text.

If you would like to change the way your attachments appear in your messages, go to View → Attachments. These are your options.

- **As Icons**, all attachments appear as icons at the bottom of the message.
- **Smart** will show attachments as icons, unless the message suggests that they should be displayed inline. You can suggest that certain attachments should be shown inline in messages you compose by selecting Suggest automatic display in the composer window via the attachment’s properties dialog.
- **Inline** shows the contents of the attachments at the bottom of the message. Attachments that cannot be displayed, e.g. compressed files, will still be shown as an icon.
- **Hide** will not show attachments.
- **In Header Only** will suppress inline displays, but list the attachments along with the message headers.

The interactions among the header themes, the attachment views, and the plain text versus HTML preferences is rather complex. For example, if you attach an HTML file to a plain text message, KMail will probably interpret your message as being coded in two different
formats, even though this is not really the case. Similarly, HTML messages may display embedded images even when you have selected the “Hide” option for attachments.

The structure of each message can be displayed by pressing Ctrl+Alt+D. This will open a message structure viewer below the preview pane. Turn the message structure viewer off by pressing the same three keys.

You can scroll through the message page-by-page using the PgUp and PgDn keys, or line-by-line using the Up and Down keys; you can also use keyboard shortcuts to skip through your messages without having to use the mouse.

### 3.2 Keyboard Shortcuts

The following keyboard shortcuts are supported by default in the main window. Notice that many “universal” shortcuts (e.g. Ctrl+C to copy selected text to the clipboard, or Ctrl+F to open a “Find” dialog) are recognized by KMail, but are not documented here.

<table>
<thead>
<tr>
<th>Keyboard Shortcut</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space</td>
<td>Scroll down in the current message.</td>
</tr>
<tr>
<td>→ or N</td>
<td>Go to the next message in the current folder and display the message preview.</td>
</tr>
<tr>
<td>← or P</td>
<td>Go to the previous message in the current folder and display the message preview.</td>
</tr>
<tr>
<td>Ctrl+Home</td>
<td>Go to the very first message in the current folder and display the message preview.</td>
</tr>
<tr>
<td>Ctrl+End</td>
<td>Go to the very last message in the current folder and display the message preview.</td>
</tr>
<tr>
<td>+</td>
<td>Go to the next unread message in the current folder.</td>
</tr>
<tr>
<td>-</td>
<td>Go to the previous unread message in the current folder.</td>
</tr>
<tr>
<td>C</td>
<td>Copy this message to another folder.</td>
</tr>
<tr>
<td>M</td>
<td>Move this message to another folder.</td>
</tr>
<tr>
<td>A</td>
<td>Reply to all recipients of this message (with quote).</td>
</tr>
<tr>
<td>R</td>
<td>Reply to sender with quote.</td>
</tr>
<tr>
<td>Shift+R</td>
<td>Reply to sender without quoting anything.</td>
</tr>
<tr>
<td>S</td>
<td>Launch the message search dialog.</td>
</tr>
<tr>
<td>T</td>
<td>Open this message in the composition window.</td>
</tr>
<tr>
<td>Enter</td>
<td>View selected message in the full-screen message viewer.</td>
</tr>
<tr>
<td>V</td>
<td>View the raw message, headers and all, as a text file.</td>
</tr>
<tr>
<td>Ctrl+L</td>
<td>Check for new messages on the server(s).</td>
</tr>
<tr>
<td>Ctrl+N</td>
<td>Open the composition window to write a new message.</td>
</tr>
<tr>
<td>Ctrl++</td>
<td>Zoom in on the current message, in increments of 20%.</td>
</tr>
<tr>
<td>Ctrl+-</td>
<td>Zoom out of the current message, in increments of 20%.</td>
</tr>
<tr>
<td>Ctrl+0</td>
<td>Reset message Zoom factor to 100% (full size).</td>
</tr>
</tbody>
</table>
Ctrl+Alt+D  Toggle message structure display (below the message preview pane).

Ctrl+Shift+O  Create the tabbing toolbar (appears above the message list).

Ctrl+Shift+W  Remove the currently active tab from the tabbing toolbar.

Alt+↑  Go to the previous folder in the folder list (if the folder list has focus).

Alt+↓  Go to the next folder in the folder list (if the folder list has focus).

Ctrl+Home  Focus on the very first folder. Use Ctrl+Space to actually enter the folder.

Ctrl+End  Focus on the very last folder. Use Ctrl+Space to actually enter the folder.

Ctrl+Space  Enter the folder that has focus, i.e. the folder that you navigated to using Ctrl+Home or Ctrl+End.

Shift+H  Toggle between plain text and HTML (unless HTML has been preferred via the Settings dialog).

Shift+← & Shift+→  Select messages sequentially in the message list, starting with the current message.

For more keyboard shortcuts, take a look at the Settings → Configure Shortcuts... dialog. If you’re not happy with the defaults, you can change them!

Two mouse actions deserve mention here. First, you can select multiple noncontiguous messages to be processed all at once (e.g. copied, deleted, or moved) by pressing Ctrl and selecting them with the left mouse button. Second, you can open a message in an external window by double-clicking an item in the message list. If the message is in the outbox, drafts, or templates folder, it will be opened in a composition window. Otherwise, it will be opened with the external message viewer, an abbreviated version of KMail’s main window without the folder and message lists, and with shorter menus.

3.3 The Composer Window

![The Composer Window in HTML composition mode.](image)
The KMail Handbook

The composer window is used to write new messages, to compose replies, and to forward messages. It can be opened in several ways. Here are the various options for composing messages.

3.3.1 Composing a Message

New Message...

The New Message composer window can be invoked in four different ways:

- File → New → New Message...
- Message → New Message...
- Via the New icon on the main toolbar.
- Via the keyboard shortcut Ctrl+N.

To write your message, fill in the appropriate fields in the composer window. Use the View menu to select which header fields are displayed. Any selection you make will remain as the default when you open a new composer window. These items are available.

- The Identity drop down box lets you select an identity to use.
- The Dictionary drop down box lets you choose a dictionary for spell checking.
- The Sent-Mail Folder lets you specify where a local copy of this message will be saved when you send it.
- Mail Transport lets you select an outgoing mail server.
- The traditional From:, To:, and Subject: fields. (The Reply To: field will appear only if you have specified an alternative Reply To address on the Advanced tab in the Settings → Configure KMail... → Accounts → Identities dialog.)
- Use Fixed Font toggles fixed width fonts on and off.
- Snippets displays the snippets window, where you may save frequently used bits of verbiage.

There are a variety of shortcuts to help you select recipients. The Select... button next to the To, CC, and BCC: fields opens a list from KAddressBook so you can select one or more people who should receive this message.

Alternatively, when you start typing an address in one of the To:/CC:/BCC: fields, a popup will appear that suggests similar recently used addresses and closely matching addresses from KAddressBook; if you do not like this automatic popup, you can disable it by clicking the right mouse button in the field where you’re typing, then choosing a different Text Completion > mode. You can also use this context menu to fine-tune the order in which suggested completions appear (via Configure Completion...).

Whenever you want to add more than one recipient in one of the fields, use a comma to separate one address from the next one. You may have to specify fully qualified addresses (i.e. user@example.com) even for local users, depending on your system configuration.

When you are finished with your message, click the Send icon to send the message now, or click the Queue icon to put the message in the outbox. If your message is not finished yet, select Message → Save as Draft to save it for later editing. If you want to print your message, select Message → Print Preview to preview the message, and Message → Print to print it.

Message → Send Later lets you schedule your emails to be sent at a specific date and time. Please see Send Later Agent for details.
The KMail Handbook

File → New → Message From Template → My Super Template

Composing a new message from a template is useful when you have created a masterpiece that you would like to use as a template for future new messages. Select Message → Save as Template; this will place your new template in the templates folder. You can revise the template at any time by selecting it from this folder. Double click on the template’s name (or press the shortcut key, T) to open it in a composition window. You may also select the template via the File menu, as shown above.

3.3.2 Signing and Encrypting Messages

If you want to send an encrypted or digitally signed message, select the Encrypt icon in the toolbar. Use the Options → Cryptographic Message Format > dropdown list to select the format used to encrypt the message. (The Options menu also lets you sign / encrypt the message.) You may choose one of five formatting options.

Any

KMail will use a format which is understood by all recipients of the message. The preferred format for each recipient can be specified via KAddressBook.

Inline OpenPGP (deprecated)

This format is deprecated, but is supported for backward compatibility. If you use this format then only the message text will be signed and/or encrypted. Attachments will neither be signed nor encrypted. HTML messages cannot be signed with this format. You should only use this format when necessary, i.e. if you send messages to people who use email clients that cannot handle the more advanced formats.

OpenPGP/MIME

This format is the successor to the inline OpenPGP format. If you use this format then the message text and all attachments will be signed and/or encrypted (at least by default). This is the recommended format if you use OpenPGP encryption.

S/MIME

This format is an alternative format to OpenPGP/MIME. If you use this format then the message text and all attachments will be signed and/or encrypted (at least by default). This format is mostly used by corporations. It relies on an x.509 certificate, not a PGP / GPG key.

S/MIME opaque

This format is a variant of the S/MIME format. Because it rolls the message, any attachments, and the digital signature into a single MIME object, it is cpu-intensive and should only be used if necessary.

3.3.3 Creating HTML Messages

Note that HTML messages are often regarded as an annoyance; therefore, you should use HTML messages judiciously. In particular, you should never send HTML messages to mailing list recipients unless HTML messages are explicitly allowed.

To create HTML messages, you must first enable the markup tools. To do this, enable Rich Text Editing in the Options menu, or click on the Rich Text icon on the KMail toolbar. An additional toolbar with several formatting tools will appear. Via the HTML toolbar you can
choose standard text or bulleted / numbered lists. (Use the None drop-down list at the left edge of the toolbar to control the style of bulleted / numbered lists.) You can also control the font family, the font size, the font style (bold, italic, underlined, or strike-through) and the text / background color. And you can specify the alignment of the text (left aligned, centered, right aligned, or justified) and insert anchor tags (aka links), horizontal lines, images, tables, and arbitrary HTML code (although support for some of the more advanced HTML tags is still incomplete).

3.3.4 Adding Attachments

You can attach files to your message by using any of these methods.

- Use the Attach → Attach > dropdown list and ensuing dialog to choose a file;
- Click the Attach icon and select the file you wish to attach;
- Drag a file from the desktop or another folder into the composer window;
- Drag a message from KMail’s message list into the composer window – that message will then be attached;
- Select one of the additional options in the Attach menu; or

- Select Message → Insert Text File ... or Message → Insert Recent Text File >.

Once a file is attached to your message, it appears in the attachments pane at the bottom of the composer window. You can use the right mouse button on each attachment to View, Open, Edit, Reload, Save As..., or Remove the attachment. (This context menu varies a little, depending on the file type of the attachment.) Several options (Compress / Encrypt / Sign / Suggest Automatic Display) may be toggled on or off for each file attached to a message.

Use the Properties item in the context menu to open the Attachment Properties dialog. The first field contains the attachment’s MIME type. Just like the Name field, it is automatically filled with an appropriate value. Sometimes the MIME type may be wrong. You can then type in any MIME type or choose from the list of common MIME types. You can also select an encoding method for your file from the list of encoding options (normally, the default value works fine). Check the Suggest automatic display option if you want to suggest to the recipient the automatic (inline) display of this attachment. Whether this works, or not, depends on the recipient’s email client, and on his settings.

You can also attach public crypto keys to the message by choosing the appropriate options in the Attach menu. GnuPG keys and x.509 certificates are (usually) handled as file attachments.

3.3.5 Checking the Spelling of your Message

KMail can automatically check the spelling of your message and underline unknown words in red. If there are too many unknown words, KMail will disable its checking. To select the language used when checking, select View → Dictionary. You can disable automatic spell checking in the Options menu.

If you need to write mails in different languages, enable the Dictionary drop down box with View → Dictionary from the menu. Using this drop down box allows you to change the spell checker’s language with one mouse click.

To check the spelling of your message via a dialog, select Tools → Spelling.... KMail uses Sonnet to check spelling; Sonnet is the KDE frontend to the Aspell, Hspell, Enchant, and HUNSPELL spell checking programs. Note that you may need to configure the spell checker using Settings → Spellchecker....
3.3.6 Setting Up the Text Snippets Tool

When editing in the composer window you can insert frequently used bits of text as snippets. To configure mail snippets, select View → Snippets from the menubar. A new panel will appear on the right side of the composer window.

To add a new snippet to the Snippet Panel, right click on the panel, then click Add Snippet in the context menu. A snippet editor dialog will appear, in which new text can be added and the snippet can be given a name. A Shortcut can also be associated with the snippet. Snippets can be grouped together by creating groups and adding snippets to a particular group. Use the right mouse button context menu to add, edit, or remove snippets of text from the saved collection.

The Snippets tool enables insertion of variable text in predefined places any time you insert a snippet in a file. To do this, Snippets provides its own variables mechanism. You can insert variables in the snippet text itself by using separators ( $ ) to enclose the variable names. For example: $variablename$, $invoicenumber$, $weekno$.

The variable separator can be changed to another character by changing snippetDelimiter in the [SnippetPart] section in the Text Snippet configuration file, which can be found at ~/.config/kmailsnippetrc.

```
snippetDelimiter=$
```

3.3.7 Using the Built-in Translator

The KMail 2 composer provides a built-in translator that can be accessed by selecting Tools → Translator from the menu bar. A new panel will appear at the bottom of the composer window.

To translate a section of text, first enter the text you would like translated in the box labeled Drag text that you want to translate. Select the language in which it is written in the From: drop down box. Select the language you would like to translate to in the To: drop down box, then click the Translate button. After being translated by Google Translate, a free online service, your translated text will appear in the next box. If you need to translate in the other direction you can just click the Invert button. To clear all text, click the Clear button.
3.4 Message Folders

Message Folders are used to organize your email messages. When you first start KMail the ‘Local Folders’ containing inbox, outbox, sent-mail, trash, drafts and templates folders are created. Each of these folders has a special function.

inbox:
Where KMail by default puts your new messages when you tell it to check your mail.

outbox:
Where messages are put while they are waiting to be delivered. You must not just drag and drop messages here to send them; use the Send icon in the composer window instead.

sent-mail:
By default, a copy of every message you send is saved in this folder.

trash:
By default, all messages that you have designated as trash are moved into this folder.

drafts:
Contains messages you started to write but then saved to this folder with Message → Save as Draft.

templates:
This folder holds your templates created via Message → Save as Template from the composer window. Please see New Composer Templates for details.
3.4.1 Creating and Using Folders

Organize your emails (e.g. mailing lists, bills and receipts, etc.) by creating new folders. To create a new folder, select Folder → Add Folder..., or Add Folder... from the right mouse button context menu. A dialog will pop up. Enter the name of the new folder in the text box. You can fully customize each folder (i.e. views, replies, etc.) by selecting the folder you wish to modify in the folders pane and then choosing Folder Properties from the right mouse button context menu. See Properties of Folders for details.

To move messages from one folder into another, select the message(s) you want to move and press the M key or select Message → Move Message To... >. A list of folders will appear; select the folder into which you wish to move the message from that list. Messages can also be moved by dragging them from the Message list to a folder in the Folder list, or by using a context menu invoked with the right mouse button.

If you have folders that are frequently accessed, you can add them to your favorite folders pane (above the list of folders). Add them with the right mouse button context menu option Add to Favorite Folders.

You can create a virtual folder with search parameters by going to Tools → Find Messages..., or by using keyboard shortcut S. Enter your search parameters into the dialog. Name your search with the Search folder name: textbox, e.g. emails with the word Blog. Click the Search button. Now select the Open Search Folder button. A results folder will open, positioned at the bottom of the Folder pane. (By default, each new search is named “Last Search”. You can save particular search parameters by assigning a special name as described above.)

Creating filters to automatically move messages to specified folders is a great way to organize messages by mailing list, sender, subject etc. Please see Filters for details.

If you receive emails from a trusted source (e.g. a Blog you signed up for) that is formatted in HTML and you would like to enable HTML view for those emails only, you can create a new folder, set up a filter to place all email from the Blog in the new folder, select the folder, and then choose Folder → Message Default Format > → Prefer HTML to Plain Text.

Some common folder actions are

Folder → Move All Messages to Trash
Move all the messages in the selected folder to the trash folder.

Folder → Archive Folder
Create an archive of the folder. See Archive Folder for details.

Folder → Delete Folder
Remove a folder with all its messages and sub-folders.

Folder → Remove Duplicate Messages
Search the currently selected folder for duplicates and delete them.
3.4.2 Folder Properties

The Properties of Folder dialog lets you specify its properties. Note that some properties are only available for the folders you create and not for default folders like inbox etc. The six default folders cannot be renamed.

3.4.2.1 General tab

If you want to rename a folder, change the entry in the Name: field.

Act on new/unread mail in this folder is enabled by default on new folders. It enables notifications about new mail that arrives in the folder. Uncheck this option on folders like SPAM and trash for which you do not desire notifications.

Check Keep replies in this folder if you want replies to these messages to be stored in this folder rather than in the default configured sent-mail folder.

Check Hide this folder in the folder selection dialog if you do not want this folder to be shown in folder selection dialogs, such as the Jump to Folder and Move Message to dialogs.

New folders use the default identity. If you wish to associate a folder with a different identity, uncheck Use default identity and select a different one from the Sender identity drop down menu. See Identities configuration for information on Identities. Replies to messages that were sent directly to you will still default to the message’s ‘To’ address if a matching identity is found.

3.4.2.2 View tab

The Use custom icons option lets you choose icons that are different from the defaults in the folder list.

With the Show column drop down list you can set the visible columns in the header pane to Default, Sender, or Receiver. This may be useful if you use a custom folder to save some of your own sent messages.
In the **Message List** section you can select and configure an **Aggregation** and **Theme** for this folder that differs from the default configured in KMails settings. For more details see the **Message List** tab on the **Appearance** page.

The **Message Default Format** section lets you choose between plain and HTML displays for messages in this folder.

### 3.4.2.3 Retrieval tab

If you have an account that does not receive much mail and you don’t want KMail to query the server too often, you can uncheck **Use options from parent folder or account** to set a longer interval in the **Automatically synchronize after**: spin box.

In **Retrieval Options** you can change the **Always retrieve full messages** option to **Retrieve message bodies on demand** if you have a slow connection. You can also set how long the message will be retained locally via the spin box.

### 3.4.2.4 Templates tab

On this tab you can define folder-specific templates for your custom folders. For more details see the **Standard Templates** tab on the **Composer** page.

### 3.4.2.5 Expiry tab

You can set up automatic cleanup or deletion of emails. Check the box if you would like to automatically expire read or unread messages respectively. Set the number of days in the spin box. If you do not want to delete the messages permanently, you can assign a folder to keep them in via the **Move expired messages to:** text box / folder selection dialog. Once you have reviewed the messages and want to delete them permanently, you can go to the folder expiry options of the folder you chose to move them to and set the option **Delete expired messages permanently**, then click the **Save Settings and Expire Now** button.

**WARNING**

Messages that are deleted cannot be restored, so be careful with this setting.

### 3.4.2.6 Mailing List tab

If you are going to use the folder for a mailing list open the **Mailing List Folder Properties** dialog with **Folder → Mailing List Management** from the menu. Then you should check **Folder holds a mailing list** to associate this folder with the mailing list. Next you should click on **Detect Automatically**. KMail will then try to guess some information about the mailing list from the currently selected message. If KMail could not determine some addresses then you can add the missing information manually. To do this first select the **Address type** for which you want to add an address. You can choose among five options.

**Post to List**

This address is used for sending messages to the mailing list. This is usually an email address.

**Subscribe to List**

This address is used for subscribing to the mailing list. This can be an email address or the address of a web page.
The KMail Handbook

Unsubscribe From List
This address is used for unsubscribing from the mailing list. This can be an email address or the address of a web page.

List Archives
This is the address of the archive of the mailing list. This is usually the address of a web page.

List Help
This address is used for requesting help for this mailing list. This is usually an email address.

After selecting the appropriate Address type, enter the email address or the address of the web page and then click on Add. With Remove you can remove addresses.

When all the addresses have been added, you can execute an action, e.g. go to the list archives, by selecting the appropriate Address type and then clicking on Invoke Handler. If there is an email address and an address of a web page for the desired action, you will have to select the Preferred handler prior to clicking on Invoke Handler. Select KMail if you want to send a message to the email address and select Browser if you want to go to the web page.

You can also send a new message to the mailing list via Message → New Message to Mailing-List... (instead of Invoke Handler).

3.4.2.7 Shortcut tab
You can define a keyboard shortcut to access the folder.

3.4.2.8 Maintenance tab
This tab shows an overview about the folder type and its size, the number of read and unread messages in the folder and allows you to enable text indexing.

3.4.2.9 Quota tab (IMAP only)
This tab will show you how much space has been allocated to your IMAP account by the server, and also how much of the allocated space you are currently using.

3.4.2.10 Access Control tab (IMAP only)
Here you can manage the access control lists (ACLs) of IMAP folders.

NOTE
The IMAP server must have user level ACL configured and enabled for this tab to be visible.

The currently active ACL is shown in the list. It consists of pairs of User Ids and the Permissions granted to users identified by that User Id. ACLs are settable per-folder.

NOTE
As with everything else when using disconnected IMAP, you need to sync with the server for the changes to be transferred to the server.

1 Note that a single User Id might refer to more than one user. Depending on the IMAP server and its configuration, there may be User Ids that correspond to groups of users, anonymous users, or any user. Consult the manual of your specific IMAP server implementation for more information.
IMAP ACLs define a lot of fine-grained permissions that you can grant or deny other users. For the sake of clarity, KMail will present them as the following five categories that you can choose from (see Table 3.2 for the details if you already know IMAP ACLs).

None
Grants the users identified by User Id no rights at all. This is also the default for users not explicitly (or implicitly, as a group) listed in the ACL. These users will not see this folder in the list of IMAP folders presented to them by their mail clients.

Read
Grants the users identified by User Id reading rights for this folder. This also includes the ability for their mail clients to mark mails as read and store this information on the server. These users will see this folder in the list of IMAP folders presented to them by their mail clients.
Use this to create a shared folder that others can read, but not modify.
If you were the editor of a company’s news letter, you could create a folder for the purpose of distributing the news letter, grant everyone reading rights, and save the letter to this folder instead of sending it out by email to a catch-all address.

Append
(also known as Post)
Grants the users identified by User Id reading (see above) and posting rights for this folder.
Use this to create a shared folder that others can read and post messages to, but cannot otherwise modify.
If you wanted to create a company-wide discussion forum, instead of using a web-based form or a separate company-private usenet server, you could create a bunch of folders (one per topic), and grant everyone reading and posting rights. Instead of posting to an NNTP server or writing their messages into a web form, people would just write emails and store them in the folder suitting the topic of the message.

Write
Grants the users identified by User Id reading, posting (see above), and writing rights for this folder.
The right to write to a folder includes deleting of messages, creating subfolders, and storing other attributes than read/unread on the server (e.g. answered).
Use this to create a shared folder that everyone has (almost, see All) the same rights for.
In the Append example, you could assign write rights to a group of people acting as moderators, who would then be able to remove off-topic posts, and create sub-topic folders for high-traffic folders.

All
Grants the users identified by User Id reading, posting, writing (see above), as well as administration rights, i.e. the right to modify the ACL of this folder.
This is the default set of rights for the owner of a folder.

Table 3.2 summarizes the IMAP ACL rights associated with each permission level.

---

2 Every user has their own list of read mail, so none of your unread mails will suddenly be marked as read just because someone else has already read them.
Table 3.2: ACL Rights Summary

<table>
<thead>
<tr>
<th>ACL right</th>
<th>None</th>
<th>Read</th>
<th>Append</th>
<th>Write</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Read</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Store Seen</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Insert</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Post</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Write Flags</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Create</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Administer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

3.5 Message Filters

After using KMail for a while, you may find that you have trouble sorting out the new messages in your inbox when they arrive. Filters allow you to automatically perform certain actions on incoming messages and to manually perform actions on selected messages in a folder.

Filters consist of filter criteria, whose rules are used to determine whether this filter should be applied to a given message, and a list of filter actions, which describe what is to be done with, or to, the message if the search pattern matches.

**NOTE**
Filters are considered one after the other, starting with the first filter in the list. The first one whose pattern matches the given message is applied; you can request that the remaining filters also be processed, but the default is to stop processing at the first matching filter.
Usually, filters are used on incoming messages, but they can also be applied to sent messages or to an arbitrary message or group of messages. To selectively filter messages, select the messages you want to filter in the message list and either type Ctrl+J or select Message → Apply Filter. This will apply the filters (the ones that have been marked for manual filtering in the advanced filter dialog) to those messages.

### 3.5.1 Fast Filter Creation

There are two methods for creating a filter; the quick method is to use Message → Create Filter and select a criterion from the submenu. This will open the filter dialog and present you with a new filter which has the first rule of the search pattern and the first action (as Move into Folder) preset. In most cases, all you have to do is select the folder where the message should be moved, but you can, of course, edit the filter as you like.

When creating a filter on mailing list messages, this method will try to find a criterion that uniquely identifies messages from the list. If it succeeds, the guessed name of the list is presented in the Message → Create Filter → Filter on Mailing-List... menu entry.

The second method is to manually construct a filter from scratch by calling the filter dialog through Settings → Configure Filters.... The filter dialog is described in detail in the following subsection.

### 3.5.2 The Filter Dialog

This dialog allows you to manage and edit your list of filters.

You can reach it either via Message → Create Filter or Settings → Configure Filters....

The dialog is divided into three main sections on the General and Advanced tabs.

**Available Filters**

This group contains the list of filters and some action buttons to modify the filters, namely: create new filters; move them up or down the list; copy one of them; delete them; or rename them. If you select a filter from the list, its properties are shown in the right-hand half of the dialog.

**Filter Criteria**

In this group you can edit the pattern that messages must match before the filter is applied to them. You can select whether all of the defined rules must match, or whether a single match is enough. See Search Patterns below for a detailed description of each search rule type.

You can click on + to get an additional (initially empty) rule if you want to define more complex patterns, and on − to remove the selected rule. Clear clears the pattern, i.e., it removes all but one rule from the screen and resets it.

**Filter Actions**

In this group you can edit the list of actions that are applied to all messages that match the defined filter criteria. See Filter Actions below for a detailed description of each action type.

You can click on + to get a new, empty action (if you want to define more than one action), and on − to remove the selected action. Clear clears the list, i.e., it removes all but one action and resets that one.

**Advanced Options**

In this group you can define a few advanced options that allow you to fine tune your filtering.
Using the first row of check boxes, you can toggle when the filter is applied: the **Apply this filter to incoming messages** option means that the filter is applied to messages when you receive them (i.e. on \[
\text{Check Mail}.\] The filter can be applied to all messages, to all but online IMAP accounts, or to particular incoming email accounts.

The **Apply this filter to sent messages** option means that the filter is applied to messages when you send them, and the **Apply this filter on manual filtering** option controls whether to apply this filter when filtering is specifically selected (i.e. via \[
\text{Message} \rightarrow \text{Apply Filters}.\)

If **Apply this filter to sent messages** is checked the filter will be triggered after the message is sent and it will only affect the local copy of the message. If the recipient's copy also needs to be modified, please use **Apply this filter before sending messages**.

The **If this filter matches, stop processing here** check box controls whether or not the filters after the current filter will be processed when the current filter matches.

If the **Add this filter to the Apply Filter menu** check box is selected, this filter will be inserted in the \[
\text{Message} \rightarrow \text{Apply Filter}\] submenu. You can then apply this single filter to a message or a set of messages. If you select this option, you may optionally select a keyboard shortcut and insert a special icon to invoke this filter from the toolbar.

Another way of applying filters is to use the \[
\text{Message} \rightarrow \text{Apply Filters}\] menu option, which applies all the filters – one after another – until they are all used or one of the filters that matches specifies the **If this filter matches, stop processing here** option.

---

**NOTE**

Filters are automatically named unless you explicitly rename them using the \[
\text{Rename...}\] button. The dialog assumes that it should continue auto-naming the filter as long as the filter name starts with ‘<’.

If you apply filter changes, via **OK** or **Apply**, only the valid filters are actually copied to the internal filter manager.

Similarly, empty rules and actions are removed from the pattern and action lists, respectively, before the filter is saved.

---

### 3.5.3 Search Patterns

The most common use of filters is to filter on the sender of messages. This can be done by choosing **From**. A good bet for a mailing list would be **All Recipients**, but there are other criteria a filter can search for (note that all patterns are interpreted case-insensitively).

- **Complete Message**
  - Searches the whole message (i.e. headers, body and attachments, if any).

- **Body of Message**
  - Searches the body of the message (i.e. the whole message except the headers).

- **Anywhere in Headers**
  - Searches all the headers in the message.

- **All Recipients**
  - Searches the ‘To’ and ‘CC’ header fields of the message.

- **Size in Bytes**
  - Sets upper or lower bounds on the message’s size.
Age in Days
Sets upper or lower bounds on the message’s age.

Message Status
Sets restrictions on the status of the message (Important / Read / Unread / etc. see Message → Mark Message >).

Message Tag
Checks for tagged messages. See Message → Mark Message >.

Encrypted
Checks for encrypted messages.

Any other value (From, To, Date, etc.)
Searches the header field with that name.

The list of possible rules depends on what you selected in the first drop down box. The available rules are:

<table>
<thead>
<tr>
<th>Rule</th>
<th>Available for</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>contains / does not contain</td>
<td>all textual search items</td>
<td>Matches if the searched item contains (or does not contain) the given text.</td>
</tr>
<tr>
<td>equals / does not equal</td>
<td>most textual search items</td>
<td>Matches if the searched item is equal to (or not equal to) the given text.</td>
</tr>
<tr>
<td>starts with / does not start with</td>
<td>most textual search items</td>
<td>Matches if the searched item begins with (or does not begin with) the given text.</td>
</tr>
<tr>
<td>ends with / does not end with</td>
<td>most textual search items</td>
<td>Matches if the searched item ends with (or does not end with) the given text.</td>
</tr>
<tr>
<td>matches regular expr. / does not match reg. expr.</td>
<td>all textual search items</td>
<td>Matches if a part of the searched item matches the given regular expression (or does not match it). If the regular expression editor is installed then you can edit the regular expression by clicking on the Edit... button.</td>
</tr>
<tr>
<td>has an attachment / has no attachment</td>
<td>Complete Message</td>
<td>Matches if the message has an attachment (or does not have an attachment).</td>
</tr>
<tr>
<td>is equal to / is not equal to</td>
<td>numerical search items</td>
<td>Matches if the value of the search item is equal to (or not equal to) the specified value.</td>
</tr>
<tr>
<td>is less than</td>
<td>numerical search items</td>
<td>Matches if the value of the search item is less than the specified value.</td>
</tr>
<tr>
<td>is greater than</td>
<td>numerical search items</td>
<td>Matches if the value of the search item is greater than the specified value.</td>
</tr>
</tbody>
</table>
### Filter Action

The most common use of filters is to divert some incoming messages to particular folders; this can be done by choosing **Move into Folder**. Here is a list of all possible actions.

<table>
<thead>
<tr>
<th>Move Into Folder</th>
<th>This will move the message into another folder, and remove it from its current folder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Into Folder</td>
<td>This will copy the message to another folder, and leave the message in the current folder.</td>
</tr>
<tr>
<td>Set Identity To</td>
<td>This will set the identity that will be used when you reply to this message.</td>
</tr>
<tr>
<td>Mark As</td>
<td>This allows you to mark the message as read or important (flagged), but also as forwarded, replied, etc.</td>
</tr>
<tr>
<td>Add Tag</td>
<td>This will add a tag to the message. You may choose from a list of all the tags that have been defined.</td>
</tr>
<tr>
<td>Send Fake MDN</td>
<td>This will send a faked message disposition notification (i.e. a read receipt) to the sender of the message.</td>
</tr>
<tr>
<td>Set Transport To</td>
<td>This will set the method of transport (e.g. SMTP) that will be used when you reply to the message. You may choose from a list of all your outgoing email accounts.</td>
</tr>
<tr>
<td>Set Reply-To To</td>
<td>This will modify the <strong>Reply-To</strong> field of this message. This can be useful for mailing lists that automatically set a Reply-To address you do not wish to use.</td>
</tr>
</tbody>
</table>
Forward To

This will forward the message inline (i.e. as if you selected Message → Forward → Inline...) to another email address. You may select a custom forwarding template if such a template has been defined. If KAddressBook is installed, you may choose the ‘Forward To’ address from a pop-up window.

Redirect To

This will redirect the message as-is to another email address. If KAddressBook is installed, you may choose the ‘Redirect To’ address from a pop-up window.

Confirm Delivery

Will return a message to the sender that verifies successful delivery of their message, if the sender requested that.

This action allows you to select who will get delivery receipts from you. Though you can globally enable the sending of delivery confirmations in the Configure KMail... dialog (Security page) we do not recommend that you send them to everyone, since this makes tracking of spam messages very easy for the spammers.

Execute Command (for advanced users only)

This will execute a program, but will not modify the message. Specify the full path to the program you want to execute; KMail will then wait until the program returns. If you do not want KMail to wait, append ‘&’ to the command. You can feed the segments of the message into the program one by one: %0, %1, etc. stand for files representing the message segments. For common messages, %0 is the plain text message, %1 the first attachment and so on. Additionally, the whole message is fed into the program’s stdin; and every occurrence of %{foo} is replaced by the content of the foo header. If you need to identify the message via its storage location in the Akonadi database, you can use the %itemid or %itemurl placeholders to achieve that.

**WARNING**

This currently only works if the message has at least one attachment. No, not even %0 will work in the general case!

**TIP**

You can enter arbitrarily-complex shell commands here, since KMail uses a sub shell to execute the command line; therefore, even this command will work (within its limits): uudecode -o $(mktemp kmail-uudecoded.XXXXXX) & echo $’\a’

Pipe Through

This will feed the message to a program: if the program returns output, the entire message (including the headers) will be replaced with this output; if the program does not return output or exits with a return code other than 0 (indicating an error occurred), the message will not change. Specify the full path to the program. The same substitutions (%n, %{foo} as with Execute Command may be performed on the command line.

Both the Anti-Spam Wizard and the Anti-Virus Wizard use the ‘Pipe Through’ action to check for spam / malware. The commonly available anti-spam and anti-virus programs return the message, and insert an extra header record, if spam (or a virus) is detected.

**WARNING**

Be cautious with this action, as it can damage your messages if the filter program returns garbage or extra lines.
Remove Header
Will remove all header fields with the given name from the message. This is useful mainly for removing bogus ‘Reply-To:’ headers.

Add Header
If no such field is already present this will add a new header field with the given name and value to the message; if there already is a header field with that name, it is overwritten with the given value; if there are already multiple headers with the given name (e.g. ‘Received:’ headers), an arbitrary one of them is overwritten and the others are left unchanged -- this is a known limitation. You may want to combine this filter with the Remove Header filter above to make sure that there are no other headers with that name in the message.

Rewrite Header
Will scan the given header field, modify its contents and write it back. The search string is always interpreted as a case-sensitive regular expression. The replacement string is inserted literally except for occurrences of \n, $\mathbf{n}$ and $\{\mathbf{nn}\}$, where $\mathbf{n}$ is a positive (single-digit, except for the third form) number or 0. These constructs are interpreted as back references to substrings captured with parentheses in the search string.
Analogous restrictions as in the Add Header action apply here, too.

Play Sound
Will play the specified sound. A browse button lets you choose a pre-recorded sound (e.g. .wav) file.

Add to Address Book
If KAddressBook is installed, this action will let you specify which header to scan (From, To, CC, or BCC), what tag to assign, if any, and which named address book to store the addresses in.

Delete Message
Deletes the selected message(s). Use this option cautiously. Deleted messages cannot be recovered.

Unset Status
This is the inverse of Mark As, above. Instead of marking the selected message as important, read, etc., this action will clear the specified flag.

Encrypt
Will encrypt the selected message(s) with the specified public key. You may choose from any public / private key pairs saved on your key ring.

Decrypt
Will decrypt the selected message(s). Use this action with caution. KMail will decrypt messages automatically when you open them for viewing, so you probably don’t really need to use this action.

3.5.5 Filter Examples

As of yet KMail does not highlight or mark mails that have an extra Priority: header. If you want to flag all ‘urgent’ messages as being important, you can use a filter:

1. Open up the Settings → Configure Filters... dialog and click the New icon below the Available Filters list.
2. In the Filter Criteria area, select Anywhere in Headers and contains from the drop down boxes and type Priority in the text field. Select the same criterion in the next line and type urgent in the text field of the second drop down box. So your filter will match all messages containing a ‘Priority: urgent’ header field.

3. Skip down to the Filter Actions area. Select Mark As from the first drop down box. A new drop down box containing a list of marker flags is shown to the right. Select Important from the drop down box.

4. Since you want this filter to not prevent other filters’ message rules from being applied, carefully uncheck the If this filter matches, stop processing here option on the ‘Advanced’ tab.

5. Click on OK, and you are done.

Just remember to move the ‘Priority: urgent’ filter entry to the top of the Available Filters list each time you add a new filter, so that your flow-through filter is always applied first.

If you are subscribed to the (general) KDE List, you could create a folder for the list (let’s call it KDE-General) and use a filter to automatically transfer new messages from your inbox to your KDE-General folder if they came from the KDE List. Here is how to create this filter:

1. Check if Message → Create filter → Filter on Mailing-List... can identify the mailing list (the name of the list should then appear in the menu item); in this case, this works and you are presented with a filter that has ‘List-Id contains <kde.kde.org>’ preset. Then select the desired destination folder from the folder pull-down menu in the Filter Action group and that is it.

If that does not work, think of a unique way of identifying the messages you want to filter. The (almost) unique property of KDE List messages is that they always contain kde@kde.org in the To: or CC: field. It is not quite perfect, because this fails for cross-posted messages.

2. Select Settings → Configure Filters....

3. Press the button to create an empty filter. It will appear as <unknown>.

4. In the Filter Criteria area, select All Recipients from the first drop down box, contains from the second drop down box, and type kde@kde.org in the text field.

5. Skip down to the Filter Actions section. Select Move Into Folder from the first drop down box. Click on the folder icon and a window containing a list of folders will appear. Select the folder that you want the filtered messages to be transferred to. For this example, you would select KDE-General.

You may find that you need to use more powerful criteria to properly filter your messages; for example, you may only want to filter the KDE List messages that are written by your friend Fred Johnson <fj@anywhere.com>. This is where the rest of the matching criteria section comes into play:

1. Open up the Configure Filters... window and select the filter you just created.

2. Since you want to filter all messages that have kde@kde.org in the To: or CC: field and that are from Fred, check the Match all of the following radio button.

3. Now, go to the second search rule and select the following from the pull-down menus: From, contains. Now, type fj@anywhere.com in the text field.

You now have a filter that identifies all KDE List messages that are from fj@anywhere.com.
3.5.6 Filter Optimization

It is important to realize that the order of the filters has an impact on the speed of the filtering process. Here are some ideas which can help you to improve filter performance.

Stop filter processing as soon as possible:
If you know that a filter finally processes a certain class of messages, please make sure to check the option **If this filter matches, stop processing here** for the filter. This will avoid the evaluation of the filter rules of all subsequent filters. (See the advanced options in the **Filter Dialog**).

An example is filtering messages from mailing lists via List-Id header into separate folders. Having found out that a message came from list A means that you can avoid checking the next filter for messages from list B.

Consider the costs of the evaluation of filter rules:
The time required to evaluate a filter rule depends on the way the rule is constructed. In particular, scanning for a substring using the **contains** operation is faster than a pattern matching using the **matches regular expr.** operation.

Another dependency is on the amount of data which is used for the evaluation of a filter rule. If the rule is based on a message header, its evaluation should normally be much faster than the evaluation of a rule based on the complete message.

Try to keep the filter rules as simple as possible.

Check the order of your filters:
The various filter actions have different degrees of complexity. The most expensive filter actions are **Pipe Through** and **Execute Command**, because both need external programs to be run. Placing filters containing these filter actions behind other filters that can reduce the number of times these complex actions are required is useful, if the filter logic allows this.

An example is filtering messages from a mailing list and detecting spam messages. For the spam detection you will usually use an external tool via a **Pipe Through** action. Filtering the messages for the mailing list is done via the List-Id header. If you do not want to check the messages from the mailing list for spam too, it is better to use the filter for the mailing list messages before the filter for the spam detection. This way you avoid the expensive and slow spam check for all messages which were identified as mailing list messages.

3.5.7 Filter Log

If you want to verify that your filters work as intended, you can open a viewer for the filter log via **Tools → Filter Log Viewer...**

In the viewer you can configure logging of the filter process. You can control the level of detail recorded, clear the log, limit the size of the log, and save the log as a file. The log can provide valuable information when you want to improve your filter rules.

3.6 Backing up KMail

This section describes various backup solutions within KMail.
3.6.1 Archiving

Folder → Archive Folder...

This feature is also available through the context menu launched with a right mouse button, then select Archive Folder... This will open a dialog that allows you to create a single archive of the currently selected folder.

The Folder: shows the currently selected folder, if you wish to change the folder to be archived click the folder icon. The Format: drop down menu allows you to choose a format (choices are: zip, tar, tar.bz2, and tar.gz). If you would like to change the default name or location, click the folder button to the right of Archive File.

Check the Delete folder and subfolders after completion button if you would like everything you archived deleted from the KMail database after the external archive has been saved. By default all subfolders will be archived. Uncheck Archive all subfolders if you only want to archive the parent folder.

Settings → Configure Automatic Archiving...

This is a powerful tool that can be used to assist in backing up your email. Please see Automatic Archiving for details.

3.6.2 Exporting

Tools → Import/Export KMail Data...

This feature exports settings and local mail to a compressed file. Please see pim data exporter for details.

3.7 Restore and Import in KMail

This section describes restoring backups and importing data into KMail.

3.7.1 Restoring backed up email and settings

Tools → Export KMail Data...

If you used PIM Data Exporter to backup local email and / or settings, please use it again to restore data into KMail. See PIM Data Exporter for details.

3.7.2 Importing options in KMail

KMail has an import wizard to make the transition from another email application easier.

Tools → Import from another Email Client...

This starts the import wizard and tries to automatically detect data from another email application. In case the mail data you want to import is not found, use the Manual Selection option.

File → Import Messages...

Starts the import wizard and lets you select the desired data manually.

Please read the Import Wizard documentation for details.
3.8 Using Multiple Accounts

Multiple accounts are used to check for messages from more than one email address and/or mail server. Select Settings → Configure KMail... and click on the Accounts page to add or change your account settings. See the Getting started section for more information on the settings in the Accounts page.

To check for messages from a particular account, use the File → Check Mail In submenu to select the account to check for mail. You can also press and hold the left mouse button on the Check Mail icon (on the toolbar) for a few seconds to get a list of accounts.

3.9 Signing and Encrypting Messages with GnuPG

This is a short introduction on how to set up KMail's GnuPG (GNU Privacy Guard) support; it gives some hints on the use of GnuPG too. It is written for people who are beginners in this area; if you are familiar with the use of GnuPG, you can skip most of the steps.

Please also check out the FAQ item about GnuPG.

WARNING
Attachments will not be signed/encrypted if you are using inline OpenPGP. To sign/encrypt attachments, you have to install GnuPG and some necessary libraries. Then, you can decide for each attachment whether it should be signed/encrypted or not.

To set up and use GnuPG support in KMail it is necessary to have GnuPG installed and configured properly. Of course, we cannot give you a full introduction to GnuPG here. We will only mention the steps you must perform to get GnuPG going. For details you should look at The GNU Privacy Handbook.

It is certainly a good idea to study the GnuPG documentation as well as an introduction to public key cryptography. That way you can learn a lot about the basic concepts, which will help you understand what is going on. Also, many security related issues you should know about are discussed there.

3.9.1 Preconditions

KMail expects that your GnuPG binary is called gpg. If this is not the case for you, just make a symlink.

If you have not yet done so, you must generate a key pair (secret and public keys) for your identity. You may do this using KGpg or Kleopatra or at the command line: gpg --gen-key. Or you can ask KMail to create a new key pair when you create a new email account. The identity (normally your name followed by your email address within brackets, such as John Doe <john@example.com>) and your passphrase are important for the co-operation between KMail and GnuPG.

3.9.2 GnuPG-Related Settings in KMail

Select the Composing tab on the Security settings page. There you will find the following options:
When encrypting emails, always also encrypt to the certificate of my own identity

If this option is off and you want to send an encrypted message to somebody, then you cannot read this message any longer after you have composed and encrypted it. Turn this option on to keep the encrypted messages you send readable for you, too.

Store sent messages encrypted

When this box is checked, sent messages are stored encrypted, as they were sent. This is not recommended, as you will not be able to read the messages any longer if a necessary certificate expires. (Notice that GPG keys do not expire, as a general rule; this caution is primarily relevant for x.509 certificate users.)

Always show the encryption keys for approval

This will always open a dialog that lets you choose the keys used for each recipient when you are sending an encrypted message. If this option is off, KMail will show the dialog only when it cannot find a key for a recipient or when there are conflicting or unset encryption preferences.

When saving as draft, always sign/encrypt as indicated

If this option is on, KMail will automatically encrypt (and / or sign) messages that you save in the drafts folder (when you specify signing / encryption).

Show sign/encrypt indicator in editor

If this option is on, KMail will display an indicator in the composition window to inform you that this message will be signed / encrypted whenever that is the case.

Now that you have set up the encryption tool, you must tell KMail which OpenPGP key you want to use for signing and encrypting messages. To do this go to the Identites configuration and set the key that should be used via the Cryptography tab in the identity configuration dialog.

Now you can sign outgoing messages. To let people send you encrypted messages, and to let them verify your signature, you must send them your public key, or upload your public key to a public GnuPG key server (so people can fetch your key from the server). To send encrypted messages to other people, or to verify their signed messages, you will need their public keys. You can search for public keys on a public GnuPG key server. Or you can ask your friends to send you one or more of their public keys.

3.9.3 Sign your Messages

Compose your message as usual in the composer window. Before you send the message, check the Sign icon on the toolbar of the composer window, or select Options → Sign Message. Then, you can send the message. The identity you are using to write the current message needs to be connected to an OpenPGP Key in the Identity section of the Configure dialog. To sign the message, KMail needs to know your GnuPG passphrase. You may be asked to supply it, or, if you have previously given the phrase to KMail, the message will be signed automatically.

3.9.4 Encrypt your Messages

To send an encrypted message to somebody whose public key is on your gpg key ring, simply create the message in the composer window. Before you send the message, check the Encrypt button in the toolbar of the composer window (or select Options → Encrypt Message). Then send the message.
If you checked the Encrypt button and KMail cannot find a matching key for a recipient, it will allow you to modify your key ring before trying again. If KMail finds more than one trusted key for a recipient, it will display a list containing all matching keys for this recipient. In either case you can select the key(s) which should be used for encrypting this message for the recipient in question.

If you are using a key for the first time, if there are conflicting Encryption Preferences, or if Always show the encryption keys for approval is selected in the Security section of KMail’s configuration dialog, the Encryption Key Approval dialog will appear. You can select different keys for the recipients and set the Encryption Preference for each recipient. The option, Encrypt whenever encryption is possible (on the Cryptography tab of the Settings → Configure KMail dialog), will automatically encrypt your message if there is a trusted key for each recipient.

As mentioned above, you will not be able to read your own encrypted sent messages if you do not check When encrypting emails, always also encrypt to the certificate of my own identity in the settings’ Security page.

### 3.9.5 Send your Public Key

Prepare a message to the person to whom you want to send your public key. Then choose, in the composer window’s menu, Attach → Attach Public Key. This will attach your public key – the one you are currently using – to the message.

Remember that it is not perfectly safe to just sign the message to ensure that the receiver gets the correct key. There can (possibly) be a “man-in-the-middle” attack: somebody could intercept your message, change the attached key, and then sign the message with that other key. The recipient should verify the attached key by checking the key’s fingerprint against the one he received in a secure way from you. Alternatively, just ask him to use the key he received to compose and send an encrypted message back to you. If your secret key decrypts that message, he has a copy of your public key. See the GnuPG documentation for further details.

### 3.9.6 You received an encrypted Message

All you have to do is to select the message in KMail. You may be prompted for your passphrase. Then, KMail will decrypt the message and show you the plain text if the message was encrypted with your public key. If not, you will not be able to read it. By default, KMail stores messages encrypted, so nobody can read these messages without knowing your passphrase, or, at a minimum, your login password.

### 3.9.7 Receiving a Public Key

You can receive a public key as an attachment, or via http, ftp, or a floppy. Before you use this key to encrypt a message to the owner of the key, you should verify the key (check its fingerprint or look for trusted signatures); then, you can add this key to your public keyring by typing gpg --import filename at the command line. If the key is not certified with another signature that you have already trusted, you cannot use it to encrypt messages unless you sign (certify) the key with your own key.

### 3.10 The Anti-Spam Wizard

#### 3.10.1 Basics

KMail does not have a built-in spam detection solution: the developers believe using external, but specialized, tools is the better approach. KMail uses these tools through its flexible filter architecture. The Anti-Spam Wizard helps you with the initial filter setup.
What can the wizard do to help you?

It will give you some choices about how you want the spam filtering to be set up. Afterwards, it will automatically create the appropriate filter rules.

What are the limitations of the wizard?

All it can do is set up the filters for you; it will provide a standard setup. Manual modifications that have been applied to existing anti-spam filters are not recognized. Instead, such filters are overwritten by the wizard.

You can activate the wizard via **Tools** → Anti-Spam Wizard... If this choice is not available, click **Settings** → Configure KMail... → Plugins and check the box next to **Antispam**. You will be prompted to restart KMail; when you do, the wizard will appear on the **Tools** menu.

The wizard scans for known anti-spam tools on your computer. It is also possible to use the results of spam checks made by your service provider, by evaluating header information which has been added to the messages. You can let the wizard prepare KMail to use one or more of these in parallel. However, note that anti-spam tool operations are unusually time consuming. KMail can appear to be frozen during the scan of messages for spam, so you may encounter problems with the responsiveness of KMail. Please consider deleting the filter rules created by the wizard if the filtering becomes too slow for you. (This has been a problem with older hardware. It probably won’t afflict more modern machines.)

Here are some observations about a few anti-spam tools.

**Bogofilter**

Bogofilter is a Bayesian filter. Its spam detection ability relies on an initial training phase. On the other hand, it’s a pretty fast tool. That’s why it is recommended for people who want fast spam detection, and who aren’t worried about putting some effort into the initial training, before the detection rate increases significantly.

**SpamAssassin**

SpamAssassin is a fairly complex tool to use against spam. Although its behavior depends heavily on its configuration, it can detect spam quite well without any training. However, scanning a message takes a little longer compared to pure Bayesian filters. Let’s say it’s not the tool of choice for people without some background information about SpamAssassin’s capabilities.

**Annoyance Filter**

Perhaps not so often used until more distributions pick it up. It’s clearly a tool for specialists.

**GMX Spam Filter**

If you get your mail via the GMX freemail provider, your messages have already been scanned for spam. The result of that process is documented in a special header field in each message. It’s possible to use the content of this header field to filter out spam. There is very little slowdown in the filtering when this tool is used, as the messages have already been processed by the external email server.

### 3.10.2 Advanced

KMail can use several external tools to detect spam messages; it will try to automatically find out which tools are installed on your system, and will display all of these in a list. The list is ordered by the average speed of the filtering process of the tools. You can mark the tools which you want KMail to utilize to detect spam. If you want more choices, you can simply close the wizard, install a new tool, then restart the wizard.
If you have marked at least one tool, KMail is able to provide filters which allow the classification of the messages as spam or not spam. It will also provide actions to let you manually classify messages. These actions will be available in the Message → Apply Filter > menu item, and also via a pair of icons on the toolbar. If any of the tools you selected support Bayesian filtering (i.e. a method to detect spam based on statistical analysis of the messages) then these messages are not only marked but additionally piped through the tools to help them learn, thereby improving their detection rate.

On the second page, you will be able to select some additional actions to be performed in KMail with regard to spam messages: if you want messages detected as spam to be moved into a certain folder, select the appropriate folder and mark the Move known spam to: option; if messages detected as spam should additionally be marked as read, then mark the Mark detected spam messages as read option.

Selecting at least one of the available tools will allow the wizard to finish the filter setup. The wizard will not take any modifications in existing filters, formerly created by it, into consideration, but will either append new filters or replace existing filters. In any case you may want to inspect the result of this process in the Filter Dialog. The wizard will also create toolbar buttons for marking messages as spam or as ham. Keep in mind that classifying messages as spam will also move those messages to the folder you have specified for spam messages, when you select the ‘spam’ option.

### 3.10.3 Some More Details for Experts

The wizard uses information stored in a special configuration file named `kmail.antispamrc` (stored in the global or local KDE config directory). It will first check the global config file and then the local config file. If the local config file contains an entry with a higher (newer) version number, the configuration data from the local file (for that tool) is used, so both administrators and users can update the wizard’s configuration.

The local detection of spam messages is achieved by creating pipe through actions per-tool within a special filter. Another filter contains rules to check for detected spam messages and actions to mark them and (optionally, depending on the choice in the wizard) to move them into a folder. Both filters are configured to be applied to incoming messages and for manual filtering.

Two filters are needed for the classification of ham and spam. They contain actions to mark the messages appropriately. As mentioned above, the filter for classification as spam can have another supplementary action to move the messages into a predefined folder. If the selected tools support Bayesian filtering, the wizard will create additional filter actions to pass the messages to the tools (via Execute Command actions) in the appropriate learning mode.

If you want to fine-tune the filtering process, you might be interested in the chapter about Filter Optimization.

### 3.11 The Anti-Virus Wizard

#### 3.11.1 Basics

KMail does not have a built-in virus detection solution: the developers believe using external, but specialized, tools is the better approach. KMail uses these tools through its flexible filter architecture. The Anti-Virus Wizard helps you with the initial filter setup.

**What can the wizard do to help you?**

It will give you some choices about how you want virus filtering to be set up. Afterwards it will automatically create the appropriate filter rules.
What are the limitations of the wizard?

All it can do is set up the filters for you; it will provide a standard setup. Manual modifications that have been applied to existing anti-virus filters are not recognized. Instead, such filters are overwritten by the wizard.

You can activate the wizard via Tools → Anti-Virus Wizard.... If this choice is not available, click Settings → Configure KMail... → Plugins and check the box next to Antivirus. You will be prompted to restart KMail; when you do, the wizard will appear on the Tools menu.

3.11.2 Advanced

The Anti-Virus Wizard basically works the same way as the Anti-Spam Wizard does. KMail can use several external tools to detect messages containing viruses. It will determine which of these tools are installed on your system, and will show you the results from the search. You can mark the tools which you want KMail to use for virus detection. If you want more choices, you can simply close the wizard, install a new tool, then restart the wizard.

If you have chosen at least one tool you will be able to select actions for KMail to perform on messages containing viruses. To let KMail detect messages containing viruses, you should mark the Check messages using the anti-virus tools option. If you want messages infected by a virus to be moved into a certain folder, select the appropriate folder and mark the Move detected viral messages to the selected folder option. If such messages should also be marked as read, select the Additionally, mark detected viral messages as read option.

Selecting at least one of these options will allow the wizard to finish the filter setup. The wizard will not take any existing filter rules into account, but will append new rules. In any case you may want to inspect the result of this process in the Filter Dialog.

3.11.3 Details

The wizard uses information stored in a special configuration file named kmail.antivirusr (stored in the global or local KDE config directory). If the local config file contains an entry with a higher (newer) version number, the configuration data from the local file (for that tool) is used, so both administrators and users can update the wizard’s configuration.

The detection of messages containing viruses is achieved by creating pipe through actions per-tool within a special filter. Another filter contains rules to check for infected messages, and actions to mark them and (optionally, depending on the choice in the wizard) to move them into a folder. Both filters are configured to be applied to incoming messages and for manual filtering.
Chapter 4

Configure KMail

Daniel Naber  
David Rugge  
Marc Mutz  
Michel Boyer de la Giroday  
Laurent Montel  
Scarlett Clark  
David Bryant  
2020-11-03  
5.14.2 (Applications 20.04.2)

4.1 General Information

KMail's configuration window lets you configure KMail. You can reach it via Settings → Configure KMail...
The dialog has several buttons across the bottom.

**Help**
This will open The KMail Handbook (this manual) at the appropriate page.

**Reset**
This resets all the changes you have made since you last saved the settings.

**Defaults**
This will reset the configuration options on the current page to the default values.

**OK**
This saves the settings and closes the configuration dialog.

**Apply**
This saves the settings without closing the configuration dialog.

**Cancel**
This closes the configuration dialog without saving the changes you have made.

The configuration dialog is divided into six subsets, each of them represented by one of the icons in the list on the left. These subsets are described in detail below.

### 4.2 Accounts Page

The **Accounts** page is automatically presented when **Settings → Configure KMail...** is selected. There are four tabs: **Identities, Receiving, Sending,** and **LDAP server.** (The **Identities** tab is illustrated in the Configure KMail section above.)

#### 4.2.1 Identities Tab

You can find a quick introduction to the **Identities** tab in the Getting Started section.

This page allows you to create one or more **Identities,** i.e., combinations of a name, an email address, and some other settings. For example, you can create one identity for business communication and another for personal use. If you have more than one email address, you can create one identity for each address. You will then be able to select a suitable identity whenever you compose a new message.

This dialog consists of a list of identities, plus buttons to manage them. After initial setup, the list will always show at least one identity, which is then the **Default** identity. To add a new identity to the identity list, click on the **Add...** button.
4.2.2 The New Identity Dialog

Enter a name for the new identity in the **New Identity** edit field. This name will be shown in the identity list.

You can choose how the new identity is initialized by checking one of three radio buttons.

**With empty fields**
All fields of the new identity will be cleared, or preset with standard values.

**Use System Settings values**
Uses the values from your default identity.

**Duplicate existing identity**
Copies all fields from an existing identity. You may choose which identity to copy from by selecting the corresponding entry in the **Existing identities** drop down box.
4.2.3 General

The General tab allows you to specify some basic settings for the currently selected identity.

Your name
Enter your full name here (sometimes also called display name). Although this field is not mandatory, you should enter your name here.

Organization
Enter your organization here. This field is optional.

Email address
Enter your email address here, i.e., something like joe@example.com.

Example 4.1 Email address
So if your address is Joe User <joe@example.com>, you should enter Joe User into the Your name field and joe@example.com into the Email address field.

Email aliases
This field contains alias addresses that also belong to this identity (as opposed to representing a different identity). You may define multiple aliases. To add another alias enter an email address in the Email aliases: field, then click the + Add button.

Example 4.2 Email aliases
Primary address: first.last@example.org
Aliases: first@example.org and last@example.org
Identity Cryptography

The Cryptography tab allows you to specify the OpenPGP and/or S/MIME keys associated with this identity, and to choose the preferred (cryptographic) message format to use.

OpenPGP signing key:
Here you may select an OpenPGP key for signing messages written with this identity in effect. For brevity, only the short key id of selected keys is shown. Hovering over the item will display more information in a tooltip. To select an existing key, use the drop down list. If you wish to create a new public/private key pair, select Generate a new key pair.

OpenPGP encryption key:
Here you may select an OpenPGP key for encrypting messages when this identity and the certificate of your own identity are in effect. This key is also used for the Attach → Attach My Public Key function.

S/MIME signing certificate:
Here you may select an x.509 certificate used to sign messages written with this identity in effect. KMail cannot generate x.509 certificates. They are issued by certificate authorities. If you have added such a certificate to your key ring, KMail can import and use it.

S/MIME encryption certificate:
Here you may select an x.509 certificate for encrypting messages when this identity and the certificate of your own identity are in effect.

Preferred format:
Here you can choose the default cryptographic message format to use with this identity. You may either select one of the four formats supported by KMail, or leave the option at the recommended default setting of Any; this will choose the right format for each recipient you specify, and may create multiple copies of the message, some signed and/or encrypted with an x.509 certificate, and the others signed and/or encrypted with an OpenPGP key.
Automatically sign messages:
Checking this box causes KMail to affix your digital signature to messages composed by this identity unless this option is manually overridden in the Composer window.

Automatically encrypt messages:
Checking this box causes KMail to encrypt messages composed by this identity whenever such encryption is possible (unless overridden in the Composer window).

4.2.5 Advanced

The Advanced tab allows you to specify some infrequently used settings for the identity you’re currently editing.

Reply-To address:
Enter the address to which replies to your messages should be sent. You need this field only if it is different from your normal address (specified using the Name and Email Address fields on the General tab), since replies default to the sender’s address anyway.

This field is useful if you want replies to your mail to go somewhere else than your regular email address, e.g., if you are using this identity to send messages from an email address that cannot receive replies.

NOTE
Some mailing lists overwrite this header field with their post address (to ensure that replies go to the list instead of to individuals). So the reliability of this field is limited, and it should be used with caution.
CC addresses:
Optionally enter one or more addresses, separated by commas, to which carbon copies of your messages should be sent. When you compose a message with this identity, the CC field will be filled with these addresses.

BCC addresses:
Optionally enter addresses, separated by commas, to which blind copies of your messages should be sent. When you compose a message with this identity, the BCC field will be filled with these addresses. If you want to send a BCC to the same address for every identity you define, see the Headers tab of the Composer subset (create a custom BCC header).

Dictionary:
Select the default dictionary for the current identity.

Sent-mail folder:
Select the folder in which messages should be saved after sending them from this identity. IMAP users should consider changing this to an IMAP folder, so their sent-mail is stored on a server instead of being stored in a local folder. Then they can access sent messages from a different location.

<table>
<thead>
<tr>
<th>Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can exercise more fine-grained control over where to file sent messages by creating a corresponding message filter that is applied to outgoing messages.</td>
</tr>
</tbody>
</table>

Drafts folder:
Select the folder in which drafts should be saved when using this identity. IMAP users should consider changing this to an IMAP folder, so their drafts are stored on a server instead of being stored in a local folder. That way they can easily continue to work on their drafts from a different location.

Templates folder:
Select the folder in which templates should be saved when using this identity. Please see Compose from templates for more information about templates.

Outgoing Account:
Specify an alternative SMTP / sendmail® / Microsoft® Exchange server to be used when sending messages from this identity.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>You need to configure outgoing mail servers first, before you can choose them from the list. You can do this on the Sending tab of the Accounts page.</td>
</tr>
</tbody>
</table>

Attach my vCard to message
Choose this option if you want to attach a vCard file to each message sent from this identity. A short dialog will ensue.

With empty fields
This option opens a dialog just like the KAddressBook Adding Contact Data dialog. Enter your name, email address, etc., then click OK to create a new vCard.

From existing vCard
This option opens a browse directories dialog which allows you to select a .vcf file. (Hint: Use KAddressBook to export a vCard file that can be used here.)

Duplicate existing vCard
This option opens a drop down list of all the other identities already defined, so you may select the vCard associated with one of them.
Autocorrection language:
Use the drop down list to select the language associated with the optional autocorrection tool when using this identity.

Default domain:
This field is filled with the value from the `hostnames` file (in /etc) by default. The Composer will append this domain name to any purely local email address you specify. This feature is primarily useful in a sendmail® environment.

Example 4.3 Default domain
Default domain set to `kde.org`; “To:” address set to `foo`. Composer sends the message to `foo@kde.org`.

4.2.6 Templates

Identity Templates

Here you may create and manage custom templates for this identity to use when composing new messages, replying to someone, or forwarding messages inline. The message templates support substitution commands. You may simply type them in, or select them from the **Insert Command** menu. Three kinds of commands are provided.

Original Message > / Current Message >
These commands extract information from the message you’re replying to, or forwarding, and insert that information into the composition window.
Process with External Programs >

These commands will pipe the message to which you are responding through an external program, then insert the output into KMail’s composition window.

Miscellaneous >

These commands perform functions like choosing the dictionary the spell checker should use, or inserting the contents of a text file into the composition window.

The Quote indicator: field allows you to override the default quotation indicator character “>”. The Copy Global Templates button will reset all the custom templates defined here to KMail’s defaults. (You can achieve the same end result by unselecting the Use custom message templates for this identity check box at the top left of this dialog box.)

Templates specified here are identity-specific. They override global templates, but can be overridden by folder-specific templates if those are specified.

4.2.7 Signature

This tab allows you to specify a signature (sometimes called ‘footer’ or ‘disclaimer’) to be appended to each message sent from this identity.

NOTE

This type of signature has nothing to do with the (digital) signatures discussed in the Cryptography section. It is a bit confusing to call this a signature, but since the term is already used everywhere else, we keep this nomenclature. Just remember that these “signatures” and digital signatures are two completely different things.
Check the **Enable signature** option if you want KMail to append a signature when using this identity. To *automatically* append it to every new message you must also select **Automatically insert signature** option on the **Composer** configuration page.

KMail can obtain the signature text from various sources. The default is **Input Field Below**. Just enter your signature in the textbox. If you want to use rich text, select the **Use HTML** checkbox at the lower left. A formatting toolbar will then appear.

The traditional procedure in Unix is to read the text from a file called `.signature` in your home folder. This file may be shared among several programs, so the same signature appears in every email program you use. To do this, select **File** from the **Obtain Signature text from**: drop down menu. If you want to edit the file, click the **Edit File** button.

KMail can also read the signature text from the output of a command. You can use programs such as `fortune` to create a randomly selected signature for each new message. Everything the program prints onto stdout is caught and used as the signature text. To read the text from the output of a command, select the **Output of Command** option. Enter the command (with full path) in the **Specify command**: edit field.

**NOTE**

On the Internet, signatures are by convention separated from the body of the message by a line containing only the three characters ‘-- ’ (dash, dash, space). If the **Prepend separator to signature** option has been set in the **Composer** configuration, KMail will automatically prepend this line to the signature text (unless it is already present).

### 4.2.8 Picture

KMail can send a small (48x48 pixels), low-quality, monochrome picture with every message. For example, this could be a picture of you, or a glyph. It is shown in the recipient’s mail client (if supported).
Send picture with every message

Check this box if you want KMail to add a so-called X-Face header to messages written with this identity. An X-Face is a small (48x48 pixels) black and white image that some mail clients are able to display.

Obtain picture from:

This drop down list gives you two ways to select an image.

External Source  ▼  (the default)

  Select File...
  Use this button to select an image file from which to create the picture. Use a high-contrast image that is square, or nearly square. A light background helps improve the result.

  Set From Address Book
  You may use this button to create a scaled-down version of the picture you have set in your own address book entry.

Input Field Below

Use this option to enter an arbitrary X-Face string. Examples are available at https://ace.home.xs4all.nl/X-Faces/

4.3 Email Accounts

You can find a quick introduction to both sending and receiving accounts in the Setting up your Account section.

This page allows you to create one or more (incoming and outgoing) accounts, i.e., combinations of mail servers, login information, and other settings. Typically, you will create one outgoing (used for sending messages) and one incoming (used to retrieve messages) account. You may create as many accounts as you want, though, and assign each one to a different identity. Or you may set up just one identity, and decide which account to use each time you compose a message. This page also lets you set up one or more LDAP (Lightweight Directory Access Protocol) servers.
4.3.1 Receiving

For basic information, see Setting up your Account: Receiving.

The column of buttons on the right let you Add... a new account, and Modify or Remove an existing account. You ought not modify or remove the Local Folders entry, which is present by default. The Restart button will simulate a program restart.

The Customize Accounts Order... button opens a dialog that lets you move any IMAP accounts you have created, and the group of accounts associated with Local Folders, higher or lower in the list.

The Retrieval Options popup menu for each account lets you specify whether KMail should check for new mail immediately after it has been started. You may also select Include in Manual Mail Check and Switch offline on KMail Shutdown.

If Detailed new mail notification is enabled then KMail will show the number of new messages for each folder provided you have chosen to be notified with a dialog. More advanced notification options, like playing a sound or synthesizing speech, are available via the Other Actions button.
4.3.2 Sending

The Sending tab lets you define new outgoing mail servers, and also set some options that affect all the messages you send.

For basic information, see Setting up your Account: Sending.

When you click Add... or Modify... the Create Outgoing Account or Configure account dialogs will open respectively. For sending via sendmail® or similar programs you may specify a name and the location of the sendmail® program. For SMTP you must specify the Name, Outgoing mail server, and Port of the server. Server requires authentication will enable the Login and Password fields. If you are not sure about the security settings, you should make KMail test for the best settings by using Auto Detect on the Advanced tab.

Confirm before send will pop up a confirmation box every time you send a message. Check spelling before sending will invoke the spell checker before a message is sent.

Send messages in outbox folder lets you specify when queued messages, i.e., messages in the outbox folder waiting to be sent, should be dispatched. You may choose among three options.

Never Automatically

Queued messages will only be sent if you select File → Send queued messages.

On Manual Mail Checks

Queued messages will be sent after you have manually checked for new mail, e.g. with File → Check Mail. Of course, you may also send the queued messages manually via File → Send queued messages.

On All Mail Checks

Queued messages will be sent after every check for new mail, i.e., after automatic mail checks, and also after manual mail checks. Of course, you may also send the queued messages manually via File → Send queued messages.
Default send method: lets you define what happens when a message is sent. If Send now is selected, the message is sent to the mail server immediately. If Send later is selected, the message is queued in the outbox to be sent later with the File → Send Queued Messages command, or automatically when you check your mail, depending on the setting chosen for Send messages in outbox folder, above.

The Enable Undo Send: checkbox lets you specify an interval of time (from 10 to 50 seconds) during which you may abort mail transport. Your message will be queued, and a small Undo Send button will appear in the notification area. Click the button (in time) to stop the message from being sent.

4.3.3 LDAP Servers

The LDAP Servers Tab

Use this dialog to configure any LDAP servers you wish to access. Please consult the KAddress-Book Appendix for more details.

4.4 Appearance Page

The Appearance page lets you adjust many aspects of KMail’s graphical user interface, including color schemes, font selection, and even the physical arrangement of the message list in the main window.
4.4.1 General

![Configuration interface for KMail]

The Appearance (General) Tab

If the Close message window after replying or forwarding option is activated, KMail will close the separate message window when a composer window (for a reply, or to forward the message) is opened. Enable access key is selected by default. Access keys allow you to use the keyboard for functions normally done with the mouse, such as following links. For more information see Access keys.

Enable Reduce font size for quoted text to show quoted text (in a reply) with a smaller type face. Show expand/collapse quote marks displays little widgets along with each bit of quoted text. These allow you to show (+) or hide (-) nested quotes beyond a certain level. This is useful in protracted email conversations where nobody deletes what has gone before.

Changing Override character encoding: from its default value Auto will force the use of the specified encoding for all messages, no matter what the MIME headers say. Minimum font size: lets you control the smallest font KMail will use. Set this higher if you have trouble reading really small fonts.

System Tray provides three ways to control KMail’s interaction with the KDE task bar / panel. If Enable system tray icon is selected, a small icon ( ) will be displayed in the system tray area. If Start minimized to tray is activated, only this icon will appear when KMail is launched. Selecting Show unread email in taskbar causes the number of currently unread messages to appear on KMail’s taskbar button.

When the icon is visible, you may hide KMail’s main window either by clicking on the icon or by clicking on the window’s close button. Clicking on the icon will make KMail’s main window visible again. If you click on the icon with the right mouse button, a context menu will appear. You can check for new mail, create a new message, or quit KMail. If there are any unread messages, the entry New Messages In will appear, along with a list of the folders containing unread messages. Select one of these folders, and it will be opened in KMail’s main window.
4.4.2 Fonts

The Appearance (Fonts) Tab

This section lets you tailor the fonts KMail uses. Select Use custom fonts to activate the dialog. Apply to: Message Body sets the font for the reader pane. The Composer option sets the font in which new plain text messages are shown while they are being written. Message List changes the font used to display the message list. You can also choose special fonts for Unread, Important, and Action Item message list entries. Printing Output alters the font used when printing. Fixed Width Font affects the display of some HTML messages.

Show only monospaced fonts restricts the number of fonts available. Only the names of fixed-width fonts will be displayed when this option is in effect.
4.4.3 Colors

The Appearance (Colors) Tab

This section allows you to change the color of a few things by double clicking on an entry in the list box. Select **Use custom colors** to activate this feature. Select **Do not change color from original HTML mail** to preserve the color scheme selected by the sender of any HTML message.

**Recycle colors on deep quoting** will restart the quote coloring at the first level after the third level of quoting has been reached. Note that the **Quoted text** colors only work in the message reader, not in the composer. If you want folders which are getting close to their quota (space allotment, used on IMAP servers) to be displayed in a different color, you may specify a percentage value as a threshold.
4.4.4 Layout

The Appearance (Layout) Tab

This tab lets you configure the layout of KMail's main window.

In the Folder List section you may choose between the Long folder list (default option), which uses the full height of the window, and the Short folder list. With the Short option, if you have selected Show the message preview pane below the message list, the message list and the folder list will occupy a horizontal strip, with the message preview pane using the entire bottom portion of the window. If you have selected Show the message preview pane next to the message list, the folder list and the message list will occupy a vertical strip, with the message preview pane on the right.

Select Show folder quick search field to create a small text box at the top of the folder list. When you type something in that box, only the folders whose names match the characters you entered will appear. Clear the box to display all your folders.

The Show Favorite Folders View section allows you to change how your favorite folders are displayed. As Icons uses a lot of space, so if you have several favorite folders you might try As List. If you do not care about favorite folders you can disable this feature altogether by selecting Never.

On by default, Folder Tooltips display additional information (total number of messages, unread messages, and storage size) when hovering over a folder with the mouse pointer. Select Never to disable this feature.

In the Message Preview Pane section you can choose where in relation to the message list you want the message preview pane to appear. Or you can remove it entirely, and use only the full screen reader to view selected messages (press Enter).
4.4.5 Message List

The Appearance (Message List) Tab

Use this dialog to alter the appearance of the Message List pane.

If you select Display tooltips for messages and group headers, you will see a brief summary of each message (or group -- depends on the view mode) when the mouse cursor hovers over a message list item.

Default Aggregation and Default Theme may be overridden using the Folder Properties dialog for each folder individually. Clicking the Configure button opens a window to customize the pre-configured aggregations / themes; you can create your own schemes that way.

Eight aggregation modes and three themes have been pre-configured.

Default aggregation: (drop down list)

Activity by Date, Flat

This view uses day-by-day groups. Messages are not threaded. So for example, in ‘Today’ you will simply find all the messages that arrived today. The groups are displayed by default in reverse chronological order, and labeled “Today”, “Yesterday”, then the preceding five days of the week, followed by mm/dd/yy.

Activity by Date, Threaded

This view uses day-by-day groups. Messages are threaded. So for example, in ‘Today’ you will find all the messages that arrived today and all the threads that have been active today. Uses the same grouping as Activity by Date, Flat.

Current Activity, Flat

This view uses smart date range groups. Messages are not threaded. So for example, in ‘Today’ you will simply find all the messages that arrived today. The groups are displayed by default in reverse chronological order: “Today”, “Yesterday”, the five preceding days of the week, “Last Week”, “Two Weeks Ago”, and then month by month.
Current Activity, Threaded
This view uses smart date range groups. Messages are threaded. So for example, in ‘Today’ you will find all the messages that arrived today and all the threads that have been active today. Otherwise the same as Current Activity, Flat.

Flat Date View
This is a plain, old-fashioned list of messages sorted by date. No groups and no threading.

Senders/Receivers, Flat
This view groups the messages by senders or receivers (depending on the folder type). You may specify senders (or receivers) in the Folder → Folder Properties dialog (“View” tab, Show Column). Messages are not threaded.

Standard Mailing List
This is a plain, old-fashioned mailing list view: no groups and heavy threading, ordered by the date each thread began.

Thread Starters
This view arranges the messages in threads and then groups the threads by the starting user.

Configure... button
To create a custom aggregation theme, click the Configure... button. Select an existing aggregation similar to the one you want to create, then click Clone Aggregation. If none are similar, click the New Aggregation button. The General tab allows you to change the Name: and Description: The Groups & Threading tab lets you configure several elements to customize your aggregation.
- **Grouping:** lets you select from dates, sender/receiver or none. With the smart options KMail will group related emails together.
- **Group expand policy:** lets you set whether KMail will automatically expand grouped emails, or not.
- **Threading:** allows you to decide if KMail will include references and subject to determine perfect threading. You may also turn off threading altogether.
- **Thread leader:** lets you change the leader of the thread: most recent message, or the first one.
- **Thread expand policy:** allows you to change how KMail determines whether a thread should be expanded.

The Advanced tab lets you change the Fill view strategy: Choose “Favor speed” if you have a slow connection. “Interactivity” will show all of your current conversations first. “Batch” mode will not do any sorting.

Default Theme: (drop down list)

- **Classic**
  A simple, backward compatible, single row theme

- **Smart**
  A smart multi-line and multi-item theme

- **Smart with Clickable Status**
  A smart multi-line and multi-item theme with a clickable status column

Configure... button
To create a custom message list theme, click the Configure... button. Select an existing theme similar to the one you want to create, then click Clone Theme. If none are similar, click the New Theme button. The General tab allows you to change the Name: and Description:

The Appearance tab lets you configure visible columns and status items. To add a column, right click the column bar and select Add Column. Name the column, then
select what the column will represent from the Header click sorts messages: drop down list. Visible by default is automatically checked. Uncheck it if you only want the column to be available on the context menu for the clickable sort bar. Drag the appropriate label from the Content Items to the column view box under the column bar, e.g., if you chose to add a size column you would drag the Size label underneath the Size column. Continue to do this until you have all the columns you desire. You can change the font and color of column items through the view area right mouse button menu. Move, delete and resize columns via the right mouse button menu on the column bar.

The Advanced tab lets you show headers. You may also change the size of status icons.

In the Date Display section you may choose one of three date formats (or create your own). The Standard Format shows the day of the week and the date. The Localized Format is shorter, omitting the day of the week. The Smart format will show today, yesterday, etc. If you want to create a Custom date format, just click on Custom format information and follow the directions.

4.4.6 Message Tags

KMail by default gives you several ways to mark messages (Important / Action Item / Birthday), accessible via the Message → Mark Message > sub-menu. You may also define additional tags to help you categorize messages.

Use the Available Tags input field to name your special tag. Use the + button to add this name to the list. Use the − button to remove a tag. (The “Birthday” tag is built-in, and cannot be removed.) Use the up and down arrow buttons to sort the items in the list.

Highlight an item in the list to activate the Tag Settings dialog. You may choose any or all of six options.
Change text color:
Select this option to display tagged message list entries in a different color. A color palette will be presented when you choose this option. Select a preset color, or choose “Custom...” for more flexibility.

Change background color:
Choose this option to alter the background color of tagged message list entries.

Change font:
You may select either a bold or italic type face.

Message tag icon:
Click this button to open an icon selection dialog. The icon will be displayed on tagged message list entries.

Shortcut:
Use this button to create a keyboard shortcut for associating this tag with selected messages.

Enable toolbar button:
Select this option to add a new button to the KMail toolbar. Clicking the button will tag the currently selected message.

All the tags defined here will automatically appear as new options in the Message → Mark Message > sub-menu.

4.5 Composer Page

For a description of how to use the Composer, read this page. To learn more about fine-tuning the Composer's behavior, press on.

4.5.1 General

![The Composer (General) Tab](image)
This dialog lets you adjust the way KMail handles signatures. It also permits you to control some formatting features, to adjust some autocompletion options, and to tweak KMail’s autosave feature.

**Automatically insert signature**
If checked, your signature as defined on the identity page is automatically included at the end of every message you create (i.e., new messages, replies, etc.).

**Insert signature above quoted text**
If checked, KMail will insert your signature at the top of the composer window, and not at the bottom.

**Prepend separator to signature**
If checked, KMail will insert “—” (dash dash space) before your signature if your signature does not begin that way. (This separator line is a *de facto* internet standard.)

**Remove the signature when replying**
If checked, KMail will remove the signature from the original message when you compose a reply. Of course, if you have not selected the signature and the **Only quote selected text** option has been checked, KMail will omit the signature without referring to this setting.

**Only quote selected text when replying**
If checked, KMail will quote only the selected text in the message window, instead of the complete message, when replying. With this, it is possible to quickly generate replies that quote only the relevant paragraph(s) to which you are actually replying. If this option is checked and you select nothing, KMail will quote the entire message.

**Use smart quoting**
If checked, KMail will break long lines but will try to keep the correct quoting (i.e., the ‘>’ will always be at the start of the line).

**Word wrap at column:**
If checked, the word wrap option (Options → Wordwrap in the composer window) will be selected automatically. Use the spin box to set the maximum line length.

**Reply or forward using HTML if present**
If checked, KMail will always enable the rich text editing toolbar if the message to which you are responding contains an HTML MIME header. If this option is not selected, the composer retains the toolbar state from the previous session.

**Improve plain text version of HTML message**
If checked, KMail will append footnotes to the plain text version of every message composed in HTML. These plain text footnotes will be clickable links pointing to any resources coded as anchor tags (aka links) in the HTML version of the message.

**Automatically request message disposition notifications**
If checked, Options → Request Disposition Notification will default to on. Check this option only if you know what you are doing. MDNs are considered a nuisance (or are simply ignored) by a lot of people. It is better to request them only when necessary.

**Use addresses indexed from emails for autocompletion**
If checked, KMail will include the addresses from all your saved messages in the list of autocompletion targets (e.g., when you start typing in the To: input field). These will appear as “Contacts found in your data”. If you switch this off, only the matching KAddressBook entries and “Recent Addresses” will appear in the list. Use the spin box to limit the number of items displayed in the list.
Use recent addresses for autocompletion

If checked, KMail will include the addresses that have been used recently in the list of autocompletion targets (e.g., when you start typing in the CC: input field). These will appear as “Recent Addresses”. If you switch this off, only the matching KAddressBook entries and “Contacts found in your data” will appear in the list. Use the spin box to limit the number of items considered “Recent”.

Configure Completion ... button

Click on this button to open the autocompletion configuration dialog. You may adjust the order in which items appear, add or remove “Recent” addresses, and create a blacklist of addresses that should never appear as autocompletion targets. Notice that this dialog may also be invoked from a context menu by clicking the right mouse button in, say, the “To:” field of the composer.

Autosave interval

A backup copy of the text in the composer window is by default created regularly. This option lets you specify how often a backup copy is created. You can disable autosaving by selecting “No autosave”.

4.5.2 Standard Templates

The Composer (Standard Templates) Tab

Here you can edit the default message templates used when you compose a new message, write a reply, or forward a message. Message templates support substitution commands, by simply typing them or selecting them from the Insert Command menu. These are global (default) templates. They may be overridden by per-identity templates or per-folder templates if any such are specified. Most people are happy with the standard default templates. But if you wish to tweak the defaults, this is the place to do it.

For a more detailed explanation of template configuration, please refer to the Identities chapter.
4.5.3 Custom Templates

The Composer (Custom Templates) Tab

Here you can add, edit, and delete custom message templates to use when you compose a reply or forward a message. Create the custom template by typing the name into the input box and press the + button. You can bind a keyboard combination to the template for faster operations.

Message templates support substitution commands, by simply typing them or selecting them from the Insert Command menu.

There are four types of custom templates: used to Reply, Reply to All, Forward, and Universal which can be used for all kinds of operations. You cannot bind a keyboard shortcut to Universal templates.
4.5.4 Subject

The Composer (Subject) Tab

This section contains a list of prefixes for ‘Reply’ and ‘Forward’. If you receive messages that use prefixes differing from the standard prefixes, you may add them to this list so KMail will recognize them. KMail will then ignore the odd-ball prefixes when sorting messages (and when setting the subject of a reply or a forwarded message), and optionally replace them with ‘Re:’ or ‘Fwd:’, respectively.
4.5.5 Character Set

Here you can manage the default character sets used for your own messages. Every message you send will be checked to see if it is written with one of the listed character sets, starting at the top of the list. If it is, that character set will be used. If it is not, a dialog will appear and tell you that you must choose a character set via Options → Set Encoding.

If you select Keep original charset when replying or forwarding (if possible), the original message’s character set will be kept, unless there are now characters that cannot be represented using that set of characters.
4.5.6 Headers

The Composer (Headers) Tab

Check the Use custom message-id suffix checkbox if you want KMail to generate Message-Id’s with a custom suffix. Enter the desired suffix in the Custom message-id suffix field. Please make sure that the suffix you specify is unique (within the webiverse). The simplest way to ensure uniqueness is to use the name of your own domain, if you have one. If you do not check Use custom Message-Id suffix, KMail will automatically generate the complete Message-Id. If you do not know what this is all about, do not choose this option.

The Define custom mime header fields list sets the headers that KMail will use for its outgoing messages. You may both invent new fields and overwrite existing ones. This feature is only useful for experts.
4.5.7 Attachments

The Composer (Attachments) Tab

If you have to send attachments with filenames containing non-English characters to users of Microsoft® Outlook or Microsoft® Outlook Express, you might want to check the Outlook-compatible attachment naming option. KMail will then encode the attachment names in a non-standard way that is understood by Microsoft® Outlook.

When you select this option, KMail will create messages that do not comply with email standards, and consequently it is possible that your messages will not be understood by standards-compliant mail clients. So you should not enable this option unless you must.

Check the Enable detection of missing attachments checkbox if you want KMail to warn you whenever you are about to send a message without attachments even though the message text contains certain words which may indicate that you want to include an attachment. The list of key words can be modified.

Use the Maximum Attachment Size: spin box to limit the size of any attachments you send. If you try to attach a file larger than the specified limit, KMail will issue an error message and refuse to attach the file. Note that this is an individual limit, and not an aggregate limit. Also, the file size is checked before the file is converted to base 64 encoding, if that is necessary.
4.5.8 Autocorrection

To enable automatic correction of common typing errors, select the Enable autocorrection option. Use the drop down list to choose your language. You may import settings, either from LibreOffice or another KMail / Calligra installation, via the Import button. If you need to save your settings for another installation or application, use the Export button.

**AUTOCORRECT OPTIONS**

**Simple Autocorrection**
This allows you to configure KMail to automatically correct various common typographical errors. Check the boxes next to the autocorrection features you want.

**Custom Quotes**
You can replace double or single quotes with “smart” quotes by checking the appropriate box. You can also add a non-breaking space before specific punctuation marks in French text by selecting that option.

**Advanced Autocorrection**
You can customize automatic word replacement by selecting this option. To enter a custom string that will be replaced automatically, enter the word to be replaced in the Find box and enter the replacement word in the Replace box, then click the Add button. To remove a custom word from the list, highlight that entry and click Remove.

**Exceptions**
This dialog lets you create exceptions where you can tell KMail to ignore some periods (end of sentence) and two uppercase letters (e.g., KMail). Enter the exception and click the Add button. To remove the exception, highlight the string and click Remove.

Once you have made all of your autocorrect selections, click Apply, or OK.
4.5.9 Auto Resize Image

In some circumstances you may want to have KMail automatically resize image attachments in outgoing emails (e.g., because of server limits). To do so, select Automatically resize images. There are several options that accompany this feature.

General

There are three options under “General”. If you want to preserve the aspect ratio of all images, select Keep ratio. KMail by default asks you if you want to resize before resizing. If you want the program to resize images without asking, unselect Ask before resizing. KMail will by default send the resized image in JPG format. If you would rather have such images sent in PNG format, select that from the Fallback to format drop down box.

Image

Suppose you have a relative who can only receive image files of a certain size because of their email provider’s limits. You can use the Reduce image to maximum dimension option to select a size to shrink the image to, and enter their email into the filters on the Recipients tab. (The Recipients tab is discussed in further detail below.) If you need a custom size, choose the last option Custom from the width and height drop down boxes, and enter a number of pixels in the text box. You may also enlarge images by selecting Enlarge image to minimum dimension. The last option allows you to skip resizing images that are smaller than the specified file size.

Filename

Source filter

If you would like the resizing to be done based on the name of the file, select the appropriate filter here. Suppose you need to send your boss multiple images daily, and your boss requires all of them to be the same size. You could name your work images work1, work2 etc., then select Include all files whose names contains one of the patterns and enter work into the Pattern: text box. You can also exclude files in the same way by selecting Exclude all files whose names contains one of the patterns. The default behavior is no filtering.

Image Format

Select Resize all images with one of these formats to set a specific format to resize the image to.
When this option is enabled, you must click the **Select Format...** button, then select a format from the dialog.

**Resize filename**

Select **Rename resized images with the following pattern**: if you would like your resized images to be renamed with a specific pattern. Enter the pattern into the text box. You may use:

- `%t` set current time
- `%d` set current date
- `%n` original filename
- `%e` original extension
- `%x` new extension

**Recipients**

This tab is where you specify recipients who need to receive resized images. You must decide if you need multiple entries or only one, and enter the email(s) into the text box using the ‘;’ as a separator when there are multiple items. You may also specify certain recipients for whom images ought not be resized. The default is no filtering.

### 4.6 Security Page

The Security configuration dialog lets you fine-tune certain rich text (HTML) options. It also allows you to control encryption and decryption features, to adjust some built-in anti-phishing logic, and to specify how message disposition notification requests (aka return receipts) are handled. Notice that this dialog does not have anything to do with anti-virus security. See the Using KMail: The Anti-Virus Wizard chapter if you want anti-virus security.

#### 4.6.1 Reading

![The Security (Reading) Tab](image)
On this tab you can configure security options that affect the way you read messages.

**Prefer HTML to plain text**

By default KMail will show HTML messages in plain text. If you prefer to view messages with HTML formatting and layout automatically, select this option. However, we recommend leaving this option off, as security problems with HTML might show up.

You can still easily view messages in HTML format by clicking the plain message/HTML message toggle bar on the left hand side of the preview pane. Please see the General tab on the Appearance page to enable this feature.

**Allow messages to load external references from the Internet**

If checked, KMail can load external images, style sheets, etc. from the Internet when you view an HTML message. We strongly recommend that you leave this option off (although it has no effect until you enable HTML).

By adding external references to their messages, people sending spam can detect when you have looked at their message, your location, and a lot of other information that may get logged on web servers. Note that this option has no effect on Java™ or JavaScript, as these are not supported in KMail at all.

**Informs if message reading is a suspected email scam**

As email has become more popular, email scams have proliferated. Email scams may include emails made to appear as if they come from legitimate companies, even though they really link to malicious web sites requesting your personal information. This may lead to identity theft, and worse. By default KMail analyzes messages for common scams, and will inform you if a message is a suspected scam. We recommend that you keep this feature enabled. If you wish to disable these warnings, uncheck Informs if message reading is a suspected email scam.

If legitimate emails are being flagged, (e.g., from trusted friends), you can add their email addresses to the Whitelist: by clicking the Add... button and entering an address into the dialog that pops up. Please note that at this time, only complete email addresses can be whitelisted.

**Check URL with Phishing Google System**

Select this option to force KMail to consult Google’s database of suspected phishing web sites when URLs are embedded in a message, and to warn you whenever a match is found.

**Scan emails for tracking URLs**

By default, KMail will automatically check URLs embedded in HTML messages, and warn you if any of them appear to be trying to track you.

**Attempt decryption of encrypted messages when viewing**

By default, KMail will automatically attempt to decrypt encrypted messages when you view them. If you prefer to do this manually, unselect this option.

**Automatically import keys and certificate**

If checked, KMail automatically imports any attachments containing OpenPGP keys into your local keyring, and any attachments containing S/MIME keys into your local key box.

**Note**

Verifying S/MIME signatures always involves importing the contained certificates. This option does not affect that. It is also unrelated to GPG’s auto-key-retrieve feature, where GPG will try to import unknown keys from a key server.
4.6.2 Message Disposition Notifications

The Security (Message Disposition Notifications) Tab

Message Disposition Notifications

MDNs are a generalization of what is commonly called a ‘read receipt’. The message author requests a disposition notification to be sent, and the receiver’s email program generates a reply from which the author can learn what happened to his message. Common disposition types include ‘displayed’ (i.e., read), ‘deleted’, and ‘dispatched’ (i.e., forwarded).

The following options (listed as Send policy) are available to control when KMail sends MDNs.

Ignore (recommended)

Ignores any request for disposition notifications. No MDNs will ever be sent automatically.

Ask

Answers requests only after asking the user for permission. This way, you can send MDNs for selected messages while denying or ignoring them for others.

Deny

Always sends a ‘denied’ notification. This is only slightly better than always sending MDNs. The author will still know that the message has been acted upon; he just cannot tell whether it was deleted or read, etc.

Always send

Always sends the requested disposition notification. This means that the author of the message gets to know when the message was acted upon and, in addition, what happened to it (displayed, deleted, etc.). This option is strongly discouraged, but since it makes sense where privacy is not a concern, e.g., in customer relationship management, it has been made available.
If you are unsure, experiment a while with Ask. Then, if you find KMail’s questions annoying, switch to Ignore.

The following options (listed as Quote original message) are available to control how much of the original message KMail sends back with MDNs.

**Nothing**

No parts of the message other than the mandatory message-id and the original recipient are included in the MDN reply. This preserves enough information for the sender to uniquely identify the message for which this MDN was generated.

**Full message**

Attaches the complete message to the disposition notification. Usually, this is overkill. It does not add any valuable information that cannot be deduced from the message headers alone, but people sometimes insist on this, since it is much easier for humans to correlate the content of the message (and not just the headers) with what they sent earlier.

**Only headers**

Attaches only the headers to the disposition notification. This is usually enough to enable both humans (by subject) and computers (by message-id) to easily correlate MDN and original message.

If unsure, leave this option set to the default value (nothing).

**Do not send MDNs in response to encrypted messages**

This option suppresses the sending of MDNs if the message is encrypted (partially or in whole). This thwarts attempts to use KMail’s MDN feature as an oracle to deduce whether you were able to decrypt the message or not.

Strictly speaking, this option is not needed, since KMail sends MDNs whether the message could be successfully decrypted, or not (the disposition notification request resides in the unencrypted part of the message); but it gives the security-conscious user a choice: either to send them when requested (option unchecked), or never (option checked).

If unsure, leave this option checked (the default value).

### 4.6.3 Composing

![The Security (Composing) Tab](image)
On this tab you can configure security-relevant options for composing messages.

**Automatically sign messages**
If checked, the **Options → Sign Message** option in the composer will default to *on*. However, you can still switch it on and off on a per-message basis.

**When encrypting emails, always also encrypt to the certificate of my own identity**
If checked, any message that is encrypted to the recipients will additionally be encrypted to yourself.

**WARNING**
If you uncheck this option, you may not be able to decrypt the messages written by yourself and encrypted to other people any more.

**Store sent messages encrypted**
If checked, messages are stored in your **sent-mail** folder just as you sent them (i.e. if they were encrypted, they are also stored that way).
If unchecked, messages will *always* be stored unencrypted in your **sent-mail** folder, even if they are sent encrypted.

**Always show the encryption keys for approval**
If checked, every time you encrypt a message, a dialog will appear that presents you with the encryption keys that will be used for each recipient. You may then review the choice of keys, change them, and approve or cancel the encryption operation. We recommend to keep this option checked, since it makes the encryption process more transparent.

**Automatically encrypt messages whenever possible**
Also called ‘opportunistic encryption’. If checked, KMail will try to match recipients to (OpenPGP or S/MIME) keys even when you did *not* specifically request encryption. If usable keys are found for all recipients, KMail will ask whether or not you want to encrypt the message.
It is highly recommended to turn this on, as it makes encryption really easy to use.

**Never sign/encrypt when saving as draft**
If checked, KMail will not attempt to sign and/or encrypt messages that are merely saved to the **drafts** folder. This is more convenient, and does not result in a gross loss of security, provided the drafts folder is safe. IMAP users might want this option turned off, if their **drafts** folder is on the server.

---

1 This option enables a mode of using mail encryption that is sometimes (misleadingly) called ‘transport-only’ encryption. In this mode of operation, the message encryption is stripped off as soon as the message has reached its destination. The encryption lasts only while the message is on its way.

KMail supports this mode half-heartedly, since such functionality should be placed at the mail server (MTA) and not at the mail client (MUA) level. Thus, future versions of KMail may drop support for this option.
4.6.4 Miscellaneous

The Security (Miscellaneous) Tab

On this tab you can switch security-relevant warnings on and off.

Warn when trying to send unsigned messages

If checked, KMail will show a warning if for whatever reason a message would be sent without being digitally signed.

Warn when trying to send unencrypted messages

If checked, KMail will show a warning if for whatever reason a message would be sent without being encrypted.

NOTE
While it is common to sign all outgoing messages, encrypting them is not. So unless your company has a policy of never sending any unencrypted messages, it might be a good idea to keep this option switched off and rely on opportunistic encryption to alert you if you could send encrypted messages, but did not request it.

Warn if certificates/keys expire soon

If checked, KMail will warn when an S/MIME certificate or OpenPGP key is used which will expire soon.

The period in which to warn before key/certificate expiration can then be configured separately for signing and encryption keys, as well as (in the case of S/MIME), for end-user certificates, intermediate CA certificates and root certificates.

GnuPG Settings ...

Click on this button to open an extensive dialog which configures the interactions between KMail and GPG, the Gnu Privacy Guard program. GPG is too complex to document here. For details you should refer to The GNU Privacy Handbook. Unless you’re an encryption expert, you probably ought to accept the default settings here.
Re-Enable All "Don't Ask Again" Warnings

Apart from the main warnings described above, there are many warning and informational messages, each containing an option not to show them again. If you would like to re-enable these messages after suppressing them, you can achieve that by pressing this button.²

4.6.5 S/MIME Validation

The Security (S/MIME Validation) Tab

This tab contains selected entries from GpgSM’s dynamic back end configuration dialog. Please refer to the GpgSM manual for a more detailed description of these options.

Validate certificates using CRLs

If checked, S/MIME certificates are validated using Certificate Revocation Lists (CRLs). This is the default configuration option.

Validate certificates online (OCSP)

If this option is selected, S/MIME certificates are validated using the Online Certificates Status Protocol (OCSP).

OCSP responder URL:

Enter the address of the server for online validation of certificates. This URL usually starts with https://.

OCSP responder signature

Select or change and enter the S/MIME key to use.

² This will re-enable all such warnings for KMail. It does not make much sense to allow more fine-grained selection of which warnings to show since you can just check the option to suppress them again the next time they appear.
Ignore service URL of certificates
   Check this option to skip online validation using the OCSP. This option requires *dirmngr* >= 0.9.0.

Do not check certificate policies
   By default, GnuPG uses the file ~/.gnupg/policies.txt to check if a certificate policy is allowed. If this option is selected, such policies are not checked.

Never consult a CRLs
   If this option is checked, Certificate Revocation Lists are never used to validate S/MIME certificates.

Fetch missing issuer certificates
   Check this option if you want the missing issuer certificates to be fetched when necessary. This applies to both validation methods, CRLs and OCSP.

Do not perform any HTTP requests
   Entirely disables the use of HTTP for S/MIME.

Ignore HTTP CRL Distribution Point of certificates
   When looking for the location of a CRL, the ‘to-be-tested’ certificate usually contains what are known as CRL Distribution Point (DP) entries, which are URLs describing the way to access the URL. The first found DP entry is used. With this option all entries using the HTTP scheme are ignored when looking for a suitable DP.

Use system HTTP proxy
   If this option is selected, the value of the HTTP proxy shown on the right (which comes from the environment variable *http_proxy*) will be used for any HTTP request.

Use this proxy for HTTP requests
   Enter the location of your HTTP Proxy here, which will be used for all HTTP requests relating to S/MIME. The syntax is ‘host:port’, for example, myproxy.nowhere.com:3128.

Do not perform any LDAP requests
   Entirely disables the use of LDAP for S/MIME.

Ignore LDAP CRL Distribution Point of certificates
   When looking for the location of a CRL, the ‘to-be-tested’ certificate usually contains what are known as CRL Distribution Point (DP) entries, which are URLs describing the way to access the URL. The first found DP entry is used. With this option all entries using the LDAP scheme are ignored when looking for a suitable DP.

Primary host for LDAP requests
   Entering a LDAP server here will make all LDAP requests go to that server first. More precisely, this setting overrides any specified host and port part in a LDAP URL and will also be used if host and port have been omitted from the URL. Other LDAP servers will be used only if the connection to the proxy failed. The syntax is HOST or HOST:PORT. If PORT is omitted, ‘port 389’ (standard LDAP port) is used.
4.7 Misc Page

4.7.1 Folders

The Miscellaneous (Folders) Tab

Exclude important messages from expiry
Enable this option if important messages should never be deleted automatically.

When trying to find unread messages
This option controls what happens if you press one of the shortcuts to go to the next or previous unread message (e.g. Space). If you ask KMail to go to the next unread message although there is no unread message below the currently selected message then the following happens.

- If Do not Loop is selected then nothing will happen.
- If Loop in Current Folder is selected then KMail will search from the beginning of the current folder for an unread message. If none is found then nothing happens.
- If Loop in All Folders is selected then KMail will first search in the current folder for another unread message. If none is found then KMail will search the next folder containing unread messages.

When entering a folder
This option controls what happens when you open a folder.

- If Jump to First Unread Message is selected, KMail will select the first message it finds that is marked as unread.
- If Jump to Last Selected Message is selected, KMail will select the message that had been selected when the folder was most recently open.
- If Jump to Newest Message is selected, KMail will select the newest message.
• If **Jump to Oldest Message** is selected, KMail will select the oldest message.

**Mark selected message as read after...**

When you select a **new** or **unread** message, KMail will change the message’s status to **read** after this many seconds. If you disable this option, messages will retain their **new** or **unread** status until you adjust it manually (via the **Folder** menu).

**Ask for action after dragging messages to another folder**

When you drag a message to a different folder, a small popup will ask you if you want to move or copy the message. If you disable this option, the message will be moved immediately, without a popup.

**Open this folder on startup**

Here you can set the folder that should be selected when you start KMail. If you use only IMAP folders then you might want to set this to your IMAP inbox folder. If you do that, you can collapse the local folders in the folder list, and they will stay collapsed when KMail starts.

**Empty the local trash folder on program exit**

The trash folder is cleared of messages when you quit KMail if this option is selected.

**Allow deleting messages without confirmation**

KMail’s default behavior is to ask for confirmation when deleting a message. Select this option if you wish to skip that verification step. (Note that the **Delete** function is not accessible from KMail’s menus. But you can add a **Delete** button to the toolbar via the **Settings** → **Configure Toolbars ...** dialog.)

---

### 4.7.2 Invitations

![Image of KMail settings interface](image.png)

**The Miscellaneous (Invitation) Tab**

The Miscellaneous (Invitation) Tab allows you to configure settings for groupware compatibility and legacy options.
Mangle From:/To: headers in replies to invitations
Enable this option to make Microsoft Outlook understand your reply to an invitation.

Send invitations in the mail body
Invitations are usually sent as attachments to a message. When this option is enabled, invitations are sent in the body of the message. This is necessary when sending invitations and replies to Microsoft Outlook.

Exchange compatible invitations naming
Microsoft Outlook, when used in combination with a Microsoft Exchange server, has a problem understanding standards-compliant groupware e-mail. Enable this option to send groupware invitations in a format that Microsoft Exchange can decipher. The invitation will be sent as an attachment named ical.ics.

Delete invitation emails after the reply to them has been sent
When this option is checked, invitations that have been replied to will be moved to the Trash folder as soon as the reply has been sent.

4.7.3 Printing

The Miscellaneous (Printing) Tab
This dialog helps you fine tune the way the File → Print function operates.

Print only selected text
Enable this option to allow printing of only the selected portion of a message. The default value disables this feature, so the entire message is printed by default.
Respect expand/collapse quote marks settings

This option is intended to interact with the Show expand/collapse quote marks feature of the Appearance/General tab, but it is not currently functioning correctly. In other words, there’s a bug.

Print background color and images

Like the preceding option, there is a bug here, so KMail always prints images, no matter how this option flag is set.

Always show encryption/signature details

Enable this option to make KMail print encryption details for encrypted and/or digitally signed messages.

4.8 Plugins Page

This section of the documentation is still under construction.

4.9 Options without a user interface representation

Apart from the options presented in the configuration dialog, some options can only be set directly in the KMail configuration file or through KIOSK (e.g. Input into Konsole). These so called ‘hidden’ configuration options cannot be changed via the normal KMail Settings dialog; they must be made by modifying the configuration file using a text editor or the kwriteconfig program. The configuration file is to be written in the format of [Section Name] and the following lines are the variables and their settings. If you are manually editing the configuration file you will need to add the [Section Name] before adding variables. The kwriteconfig will add the section for you as long as you use the --group switch.

The KMail configuration file is called kmail2rc and can be found in your home directory. The location may vary according to your operating system or distribution, but can always be found by running the command kf5-config --path config --locate kmail2rc. For the remainder of this section, assume that the configuration file is located in /path/to/kmail2rc.

WARNING
Whenever changing these options, make sure to quit KMail first before editing the configuration file. Only restart KMail after you have made and saved the changes to the configuration file.

SendMDNsWithEmptySender

Send Message Disposition Notifications with an empty sender string. Some servers might be configured to reject such messages, so if you are experiencing problems sending MDNs, make sure this option is set to false. To enable this feature, add to the ‘[MDN]’ section:

- Configuration file:

  SendMDNsWithEmptySender=true

- kwriteconfig

  % kwriteconfig --file /path/to/kmail2rc --group MDN --key SendMDNsWithEmptySender true
NOTE
The default setting of ‘false’ strictly speaking violates Internet standards, but is set that way for practical reasons, to avoid servers rejecting MDNs that KMail generates because they think they are SPAM.

CloseDespiteSystemTray
This option allows you to configure the application to close fully, even if there is a system tray icon configured, which would normally keep the application running. To enable the feature, add to the '[General]' section:

- Configuration file:
  
  CloseDespiteSystemTray=true

- kwriteconfig
  
  % kwriteconfig --file /path/to/kmail2rc --group General --key CloseDespiteSystemTray true

disregardUmask
In versions prior to 1.9, KMail saved all attachments to disk with permissions set to 600 — only readable or writable by the owner of the file. In response to user feedback, this was made configurable in KMail version 1.9, with the defaults changed to honour the umask set on the user account while saving files to disk. To enable this feature, add to the '[General]' section:

- Configuration file:
  
  disregardUmask=true

- kwriteconfig
  
  % kwriteconfig --file /path/to/kmail2rc --group General --key disregardUmask true

CheckOutOfOfficeOnStartup
With this option enabled, KMail will check on every startup if there is an active out-of-office configured and show a warning if this is the case. To disable the feature, add to the '[OutOfOffice]' section:

- Configuration file:
  
  CheckOutOfOfficeOnStartup=false

- kwriteconfig
  
  % kwriteconfig --file /path/to/kmail2rc --group OutOfOffice --key CheckOutOfOfficeOnStartup false

AllowOutOfOfficeSettings
In case you don’t want users to be able to upload their own out-of-office scripts to the server you may add to the '[OutOfOffice]' section:

- Configuration file:
  
  AllowOutOfOfficeSettings=false

- kwriteconfig
  
  % kwriteconfig --file /path/to/kmail2rc --group OutOfOffice --key AllowOutOfOfficeSettings false
AllowOutOfOfficeUploadButNoSettings

If you want to allow your users to upload their own out-of-office scripts but you do not want them to be able to change the domain to react to and the react-to-spam setting, you may add to the 'OutOfOffice' section:

- Configuration file:

```
AllowOutOfOfficeUploadButNoSettings=true
```

- kwriteconfig

```
kwriteconfig --file /path/to/kmail2rc --group OutOfOffice --key AllowOutOfOfficeUploadButNoSettings true
```

OutOfOfficeDomain

When editing vacation (out-of-office) scripts, the user may specify a domain to limit the sending of such replies to. Applying defaults to the out-of-office configuration dialog via the corresponding button will restore this domain, in case the user has changed it. To pre-load this setting with a default value, add to the 'OutOfOffice' section:

- Configuration file:

```
OutOfOfficeDomain=myMailDomain.test
```

- kwriteconfig

```
kwriteconfig --file /path/to/kmail2rc --group OutOfOffice --key OutOfOfficeDomain myMailDomain.test
```

OutOfOfficeReactToSpam

By default, out-of-office replies are not sent to messages marked as SPAM. To override this behavior, add to the [OutOfOffice] section:

- Configuration file:

```
OutOfOfficeReactToSpam=true
```

- kwriteconfig

```
kwriteconfig --file /path/to/kmail2rc --group OutOfOffice --key OutOfOfficeReactToSpam true
```

ShowUserAgent

Starting in version 1.9, KMail can show the User-Agent or X-Mailer value from the message header when using Fancy Headers (see View → Headers menu). To enable this feature, add to the 'Reader' section:

- Configuration file:

```
ShowUserAgent=true
```

- kwriteconfig

```
kwriteconfig --file /path/to/kmail2rc --group Reader --key ShowUserAgent true
```
Chapter 5

Command and Menu Reference

Daniel Naber
David Rugge
Michel Boyer de la Giroday
Laurent Montel
Scarlle Clark
2013-11-25
KDE 4.11

Each KMail specific menu item is discussed below. When there is a keyboard shortcut that per-
forms a menu item function, the default shortcut is listed with the menu item.

5.1 The KMail Reader Window

5.1.1 File Menu

File → New
Here you can create several new items as follows:

File → New → New Message...
Compose a new message.

File → New → Message from Template
Creates a new message from a selected template. Please see Compose From Templates for
additional information on creating templates.
If you do not have any templates saved, you will see Message → Message from Template
→ (no templates).

File → New → Add Folder...
Create a new folder.

File → New → New AddressBook Contact...
Brings up the New Contact dialog.

File → Open... (Ctrl+O)
Open email messages or mailboxes.

File → Open Recent
Opens recently used messages. Only messages that have been saved and then opened will
show up on this list.
File → Save As... (Ctrl+S)
Saves the currently displayed message to a .mbox. This includes all the headers and attachments.
If you would like to save it to a different format e.g. .txt, deselect **Automatically select filename extension (.mbox)**, and be sure to change the file extension while naming the file.

File → Import Messages...
Starts up KMailCVT. This application lets you import messages from several email clients into KMail.

File → Print Preview...
Display a dialog which shows how your email will be printed.

**NOTE**
This will only be enabled if a printer has been configured and is online available for use.

File → Print... (Ctrl+P)
Display a dialog that lets you print the currently displayed message.

File → Expire All Folders
Delete old messages from all folders. Deletion will occur according to the rules in each folder’s Properties dialog (the default is not to delete old messages at all).

File → Empty All Trash Folders
Use this to empty all trash folders, i.e. the local trash folder and all trash folders that you might have on IMAP servers.

File → Work Offline
Sets KMail to offline mode. This turns off all network jobs. This is useful when working with messages without a network connection. This selection will become File → **Work Online**, which needs to be selected to go back online (required to send and receive).

File → Check Mail (Ctrl+L)
Checks for new messages in all your accounts.

File → Check Mail In
Check for new messages from a particular account, these accounts will be listed in the submenu.

File → Update Folder (F5)
Checks whether new mail arrived in the currently selected folder.

**NOTE**
This is only available for IMAP folders.

File → Update This Folder and All Its Subfolders (Ctrl+F5)
Checks whether new mail arrived in the currently selected folder and all of its subfolders. You can also select multiple folders and the menu item will turn into File → **Update These Folders and All Their Subfolders**

**NOTE**
This is only available for IMAP folders.
File → Send Queued Messages
Sends the messages that are in your outbox. Messages can end up in your outbox by selecting **Queue** in the composer menu, composing a message in offline mode, and sending while you have no Internet connection.

File → Send Queued Messages Via
Sends the messages that are in your outbox via a specific outgoing account. This allows you to choose which server to send your queued messages from. They must be configured in Configure KMail dialog, under the **Accounts + Sending** tab to show up here.

File → Quit (Ctrl+Q)
Exits KMail.

5.1.2 Edit Menu

If the menu item you are looking for is missing, please see **Edit Menu** of the KDE Fundamentals. The items listed here are KMail specific.

Edit → Move to Trash (Del)
Moves the selected messages to the trash folder. If the selected messages are already in the trash folder, they will be permanently deleted.

Edit → Move Thread to Trash (Ctrl+Del)
Moves the selected thread to the trash folder, e.g. a conversation in a mailing list.

Edit → Find Messages... (S)
Opens up a search window that lets you search for messages with certain characteristics, e.g. a certain subject. Please see **Filter Criteria** for details on search options.

Your search results will display in the text area, at which point you can open the **Open Search Folder** or highlight the desired message and select **Open Message**.

Edit → Find in Message... (Ctrl+F)
Searches the current message text for a string entered into the **Find**: textbox.

Edit → Select All Messages (Ctrl+A)
Selects all messages in the current folder.

Edit → Select All Text (Ctrl+T)
Selects the text of the currently displayed message.

5.1.3 View Menu

View → Message List
This menu has the following options to change the view of your message list.

Sorting
Contains options to customize your sort order as follows:

- **Message Sort Order** has several options, most are self explanatory. The following options may not be immediately obvious, therefore deserve an explanation.
  - **By Smart Sender/Receiver** will display the sender when you are reading in your outbox folder/template folder, and display the receiver when you are in your inbox/inbox subfolders.
The KMail Handbook

- **By Action Item Status** and **By Important Status** need to be set before they can be sorted. Please see Mark Messages for more information on marking your messages.

  - **Message Sort Direction** and **Group Sort Direction** allow you to change the direction of your messages/groups sort respectively.

  - **Folder always Uses this Sort Order** allows you to keep your sort settings per folder.

**Aggregation**

  Allows you to set your aggregation view.

  **Configure...** Allows you to configure aggregation, please see Configure Appearance Message List for more information on aggregation.

**Theme**

  Allows you to select a theme.

  **Configure...** Allows you to configure themes, please see Configure Appearance Message List for more information on themes.

**Create New Tab (Ctrl+Shift+O)**

  Creates a new tab, then select the folder you would like to display in the tab.

**Close Tab (Ctrl+Shift+W)**

  Closes the currently selected tab.

**View → Headers**

  Select your headers view. Please see Header Options for details on headers.

**View → Attachments**

  Changes the way attachments appear in the Message Preview Pane (independent of the MIME Tree). Please see Attachment Options for details on attachments.

**View → Expand Thread / Group (.)**

  This will display the thread of the current message, i.e. all messages that are replies to the current message.

**View → Collapse Thread / Group (,)**

  This will hide the thread of the current message, i.e. it will hide all messages that are replies to the current message.

**View → Expand All Threads (Ctrl+.)**

  Expands all threads in the current folder.

**View → Collapse All Threads (Ctrl+,)**

  Collapses all threads in the current folder.

**View → View Source (V)**

  Shows the message and its complete headers in plain text format in a new window. This can be useful to find out the origin of a mail.

  **NOTE**

  You should know that it is easy to fake the From: header of a mail, but one can still find out which mail servers have been used to send the message by looking at the Received: lines in the header.

**View → Show Message Structure**

  Display the structure viewer, which is a part of the main window that lets you access all parts of a message.
View → Use Fixed Font (X)
Uses a fixed width (Monospace) font to display the messages in the current folder. The font to be used can be configured in the Fonts tab on the Appearance page of the KMail configuration dialog.

View → Set Encoding
Lets you choose the character encoding to be used in the Message Pane. The default, Auto, should work in almost all cases.

View → Zoom
Allows to zoom message in the Message Pane.

5.1.4 Go Menu

Go → Jump to Folder... (J)
Show a dialog box with a list of all your folders. Click on the folder you wish to view and it will display it in the message view pane.

Go → Next Message (N)
Selects the next message in the message list. The keyboard shortcut Right Arrow also performs this action.

Go → Next Unread Message (+)
Selects the next unread message in the message list. If there are not any unread messages below the currently selected message, then the behavior depends on the value of the When trying to find unread messages option.

Go → Previous Message (P)
Selects the previous message in the message list.

Go → Previous Unread Message (-)
Selects the previous unread message in the message list. If there is not an unread message above the currently selected message, then the behavior depends on the value of the When trying to find unread messages option.

Go → Next Unread Folder (Alt++)
Jumps to the next folder with unread messages.

Go → Previous Unread Folder (Alt+-)
Jumps to the previous folder with unread messages.

Go → Next Unread Text (Space)
Scrolls down if you are not yet at the bottom of a message, otherwise jumps to the next unread message.

5.1.5 Folder Menu

Folder → Add Folder...
Opens the Folder Properties dialog that lets you create a new folder.

Folder → Mark All Messages as Read
Sets the status of all new and unread messages in the current folder to read.
Folder → Update Folder (F5)
Checks whether new mail arrived in the currently selected folder.

**NOTE**
This is only available for IMAP folders.

Folder → Update Folder and All Its Subfolders (Ctrl+F5)
Checks whether new mail arrived in the currently selected folder and all of its subfolders.

**NOTE**
This is only available for IMAP folders.

Folder → Move All to Trash
Moves all of the messages in the selected folder into the trash folder.

**NOTE**
This is only available if the currently selected folder is not a trash folder. If the currently selected folder is a trash folder, you will see Empty Trash. Please see next section for details.

Folder → Empty Trash
Permanently deletes all messages.

**NOTE**
This is only available if the currently selected folder is a trash folder.

Folder → Archive Folder...
Brings up a dialog to allow you to create an archive of the currently selected folder. Please see Folder Archive for details.

Folder → Delete Folder
Removes the selected folder and all its contents, including subfolders.

**WARNING**
Please note that there is no way to access the contents of a folder after it has been removed.

Folder → Remove Duplicate Messages (Ctrl+*)
Searches the folder for duplicate messages and deletes them.

Folder → Apply All Filters On Folder
Applies all configured filters on the currently selected folder. Please see Filter dialog for more information on filters.

Folder → Prefer HTML to Plain Text
If enabled then HTML messages in this folder will be shown using HTML rendering.

**WARNING**
For security reasons, we recommend to only activate this for folders which only contain trusted messages.
Folder → Load External References
If you have HTML messages enabled (see above), then you have the option to enable this to have images and resources linked from the web will load automatically.

**WARNING**
For security reasons, we recommend to only activate this for folders which only contain trusted messages.

Folder → Mailing List Management...
This opens up the mailing list management dialog. Please see Mailing List dialog for more information on mailing lists.

Folder → Assign Shortcut...
This allows you to assign a keyboard shortcut to the currently selected folder.

5.1.6 Message Menu

Message → New Message... (Ctrl+N)
Opens the composer window so you can write a new message.

Message → New Message to Mailing-List... (Ctrl+Shift+N)
Opens the composer window so you can write a new mail. If the current folder holds a mailing list and has a posting address defined, this address will be the default To: address.

Message → Reply... (R)
Opens up the composer window, inserts the quoted text of the currently selected message and presets the To: field either with the mailing-list address (if you reply to a mailing-list message) or with the preferred reply address of the sender. If you want to control which address the To: field is preset with then you should use Reply Special. Your identity will automatically be set to the identity this message was originally sent to.

Message → Reply to All... (A)
Opens up the composer window, inserts the quoted text of the currently selected message and presets the To: field either with the mailing-list address (if you reply to a mailing-list message) or with the preferred reply address of the sender. The Copy to (CC): field is preset with the addresses of all other recipients of the currently selected message excluding your own address. Your identity will automatically be set to the identity this message was originally sent to.

Message → Reply Special → Reply to Author... (Shift+A)
Opens up the composer window, inserts the quoted text of the currently selected message and presets the To: field with the preferred reply address of the sender. Your identity will automatically be set to the identity this message was originally sent to.

Message → Reply Special → Reply to Mailing-List... (L)
Opens up the composer window, inserts the quoted text of the currently selected message and presets the To: field with the mailing-list address. If you did not specify a mailing-list address for the currently selected folder and KMail cannot determine the posting address from the currently selected message then the To: field will be empty. Your identity will automatically be set to the identity this message was originally sent to.

Message → Reply Special → Reply Without Quote... (Shift+R)
Works just like Reply... except that the text of the currently selected message is not quoted.
The KMail Handbook

Message → Reply Special → Reply With Custom Template
Works just like Reply... with the option to select a custom template that has been configured in Custom Templates.

Message → Reply Special → Reply to All With Custom Template
Works just like Reply to All... with the option to select a custom template that has been configured in Custom Templates.

Message → Forward → As Attachment (Shift+F)
Forwards the message to a new recipient. The message and its attachments will become an attachment of the new message. The original message headers will be included in the forwarded message as well.

Message → Forward → Inline (F)
The message’s text and some important header fields will be copied to the body of the new message with text marking the forwarded part. Attachments will be forwarded as attachments of the new message.

Message → Forward → Redirect (E)
This works like forward, except that the message stays the same (even the From: field). The user who redirected the message is added in special header fields (Redirect-From, Redirect-Date, Redirect-To, etc.).

Message → Forward → With Custom Template
Works just like forward with the option to select a custom template that has been configured in the composer custom templates tab in Custom Templates.

Message → Send Again...
Opens a composer window with the currently selected message so it can be sent again.

NOTE
This is only available for messages which you have sent or, more precisely, for messages which have the sent status.

Message → Edit Message (T)
Edits the selected message if it is editable.

NOTE
Only messages in the outbox and drafts folder can be edited.

Message → Mailing List
Offers several options for mailing list messages.

NOTE
The current working folder must be configured as a mailing list for this to be available. Please see Folder Properties Mailing List for information on setting up mailing lists.

The following options are available to mailing list folders:

• Post New Message(email) will presets the To: with the address configured in Post to List.
• Request Help(email) will presets the To: with the address configured in Post to List and help word in the Subject: field.
• **Subscribe to List(web)** will open your default web browser to the subscribe website of the configured mailing list.
• **Subscribe to List(email)** will preset the **To:** with the mailing list subscription address and **subscribe** word in the **Subject:** field.
• **Unsubscribe from List(web)** will open your default web browser to the unsubscribe website of the configured mailing list.
• **Unsubscribe from List(email)** will preset the **To:** with the mailing list subscription address and **unsubscribe** word in the **Subject:** field.

**Message → Copy Message To**

Copies the selected messages to a specified folder, you can choose from recent folders, local folders, or a specific account folder.

**Message → Move Message To**

The same as copy message to, except you permanently move the selected messages to a specified folder.

**Message → Mark Message**

Allows you to change the status of the selected message to one of the following states:

<table>
<thead>
<tr>
<th>Status</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Message as Read (Ctrl+R)</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Message as Unread (Ctrl+U)</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Message as Important</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Remove Important Mark</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Message as Action Item</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Remove Action Item Mark</td>
<td>![Symbol]</td>
</tr>
</tbody>
</table>

**Message → Mark Thread**

Allows you to change the status of all messages in a thread as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Thread as Read</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Thread as Unread</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Thread as Important</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Remove Important Thread Mark</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Mark Thread as Action Item</td>
<td>![Symbol]</td>
</tr>
<tr>
<td>Remove Action Item Thread Mark</td>
<td>![Symbol]</td>
</tr>
</tbody>
</table>

Watch Thread
Message → Create Filter
Opens up the Filter dialog with a new filter added. This new filter is based on fields of the current mail, depending on which sub menu item you select from:
- Filter on Subject...
- Filter on From...
- Filter on To...
- Filter on Mailing-List...(currently selected mail must be a mailing list for this to be available)

Message → Apply Filter
Allows you to Apply all Filters. If you have spam filtering set up through Anti-Spam Wizard the options Classify as Spam and Classify as NOT Spam will be available for spam filtering.

Message → Create To-do/Reminder
Brings up the Kontact To-do/Reminder dialog with options to add the selected email as a link, inline, or inline without attachments.

Message → Add Note...
Brings up the Kontact Note dialog to add a note to the selected email.

5.1.7 Tools Menu

Tools → Find Messages... (S)
Opens up a search window that lets you search for messages with certain characteristics, e.g. a certain subject. Please see Filter Criteria for details on search options.
Your search results will display in the text area, at which point you can open the Open Search Folder or highlight the desired message and select Open Message.

Tools → Certificate Manager...
Starts Kleopatra, the KDE certificate manager.

Tools → GnuPG Log Viewer
Starts KWatchGnuPG, a tool to present the debug output of the GnuPG application. If signing, encryption, or verification mysteriously stop working, you might find out why by looking at this log.

Tools → Edit “Out of Office” Replies...
Launch the Configure “Out of Office” Replies dialog, which allows you to set-up vacation notifications.

NOTE
Out of Office reply functionality relies on server-side filtering. To be able to use it you need to configure the Filtering tab (see option relevant to kolab server) of your IMAP account set-up.

Tools → Debug Sieve...
Launch the Sieve Diagnostics dialog. This is useful to debug sieve if you are having problems with it.
You must have sieve support on your email server.

Tools → Filter Log Viewer...

Opens up the viewer window for the filter log; there you find some options to control the logging of the filtering process. In the log you will find valuable information about what filter rules were used, what was the result of the evaluation of those rules, and which filter actions were applied to a message.

Tools → Import Wizard...

Brings up the Import Wizard dialog which assists in easily importing settings and email. Please see Import Wizard for details.

Tools → Export KMail Data...

Brings up the PIM Setting Exporter dialog which assists in easily exporting your settings and email. Please see pimsettingexporter for details.

Tools → Account Wizard...

Brings up the Account Wizard dialog which assists in easily setting up accounts. Please see Account Wizard for details.

Tools → Anti-Spam Wizard...

Brings up the Anti-Spam Wizard which can help you to set up spam filtering. Please see Anti-Spam Wizard for details.

Tools → Anti-Virus Wizard...

Brings up the Anti-Virus Wizard which can help you to set up scanning messages for viruses. Please see Anti-Virus Wizard for details.

5.1.8 Settings Menu

If the menu item you are looking for is missing, please see Settings Menu of the KDE Fundamentals. The items listed here are KMail specific.

Settings → Show Quick Search bar (Ctrl+H)

Allows you to enable the Quick Search bar, which allows you to quickly search for messages matching a search text, is visible.

Settings → Configure Filters...

Opens the Message Filters window.

Settings → Manage Sieve Scripts...

If your mail server supports sieve (server side filtering), you would configure your scripts here.

Settings → Configure Automatic Archiving...

Brings up the dialog to set up automatic archiving. Please see Automatic Archiving for details.

Settings → Configure Send Later Agent...

Brings up a dialog that allows you to modify and remove emails that have been sent using the send later feature. Please see Send Later Agent for details.
Settings → Configure Folder Archive Agent...
Brings up a dialog that allows you to configure accounts to use the folder archive agent feature with. Please see Folder Archive Agent for details.

Settings → Configure Notifications...
 Opens a dialog that lets you configure what happens when new mail arrives, e.g. play a sound, display a popup, etc.

5.1.9 Help Menu

Help Menu of the KDE Fundamentals.

5.2 The KMail Composer Window

5.2.1 Message Menu

Message → New Composer (Ctrl+N)
Opens up a new composer window.

Message → New Main Window
Creates a new main window.

Message → New AddressBook Contact
Brings up the Kontact New Contact Dialog to add a new contact your addressbook.

Message → Send Mail (Ctrl+Return)
Sends the message immediately. If you use SMTP to send your messages and the SMTP server is not reachable, the message will be put into the outbox and you will get an error message. After the connection issues are resolved, you can send the messages in the outbox using File → Send Queued Messages.

Message → Send Mail Via
Allows you to select which outgoing mail server you wish to use to send the message.

Message → Send Later
Brings up the send later dialog. Please see Send Later for details.

Message → Send Later Via
Allows you to choose which outgoing account to send your send later configured message.

Message → Save as File
Saves the message as a text document.

Message → Save as Draft (Ctrl+S)
Save the message in the drafts folder so you can later edit and send it.

Message → Save as Template
Allows you to save your message as a template. Please see Compose from templates for details on templates.

Message → Insert Text File...
Inserts a text file into the message text, starting at the cursor position.
The KMail Handbook

**Message → Insert Recent Text File...**
Allows you to choose from a list of recently inserted text files to insert into your message. Select **Clear List** to clear the list.

**Message → Print... (Ctrl+P)**
Prints the current text.

**Message → Close (Ctrl+W)**
Closes this composer window.

### 5.2.2 Edit Menu

If the menu item you are looking for is missing, please see **Edit Menu** of the KDE Fundamentals. The items listed here are KMail specific.

**Edit → Paste as Quotation (Ctrl+Shift+O)**
Pastes the text from the clipboard marked as quotation.

**Edit → Paste as Attachment**
Pastes the text from the clipboard as an attachment.

**Edit → Paste Without Formatting (Ctrl+Shift+V)**
Pastes the text from the clipboard exactly as is, with no formatting.

**Edit → Clean Spaces**
This replaces multiple line breaks or spaces with single line breaks or spaces. It works on the current selection or the complete message text if there is no selection.

**Edit → Add Quote Characters**
Prepends the selected text with quotation marks.

**Edit → Remove Quote Characters**
Removes the left-most quotation marks from the selected text.

**Edit → Uppercase**
Convert the selected text to uppercase.

**Edit → Lowercase**
Convert the selected text to lowercase.

**Edit → Insert Special Characters**
It allows you to insert special character in composer.

### 5.2.3 View Menu

This menu lets you toggle the display of the header fields and other options in the composer window. Currently visible items will have a checkmark shown next to their name in the menu.

Options available are:

- **All Fields**
- **Identity**
- **Dictionary**
• **Sent-Mail folder**
• **Mail Transport**
• **From**
• **Reply To**
• **Subject**

Please see *Composer Headers* for details on these options.

**View → Use Fixed Font**

Uses a fixed width (monospaced) font to display the currently edited message. The font to be used can be configured in the **Appearance** section of KMail’s configuration dialog.

**View → Snippets**

Displays a column on the right side of the composer window that allows you to use and create snippets. Please see *Snippets* for more information.

**View → Translator**

Displays the translator tool at the bottom of the composer window. Please see *Using the Translator* for more information.

### 5.2.4 Options Menu

This menu lets you toggle various options for the current message.

Currently used options will have a checkmark shown next to their name in the menu.

**Options → Urgent**

Sets the priority of the message to Urgent. The receiver’s email client has to support this or it will have no effect. KMail itself does not support priorities for incoming messages.

**Options → Request Disposition Notification**

If you choose this option, you request a confirmation email once your message is downloaded and read by its recipient. This has to be supported and enabled by the receiver’s email client in order to work.

See *Message Disposition Notifications* for background information and ways to customize the read receipts that KMail itself sends.

**Options → Sign Message**

Digitally sign the message using OpenPGP. You can learn more about this in the chapter on OpenPGP.

**Options → Encrypt Message**

Encrypt the message using OpenPGP. You can learn more about this in the chapter on OpenPGP.

**Options → Cryptographic Message Format**

Choose the cryptographic message format to use to digitally sign and/or encrypt the message in. Please see *Cryptographic Message Formats* for more information.

**Options → Rich Text Editing**

Enables Rich Text/HTML editing.
The KMail Handbook

Options → Encoding
Set the charset encoding of this message. The chosen encoding will appear in the header of the outgoing mail. You can use Auto for almost all cases, KMail will tell you if you need to select a different encoding manually.

Options → Wordwrap
Toggles the automatic wordwrap. It may be useful to turn it off if you want to paste long lines that should not wrap.

Options → Automatic Spellchecking
Toggles automatic spellchecking.

5.2.5 Attach Menu
This menu lets you select attachment options.

Attach → Append Signature
Appends your signature ('footer') to the end of the message. Please see Configure Identity Signature for details on configuring your signature.

Attach → Prepend Signature
Prepends your signature ('header') to the beginning of the message. Please see Configure Identity Signature for details on configuring your signature.

Attach → Append Signature At Cursor Position
Appends your signature to the current location of your cursor to the message. Please see Configure Identity Signature for details on configuring your signature.

Attach → Attach Public Key...
Opens the Attach Public OpenPGP Key dialog. Please see Configure Identity Cryptography OpenPGP Signing for details.

Attach → Attach My Public Key
Attaches your GnuPG public key to your message.

Attach → Attach → Attach File...
Attaches one or more files to the current message. By default attachments are not encrypted, please see Cryptographic Message Formats for information on encryption and attachments.

Attach → Attach → Attach Own vCard
Attaches your vCard to the current message.

Attach → Remove Attachment
Removes the attachment that is selected in the attachment part of the composer.

Attach → Save Attachment As...
Saves the attachment that is selected in the attachment window to a file.

Attach → Attachment Properties
Displays the properties of the attachment that is selected in the attachment window. It also allows you to sign/encrypt the attachment. Please see Configure Security Composing to set up encryption.
5.2.6 Tools Menu

If the menu item you are looking for is missing, please see Tools Menu of the KDE Fundamentals. The items listed here are KMail specific.

Tools → Select Recipients...
   Opens up the Select Recipient dialog with your personal contacts to select from.

Tools → Addressbook...
   Opens up KAddressBook.

Tools → Save Distribution List...
   Opens a dialog that allows you to save groups of contacts.

5.2.7 Settings Menu

If the menu item you are looking for is missing, please see Settings Menu of the KDE Fundamentals. The items listed here are KMail specific.

Settings → Spellchecker...
   Allows you to configure Sonnet, KDE’s spellchecker.

5.2.8 Help Menu

Help Menu of the KDE Fundamentals.
Chapter 6

Frequently Asked Questions (FAQ)

1. How to set Firefox as your default browser?
   You want to click on a link in KMail and have it opened in Firefox. At the moment, another browser is used. You want to change this.

   This solution will affect all of KDE, not just KMail. Start System Settings → Default Applications → Web Browser → Open http and https URLs in the following browser → firefox.

   If you are an administrator and want to set this setting automatically for your users, it is
   • in your user directory in $(kf5-config --localprefix)/share/config/kdeglobals add the line BrowserApplication[$e]=!firefox under category [General]

   You can also use the script in Tutorials/Modify_KDE_Software_Defaults

2. How to control your Roaming profile’s connection?
   You set up a Roaming profile to access your home server while you are on the road, but it keeps trying to connect even when you are at home. Auto-connection is disabled in the setup screens.

   Settings → Configure KMail → Accounts → Receiving (tab) → (select the account to exclude) → Retrieval Options, uncheck Include in Manual Mail Check. This will exclude the profile when you hit the download icon, but the profile will still be available from the drop-down list, making it easy to get your mail while away from home.

3. How to store sent mails in a special folder?
   Symptom: You want to store mails in a special folder. Maybe you are using an IMAP server and want to store your mails on the server, not in the client.

   Solution: In KMail, choose Settings → Configure KMail → Identities → (Choose an identity) → Modify → Advanced → Sent-mail folder

4. How to store trash mails in a special folder?
   Symptom: You want to store mails in a special folder. Maybe you are using an IMAP server and want Trashed mails to be stored on the server, not in the client.

   In the settings dialog select an IMAP account on the Accounts page. Click on Modify and change the trash folder location on the Advanced tab.
5. **How to store encrypted mails as unencrypted?**

   *Symptom:* You exchange encrypted mail with a friend, but would like to store it unencrypted, once you have opened the message.

   *Solution:* To store emails that have been decrypted once in unencrypted format henceforth, add this to your `kmail2rc` configuration file, in the [Reader] section:

   ```
   store-displayed-messages-unencrypted=true
   ```

   This may only work with SMIME but implementation for OpenPGP is being worked on.

6. **How to filter spam on an IMAP server?**

   *Symptom:* You intend moving on to reading your mail from an IMAP server, and wonder how filtering and spam handling will occur?

   *Solution:* The machine that already has your mail can become your IMAP server. You will need to configure a server application. Dovecot is one such, and the guidance on the project web pages make it easy to set up. That still leaves you with the problem of filtering, as it makes sense to do it on the server (when you point KMail at the server you will see the folders that you have created on the server). Again there are options, but one of the best known is procmail. Again there is plenty of information on the Internet on how to set this up. You give it a set of ‘recipes’ - here’s an example:

   ```
   :0
   * (^To|^CC|^List-ID): .*kde-linux
   ${MAILDIR}. INBOX.KDE -Lists.kde -users/
   ```

   If you have maildir folders, each recipe must end with a ‘/’. If your folders are mbox, just omit the ‘/’.

   If you have been using bogofilter with KMail you will already have a wordlist. This can be used at server level, too, so you will not have to start training from scratch. The trick is to set this before the procmail recipes:

   ```
   :0fw
   | bogofilter -e -p
   0e
   { EXITCODE=75 HOST }
   0:
   * ^X-Bogosity: Spam, tests=bogofilter
   ${MAILDIR}. INBOX.a-Spam/
   0e
   { EXITCODE=75 HOST }
   0:
   * ^X-Bogosity: Unsure, tests=bogofilter
   ${MAILDIR}. INBOX.a- Unsure /
   0e
   { EXITCODE=75 HOST }
   ```

   Note that it is going to use a mailbox for spam and one for unsure - I add a ‘a-’ to the name to ensure that they are easily seen, at the top of the list.

   Finally, to improve performance, run the following command occasionally on saved spam and unsure:

   ```
   /usr/share/bogofilter/contrib/trainbogo.sh -c -H /home/ user / Maildir / .INBOX.bogotrain_ham/cur/ -S /home/ user / Maildir / .INBO X.bogotrain_spam/cur/
   ```

   (don’t forget to check the path.)
7. **How to get more screen space in KMail?**

*Symptom:* You are using KMail on a netbook, and find that the new *Aggregation* display leaves you little screen space.

*Solution:* If you want to change the look so that a mail uses a single row instead of two rows, go to **View → Message List → Theme** and change the theme to *Classic*. If you want to disable grouping by date, change the aggregation using **View → Message List → Aggregation to Standard Mailing List**. Now your KMail will look exactly like it did in earlier versions.

In **Settings → Configure KMail → Appearance → Fonts** you can select *Use custom fonts* and change the setting for each component in the list. This is when you discover that your folder list and the message bodies do use the fonts you want, but the message list still has too large a font.

You can make the font changes by right-clicking on the Message List headers, and selecting **Theme → Configure → Appearance tab**. Each one of those column headers needs to be clicked on, and your new custom font set. At the end of this, the message list will display in the same font as the rest of your layout.

8. **How to unconfigure KMail folder tool tips?**

*Symptom:* You are using KMail on a netbook, and find that the *tooltips* over folders hide too many folder names.

*Solution:* Right-clicking on the header of the **Folder List** and unselect **Display Tooltips**.

9. **How to unconfigure KMail message list tool tips?**

In KMail, **Settings → Configure KMail → Appearance → Message List** uncheck **General → Display tooltips for messages and group headers**.

10. **How to remove alternate line colourings?**

In **System Settings → Application Appearance → Colors → Colors**, for each color set except *Common Colors* (which doesn’t have it), change the *Alternate Background* to be the same as the *Normal Background*.

*Mandriva* and *Mageia* doesn’t use the name **System Settings**. As in *KControl*, the KDE 3 control centre, they name it ‘Configure your Desktop’ to distinguish it from ‘Configure your Computer’, a.k.a. the Mandriva/Mageia Control Center (MCC). Other than this name change, the method is as described above.

11. **How to transfer mail and settings to another computer (or another user account on the same machine)?**

Use **Tools → Export KMail Data...** to export and import settings and data. Please see **PIM Setting Exporter** for details.

12. **Why am I not able to copy mails to a USB stick?**

*Symptom:* You are setting up a new computer and want to transfer all your mail. You decide to copy everything to a USB stick. The job starts, then you start to get failure message, `Unable to copy .......... Invalid argument`.

*Solution:* Your usb stick is (V)FAT formatted, and thus can’t handle maildir folder names (nor can it handle permissions, which can cause many other problems). You have two choices. Either format your USB stick as ext2 (in which case you should be aware it can’t be read on *Windows®* OSes without installing additional software there) or create a tar file of all your mail, copy that to the stick and extract it to your new host.
13. Why are my filters not applied to incoming messages of IMAP accounts?
Normal IMAP mode does not support filtering, but the new disconnected IMAP account type does. You could try to use server-side filtering (ask your admin for how to install filters on the server and in which format), since IMAP is all about managing your email on the server. Unfortunately, although there exists a mail filter language (Sieve, defined in RFC3028), there is no standardized access protocol for installing or editing server-side Sieve scripts. If such a protocol becomes available in the future, KMail will most probably include support for it.

14. What should I know if I want to use PGP/GnuPG with KMail?
KMail provides a simple and easy-to-use interface for the basic functions of these programs; still you should understand how these programs work and what might make their use insecure. Some important issues:

• You really should test if encryption works before you use it. KMail partly relies on PGP/GnuPG's error strings, which often change between different versions.

• KMail will not encrypt messages with an untrusted (unsigned) public key: if you want to encrypt to such a key you should check the identity of the key owner and only then sign the key with your secret key; if you do not want to or cannot check the identity of the key owner but nevertheless want to encrypt the message then please sign the key locally with `gpg --lsign keyID`.

• Trusting a foreign public key without checking it is not a good idea.

• KMail cannot encrypt and sign attachments if you are using the built-in OpenPGP support. For encrypted and signed attachments you need to have crypto plugins installed and configured.

• Starting with GnuPG 1.0.7 you have to set your own key to ultimate ownertrust: it is no longer implicitly done for you.

15. Where does KMail save my settings and my mail?
Most KMail settings are stored in `$(kf5-config --localprefix)/share/config/kmail2rc` and the Akonadi-controlled entries are stored in the following folders and files:

• `~/.local/share/`
• `~/.config/akonadi/`
• `$(kf5-config --localprefix)/share/config/nepomukserverrc`
• `$(kf5-config --localprefix)/share/apps/nepomuk/` (KAddressBook stores contact groups in Nepomuk.)

Note that some of the files are hidden: remember to also copy those if you want to backup or archive your mails.

16. Why did KMail regenerate the index of a folder?
KMail regenerates the index of a folder whenever the index appears to be out of date, i.e. whenever the contents of a folder are newer than the index. KMail regenerates the index in this case in order to prevent the loss or corruption of messages. Unfortunately, currently-deleted messages might reappear and message flags (like important, etc.) might be lost when the index is regenerated.

An outdated index can have several causes; the two most important causes are:

• Some other program modified the contents of the folder: if you want to use KMail together with procmail then please read this FAQ. If you want to use KMail together with another email client then please read this FAQ.

• If your mail folder is on a volume which is mounted via NFS and if the clock of the NFS server is ahead of the clock of your computer then the NFS server sometimes reports a wrong file date for the index file. In this case KMail assumes that the index is outdated although in reality it is not. To fix this problem you (or your system administrator) have to make sure that the clock of the NFS server and the clock of your computer are always in sync. One way to achieve this is the use of the ntp daemon.
17. Why does KMail not start up?
   
   **Symptom:** You want to start KMail from a minimal desktop environment like `fvwm2`. It does not start.
   
   **Reason:** You are missing the `dbus` functionality.
   
   **Solution:** Start KMail using `dbus-launch` like this:
   
   ```
   dbus-launch kmail
   ```

18. Can I use KMail together with a different email client, e.g. mutt?
   
   If you’re using the mbox format for your folders it is not possible to use a different email client while KMail is running. With mutt there may also be problems even if both programs are not running at the same time. We recommend to use the maildir format in this case, this should solve all problems.

19. How can I convert my mailboxes from mbox to maildir?
   
   There is no automatic way to do that. You will have to create a new folder in maildir format and copy the messages from the mbox folder into this new folder. Remember to adapt any filter rules connected with the old folder before you delete it.

20. How can I remove attachments from messages without removing the message itself?
   
   Open the context menu with a right mouse button click on an attachment and select `Delete Attachment`.

21. How can I make KMail check for new messages at startup?
   
   If KMail should always check for new messages at startup then enable `Check mail on startup` on the Accounts configuration page. Otherwise start KMail with `kmail --check`.

22. Where can I get a list of changes between the versions of KMail?
   
   The welcome screen lists all important changes for your version. It is displayed when you select Help → KMail Introduction.

23. I’m one of those people whose mails consist of 100 quoted lines and one line written by myself. For some reason this annoys other people. Can KMail help me and make everyone’s life better?
   
   Sure. Just select a short relevant part of the original mail with the mouse before you reply. Only this part will then be quoted in your reply.

24. For some messages the value in the Date field is unknown or it is not correct.
   
   Probably the ‘Date:’ header of these messages is broken and KMail cannot interpret it. That is not a bug in KMail but in the software that sent the mail.

25. My signature has two dashes above it. What’s up?
   
   Separating the signature from the message body with two dashes and a space on a single line is common usage. These symbols permit mail clients who recognize them to trim the signatures from a reply. If your signature does not already have this separator, KMail will automatically add it.

26. Are there any known bugs in KMail?
   
   A list of submitted bugs can be obtained by the query from the Bugzilla page. Note that not all these bugs are valid. All in all we think that KMail is a very robust piece of software.

---

**WARNING**

However, you should not run KMail while another email client is already accessing the files in the mail directory; if you try to do so, you might lose messages. Note that you should make backups of your messages anyway.
27. **KMail does not display HTML mail properly.**
   References to external content like images, are disabled by default, as they can be used to track whether and when you read a message. Loading external references can be activated in the Security tab in KMail’s configuration dialog; also Plugins (like Adobe® Flash), Java™ and JavaScript will not be displayed in KMail for security reasons and there is no way to activate them.

28. **Can I use two different versions of KMail at the same time? Can I go back from a current version of KMail to an older one?**
   You can only run one instance of KMail at a time. We also recommend to stick to a certain version and not switch back and forth between different versions. Downgrading to an older version will probably cause problems, e.g. because the index file formats might have changed. Upgrading should never be a problem.

29. **Does KMail support uuencoded files?**
   Uuencoded attachments are not supported. Save your mail with an uuencoded attachment and use `uudecode` to decode the attachment.

30. **KMail crashed while I was writing a mail; is that mail lost now?**
   KMail tries to save your mail to `${kf5-config --localprefix}/share/apps/kmail/autosave` in case of a crash. The next time you start KMail the mail composer should appear with your mail again; If it does not, try to open the files in `${kf5-config --localprefix}/share/apps/kmail/autosave` with an editor. If there are no files in this folder then the crash was so bad that KMail could not save your mail.

31. **When I try to set a folder to be mailing list-aware, it does not do anything when receiving an email from the list.**
   Associating a folder with a mailing list has nothing to do with filtering the mailing list messages — you have to add a new filter rule manually; however, once you associated a folder with a mailing list you can use `Message → Reply to Mailing-List...` or `Message → New Message to Mailing-List...` and the mailing list address will be set in the `To:` field.

32. **My SMTP server requires authentication; does KMail support this?**
   The Authentication can be set in the Advanced tab of the SMTP configuration dialog.

33. **Can I use KMail and procmail?**
   Yes, but it is important to do it the right way or you might lose mail. In order to use procmail and KMail you need to set up KMail so that it will fetch new mail from the spoolfiles in which procmail drops your mail. Do not set up procmail to deliver mail in a KMail folder, this cannot work.
   For each procmail spoolfile you then need to create an account from which KMail will fetch new mail; you also need to make sure you specify the right lockfile name for this account. When setting up an account, KMail will do some minimal parsing on your `.procmail` file, and will try to list every spoolfile it has found, and also the lockfiles next to the procmail lockfile item. procmail lets the user specify lockfiles in three different ways, so there is no way to establish a correspondence between the spoolfiles and lockfiles; so it’s really up to you to make sure you specify the right lockfile for each spoolfile.

34. **Spellchecking does not recognize non-English characters.**
   Before you can use spellchecking the first time, you have to configure it. You can do so in the composer window’s menu under Settings → Spellchecker.... You can set the dictionary there.

35. **How do I use my Eudora/Netscape®/Outlook/... mail folders in KMail?**
   See the section Importing in KMail.
36. Can I use encryption with my normal (non-SSL) POP3 account?

If your POP3 server runs an ssh daemon, you can use ssh to tunnel your POP3 connection using the following command:

```
ssh -L 11000:127.0.0.1:110 user@host
```

Modify your KMail configuration to fetch the mail via POP3 from localhost and ssh will tunnel the connection for you.

**NOTE**

If non-encrypted messages have already been sent via Internet, the only advantage of using ssh is that your password will be sent encrypted to the POP3 server.

37. Does KMail lock the folders it uses?

KMail does not lock the files in `~/local/share`.

To avoid the risk of losing mail if using a local account it is necessary to ensure that KMail uses the same type of locking as your mail delivery agent.

There are five different locking options you can use:

- **Procmail lockfile**
- **Mutt dotlock**
- **Mutt dotlock privileged**
- **FCNTL** (default)
- **none** (use with care)

**Procmail lockfile** will use a small utility that comes with procmail called `lockfile`. You can use this if your mail folder is in a folder where you have write permission. This will not work on your `/var/spool/mail/user` file in most cases. It will create `.lock` files on your account when KMail is checking for new mail. Please note that this will only work if procmail is installed on your system.

**Mutt dotlock** and **Mutt dotlock privileged** will both use a small utility that comes with mutt called `mutt_dotlock`. **Mutt dotlock** can be used in the same way as the **Procmail lockfile** option, with the same limitation with regards to the `/var/spool/mail/` folders. However, the **Mutt dotlock privileged** option can create lock files in the `/var/spool/mail` folder. **mutt_dotlock** is a setgid program and this option will run it in setgid mode. Please note that these options will only work if mutt is installed on your system.

**FCNTL** will use the `fcntl()` system call.

**WARNING**

Usage of FCNTL locking might cause system lockups when the mail spool file is on an NFS mounted device.

If you do not want to use any locking, the **none** option is what you want. However, there are risks of losing mail when no locking is used.

38. How do I leave messages on the POP3 server?

If you want to leave all messages on the server: open up the **Settings → Configure KMail...** window. Click on the **Accounts** page. Select your account from the account list and click the **Modify...** button. This dialog contains the **Leave fetched messages on the server** setting which you must enable.

39. How do I automatically insert a text footer within my messages?

The text footer is also called a signature (not to be confused with a cryptographic signature). Select **Settings → Configure KMail...**. Look in the **Identity** page for the **Signature** tab and add your signature there. Then go to the **General** tab on the **Composer** page and enable **Automatically insert signature**
40. How do I set up sendmail® to work with KMail if I have a dial-up connection?
   First you should check if your distribution can do this for you. It probably has already been set up during installation.
   If that is not the case, you may want to have a look at the Mail Queue HOWTO.

41. I’ve seen demonstrations of remote control behavior with KMail. Is there any documentation on the available interfaces?
   You can get a list of functions by using this command in a shell: `qdbus org.kde.kmail /KMail`. Then you can control KMail like this: `qdbus org.kde.kmail /KMail org.kde.kmail.kmail.folderList`. You can use qdbusviewer to browse available methods in a graphical interface.

42. When I reply to a message, only a part of the message is quoted. How come?
   This can happen when the message contains two dashes and a space on a single line. This is seen as the start of the signature. The remaining part of the message will not be quoted, because when you reply to a message KMail strips the signature.

43. I am only using IMAP, can I get rid of those Local Folders in the folder list or at least keep them collapsed all the time?
   No, you cannot get rid of them. The local folders function as a fallback when the IMAP server is unreachable. Although you only use IMAP, KMail uses the outbox for sending the messages. If we hide all local folders you will not be able to fix messages in the outbox which cannot be send for some reason. But it is possible to keep the local folders collapsed. What you have to do is go to Settings → Configure KMail... and go to the section Misc, there you can setup the folder on startup. If you change that to a folder on the IMAP account, the Local Folders will stay collapsed when KMail starts.

44. How to watch the threads?
   If you want to follow a thread, right click and choose Mark Thread → Watch Thread.
   From this point on all messages on the thread that starts in this message will be marked as Watched.

45. How to watch your own threads?
   This is useful in case you are registered to a mailing list such as kdepim-users@kde.org and want to filter out the threads you participate in.
   - Create a filter to mark all your incoming messages to a mailing list as Watched
     To create a filter go to:
     Settings → Configure Filters
     - select Match all of the following
     - Add the conditions:
       * From → Contains → yourmail@maildomain
       * List-Id → Contains listID
     - Under Filter Actions choose Mark As → Watched.
   - In the Advanced tab
     - Uncheck if this filter matches, stop processing here, so that other filters such as sorting the incoming messages from the mailing list to sub-folders would execute.
     - Place that filter before other filters that may stop the filtering process, or simply put it first. (changing the filters order is done using the two arrows up and down, under the Available filters list)
   - Create a search on mailing list messages
     Go to the folder where your mailing list messages are stored (e.g. Local Folders/KDE-PIM-USERS) and hit S key or in the menu Edit → Find Messages.

---

1 replace `yourmail@maildomain` with your outgoing mail address
2 replace `listID` with a specific mailing list id e.g. (<kdepim-users.kde.org>) or just a `.` to include outgoing mail to all mailing lists with `.` in their id (basically all).
– Select **Match all of the following**³
– Add the condition: **Message Status** → **is** → **Watched**
– Give the search an informative name (**Search folder name**) like `KDE-PIM-USERS-Watched`
– Make the search. After it is done you can close the search window.

Now whenever you start a thread or participate in one, it is **Watched**.

---

46. **How to use E-Mail Translation?**

To translate text in the composer window read the section **Using the Built-in Translator**

In the message preview pane highlight the text you would like to translate and select **Translate** (Ctrl+Alt+T) from the right mouse button context menu.

---

³ Pay attention to the **Include sub-folders**.
Chapter 7

KMail Troubleshooting

This chapter was converted from the KDE UserBase KMail/FAQs Hints and Tips page.
2012-07-28
KDE SC 4.9

7.1 KMail doesn’t send mail

Some users find that mail does not go out, and it appears that SMTP is missing, even though the Settings page looks correct. It has been reported that this is cured by opening akonadiconsole and adding Mail Dispatcher Agent.

If the computer was suddenly turned off in suspend mode (e.g. by a power cut) sometimes e-mails simply stay in the outbox without being sent, but no error message is generated either. This may be due to the fact that the Mail Dispatcher Agent is set to ‘offline’ in the configuration file during suspend and is not changed back due to the crash. Edit the following file:

```
~/.config/akonadi/agent_config_akonadi_maildispatcher_agent
```

and change

```
[Agent]
Online=false
```

to

```
[Agent]
Online=true
```

7.2 Clean start after a failed migration

In case migration from KMail 1 to KMail 2 fails or you have weird problems after it, you can try to do a clean import of your data, instead of migrating the existing settings. Be warned, this needs more manual setup, so do only if you are confident of setting up your KMail accounts again; it can generate a large amount of network traffic for IMAP resources.

1. Stop Akonadi and related applications
   quit KMail/Kontact/KOrganizer, and issue this command:
akonadictl stop
Make sure no Akonadi or MySQL process is running:

ps ux | grep mysql
ps ux | grep akonadi
They should not show anything else but the grep process itself.

2. Remove old Akonadi database and config
Delete the following folders
* ~/.local/share/akonadi
* ~/.config/akonadi
Delete also the files starting with akonadi from ~/.kde4/share/config

3. Restart Akonadi server
akonadictl start

4. Add back the accounts
Now it is time to add your account back. You can use KMail (Kontact) for it, or you can use the akonadiconsole tool.
In KMail: Settings → Configure KMail → Accounts and use Add.
If you use IMAP, add a new IMAP E-Mail server. If you want disconnected mode (so you can read the mails offline), enable it on the Advanced tab. Be sure to check that you are subscribed to all your important folders.
You might already see a Local folder resource. This points to a local maildir folder. You can either modify this to point to your existing maildir folders or you can add a new resource for local mails.
When adding a maildir resource you can choose between KMail Mail Folder or Maildir. Unless you have a mixed folder containing both maildir folders and mbox files, you should choose Maildir. For independent mbox files, like the one in the /var/spool/mail, you can set up a new MBox folder.
Add the POP3 accounts as well. If you have multiple Local Folders set up, on the Advanced tab, choose the destination folder where the newly downloaded mails are put.
For all accounts, configure the mail check interval. For Local folders disable interval checking and also disable Include in manual mail check in the Retrieval options.
Add the sending (SMTP) accounts.

5. Fix your filters, identities and favorite folders
If you have client side filtering (common with POP3 mails), go to Settings → Configure Filters and fix the destination folder for the filters, they most probably are wrong. Otherwise mails will end up in folders you don’t expect.
Spam filter (at least in version 4.7.3 and earlier) does not work as expected in that the rule that the wizard creates does not send spam to the folder you have defined.
The workaround for this is to change the ‘spam’ and ‘spam unsure’ (if the spam filter you use supports that) from looking at Status-fields in the header X-Spam-Status to look Anywhere in headers for X-your spam filter-Classification: ‘SPAM or unsure’. Look at the filters the wizard creates and copy the ‘contains’ part. Example for Spambayes: ‘X-Spambayes-Classification: spam’ and ‘X-Spambayes-Classification: unsure’.
You also need to verify the identity settings and set the sent-mail, drafts and templates folders to point to the right folders. To do that go to Settings → Configure KMail → Identities, modify the identity, go to the Advanced tab and modify the above mentioned folder settings.
Check also that your Favorite Folders are the ones you have chosen before.
The KMail Handbook

6. Initiate a mail check

Start a mail check for your accounts. It is suggested doing it per account.

First check for IMAP, if you have it.

Next check (import) your local mails. One solution is to do a full check in one go File → Check Mail In and select the local account; the other is to click one by one on the folders, that should initiate the check for that folder (alternatively right click on the folder name and select Update Folder).

The initial import might be slow and could use a lot of memory, especially if you have folders with a large amount of mail. In that case per-folder check is preferred. If the check (complete or for one folder) is finished and the memory usage is still high, you could restart the Akonadi server — as seen above — or just the maildir agent, if you use akonadiconsole. Do not worry, this high memory usage is only for initial import.

Initiate a check mail for POP3 resources.

Hopefully after these steps, you will have a much nicer KMail experience.

7.3 Local Folders is added over and over

In some cases you might end up with a maildir account pointing to a certain place (like $HOME/Mail), but you still see a Local Folders folder in the folder list with Inbox/Outbox/Trash/Drafts/etc. subfolders and KMail keeps putting mails there, especially sent mails.

The problem is that certain folders are marked as special folders (system folders) and if you don’t have them, KMail cannot operate correctly. That is the reason why it keeps re-creating that folder.

At this time there is no easy way to change this in the UI for all types of special folders. Here is what you can do:

1. The Sent-Mail, Drafts and Templates folder is configurable for each identity. Go to Settings → Configure KMail → Identities, select your identity, click on Modify, go to the Advanced tab and set the folders to point to the right place.

2. The default Inbox is configurable for each POP3 account. Go to Settings → Configure KMail → Account, select your POP3 account, click on Modify go to the Advanced tab and set the Destination folder.

3. For IMAP accounts you can configure the Trash folder. Do as above. The setting name is Trash folder.

4. The most problematic part is the Outbox. First, locate specialmailcollectionsrc in your KDE configuration directory ($HOME/.kde4/share/config or similar). It contains something like this:

   [SpecialCollections] DefaultResourceId=akonadi_maildir_resource_0

   Now start akonadiconsole, on the Agents tab locate your local account for your Outbox folder, click on it and note the identifier that appears in the lower part (akonadi_maildir_resource_XXX or similar). Put this identifier in the above shown specialmailcollectionsrc, by replacing the existing one.

   After that restart akonadi (you can do from the akonadiconsole, Server → Restart Server or from command line with:

   akonadictl restart

   Now remove the Local Folders that you don’t want to use anymore.

   If it keeps reappearing and the Mail Dispatcher Agent still crashes, you need to do one more thing in akonadiconsole. Go to the Browser tab, find the outbox you want to use, right click on
it, select **Folder Properties**, **Attributes** tab, enter **SpecialCollectionAttribute** then click **Add**, double click on the **Value** near the **SpecialCollectionAttribute** and enter **outbox**. Add also another attribute, the attribute name has to be **ENTITYDISPLAY** and the value ("outbox" "mail-folder-outbox" () (just copy paste from here)). Restart akonadi and now you should be able to remove completely the unneeded local folder account.

7.4 **You get the error Unable to fetch item from backend when entering IMAP folder**

There are a number of possible reasons for this and it is something the KMail team hopes to tackle in time. Meanwhile, there are some workarounds:

**Workaround 1**

- edit `~/.local/share/akonadi/mysql.conf`
- Under the [mysql] section, add: `binlog_format=row`

If this does not work, try workaround 2 (below).

**Workaround 2**

This one is mostly a matter of restarting so KMail can fetch those pesky items... Some possible steps:

Use **Alt-F2** or Konsole to type: `kquitapp kmail`, then wait a minute, then `akonadictl stop`, wait a minute, type `akonadictl start`, wait a minute, type `kmail`. This stops KMail (closing all windows), stops the KMail backend, starts the KMail backend, starts KMail. Having a working internet connection increases the chances of success. Sometimes, you can also just do `kquitapp kmail`, wait a minute, and start KMail again. Often, a few restarts seem to be needed. It is unclear what is the reason for this, but on bad network connections it is more likely to happen.

See also the below item for how akonadiconsole can be helpful.

7.5 **Your mails are not being sent, without error messages**

If KMail does not send mail without saying anything, the ‘agent’ responsible for dispatching the messages can be stuck. Of course, you need to ensure you have proper network connectivity for mail to be sent!

To remedy this, it might help to abort the current action and restart it. First, quit KMail by using KRRunner (Alt-F2) or Konsole and typing: `kquitapp kmail`. Note that a normal **Alt-F4** or File → **Quit** does not do the trick! Wait a minute, then start KMail again. Now start akonadiconsole using KRRunner (Alt-F2) or Konsole. Go to the **Mail Dispatcher Agent**, do a right-click and abort the current action. You will most likely get some error messages popping up. Go back to KMail and choose File → **Send Queued Messages**. Now it might work. If not, instead of aborting the current action, try toggling the offline/online status of the **Mail Dispatcher Agent** or restarting things as mentioned in workaround 2 of the problem above this one.

**NOTE**

akonadiconsole can be quite helpful for a number of situations as it shows all the ‘agents’, the separate components of the KMail backend. You can stop and start them, put them in offline mode, abort ongoing actions etc. It can be very helpful when things get stuck.
Chapter 8

Credits and License

Daniel Naber
David Rugge
Scarlett Clark
2013-04-24
KDE 4.11
KMail: Copyright the KMail developers, 1997-2013
This program is licensed under the terms of the GNU General Public License.
This documentation is licensed under the terms of the GNU Free Documentation License.

8.1 Development Team

• Laurent Montel (montel at kde org): Maintainer
• Ingo Klöcker (kloecker at kde org): Former maintainer
• Don Sanders (sanders at kde org): Adopter and co-maintainer
• Stefan Taferner (taferner at kde org): Original author
• Michael Häckel (haeckel at kde org): Former maintainer
• Till Adam (till at adam-lilienthal de): Core developer
• Carsten Burghardt (burghardt at kde org): Core developer
• Marc Mutz (mutz at kde org): Core developer
• Daniel Naber (daniel naber at t-online de): Documentation
• Zack Rusin (zack at kde org): Core developer
• Toyohiro Asukai (toyohiro at ksmplus com)
• Waldo Bastian (bastian at kde org)
• Ryan Breen (ryan at ryanbreen com): system tray notification
• Steven Brown (swbrown at ucsd edu)
• Matthias Kalle Dalheimer (kalle at kde org)
• Cristi Dumitrescu (cristid at chip ro)
The KMail Handbook

- David Faure (faure at kde org)
- Philippe Fremy (pfremy at chez com)
- Kurt Granroth (granroth at kde org)
- Andreas Gungl (a gungl at gmx de): PGP 6 support and further enhancements of the encryption support
- Steffen Hansen (hansen at kde org)
- Igor Janssen (rm at linux ru net)
- Matt Johnston (matt at caifex org)
- Christer Kaivo-oja (whizkid at telia com)
- Lars Knoll (knoll at kde org): Original encryption support, PGP 2 and PGP 5 support
- J. Nick Koston (bdraco at darkorb net): GnuPG support
- Stephan Kulow (coolo at kde org)
- Guillaume Laurent (glaurent at telegraph-road org)
- Sam Magnuson (sam at trolltech com)
- Matt Newell (newellm at proaxis com)
- Denis Perchine (dyp at perchine com)
- Samuel Penn (sam at bifrost demon co uk)
- Carsten Pfeiffer (pfeiffer at kde org)
- Sven Radej (radej at kde org)
- Mark Roberts (mark at taurine demon co uk)
- Wolfgang Rohdewald (wrohdewald at dplanet ch)
- Espen Sand (espen at kde org)
- Aaron J. Seigo (aseigo at olympusproject org)
- George Staikos (staikos at kde org)
- Jason Stephenson (panda at mis net)
- Jacek Stolarczyk (jacek at mer chemia polsl gliwice pl)
- Roberto S. Teixeira (maragato at kde org)
- Bo Thorsen (bo at sonofthor dk)
- Ronen Tzur (rtzur at shani net)
- Mario Weilguni (mweilguni at sime com)
- Wynn Wilkes (wynnw at calderasystems com)
- Robert D. Williams (rwilliams at kde org)
- Markus Wübben (markus wuebben at kde org)
- Karl-Heinz Zimmer (khz at kde org)
8.2 Credits

- Heiko Hund (heiko at ist eigentlich net): POP filters
- Bernhard Reiter (bernhard at intevation de): Ägypten and Kroupware project management
- Jan Simonson (jan at simonson pp se): beta testing of PGP 6 support
- Patrick S. Vogt (patrick vogt at unibas ch): timestamp for ‘Transmission completed’ status messages
- Jan-Oliver Wagner (jan at intevation de): Ägypten and Kroupware project management
- Wolfgang Westphal (wolfgang westphal at gmx de): multiple encryption keys per address
- Thorsten Zachmann (t zachmann at zagge de): POP filters

8.3 Documentation

Update for KMail 4.11 by Laurent Montel montel@kde.org and Scarlett Clark scarlett@scarlettgatelyclark.com.

Update for KMail 1.7 by Ingo Klöcker kloecker@kde.de and Marc Mutz mutz@kde.org. Anti-Spam Wizard chapter by Andreas Gungl a.gungl@gmx.de. Section about filter log by Andreas Gungl a.gungl@gmx.de and Brad Hards bradh@frogmouth.net. Additional changes by Daniel Naber daniel.naber@t-online.de.

Update for KMail 1.2 to 1.5 by Daniel Naber daniel.naber@t-online.de, OpenPGP chapter by Andreas Gungl a.gungl@gmx.de and Ingo Klöcker kloecker@kde.de, message filter chapter by Marc Mutz mutz@kde.org, and download filter chapter by Thorsten Zachmann T.Zachmann@zagge.de. Other parts have been contributed by various KMail developers.

KMail 1.0 documentation by David Rugge davidrugge@mediaone.net. Original documentation by Bernd Johannes Wuebben wuebben@kde.org, Robert Williams rwilliams@kde.org (Editor).

Thanks to Michael Elkins me@cs.hmc.edu for his excellent description of the different UNIX® mail formats in the Mutt documentation.

Thanks to the following people for providing directions on using other email client mailboxes with KMail:

- Nik Gaffney nik@f0.am (Mailsmith)
- David McMillen mcmillen@math.bu.edu and Mendel Mobach mendel@mobach.nl (Netscape® mail)
- Ed Shapard shapard@bigfoot.com (Pegasus Mail)
- Ray Muir rjmuir@ibm.net (Forte Agent)