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Mac Mail Outline

- ✦ there are lots of e-mail applications out there
 - some are totally web-based – e.g. Hotmail, Gmail, Yahoo?, AOL?
 - others are applications that run on your computer – e.g. Outlook and Mail
 - in my opinion, Mail is the best of the lot, and using an application like Mail is much quicker, easier, more feature-rich and user-friendly than using web-based email apps
- ✦ this is Mail 5.2 under OS X Lion

Major Features

- ✦ **Setup**
 - when you first start Mail, it will look something like this – **SHOW NEW VIEW**
 - to start using it, you'll have to set it up to connect with your email account or accounts, so I'm going to start by showing you how to set up Mail so you can use it for your email application – **GO TO [MAIL—PREFERENCES--ACCOUNTS] AND CLICK THE +**
 - put in your name, email address, and the password for your email address [\[RVHANNAFORD@GMAIL.COM\]](mailto:RVHANNAFORD@GMAIL.COM) and **xxxxxxx**
 - it does some searching and testing, then proposes to set up Chat and Calendars, which I'll choose not to do **[UNCHECK THE BOXES AND CLICK CREATE]**
 - **[CLICK ON THE GMAIL ACCOUNT]** it fills in the information on the Preferences window, and you see your email in the background
 - there are 2 other tabs in this window, one for **[MAILBOX BEHAVIORS]** and the other for a few **[ADVANCED]** settings
 - let's have a look at our email, and we'll come back to these Preferences shortly **[GET RID OF PREFERENCES WINDOW]**
 - there are 3 columns of information shown – folders on the left, a list of emails in the middle (for whatever folder you've selected), and the selected email on the right **[SELECT DIFFERENT FOLDERS AND EMAILS]**
 - and you can see some additional folders that have automatically been set up for Gmail **[SCROLL DOWN THE FOLDERS TO SHOW]**
 - **VIEWS:** there are 2 main views you can have with Mail, and you can customize each one
 - this is the new view from Mail, and Apple likes it because it gives you more screen real estate to show your email details
 - you can get rid of the folder column on the left, and use the Favorites Bar to still have your folders showing **[MOVE A COUPLE FOLDERS TO THE FAVORITES BAR, AND HIDE THE FOLDER COLUMN]**...so this gives you even more real estate for your email details
 - the other view is the Classic View, which I personally prefer **[PREFERENCES-VIEWING TAB-CLASSIC VIEW]**
 - in this view, you have your email folders on the left, your list of emails in the selected folder on the top right, and the selected email on the bottom right

- if I have a very large email that I'd like to see more of than the bottom part of the screen permits, I simply double-click that email and get a full window [**SHOW EXAMPLE**]
- and you can customize this view in a similar way by dragging folders to the Favorites Bar and hiding the folders

✦ **Preferences**

- let's go have a quick look at a few other Preferences
- General Tab
 - you can set the frequency that Mail goes and checks for new emails
 - choose the sound you want when an email arrives
 - tell it whether you want to add invitations to iCal
 - tell it where to store documents that you receive in emails from others
 - and a few other less important options
- Accounts Tab...again, this is where you go to add a new email account to Mail
- RSS Tab
 - I think for today we'll forget about RSS feeds and concentrate on email only
 - I'll try to answer your RSS questions later if I can
- Junk Mail Tab
 - here you can tell Mail to filter for spam
 - then, for awhile, you gotta select junk mail and click Junk; and you gotta select stuff it thinks is Junk and click Not Junk; over time, Mail gets smarter
 - eventually, you'll be able to tell Mail to put all spam into a separate folder where you can scan and delete it quickly
- Fonts & Colors – you guys know all about that stuff
- Viewing Tab
 - this is where you choose the Classic View or the new view
 - and a few others which I won't go through in any detail here
- Composing Tab
 - you should choose Rich Text as your message format – that will allow you more fancy formatting options
 - tell it how to spellcheck
 - I can't imagine why you'd want to cc yourself on every email – just save your Sent emails
 - make sure you check “Automatically complete addresses” - that way Mail will suggest addresses after you've typed only a few letters
 - Responding
 - ✦ uncheck the first box, so you'll always be sending Rich Text
 - ✦ you can tell it whether you want to include the original message text or not
 - ✦ Uncheck “increase quote level” -- have you ever received emails with 2 or 3 or 4 vertical lines to the left of the email text?...this is how that happens.
- Signatures Tab
 - here you can create a number of different signatures, and indicate which ones of them will be usable for which email accounts [**DRAG A SIGNATURE INTO THE GMAIL ACCOUNT**]
- Rules Tab

- here, you can set up rules on how to process emails that arrive in your inbox
- talk about Ollie Hawes example
- talk about BHP Photo example

The Main Mail Screen

- ⤴ you can sort the email list by clicking on the column headings; clicking twice reverses the sort from ascending to descending and vice versa
- ⤴ there are a few new little button icons between the header and email text (delete, reply, reply all, forward)
- ⤴ you can flag emails with colored flags – the colors can mean whatever you want

Composing an Email

- ⤴ start by clicking the New Message icon
- ⤴ let's quickly look at a few of the buttons and selections on this screen
 - Send – last thing you do...it sends the email
 - Attach – this is how you attach a photo, spreadsheet, or text document. We'll come back to that in a second
 - Format toggles these other text formatting icons on and off – they're handy for composing your message
 - Print
 - insert Bulleted or Numbered lists
 - the Smaller and Bigger buttons don't seem to work, but the keyboard shortcuts (Command-+ and Command- -) do work
 - Address brings up a list of all entries in your Address Book, in case you can't remember someone's name and need to scan the list; otherwise you would just start typing their name, and Mail would suggest possible entries [**SHOW EXAMPLE**]
 - over to the right, you have Photo Browser; that'll open up your iPhoto library and let you drag and drop photos into the email you're composing [**SHOW EXAMPLE**]
 - and the other way to get a picture into your email is to click the attach button, and select the picture from a folder [**SHOW EXAMPLE**]
 - the little pulldown list in the bottom left of the header area lets you show or hide the cc, bcc, reply-to, and priority fields [**SHOW EXAMPLE USING PRIORITY**]
 - the Signature field lets you pull down a list and choose what signature you'd like for this email
 - and now look at this...I can choose what email account I want this email sent from (remember I had my regular email account, and I set up my Gmail account when we started this session)
 - one last button...Stationery – choose whatever stationery you want, then hide the stationery picker, and compose your now-very-fancy email
 - you can also drag and drop your own pictures into the stationery forms that have pictures in them
- ⤴ now all you have to do is enter the name OR email address you're sending to, and you can see that Mail helps you by bringing up all your Address Book entries that could match what you are typing [**DEMONSTRATE BY ENTERING JIM IN THE "TO" FIELD**]
 - even if you don't have an entry in your Address Book, Mail will suggest email

addresses that you've received emails from in the past [**SHOW EXAMPLE USING PAT MACDONELL**]

- and one more small thing...look at this little arrow that shows up at the end of the email address in the rounded box – if you want, you can remove this email from your Previous Recipients List; you can also add them to your Address Book, which is a really easy way to build up entries in your Address Book
- if you want to maintain that Previous Recipients List en masse, you can access it via [**WINDOW --> PREVIOUS RECIPIENTS**]
- incidentally, Address Book is where you would set up a Distribution List
- ♣ then enter your subject and your text, and click Send – so let me show you what happens when you attach a picture using the Attach button, and using the Photo Browser Button [**ATTACH A PICTURE USING ATTACH BUTTON; ATTACH A PICTURE USING PHOTO BROWSER**]
- ♣ don't be fooled by how these pictures appear in-line in your email; when your friends with a PC and Outlook receive your email, they'll be shown as files at the bottom of your email. However, your friends who also use Mail will see them just like this!
- ♣ One more very minor item...if you enter a website in your text, Mail will automatically create a hyperlink for it when you hit Send

Reading Emails & Attachments

- ♣ you can look at an email in the lower portion of the screen
- ♣ or double-click it and get a dedicated window for that email alone
- ♣ for attachments, you can either Save them [**SHOW WHERE THE SAVE TAB IS**] or you can use [**QUICK LOOK**] to take a peek at them
- ♣ or...you can double click the icon, or single-click the blue hyperlink under the icon [**SHOW THIS IN DOUG LINDAL'S EMAIL WITH 2 ATTACHMENTS**]
- ♣ pictures that are attached will just show up in-line in the email
- ♣ if you want to save an email, just drag it to whatever folder you want to save it in
- ♣ okay...if all that isn't crazy enough, you can even have Mail speak your emails to you [**HILITE SOME TEXT AND EDIT—SPEECH--START SPEAKING**]
- ♣ Mail has a very powerful search capability...it has its own little spotlight field in the upper right
 - if you're looking for an email and you can't remember where you may have put it, or even if you may have trashed it, just start typing something that would have been in the email or the subject line of the email [**ENTER THE WORD FISH IN THE FIELD and after a long list shows up ENTER THE WORD CEDAR**]
 - another nice little feature is the ability to go directly to a reply you've made to someone else's email [**GO TO INBOX AND CLICK ONE OF THE LITTLE "REPLY" ARROWS**]
- ♣ Data Detectors: dates, addresses, phone numbers, flight numbers can all be sent to the appropriate application such as iCal, web browser, Address Book, Flight Tracker Widget [**DEMONSTRATE USING THE FISHING TRIP EMAIL**]

Multiple ISPs

- ♣ I want to show you something that I think is really slick, and it makes my email life so much easier
 - I suspect many of you are in the same situation I'm in – you own more than one home, and you have different Internet Service Providers at each of your homes

- well...there's a 15-second solution in Mail that allows you to keep using Mail at all of your different network locations
- **[MAIL – PREFERENCES – ACCOUNTS AND PULL DOWN THE OUTGOING MAIL SERVER LIST]** ...explain each of the servers in the list and show how to save a new one as the default SMTP server

Miscellaneous Features

- ✦ Conversation threads – these are the ones you see hi-lited in blue; Mail is collecting all of the related emails about this subject, and showing them all in one chain or thread.
- ✦ Smart Mailboxes – you can create a smart mailbox, with rules set up so all incoming emails with, for example, a specified text in the subject line, go into a specific folder; for example, Monthly Statement from Wells Fargo
- ✦ And finally, when you go on vacation, Mail is probably NOT the place to set up an auto-reply saying that you're away, unless you're prepared to keep a computer and Mail up and running. Instead, you probably need to do this at your ISP level, i.e. at the webmail level (e.g. in Hotmail or in Gmail)

- ✦ From <http://www.apple.com/macosx/whats-new/mail.html> “With iCloud, you get a free me.com email account that keeps your inbox up to date on all your devices. It works great with Mail, it’s ad-free, it protects against spam, and when you organize your messages into folders, they automatically update on whichever device you happen to be checking your email.”