Apple Mail

◆ Mail 5.2 under OS X Lion

Setup

◆ Mail → Preferences → Accounts tab, then hit "+" to add a new account
◆ Enter your name, email address, and password for your email → Enter
◆ If Mail doesn't automatically fill in your Incoming and Outgoing server names, you may have to refer to your ISP's website to get them
◆ You can also customize your Mailbox Behaviours here

Preferences

◆ General
  ○ frequency to get new email
  ○ where to store attachments you get
◆ Accounts
  ○ adding new email addresses
  ○ mailbox behaviours
◆ RSS feeds – setup automatic news, etc. feeds to your email
◆ Junk Mail – setup junk mail filtering rules
◆ Fonts & Colors – defaults for how Mail shows your email list, messages, notes, etc.
◆ Viewing
  ○ new, 3-column view (folders, email list, selected email)
  ○ classic view (folders on left, email list on top right, selected email on lower right)
◆ Composing
  ○ Rich Text formatting; auto-complete addresses
  ○ Format of Reply/Forward emails
◆ Signatures – create different signatures to use with your various email accounts
◆ Rules – establish rules to process incoming emails (e.g. send specific ones to a special folder)

The Main Mail Screen (Classic View)

◆ Sort your email by clicking on column headings; toggle from Ascending to Descending
◆ Small buttons between email header and body: Delete, Reply, Reply All, Forward
◆ Flag your emails with colored flags
◆ Mail has its own Spotlight for searching
  ○ can use multiple terms to narrow your search
  ○ click the "X" in the Spotlight field to return to normal view
◆ You can drag folders to the Favorites bar, and hide the folder column if desired
◆ Create new folders via Mailbox → New Mailbox...
  ○ you can also create Smart Mailboxes with rules to capture specific emails
◆ Pull down the list at end of an email address' blue "bubble" to see options
  ○ add to Address Book
  ○ remove from Previous Recipients List; etc.

Composing an Email

- ◆ Start by clicking New Message icon
- ◆ You can choose a prepared Stationery if desired
- ◆ Attachments
  - ◦ attach photos by using Photo Browser or Attach button
  - ◦ attach other documents using Attach button
- ◆ Formatting icons allow word processor-like formatting
- ◆ CC, BCC, Reply-To etc. can be customized to show/hide on your email template
- ◆ Address button brings up a list of all entries in your Address Book
  - ◦ Mail will auto-complete email addresses as you type them
- ◆ Signature pulldown allows you to choose what signature you'd like
- ◆ If you have multiple email addresses, you can choose which one you'd like this email sent from
- ◆ You can also change the outgoing mail server that Mail should use
- ◆ If you enter a website name, Mail will automatically create a hyperlink after you Send

Reading Emails & Attachments

- ◆ Double-click an email in the list to see it in a separate full-size window
- ◆ Emails with attachments have a Save tab and a Quick Look tab
- ◆ To save an email, drag it to a destination folder
- ◆ Dates, addresses, phone numbers, flight numbers can be sent to apps such as iCal, Address Book, etc.
- ◆ Conversation threads are grouped together under the most recent one

Multiple Homes & Networks? Several Email Addresses?...No Problem!

- ◆ Set up each email address in Preferences → Accounts
  - ◦ Each will have an Incoming and Outgoing server
- ◆ You never need to make changes to your Inbound server, no matter where you connect to a network
- ◆ Change your Outbound server according to which network you're on, and everything works!
  - ◦ Mail → Preferences → Accounts → Account Information tab
  - ◦ Pull down Outgoing Mail Server, choose the right one, and Close → Save

Sync'ing To Your iPhone or iPad

- ◆ 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."

March 1, 2012 – Rod Hannaford

Email Etiquette

Email is a great computer aid that allows us to communicate easily with family and friends. Unfortunately it is easy to fall into some bad habits that can irritate your recipients. Let's review some of them.

TYPING IN ALL CAPS. Yes it is easier than having to use the shift key for proper punctuation, but do you know it is considered very rude, is harder to read and is the on-line equivalent of SHOUTING? So my advice is learn to type properly.

Be mindful of what you include in your responses. Just highlight the segment of the email you are responding to and then only that part and the sender's name will be included in your reply. It gets rid of all the headers and other clutter.

Use small size for attachments. It's nice to send on photos to family but be careful to always select the small size. Many email servers will reject messages over 1-2 megs, and it takes a long time to download them on all but the fastest Internet connections. Apple Mail makes this easy by selecting the smallest size as the default when you attempt to send a large photo. You can always increase the size in the lower right corner of your message with the dropdown box if your recipient requests it (for example, printing).

Always consider your subject line. Many people get loads of emails daily and you want your important messages to stand out – otherwise they may not open it promptly. Try labeling them (example: JOKE – 'The Blue Nun' / or PHOTOS of our Vacation).

Be sensitive about forwarding jokes and commentary. Not everyone agrees with your politics or appreciates your humor. Ask your friends in person about whether they want to get your daily jokes or not – and then respect their privacy.

Don't forward sensational emails without checking whether they are true. It seems we get daily warnings about the latest computer virus or political threat. Do your friends a favor and don't pass them on till you can confirm they are real. Use FactCheck.org, TruthorFiction.com or Snopes.com to see whether in fact you are just spreading rumors.

Use BCC. When you send a message out to multiple recipients, use BCC instead of putting everyone's email address in the TO or CC line. Folks don't appreciate their email address being sent to multiple people they don't know or perhaps picked up my junk mail spammers. To show the BCC line, click the Customize Button on the left side on a new message (or forwarded message) window.