

EMAIL PRESENTATION FOR SAMUG

April 18, 2013

READING YOUR INCOMING EMAIL

FEATURES OF YOUR EMAIL WINDOW

- The Mailboxes list (Sidebar) displays the Mailboxes
- The Message List displays subject and first few lines of the message
- Unread messages have a blue “orb” on left
- Double click a message to open it
- Resize window, resize the panes, open in full screen, customize the toolbar
- Organize your message list
- Hide or show the sidebar

CONVERSATIONS IN YOUR EMAIL WINDOW

- Organize the Message list by subject
- Organize by conversation
- Expand all conversations

BEWARE WHEN DELETING A CONVERSATION

RECEIVE ATTACHMENTS

- For files: control click for options to view, save or download
- For photo: control click to “Export to iPhoto”
- For multiple photos use “Quick Look” for contact sheet, slideshow or preview options
- Use “Save” to add to iPhoto

EMAIL ANSWERING MACHINE

- Use the email rules to compose a vacation message

CONTROLLING YOUR MAIL WITH MAILBOXES

DEFAULT MAILBOXES

- Inbox
- Flagged
- Draft
- Sent
- Junk
- Trash
- Outbox

FILTER INCOMING MAIL WITH RULES

- Choose Mail Preferences from menu
- Select “rules”
- Choose your parameters

CUSTOM MAILBOXES

- VIP Mailboxes
- Create and Locate
- Smart Folders/Smart Mailboxes
- Archive

FINDING MESSAGES

USE SPOTLIGHT SEARCH

A text entered will search all mailboxes
Select a specific mailboxes to limit the search

DELETING MAIL

Select message and press delete key or delete button on the toolbar or choose, then delete or drag the message(s) into the trash mailbox.

To “vaporize” deleted messages, select them (or the trash Mailbox in which they reside) and “trash” them using the desktop toolbar.

COMPOSE AND SEND A MESSAGE

NEW MESSAGE

Reply, Reply all and Forward
Recipients: To, Cc, Bcc
Contacts
Subject
Message Pane
Customize using Mail Preferences
Stationery, photos
Signature
Priority

ETIQUETTE

ADD AN ATTACHMENT

Click on the “Attach (paperclip)”
Find and select your file, click “Choose File” or drag a file or photo from anywhere and drop it directly into the message window
To send multiple files, hold down the Command key and single click each file
To make an image smaller, Control click to view options

REFERENCES

Mac OS X Lion, A Quick Reference Guide to Mastering Your Mac! By Robin Williams with John Tollett, Peachpit Learning Series, Peachpit Press, Berkeley, CA 94710. ©1012, pp 75-107—An excellent book for the beginning user of the Mac.

OS X Mountain Lion the missing manual by David Pogue, O’Reilly Media, Inc, Sebastopol, CA, pp 665-705. “This is the book that should have been in the box.” An exhaustive manual for the Lion Operating System.