



# Mail by Apple

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## Mail Preferences



General – How often to check Mail and sounds when Mail is received

Junk Mail – Turn on filter, settings for Junk Mail

Viewing – How you want to look at your Mail

Composing – Format, Addressing and Responding settings

Signatures – Setup signatures for your e-mail messages

Rules – Many options for e-mail account – blocking e-mail, setup auto response when you are out, etc.

In Mail, you can set up "rules" to filter incoming messages or reorganize messages you've already received.

You can have Mail automatically file, forward, or highlight a message (or perform a variety of other actions) based on the message's sender, recipients, subject, content, and several other criteria.

1. Choose Mail > Preferences and click Rules.
2. Click Add Rule and type a descriptive name for the rule.
3. Set the conditions necessary for the rule to apply to a message.
4. Choose actions to perform on messages that meet the conditions. To specify multiple criteria and actions, click the Add (+) button.

If you have multiple rules, they're applied in the order in which they appear in the Rules list. Drag a rule in the list to change its order. Mail stops applying rules to a message when the message is transferred to another mailbox, or if the Stop Evaluating Rules action is specified.

To see an example of a rule, select one of the provided rules and click Edit.

To apply rules to email you've already received, select the messages and choose Message > Apply Rules.

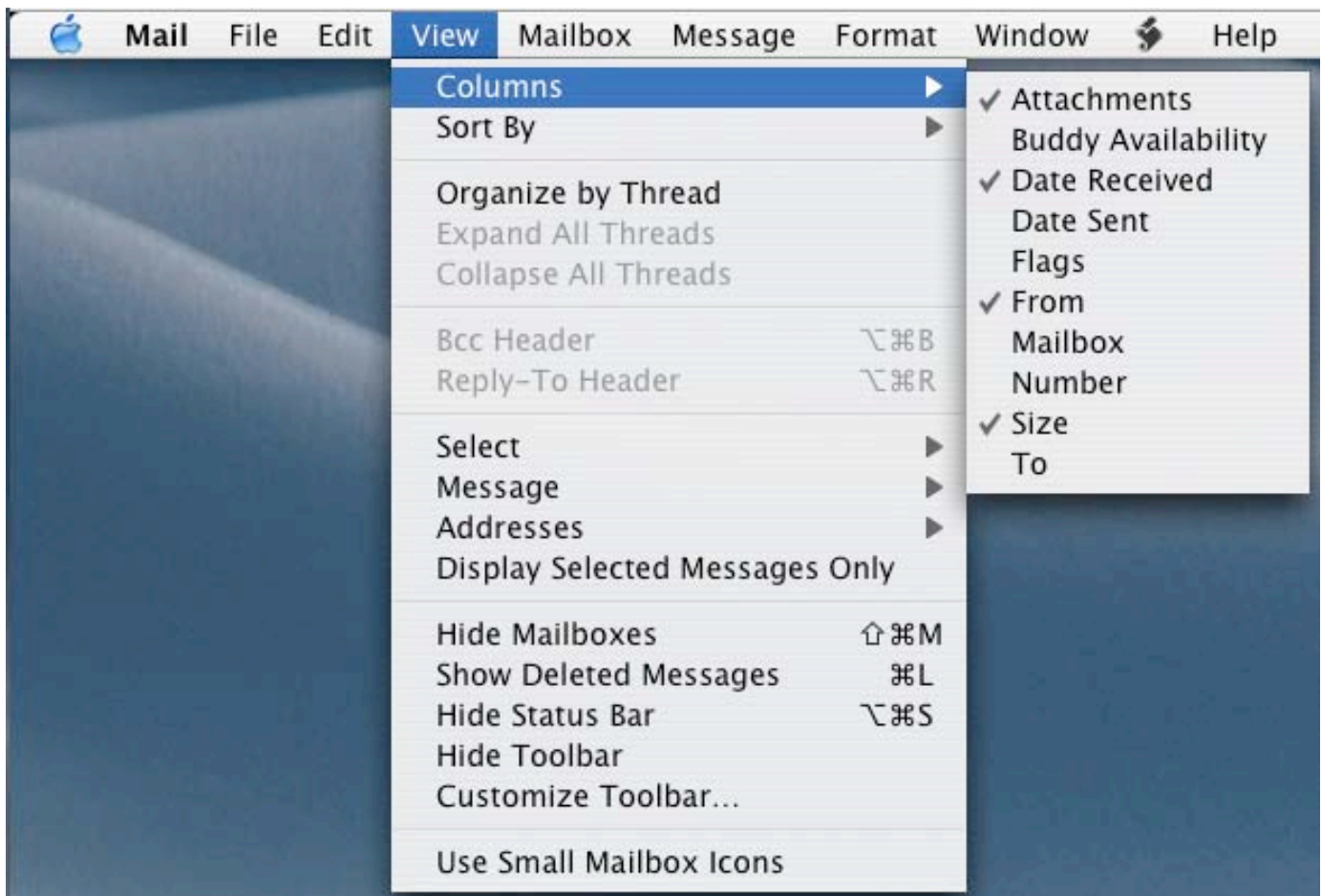
## Mail Options



File – Basic options for Mail. Create new message, Save, Page Setup and Print functions

Edit – Editing functions – Cut, Copy, Paste, etc.

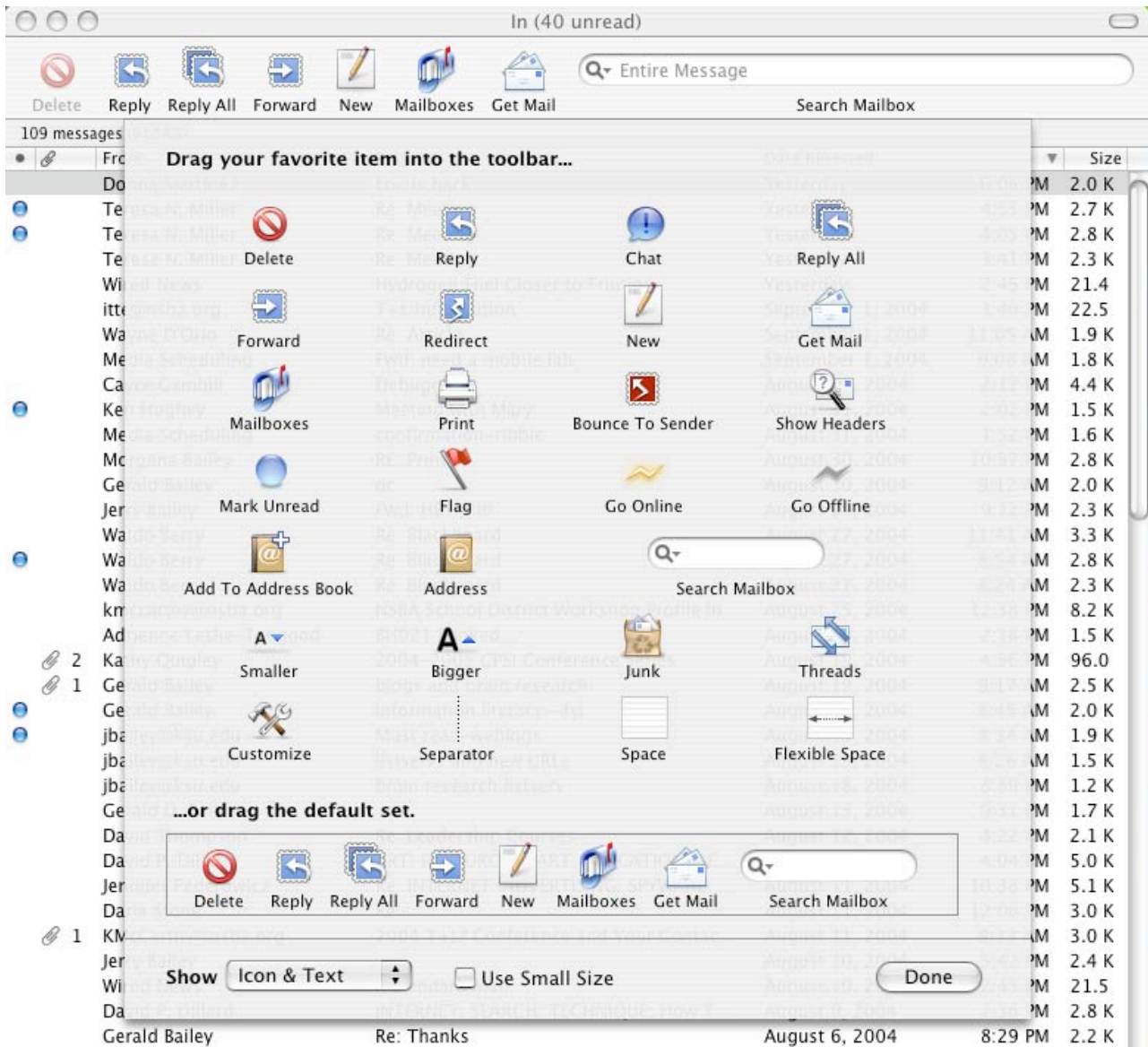
## View Options



Columns – make changes to how you see your e-mail messages (information available)

Sort By – How you want your messages organized

Organize by Thread – option that allows you to follow a threaded discussion in your e-mail



Customize Toolbar – Like in OSX you are able to add your favorite options for Mail (or remove those items that you never use).

## Mailbox

Synchronize “account” – Goes to the server and retrieves messages, often used for working Offline

Rebuild – If you are getting garbled, incomplete messages can try Rebuild – but if does not work there may be other problems.

## Messages

Bounce – Rejecting an e-mail from sender, but will only work if address is valid

Apply Rules – Apply active rules, that were created in Preferences, to selected messages

Add Sender to Address Book – highlight address then click Add Sender, then it will be added to your address book