

Mail

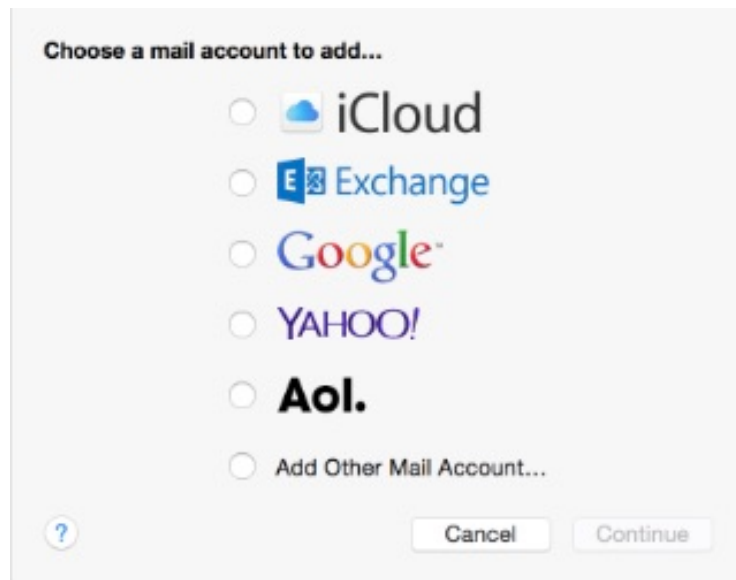


Mail

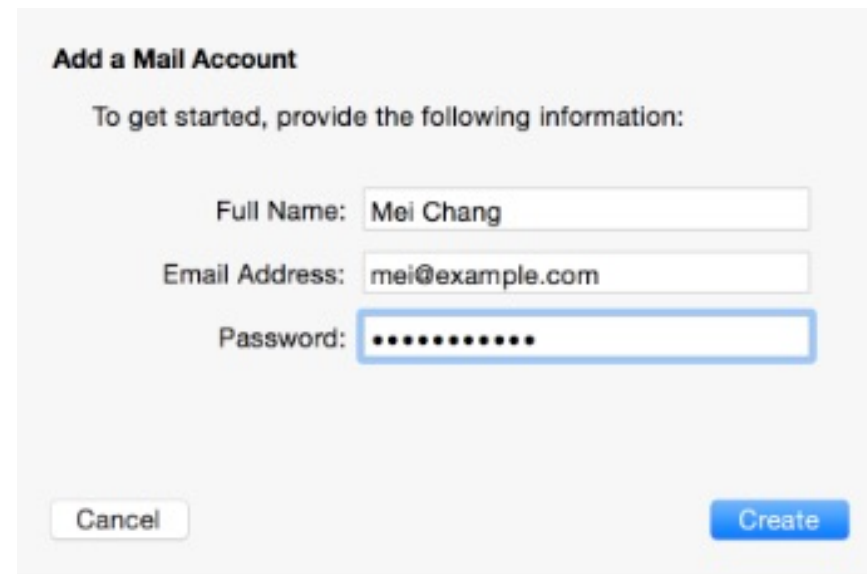
- Things we will cover
 - Setting up mail
 - Compose new messages
 - View your mail
 - Reply to email
 - Conversations
 - Attachments
 - Organize your email
 - Searches

Setting Up Mail

- First time you open Mail, you are prompted to set up email account



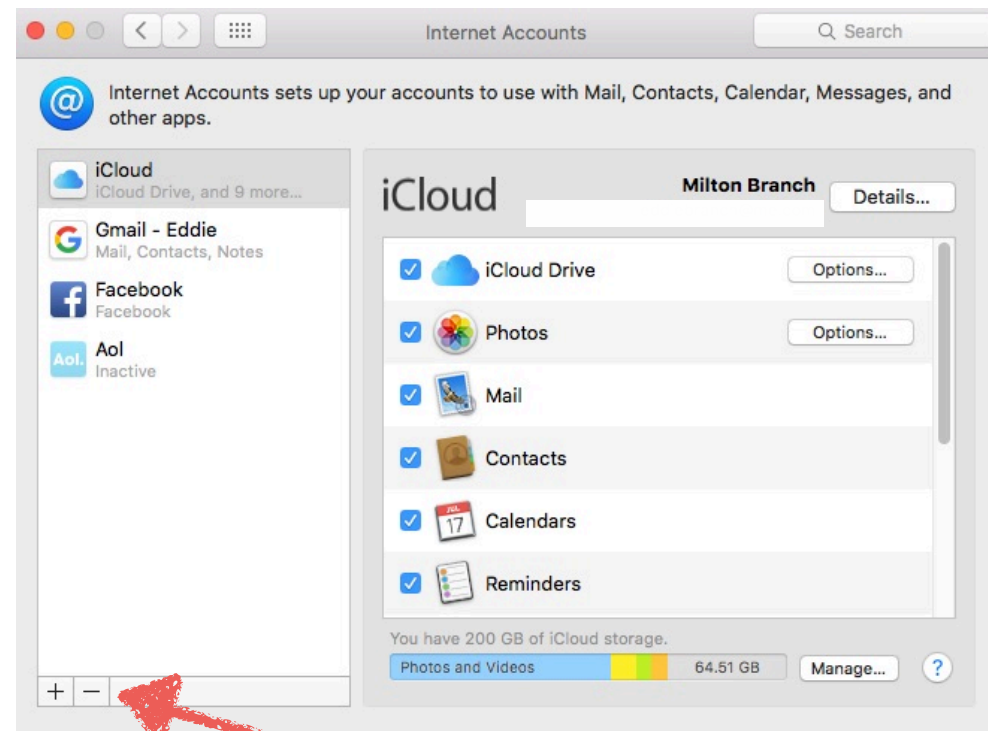
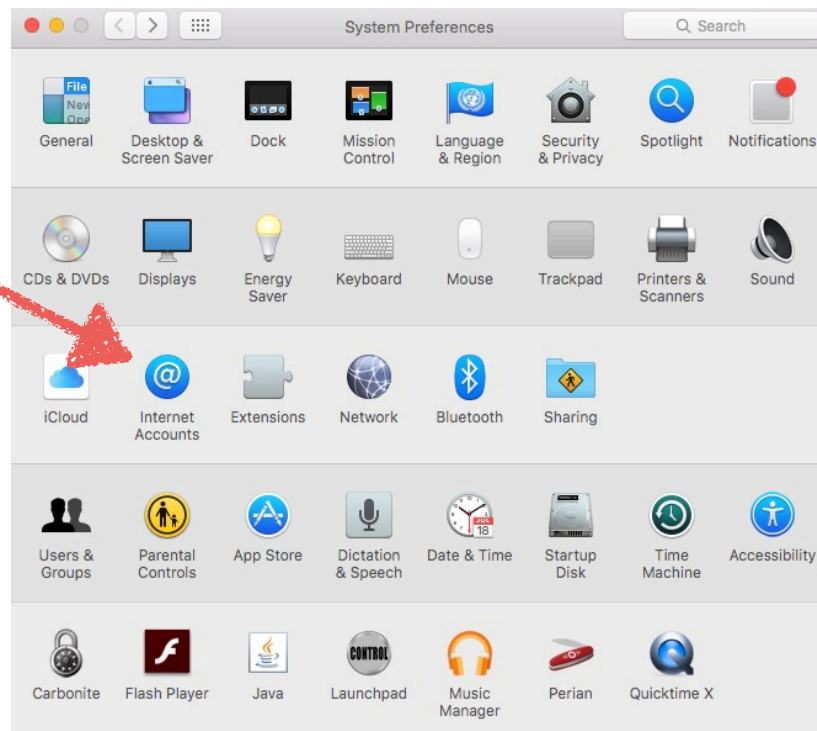
Choose email provider. If not listed, click "Add Other Mail Account" the Continue




Fill in the appropriate information, then click Create

Setting Up Mail


- Mail completes your account settings based on email address you provide, then Mail automatically maintains them
 - If Mail doesn't recognize your email provider, might ask you for additional settings
 - If you need to add more than one Mail account, start with primary then use Internet Accounts to add more



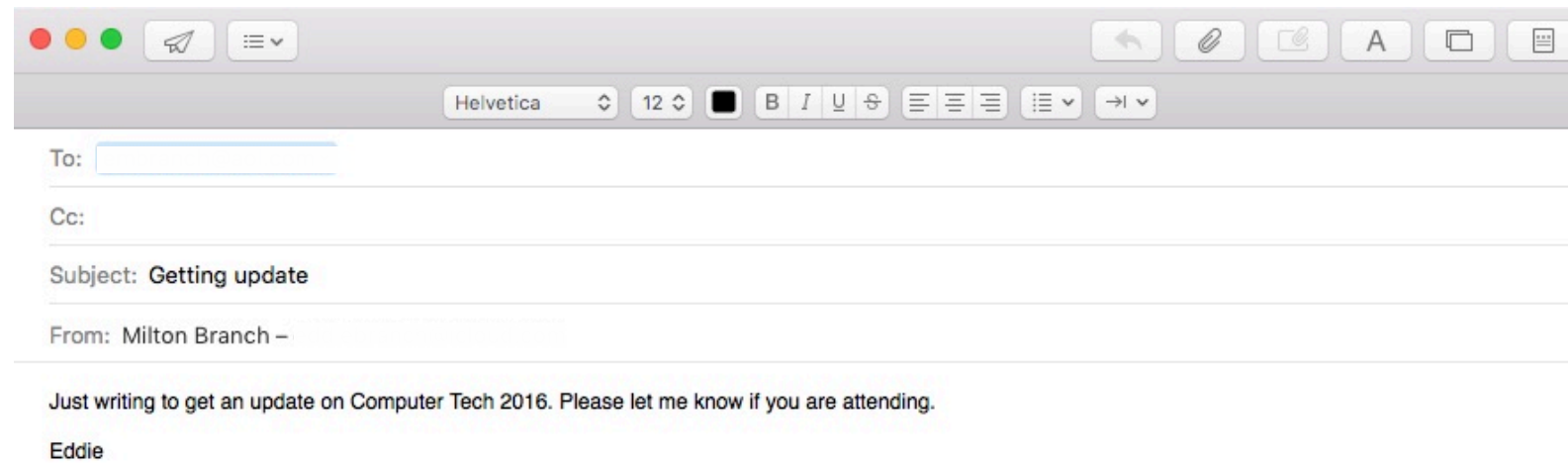
Compose New Messages


- Use one of these methods to compose a new mail message
 - Press Command-N (⌘ N)
 - Choose File > New Message
 - Click the New Message button  in Mail window




- To: Type a name in field and Mail will complete from Contacts or past messages received or sent. Full email address if new
- Subject: Type subject. Mail will remind you if left blank
- Message: Type body of message
 - To change look, click Format button **A**
 - Click Show Stationary button  to use built-in message templates

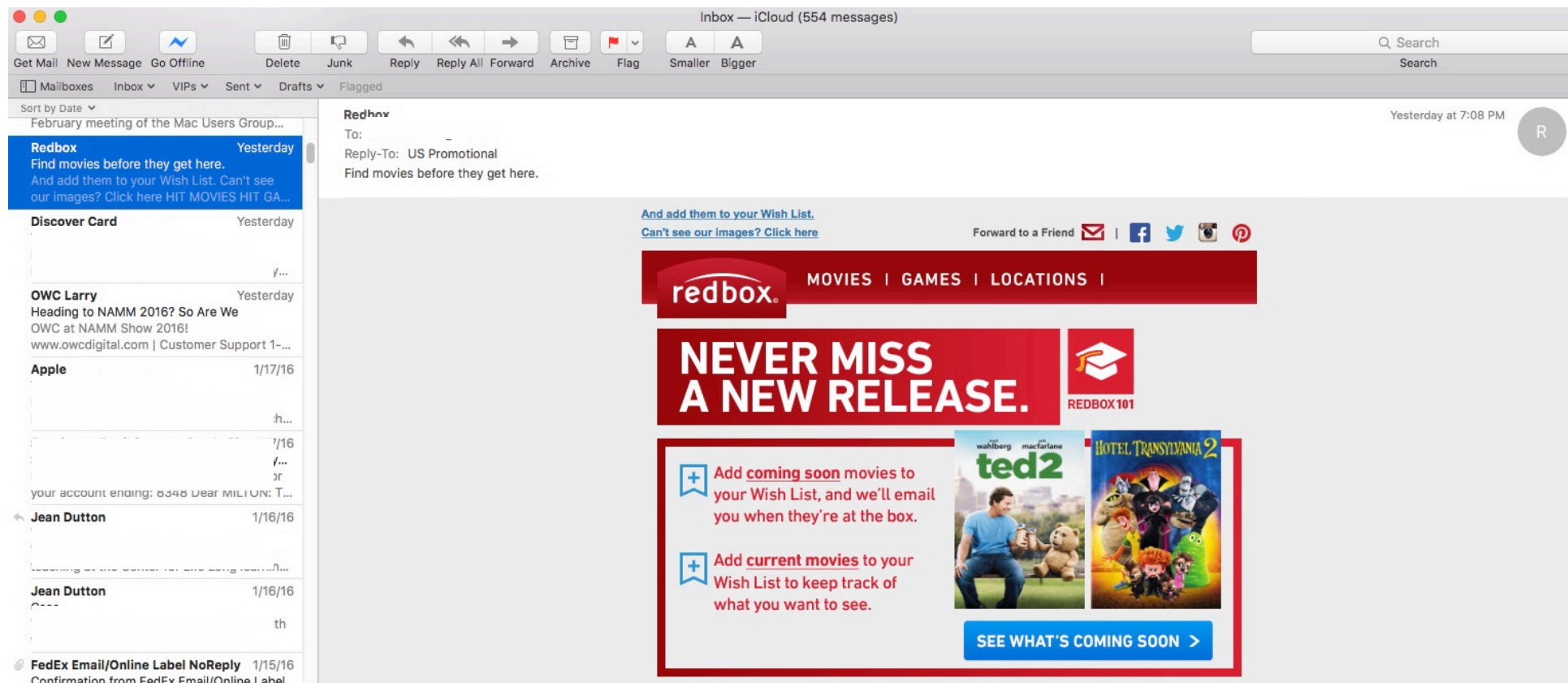
Compose New Messages









- When you are finished, click the Send button .
- If you are offline, Mail keeps your outgoing messages in Outbox mailbox until you connect to internet
- If not ready to send message, close it's window or select another message. Mail keeps unfinished messages in Drafts mailbox

View Your Mail

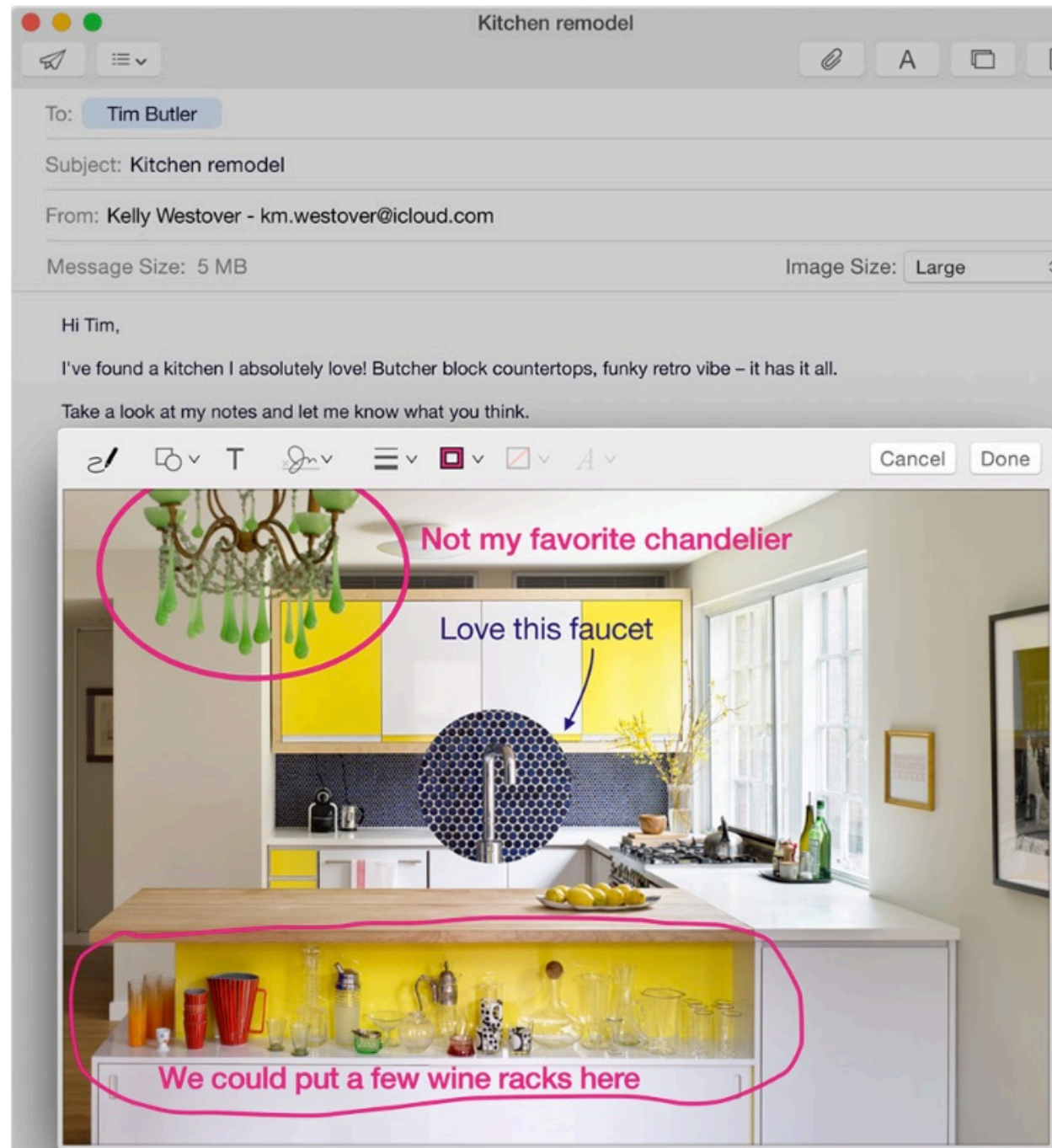
- Mail automatically checks your email accounts periodically for new mail
- To manually check, click Get Mail button 
- To view email message, select it from left side of Mail window, message body appears on right side window








Reply to Email

- To reply to a message, click Reply  or Reply All  button
- Type your reply then click Send .
- Click Forward button  to send messages to other people
- You can use Markup feature in Mail to draw and type directly onto an attachment and send it as a reply
- Use the Attach button  to add attachment to reply
- After image is attached
 - Move your pointer over the image in your message
 - Click the icon  that appears in the upper-right corner of image
 - Choose Markup from the menu that appears

Markup Tool



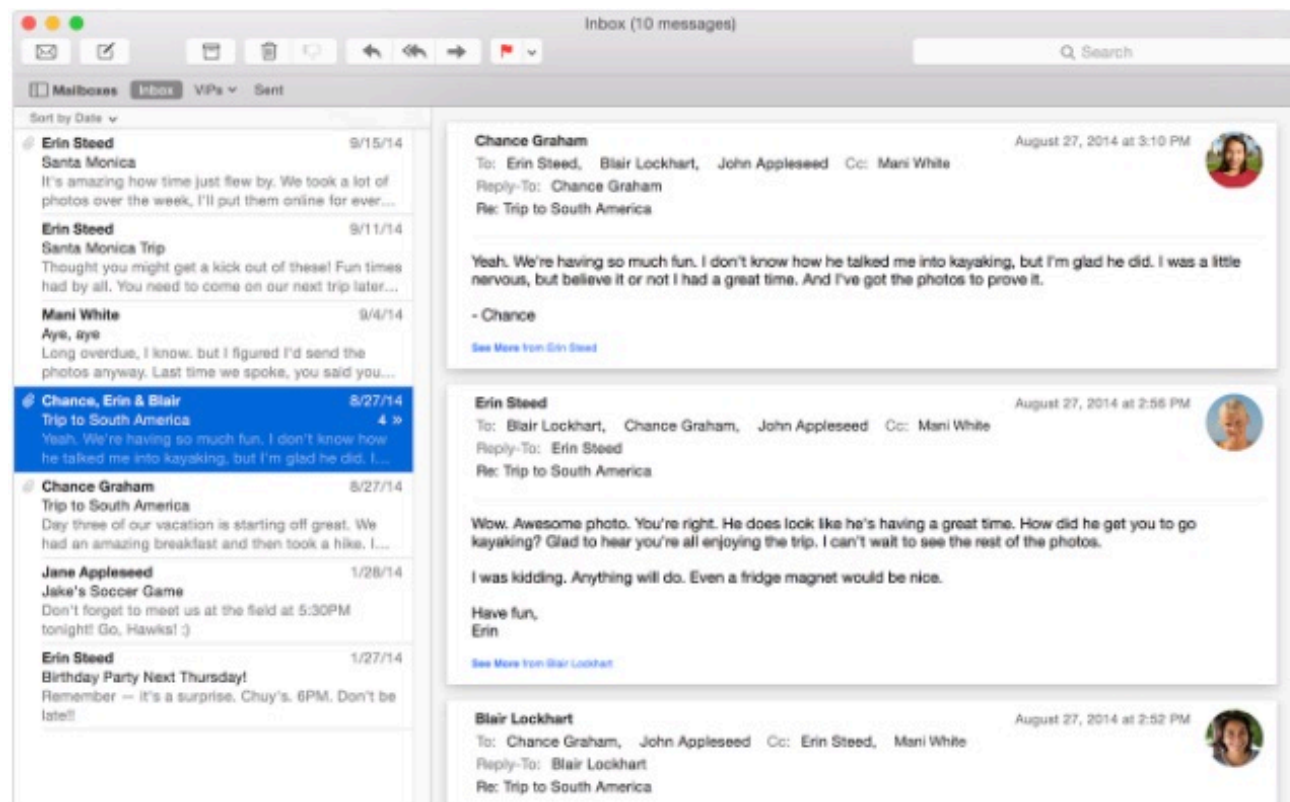
Markup Toolbar

 Sketch	Use the Sketch tool to create freehand drawings on the image by drawing on the trackpad with your finger.
 Shapes	Use shapes like rectangles, ovals, lines, and arrows. Or draw shapes using your finger on your trackpad. Use the Zoom tool  at the bottom of the Shapes palette to magnify and call attention to a part of an image.
 Text	Type directly onto images and PDFs to provide feedback in an email thread.
 Sign	Sign your name by drawing on the trackpad with your finger, or snap a photo of your signature using the camera on your Mac.

You can use any tools from Markup toolbar to draw, sign, or annotate image

Conversations

- Mail organizes email replies into conversations, making it easy to follow a thread of messages
- Collapses text you've already seen in earlier emails
 - Easier to read through a topic
 - Click "See More" at bottom left of email to expand



Mail Drop

- Beginning with Yosemite and IOS 9.2, you can send large files up to 5GB per message, such as videos, presentations and folders of images
 - No need to worry about email provider's limitations on file size
 - Works with any email service as long as you're using Mail and signed in to iCloud on your device
- Mail Drop automatically uploads large attachments to iCloud
- If recipients use Mail, they receive the attachment as part of message
- If they use another app or webmail, they receive a link to download the attachment
- All you do is click Send and Mail does the rest
- Attachments are available for 30 days and do not count against your iCloud storage plan

Organize Your Email

- You can create Mailboxes to organize your email messages
 - Work like folders in Finder
- In Mail choose Mailbox > New Mailbox
- In the sheet that appears choose location for the Mailbox
 - Choose On My Mac to create Mailbox that resides on only your Mac
 - Choose email service (iCloud, etc.) to create Mailbox that you can access from any device you check mail from
- Name the Mailbox and click OK

Organize Your Email

- Click the Show button on left side of the Favorites Bar to see Mailbox list or press Shift-Command-M
- The Mailbox list is like the sidebar a Finder window
- Use one of the following methods to move messages into Mailboxes
 - Drag messages into the Mailbox you want them in
 - When viewing a message, choose Messages > Move To or Copy To to file the message away
 - Contra-Click or right click message and choose Move To or Copy To from shortcut menu that appears
 - Create Mail Rules that move or copy messages into a Mailbox

Search Mail

- Use Search field in Mail window to search by sender, subject, attachments and more
- If you want to narrow search, choose an option from menu that appears as you type
- You can also select a Mailbox from the Mailboxes sidebar and search just that Mailbox

