

AUGR FOCUS SESSION: INS AND OUTS WITH MAC MAIL: Understanding and Using the Mac Mail Program

KEEP IN MIND: The various versions of OS X, have slight variations in appearance, but they do the same things.

I. Two kinds of E-Mail: Web Mail (at the ISP's or any other [Google's] web site) and software installed in the computer such as THE Mac's MAIL program. These have different Mail Preferences. Value of both is that if a person deletes a message and then regrets it, the message is still available on the other system (web site or Mac Mail).

II. MAIL PREFERENCES: MENU BAR (top of screen)>MAIL>PREFERENCES. Use With Caution. Change the font and font size.

III. THE MENU BAR IS FOR GIVING INSTRUCTIONS FOR THE SOFTWARE THROUGH THE DROP-DOWN LISTS AND ASKING QUESTIONS FROM HELP. Some of the KEYBOARD COMMANDS are helpful and faster. Also, every MAC book has a Mail section.

IV. The TASK BAR is at the top of individual windows is for giving instructions for that window. It is the same for all mailbox windows: GET MAIL NEW MESSAGE ARCHIVE DELETE JUNK REPLY REPLY ALL FORWARD FLAG

V. AUTO-FILL Uses the MAC ADDRESS BOOK and PREVIOUS RECIPIENTS>MENU BAR>WINDOW: Keep up to date. Delete the old, no longer valid addresses. BUT, be careful, and be certain to check because you will have several addresses with the same beginning, and easy to select the incorrect one.

VI: On opening MAIL, The VIEWER WINDOW shows the last "selected" (used) mailbox. (Most likely the INBOX): If this window changes or if you need a new one: Menu Bar>File>New Window.

A. The MAILBOXES: Maintain them: KEEP EMPTIED TO SAVE MEMORY

1. INBOX: For new incoming messages. Blue dot for unread
2. OUTBOX: Created when needed, for yet unsent (Machine decides)
3. DRAFTS Created when needed, to send later (Machine decides or "Save as draft): Task Bar>Save as Draft
4. SENT: For messages sent Keep emptied
5. TRASH: For deleted messaged

B. To create new or different mailboxes: MENU BAR>MAILBOX: "SmartMailbox Folder" is for messages coming from a specific e-mail address. SEARCH mailboxes: "Search" each box by name, subject or e-mail address. MOVE messages between mailboxes by dragging or Menu Bar>Message>Move to. KEEP ALL MAILBOXES EMPTIED. See below: IMPORTANT

Save messages permanently to the computer itself, out of the Mail program: (Easiest on the Desktop.) In the Finder create and name a new desktop folder to hold the e-mails: Menu Bar>File>New Folder. Then, give each saved message a name and either drag or save to the newly created folder.

VII: USING MAIL:

1. To get messages: Task Bar: Click on GET MAIL the icon of the back of an envelop) (Set a regular, automatic automatic time in MAIL>Preferences. Can be confusing and get in the way.)

a. To open a message: Click once to choose, highlight. Click twice to open.
b. To open an attachment included with a message: Double click on the icon or drag the icon to the desktop and double click on it. Attachments often open automatically in the e-mail message, especially if Mac to Mac. To save the attachment: FILE> SAVE AS or drag it out of Mail to wherever you want to put it.

c. To change the size of the font in a received e-mail: With mail open and running, go to View in the Men Bar at the top of the screen, and from the drop-down menu choose "Customize Toolbar." From that new window, drag the "Smaller Bigger" button to the toolbar of the Mail Viewer Window (the first, main window when the Mail application is opened.) Select the text and then click the appropriate button. ALSO: Easier and faster: click on a message as if to answer it, and then from the Title Bar for the message choose a larger number size.

2. To send a message: (Varies with OS) Task Bar: Click on "NEW MESSAGE" or the pen drawing. The Task Bar for the New Message window: Send Chat Attach Address (auto-fill) Fonts Colors.

a. ADDRESS: Start typing. If you have previously sent a message to that address, Auto-fill will complete the address from the Address Book, Previous Recipients. This software remembers every address you have ever typed addressing e-mail. MenuBar>Window> Previous Recipients. You need to check this list regularly and delete addresses which are no longer valid. MENU BAR>WINDOW>PREVIOUS RECIPIENTS .For Multiple Addresses in the same message: Space between addresses.)

b. CC (copy to) or BC (blind copy to) needs to be created the first time used: With a new message window open: MENU BAR>VIEW>BCC address field. BLIND COPY addresses are not shown in the address pane: Privacy protection.

d. SUBJECT Type in something: "From (your name)."

e. MESSAGE: Write, add any attachments, graphics.

f. Spell Check: MENU BAR>EDIT>WRITING TOOLS (No proper nouns)

3. To send a message to a group:

a. Create a list of e-mail addresses and divide into groups of ten "or so". Otherwise, the ISP will block the message as spam.

b. Type in addresses or copy and paste from a list of e-mail addresses:
To: yourself, Bc: to people on the list. Space between addresses.

c. Add the Subject, and then the Message.

d. To re-use the message with the addressing and subject: After sending, Move from the Sent Mailbox to the Drafts Mailbox. When ready to send again, delete old message and Copy and Paste or type in the new and send.

4. To Send an attachment, click on “Attach.” That will open a window of the Hard Disk folders where the machine asks what file, folder, graphic you want to attach. Navigate the HD window to find the file you want to attach. Easiest if you move what you want to attach to the Desktop ahead of time. If you always attach files from the same location, you will always get the same “Attach” window. OR Drag the File’s icon into the e-mail message.

5. To Reply: Task Bar>Reply To repeat original message or not: MAIL>Preferences

6. To Forward: Task Bar>Forward: DELETE ALL THE MULTIPLE HEADER ADDRESS! You can also use FORWARD TO CHANGE THE FONT OR FONT SIZE larger or smaller. Select the text, then: Menu Bar>Format>Font

IV: ATTACHMENTS: Be aware: Text attachments can be opened if the receiver has in his/her computer the software which the Sender used in creating the attachment. Every computer, PC or Mac, can open PDF (Make, convert to, from the “Print” window from a word processing application. Save As Pdf. Doesn’t work in MAIL message composition.

Be aware: Graphics, pictures, need to be in the JPG (JPEG) format to go through e-mail as part of the message, not as an attachment. To open PC (doc) files: Pages or a free software: www.OpenOffice.org

V: NOTE: An e-mail address must be exactly correct (The difference between upper and lower case may, or may not, make a difference). If the address is not correct or if there is some other error:

A. You will get an immediate window stating that the message cannot be sent: This usually means a typing error. Something is wrong with the E-mail address. Check “@” “. “ “t, n or m” on net or com. Click “Try again Later,” and carefully examine address (s). In multiple sendings, one bad address will stop all in the group. Check carefully. Make the correction, send and then correct the “Previous Recipients” List. You might get a window with these choices. Click on what you need at that moment or on Use Selected Server.

Edit Message

Use Selected Server

Try Again Later

B. Or you will get the message back. If the address is correct, but is no longer in use; if the person has changed or canceled the ISP; if the person’s “Mailbox” is full you will get the message back: “Unknown.” “Account Unavailable.” “Mailbox Full” “Not Our Subscriber.”

C. Keep Mailboxes (Inbox, Sent, Trash) emptied of read, old, trashed mail. Keep track of the numbers for each (which tell how many messages are there.) If you have used up the memory allotted to the Mail program, Mail will not work.

D. MOST IMPORTANT: If you want to keep a message, Take it out of MAIL: Create a folder on the machine in your User Documents Folder. (If you want on the Desktop, create an Alias and drag that to the Desktop): Menu Bar>File>Save As> Name, Location, Save as “Rich Text Format.”

E. IMPORTANT: IF YOU EVER SUSPECT A PROBLEM, WANT TO TEST THE PROGRAM or TRY SOMETHING, SEND A MESSAGE TO YOURSELF (your e-mail address). Same way you would send any message.

F. IN MULTIPLE SENDINGS WHERE THE BASE MESSAGE IS REUSED OVER AND OVER: The computer “tracks” messages and gets confused with the same message being re-tracked. Look for folders of that message in Trash, Sent, and keep them deleted.

VIII. BOOKS: (specific for the OS) “Mac OS High Sierra” by David Pogue, Several Mac titles

Suggestions/Tricks to try:

Explore Keyboard Commands in the drop down windows of the Menu Bar Commands.

Sending a graphic in a message and want to make it smaller or larger: With the graphic in the message window: Just to the right, and at the bottom of the address pane above your message, graphic>Image Size drop down list. This may not work in some versions of Mail.

Keep Mail efficient and fast: Rebuild Mailboxes: Select a Mailbox>Menu Bar>Rebuild