

Mac Mail Basics

When you have completed this lesson you will be able to:

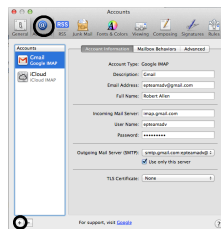
1. Open Mac Mail
2. Add an email account to Mac Mail
3. Open and Address and email.
4. Explain the meaning of and difference between cc and bcc
5. Compose and send an email with an attachment.
6. Reply to an email.
7. Forward an email.
8. Delete an email and explain why it is important to empty the email Trash.
9. Briefly describe the difference between a POP and IMAP email account.

I am going to assume that you have an icon (small image representing an application. An application is a piece of software that does something (browses the web, opens images, creates word processing documents, etc.) for Mac Mail on your Dock. If not, I shall take a moment in class to have you move it there. The icon looks like this:

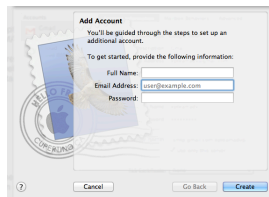
I am using Lion for this tutorial but will endeavor to show the minimal differences between it and previous versions of the Mac OS.

Adding A New Account

1. Open Mac Mail by clicking on its icon on the dock.
2. On the Menu Bar, select Preferences from the Mail menu. Notice the keyboard shortcut: ⌘,
3. Click on the Accounts tab, then on the + at the bottom of the Accounts column.



4. Type in your name, your email address and a password. Click on Create.



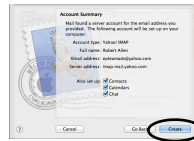
5. Mac Mail will check on the validity of this account. You may get a window such as the one to the right. Click on Always Allow.



6. A Summary of the new account follows. Click on Create.

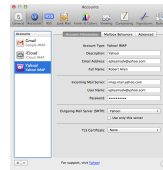


7. Click on Create.



7. See your new account in Mac

Mail.

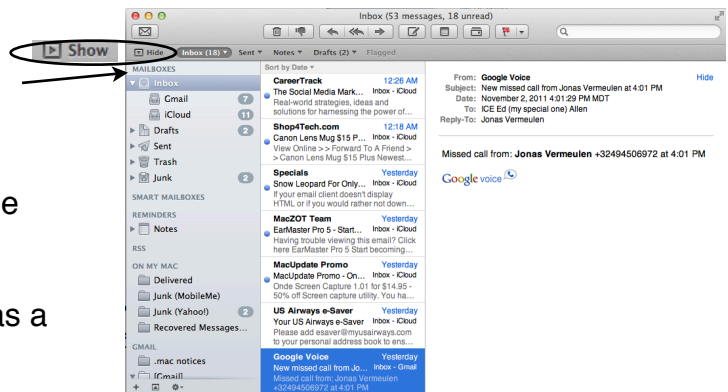


Using Mac Mail

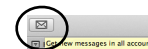
How many unopened emails do I have?




1. Open Mac Mail by clicking on its icon on the dock. The window looks like the image to the right. The left column displays various Mailboxes. If you do not see the Mailboxes column, Click on the Show (Hide) icon. The second column gives me the Source, Subject and a synopsis of each email message I have not yet trashed or filed. In the selected (highlighted in blue) email, the sender was Google Voice, and the Subject was a missed call. There was no other text in the message.

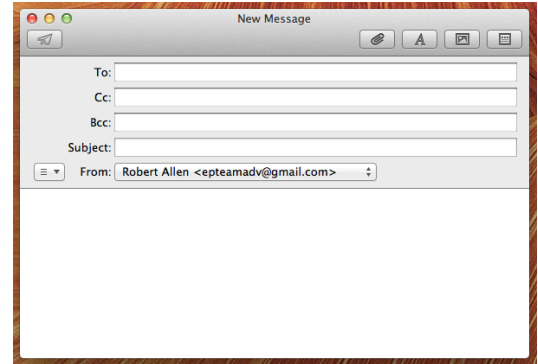
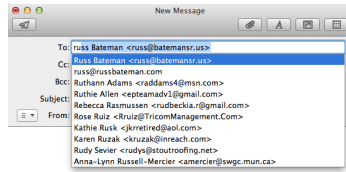


2. The third column shows me the contents of the email selected from the left hand column.
3. As is true for most Mac applications, placing the cursor over an icon within the application will display its function. Place the cursor over the Envelope icon in the upper left corner. See "Get new messages in all accounts" displayed. I would Click on this icon if I thought there were email messages which had not yet downloaded.
4. If I select an email, in this example the Google Voice message, and click on the Trash Can icon, the email will be trashed.



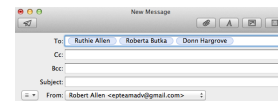
- We will now Compose (start) a new email by Clicking on this icon:  A new window opens.

- The flashing, vertical Text cursor should be in the To: box. If not, click inside it. Type the email address of the recipient. Various possibilities will probably appear from your Address Book as you type. You may click on the appropriate one to complete the address.



It is possible to type in multiple addresses here.

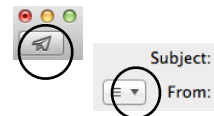
Press Return after each one. If you wish to delete one, click to the right of the name and press the Delete (upper right on the keyboard).



- Type in your Subject. In the open space below, type in your message.

- If we were going to send the email we would click on the Send icon. Do not do so. We are going to add two attachments.

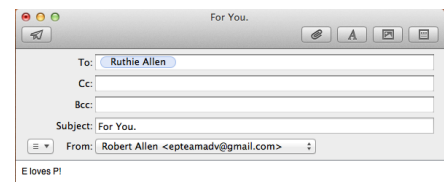
- It is possible that you will not have a field labeled Cc: or Bcc: They are selected by clicking on the triangle shown to the right.



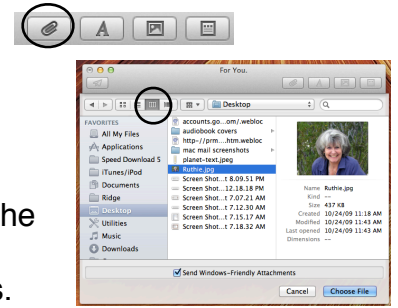
- Cc means carbon copy. Bcc means blind carbon copy. I may wish to send copies of my email to recipients other than those listed in the To: field. I might wish to send an email to Bobbi, but also want Don and Carl to get a copy. This is the purpose of Cc. But, for reasons of privacy, I might not want Don and Carl to know Bobbi's, or each other's, email address. I would then use the Bcc field to address Don and Carl. If you are sending out a document to many people, consider using the Bcc field as a courtesy.

Adding an Attachment to an Email

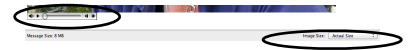
- You can attach any file to your email. In this example, we will attach a image and a song. Different email services have different limits on the size of the attachments they will send or receive. For gmail, this is currently 20 megabytes.
- You will need to know the usual two things about the files you are going to attach: 1) what is its name 2) where is it
- If you use iPhoto, I believe you will find this process easier if you first open iPhoto and drag a copy of the photo you wish to attach onto the desktop. It will then be easy to find and you can rename it if you wish. You will be provided with an image and a sound file before class on a USB flash drive.



- Click on the Attachment icon and a Finder window will open. I prefer the Column View, indicated to the right. Notice that from the left column I have selected Desktop and in the second column I have selected the file: Ruthie.jpg Click on Choose File. I keep "Send Windows Friendly Attachments" checked. Depending on the size of the file it may take a little while for the attachment to be compressed. In some email programs the image will appear and in some it will not. If not, there will be a list of attached files.



- Press return to bring the cursor below the last attachment. Repeat the process for the sound file on your desktop. Notice the Player below and to the left. This is the music file. To the right, you can control the size of the graphic image you are sending. Not all email programs will have this ability.



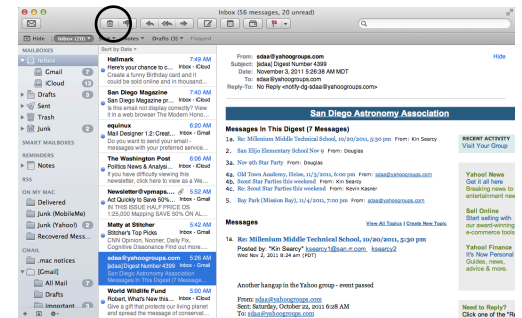
- You may now send your email by clicking on the Send icon (see step 8 in the previous section, and assuming you have an email account and used a real email address for the re) If the files are large, it may again take some time for the message and attachments to be compressed prior to transmission.

Replying and Forwarding Emails

- Open an email. To Reply, Click the icon inside the circle. To Reply to *all recipients* of the email, Click the icon inside the square. To forward the email, Click the icon inside the triangle. If you do not have an email account you will need to watch the instructor do this step.
- At this point, the process is exactly the same as sending an email.

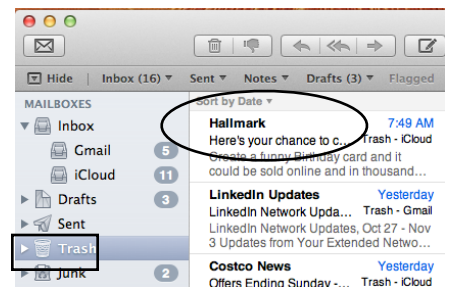


From: Debra Curry
 Subject: Darleen
 Date: August 8, 2011 2:02:29 PM MDT
 To: Robert Allen <eplearnadv@gmail.com>



Deleting an Email

- An email from sdaa@yahoogroups.com has been selected. If I wish to delete it, I can press the Delete key on my keyboard, or I can Click on the Trash Can icon at the top of the Mail window. I can select any, or all of the emails and delete them the same way. It is important to understand that the email is still sitting in the email trash--I've personally seen *nearly a gigabyte* of email in the trash filling up hard drives and slowing down computers.
- I just deleted an email from Hallmark, but see it at the top of the list when I click on the Trash icon in the left column (rectangle).
- Select all of the emails in the second column (I'd click on one and Press ⌘ A) and then press the Delete key.
- In some mail programs, you will have the option to delete all trashed emails with a single click. From gmail, which I recommend:



[Empty Trash now](#) (messages that have been in Trash more than 30 days will be automatically deleted)

POP and IMAP

1. There are two primary types of email accounts and I am only going to focus on one aspect of them.
2. The main difference is the way in which IMAP or POP controls your e-mail inbox. When you use IMAP you are accessing your inbox on a remote mail server. IMAP does not actually move the messages onto your computer. You can think of an email program using IMAP as a window to your messages on the remote server. Although the messages appear on your computer while you work with them, they remain on the remote server.
POP does the opposite. Instead of just showing you what is in your inbox on the mail server, it checks the server for new messages, downloads all the new messages in your inbox onto your computer, and then (usually) deletes them from the server. Set up this way, this means that every time you use POP to view your new messages, they are no longer on the remote server. If the account is set up to keep the emails on the remote server, you have to delete them from both it and your computer. There is more to it than that, but you probably do not want to know and I can't tell you anyway.

Some Suggestions

1. You have a mailbox called Drafts. If you see something in your Drafts folder, it is probably an email you started to write and forgot to send. Check it out.
2. Be careful in choosing your email password. It is embarrassing to have to send out notes to everyone in your address book explaining that you really were not behind the great deal on male enhancement products, especially after your account has been frozen for excessive usage. Trust me on this.
3. As usual, explore the options of various similar programs. I urge you to consider setting up a Google account for the email, free phone calls, video chats, Google Documents, etc., etc.
4. Ever had that sinking, "I shouldn't have sent that feeling?" You can set a delay on some email programs that can give you a grace period.