

Information this handout is excerpted from the help screens of Mail, Address Book and iCal. This information is intended as a jump-start; a quick overview and introduction to these applications. For additional information be sure to check the Help menu of Mail, Address Book and iCal.

# MAIL

## Checking for new email

Your computer is set to check for new mail at a set interval. You can also manually check for new email.

- To check for mail manually, choose Mailbox > Get All New Mail or choose Mailbox > Get New Mail > [account], click the Get Mail icon in the toolbar, or press the Mail icon in the Dock and choose Get New Mail from the pop-up menu.

## Addressing a new message

When you address a new message, Mail can automatically complete a recipient's email address after you type just the first few letters using information from the address book.

1. Start typing a name or email address in the To field or in any other address field. If you have previously exchanged messages with the recipient, you just have to type the first few letters of the recipient's name or email address.
2. When you see the address you want, use the arrow keys to move to it, and then select it. If there is no match for the address you want, type the complete address.
3. If you are sending email to one recipient, press Tab to accept the address and move to the next field. If you are sending email to multiple recipients, press Return or type a comma to accept a name or email address, and then begin typing the next one.

## Sending email

1. Open Mail and choose File > New Message, click New in the toolbar, or Control-click the Mail icon in the Dock and choose Compose New Message from the pop-up menu.
2. Enter an address (example: [jdoe@grandviewschools.org](mailto:jdoe@grandviewschools.org)).
3. Enter the subject line and the text of the message.
4. Click Send.

## **Saving draft messages**

If you're not ready to send a message and want to finish later, you can save it as a draft. Mail also saves drafts automatically a few seconds after you start to compose a message.

Choose File > Save As Draft.

If you quit Mail and have a message open that has not been sent, Mail saves it as a draft automatically.

To reopen a draft, open the mailbox where you store drafts and double-click the message.

## **Sending attachments**

You can attach files, such as HTML or other files, to your email messages.

Drag the file into the message. You can also click the Attach button in the toolbar or choose File > Attach File and locate the file in the dialog that appears.

## **Deleting email messages**

Select the message and then click Delete in the toolbar, or Control-click the selected message and choose Delete from the pop-up menu that appears.

To **permanently erase** deleted messages choose Mailbox > Erase Deleted Messages > In All Accounts or In Selected Mailbox.

## **Forwarding email**

You can forward an email message to another recipient, and add your own comments if you wish.

1. Select a message.
2. Choose Message > Forward, or click the Forward button in the toolbar.
3. Type the address you want to send the message to in the To field, add your comments, and click Send.

A straight arrow appears in the message list next to messages you forward.

## Saving attachments

### Do one of the following:

- Drag the file to your desktop.
- Control-click the file icon and choose how to save or open the attachment from the shortcut menu.
- Click the triangle in the header of the message to see the icons of each attached file. Click the Save All button to save all of the files.
- Choose File > Save Attachments.

## Creating a mailbox (folder)

You can create as many mailboxes as you like to file or organize messages you want to keep. A mailbox inside another mailbox is called a "subfolder."

1. Choose Mailbox > New Mailbox.
2. To create a mailbox within an existing mailbox, select the existing mailbox before you choose Mailbox > New Mailbox.
3. Type a name for the mailbox.
4. Click OK.

## Creating a Smart Mailbox

A Smart Mailbox displays a set of email messages, stored in other mailboxes, that match specific criteria you have defined. For example, you might create a Smart Mailbox that searches all your mailboxes for messages from a specific sender and displays them.

1. Choose Mailbox > New Smart Mailbox.
2. Use the pop-up menus and text fields to define the search criteria for the mailbox. If necessary, click the Add (+) button to expand the search criteria.

To change the search criteria or to rename a Smart Mailbox, choose Mailbox > Edit Smart Mailbox.

## Creating a Smart Mailbox folder

You can use Smart Mailbox folders to organize any Smart Mailboxes you have created. For example, you might create a Smart Mailbox folder named "School Committees" and then drag and drop into it three Smart Mailboxes you created to organize email regarding committees you serve on.

1. Choose Mailbox > New Smart Mailbox Folder.
2. Type the name of the folder and click OK.

As with regular mailboxes, you can "nest" Smart Mailbox folders by creating new Smart Mailbox folders within existing Smart Mailbox folders.

## Having your email read to you

You can use Mac OS X text-to-speech technology to have the text of a message read aloud.

### Do one of the following:

- Open a message, then select the text that you want to have read. Choose Edit > Speech > Start Speaking or Stop Speaking.
- Open a message, Control-click the text that you want to have read, and choose Speech > Start Speaking from the shortcut menu.

To change the voice used to speak the text, choose Apple menu > System Preferences, then click Speech. Click "Text to Speech" and choose a voice from the System Voice pop-up menu. Close System Preferences.

## Add the Sender's email info to your Address Book

You can capture the email address of the person who has sent a message and add this information to your address book.

1. Select a message.
2. Choose Message>Add Sender to Address Book.