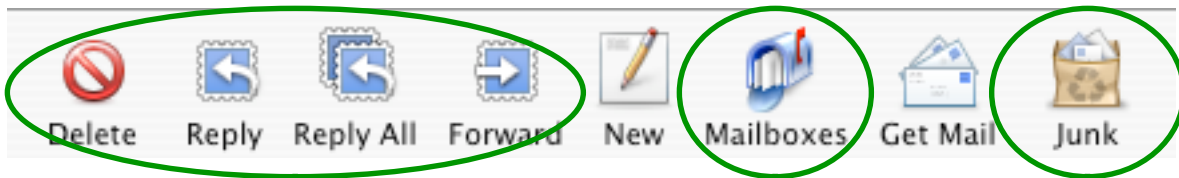


Mail



What you can do with mail you receive.

Side view of all mailboxes: In Out Drafts Trash

Teaches the program the certain messages are junk and can be sorted to the Junk mailbox.

Mail > Preferences

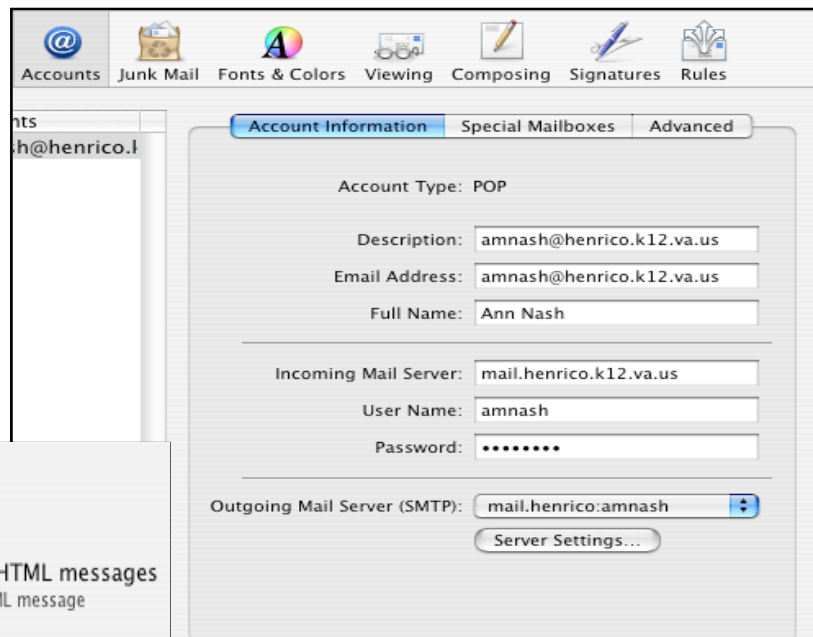
Accounts

Lists all accounts and Information

Viewing

Here you can get rid of the header so you won't have the endless list of e mail addresses to scroll through.

Change header detail to NONE



Show header detail: Default

- Show online buddy status
- Display images and embedded objects in HTML messages
Turn this off to display only the text portion of an HTML message

Message threading:

Use the View menu to group messages by thread

- Highlight related messages using color

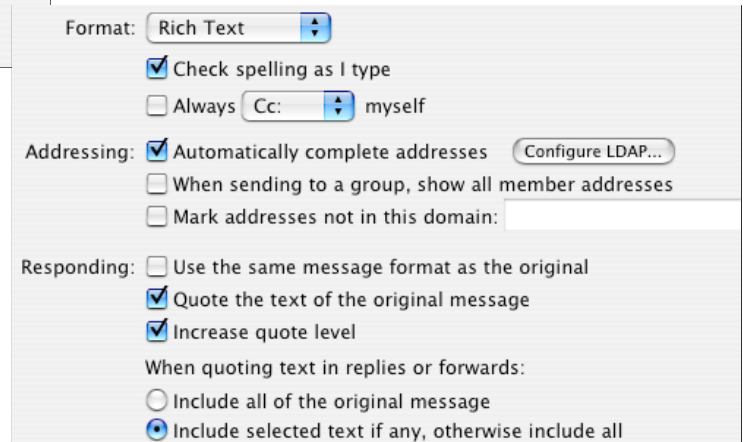
Composing

Format

Select Check spelling

Addressing

Deselect when sending to group, show all...



Signatures

Add Signature

Name it

Type what you want to appear as the signature

Automatically Insert Signature

Choose a created signature (or none) to put on emails. Which ever one you choose will appear when you compose a new message.

Show signature menu will let you select a signature when you create a new e-mail.

Place signature above will insert the signature beneath where you would begin typing.



Mailboxes

I have created several Mailboxes for different types of e-mail I get. To create a new mailbox go to Mailbox > New... Name the mailbox and then you can begin to sort and store your e-mail in these new folders.

You can also create a rule to automatically sort the incoming mail to these folders.

Rules

I have rules for each mailbox I have created, as well as a few other rules.

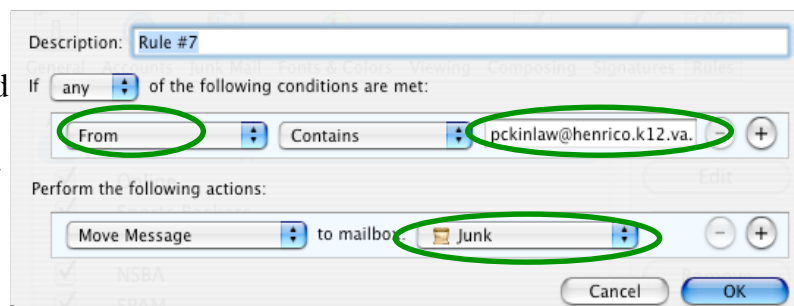


When you get mail you want to create a rule for first click once on the mail. Next be sure you have a folder to send the mail to. Open the Preferences and click Rules. To create a rule click the Add Rule button. The rule will start with a basic rule:

If the message is **FROM** pckinlaw@henrico.k12.va.us then put the message in the Junk folder.

You can change any of these setting and add additional characteristics to create your own rules. You can give the rule a more specific name as well.

When you are done click OK. Close the Preferences window and go to Message > Apply Rules.



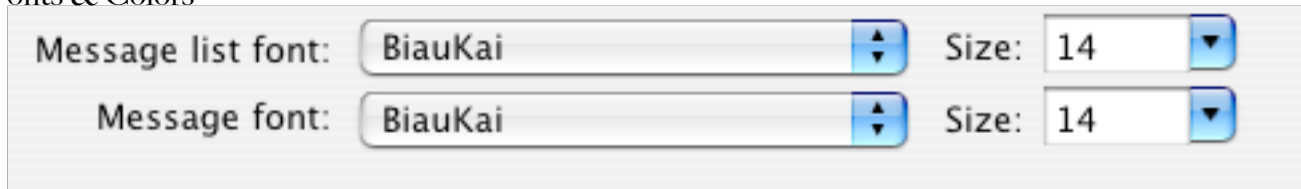
All the applicable messages will be sent to the appropriate mailboxes.

Making Mail Your Own...

You can adjust the font settings for how you see your list on messages and the font you use for reading your messages.

Mail > Preferences

Fonts & Colors

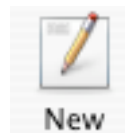


Use the dropdown menus to select the font and size.

The color can be adjusted for the quoted material in forwarded or replied-to messages.

Composing a New Message

The simplest thing is to click the pencil on the toolbar.

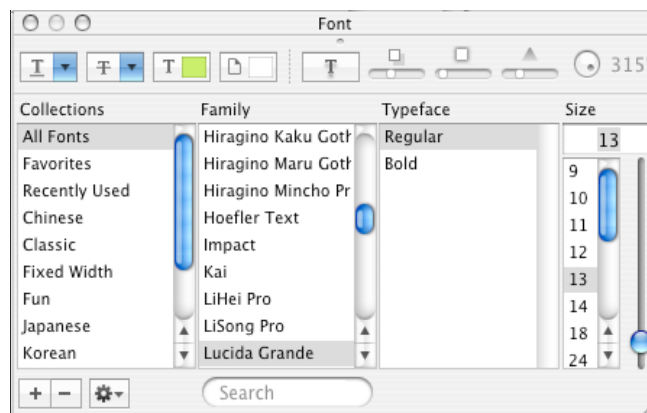


From here you can adjust a multitude of settings for color and font of your outgoing message by clicking the

Fonts button.



This menu will appear and you can change every aspect of the type.



Remember that signature you created? It should automatically appear in the body of the message.

Address Book

The address book is a separate application. You can create groups for bulk email in the Address Book, but you do not need to go there when you are creating an e-mail.

I have all of the staff for my school in a list titled HSHS Staff. When I need to email everyone all I need to do is type HS in the To: bar and the rest fills in and the e-mail will go to everyone in the group.

When I am in the County Network, I have access to the Henrico Directory at all times. If I type a few letters of a person's name, everyone with those letters will appear in a dropdown menu. The first names will be ones in your Address Book, then the list continues with other people in the county.