

Iroquois School District Technology Training

E Mail! Get your E Mail! Mail Application (Postage Stamp)

Toolbar

Change Toolbar Buttons—go to View, Customize Toolbar
Drag buttons to your toolbar as needed
Drag off your toolbar if not needed
Separator and Space help keep your toolbar neat

Signatures

Go to Mail, Preferences
Click on Signatures tab
Rename your signature to fit its purpose
 Click on “standard” and type what you like
 Create your own signature by editing the signature in the third column
Create another by clicking the + sign at the bottom of the middle column, add the signature text in the third column
Change font, size, style, color
 Select text to change
 Go to Format, Show Font/Show Color/Style/Alignment
Select and drag signatures to the “General McLane” or “IMAP” Account (first column)

Attachments

Create new mail message
Click Attach button in toolbar
Navigate to document to be attached; click Choose File

Folders (Mailboxes)

Create to organize mail messages
Go to Mailbox, New Mailbox
 Name mailbox; determine where mailbox should be
 On my Mac for everyday messages (stored on your laptop)
 IMAP Account for serious messages (stored on server)
To create a mailbox within an existing mailbox (subfolder), select the existing mailbox first
Drag messages from Inbox to mailbox of choice

Smart Mailbox

Displays messages you have stored in other mailboxes to match specific criteria you define

Changes made to a message in one folder are automatically reflected in the other

To create:

- Go to Mailbox, New Smart Mailbox

- Use pop-up menus and type in text to define search criteria

Can “nest” folders for further organization

If a message is deleted from a “regular” mailbox (such as the Inbox), it is automatically deleted from a “smart” mailbox

Caring for Your eMail Account

You will need to periodically “clean up” your mailboxes

- *limited room on server for each account

Delete messages from your inbox you no longer need or won't read

Delete messages in “Sent” Mailbox

Delete messages in “Trash”

Close Mail, reopen to refresh

How often should you do this? It depends upon how many email messages you send and receive. Some will be fine to do this once a week; others, daily!