Mail Tips for Mac Users

By Christian Boyce (macman@christianboyce.com, christianboyce.com)
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Things that help you with mail that comes IN

1. **Set up your Preferences**

    1.1. Set the default email reader, set how often to check, set notification preferences

    1.2. Show the scroll bars! *(System Preferences/General)*

2. **Customize the Toolbars**

    2.1. Show button labels; add smaller/bigger buttons; add Show/Hide Related Messages

    2.2. Add key folders to Favories Bar instead of letting them get buried on the left-hand mailbox list

3. **Bring back the "classic" view (if you want it)**

    3.1. View/Use Column Layout, View/Show Side Preview

4. **Arrange your Mailbox list**

    4.1. Show/Hide; changing the order; make the mailbox list BIGGER *(System Preferences/General)*

5. **Make more Mailboxes**

    5.1. Where to put them (probably NOT "On My Mac")

    5.2. Smart Folders and why you would make them

6. **Open another viewer window**

    6.1. Why? Maybe you've done a Find… and you still want to check your email

7. **Memorize these keyboard shortcuts**

    7.1. Toggle "Unread" status: ⌘-Shift-U. New Message: ⌘-N. Reply: ⌘-R. Enlarge text:: ⌘-+

8. **Use the Unsubscribe button**

    8.1. Yes, this is just like on the iPhone. And it works.

9. **Use Rules**

    9.1. Example 1: Every piece of mail from Amazon goes into your "Purchases" folder

    9.2. Example 2: Every piece of mail from one of your top customers gets colorized

10. **Regain your Sanity**

    10.1. Block a Sender

    10.2. Mute a thread

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Things that help you with mail that goes OUT

1. **Set up your Signatures**

   1.1. Hint: start in the All Signatures area, make some signatures, drag them to the accounts as desired.

      1.1.1. The same signature may be used on more than one account

      1.1.2. Choose a signature as a default *for each account*

2. **Use the Tab key, or Return to speed up writing an email**

   2.1. Jump from addressing, to Subject, to the body of the email. This is WAY faster than clicking.

3. **The right way to Reply**

   3.1. Hint: select the key part of the text before you click Reply

4. **Set up the Keyboard preferences**

   4.1. Dictation, and Text

5. **Other ways to make an email**

   5.1. Via the Sharing button (or menu) in Preview, in Word, In Excel, in Photos, in the Finder

   5.2. Via drag-and-drop to Mail in the Dock; via Control-click in the Finder; via drag-and-drop in toolbar

6. **Favorite things**

   6.1. Paste and Match Style

   6.2. New email from an existing one (don't *reply*; start over)

   6.3. Previous Recipients

7. **Adding pictures**

   7.1. Adding scans or drawings via iPhone or iPad

   7.2. Using Markup— draw right on a picture.

8. **Adding signatures with images (that don't look like attachments)** *mail-signatures.com*