

Lawrence University
Information Technology Services

MAC MAIL
OS X

Reference Guide

This Reference Guide is a publication of ITS.
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Get Started

Mail will guide users through initial configuration. You may later personalize your e-mail by selecting Mail - Preferences and choosing from General, Junk Mail, Fonts & Colors, Viewing, Composing, Signatures, and Rules settings.

To open Mail, click on the Mail icon in the dock or go to Hard Drive - Applications - Mail. If necessary, enter your password to login. Once open, Mail will automatically check for new messages.

Mail Default Toolbar

Delete:	Delete selected message
Junk:	Designate message as unsolicited
Reply:	Compose response to message
Reply All:	Compose response to message sender and all message recipients
Forward:	Send message to another recipient
New:	Create new message
Get Mail:	Retrieve new messages manually
Search:	Search for all messages with a particular key word or name

Retrieve and View Messages

Mail will check for new mail upon opening and periodically thereafter. The inbox icon on the component bar displays the number of any new or unread messages.

To sort messages by Date Received, From, Subject, etc. click the appropriate label (column heading) above the message list. (If the label is not showing, select View - Columns and choose Date Received, for example.)

Compose a New Message

- Choose File - New - Message,
- Click the New icon in the Toolbar, or

- Press Command and N

Address a Message:

Type the e-mail address in the address field. If using an LU computer, LDAP (address auto completion protocol) is enabled by default. Type the first few letters of the LU recipient's name, and LDAP will complete the address. If multiple names are displayed, select the appropriate one. You may also choose the recipient type:

To:	Primary recipient of your message
CC:	Carbon copy, for secondary recipients

BCC:	Blind carbon copy, for secondary recipients not identified to the recipients in the To: and CC: lists
Reply To:	Address replies will be sent to

Note: BCC and Reply To recipient fields do not immediately appear on a new e-mail message. Go to View - BCC Address Field or Reply To Header Address Field to make them visible.

Message Options:

- Address: Click on the Address icon to select the recipient's e-mail address from your address book.
- Check Spelling: Go to Edit-Spelling to run the spell check feature or to choose the check spelling as you type option.
- Format: Select to send a message as plain text or HTML. Quickly switch between the two by clicking Format - Make Plain Text or Format - Make Rich Text. (Your default format is defined in Mail - Preferences - Composing.)
- Fonts and Colors: If composing a message in HTML, select advanced text options to customize your message.

Copy Yourself Automatically:

1. Select Mail - Preferences.
2. Select the Composing icon.

3. Under Composing, check Automatically and then choose CC (carbon-copy) or BCC (blind carbon-copy).
4. Close the Preferences window to save.

Attach a File:

1. In the Compose Window, click the Attach icon.
2. A dialogue box will pop up asking you for a file.
3. Navigate to where the file is stored and select the file.
4. Click Choose File. The file will be attached and visible from the e-mail message.

Organize Mail Center

Create Folders for Filing Messages:

1. Select Mailbox - New Mailbox.
2. Under Location, choose your e-mail address.
3. Type the desired name of the new folder and click OK.
4. To file messages, drag and drop them to the appropriate folder. (Note: If you drag and drop messages from an IMAP folder to a local folder on your hard drive, a copy of the message is made.)

Delete Messages:

- In the message list, select the message and press the Delete key. Mail moves the selected message to Trash.
- To delete a message directly without sending it to the Trash folder, press Command - Option - Delete.

To recover a message from the trash, open the Trash folder. Select the message you want to recover and drag and drop the message to the inbox.

To empty the Trash, select Mailbox - Erase Deleted Messages.

Set Automatic Deletion Preferences:

1. Select Mail - Preferences - Accounts.
2. Under Trash, select desired settings.
3. Close the Preferences window to save.

Use the Address Book

Use the personal Address Book to store contacts and create mailing lists. Quickly add contacts by clicking on an e-mail address in a received message and choosing Add to Address Book.

Create an Address Book Card:

1. Open the Address Book (click the icon in the Dock or go to Hard Drive - Applications - Address Book).
2. Choose File - New Card.
3. Enter the name and additional desired personal information. (Press tab or enter to move between fields.)
4. Click on the Edit button near the bottom of the window when finished. (To edit the card later, simply select the name then click the Edit button.)

Create a Mailing List

If you regularly send messages to a particular group of recipients, consider creating a mailing list or group of address book contacts.

1. First, create cards for all the people you would like included in the mailing list.
2. Then select File - New Group.
3. Select All from the column on the left to show all cards. Drag and drop names from this list to the appropriate group name under Group.
4. When you write an e-mail, type the name of that group into the To: recipient field.
5. Press Enter. The addresses of all the people in that group will appear.

Junk Mail Management

The junk mail feature filters incoming mail and places unsolicited messages in the junk folder.

Create a Junk Folder:

1. Be sure there are no folders/mailboxes selected on the left.
2. Choose Mailbox - New Mailbox.

3. Under Locations, select your e-mail address
4. Under Name, type the name of the folder, "Junk" (with a capital J) .
5. Click OK.

To mark an e-mail message as junk, select the message and click the Junk icon in the Toolbar.

Set Up Junk Mail Protection:

Go to Mail - Preferences - Junk Mail. This will turn junk protection on. Any messages Mail thinks are junk will be sent automatically to the Junk Folder. Note: Check the Junk Folder periodically to be sure desired messages are not being declared junk.

Create a Signature

Set up one or more signatures to automatically include specific contact information (such as name, title, phone, website, etc.) at the bottom of outbound e-mail messages.

1. Select Mail - Preferences - Signatures.
2. Select your e-mail from the left column.
3. Click the plus sign under the middle column to add a new signature.
4. Type a name for the signature and, in the column on the right, type your preferred signature text.
5. In the Choose Signature drop-down menu, select which signature (if you have created more than one) that you would like to be your default signature.
6. Close the Preferences window. The next time you send a message, your default signature will appear.

Check Quota in Webmail

1. Login at: <https://mailhub.lawrence.edu/>
2. Click on Folders. Quota is shown in the upper right hand corner.

Tip: Empty the trash to free up space.

A .pdf version of this guide is available online at: www.lawrence.edu/dept/its/services/training.shtml