

SCSCC Macintosh SIG

Jun 14, 2011

Mail Rules (filters)

Mail Rules can be utilized to automate email handling such as:

- Routing mail to a specific mail box.
- Deleting unwanted mail.
- Forwarding mail.
- Auto-reply to mail.

A Mail Rule consists of two parts.

- The *selection* criteria.
- The *action* to be taken if the message meets the selection criteria,

To access the Mail Rules dialog:

Click on: Mail ->Preferences... ->Rules

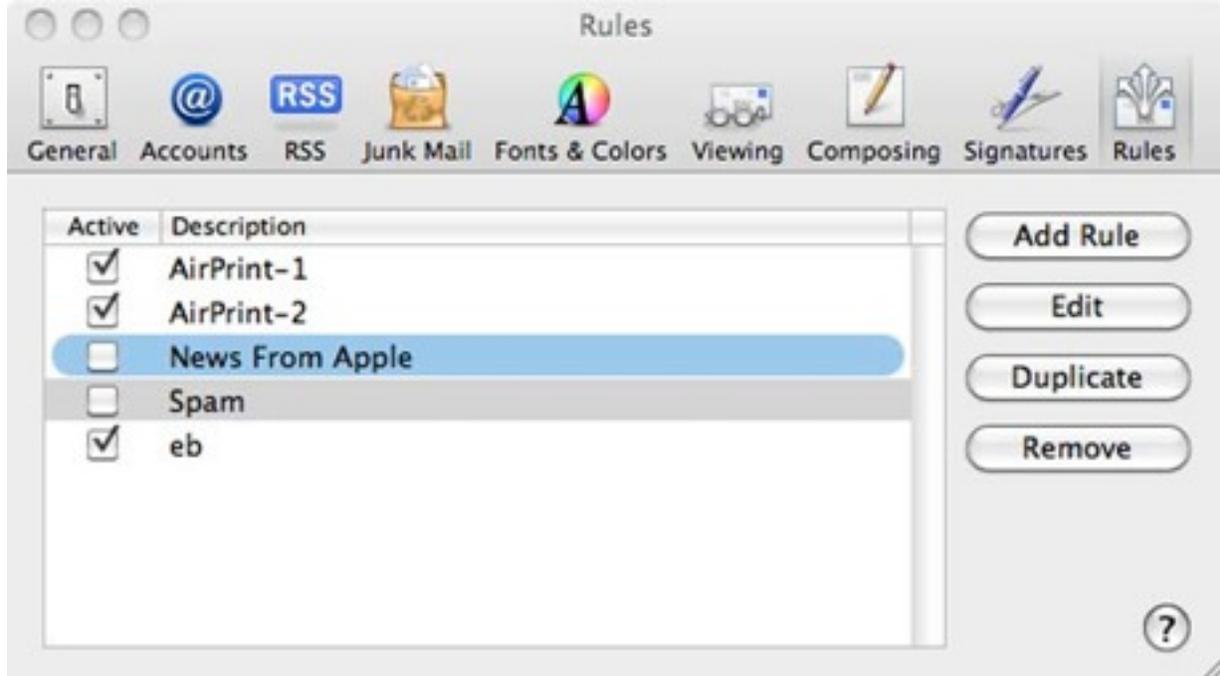


Figure 1 Mail Rules Dialog

Suppose we are getting weary of requests to join Facebook.

To create (add) a new Mail Rule:

- Click on the *Add Rule* button.
- First create the selection criteria
 - In the *Description:* field name the rule Facebook (although any name will do).
 - Click on the *Any Recipient* drop-down.
 - Click on the *From* menu item.
 - Don't change the *Contains* menu.
 - Enter the word *Facebook* in the text field.
- Next create the action.
 - Click on the *Move Message* drop-down menu.
 - Select *Delete Message* menu item.

The dialog should look like Figure 2.



Figure 2 Delete message Dialog

Click on the *OK* button to save the Mail Rule.

The new Facebook Rule should appear in the Mail Rule dialog.

The check box in the Active column can be used to activate or deactivate a Mail Rule .

Now we are being annoyed by invitations to join MySpace.

We can create a second Mail Rule (like the Facebook Rule) or we can add MySpace to the Facebook Rule.

- Click on the Facebook Rule and click on the *Edit* button.

- Click on the “+” to the right of the From Contains Facebook Criterion.
- A new action appears, just enter MySpace in the text field
- Before saving the modified rule, look at the line under *Description* that begins with *If*.
- The drop-down menu has two selections: *any* or *all*.
- The *any* selection implies that we want the action to be taken if either one of the two selection criteria apply.
- The *all* selection implies that we want the action to be take only if both selection criteria apply to the message.
- It is highly unlikely that an email message would be from both Facebook and MySpace, so the proper selection is *any*.

Description:

If of the following conditions are met:

<input type="button" value="From"/>	<input type="button" value="Contains"/>	<input type="text" value="Facebook"/>	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="From"/>	<input type="button" value="Contains"/>	<input type="text" value="MySpace"/>	<input type="button" value="-"/>	<input type="button" value="+"/>

Perform the following actions:

<input type="button" value="Delete Message"/>	<input type="button" value="-"/>	<input type="button" value="+"/>
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Mail Rules can be constructed baed upon many criteria such as:

If the sender is or is not in the Address Book.

Text in the message itself.

A simple rule can be set up to forward mail to another email account.

As an example, we want certain mail forwarded to our Gmail account.

- Click on Add Rule.
- In the *Description* field, name the rule *Forward to Gmail*.
- In the *Any Recipient* drop down menu select *Sender is in my Address Book*.
- In the Move Message drop-down menu select *Forward Message*.

- In the text field enter to email address that the message is to be forwarded to. For example: mymail@gmail.com.

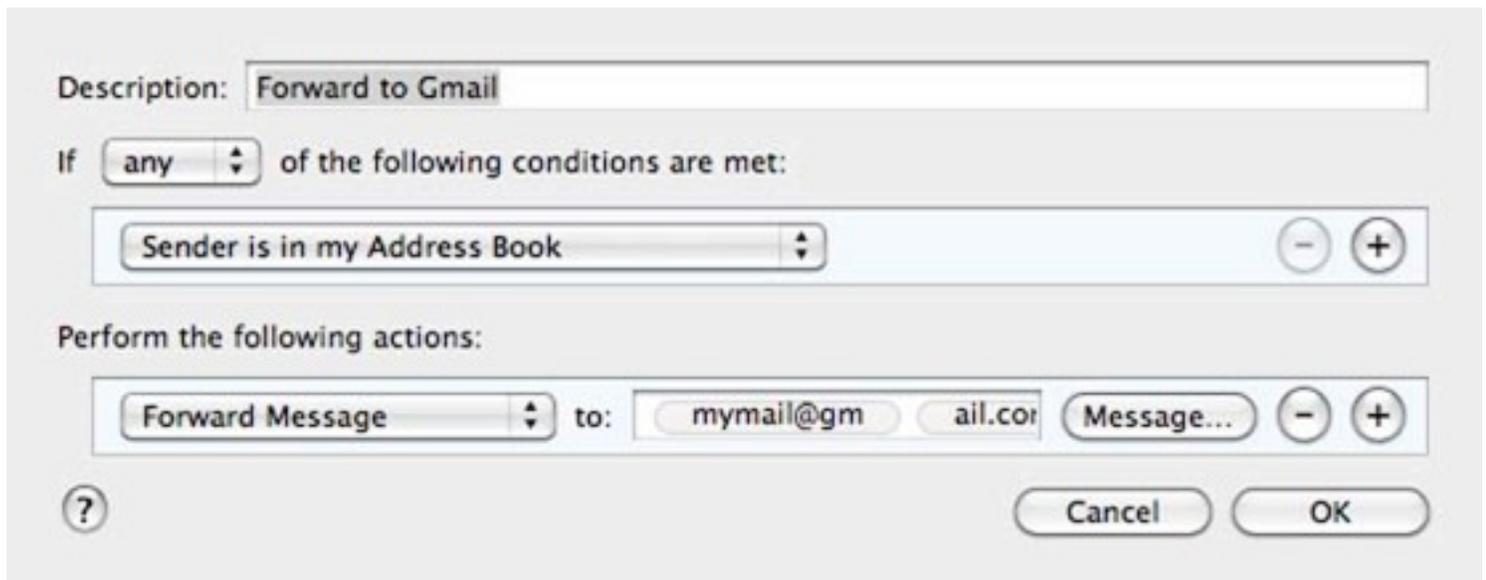


Figure 4 Forward Message Mail Rule

Saving Documents on an iPod, iPhone, iPad (iThing)

PDF documents can be stored for viewing on an iThing.

First set up iTunes.

- Open iTunes.
- In the left column under *Library*, look for *Books*.
- If there is no *Books* item.
 - Click on iTunes Preferences and select the *General* tab.
 - Check the box next to Books.

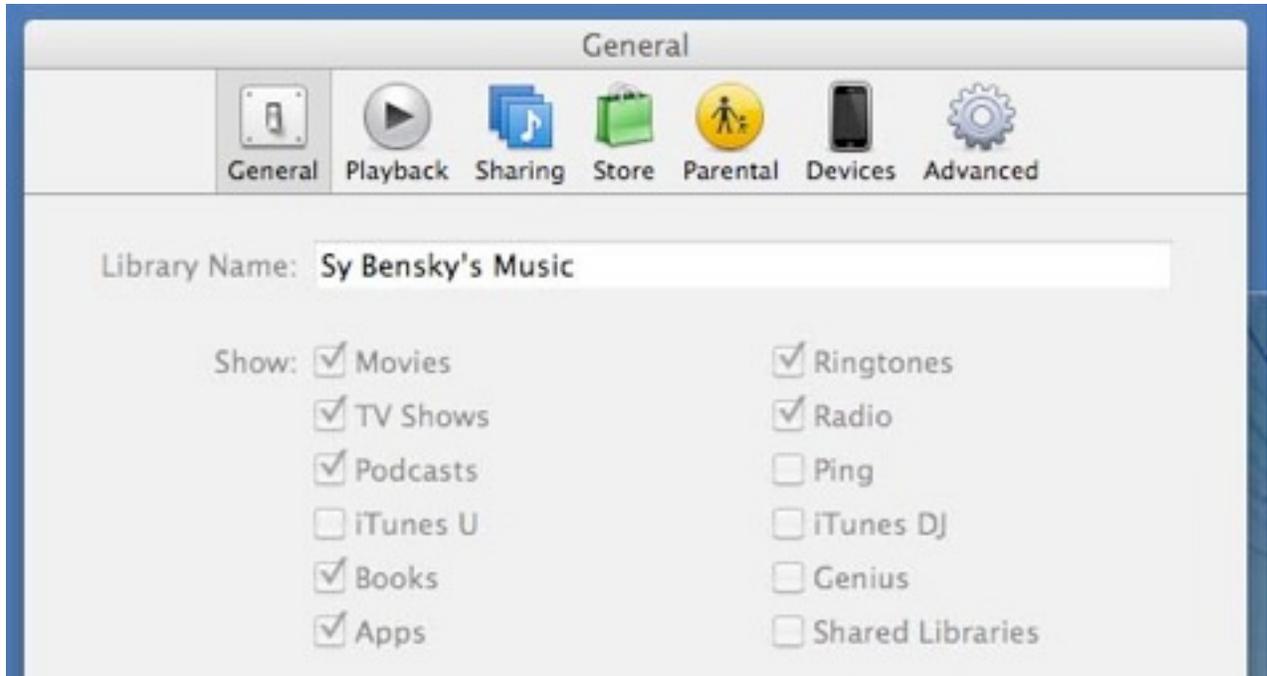


Figure 5 - iTunes Preferences

- Close the Preferences window.
- Go to the App Store and install the free iBooks App for your platform.
(iPod/iPhone or iPad.)
- Back to iTunes
- Click on the *Books* item.
- Drag a PDF document onto the Books screen (in iTunes).

When the iThing is synced with the computer, the document will be available for viewing in the iBooks App.

Creating a PDF Document

Most applications have the capability of saving documents in PDF format.

- For example: the *TextEdit* application.
- Click on: File -> Print.
- Click on the *PDF* button at the lower-left.
- From the menu click on: *Save as PDF...*

Some application have a *Save as PDF...* item on the File Menu.

Saving the Handout to an iThing

In Safari or Firefox go to:

<http://scs-cc.com>

- In the left column click on *All Handouts*.
- In the left column click on: *SCSCC SIGs*.
- Scroll down to *SCS MUG*.
- Click on the desired handout.
- Save the handout - as a PDF file - to a convenient location on your hard drive.
- Drag a PDF document onto the Books screen (in iTunes).