

# Touring The Mac

S e s s i o n 7 : E m a i l

J u n 2 8 , 2 0 1 1

# S e s s i o n 7 : E m a i l

## ( C h a p t e r 1 1 )

The first time you turn on your iMac, Setup Assistant helps you enter your internet/email information and setup the user account. It is assumed that your email is setup and ready to go. This session is for those who have a working connection to the Internet and have an email account set up.

The application for email is called “Mail”. Use of Mail can be described by three basic functions: 1) the user can create and send a message, 2) the user can check for incoming messages and in some cases, reply to the message, and 3) messages can be forwarded after being reviewed. This session will review these three basic functions.



This is the Mail icon that you should see on the left side of the Dock. If it's not there, you'll find it in your Application folder.

# S e s s i o n 7 : E m a i l

## ( C h a p t e r 1 1 )

### Mail basics

- ✻ Mail viewer window
- ✻ Create and send messages
- ✻ Check for messages
- ✻ Reply to sender
- ✻ Forward messages
- ✻ Attach a file/photo to an email message
- ✻ Download (copy) attachment sent in email message
- ✻ Create a Note
- ✻ Create/Delete mail mailboxes

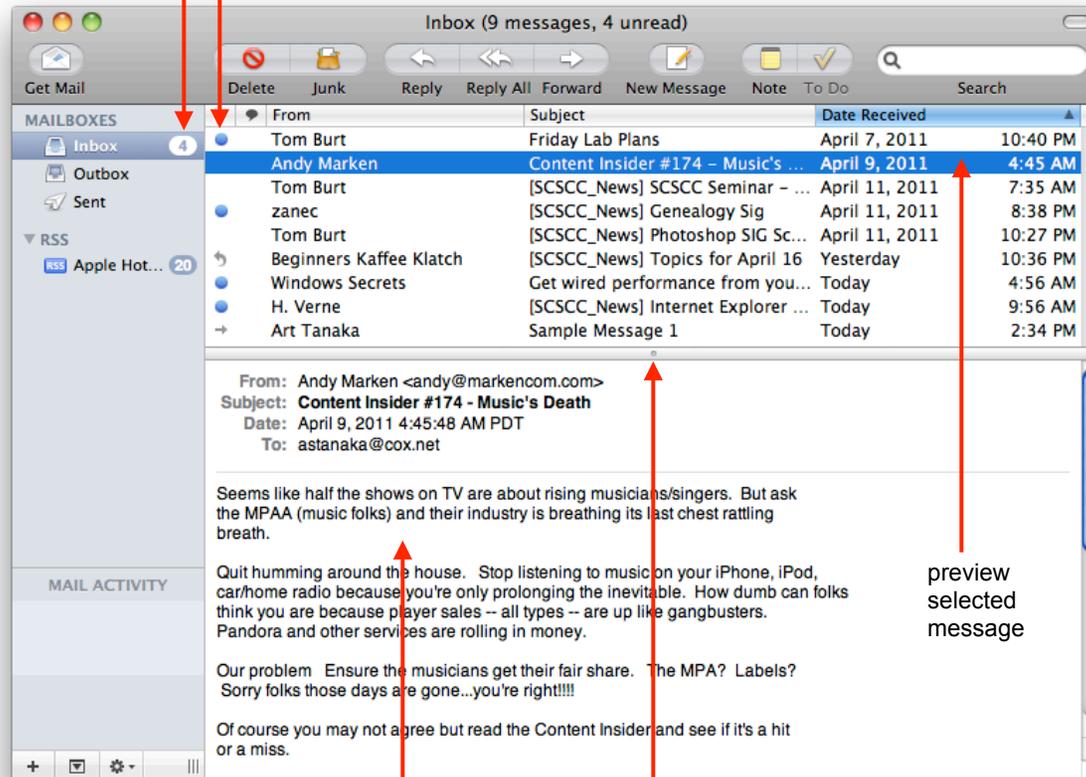
### Web based email versus email client

# Email Mail Viewer Window (Chapter 11)

Number in circle indicates number of unread messages

Message List

- Blue dot - Unread message
- Curved arrow - Reply message sent
- Straight arrow - Message forwarded
- Green dot - Buddy in iChat that is on line



To open Mail, click the Mail icon on the left side of the Dock. Mail will open with the Viewer window. If the window is not seen, open a new window - go to File menu and select "New Viewer Window".

Preview message pane - single click message in above message list to preview. Double click message to open message in a separate window.

Resize Preview pane handle. To close Preview pane, drag bar to bottom of window

Drag handle to resize window

# Email Create and Send Messages (Chapter 11)

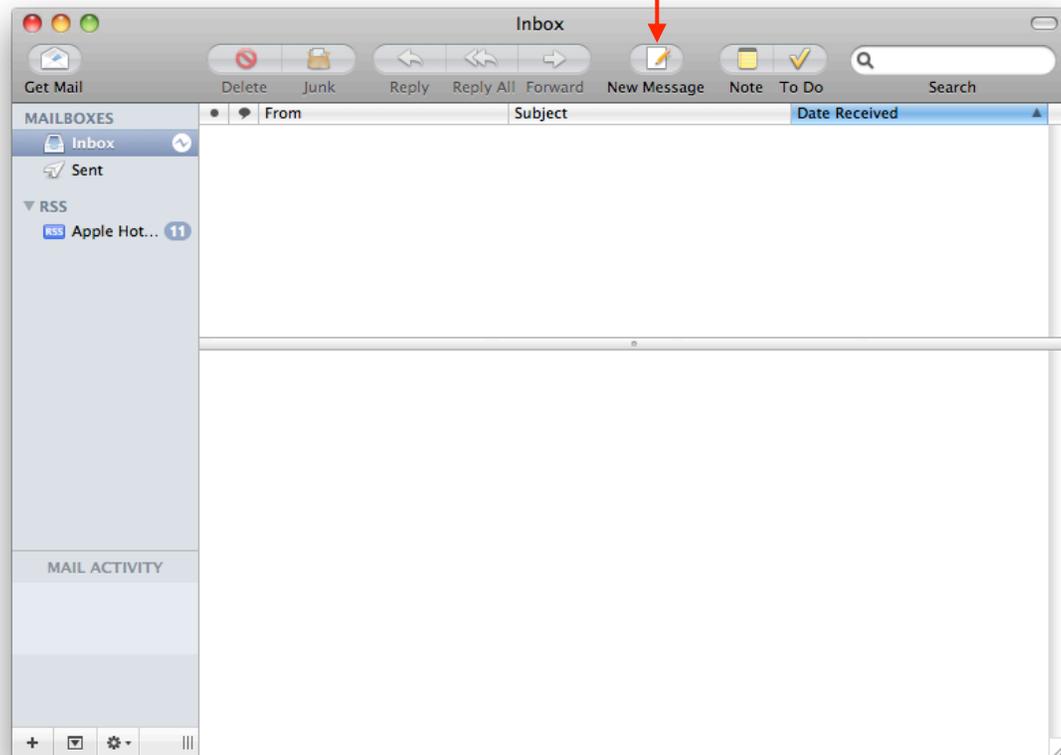
- 1 Click Mail icon on the left side of the Dock



Mail Viewer Window  
opens



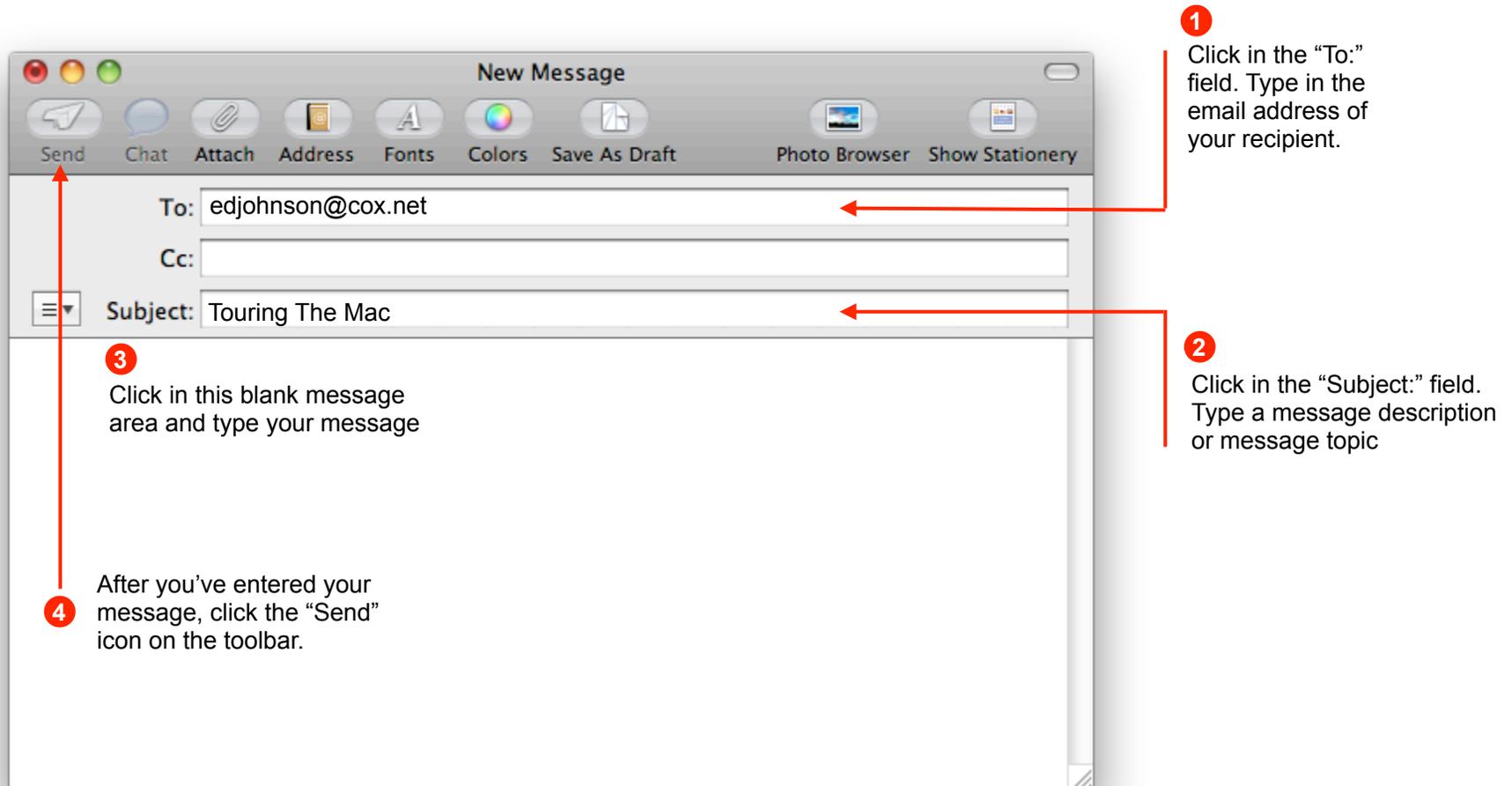
2



- 3 To create a message, click the "New Message" icon on the toolbar

# Email Create and Send Messages (Chapter 11)

Create and send to one recipient



The screenshot shows a 'New Message' window with a toolbar at the top containing icons for Send, Chat, Attach, Address, Fonts, Colors, Save As Draft, Photo Browser, and Show Stationery. Below the toolbar are three input fields: 'To:' with the email address 'edjohnson@cox.net', 'Cc:', and 'Subject:' with the text 'Touring The Mac'. A large blank text area is below the subject field. Four numbered callouts provide instructions: 1. Click in the 'To:' field. Type in the email address of your recipient. 2. Click in the 'Subject:' field. Type a message description or message topic. 3. Click in this blank message area and type your message. 4. After you've entered your message, click the 'Send' icon on the toolbar.

- 1 Click in the "To:" field. Type in the email address of your recipient.
- 2 Click in the "Subject:" field. Type a message description or message topic
- 3 Click in this blank message area and type your message
- 4 After you've entered your message, click the "Send" icon on the toolbar.

# Email Create and Send Messages (Chapter 11)

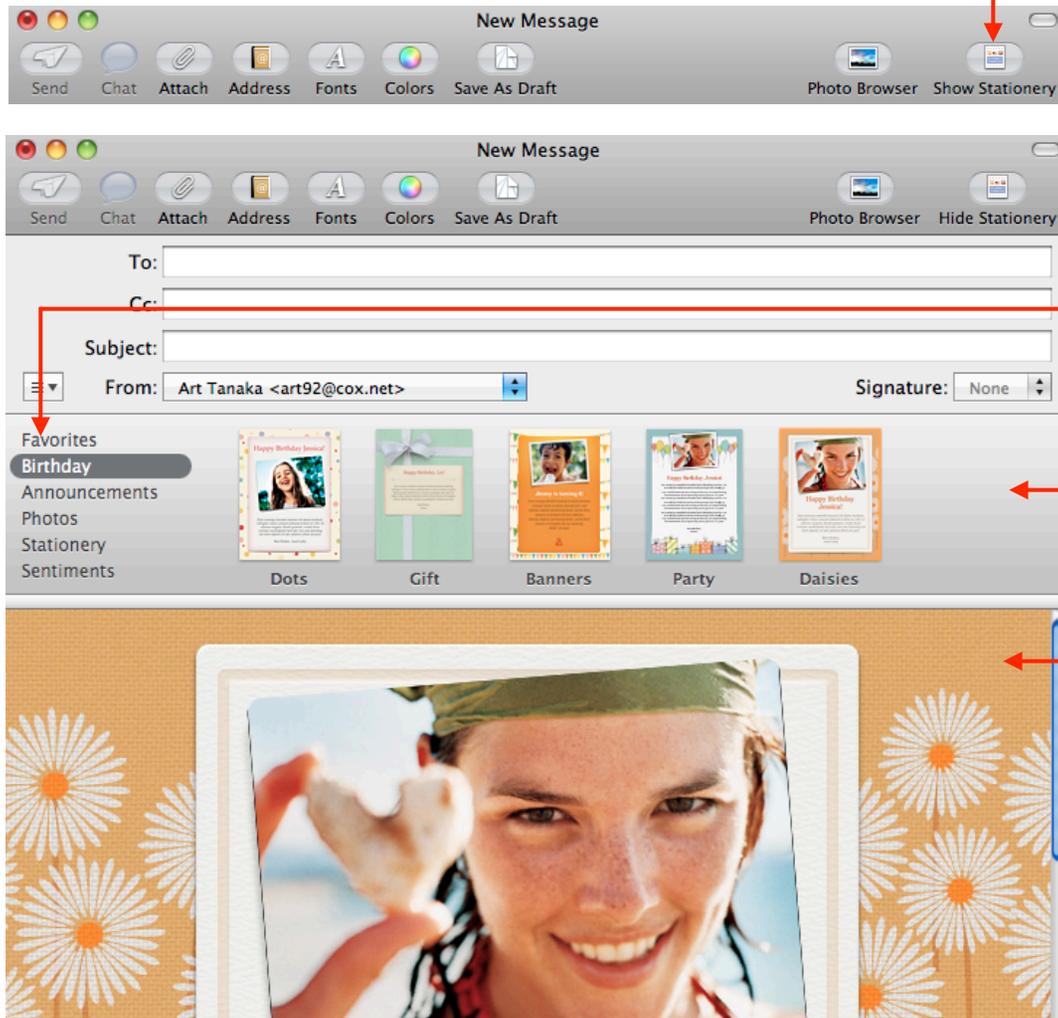
Send message to multiple recipients

The screenshot shows a 'New Message' window with a toolbar at the top containing icons for Send, Chat, Attach, Address, Fonts, Colors, Save As Draft, Photo Browser, and Show Stationery. Below the toolbar are fields for To, Cc, Bcc, and Subject. The 'To' field contains 'edjohnson@cox.net', the 'Cc' field contains 'jdoe89134@cox.net, jsmith89134@cox.net', and the 'Bcc' field contains 'smith89109@cox.net'. The 'Subject' field contains 'Touring The Mac'. A large blank area below the subject field is for the message body. A red arrow points from the 'Send' icon to callout 5. Red arrows point from the 'To' field to callout 1, from the 'Cc' field to callout 2, from the 'Bcc' field to callout 3, and from the 'Subject' field to callout 4. A red arrow points from a drop-down menu icon to callout 3. A red arrow points from the message body area to callout 5.

- 1 Click in the "To:" field. Type in the email address of your recipient. If there's more than one address, separate each by a comma.
- 2 Use "Cc:" field to send a copy to additional recipients. Type in the email address. If there's more than one address, separate each by a comma.
- 3 Use "Bcc:" field to send a Blind Courtesy Copy to additional recipients. If there's more than one "Bcc:" address, separate each by a comma. If "Bcc:" field is not shown, click on the View menu, then select "Bcc Address Field"
- 3 Optional method to add "Bcc" field. Click on drop down menu icon and select "Bcc Address Field"
- 4 Click in the "Subject:" field. Type a message description or message topic
- 5 Click in this blank message area and type your message.
- 6 After you've entered your message, click the "Send" icon on the toolbar.

# Email Create and Send Messages (Chapter 11)

## Insert Formatted Stationery



1 If you want something more interesting than the white message background, Apple has provided sets of stationery that may peak your interest.

Create a New Message.

To see these categorized sets, click on “Show Stationery” icon at the right of the tool bar

2 A list of categories will appear on the left below the message header information.

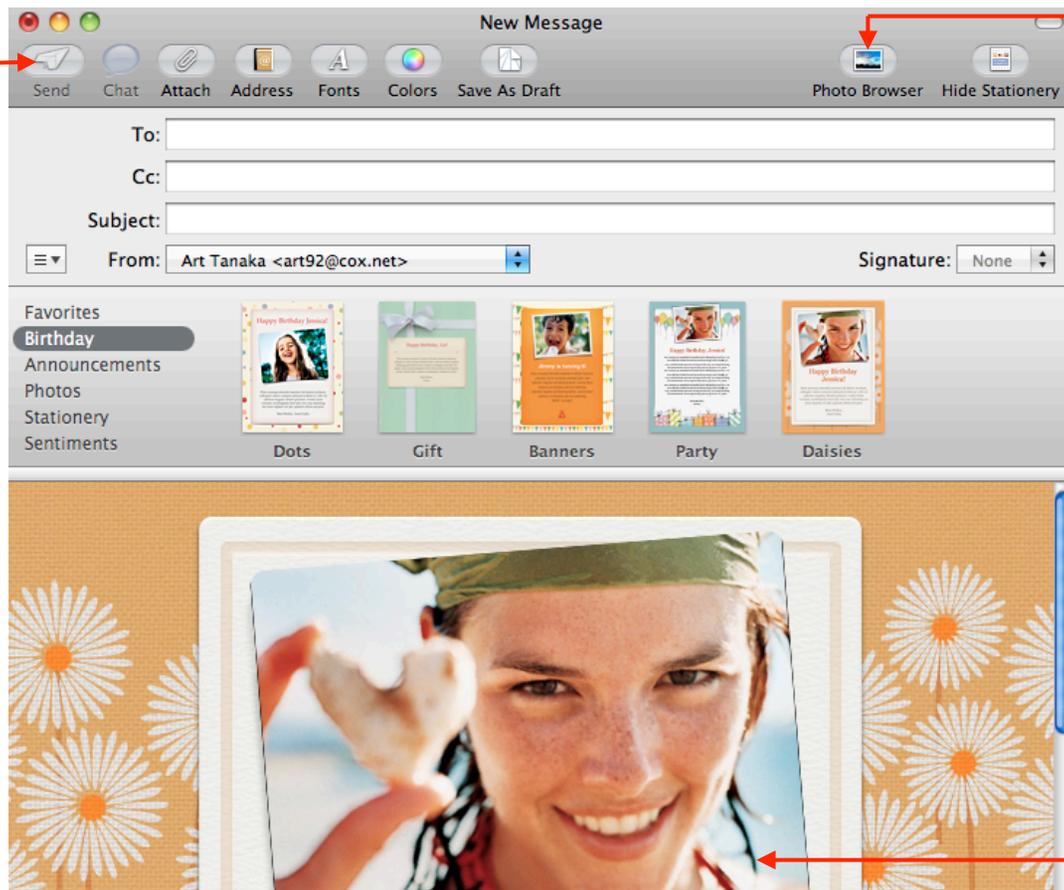
3 For each selected category, a row of icons will appear to the right. Click on the stationery you want.

4 Replace the text placeholder in the message preview pane with your own words.

As needed, fill in the “To:”, “Cc:”, “Bcc:” and “Subject:”. When through click the “Send” icon.

# Email Create and Send Messages (Chapter 11)

## Insert Photo into formatted Stationery

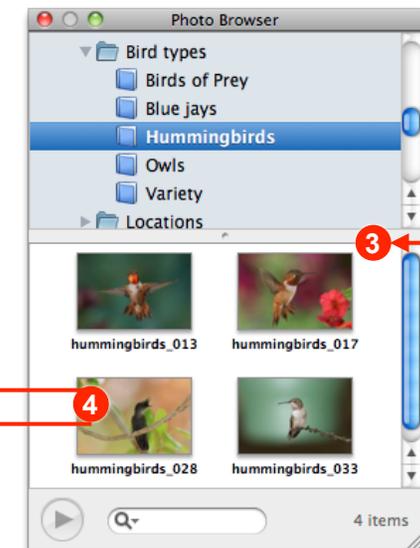


1 Create a new message, select and insert stationery.

2 Click on the "Photo Browser" icon to the left of the "Show/Hide Stationery" icon.

3 Photos from iPhoto will be displayed.

4 Drag the photo of interest from the Photo Browser onto the photo in the email. (Other photos on the computer can also be used.) Close the "Photo Browser" when through.



6 When through click the "Send" icon at the upper left of the Toolbar

5 As appropriate, fill in the "To:", "Cc:", "Bcc:" and "Subject:" fields.

# Email

## Check for Messages (Chapter 11)



Left side of the Dock

### New Mail Status

If you leave the Mail application open while connected to the internet, the Mail icon will be updated to indicate the number of new message, in this example, 17 new messages



1

### Open Mail

Connect to the internet, then open the Mail application by clicking the Mail icon on the left side of the Dock.



2

### Get Your Mail

After the Viewer Window opens, click on the "Get Mail" icon on the left side of the toolbar.

Continued on next page

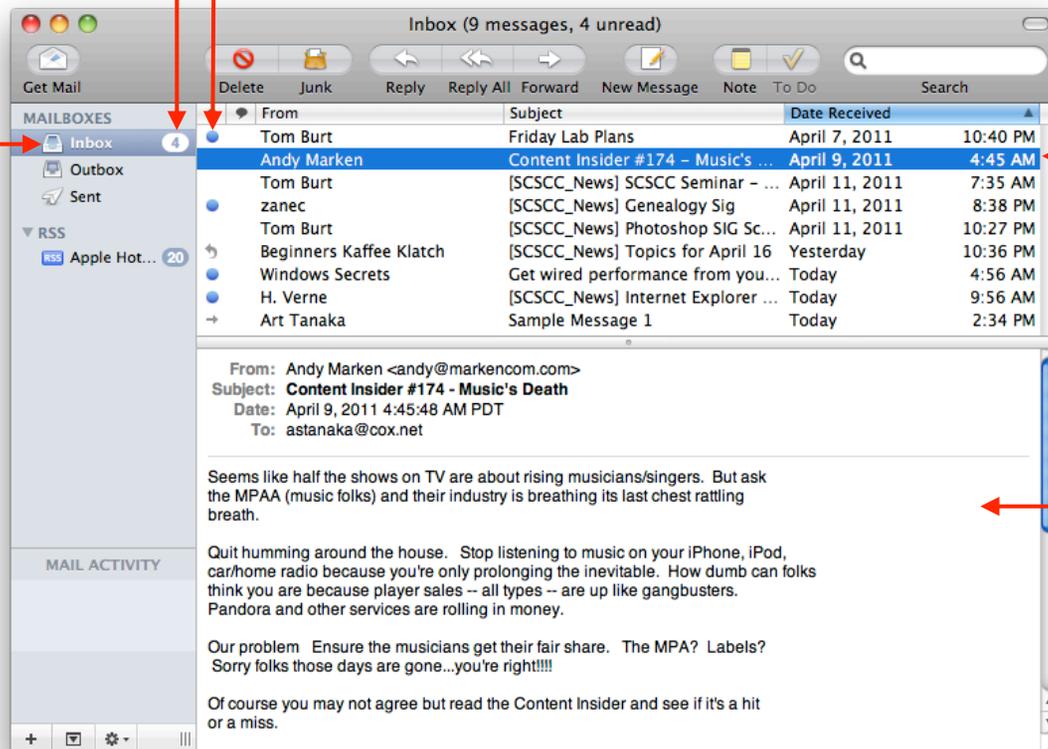
# Email Check for Messages (Chapter 11)

## Message List

- Blue dot - Unread message
- Curved arrow - Reply message sent
- Straight arrow - Message forwarded
- Green dot - Buddy in iChat that is on line

Number in circle indicates number of unread messages

Single click the Inbox to see the messages in the Message List.



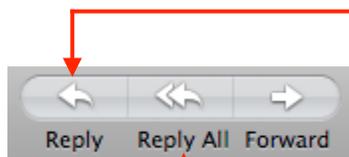
To preview a message in the Message List, single click the message. Note that the blue dot is cleared.

Message content will be shown in the Preview Message pane. If message pane was previously closed, double click message to open message in a separate window.

# Email

## Reply and Forward Messages (Chapter 11)

### Reply to Sender



After reading a message you may decide to send a reply to the sender. Open Mail if it is not open, then double click the message in the Viewer Window. Click the “Reply” icon on the toolbar.

The message window will open with the original message in quotes denoted by a vertical bar in the left margin. The “To” field will be updated with the sender’s address. Type the reply message above the quote. When you’re through entering your message, click the “Send” icon on the left side of the toolbar.

If the original mail message was sent to multiple recipients directly or as “Cc:”, you can reply to all of the recipients by clicking on “Reply All” on the toolbar.

### Forward Messages



When you forward a message, the message remains in your mailbox and a copy is sent to the recipient of choice.

Double click the message in the Viewer Window. You can select a portion of the message to be forwarded. Press the mouse button and drag the mouse to select the text to be forwarded. Click the “Forward” button on the toolbar.

Enter the email address for the “To:” and “Cc:” recipients”, as appropriate.

Remove or delete information not part of the message, i.e., email address’ from the message area, as well as multiple copies of the forwarded message. This is important if the message has been forwarded multiple times.

Type your comments above the quote. When you’re through, click the “Send” icon on the left side of the tool bar.

# E m a i l

## S e n d a n E m a i l A t t a c h m e n t

### ( C h a p t e r 1 1 )

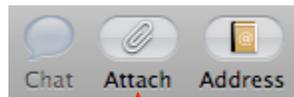
You can send a photo or a document file as an attachment to the email message. Most photos derived from a digital camera use a standard format called "JPEG". Your recipient should be able to open the photos with no problem. However, if your photos have been manipulated and saved in another format, inform your recipient of the application that would be required to open the file. Likewise, if you attach a text document prepared by Pages, Keynote, Numbers or another third party application, the recipient needs to be informed which application is needed to open the attachment.

#### Toolbar "Attach" button

To attach a file using the toolbar, perform the following. Click the Mail icon on the left side of the Dock to open Mail. Mail will open with the Viewer window. If the window is not seen, open a new window - go to File menu and select "New Viewer Window".

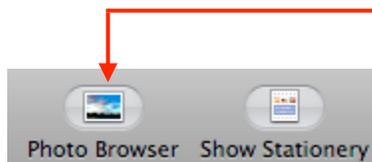
Click the "New Message" icon on the toolbar. Provide the address, subject and a few words describing the attached file.

Click the "Attach" icon on the toolbar or select "Attach Files..." from the toolbar File menu. Locate and select the desired file. Click on the "Choose File" button on the lower right of the window.



#### Photo Browser / Drag any file into Message Window

Open a New Message as above. Add the address, subject and a few words about the attachment. To add photos, using the "Photo Browser", click the "Photo Browser" icon to the left of the "Show/Hide Stationery". Photos from iPhoto will be displayed. Drag the desired photo from the Photo Browser onto the email message. (Other photos on the computer can also be used.) Close the "Photo Browser" when through.

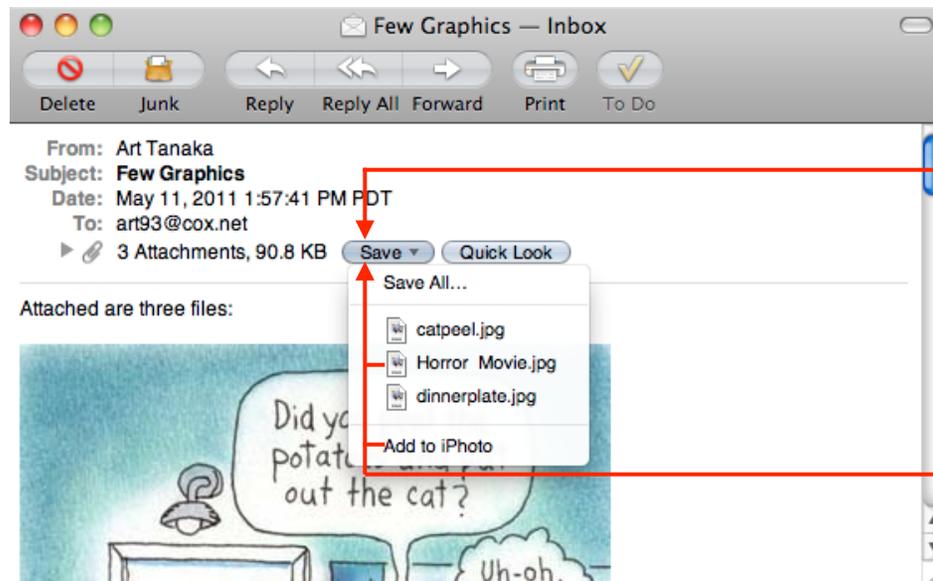


# Session 7: Email

## Download File Sent in Email Message (Chapter 11)



1 To open Mail, click the Mail icon on the left side of the Dock.



2 Double click the email message in the mail list that contains the attachment.

3 Click the “Save” button at bottom of the address area. The attached files will be saved to the “Download” folder.

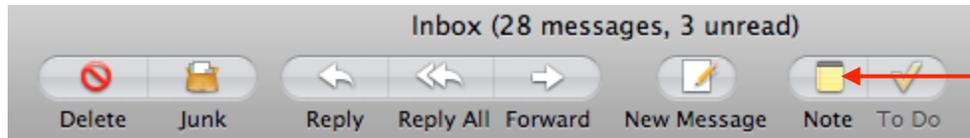
4 Alternatively, you can save individual files to the folder of your choice. To do this, press on the “Save” button, then select the desired file, or select “Add to iPhoto.”

# Session 7: Email

## Create a Note (Chapter 11)

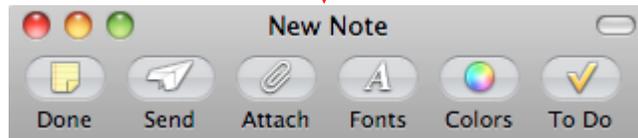


- 1 To open Mail, click the Mail icon on the left side of the Dock.



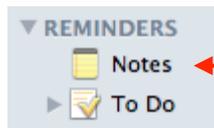
- 2 Click the Note icon on the Viewer Toolbar.

After the “New Note” window opens, type your note. The first line of your note becomes the Subject of the Note.



- 3 Use the Note toolbar to format your text and to add an attachment.

If you click “Attach”, the attachment will be added to the Note message area. When you’re through, click “Done”. If you click “Send” the email message window will open. It will contain the note in the message area.

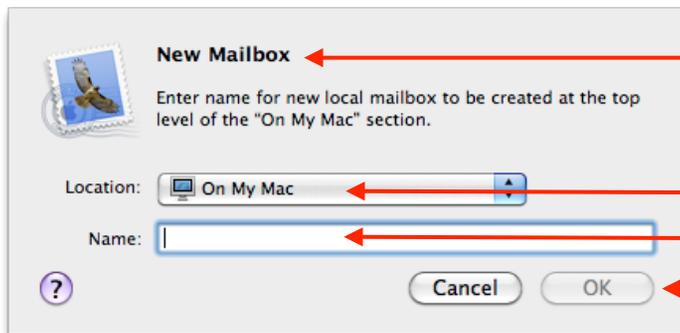
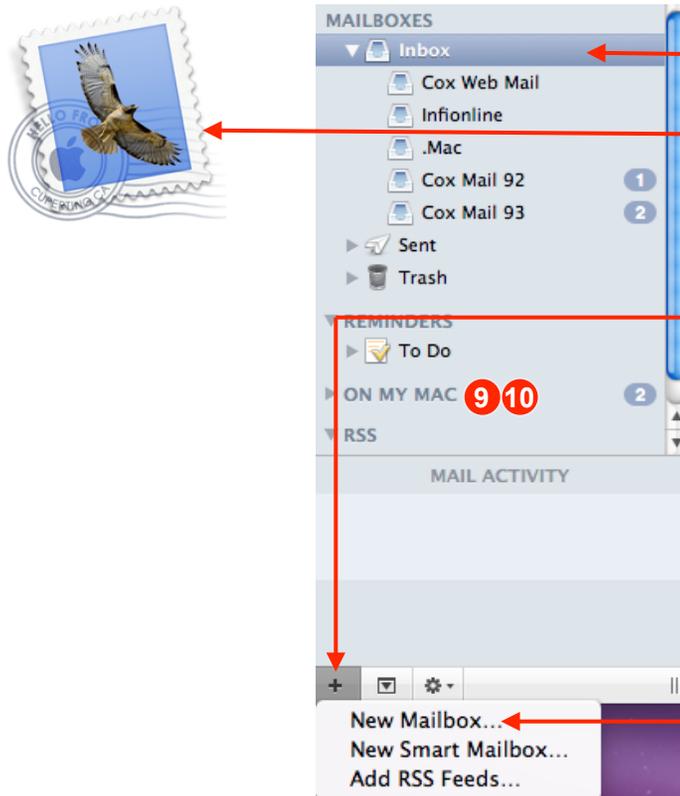


- 4 If this is the first note, a “Reminders” section will appear in the Mail sidebar. Click “Notes” to see the notes in their viewer window. If you click the inbox, notes will appear in the email message list.

- 5 If you would like to change the default font, perform the following:  
Click on the Mail menu “Preferences...”  
Click “Fonts & Colors” on the toolbar.  
To the right of “Note font”, click the “Select...” button.  
The “Fonts” window opens.  
Select the desired font and size.

# Session 7: Email

## Create/ Delete Mail Boxes (Chapter 11)



- 1 To open Mail, click the Mail icon on the left side of the Dock.
- 2 Click on the "Inbox" at top of the Viewer Sidebar.
- 3 Click the "+" (Add button) at the bottom of the Viewer sidebar.
- 4 Choose "New Mailbox..." on the drop down menu.
- 5 On the "New Mailbox" window,
- 6 Select "On My Mac" in the "Location" field.
- 7 In the "Name" field type in a mailbox name.
- 8 Click OK when done. "OK" button will be activated when the Location/Name is supplied.
- 9 The new mailbox will appear on the sidebar under "ON MY MAC."
- 10 To delete a mailbox, perform the following:  
On the sidebar under "ON MY MAC" select the mail box to be deleted. Click on the Mailbox menu. Click on "Delete Mailbox..."  
On the pop-up confirmation window, click on the "Delete" button.

# S e s s i o n 7 : E m a i l

## W e b B a s e d E m a i l - Q u i c k l o o k

There are two popular ways to access your email. The first method uses the Mail client software on your Mac. The second method uses a web based mail system via the internet and your browser. The advantages and disadvantages of both methods are listed below, beginning with the Web based email system.

### Advantages of Web Mail

- Mail can be accessed/sent from any computer with a browser and an internet connection

- Mail stays on server

- Web mail software maintained by email service provider, nothing to install

- Free email services available, e.g., gmail

### Disadvantages of Web Mail

- Must be on-line to view mail

- Frequent log-ins may be required

- If server crashes, mail gone unless recently backed up by service provider

- Local email copy and backup may be required

- Saved mail uses server space, housekeeping cleanup may be required more often

# S e s s i o n 7 : E m a i l

## E m a i l C l i e n t o n Y o u r C o m p u t e r - Q u i c k l o o k

The advantages and disadvantages of the email client system on your computer are listed below.

### Advantages of Email Client on Your Computer

- Mail downloads when connected to internet
- Mail stays on your local computer
- Mail accessible whether or not connected to internet

### Disadvantages of Email Client on Your Computer

- Client mail software updated/maintained by you
- Mail backup provided by you to protect against crashes
- Once downloaded, mail may remain on the server for short period. Long term Mail backup is not provided
- Mail not easily accessible from other computers

# S e s s i o n 7 : E m a i l

## W e b B a s e d S e r v i c e P r o v i d e r s

Web Mail Provider Reviews and Comparisons

<http://www.consumersearch.com/webmail-reviews>

[http://en.wikipedia.org/wiki/Comparison\\_of\\_webmail\\_providers](http://en.wikipedia.org/wiki/Comparison_of_webmail_providers)

Free Web-Based Email Services

Email accounts that you access via a web browser

[http://www.emailaddresses.com/email\\_web.htm](http://www.emailaddresses.com/email_web.htm)

Gmail is notably a very popular free Web Based email Service provider. The following Gmail information is an excerpt from the above web address:

“[Gmail](#) [WEB] [POP3] [SMTP] [IMAP]

Domains: @gmail.com

Storage: 7.5GB

Attachments: 25MB

Gmail has risen to become one of the most popular free email providers. Powered by Google, their email service includes virus protection, Spam filters, auto responders, email forwarding, and a multi-lingual interface with over 40 languages to choose from. They also offer 'Gmail Mobile' for WAP access from compatible mobile devices, and designed a new mailbox layout specifically for iPad users.”

**T h e E n d**