

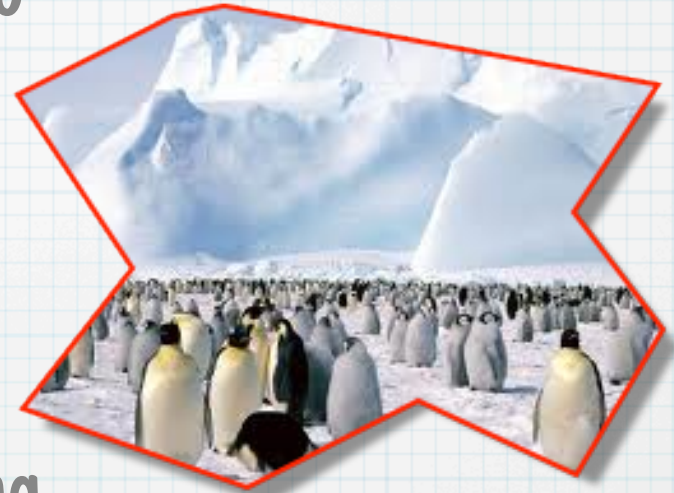
MacOSX Mail Tricks & Tidbits



Email a Group

Use `/Applications/AddressBook` to create a group of people.

Enter the name of your created group into Mail.app. This essentially uses AddressBook's database as your personal mailing lists.



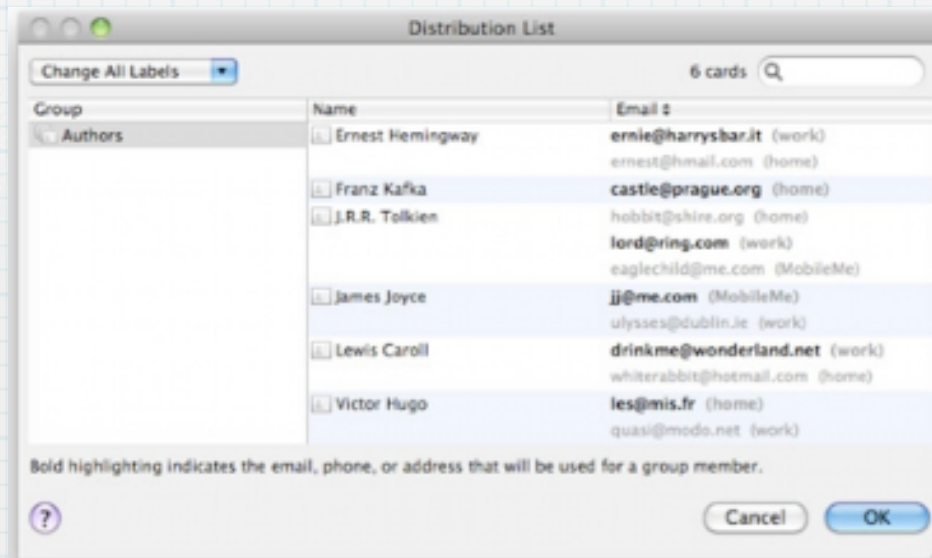
Using the Right Address



If one of your recipients has more than one email address, use

AddressBook->Edit->Edit Distribution List

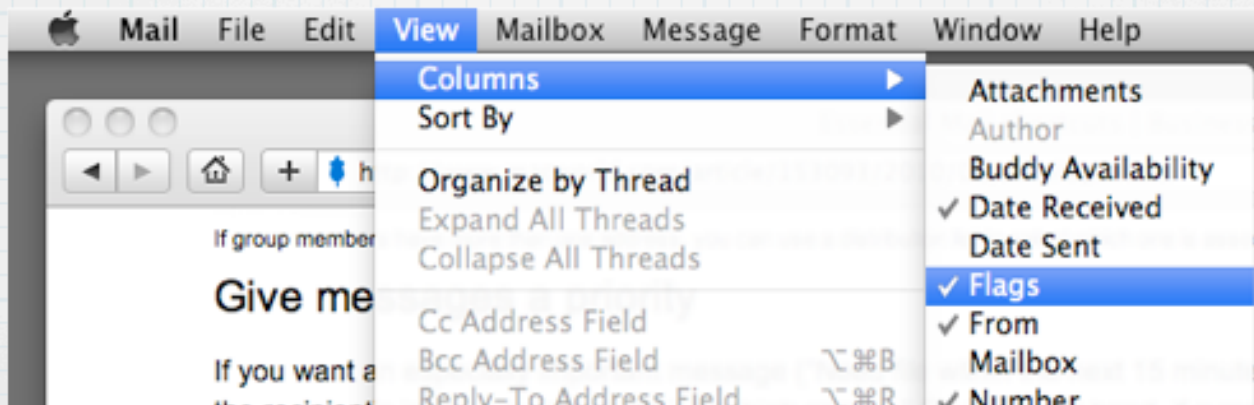
to select which address to use in your selected list.



High Priority Mail!

Need to alert Boss Rabbit to something urgent? You can mark an email "high priority" so it will stand out in his box.

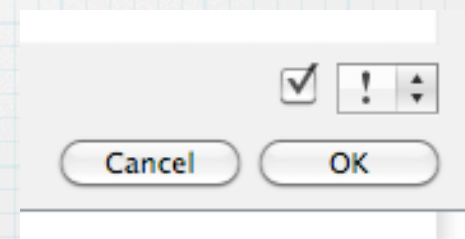
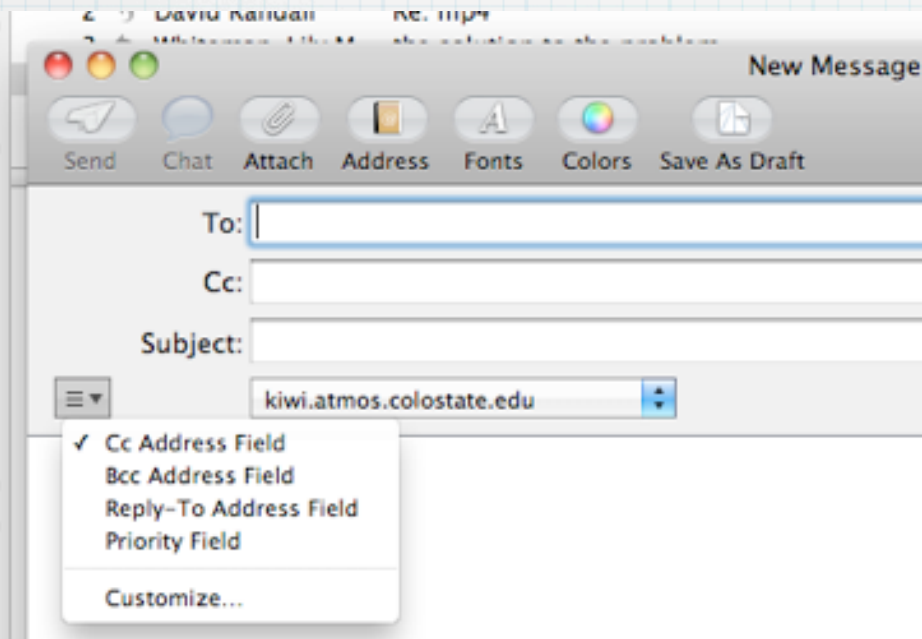
The recipient must have a flags column visible. This will differ between mail clients. In Apple Mail, you turn flags on via the Mail->View->Columns menu.



High Priority Mail!

(continued...)

Next, create a new message. Click on the drop-down menu and select Customize. Click the checkbox next to the ! and now you will have the opportunity to click the ! in subsequent emails to choose your priority.



High Priority Mail! (concluded)

And this is what your high priority email will look like in Boss Rabbit's mail.



Inbox (6 messages, 1 unread)

Delete Reply Reply All Forward New Message Get Mail Junk Note To Do

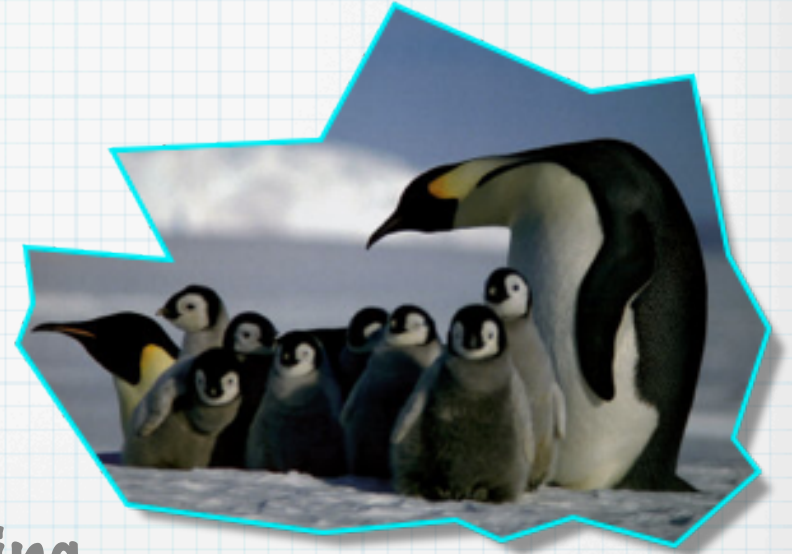
MAI...	#	▲	●	☑	From	Subject	Date Rece
	1	→	!!		Suhr, Teri	[HRS-BENEFITS-NOTIFICATION:3] Benefits Open E...	October 2
	2	↵			David Randall	Re: mp4	Yesterday
	3	↵			Whiteman, Lily M	the solution to the problem....	Yesterday
					Kelley Wittmeyer	crew	Today
	5		!!		Kelley Wittmeyer	help!	Today
	6	●			Mark Branson	f	Today

From: kelley wittmeyer <kelley@atmos.colostate.edu>
Subject: help!
Date: November 9, 2010 11:30:33 AM MST
To: kelley wittmeyer <Kelley.Wittmeyer@ColoState.EDU>

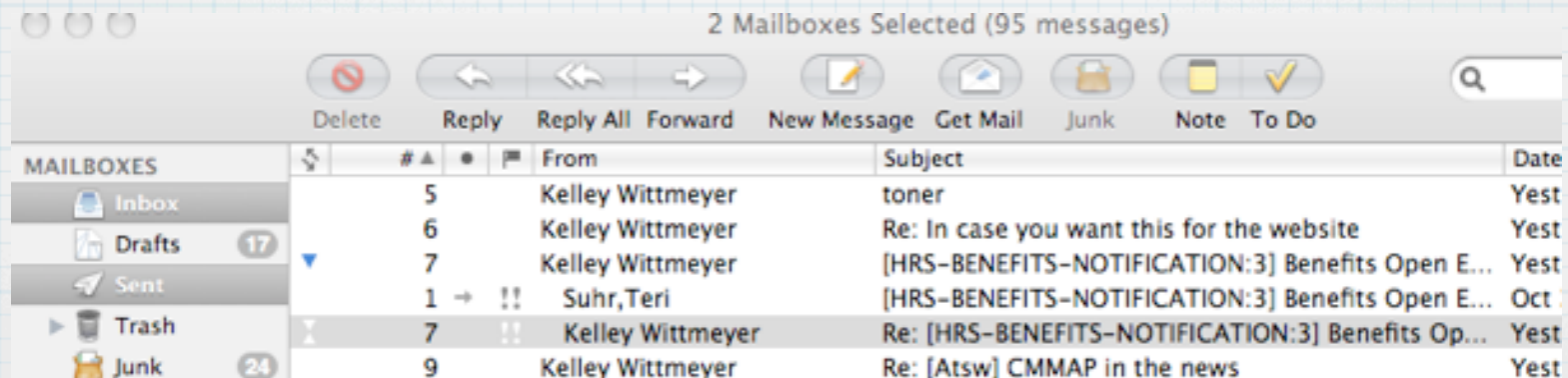
my computer is on fire!

Viewing Multiple Mailboxes

Just as in other MacOSX's list views, you may Shift-Click and/or <command>-Click individual mailboxes to view them together.



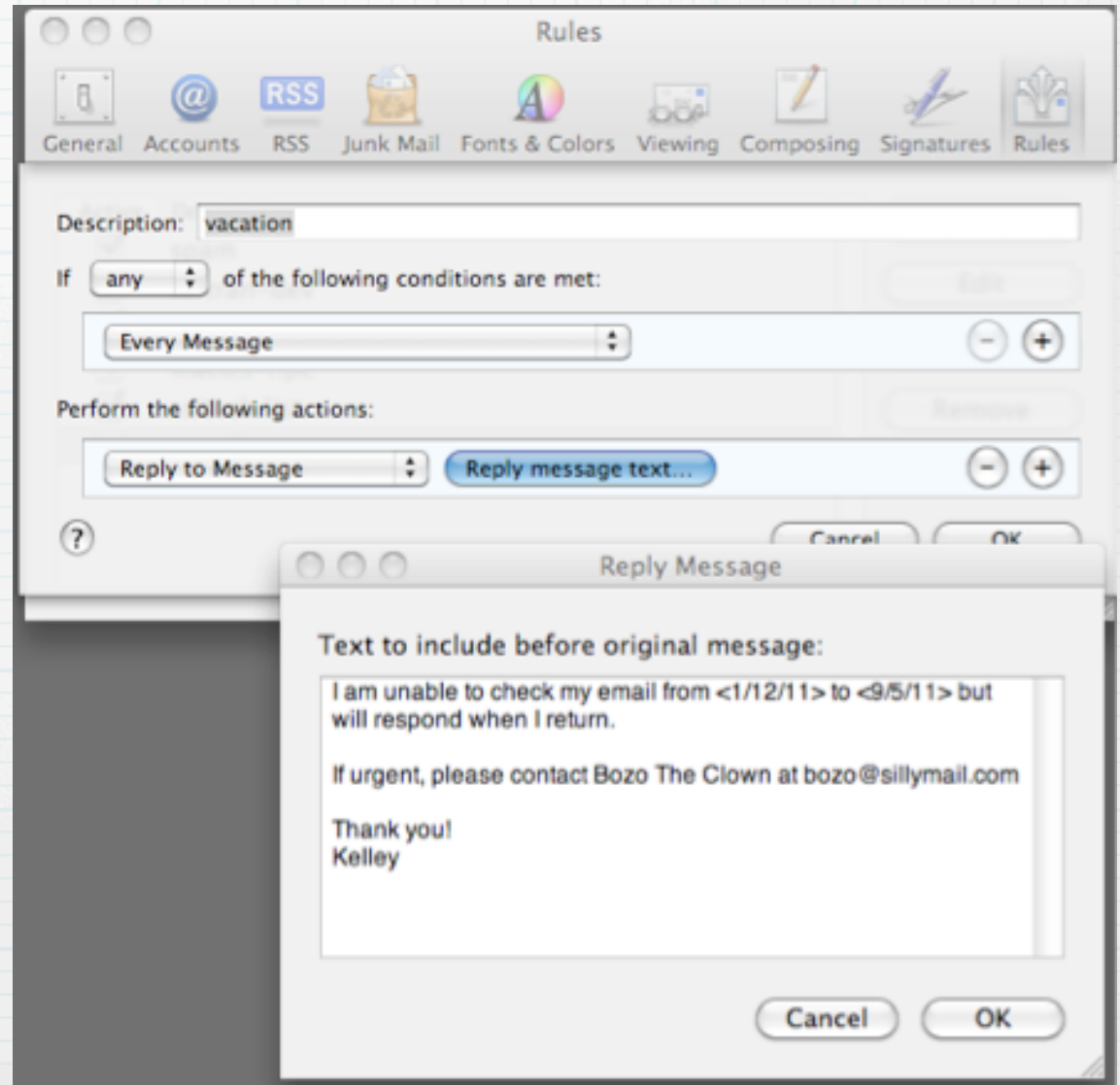
In combination with message threading (View->Organize by Thread), you could select your Inbox and Sent boxes together to view conversations with others.



Auto-replies (vacation email)



Use
Mail->Preferences->Rules
to create a vacation or
any auto-reply rule.



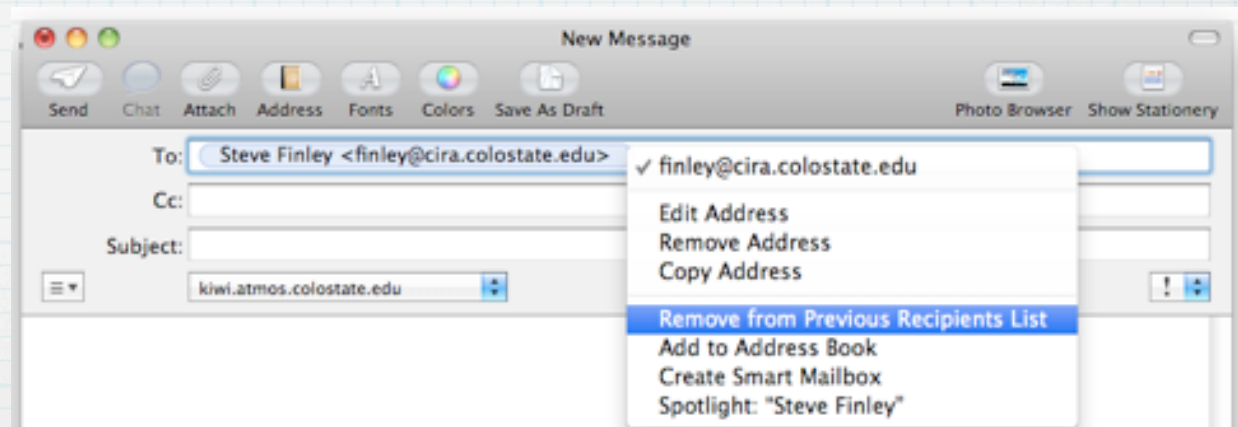
Removing Auto-completes



Let's say you have a colleague who has a new email address or a friend who doesn't want you sending him frivolous emails to his work account anymore.

But Mail.app auto-completes addresses. What to do?

Simply bring up the unwanted address in a new message window. Next, click on the little arrow that appears to the right of the address and drop it down to "Remove from Previous..."



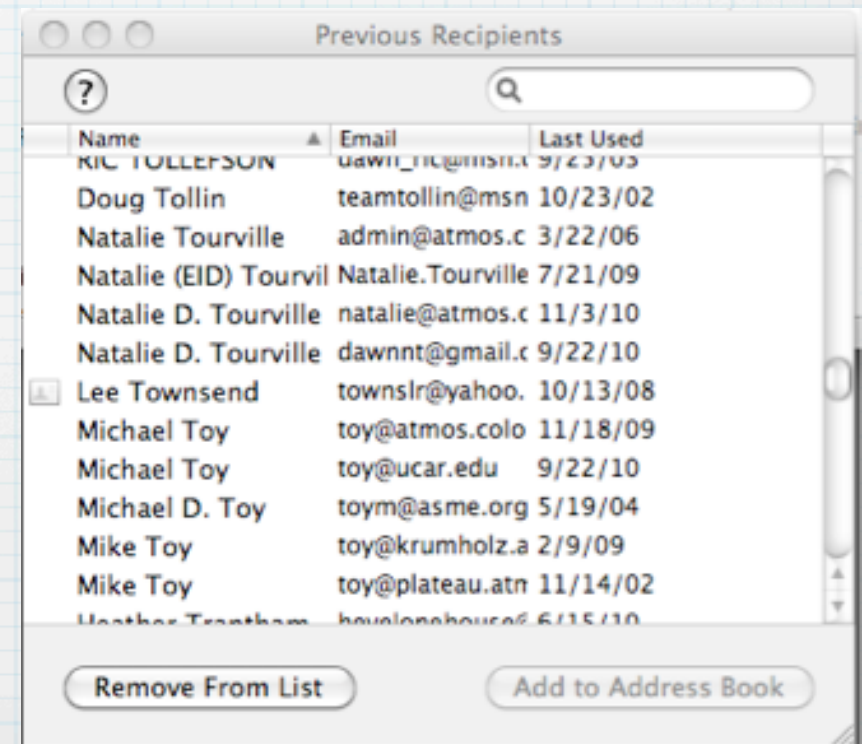
Removing Auto-completes (continued...)



If you want to see the complete list of addresses Mail.app has cached as a resource for auto-completes, and edit it by hand, just bring up:

Mail->Window->Previous Recipients

If you have been in the group for a while, you will, unfortunately, have thousands upon thousands of these, however.

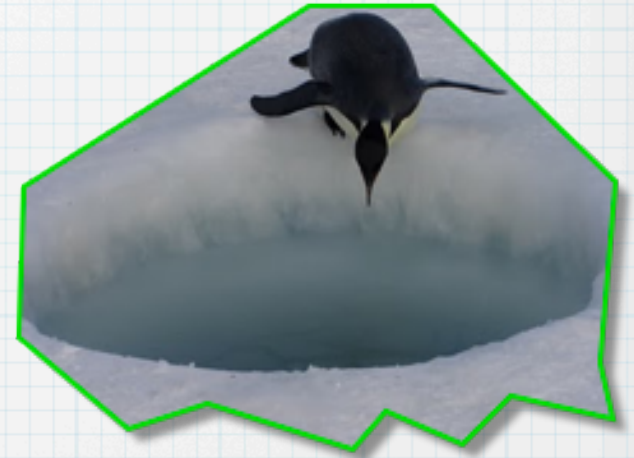


“Undisclosed Recipients”

Sometimes you don't want to give away colleagues' email addresses. Other times you don't want a long list generated from a lengthy To-list. Or maybe you just want to be sneaky.

1. Create a new name in AddressBook

- Last name = Undisclosed
- First name = recipients
- email address = use your own



2. Now to generate an email using this,

- New mail message to “Undisclosed recipients”
- Bcc (blind cc) your recipient list
- Try using the “Addresses” button in the Mail toolbar to drag and drop recipients.

Easy links to URLs

In your message composition,

1. highlight the text you want linked

2. press <command> k

3. enter the full URL for the link

