



# 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 AddressBooks 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

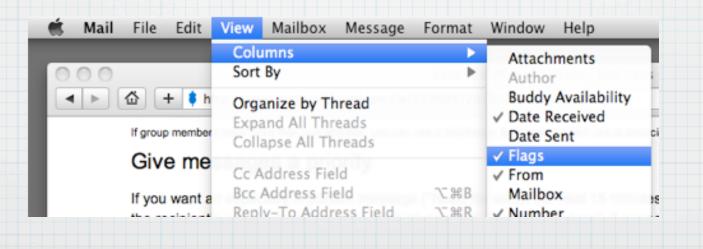
to select which address to use in your selected list.

Group	Name	Email 0
Authors	Ernest Hemingway	emie@harrysbar.it (work)
		ernest@hmail.com (home)
	<ul> <li>Franz Kafka</li> </ul>	castle@prague.org (home)
	J.R.R. Tolkien	hobbit@shire.org (home)
		lord@ring.com (work)
		eaglechild@me.com (MobileMe)
	james Joyce	jj@me.com (MobileMe)
		ulysses@dublin.ie (work)
	E Lewis Caroll	drinkme@wonderland.net (work)
		whiterabbit@hotmail.com (home)
	Victor Hugo	les@mis.fr (home)
		quasi@modo.net (work)
and highlighting indicate	es the email, phone, or address that will b	be used for a group member.

# 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.



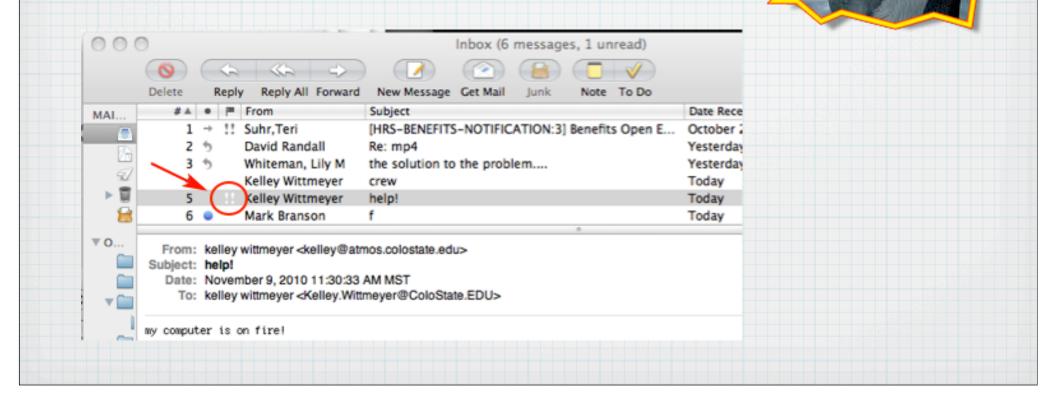
### High Priority Mail! (continued...)

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.

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Send Chat Attach Address Fonts	Colors Save As Draft	
- (		
To:		
Cc:		☑ ! ÷
Subject:		Cancel OK
≡ ▼ kiwi.atmos.colostate.edu		
✓ Cc Address Field		
Bcc Address Field		
Reply-To Address Field		
Reply-To Address Field		

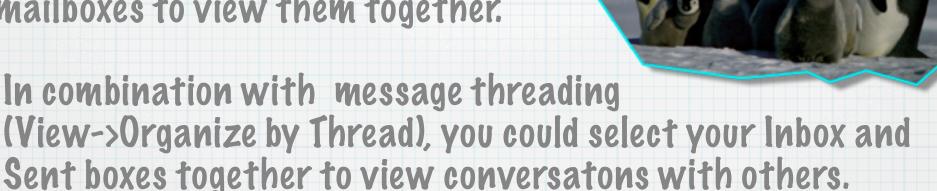
## High Priority Mail! (concluded)

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



# 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.

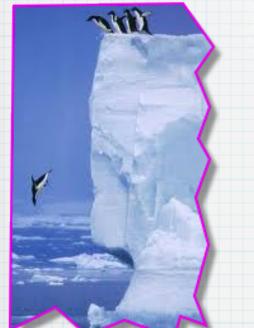


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MAILBOXES		\$ 1	#▲ ●	P	From	Subject		Date
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Drafts	Ð		6		Kelley Wittmeyer	Re: In case ye	ou want this for the website	Yest
	-	•	7		Kelley Wittmeyer	[HRS-BENEFI	TS-NOTIFICATION:3] Benefits Open E	Yest
🛷 Sent	_		1 →	11	Suhr, Teri	[HRS-BENEFI	TS-NOTIFICATION:3] Benefits Open E	Oct
🕨 🥫 Trash			7		Kelley Wittmeyer	Re: [HRS-BEN	EFITS-NOTIFICATION:3] Benefits Op	Yest
居 Junk	23		9		Kelley Wittmeyer	Re: [Atsw] CM	MMAP in the news	Yest

Aut	O-replies
lvaca	ation email)
Use         Mail->Preferences->Rules         to create a vacation or         any auto-reply rule.	Rules   Ceneral Accounts   RSS   Junk Mail   Fonts & Colors   Viewing   Composing   Signatures   Rules      Perform the following conditions are met:   Very Message   Perform the following actions:   Reply to Message   Perform the following actions:   Perform the following actions:   Reply Message   Text to include before original message:   Text to include before original message:   Im unable to check my email from <1/12/11> to <9/5/11> but   Il respond when 1 return.   It urgent, please contact Bozo The Clown at bozo@sillymail.com   Thank youl   Kelley   Cancel OK Manage Contact Bozo The Clown at bozo@sillymail.com Thank youl Kelley Cancel OK Cancel OK Manage Contact Bozo The Clown at bozo@sillymail.com Thank youl Kelley Cancel OK Cancel OK Cancel OK

## Removing Auto-completes

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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.

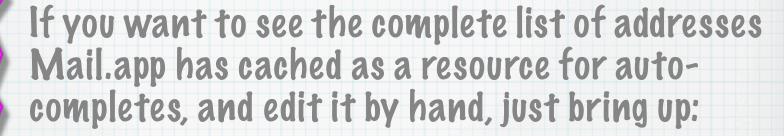
#### But Mail.app auto-completes addresses. What to do?

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..."

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d (	hat	Attach	Address	Fonts	Colors	Save As Draft	Photo Browser	Show Stationer
	То	Ste	eve Finley	<finley< td=""><td>@cira.co</td><td>olostate.edu&gt;</td><td>√ finley@cira.colostate.edu</td><td></td></finley<>	@cira.co	olostate.edu>	√ finley@cira.colostate.edu	
	Cc						Edit Address	
Sul	bject						Remove Address	
		kiwi.a	tmos.colos	state.edu		0	Copy Address	10
							Remove from Previous Recipients List	
							Add to Address Book	

Create Smart Mailbox Spotlight: "Steve Finley

# Removing Auto-completes



#### Mail->Window->Previous Recipients

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

000 P	revious Recipier	nts
?	Q	
Name A	Email uawn_nc@msn.t	Last Used
Doug Tollin	teamtollin@msn	10/23/02
Natalie Tourville	admin@atmos.c	3/22/06
Natalie (EID) Tourvil	Natalie.Tourville	7/21/09
Natalie D. Tourville	natalie@atmos.c	11/3/10
Natalie D. Tourville	dawnnt@gmail.c	9/22/10
Lee Townsend	townslr@yahoo.	10/13/08
Michael Toy	toy@atmos.colo	11/18/09
Michael Toy	toy@ucar.edu	9/22/10
Michael D. Toy	toym@asme.org	5/19/04
Mike Toy	toy@krumholz.a	2/9/09
Mike Toy	toy@plateau.atn	11/14/02
Heather Trantham	havalonahoura	6/15/10

Remove From List

Add to Address Book

# "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 <u>name</u> 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

© O 22 twain – great link!	6 Kelley Wittmeyer 22 twain - great link!
Send Chat Attach Address Fonts Colors Save As Draft	From: kelley wittmeyer <kelley@atmos.colostate.edu> Subject: 22 twain - great link!</kelley@atmos.colostate.edu>
To: kelley@kiwi.a Cc: Enter the Internet address (URL) for this link.	Date: November 9, 2010 2:31:21 PM MST To: kelley@kiwi.atmos.colostate.edu
Subject: 22 twain - great	dear fellow railroad enthusiast,
Image: style="text-align: center;">kiwi.atmos.colosta       dear fellow railroad enthusiast,         Remove Link         Cancel   OK	<ul> <li>i have found an excellent link for you <u>right here</u>.</li> <li>happy training, yours truly</li> </ul>
i have found an excellent link for you right here. happy training, yours truly	