APPLE MAIL

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POP vs IMAP

Until 1986 the only mail protocol available was POP (Post Office Protocol). Now we have IMAP (Internet Message Access Protocol).

The difference is quite simple. POP is useful ONLY IF you have one device that you access your email with. IMAP is needed IF you have multiple devices that you access your email with.

POP does NOT synchronize messages across devices. IMAP does.

If you are still using an email account with a POP protocol and if you access your email with different devices, you should change to an IMAP account – if it is available. This specifically applies to Cable ONE email accounts.

To switch from a POP account to an IMAP account may be straightforward, and it can be done without losing any messages. The straightforward way is to simply delete the POP account and recreate it. When it is added back in, it will be created as an IMAP account automatically.

Find out more here: http://www.makeuseof.com/tag/pop-vs-imap/

SIGNATURES

Custom signatures are added to new messages automatically. You can have multiple signatures and choose one to be the default for a given e-mail account. You can switch from one signature to another before sending the message.

Signatures can use a photo or image. Care must be taken to ensure that the image selected fits in the space you want to place it. Hence, you have to edit a given photo to make it's size appropriate for the signature.

RULES

Creating a Rule makes it possible to manage your incoming messages in an automated fashion. You can move messages from the Inbox to any other mailbox. You can even delete offensive messages.

STATIONERY

Stationery adds panache to any message. The stationery fills in a background image and optionally a text block and one or more image frames that you can fill in with images of your choice from Photos. Keep in mind that using stationery forces HTML code on the recipient, and that means that your images will be seen as attachments for those people who are using text only mail clients instead of them seeing your beautiful imagery.

Creating your own stationery is easy if you know HTML.

You can purchase additional stationery online.

MAIL USES CONTACTS

When you start typing a name or e-mail address, Mail looks firs in Previous Recipients and then in Contacts for a match. Mail displays a list of all possible matches and you can select the one that you want to use.

If you have a Group list in Contacts, Mail will accept the group name and send the message to each person in that group. IOS does not allow using a group name per se. It will show you a group with the list of contacts and you have to click on that group entry and then the full list will populate in the field selected. If any contact in that list has multiple email addresses, all addresses will be put in the list and it's up to you to figure out which one to use. Whereas, Mail will put only the first address in the list.

PREVIOUS RECIPIENTS

Go to Windows → Previous Recipients and empty this out now and then. Deleting entries here does NOT delete an entry in Contacts. To delete everything in this list, select any one of them and then press Control-A to select all, then click on Remove From List.

If an entry here does NOT have an icon on the far left side, that address is NOT in your Contacts. To add an entry to Contacts, click on it to select it and then click on Add to Contacts. You must then open Contacts and edit that entry to fill in the details.

TO BCC OR NOT TO BCC

If you send a message to a group of people and if even one recipient does not know even one other recipient in the group, put all recipients in the BCC field to hide all e-mail addresses from everyone. This is a courtesy, not a rule. Don't take a chance that one of your recipients gets an urge to spam everyone with their favorite jokes.

E-MAILING PHOTOS/VIDEOS

Dragging photos from Photos into a message that you are composing is the simplest way to add a photo to a message. This essentially puts the photo inline with the text, meaning you can add text above and below the image. Some recipients may not be able to see an inline image. It's really not your problem if they can't view the images in your messages. It is something that they need to learn how to handle.

The format of the image that you add to a message matters, but only to the recipient. A JPEG format is the most common. PNG and TIFF are usually acceptable. RAW images maybe not.

JPEG images compress the image which loses detail when displayed. The other formats do not lose detail. It does not buy anything to put a bunch of JPEG images into a zip file, meaning that compressing an already compressed file most likely will not result in a smaller batch file than the size of the original file.

There are two size issues with images. One is the resolution of the image in Dots Per Inch (dpi) - also known Pixels Per Inch (ppi). The other is image display ratio, such as 5 x 7 or 3 x 2. This has no bearing on how big you can print a photo, this is only the aspect ratio of the sides. You can print a 3 x 2 ratio on a 9 x 6 page. The ratios are the same.

The larger that you print (or display) an image, the higher you need the resolution of the image to be in order to make it look good. The higher the resolution, the more total bytes is takes up.

For sending a photo or batch of photos, don't exceed the total bytes that your email server (or that of the recipient) allows in a single message. 15 MB is most likely allowed by any server, and some servers allow much more. If you need to send a lot of photos/videos, put them in a cloud storage and send the recipient a link to the folder/images.

FONT SIZE/STYLE

There are two issues with fonts. One is regarding viewing messages. The other is regarding composing messages. Changing one does not change the other.

Changing the size of font when viewing incoming messages does not change the size when you print that same message. The only way to change the font size of a message that you want to print is by copying the message to another app (e.g., TextEdit), change the size of the font there, and print from that app.

Changing the size of the font when composing a message also changes how the recipient sees that message. If you need to see large fonts, your recipients will see large fonts.

Another way to change the size of both incoming and composed messages is to change the resolution of your monitor. Make it smaller than the default. But again, this does not change the size of a message when you print it. To change the resolution of the display, open *System Preferences → Display* and select *Scaled*, then choose a different resolution.

MANAGING MULTIPLE E-MAIL ACCOUNTS

This is easy. You can have as many different e-mail accounts as you want. Mail will display them individually or collectively as you prefer.

The proper settings for any account can simplify your life. Go to *Mail → Preferences → Accounts → Mailbox Behaviors*. I recommend turning OFF the following options:

> draft messages on server
>
> junk messages on server
>
> deleted messages on server.

This isn't about saving space, but about minimizing what can be confusing.

An e-mail account can be disabled. This prevents any new messages from coming into that account and hides everything else related to that account. This can be useful if you keep your spouse's email account in your login and you only want to use it occasionally.