Take Control of Apple Mail in Snow Leopard

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Are you using Apple Mail in Snow Leopard effectively? In this book, author Joe Kissell provides comprehensive guidance. Perhaps you just want to fully understand the basics of receiving, composing, and sending email. Or maybe you want to master many advanced options, including account set up, integrating multiple accounts, formatting, rules, and MobileMe syncing. Either way, you'll find helpful advice and detailed steps. You'll also find tips on various third-party add-ons that make Mail smarter and more enjoyable to use.

This book will teach you to:

Comprehend account options: You'll understand the difference between POP and IMAP, plus learn about special aspects of MobileMe, Exchange, and Gmail accounts. In the case of Exchange and *especially Gmail*, you'll also learn how to integrate them into your overall Mail setup. Joe also covers Mail's integration with MobileMe syncing.

Read: Okay, we expect you know how to read, but you'll learn efficient ways to quickly open, read, process, and file your messages. You'll also get tips on handling incoming attachments, avoiding spam, and using Mail's built-in RSS feed reader.

Write and send: You'll learn different methods for quickly addressing your email, how to take control of the From, To, Cc, and Bcc lines, and how to create multiple signatures. You'll also find out about how to address a single message to a group of recipients, and how to know if you should use digital signatures or encryption, plus what to do if you want to send a message with a digital signature or encryption.

Find your stuff: You'll get advice on how to organize Mail's sidebar and your various mailboxes so you can easily locate messages using a variety of techniques. Joe covers simple features-such as making a new mailbox or rearranging your mailboxes-as well as advanced techniques-such as creating rules and smart mailboxes.

Use Notes and To Dos: Mail has a Notes feature for leaving yourself reminders and a To-Do feature that integrates with iCal. Learn the strengths and limitations of these options and make them work for you.

Unravel Mail mysteries: Understand the sometimes-present Outbox, sort out the Dock unread count, learn why smart addresses can be stupid, avoid "unsafe" addresses, manage the Previous Recipients list, wrangle attachments, find your notes, and determine why certain mailboxes appear in particular categories on Mail's sidebar.

Avoid and fix problems: Get advice on how to back up your email, and find out how to restore it from a backup. The ebook has 11 pages of hard-won troubleshooting advice.

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