

TAKE CONTROL OF

APPLE MAIL

COVERS MAIL IN

macOS Mojave–Monterey iOS 14 & 15 • iPadOS 14 & 15

by JOE KISSELL



Take Control Of Apple Mail Joe Kissell

Glenn Fleishman, Adam C. Engst

Take Control Of Apple Mail Joe Kissell:

Take Control of Apple Mail Joe Kissell, 2014 Master Mail in Mavericks and iOS 7 Email is essential for everything from work to shopping to keeping in touch with family Could you get anything done without it In this book email expert Joe Kissell helps you make sure Apple Mail won t leave you in the lurch providing essential setup usage and troubleshooting advice whether you use Gmail iCloud Exchange or IMAP or more than one in both OS X 10 9 Mavericks on your Mac and iOS 7 on your iPad iPhone or iPod touch Along the way Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and offers tips on customizing Mail to your preferences including the best power user plugins for Mail on the Mac You ll also learn how to find that message in the haystack figure out how digital signatures and encryption work in Mail and uncover solutions to numerous common problems Perhaps most important Joe shares his strategy for avoiding email overload the article where he first introduced it won American Business Media s Neal Award for Best How To Article Using the fully linked table of contents Quick Start page or other hot links in the ebook you ll quickly find the essential information that s most important to you including Key changes in Mail for Mavericks Interesting new features in Mail for iOS 7 Setting Mail s Junk Mail filter correctly and other tips for defeating spam Understanding special mailboxes like Sent Drafts and Junk Addressing email to multiple recipients and to smart groups Using notifications to manage incoming messages Turning on the much loved classic window arrangement Customizing the Mail sidebar toolbar message header interface and more Using search tokens AND understanding Boolean searches Joe s suggested smart mailboxes Taking charge of email organization with rules and other measures Keeping attachments problem free 12 things you should know about iOS Mail Fixing problems receiving sending logging in bad mailboxes and more Mail plugins that will improve your Mail experience How to decide if you should encrypt your email Detailed real world steps for signing and encrypting email Take Control of Apple Mail Joe Kissell, Adam Engst, 2004 Mail Apple s built in mail application with Mac OS X is largely unsung It's used by millions of users but there's no manual to show you the ropes In Take Control of Apple Mail longtime Mac consultant and writer Joe Kissell puts Mail through its paces teaching you in step by step illustrated examples how to best configure and use Mail's simple yet powerful features You'll learn numerous solutions to real world confusions and problems with Apple Mail such as fixing problems related to sending and receiving mail dealing withauthentication errors sending attachments successfully repairing damaged mailboxes and connecting to Exchange servers Joe alsocovers various ways to address outgoing messages quickly backup and restore email set up rules and more Along the way you ll learn how to prevent spam from overtaking your mailbox while two appendices cover related issues including sources and a brief description for third party software that can enhance or supplement Mail Take Control of Apple Mail, 6th Edition Joe Kissell, 2025-06-08 Master Mail for Mac iPhone and iPad Version 6 2 2 updated June 8 2025 Use Apple Mail more effectively Email expert Joe Kissell explains what s new with Mail for Mac iPhone and iPad and how to best

set up your Gmail iCloud IMAP and Exchange accounts He then shows you how to take Mail to the next level with plugins and automation manage your incoming email customize Mail and solve common problems Take Control of Apple Mail is your complete guide to Apple s Mail app In this book Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how plugins and automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with Mail's natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important an award winning strategy for avoiding email overload You ll quickly find the information that s most important to you including Key changes in Mail for Seguoia Sonoma iOS 18 iPadOS 18 and iOS 17 iPadOS 17 such as Mail Categories Priority Messages Message and Thread Summaries Smart Replies and Apple Intelligence Writing Tools How to take advantage of the Mail privacy features Mail Privacy Protection and Hide My Email Getting through your email faster with gestures Using advanced search techniques to find filed messages Using third party add ons to significantly enhance how you use Mail The whys and hows of sending attachments Defeating spam with the Junk Mail filter and what to do if you need more firepower Understanding special mailboxes like Sent Drafts and Junk Taking charge of email organization with rules and other measures Backing up and restoring email Importing email from other apps older versions of Mail or another Mac Deciding whether you should encrypt your email along with detailed real world steps for signing and encrypting messages Taking Mail to the next level with AppleScript and Automator Key skills for using Mail for iPhone and iPad such as working with incoming and outgoing messages using attachments and configuring accounts Fixing problems receiving sending logging in bad mailboxes and more Although this book primarily covers Mail in macOS 10 14 Mojave through macOS 15 Sequoia iOS 18 iPadOS 18 and iOS 17 iPadOS 17 the majority of it is also applicable to earlier versions Take Control of Apple Mail, 5th Edition Joe Kissell, 2021 Master Mail in macOS iOS and iPadOS Version 5 1 updated January 26 2021 Use Apple Mail more effectively Email expert Joe Kissell explains what s new with Mail for macOS iOS and iPadOS and how to best set up your Gmail iCloud IMAP and Exchange accounts He then shows you how to take Mail to the next level with plugins and automation manage your incoming email customize Mail and solve common problems Take Control of Apple Mail is your complete guide to Apple s Mail app In this book Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail s hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how simple plugins and special automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with Mail's natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important an award winning strategy for avoiding email overload You ll quickly find the information that s most important to you including Key changes in

Mail for Big Sur and iOS 14 iPadOS 14 Getting through your email faster with gestures Using advanced search techniques to find filed messages Using plugins to significantly enhance how you use Mail The whys and hows of sending attachments Using markup features to embellish and even sign outgoing attachments Defeating spam with the Junk Mail filter and what to do if you need more firepower Understanding special mailboxes like Sent Drafts and Junk Using notifications to stay apprised of incoming messages Taking charge of email organization with rules and other measures Backing up and restoring email Importing email from other apps older versions of Mail or another Mac Deciding whether you should encrypt your email along with detailed real world steps for signing and encrypting messages Taking Mail to the next level with AppleScript and Automator Key skills for using Mail in iOS and iPadOS such as working with incoming and outgoing messages using attachments and configuring accounts Fixing problems receiving sending logging in bad mailboxes and more Although this book primarily covers Mail on Big Sur Catalina Mojave iOS 14 iPadOS 14 and iOS 13 iPadOS 13 the majority of it is also applicable to earlier versions Take Control of Apple Mail, 4th Edition Joe Kissell, 2018 Master Mail in High Sierra and iOS 11 You can work more effectively in Apple Mail with expert advice from Joe Kissell You ll learn how to make Mail serve your needs with essential setup usage and troubleshooting instructions whether you use Gmail iCloud Exchange IMAP or POP or more than one account on your Mac running 10 13 High Sierra or 10 12 Sierra or on your iPad iPhone or iPod touch running iOS 11 Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail s hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how simple plugins and special automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with Mail s natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important an award winning strategy for avoiding email overload Note You may have heard about a new encryption issue called EFAIL that can affect Apple Mail This issue was discovered too late to cover it in the book but we have an article with complete details here What You Need to Know About the EFAIL Vulnerability You ll quickly find the information that s most important to you including Key changes in Mail for High Sierra and Sierra and iOS 11 Getting through your email faster with gestures Using advanced search techniques to find filed messages Using plugins to significantly enhance how you use Mail The whys and hows of sending attachments Using markup features to embellish and even sign outgoing attachments Defeating spam with the Junk Mail filter and what to do if you need more firepower Understanding special mailboxes like Sent Drafts and Junk Using notifications to stay apprised of incoming messages Taking charge of email organization with rules and other measures Backing up and restoring email Importing email from other apps older versions of Mail or another Mac Deciding whether you should encrypt your email along with detailed real world steps for signing and encrypting messages Taking Mail to the next level with AppleScript and Automator 18 things everyone should know about Mail in iOS 11 Fixing problems receiving sending logging in bad mailboxes

and more **Take Control of Apple Mail in Lion** Joe Kissell, 2012 Are you using Apple Mail in Lion effectively In this book email expert Joe Kissell provides the comprehensive guidance you need 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 setup employing multiple accounts formatting rules smart mailboxes and iCloud or Gmail integration Either way you ll find helpful advice and detailed steps based on extensive real world experience You ll also find tips on various third party add ons that make Mail smarter and more enjoyable Take Control of Apple Mail in Mountain Lion Joe Kissell, 2012 Use Apple Mail in OS X 10 8 Mountain Lion more effectively with real world advice from Joe Kissell Perhaps you want to understand the basics of receiving composing and sending email Joe has you covered Or maybe you re more interested in learning about Mail s many advanced options including account setup employing multiple accounts formatting rules smart mailboxes and iCloud or Gmail integration Either way everyone will be interested Joe's explanation of the new in Mountain Lion VIP feature and how to control which messages become notifications Plus Joe has laced the ebook with Take Control of Apple Mail, 2nd **Edition** Joe Kissell, 2014 Master Mail in Yosemite and iOS 8 Email is a necessary evil in today s world but you can work more effectively in Apple Mail with the hard won advice in this book written by email expert Joe Kissell You ll learn how to make Mail serve your needs with essential setup usage and troubleshooting instructions whether you use Gmail iCloud Exchange IMAP or POP or more than one in both 10 10 Yosemite on your Mac and iOS 8 on your iPad iPhone or iPod touch Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements helps with common tasks like addressing and adding attachments and offers tips on customizing Mail to your preferences You ll also learn how to find that message in the haystack figure out how digital signatures and encryption work in Mail and uncover solutions to numerous common problems Perhaps most important Joe shares his strategy for avoiding email overload the article where he first introduced it won American Business Media s Neal Award for Best How To Article Mavericks and iOS 7 After you download this ebook you can follow its Ebook Extras link to download the first edition which focuses on Mavericks and iOS 7 Using the fully linked table of contents Quick Start page or other hot links in the ebook you ll quickly find the essential information that s most important to you including Key changes in Mail for Yosemite and iOS 8 The whys and hows of sending attachments with Mail Drop How to sign annotate and otherwise modify outgoing attachments such as permission forms or contracts within Mail Setting Mail s Junk Mail filter correctly and other tips for defeating spam Understanding special mailboxes like Sent Drafts and Junk Using notifications to manage incoming messages Turning on the much loved classic window arrangement Using search tokens AND understanding Boolean searches Taking charge of email organization with rules and other measures 14 things everyone should know about iOS Mail Deciding whether you should encrypt your email plus detailed real world steps for signing and encrypting email Fixing problems receiving sending logging in bad mailboxes and more Managing Mail s new Automatically detect and maintain account settings checkbox especially if it s

causing a connection problem Take Control of Your AirPort Network Glenn Fleishman, Adam C. Engst, 2005 Wi Fi networking is supposed to be simple So why do so many people tear their hair out when trying to configure their wireless networks It's all about the details In this book Wi Fi experts Glenn Fleishman and Adam Engst put AirPort through its paces teaching you in step by step illustrated examples about how to remove the frustration in your configuration The book covers the range of your AirPort and Wi Fi needs starting with how to pick the appropriate base station and adapter card Apple is often best but it s worth considering alternatives It tells you how to determine the best place for your Wi Fi equipment and then how to configure your base station and computer for precisely your needs A long section explains setting up your own dynamic addressing a common need for home networks with a mix of computers and needs Next the book covers six ways to improve your network's coverage area and range providing higher speeds at longer distances Finally you find out about securing your network both keeping intruders out and securing the data that passes over the network Four appendices cover related issues including AirPort Express configuration setting up a software base station using AirPort Management Utilities and finding the right Wi Fi adapter for an older Mac or PC Mac Security Bible Joe Kissell, 2009-12-17 Your essential no holds barred guide to Mac security threats and solutions Myth number one Macs are safer than PCs Not really says author Joe Kissell named one of MacTech's 25 Most Influential People in the Mac community for 2008 In this timely guide he not only takes you beyond the myths he also delves into the nitty gritty of each potential threat helping you weigh the pros and cons of the solutions you might choose Learn to measure risk versus inconvenience make informed decisions and protect your Mac computers your privacy and your data with this essential guide Explains the security threats to Macs including data in transit from your e mail or network and malware such as viruses worms and Trojan horses these threats formerly the exclusive worry of PC users now increasingly threaten Macs Explores physical security and hardware barriers software settings third party solutions and more Shows Mac OS X users how to develop and enforce security policies Covers security for Windows running on a Mac with Boot Camp virtualization software such as Parallels Desktop or VMware Fusion and more Learn the full range of options you need to consider to make your Mac safe Note CD ROM DVD and other supplementary materials are not included as part of eBook file **Take Control of Passwords in Mac OS X** Joe Kissell, 2006-10-30 Create and manage strong passwords that keep your data safe without taxing your memory Suffering from password overload or anxiety Set your mind at ease with friendly assistance from Mac expert Joe Kissell You ll learn how to assess risk factors and devise a personal plan for generating different types of passwords using Joe's special system for creating strong passwords that are easy to remember but virtually impossible to crack The book also explains how to work with all the different passwords on your Mac account login master root firmware email AirPort keychains teaches you how to use Apple s Keychain Access password manager provides pointers for using passwords on the Web and includes tips for preventing password related problems For those who want to go beyond Keychain Access for features like higher security or PDA syncing Joe

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receiving composing and sending email Or maybe you want to master many advanced options including account set up

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You ll also find tips on various third party add ons that make Mail smarter and more enjoyable to use Resource description Take Control of Backing Up Your Mac, 5th Edition Joe Kissell,2025-01-17 Set up a rock solid backup strategy so that you can restore guickly and completely no matter what catastrophe arises Version 5.1 updated January 17. 2025 Joe Kissell provides the advice you need to create a Mac backup strategy that protects your data and enables quick recovery He compares backup software services and media to help you make the best choices You ll learn to set up test and maintain backups plus how to restore files after a calamity n Creating and maintaining a solid backup plan is essential to anyone who uses a Mac in order to prevent the loss of important data if disaster strikes whether through hardware or software failure theft human error or other mishap In Take Control of Backing Up Your Mac Fifth Edition tech expert Joe Kissell explains how to design a sensible backup strategy choose and configure the best backup hardware and software for your needs and understand how to make your backups as painless as possible His advice is equally useful to those who have never had a backup system and those whose backup systems are in need of an update The book delves into the challenges presented by recent versions of macOS M series Macs and the ever changing landscape of Mac backup hardware software and cloud services It explains what you need to know about bootable and non bootable duplicates backup media and disk formats as well as recent changes in Time Machine and the weird world of APFS snapshots It also shows you how to include in your backups files and folders that are stored in the cloud even if there s no local copy of them Using this book you ll learn how to Design or update the ideal backup system If you re starting from scratch you ll find all the information necessary to assemble a reliable and easy to use backup system If you re updating an existing system you ll learn about what s new in hardware software and online services that might affect the way you back up your Mac in the future Choose backup software Apple s Time Machine is both free and easy to use but it s not the best choice for everyone and even if you do use Time Machine you ll certainly want to supplement it with other tools You ll learn about key features to look for in a backup app and find tips on using several popular tools You ll also discover the pros and cons of cloud backup services and get help choosing the right one An online appendix covers dozens of apps and services Shop for hardware Depending on your needs and goals you may need one or more external SSDs or hard drives but the range of options sizes interfaces speeds and more can be bewildering Joe helps you find the best backup hardware whether it s individual SSDs or hard drives RAIDs NAS devices or other options Make and maintain backups Once you ve selected hardware and software you ll need to know how to make your first backup set up your backups to run unattended and test them regularly to make sure they re working as they should This includes both versioned backups which contain old file versions and deleted files and for some users bootable or non bootable data only clones And you ll learn about strategies for keeping extra backups offsite Operate Time Machine If you choose Time Machine for versioned backups you ll learn how to back up and restore individual files app specific data such as contacts and even an entire disk You ll also discover why and how to encrypt Time Machine backups how APFS snapshots work inside and

outside Time Machine and what to do if Time Machine misbehaves Deal with unusual backup needs If you deal with exceptionally large files such as audio and video files spend a lot of time on the road away from your usual backup hardware run Windows on your Mac or rely on cloud services to store essential data you ll want to take extra or different steps to make sure everything is safely backed up You ll also learn various approaches to backing up and restoring data from Apple s Notes app Manage your media What happens when a backup drive fills up or becomes so old that you worry about its future reliability What if you want to archive older files for posterity but not necessarily maintain them as part of your daily backups Joe explains how to deal with media management tasks such as these Recover lost data Backing up data can be easy but restoring it is often more challenging When you discover that data is missing whether due to a disk error theft or a simple mistake you need to know the exact steps needed to recover it and get back to work as soon as possible Backing Up Your Mac, 4th Edition Joe Kissell, 2023-03-27 Set up a rock solid backup strategy so that you can restore quickly and completely no matter what catastrophe arises Version 4 4 1 updated March 27 2023 This book helps you design a sensible backup strategy choose and configure the best backup hardware and software for your needs and understand how to make your backups as painless as possible Creating and maintaining a solid backup plan is essential to anyone who uses a Mac in order to prevent the loss of important data if disaster strikes whether through hardware or software failure theft human error or other mishap In Take Control of Backing Up Your Mac Fourth Edition tech expert Joe Kissell explains how to design a sensible backup strategy choose and configure the best backup hardware and software for your needs and understand how to make your backups as painless as possible His advice is equally useful to those who have never had a backup system and those whose backup systems are in need of an update The fourth edition a major rewrite fully delves into the new challenges presented by Ventura Monterey Big Sur M series Macs and the ever changing landscape of Mac backup hardware software and cloud services It features entirely rethought advice about bootable and non bootable duplicates backup media and disk formats as well as changes in Time Machine and the weird world of APFS snapshots This book covers macOS 10 14 Mojave through macOS 13 Ventura Using this book you ll learn how to Design or update the ideal backup system If you re starting from scratch you ll find all the information necessary to assemble a reliable and easy to use backup system If you re updating an existing system you ll learn about what s new in hardware software and online services that might affect the way you back up your Mac in the future Choose backup software Apple s Time Machine is both free and easy to use but it s not the best choice for everyone and even if you do use Time Machine you ll certainly want to supplement it with other tools You ll learn about key features to look for in a backup app and find tips on using several popular tools You ll also discover the pros and cons of cloud backup services and get help choosing the right one An online appendix covers dozens of apps and services Shop for hardware Depending on your needs and goals you may need one or more external SSDs or hard drives but the range of options sizes interfaces speeds and more can be bewildering Joe helps you find the best

backup hardware whether it s individual SSDs or hard drives RAIDs NAS devices or other options Make and maintain backups Once you ve selected hardware and software you ll need to know how to make your first backup set up your backups to run unattended and test them regularly to make sure they re working as they should This includes both versioned backups which contain old file versions and deleted files and for some users bootable or non bootable data only clones And you ll learn about strategies for keeping extra backups offsite Operate Time Machine If you choose Time Machine for versioned backups you ll learn how to back up and restore individual files app specific data such as contacts and even an entire disk You ll also discover why and how to encrypt Time Machine backups how APFS snapshots work inside and outside Time Machine and what to do if Time Machine misbehaves Deal with unusual backup needs If you deal with exceptionally large files such as audio and video files spend a lot of time on the road away from your usual backup hardware run Windows on your Mac or rely on cloud services to store essential data you ll want to take extra or different steps to make sure everything is safely backed up Manage your media What happens when a backup drive fills up or becomes so old that you worry about its future reliability What if you want to archive older files for posterity but not necessarily maintain them as part of your daily backups Joe explains how to deal with media management tasks such as these Recover lost data Backing up data can be easy but restoring it is often more challenging When you discover that data is missing whether due to a disk error theft or a simple mistake you need to know the exact steps needed to recover it and get back to work as soon as possible Apple Mail, 3rd Edition Joe Kissell, 2015 Master Mail in El Capitan and iOS 9 You can work more effectively in Apple Mail with expert advice from Joe Kissell You ll learn how to make Mail serve your needs with essential setup usage and troubleshooting instructions whether you use Gmail iCloud Exchange IMAP or POP or more than one in both 10 11 El Capitan on your Mac and iOS 9 on your iPad iPhone or iPod touch Joe explains core concepts like special IMAP mailboxes and email archiving reveals Mail's hidden interface elements and gestures and helps with common tasks like addressing and adding attachments He also offers tips on customizing Mail including a nifty chapter on how simple plug ins and special automation can dramatically improve the way you use Mail Joe also covers finding that message in the haystack with El Capitan's new natural language search improving the messages you send how digital signatures and encryption work in Mail and perhaps most important a strategy for avoiding email overload the article where he introduced it won an American Business Media s Neal Award for Best How To Article Older OS After you download this ebook you can follow its Ebook Extras link to download an earlier edition look in the Blog about Mail in Mavericks iOS 7 or Yosemite iOS 8 You ll quickly find the information that s most important to you including Key changes in Mail for El Capitan and iOS 9 What the new natural language search features mean for email Getting through your email faster with gestures Letting a plug in significantly enhance how you use Mail Taking Mail to the next level with AppleScript and Automator The whys and hows of sending attachments Using markup features to embellish and even sign outgoing attachments Defeating spam with the Junk Mail filter and what to do if you need

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