Apple Mail – The Basics

After setting your Mail app to connect to the UR Exchange email service, read this information on addressing, formatting, and organizing your email.

Composing

1. Starting a new message in Mail is easy; just click the Compose a new message button in the toolbar at upper left.

2. To select a recipient, start by typing a last name in the To: field, and matching results from the UR Global Address List will display. To search for common names or hard-to-find addresses, choose Address Panel from the Window menu.

3. To add a signature for your messages, choose Preferences from the Mail menu, then click the Signatures tab. Click the [+] button to add a signature.
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4. Insert the signature by choosing it from the popup menu below the Subject line.
5. Text styles, fonts, quote level and more can be adjusted via the **Format** menu.
6. To check spelling, choose from the options under **Spelling and Grammar** on the **Edit** menu. Select **Show Spelling and Grammar** to display the panel below.

![Spelling and Grammar panel](image)

7. To send your message, click the **Send message** button.

**Organizing**

1. To keep your old messages archived, create local mail folders where you can drag and drop emails as necessary.
2. Click the [+ ] button below the mailbox list in the lower left corner, and choose **New Mailbox**.
3. Choose **On My Mac** from the **Location** menu, and name this mailbox.

![New Mailbox dialog](image)

4. To check how much storage your account is currently using on the mail server, hold the **ctrl** key on your keyboard while clicking your Inbox, and choose **Get Account Info**. The total for all mailboxes should be less than 500 MB.