

All about Email

Introduction

My website has various documents related to email. This is an attempt to have them all available in one place. Also, I have added additional content such as the 2 sections immediately following.

This document assumes that you have an account on one or more of these services:

- Gmail
- Cox
- Yahoo

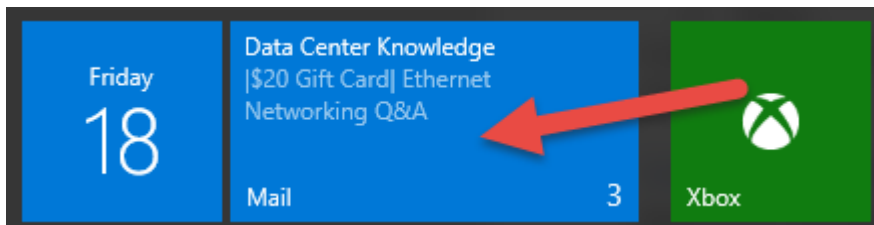
It also assumes that you can access your mail on a PC, iPad or iPhone. It's OK if you only access your email on only one of these.

Desktop versus Webmail applications

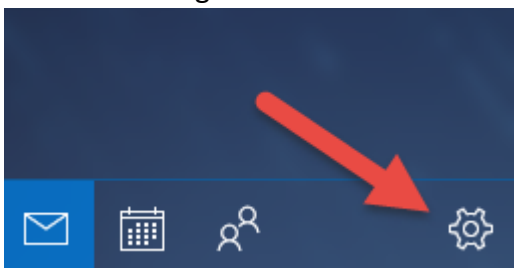
Read the information [here](#).

Using the Windows 10 Mail App

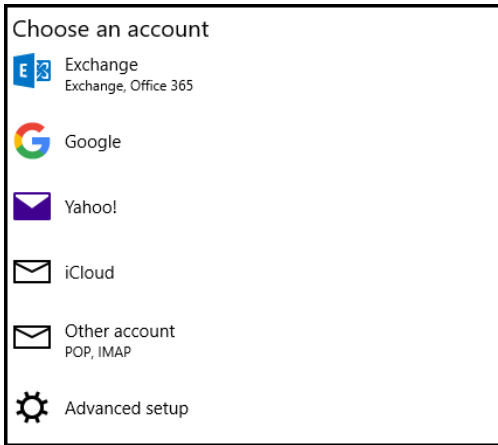
Believe it or not, the Windows 10 Mail App is fairly decent for accessing your email. Just click the Start button and click Mail as shown below.



When you first launch the App, you will have to go to the Settings and add one or more accounts. Just click the Settings icon at the bottom as shown below.



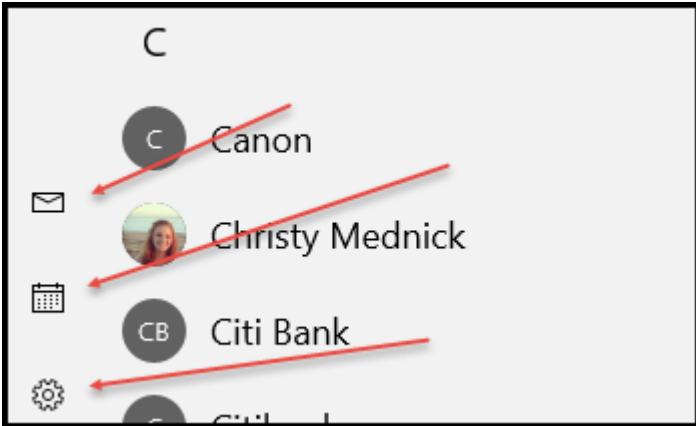
Once in Settings, click Manage Accounts and click Add account. There are default Email programs as shown below. To add a Cox account, click the Other account icon.



After you add an account such as Gmail, you can click the People icon as shown below to access your contacts.



When you open the People window, you will see 3 icons at the bottom as shown below.



These 3 icons from top to bottom are Switch back to Mail, Switch to Calendar or Settings.

Now, when you wish to access your mail quickly, click Start and click the Mail App. You can right-click the Mail App and pin it to the Taskbar. This way, you can access your mail with a single click. If you added several accounts, you can choose to Link the Inboxes to see all messages at the same time. To do this, go to Settings, Manage Accounts and click Link inboxes.

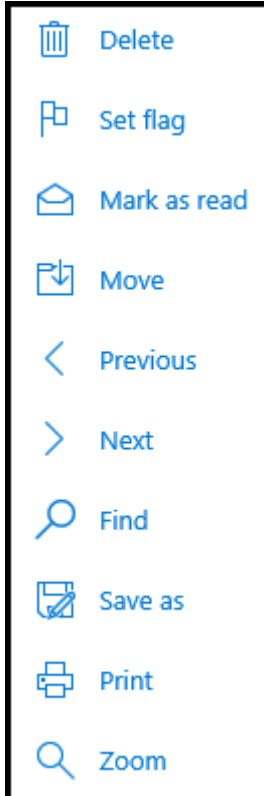
- To delete a message, hover a message and click the Trashcan as shown below.



For more options, open the message and you'll have the options as shown below.

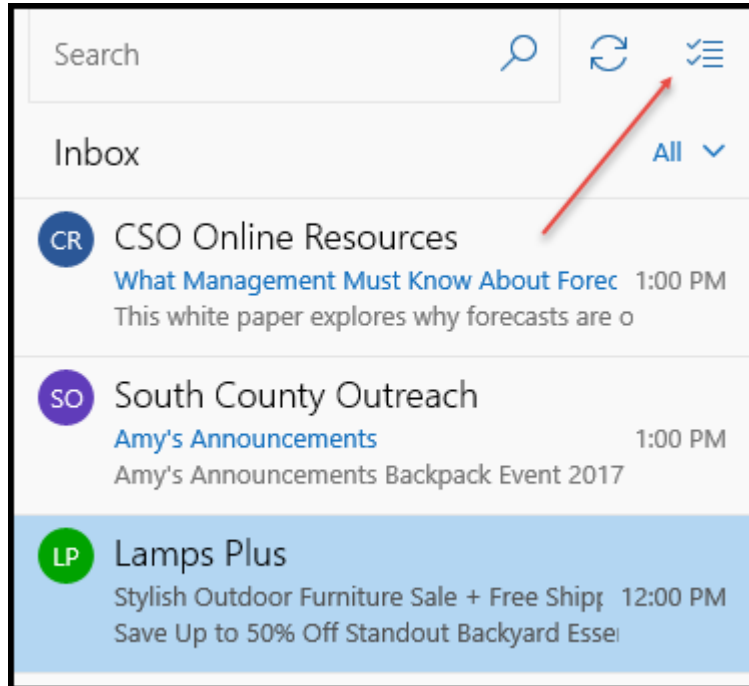


Click the 3 dots at the right to bring up more choices as shown below.



To delete multiple messages, click the icon at the upper right as shown below. Next, place a

check in the box of those message that you wish to delete. Then, click the Trashcan.



- To send a message, click + New Mail at the upper left.

Just remember, to make any other changes to your accounts such as Gmail, you will have to open it in a browser.

Using Gmail

You will find a Complete Guide to Gmail [here](#). Here's an excerpt from the Complete Guide to Using Gmail allowing you to Access Other Accounts, such as your Cox mail, located [here](#). For working with Labels and Filters see the information [here](#).

Using Cox mail

Here are several options for reading your Cox mail without having to log into Cox's server every time.

- Use the Windows 10 Mail App on your PC
- Use the free Thunderbird Desktop mail program available [here](#).
- Use Gmail to access you Cox account
- Use your mobile device
- See the new Cox Webmail [here](#)

Using Yahoo Mail

Here are several ways to access you Yahoo account

- Use the Windows 10 Mail App
- Use Gmail – only if you have the paid for version of Yahoo Mail ☹️
- Use your mobile device

Accessing Mail on an iOS device

Read the information [here](#) and [here](#).

Create a second or “Throw away” email account

- You should always have a 2nd email account for those times that you need to use one to sign up for something. This way, your main account will not be swamped with junk messages.

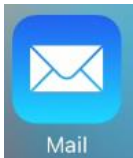
Be sure to set up recovery information

Be sure to read this first [here](#). Then go [here](#) and follow the instructions to set up a recovery phone number or email address. These recovery options can help you if you forget your password for your Gmail or other Google accounts.

Emailing with an iPad or iPhone

Introduction

The App for using email is the built in Mail App as shown below.

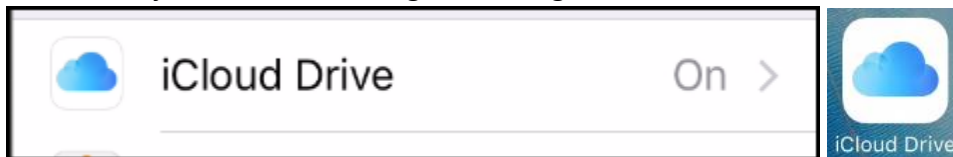


Another App that you can install and use only for Gmail is the Gmail App as shown below.



The advantage of the built-in App is that you can add more than one account and its features are well documented in books and on the Internet.

Often, on mobile devices, one or more Apps work together. This is the case with the Mail App and the iCloud Drive App. To turn on the iCloud Drive App go to Settings, iCloud and insure that it's turned on. You should now see an icon for the App on your screen as shown below on the right This app will be used in conjunction with adding and saving attachments.



The reason for this App is that attachments that are documents can only be saved to iCloud Drive.

You can practice the tips in this document by sending yourself attachments.

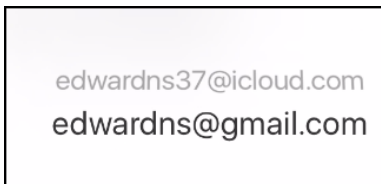
Using the Mail App

Setting up your account(s)

To set up an account go to Settings, Mail Accounts and tap Add Account. Yahoo has their own account and I recommend this rather than adding the account to the Mail App for security reasons.

Choosing a Default Account

If you have more than one account, you can choose a default. This is the account that the message will be sent from. Go to Settings, Mail and scroll down to Default Account. You can always change the “From” while composing. Compose your message, tap the “From” field, tap it again and you’ll see the choices as shown below. Swipe up or down to choose the account you want. As you can see below I have two accounts.

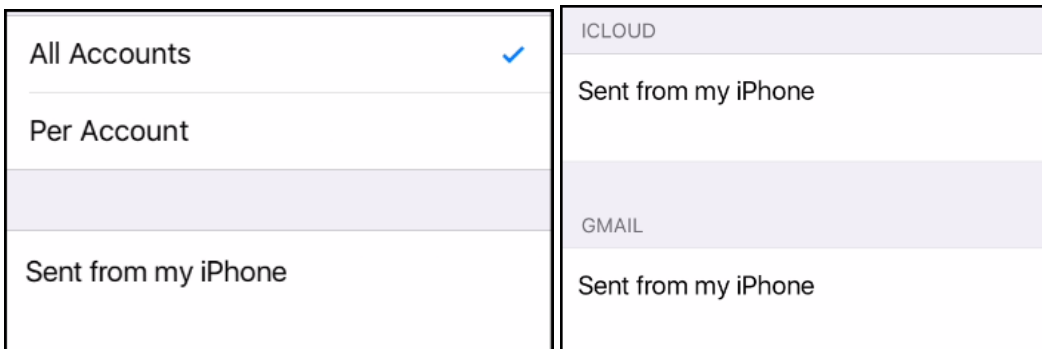


Disable or Delete Account

Go to Settings, Mail and tap the account you want to change. Tap Delete Account to remove it or tap the green button to disable it.

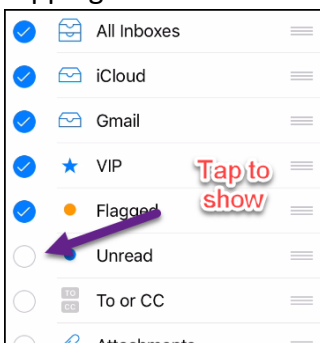
Change your signature

You can have a different signature for each account as follows – go to Setting, Mail and scroll down and tap Signature. Tap Per Account to enable multiple signatures. This will now allow unique signatures per account. Just tap on one to change it.



Rearrange, Remove and add Mailbox

With the Mail App open, show all Mailboxes. Tap Edit and choose to show/not show any mailbox by tapping the circle. If it's blue, it will show up.



You can also drag any mailbox up or down by using the 3 bars on the right.

Empty Trash

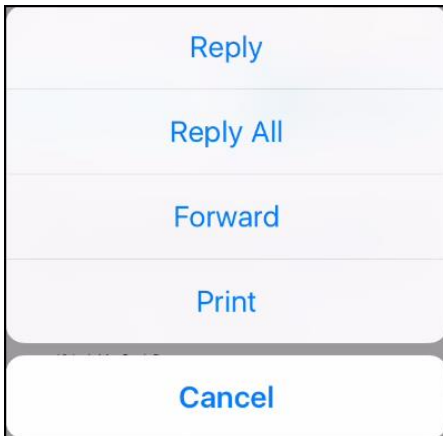
Open the Mail App, go to All Mailboxes and Tap the All Trash folder. Now, tap Edit and Delete All.

Respond to an email message

Open any message and click the icon as shown below.



Next, choose from any of the choices as shown below.

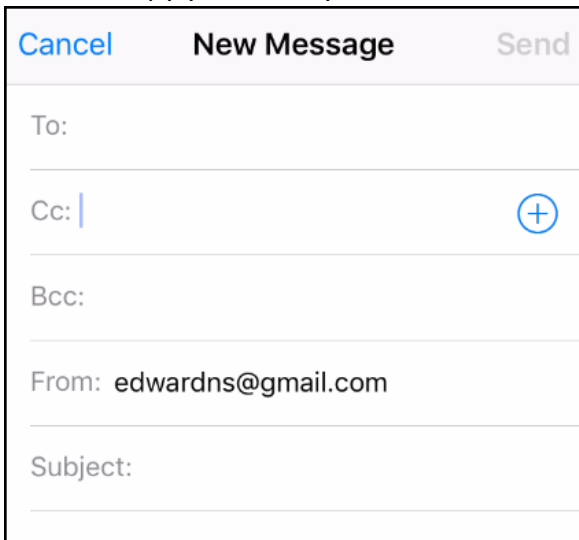


Save Attachments

Press and hold an attachment. If it's a document, you will get several choices including Add to iCloud Drive. If it's a photo you can save it to the Photos App.

Use BCC

When sending messages to more than one person it's proper to conceal other people's email addresses. To do this, start composing and tap Cc/Bcc and enter the addresses in the Bcc field. You can also copy yourself if you choose.



Create an address group

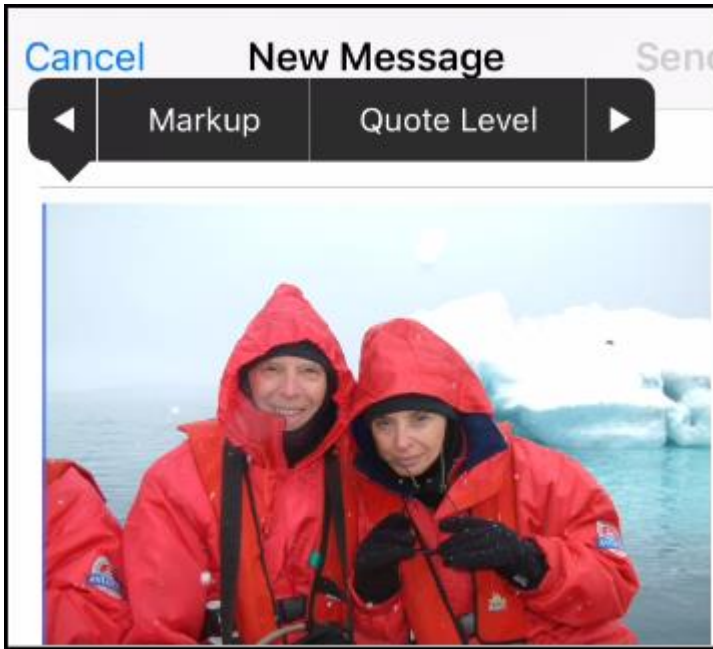
See the link [here](#).

Move an address

If you have a contact in the To: field but you want to move it to CC: or BCC:, you don't have to delete and re-add it. Instead, just touch it and drag it right to where you want it.

Markup an attachment

Add a photo attachment to an email, press and hold until a menu opens. Swipe right until you see Markup. Tap Markup and you can now draw on the photo with your finger or stylus.



Hide the keyboard while composing

Sometimes, when you're responding to a message, you want to see more of it. Maybe you forgot the exact question you're trying to answer, or you want to refer to something specific. No matter the reason, all you have to do is touch the message above the keyboard and swipe down to hide it.

Drafts – save, cancel or minimize

While composing, just tap Cancel and you'll get a choice to Save or Delete the Draft.

Search through Email messages

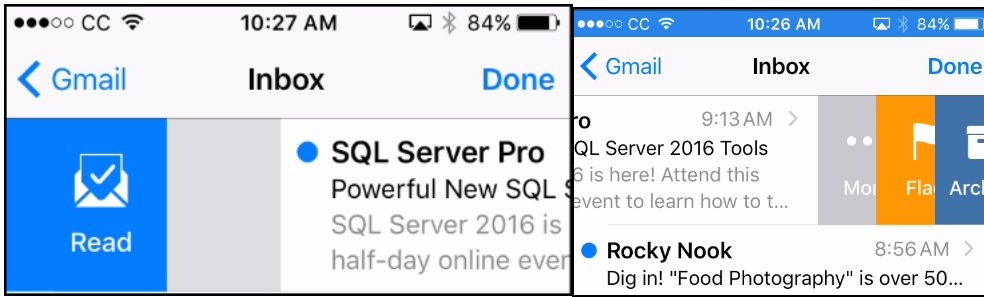
Open any message folder and swipe down to reveal the search box. Enter your search term to reveal the results. You can also use the Spotlight Search function to search your messages. You may have to scroll down to see the Mail results.

Saving battery power by customizing the Fetch Setting

Since, by default, the Mail App tries to fetch mail in the background this can use battery power. To prevent this, go to Settings, Mail, Accounts and scroll down and set Fetch New Data to Off. To get new mail, just open the Mail App and swipe down. You can also tap Fetch New Data and turn off Push. Also, you can scroll down and set Fetch to Manually.

Configuring Swipe actions

When you swipe a message left or right you get choices as shown below.

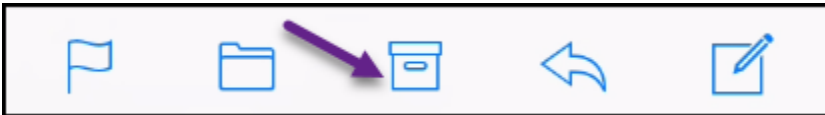


My left swipe allows me to mark a message as read and when I swipe right and can Move, Flag or Archive a message. When you Archive a message it's saved to your All Mail folder and will remain there until it's deleted.

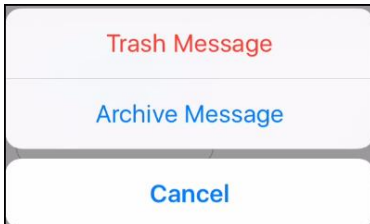
Here's what I recommend to avoid accidentally deleting messages. Go to Settings, Mail, Swipe Options. Tap Swipe Left and set it to Move Message. This allows you to move it to the trash or any other folder. Tap Swipe Right and set it to Mark As Read.

Choosing Trash or Archive by swiping

With any open message, tap and hold the center as shown below.



You will get a choice to Trash and Archive the message.



Sorting Contacts

Go to Settings, Contacts to choose your Sort and Display order. You can also choose your default account here.

Adding documents to the iCloud Drive App

- You can use an App called Documents 5 to copy documents to the iCloud Drive.
- You can go to www.icloud.com and log in and upload documents from there.
- You can press and hold on an attachment and choose Add to iCloud Drive.

Attachments on an iPad and iPhone

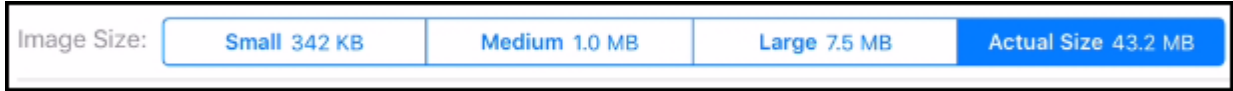
There are two ways to send attachments as follows.

1. You can start by composing a message and adding an attachment. Start your message and press and hold in the message area. When a menu appears, scroll to the right and tap Insert Photo or Video or tap Add Attachment. When you choose Photos or Videos you can only attach one item at a time. You have to repeat the process for multiples. If you choose Add Attachment, you can only attach documents that are in your iCloud Drive.
2. You can start by opening the Photos App, select several photos and tap the Share icon and tap the Mail icon.

3. Resolution – on an iPhone after you tap send, you will get a choice of various resolutions. On an iPad, tap the word Images to the right of the Cc/Bcc as shown below.



You will see the options for the image sizes as shown below.



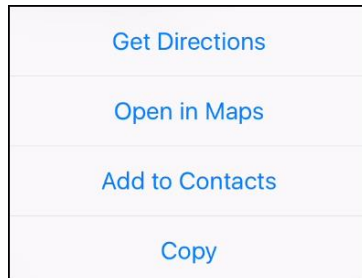
4. When saving attachments, the following applies
- a. For documents they can be saved to the iCloud Drive
 - b. For photos, they can be saved to the Photos App

Using Messages to send texts

There is a lot of information on line such as the info [here](#).

Here is some of my favorite tips.

- Ask someone to text you an address that is complete and accurate. When you receive it you can do one of two things.
 - Tap it and the address will show in the Maps App
 - Press and hold to get a menu as shown below. If you tap Add to Contacts, you can add the address to a new or existing contact.



- To forward a text, press and hold a speech bubble. Ignore the icons at the top and tap More. Click the arrow at the bottom and put in the forwarding address.

