



WELCOME BACK

ANNOUNCEMENTS

Q&A

APPLE MAIL GMAIL OUTLOOK

- how best to use them

ANNOUNCEMENTS

- **Great program this year - See calendar on the website for details**
- **Innovative class schedule being developed - stay tuned**
- **As we begin 2018-9 season, NMUG needs volunteers - secretary, webmaster, data base management, class programs, class administration, treasury, programming, marketing, membership**
- **Help recruit new members. Bring a friend with an Apple device to a meeting and get them to sign up for a membership**
- **Annual meeting is January 14 2019 - Please mark your calendars**

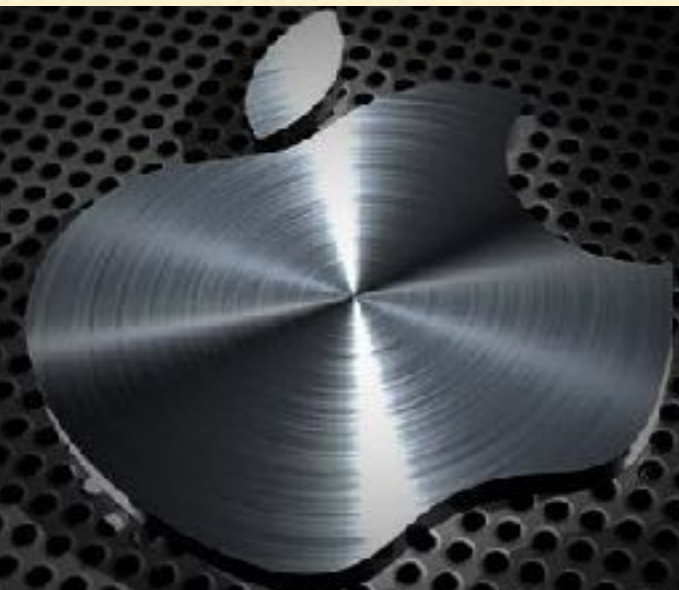


Q&A?

-IOS

- MAC OS





MAIL

APPLE MAIL

GMAIL

OUTLOOK

- how best to use them

MAIL OFFERINGS

- APPLE MAIL

-GMAIL

-OUTLOOK

- **ALL MAIL OFFERINGS DO THE SAME THING**
 - **QUERY THE MAIL SERVER TO SEE IF YOU HAVE MAIL**
 - **ELIMINATE SPAM/JUNK MAIL**
 - **PICK YOUR MAIL UP IN SOME FORM & NOTIFY YOU THAT YOU HAVE MAIL**
 - **LET YOU COMPOSE MAIL ON YOUR DEVICE/ADD ATTACHMENTS/MEDIA**
 - **SEND IT TO THE SERVER FOR FURTHER DISTRIBUTION TO OTHERS**
 - **FILE YOUR MAIL SOMEHOW**



HOW DOES MAIL “WORK”?

EVERYTHING REVOLVES AROUND “SERVERS”

BIG COMPUTERS SOMEWHERE THAT ACT AS GATE KEEPERS

Rules based system

So the system knows who to send a mail to/from (HEADERS)

Rules tell it how to handle future mail (Junk, Filing, Trash, Block)

Rules say how to handle attachments, especially large sized

THERE ARE TWO WAYS TO “GET” YOUR MAIL

- USE A MAIL “CLIENT”**
- USE THE WEB AND GO DIRECT**



WHAT IS A MAIL CLIENT?

An application that is downloaded to your device

Stand alone

Allows you to manage Mail without being connected

Usually stores all/some of your mail on your device

Examples: AppleMail, GoogleMail, Outlook, Thunderbird,

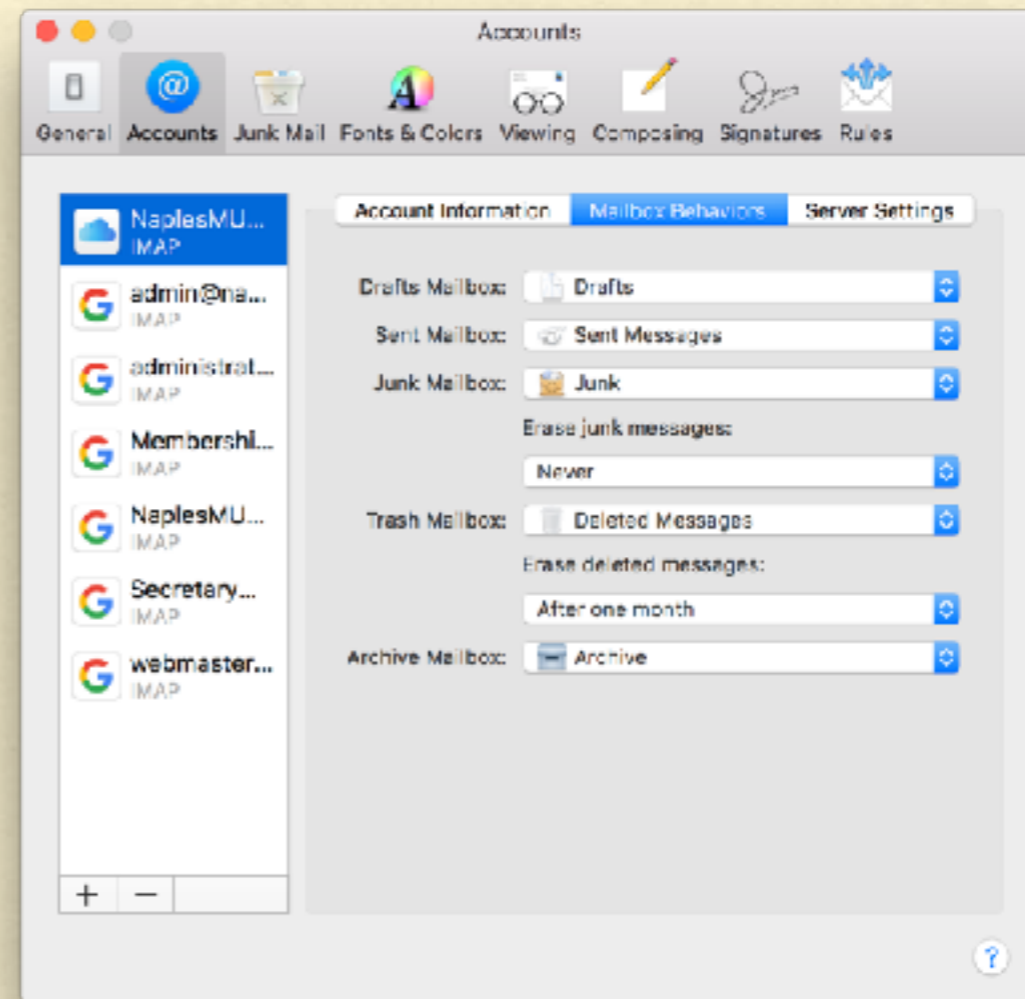
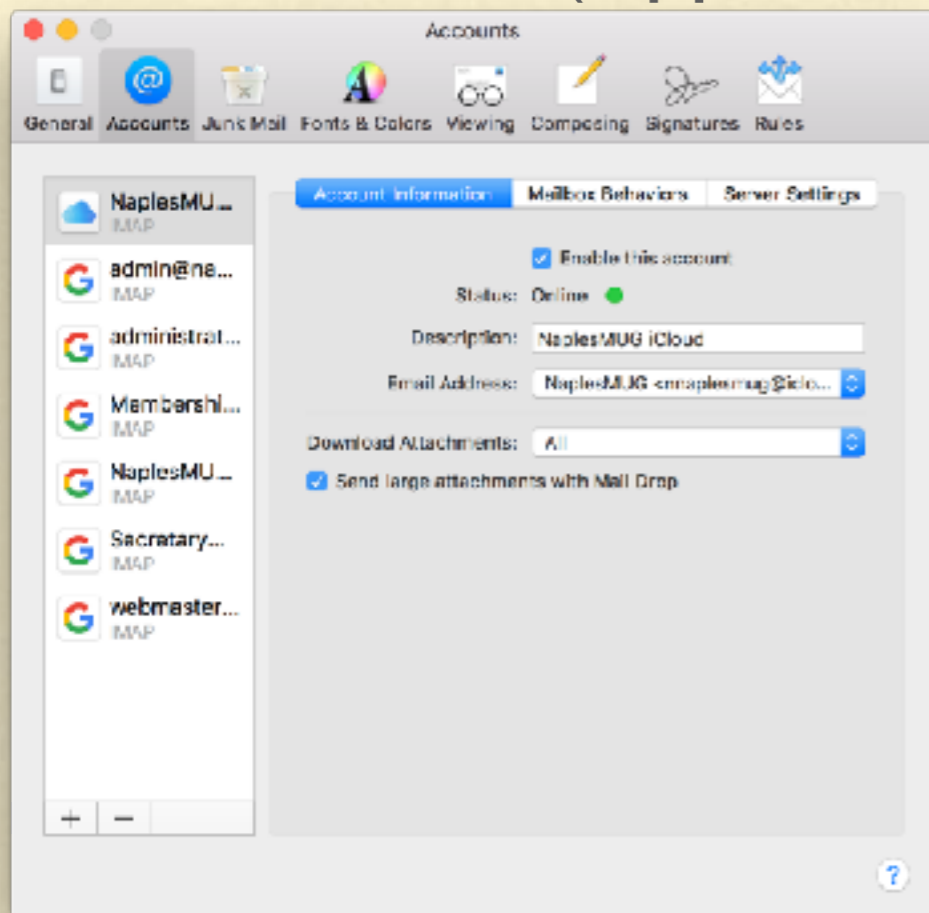
Incredimail (PC)



HOW DO I SET UP MAIL COMPONENTS ON THE SERVER? (USING A MAIL CLIENT)

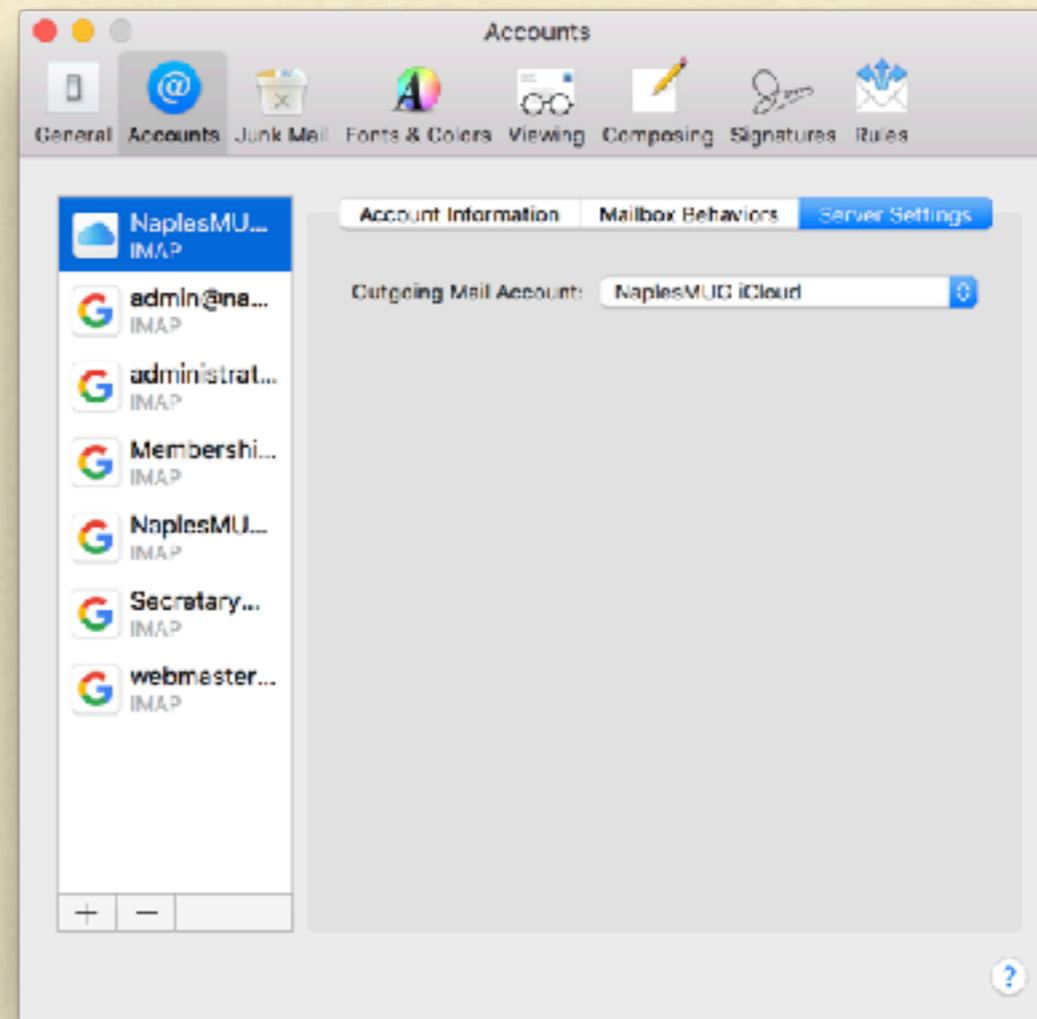
- Go to accounts in Mail Preferences (AppleMail)

Mailbox behaviors:



HOW DO I SET UP MAIL COMPONENTS ON THE SERVER?

- Go to accounts in Mail / then Server Settings to set Outgoing Mail Delivery:



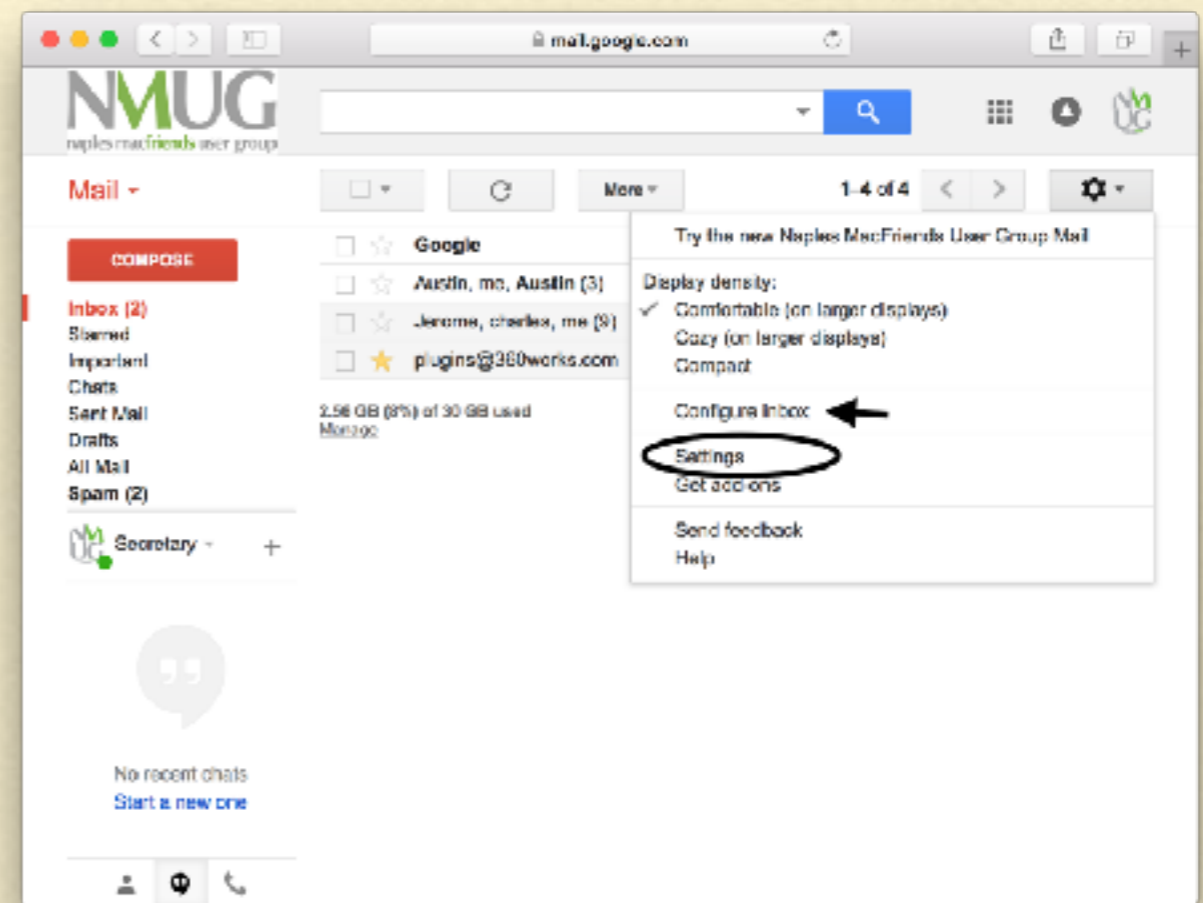
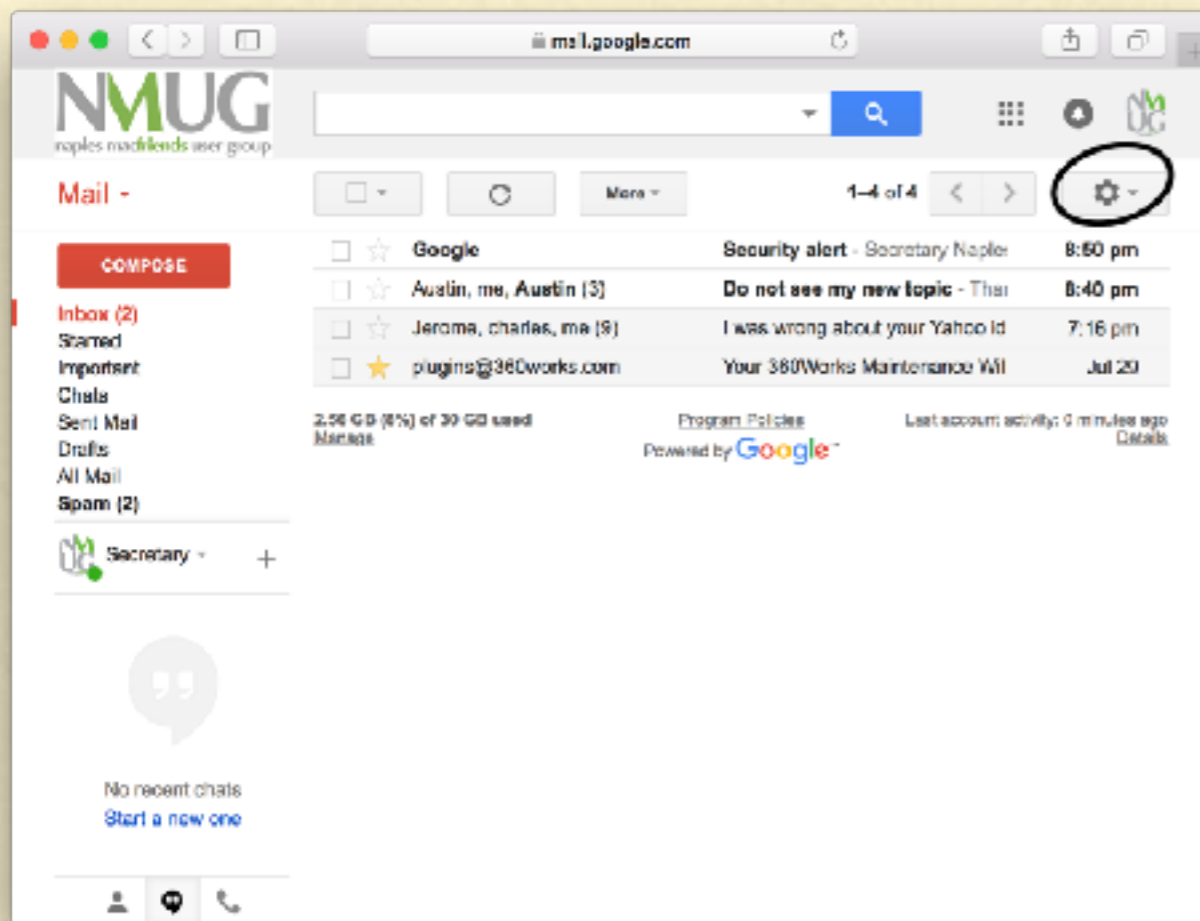
WHAT IS WEB BASED MAIL?

- **ALLOWS YOU TO OPERATE ON THE MAIL SERVER**
- **You need a browser and an internet connection**
- **Mail and attachments are stored ON the server (usually)**
- **Examples: AOL, AppleMail, GoogleMail, Outlook, Hotmail, VerizonMail**



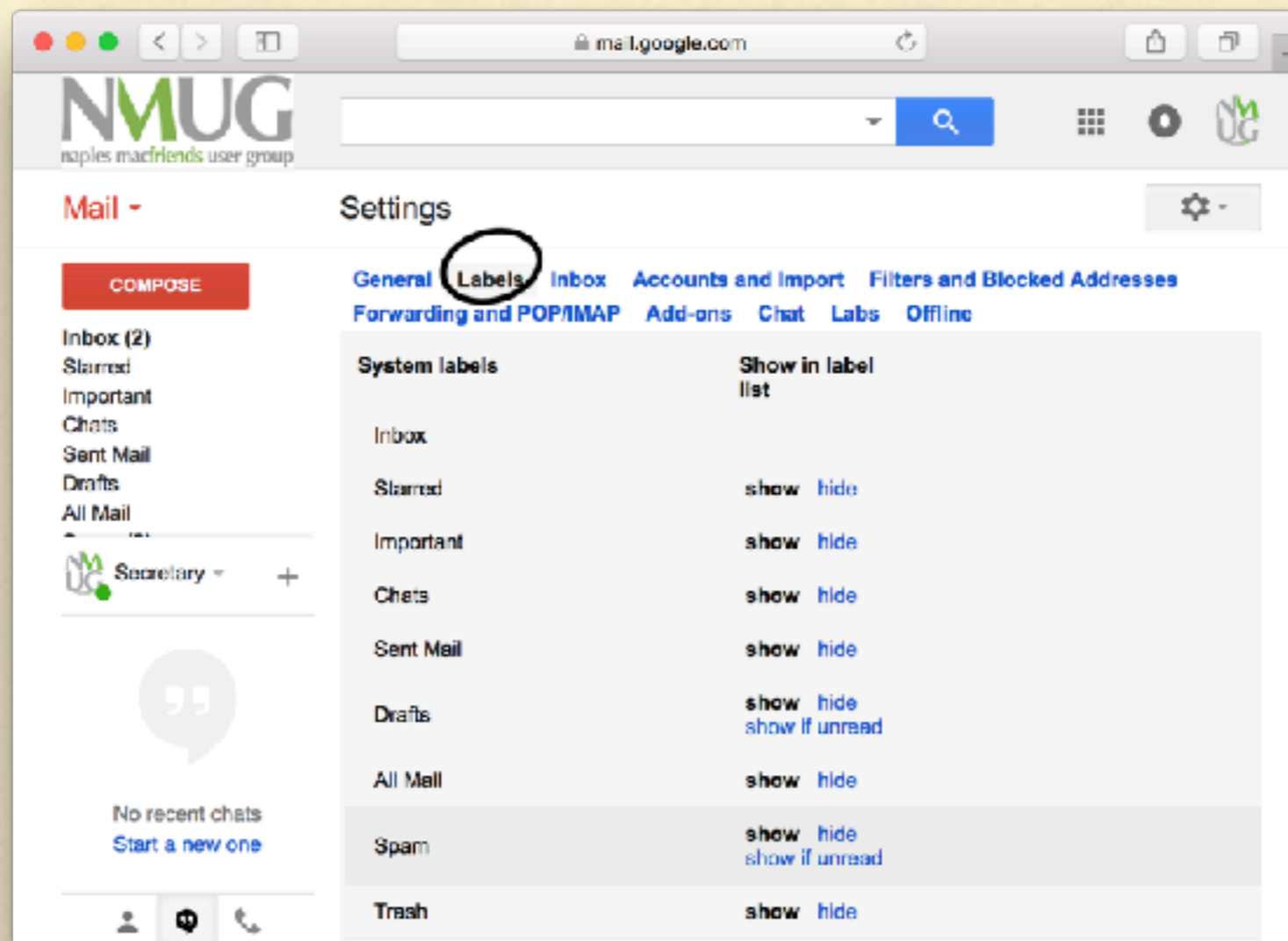
HOW DO I SET UP MAIL COMPONENTS ON THE SERVER? (USING A BROWSER)

- mail.google.com/Sign in/Go to Settings in browser (GoogleMail)



HOW DO I SET UP MAIL COMPONENTS ON THE SERVER?

- Set up “labels” for what you want to see when you open mail

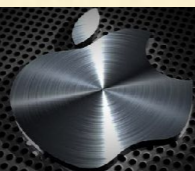
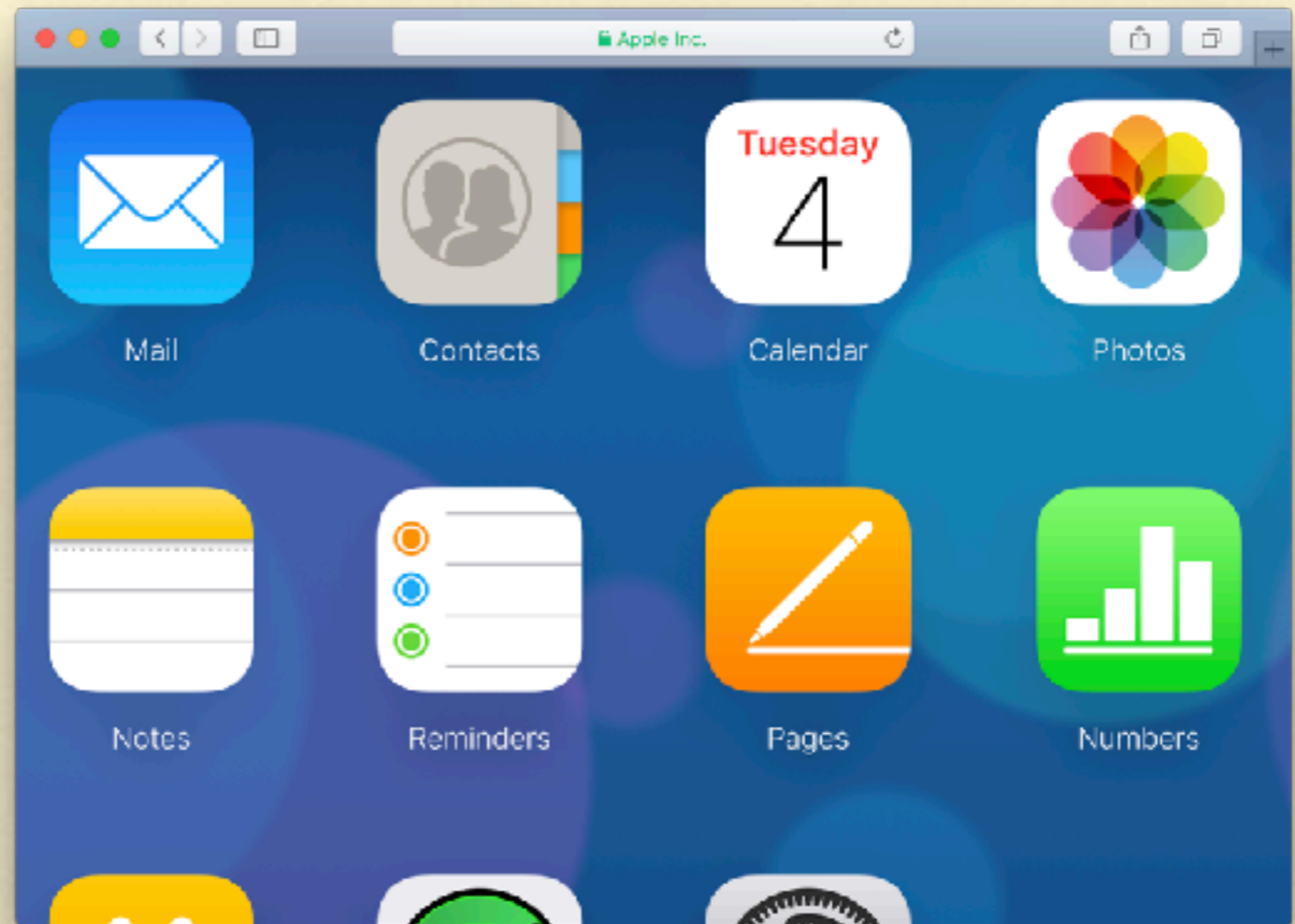


Other tabs let
You arrange the
other features
you want



ANY BROWSER GIVES YOU ACCESS TO APPLE MAIL

- Go to iCloud.com
- Sign in using your Apple Id and Password
- Click Mail



OUTLOOK IS MICROSOFT'S MAIL CLIENT - OUTLOOK.COM IS THE WEB BASED VERSION

- It is the most integrated of the three
 - calendar/tasks/contacts are all part of Outlook
 - Not separate programs that communicate
- Part of Office365 (along with a TB of storage called OneDrive)
 - Analogous to iCloud Drive





What's the point of all this?

- **Understand “client” vs “browser” access to mail**
- **See that they are not exclusive**
 - **You can use whichever suits you at the time**
 - **You can even use different clients at the same time**
- **Outlook is the most integrated but the others also communicate across apps**
- **They all do the same thing - get/send/file your mail**

