

Apple Mail Presentation

MARCH 14, 2022

BY

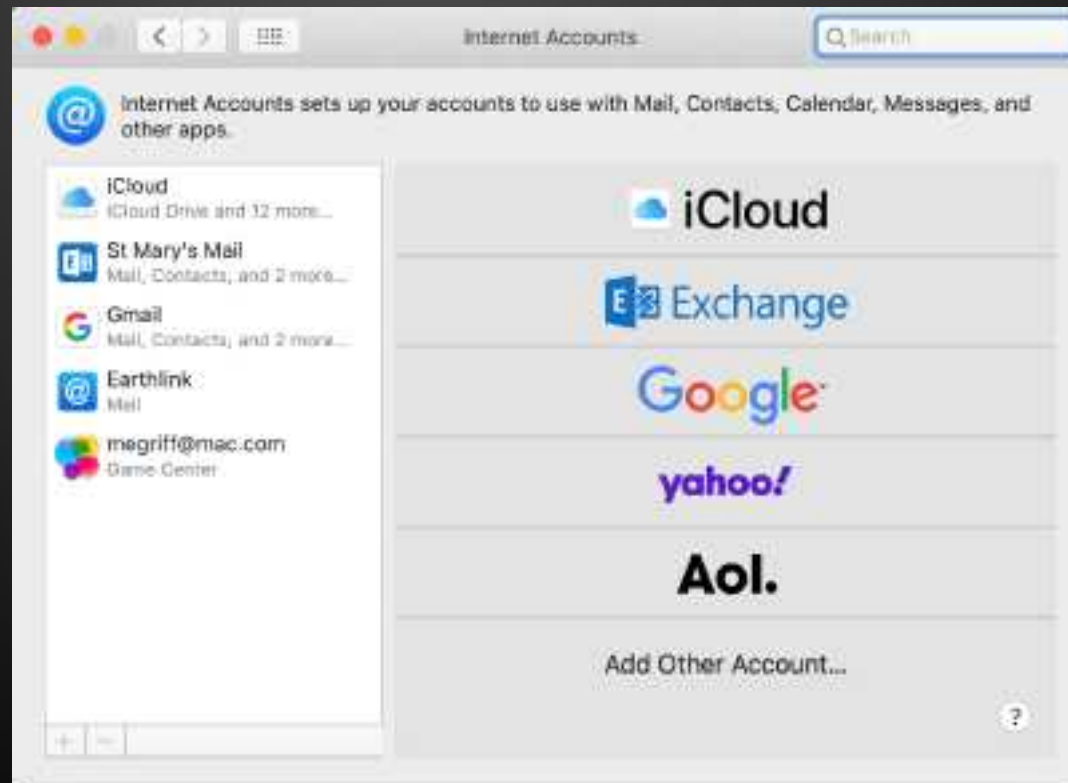
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Apple Mail – Intro

- Apple Mail is one of the many e-mail clients for MacOS, iOS, and iPadOS
- As with most modern e-mail clients, it supports both Internet Message Access Protocol (IMAP) and Post Office Protocol (POP)
- You can access internet-based (e.g., Gmail) or Exchange-based (e.g., MS Exchange) accounts

Mail Accounts



Mail Preferences

- Mailbox Behaviors
- Signatures
- Rules

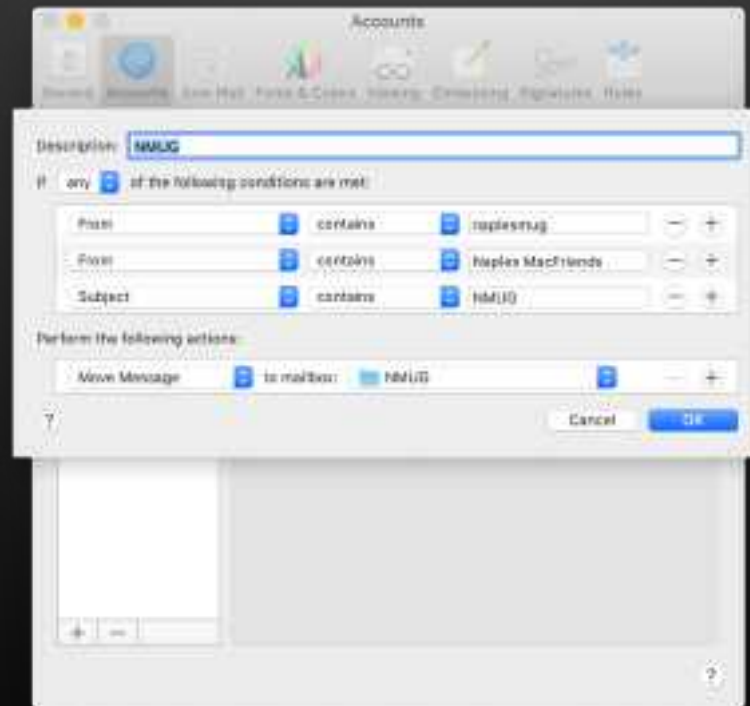


Questions

- What is the main difference between POP and IMAP?
 - POP downloads a copy of your mail from the server to a single device
 - You can have the server retain the original but must be set via Settings to do that
 - IMAP allows the user to modify, delete, compose mail on the mail server
 - Easy syncing between devices because original stays on the server until you delete it
 - A good page to visit to compare the two protocols is: <https://byjus.com/gate/difference-between-pop3-and-imap/>

Questions (con't)

- How do you set up rules for your incoming mail?

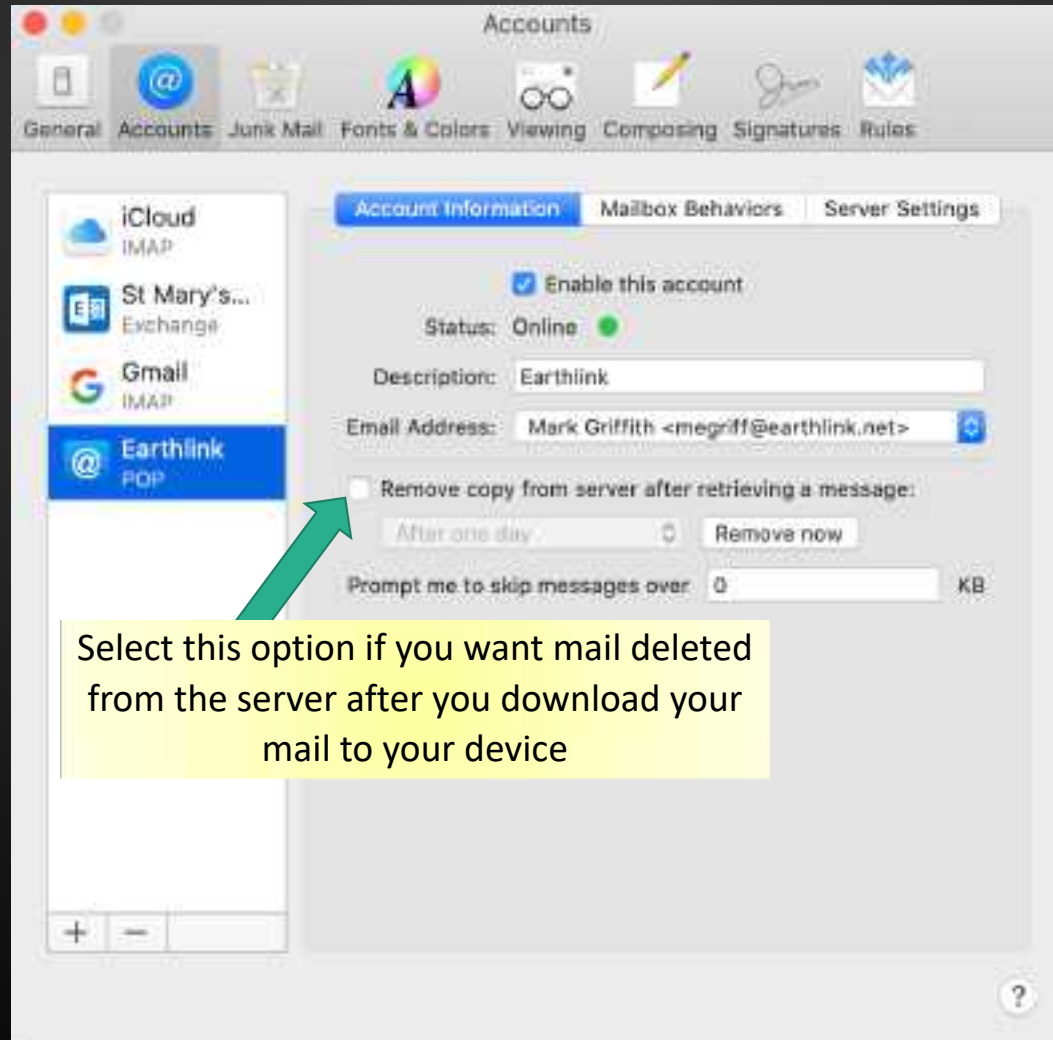


Questions (con't)

- Why are mail I send out in my Inbox? Is there a setting that will turn that off?
- Yes, you can turn off the “Automatically CC or Bcc Myself” or “Always Bcc Myself” settings
- Apple Mail in iOS 15 mail has an “Important” folder in addition to my Inbox. Is there a way to get rid of / turn off the Important folder?
- Assuming you see this in your Gmail account, it is really a label rather than an actual folder. There is a setting to disable this label

Backup





Select this option if you want mail deleted from the server after you download your mail to your device