



Apple Mail

**Everything you always wanted to know
about Mail....**

Please Note

Mac information is current on MacOS Ventura 13.2.1

iOS information is current on iOS Ventura 16.3.1

Manage Email Accounts

- Add email accounts to Mail
- Remove email accounts to mail

Send email

- Write, send, and schedule emails
- Unsend emails with Undo Send
- Address emails
- Format text in emails
- Add attachments to emails
- Mark up email attachments
- Create and use email signatures
- Reply to, forward, or follow up on emails
- Use Remind Me to come back to emails later

Receive email

- Read emails
- View email conversations
- View, save, or delete email attachments
- Mute conversations
- Block or unblock senders
- Unsubscribe from mailing lists
- Reduce junk mail
- Manage notifications
- Use Focus filters
- Use information found in Mail in other apps
- Delete emails
print emails

Find email

- Search for emails
- Filter emails
- Sort emails
- Flag emails
- Show emails from VIP senders

Organize email

- Move or copy emails
- Create or delete mailboxes
- Use mailboxes
- Use Smart Mailboxes
- Archive emails
- Move or copy mailboxes
- Import or export mailboxes

Organize email

- Change settings
- Use column layout
- Use Mail full screen
- Use rules to manage emails you receive
- Automate Mail tasks
- Sign or encrypt emails



Apple Mail

Tips and Tricks of Mail on iOS

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March 7, 2023

Follow-up on your emails

Mail has added a follow-up feature that moves your sent email messages on top of your inbox to remind you to send a follow-up email to the person if you haven't heard back from them.

iOS - Slowly swipe message to right and select Remind Me

Mac - Message Menu, Remind Me

Send your messages later

Scheduling your emails to be sent at a later time is a much-requested feature from users. There are times that you've written an email but want to send it at a later time to ensure that the person is available to read and respond to it.

iOS - Simply press and hold the send button and select from the preset options available. You can also select Send Later and specify the exact date and time you would like your email sent.

Mac - Click the small down arrow next to the Send Button

Unsend emails on iPhone or iPad

Undo Send is another requested feature that Apple has added to its stock Messages and Mail app after years of user requests. It allows you to unsend the email several seconds after you've hit the send button.

This is set by default to 10 seconds, but you can adjust it to 20 or 30 seconds.

iOS - “Undo Send” at the bottom of center of the screen

Mac - Click on the “Undo Send” at the bottom of the mailbox list

Format the email text

– Bold, Italic, Underline, and more

Formatting makes the words stand out and appear better. Using this, you can highlight important parts, underline, change text color, increase or decrease mail font size, and more.

iOS - Select the text and tap the arrow. Next, tap BIU and choose Bold, Italic, or Underline.

Or, after selecting the text, tap Aa at keyboard's top to see all formatting options (as shown in the below image).

Mac - tools show in the tool bar while in compose

Set default email account

After you add multiple email accounts, you can set one of them as the default account. When you tap an email from a webpage or app, it will open inside the Mail app with the default email “From:” section.

iOS - Settings, Mail, Default Account

Mac - Mail Menu, Preferences, Composing, Send New Messages from

Add photos, videos, attachments, and even drawings!

In addition to photos, videos, and attachments, you can also draw something inside the Mail app and send it.

When typing a new email or replying inside the Mail app, tap anywhere inside the typing box and use the arrow to see the Insert Photo or Video option.

Tap < from the keyboard's top right to see more options. From here, use the photo or camera icon to insert the image.

To add documents, tap the paper icon and choose from the Files app.

To draw, tap the pencil icon. Tap Done → Insert Drawing to attach it to the email.

Mac - Use Drag and Drop to easily insert something or use the Paper Clip icon

Sign PDFs or markup attachments from the Mail app

iOS - Tap the PDF you received in the Mail app.

Next, tap the pencil icon at the bottom right.

From the bottom right, tap the + icon and choose Signature.

Now, use the signature you already have or add one (shown below), tap Done and choose to reply, save

Mac- Open the PDF in Preview, tap tools, Annotate, Signature

Set your email signature on iPhone

“Sent from my iPhone” is the default iPhone Mail app signature. On iPad, its “Sent from my iPad.”

But you can effortlessly change it to anything you like.

iOS - Settings, Mail, Signature, All Accounts or per account

Mac - Mail, Settings, signatures

Create different signatures for different email accounts

Most of us have more than one email account connected to Mail. While you can use the same signature for all your emails, you can also create different signatures per account.

Just head to Settings → Mail → Signature.

If you have multiple accounts, you should see the option Per Account. Selecting this should cause your multiple accounts to appear, each with their own field for you to input unique signatures to.

Stop using message threads

I'm not too fond of email threads as they often cause confusion and make the new email of the thread somewhat challenging to notice. Thus, here is how to disable email threads.

iOS - Open iPhone Settings and tap Mail.

Scroll down to the THREADING section and toggle off all the options.

Mac - View, Organize by Conversation

Add contacts to VIP in the iPhone Mail app

Have contacts that need your most attention? You can highlight this by adding them to the VIP list. Plus, using smart mailbox, you can see all VIP emails in one place. Here is how to add an email as a VIP.

iOS - Open an email and tap the name next to From or To:. Tap Add to VIP

Mac - Click small arrow to the right of the name and select add to VIP's

Use long-press to preview content

iOS -When you are in the Inbox, Drafts, Sent, or other such sections, long-press an email to peek at what this is about. Tap the empty area to return.

Mac - Preview is the default in mail

Drag email address from To to CC or BCC

Instead of typing the email address in the To: section, you may want to use it in the CC or BCC section.

iOS and Mac - Long-press the typed email and drag it down. You may even drag it to the email compose section.

Mark, move, and delete multiple emails at once

If you want to do actions to several emails at once, you can batch-select them.

iOS - Select Edit and tap the circle beside the messages you want to select, then perform an action by tapping Mark, Move, or Archive

Mac - Use standard Mac selection tools. Shift and Control Keys

Remove autofill suggestions

Sometimes, we commit typos when inputting emails in the To: field. The sad part is that Mail tends to remember them and autosuggest them when you send your succeeding. There's an easy way to remove it:

iOS - Compose your email → enter the address you want to remove.

Once the suggestion appears, tap the Info (i) button. Select Remove from Recents.

Mac - Window, Previous Recipients. Select and Remove from List

Print your emails from iPhone

Do you know that you can also print emails directly from your iPhone?

You'd need an AirPrint-compatible printer.

To begin printing:

Open Mail → open the mail you want to print.

Tap the Reply icon → Print.

This will direct you to Printer Options. Configure the details, and select the printer you want to print from → Print.

Block and unblock senders

Sometimes, you want to block senders from sending you an email, especially when they won't stop sending you messages. Doing so automatically moves new messages they send to the trash.

iOS - Tap on the name, Select Block this Contact

Mac - In the Mail app on your Mac, select a message from the sender you want to block. Move the pointer next to their name in the message header, click the arrow, then choose Block Contact.

Questions?