



Candoo How to use Apple Mail Guide

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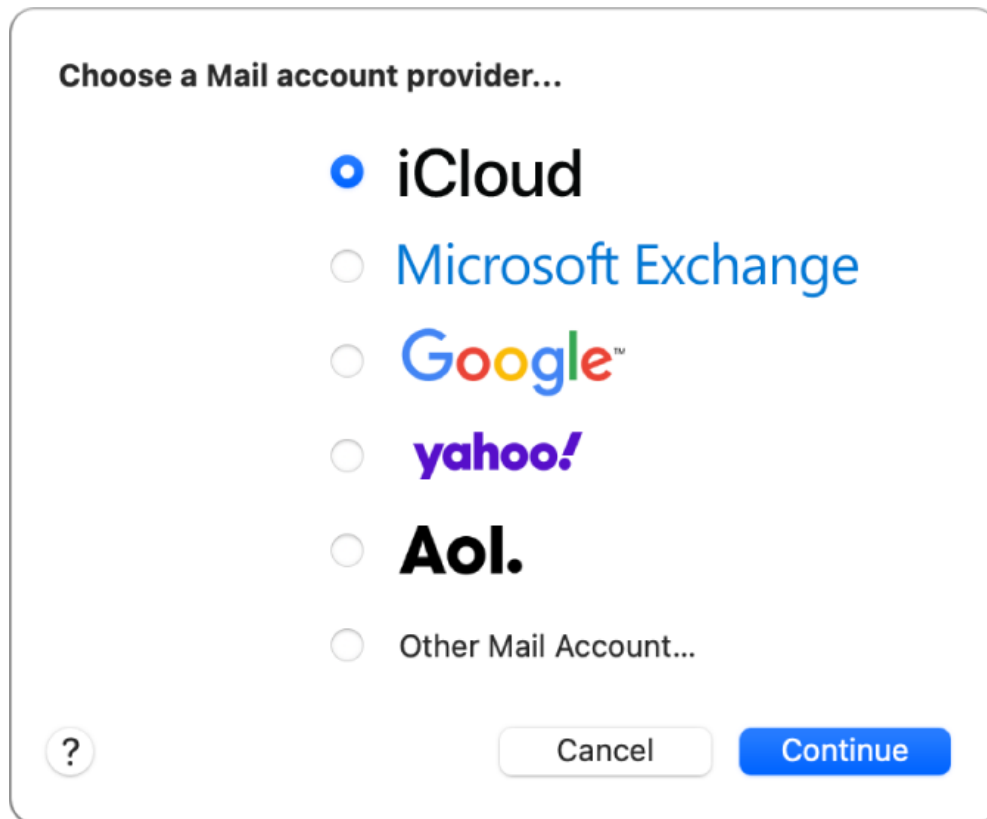
What is Apple Mail?

Apple Mail is Apple's email service that hosts all your email accounts in one location. It is only available on Apple devices such as the Mac, iPad, and iPhone. You can add all your existing accounts—such as iCloud (Apple ID), Exchange, Google (Gmail), school, work, or other—in Mail.

How to set up an email account with Apple Mail on a Mac

Step 1

After opening  the Mail app – Select your account provider or Other Mail Account.



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Step 2

Enter your account information (email address and password)

yahoo!

Sign in
using your Yahoo account

Username, email, or mobile
|

Next

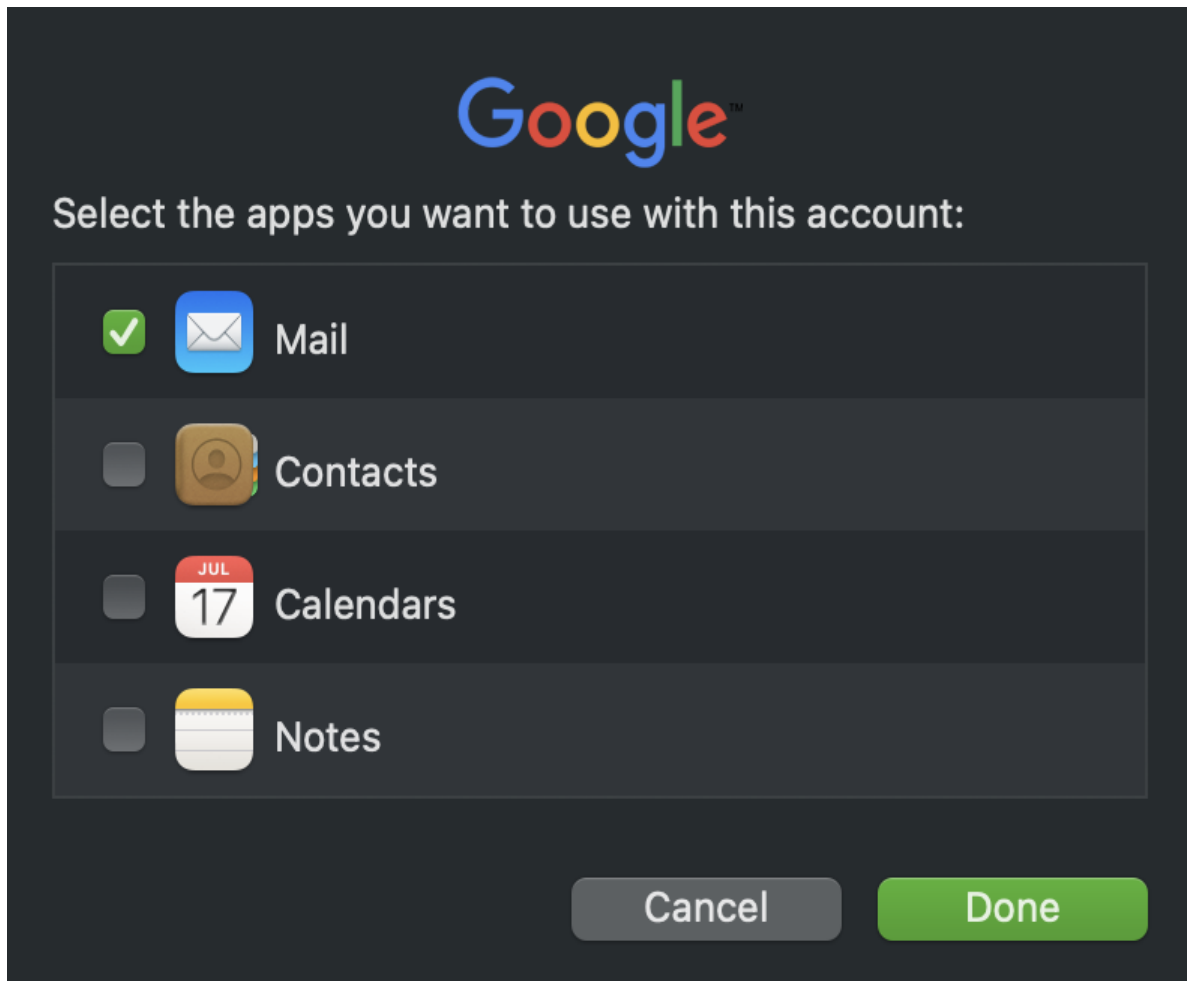
Stay signed in [Forgot username?](#)

[Terms](#) | [Privacy](#)

Cancel

Step 3

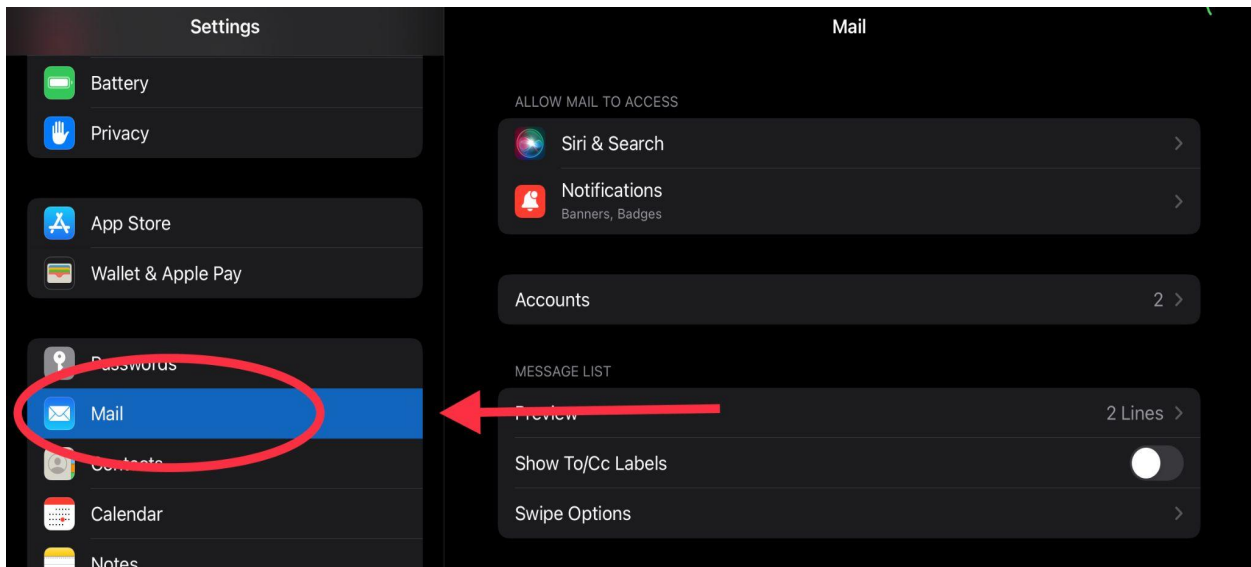
Select the apps you want to use with that account – such as Mail, Contacts, Calendar, Reminders, Notes. This will allow information saved from those apps to merge and sync with your email provider.



How to **add an email account** on your iPhone or iPad

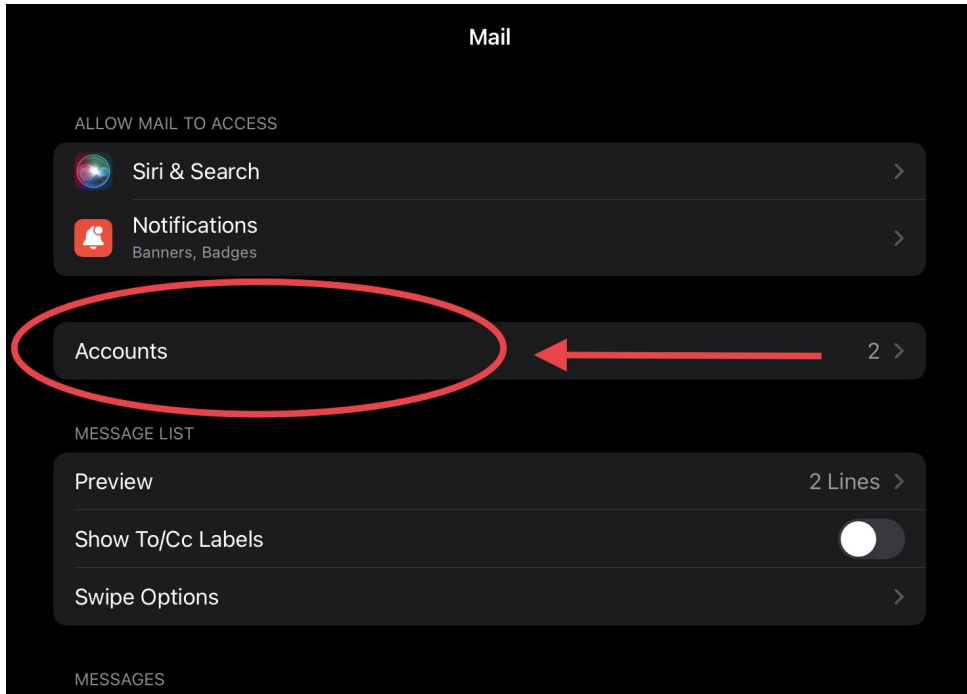
Step 1

Go to the Settings App on your device and choose the Mail category on the left-hand side



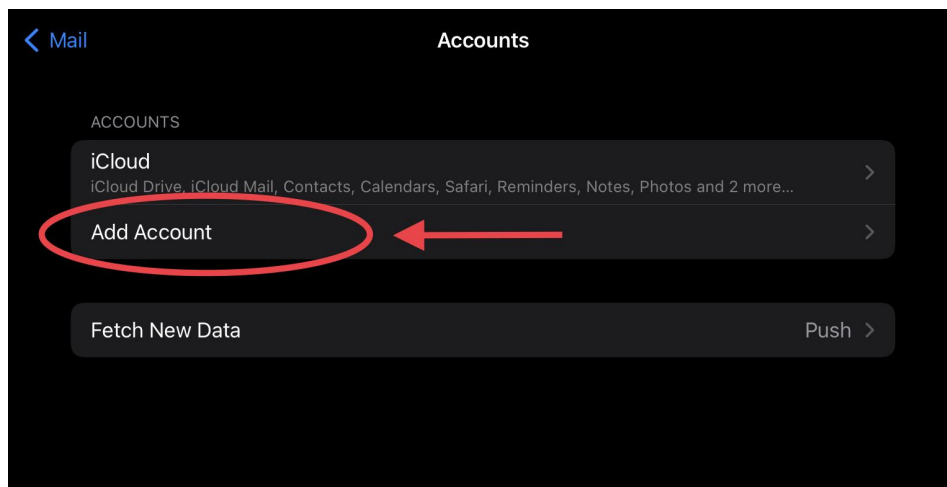
Step 2

Tap Accounts



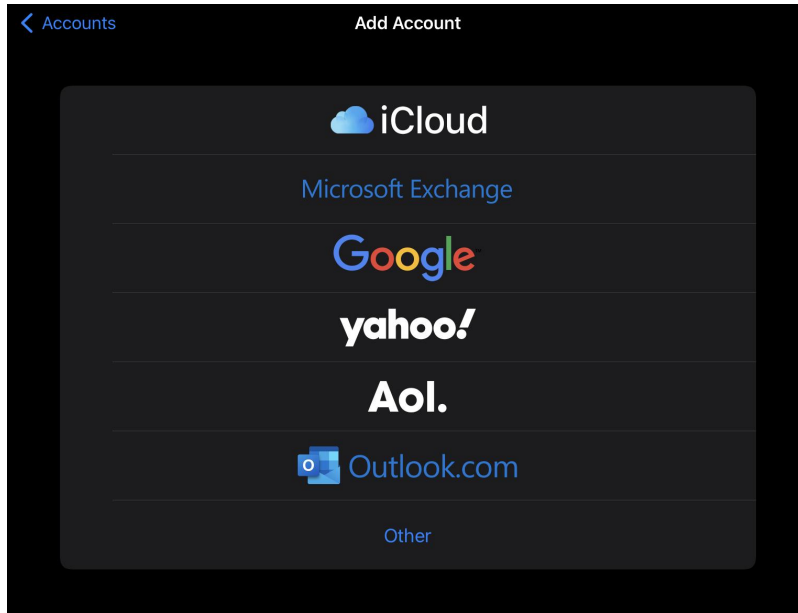
Step 3

Tap Add Accounts



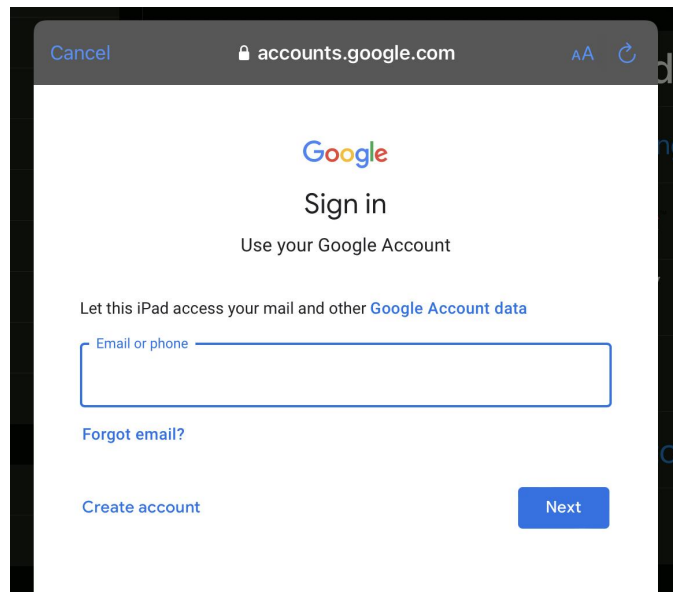
Step 4

Select your email provider or Choose Other



Step 5

Enter your email address and password. Click the Next button.



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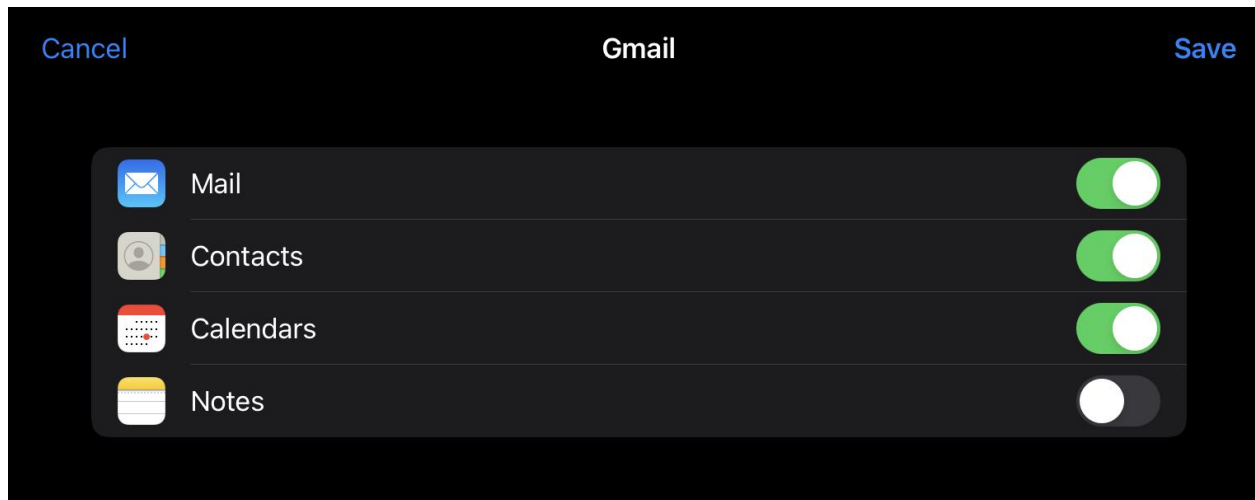
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Step 6

Tap on the right-hand side button to Toggle On (green) which apps you want to be merged with your email account. If you see Next, tap Next and wait for Mail to verify your account.

If you see Save, tap Save.



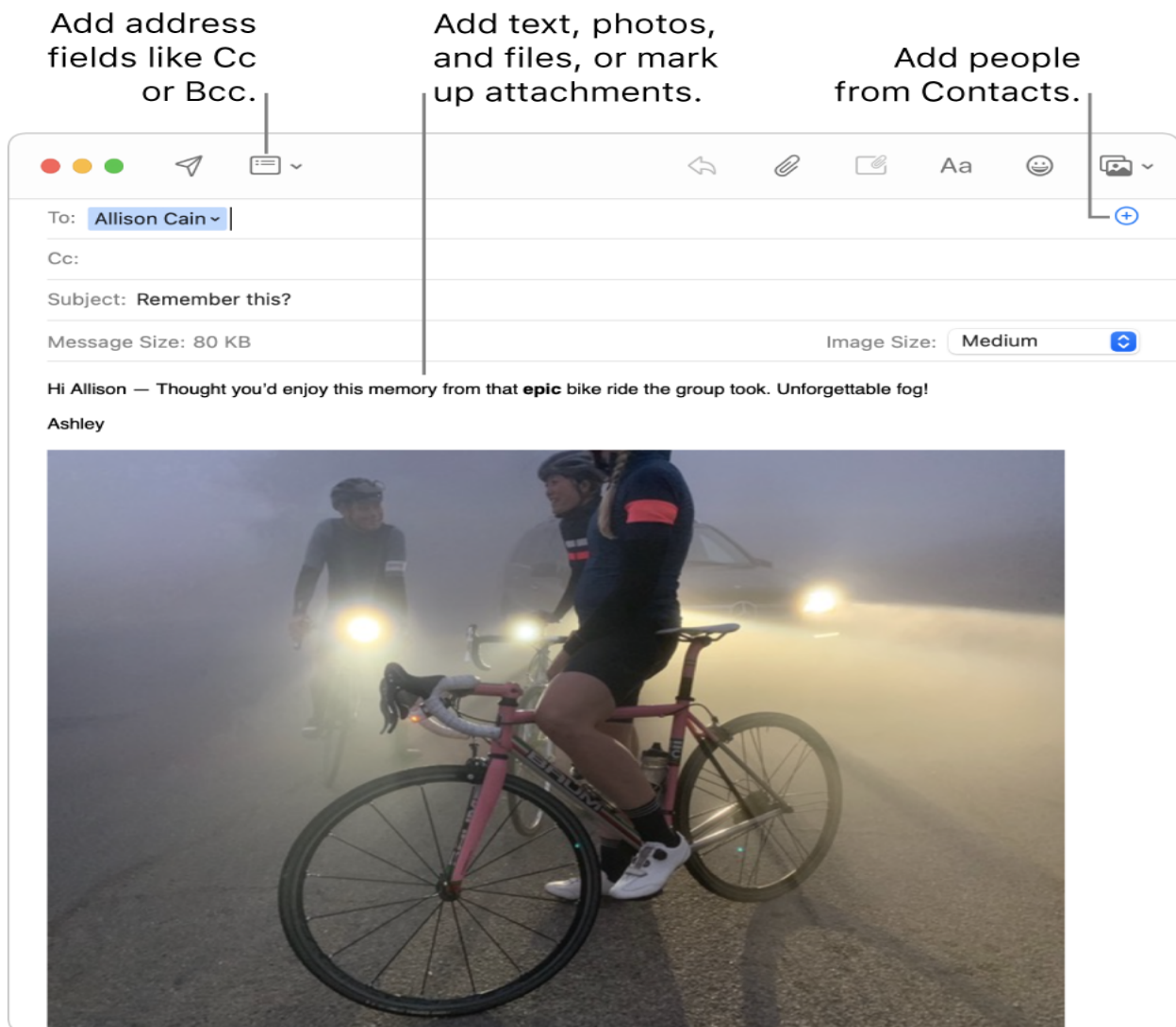
How to **compose an email on a Mac**

When you write a message, you can add recipients, text, photos, and more, before sending your message.

Add address fields like Cc or Bcc.

Add text, photos, and files, or mark up attachments.

Add people from Contacts.



To: Allison Cain ▾

Cc:

Subject: Remember this?

Message Size: 80 KB

Image Size: Medium



Hi Allison — Thought you'd enjoy this memory from that **epic** bike ride the group took. Unforgettable fog!
Ashley

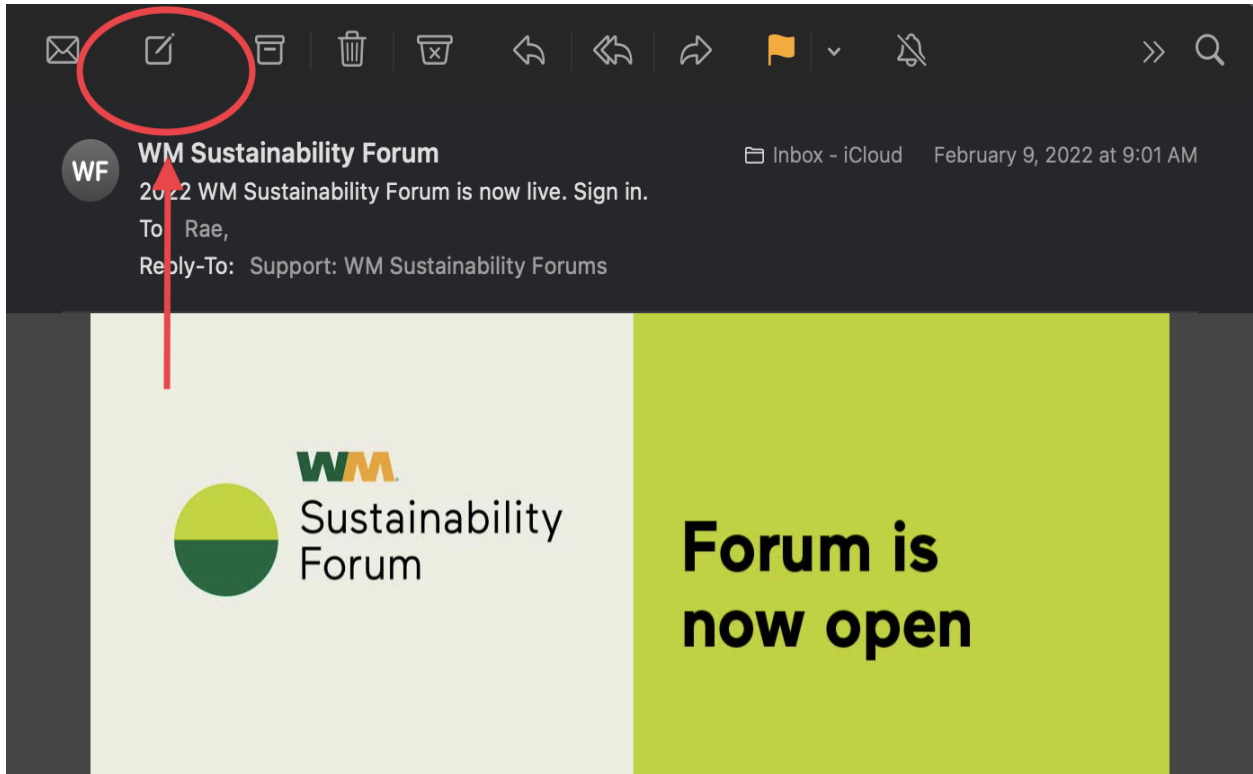
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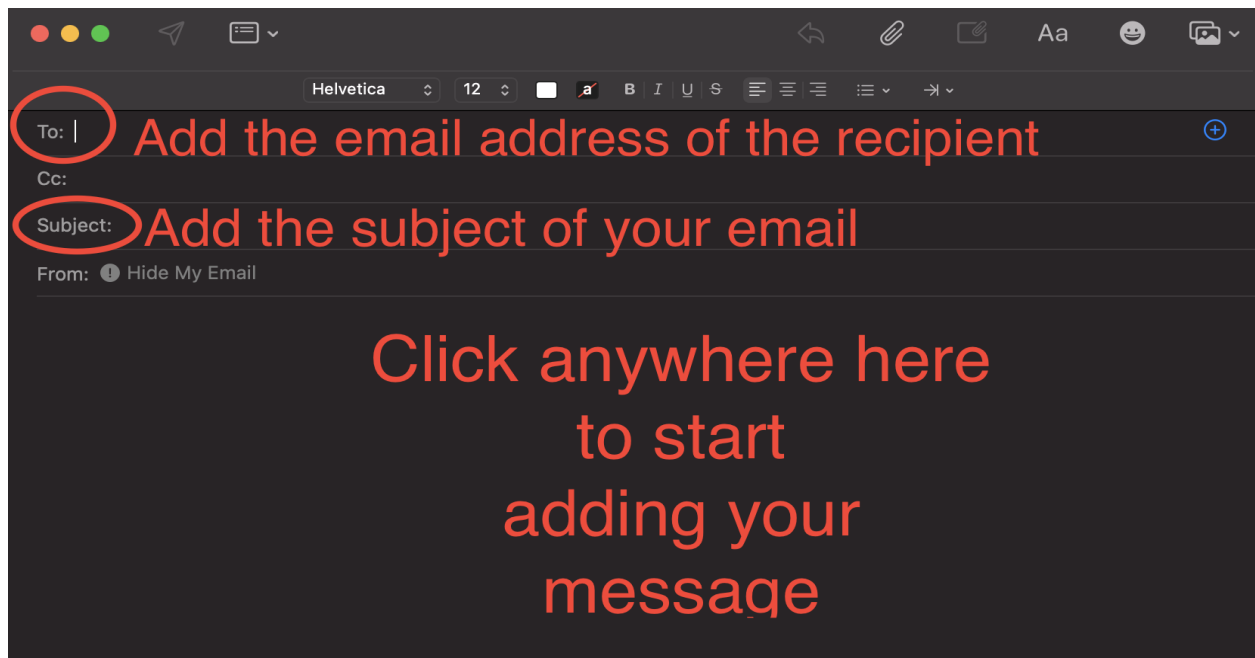
Step 1

After opening  the Mail app on your Mac, click the New Message  button in the Mail toolbar.



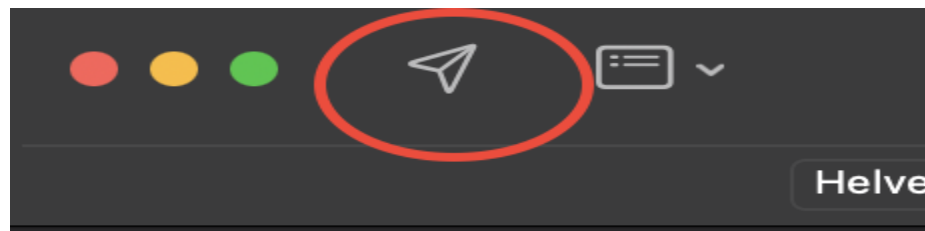
Step 2

In the 'To:' subject line is where you'll add as many email addresses you're looking to send the message to. If your contacts are synced, you can also type in the name of the recipient. Enter the subject of your message in the 'Subject' line. Add your text anywhere below the 'From' line.




Step 3

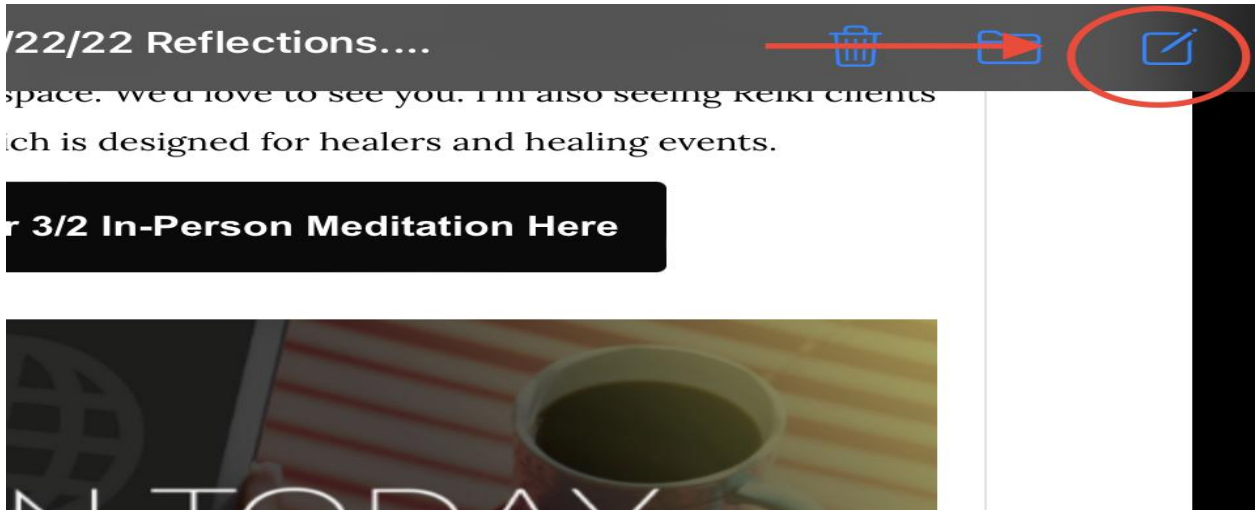
When you're ready to send your message, click the Send button located at the top right corner.




How to compose an email on an iPhone or iPad

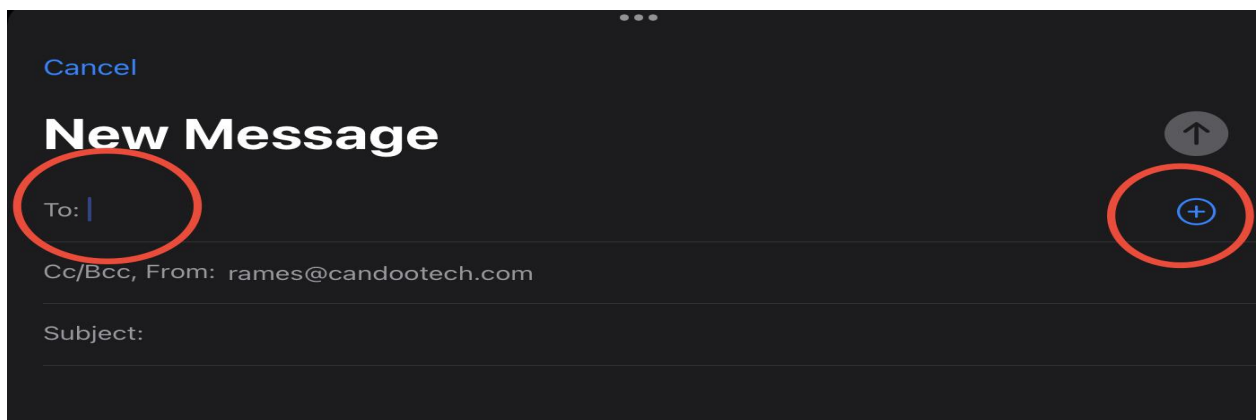
Step 1

Open the Mail app  on your iPhone or iPad and click on the compose button.



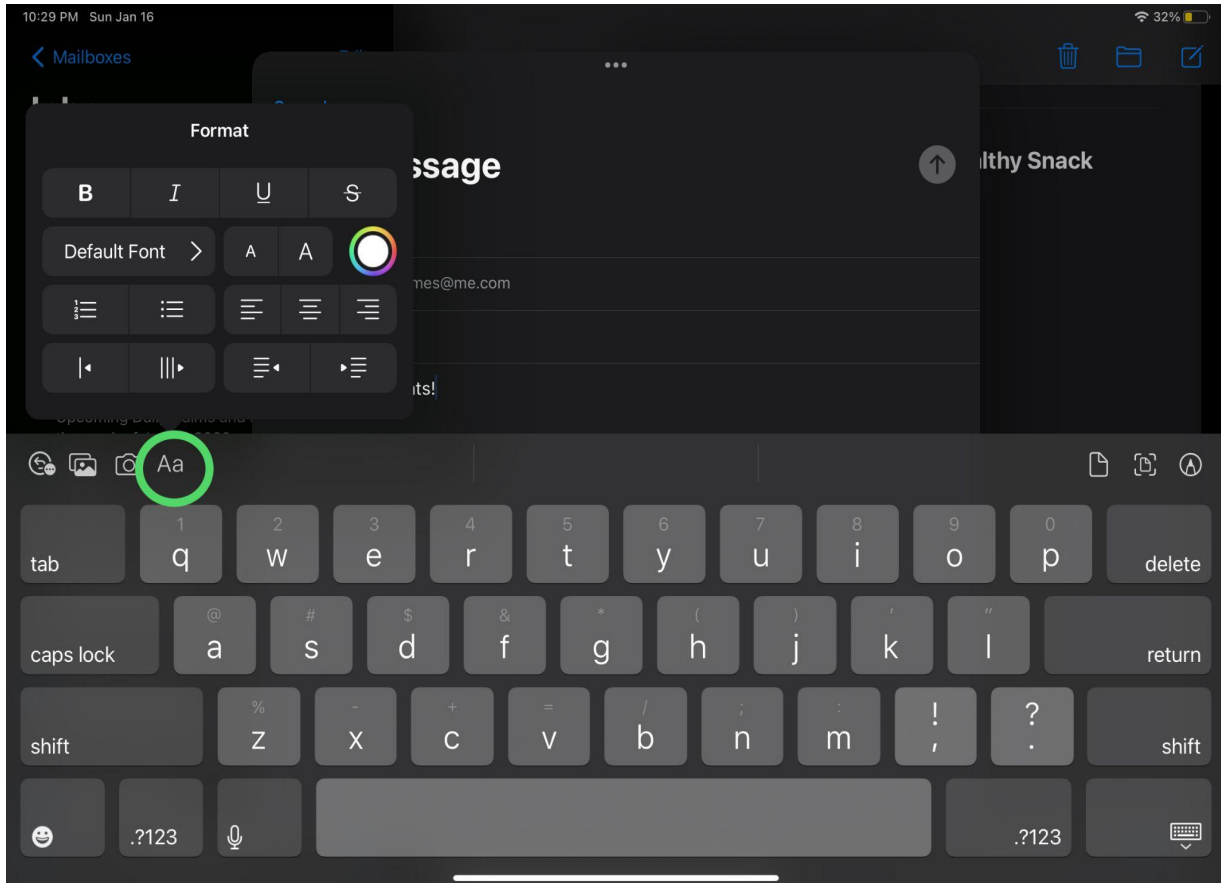
Step 2

Add your recipient by writing their email in the 'To' subject line or clicking the plus sign  to add from your contacts. Then, add the Subject



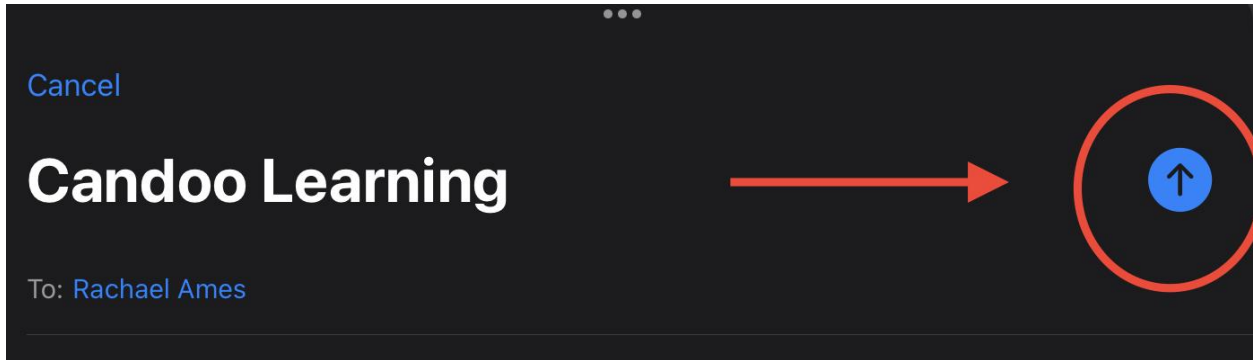
Step 3

Tap anywhere in the email, then type your message. You can change the font style and color of text, use a bold or italic style, add a bulleted or numbered list, and more.





Step 4

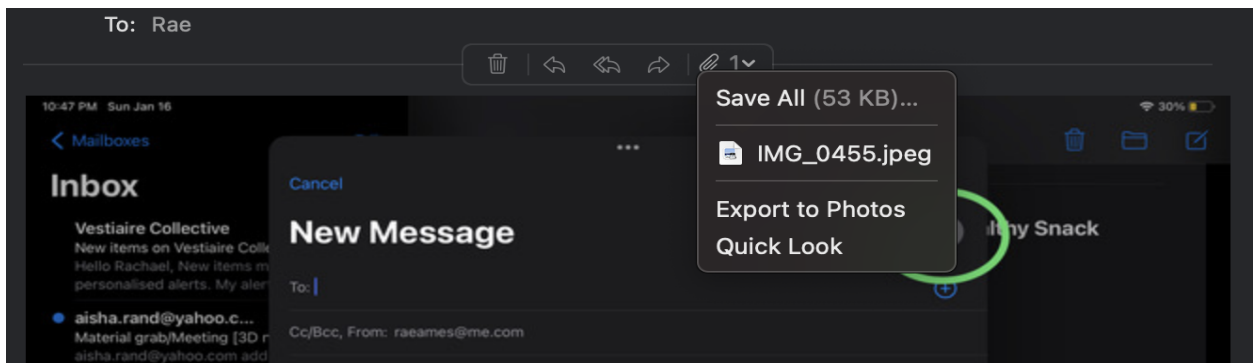
When ready hit the UP arrow to send the email



How to **save attachments**

Step 1

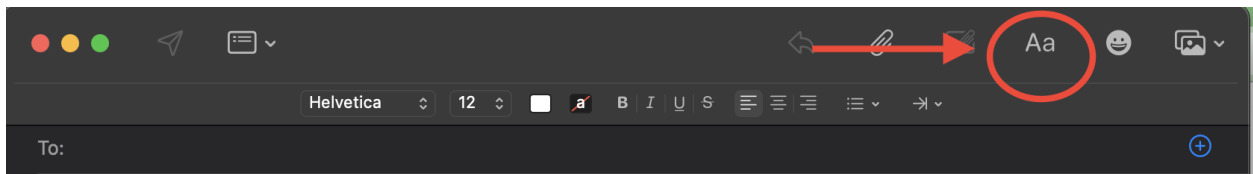
In the Mail app  on your Mac click the Attachment button  that appears, click the name of an attachment or choose 'Save All', then choose a location. Click Save.



How to Format text in emails on a Mac

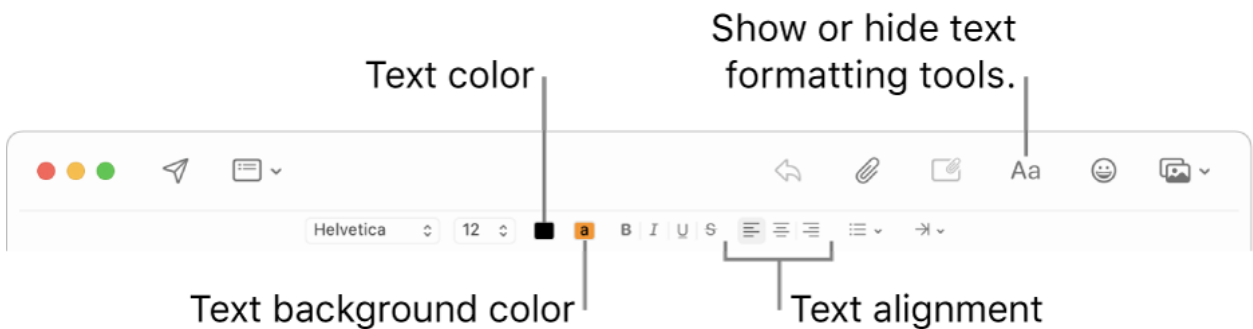
Step 1

Start a new message window, click the Format button **Aa** in the toolbar



Step 1

Click the button for an option you want to use such as Text Color, Font Type, or Font Size

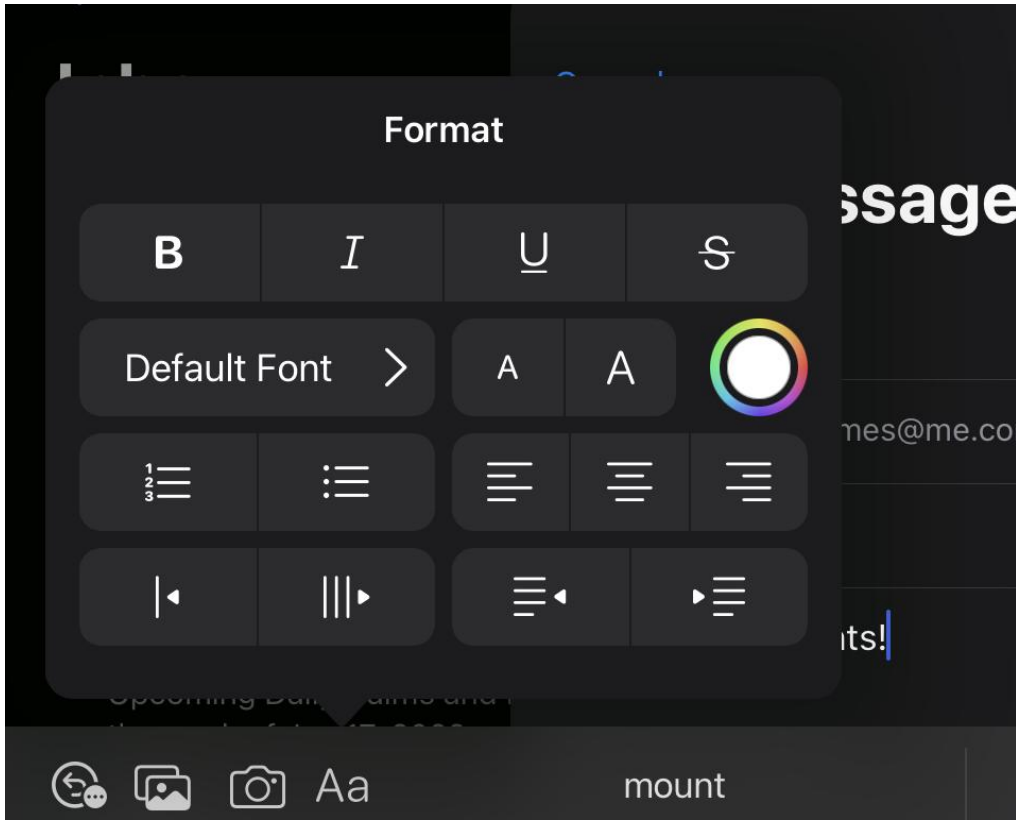


B represents **Bold** Text

I represents *Italics*

U represents underline

~~S~~ represents strikethrough text



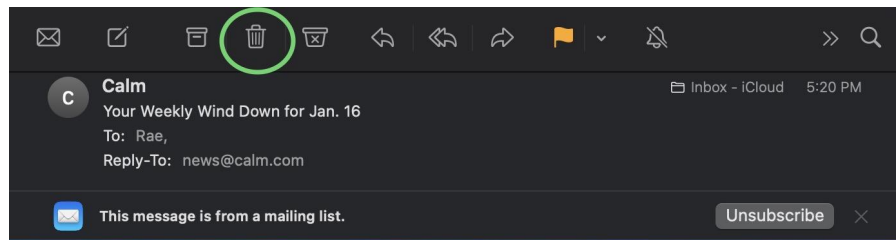
How to Delete an Email

Step 1

Open the message in the Mail app you wish to delete.

Step 2

Click the Delete button in the Mail toolbar or move the pointer over the message's header, then click the Delete button that appears.



How to Delete multiple emails

Step 1

Start by holding the Command button  on your keyboard

Step 2

Select all the emails you'd like to remove

Step 3

Click the Trash Icon or Delete key on the key

