

Free Fridays at Four

JANUARY 2010

MACXPRTS-KANSAS IS LOCATED INSIDE ICAFE LAWRENCE, 520 W 23RD ST, LAWRENCE KS

785-830-8683



*January 29nd -
More Mail*

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Cindy Bracker Sturm continues her exploration of Apple's Mail Application

Designed from the ground up specifically for email, Mail offers an elegant user interface that makes it easy to manage all your email from a single, ad-free inbox, even when you're not connected to the Internet. If you have more than one email account, no problem. Just add all your accounts to Mail and you'll be able to access everything from one central place.

Notes & To-Dos

You can create notes to keep track of your thoughts and ideas in one location. You can select text in a

note to easily create a to-do item, or send a note to a friend or colleague. You can also receive notes. To create a to-do item from the note, select the text you want to use as the to-do item, and then click To Do.

Stationary You can add a personal touch to a message by applying a stationery template, and even including photos. For example, if you're writing friends to invite them to dinner, you can apply the Dinner template to make your message look like a professionally printed invitation.

Data Detectors Mail does more than just show email. It also analyzes the contents to help you act on them. Say you

get an email inviting you to dinner at Gino's Pizza tomorrow at 6 p.m. Mail not only recognizes that 6 p.m. is the time, it knows that "tomorrow" represents a date on a calendar. So you can add the invitation to your iCal calendar by clicking the date, whether it's an actual date (October 18) or a relative date (tomorrow). It also knows that

Gino's is a place, so you can click the address to view a Google map of the restaurant's location. And if the message includes a phone number or email address, you can add it to Address Book with a click..

Even if you missed Mail Part I, you can still come and learn More about Mail



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