

# End the Email Insanity

by Mike Sullivan | Cove Apple Club | January 11, 2012

Here are some of the tips and techniques from tonight's meeting that can help you end your email insanity.

- Choose a single “master” email address on a known, trusted, reliable service provider that specializes in mail hosting.
  - Apple: me.com -- Free for all Mac & iOS users
    - In iOS: Settings > iCloud
    - In Mac OS X: System Preferences > iCloud
  - Email hosting on your own domain
    - I&I Personal / Instant Mail: \$18/year. Domains from \$10/year. See <http://landl.com>
    - Fastmail.fm: Specialized email hosting from \$20/year.
  - Do not use Yahoo!, Hotmail, Gmail, Rocketmail, AOL, or any email account from your Internet Service Provider.
- Stop using any free/insecure/Web-based email addresses you have collected over the years.
- Notify all correspondents of your new email address, which will never change again.
  - In Address Book on Mac OS X, select addresses or Group to notify, then choose Send Updates from the File menu.
- Visit all the Web sites and businesses that have your email address on file and update to use only the main address.
- Set all old email addresses to forward to your main email account.
- It is not possible to forward email with Yahoo! accounts and some others. In that case, simply migrate all existing mail to master account using IMAP drag-and-drop. After a few weeks, once you're sure all important correspondents have been notified, disable the old address.
- Yahoo! will terminate accounts that are dormant for more than four months (see <http://goo.gl/DtwDS>).
- To manually delete your Yahoo! email account, see <http://goo.gl/r29gu>
- To cancel your AOL account, see <http://goo.gl/LyvJ0>
- Use email aliases for special projects or other times when you want to share or post an email address other than your own, real email address. See your email provider's help information on using email aliases with your account. Apple permits up to three email aliases for each iCloud email account; they are created on [iCloud.com](http://iCloud.com) > Mail > Preferences > Accounts, or click the “Edit Email Aliases” button in Lion's Mail app, under Preferences > Accounts > iCloud.
- To instantly create a “throwaway” email address to use for shopping sites, sweepstakes, contests, etc., simply use “plus addressing.” To the end of your normal email address, add a plus sign (“+”), then add any word or characters to uniquely identify that “plus address” for your convenience.
- “Plus addressing” is an official Internet standard and should be supported by any well-designed Web site, email client or email server, but some do not.
- Fix / adjust / manage your Apple ID at <http://appleid.apple.com>