

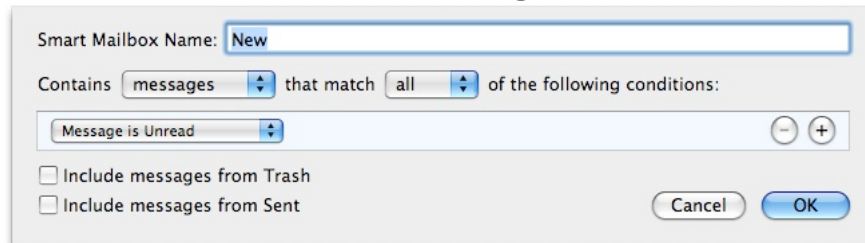
Sample Smart Mailboxes for Mail.app in Lion

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Cove Apple Club / January 25, 2012

Try setting up a few of these Smart Mailboxes in Mail.app and see if they help you spend less time “doing e-mail” and more time having e-mail *work for you*.

To create a new Smart Mailbox, choose New Smart Mailbox from the Mailbox menu in Mail.

New Messages



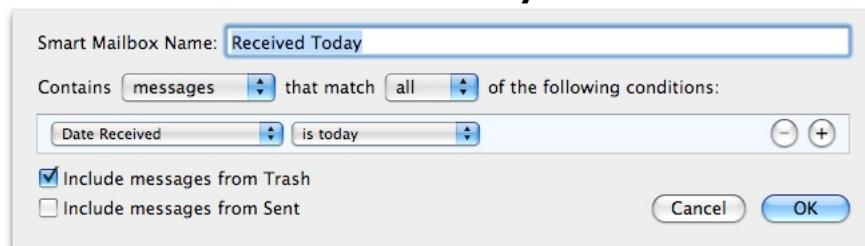
Smart Mailbox Name:

Contains that match of the following conditions:

Include messages from Trash
 Include messages from Sent

Simplest of all: shows messages that are unread (new) to you, no matter when they came in, what mail server account delivered them, or where they may already be filed from the use of Rules.

New Today



Smart Mailbox Name:

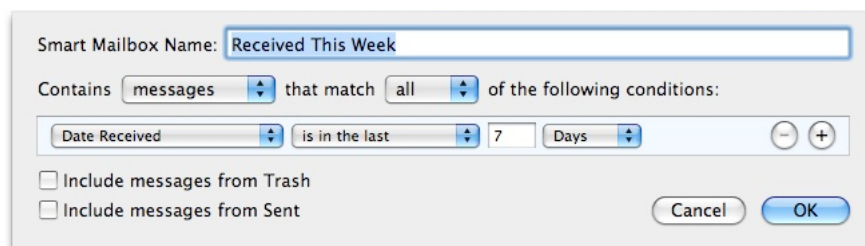
Contains that match of the following conditions:

is today

Include messages from Trash
 Include messages from Sent

Shows you all messages received today, read or unread, from anywhere, regardless of what folder they may be in, even if you have sent them to the Trash.

Received This Week



Smart Mailbox Name:

Contains that match of the following conditions:

is in the last

Include messages from Trash
 Include messages from Sent

Just like New Today, except it reaches back through the past week and does NOT include messages sent to the Trash.

All Flagged

Smart Mailbox Name: All Flagged

Contains messages that match all of the following conditions:

- Message is Flagged

Include messages from Trash
 Include messages from Sent

Cancel OK

If you use message Flags (Mail > Message > Mark > As Flagged) to tag high-value messages, this Smart Mailbox shows you a list of all those messages, regardless of where they may be filed. Once you have dealt with the message or handled the request, either delete the message or use Message > Mark > As Unflagged to remove its flag and take it out of this Smart Mailbox.

Needs Attention

Smart Mailbox Name: Needs Attention

Contains messages that match all of the following conditions:

- Message is Flagged
- Date Received is not in the last 3 Days

Include messages from Trash
 Include messages from Sent

Cancel OK

Shows you a list of your flagged messages that are more than (3) days old. These messages are probably getting stale, so they should be handled using the Delete / Delegate / Respond / Do method (*Defer* is not an option now since these messages are already old). Adjust the “is not in the last” period to suit your needs.

Recently Sent

Smart Mailbox Name: Recently Sent

Contains messages that match all of the following conditions:

- Message is in Mailbox Sent
- Date Received is in the last 5 Days

Include messages from Trash
 Include messages from Sent

Cancel OK

Very handy for checking back through messages you have sent to people to refresh your memory during follow-up calls, etc.

Apple’s Mail app is so powerful and so fast at finding e-mail messages for you that you needn’t waste your time searching through folders yourself. Let the supercomputer power of your Mac find your e-mail for you instantly! Enjoy!

For more help attaining mail bliss and the Inbox Zero philosophy and practice, visit:

<http://www.43folders.com/izero>