Email Crib sheet

General notes

This is a WIP document and will be updated in due course

Most email servers (e.g. Gmail) keep deleted emails in a 'trash' folder for 30 days before finally removing them for ever, check your provider.

iPhone or iPad

Notes
- iPhone/iPad additionally creates an 'archive' folder for deleted items that you must delete yourself

Action	Method
Search	Pull down folder and search box appears.
Deleting a lot of emails	Click on select in a folder and chose the ones to delete
Creating a folder (mailbox)	In the list of folders click on edit and New mailbox
Moving a message to a folder	Click on the folder icon below the email
Inserting a photo in an email	Hold finger where you want photo and scroll to the right OR In photos click on share and select email
Saving a photo in an email	Click on the photo and select share > save image
Create or edit a rule (filter)	See the browser interface below

Android Mail

Action	Method
Search	Click in search box at top of a list of emails
Deleting a lot of emails	• Long-press an email to select the ones you want to delete (see the tick), • Tap the trash icon to move them to the trash.
Creating a folder (mailbox)	Only possible in the web interface – see below
Moving a message to a folder	• Display the email you want to move • Click on the move to folder icon at top right • Select the folder to move to
Inserting a photo in an email	• Start a new email, • Tap the paperclip icon (often labelled "Attach"), • Select the photo from your gallery or files.
Saving a photo in an email	• Click on to your gallery
Create or edit a rule (filter)	See the browser interface below

Windows Mail

Action	Method
Search	Search box at top of screen
Deleting a lot of emails	• Click on the select box above the list of emails in a folder • Select the ones to delete • Click on the trash can
Creating a folder (mailbox)	• Scroll down the list of folders to the parent where you want a subfolder • Click on the three dots • Click Create new sub label
Moving a message to a folder	• Open the email • Click on the Move to icon • Chose a folder You can also create a folder here. Multiple ones can be moved using the select dialogue described above for delete.
Inserting a photo in an email	• Create a new email • Click on the insert tab at the top of the page • Pick pictures
Saving a photo in an email	• Open the email • Click on the down arrow at the bottom of the picture • Chose save as and select a location
Create or edit a rule (filter)	See the browser interface below

Mac Mail

Action	Method
Search	Use search box (top right)
Deleting a lot of emails	Use search, then wipe over the ones to delete>right click and select delete
Creating a folder (mailbox)	Right click on the parent mailbox and select new mailbox
Moving a message to a folder	Drag and drop
Inserting a photo in an email	Drag and drop into the email OR Click on photo icon (top right)
Saving a photo in an email	Drag and drop image into Photos app
Create or edit a rule (filter)	See the browser interface below

Email in a Browser e.g. Chrome, Safari, Microsoft Edge

iCloud mail

Action	Method
Go to URL	https://www.icloud.com/mail/
Create or edit a rule (filter)	Click on the gear icon above the list of mailboxes

Gmail

Action	Method
Go to URL	https://mail.google.com/mail/
Create or edit a rule (filter)	- Open an email that you want to filter - Click on the 3 dots for more - Click **Filter messages like these**. - Click next - Click on skip inbox and select destination folder
Create a folder (Label)	Scroll down the list of folders to the parent where you want a subfolder Click on the three dots Click Add sub label

Yahoo

Action	Method
Go to URL	https://yahoo.com
Create or edit a rule (filter)	- Open an email that you want to filter - Click on 3 dots for more, then select filter messages like this

Hotmail

Action	Method
Go to URL	https://outlooklive.com
Create or edit a rule (filter)	- Open an email that you want to filter - Click on 3 dots for more, then select Advanced actions > Create rule

BTinternet mail

Action	Method
Go to URL	https://outlooklive.com
Create or edit a rule (filter)	See https://www.bt.com/help/email/using-bt-mail-s-anti-spam-features