



The **A-B-B-A**

Android **B**it **B**ytes **A**pple

Probus **Tech Club**

Mailbox vs. Gmail

Mailbox and **Gmail** are the two best email programs of the many available email apps out there. **Gmail** is more **ubiquitous** as it is available on mobile devices and desktop computers, **Mailbox** only on mobile devices, **APPLE** and **ANDROID**.

Availability aside, **Mailbox** is my email app of choice because of its *swipe navigation* and its operating philosophy of “zero inbox.”



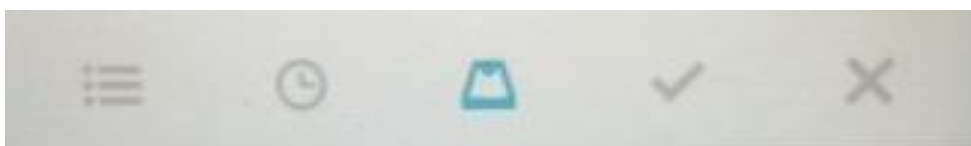
Mailbox

for Apple and Android devices

1. Download and install
2. Settings: add personal email account(s)
3. Mailbox will sync and populate with your email
4. Examine your emails

The **Mailbox TOOLS BOX**

Though **Mailbox** is based on *swipe (gesture) management* system, it has a set of tools represented by icons and colours available for use. But once a person learns the gesturing method, it will be the main method of managing emails.



I. *Folders*

II. *Delay*

III. *Main
Inbox*

IV. *Archive*

V. *Delete*

Managing your emails by SWIPE

RIGHT SWIPE

Halfway → GREEN: **Archives**: you can retrieve and manage from Archive folder
Fullswipe, slow → RED: deletes the message completely

LEFT SWIPE

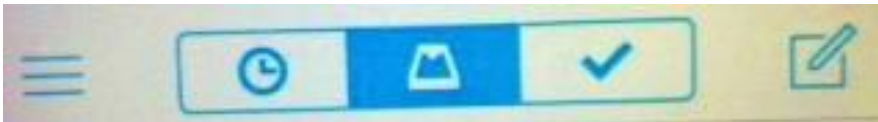
Halfway → YELLOW: **Delays of message**: you designate when you want to see it again
Many options as to how much delay you want
Fullswipe, slow → TAN: **Filing msg into folders** which you have created.

Managing your emails by TOOLS

I. Folder management

Working with folders is very easy in *Mailbox*.

Mailbox has a tool bar for management and operations in the app. It looks like this:



1. The “3 lines” are your access to ‘behind the scenes’ folders
2. The “Clock face” designates the ‘kind of delay’ you want for your message
3. The “File tray” designates your main inbox messages
4. The “Check mark” puts your message into your archive
5. The “pencil & paper” are used to compose new messages.

“3 lines” tool for file folder operations.

PORTRAIT and **LANDSCAPE** positioning each affects the viewing modes a little differently. **PORTRAIT** displays a full screen view; **LANDSCAPE** displays a *list of messages* view alongside a *full message view*. We will operate in **PORTRAIT** mode for this exercise.

Tap the “3 lines” to moves the menu to the right permitting access to ‘behind the scenes’ of Mailbox: accounts, *LATER* messages, *LISTS* of created folders, *Archive*, *Trash*, and *Sent* messages and the very important, “*Settings*.” You can access *Help* here also.

Creating a new folder, an “alist” folder

- Click on *Lists* to view a list of your folders, if you have any. Go to the last item which is a “*Create New List*” box in which you type the name of your new folder. “*alist*.” The folder list is sorted in the order in which the folders were created. Hence, the folder you last created is at the bottom of the list.

Moving message to a specific folder

- Use your newly created “*alist*” for this exercise.
- Go to the *main inbox* in full view mode (The ‘in tray’ should be colored.)

- With the message in full view on the right, tap on the “bulleted lines” (*folders list*) above the message to access the list of folders into which you can place your message. Scroll to your folder of choice, “*alist*.”
- When the folder you want is visible, click on it to move the main message to that folder. The message is transferred to the “*alist*” folder.

Reverse the process — move the message from a folder back to your main inbox

- Tap on the “3 lines” at the top left and look for your *alist* under *Lists*. It will be there along with a number indicating the number of messages it contains.
- Click on the *alist* to access the messages contained in the folder. Click on the message to display it in the main window. The tool box is displayed above the full viewed message with the *bulleted lines* icon in colour notifying you that the app being viewed is in a folder list.
- Tap on the *file tray* icon to move the message back to the main inbox.
- Now go back to the main inbox to confirm the transfer. Click on the “3 lines” at the top left, choose your mail account you were using for this exercise. You are back in the main inbox with the list of messages showing on the left. *Notice the account which you are using for the list of messages is displayed at the top.*
- Click on any message to have it displayed in the main window. When it is displayed, notice the tray icon at the top is coloured to indicate that this message is in the *main inbox*.

Delay Message management; viewing in *Later*; moving message back to *inbox*

- Click (select) a message in the main viewing window.
- Click the *Clock face* icon to display a number of ‘delay’ options.
- Click *Someday* to have the message put into delayed mode.
I don’t know when *someday* occurs, but if you want to get back to the message, click on the “3 line” icon at the top left to access behind the scenes. Go to the *Later* folder which displays a 1 message indicator at the right.
- Click on the *Later* to display a list of the messages contained.
- Click select the message to view it in the main window and examine the tool bar which shows this message is in *delayed mode* indicated by the coloured *clock face*.
- Click the tray icon. The message moves back to your main *inbox*.
- Click the 3 line icon and select the mail account you wish to use; your *list of messages* are displayed on the left in snippet form.

Specific time delay of message

- Be sure your message is in the main viewing window. Click on the *Clock face* icon and set a date and time for when you want the message to reappear in your mail box. This is a fantastic tool for reminding yourself of something by a message popping up on your screen at a specific later time.

ARCHIVING MESSAGES

Messages can be archived in two ways. The **easiest way** is to swipe; the other way is to use the *check mark* tool.

Archived messages can be found in the behind the scenes view in ***Archive***.

Archiving a message by SWIPE

- Click (select) a message in main *inbox*.
- Gently and slowly swipe RIGHT. Halfway across, a GREEN box with a *white check mark* appears.
- Release the swipe and the message will be moved into ARCHIVE.
- Confirm by going behind the scenes and examining the ARCHIVE folder.

Archiving a message by TOOL

- Click (select) a message in main *inbox*.
- Click on the check mark on the displayed Tool bar. The message will be ARCHIVED.
- Confirm by going behind the scenes and examining the ARCHIVE folder.

SEARCHING for messages

You can search for a message if you know its title or a portion of it.

The tool for a SEARCH is the magnifying glass found at the top of the main *inbox*.

- Click on the SEARCH magnifying glass.
- Type in the title or the part of the title you remember on the SEARCH line.
- If the message or any message containing what you typed exists, it or those messages will be displayed.
- Click on the message to display it fully.
- Leave SEARCH by clicking on the < icon at the top left;
- Clear the SEARCH box and return to your account *inbox*.



Watch The A.B.B.A. April issue for Gmail Special