

Inbox Zero with Apple's Mail.app

Do e-mail less with the help of Smart Mailboxes

Flagging

- Since Mail.app does not have categories or other color-coding built-in, the use of “flagging” is the easiest way to triage mail.

Setting up Flagging

- If necessary, drag and drop the Flag action button onto the main toolbar
 - View → Customize Toolbar...

Smart Mailboxes

- Set up your Flag mailbox
 - Mailbox → New Smart Mailbox...
 - “Contains Messages that match all of the following conditions: Message is flagged”
 - Do not include trash or sent mail

Mail Tips

- Mail.app can be extended with plugins, but the most relevant plugin (MailTags, www.indev.ca) is \$30. This program extends the functionality of Mail.app to be similar to Outlook's categories, but is a bit more robust
- In general, if you are going to use Mail.app, you will need to rely on the powerful Rules (Mail → Preferences → Rules) or manual organization. The most recent release of Mail.app does not lend itself easily to automated triage

