



Get to Know MailMaven

Version 1.0

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About MailMaven

MailMaven is a full-featured email app for Mac that includes sophisticated features for processing and organizing your mail similar to those in SmallCubed's earlier plugin for Apple Mail, MailSuite.

Note: This documentation helps you get comfortable with MailMaven's primary features, focusing on what tools, capabilities, and interface items exist and what they do. For a task-oriented (and far more detailed) look at MailMaven that explores even the more esoteric features, read Joe Kissell's ebook [Take Control of MailMaven](#).

The MailMaven Approach

Apart from the ordinary tasks of receiving and viewing email, MailMaven's overall philosophy involves four elements, which we refer to using the acronym POMS: process, organize, monitor, send:

- **Process:** Do something—anything—with incoming messages, or even those that have been sitting on your Mac for a while. Processing messages (especially *automated* processing) keeps inbox clutter under control with a minimum of effort and makes it easier for you to find things later. Examples of processing include applying rules to take various actions on messages as they come in (or on demand later), moving or copying messages using keyboard shortcuts, and filtering out spam.
- **Organize:** MailMaven's extensive tagging features enable you to apply metadata such as keywords, colors, projects, notes, importance, flags, review dates, and more to your messages. Then use that metadata later to zero in on exactly the messages you need in a flash.
- **Monitor:** Use smart mailboxes, conversations, and MailMaven's detailed reviewing and tracking system to be sure nothing slips through the cracks. MailMaven can help you remember which messages are still awaiting replies,

which ones need additional attention from you in the future (even if they're no longer in your inbox), and how a complicated, branching email thread fits together.

- **Send:** Send messages immediately, a fixed amount of time in the future, or on a specific schedule. And, using MailMaven's templates, you can easily customize the look, feel, and contents of those messages.

Migrating from Apple Mail

When you opened MailMaven for the first time, you should have seen a window offering to take you through the steps of migrating your existing accounts (including both their settings and their message) from Mail. Assuming you stepped through that process, some or all of the data in Mail should now be in MailMaven. (If you didn't import one or more accounts at the beginning, go to Settings > Accounts > Mail Accounts and click the Import  icon at the bottom of the account list to perform the migration now.)

Although importing your accounts, mailboxes, and messages from Mail gets you off to a great start, MailMaven makes no attempt to migrate other Mail settings (including things like signatures and rules), so you'll have to recreate those things on your own.

As of version 1.0, there are several features found in Mail that MailMaven does not have. Here are a handful of these, just as examples:

- No support for POP accounts.
- A rule action can't trigger an AppleScript.
- There's nothing similar to MailDrop, which automatically uploads large attachments to the cloud and inserts a link instead.
- There are no VIP senders or muted conversations as such, though you can largely replicate their effects using tags and/or rules.

If these or other “missing” features are important to you, take heart: SmallCubed’s wish list for future versions is long, and over time, you’ll likely see most of the things you wish you had now. (You can see lists of [known issues](#) and [feature requests](#) on the SmallCubed website.)

Tip: Joe Kissell’s ebook [Take Control of MailMaven](#) will contain considerably more information about migrating from Mail.

Those items aside, MailMaven doesn’t *look* just like Mail (on purpose!). Many elements have different names, locations, and icons. Some of the behaviors might initially seem unexpected, though keep in mind that you can customize hundreds of things about MailMaven (see [The Settings Window](#) and throughout this documentation). Our advice is that if something doesn’t seem quite the way you expect:

- First, try doing things the (default) MailMaven way. After a few hours or days, you might find that you get used to this approach, or even prefer it!
- If something is still bugging you, check through the settings (and this documentation) to see whether there’s a way to adjust it. There probably is!

Migrating from MailSuite

What if you used SmallCubed’s MailSuite plugin in Mail, back when Apple still supported plugins? You may be in luck. Assuming you’re now using the same Mac that was running MailSuite—or that you migrated all your MailSuite settings from another Mac to this one, the majority of your settings should transfer over. (Not everything, sorry, due to changes in architecture.) And, if you set up a sync profile with MailSuite, you can sign in to the very same account in MailMaven and all the tags you created with MailTags will transfer to the corresponding messages.

The Main Window

MailMaven's main window, the *viewer window*, is where you'll spend most of your time. It's where you see your mailboxes, messages, and other controls for managing your email.

Note: You can open more than one MailMaven viewer window, each with different view and sort settings. To open a new window, choose File > New Viewer.

The viewer window is divided into three main sections (the sidebar; the message list, which also has special controls for navigating conversations; and the message pane). See the following pages for details:

- [Sidebar](#)
- [Message List](#)
- [Conversations](#)
- [Message Pane/Window](#)

Tip: Even though, as everyone knows, purple is the greatest of all colors, if you're not digging the shade of MailMaven's windows and icons, you can change it: go to Settings > General > Application and choose a different hue from the Theme Color pop-up menu.

Sidebar

On the left side of the main MailMaven window is the Sidebar, which provides navigational tools. This is your starting point for finding your way around the mailboxes, tags, and other organizational features in MailMaven.

Sidebar Categories

The Sidebar offers five different views that you can switch among by clicking the icons at the top. If you're ever lost, try the Account Mailboxes  view, where you can find the Inbox and other mailboxes for each of your accounts.

Account Mailboxes

Click Account Mailboxes  to show the mailboxes for all your accounts. Each account has its own Inbox, along with other standard mailboxes such as Archive, Trash, Junk, Drafts, and Sent Messages and any user-created mailboxes. (To add or remove accounts, go to Settings > [Accounts Settings](#).)

Besides account-specific mailboxes, the All Accounts portion of the sidebar displays *group* Inboxes, Archives, Trash, Junk, Drafts, and Sent Mail for all your accounts, so you can see these mailboxes for all your accounts together in one place.

You may also see a Maven Local entry in the Sidebar, which contains mailboxes stored only on your Mac and not in any online account.

Tip: You can rearrange the order of the accounts in the Sidebar (including All Accounts and Maven Local) by dragging the account icon up or down in the list.

To collapse or expand the mailboxes within any account or category, click the disclosure arrow ( or ) to its left.

Favorites

Click Favorites  to display all the items you've marked as favorites. If you have large numbers of mailboxes, tags, and other organizational elements, selecting your most commonly visited spots as favorites can help you navigate to them more quickly.

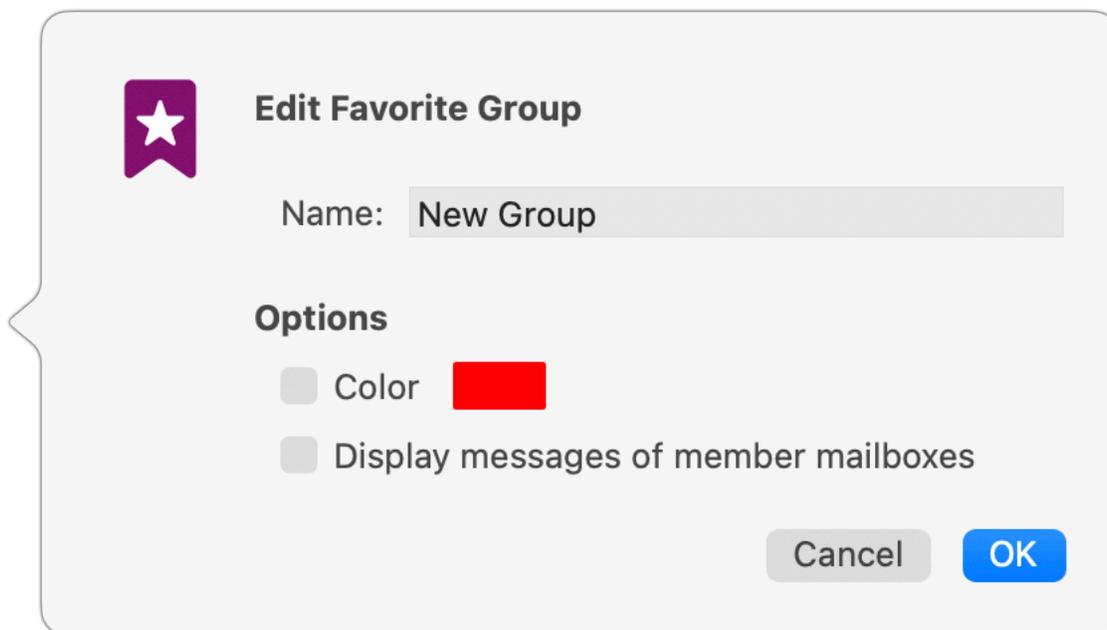
You can favorite any account, mailbox, smart mailbox, tag, tag category, or review mailbox in three ways:

- Control-click (or right-click) it and choose Add to Favorites.

- Drag it to the Favorites  icon at the top of the Sidebar, then drag down to the specific spot where you want it to appear.
- Click the plus  icon at the bottom of the Favorites list and choose a predefined Favorite Group from the pop-up menu.

Mailboxes you've marked as favorites display a small star  icon in their original location.

In addition to the Favorite Groups shown when you click the plus  icon, such as Smart Mailboxes and Recent Mailboxes, you can create your own Favorite Groups to further organize your Favorites. To create a custom Favorite Group, click the plus  icon and choose Add Favorite Group. Type a name for the group, optionally select a color, and if you to see all the messages in that group when you select it, also check "Display messages of member mailboxes." Click OK. You can then drag any existing Favorites into that group.



To edit any Favorite or Favorite Group, either select it and click the Edit  icon at the bottom, Control-click (or right-click) it and choose Edit Favorite, or (in the case of custom Favorite Groups) double-click it . You can then change the name, color, and message display as shown above.

Tip: You can use the Export  and Import  icons at the bottom of the sidebar to export or import your Favorites settings (as a backup, or to transfer to another Mac).

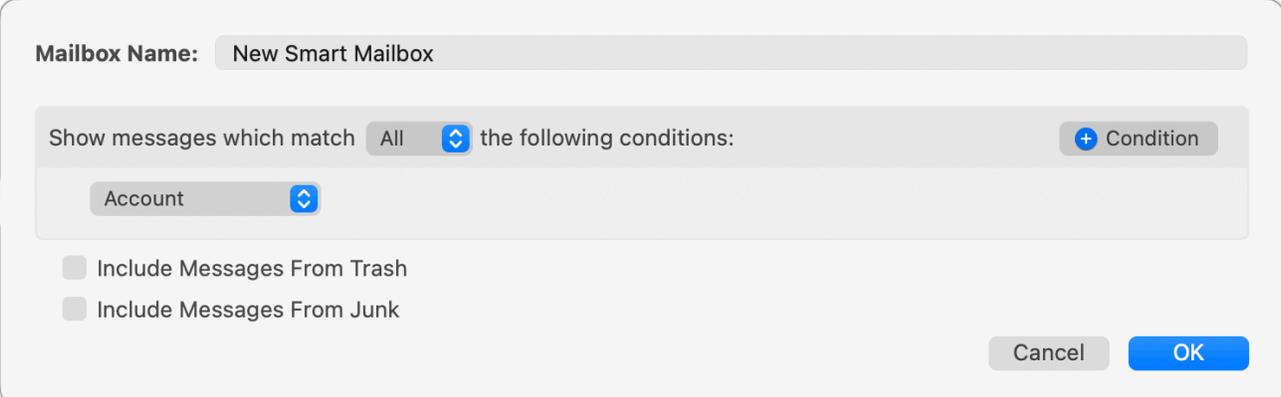
Smart Mailboxes

Click Smart Mailboxes  to display a list of smart mailboxes you've created. A smart mailbox is essentially a saved search; every time you select it, it shows an up-to-date list of messages matching the criteria you set.

To create a smart mailbox, do either of the following:

- Choose Mailbox > New Smart Mailbox.
- Click the plus  icon at the bottom of the Smart Mailboxes list.
- Select an existing smart mailbox and click the Duplicate  icon to copy it as a starting point for a new one.

In the popover that appears, specify the condition(s) that must be met for a message to be included in the list. The interface and conditions are almost identical to those for rules (refer to [Rules](#)), except that there are no actions associated with smart mailboxes; the implicit action is to display a list of matching messages.



The screenshot shows a dialog box for creating a new smart mailbox. At the top, there is a text field labeled "Mailbox Name:" with the value "New Smart Mailbox". Below this, there is a section for defining search criteria. It starts with "Show messages which match" followed by a dropdown menu set to "All" and the text "the following conditions:". To the right of this text is a "+ Condition" button. Below the "All" dropdown is another dropdown menu set to "Account". At the bottom of the dialog, there are two checkboxes: "Include Messages From Trash" and "Include Messages From Junk", both of which are currently unchecked. In the bottom right corner, there are "Cancel" and "OK" buttons.

You can edit a smart mailbox later by double-clicking it.

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your smart mailbox settings (as a backup, or to transfer to another Mac).

Tag Mailboxes

Click Tags  to display tag mailboxes—that is, mailboxes for your user-defined keywords and projects, plus Importance and Flags. To learn about how to add these tags to your messages, see the following topics:

- [Tagging Messages](#) (for general information on tagging)
- [Tag Types](#) (to learn about the numerous types of tags)
- [Adding Tags](#) (for tagging outgoing messages manually)
- [Applying Tags with Rules](#) (for tagging messages automatically)

Review Mailboxes

Click Review Mailboxes  to display special mailboxes with messages that may require your review—for example, because you set a review date that's today, tomorrow, or in the past; you're expecting a reply; or the message arrived recently and is still unread. For ways to apply these tags, see [Adding Tags](#), [Setting Delivery Options](#), and [Tag Settings](#).

The available review mailboxes are as follows:

- **Unread:** The unread messages from all mailboxes
- **Review:** Messages tagged for review in some way:
 - ▶ *Review Today:* Messages with a review date of today
 - ▶ *Review Tomorrow:* Messages with a review date of tomorrow
 - ▶ *Past Due:* Messages whose review date is in the past
 - ▶ *Upcoming:* By default, messages whose review date is two or three days in the future

- ▶ *Future*: By default, messages whose review date is three or more days in the future

Note: You can change the definition of Upcoming and Future in Settings > Tag > Review.

- ▶ *Expecting Reply*: Messages—usually sent messages—to which you’ve applied the Pending Keyword (“Pending” by default); see [Review Tab](#)
- ▶ *Tag Conflicts*: Messages for which there are two or more sets of tags that don’t match, often as a result of changing tags on a message on two different Macs, one of which is offline at the time
- **Recent**: Messages received in one of the following time frames:
 - ▶ *Today*
 - ▶ *Yesterday*
 - ▶ *This Week*
 - ▶ *Last Week*
 - ▶ *This Month*

Note: You can’t add your own custom review mailboxes.

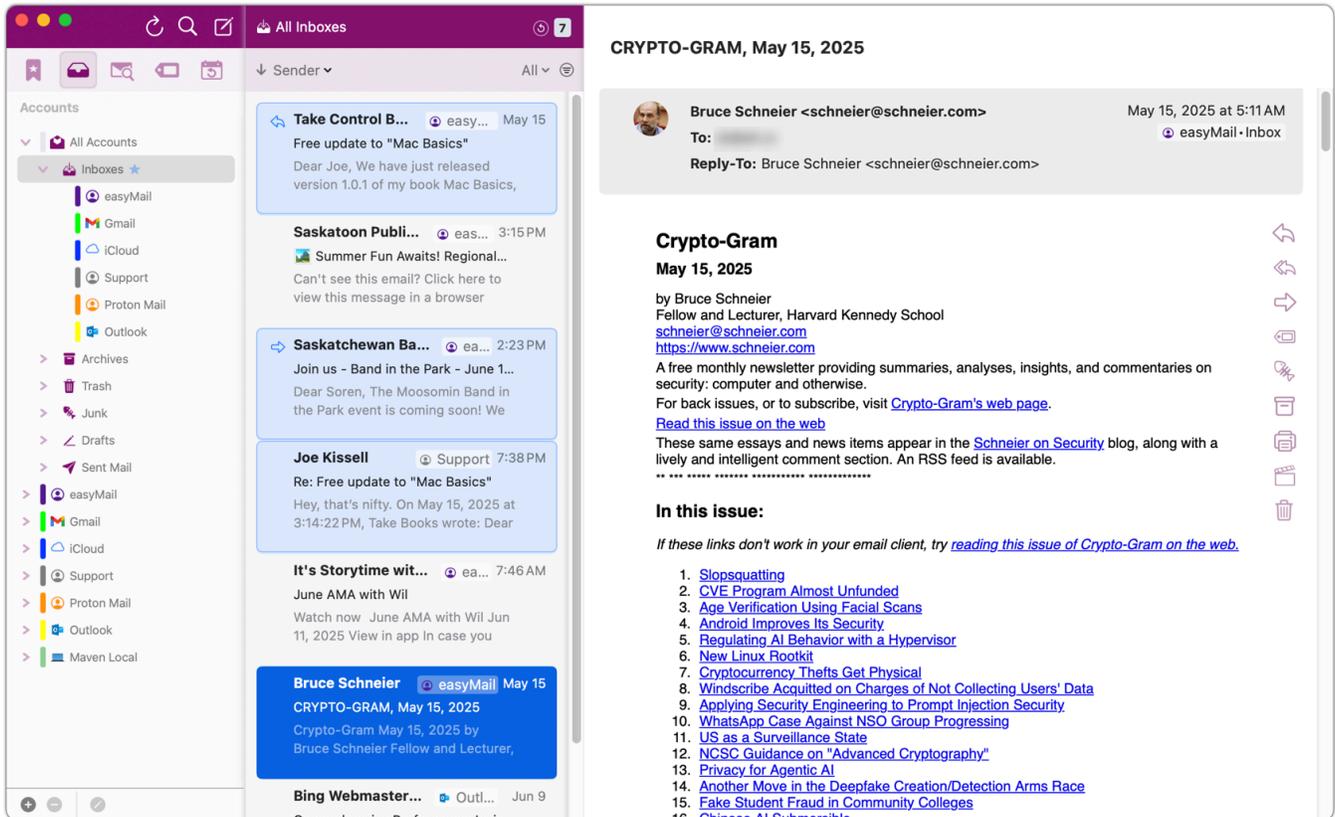
Message List

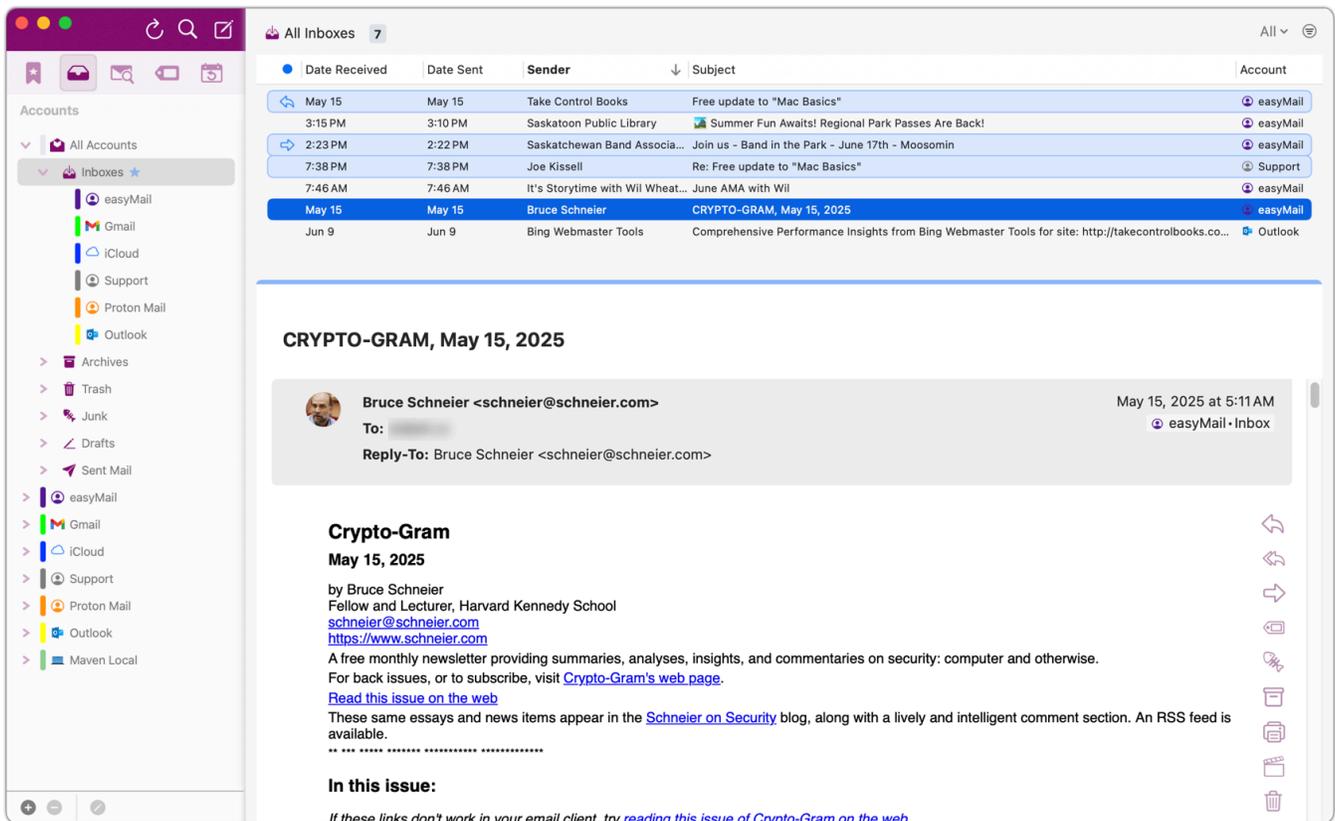
To the right of the sidebar in the main MailMaven window is the message list, which is just that: a list of messages in whichever account, mailbox, or other category is currently selected in the sidebar. Click a message to display its contents and interact with it; for more detail about the message contents, see [Message Pane/Window](#).

MailMaven provides extensive control over what shows up in the message list and how it appears.

View Options

The message list can appear as a vertical column (Snippets, the default) or a horizontal pane (Table). Switch to table view by choosing View > Show Message List as Table; switch to snippet view by choosing View > Show Message List as Snippets.





In snippet view, you can adjust how many lines of the message body appear under the title, from 0–4 lines, in Settings > View > Appearance > Viewer Layout by choosing the desired length from the Snippet Length pop-up menu.

Note: Wondering why some of your messages have a blue background? They're part of a conversation; see [Highlighting Conversations](#) for details.

You can also choose which tags to display in the message list (in snippet view only) by using commands on the View menu, such as Show Keywords, Show Review Date, and Show Importance.

Unread/Total Icons

At the very top of the window above the message list you'll see one or two numbers . The rightmost number indicates the total number of messages in the selected mailbox. The number of unread messages, if any, is shown to the left of that with a blue dot in the corner. (If you see only one number, that's the total number of messages.)

Click the unread count to filter the list to show only unread messages; click the total number to reset the list to include all messages.

Sort/Group Controls

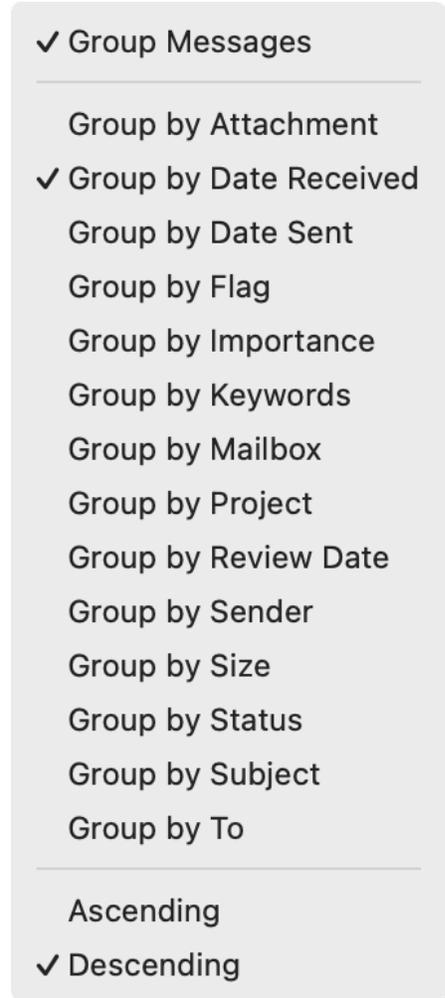
The message list can sort messages by any of numerous criteria, such as Date Received (the default) or Date Sent, Sender, Size, and the presence of attachments. To change the sort criterion, choose the one you want from the left-hand pop-up menu above the message list. To change the sort direction, choose Ascending or Descending from that pop-up menu; the arrow (↓ or ↑) shows the current direction.

Besides sorting your messages, you can also group them under headings indicating their relative status. For example, grouping messages by Date Received may have labels for “Received Today,” “Received This Week,” and Received *current month*,” while grouping by attachments might have headings like “7 Attachments,” “1 Attachment,” and “No Attachments.”

To switch from regular sorting to sorting with grouping, choose Group Messages from the pop-up menu. All the menu commands then change from “Sort by” to “Group by.”

Filter Controls

An optional *filter* temporarily reduces the number of messages shown in the list according to criteria you specify—for example, only unread messages or those for which you were a Cc recipient.



A screenshot of a software menu for sorting and grouping messages. The menu is light gray with a white background for the text. At the top, there is a checked item 'Group Messages' with a checkmark to its left. Below it is a horizontal separator line. The next item is 'Group by Attachment'. This is followed by another checked item 'Group by Date Received' with a checkmark to its left. Below that are several unselected items: 'Group by Date Sent', 'Group by Flag', 'Group by Importance', 'Group by Keywords', 'Group by Mailbox', 'Group by Project', 'Group by Review Date', 'Group by Sender', 'Group by Size', 'Group by Status', 'Group by Subject', and 'Group by To'. Another horizontal separator line follows. At the bottom, there are two items: 'Ascending' and 'Descending', with a checkmark to the left of 'Descending'.

✓ All Messages

Unread

Recent

Flagged

Tagged

To: Me

Cc: Me

Has Attachments

Phrase...

To filter the current message list, choose the criterion you want, such as Unread or Tagged, from the pop-up menu next to the Filter  icon at the top of the message list.

If you choose Phrase, a Filter field appears, along with a pop-up menu next to the Filter  icon. Initially, that pop-up menu is set to Phrase, meaning you can type a word or phrase into the Filter field and MailMaven filters the currently shown message list to include only messages with that text in the message (including the headers and body).

Note, however, that the criteria on that menu are additive: you can filter by *both* a phrase and unread status, for example; to turn off any criterion, choose it from that pop-up message again.

To turn off filtering, choose All Messages from the pop-up menu.

Note: Clicking the Filter  icon itself toggles filtering by phrase.

Conversations

In MailMaven, a *conversation* is any set of two or more connected messages. The simplest conversation is a single message and its reply—for example, a message you sent and a reply to that message, or a message you received and your own reply. However, conversations can also be complex threads involving many participants over a long period of time, such as when you send a group email and various group members reply to you and to each other in extended exchanges. Forwarded messages are also parts of conversations.

MailMaven offers several tools to help you find your way through even the most complex conversations.

Grouping Messages by Conversation

Regardless of the message list's current sort or grouping order (see [Sort/Group Controls](#)), you may want all the messages from the current mailbox that are part of the same conversation to appear together, making it easier to follow the conversation. To group messages for the current mailbox by conversation, choose **View > Group Messages by Conversation**. (If you do *not* have messages grouped by conversation but you do have conversations highlighted as described just ahead, selecting any message also highlights the other messages from that conversation in the current mailbox.)

When messages are grouped by conversation, you're in snippet view, and messages must be sorted by Date Received or Date Sent, a conversation  icon appears on the right side of the group; the number in the circle indicates how many messages from the conversation are in the currently selected mailbox. A plus (+) icon in the upper-right corner of the conversation icon indicates that there are more messages from the conversation in other mailboxes.

To expand or collapse a single conversation in the message list, regardless of whether you're in snippet view or table view, press the right arrow  or left arrow , respectively. In snippet view only, you can also click the conversation  icon to toggle the display of additional messages from the conversation in the current mailbox.

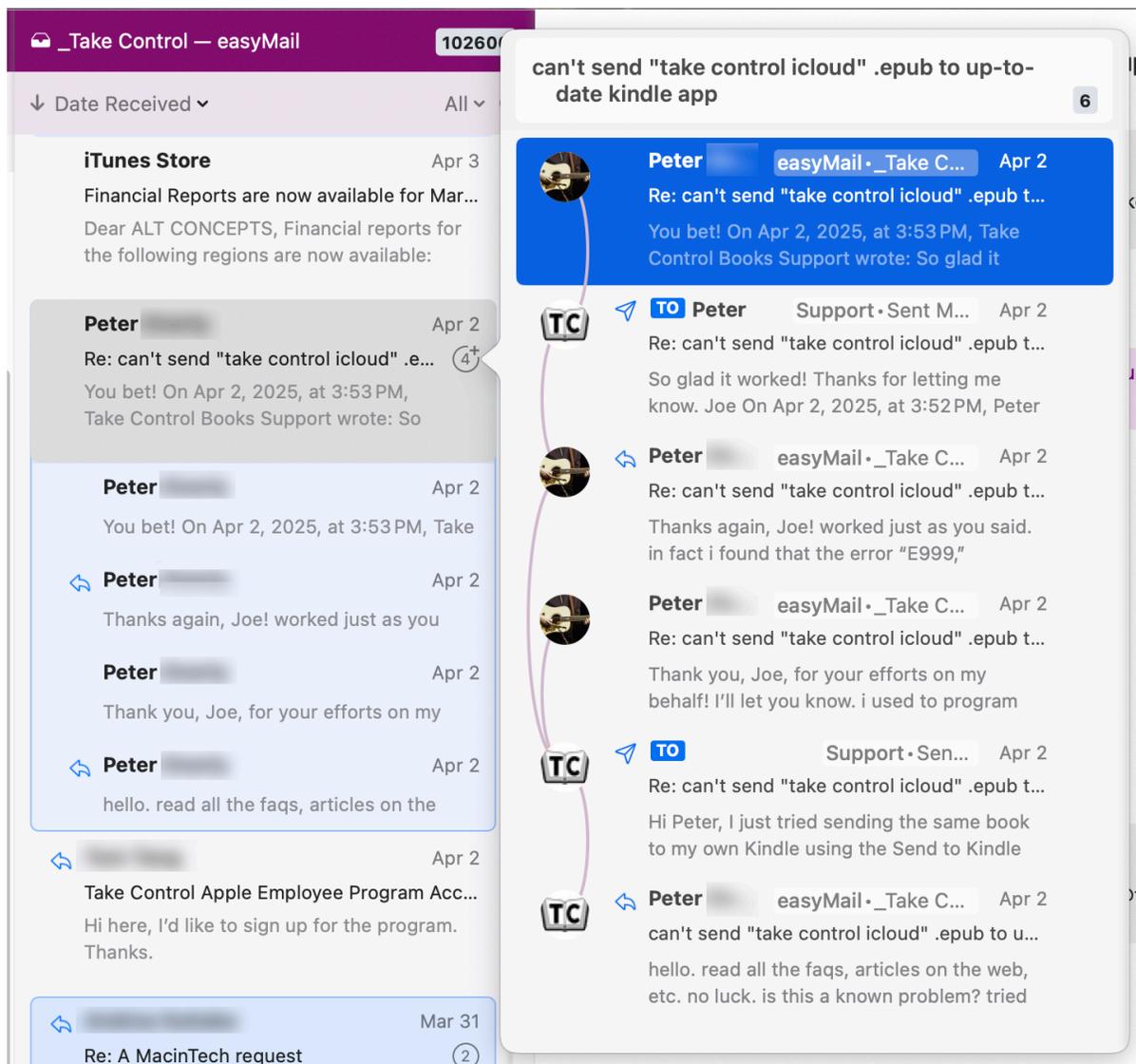
Tip: To expand or collapse all conversations from the current mailbox at once, choose **View > Expand All Conversations** or **View > Collapse All Conversations**.

Highlighting Conversations

By default, MailMaven's message list displays a blue background for every message that's part of a conversation, even if the other message(s) aren't in the same mailbox (see [Conversations](#)). If you prefer not to see that highlighting, you can turn it off by choosing **View > Highlight Conversations**.

Using the Conversation Map

MailMaven's conversation map is a list of all the messages in a conversation, with connecting lines showing which messages were replied to and by whom. Because conversations (especially those involving several people) can branch out in nonlinear ways, a conversation map helps you keep track of the flow of information among parties. You can display the conversation map either in a popover or in a separate floating panel, as you prefer.



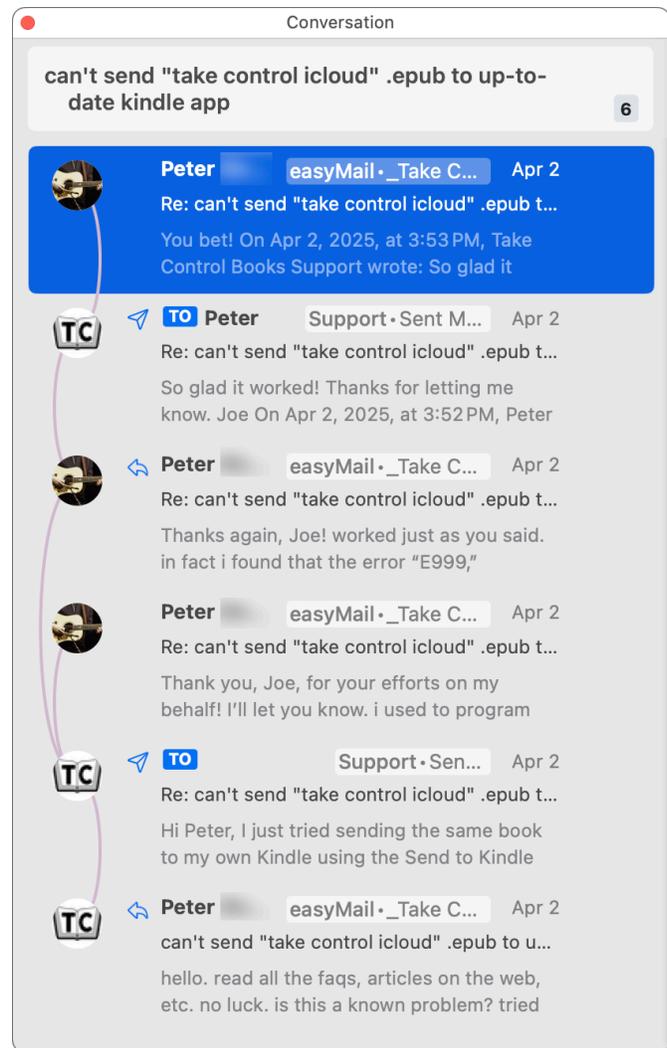
To display the conversation popover momentarily (just to glance at the conversation), click and hold the conversation  icon or the Conversation Map  icon at the top of the message preview. The popover appears only as long as you hold down the mouse button.

To make the popover stay open, instead right-click (or Control-click) the conversation  icon or click the Conversation Map  icon at the top of the message preview.

Note: The popover is available only when the conversation  icon appears, which is to say, only when the currently selected mailbox contains more than one message from the conversation.

To display the floating conversation panel, select a message from the conversation and choose View > Show Conversation Panel () or right-click/Control-click the conversation  icon.

When the conversation map is visible, click any message in it to jump to that message; double-click it to open it in a new window. Unread and total message counts appear at the top of the conversation map, just as in the main message list.

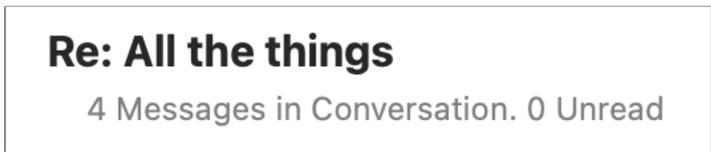


Message Pane/Window

The message pane occupies the largest portion of the main MailMaven window, displaying the contents of the message along with its headers, any attachments, and various controls for working with the message. If you prefer to open a message in a separate window, you can double-click it in the message list or choose **Message > View in New Window (⌘O)**. The appearance and controls are the same in both cases.

Subject

The message subject appears at the very top of the window. If the message is part of a conversation, details about the conversation appear below the subject (such as “5 Messages in Conversation, 0 Unread”).



Message Header

The message header area is a gray box below the subject that shows:

- The sender’s name and address
- The date and time the message was received
- The name(s) and address(es) of the recipient(s), including any Cc recipients
- The sender’s original subject, if you’ve changed it using [Alternate Subject](#)
- The mailbox the message is in, along with an icon representing its account
- For messages that have been encrypted and/or digitally signed, a Security line with additional information (see [Encrypting and Digitally Signing Messages](#))
- A list of attachments, if any, along with their total size; see [Attachments](#), ahead
- Tags you’ve added such as [Keywords](#), [Notes](#), and [Project](#).

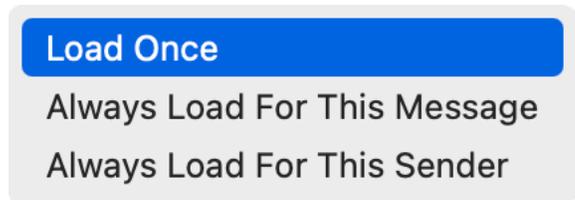


Remote Content Control

If the message contains images or other media that must be downloaded to be displayed, a banner appears below the message header saying “This message contains remote content.” By default, MailMaven does not display this material because downloading media can signal to the sender not only that you’ve read the message but also when you did so and where you’re located. However, if you want to load the media, click the Load Remote Content button, which loads the material just once.



You can also click the arrow on the right side of the control and choose Load Once (for the same effect), Always Load For This Message (which remembers the setting for this particular message), or Always Load For This Sender (which loads the remote content for all messages from the same address).



Note that MailMaven does load remote content from people in your Contacts, but you can disable this (or extend it to everyone) by going to Settings > View > Message Display > Images and either deselecting Load Remote Media or choosing Everyone from the From pop-up menu, respectively.

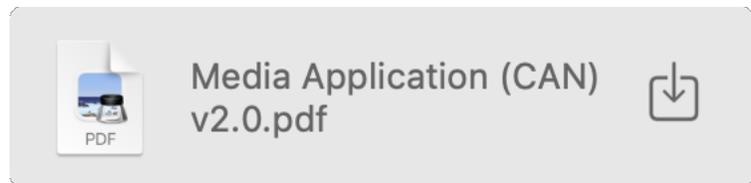
Attachments

Message attachments appear next to the attachment icon in the message header. If a message has more attachments than can fit in a single row, click the ellipsis  icon to display the rest below.



You can select an attachment icon and press the Space bar to preview it with Quick Look, double-click it to open it in its default app (such as Preview), or drag it to your desktop or another window to save it outside MailMaven.

Most attachments *also* appear in the body of the message, though whether this happens depends on the sender's email app and how the message was formatted. Clicking or double-clicking an attachment in the body of the message works as in the message header, and drag-and-drop *usually* works.



Non-graphical attachments, including PDFs, generally appear at the bottom of the message in a gray box. You can either drag the icon in this box or click the Save  icon to choose a destination on your Mac to save the file.

Basic Message Controls

MailMaven offers the usual array of controls for working with messages, such as replying, forwarding, and deleting, plus a wide range of tagging features. In most cases, you can accomplish any of these tasks by using icons, menu commands, or keyboard shortcuts.

By default, a group of icons called the Message Action Bar appears to the right of the message content; these controls act only on that particular message. If you prefer, you can move this to the left or top by going to Settings > View > Mes-

sage Display > Message Action Bar and choosing Left or Top from the Location pop-up menu; you can also use the Visibility pop-up menu to control whether the bar is always visible or if it appears only when your mouse pointer is inside the message.

CRYPTO-GRAM, May 15, 2025

 **Bruce Schneier <schneier@schneier.com>** May 15, 2025 at 5:11 AM
To: [redacted]  easyMail • Inbox
Reply-To: Bruce Schneier <schneier@schneier.com>

Crypto-Gram
May 15, 2025

by Bruce Schneier
Fellow and Lecturer, Harvard Kennedy School
schneier@schneier.com
<https://www.schneier.com>

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11. [US Case Surveillance State](#)



The controls on the Message Action Bar and their corresponding menu commands and keyboard shortcuts are:

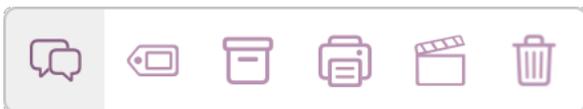
- **Reply** : Message > Reply (⌘R)

- **Reply All** : Message > Reply All
- **Forward** : Message > Forward (⌘F)
- **Tag Message** : For individual messages, this icon is equivalent to Message > Set Tags (^⌘T). However, note that if the message is part of a conversation, Message > Set Tags (^⌘T) applies to the entire conversation (see [Conversation Controls](#), below).
- **Mark as Junk** : Message > Mark as Junk (⌘J)
- **Archive Message** : Message > Archive (^⌘A)
- **Print Message** : File > Print (⌘P)
- **Action** : By default, this icon applies keystroke rules (Message > Apply Keystroke Rules, F2). However, you can configure it to show the Action Panel (F1) or the Move to Mailbox panel (Message > Move to Mailbox, F3) by going to Settings > View > Message Display > Message Action Bar and choosing a command from the Action pop-up menu.
- **Delete Message** : Message > Delete (Delete). This command moves the selected message(s) to the Trash mailbox.

Tip: For more message-related controls, see the Message menu.

Conversation Controls

If a message is part of a conversation (see [Conversations](#)), an additional block of conversation controls called the Conversation Action Bar appears to the right of the subject. These icons apply to every message in the conversation.



The controls on the Conversation Action Bar and their corresponding menu commands and keyboard shortcuts are:

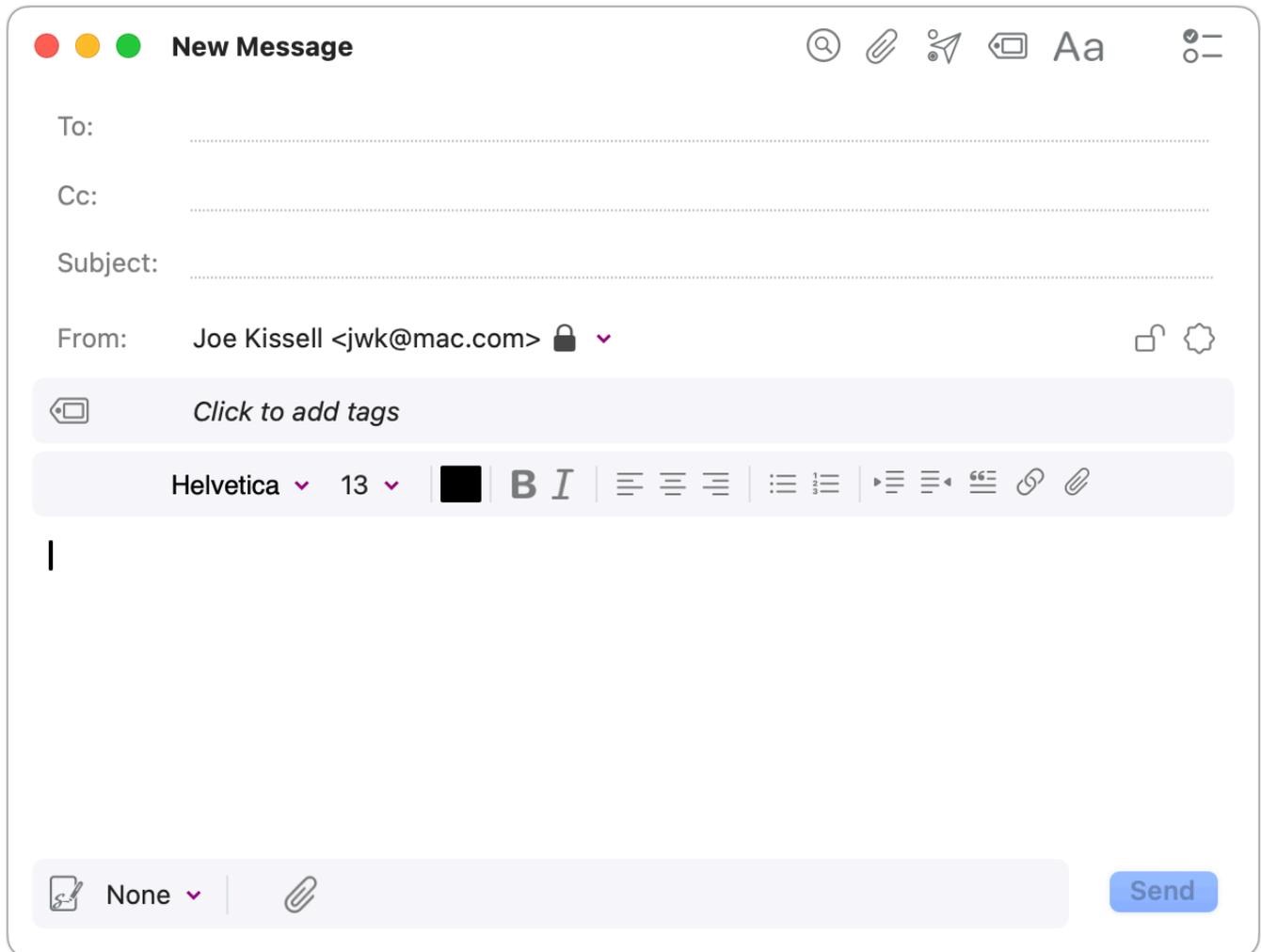
- **Conversation Map** : View > Show Conversation Panel (⌘-'), except that this icon displays the conversation map in a popover, whereas the menu command and keyboard shortcut display it in a floating panel
- **Tag All Messages** : Message > Set Tags (^ ⌘T)
- **Archive Conversation** : Message > Archive (^ ⌘A)
- **Print Conversation** : File > Print (⌘P)
- **Action** : By default, this icon applies keystroke rules (Message > Apply Keystroke Rules, F2). However, you can configure it to show the Action Panel (F1) or the Move to Mailbox panel (Message > Move to Mailbox, F3) by going to Settings > View > Message Display > Message Action Bar and choosing a command from the Action pop-up menu.
- **Delete Conversation** : Message > Delete (Delete). This command moves all the messages in the conversation to the Trash mailbox.

The Compose Window

When you create a new message (File > New Message, ⌘N), reply to a message, or forward a message, the window in which you write or edit the outgoing message is the compose window. Because it's designed to create and not merely display messages, it has quite a few features not found in the viewer window.

Window Controls

This image shows the main controls in the compose window.



At the top is the subject (“New Message” is replaced with whatever you type in the Subject field). To the right of that is the toolbar, with the following controls:

- **Search in Message** : To search within the contents of the message you’re composing, click this icon or press ⌘F.
- **Attachments** : Click this icon, which appears both at the top and the bottom of the compose window, and navigate to a file to attach it to the message. You can also drag in a file from the Finder.
- **Toggle Delivery Options** : Click this to display the Delivery Options Bar in your message (see [Setting Delivery Options](#), below).
- **Toggle Tags** : Click this to display the Tag Bar in your message; the Tag window also appears automatically. See [Adding Tags](#), below, for an overview or see [Tagging Messages](#) for complete details.
- **Toggle Formatting Bar** **Aa**: Click this to display the Formatting Bar in your message (see [Formatting Messages](#), below).
- **Optional Fields** : Click this icon to display a pop-up menu that lets you toggle the display of the Cc, Bcc, and Reply-To fields. Note that MailMaven remembers your choice here and displays the same fields in future messages.

In the header portion of the message are these controls:

- **Address and Subject Fields:** The To (and optionally Cc, Bcc, and Reply-To) fields and the Subject field, which can’t be blank. See [Addressing Messages](#).
- **From pop-up menu:** Choose the account and email address from which you want to send the message from this pop-up menu. Addresses marked with a lock  icon are those for which you can encrypt or digitally sign messages (see [Encrypting and Digitally Signing Messages](#)).
- **Encryption and Digital Signature icons**  : If your From address is configured to support encryption and digital signatures (again, see [Encrypting and Digitally Signing Messages](#)), these icons become visible.

Below that, you may see one or more additional bars (see [Adding Tags](#) and [Setting Delivery Options](#)), followed by:

- **Composer:** The main, blank portion of the compose window is the composer, where you type and format your messages.
- **Signatures pop-up menu** : Use this menu to choose a signature you've previously created and associated with this account. See [Create Signatures](#) for details.
- **Send button:** Click this (or press $\uparrow \text{⌘} D$) to send the message.

Formatting Messages

You can apply the usual range of formatting (font, size, color, style, alignment, lists, indentation, block quoting, links, and inline attachments) to any message using controls on the Formatting Bar or the Compose menu. If you don't see the Formatting Bar, click the Toggle Formatting Bar **Aa** icon at the top of the window.



If you prefer to send a message in plain text, choose **Compose > Plain Text**. Note, however, that even when you switch to Plain Text, formatting remains visible in the composer.

Addressing Messages

As you begin typing a name or email address in any of the address fields (To, Cc, or Bcc), MailMaven displays matching results from Contacts as well as people you've previously emailed. Click the one you want (or use the arrow keys to select it and press Return). You can also, of course, simply type or paste a complete address.

Note: A silhouette  icon next to an address means it's found in Contacts; a lock  icon means MailMaven has a copy of that person's public key, so you can send them encrypted messages.

Adding Attachments

To attach a file without displaying it in the body of the message (even if it's a graphic), click the paperclip  icon, which appears both at the top and the bottom of the compose window, and navigate to a file to attach it to the message. You can also drag a file from the Finder to the Attachment area at the bottom of the window.

To place an attachment at a specific point in your message, position the insertion point where you want it to go, click the paperclip  icon on the Formatting Bar, and navigate to the file. Or, you can drag a file from the Finder into the body of the message.

Adding Tags

Tags (such as keywords, colors, projects, and review dates) help you monitor and locate messages. Just as you can tag incoming messages, you can also tag messages you're composing. When you apply tags to outgoing messages, those tags are associated with the copy of the message in your Sent Mail mailbox.

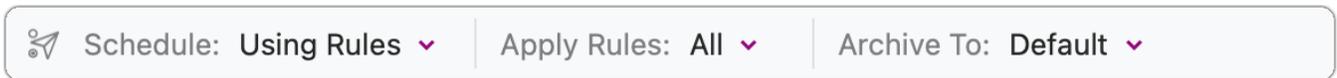
To add a tag, click the Tag Bar if it's visible (if it's not visible, click the Toggle Tags  icon). In the popover that appears, enter whichever tags you like. (You can also tag outgoing messages using the commands on the Message menu.)



For complete details, see [Tagging Messages](#).

Setting Delivery Options

Ordinarily, when you click Send, MailMaven sends the message immediately. However, you have complete control over when the message is sent and what happens to your copy of the sent message afterward. To adjust delivery settings, make sure the Delivery Options Bar is visible; if not, click the Toggle Delivery Options  icon.



The bar has three pop-up menus:

- **Schedule:** This pop-up menu can have any of four settings:
 - ▶ *Using Rules:* The default setting, this processes the message through any outgoing rules you've set up (for details, see [Outbox Rules](#)). If you have no outbox rules, or if this message doesn't meet the criteria for any, the message is sent immediately. The Apply Rules bullet, just ahead, provides further options.
 - ▶ *Immediately:* Send the message right away, skipping any outbox rules.
 - ▶ *After Delay:* Send the message after a fixed number of seconds, minutes, or hours. When you choose After Delay, additional controls appear, allowing you to set the delay period.
 - ▶ *At Time:* Send the message at a particular date and time in the future. When you choose At Time, a popover appears with a calendar and time selector.

Note: In order for After Delay and At Time to work, your Mac must be turned on and awake, and MailMaven must be open, when the message is scheduled to be sent. If it's not, MailMaven will send the message the next time it's online.

- **Apply Rules:** By default, when the Schedule is set to Using Rules, MailMaven applies all applicable outbox rules, but if you want to apply only specific

outbox rules to this outgoing message (or none at all), use the Apply Rules pop-up menu to make your selections.

- **Archive To:** Normally, your copy of each sent message is stored in the Sent Messages mailbox, a logical place for it. If you want this one to go somewhere else, choose Other from the Archive To pop-up menu and select a mailbox.

Adding a Signature

A signature, which typically appears at the bottom of a message you compose, lets you add information about yourself or your organization without having to retype it manually each time. A simple signature might include elements like your name, title, email address, or phone number.



But MailMaven enables you to create any number of custom signatures that include various types of static and dynamic text and images, extensive formatting, and other features. You can then apply these signatures automatically or manually to outgoing messages.

If you've already set up at least one signature and assigned it to the account from which you're sending a message, you can choose it from the pop-up menu in the lower-left corner of the compose window. (If you've set a default signature for this account, it appears automatically.) You can also choose None from that menu to remove the signature, or Edit Signatures to jump directly to Settings > Compose > Signatures, where you can create new signatures. (In that case, you might want to skip ahead to [Encrypting and Digitally Signing Messages](#).)

If not, read on for details about creating signatures.

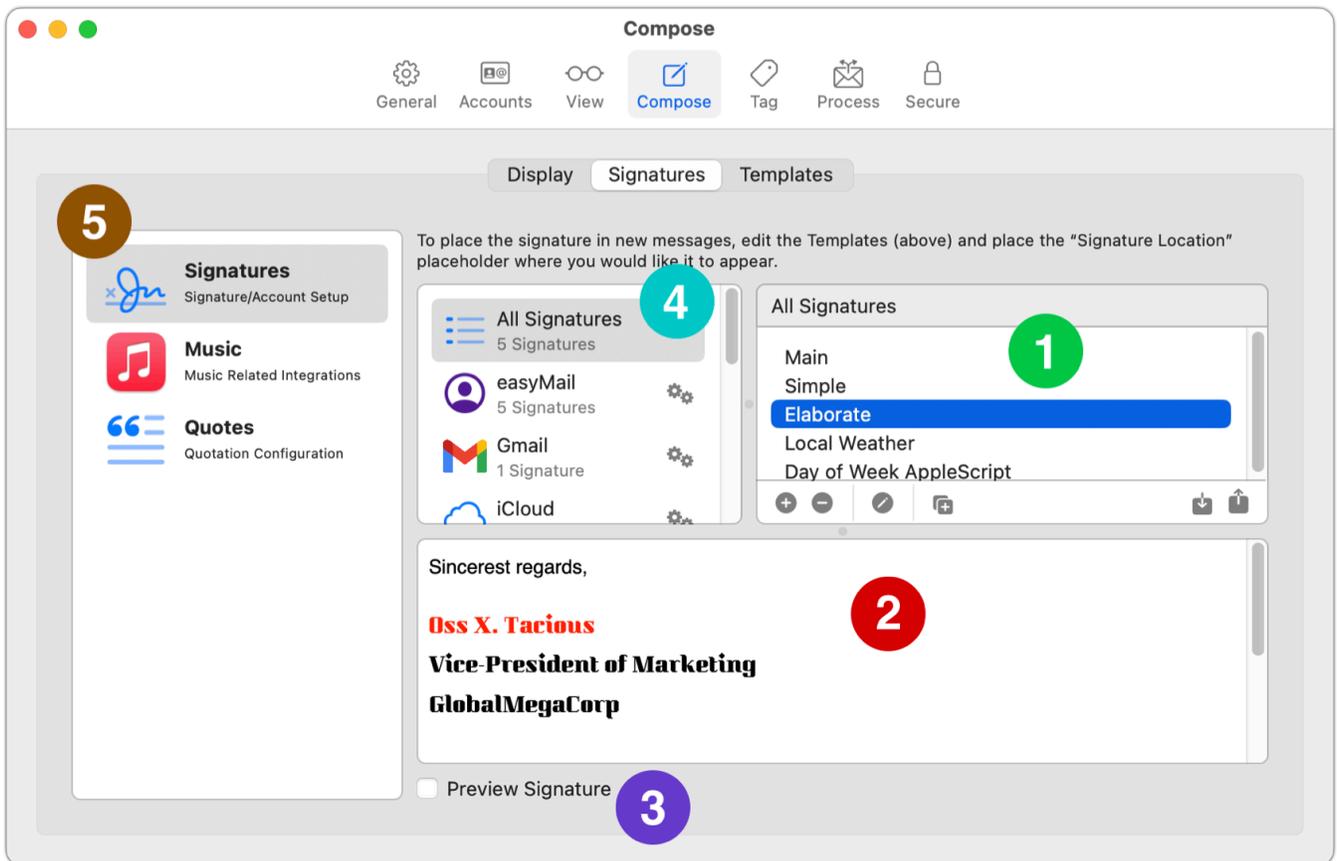
Note: Although you can get extremely fancy with MailMaven signatures, keep in mind that many recipients ignore signatures, and that the longer and more complex a signature is, the less likely it is that someone will read the whole thing.

Using signatures involves two broad elements:

- Creating one or more signatures and associating them with accounts (see [Create Signatures](#), next)
- Setting a default signature for an account or overriding the default choice (see [Setting Default Signatures](#) and [Choosing a Signature Manually](#), ahead)

Create Signatures

To create or edit signatures, go to Settings > Compose > Signatures.



Here, the overall process is:

- Create one or more signatures, which appear in the All Signatures list ①. The pane at the bottom ② shows the structure of the signature or, if Preview Signature ③ is selected, what the signature will look like in your messages.
- Drag the signatures to the account(s) where you want them to be available ④.
- For each account, use the Account Settings popover (not shown here) to specify default signatures, if any.
- If you want a signature to include information from the Music app or random quotations, set those up in the categories on the left side ⑤.

To create a signature, follow these steps:

1. Click the plus  icon at the bottom of the signature list. An editing window appears.

2. In the top portion of this window, you can type any static text that you want to include in the signature (such as your title or address). Optionally use the formatting controls to add styling, links, and attachments. Formatting also applies to tokens (see [About Tokens](#), next).

3. Signatures can also include numerous dynamic elements—such as the email address or user name for the current account, a random quote, or the latest entry from your blog—indicated by blue *tokens* at the bottom (described next). Drag these tokens where you want the corresponding text or image to appear in your signature; when you compose a message, the tokens are replaced with the corresponding content.
4. When you're finished designing a signature, click Save.

Note: To edit an existing signature later, either double-click it or select it and click the Edit  icon.

5. In order to use your signatures, you must associate them with one or more accounts. To do so, drag a signature from the All Signatures list to an account; repeat for every signature you want to use with every account.

Important: When sending email from any account, the only signatures you can use are ones you've added to that account per step 5.

Tip: You can specify where the signature should go in replies and forwards by setting the **Signature Location** token in those templates; see Create or Edit Templates.

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your signatures (as a backup, or to transfer to another Mac).

About Tokens

The available tokens are grouped into four categories.

Account Tokens use information from whichever email account you're using the signature with:

- **Email:** Your email address
- **User Name:** Your user name (or display name)

- **Account Description:** The title or name of the account, as shown in the mailbox list
- **Obscured Email:** A version of your email address with “dot” and “at” spelled out (as in “support at smallcubed dot com”, to reduce the likelihood of the address being used to create spam lists)

An example signature using account tokens, and how it appears in your message:

The image shows a signature editor interface. At the top, the 'Signature Name' field is set to 'Account Tokens'. Below it, the 'Signature Font' is set to 'Helvetica' with a size of '13', and the 'Use Default Font' checkbox is checked. A rich text toolbar is visible with options for font color, bold, italic, text alignment, bulleted and numbered lists, indent, quote, link, and unlink. The main editing area contains two blue tokens: 'User Name' and 'Email'. Below the editor is a grid of token categories: 'Account:' (Email, User Name, Account Description, Obscured Email), 'Quotes:' (Quotation, Quote Author, Quote Citation, Quote Category), 'Content:' (Image, URL w/Image, Script, Blog Entry), and 'Music:' (Music Song, Music Album, Music Artist, Music Composer, Music Status, Music Summary). At the bottom of the editor, there is a 'Preview Signature from Account' checkbox, a dropdown menu set to 'easyMail', and 'Cancel' and 'Save' buttons.

The preview below shows the signature as it appears in an email message. It displays 'Suzie Queue' and 'suzieq@smallcubed.com' in a dashed box. Below this, the signature 'Account Tokens' is shown with a dropdown arrow and a paperclip icon, followed by a 'Send' button.

Quotes Tokens are used with lists of [Quotes](#) (described ahead):

- **Quotation**: Any quotation of interest to you
- **Quote Author**: Who originated the quote
- **Quote Citation**: The work from which the quote was taken
- **Quote Category**: The type of quote, such as Humor or Work

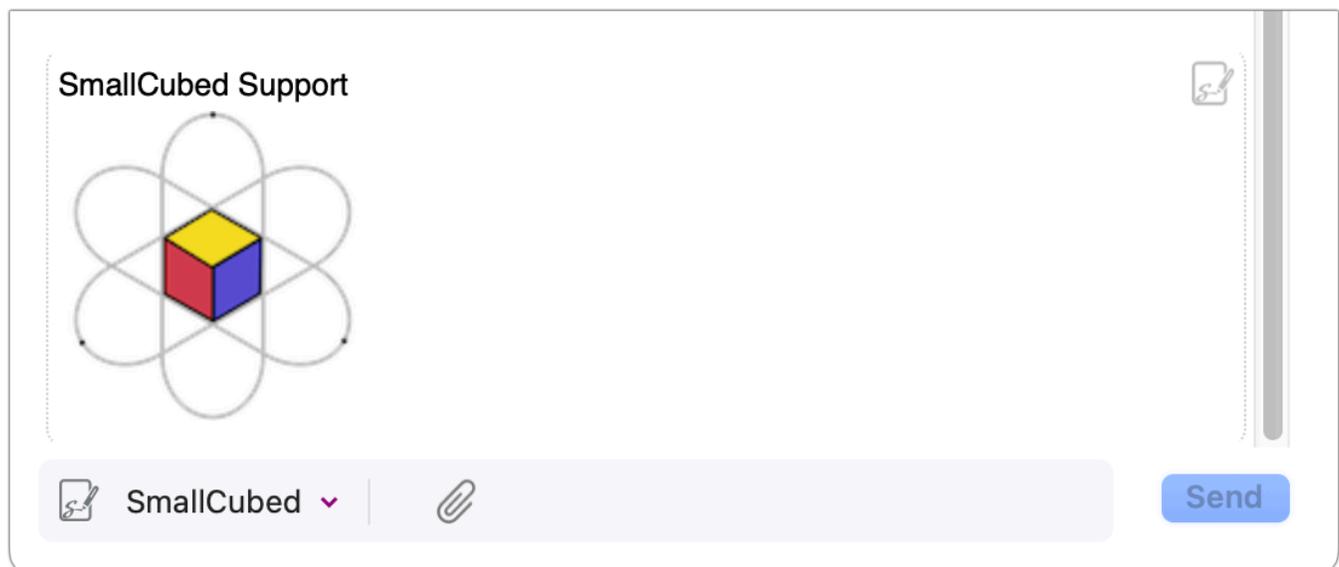
Content Tokens add more complex material to quotes:

- **Image**: Insert an image found on a web server. When you drag this token into the signature, a dialog prompts you for the image's URL, alt text, and optional width and height.

Image URL:

Alt Text:

Width: Height:



- **URL w/Image**: Insert an image found on a web server, and make the image a clickable link. When you drag this token into the signature, a dialog prompts

you for the link's URL, the image's URL, alt text, and optional width and height.

URL:

Image URL:

Image Alt Text:

Width: Height:

- **Script:** The output of a script you provide (see [Scripts](#), ahead).
- **Blog Entry:** A snippet of, and link to, the most recent entry in any RSS feed. When you drag this token into the signature, a dialog prompts you for the blog's URL (which can usually be the homepage, not necessarily the URL for the RSS feed itself), an optional template specifying the layout of the snippet, text to put before the snippet (by default, "The latest word from '#feedTitle#'", where #feedTitle# is replaced with the blog's name, and styling options for the text and border.

Blog URL:

Blog Template:

The latest word from 'Joe Kissell'

[I Am Now Canadian](#)

Posted by Joe Kissell on Mar 11, 2025

At the end of December I mentioned that I'd applied for Canadian citizenship. I was expecting to wait seven months to hear anything. but for whatever...

Intro Text:

Text: Image Position: Left Right

Border: Radius:

Music Tokens add information about what’s happening in the Music app:

- **Music Song**: The name of the track currently playing in Music.
- **Music Album**: The name of the album from which the currently playing track is taken.
- **Music Artist**: The artist performing the current Music track.
- **Music Composer**: The composer of the current Music track.
- **Music Status**: The current status of the Music app (“playing,” “paused,” or “stopped”). “Stopped” also appears if Music is not open.
- **Music Summary**: The summary as set in the Music view (see [Music Summaries](#), next).

The first four of these tokens display text in the signature only if Music is playing something.

Music Summaries

Another way to represent the current status in Music is to use a music summary, which appears wherever you place the **Music Summary** token. The music summary is one of four customized blocks—one each for when Music is playing, paused, stopped, and not running. Each block, can in turn, use any or all of the other Music tokens.

To create music summaries, select Music on the left side of the Signatures page. Then click in one of the four fields (Playing , Paused , Stopped , and Not Running ). In the dialog that appears, type any desired text and use the tokens to represent what you want your signature to say when Music is in that state.

Summary when Playing

Now playing: **Music Song** by **Music Artist** from the album **Music Album**

Music Song **Music Album** **Music Artist** **Music Composer** **Music Status**

Preview the Music Summary

Delete **Cancel** **Save**

Now playing: Mounted Animal Nature Trail by Arrogant Worms from the album C'est Cheese 

 Now Playing ▾ |  **Send**

Quotes

Select Quotes on the left to configure quotations to be used when a signature contains Quotation, Quote Author, Quote Citation, or Quote Category tokens. Maven chooses a random quotation from the selected categories each time you compose a message using that signature.

You can select any or all of SmallCubed's prewritten quotes (in categories such as Humor, Philosophy, and Work), or create and import a file with quotations of your choice.

To use your own selection of quotes, first create a text file in the following JSON format and store that file somewhere on your Mac or at a publicly reachable web address:

```
{
  "name": "Category Name",
  "description": "Category Description",
  "quotes": [
    {
      "q": "The Quotation",
      "a": "The Author",
      "c": "A Citation"
    }
  ]
}
```

Example JSON file (for example, `quotes.json`):

```
{
  "name": "H2G2",
  "description": "Quotes from the Hitchhiker's Guide to the Galaxy",
  "quotes": [
    {
      "q": "Time is an illusion. Lunchtime doubly so.",
      "a": "Douglas Adams",
      "c": "The Hitchhiker's Guide to the Galaxy"
    },
    {
      "q": "He felt that his whole life was some kind of dream and he
sometimes wondered whose it was and whether they were enjoying it.",
      "a": "Douglas Adams",
      "c": "The Hitchhiker's Guide to the Galaxy"
    }
  ]
}
```

Within the quotations (“q”) sections, you can use common HTML tags such as ``, ``, `<u></u>`, and `
`, as well as styling such as ``.

Note: Be sure to use only single quotation marks in `` tags.

Once your file is ready, import it into MailMaven by clicking the plus **+** icon at the bottom of the Random Quotation Categories list and either navigating to the local file or entering the URL for the file if it’s online.

Tip: Be sure to select your imported file in the Random Quotation Categories list and confirm that the quotations you put in it appear correctly at the bottom. If not, that means there was an error in the JSON file.

With your quotation categories selected, create a signature that uses any or all of the items in the Quotes category.

The screenshot shows the MailMaven signature editor. At the top, there is a text input for "Signature Name" containing "Random Quote". Below it, "Signature Font" is set to "Helvetica" with a size of "13" and a checked "Use Default Font" option. A rich text editor toolbar is visible with options for font color (black), bold (B), italic (I), bulleted list, numbered list, indent, and link. The main text area contains "Thought of the Day" followed by a blue-bordered box containing "Quotation: Humor" and "— Quote Author, in Quote Citation". Below the text area is a grid of category selection buttons: "Account:" (Email, User Name, Account Description, Obscured Email), "Quotes:" (Quotation, Quote Author, Quote Citation, Quote Category), "Content:" (Image, URL w/Image, Script, Blog Entry), and "Music:" (Music Song, Music Album, Music Artist, Music Composer, Music Status, Music Summary). At the bottom, there is a checkbox for "Preview Signature from Account:" set to "easyMail", and "Cancel" and "Save" buttons.

Scripts

Signatures can include the output of scripts, such as shell scripts and Apple-Scripts.

Note: This is an advanced feature and requires considerable scripting experience. SmallCubed can't offer support with script writing.

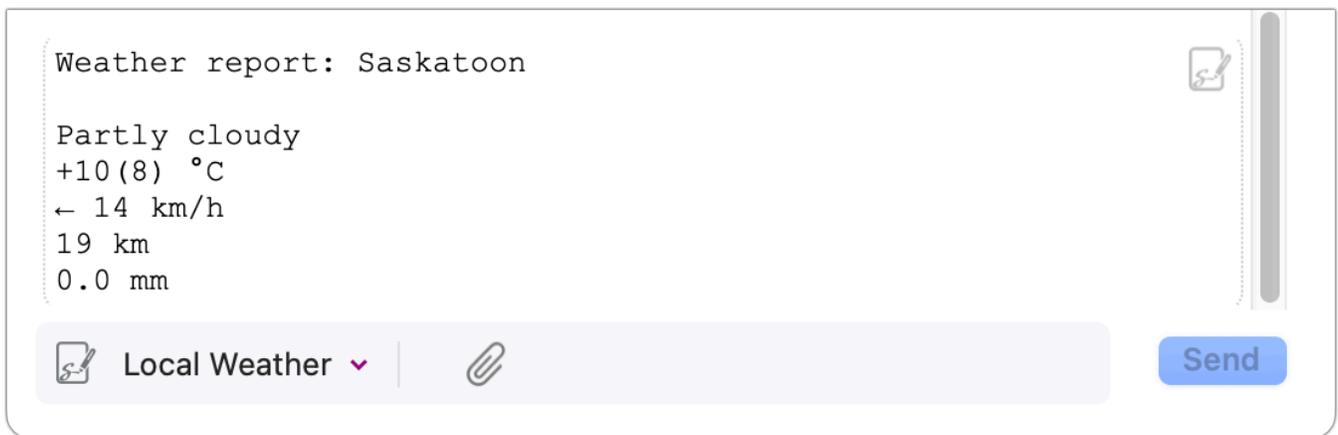
To add a script, drag the `Script` token into your signature. MailMaven prompts you to select a file containing the script; note that this can be anywhere on your disk. Then a dialog appears in which you can optionally provide arguments to the script, set a timeout, embed the output as HTML, or surround the output in `<pre></pre>` tags, which also eliminate any line breaks within the script output.

Here are two very simple examples.

To show the local weather, save the following shell script as `weather.sh`, and add that `Script` to your signature. If you fill in a place name as the argument, the script returns the weather for that location; otherwise, it tries to guess your current location.

```
#!/bin/bash
if [ -z "$1" ]; then
    curl "wttr.in?0T" 2>&1 | sed '1,3d' | sed -E 's/^ .{13}//' | sed -E 's/
^( |-) +//'
else
    curl "wttr.in/$1?0T" 2>&1 | sed '1,3d' | sed -E 's/^ .{15}//'
fi
```

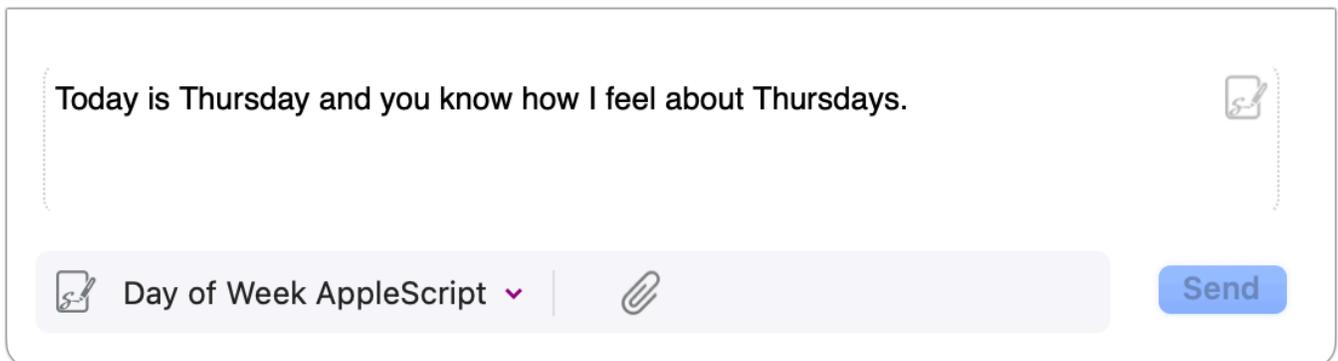
The output might look something like this:



Here's a simple AppleScript that use the current day of the week:

```
set theday to weekday of (current date) as string
return "Today is " & theday & " and you know how I feel about " & they &
"s."
```

And here's what it might look like in a signature:



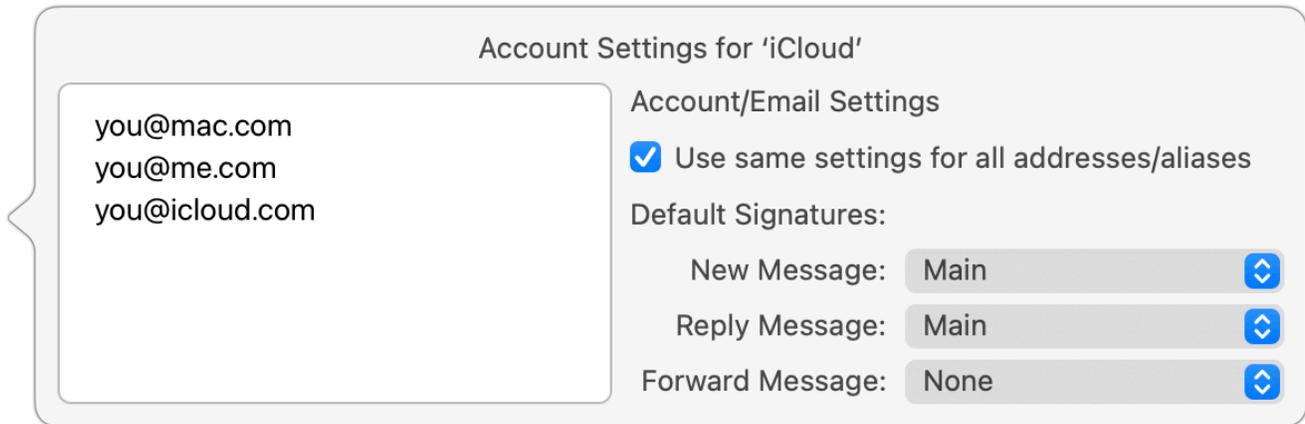
Setting Default Signatures

Each email account can have a default signature, and if more than one email address (or alias) is associated with an account, each one of them can have its own default signature.

To set up default signatures:

1. Click the Edit Account Settings  icon next to an account in Settings > Compose > Signatures.

- To use the same signatures for all the addresses in the account, leave “Use same settings for all addresses/aliases” checked. To use different settings for each address, uncheck that and select an address.



- From the pop-up menus under Default Signatures, choose which signature you'd like to use for new messages, replies, and forwarded messages. If you selected just a single address in step 3, repeat this process for each address.

Note: The only addresses that appear in these pop-up menus are those you've previously added to this particular account; see step 5 under [Create Signatures](#).

Choosing a Signature Manually

When composing a message, you can override the default signature by clicking the pop-up menu in the lower-left corner of the compose window and choosing a different signature from the list. Remember, this list shows only those signatures you've previously added to this account.

Encrypting and Digitally Signing Messages

MailMaven can encrypt and/or digitally sign messages using PGP (or its open-source counterpart, GPG/GnuPG).

A *digital signature* (unlike a conventional, visible signature) is extra, hidden code added to your message that the recipient's email app can use to verify that you

(the person whose address is on the message) were really the one who sent it, and that it wasn't changed or tampered with in transit. You can sign a message without encrypting it, but if you encrypt a message, it's also signed.

Before you can sign or encrypt an outgoing message (or decrypt a message sent to you), you must have a PGP public/secret key pair. Various software tools, including the free version of [GPG Suite](#) from GPGTools, can create these keys. If you have a key pair already you can import it by going to Settings > Secure and using the Import  icon at the bottom of the pane.

Alternatively, you can create the keys right in MailMaven: click the plus  icon at the bottom of the Settings > Secure pane and choose Generate New Key from the pop-up menu. Select the email address to be associated with the key, enter and confirm a passphrase (be sure to make a note of this in your password manager!), and click OK.

Having done that setup, if you're composing a message with a From address for which you have a secret key, you can sign it by selecting the seal  icon to the right of the From address; the icon then turns green . Click Sign and Send to send the message.

Before you can *encrypt* an outgoing message, however, an additional step is required: you must add their PGP public key to MailMaven. To do so, go to Settings > Secure, click the plus  icon at the bottom of the pane, and choose Look Up Key from the pop-up menu. Type in the person's email address and click Search. Then select the matching key and click Import.

When addressing an outgoing message, recipients for whom you have public keys display a lock  icon. Once the address is filled in, you can click the open lock  icon to the right of the From address, which then turns into a closed, green lock  icon. Click Encrypt and Send to send the message.

Using Templates

When you create a new message, reply to a message, or forward a message, MailMaven uses built-in templates to specify not only fonts and formatting but also the presence and placement of various elements (such as the signature, the attribution line (e.g., “On Monday, June 9, 2025, John Smith wrote:”), the way quoted text appears, and so on.

Not only can you customize every aspect of these default templates, you can also create as many custom templates as you like, each containing different elements along with boilerplate text and graphics. You can then specify which template to use when composing or replying to a message. (Currently, Forward templates can be used only in rules.)

Create or Edit Templates

To create or edit templates, go to Settings > Compose > Templates. The Default Templates section at the top lists the templates used automatically when you reply, create a new message, or forward a message. You can edit these to your liking by double-clicking them and making changes in the window that opens.

Optionally, you can enter a single character in the Key field at the top, which is then used when you open the Compose with Template, Reply with Template, or QuickReply with Template panel.

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your templates (as a backup, or to transfer to another Mac).

Use Custom Templates

Once you've created one or more custom templates, you can use them when composing messages in any of several ways:

- Choose File > New Message with Template (F6), also available from the [Action Panel](#) as Compose with Template.
- Choose Message > Reply with Template (F7) or Reply All with Template (Shift-F7), or hold down Option and choose Message > QuickReply with Template (Option-F7) or QuickReply All with Template (Option-Shift-F7).
- Right-click (or Control-click) a message and choose Reply with Template or Reply All with Template from the pop-up menu, or hold down Option and choose QuickReply with Template or QuickReply All with Template.

In any of these locations, select the template you want to use in the panel that appear and press Return.

Note: As a reminder, you can use Forward templates only in rules at present.

Message Processing

When messages arrive in your inbox, you'll (usually) want to read them (and sometimes reply to or forward them), but then what? Whether you then delete the messages, file them into a mailbox, or perform some other activities with them, the next step is to *process* them in some way. If you're an Inbox Zero person, your goal may simply be to get the message out of your inbox, but whatever your approach to managing email, it's important to be able to distinguish messages you still have to deal with in some way with those you don't. MailMaven's numerous processing tools can turn an otherwise tedious step into a breeze.

Of course, you *can* drag a message manually to another mailbox, or press the Delete key to remove it. But MailMaven lets you perform most processing actions from the keyboard if you prefer, and can automate many of them.

The three main tools available for message processing are:

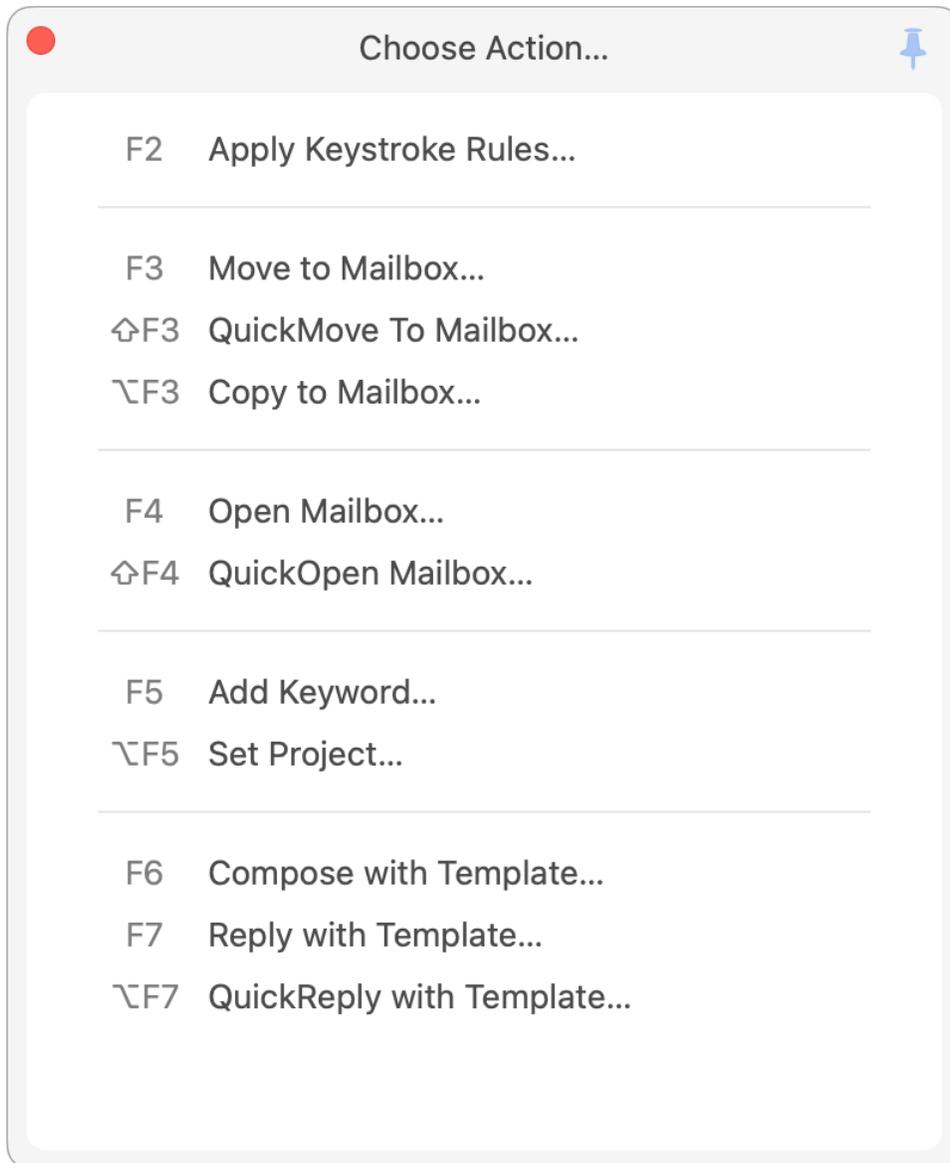
- [Mail Actions](#), which give you streamlined ways to move, copy, and tag messages
- [Rules](#), which apply automatically to incoming and/or outgoing messages, and can also apply on demand via a keystroke
- [Junk Mail](#) filtering, using either spam headers set by your email server or external processing with SpamSieve

Mail Actions

Mail Actions enable you to process messages in various ways using a pop-up window that can be controlled entirely from the keyboard if you like. This window takes any of several different forms, depending on how you invoke it.

Action Panel

The Action panel is a list of all the other Mail Action panels you can use. If you don't want to memorize a long list of keyboard shortcuts, you can start with just one, F1, which gives you a launching point for all the other actions. (Of course, if you *do* memorize the other keyboard shortcuts, you may never use the Action panel at all.)



Tip: All the keyboard shortcuts shown here can be customized to your liking; go to Settings > General > Keystrokes (see [Keystrokes Tab](#) for details).

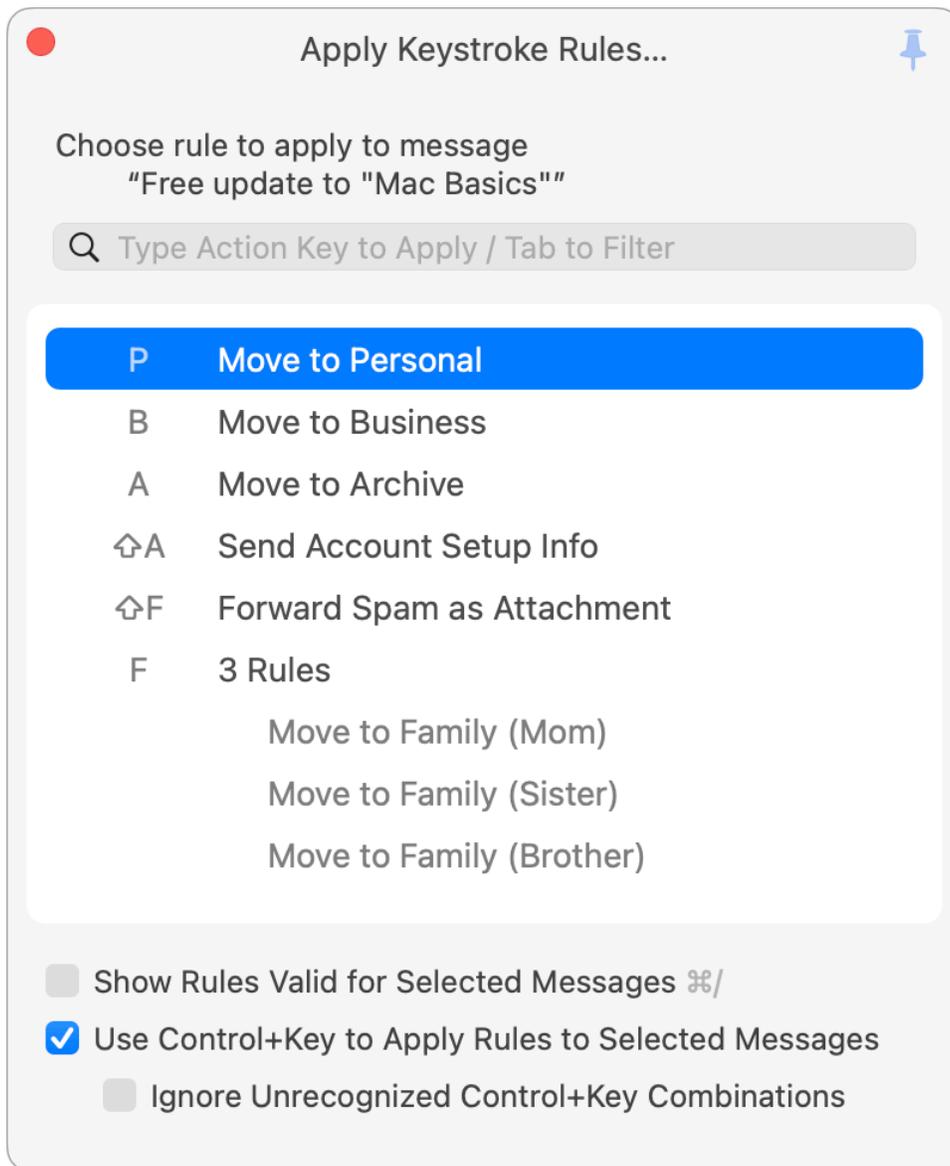
The Action panel provides shortcuts to the following:

- [Apply Keystroke Rules](#) (F2)
- [Move to Mailbox](#) (F3)
- [Copy to Mailbox](#) (Shift-F3)
- [Open Mailbox](#) (F4)
- [QuickOpen Mailbox](#) (Shift-F4)
- [Add Keyword](#) (F5)
- [Set Project](#) (Option-F5)
- [Compose with Template](#) (F6)
- [Reply with Template](#) (F7)
- [QuickReply with Template](#) (Option-F7)

Note: The last three options, involving templates, are covered in the [Using Templates](#) topic, and more specifically in [Use Custom Templates](#).

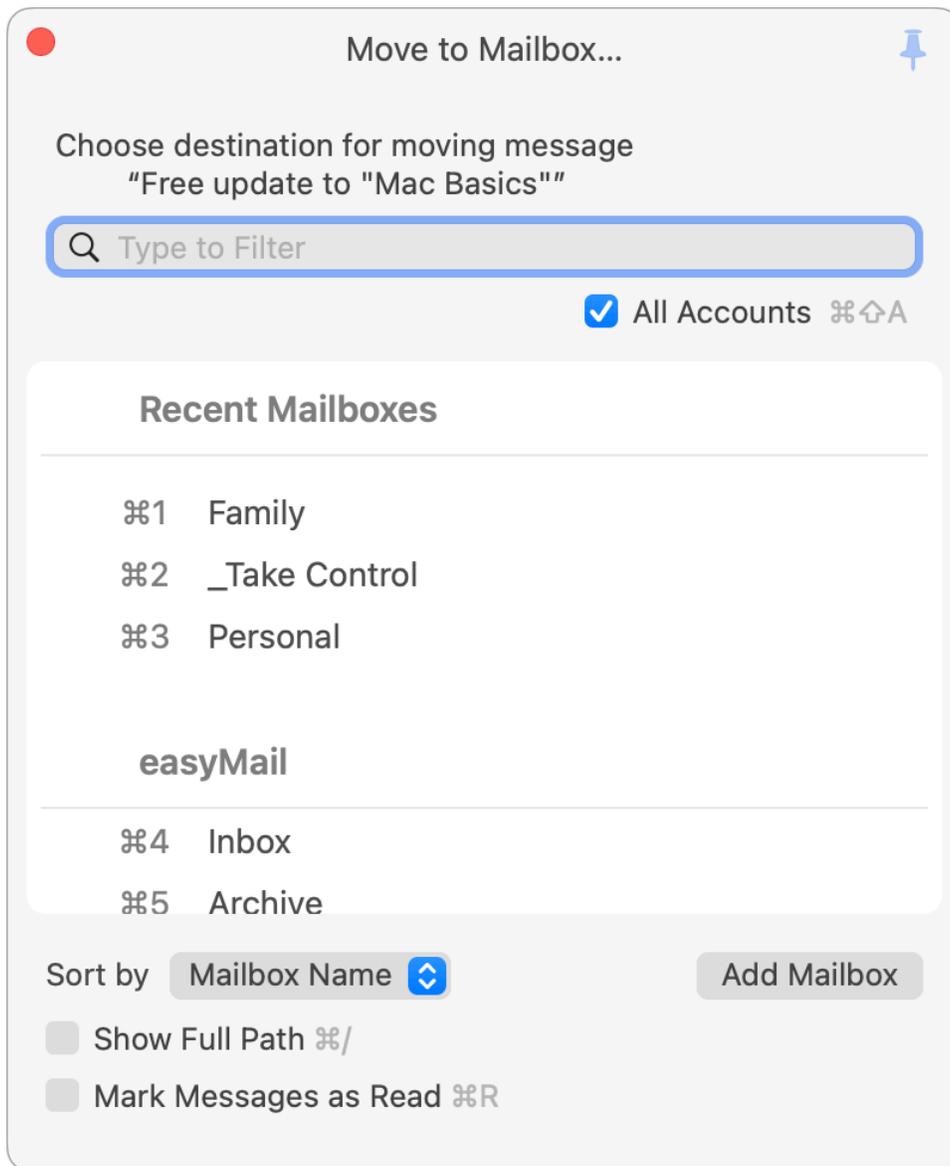
Apply Keystroke Rules

You can create any number of [Keystroke Rules](#), which are just like inbox and outbox rules except that instead of applying automatically on incoming or outgoing messages, they apply only when you press a user-defined keyboard shortcut. If you forget which keyboard shortcuts you've applied, you can open the Apply Keystroke Rules panel by pressing F2. Then use the arrow keys (or type in the Search field to find a rule) to select a keystroke rule and press Return to apply it.



Move to Mailbox

MailMaven lets you move any message to any mailbox quickly—in any account, no matter how deeply nested, and even if you don't remember where that mailbox is. With one or more messages selected, press F3 to open the Move to Mailbox panel.



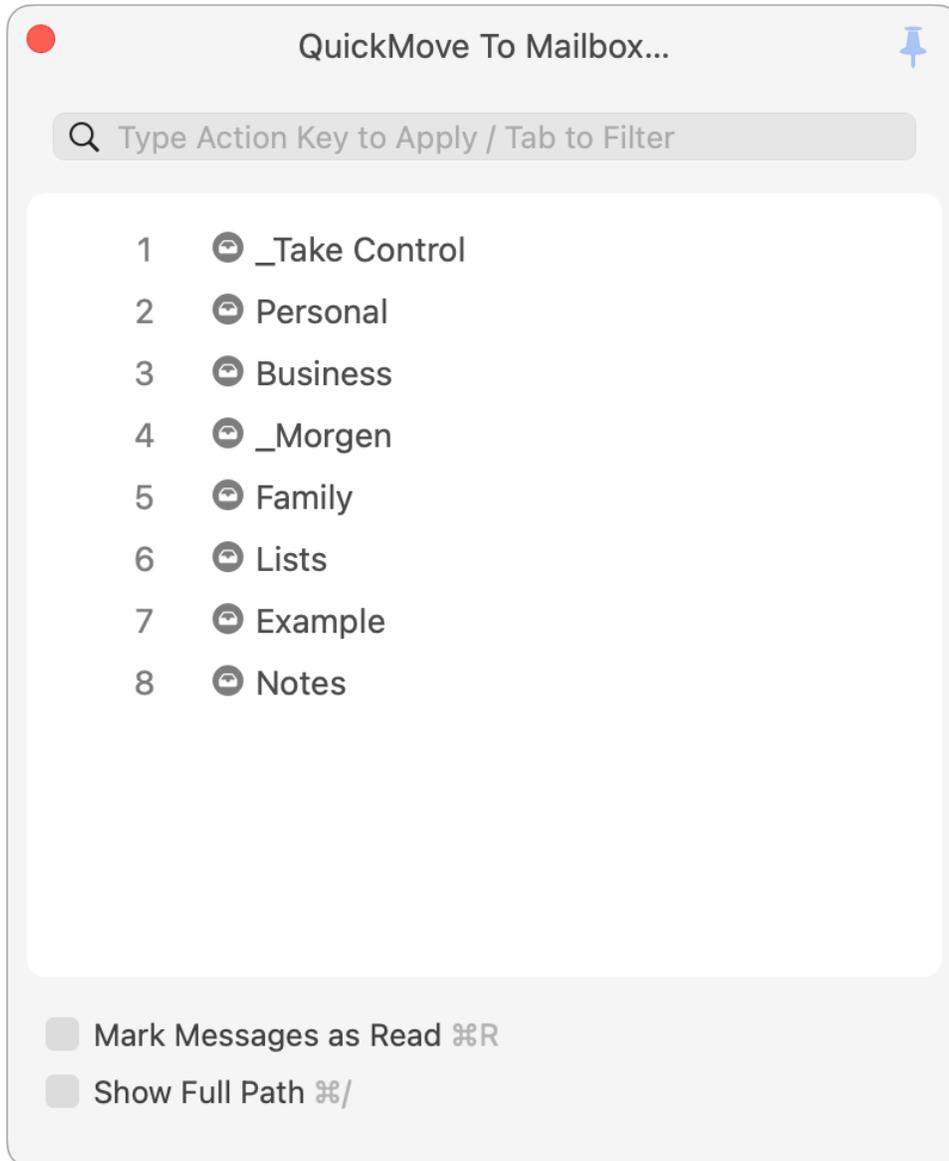
Optionally type part of the mailbox name to filter the list, then press the keyboard shortcut next to a mailbox, select it in the list using your mouse, or use the arrow keys and then press Return.

Tip: To toggle between showing mailboxes only for the current account and the mailboxes for all accounts, press $\uparrow \text{⌘} \text{A}$.

To move the selected messages to a mailbox *and* go to that mailbox at the same time, press Option (⌥) while selecting the mailbox, or add Option to the keyboard shortcut.

QuickMove to Mailbox

The QuickMove to Mailbox panel (Shift-F3) is like a streamlined version of the Move to Mailbox panel: it contains only the mailboxes (up to 10) you've designated as the ones you use most often in Settings > Process > Message Filing > QuickMove Mailboxes.

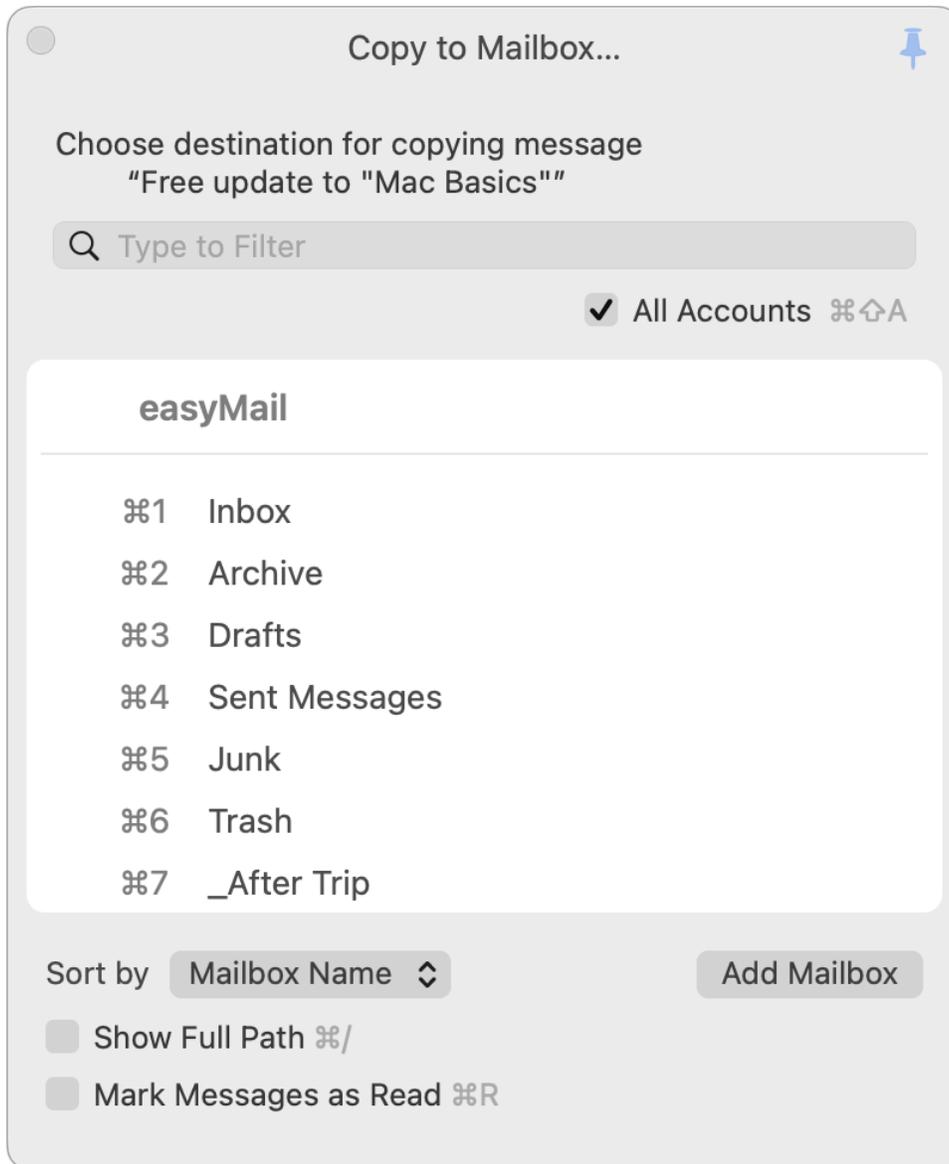


Once the QuickMove to Mailbox panel is open, you can simply press the number beside any mailbox to move the selected messages to that mailbox.

Tip: Even *without* the QuickMove to Mailbox panel open, you can press $\text{^} \text{⌘}$ plus that number to move a message to that mailbox. In this example, pressing $\text{^} \text{⌘}5$ moves the message to the Family mailbox.

Copy to Mailbox

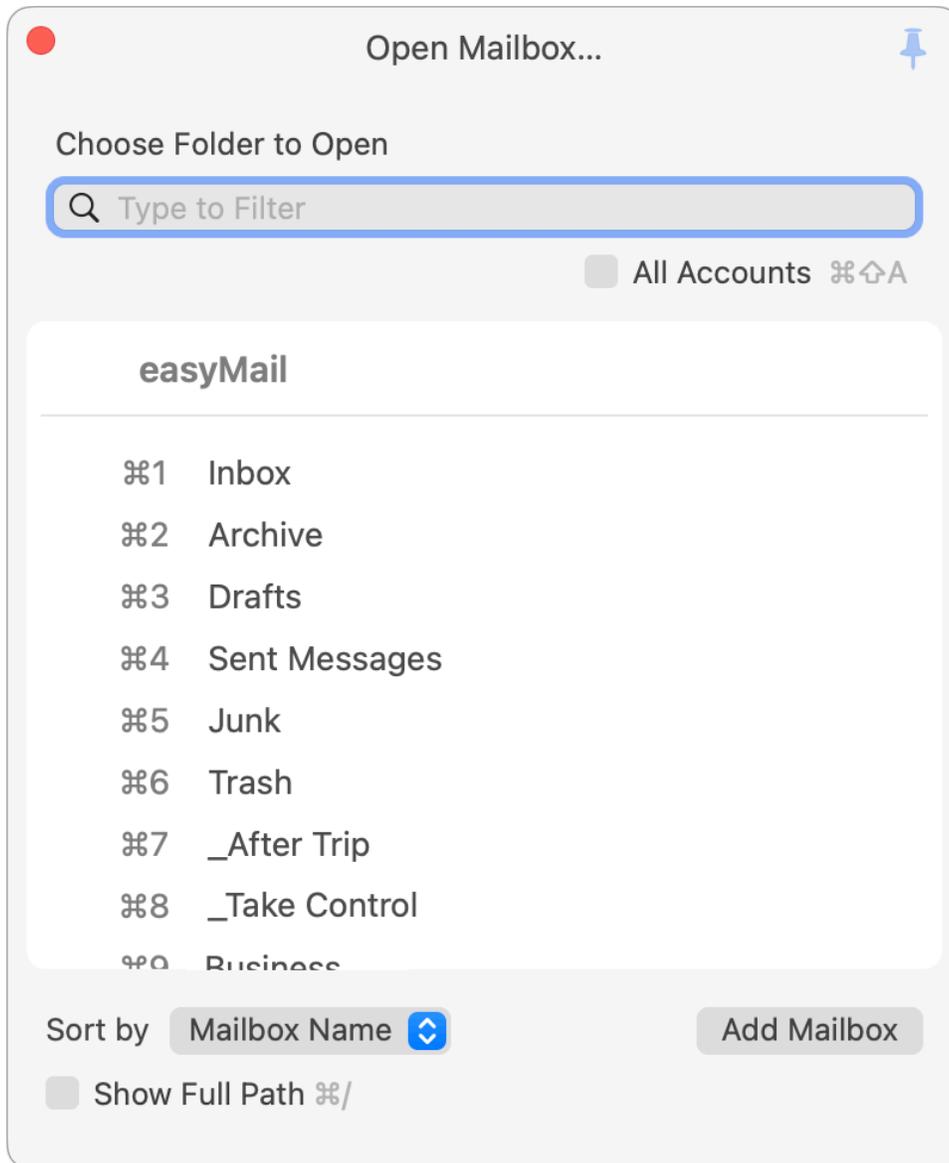
The Copy to Mailbox panel is just like the [Move to Mailbox](#) panel, except that it duplicates the selected messages to the destination mailbox.



To copy the selected messages to a mailbox *and* go to that mailbox at the same time, press Option (⌥) while selecting the mailbox, or add Option to the keyboard shortcut.

Open Mailbox

Although you can select any mailbox in the MailMaven viewer window to display its contents, you can also open any mailbox using the Open Mailbox panel (F4).

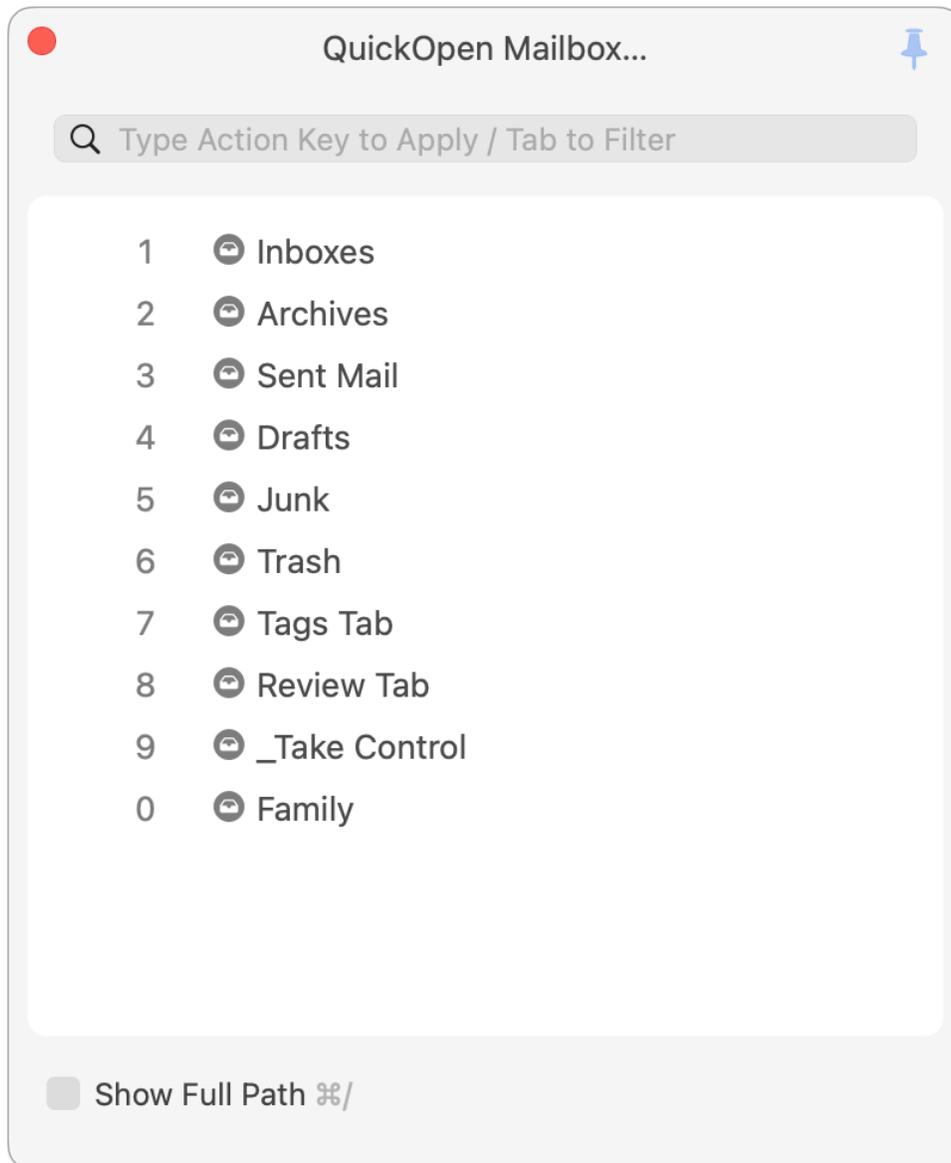


Optionally type part of the mailbox name to filter the list, then press the keyboard shortcut next to a mailbox, select it in the list using your mouse, or use the arrow keys and then press Return.

QuickOpen Mailbox

Just as [QuickMove to Mailbox](#) is a streamlined version of [Move to Mailbox](#), QuickOpen Mailbox (Shift-F4) is a streamlined version of [Open Mailbox](#), showing

up to 10 of your favorite mailboxes as set in Settings > Process > Message Filing > QuickOpen Mailboxes.

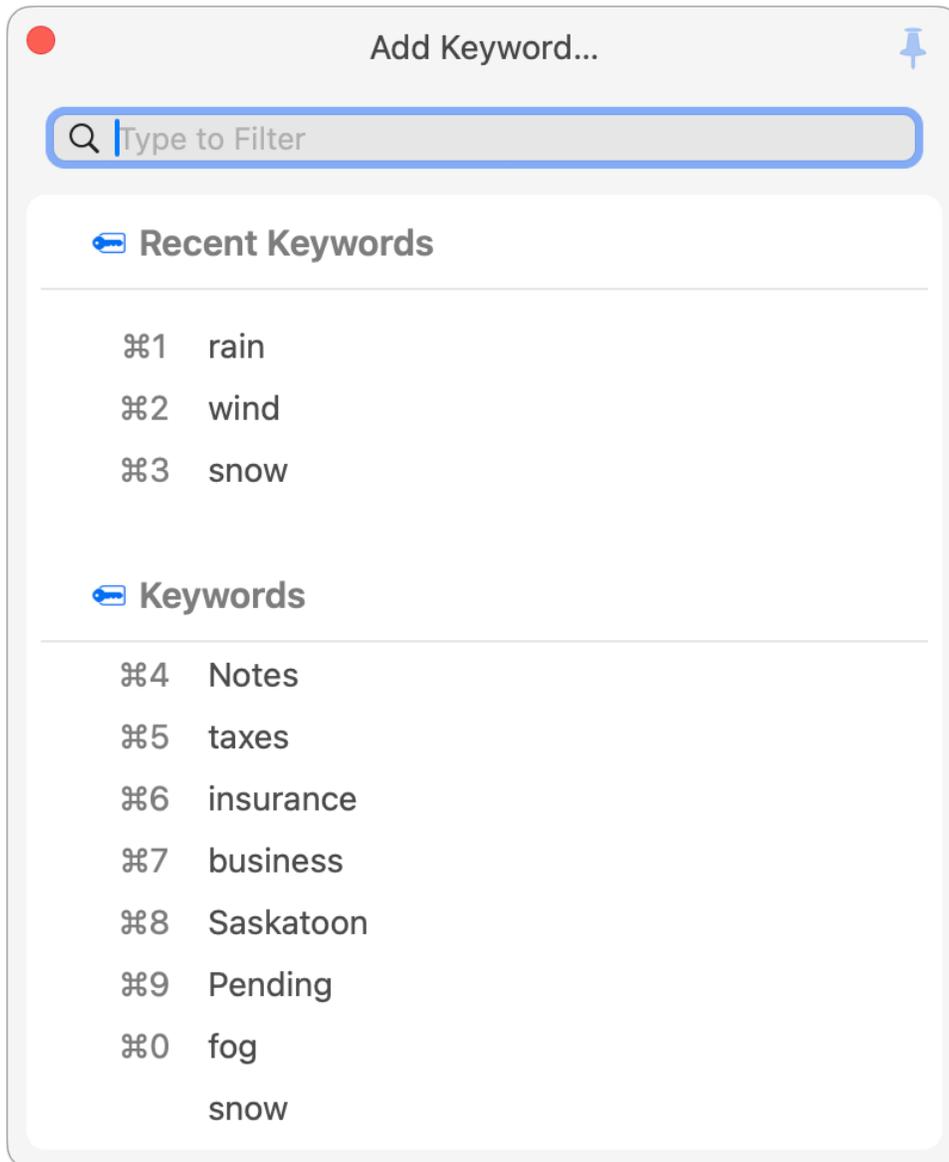


Once the QuickOpen Mailbox panel is open, you can simply press the number beside any mailbox to open that mailbox.

Tip: Take note of those numbers! Even *without* the QuickOpen Mailbox panel open, you can press ⌘ plus that number to open that mailbox. In this example, pressing ⌘7 opens the Tags tab.

Add Keyword

You can add keywords to the selected message(s) in numerous ways, such as clicking the Tag Message  icon, choosing Message > Set Tags, or pressing ^⌘T. Yet another way is to call up the Add Keyword panel by pressing F5.



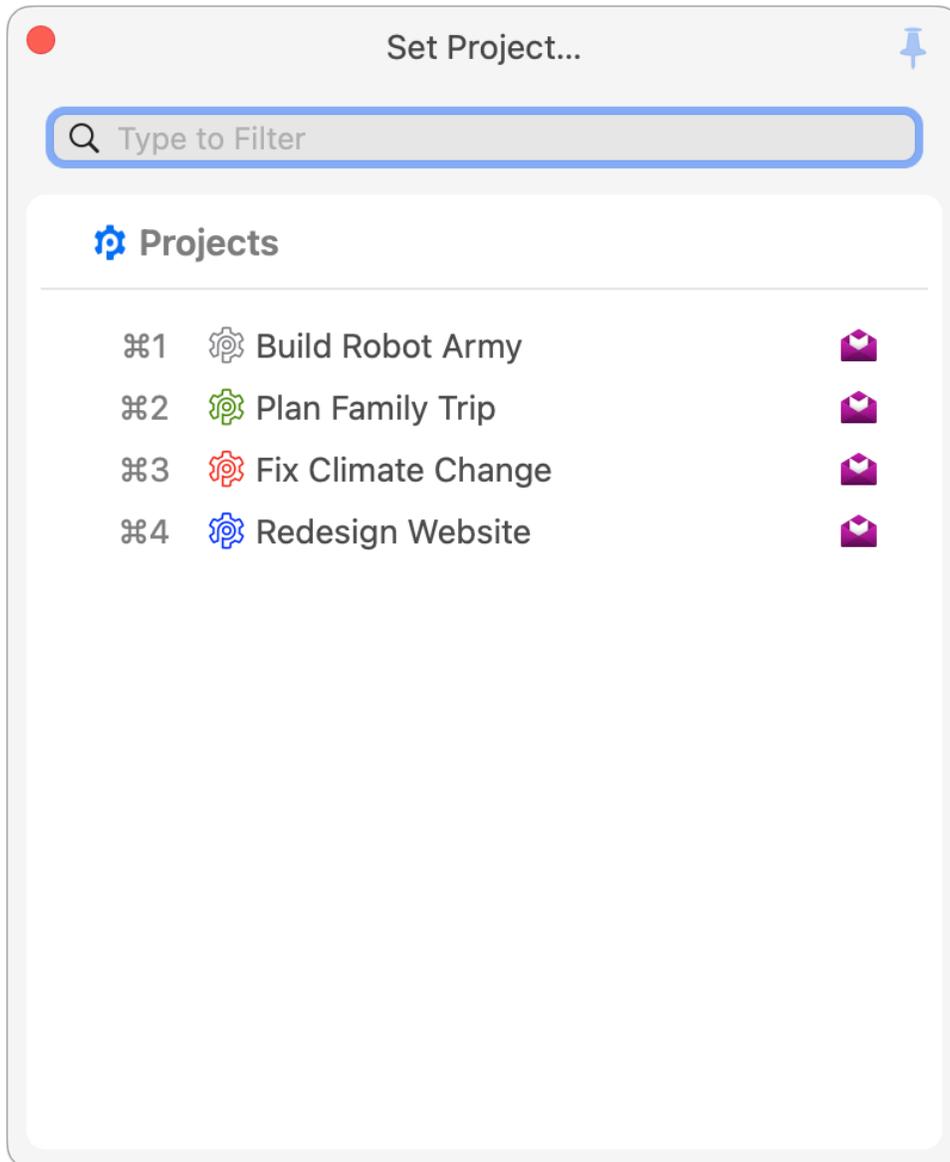
Here you can do any of the following:

- Type part of an existing keyword to filter the display, then select the one you want using the mouse, or select it using the arrow keys and press Return.
- Press the keyboard shortcut shown next to a keyword to apply it.

- Type a new keyword and press Return.

Set Project

Just like the Add Keywords panel, the Set Project panel (Option-F5) lets you add a project tag to the selected message(s).



You can then:

- Type part of an existing project to filter the display, then select the one you want using the mouse, or select it using the arrow keys and press Return.
- Press the keyboard shortcut shown next to a project to apply it.

- Type a new project name and press Return.

Rules

Rules should be familiar to anyone who has used Apple Mail, Microsoft Outlook, Gmail, or other popular email apps. A rule is simply a description of what condition(s) to look for in a message (such as a particular subject or sender, or a phrase in the body of the message) and what action(s) to perform when a message matches that description (delete the message, file it in a particular mailbox, or send a boilerplate reply, say).

MailMaven's rules offer considerably more power than Apple Mail's, and can interact with tags and notifications in a variety of ways.

Rule Basics

The process of creating a rule is almost identical regardless of where it's used, although a handful of conditions and actions apply only in certain contexts (for example, Junk Status doesn't apply to outbox rules, and only keystroke rules can apply *other* rules as one of their actions).

To create a rule:

1. Go to Settings > Process > Inbox Rules, Outbox Rules, or Keystroke Rules (depending on your needs).
2. Click the plus  icon. The new rule dialog appears.

Rule Name

When of the following conditions are true:

Perform the following actions:

No Actions

3. Type in a name for your rule.
4. In the top portion, which specifies what conditions to look for, choose Any or All from the pop-up menu to specify whether the rule should match a message even if only one condition is true, or whether all conditions must be true. (For messages with only one condition, this setting makes no difference.)
5. Set the first condition by choosing a category (such as Subject, From, or Date Received) from the leftmost pop-up menu. Then use the remaining pop-up menu(s) or field(s) to fill in the rest of the condition, such as:

[Subject] [contains] MailMaven

[From] [is] suzieg@smallcubed.com

[Date Received] [is between] 3 and 7 [days] ago

[# Attachments] [is at least] 5

6. To add another condition, click the + Condition button and choose a condition from the pop-up menu. To create compound conditions (for example, to use All for the overall list of conditions but Any for a subset of conditions), choose Compound from the leftmost pop-up menu.

7. To add an action, click the + Action  button and choose an action from the pop-up menu. As with conditions, you may have to use pop-up menus or fields to fill in the details, such as:

Add Keywords **Taxes** **2025**

Set Importance [High]

Move Message to [Archives]

Set Read Status [Unread]

8. Repeat step 7 to add more actions, if you like.

9. Click OK.

You can create as many rules as you like using this process, and you can select or deselect the Enabled checkbox to enable or disable any given rule.

Inbox Rules

Rules you create on the Inbox Rules tab (assuming their Enabled checkbox is selected) run automatically on all new incoming messages as they appear in your inbox. Rules apply sequentially in the order shown; drag rules to change the order. If you want MailMaven to stop looking at further rules once a certain rule has matched a message, add the action Stop Applying Rules.

Outbox Rules

Rules you create on the Outbox Rules tab (assuming their Enabled checkbox is selected) run automatically on all outgoing messages as you send them. As with inbox rules, outbox rules apply sequentially in the order shown; drag rules to change the order. If you want MailMaven to stop looking at further rules once a certain rule has matched a message, add the action Stop Applying Rules.

Keystroke Rules

Rules you create on the Keystroke Rules tab (as always, assuming their Enabled checkbox is selected) run only when you press the keyboard shortcut you define. To tell MailMaven which keystroke to use, enter a character in the Key field in the upper-right corner of the rule window, with or without the modifiers Shift (⇧) and Option (⌘). Then, by default, pressing Control plus that key performs the rule.

Although you can't change the keystroke rule modifier key to anything other than Control, you can disable Control-key shortcuts by selecting "Use Control+Key to Apply Rules to Selected Messages." In that case, you can still apply keystroke rules by opening the Apply Keystroke Rules window (F2) and pressing the key you set.

Two additional notes about keystroke rules:

- You can use the same keystroke for multiple rules. In that case, pressing the keystroke applies the rules with that key in order.
- Keystroke rules can, in turn, run other rules, using the Apply Rule action.

Junk Mail

MailMaven does not have a built-in spam/junk mail filter, but it can use a filter on your email server, or a copy of [SpamSieve](#) running on your Mac, to categorize messages as junk. (In general, SpamSieve is far more accurate than most server-based spam filters.) Either way, you configure the way MailMaven handles spam in Settings > Process > Junk.

To rely on server-based filters that add headers indicating that a message is spam, select Evaluate Arriving Messages Using Spam Headers, and then use the pop-up menu to choose whether those messages should be moved to your Junk mailbox or kept in their original mailbox (usually the Inbox).

To use SpamSieve, instead select Evaluate Arriving Messages Using SpamSieve. For messages with a SpamSieve score of 50 or higher, choose how

MailMaven handles that message using the pop-up menu; your choices are Move Message to Junk Mailbox (the default), Leave Message in Inbox, Move Message to Trash, and Delete Message Immediately. You can optionally set a different behavior for messages with a higher SpamSieve score by selecting “When SpamSieve Score Is Greater or Equal to,” entering a number (such as 75), and making a different choice from the second pop-up menu.

Having done this, you can train SpamSieve from within MailMaven: select a message and choose Message > Mark as Junk (or drag it to the Junk mailbox) to tell SpamSieve it should be considered spam; or choose Message > Mark as Not Junk (or drag it out of the Junk mailbox) to tell SpamSieve it’s not spam. (For more information, see [this page](#) on SpamSieve’s site.)

Note: Unlike Apple Mail and most other email apps, MailMaven does *not* require a plugin or any extra software to communicate with SpamSieve—support is baked right in!

Message Organization

In MailMaven, organizing messages goes far beyond filing them into mailboxes. After all, not everyone has or wants an elaborate mailbox hierarchy, and many messages might fit into several different mailboxes. To supplement filing (whether done manually or by rules), MailMaven offers extensive *tagging* features.

Although you may be familiar with tags from apps like the Finder and Notes, what MailMaven considers tags is much broader: not just words and phrases ([Key-words](#)) but also numerous other types of metadata, such as review dates and projects, that help you organize and track your messages. You can apply tags manually (using any of several techniques) or automatically, using rules. And you can view and use tags in many places, too—including smart mailboxes and rules.

Note: To sync your tags across multiple Macs, use a sync profile as described in [Sync Profile](#).

Tagging Messages

You can tag any message in MailMaven, including outgoing messages, using a variety of techniques.

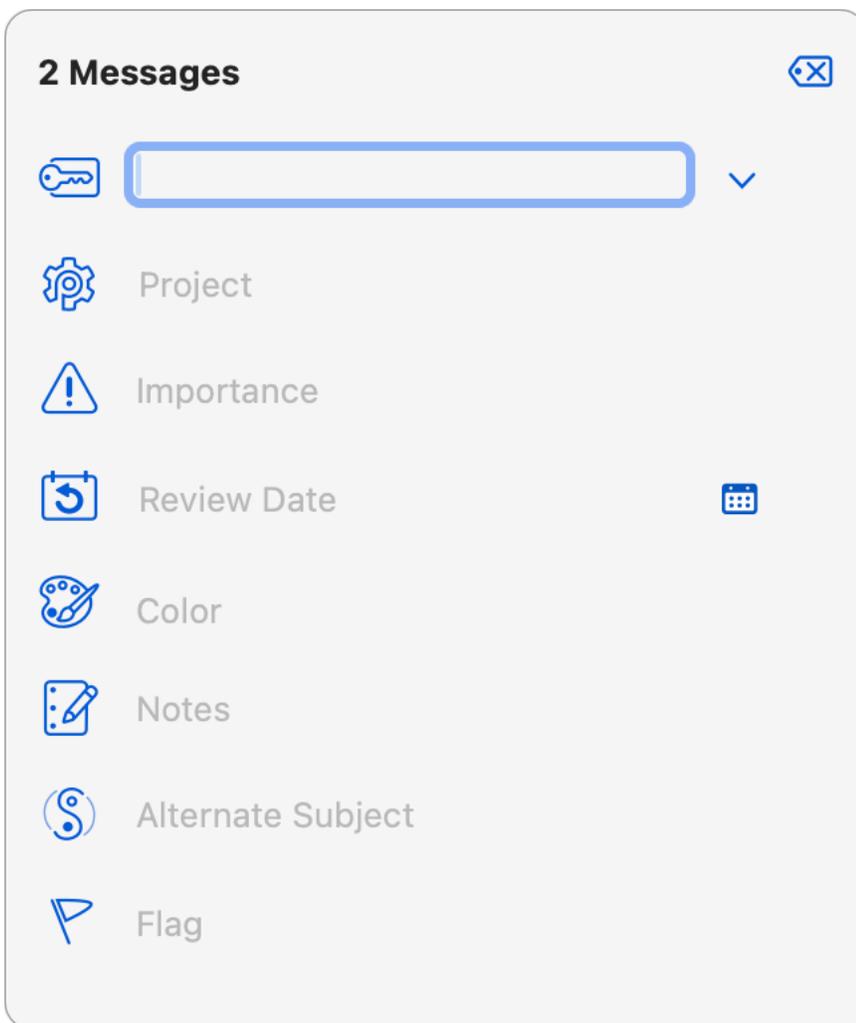
Using the Tag Window

The Tag window is a place to see all the different tag types in one place and apply as many as you like to the selected message(s). You can open the Tag window in any of these ways:

- In a message you're composing, click the Tag Bar if it's visible (if it's not visible, click the Toggle Tags  icon).

- While viewing a message, click the Tag Message  icon on the Message Action Bar, or, to tag all messages in a conversation, click the Tag All Messages  icon on the Conversation Action Bar at the top.
- With one or more messages selected, choose Message > Set Tags or press \wedge T.
- Right-click (or Control-click) a message and choose Add Tags from the contextual menu.

Regardless of how you invoke it, the Tag window looks something like this:



Although the Tag window initially appears as a popover, you can drag it to reposition it anywhere on the screen as a standalone window. Either way, the appearance varies slightly depending on whether you have one or more mes-

sages selected, and the window has extra controls for messages you're composing.

There are nine different tag types, most of which can be applied in a variety of ways besides using the Tag window. The tag types, discussed individually ahead, are:

- [Keywords](#)
- [Project](#)
- [Importance](#)
- [Review Date](#)
- [Expected Reply](#)
- [Background Color](#)
- [Notes](#)
- [Alternate Subject](#)
- [Flag](#)

If you want to hide some of these tag types in the Tag window, you can deselect the corresponding checkbox in Settings > Tag > General > Tag Window.

Tip: You can navigate up or down through the various sections of the Tag window by pressing $\text{⌘} \blacktriangle$ or $\text{⌘} \blacktriangledown$. You can also expand or compress the Keywords section by pressing the \blacktriangleleft or \blacktriangleright key or clicking the disclosure \blacktriangledown or \blacktriangle arrows.

Once you have applied whatever tags you want, you can save the tags and dismiss the popover by clicking anywhere outside it or pressing $\text{⌘} \leftarrow$. To dismiss the popover without saving changes, press Esc.

Tagging Outgoing Messages

When you apply a tag to an outgoing message, it's associated with the copy of the message stored in Sent Messages—your archival copy. However, you can also optionally include tags in an outgoing message itself (as hidden headers), which means that recipients who also use MailMaven will see and be able to use those tags.

To send tags with just a particular outgoing message, select the Send Tags With Message checkbox in the tagging window. Or, to change MailMaven's settings so these tags are always sent by default, go to Settings > Compose > Display and check Send Tags With Messages.

Applying Tags with Rules

Any rule (inbox, outbox, or keystroke) can apply or remove tags by choosing the following actions:

- Set Color
- Set Flag
- Clear Tags
- Adopt Tags Sent With Message (not applicable to outbox rules)
- Remove Keywords
- Add Keywords
- Set Project
- Set Importance
- Set Review Date
- Set Note

See [Rules](#) for more information on creating rules.

Note: The only tag type you can't assign via a rule is alternate subject, because by nature that's specific to each individual message.

Tag Types

Here's a description of each of MailMaven's nine tag types, including how to apply them and where to use them.

Keywords

A keyword is a word or phrase used to label messages. A typical use of keywords is to describe messages using one or more words that don't necessarily appear in the message itself, such as *recipe*, *taxes*, or *travel*, making it easier for you to locate messages later that share that characteristic. A message can have any number of keywords.

You can add keywords in any of these ways:

- Use the Keywords section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Keywords (^⌘K).
- Right-click (or Control-click) a message and choose Set Keywords from the contextual menu.
- Open the Add Keywords panel by pressing F5, or from the [Action Panel](#).

In any of these places, you can add a single-word keyword simply by typing it and pressing Space, Return, or comma. However, for frequently used keywords, MailMaven offers extra convenience features:

- When you use a keyword, MailMaven remembers it, so when you start typing keywords in the future, matching terms are suggested automatically.
- By default, newly added keywords appear on your Preferred List in Settings > Tag > Keywords. Preferred keywords are those you use most often, and when applying keywords, you can filter the list to show only preferred keywords if

you like. To prevent newly added keywords from becoming preferred, uncheck “Add New Keywords to Preferred List as.”

- To edit preferred keywords, add new keywords (including multiple-word phrases), and set other keyword-related options, go to Settings > Tag > Keywords.

Note: Labels on messages in Gmail accounts and categories on messages in Exchange accounts are converted to Keywords in MailMaven.

Once you’ve added one or more keywords to a message, you can see them below the message snippet in snippet view, in the message header area in the message pane/window, and in the Keywords section of the Tag Mailboxes sidebar. Keywords can also be used in defining rules and smart mailboxes, and as part of a search.

Project

A project, like a keyword, is a word or phrase used to label messages, and conceptually, they’re mostly interchangeable. However, a project is intended to mean just that: a work, school, or personal undertaking. For example, you might have a **Build Robot Army** project, and apply that project tag to all your correspondence on that topic. But messages within that project may also have keywords that apply to other projects, such as **coding**, **product design**, and **Skynet**. And, unlike keywords, a message can have only one project.

You can add a project tag in any of these ways:

- Use the Project section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Project (^⌘P).
- Right-click (or Control-click) a message and choose Set Project from the contextual menu.
- Open the Set Project panel by pressing `⌘F5`, or from the [Action Panel](#).

In any of these places, you can add a single-word project name simply by typing it and pressing Space, Return, or comma. For frequently used project names, MailMaven offers extra convenience features just like those for keywords:

- When you use a project, MailMaven remembers it, so when you start typing project names in the future, matching terms are suggested automatically.
- Preferred projects are those you use most often, and when applying projects, you can filter the list to show only preferred projects if you like. To make newly added project names preferred by default, go to Settings > Tag > Projects and uncheck “Add New Projects to Preferred List as.”
- To edit preferred projects, add new projects (including multiple-word phrases), and set other project-related options (including a color for each project), go to Settings > Tag > Projects.

Once you’ve added a project to a message, you can see it below the message snippet in snippet view, in the message header area in the message pane/window, and in the Projects section of the Tag Mailboxes sidebar. Projects can also be used in defining rules and smart mailboxes, and as part of a search.

Importance

A message’s importance is a marker you set, indicating the level of importance (from 1–5) you assign to a message.

Important: MailMaven’s importance tag does not correspond to the Priority label assigned in other email apps, such as Apple Mail.

You can add an importance tag in any of these ways:

- Use the Importance section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Set Importance and click the icon representing the level of importance you want.

- Right-click (or Control-click) a message and click the icon representing the level of importance you want from the contextual menu.

Once you've assigned an importance to a message, you can see it below the message snippet in snippet view, in the message header area in the message pane/window, and in the Importance section of the Tag Mailboxes sidebar. Importance can also be used in defining rules and smart mailboxes, and as part of a search.

Review Date

A review date is a tag you add that tells you a future date on which you want to look at a particular message again.

You can add a review date in any of these ways:

- Use the Review Date section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Review Date (^⌘R).
- Right-click (or Control-click) a message and choose Set Review Date from the contextual menu.

In any of these places, you can:

- Choose a preset from the pop-up menu (such as “Friday” or “in 3 days”). You can customize these in Settings > Tag > Review.
- Click the calendar  icon and select a date on the pop-up calendar.
- Type a word or phrase, such as *Tomorrow* or *Next Thursday*.

You can then monitor messages that may require review in the Review mailboxes (see [Review Mailboxes](#)) or regular [Smart Mailboxes](#). Depending on your settings in Settings > Tag > Review, MailMaven can display a notification when a message's review date arrives. Review dates can also be used as part of a search.

Note: MailMaven doesn't add review dates to your macOS Calendar; this metadata, like all tag metadata, is specific to MailMaven.

Expected Reply

You can tell MailMaven that you're expecting a reply to a message by adding a special keyword (**Pending** by default) to a message you're composing or one in a Sent mailbox. To change which keyword is used to mark a message as expecting a reply, or to set other parameters for expected replies, go to Settings > Tag > Review and look in the Expected Replies section.

Messages marked with that keyword appear in the Expecting Reply category under Review mailboxes (see [Review Mailboxes](#)).

Background Color

A background color tag lets you apply a color to messages to help you keep visual track of those in certain categories.

You can add a color in any of these ways:

- Use the Background Color section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Background Color and click the icon representing the color you want.
- Right-click (or Control-click) a message and click the icon representing the color you want from the contextual menu.

By default, the color you apply appears as a bar to the left of the message in message lists and to the left of the header in the message pane/window. However, you can also display it as a background color (as the name implies) in message lists by going to Settings > Tag > Colors and choosing Background from the Message List Color Location pop-up menu.

Notes

A note is just that: extra information about a message you add for your own future reference.

You can add a note in any of these ways:

- Use the Notes section of the Tag window (see [Using the Tag Window](#))
- Choose Message > Set Note (^⌘N)
- Right-click (or Control-click) a message and choose Set Note from the contextual menu.

Notes appear below the snippet in Snippet view, and in the message header area in the message pane/window, and can be used as part of a search.

Alternate Subject

An alternate subject is the subject *you* think a message should have, not necessarily what the *sender* thought it should have!

Note: Alternate subjects aren't available for outgoing messages, since MailMaven assumes you'll use the subject you actually want!

You can add an alternate subject in any of these ways:

- Use the Alternate Subject section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Alternate Subject (^⌘S).
- Right-click (or Control-click) a message and choose Set Alternate Subject from the contextual menu.

When you do this, MailMaven shows *your* subject in the Subject header throughout the app.

Flag

A flag is an icon in the shape of a flag that can be in any of seven colors. When you want to quickly make certain messages stand out in a mailbox without using specific keywords, a flag is a good option. A given message can have only one flag color.

You can add a flag in any of these ways:

- Use the Flag section of the Tag window (see [Using the Tag Window](#)).
- Choose Message > Set Flag and click the icon representing the flag you want.
- Right-click (or Control-click) a message and click the icon representing the flag you want.

Once you've added a flag to a message, you can see it below the message snippet in snippet view, in the message header area in the message pane/window, and in the Flags section of the Tag Mailboxes sidebar. It can also be used in defining rules and smart mailboxes, and as part of a search.

Tags and Gmail Labels

In general, Gmail labels are equivalent to MailMaven keywords. For example, any messages in your Gmail account in MailMaven should be tagged with keywords representing whatever labels are applied in Gmail.

However, there are several qualifications due to the differences in how Gmail treats labels (via IMAP) and how MailMaven handles keyword tags:

- Keywords can be specific to MailMaven (the default), Universal (applying both to MailMaven and to Gmail), or Gmail-specific. To make sure any newly created keywords in MailMaven can be used as Gmail labels, go to Settings > Tag > Keywords and choose Universal Keyword/Label from the "Add New Keywords to Preferred List as" pop-up menu. Or, to change a particular

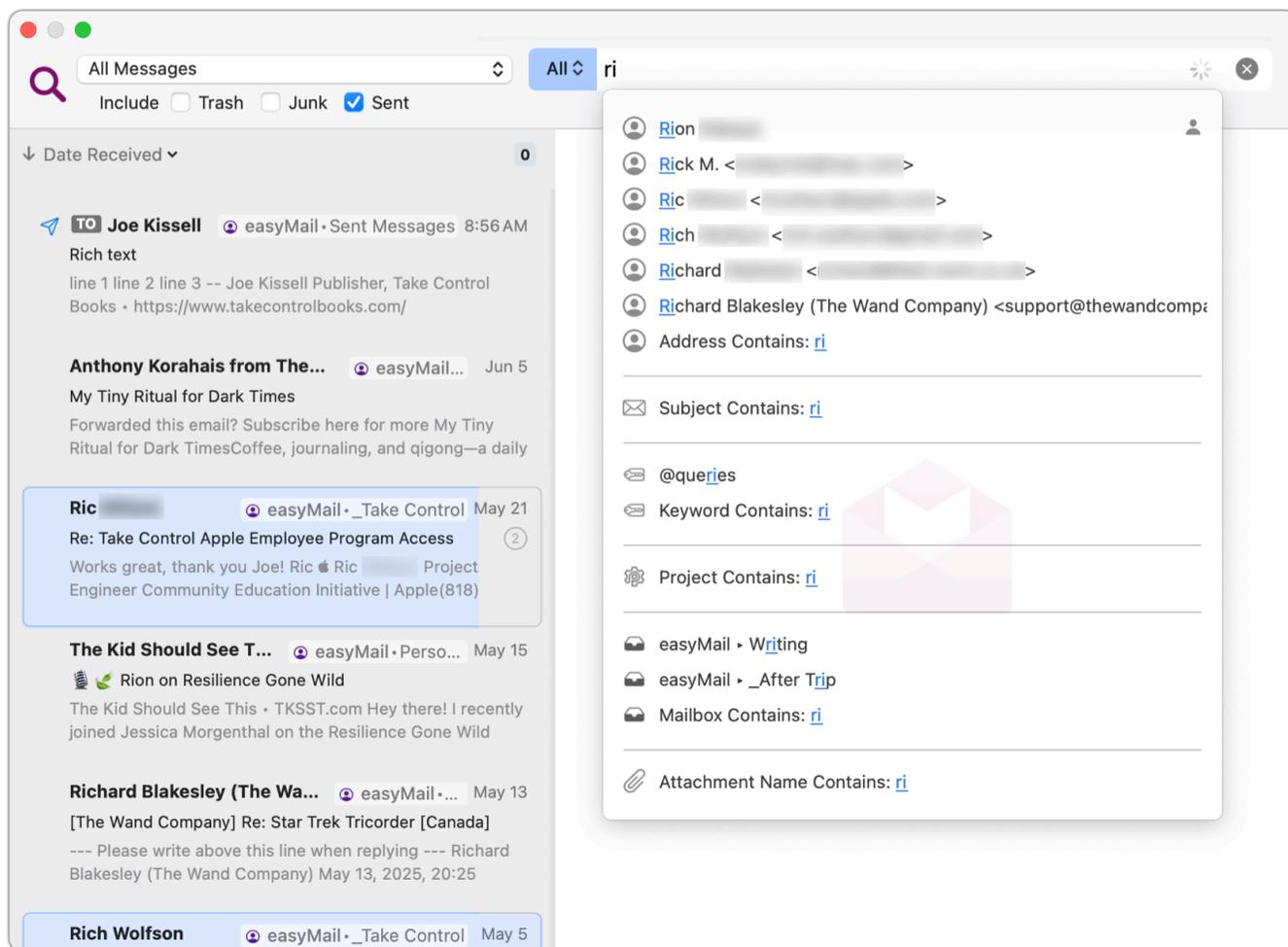
keyword to be universal, double-click in in the list, select Universal Keyword/Label, and click Save.

- MailMaven uses a subtle styling change to differentiate MailMaven-only keywords from those that can be used with Gmail. MailMaven-only labels have rounded corners and a light blue background (`snow`), while Gmail labels have square corners and a darker blue background (`fog`).
- When you're sending a message *from* your Gmail account within MailMaven, any keywords you add to that message that are either universal or Gmail-specific should appear on the Sent message on the Gmail site as labels. Similarly, if you add a universal or Gmail-specific keyword/label to any existing message in your Gmail account, it should appear in your Gmail account as a label.
- In order for MailMaven to be able to “see” a label applied in Gmail, that label must be visible via IMAP. To check this, sign in to your Gmail account in a browser. Click the settings  icon > See all settings > Labels. At the bottom of the list, under the Labels heading, every Gmail label that you want MailMaven to be able to see should have Show in IMAP checked.
- If you add a Gmail label to a message from a non-Gmail account, it behaves as a regular keyword.
- You can't delete Gmail labels from with MailMaven, though you can select the Muted checkbox in Settings > Tag > Keywords to hide them. If you want to delete a Gmail label completely, you must do that on the Gmail site.

The Search Window

MailMaven offers numerous ways to locate messages quickly, even if you have hundreds of thousands of them. If you've applied tags to message (see [Tagging Messages](#)), you can use the Tag and Review Mailbox categories in the sidebar to help narrow your search (see [Tag Mailboxes](#) and [Review Mailboxes](#)). For searches you keep coming back to, [Smart Mailboxes](#) are your friend. And, to quickly narrow down the contents of the current mailbox, [Filter Controls](#) can be a big help.

However, when you need more power than those tools can provide, MailMaven's Search window is what you want. Open it by choosing Find > Search for Messages (⌘ ⌘ F) or by clicking the Search  icon on the toolbar.



Search Basics

As you begin typing into the search field at the top, MailMaven immediately begins looking for senders, recipients, subjects, tags, projects, mailboxes, and attachments that match whatever you've typed and displays a menu of suggestions. For example, if you frequently email someone named Federighi (and really, who among us does not?), typing in **fed** is bound to pop up that person's name and email address among the top matches. You can then use the mouse or the arrow keys (followed by Return) to select that suggestion. Type more letters and you'll get closer matches.

You're also free to ignore the suggestions completely; type whatever word(s) you're looking for and press Return, and MailMaven performs an exhaustive search for them.

The pop-up menu to the left of the Search field has two options: All (the default) or Any. What you choose here determines how MailMaven behaves when your search term contains more than one word (or more than one criterion). For example:

- If you want to search for messages that contain *both* the word pudding *and* the word banana, you should set that to All and enter **pudding banana** (in either order). Maven then performs an AND search, looking for messages containing both those words, even if they aren't next to each other.

Note: Type a space or a comma between terms to make the search treat them as separate elements.

- If you want to search for messages that contain *either* of those words, but not necessarily both (an OR search), set the menu to Any, and again type in **pudding banana**.
- If you want to search only for messages that contain the exact phrase "banana pudding," you can do any of the following:

- ▶ Type "banana pudding"
- ▶ Press the down arrow ▼ key, select **Phrase**, and then type *banana pudding*
- ▶ Type *phrase: banana pudding*
- You can type a plus (+) or minus (-) before a search term to include or exclude it. For example, to find messages that contain “banana” but not “pudding” you can enter *banana -pudding*. To narrow down the search further to only those messages that also include the word “pie” you could enter *banana -pudding +pie*.
- To clear all the search criteria and start over, click the X  icon on the right side of the Search field.

That’s just the beginning, though. You can adjust the search scope (which accounts or mailboxes MailMaven looks in) and use *search tokens* to look for specific data within a message.

Search Scope

If you want to look through all messages in all mailboxes in all accounts, make sure All Messages is selected in the upper-left corner of the Search window, as it is by default. Or, to look in just one account or mailbox, use that pop-up menu to navigate to your desired location. Either way, you can optionally select any or all of Trash, Junk, and Sent to include those mailboxes in your search. Although new searches always start with your default search scope, MailMaven remembers the state of the Trash, Junk, and Sent checkboxes.

Tip: You can customize the default search scope. See [Appearance Tab](#).

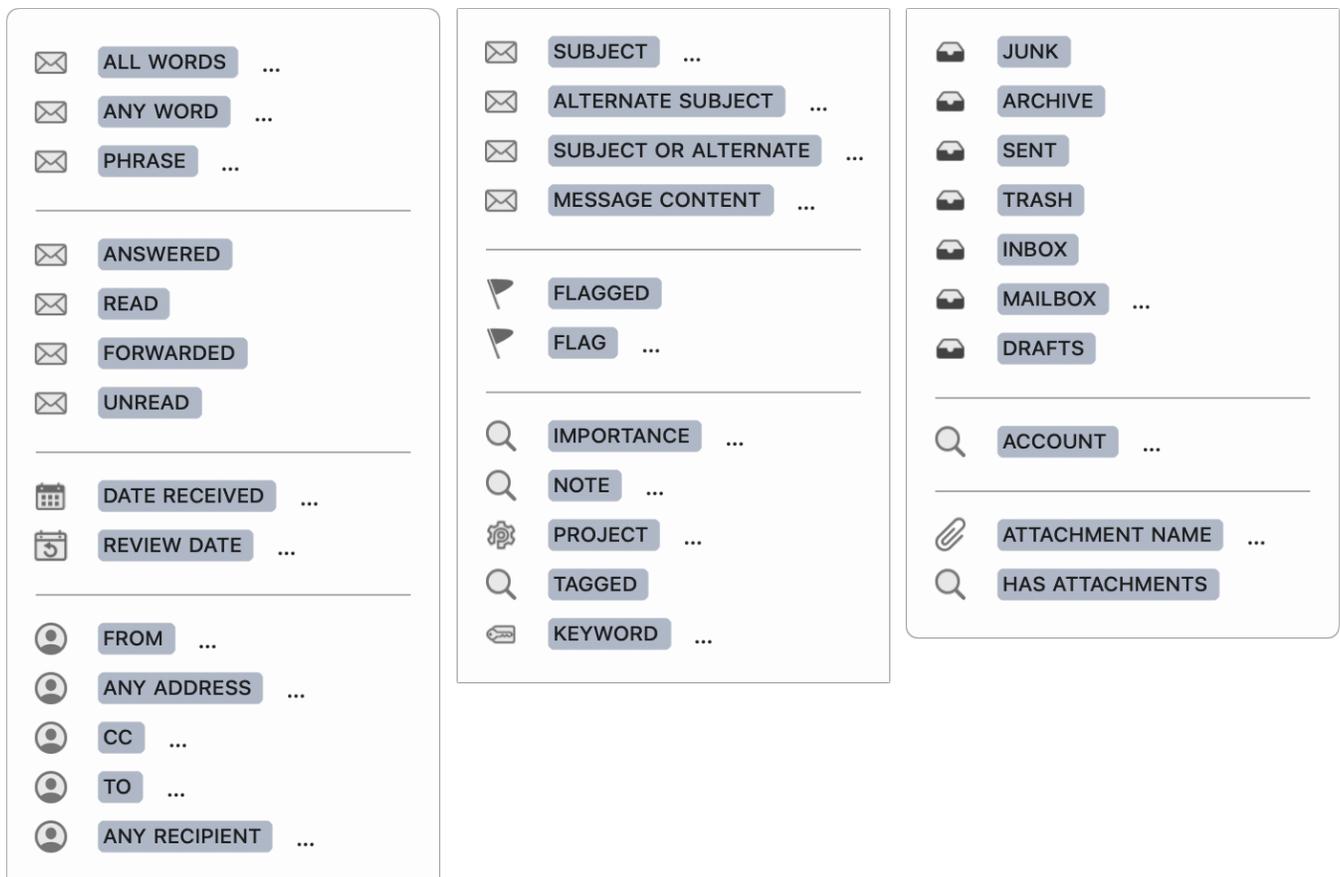
Search Tokens

Search tokens are markers you can insert to tell MailMaven to narrow your search in a particular way. If you accepted one of the search suggestions (such as Address Contains: Scott), the criterion you selected appears in a gray bubble to the left of your search term. That bubble is the token.

[ANY ADDRESS Scott]

You can also apply a token in the following ways:

- With your insertion point in the Search field, press the down arrow ▼ key. A rather long pop-up menu appears with all the available search tokens. (The menu is split into three sections here.)



- Start typing the first characters of a token name (such as PHRASE, REVIEW DATE, ACCOUNT, or SUBJECT). Then select that token and continue typing your search term.

To change an existing token (for example, from **TO** to **ANY RECIPIENT**), click the token in the search field and choose the one you want from the pop-up menu.

Important: Search tokens always affect the text that follows them.

When you use a **DATE RECEIVED** or **REVIEW DATE** token, you must then start typing something (such as *yesterday*, *this week*, or *July 1, 2025*) and make a choice from suggestion list; leaving plain text after either of those tokens won't work.

Multiple Search Criteria

You can search for multiple criteria at once! For example, you can search for **FROM** *name@example.com* **SUBJECT** *trees* **DATE RECEIVED** *Yesterday*. Do do this, enter your first token followed by a search term, then either press the down arrow ▼ key to display the token menu, type part of a token name, or type a space and then part of the next term to display suggestions.

If you're performing an Any search with multiple criteria, you can select any of the search tokens and press ⌘- (Command-minus) to exclude it or ⌘+ (Command-plus, or Command-Shift-minus) to require it. When you do this, the token gets a – or + sign before it, as in **-KEYWORD** *banana*.

You can also use multiple criteria to combine an OR search with an AND search. For example, if you have an Any search for *banana pudding*, that returns messages containing either term. But if you then add the **ALL WORDS** token followed by *dessert menu*, MailMaven searches for messages that contain either “banana” OR “pudding” OR both “dessert” and “menu.”

The Settings Window

The Settings window (MailMaven > Settings) contains hundreds of options that let you customize nearly every aspect of MailMaven's behavior. It's organized into seven main panes, some with multiple tabs to organize settings into sub-groups.

The majority of settings are self-explanatory. This page provides an overview of each pane and tab, calling out a handful of key settings and providing further guidance in a few areas that may not be obvious.

General Settings

The General pane contains settings that affect the MailMaven app as a whole.

Application Tab

On the Application tab, you can change the overall color scheme from purple to something else using the Theme Color pop-up menu. You can also set your Mac's default email app (to MailMaven or something else), change the frequency of checking for new messages and synchronizing all your mailboxes, and set the behavior of the Refresh Mail button.

Note: Synchronizing does more than merely check for new messages; it compares the list of messages in all your MailMaven mailboxes with what's on the mail server(s), bringing the two in sync in case changes in one place weren't immediately picked up in the other.

Keystrokes Tab

The Keystrokes tab lets you configure keyboard shortcuts for dozens of common activities. At the top of the tab, you can select Maven (to use MailMaven's defaults), Gmail (to use Gmail's defaults, where applicable), or Custom (to set

your own, with MailMaven's defaults prefilled for you. With Custom selected, click in a field and press the keyboard shortcut you want to use for that action.

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your Keystrokes settings (as a backup, or to transfer to another Mac).

Notification & Badges Tab

On this tab, configure how you want MailMaven to notify you about new incoming messages, messages to which Keystroke Rules have been applied, and messages with review dates (see [Review Date](#)), as well as the appearance and behavior of the unread message badges on MailMaven's Dock icon and menu bar icon.

Tip: Click the badge on the large icon shown on this tab to customize its color, size, shape, and other attributes; drag the badge to the center or a different corner of the icon to make it appear there; and click the plus  icon to add *another* badge (yes, really—you can have up to five!) showing different information.

Accounts Settings

The Accounts pane is where you configure each of the email accounts you want to use with MailMaven. It's also where you can optionally set up a sync profile that enables MailMaven to sync the tags for all your messages with any other Macs you use.

Mail Accounts Tab

To add or configure an email account, go to the Mail Accounts tab. MailMaven supports all IMAP accounts (including Proton Mail accounts via the Proton Mail Bridge app), as well as iCloud, Gmail/Google Workplace, Microsoft Exchange/Office 365/Outlook, and Yahoo!/AOL. POP accounts are not currently supported.

Note: If you migrated your accounts from Mail when first setting up MailMaven (see [Migrating from Apple Mail](#)), this tab may already be fully configured.

To add a new account:

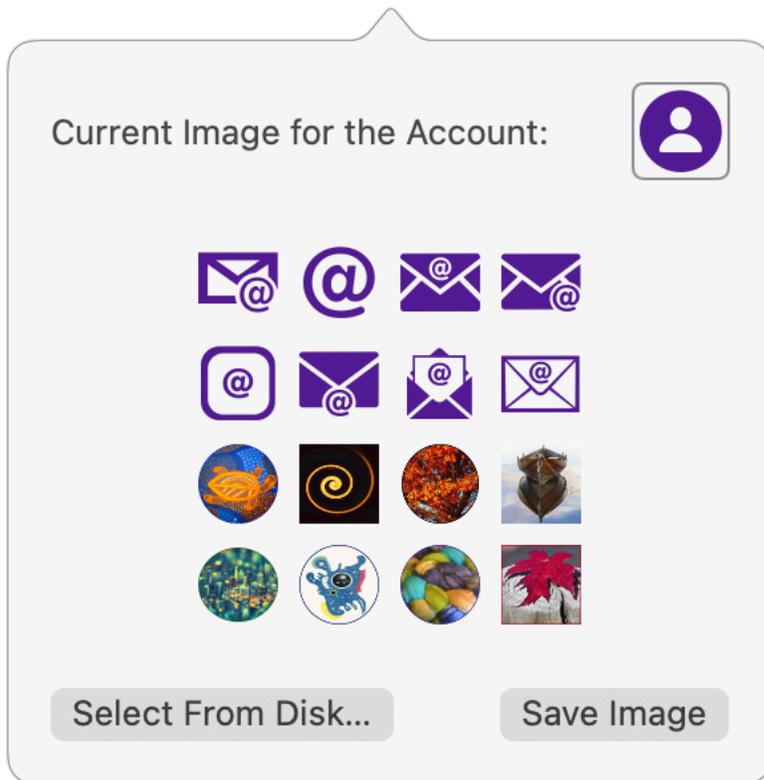
1. Click the plus  icon at the bottom of the account list.
2. Enter the account's email address and your name (that is, the name you want to appear in the From line of messages sent from this account). Click Continue.
3. On the next screen, confirm (and edit if necessary) your name and email address, and optionally edit the account name (the way the account appears in MailMaven).

MailMaven automatically chooses a color for your account, which is used throughout the app to help you distinguish one account from another. If you don't like the preselected color, click the color swatch and select a different one.

If MailMaven has not automatically selected the correct account type, click the gear  icon, click Override Account Type, choose the account type you want to use, and click OK.

4. Depending on the account type, you may then see:
 - ▶ A password field. Fill in your password for that account and click Authorize. (For iCloud accounts, you'll need a special app-specific password; see [App-Specific Passwords](#), below.)
 - ▶ An Authorize button only. Click this and follow the steps to authenticate (see [About MailMaven and OAuth](#), just ahead).
5. MailMaven attempts to figure out which mailboxes on the server should be used for the special mailboxes Drafts, Sent, Trash, Archive, and Junk, as shown in the Special Mailboxes section. To use a different mailbox for any of these purposes, choose it from the appropriate pop-up menu.

6. MailMaven also assigns an icon to each account, which is branded in the case of major providers such as Gmail, iCloud, and Exchange, but a generic silhouette icon for regular IMAP accounts. If you prefer a different icon, click the current icon (labeled with an EDIT badge) and select a different image from those shown, or click Select From Disk and navigate to the image file of your choice.



Repeat these steps for as many accounts as you like. To change account details later, select the account

To remove an account from MailMaven, click the minus  icon at the bottom of the account list.

About MailMaven and OAuth

MailMaven relies on an industry standard called [OAuth](#) (for open authentication) when used with certain email providers, such as AOL, Gmail, Microsoft Exchange/Outlook, and Yahoo!, to securely verify your credentials when signing in to your account. With this mechanism, clicking Authenticate (or Reauthenticate) in MailMaven opens the provider's authentication page in your default web browser. Once you've entered your credentials there and the email provider has verified them, a secure token is stored in your Mac's keychain.

While this method does require a few more clicks than merely typing in your username and password, it's designed to be safer, as it eliminates the need for MailMaven to ever see or store your password itself.

App-Specific Passwords

Some email providers, such as iCloud and Fastmail, employ a special security measure when accessing them from an app other than their own. Rather than using OAuth, they require an app-specific password—a special password you generate for the use of a single app.

Important: Entering your regular iCloud password in MailMaven *will not work*.

To get an app-specific password for iCloud, do this:

1. Go to account.apple.com and sign in.
2. Click App-Specific Passwords.
3. Click the plus **+** icon.
4. Enter the name of the app (in this case, **MailMaven**) and click Create. When prompted, confirm your identity using your Apple Account password.
5. Your new app-specific password for MailMaven appears on the screen.
Immediately copy this and store it in a safe place, such as a password manager.

Warning! This is the *only* time Apple shows you the app-specific password. If you don't make a note of it, you'll have to revoke the old password and create a new one.

Importing from Mail

During the initial MailMaven setup process, you're prompted to import accounts, mailboxes, and messages from Apple Mail. If you skip that for one or more accounts, or if you later want to import additional accounts or "On My Mac" mailboxes, click the Import  icon at the bottom of the account list in Settings > Accounts > Mail Accounts and follow the prompts.

Sync Profile

Tags you apply to messages (see [Message Organization](#)) are stored separately from your messages themselves in a special database on your Mac. If you use MailMaven on more than one Mac, you'll surely want the same tags to appear in each copy. To accomplish this, MailMaven gives you the option to sync *just the tag data* (not message contents or headers) with your other Macs via Small-Cubed's servers. Tag data is encrypted end-to-end and can't be read by Small-Cubed.

To set this up, you first need an account called a *sync profile*. If you don't already have one, go to Settings > Accounts > Sync Profile, click Create, and follow the prompts to sign up with an email address and password.

If you already have a sync profile, go to Settings > Accounts > Sync Profile and click Link. Choose the appropriate email address from the pop-up menu, enter your profile password, and click Use Existing Profile.

Once you've set up and linked a profile, select the checkboxes for each account whose tag data you want to sync. (On any given Mac, even when signed in, you can choose to sync tag data from any, all, or none of your email accounts.)

Repeat this procedure on each of your Macs.

View Settings

On the View pane are settings related to how the viewer window, messages, conversations, and other elements of the user interface appear and behave.

Appearance Tab

The Appearance tab has five subsections:

- **Viewer Layout:** Select whether Snippets or Table is the default view, adjust details of the appearance for each, and select elements to show, hide, or highlight.
- **Search:** Set the default search type (All Words by default, but you may prefer Any Word) and the default scope (All Messages by default, but you can choose a more restricted scope from the pop-up menu).
- **List View Email Addresses:** Configure the way you want addresses and recipient markers to appear in message lists.
- **Conversation Panel:** Optionally check either or both of these boxes to show the Conversation panel when you select any message that's part of a conversation and hide it when you no longer have such a message selected.
- **Mailbox/Account Information:** Choose whether to show the account color, icon, and name next to the subjects in message lists.

Message Display Tab

Controls related specifically to how individual messages appear are on this tab, divided as follows:

- **Headers:** Adjust the appearance of the Message Header area.
- **Fonts & Zoom:** Set the default font and size for both rich text and plain text messages, and the default zoom level.
- **Quoted Content:** Set colors and appearance of quoted text in replies.

- **Images:** Set defaults for whether and when remote media should load automatically.
- **Attachments:** Specify how you want various kinds of attachments to appear within a message.
- **Message Action Bar:** Choose where and when the Message Action Bar appears (see [Basic Message Controls](#)) and what the Action  icon does.

Behaviors Tab

On this tab, adjust when (if at all) messages are marked as read, whether to archive sent messages, and what the Space bar does in various contexts.

Compose Settings

The Compose pane contains settings that pertain to the creation of email messages (including new messages, replies, and forwards).

Display Tab

The Display tab lets you configure a number of things about the look and behavior of messages you're creating:

- **Composition:** Choose defaults for the address format, content type (rich text or plain text), font and size, and auto-save.
- **Default Sender:** For users with multiple email accounts, determine how MailMaven picks which address to send new messages from by default, and what the fallback address is if the default can't be used for any reason. (Best Guess takes context into account, such as which account, mailbox, or message is selected when you reply, forward, or create a new message.)
- **Outboxes:** Use this pop-up menu to set when the Outbox appears.
- **Delivery Options:** Decide whether the Delivery Options Bar is visible by default, and what the default settings are for several delivery options.

Signatures Tab

Set up signatures here, as explained fully in [Adding a Signature](#).

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your signatures (as a backup, or to transfer to another Mac).

Templates Tab

On this tab, create and edit templates as described in [Using Templates](#).

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your templates (as a backup, or to transfer to another Mac).

Tag Settings

Settings for the many ways in which MailMaven can tag messages are on the Tag pane. Although you can use most of the tagging features without any configuration at all, this pane lets you customize many behaviors to your exact preferences.

General Tab

On the General tab, select which types of tags appear in the Tag Window (all are enabled by default) and whether replies and forwarded messages inherit keywords or projects from the original message (both are turned off by default).

Keywords Tab

You can add keyword tags on the fly to any message (see [Keywords](#)), and, by default MailMaven remembers previously used keywords so it can autofill them as you type matching characters. If you don't want MailMaven to do this, go to the Keywords tab and deselect "Add New Keywords to Preferred List as." You can also set the number of recent keywords to show and what their sort order should be.

In the Keywords table, you can create new keywords you haven't yet used, edit or delete existing keywords, and (for Gmail accounts) mute individual keywords. For other Gmail-specific settings on this tab, refer to [Tags and Gmail Labels](#).

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your Keyword settings (as a backup, or to transfer to another Mac).

Projects Tab

On the Projects tab, you can create, edit, or mute projects (see [Project](#)) and adjust a few project-related settings.

Tip: You can use the Export  and Import  icons at the bottom of the tab to export or import your Project settings (as a backup, or to transfer to another Mac).

Review Tab

Settings related to [Review Date](#) tags are on the Review tab. You can configure two default review dates that appear when you tag a message, either of which can be a specific day of the week (such as the next Thursday) or a number of days (such as three days from now). You can also enable notifications when a message reaches its review date and configure [Expected Reply](#) settings.

Colors Tab

On the Colors tab, configure which colors are used with [Background Color](#) tags as well as with review dates and importance.

Process Settings

The Process Settings pane offers controls for the tools MailMaven uses to help you process messages (either automatically or manually): rules, the Action panel, QuickMove to Mailbox, QuickOpen Mailbox, and junk mail filtering.

Inbox Rules Tab

The Inbox Rules tab lets you configure rules that run automatically on each new incoming message as it's received. See [Inbox Rules](#) for details.

Outbox Rules Tab

The Outbox Rules tab lets you configure rules that run automatically on each new outgoing message as it's sent. See [Outbox Rules](#) for details.

Keystroke Rules Tab

The Keystroke Rules tab lets you configure rules that run on demand when you press a user-specified keyboard shortcut. See [Keystroke Rules](#) for details.

Message Filing Tab

The Message Filing tab lets you set up to ten mailboxes each to be used with keyboard shortcuts for [QuickMove to Mailbox](#) and [QuickOpen Mailbox](#) operations. It also offers several ways to customize the [Action Panel](#).

Junk Tab

The Junk tab lets you configure MailMaven's spam filtering; see [Junk Mail](#) for details.

Secure Settings

The Secure pane contains controls for configuring MailMaven to encrypt and/or digitally sign messages using PGP (or its open-source counterpart, GPG/GnuPG). For details, refer to [Encrypting and Digitally Signing Messages](#).

The checkboxes at the top of the pane let you set defaults for encrypting and signing outgoing messages, but regardless of how you set this, you can override your choice for individual messages (see [Encrypting and Digitally Signing](#)

[Messages](#)). To store decrypted copies of messages on disk (and not just in RAM), select Cache Decrypted Messages.

Colophon

This documentation was written by Joe Kissell.

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