

# **The New Gamug List Email Setup**

**gamug\_list@icloud.com**

**the whys and wherefores**

You're all aware that we recently switched to a different way of handing emails for GAMUGlist. These slides will explain what was behind the change and how it works. And maybe you'll learn something new that you can use with your own iCloud account.

By Steve Maynard  
Tuesday, November 9, 2021

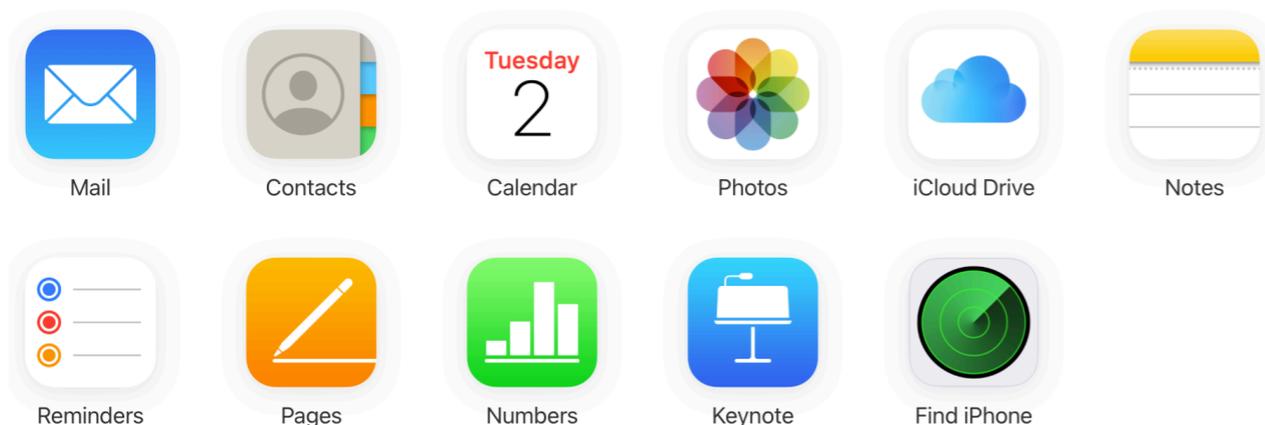
# Items covered:

**1. Why we changed**



**2. Email rules on  
your desktop**

**3. Email rules on  
the iCloud server**



These are the three topics I will cover: Why we changed; a general introduction to email rules on your desktop; and email rules on the iCloud server.

# 1. Why we changed



“Thank you for your continued patience and understanding of our server migration process. As we communicated with you directly, we had planned to bring our systems down from 3 p.m. to midnight ET on Oct. 9 to migrate our systems. Due to some unforeseen technical challenges during the migration process, some of our customers continue to experience a disruption in their service ... “

Why we changed: MacHighway is the service we’ve been using for a few years. Allen Thorpe has been our point man in communicating with the company. For a fee MacHighway enables us to run our website, which Ron maintains. We also have our own email domain.

But MacHighway began migrating its email service to a new server. The transition has not gone well, and sending and receiving GAMUG emails was hit and miss. Allen wrote to them frequently, but the answers he received weren’t very reassuring.

# 1. Why we changed



**We needed a more reliable  
alternative, and we found a free  
one from (of all places) Apple!**

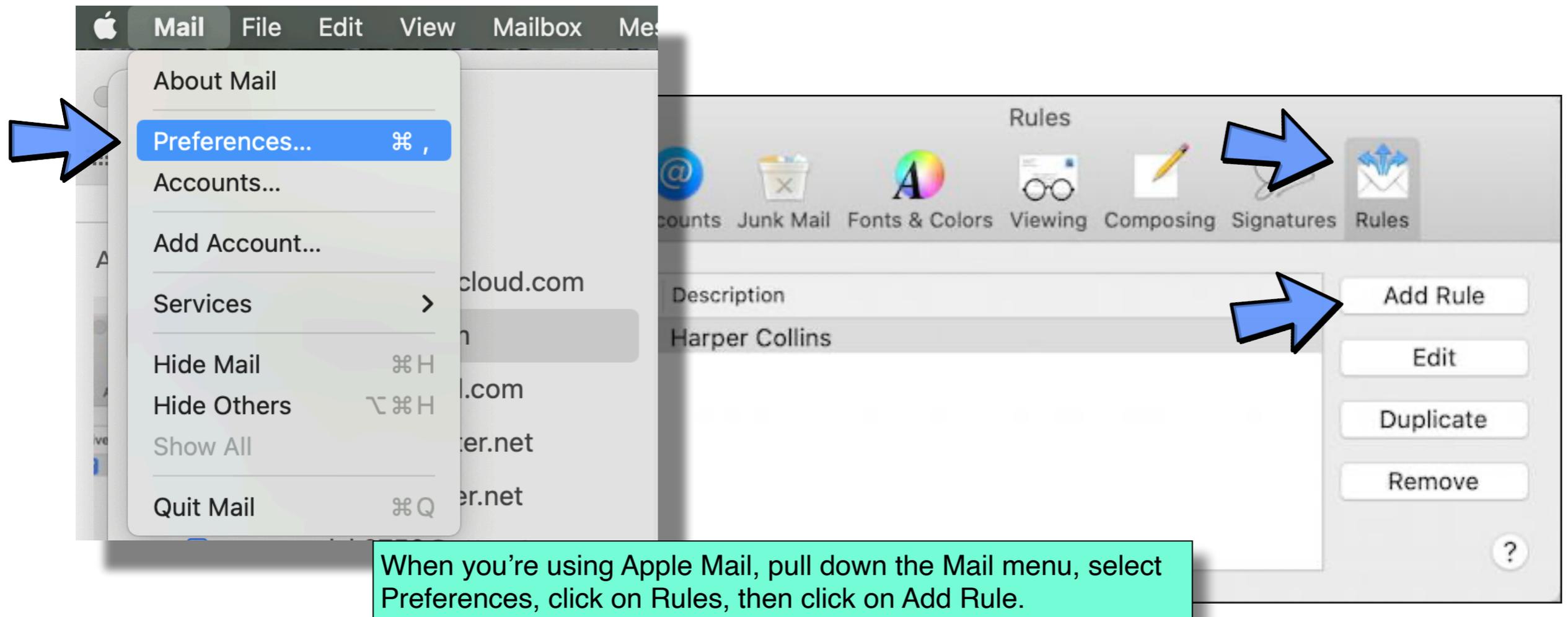
**Email Rules**

**(also called Filters)**

Glen and I explored some ideas and experimented with a few options. We kept going back to email rules, which can be found in Preferences. If you use Google or Gmail, they use the term Filters instead of Rules.

## 2. Email rules on your desktop

**If you have only one device, then Rules on your desktop will work fine.**



## 2. Email rules on your desktop

# Examples of “If-then” Rules—

## **IF:**

- **Email is from ...**
- **Email is to ...**
- **Subject line contains ...**
- **Date sent**
- **Sender is not in my Contacts**
- **Message content contains ...**

All computer programming languages use Boolean logic, and one of the most frequently used statements is called IF-THEN. “IF a condition is true, THEN do this.”

For example, let’s say the number 2 is in a field, and 3 is in another field. Then we program the statement, “IF the first field multiplied by the second field = 6, THEN make the computer beep.” Since  $2 \times 3$  equals 6, then the computer will beep. This slide lists only a few of the “IF” conditions you can use to filter your emails.

## 2. Email rules on your desktop

# Examples of “If-then” Rules—

## THEN:

- **move message to Trash**
- **play a sound**
- **automatically reply with a set message**
- **delete message**

This slide shows a few of the things you can have your email do if the first condition is true. For example, some questionable businesses managed to get my email address. Unsubscribing accomplished nothing. So I created a Rule to look for key words in those emails, and I had the Rule delete the email without me even seeing it. Using Rules has prevented a lot of spam from arriving in my Inbox.

## 2. Email rules on your desktop

**Internet**



**Email server**



**(where the rules are)**

If you have only one device, such as a Mac, then setting up email rules on your desktop will work fine. An email comes from the Internet, is relayed by the server, and sent to your Mac which applies whatever rule that applies to it.

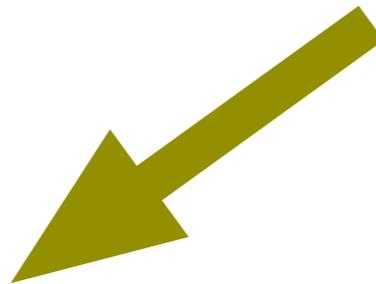
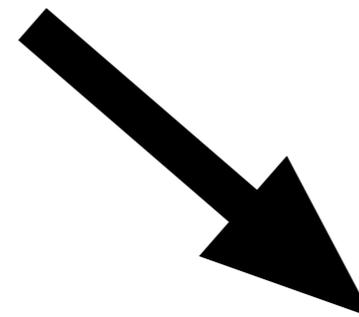
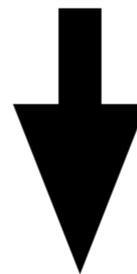
## 2. Email rules on your desktop

**Internet**



**Email server**

However, if you have more than one device, you may experience some frustration. If you have a rule in place, the rule is effective only when your Mac is running AND the Mail app is open. The rule will eventually apply to the other devices, but it will be slow and glitchy. And if your Mac is asleep, then the email will go directly to your other devices without the rule having any effect at all.



**(where the rules are)**

## 2. Email rules on your desktop

# Creating Rules on your desktop

- **Advantage: more options**
- **Disadvantage: your Mac must be running ALL the time**

While desktop rules offer many options, the disadvantage is that for them to work all the time your Mac must be running all the time with Mail open.

### 3. Email rules on the iCloud server

**Internet**

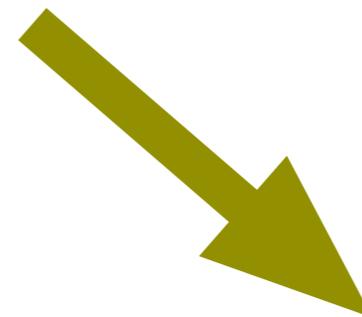
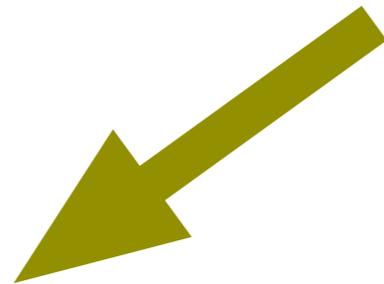


The solution is to set up your rules on the **email server**. In GAMUG's case, that is iCloud. As incoming emails arrive from the Internet to your iCloud account, the rule takes effect **BEFORE** it is passed on to your devices.



(where the rules are)

**Email server**



### 3. Email rules on the iCloud server

# Creating Rules on the iCloud server

- **Advantage: rules are applied to all of your devices before you even get the email**
- **Disadvantages: fewer options, “From” is not gamug\_list**

If you get email on more than one device then having your mail filtered beforehand is the main advantage of creating Rules on the server.

The disadvantage of Rules in iCloud is that there are not as many options. Also, a GAMUG related email will be from the sender, not GAMUG.

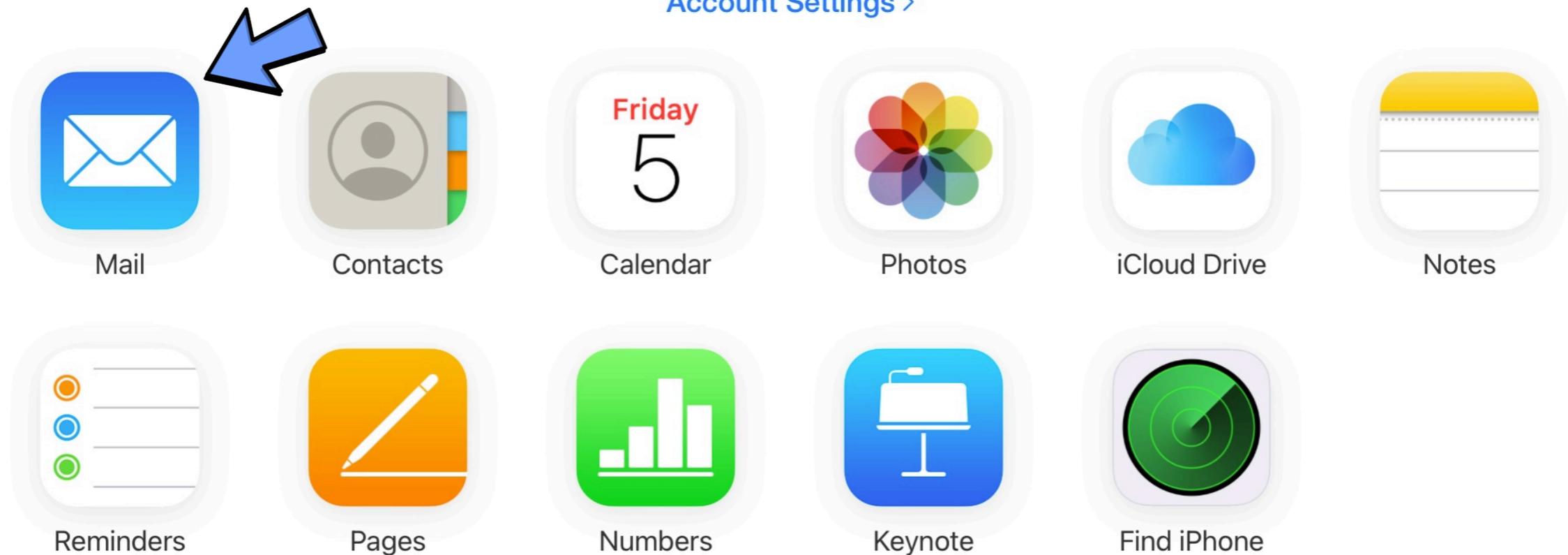
### 3. Email rules on the iCloud server

# How to create Rules on your iCloud server



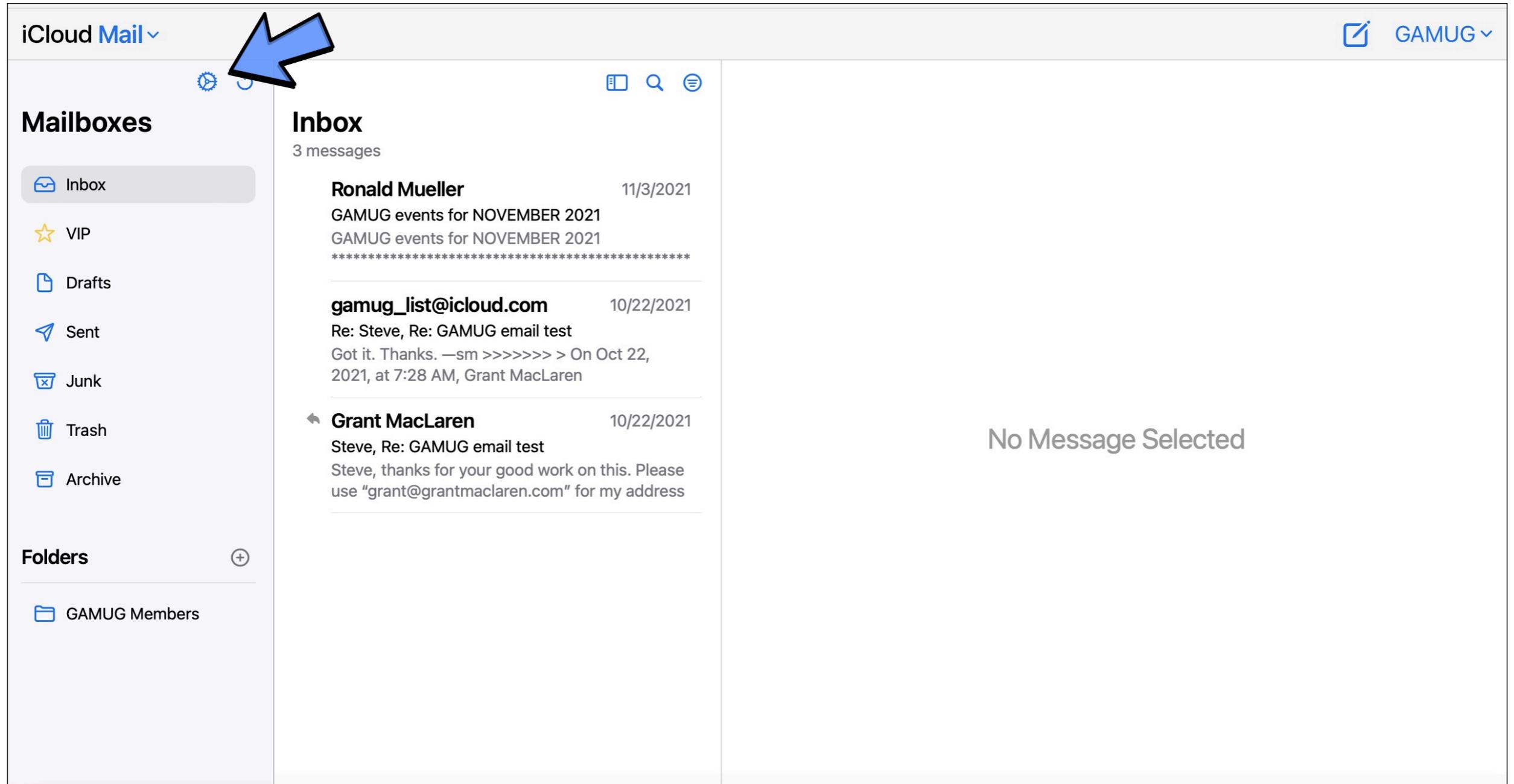
Good afternoon, GAMUG.

[Account Settings >](#)



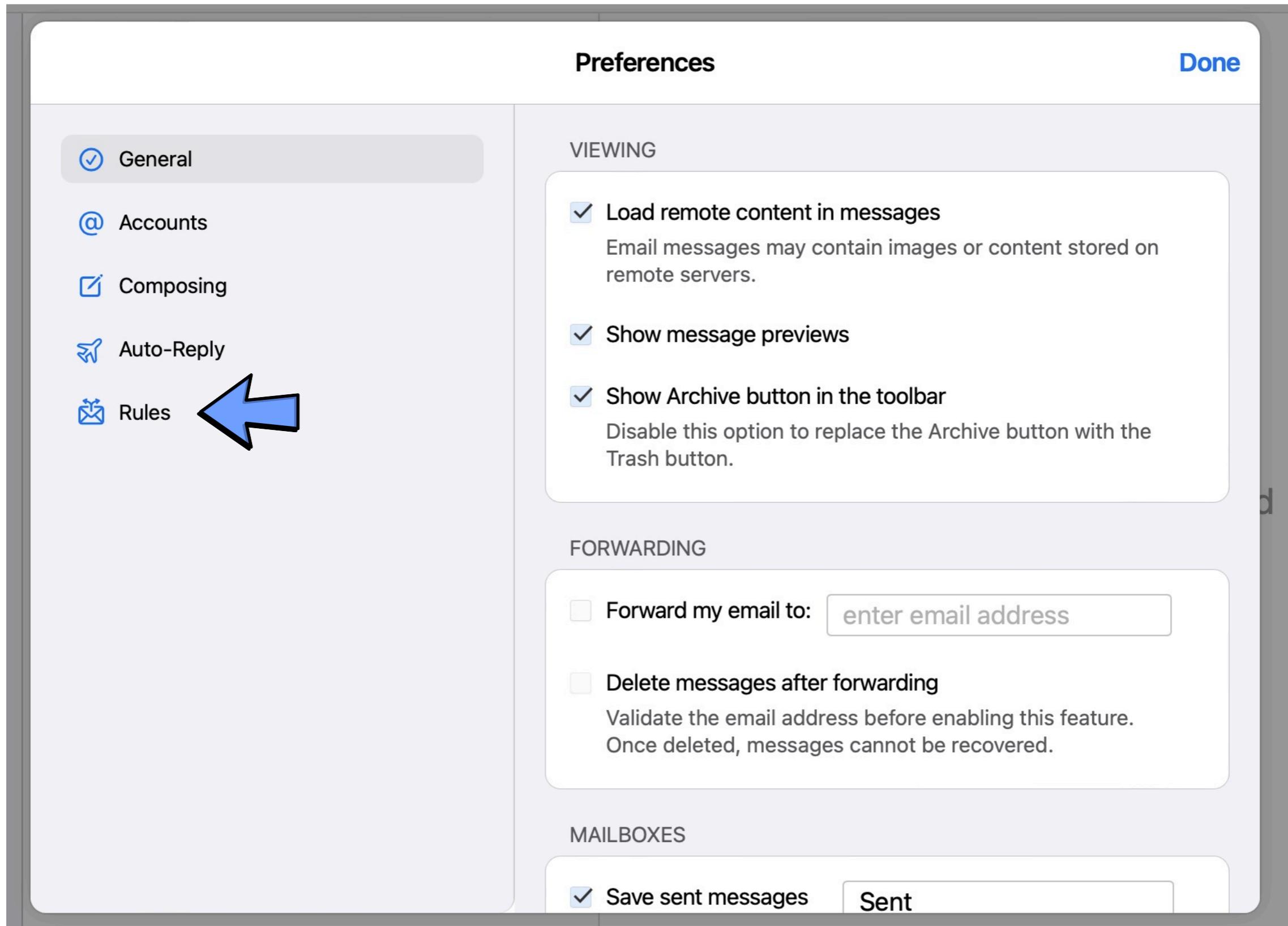
Here are some directions if you want to set up your own server Rules. First, go to **iCloud.com** and log into your iCloud account. This slide shows what GAMUG's iCloud home page looks like. Click on **Mail**.

# 3. Email rules on the iCloud server



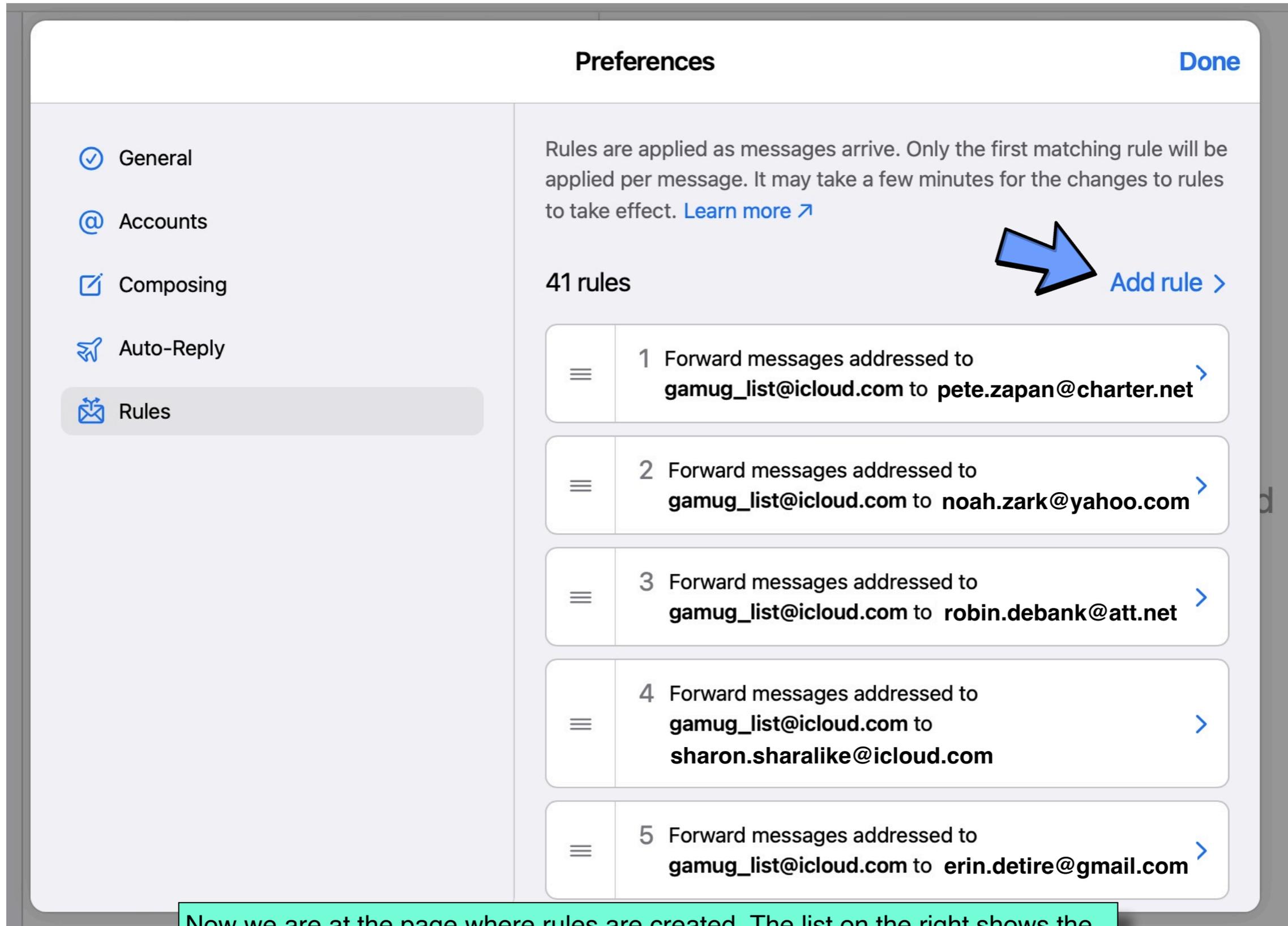
Click on the **Preferences** icon that looks like a gear.

### 3. Email rules on the iCloud server



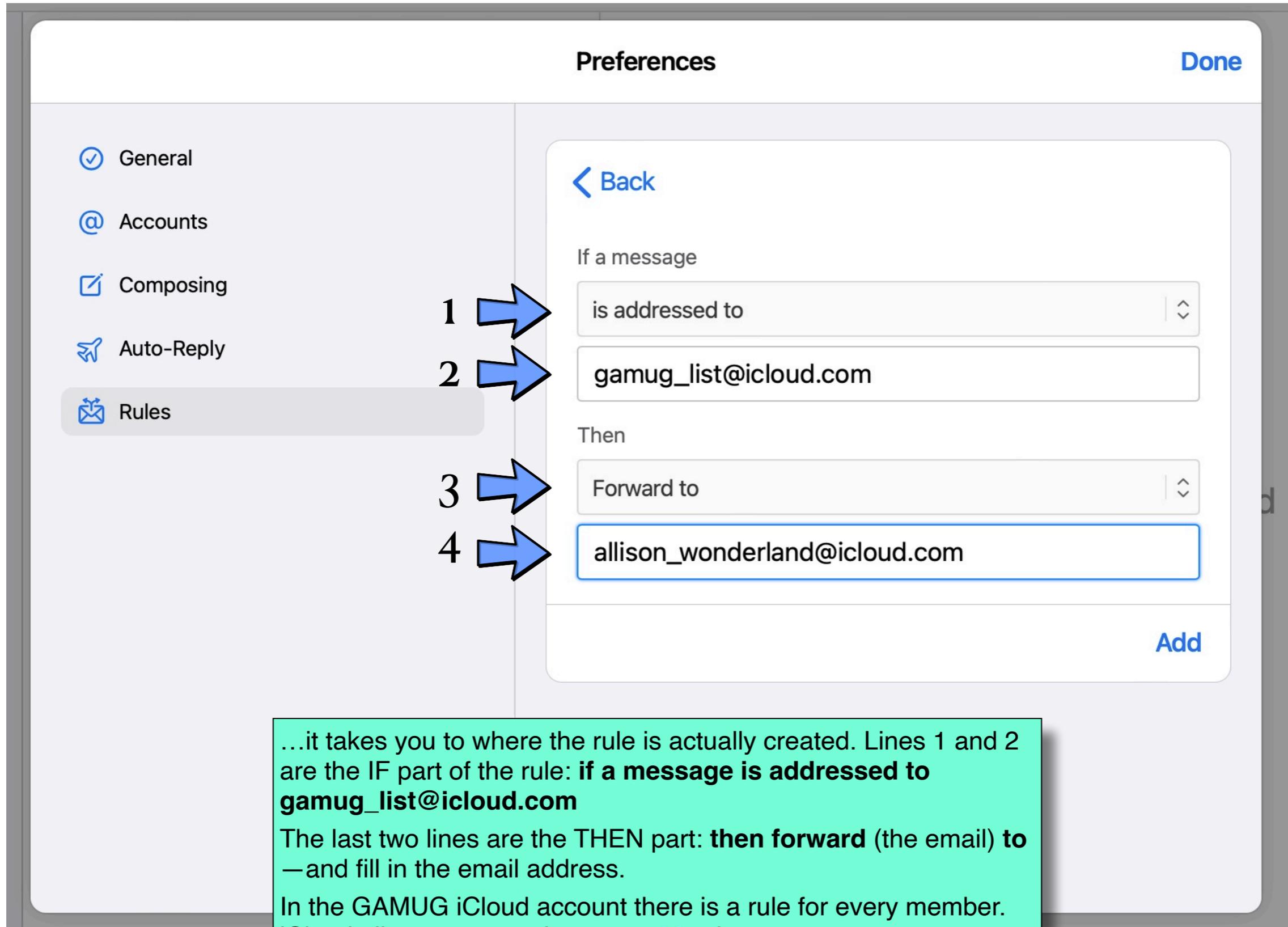
There are some tabs down the left side. Click on **Rules**.

### 3. Email rules on the iCloud server



Now we are at the page where rules are created. The list on the right shows the first few of a list of existing rules. The GAMUG iCloud account currently has 41 rules, and every rule does essentially the same thing. If we click on **Add rule...**

### 3. Email rules on the iCloud server



...it takes you to where the rule is actually created. Lines 1 and 2 are the IF part of the rule: **if a message is addressed to gamug\_list@icloud.com**

The last two lines are the THEN part: **then forward** (the email) to —and fill in the email address.

In the GAMUG iCloud account there is a rule for every member. iCloud allows you to write up to 500 rules.

### 3. Email rules on the iCloud server

**We did not anticipate Apple sending every notice to every member! Sorry!**



Emails for `gamug_list@icloud.com` addressed to "gamug\_list@icloud.com" are now being forwarded to `allison_wonderland@icloud.com`

To change this setting, go to [icloud.com/mail](https://icloud.com/mail) on a Mac or PC, click Preferences then choose Rules.



iCloud is a service provided by Apple.

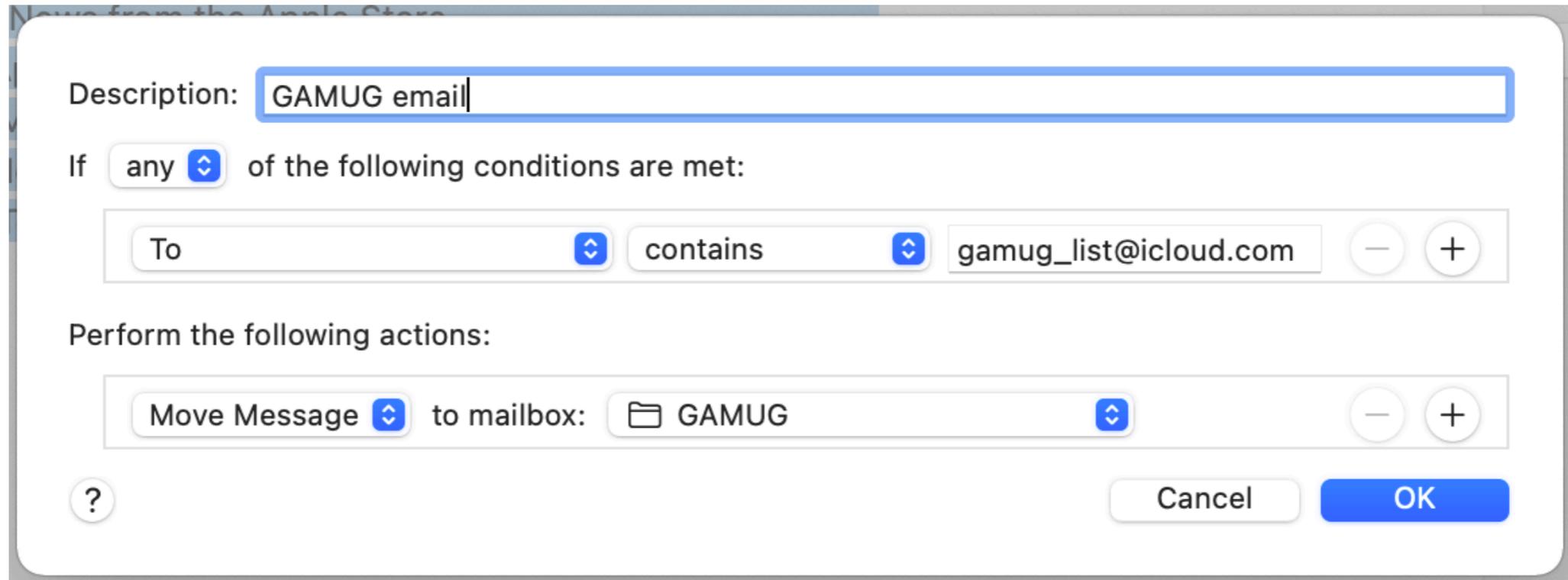
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I was as surprised as anybody when Apple sent out all those emails for every rule I created. They seem unnecessary. But now that everything is in place, you shouldn't get any more unless a member changes his email address or we get a new member.

# Tips

- When you send an email, include “GAMUG” in the subject line.
- In your own Mail app, create a separate Inbox named “GAMUG.” Then create a desktop rule—



As noted before, when members receive a GAMUG email, the sender will not be GAMUG; it will be the person who wrote the email. To avoid confusion, we recommend including the word GAMUG in the subject line when you send emails.

When you receive an email from a member, “gamug\_list@icloud.com” will appear in the “To” line along with your own address. Helen Friedman shared a useful tip that takes advantage of that. In your desktop Mail, under the Mailbox menu, create a New Mailbox called GAMUG. Then make a rule that directs every email that contains the acronym GAMUG go to that special Inbox.



# Questions? Comments?

Using an iCloud address is not quite ideal, but it's free, and except for a few hitches it's working fairly well. So until something better comes along, we're going to use the iCloud approach, and we appreciate your cooperation. At the bottom of this slide there is a link to the MacMost video where I got the idea for iCloud server rules.

<https://macmost.com/why-you-should-use-icloud-email-rules-and-not-mail-rules-on-your-mac.html>