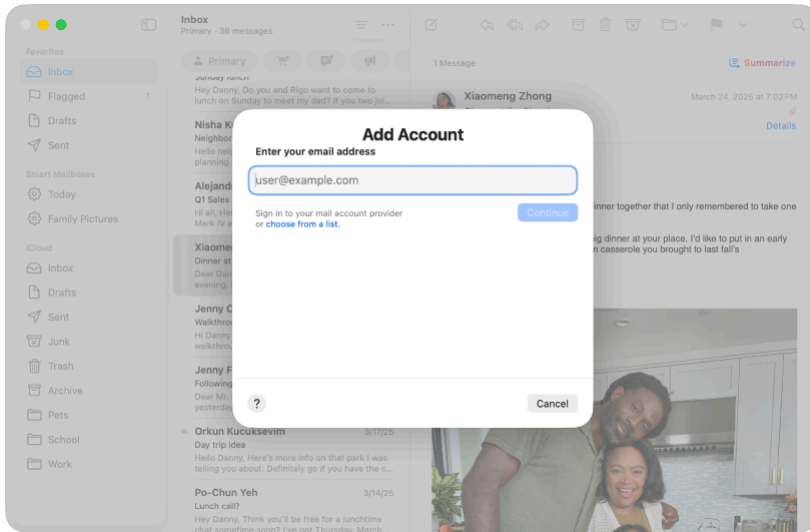


Mail User Guide for Mac

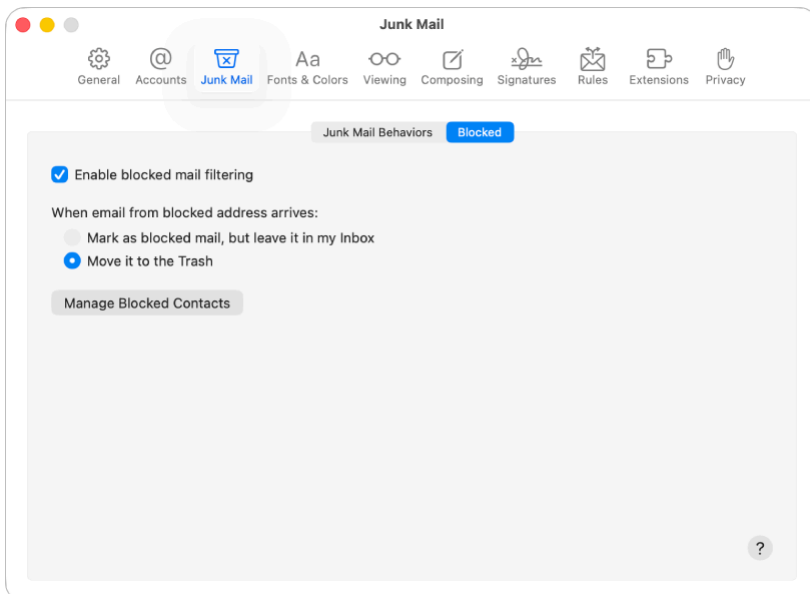
Archived: 2026-04-06 01:21:41 UTC



Get Started with Mail

Set up Mail and start sending, receiving, and managing all your email accounts from one app.

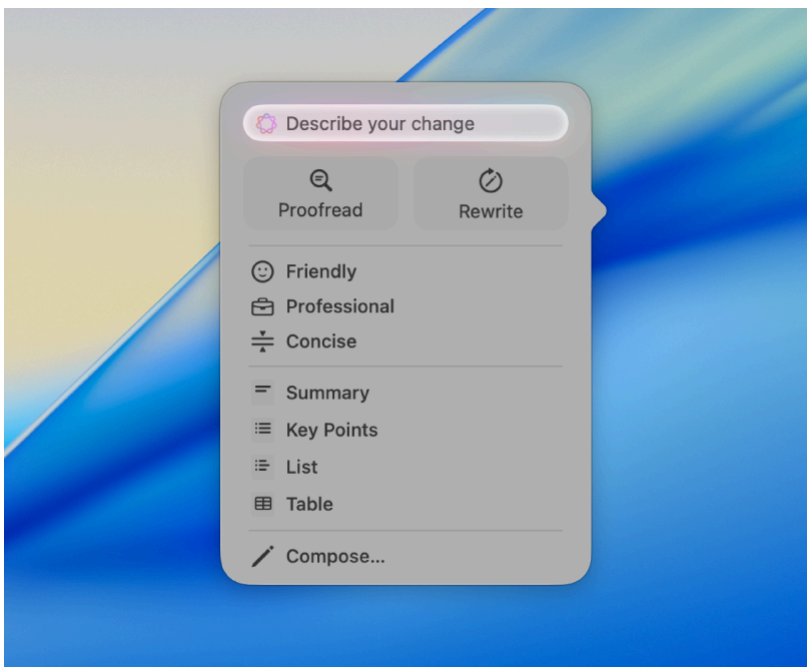
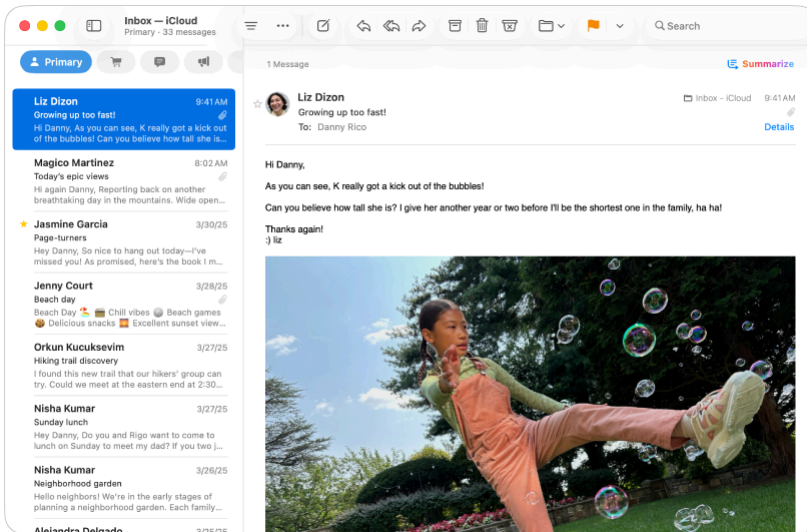
[How to get started with Mail](#)



Reduce the noise

Keep your inbox and attention focused by blocking emails from specific people or groups.

[How to block senders](#)



The image above shows a feature that uses Apple Intelligence.*

Find the perfect words

With Apple Intelligence*, you can use Writing Tools to summarize selected text with a click, proofread your work, and find just the right wording and tone.

[How to use Writing Tools](#)

To browse the Mail User Guide, click Table of Contents at the top of the page, or enter a word or phrase in the search field.

If you need more help, visit the [Mail Support website](#).

Helpful?

Character limit: 250

Please don't include any personal information in your comment.

Maximum character limit is 250.

Thanks for your feedback.

Source: <https://support.apple.com/guide/mail/use-rules-to-manage-emails-you-receive-mlhlp1017/mac>