

**START HERE**

Your Fastmail QuickStart guides

Welcome to Fastmail! This short set of guides walks you through everything, in the order that makes sense. You don't have to read them all — use this page to jump to whatever you need.

! Brand new? Begin with #02, Getting Ready.

I handle the setup and move your old email over for you, so much of this happens behind the scenes. Once you're signed in, the rest of these guides are here whenever a question comes up — and you can always just call me.

⚡ Getting started

- 02** **Getting Ready to Move to Fastmail** — what to round up before I move your email over.
- 03** **Welcome and Managed Service** — your account is ready, and what I look after for you.
- 04** **Keep Using Your Current App** — stay on Outlook/Apple Mail, or switch to the Fastmail apps.
- 05** **Install the Fastmail App** — step-by-step for each device.
05a macOS · 05b Windows · 05c iPhone & iPad · 05d Android
- 06** **Signing In** — how to log in on the web or in the app.

☰ Organizing your mail

- 07** **Why Labels Beat Folders** — a tidier way to sort your mail.
- 08** **Grouping Labels with Parents and Children** — build a clean, nested structure.
- 09** **Organizing and Sharing Labels** — a shared structure for your whole team.
- 10** **Filters and Rules Basics** — let your mail start sorting itself.
- 11** **Organizing Incoming Mail with Rules** — auto-file and label new messages.
- 12** **Taming Junk Mail with Rules** — cut unwanted senders with a custom rule.

☆ Everyday features

- 13 **Signatures** — set your message sign-off, and what to include.
- 14 **Masked Email** — unique throwaway addresses that protect your real one.
- 15 **Vacation and Away Notices** — auto-reply while you're away.
- 16 **Notes** — keep lists and notes that sync to every device.
- 17 **Storing Files** — keep and share files right alongside your email.

Calendar



- 18 **Calendar Basics and Events** — find your way around and add events.
- 19 **Sharing Your Calendar** — share with your team or publish your free/busy times.



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