


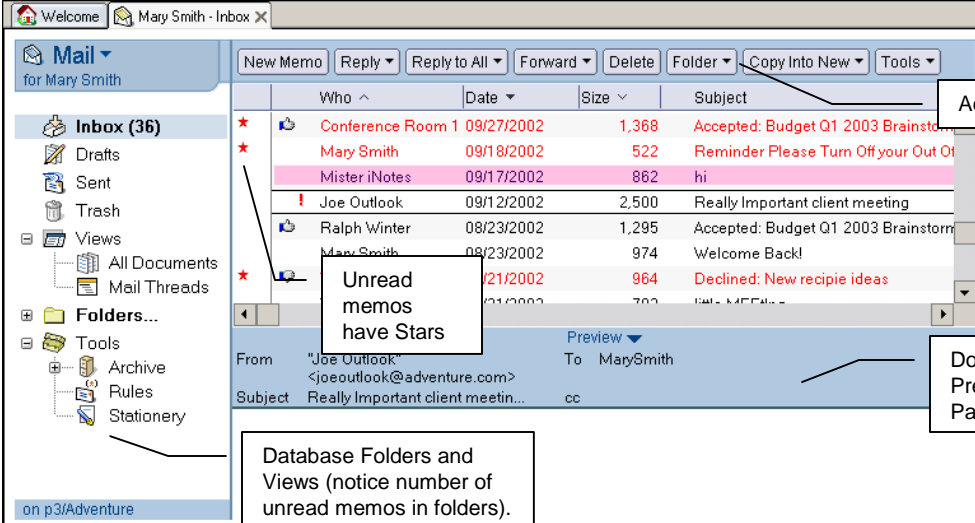
# Quick Guide for Mail



## Mail Window

Click the **Mail** icon on the Welcome Page or the **Mail** bookmark  to open your Mail.

New memos appear in your Inbox, but you can also see them in the *All Documents* View or other Folders that you can create to keep your Mail organized.



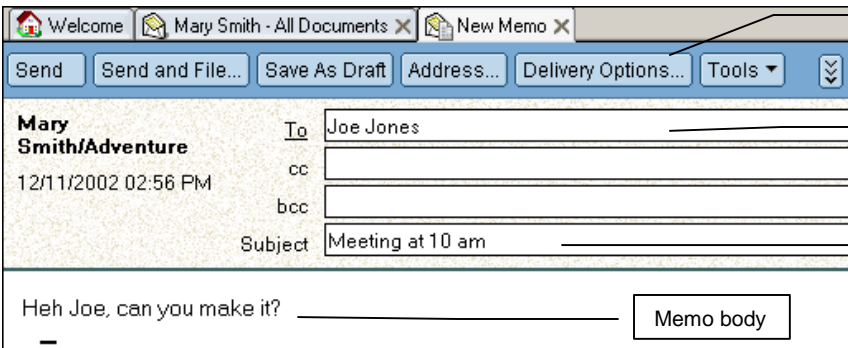
The screenshot shows the Mail window for Mary Smith. The left pane displays a tree view of folders: Inbox (36), Drafts, Sent, Trash, Views, All Documents, Mail Threads, Folders..., Tools, Archive, Rules, and Stationery. The main pane shows a list of memos with columns for Who, Date, Size, and Subject. A callout box points to the 'Unread memos have Stars' feature. The right pane shows a document preview for a memo from Joe Outlook. A callout box points to the 'Action Buttons' at the top of the memo list.

View	Description
<b>Inbox</b>	New memos you have received (memos stay in this Folder until you move them to another Folder or delete them).
<b>Drafts</b>	Memos that have been saved but not mailed.
<b>Sent</b>	Memos that have been sent (a yellow envelope appears next to sent memos).
<b>Trash</b>	Memos that you have deleted. You can undelete them up until they are purged from the database (by default 48 hours; click <b>Tools-Preferences</b> action button to change).
<b>All Docs</b>	All saved and sent memos as well as To Do Items and Calendar entries.
<b>Stationary</b>	Memo "templates" that you create to speed standard memo creation.



## New Memo

Click the **New Memo** action button to create a new memo.



The screenshot shows the 'New Memo' form. At the top, there are 'Action Buttons' for Send, Send and File..., Save As Draft, Address..., Delivery Options..., and Tools. Below this is the 'Addresses' section with fields for To (Joe Jones), cc, and bcc. The 'Subject' field contains 'Meeting at 10 am'. The 'Memo body' field contains the text 'Heh Joe, can you make it?'. A callout box points to the 'Subject Field identifies memo in Views'.

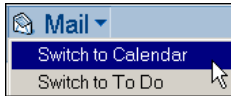
To attach a file, click in the *Body* Field and click the  tool.

Click the **Send** action button to send the memo.



## Switch to/from Mail

Your *Mail* database includes a Task Switcher (upper left-hand corner) to navigate between the Mail, Calendar, and To Do areas.

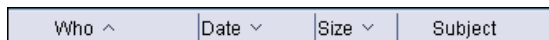


## Mail Sort Order

Click a column header to sort the View using that column, for example:



If you want to see your memos listed by date, drag the **Date** column and drop it to the left of the **Who** column:



To make more sophisticated changes to a Folder or View, choose **View - Customize This View**.

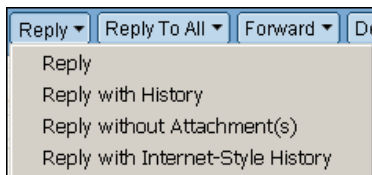
The changes will stay in place until you change it back.



## Reply to Memo

You can reply to a memo and automatically address it to the original sender. This ensures that the address is correct and saves you the time of looking it up.

To reply to a memo, either select the memo in a View or open the memo. Then click the **Reply** action button:



You can reply in several ways using the **Reply** action button:

- **Reply**, which creates a reply memo and addresses it to the person who sent you the memo.
- **Reply with History**, which includes the sender's original memo so you can comment on it.
- **Reply without Attachment(s)** includes the sender's original memo excluding any attachments that were included.
- **Reply with Internet-style History** includes the sender's original message in a simple font and format. It also prefixes the lines of the original message with ">".

The **Reply to All** action button has the same choices; however, the addressees will include all the other recipients that received the original memo. **Forward** copies the memo into a new memo but doesn't automatically address it for you.



## Memo Addressing

There are three ways to quickly and accurately address mail:

- When entering an address, Notes performs a keystroke "look-ahead" to guess the correct name.

To	bob Brown
cc	


- When creating a new memo, click **To** or the **Address** action button to use the Address Book dialog box. You can drag and drop names to the *Address Fields* in the dialog box or click the **Copy Local** button to copy an address from the company Domino Directory to your *Contacts*.
- When reading a memo, click the **Tools** action button and choose **Add Sender to Address Book** (your *Contacts* database) to make future mail addressing easier and more accurate



## Delivery Options

When creating a memo--but before sending it--click the **Delivery Options** action button to select optional delivery options:

Option	Description
<b>Importance</b>	Sets the importance of the memo (the recipient sees an exclamation point in the View if set to High).
<b>Delivery report</b>	Sends a memo back to you if the message was successfully delivered to the <i>Mail</i> database of the recipient(s).
<b>Delivery priority</b>	Sets the delivery priority of the memo (High priority is sent immediately to users in different networks; Low is sent after hours).
<b>Return receipt</b>	Sends a memo to you if the memo was opened by the recipient(s) for reading.
<b>Prevent copying</b>	Prevents the recipient from forwarding the memo to other people.
<b>Auto spellcheck</b>	Checks the spelling of the memo before you send it (excludes addresses).
<b>Sign</b>	Adds your digital signature to the memo to verify authenticity.
<b>Encrypt</b>	Encrypts the <i>Body</i> Field so only the recipient(s) can read it.
<b>Mood stamp</b>	Adds a "mood stamp" from a set of images to convey your feelings.

**Tip:** You can also click the  action button to display the more common delivery options right in the Action Bar:

Send	Send and File...	Save As Draft	Address...	Delivery Options...	Tools ▾	⌵
<input type="checkbox"/> High importance	<input type="checkbox"/> Return receipt	<input type="checkbox"/> Sign	<input type="checkbox"/> Encrypt			



## Copy Into New

A real time saver is the **Copy Into New...** action button. It is especially handy to copy a memo you receive into a To Do or into a Calendar entry.



## Row Color by Sender

One way to make it easier to find memos is to have Notes automatically change the row and font color of mail from certain people.

To set row colors, click the **Tools** action button in your Mail and choose **Preferences**. Click the **MailColors** tab. You can type in names or choose them from available directories. Partial names can also be listed. Not only will these colors apply to your Inbox, but also to the *All Documents* View and any Folders that you create based on the design of the Inbox.

You can set up to three different color combinations.



## Right-Click Name for Options

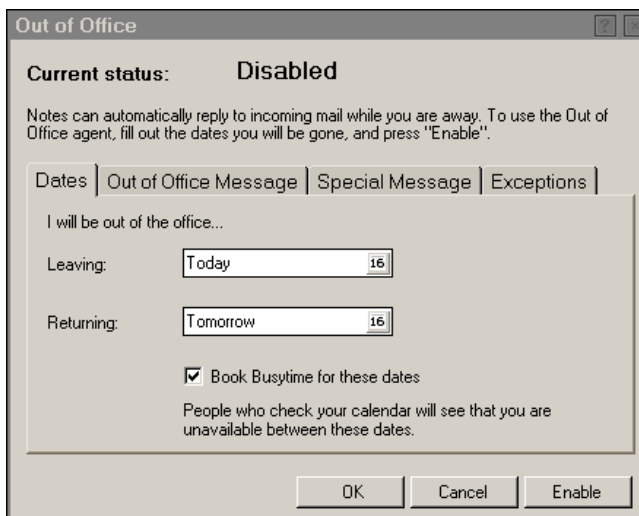
Right-click on any name in any *Address Field* in a memo to perform actions using that name:



## Out of Office Agent

When you are away from the office, it may be important for people who send you memos to know that you are away and cannot respond quickly. You can enable the Out of Office agent to automatically respond to memos, stating the reason you are away. The agent runs nightly during the date range you specify and runs on the Domino Server, so you don't need to leave your computer running while you are gone.

To enable the agent, click the **Tools** action button and select **Out of Office**.



Set the dates and a custom message. Click the **Enable** button to activate the agent. You will be given a confirmation that the agent was enabled on your Home/Mail Server. Click **OK** to close the confirmation and **OK** again to close the Out of Office dialog box.

When you are due to come back, the agent sends you a memo reminding you to disable it.