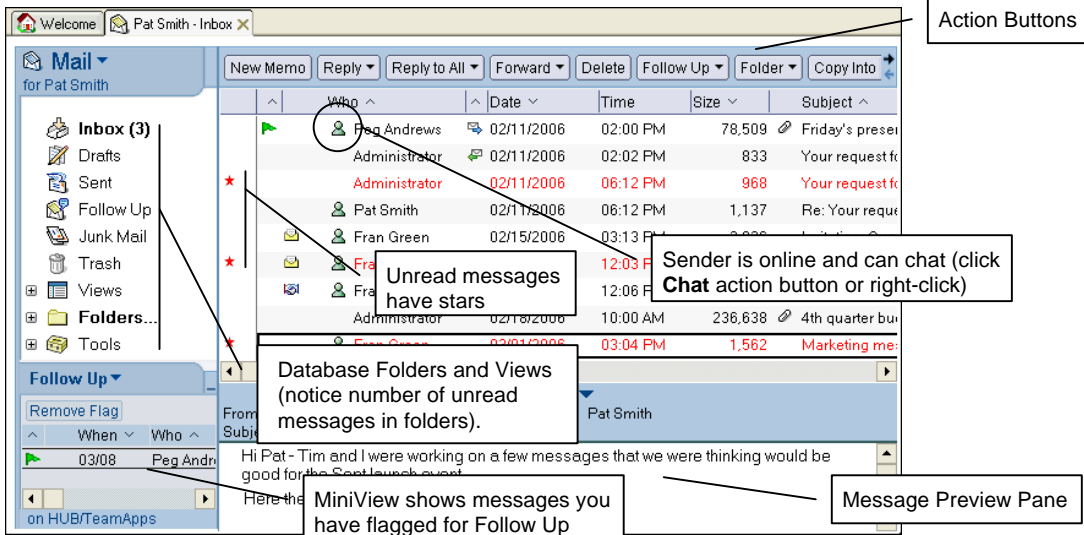


Quick Guide to Mail

Inbox Folder

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

New messages 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.



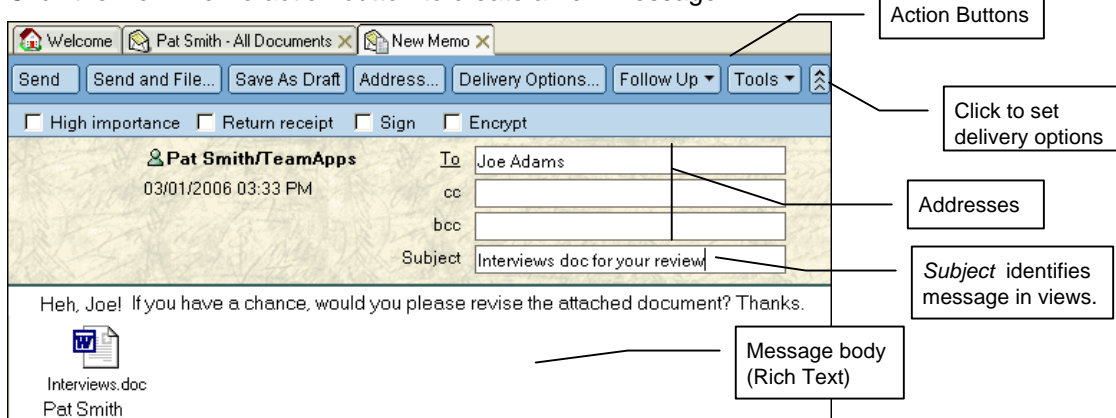
The screenshot shows the Lotus Notes Mail interface. Callouts point to various features:

- Action Buttons:** A box pointing to the top toolbar with buttons like 'New Memo', 'Reply', 'Forward', 'Delete', 'Follow Up', 'Folder', and 'Copy Into'.
- Unread messages have stars:** A box pointing to a star icon next to a message in the list.
- Sender is online and can chat:** A box pointing to a green status indicator next to a message sender's name.
- Database Folders and Views:** A box pointing to the left sidebar showing folders like 'Inbox (3)', 'Drafts', 'Sent', 'Follow Up', 'Junk Mail', 'Trash', 'Views', and 'Folders...'. It notes the number of unread messages in folders.
- MiniView shows messages you have flagged for Follow Up:** A box pointing to the 'Follow Up' section in the sidebar.
- Message Preview Pane:** A box pointing to the bottom section of the message view showing the sender's name and the start of the message body.

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


New Memo

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

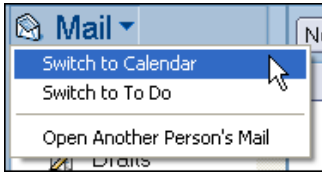


The screenshot shows the 'New Memo' form in Lotus Notes. Callouts point to various fields and buttons:

- Action Buttons:** A box pointing to the top toolbar with buttons like 'Send', 'Send and File...', 'Save As Draft', 'Address...', 'Delivery Options...', 'Follow Up', and 'Tools'.
- Click to set delivery options:** A box pointing to the 'Delivery Options...' button.
- Addresses:** A box pointing to the 'To', 'cc', and 'bcc' fields.
- Subject identifies message in views:** A box pointing to the 'Subject' field.
- Message body (Rich Text):** A box pointing to the main text area of the memo.

To attach a file, click in the *Body* field and click the  tool. Click the **Send** action button to send the message.

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.

If you have been given permission, you can open another user's Mail from the switcher.

Message Sort Order

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



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

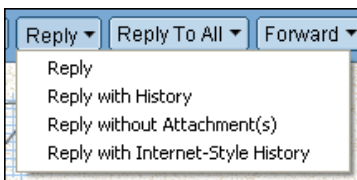


To make more sophisticated changes to a folder or view, choose **View - Customize This View**. The changes will stay in place until you change it back.

Reply to message

You can reply to a message 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 message, either select the message in a View or open the message. Then click the **Reply** action button:



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

- **Reply** - creates a reply message and addresses it to the person who sent you the message.
- **Reply with History** - includes the sender's original message so you can comment on it.
- **Reply without Attachment(s)** - includes the sender's original message 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 ">".

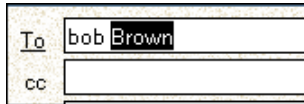
The **Reply to All** action button has the same choices only the address will include all the other recipients that received the original message.

Forward copies the message into a new message but doesn't automatically address it for you.

Message Addressing

There are three ways to quickly and accurately address a message:

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




The image shows a screenshot of an email address field. The 'To' field contains the text 'bob Brown'. The cursor is positioned at the end of the word 'Brown'. Below the 'To' field is an empty 'cc' field.

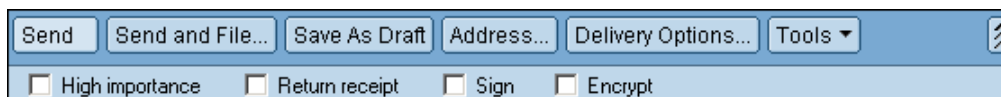
- When creating a new message, click **To** or the **Address** action button to use the Address Book dialog box. You can drag and drop names to the *Address Fields* in the dialog box or click the **Copy Local** button to copy an address from the company Directory to your *Contacts*.
- When reading a message, 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 message--but before sending it--click the **Delivery Options** action button to select optional delivery options:

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



The image shows a screenshot of the Action Bar in a software application. It contains several buttons: 'Send', 'Send and File...', 'Save As Draft', 'Address...', 'Delivery Options...', and 'Tools'. Below these buttons, there are four checkboxes: 'High importance', 'Return receipt', 'Sign', and 'Encrypt'. The 'Delivery Options...' button is highlighted.

Copy Into New

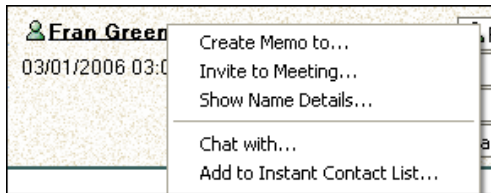
A real time saver is the **Copy Into New...** action button. It is especially handy to copy a message you receive into a new Memo, To Do, or Calendar Entry.

Row Color by Sender

One way to make it easier to find messages 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 from your *Inbox* and choose **Preferences**. Click the **Mail\Message Marking\Senders** tab. You can type in names or choose names 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 or 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

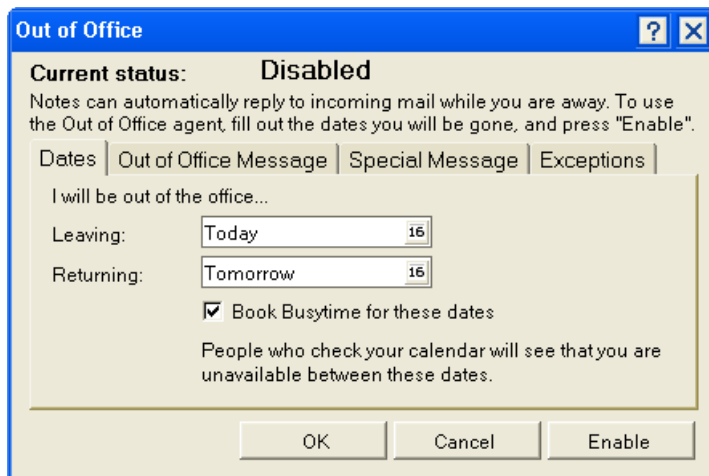


Right-click on any name in a memo to perform actions using that name.

Out of Office Agent

When you are away from the office, it may be important for people who send you messages to know that you are away and cannot respond quickly. You can enable the *Out of Office* agent to automatically respond to messages, 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 message reminding you to disable it.