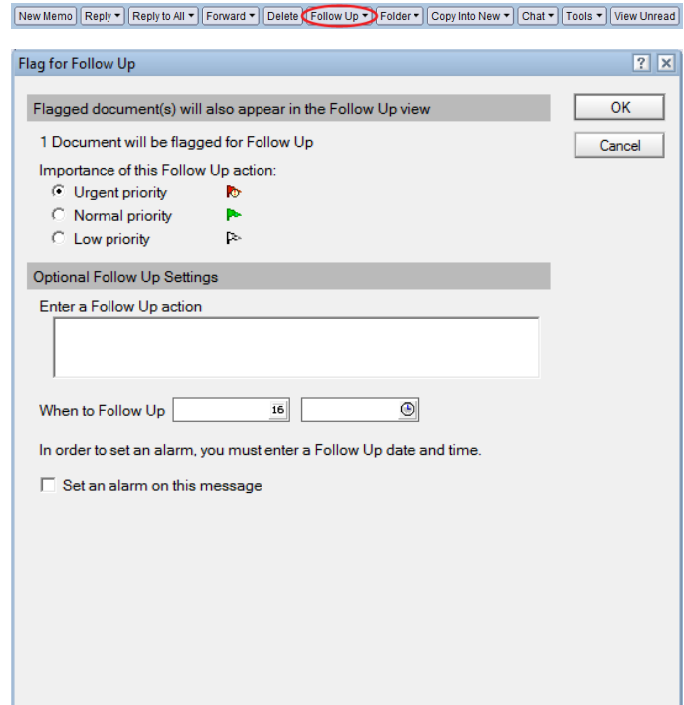


## LOTUS NOTES MAIL TRACKING AND FOLLOW UP OPTIONS

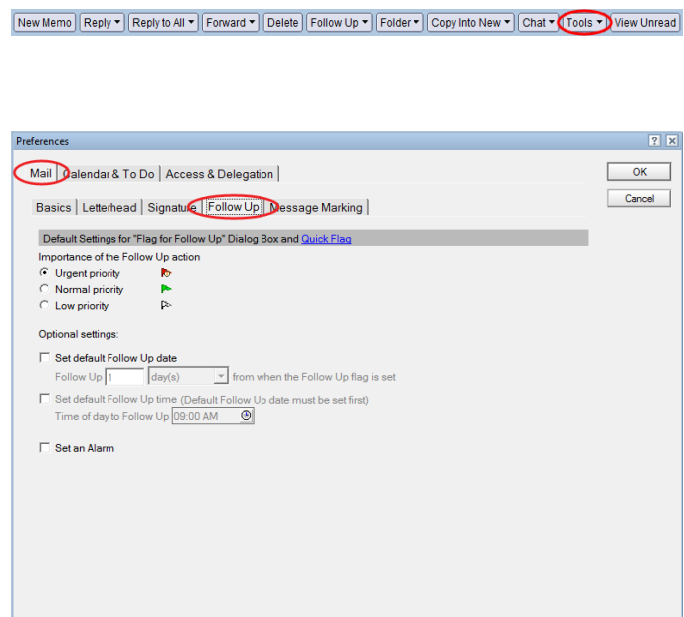
This document contains information pertaining to mail tracking and follow up settings in Lotus Notes 7.x.x. While the instructions in this document are specific to Lotus Notes 7.x.x clients, the instructions should be similar for Lotus Notes 6.5.x clients. However, there may be slight differences in features or setting locations between versions. If you have any questions, please contact the University of Nebraska-Lincoln Information Services Help Desk from 7:30 a.m. – 11:30 p.m. CST at 472-3970 or toll-free at (866) 472-3970.

Mail tracking options within the Lotus Notes 7.x.x client include colorization of Inbox messages based upon the sender, visual indication of the number of recipients, and marking messages for follow up at a future time.

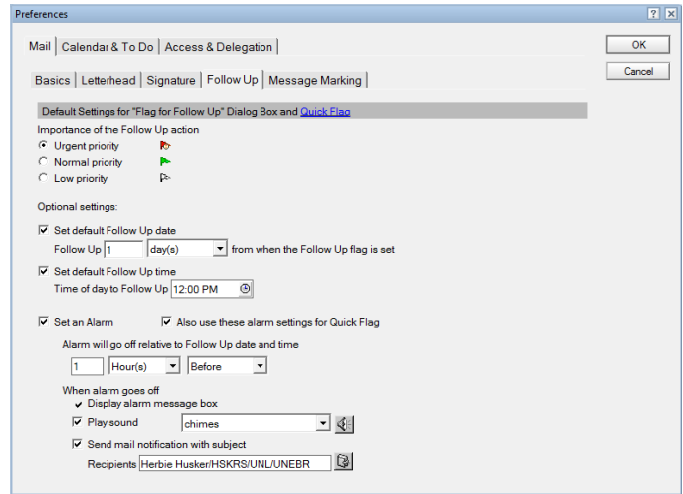
- 1) To add a "Follow Up" reminder to a message, right click on a message and find the "Follow Up" submenu or click the "Follow Up" menu in your Inbox. "Add or Edit Flag" will bring up a window where you can specify several options for the follow up flag. "Quick Flag" will flag the message with your customized follow up settings.



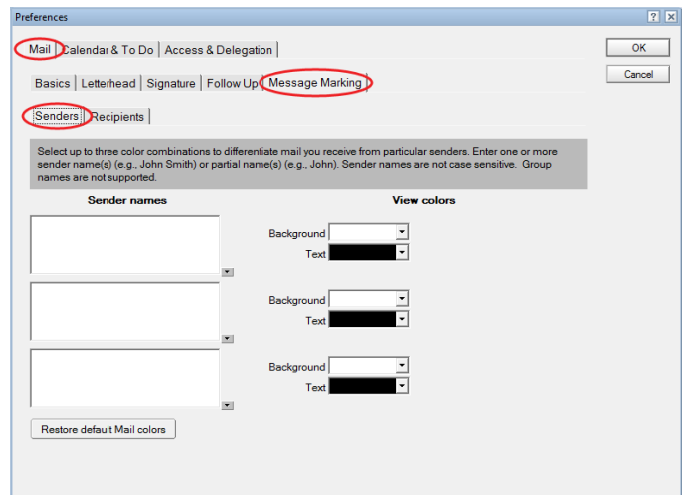
- 2) To customize the default follow up settings, in your Inbox, click on the "Tools" menu and select "Preferences"
- 3) From the "Mail" tab, click the "Follow Up" subtab to access the follow up settings.



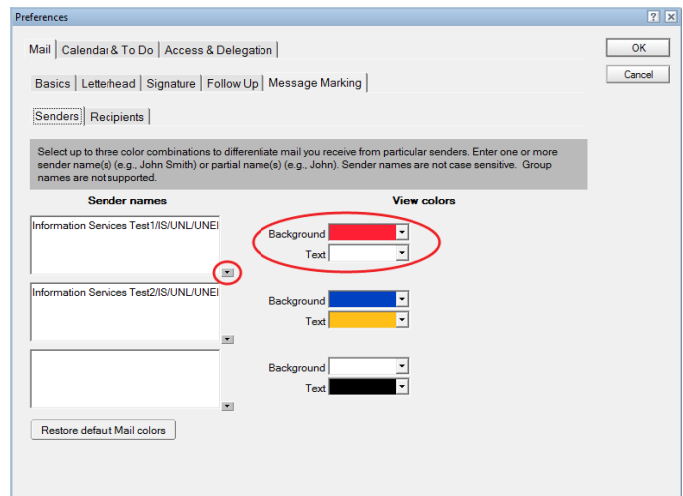
4) From this area, you can change the default importance, follow up date and time, and alarm settings. The settings specified here are automatically applied when adding a “Quick Flag” to a message.



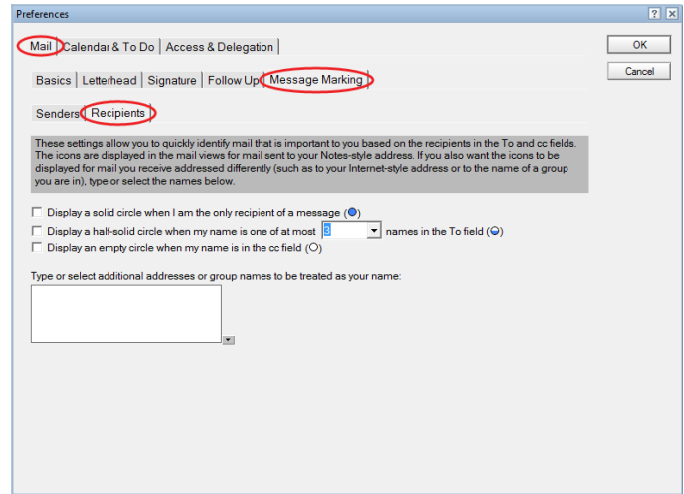
5) To automatically highlight incoming mail from specified senders, click the “Message Marking” subtab and then the “Senders” subtab.



6) Click the small grey box to add names to a field and then adjust the highlight colors to your own preference. If needed, you can restore the default colors by clicking the “Restore default Mail colors” button in the lower left.



- 7) To indicate whether you are a single recipient of a message or one of many, click the “Message Marking” subtab and then the “Recipients” subtab. (Note: This feature is only available on Lotus Notes 7.x.x clients and templates.)



- 8) Here you can indicate whether you are the sole recipient of a message, or one of many recipients. Additional e-mail addresses to be treated as your own (such as coworkers or @uni.edu addresses) can be specified in the box below.