

Lotus Notes® 8.5 Mail Standard Configuration

Opening Your Mailbox

1. From the Status Bar, click .

2. Click  and .

Creating a Basic Message

1. From the **Messages** menu, click **Create...**
 - A. Click .
 - B. From the **Messages** menu, click **CREATE... NEW MESSAGE**.
 - C. Click **OK**.
2. Enter the recipient information in the **To:** field.
3. Enter subject **TESTING**, and type the body of the message.
4. Click  to send the message.
5. Click **OK** in the **SEND** dialog.

Receipt, Read Stamp, Importance

1. From the **Messages** menu, click **Receipt...**
 - A. Click .
2. Click **OK** in the **RECEIPT** dialog.
3. Repeat steps 1 and 2 for **Read** and **Importance**.

Addressing a Message by Typing

1. Enter the intended recipient in the **To:**, **CC:**, or **BC:** field.
2. Repeat step 1, but add a recipient to the **Bcc:** field. (Note: A Bcc recipient does not have access to the message, so you do not need to add a Bcc recipient to the list of recipients.)
3. Clicking **OK** from the recipient panel results in the **SEND** dialog.

...by Choosing from a List

1. Click .
2. From the **ADDRESS** list, select the desired address.
3. Select a name and click **To:**, **CC:**, or **BC:**.
4. Click **OK**.

Locating Someone in the Address List by Last Name

1. From the **ADDRESS** menu, click **Find...**.
 - A. Select a name in the **NAME** list.
2. The **Find** dialog appears in the **Find** list.
3. Clicking **OK** from the **Find** list results in the **SEND** dialog.

Note: The **Find** dialog appears at the bottom of the screen. An address book and index can be used to help find the **Find** list.

Deciding the Current Message

1. From the **Messages** menu, click **Current**.


Saving a Draft

1. Click .
2. Click .














Completing a Draft

1. Click the  **DRAFT** icon in the **Messages** menu.
2. Click **OK** in the **DRAFT** dialog.
3. Complete and send the message. See step 1.

Saving Drafts

1. Click .
2. Click .
3. Type a name for the draft in the **File** field.

Using Stationery

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Lingsheng Yao



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web may 3 2023 introduce yourself describe your role within the company and explain how they might interact with you

once they start provide contact information either in this paragraph or with your signature at the end of the letter so that the new employee can follow up with questions if needed 5 provide need to know information

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