

Lotus Notes® 8.5 Mail Standard Configuration

Opening Your Mailbox

1. From the Status Bar, click .

2. Click  and click .

Creating a Basic Message

1. From the **Messages** menu, click **Compose**.
 - A.  **Compose**
 - B. From the **Compose** dialog, click **OK**. **OK**
 - C. **Compose**
2. Enter the recipient information in the **To** field.
3. Enter subject information, and optionally any other items.
4. Click  **Send** and click **OK**.
 - A. **OK**

Receipt, Read Stamp, Importance

1. From the **Messages** menu, click **Receipt**.
 - A.  **Receipt**
2. Click  **Read Stamp**, and click **OK**.
3. From the **Messages** menu, click **Importance**.

Addressing a Message by Typing

1. Enter the intended recipient in the **To**, **CC**, or **BC** field.
2. Repeat the recipient's full name and address, then click **OK**.
 - A. **OK**
3. Repeat the recipient's full name and address, then click **OK**.
 - A. **OK**
4. Clicking **OK** from the recipient's record window in the **Address Book** will add the recipient's name.

...by Choosing from a List

1. Click  **Address Book**.
2. From the **Address Book** list, click the desired entry to link.
3. Click **OK**.
4. Click **OK**.

Locating Someone in the Address List by Last Name

1. From the **Address Book** menu, click **Find**.
 - A. **Find**
2. The **Find** dialog box will display the list of names. Click the name you want to add to the list.
3. Clicking **OK** from the recipient's record window in the **Address Book** will add the recipient's name.

Note: The **Find** dialog box will display the list of names in the **Address Book** and will add the name to the list of recipients in the **To**, **CC**, or **BC** field.

Deciding the Current Message

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


Saving a Draft

1. Click  **Save**.
2. Click  **Save**.






Completing a Draft

1. Click the  **Send** button in the **Compose** dialog.
2. Click **OK** in the **Compose** dialog.
3. Clicking **OK** will send the message.








Sending Stationery

1. From the **Messages** menu, click **Stationery**.
2. Click  **Stationery**.
3. From the **Stationery** dialog, click **OK**.

Saving Stationery

1. Click  **Save**.
2. Click  **Save**.
3. Clicking **OK** will save the message in the **Compose** dialog.
4. Clicking **OK** will save the message in the **Compose** dialog.
5. Click  **Send**.
6. Click  **Send**.
7. Click  **Send**.

Attaching a File to a Message

1. Click  **Attach**.
2. Click  **Attach**.
3. Click  **Attach**.
4. Click  **Attach**.
5. Click  **Attach**.
6. Click  **Attach**.
7. Click  **Attach**.







Viewing an Attachment

1. Click  **View**.
2. Click  **View**.
3. Click  **View**.
4. Click  **View**.

Editing an Attachment

1. Click  **Edit**.
2. Click  **Edit**.
3. Click  **Edit**.
4. Click  **Edit**.

Seeing a Copy of a File Attachment

1. Click  **View**.
2. Click  **View**.
3. Click  **View**.
4. Click  **View**.
5. Click  **View**.
6. Click  **View**.
7. Click  **View**.

Flagging a Message for Follow Up

1. Click  **Flag**.
2. Click  **Flag**.
3. Click  **Flag**.
4. Click  **Flag**.

Duplicating to a Message

1. Click  **Duplicate**.
2. Click  **Duplicate**.
3. Click  **Duplicate**.
4. Click  **Duplicate**.
5. Click  **Duplicate**.
6. Click  **Duplicate**.
7. Click  **Duplicate**.

Forwarding a Message

1. Click  **Forward**.
2. Click  **Forward**.
3. Click  **Forward**.
4. Click  **Forward**.

Note: Forwarding a message to a recipient who is not in the **Address Book** will add the recipient's name to the **Address Book**.

Previewing Documents

1. Click  **Preview**.
2. Click  **Preview**.
3. Click  **Preview**.
4. Click  **Preview**.

Designating Message Marking

1. Click  **Designate**.
2. Click  **Designate**.
3. Click  **Designate**.
4. Click  **Designate**.

Note: Only one message can be designated as a **Designate** message. If a message is designated as a **Designate** message, it will be designated as a **Designate** message.

Opening and Reading Messages

- Click  **Open**.
- Click  **Open**.
- Click  **Open**.
- Click  **Open**.





Creating a Message Response

- Click  **Response**.
- Click  **Response**.

Moving to a New Document

- Click  **Move**.
- Click  **Move**.
- Click  **Move**.
- Click  **Move**.

Selecting Text

- Click  **Select**.
- Click  **Select**.
- Click  **Select**.
- Click  **Select**.

Lotus Notes 45 With Notes Mail Quick Reference Guide

Rachel Sandford



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Using Lotus Notes and Domino 4.5 Cate Richards, 1997 An update of Que s bestselling Lotus Notes 4 title which sold 12 000 copies in three months this book is a complete reference on the latest version of Lotus Notes It features new sections on setting up and working with Notes remotely and working with InterNotes for Internet access features and Java The CD contains all of the code and examples from the book third party Notes add ons and extensions and the entire text of the book in electronic format *PC User's Troubleshooting Guide* TechRepublic, Incorporated, 2003-05 **InfoWorld** , 1996-04-29

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Table of Contents Lotus Notes 45 With Notes Mail Quick Reference Guide

1. Understanding the eBook Lotus Notes 45 With Notes Mail Quick Reference Guide
 - The Rise of Digital Reading Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Lotus Notes 45 With Notes Mail Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Personalized Recommendations
 - Lotus Notes 45 With Notes Mail Quick Reference Guide User Reviews and Ratings

- Lotus Notes 45 With Notes Mail Quick Reference Guide and Bestseller Lists
- 5. Accessing Lotus Notes 45 With Notes Mail Quick Reference Guide Free and Paid eBooks
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 - Lotus Notes 45 With Notes Mail Quick Reference Guide Budget-Friendly Options
- 6. Navigating Lotus Notes 45 With Notes Mail Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Lotus Notes 45 With Notes Mail Quick Reference Guide Compatibility with Devices
 - Lotus Notes 45 With Notes Mail Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Highlighting and Note-Taking Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Interactive Elements Lotus Notes 45 With Notes Mail Quick Reference Guide
- 8. Staying Engaged with Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Lotus Notes 45 With Notes Mail Quick Reference Guide
- 9. Balancing eBooks and Physical Books Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lotus Notes 45 With Notes Mail Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Setting Reading Goals Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Fact-Checking eBook Content of Lotus Notes 45 With Notes Mail Quick Reference Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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