

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**.
Or, click .
Or, from the Home page, click **CREATE NEW MESSAGE**.
Or, click .
Or, click .
2. Enter the recipient information in the **To** field.
3. Enter subject information, and optionally click **More** to expand the field.
4. Click  to open the **Compose** and **Preview** panes.
5. Click  to close the **Compose** pane.

Describe, Mark Stamp, Importance

1. From the **Messages** menu, click **Describe**.
Or, click .
2. Click **Describe**, **Mark Stamp**, or **Importance**.
3. Specify options for each icon.

Addressing a Message by Typing

1. Enter the intended recipient in the **To**, **CC**, or **BC** field.
2. Type the recipient's full name and address. Lotus Notes will generate a full address if you type a few letters. As you type, suggestions will be listed in the **Address** list. Click on the list item to insert the full name.
3. Clicking into the field will display a pop-up window to help a recipient's address. Click **OK** to return to the field.

...by Choosing from a List

1. Click  to open the **Address** list.
2. From the **Address** list, click the desired address.
3. Click  to close the **Address** list.
4. Click  to open the **Address** list.

Locating Someone in the Address List by Last Name

1. From the **Address** menu, click **Find**. A list of names will be displayed. Click on the name you want to find.
2. The **Find** dialog box will display the list of names. Click **Find** to find the name. Click **OK** to close the **Find** dialog box.
3. Clicking into the field will display a pop-up window to help a recipient's address. Click **OK** to return to the field.

Note: The **Find** dialog box will display the list of names. Click **Find** to find the name. Click **OK** to close the **Find** dialog box.

Deciding the Current Message

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

Saving a Draft

1. Click  to save the draft.





Completing a Draft

1. Click  to send the draft.
2. Click  to send the draft.
3. Click  to send the draft.

Sending Stationery






1. From the **Messages** menu, click **Send Stationery**.
2. Click  to send the stationery.
3. Click  to send the stationery.

Sending Stationery

1. From the **Messages** menu, click **Send Stationery**.
2. Click  to send the stationery.
3. Click  to send the stationery.
4. Click  to send the stationery.
5. Click  to send the stationery.

1. From the **Messages** menu, click **Send Stationery**.
2. Click  to send the stationery.

Attaching a File to a Message

1. From the **Messages** menu, click **Attach**.
2. Click  to attach a file.
3. Click  to attach a file.
4. Click  to attach a file.
5. Click  to attach a file.
6. Click  to attach a file.

Viewing an Attachment

1. From the **Messages** menu, click **View**.
2. Click  to view the attachment.
3. Click  to view the attachment.

Editing an Attachment

1. From the **Messages** menu, click **Edit**.
2. Click  to edit the attachment.
3. Click  to edit the attachment.
4. Click  to edit the attachment.

Seeing a Copy of a File Attachment

1. From the **Messages** menu, click **View**.
2. Click  to view the attachment.

1. From the **Messages** menu, click **View**.
2. Click  to view the attachment.

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2. Click  to view the attachment.

Duplicating to a Message

1. From the **Messages** menu, click **Duplicate**.
2. Click  to duplicate the message.
3. Click  to duplicate the message.
4. Click  to duplicate the message.
5. Click  to duplicate the message.
6. Click  to duplicate the message.

Forwarding a Message

1. From the **Messages** menu, click **Forward**.
2. Click  to forward the message.
3. Click  to forward the message.

Note: The **Forward** dialog box will display the list of names. Click **OK** to forward the message.

Previewing Documents

1. From the **Messages** menu, click **Preview**.
2. Click  to preview the document.
3. Click  to preview the document.

Note: The **Preview** dialog box will display the list of names. Click **OK** to preview the document.

Designing Message Marking

1. From the **Messages** menu, click **Design**.
2. Click  to design the message.

1. From the **Messages** menu, click **Design**.
2. Click  to design the message.
3. Click  to design the message.

Note: The **Design** dialog box will display the list of names. Click **OK** to design the message.

Note: The **Design** dialog box will display the list of names. Click **OK** to design the message.

Opening and Marking Messages

- From the **Messages** menu, click **Open**.
- From the **Messages** menu, click **Mark**.
- From the **Messages** menu, click **Mark Stamp**.
- From the **Messages** menu, click **Importance**.
- From the **Messages** menu, click **Describe**.

Creating a Message Response

- From the **Messages** menu, click **Reply**.
- From the **Messages** menu, click **Reply All**.

Moving to a New Document

- From the **Messages** menu, click **Move**.
- From the **Messages** menu, click **Move All**.
- From the **Messages** menu, click **Move Stamp**.
- From the **Messages** menu, click **Move Importance**.

Selecting Text

- From the **Messages** menu, click **Select**.
- From the **Messages** menu, click **Select All**.
- From the **Messages** menu, click **Select Stamp**.
- From the **Messages** menu, click **Select Importance**.

Lotus Notes 45 With Notes Mail Quick Reference Guide

Adam Pash, Gina Trapani



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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**

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