

Lotus Notes® 8.5 Mail Standard Configuration

Opening Your Mailbox

1. From the Notes Name Table, click .

2. Click  and click .

Creating a Basic Message

1. From the Notes Name Table, click .  
2. From the Name Table, click .  
3. Click . 
4. Click . 
5. Click . 

Describe, Block Stamp, Importance

1. From the Notes Name Table, click . 
2. Click . 
3. Click . 

Addressing a Message by Typing

1. Click the Address Book in the To, CC, or BCC field.
2. Type the recipient's full name in the Address field. Click the Address Book icon to the right of the field to view the list of names. Click the name of the recipient in the list to add the name to the list of recipients.
3. Clicking the Address Book icon in the Address field will open the Address Book. Click the name of the recipient in the list to add the name to the list of recipients.

...by Choosing from a List

1. Click the Address Book icon in the To, CC, or BCC field.
2. Click the Address Book icon in the To, CC, or BCC field.
3. Click the Address Book icon in the To, CC, or BCC field.
4. Click the Address Book icon in the To, CC, or BCC field.

Locating Someone in the Address List by Last Name

1. Click the Address Book icon in the To, CC, or BCC field.
2. Click the Address Book icon in the To, CC, or BCC field.
3. Click the Address Book icon in the To, CC, or BCC field.
4. Click the Address Book icon in the To, CC, or BCC field.
5. Click the Address Book icon in the To, CC, or BCC field.

Note: The Address Book icon in the To, CC, or BCC field will open the Address Book. Click the name of the recipient in the list to add the name to the list of recipients.

Deciding the Current Message

1. Click the Address Book icon in the To, CC, or BCC field.

Saving a Draft

1. Click the Address Book icon in the To, CC, or BCC field.
2. Click . 

Completing a Draft

1. Click the   
2. Click the   
3. Click the   

Saving Drafts

1. Click the Address Book icon in the To, CC, or BCC field.
2. Click . 
3. Click . 

Saving Drafts

1. Click the Address Book icon in the To, CC, or BCC field.
2. Click . 
3. Click . 
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N Colangelo



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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 *InfoWorld* , 1996-04-29 *InfoWorld* is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers *InfoWorld* also celebrates people companies and projects **The ABCs of Lotus Notes 4.5** Rupert Clayton, 1997 Powerful and versatile Notes is the leading groupware application used at more than 12 000 companies and by over 6 million users This title covers the complete range of end user capabilities in Notes The book explains features new to version 4 5 including Web navigation remote access of Notes databases via Netscape Navigator and Microsoft Internet Explorer and calendaring and scheduling *InfoWorld* , 1995-11-06 *InfoWorld* is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers *InfoWorld* also celebrates people companies and projects *Lotus Notes and Domino 5 Bible* Kyle Brown, Kenyon Brown, 2000-04-06 With *Lotus Notes and Domino 5 Bible* you can access these knowledge management tools and be brought up to date with Version 5 Offering a flexible applications design capability Notes automates workflow as it empowers your work groups You ll find everything you need to navigate the Notes environment get an introduction to using its database and learn how to link and embed data objects to create compound documents See how working solutions for the real world calendars and schedules forms and customized views help serve both internal and external customers The *Lotus Notes and Domino 5 Bible* includes chapters for the beginning developer who

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