Lotus Notes® 8.5 Mail Standard Configuration

Opening Your Mailbox

- From the Notes Home page, [Click]
- [Click] Create and choose Mail

Creating a Basic Message

1. From the mailbox, choose CREATE, MESSAGE.
   Or, [Click] New
   Or, from the Home page choose CREATE, MAIL ▸ MESSAGE.
   Or, anywhere in Notes, press <Ctrl-M>.
2. Enter the recipient addresses in the TO field.
3. Enter a brief SUBJECT, and text in the body of the memo.
4. [Click] Send or press <Esc> and choose SEND & SAVE or SEND ONLY.

Receipt, Mood Stamp, Importance

1. Prior to sending a message, [Click] Delivery Options...
2. [Click] the BASIC tab, if necessary.
3. Specify options then [Click] OK.

Addressing a Message by Typing

1. Place the insertion point in the TO, CC, or BCC field.
2. Type the recipient's first or last name or both. Notes will present a list of names as you type. If you see the desired name, press ↓ to select it then press <Enter>, or [Click] it. Otherwise, keep typing.
3. If adding more than one recipient, press <Enter> or type a comma between each person's name.

...by Choosing from a List

1. [Click] the word "TO:" in the TO field.
2. From the DIRECTORY list, select the desired address book.
3. Select a name and [Click] TO, CC, or BCC.
4. [Click] OK.

Locating Someone in the Address List by Last Name

1. In the SELECT ADDRESSES dialog box, type a few letters of someone's last name in the FIND NAMES STARTING WITH box.
2. The specified name jumps to the top of the list of names. [Double-Click] the name to add it to the TO list, or select the name and [Click] CC or BCC.
3. If adding more than one recipient, repeat steps 1 and 2. [Click] OK when finished to close the SELECT ADDRESSES window.

Note: Use the blank margin to the left of the names in an address book to checkmark several recipients before [Clicking] TO, CC or BCC to save time.

Discarding the Current Message

Press <Esc>, then [Click] DISCARD.

Saving a Draft

1. Start the memo in the usual way.
2. [Click] Save as Draft

Completing a Draft

1. [Click] the DRAFTS view to display the list of drafts.
2. [Double-Click] the draft you wish to finish.
3. Complete and send the message in the usual way.

Saving Stationery

1. Create a new message to be used as stationery.
2. [Click] More and choose SAVE AS STATIONERY.
3. Type a name for the stationery and [Click] OK.

Using Stationery

1. [Click] MORE and choose NEW MESSAGE WITH STATIONERY.
2. Choose the desired stationery from the list. [Click] OK.
3. Complete and send the message in the usual way. The original message stays in the list of Stationery.

Or

1. In the folder pane, [Click] the TOOLS view, then the STATIONERY view to display the list of stationery. Stationery
2. [Double-Click] on the stationery document you wish to use to open a copy of it.

Stationery can be edited, copied, and renamed in this view.

Attaching a File to a Message

1. [Click] where you would like the attached file icon to appear in the body of the message. Internet recipients see the attachment(s) separately from the body. Notes recipients see it where you placed it.
2. Choose FILE, ATTACH..., or [Click]
3. Select the drive and folder, if necessary.
4. [Click] on a single filename in the file list.
5. If more than one attachment is desired, use the <Ctrl> or <Shift> keys while [Clicking] to highlight non-adjacent or adjacent choices.
6. [Click] CREATE.

Viewing an Attachment

1. [Double-Click] the icon for the attached file within the message.
2. In the dialog box that appears, [Click] VIEW to preview the file, or OPEN to launch the file in the program with which it was created.

Editing an Attachment

1. [Double-Click] the icon for the attached file within the message.
2. In the dialog box that appears, [Click] EDIT.
3. Make changes to the file, then save it.
4. Close the file. Changes are saved to the attached file when you close the message.

Saving a Copy of a File Attachment

Follow these steps to save a copy of a file sent to you in a message so that you can access it outside of Notes.

1. [Double-Click] the desired attachment icon, then [Click] SAVE.
2. Change the file name, if necessary.
3. Select the appropriate drive and folder, if necessary, then [Click] SAVE.

Note: The message still contains the original file. This message should eventually be deleted to save space. You may also [Right-Click] on the file attachment and choose SAVE AND DELETE or DELETE to remove the file attachment from the message.

Flagging a Message for Follow Up

1. Select the message(s) to flag.
2. [Click] and choose QUICK FLAG to set a default flag based on your existing preferences. To set custom flag options, choose ADD OR EDIT FLAG then set options and [Click] OK.

The messages are now also visible in the FOLLOW UP view.

Replying to a Message

1. Open the message, or select it in the list.
2. [Click] either Reply or Reply To All
3. Choose the desired option of REPLY, REPLY WITH HISTORY ONLY, REPLY WITH HISTORY & ATTACHMENTS, or REPLY WITH INTERNET-STYLE HISTORY. The "WITH HISTORY ONLY" option includes the original message text, and is preferred. "WITH HISTORY & ATTACHMENTS" includes the original message text and attachments; "REPLY" produces a blank reply, and "WITH INTERNET-STYLE HISTORY" option distinguishes the original message with greater-than symbols (>) and removes all formatting.
4. Type the response and send the message.

Forwarding a Message

1. Open the message, or select it in the list.
2. [Click] Forward and choose the desired option.
3. Address the message, type any comments above the FORWARDED BY line, and send the message.

Icons showing that a message has been replied to: or forwarded: appear in the INBOX and ALL DOCUMENTS views.

Previewing Documents

1. Choose VIEW, SHOW ▸ PREVIEW ON BOTTOM or PREVIEW ON SIDE.
   Or, [Click] Show and choose PREVIEW ON BOTTOM or PREVIEW ON SIDE.

Choose the command or button again to turn off the Preview pane. To adjust the size of the pane, [Drag] the bar between the Inbox and Preview Pane.

Recipient Message Marking

Shows if you are the sole recipient, one of a group, or cc'd.

1. [Click] More and choose PREFERENCES.
2. Under the MAIL tab, [Click] the ATTENTION INDICATORS tab.
3. In the RECIPIENT INDICATORS section, specify options, then [Click] OK.

Note: Only your Notes name, e.g. John Doe/Corp, is checked. Specify alternate addresses and formats, e.g. jDoe@corp.com in the box below.

Sole recipients see a solid circle.
Small group recipients see a half-solid circle.
CC and large group recipients see an empty circle.

Opening and Reading Messages

- [Double-Click] on a message to open it.
- Press <Enter> or <Backspace> to open the next or previous message in the list.
- Press <Tab> or <Shift-Tab> to open the next or previous unread message.
- Press <Esc> to close the window.

Creating a Message Anywhere

<Ctrl-M> will create a message in any Notes window.

Moving In a View (Keyboard)

Top of List	Ctrl-Home
Bottom of List	Ctrl-End
One screen up	Page Up
One screen down	Page Down

Selecting Text

Select a word	[Double-Click], or press <Shift-Ctrl-Right Arrow>
Select all text	Choose EDIT, SELECT ALL or press <Ctrl-A>

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M Walker

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