

Lotus Notes® 8.5 Mail standard configuration

Opening Your Mailbox

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

Creating a Basic Message

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

Receipt, Mood Stamp, Importance

- Prior to sending a message, [Click] .

- [Click] the BASIC tab, if necessary.
- Specify options then [Click] OK.

Addressing a Message by Typing

- Place the insertion point in the TO, CC, or BCC field.
- 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 <F4> to select it then press <Enter> or [Click] it. Otherwise, keep typing.
- If adding more than one recipient, press <Enter> or type a comma between each person's name.

...by Choosing from a List

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

Locating Someone in the Address List by Last Name

- In the SELECT ADDRESSES dialog box, type a few letters of someone's last name as the FIND NAMES STARTING WITH box.
- 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.
- 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 as 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

- Start the memo in the usual way.
- [Click] .


Completing a Draft

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

Saving Stationery

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


Using Stationery

- [Click]  and choose NEW MESSAGE WITH STATIONERY.
- Choose the desired stationery from the list. [Click] OK.
- Complete and send the message in the usual way. The original message stays in the list of Stationery.
- Or
- In the folder pane, [Click] the TOOLS view, then the STATIONERY view to display the list of stationery.

- [Click] .
- [Double Click] on the stationery document you wish to use to open a copy of it.

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

Attaching a File to a Message

- [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. Note recipients see it where you placed it.
- Choose FILE, ATTACH..., or [Click] .
- Select the drive and folder, if necessary.
- [Click] on a single filename in the file list.
- If more than one attachment is desired, use the <Ctrl> or <Shift> keys while [Clicking] to highlight non-adjacent or adjacent choices.
- [Click] CREATE.

Viewing an Attachment

- [Double Click] the icon for the attached file within the message.
- 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

- [Double Click] the icon for the attached file within the message.
- In the dialog box that appears, [Click] EDIT.
- Make changes to the file, then save it.
- 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.

- [Double Click] the desired attachment icon, then [Click] SAVE.
- Change the file name, if necessary.
- 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

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

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

Replying to a Message

- Open the message, or select it in the list.
- [Click] either  or .
- 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.
- Type the response and send the message.

Forwarding a Message

- Open the message, or select it in the list.
- [Click]  and choose the desired option.
- 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

- Choose VIEW, SHOW PREVIEW ON BOTTOM or PREVIEW ON SIDE.
 - Or, [Click]  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.

- [Click]  and choose PREFERENCES.
- Under the MAIL tab, [Click] the ATTENTION INDICATORS tab.
- 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-filled circle .

CC and large group recipients see an empty circle .

Opening and Reading Messages

- [Double Click] on a message to open it.
- Press <Ctrl> 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 <Ctrl-Click-Right Arrow>
Select all text	Choose EDIT, SELECT ALL or press <Ctrl-A>

Lotus Notes 45 With Notes Mail Quick Reference Guide

Yan Bai



Lotus Notes 4.5 With Notes Mail Quick Reference Guide:

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

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,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

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 wants to discover Notes applications basics as well as information for the more seasoned pro who's programming with LotusScript and Java languages And Domino Web server technology makes Notes databases easy to distribute and access over your network Added to this reference guide and tutorial is a CD ROM packed with demos a screen cam movie and database templates along with the complete Notes version of this book

InfoWorld,1995-02-06 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Lotus Notes 4.5 with Notes Mail Nevada Learning Series Inc,1997

Computerworld,1996-07-01 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

Computerworld,1995-09-18 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network

LAN Times Guide to

Interoperability Thomas Sheldon,1994 This text is dedicated to providing solutions for people who wish to connect different networks applications operating systems or hardware or combinations of the above Because there are so many possibilities the approach aims to show general solutions and give specific solutions as examples This guide describes what solutions can and cannot be implemented cost effectively and explains problems that can arise with solutions The author details bridges and routers and how they work and discusses gateways and software solutions as well Other topics covered include connecting disparate e mail network hardware and operating systems

Willing's Press Guide ,1998 A guide to the press of the United Kingdom and to the principal publications of Europe Australia the Far East Gulf States and the U S A

Windows Magazine ,1996 **Black Enterprise** ,1992-11 BLACK ENTERPRISE is the ultimate source for wealth creation for African American professionals entrepreneurs and corporate executives Every month BLACK ENTERPRISE delivers timely useful information on careers small business and personal finance

Lifehacker Adam Pash,Gina Trapani,2011-06-03 A new edition packed with even more clever tricks and methods that make everyday life easier Lifehackers redefine personal productivity with creative and clever methods for making life easier and more enjoyable This new edition of a perennial bestseller boasts new and exciting tips tricks and methods that strike a perfect balance between current technology and common sense solutions for getting things done Exploring the many ways technology has changed since the previous edition this new edition has been updated to reflect the latest and greatest in technological and personal productivity The new hacks run the gamut of working with the latest Windows and Mac operating systems for both Windows and Apple getting more done with smartphones and their operating systems and dealing with the evolution of the web Even the most tried and true hacks have been updated to reflect the contemporary tech world and the tools it provides us Technology is supposed to make our lives easier by helping us work more efficiently Lifehacker The Guide to Working Smarter Faster and Better Third Edition is your guide to making that happen

Subject Guide to Books in Print ,1996

Lotus Notes 4.6 with Notes Mail Nevada Learning Series Inc,1998 *Wall Street & Technology* ,2003 *Computer Buyer's Guide and Handbook* ,2001

Willing's Press Guide and Advertisers' Directory and Handbook ,1998

American Book Publishing Record Cumulative 1998 R R Bowker Publishing,1999-03

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feelings are very important and they are a part of everyone there are lots of different types of feelings sometimes we feel happy and sometimes we feel sad these are just two

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there are twelve different posters each displaying synonyms for a range of adjectives to do with our feelings happy sad scared angry excited worried frightened upset calm hopeful proud and loving this is great for helping pupils to develop their vocabulary

emotions word mats feelings vocabulary primary resources - Aug 19 2023

a colourful word mat containing the main vocabulary encountered when writing about feelings children can learn to articulate emotions with these feeling words ks1

pshe ks1 super mood movers coping with feelings bbc - Sep 20 2023

recognise how other people feel when they are happy sad angry or lonely key stage 1 strand 1 their own and other s feelings and emotions and how their actions affect others

feelings and emotions bbc bitesize - Oct 09 2022

what are feelings and emotions we all have feelings they are part of everyone we feel different things at different times depending on what happens to us sometimes we feel sad like

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course 4 5k views basic feeling words happy refers to being pleased mad means to be upset by something sad refers to having sorrow or unhappiness we often use the words

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sad synonyms word list since they already know what a replacement word for happy can be why not also teach some for sad the resource features a list of 12 synonyms for the words sad that can be printed and displayed in minutes together you can discuss what form is appropriate for what situation

pshe loss and bereavement ks1 lesson plans lesson 1 - Aug 07 2022

powerpoint slides ks1 lesson1 bereavement to support lesson delivery feelings fans or feelings photo cards these are resources which explain that we are going to hear a story about a child who feels sad and happy we will start with feeling happy and what makes us happy at school divide a flip chart page into four and draw a happy face in

pshe eyfs ks1 feeling better sad bbc teach - Jun 17 2023

dr radha is joined by her two puppet friends ben and breagha to find out about feeling sad and together they explore ways to help you feel happier this clip is from the series feeling

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twinkl this resource is not yet rated why not leave your own review how can i use this list of emotions for kids this list of emotions for kids is great for talking about feelings and improving emotional literacy

feeling sad what can you do powerpoint teacher made - Nov 10 2022

this presentation discusses feelings why we have them and where they come from it focuses on uncomfortable emotions and what pupils could do to try and work on them it also offers advice on what to do if the uncomfortable feelings don t go away it is aimed at cfe first level pupils

how to be happy bbc teach - Apr 03 2022

1 entry music don t worry be happy by bobby mcferrin there are various versions available on youtube 2 introduction you could start by asking pupils to name some of the emotions they have

sad synonyms word list ready to print resources twinkl - Feb 01 2022

introduce this synonym for sad word list to your class to help improve their vocabulary and sentence writing in their first years of primary school utilising these synonyms will make their creative writing pieces more expressive and efficient instead of using the word sad repetitively

happyandsadfeelingwordsks1 paul christelis copy - Sep 08 2022

he feels angry happy calm sad and scared all at once to help him a little girl shows him what each feeling means through colour a gentle exploration of feelings for young 3 and old alike environmental learning for classroom and assembly at ks1 ks2 mal leicester 2009 03 06 in environmental learning for classroom and assembly at ks1

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activity sheet sad sam s choices and discuss the options they have chosen further suggestions ask the children to make happy

and sad puppets and then make up their own story using happy and sad puppet characters ask the children to make happy and sad mobiles or jigsaws ask the children to find happy and sad images in

what makes me happy what makes me sad teaching - Jan 12 2023

apr 1 2022 pdf 785 93 kb here are two writing frames for children to record write or draw what makes them happy and what makes them sad there are two worked examples to share and talk about with the children showing what makes this pretend child feel happy and sad

emotions and feeling vocabulary word mats teacher made - Mar 14 2023

there are lots of ways to teach children about feelings and emotions one particularly effective way is through teaching them the vocabulary of feeling words you can use these handy emotions word cards for ideas for different vocabulary on the board draw a large circle

list of feeling words for kids yourdictionary - May 16 2023

jul 20 2020 happy feeling words the word happy means a feeling of enjoyment or pleasure it s how you might feel when you open a christmas present you really wanted or get to spend the day with your best friend bubbly cheerful content delighted ecstatic glad joyful loved merry peaceful pleased satisfied silly terrific wonderful advertisement

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