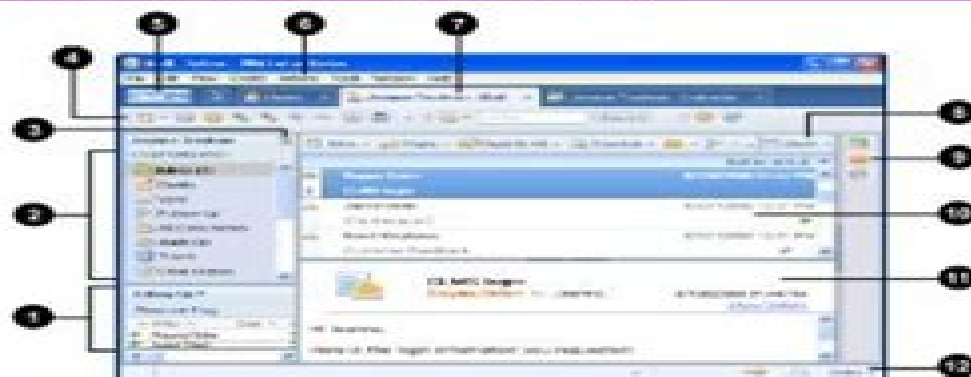


# Lotus Notes 8

## Quick Reference Card

### The Lotus Notes 8 Program Screen



### Mail Management

#### The Action Bar in the Mail application



- **To Open the Mail Application:** Click the **Open** button and select **Mail** from the list.
- **Message Indicators:**
  - Message has not been read.
  - Message has been read.
  - File is attached to the message.
  - This message is marked as urgent—you better look at it fast!
- **To Open a Message:** Double-click the message in the inbox.
- **To Create and Send a Message:** Click the **New** button on the Action Bar or press **<Ctrl> + <N>**. Enter the e-mail address(es) in the To field or click the **To** shortcut to select the addresses from a directory/contact list. Type your message and click the **Send** button on the Action Bar.
- **To Reply to the Message Sender:** Select or open the message and click the **Reply** button on the Action Bar.
- **To Reply to All Message Recipients:** Select or open the message and click the **Reply to All** button on the Action Bar.
- **To Forward a Message:** Select or open the message and click the **Forward** button on the Action Bar.

- **To Attach a File to a Message:** Click the **Attach File** button on the Action Bar, find and select the file you want to attach, and click **Create**.
- **To Open an Attachment:** Open the message and double-click the attachment, or select the message in the inbox and double-click the attachment in the Preview Pane.
- **To Set Delivery Options for a Message:** Create a new message and click the **Delivery Options** button on the Action Bar. Specify the appropriate options in the dialog box, and click **OK** when you're finished.
- **To Delete a Message:** Select the message you want to delete and press the **<Delete>** key or select **Edit → Delete** from the menu.
- **To Retrieve a Message:** Click the **Trash** folder in the Navigator, select the message you want to retrieve, and click **Restore** on the Action Bar.
- **To Close a Message:** Click the **Close** button on the window tab or select **File → Close** from the menu.
- **To Flag a Message for Follow-up:** Select or open the message and click the **Follow Up** button on the Action Bar.

- **Miniview:** Displays additional information in the Mail and Calendar applications.
- **Navigator:** Displays the views and folders for the currently open application.
- **Switcher Menu Button:** Allows you to quickly switch between applications.
- **Toolbar:** Contains buttons for the common commands in the currently open application.
- **Open Button:** Displays the Open List, which contains links to applications, documents, bookmarks, and more.
- **Menu Bar:** Displays a list of menus that you use to give commands to Notes.
- **Window Tabs:** Use these tabs to manage and switch between open applications and documents.
- **Action Bar:** Contains buttons for common tasks in the currently open view.
- **Sidebar:** Provides quick access to applications.
- **View Pane:** Displays contents of the current view.
- **Preview Pane:** Displays a preview of the selected item or document.
- **Status Bar:** Displays information about the active menu.

### General Commands

- **To Open an Application:** Click the **Open** button and select an application from the list, or click the **Switcher Menu** button in the Navigator and select an application.
- **To Close an Application:** Select **File → Close** from the menu or click the **Close** button on the application's window tab.
- **To Dock the Open List to the Left-hand Side of the Program Window:** Select **View → Dock the Open List** from the menu.
- **To Switch Between Open Applications:** Click the **window tab** for the application you want to display.
- **To View Window Thumbnails:** Click the **Show Thumbnails** button to the right of the Open button or press **<Ctrl> + <Shift> + <T>**.
- **To Display/Hide the Preview Pane:** Select **View → Preview Pane → Show Preview** from the menu, or click the **arrow** button on the Preview Pane's top border.
- **To Get Help:** Select **Help → Help Contents** from the menu or press **<F1>**.

# Lotus Notes Quick Reference Guide

**Nevada Learning Series Inc**



## **Lotus Notes Quick Reference Guide:**

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Stationery Attaching Files Opening and Reading Messages Viewing Attachments Editing Attachments Saving a Copy of a File Attachment Replying and Forwarding Flagging Messages for Follow Up Previewing Documents Recipient Message Marking Marking Messages by Sender Adding Addresses to the Address Book Creating a Mailing List Deleting Messages Using Folders Searching for Messages by Subject or Contents Archiving Mail QuickRules Combatting Junk Mail Using the Out of Office Agent Filtering Messages Automatically Preferences Passwords etc Locking ID Also includes a list of shortcuts for Movement Selection Opening and Reading Messages Lotus Notes 8.0.1 Nevada Learning Series Inc,2008 *Lotus Notes 6.5 Mail Quick Reference Guide* Beezix, Inc Staff,2004-03 Laminated quick reference card showing step by step instructions and shortcuts for mail features of Lotus Notes 6.5 Topics include Opening Your Mailbox Creating a Message Receipt Mood Stamp Importance Addressing Messages Locating Someone in the Address List Drafts Stationery Attaching Files Opening and Reading Messages Previewing Documents Replying and Forwarding Creating a Mailing List Adding Addresses to your Address Book Searching for Messages Deleting Messages Using Folders Archiving Mail Using the Out of Office Agent Filtering Messages Automatically QuickRules Combatting Junk Mail Preferences Passwords etc and Locking ID Also includes a list of shortcuts for Movement Selection and working with Messages This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Lotus Notes 7.0** Nevada Learning Series Inc,2007 **Lotus Notes 7 Mail Quick Reference Guide** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for mail features of Lotus Notes 7 Topics include Opening Your Mailbox Creating a Message Receipt Mood Stamp Importance Addressing Messages Locating Someone in the Address List Discarding the Current Message Drafts Stationery Attaching Files Opening and Reading Messages Viewing Attachments Editing Attachments Saving a Copy of a File Attachment Replying and Forwarding Previewing Documents Recipient Message Marking Adding Addresses to the Address Book Creating a Mailing List Searching for Messages by Subject or Contents Deleting Messages Using Folders Archiving Mail Using the Out of Office Agent Filtering Messages Automatically QuickRules Combatting Junk Mail Preferences Passwords etc Locking ID Saving Window State Also includes a list of shortcuts for Movement Selection Working with Messages This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Lotus Notes 5 with Notes Mail : Quick Reference Guide** Nevada Learning Series Inc,1999 **Lotus Notes 4.6 with Notes Mail : Quick Reference Guide** Nevada Learning Series Inc,2000 **Lotus Notes 6.5** Nevada Learning Series Inc,2007 **Lotus Notes 8.0** Nevada Learning Series Inc,2007 **Lotus Notes** Jane Calabria,Dorothy Burke,2003 This inexpensive compact sized guide is all you need to master the fundamentals of Lotus Notes R6 The book is divided into quick and easy lessons designed to be completed in ten minutes or less Topics covered include getting started with Notes working with databases reading mail using the calendar managing documents navigating the Web and customizing Notes **Lotus Notes 8 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc

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