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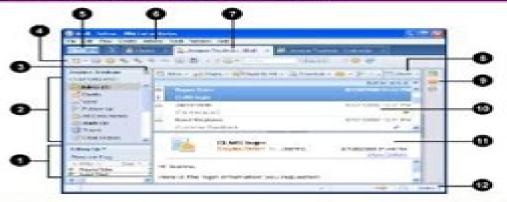
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#### The Lotus Notes 8 Program Screen



#### Mail Management

The Action Bar in the Mail application



- To Open the Mail Application: Clok the Open button and select Mail from the list.
- Message Indicators:
  - III Message has not been read.
  - Message has been read.
  - ir File is attached to the message.
  - 2 This message is marked as urgent-you better look at it last!
- To Open a Message: Double-click the message in the Inbox.
- To Create and Send a Message: Click the New bulton on the Action Bar or press < Ctrl> + «Mi>. Enter the e-mail addressles) in the To field or click the To shortcut to select the addresses. from a directory/contact list. Type your message. and click the Senid 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: Sweet or open the message and dick the Forward button on the Action Black

. 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 cick Create.

Millione Chical Steem No.

- 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 nathere, and click Beattons 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 Ber.

- Mimiwiew: 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 buffore for the common commands in the currently open application.
- Open Button: Displays the Open List. which contains links to spolications. 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 guidk access to applications.
- View Pane: Displays contents of the **CURTON!** VIEW.
- Preview Pame: Displays a preview of the selected form or document.
  - Status Bar: Displays information about the artise more.

#### 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 salect an application.
- To Close an Application: Select File → Close from the menu or dick the Close button on the application's window tab.
- To Dock the Open List to the Lefthand Side of the Program Window: Select View -- Book the Open List for the meru.
- To Switch Between Open Applications: Click the window tab for the application you want to display.
- To View Window Thumbnails: Click the Show Thumbourills button to the right of the Open button or press <Ctrl> + <5hitt> + STO.
- To Displayiffide the Preview Pane: Select View -- Preview Pane -- Show Preview from the menu, or dick the arrow button on the Preview Pane's top border.
- To Get Help: Select Help → Help Contents from the menu or press of to.

# **Lotus Notes Quick Reference Guide**

**RD Boyd** 

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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 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

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