

IBM Lotus Notes

Version 9

Reference Guide

Nancy Schmidt

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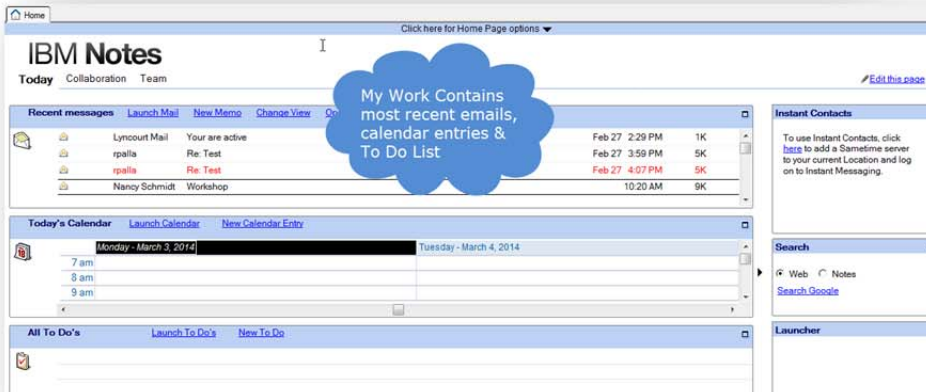
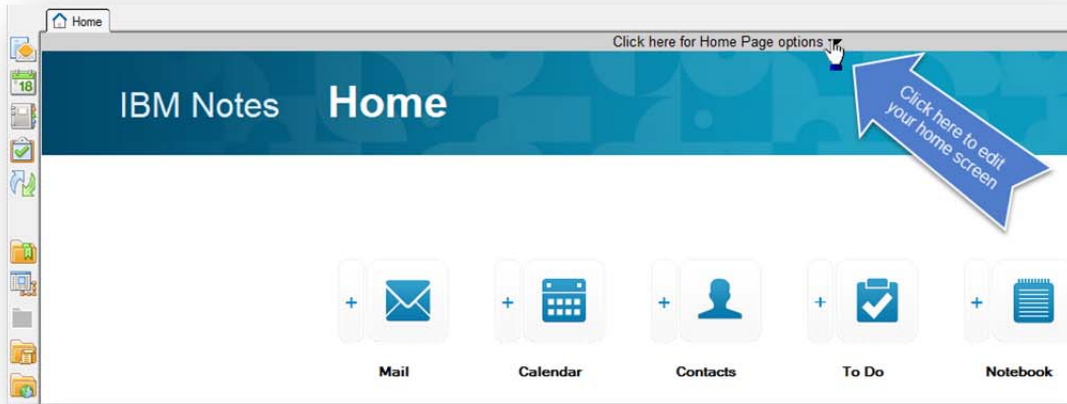
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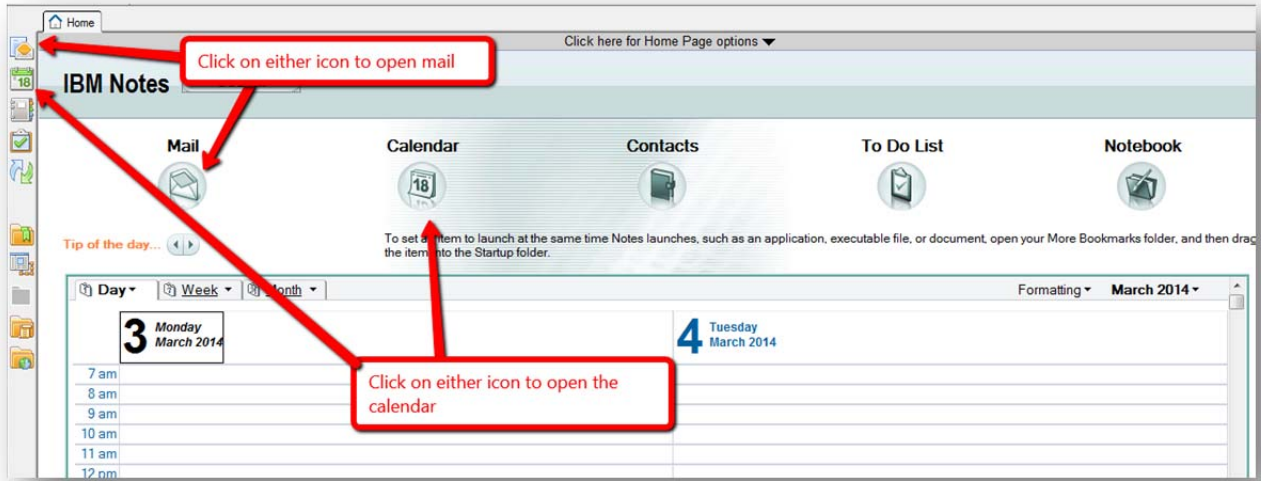
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Home Page

Customizing the Home Page

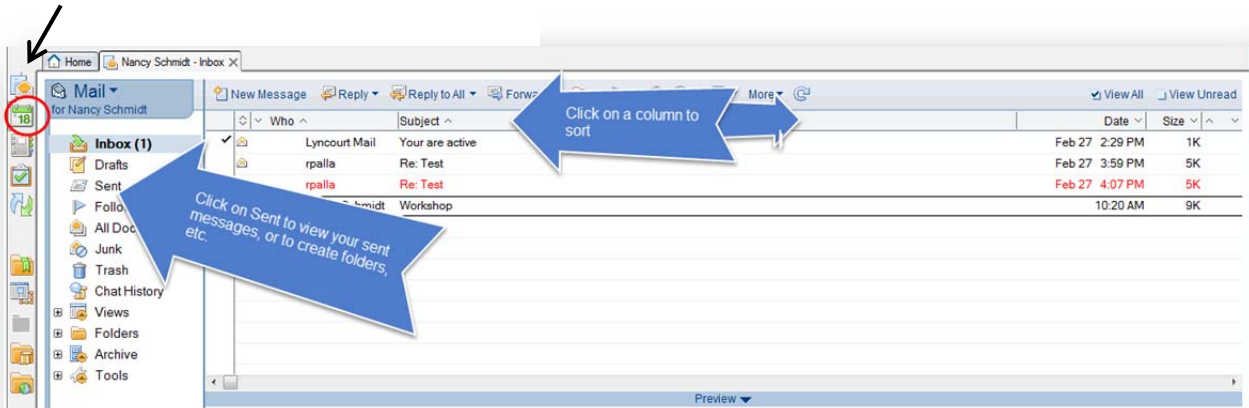


Lotus Notes Basics



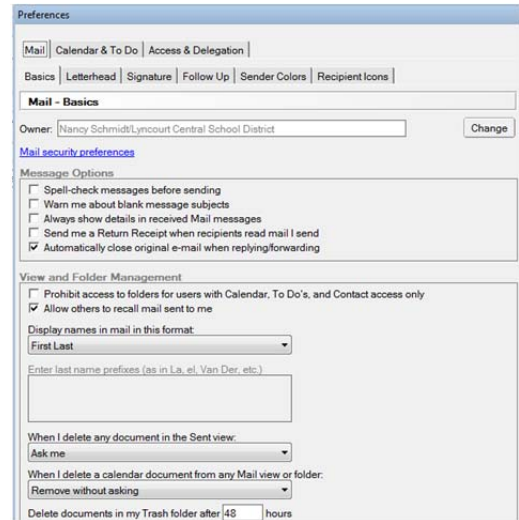
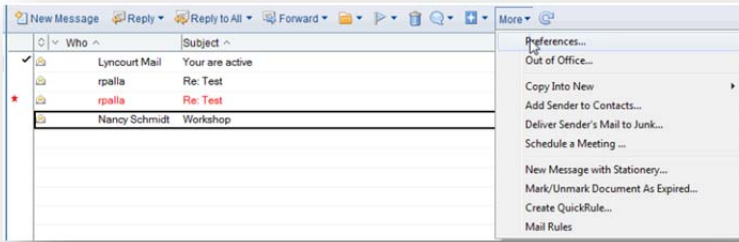
Arrange your mailbox by clicking on a column heading. Very useful for finding all your messages from a specific person, or attachments, etc.

Click on these icons to open area



Changing Your Preferences

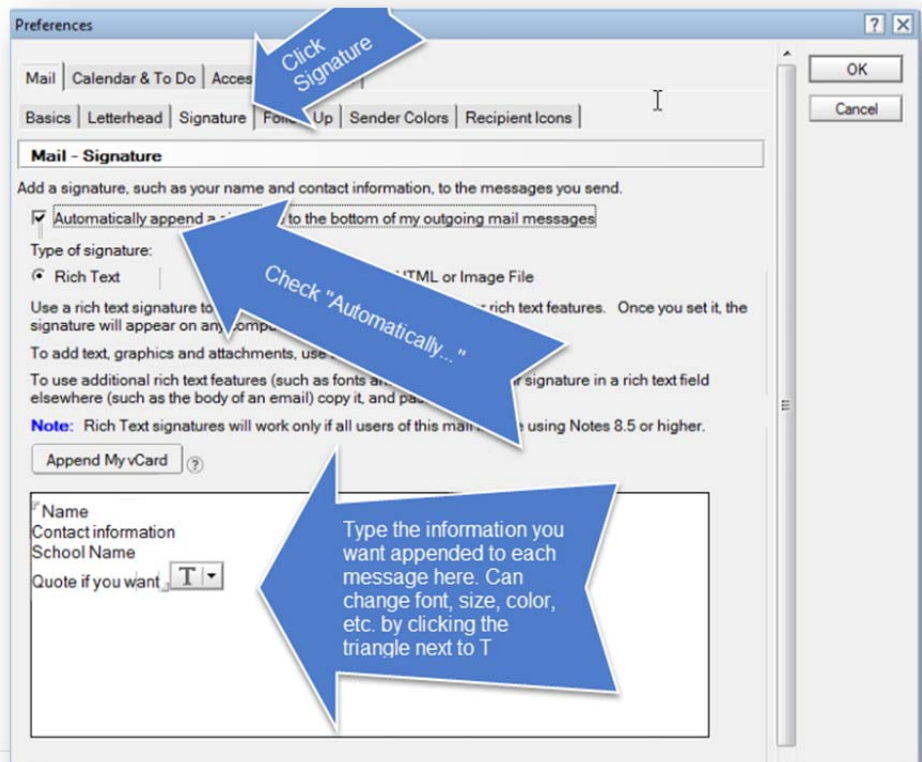
Preferences control 3 major areas: Mail, Calendar & To Do, and Access & Delegation



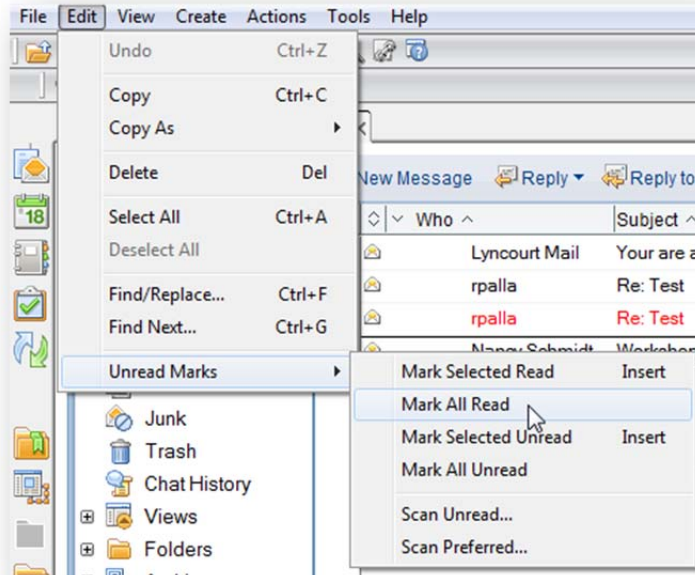
Mail Preferences

Control how often you want your trash to be permanently deleted, changing your letterhead, creating a signature to append to your email, how you deal with Follows Up, assigning colors to different individuals and modifying the recipient icons.

Creating a Signature

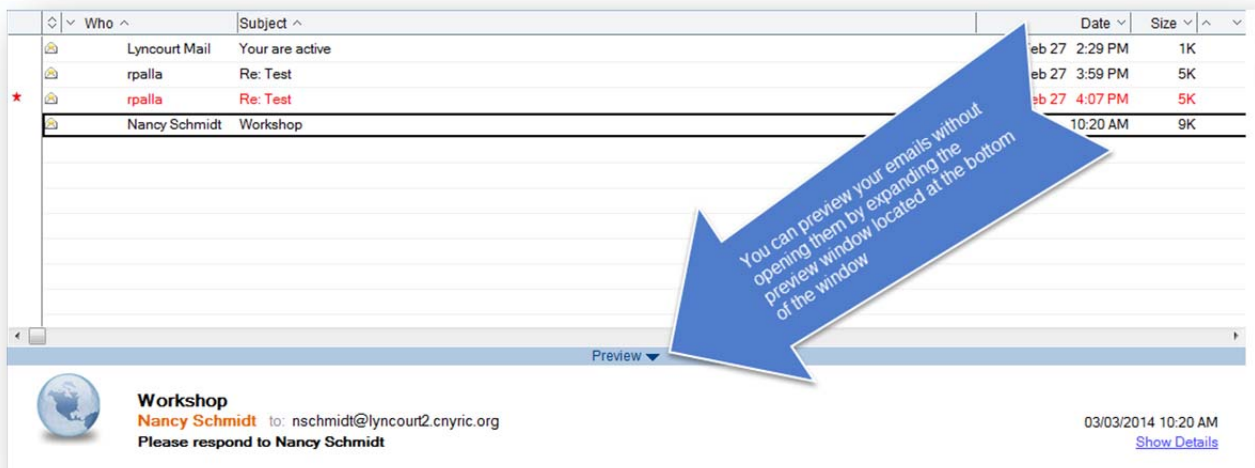


Marking Previews as Read



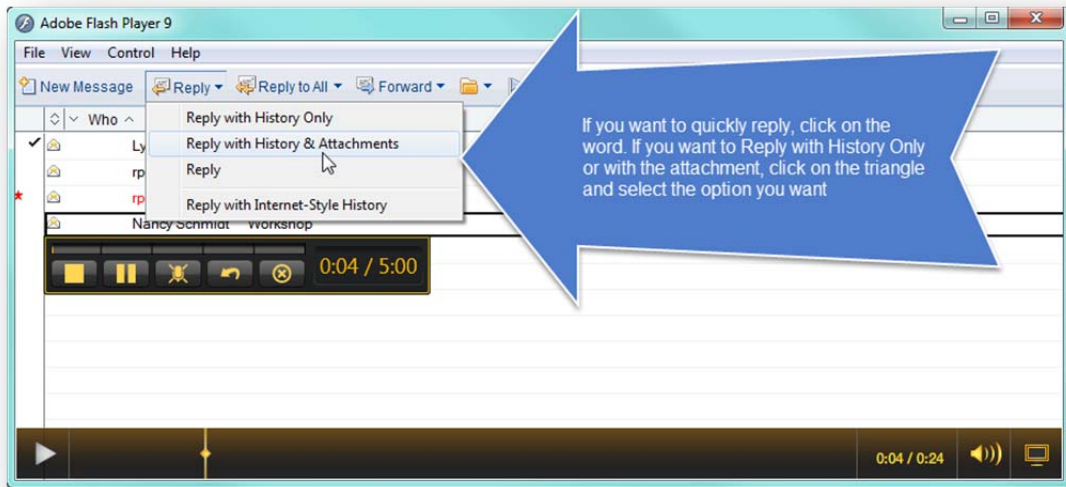
Preview

Once you open your mail inbox, you are able to see emails in a preview window either next to, or below the inbox window. You can control the size of the preview window by dragging.

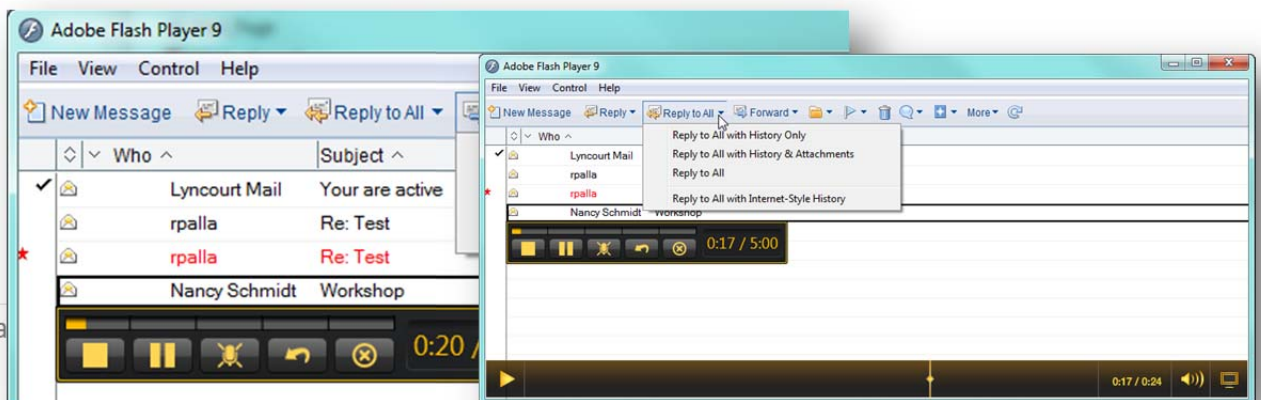


Composing a Message

Click on the New Message button. Type a name in the To field. The name, if in the organizations contact list or your personal contact list, will pop up for you to select.




Replying to a Message



Contacts

There are 2 ways to add contacts: after you receive a message or manually

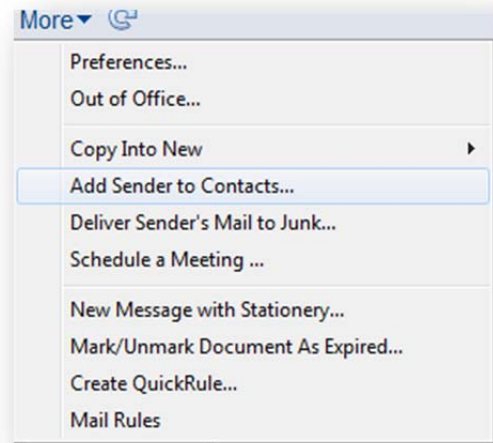
Click on the  icon to manually add a contact.

To add a contact from a received email:

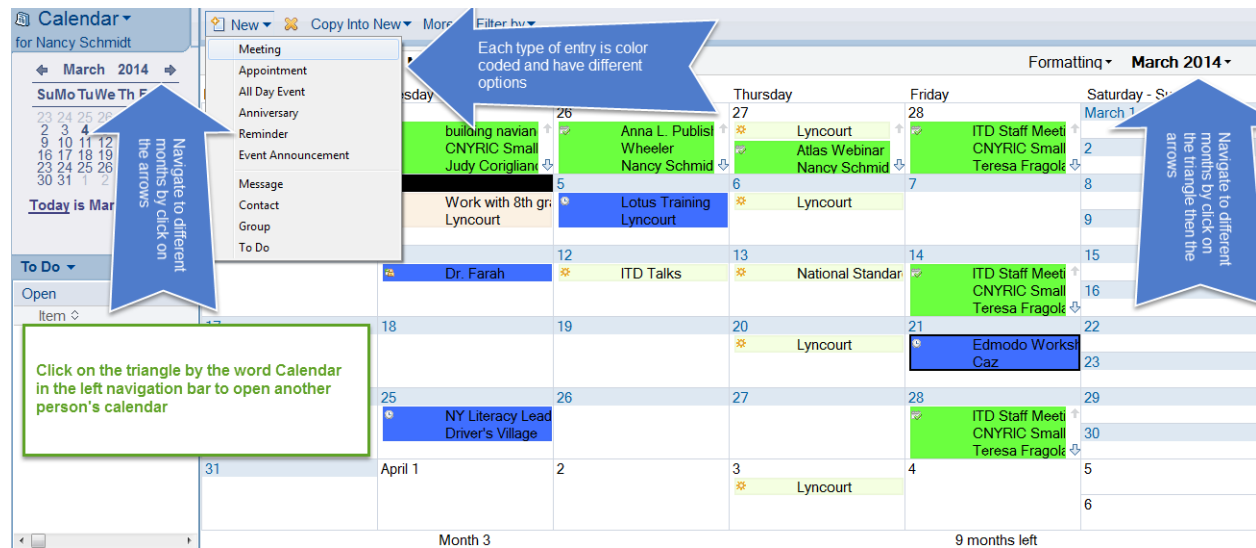
1. Click on More and Select Add Sender to Contacts

Or

2. Right click on the message before you open it and select Add Sender to Contacts



Calendar



Calendar for Nancy Schmidt

March 2014

Today is Mar 1

Meeting

- Appointment
- All Day Event
- Anniversary
- Reminder
- Event Announcement
- Message
- Contact
- Group
- To Do

Each type of entry is color coded and have different options

Navigation to different months by click on the arrows

Navigation to different months by click on the triangle then the arrows

Click on the triangle by the word Calendar in the left navigation bar to open another person's calendar

Day	Event
23	building navian CNYRIC Small
24	Judy Corigliani
25	Work with 8th gr Lyncourt
26	Anna L. Publist Wheeler Nancy Schmid
27	Lotus Training Lyncourt
28	ITD Staff Meet CNYRIC Small Teresa Fragola
29	Edmodo Works Caz
30	ITD Staff Meet CNYRIC Small Teresa Fragola
31	NY Literacy Lead Driver's Village
1	Dr. Farah
2	ITD Talks
3	National Standard Lyncourt

Month 3 9 months left