

**IBM Lotus Notes** 

# Version 9

# **Reference Guide**

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## **Table of Contents**

Home Page
Customizing the Home Page 2
Lotus Notes Basics 3
Changing Your Preferences
Mail Preferences 4
Creating a Signature
Marking Previews as Read 5
Preview5
Composing a Message 6
Replying to a Message
Contacts7
Calendar7

### **Home Page**

#### **Customizing the Home Page**



### **Lotus Notes Basics**

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Divi Notes				
Mail	Calendar	Contacts	To Do List	Notebook
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	City City			
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Arrange your mailbox by clicking on a column heading. Very useful for finding all your messages from a specific person, or attachments, etc.

Home 🔁 Nancy Schmidt - Inbox >	۹		
S Mail ▼ 21	Vew Message 🖉 Reply 🔻 🤀 Reply to All 👻 🖉 Forward 👘 👘 🖓 More 📿 🚱	🛃 View All	Uview Unread
or Nancy Schmidt	V Who A Subject A Click on a column to	Date ~	Size ~ ^
🚵 Inbox (1) 🖌 🗸	Lyncourt Mail Your are active	Feb 27 2:29 PM	1K
I Drafts	A rpalla Re: Test	Feb 27 3:59 PM	5K
Sent Sent	rpalla Re: Test	Feb 27 4:07 PM	5K
Follo Click	On So	10:20 AM	9K
All Doc etc	ges, or to view your		
🖄 Junk	create fords		
Trash	olders,		
Grat History			
🛙 🚾 Views			
🛙 💼 Folders			
8 🛃 Archive			

Click on these icons to open area

#### **Changing Your Preferences**

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

I new message op Reply + op Reply to All + op Forward + I + P	C. M. Wore, C.	Preferences
	Out of Office	Mail Calendar & To Do Access & Delegation
rpalla Re: Test	Copy Into New +	Basics Letterhead Signature Follow Up Sender Colors Recipient Icons
Nancy Schmidt Workshop	Add Sender to Contacts	Mail - Basics
	Schedule a Meeting	Owner: Nancy Schmidt/Lyncourt Central School District Chang
	New Message with Stationery	Mail security preferences
	Mark/Unmark Document As Expired	Message Options
	Create QuickRule	Spell-check messages before sending
	Mail Rules	Warn me about blank message subjects Always show details in received Mail messages
		☐ Send me a Return Receipt when recipients read mail I send
		Automatically close original e-mail when replying/forwarding
		View and Folder Management
		Prohibit access to folders for users with Calendar, To Do's, and Contact access only
		Allow others to recall mail sent to me
		Display names in mail in this format:
		File Les
		Enter last name prefixes (as in La, el, Van Der, etc.)
		When I delete any document in the Sent view:
		Ask me
		When I delete a calendar document from any Mail view or folder:

#### Delete documents in my Trash folder after 48 hours

#### **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**

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#### **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

Preferences	
Out of Office	
Copy Into New	
Add Sender to Contacts	
Deliver Sender's Mail to Junk	
Schedule a Meeting	
New Message with Stationery	
Mark/Unmark Document As Expired	
Create QuickRule	
Mail Rules	

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

