IBM Lotus Notes

Version 9

Reference Guide

Nancy Schmidt

nschmidt@cnyric.org

315.433.8358
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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

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