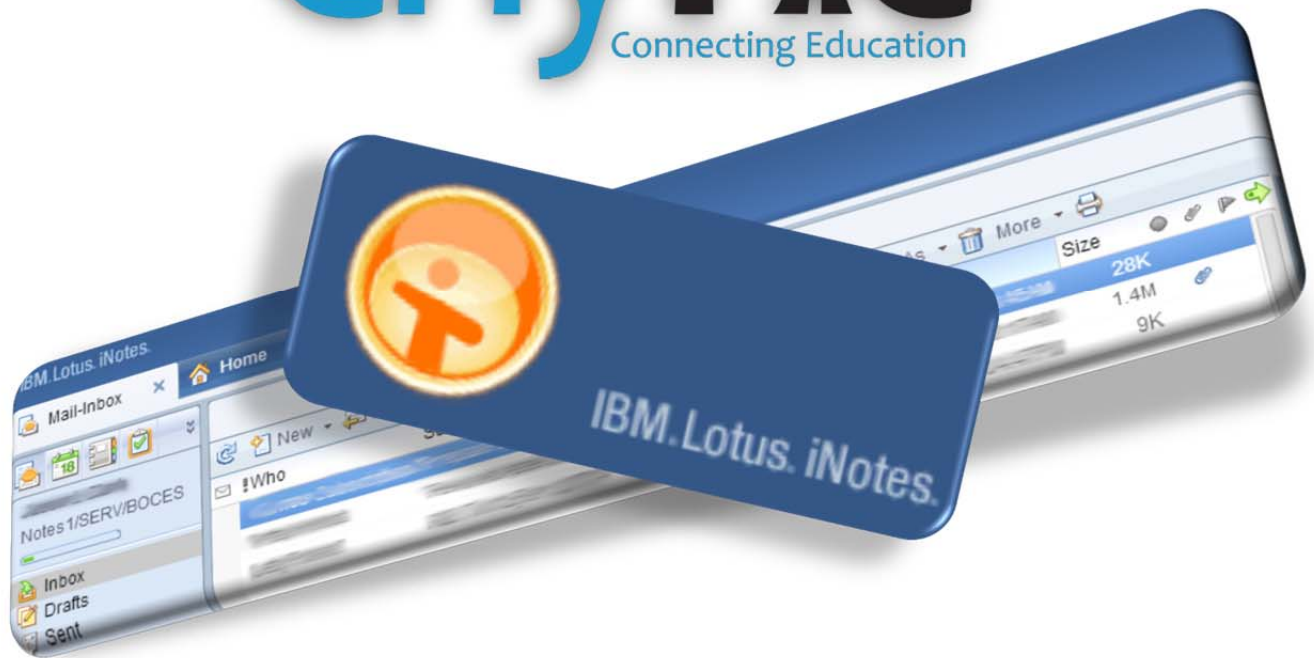




IBM Lotus iNotes 9 Reference Guide

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Lotus iNotes: Mail

Open the Web browser (Internet Explorer, Firefox, Chrome, etc.) and type in:

 mail.lyncourt.cnyric.org

 Please identify yourself.

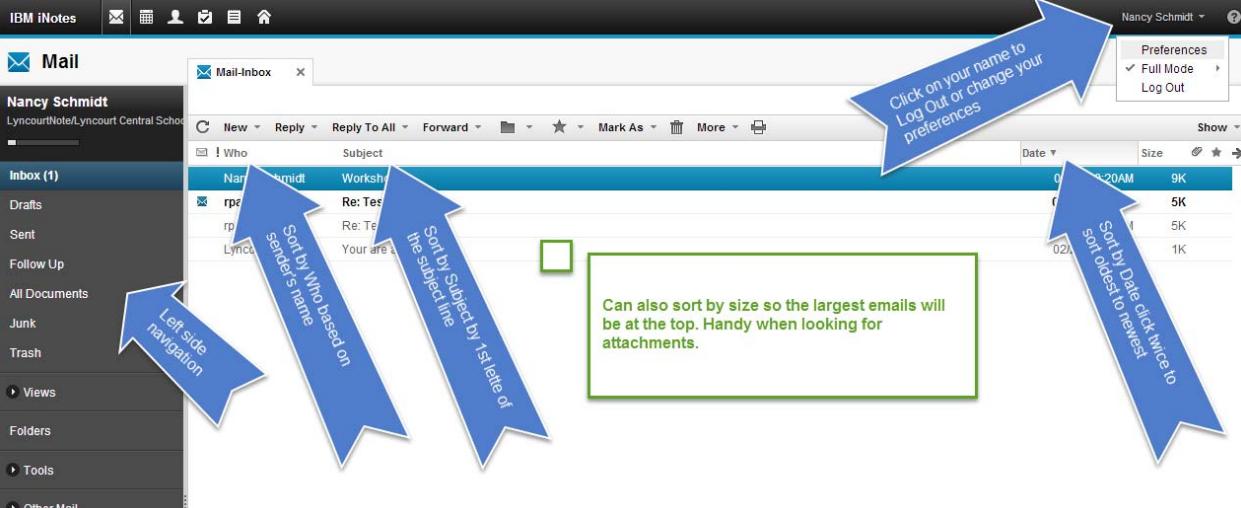
User name:

Password:

 Type in your username and password

Preferences:

The default preference in iNotes is the Mail-Inbox.



The screenshot shows the IBM iNotes Mail interface. The left sidebar contains a navigation menu with options: Mail, Nancy Schmidt, LyncourtNotes, Lyncourt Central School, Inbox (1), Drafts, Sent, Follow Up, All Documents, Junk, Trash, Views, Folders, Tools, and Other Mail. The main area displays the Mail-Inbox with a list of emails. Annotations include:

-  Left side navigation
-  Sort by Who based on sender's name
-  Sort by Subject by 1st letter of the subject line
-  Click on your name to Log Out or change your preferences
-  Sort by Date click here to sort oldest to newest
-  Can also sort by size so the largest emails will be at the top. Handy when looking for attachments.

The email list shows columns for Who, Subject, Date, and Size. The first email is from Nancy Schmidt with subject 'Workshop' and size 9K. The second email is from 'rp' with subject 'Re: Test' and size 5K. The third email is from 'rp' with subject 'Re: Test' and size 5K. The fourth email is from 'Lync' with subject 'Your are' and size 1K.

Basic Preferences

Click on your name and then select **Preferences**

When you enable the full-text index you can search in any major area from mail to calendar

Mail Preferences

Click on the **+Mail**

Click on **Signature** to add your own automatically at the bottom of each out going message.

Mail-Inbox x Preferences x

Save and Close Cancel

This mail file belongs to: Nancy Schmidt/Lyncourt Central School District

Display Options
Display this tab when starting: Mail

For all list-type views:
☒ Show all documents as a scrollable list
☐ Enable Scroll hints
☐ Show documents one page at a time
☒ Show abbreviated dates (for example, "Yesterday")

Search
☒ Enable full-text indexing for searching

Personal categories
 [Type here to add a new category]
 Business
 Personal
 Friends
 Family

Default display for contact names
 First Name Last Name
☐ Apply format to all entries
 The default name display applies to new contact entries only. Check this box to apply the default name display to existing entries also.

Auto Saving
☒ Automatically Save Mail

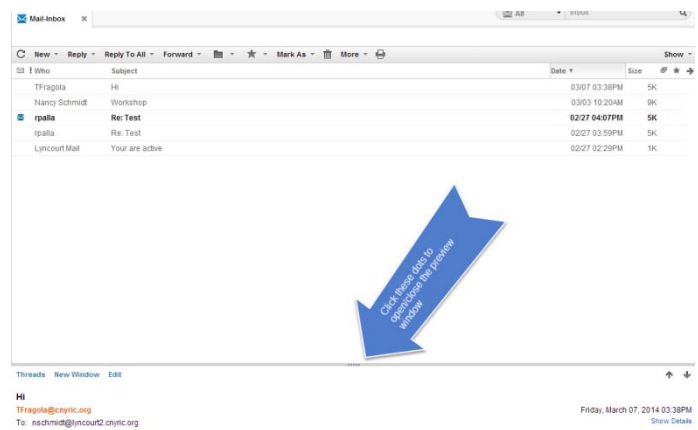
Spell Check Default Dictionary
 Set this as the default dictionary:
 Server Default

Right Double-Click Close
☐ Enable right double-click to close window

Click on **General** and check the automatic spell check option for outgoing mail.

Preview

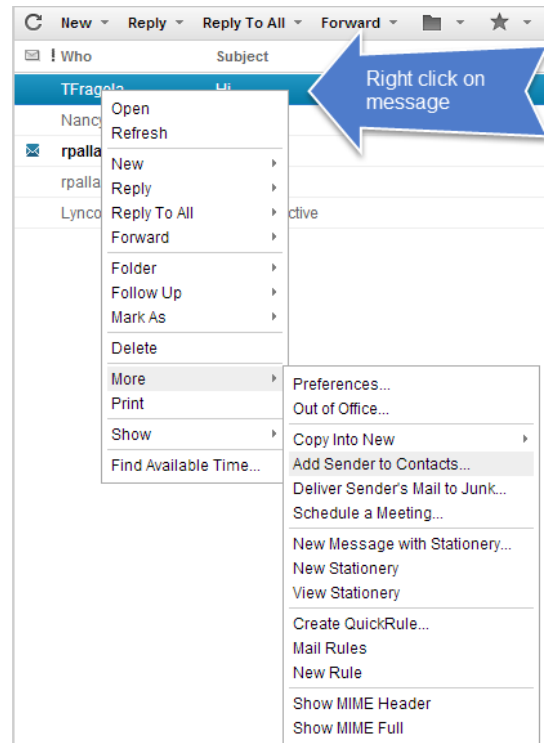
If you would like to see the body of the message without actually opening the message, click on these dots at the bottom of your screen *****
 It will open the preview window. If you want to close it, click it again. In the preferences, you can set it so if a message is viewed in the preview window it is set to read.



Mail

Without opening a message, there are many things you can do just by right clicking on it. So if you use the preview window, you can read it, right click and reply, add the sender to your contacts, forward it to another, etc.

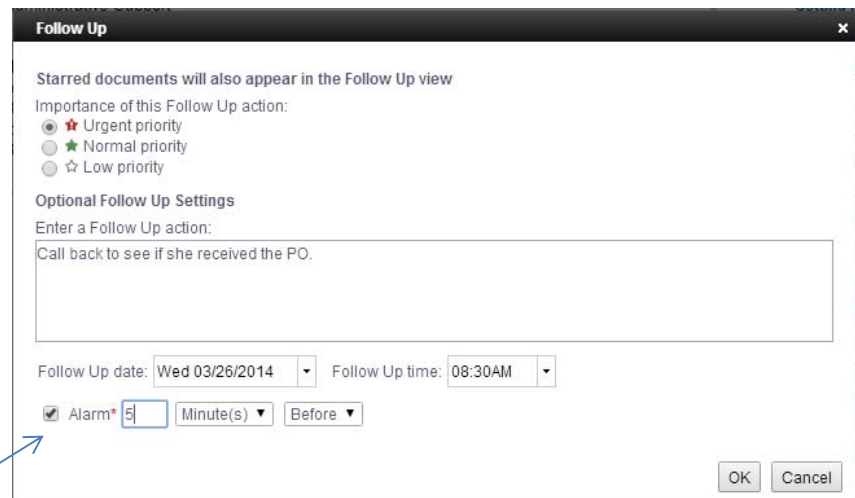
If you prefer not to use the preview window, double click to open a message.



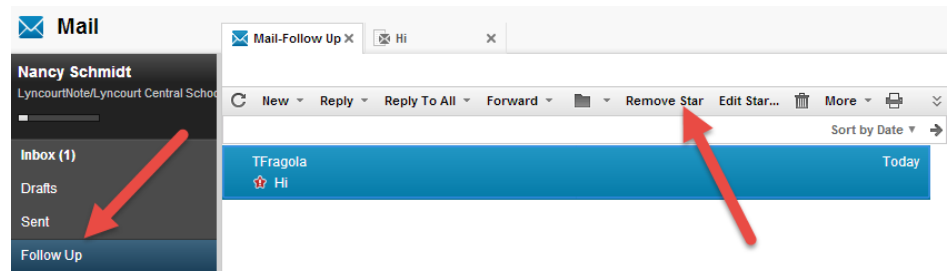
Use the above toolbar to manage your messages after you open them.

The Folder icon allows you to move a message to a particular folder

The Star icon allows you to visually mark a message as urgent, normal or low. You can also attach a follow up action to a message so you will not forget to follow up to a message. It pops up a reminder window if you use the alarm.



After you follow up, be sure to remove the star – go to Follow Up and select Remove Star





More – has a variety of options to help you. Here's just a few that you may use.

- Out of Office – use if you will be on leave or away at a conference
- Add Sender to Contacts
- Send mail to the junk folder
- Schedule a Meeting – can use to set up a conference if a parent emails you

Closing Messages

Click on the X in any tab you wish to close.



Adding Contacts Manually



Near the top of your screen, click on the head icon (I

put a red circle around it).

Click on New. You can add contact

You only need to add the first and last name and the email address

If you want to create a group, you first need to add all the contacts and then select the contacts to be placed in a group.

 A screenshot of the 'New Contact' form in IBM iNotes. The form has tabs for 'Summary', 'Work', 'Home', 'Personal', and 'Customize'. The 'Summary' tab is active. It contains fields for 'Title', 'First name', 'Middle', 'Last name', 'Suffix', 'Default Email', 'Work', and 'Personal'. There are also sections for 'Phones' (Work, Work fax, Pager, Assistant) and 'Business address' (Street, City, State, Zip, Country/Region).