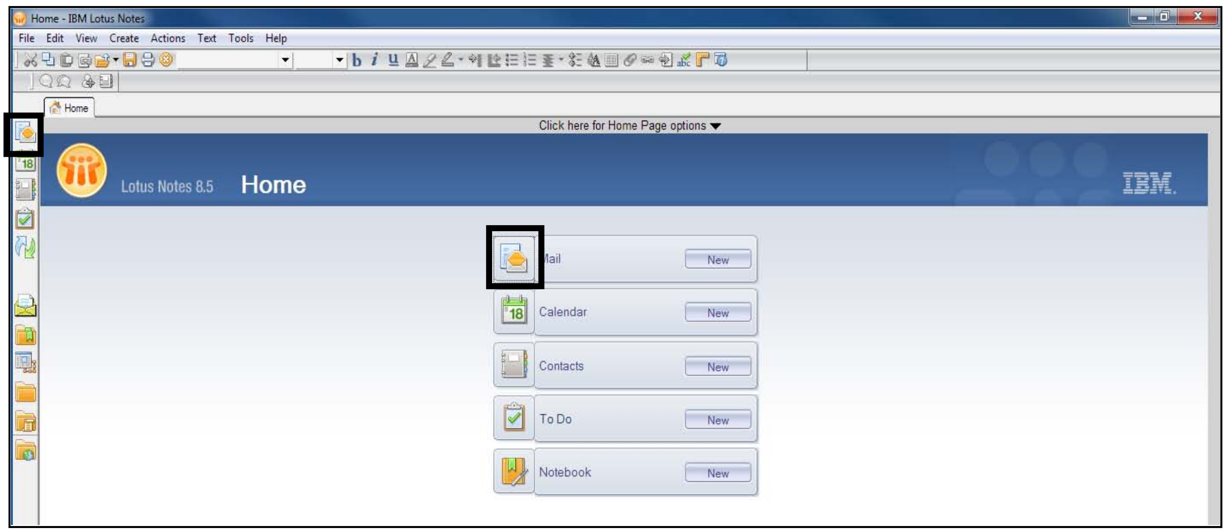
Lotus Notes
Client Version

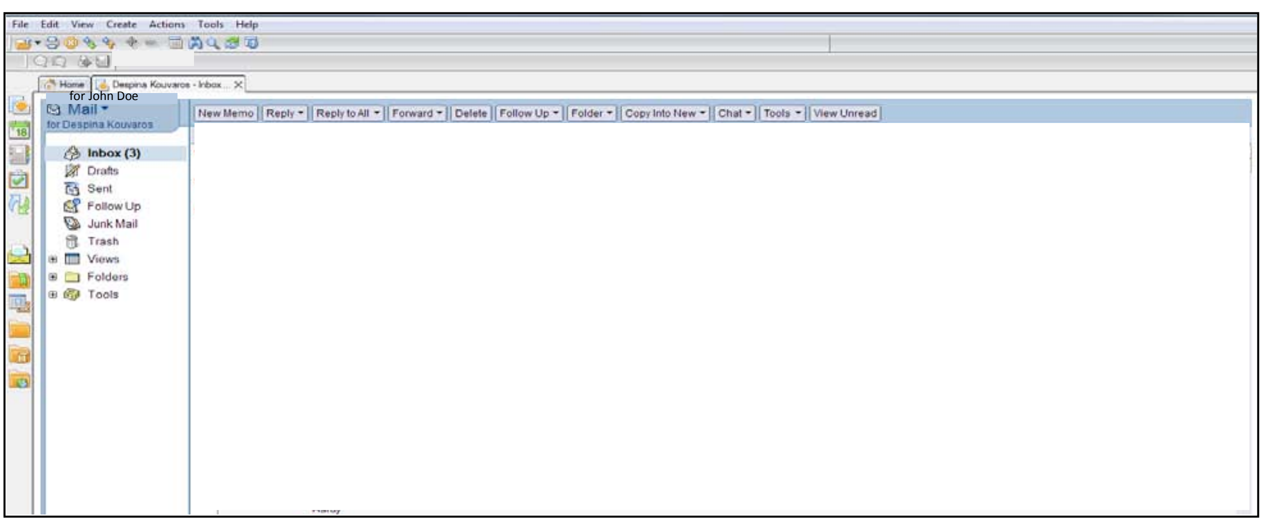
Find and select the Lotus Notes icon on your computer. Once opened you should already see your username inside the first box. Enter your password and press the Enter key to log in.

Once you've successfully logged in you should see this screen:



Select the picture of the Envelope either at the center of the page or on the left hand side of the screen.

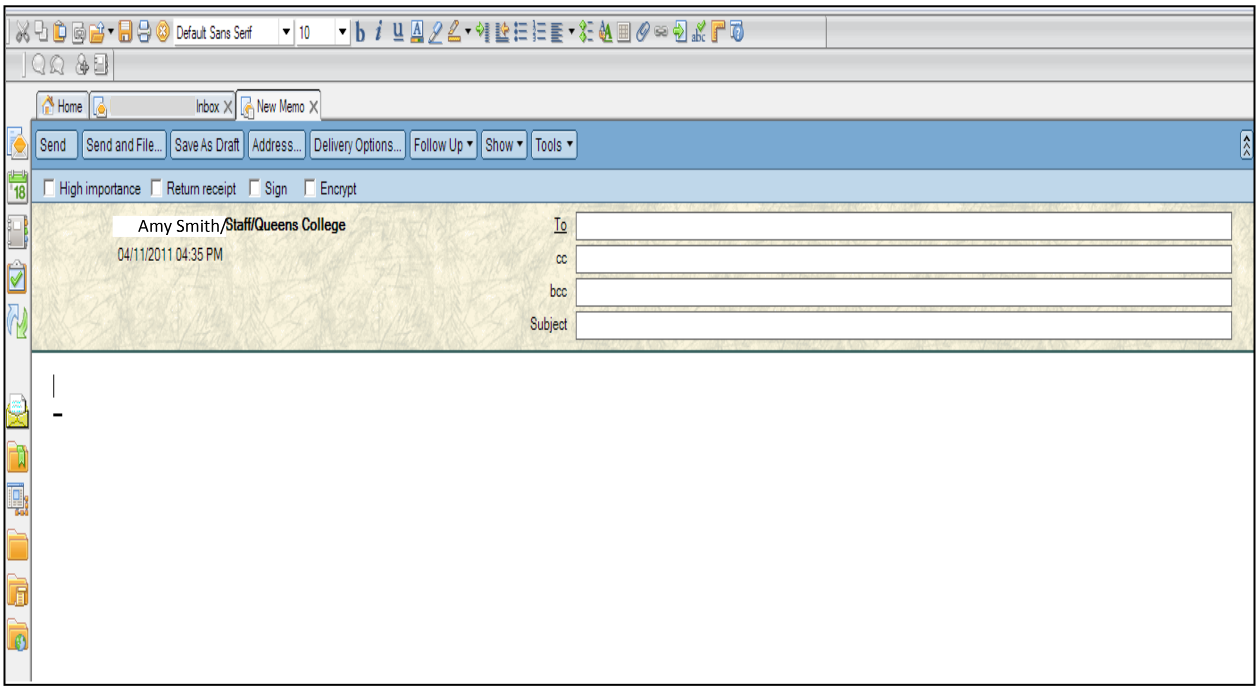
This is your inbox, where you will see all new mails, displayed in red text, and all your old mail, displayed in black text. E-mails will remain in your inbox until deleted.



Creating a New E-Mail

To create a new e-mail, select the "New Memo" button in the Action Bar.

On the new page, you will see this:



- **The "To" Box:** This is where the recipient's email address is typed or selected from an address book. *You must fill this box out*.

- **The "Cc" Box:** This is for the e-mail address of a recipient(s) who is to receive a copy of the e-mail. This field is optional.

- **The "Bcc" Box:** This is for the email address of a recipient(s) who is to receive a copy of the e-mail without the other recipients' knowledge. This field is optional.

- **The "Subject" Box:** Type in a word or short phrase that describes the message.

- **The "Body":** Type in the message text and/or graphics, which you want to send. This is also where you would place an attached document.

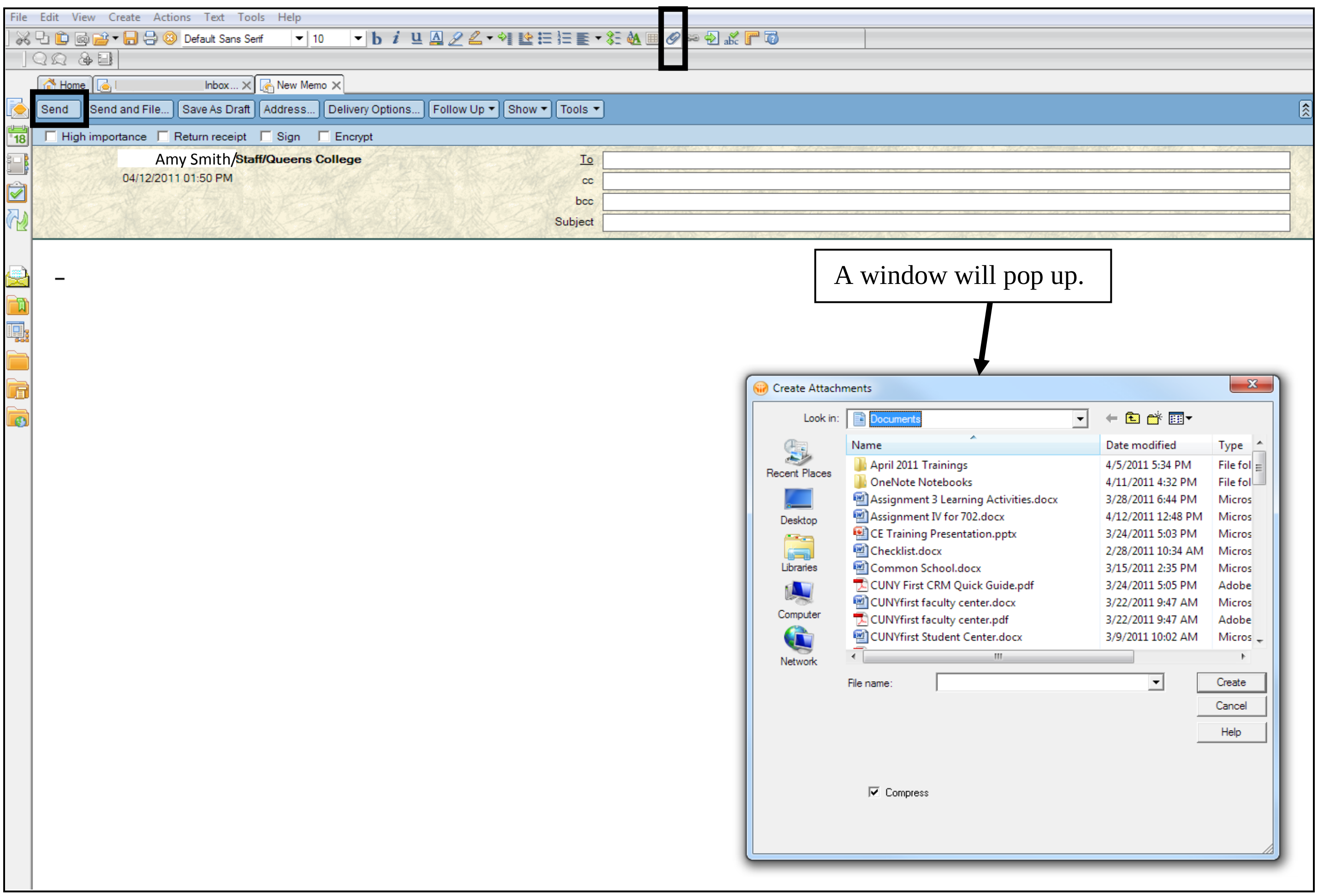
Attaching a File

1. To attach a file to the current e-mail you are going to send, select the icon of the paperclip in the tool bar, located on the top of the screen.

   Note: The file will attach to the end of where ever you stopped typing (the last place your cursor appeared). You might want to put in a few spaces at the bottom of you text before you attach a file.

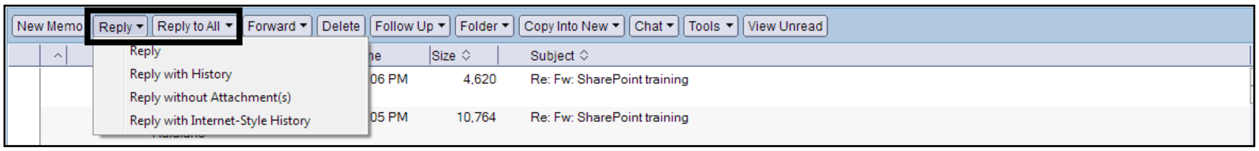
2. A new window will appear. From this window locate the file you want to attach and double click on that file. Your file should now be attached to your e-mail.

3. After completing the e-mail, select the “Send” button from the action bar. This will send you e-mail to the people you have specified in the “To”, “Cc”, and “Bcc” boxes.



Replying to an E-Mail

With the e-mail opened or the e-mail selected in your inbox, select the “Reply” button or the “Reply to All” button from the action bar.



Note: “Reply To All” sends a copy of your reply to everyone in the “To”, “Cc”, and “Bcc” boxes.

You get 4 options to pick from:

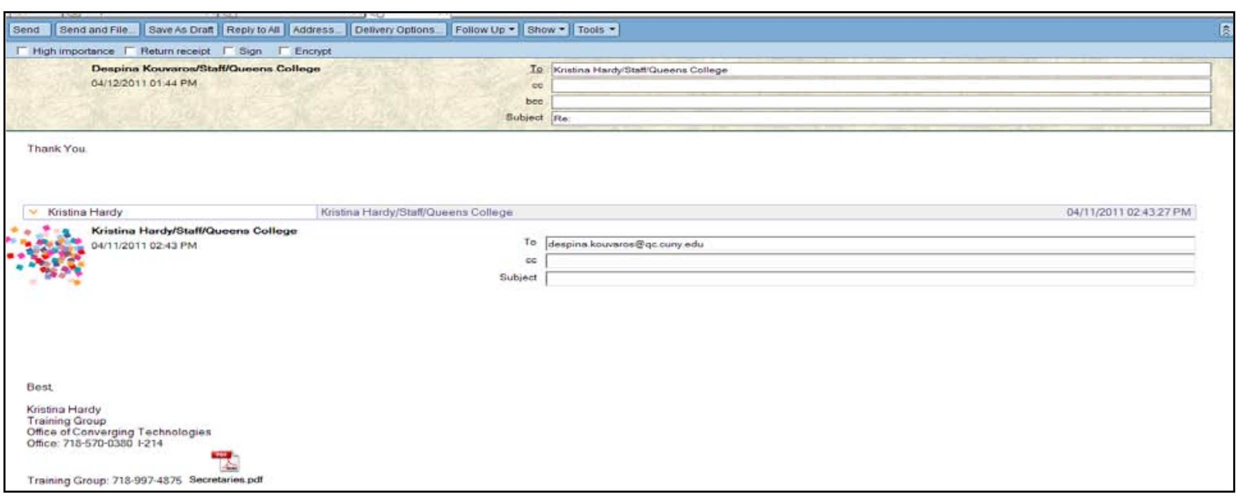
1. **Reply:** Provides you with a blank e-mail, with no history or attachment.

2. **Reply with History:** Provides the past e-mail messages with the new reply along with any attached files.

3. **Reply without Attachments(s):** Provides the past e-mail messages with the new reply and no attachment(s).

4. **Reply with Internet-Style History:** Provides the past e-mails message with arrows at the beginning of each line indicating the amount of lines used.

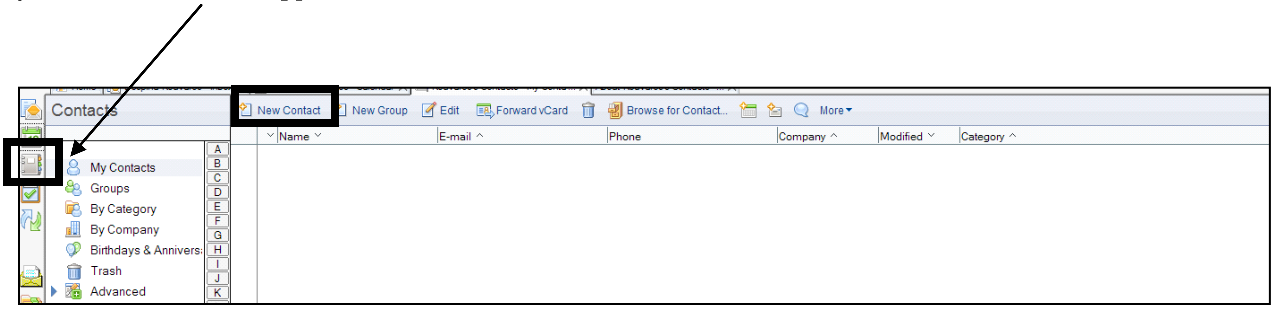
After selecting one of the options, a new e-mail with the options you selected will appear already addressed to the person(s) you are replying to. Type your message in the body portion, and when finished select the “Send” button in the action bar to send your reply.



Address Book/Contact List

An Address Book/Contact List is a place where you can store contact information of a person.

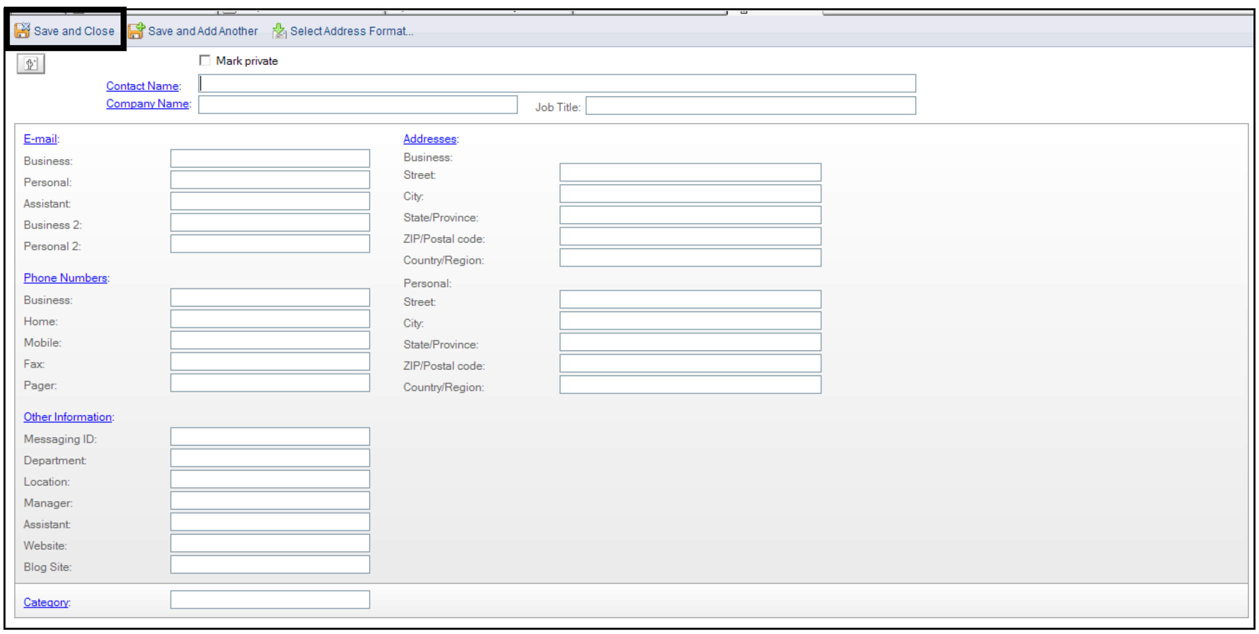
To access your Address Book/Contact List select the "Contacts" icon on the left side of the screen. All of your contacts should appear here.



Add a New Contact

1. While in the Contact portion of Lotus Notes, select "New Contact" from the action bar.

2. Fill out the boxes with as much information as needed, and select "Save & Close"

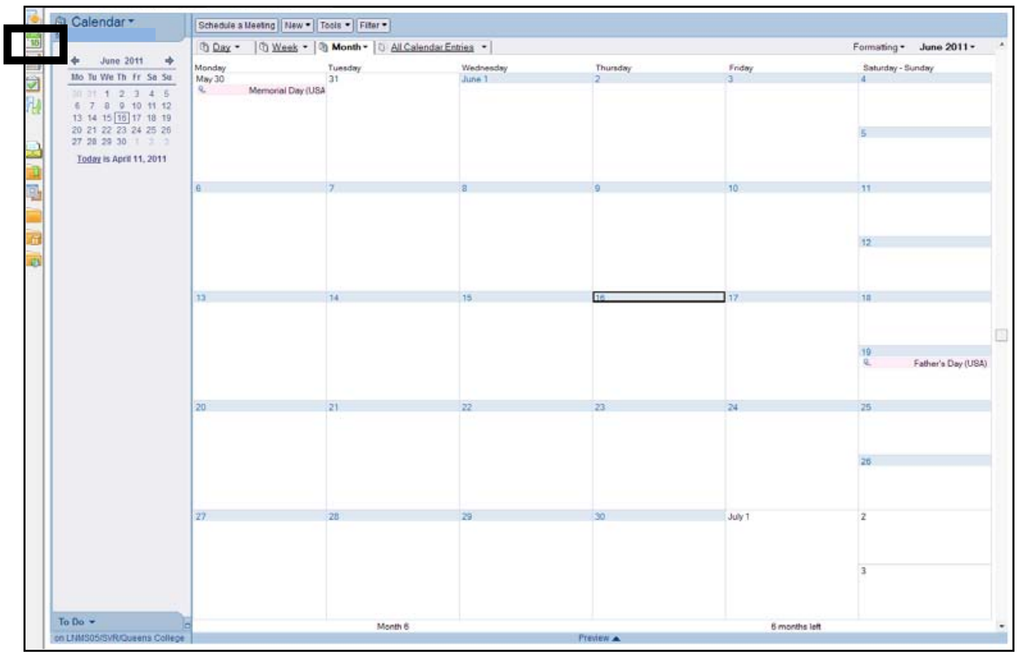


The Calendar Tab

The Calendar Tab is where you see any and all of your meetings and appointments.

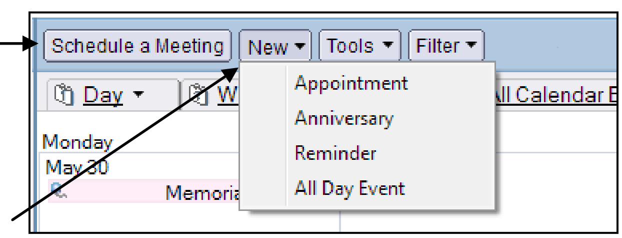
To open the calendar, select the “Calendar” icon on the left side of the screen.

- You will then see the Calendar for the current month along with different options to view you calendar under the action bar. (If your calendar opens in a different view, it’s fine. You can change the view to whichever best suits your needs.)



- To create a new meeting, select the “Schedule a Meeting” button from the Action Bar.

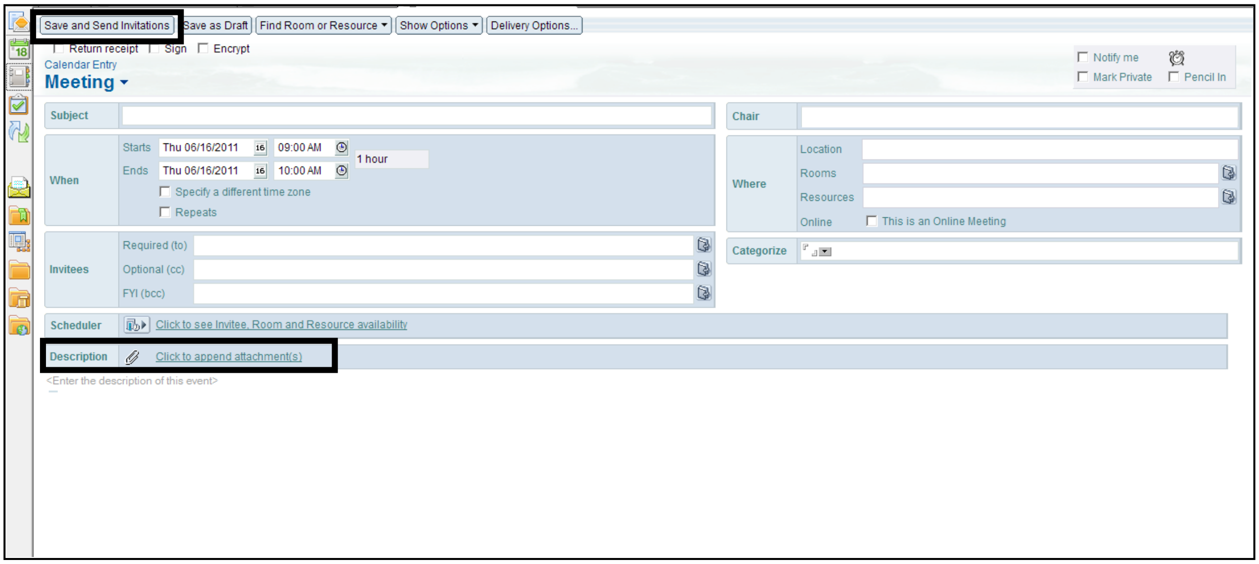
- To create a new appointment, select the “New” button from the action bar, and the select “Appointment”.



- Once you’ve selected the option you want, fill out the information as fully as possible.

Note: For each, meeting and appointments, you have the option to make that event private. Just select the “Make Private” check-box at the top left of the event.

Meetings



For the meeting portion, you have the ability to send your meeting to other people.

- In the “Invitees” section of the page, enter the people you want to send this meeting to.
- Under the “Description” section you can type a message that will be attached to the invite.
- To attach a file to the invite, select the paperclip next to the word “Description” or from the toolbar. You can also click on the text that says “Click to append attachment(s)” to attach a file. Locate the file you want to attach and the double click that file.
- Once you are finish select “Save & Send Invitations” from the action bar.
  This will send your invitation to the people you’ve requested and it will also save the meeting onto your calendar.

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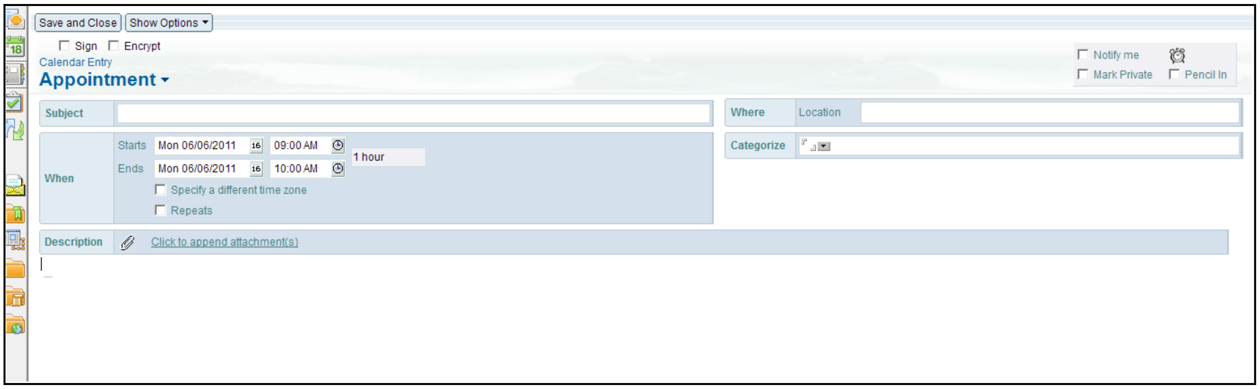
Appointment

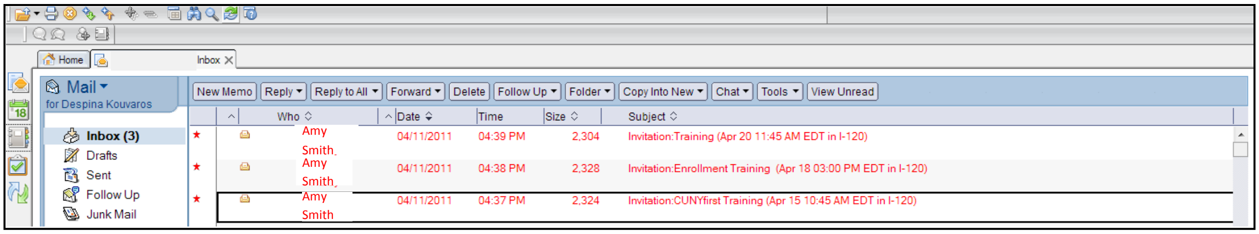


The appointment portion is similar to the meeting portion. The only difference is you cannot invite people to your appointment.

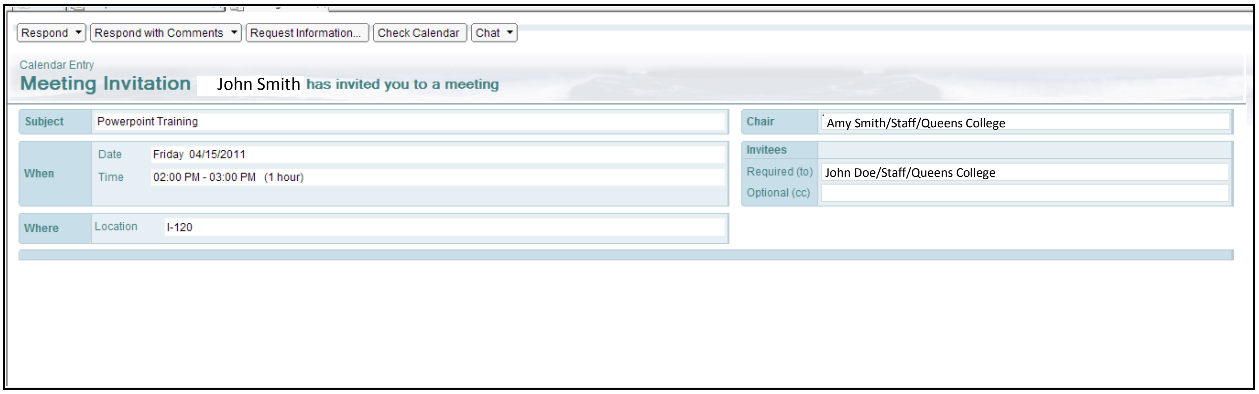
Remember: Once you are done entering the information select "Save & Close" from the action bar.

Meeting Invites

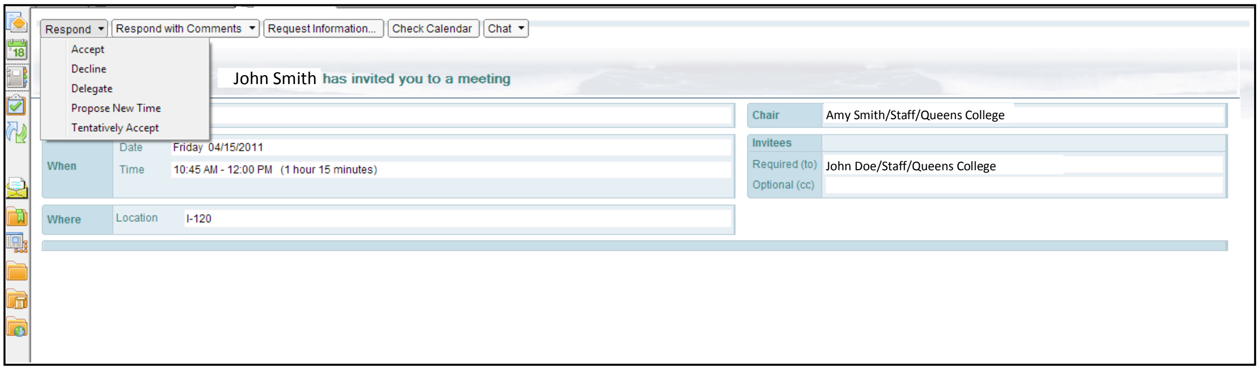
When you get invited to a meeting, it shows up as a regular e-mail in your inbox with an icon of a letter in an envelope before the name of the person who sent you the invite.



To open the invite, double click anywhere on the message itself and you'll see the details of the meeting:



Accepting & Declining Meetings



From the action bar select the word "Respond" or "Respond with Comments".

You will then get 5 options:

1) **Accept:** You will accept the meeting and also place that meeting on your calendar.

2) **Decline:** Completely say no to the meeting.

3) **Delegate:** This sends the invite to another person, so they can attend that meeting instead of yourself.

4) **Propose New Time:** This allows you to send an e-mail to the creator of the meeting to ask for a different time.

5) **Tentatively Accept:** This will put the meeting on your calendar, but it is not set in stone.

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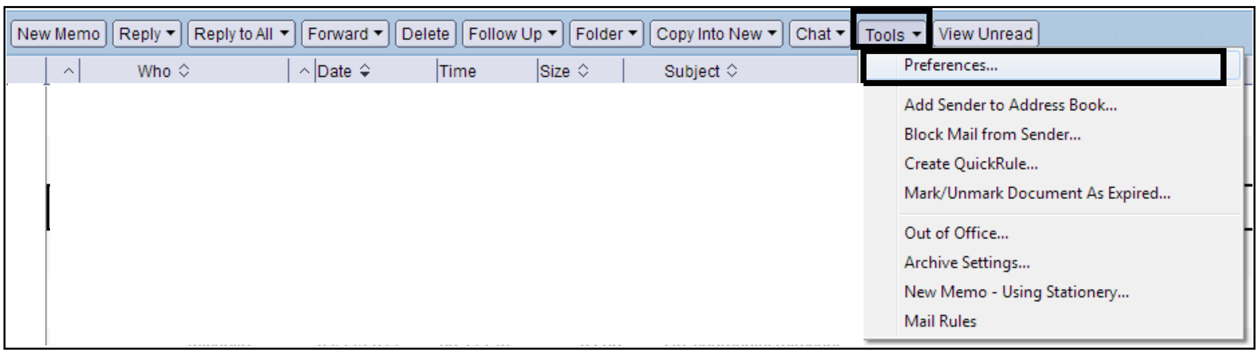
Creating a Signature

A signature is a block of text that is automatically put in at the bottom of an e-mail message. It is a way to have all your contact information at the end of the e-mail so people can contact you later.

- From your inbox, select the word “Tool” from the action bar followed by the word “Preferences…” A new window will open.



- Select the word “Signature” from the tabs on top of the new window.
- In the white space provided type out the message you want to appear at the end of all your e-mails.
- Once you’ve typed in your message make sure you select the check box that says, “Automatically append a signature to the bottom of your outgoing mail messages” and make sure that the “Text” is button is selected.
- Select “OK” to save your signature.