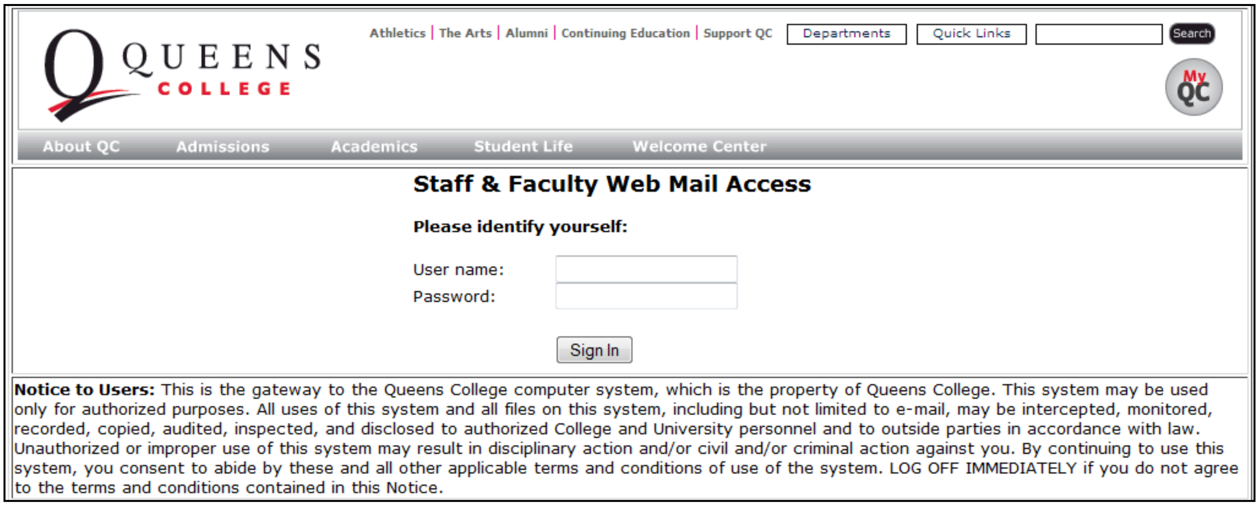
Lotus Notes
Web Version

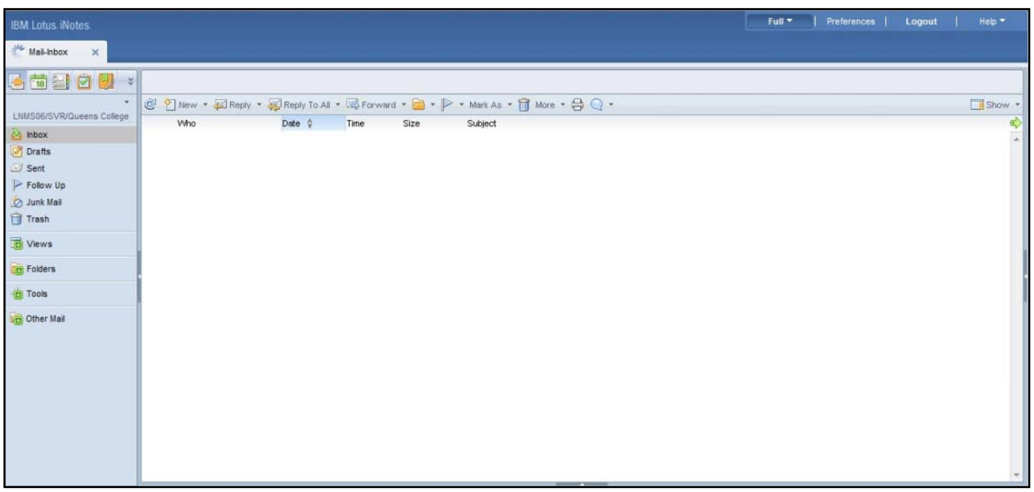
To access you e-mail from the web, go to this website:

Faculty/Staff: https://mail.qc.cuny.edu/ Students: https://qcmail.qc.cuny.edu

Remember: Log in using your QC Username.



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

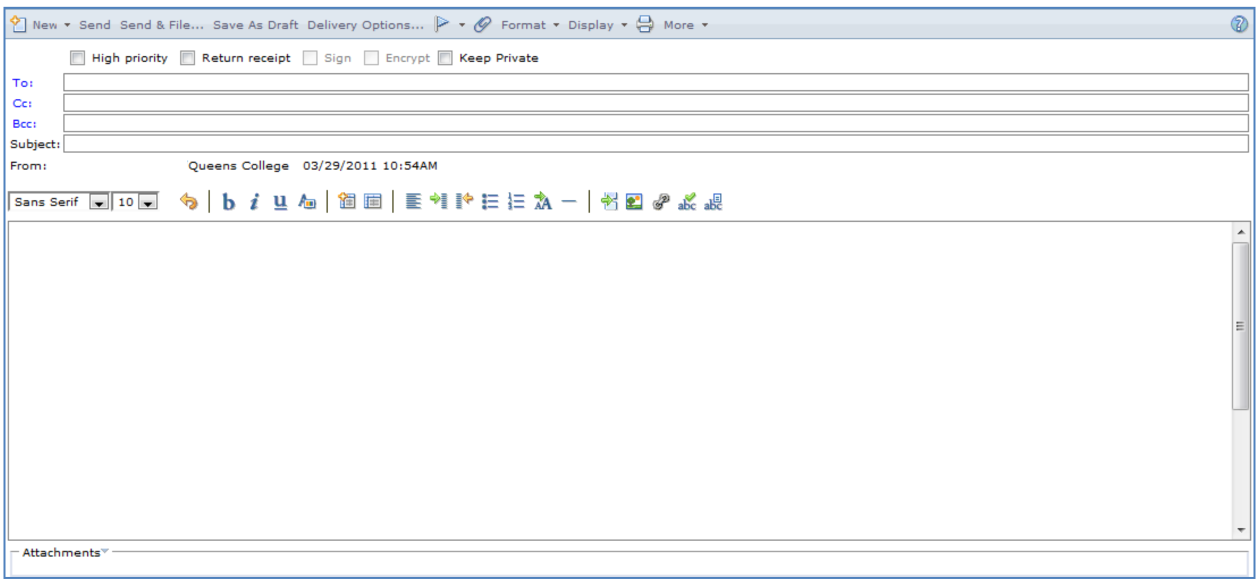


This is your inbox, where you will see all new mails, displayed in red text, and all your old mail, displayed in grey/black text. E-mails will remain in your inbox until deleted.

Creating a New E-Mail

To create a new e-mail, select the “New” 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.

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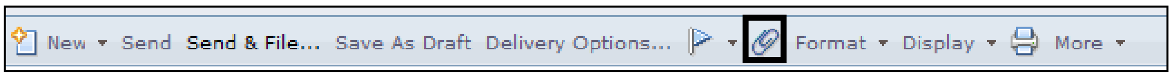
Attaching a File

1. To attach a file to the current e-mail you are going to send, select the icon of the paperclip in the action bar or the word "Attachment" on the bottom of the e-mail.

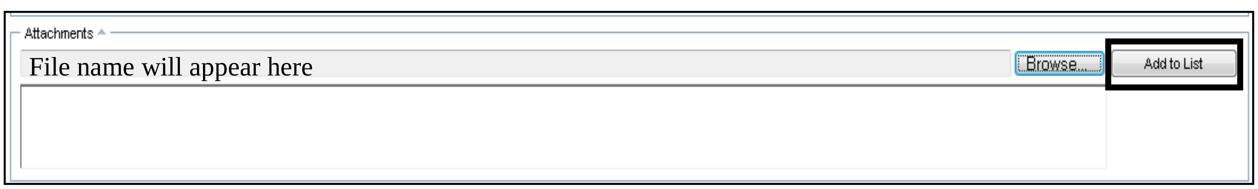


   The Attachment box will expand at the bottom of the page.

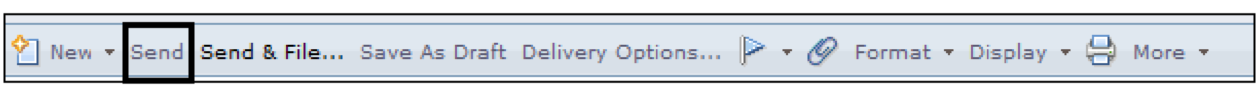
2. In the attachment box select the "Browse" button. A new window will appear.

3. Locate the file you want to attach. Select that file and then press "Open".

4. Back in the e-mail make sure you see the file name appears in the upper line of the attachment box. Once you see the file select the "Add To List" button to finish attaching the file to the document. (If the file is not shown try browsing for the file again).



5. 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.



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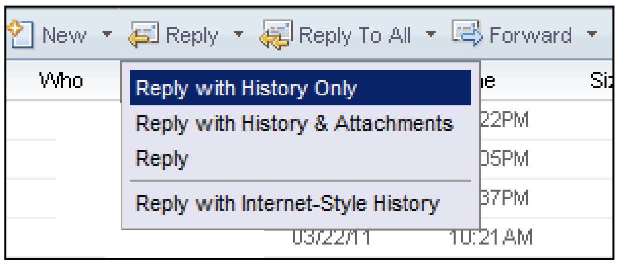
Replying to an E-Mail

With the e-mail opened or the e-mail highlighted in your inbox, select the arrow next to the “Reply” button or the arrow next to 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 3 major options to pick from if you click the arrow:

1. **Reply with History Only –** Provides the past e-mail messages with the new reply.

2. **Reply with History & Attachments –** Provides the past e-mail messages with the new reply along with any attachments they were previously attached.

3. **Reply –** provides you with a blank e-mail, with no history or attachment.

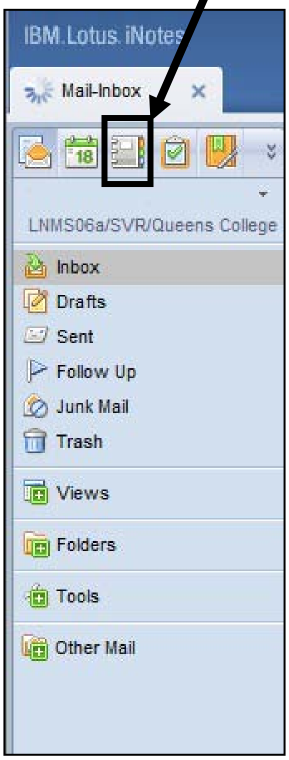
After selecting one of the options, a new e-mail with the options you selected will appear already addressed to the person(s) you are replying to. Type your message in the body portion, and when finished select the “Send” button in the action bar to send your reply.

Note: If you just select the “Reply” or the “Reply To All” button and not the arrows, the “Reply with History Only” option is automatically selected.

Address Book/Contact List

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

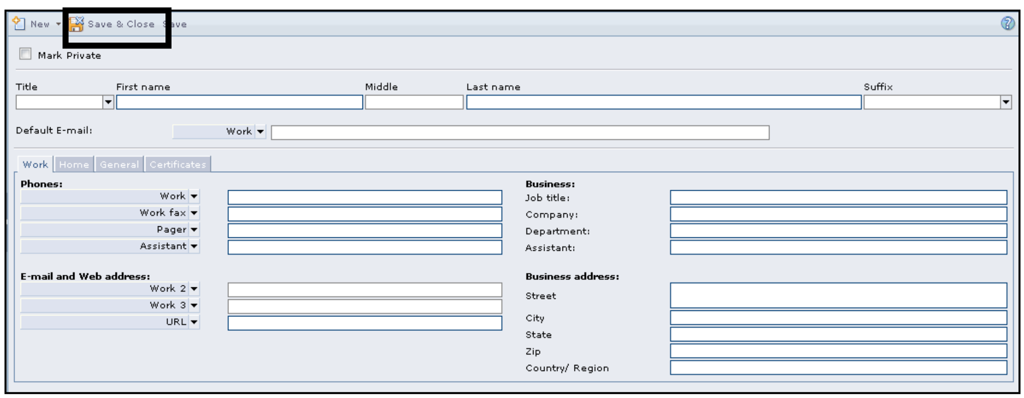
To access your Address Book/Contact List select the "Contacts" icon on the left side of the screen. All of your contacts should appear here.



Add a New Contact:

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

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



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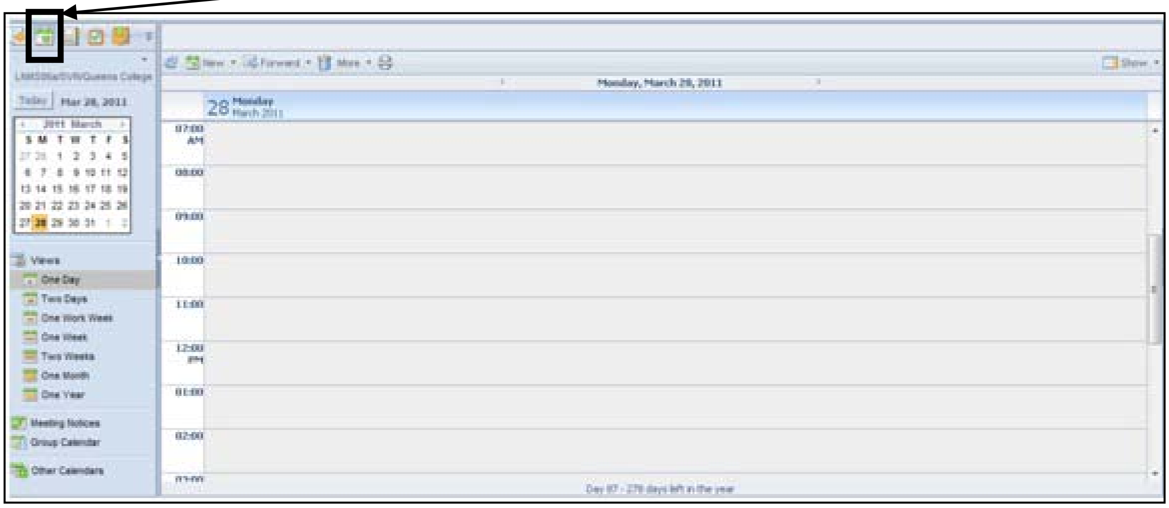
The Calendar Tab

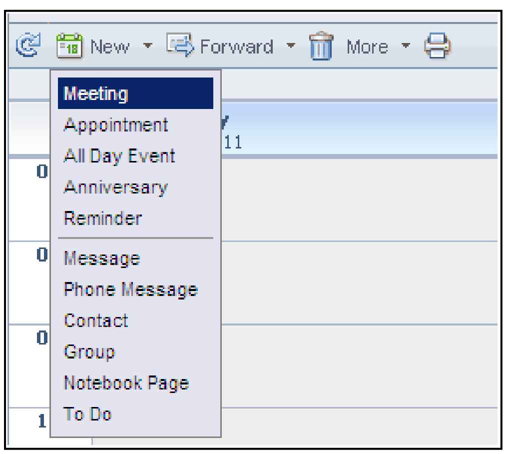
The calendar tab is where you see any and all of your meetings and appointments.

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



- You will then see the Calendar for the current date along with different options to view you calendar on the left side of the screen. (If your calendar opens in a different view, it’s fine. You can change the view to whichever best suits your needs.)

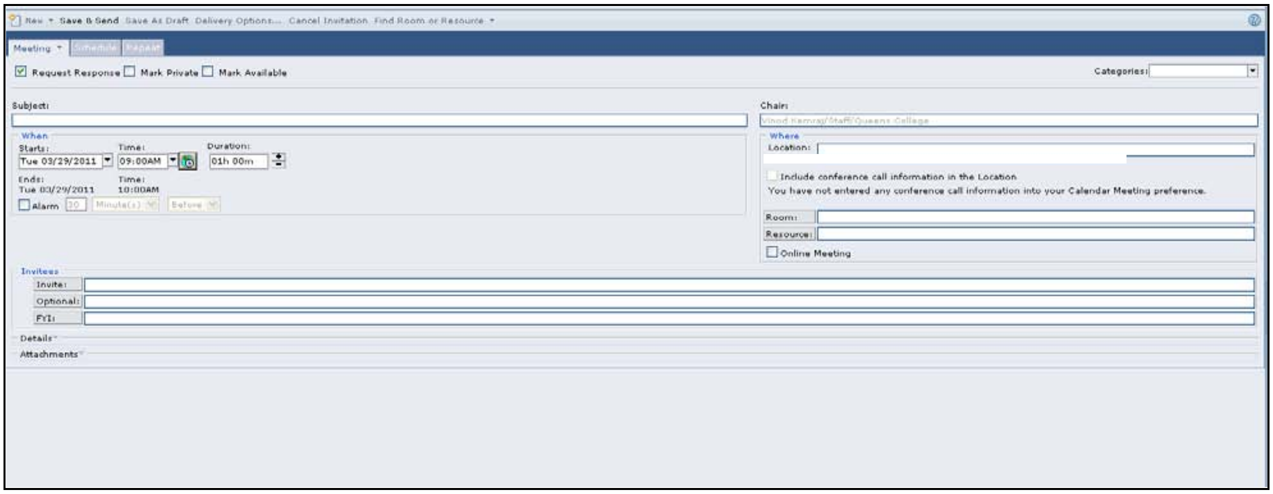
- To create a new meeting or an appointment, select the arrow next to the “New” button in the action bar. Select the type of data you want to input on your calendar from the new menu.



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

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

Meetings



For the meetings 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.
- Select the word “Details” to add a message to this meeting.
- Select “Attachment” to attach a file to the invite.
- If you want this meeting to repeat, under the action bar select the repeat tab. There you will be able to enter the amount of times along with the days you want that meeting to repeat.
- Once you are finish select “Save & Send” 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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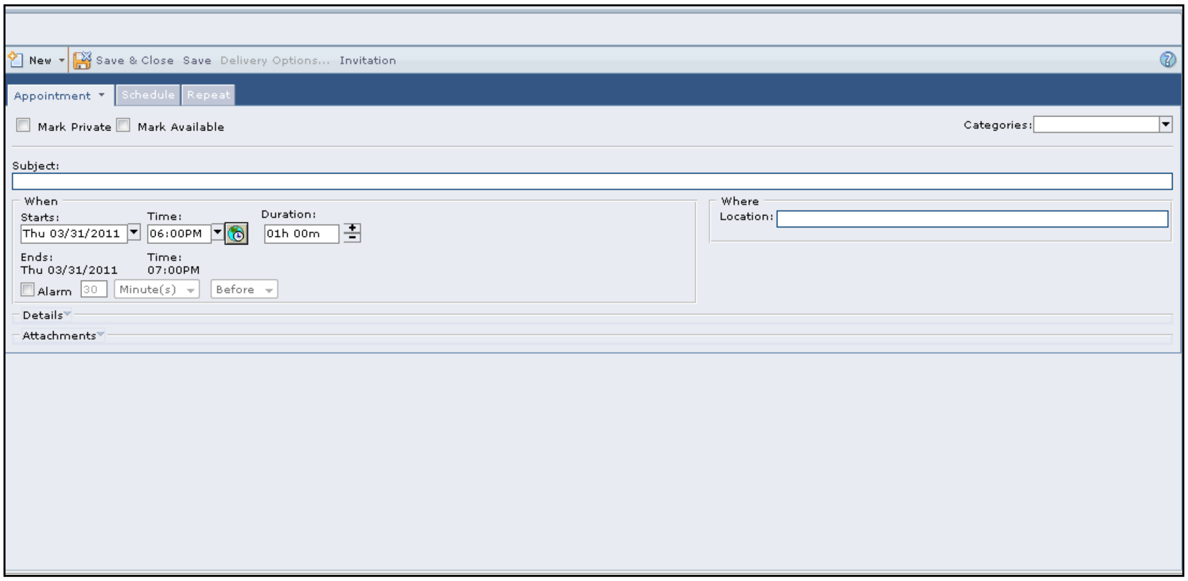
Appointment



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.

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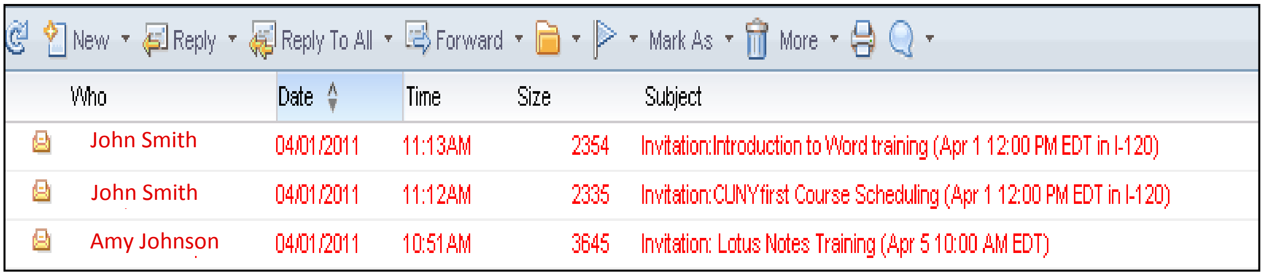
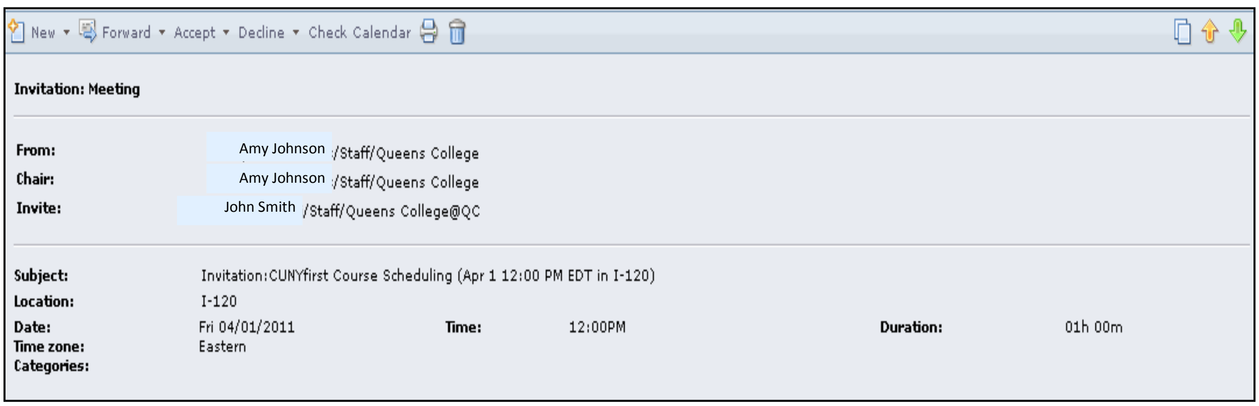
Meeting Invites

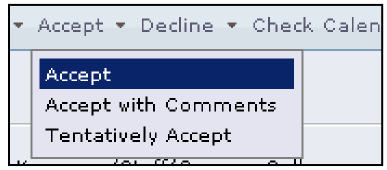
When you get invited to a meeting, it shows up as a regular e-mail in your inbox with an icon of a letter in an envelope before the name of the person who sent you the invite.



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



Accepting Meetings



From the action bar select the arrow next to the word "Accept".
There are 3 ways to accept an invite:

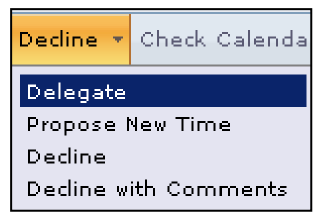
1) **Accept** - - You will accept the meeting and also place that meeting on your calendar.

2) **Accept with Comments** - - You will accept the meeting, place that meeting on your calendar, and send a comment about the meeting back to the person who invited you.

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

Declining Meetings

From the action bar, select the arrow next to the word "Decline".
There are 4 types of decline an invite:



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

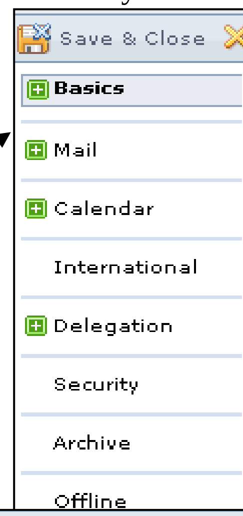
2) **Propose New Time** - - This allows you to send an e-mail to the creator of the meeting to ask for a different time

3) **Decline** - - Completely say no to the meeting.

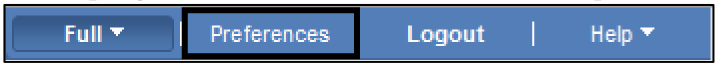
4) **Decline with Comments** - - Decline completely and sends a comment to the person who sent you the invite.

How to Create a Signature

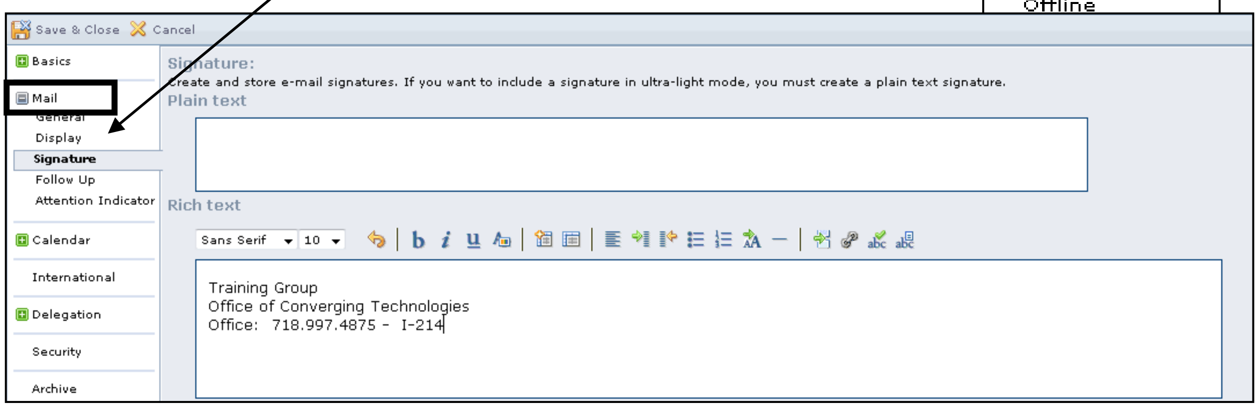
A signature is a block of text that is automatically put in at the bottom of an e-mail message. It is a way to have all your contact information at the end of the e-mail so people can contact you later.



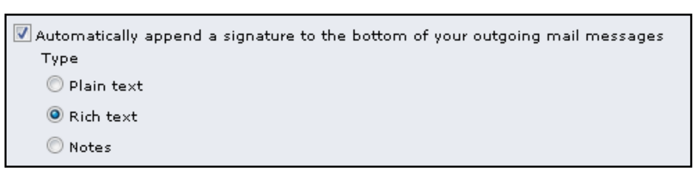
- In the top right hand corner of the screen select preferences.



- Click on the green and white box next to the word "Mail", to expand the menu.
- Click on the word "Signature" from the new menu that expanded.



- In the Rich Text portion type in your message that will appear at the end of your e-mail.
- Once you've typed in your message scroll down and select the check box that says, "Automatically append a signature to the bottom of your outgoing mail messages" and make sure that the "Rich Text" is button is selected.



- Select "Save and Close" from the Action Bar to save your signature.