Quick Guide to Mail

Inbox Folder

Click the button on the left side of the Mail block on the Home Page or `Open` then **Mail** to open your *Inbox* folder. New messages appear here, but you can also see them in the *All Documents* view or other folders that you can create to keep your Mail organized.

- Unread messages are bolded
- Search your mail
- Chat Action Button
- *Inbox* sorted by date column
- Sender is online and can chat
- Folders and Views navigator (notice number of unread messages in your *Inbox*)
- Show Preview Pane
- MiniView shows Follow Up, New Notices (meeting invitations), and To Do's
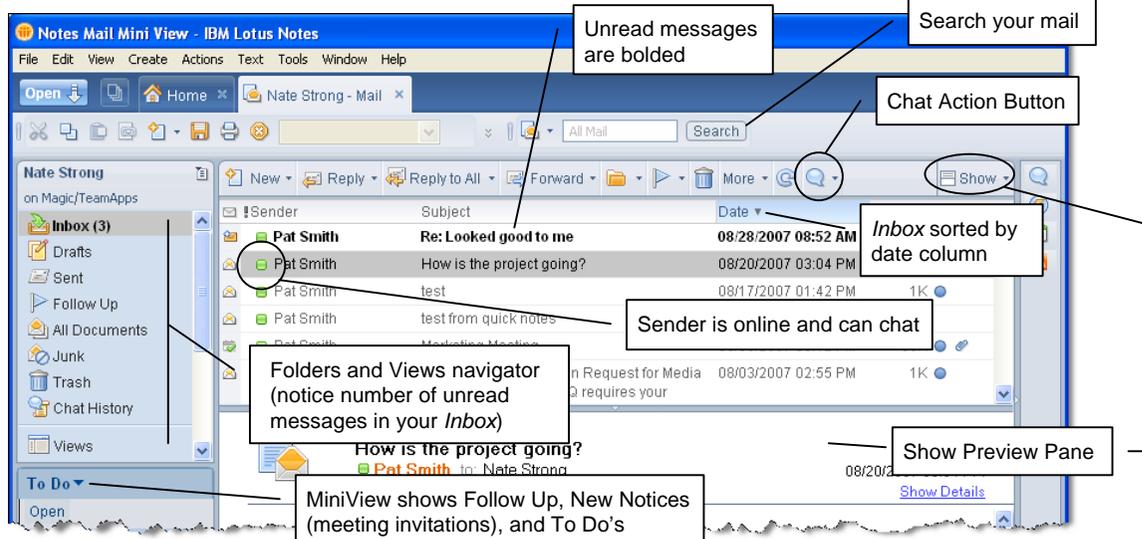
View	Description
Inbox	New messages you have received (messages stay here until you move them to another folder or delete them).
Drafts	Messages that you have saved but not yet mailed.
Sent	Messages that you have sent.
Follow Up	Messages you have flagged for Follow Up at a later time.
Trash	Messages that you have deleted. You can undelete them up until they are purged from the database (by default 48 hours; click `More` then **Preferences** to change purge interval).
All Docs	All saved and sent messages as well as To Do Items, Calendar entries, and saved chats.

New Memo

Click the `New` action button to create a new message.

- Click to set delivery options
- Click to set Mail Preferences
- Recipient addresses
- *Subject* identifies message in folders and views.
- Message Body (Rich Text)
- File attached to message using the tool.
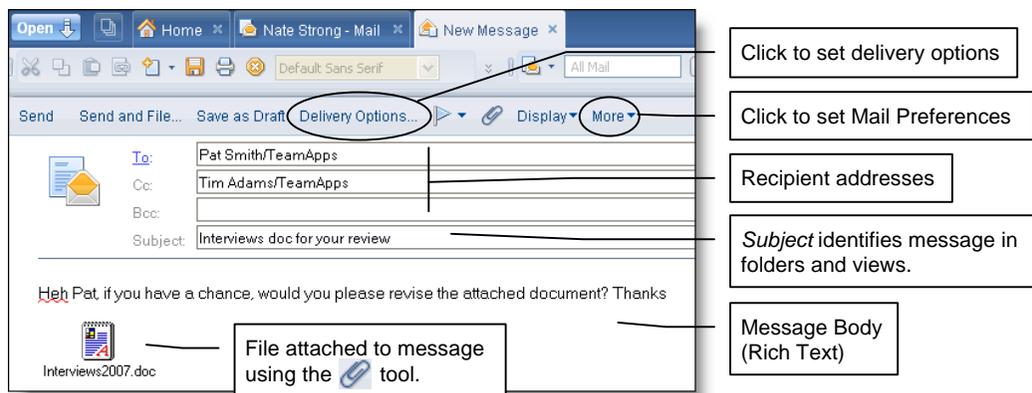
Click the `Send` action button to send the message.

Message Sort Order

Click a column header to sort the folder or view using that column, for example by Sender:
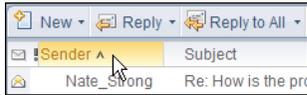
If you want to see the message date first, drag the **Date** column and drop it to the left of the **Sender** column:
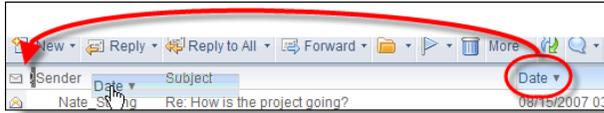
To make more sophisticated changes to a folder or view, choose **View - Customize This View**. The changes will stay in place until you change them back.

Respond to message

There are many ways you can respond to a message you receive. Most often you will reply to a message and automatically address it to the original sender. This ensures that the address is correct and saves you the time of looking it up. To reply to a message, either select the message in a folder or open the message, then click the [Reply ▼] action button to pick a type:
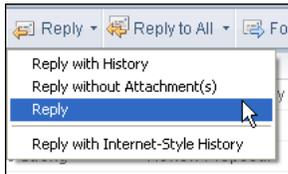
You can reply in several ways using the [Reply ▼] action button:

- **Reply with History** - includes the sender's original message so you can comment on it.
- **Reply without Attachment(s)** - includes the sender's original message excluding any attachments that were included.
- **Reply** - creates a reply message and addresses it to the person who sent you the message.
- **Reply with Internet-Style History** - includes the sender's original message in a simple font and format. It also prefixes the lines of the original message with ">".

There are other ways to respond to a message:

Action	Description
Reply to All ▼	Has the same choices as Reply only the address will include all the other recipients that received the original message.
Forward ▼	Copies the message into a new message but doesn't automatically address it for you.
📁 ▼	Files the message into a folder that you create.
▷ ▼	Marks the message for Follow Up at a later date/time you specify.
🗑	Puts the message into the *Trash* folder for delayed removal.

🙌 *Message Addressing*

There are three ways to quickly and accurately address a message:

- When you start typing an address, Notes looks for a match in recently-used addresses:

To:	pat
Cc:	🟩 **Pat** Smith/TeamApps (**Pat**Smith@teamapps.com)
Bcc:	🔍 Search Directory for "pat"
Subject:	

  Pick the one you want to use or choose "Search Directory for…" to search for the address.

- When creating a new message, click **To** to use the Select Addresses dialog box. You can drag and drop names to the *Address* Fields in the dialog box or click the Add to Contacts button to copy an address from the company Directory to your *Contacts* application.

- When reading a message, click the More ▾ action button and choose **Add Sender to Contacts** to make future addressing easier.

🙌 *Delivery Options*

When creating a message--but before sending it--click the Delivery Options... action button to select optional delivery options:

Option	Description
Importance	Sets the importance of the message (the recipient sees an exclamation point in the *Inbox* if set to High).
Delivery report	Sends a message back to you if your message was delivered to the recipient(s) Mail.
Delivery priority	Sets the delivery priority of the message (High priority is sent immediately to users in different networks; Low is sent after hours).
Return receipt	Sends a message back to you if your message was opened by the recipient(s) to read.
Prevent copying	Prevents the recipients from forwarding the message to other people.
Auto spellcheck	Checks the spelling of the message before you send it (excludes addresses).
Sign	Adds your digital signature to the message to verify its authenticity for the recipient.
Encrypt	Encrypts the *Body* field so only the recipient(s) can read it.
Mood stamp	Adds a "mood stamp" from a set of images to convey your feelings.

Tip: Click the Display▾ action button and choose **Additional Mail Options** to show the more common delivery options right in the message:

e...	Save as Draft	Delivery Options...	▷ ▾	📎	Display▾	More▾
	☐ High importance	☐ Return receipt	☐ Sign	☐ Encrypt	☐ Mark Subject Confidential	
	Pat Smith/TeamApps,					

🙌 *Copy Into New*

A real time saver is the **Copy Into New** action (click More ▾). It is especially handy to copy a message you receive into a new Message, To Do, or Calendar Entry.

Mail Preferences – Attention Indicators

There are many Mail Preferences you can set. One preference makes it easier to find messages by automatically changing the row color of messages from selected people.

To set row colors, click the More ▾ action button from your *Inbox* and choose **Preferences**. Click the **Mail\Attention Indicators** tab. You can type in names in the three Sender Indicators fields or choose names from available directories. Partial names or domain names can also be listed. Not only will these colors apply to your *Inbox*, but also to the *All Documents* view or any folders that you create based on the design of the *Inbox*. You can set up to three different color combinations.

Right-Click Name for Actions

Right-click on any name with ▣ next to it (this means the user is online and active) to perform actions using that name.

Out-of-Office Notification

While you are away from the office, it may be important for people who send you messages to know that you are away and cannot respond quickly. You can enable *Out-of-Office Notification* to automatically respond to messages, stating the reason why you are away and when you will return. The notifier runs during the date range you specify and runs on the Domino Server, so you don't need to leave your computer running while you are gone.

To enable the notifier, click the More ▾ action button and select **Out of Office**.
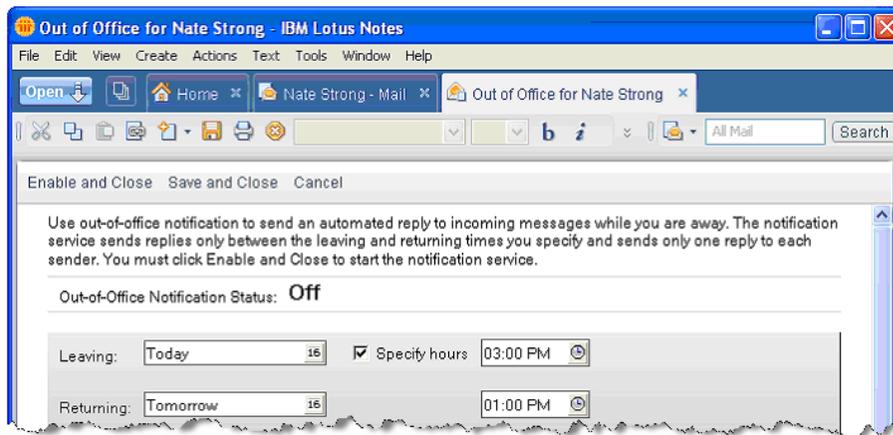
Set the dates and optionally a custom message. Click the **Enable and Close** button to activate the notifier. You will be given a confirmation that the notifier was enabled on your Home/Mail Server.

When you return, the notifier is automatically disabled and it sends you a message reporting who was sent notifications and when.