

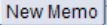



Email

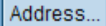
To **access your email**, click the Mail icon  on the Bookmark bar (left side of your screen).


To **check for new email** click the Refresh  button in the Navigation toolbar or press F9. (New messages are in red, read messages are in black.)


To **read an email**, double click on the message in the View Pane or select the message and press Return.

To **compose an email**, click the New Memo  button from the Action bar or type Ctrl+M on Windows or Command+M on a Mac.


To **attach a file** to an email message, click the Attach  icon from the Action bar.


To **select a name from the Address Book**, click the  button or click the To: link in the address portion of a new memo.

To **add a signature to email**, from the Action bar click the Tools  button > Preferences, select the Signature tab under the Mail tab and insert signature.


To set an **out-of-office** notification while you are gone, from the Action bar click Tools  > Out of Office and complete the details. .

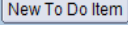
Managing Folders

To **create an email folder** for messages, choose Create > Folder from the menu or click the Folder  option > Create Folder from the Action Bar and type in the name of the new folder.

To **move an email into a folder**, click on the message and drag and drop it into the folder in the Navigation toolbar or click Folder  > Move to Folder.

To Do's


To **access your To Do List**, click on the To Do  icon on Bookmark bar (left side of the screen).

To **create a To Do item**, click the New To Do Item  button from the Action bar.


Tips

Multiple email addresses need to be separated by a comma, semi-colon or carriage return.

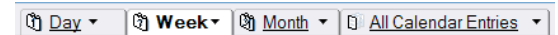
To **Get Help**, press F1 on Windows or Command+? on a Mac to open context-sensitive help while working in Notes.

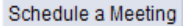
To **Exit Lotus Notes**, click File > Exit Notes on Windows or click Notes > Quit Notes on Mac from the Menu. You can also click  on either operating system.



Calendaring



To **access your calendar**, click the Calendar  icon on the Bookmark bar (left side of your screen).

To **change the view of the calendar**, click the desired view from the top of the calendar.



To **schedule a meeting or an activity**, click the Schedule a Meeting  button on the Action bar.

To schedule a **repeating (weekly/daily) meeting or activity**, within the Schedule a Meeting screen check the Repeats box  . Specify repeat options in the Repeat options box.

To **set a meeting reminder or notification**, check the Notify me   box and select your preferences.

To **check free times of invitees**, enter name(s) in the Invitees section and then click on the button next to Scheduler.

To **delegate access to your calendar**, open your Calendar and from the menu click Actions > Tools > Preferences. Click the Access & Delegation tab then Access to Your Mail & Calendar tab. To give access to an individual, click Add Person or Group button.

Lotus Notes E-mail



Quick Reference Guide

Lotus Notes Client

Mac and PC Version

San Francisco State University
Division of Information Technology
Help Desk
Walk-In Location: ADM 110
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helpdesk@sfsu.edu