



LOTUS NOTES 7

For Windows

Drop-Down Menus

Notes Window Tabs

These tabs represent open windows in Notes. You can switch between open windows simply by clicking the tabs. To close a window click the [X].

Bookmark Bar
(see graphic below)



Title Bar
Universal Navigation Buttons

Toolbars

Action Bars
These will be different as you change between Notes windows.

Navigation Pane
TIP: You can press the Esc key [Esc] to close any open window in Notes, including an opened message.

Working with Bookmarks

Lotus Notes 7 incorporates Bookmarks similar to a web browser. A **Notes Bookmark** can be either an Internet page (web) and/or virtually any Notes element (Calendar, Group Calendar, Database, Database View, Document, and more).

1. Moving the cursor over the Bookmark Bar will display the name of each Bookmark.
2. To add a new Bookmark, for example, Google's Address Book, to the Bookmark Bar click on the tab "Google's Address Book" and drag and drop it to your desired position on the Bookmark Bar.
3. To add a Bookmark to a Bookmark Folder, click on the Create drop-down menu and click **Bookmark...** An Add Bookmark window will pop-up. Select the folder where the Bookmark will be listed or create a New Folder.

TIP: Right-clicking the Notes window tab of any document will bring up the **Create Bookmark** window. Select a folder to place the Bookmark in and click OK. Right-clicking on any Bookmark icon will create a **Bookmark Folder** which bringing the Bookmark to an option. The right-clicking on various icons throughout Lotus Notes - there are numerous options!

With the Bookmark Bar you are just a click away from all the major components of Lotus Notes 7. You can create your own Bookmark icons and groups to help you really get organized!

Mail
Display your mail messages and corresponding menus.

To Do List
Lets you view, create, assign, and manage your to do items.

Replications
The tool used to manage the replication of special form of view of Database (pg. 40).

Favorite Bookmarks
Bookmarks to core applications, databases and other sites that are used frequently.

More Bookmarks
Contains several "Hot Search engines and popular Lotus Web sites.

History
Previously visited sites.



Customize Lotus

You can customize your **Message Page** by using one of the preset styles, altering an existing style or designing your own. Click the **Message Page** options drop-down menu, click on **Customize this page** and select what you want to customize. **OK** about the **Create a new Message Page** button.



Messaging

Viewing Your Inbox

1. Click the Mail button [Mail] on the Bookmark Bar. This will display a list of new and pending mail items in the News View window.
2. To view a new Mail message, click the **Message Icon**. Double-click the message and it will appear in its own window.



Creating and Sending New Mail

1. Open your Inbox.
2. Click the **New Message** icon [New Message] at the far left. This will open a new message window.
3. In the new message window you can now address, write, set options for, and send your message.
4. Remember to click **Send** [Send] or **Send and File** [Send and File] on the Action bar (bottom right).

Lotus Notes Quick Reference Guide

Nevada Learning Series Inc



Lotus Notes Quick Reference Guide:

Lotus Notes 8. 5 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2009-09-09 Laminated quick reference card showing step by step instructions and shortcuts for mail features of Lotus Notes 8 5 Standard Configuration This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are included Opening Your Mailbox Creating a Message Receipt Mood Stamp Importance Addressing Messages Locating Someone in the Address List Discarding the Current Message Drafts Stationery Attaching Files Opening and Reading Messages Viewing Attachments Editing Attachments Saving a Copy of a File Attachment Replying and Forwarding Flagging Messages for Follow Up Previewing Documents Recipient Message Marking Marking Messages by Sender Adding Addresses to the Address Book Creating a Mailing List Deleting Messages Using Folders Searching for Messages by Subject or Contents Archiving Mail QuickRules Combatting Junk Mail Using the Out of Office Agent Filtering Messages Automatically Preferences Passwords etc Locking ID Also includes a list of shortcuts for Movement Selection Opening and Reading Messages [Lotus Notes 8.0.1 Nevada Learning Series Inc,2008](#) **Lotus Notes 7.0** Nevada Learning Series Inc,2006 **Lotus Notes 4.6 with Notes Mail** Nevada Learning Series Inc,1998

Lotus Notes 8 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2008-03-14 Laminated quick reference card showing step by step instructions and shortcuts for mail features of Lotus Notes 8 Standard Configuration Topics include Opening Your Mailbox Creating a Message Receipt Mood Stamp Importance Addressing Messages Locating Someone in the Address List Discarding the Current Message Drafts Stationery Attaching Files Opening and Reading Messages Viewing Attachments Editing Attachments Saving a Copy of a File Attachment Replying and Forwarding Flagging Messages for Follow Up Previewing Documents Recipient Message Marking Marking Messages by Sender Adding Addresses to the Address Book Creating a Mailing List Deleting Messages Using Folders Searching for Messages by Subject or Contents Archiving Mail QuickRules Combatting Junk Mail Using the Out of Office Agent Filtering Messages Automatically Preferences Passwords etc Locking ID Also includes a list of shortcuts for Movement Selection Opening and Reading Messages [Lotus Notes 7 Advanced End User Quick Reference Guide Beezix, Inc Staff,2007-01](#) Laminated quick reference guide showing step by step instructions and shortcuts for advanced features of Lotus Notes 7 Topics include Logging on to and off of Sametime Instant Messaging Changing your status Chatting with Others Managing your Contact List Status Indicators Saving Chat Transcripts Allowing others access to your Mail and Calendar Accessing another user s Mail and Calendar Sharing Address Book Entries Importing vCard files Deleting Past Calendar and To Do Entries Searching a View Using the Search Bar Viewing Database Security Level Viewing the Access Control List Restricting Execution Access Adding Custom Buttons to the Toolbar Closing All Open Tabs Using the Permanent Pen Creating a Document or Hotspot Link Creating a Hotspot URL Applying Creating and Modifying Styles Deleting a

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