



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 .

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 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.

Replicators
The tool used to manage the replication of special form of copies of databases (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.



Calendar
Enables you to schedule appointments, events, and meetings.

Address Book
Where you can enter and keep track of business and personal contact information such as phone numbers, e-mail addresses, etc.

Database
Includes databases and a search tool to find information.

Internet Explorer Links
Place your web links in this folder for access to important sites that are used infrequently.

Message Navigator Links

Customize Lotus

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



Messaging

Viewing Your Inbox

1. Click the **Mail** button 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 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** or **Send and File** on the Action bar (bottom right).

Lotus Notes Quick Reference Guide

Beezix, Inc Staff



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

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to employment on compassionate ground being given only to the applicant all other adult family members other than applicant shall have to make a declaration by way of affidavit

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deceased government servant in applying for appointment on compassionate grounds the application should be made in the format prescribed as in annexure all assistance should be

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the deceased government servant appointment on compassionate grounds will be given to the wife of the deceased government servant or only to the person nominated by the wife of the

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