

Lotus Notes 6.5 Mail & Calendars

Prerequisites: Familiar with Lotus Notes

Length: 1 Day

COURSE CONTENT

GETTING STARTED WITH NOTES

- Logging In to Notes
- Open the Mail Database
- Create and Send Messages
- Read and Respond to Messages
- Print a Message

CREATING MAIL MESSAGES

- Address a Message
- Format a Message
- Check Spelling
- Set Delivery Options
- Reply with Comments
- Forward Messages
- Attach Files
- Send Draft Messages

MANAGING MAIL

- Create New Folders
- Move Messages into Folders
- Delete Messages and Folders
- Work with Attachments
- Enable Out-of-Office Mail
- Create Rule
- Use Notes Help