

# Send Email

## Open the New Message Form



From the Notes Home Page click the **New** button next to Mail



Or from your *Inbox*, click the **New Message** button

**Action buttons** give you quick access to the most common commands

The New Message form opens in a new **window tab**

Address your email by clicking the **To:**, **cc:**, and **bcc:** fields

Don't forget to include a **Subject**

You can select different **Letterhead** by going to **More > Preferences**

Type your message here. This area of the form supports rich text formatting – so you can include bulleted/numbered lists, different font types/sizes/colors, tables, graphics, hyperlinks, attached files, etc.

The screenshot shows a browser window with tabs for 'Home', 'Demo Letterhead - Inbox', and 'New Message'. The 'New Message' form is open, showing a toolbar with 'Send', 'Send and File...', 'Save as Draft', 'Delivery Options...', 'Display', and 'More'. Below the toolbar are fields for 'To:', 'Cc:', 'Bcc:', and 'Subject'. A red dragon logo is visible on the left side of the form. A large text area is at the bottom for typing the message.

## ***Address Your Message***

You can address your message to one or more individuals or groups. Each name must be separated with a comma.

- To:** Use for the primary recipient(s).
- cc:** Use **carbon copy** for the recipient(s) that you want to receive an “FYI” (for your information) with no response expected back.
- bcc:** Use **blind copy** for the recipient(s) whose names you do not want to be visible to the other recipients. This is to protect the privacy of the recipients. Also, when the **Reply to All** command is used these recipients will not be included in the reply.

If the recipients are located outside the University you must type their full email address using the following format: [jsmith@xyxcompany.com](mailto:jsmith@xyxcompany.com).

For instructions about how to use **type ahead addressing** or how to **select addresses from the directories** continue reading.

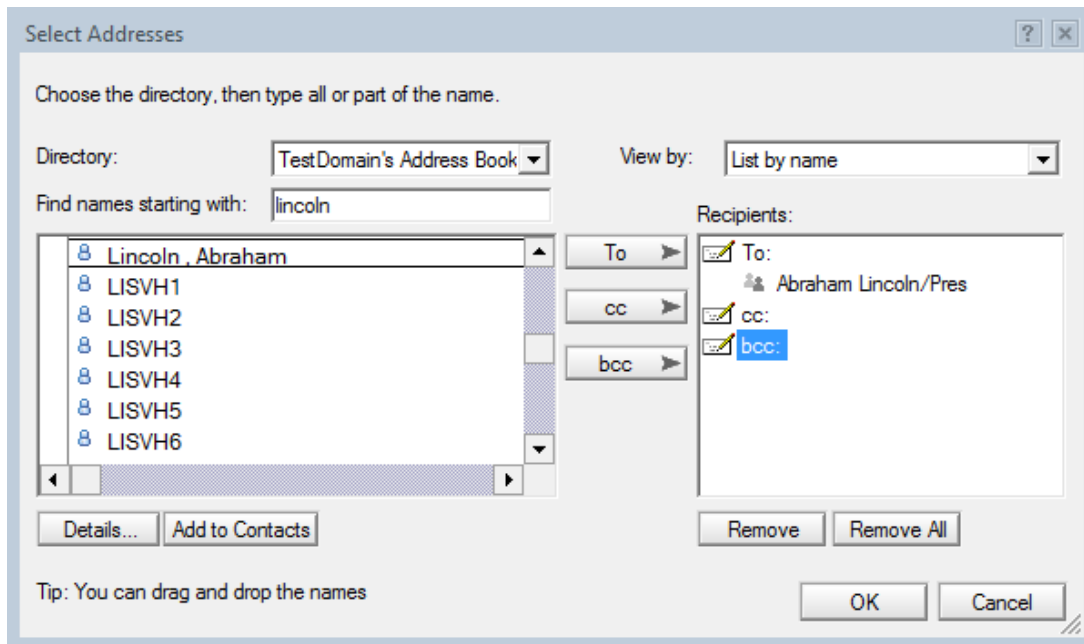
## Select Addresses From a Directory

All Lotus Notes users and public mailing groups are stored in the campus directory - **SUNYSB's Address Book**.

You have your own personal directory called **Contacts** where you maintain your own mailing groups and outside contacts.

All staff and students are assigned a general campus email address. These addresses are stored in the **EPO** (electronic post office) directory.

To search for a name in one of these directories, open the *Select Addresses* dialog box by clicking **To:**.

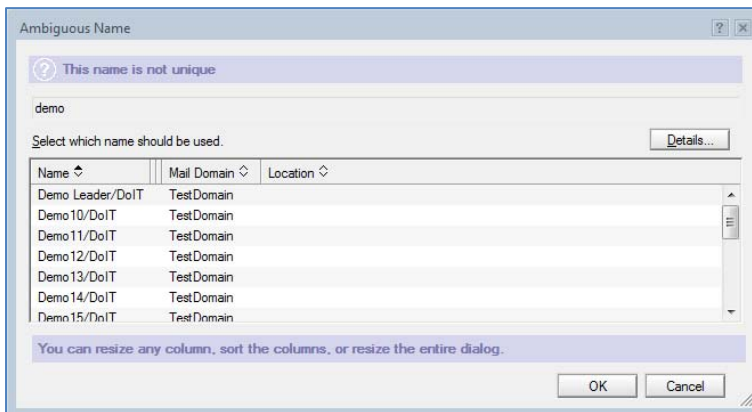


- Choose the **Directory** – *SUNYSB's Address Book* or your personal *Contacts* list.
- Type the recipient's last name, or type the group name, in the **Find names starting with** field.
- Select the person or group from the list by clicking it once. To view all of the members in a group click **Details**.
- Click **To**, **cc** or **bcc** to copy the name to the **Recipients** box. Or, you can drag and drop the name from the list to the Recipients box.
- If you added a name to the *Recipients* box in error, select the name and click **Remove**.
- Click **OK** to return to the *New Memo* form. Notice that the name(s) appear in the appropriate Address field(s).

## Type-Ahead Addressing

You can address your message faster using type-ahead addressing.

- Place your cursor in the **To:**, **cc:** or **bcc:** field
- Type the first and last name of the recipient or type the group name
- Type a comma or press the ENTER key
- Notes attempts to locate the name:
  1. First in your personal *Contacts* list
  2. Then in *SUNYSB's Address Book*
  3. Finally, the *EPO*
- As soon as one match is found, Notes stops searching and completes the address field
- If more than one match is found the *Ambiguous Names* dialog box opens displaying all of the matches:



Select the name from the list in the dialog box and click **OK**.

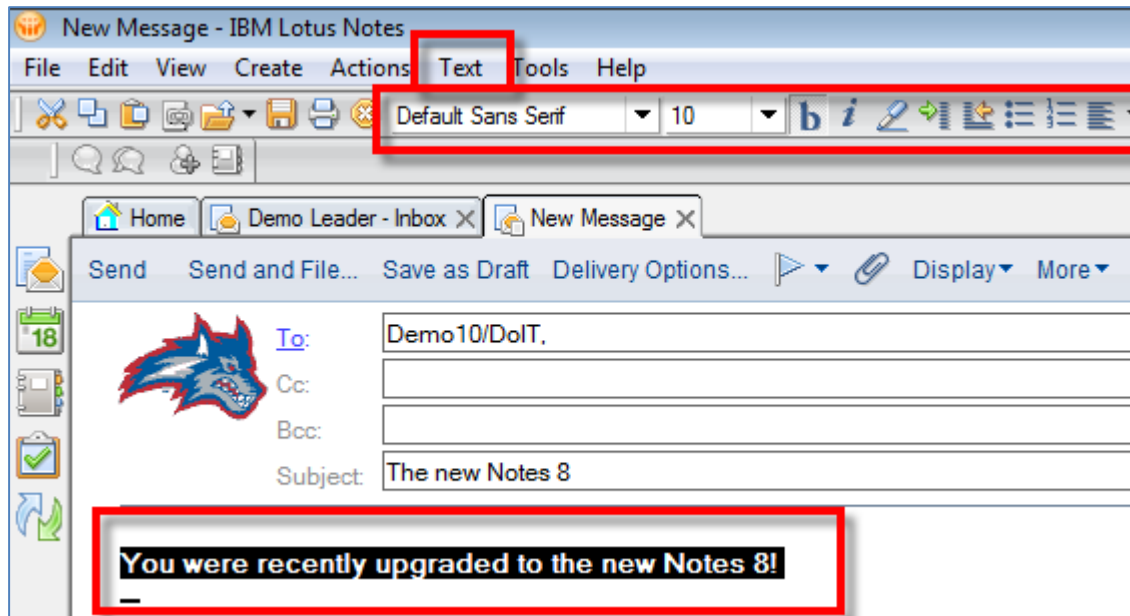
The name will be inserted into the Address field of the message.



If you do not type a comma (or press ENTER) after the name Notes will return the first match that it finds without displaying the *Ambiguous Names* dialog box.

## The Body of the Message

Type your message in the body of the email.



To format text in the body of the email, select the text first and then click a button on the **formatting toolbar** or click the **Text** menu and choose an option.

- To insert a table click **Create > Table**
- To insert an image click **Create > Picture**
- To insert a link to a webpage either type the URL on a new line or **Copy** it from your browser and **Paste** it
- To attach a file click the **Attach** button on the toolbar

## Undo

If you make a mistake, click the **Edit** menu and choose **Undo** to undo your last action.

## Check Spelling

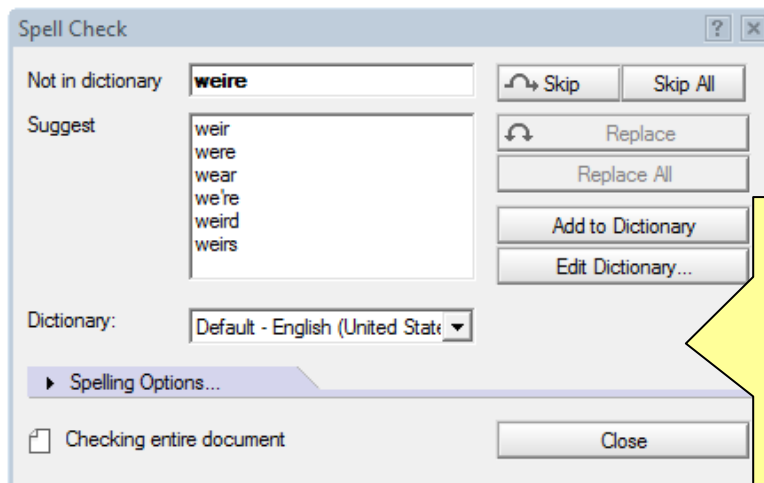
It is good practice to check your message for spelling errors before you send it.

As you type Notes will identify misspellings by underlining the word with a red squiggly line. Right click the word and choose an option.



Or, when you are finished typing your message, click the **Check Spelling** button on the toolbar.

The *Spell Check* dialog box opens when a word is found that is not recognizable:



Click **Add to dictionary** to add words to your User Dictionary so that Notes recognizes it next time you check spelling.

Click **Skip** to ignore the misspelling.

Click **Skip All** to ignore all the instances of this word in the email.

Select the correct spelling from the **Suggest** box and click **Replace (or Replace All)** to make the change.

Click **Spelling Options** to view more options.

Click **Close** to close the dialog box.

Or, you can set your Preferences to have Notes automatically spell check every message before you send it:

- Click **More > Preferences** action button
- Select **Spell-check messages before sending**
- Click **OK**

## Send/File/Save

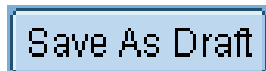


Click the **Send** action button to send the message. It will be saved in the *Sent* and *All Documents* view of Mail.

The following options are also available:



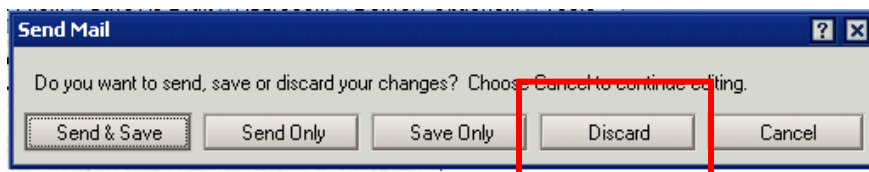
Click the **Send and File** action button to send the message and file it in one of your other Mail folders



Click **Save as a Draft** to save the message and not send it. The message will be saved in the *Drafts* view of Mail and you can edit it and send it at a later date.

## Change your mind?

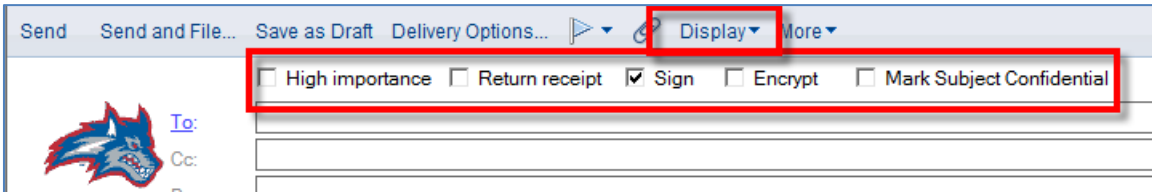
To cancel the message without sending or saving it press the **ESC** key and select **Discard**.



## Return Receipt and Other Delivery Options

These options are only relevant when you are sending email to other Notes users on campus. For the most part it is recommended that you keep the default values.

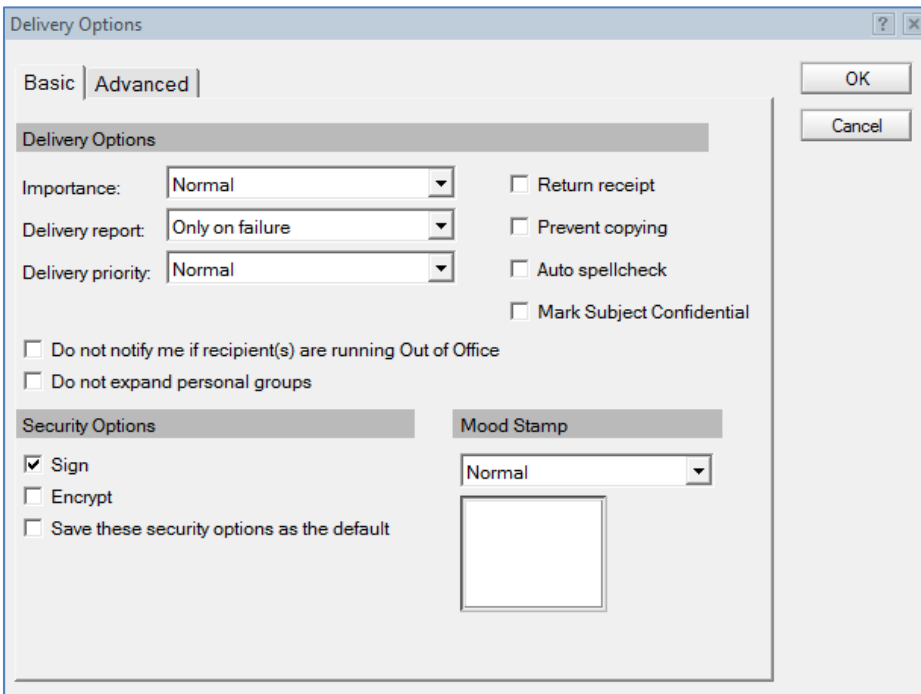
Some of delivery options can be displayed as checkboxes in the new message form:



- Click the **Display** action button and choose **Additional Mail Options**

### Delivery Options...

Click the Delivery Options action to select from a complete list of options. Do this before you send your email.



## The Basic tab:

- **Importance:** Setting a message as **High** importance displays an exclamation point next to the message in the recipient's *Inbox*, and a red envelope next to the message in your views. Importance does not change the order in or speed with which Notes delivers messages.
- **Delivery Report:** Notes sends you a delivery report only if it **cannot deliver** the message.
- **Delivery Priority:** All messages are **Normal** priority.
- **Return Receipt:** Select this option and Notes will notify you when the recipient opens your message.
- **Prevent Copying:** Select this option to prevent recipients from copying, forwarding, replying with history, and printing your message. **Note:** This option is merely a deterrent to copying. Recipients can still use other means to copy the message.
- **Auto Spell check:** Select this option to have Notes spell check your message before sending.
- **Mark Subject Confidential:** Adds "Confidential" to the message subject.
- **Do not notify me if recipients are running out of office:** Select this option if you know that the recipient is on vacation, and want to be able to send the person messages without receiving out-of-office replies.
- **Do not expand personal groups:** If you address a message to a personal group in your *Contacts* list you can prevent recipients from seeing the membership of the group. When you select this option the recipients will only see the group name.
- **Mood Stamp:** Select a mood stamp to indicate that an email is a particular type of message, such as a confidential message or a thank you. Notes displays the stamp next to the message in the recipient's *Inbox* and in the body of the message when the recipient opens it.
- **Sign:** Select this option to add a digital signature to the messages that you send. A digital signature assures recipients that you are the person who sent the message. Notes users receive a digitally signed copy of your message and Internet users receive an Internet certificate. You will receive a warning every time you send an message to an Internet user.

Signed by Kim Rant/DolT on 11/20/2000 12:54:59 PM, according to /DolT

- **Encrypt: Do not use this option.**
- Select **Save these security options as the default** to keep the default settings for Sign and Encrypt and apply them to all of your messages. Or, you can set the defaults in **File-Preferences-User Preferences**.
- Click **OK** to save your delivery options.

## The Advanced tab:

The screenshot shows the 'Delivery Options' dialog box with the 'Advanced' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are 'Basic' and 'Advanced' tabs, with 'Advanced' being the active one. On the right side of the dialog are 'OK' and 'Cancel' buttons. The main content area is divided into two sections: 'Workflow Administration' and 'Internet Message Format'. Under 'Workflow Administration', there are three fields: 'Stamp message with a 'Please reply by' date:' with a date field containing '16', 'Expiration date:' with a date field containing '16', and 'Replies to this memo should be addressed to:' with a dropdown menu. Below these fields is a note: 'Note: You can prevent Out of Office notices from being sent to this address by selecting the "Do not notify me if recipient(s) are running Out of Office" checkbox on the Basics tab.' The 'Internet Message Format' section has a 'MIME Character Set:' dropdown menu set to 'Default'. At the bottom of the dialog is a checkbox labeled 'Send this email to other Notes mail user(s) through the Internet' which is currently unchecked.

- **Stamp message with a 'Please reply by' date:** Specify a date in this field and Notes adds a “respond by” date to the heading of the message and adds the message to the sender’s and recipient’s To Do List.
- Select an **Expiration Date** for archiving.
- **Replies to this memo should be addressed to:** Select a name from the directory and Notes will route replies to this person.
- Click **OK** to save your delivery options.