

Annotations in the screenshot:

- Create a message (points to New button)
- Create folders + Move messages to folders (points to folder icon)
- Sort by a column (points to Who column header)
- Flag a message for follow-up (points to flag icon)
- See more buttons (points to More button)

Tip: Looking for that one email, calendar entry, or document you need? Start typing the sender's name, date sent, or subject, and the Find feature pops up to assist you.

Show or hide the preview panel (points to preview panel toggle)

Who	Subject	Date	Size
Susanna Smith	Follow-up: Integration of collaborative features	Yesterday 10:15 AM	128K
Amy Johnson	"Green" server production and demonstration	Yesterday 11:57 AM	5K
Connections	[Files] 'Kendra Mahoney' liked your file '1962WF.jpg'.	Yesterday 12:01 PM	84K
Chris Freeman	new files and status	Yesterday 3:09 PM	6K
Mary Wang	Re: Sessions have been fulfilled	Yesterday 4:11 PM	38K
Chuck Stanley	information to follow	Yesterday 4:14 PM	2K

Preview panel content:

**"Green" server production and demonstration**  
 Amy Johnson to: Ted Amado 07/12/2012 11:57 AM  
 Cc:

## Basic Tasks

Task	Action
Open Mail	Click the <b>Open</b> button and select <b>Mail</b> .
Compose a new message	Click <b>New ► Message</b> .
Send a message to someone from your contact list or another directory	While composing an email, click the To link, and select a directory.
Mark messages read or unread	Select the message or messages, right-click and select <b>Mark as ► Read</b> or <b>Mark as ► Unread</b> .
Sort Inbox by last name (surname)	<ol style="list-style-type: none"> <li>Click <b>File ► Preferences</b>, and then click <b>Mail</b>.</li> <li>On the Basics tab, under <b>Display names in mail in this format</b> select <b>Last, First</b>.</li> <li>Click <b>OK</b>, return to your Inbox, and sort by the <b>Who</b> column. Optional: Designate last name prefixes, such as "Van" for "Van Morrison" under Enter last name prefixes. For additional help, click and hold the "?" icon.</li> </ol>

## Personalize your settings

Task	Action
Change the color of read and unread messages	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Notes ► Preferences</b>.</li> <li>2. Click Fonts and Colors.</li> <li>3. Under Mail view font, select how you want messages to look in your mail views.</li> </ol>
Mark all messages viewed in the preview pane as read	Click <b>File ► Preferences</b> (Macintosh OS X users: click <b>Notes ► Preferences</b> ), and then click <b>Basic Notes Client Configuration</b> . Under <b>Additional Options</b> , select <b>Mark documents read when opened in preview pane</b> .
Add icons in my Inbox to show if I am the only recipient, a Cc recipient, or a Bcc recipient	To display icons that identify your recipient level, click <b>File ► Preferences</b> , click <b>Mail</b> , and then click the <b>Recipient Icons</b> tab.
Change the letterhead (graphic in the header of emails)	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, and then click <b>Mail</b>.</li> <li>2. Click <b>Letterhead</b>.</li> <li>3. Select a graphic in the <b>Letterhead</b> field. To use no graphic, select <b>No letterhead</b>.</li> </ol>
Spell check all messages before sending	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, click <b>Mail</b>, and then click the <b>Basics</b> tab.</li> <li>2. Select <b>Spell-check messages before sending</b>.</li> </ol>
Encrypt all messages	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Notes ► Preferences</b>.</li> <li>2. Click the plus sign beside <b>Mail</b>, and then click <b>Sending and Receiving</b>.</li> <li>3. Select <b>Encrypt messages that I send</b> or <b>Encrypt saved copies of sent messages</b>.</li> </ol>
Turn off the Fw: prefix	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Notes ► Preferences</b>.</li> <li>2. Click the plus sign beside <b>Mail</b>, and then click <b>Sending and Receiving</b>.</li> <li>3. Clear the <b>Add forward prefix to the subject of forwarded</b> messages option.</li> </ol>
Save or do not save emails in the Sent folder	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, expand the <b>Mail</b> section, and then click <b>Sending and Receiving</b>.</li> <li>2. Under Sending, click one of the options in the <b>Save copies of messages that I send</b> field.</li> </ol>
Add a <b>Confidential</b> prefix to a message subject	<ol style="list-style-type: none"> <li>1. Click <b>Delivery Options</b> above the message.</li> <li>2. Select <b>Mark Subject Confidential</b>, and then click <b>OK</b>.</li> </ol>

**Tip:** Categorize your email by when it arrived: today, yesterday, or by date.