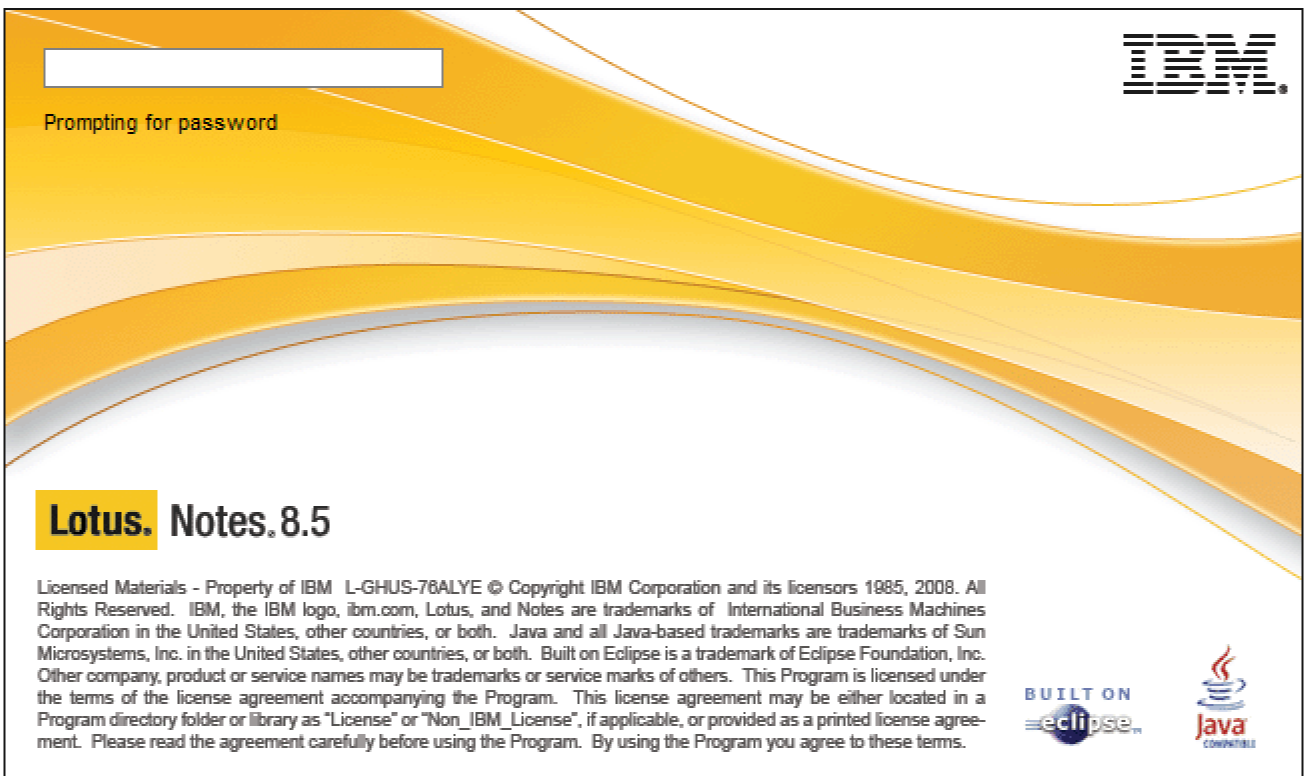
Lotus Notes Client

Version 8.5

Reference Guide



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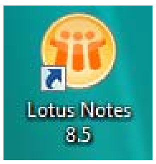
Lotus Notes Client Version 8.5 Reference Guide

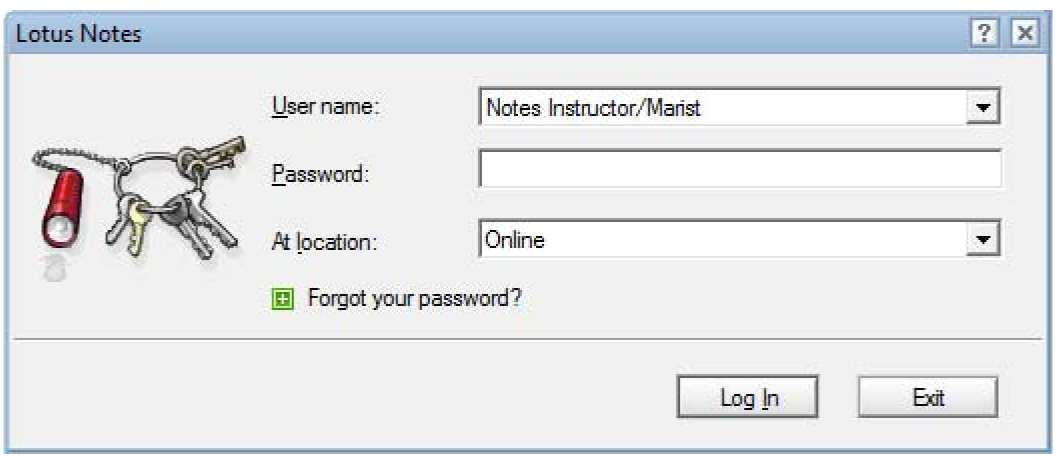
Accessing the Lotus Notes Client

From your desktop, double-click the Lotus Notes icon.



Logging in to the Lotus Notes Client

The client is configured with your user name. Enter your password in the password field and click the **Log In** button.



Navigating the Lotus Notes Client

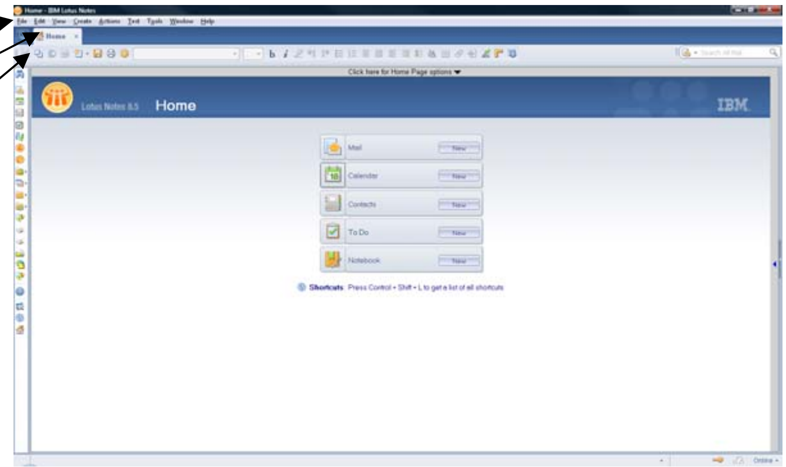
Menu Bar – tools for use with Lotus Notes

Window Tabs – switch between open windows

Toolbars – tools for documents and Applications

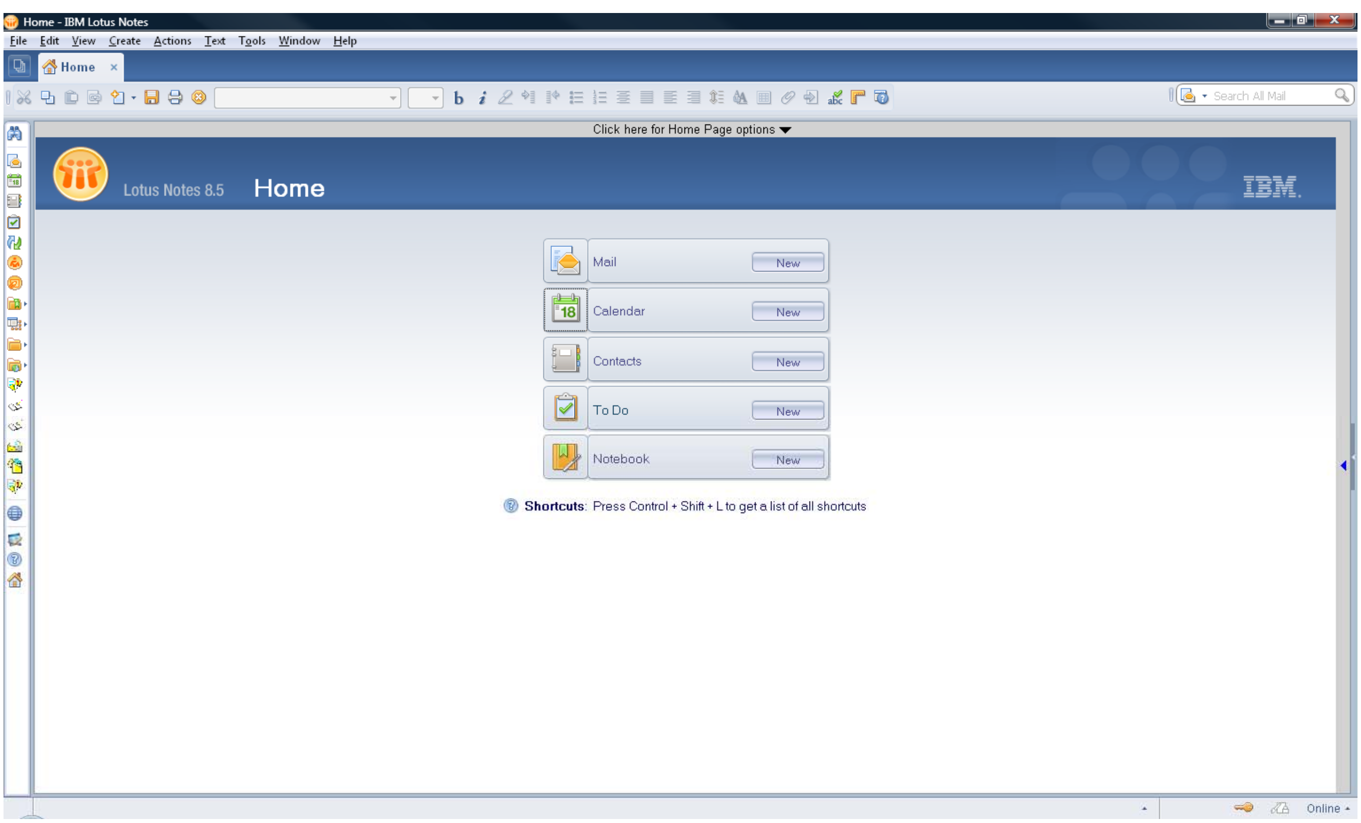
Bookmark Bar – contains bookmark icons / folders

Status Bar – info about the active window



The Lotus Notes Home Page

By Default, the **Home Page** is the first screen you see when you start Lotus Notes. It contains links to Lotus Notes Applications. The **Home Page** can be accessed at any time by clicking the **Home** tab. Below is an example of the default **Home Page.**



The **Home Page** can be customized using a pre-designed **Home Page** or layout that you design yourself.

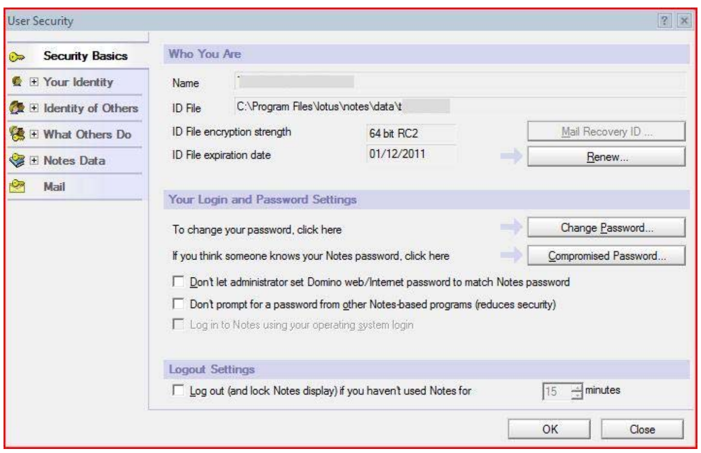
1. Click the top border of the **Home Page** that says **Click Here for Home Page options.**

2. Do one of the the following:
   a. To use a pre-designed layout, click the down arrow in the **Current Home Page selection** list box and select an option from the resulting menu.
   b. To create your own layout, click the **Create a new Home Page** button and follow the directions in the **New Page Wizard**.

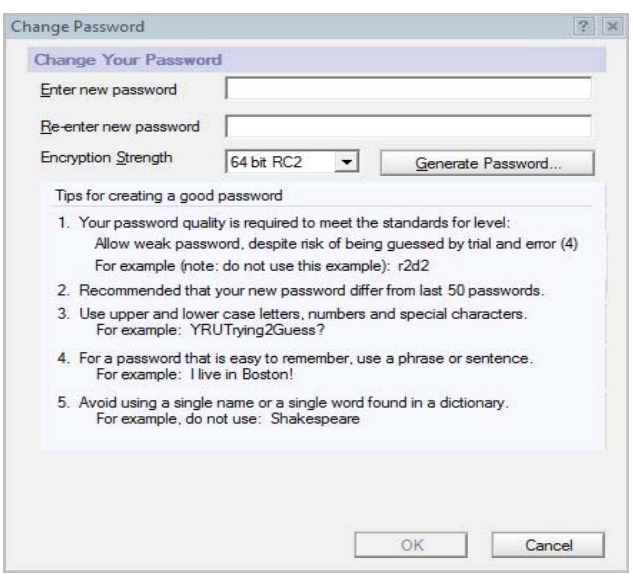
Security

Changing Your Password

To change your Lotus Notes Client password, from the **Menu** Bar, choose **File, Security**, **User Security**. You will be prompted for your current password. Enter the password and click **Log In**. The following window will open.



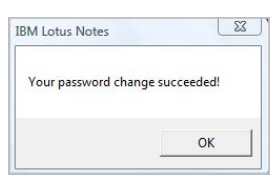
Click the **Change Password** button. You will again be prompted for your current password. Enter the password and click **Log In**. The following window will open.



Enter your new password into both fields. **Do not** change the **Encryption Strength** field or click **Generate Password**.

If your new password is not strong enough, the following box will appear:

The pop-up box below will notify you of successfully changing your password. Click **OK** and **OK** to exit.



Locking Your Session

If you will be stepping away from your computer, pressing the **Control (Ctrl)** and **F5** key together will lock your Lotus Notes session. To unlock your session when you return, click on the splash screen. Enter your password when prompted and click the **Log In** button.

Applications

Applications allow users to perform tasks pertaining to a specific area of interest. Mail, Calendar, and Contacts are all examples of Applications.

Documents

A document is any Application entry or record that contains information. For example, an email message is a document in the Mail Application and a Calendar entry is a document in the Calendar Application. To open a document, double-click the document entry from any view in the open Application.

Managing Open Applications and Documents

All Applications or documents that are open will be shown in the **Window Tabs** located above the **View Pane**.

- To switch to an open Application or document, click on its **Window Tab**.
- To cycle through all open items, press **Ctrl + Tab**.
- To close an open Application or document, click the **'X'** button on its **Window Tab**, press the **Esc** key, or select **Close** from the **File** menu.

Refresh 

To refresh the view of any section your are in, click on the blue arrow icon, which is located along the **View Pane** menu bar. The **F9** key will also refresh the view you are in.

Preferences

Preference for both Mail and Calendar can be found by choosing the **More** button, located along the **View Pane** menu bar.

Automatic Signatures

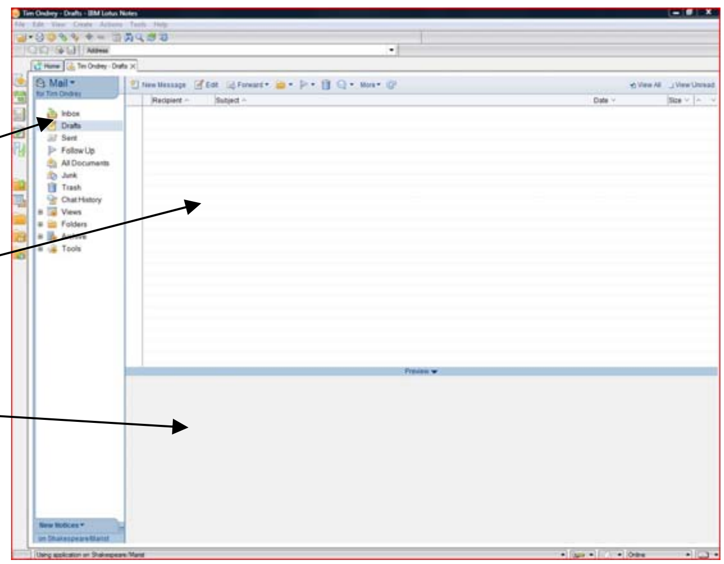
To sign your name to outgoing e-mail automatically, click on **More, Preferences** located along the **View Pane** menu bar. A new window will appear; select the **Mail** tab and then select **Signature**. Check the box next to “Automatically append a signature to the bottom of my outgoing mail messages” and then type a personal signature in the text box which will automatically append to all of your outgoing messages. Click the OK button. **Hint**: Add 2 blank spaces before you begin typing.

MAIL

The Mail Application

The **Mail** Application allows you to communicate with other Lotus Notes and Internet email-users. To open the **Mail** Application, click the **Mail** icon on the **Bookmark Bar**. 

Panes



Panes are the different areas of the workspace that show a part of an open Application.

Navigation Pane – displays names of folders and views in an Application, such as Mail, Calendar, and Contacts.

View Pane – displays contents of current folder or view selected in the **Navigation Pane**.

Preview Pane – allows you to quickly preview the document selected in the **View pane**.

The Mail Navigation Pane

Inbox –messages that have been received.

Drafts – messages that have been saved, not sent.

Sent – messages that have been sent.

Follow up - messages marked for follow-up action.

Junk Mail - junk mail from blocked senders.

- NOTE: SEE QUICK RULES

Trash – documents, with the exception of calendar entries, that have been sent to trash, but not yet deleted.

All Documents - provides a view of **all** documents in the Mail Application.

Mail Threads - provides a view of messages grouped with replies.

Folders - contains user-created/personal folders for storing documents.

Archive - stores old or unused messages. Please contact the Help Desk for instructions in setting up an archive.

Rules - contains rules for sorting or deleting incoming messages.

Stationary - contains available stationary (message templates) for the Mail Application.

Viewing Mail

1. Click the **Inbox** icon in the **Navigation Pane** of the **Mail Application.** A list of messages you have received will appear in the **View Pane**.
2. Click once on a message to view it in the **Preview Pane** or double click a message to open it in a new tab.
3. To Close an open Message, select **Close** from the **File** menu, press the **Esc** key, or click the **Close** button on the **Window Tab**.

*Note: To view unread messages only, check the **View Unread** box at the top of the **View Pane**. To view all messages, check the **View All** box at the top of the **View Pane**.

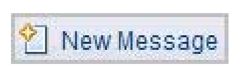
Opening the Preview Pane

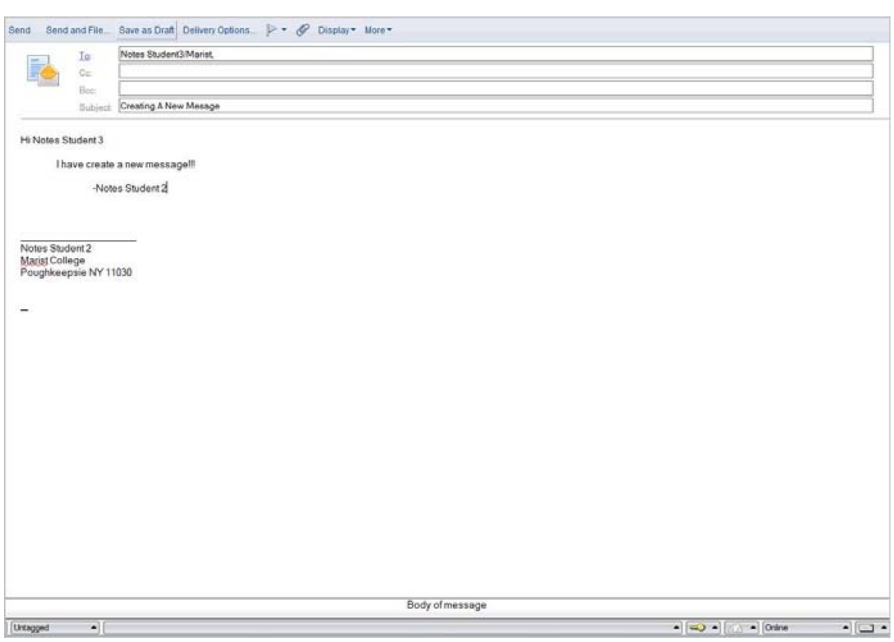
There are two ways to display the Preview Pane:

1. Click on **Preview** at the bottom of the active window.
2. Click the **Preview Pane** button on the **View** toolbar.

Composing Mail

To create a new message, Click the **New Message** button in the **View Pane**.

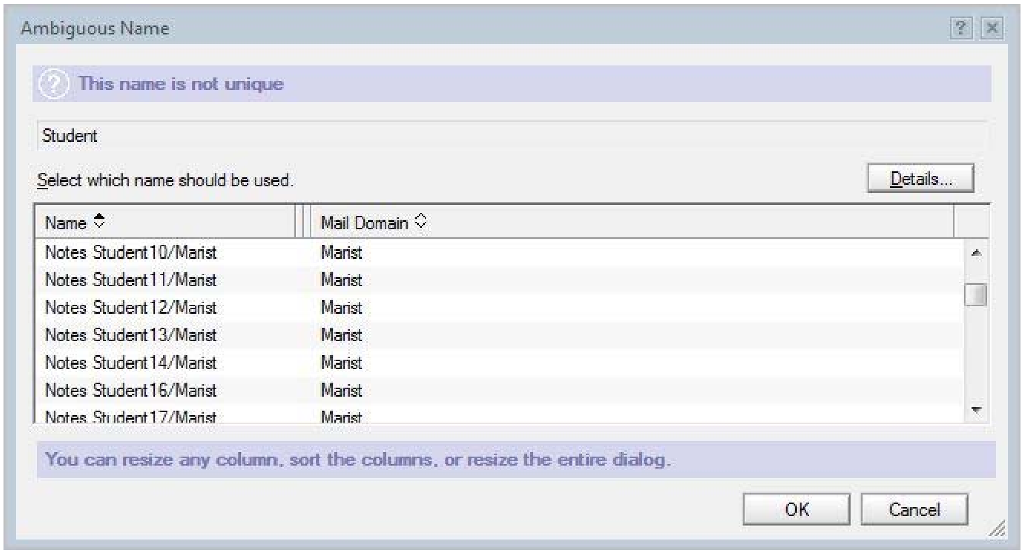




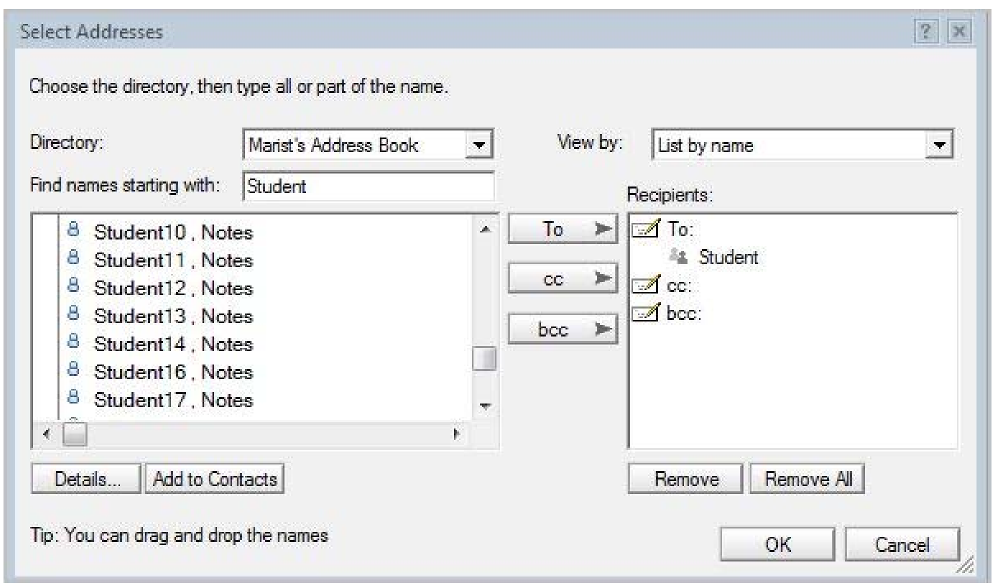
Addressing a Message

1. Manually type an address in the **To** field.

2. Use the Type Ahead feature: begin typing a person's name in the **To** field. Pressing enter at any point while typing will either: Insert the address of the person into the **To** field if the name is unique, or if there are multiple matches, a list of names will appear.



3. Another way to locate an address is to click the To: button; a window will appear from which you can browse through contact books and search for contacts.



Options 2 and 3 can also be used to select contacts to be assigned to the **CC(Carbon Copy)** and **BCC(Blind Carbon Copy)** address fields.

Sending Mail with Attachments

Place the mouse pointer in the **Message** body. The attachment will be placed exactly where your cursor lies. Click the **Attachment** icon  located along the **View Pane** menu bar. Select the files you want to attach. (To select multiple files, press the **Ctrl** key while you click on each file). Finally, click the **Create** Button.

Spell Check

There are three options to spell check a message.

1. In-Line spell checking places a red squiggle under any misspelled word. Right-clicking the misspelled word displays a list of possible corrections.
2. The spell check icon  will open the Spell Check box. It will search both the Subject and Body of the message for any misspelled words. For each misspelled word you can choose to **Skip**, **Replace**, or **Add to Dictionary**.
3. Clicking **Send** will automatically display the **Spell Check** box. You can choose to use the Spell Check described in option 2, or choose to **Send As Is**.

Display Options

There are three options available through the **Display** button.

1. BCC – displays the **Blind Carbon Copy** field when checked.
2. Additional Mail Options – displays the following options above address fields: **High Importance, Return Receipt, Sign, Encrypt,** and **Mark Subject Confidential**.
3. Sender Information – displays below the address fields, who the sender is and what time the message was sent.

*Note: The **Additional Mail Option**s listed at the top of each new message can also chosen by selecting **Delivery Options.**

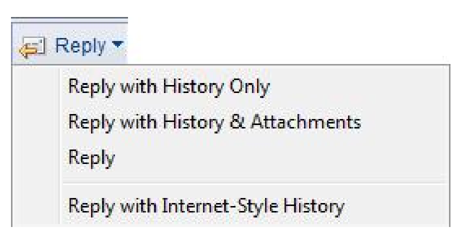
Sending Mail

Once the message (new, forwarded, or reply) has been composed, there is a choice between **Send, Send and File, Save as Draft**. The **Send** button sends the message out to all the addresses and saves a personal record in the Sent folder. The **Send and File** button sends out the message to all the addresses, saves a personal record in the Sent folder, and allows filing in a folder. The **Save as Draft** button saves the message in the Drafts folder and holds it there until a later time.

Receiving Mail

To open a newly received message, double click on it. This will open the message in a new window tab.

Replying to Received Mail



When highlighting or reading a message, there is a button at the top of the screen labeled **Reply**. Clicking on the down arrow next to **Reply** will provide several options, all of which will open a new message. The **To:** field will be filled in with the original Sender's address and the Subject field will contain the original subject pre-pended with **Re:**.

Reply with History Only

This is the preferred option. Replies to the sender without any attachments that were included in the original message. It appends the body of the original message.

Reply with History & Attachments

Replies to the sender and appends the body of the original message, including any attachments.

Reply

Replies to the sender without appending the body of the original message.

Replying with Internet-Style History

This method of replying is useful for Marist listservs (MARSTAFF, MARFAC, course listservs).

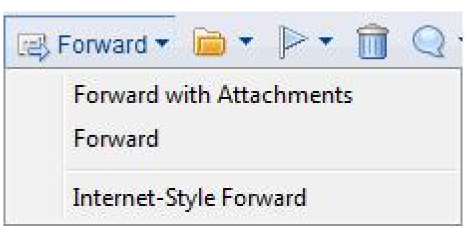
Reply To All

The Reply to All options are the same as Reply. The message will also be sent to all recipients of the original message and they will be placed in the **CC:** field. **Warning:** Do not reply to all for messages received from listservs unless you intend for all listserv recipients to receive your reply.

*Note: When you reply to a message, a **Replied-To** icon appears next to the message.

Forward

To forward a received message to another party, click on the button marked **Forward,** when highlighting or reading the message. Clicking on the down arrow next to Forward will provide several options, all of which will open a new message. The Subject field will contain the original subject pre-pended with Fw:. The Forward options are similar to the Reply options.

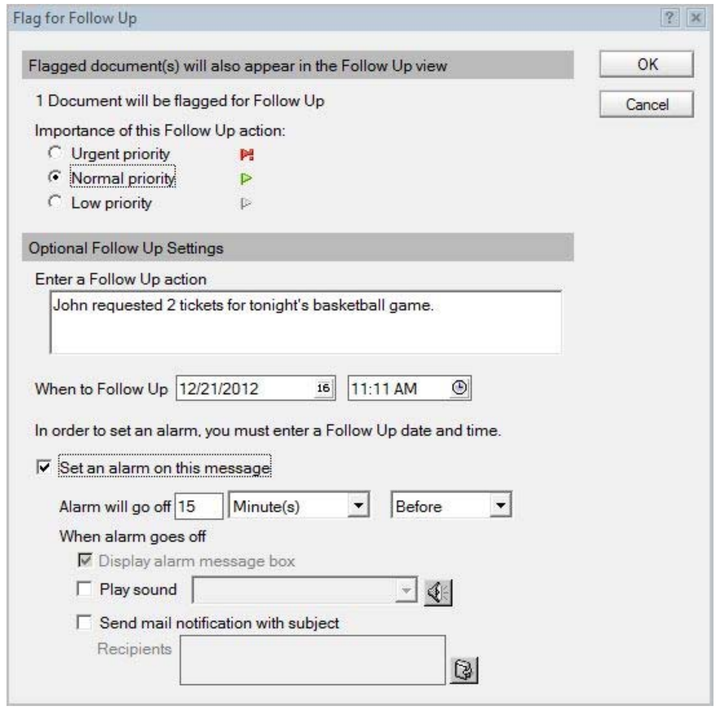


*Note: When you forward a message, a **Forwarded** icon appears next to the message.

Receiving Mail with Attachments

When you receive a message with an attachment it will be located in the body of the message at the point where the sender placed their cursor when they attached the file; simply double click and select Open to open it. You must have the application installed, in which the attachment was created. For example, if opening a .pdf file, you need Adobe Acrobat Reader installed.

Follow-Up Message



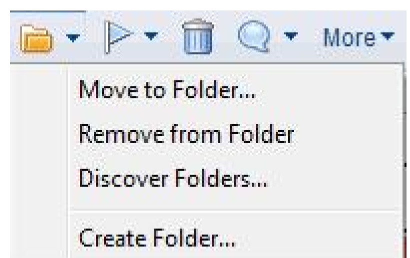
From **Mail** view, select the message you want to flag.

Select the **Follow Up**  icon. Select **Add or Edit Flag** from the resulting Menu. Check the **Urgent Priority**, **Normal Priority**, or **Low Priority** box. Specify the action in the **Enter a Follow Up Action Box**, this can be a brief description for the action you will take at the time specified for follow up. Enter a date and time in the **When to Follow Up box**. To set an alarm, check the **Set an alarm** on this message box and fill in the appropriate options. Click the **OK** button when you are finished. The **Follow Up** icon will appear next to the message in the mail view and in the header of the message.

*Note: To remove a flag from a message, select the message, select **Follow Up** from the **Actions** menu, and select **Remove Flag** from the resulting menu.

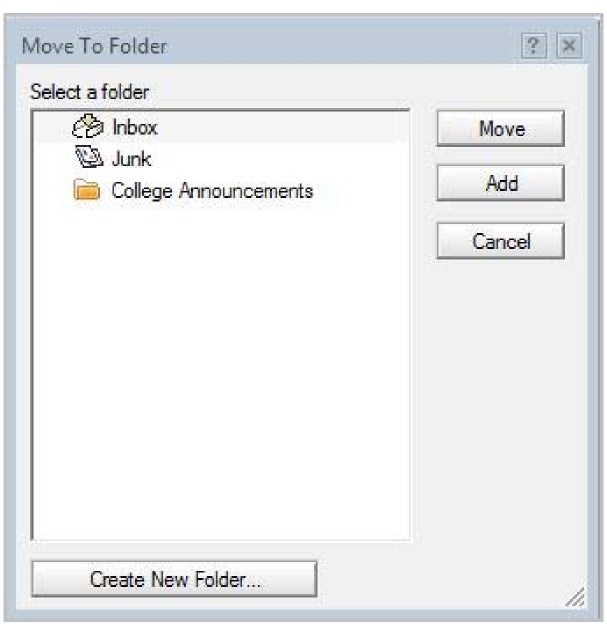
Saving Mail in Folders

The recommended way to save and organize messages is to file them in folders.



To save a message in a folder, click on the down arrow next to the  button and select **Move to Folder** where you can choose to Move or Copy to a particular folder.

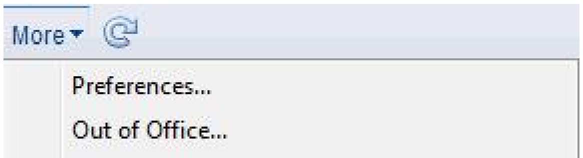
Select the desired folder and press the **Move** button.



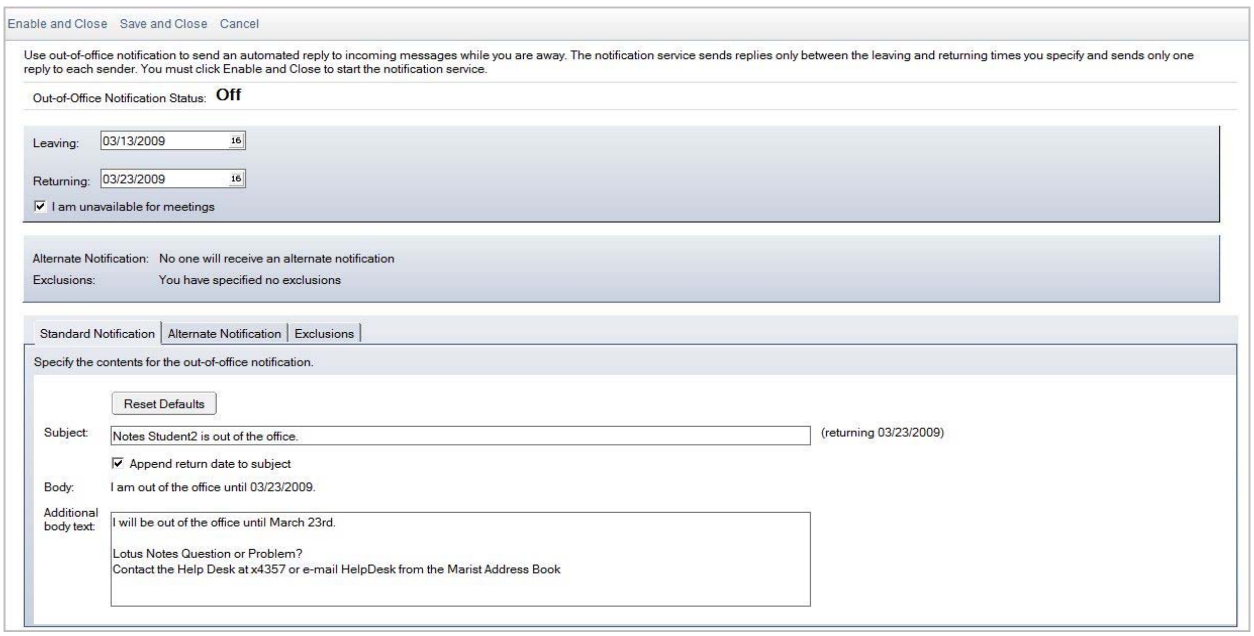
Please refer to the 'Folders' section of this document to learn how to create and delete folders.

Setting an Out of Office Message

You can set an out of office message to let others know when you are away from the office. From the mail **View Pane**, select **More, Out of Office**.



The following window will appear; fill in the appropriate fields and press **Enable and Close**.



The **Leaving** and **Returning** fields should be set according to the day you want the Out of Office to begin and the day that it should end.

By enabling the checkbox **I am unavailable for meetings**, the time you have scheduled to be out of the office, will be marked as unavailable on your schedule.

The **Standard Notification** will be sent once to each address that emails you during the time that you are out of the office. The fields for **Subject**, **Body**, and **Additional body text** will all appear in the out of office notification to each address that emails you.

The **Alternate Notification** can be configured to alert specified recipients of a different out of office message. Complete the **Subject** and **Body** fields as you have for the **Standard Notification**. Fill in the **To:** field just as you would for a new message.

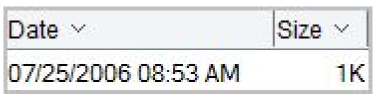
The **Exclusions** option can be configured to not send the out of office message to specified people or when the subject line of an email contains a specified phrase.

Drafts

When composing a message, it is possible to save the current message and send it out at a later date. In order to save the message in Draft form, click the **Save as Draft** button. This automatically stores it in the Drafts folder. To retrieve an unsent message, click on the selection for Drafts from within the **Navigation Pane**. Double click on the message to open, edit, and send.

Sent

This folder contains all of the messages that have been sent out (new, forwarded, and reply). As in all views and folders, you have the ability to sort by the columns to help you locate a message: by clicking on any heading (**Sender, Subject, Date, or Size**) this will cause the entire chain of mail to organize itself by the respective heading.



All Documents

All Documents is a reference view. It contains links to all documents that are located in the mail database. This is a useful view for searching purposes. To organize the list of items, you can click on **Who, Subject, Date, or Size** to organize the column by each respective choice.

Trash

When messages are deleted from any of the views or folders, they get stored in the Trash folder where they remain until the Trash is manually emptied or after the default time of 48hours. To quickly free up space, you should empty your Trash folder regularly. To delete a message, highlight the message and hit the delete button on the keyboard, right click and select delete, or click on the trash icon. This will move the document into the Trash. To empty the trash, select **Trash** from the navigation panel and click on the **Empty Trash** button.

Un-deleting Documents

While the message is still in the Trash folder, it can be restored to the location from which it was before deletion. Once a document is deleted and before refreshing the database, a document that has been marked for deletion can be un-deleted by highlighting it within the **Trash** and clicking on the **Restore** button.

Note: Once the trash has been emptied, the message is permanently gone.

Folders

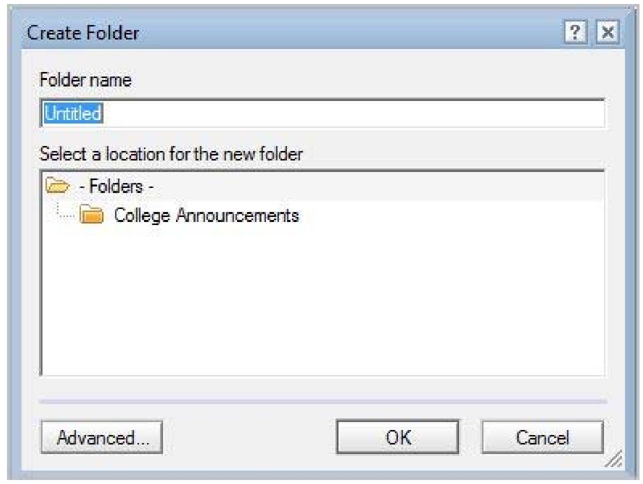
To create a folder, from the **Menu Bar,** choose **Create, Folder**.

Type the name for the folder, select **–Folders-** and click OK.

The newly created folder will be displayed under the Folder section within the **Navigation Pane**.

To create a sub-folder, after typing the name, select an existing folder that will be the parent folder to the new sub-folder.

To Delete folders, you must first delete or move all message contained within the folder. Once the folder is empty, right click on the folder name in the **Navigation Pane** and select Remove Folder.



CALENDAR

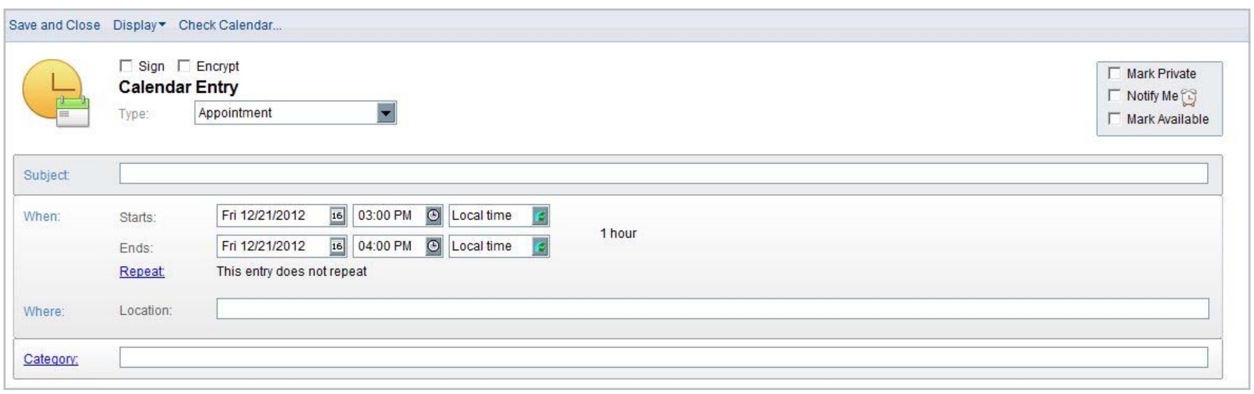
The **calendar** application allows you to organize appointments, events, meetings, reminders, and anniversaries.

Navigating the Calendar

To open the **Calendar**, click the **Calendar** icon on the **Bookmark Bar**. Use the **calendar format tabs** at the top of the **View Pane** to change the number of days the calendar displays. Click the down arrow on the **Format Tabs** to display formatting options. Click the **Back and Forward** buttons next to the month in the **Navigation Pane** to cycle through the months. Use the slider bars on the right side and bottom of the **View Pane** to move through the **Calendar**. Click on **Today** in the **Navigation Pane** at any time to return to the current date.

Creating a Calendar Entry

To create a calendar entry click on the down arrow next to the **New** button and a menu will appear. From here you can choose what type of entry you would like to create; once an option is selected, a form will open. Fill out the appropriate information and then click **Save & Close** at the top of the window; the entry will then be added to your calendar.



Calendar Entry Types

1. **Appointment** – to schedule time on your calendar.
2. **Meeting** – schedule time on your calendar and invite others. See **Creating and Sending Meeting Invitations**.
3. **Anniversary** - to add an annual event to your calendar.
4. **Reminder** - to remind yourself of something at a particular time.
5. **All Day Event** - to schedule an entire day or block of days.
6. **Event Announcement** – invite others to an event, no invitee reply options.

Note: To change the color of a Calendar Entry, select **More** from the **Actions** menu, and select **Preferences** from the resulting menu. Click on the **Calendar & To Do** tab and click on the **Colors** tab. Make color selections and click **OK**.

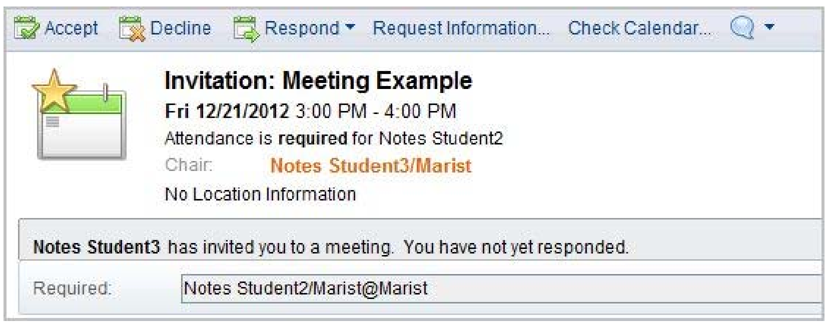
Dragging to Create A New Calendar Entry

Drag a **Mail** message, **Calendar** entry, or **To Do** item onto the **Calendar** icon on the **Bookmark Bar.** Select a **Calendar** entry type from the **Copy Into** dialog box that appears and click **OK**. The new **calendar** entry will appear. Fill in the information and select options as desired. (*If you create a meeting, the names of the people in the original item will be copied into the new meeting as invitees*.)

Meetings

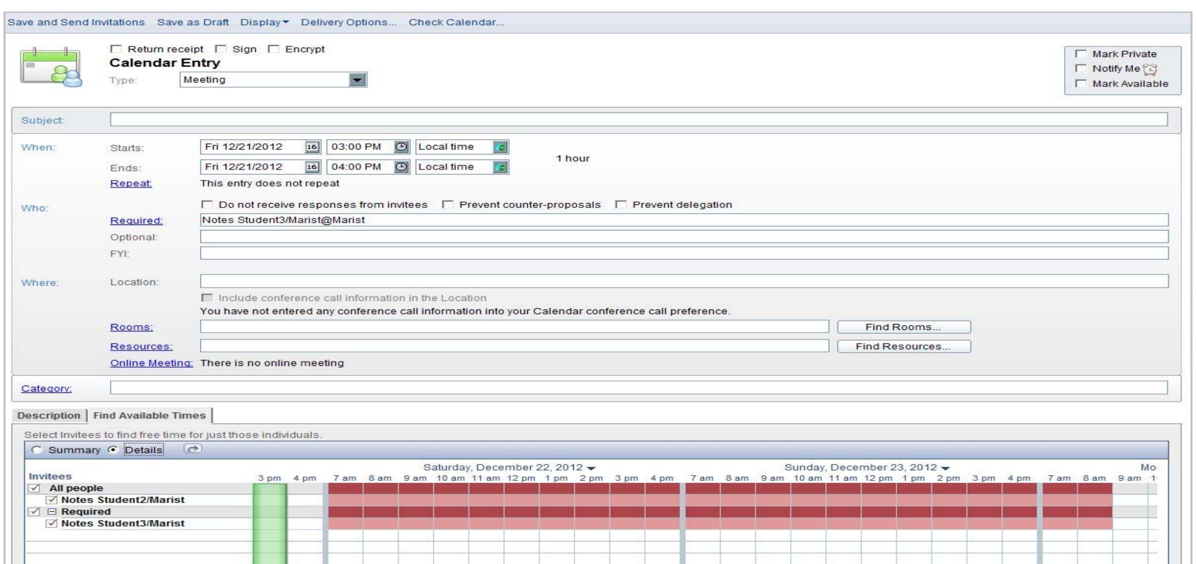
Accepting a Meeting

When someone sets up a meeting and includes you on the invitation list, you will receive an e-mail in your inbox from that person. To accept the meeting and add it to your calendar, simply choose the **Accept** option from within the e-mail. Upon doing this, Notes will automatically enter the meeting into your calendar. Whether you choose to accept or decline the invitation, Notes will send a notice to the person chairing the meeting to let them know your decision.



Creating and Sending Meeting Invitations

To send out a meeting invitation, create a Meeting entry from within the calendar section. Fill out the appropriate information as you would for any other calendar entry, but here you have the option of sending out meeting invitations to other people. To do this, insert the names of those you wish to invite and choose **Save & Send** when you are done.

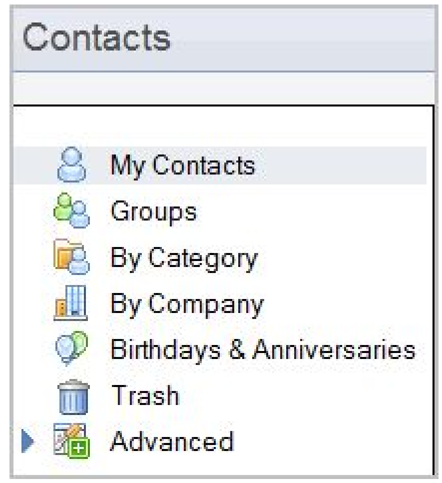


Editing or Rescheduling a Meeting Entry
Double-click the entry you want to edit. Make changes to the entry. Click the **Save and Send Invitations** button for a meeting, or the **Save and Close** button for all other entries.

Printing a Calendar
In **Calendar**, select **Print** from the **File** menu or click the **Print** button on the **Universa**l toolbar. In the **Print Calendar** dialog box, check the **Print Calendar** box under **What to Print.** In the **Calendar Style** List box, select a style for your Calendar. Under the **Print Range**, select **From** and **To** Dates. Click the **OK** button to Print.

CONTACTS BOOK

The **Contacts Book** is an application used to store information about people you communicate with. To open the **Contacts Book**, click on the **Contacts Book**  icon on the **Bookmark Bar**.



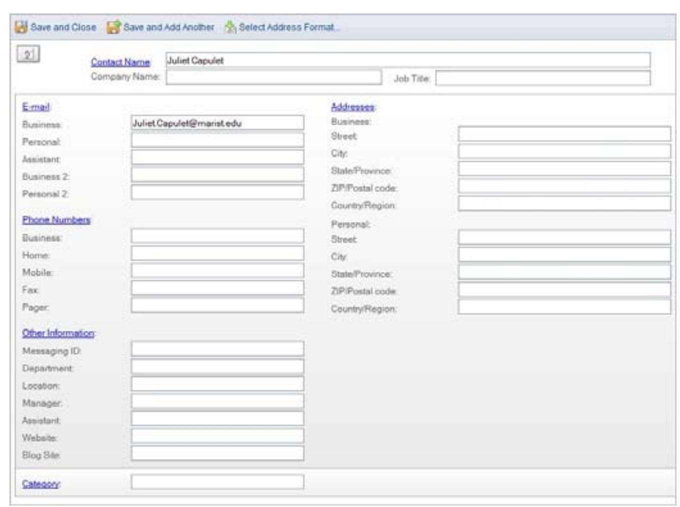
1. **My Contacts** – displays all contacts stored in your **Contacts Book**
2. **By Category** – displays contacts organized by category.
3. **By Company** – displays contacts organized by company.
4. **Groups** – displays a list of groups
5. **Birthdays and Anniversaries** – displays all Birthdays and Anniversaries stored in your **Contacts book**
6. **Advanced** – contains access to **Accounts, Certificates, Connections, International MIMR,** and **locations.**

Viewing Contacts in the Contacts book

Click on **My Contacts** in the **Navigation Pane** of the **Contacts Book** application. A list of contacts store in your Contacts book will appear in the **view pane**. Double click a **Contact** to open it.

*Note: To close a contact, select close from the **File** Menu, press the **Esc** key, or click the close button on the **Window tab**.

Adding A Contact

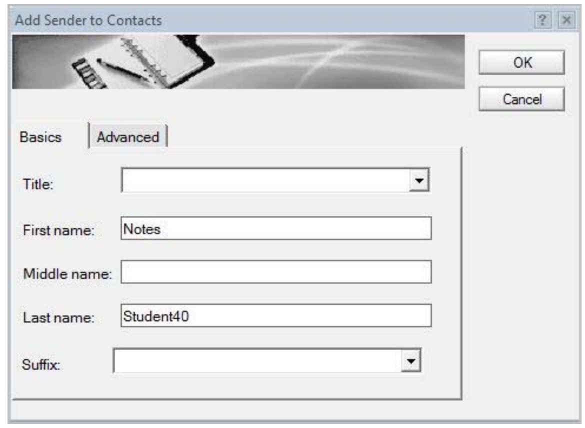


A new screen will pop-up, the most important fields to fill in are first and last name as well as e-mail address. Be sure to click **Save & Close** at the top of the window when you are done.

*Note: To edit a contact, select the contact and click the **Edit** button.

Adding a Contact From a Message, a Meeting Invitation, or a To Do Item

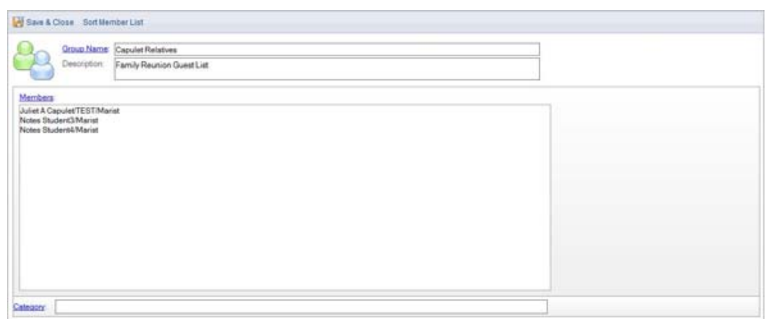
Select the mail message, meeting invitation, or To Do document. Select **More** from the **Actions** Menu. Select **Add Sender to Contacts…** from the resulting menu. Click **OK.**



Creating a Group

A **group** is a list of users or servers that can be used in Domino Directories, Contact books, access control, mail lists, etc...

In **Contacts**, click the groups folder in the **Navigation Pane**. Click the **New Group** button in the **View Pane** and select **Group**. Enter a group name in the **Group** box. Click the down arrow next to **Members.** Select the **contacts** you want to add to the group and click the **Add** button. Click the space to the left of the names for multiple names. Click the **OK** button. Click the **Save and Close** button.



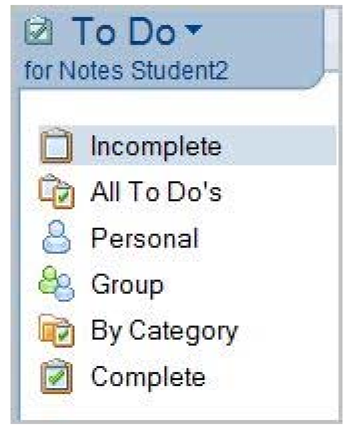
Printing Contact Labels

In the **Contacts Book**, select the contact names you want to print. (To select names, click the column to the left of the names or press **Ctrl + A** to select all contacts). Select **Print** from the **File** Menu. Click on the **documents Style** tab. Check the **Print Multiple Documents on each page** box. Select the label format and paper type. Click **OK** button to print the labels.

TO DO LIST

The To Do List Database

The **To Do List** allows you to organize personal tasks and assign tasks to others. To open the **To Do List**, click the **To Do**  icon on the **Bookmark Bar**.



1. **Incomplete** – displays **To Do** items not completed by their due date
2. **All To Do's** – displays personal **To Do** items and items you have assigned to others.
3. **Personal** – displays only personal **To Do** items.
4. **Group** – displays group **To Do** items.
5. **By Category** – displays **To Do** items by category
6. **Complete** – displays completed **To Do** items

Creating a Personal To Do Item

Click the **New To Do Item** button at the top of the **View Pane**. Fill out the appropriate information and then click **Save & Close** at the top of the window.

Note: To quickly create a new **To Do** item, drag a **Mail** message, **Calendar** entry, or **To Do** item onto the **To Do** icon.

Marking a To Do Item Complete

In the **To Do List,** select the **To Do** Item you want to mark as complete. Click the **Mark Complete** button

Assigning a To Do Item To Others

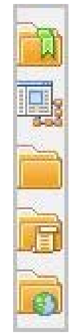
Follow the steps for Creating **A Personal To Do Item.** In the **Assign To** field, check **Others.** In the **Participants** selection, fill in the **Required, Optional, and FYI** fields or click the **Contacts Book** button to select contacts from a **Contacts Book.** Click the **Save and Send Assignments** button

Other Features

More on Bookmarks

Bookmark Folders

Bookmark Folders contain Bookmarks or other Bookmark folders. Several **Bookmark Folders** appear on the **Bookmark Bar** by default.



1. **Favorite Bookmarks** – stores your most frequently used bookmarks
2. **Applications** – provide access to the Notes workspace and allows you to search or browse for databases.
3. **More Bookmarks** – contains the Lotus Links folder, the Internet Search folder, a Create folder, the Workplace Launcher folder, and the Startup folder.
4. **History** – contains a chronological listing of bookmarks for all items you visit. The History folder can display items by date, site, or title. You can also use the History folder to find recently-used documents or databases.

Note: To open a **Bookmark Folder**, click on its icon in the **Bookmark Bar**

Removing Bookmarks and Bookmark Folders

1. Right-click the bookmark or folder you want to remove.
2. Select **Remove Bookmark** or **Remove folder** from the resulting menu.
3. Click the **Yes** button to confirm

Note: When you remove a **bookmark folder**, you remove all the bookmarks in that folder.

Managing Your Lotus Notes Mail Database Size

Refer to the link http://www.marist.edu/it/pdfs/managingsize.pdf on the Marist College web site for more information on managing your Lotus Notes mail database size.

Applications

A Notes Application is a single file that contains multiple documents usually relating to a single area of interest. Mail, Calendar, Contacts, Room Reservations, are all examples of applications. Your applications, such as Mail and Calendar are already bookmarked for you. Other applications such as another person's mail or calendar can be accessed if that user has delegated access.

Opening an Application

Select **Application** from **File** menu. Select **Open** from the resulting menu. Enter the name of the server the Application is stored on, or select a server from the **Server** list box. Select an Application from the **Application** box, or enter the path and file name of the Application in the **Filename** box. Click the **Open** button.

Logging Out of Lotus Notes

You can logout of the Lotus Notes Client by either; clicking the 'X' in the upper right-hand corner of the client, or choosing **File**, **Exit** from the menu bar.

SHORTCUTS

Shortcut Name	Key Command	Shortcut Action	Shortcut Name	Key Command	Shortcut Action
Properties	Alt + Enter	Edit Properties	Indent Paragraph	F8	Text / Indent
Save	Ctrl + S	File / Save	Outdent Paragraph	Shift + F8	Text / Outdent
New	None	File / New	Bullets	None	Text / List / Bullet
Edit Document	Ctrl + E	None	Numbers	none	Text / List / Numbers
Forward as Mail	None	None	Align Paragraph	none	Text / Align / Paragraph
Print	Ctrl + P	File / Print	Spacing	none	Text / Spacing
Cut	Ctrl + X	Edit / Cut	Style	none	Text / Style
Copy	Ctrl + C	Edit / Copy	Insert Table	none	Create / Table
Paste	Ctrl + V	Edit / Paste	Attach	none	File / Attach
Copy as Link	None	Edit / Copy as Link	Import	none	File / Import
Font	Ctrl + K	Text / Text Properties	Find / Replace	Ctrl + F	Edit / Find/Replace
Font Size	Ctrl + K	Text / Text Properties	Check Spelling	none	Edit / Check Spelling
Bold	Ctrl + B	Text / Bold	Ruler	Ctrl + R	View / Ruler
Italic	Ctrl + I	Text / Italic	Permanent Pen	None	Text / Permanent Pen

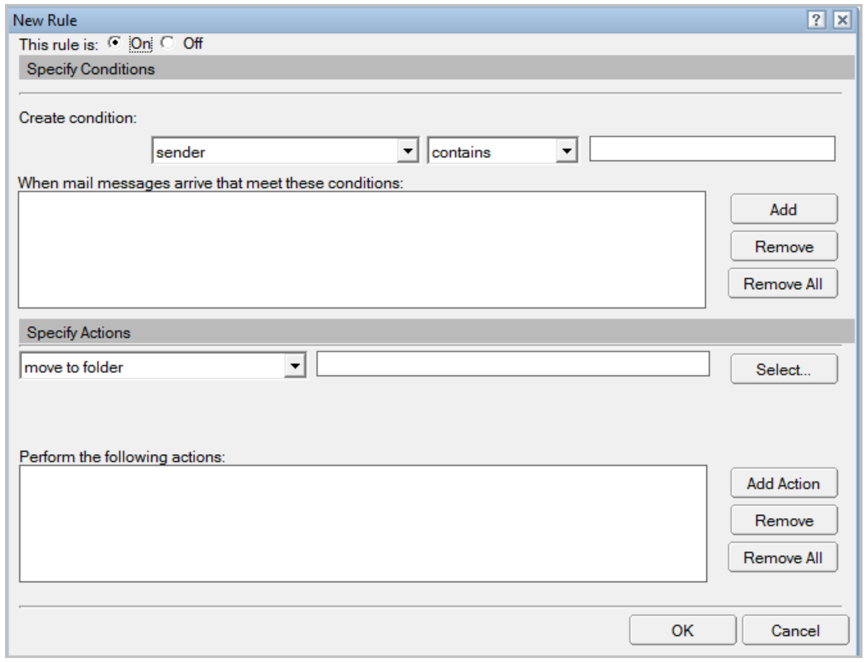
QUICK RULES

Using **Quick Rules** is a simple and effective measure for combating junk mail. The following steps will guide you through setting up quick rules.

To Create A Quick Rule For A Message You Have Received:

1. Open your **Inbox**
2. Open the message you want to create a quick rule for
3. Click the **More** tab
4. Click **Create Quick Rule**

5. This will automatically fill in the **Sender / Domain / Subject** fields with the information from the open document
6. Check off which fields you want this **Quick Rule** to check for.
7. Check off when the rule should take action
8. Check off what the action should do under the above circumstances
9. Click **OK**
10. Click on **Rules** which is listed under **Tools** from the **View Pane.**
11. Here is a list of all the rules you have created, you may edit your **Rule** by clicking on the rule and selecting **Edit**.



To Create A Quick Rule From Scratch:

1. Open your **Inbox**
2. Open **Rules** which is listed under **Tools** from the **View Pane.**
3. Click **New Rule**
4. Complete the appropriate Fields
5. Click **OK**; Your new rule will now be listed.

How To Disable / Delete A Quick Rule:

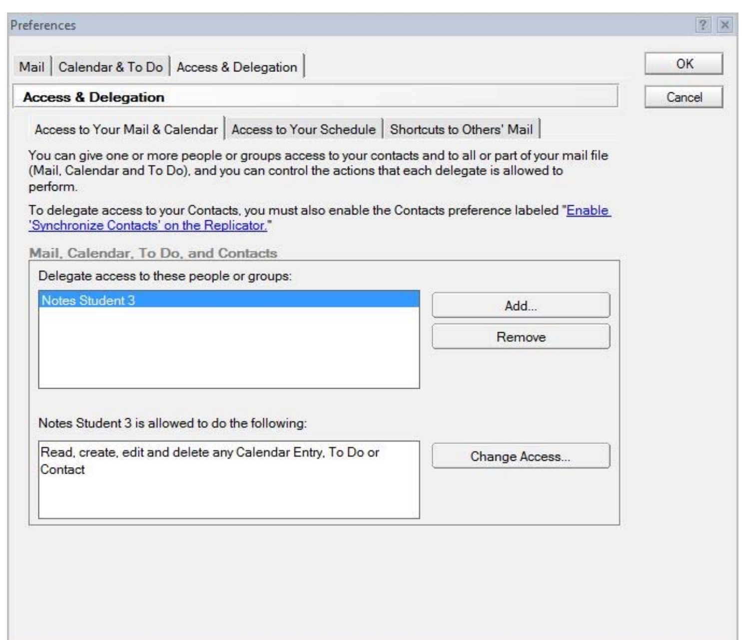
1. Open **Rules** which is listed under **Tools** from the **View Pane**
2. Select the **Rule** you wish to **Disable and/or Delete**
3. You know have two choices
    1. **Disable Only**; Click the **Disable** button; Rule will remain listed but not be active
    2. **Disable/Delete**; Click the **Disable** button (MUST BE DONE FIRST); Click the **Delete** button.

***REMEMBER; WHEN DELETING A RULE; YOU MUST DISABLE THE RULE BEFORE CLICKING DELETE!!!

Delegating Access To Your Mail

You can allow specified users to access your mail Application and set different levels of access. Others can simply check your mail while you are away or send.

4. Select **More** from the **Actions** menu.
5. Select **Preferences** from the new menu.
6. Click on the **Access and Delegation** tab.
7. Click on the **Access To Your Mail & Calendar** tab.
8. Do one of the following:
    1. To add a person or group, click on **Add Person or Group**.



    2. To modify access, select the name and click on **Change Access**.

9. Enter Access information.
10. Click the **OK** button.