

Course Outline – Lotus Notes v6 - Messaging

Overview and Goals – to be able to use the Lotus Notes messaging functions

Course Objectives – to be able to create emails, create folders, print, add attachments, detach and use address books.

Who Should Attend – anyone who needs to use Lotus Notes

The Basics

- Creating a message
- Sending messages
- Receiving mail
- Printing messages
- Deleting messages
- Selecting multiple messages
- Attachments
- Address books

Managing your mail account

- Creating folders
- Using bookmarks
- Organising your mail

Advanced features

- Drafts
- Stationery
- Rules
- Custom signature blocks
- Letterhead
- Delivery options
- Mail delegation
- Out of office agent
- Spell checking
- Creating messages in other applications
- Creating Links