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# Lotus Notes Mail

## Introduction

**Introduction** Lotus Notes Mail enables users to send and receive email within the organisation and externally, and create a filing system to organise messages according to individual requirements.

**Objectives** A comprehensive insight into the main Lotus Notes Mail features. The knowledge gained will equip users with the skills needed to use Lotus Notes for sending email to and receiving email from colleagues.

**Designed for** New users of Lotus Notes Mail.

**Duration** Half day

**Topics**

- Introduction
- What is Lotus Notes?
- The Notes Workspace - menus, Smart Icons, status bar
- Sending Mail
- Preparing a mail message
- Spell checking a message
- Sending and filing a mail message
- Saving draft messages
- Formatting text
- Delivery options
- Attaching documents and files to a message
- Receiving Messages
- Reading mail messages
- Replying to a mail message
- Forwarding a mail message
- Address Books
- Public and Personal Address Books
- Creating and using Groups
- Managing Mail Messages
- Creating a filing system
- Selecting and moving messages
- Finding Messages
- Deleting mail messages
- Printing mail messages
- “Out of Office” Message

**Follow-up** Lotus Notes Introduction – one day  
Lotus Notes Intermediate – half-day

*Imagine what you'll know tomorrow...*

**For more information call**  
**01256 323223**  
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