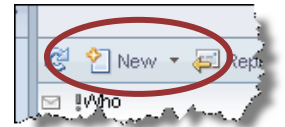


Addressing E-mail Messages

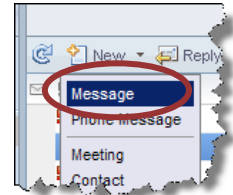
1. Click the **Mail icon** to open your inbox.



2. Click the **down arrow** beside **New** on the action bar.

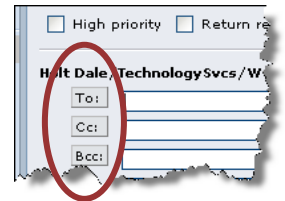


3. Click **Message**.



4. Click **To**, **Cc** and/or **Bcc**.

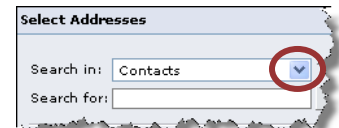
- **Cc**: Sends a carbon copy of the message to the person selected.
- **Bcc**: Sends a blind carbon copy of the message to the person selected.



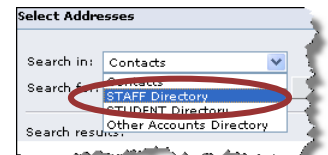
Add message recipients using one of the options shown below:

Select a Recipient from the Lotus Notes Staff Directory

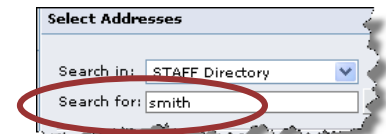
1. Click the **down arrow** beside the **Search in** field.



2. Click **STAFF Directory**.

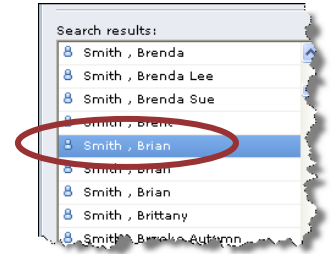


3. Type the last name of the staff member into the **Search for** field.

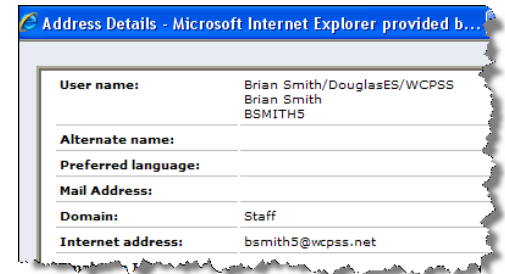


4. Click .

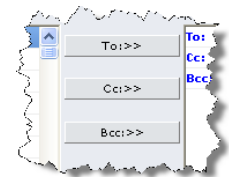
5. Select a **recipient**.



- When more than one individual has the same name, click to verify you have selected the correct individual.
- Click to select.



6. Click **To**, **Cc**, or **Bcc**.

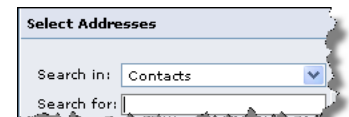


7. Click .

Select a Recipient from the Contacts List

Contacts Lists are similar to an address book. You create your own Contacts List by manually adding the contact information of individuals of your choice.

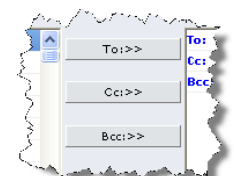
1. Select **Contacts** in the **Search in** field.



2. Select a person you have added to your contacts list in the **Search for** field.



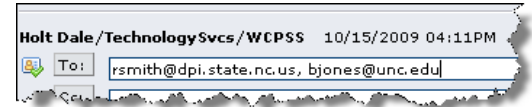
3. Click **To**, **Cc**, or **Bcc**.



4. Click .

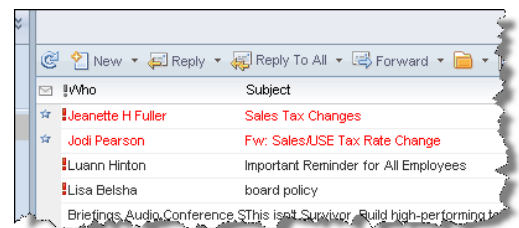
Add a Recipient Manually

1. Type an e-mail address for the recipient into the spaces provided separated by commas.



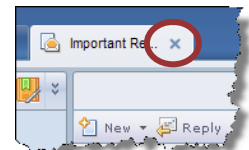
Reading E-mail Messages

1. Click the **Mail icon** to open your inbox.
2. A list of all the messages currently in your inbox will display.
 - Messages listed in **red** are **unread, new** messages.
 - Messages in **black** are **read** messages.
 - Messages with an **exclamation point** next to them have been specified as **high priority** by the sender.






3. Double-click any part of an **e-mail message** to open it.

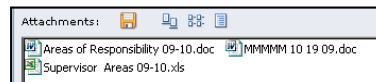
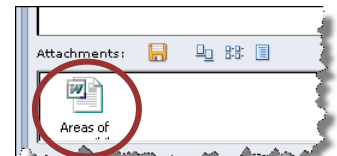
4. To close the message, click **X** located on the right side of the message tab.



Opening E-mail Attachments

1. Double-click any e-mail **attachment** to open.

NOTE: You can change the default view for attachments from large icons  to list or list with details by clicking  or .



- OR -

Click  to **download and save the attachment** to your computer.