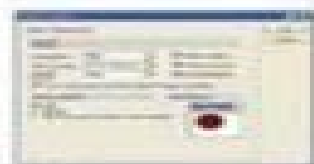# Mail

Setting Message Delivery Options

1. In a new message, click the **Delivery Options** button at the top of the **View Pane**.
2. Click on the **Basic** tab in the **Delivery Options** dialog box.
3. Click the arrow on the **Importance** box and select an importance level from the resulting menu.
4. Click the arrow on the **Delivery report** box and select a report option from the resulting menu.
5. Click the arrow on the **Delivery priority** box and select a delivery priority from the resulting menu.
6. Optional: Check the **Return receipt**, **Prevent copying**, **Auto spellcheck**, and **Do not notify me if recipient(s) are running Out of Office** boxes to enable these buttons.
7. Optional: Check boxes in the **Security Options** section.
8. Optional: Click the arrow on the **Mood Stamp** box and select a stamp from the resulting menu.
9. Optional: Click on the **Advanced** tab to select additional options.
10. Click the **OK** button.
11. Click the **Send** button to send the message.

Using Stationery

1. Select **Tools** from the **Actions** menu.
2. Select **Preferences** from the resulting menu.
3. Click on the **Mail** tab.
4. Click on the **Letterhead** tab.
5. In the **Letterhead** box, select the letterhead you want to use. (A preview of the letterhead will appear in the **Preview** box.)
6. Click the **OK** button.

Adding a Signature to All Messages

1. Select **Tools** from the **Actions** menu.
2. Select **Preferences** from the resulting menu.
3. Click on the **Mail** tab.
4. Click on the **Signature** tab.
5. Check the **Automatically append a signature to the bottom of my outgoing mail messages** box.
6. In the **Use** section, do one of the following:
   - To enter text, select **Text** and enter text for the signature in the **Signature** box.
   - To use an existing file, select **HTML or Image File** and click the **Browse** button. Click the arrow on the **Files of type** box and select a file type from the resulting menu. Locate and select the file you want to use and click the **Open** button.
7. Click the **OK** button.

Note: To add a signature to a single mail message, select **Tools** from the **Actions** menu and select **Insert Signature** from the resulting menu. Select the signature you want to use and click the **OK** button.

Mail Rules

Creating a Mail Rule

1. Click the **Inbox** icon on the **Bookmark Bar**.
2. Select **Tools** from the **Actions** menu.
3. Select **Mail Rules** from the resulting menu.
4. At the top of the **View Pane**, click the **New Rule** button.
5. In the **Create condition** section, specify the conditions for the new rule.
6. Click the **Add** button to add it to the **When mail messages arrive that meet these conditions** box.
7. In the **Specify Actions** section, select options for what should be done with mail that meets the condition.
8. Click the **Add Action** button to add it to the **Perform the following actions** box.
9. Click the **OK** button.

Editing a Mail Rule

1. In the **Mail** database, select **Tools** from the **Actions** menu.
2. Select **Mail Rules** from the resulting menu.
3. Select the rule you want to edit.
4. Click the **Edit** button at the top of the **View Pane**.
5. Make changes to the rule and click the **OK** button.
6. At the top of the **View Pane**, click the **Enable** or **Disable** button. (A green check mark will appear next to a rule that is enabled.)
7. Optional: To move a rule up or down in the rule list, select the rule and click the **Move Up** or **Move Down** button at the top of the **View Pane**.

Note: To delete a rule, select the rule and click the **Delete** button at the top of the **View Pane**. Click the **Yes** button to confirm deletion.

Setting Up an Out-of-Office Message

You can create an automatic reply to incoming messages while you are out of the office.

1. In the **Mail** database, select **Tools** from the **Actions** menu.
2. Select **Out of Office** from the resulting menu.
3. Click on the **Dates** tab and select the dates you will be out.
4. Click on the **Out of Office Message** tab and enter message text.
5. Optional: To create a special message for a specific sender, click on the **Special Message** tab, enter the sender's e-mail address in the **To** box, and enter message text.
6. Optional: To specify senders that you do not want to receive the reply, click on the **Exceptions** tab and select exceptions.
7. Click the **Enable** button to enable your message.
8. Click the **Yes** button in the **Lotus Notes Out of Office** dialog box.
9. Click the **OK** button.
10. Click the **OK** button when you are finished.

Disabling an Out-of-Office Message

1. In the **Mail** database, select **Tools** from the **Actions** menu.
2. Select **Out of Office** from the resulting menu.
3. Click the **Disable** button.
4. Click the **Yes** button in the **Lotus Notes Out of Office** dialog box.
5. Click the **OK** button.
6. Click the **Yes** button to show your time as available.
7. Click the **OK** button when you are finished.

Lotus Notes 46 Quick Source Guide

John A McDermid

Lotus Notes 46 Quick Source Guide:

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