

Annotations in the screenshot:

- Create a message
- Sort by a column
- Create folders + Move messages to folders
- Flag a message for follow-up
- See more buttons

Tip: Click the More buttons on any toolbar to see additional toolbar buttons or context-sensitive functions.

## Basic Tasks

Task	Action
Open Mail	Click the <b>Open</b> button and select <b>Mail</b> .
Compose a new message	Click <b>New ► Message</b> .
Send a message to someone from your contact list or another directory	While composing an email, click the To link, and select a directory.
Mark messages read or unread	Select the message or messages, right-click and select <b>Mark as ► Read</b> or <b>Mark as ► Unread</b> .
Sort Inbox by last name (surname)	<ol style="list-style-type: none"> <li>Click <b>File ► Preferences</b>, and then click <b>Mail</b>.</li> <li>On the Basics tab, under <b>Display names in mail in this format</b> select <b>Last, First</b>.</li> <li>Click <b>OK</b>, return to your Inbox, and sort by the <b>Who</b> column.</li> </ol> Optional: Designate last name prefixes, such as “Van” for “Van Morrison” under Enter last name prefixes. For additional help, click and hold the “?” icon.

## Personalize your settings

Task	Action
Change the color of read and unread messages	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Lotus Notes ► Preferences</b>.</li> <li>2. Click Fonts and Colors.</li> <li>3. Under Mail view font, select how you want messages to look in your mail views.</li> </ol>
Mark all messages viewed in the preview pane as read	Click <b>File ► Preferences</b> (Macintosh OS X users: click <b>Lotus Notes ► Preferences</b> ), and then click <b>Basic Notes Client Configuration</b> . Under <b>Additional Options</b> , select <b>Mark documents read when opened in preview pane</b> .
Add icons in my Inbox to show if I am the only recipient, a Cc recipient, or a Bcc recipient	To display icons that identify your recipient level, click <b>File ► Preferences</b> , click <b>Mail</b> , and then click the <b>Recipient Icons</b> tab.
Change the letterhead (graphic in the header of emails)	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, and then click <b>Mail</b>.</li> <li>2. Click <b>Letterhead</b>.</li> <li>3. Select a graphic in the <b>Letterhead</b> field. To use no graphic, select <b>No letterhead</b>.</li> </ol>
Spell check all messages before sending	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, click <b>Mail</b>, and then click the <b>Basics</b> tab.</li> <li>2. Select <b>Spell-check messages before sending</b>.</li> </ol>
Encrypt all messages	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Lotus Notes ► Preferences</b>.</li> <li>2. Click the plus sign beside <b>Mail</b>, and then click <b>Sending and Receiving</b>.</li> <li>3. Select <b>Encrypt messages that I send</b> or <b>Encrypt saved copies of sent messages</b>.</li> </ol>
Turn off the Fw: prefix	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>. Macintosh OS X users: Click <b>Lotus Notes ► Preferences</b>.</li> <li>2. Click the plus sign beside <b>Mail</b>, and then click <b>Sending and Receiving</b>.</li> <li>3. Clear the <b>Add forward prefix to the subject of forwarded</b> messages option.</li> </ol>
Save or do not save emails in the Sent folder	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, expand the <b>Mail</b> section, and then click <b>Sending and Receiving</b>.</li> <li>2. Under Sending, click one of the options in the <b>Save copies of messages that I send</b> field.</li> </ol>
Preview emails in a slide-in summary window as they arrive	<ol style="list-style-type: none"> <li>1. Click <b>File ► Preferences</b>, click the <b>plus sign (+)</b> next to Mail, and then click <b>Sending and Receiving</b>.</li> <li>2. Select <b>Slide</b> in a summary.</li> </ol>
Add a <b>Confidential</b> prefix to a message subject	<ol style="list-style-type: none"> <li>1. Click <b>Delivery Options</b> above the message.</li> <li>2. Select <b>Mark Subject Confidential</b>, and then click <b>OK</b>.</li> </ol>

**Tip:** To improve mail performance, save attachments to your computer and delete them from your mail. Click the attachment to select it, then click **Attachment ► Save and Delete**.