

# Lotus Notes 8 Mail Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



Laminated quick reference card showing step-by-step instructions and shortcuts for mail features of Lotus Notes 8 (Standard Configuration). Topics include: Opening Your Mailbox, Creating a Message, Receipt, Mood Stamp, Importance, Addressing Messages, Locating Someone in the Address List, Discarding the Current Message, Drafts, Stationery, Attaching Files, Opening and Reading Messages, Viewing Attachments, Editing Attachments, Saving a Copy of a File Attachment. Replying and Forwarding, Flagging Messages for Follow Up, Previewing Documents, Recipient Message Marking, Marking Messages by Sender, Adding Addresses to the Address Book, Creating a Mailing List, Deleting Messages, Using Folders, Searching for Messages by Subject or Contents, Archiving Mail, QuickRules, Combatting Junk Mail, Using the Out of Office Agent, Filtering Messages Automatically, Preferences, Passwords etc., Locking ID. Also includes a list of shortcuts for Movement, Selection, Opening and Reading Messages.

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