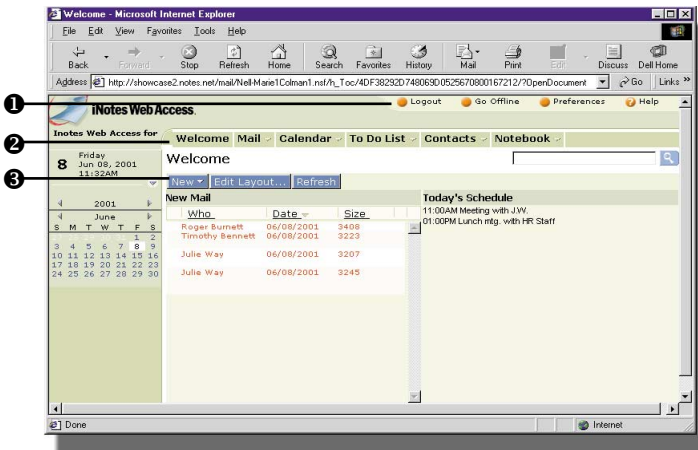




Getting Started

The iNotes Web Access Window

Use iNotes Web Access to send and receive mail, schedule appointments, send meeting requests, create tasks for your To Do List, store contact information, and keep notes in your Journal.
Note: You must have Microsoft Internet Explorer 5.01 and above or Netscape 4.7 and above to use iNotes Web Access.



- 1 **Navigation Tab** - contains shortcuts for logging out, going offline, setting preferences, and getting help.
- 2 **Shortcut Bar** - contains shortcuts to the Welcome, Mail, Calendar, To Do List, Contacts, and Notebook features of iNotes Web Access.
- 3 **Action Bar** - contains tools for use in each of the six sections of iNotes Web Access.

Customizing the Welcome Page

Make changes to the Welcome Page so that this feature best meets your needs.

1. On the **Welcome Page**, click the **Edit Layout** [Edit Layout...](#) button.
2. Click the arrow on the **Page Layout** box and select **Personal**, if not already selected. (*Note: To use the default layout, select **Default Page** from the **Page Layout** box and click the **Save & Close** [Save & Close](#) button when done.*)
3. Select the number of panels you want displayed on your page.
4. For each panel, select the type of content you want the panel to contain.
5. Make changes to the corresponding titles, if desired.
6. Select display options from the **Options** field, when applicable.
7. Click the **Save & Close** [Save & Close](#) button when done.

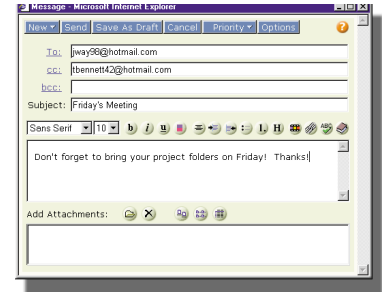
Setting Preferences

Set up Lotus iNotes to best meet your needs. Click the **Preferences** [Preferences](#) button to set your preferences. You can set mail and calendar options, as well as access privileges, archive options, and date and time format.

Mail

Creating a Message

1. Point to the **Mail** [Mail](#) button.
2. Select **New Message** from the resulting menu.
3. Enter recipient e-mail address(es) in the **To** field, separating multiple addresses with a comma.
4. Enter a subject in the **Subject** field.
5. Enter your message in the message area.
6. Click the **Send** [Send](#) button when done.



Receiving E-mail

When you are online, open the **Inbox** by clicking the **Mail** [Mail](#) button. Or, in the **Inbox**, click the **Refresh** [Refresh](#) button. Any new mail will appear red in the message list.

Opening a Message

1. Open the **Inbox** by clicking the **Mail** [Mail](#) button.
2. Double-click the message you want to open.

Replying to a Message

1. Open or select the message you want to reply to.
2. Point to the **Reply** [Reply](#) button.
3. Select **Reply**, **Reply to All**, **Reply with History**, or **Reply to All with History** from the resulting menu. When you reply with history, the original message appears in the message body.
4. Enter reply text in the message body.
5. Click the **Send** [Send](#) button when done.

Forwarding a Message

1. Open or select the message you want to forward.
2. Click the **Forward** [Forward](#) button.
3. Enter recipient e-mail address(es) in the **To** box.
4. Enter additional text in the message body, if desired.
5. Click the **Send** [Send](#) button when done.

Printing a Message

1. Open the message you want to print.
2. Click the **Print** [Print](#) button.
3. Select print options in the **Print** dialog box.
4. Press the **Enter** key when done.

Moving or Copying a Message

1. Select the message you want to move or copy to another folder.
2. Point to the **Move** [Move](#) button.
3. Select **Move to Folder** or **Copy to Folder** from the resulting menu.
4. Click once on the folder you want to move or copy the message to.
5. Click the **OK** button.