

Lotus Notes New Memo Tip

New Memo Tip

There's a new feature in version 6 of Lotus Notes that puts a few handy things at your finger tips.

Go into Notes and start a new memo. To the right (near the top of the Notes window), you should see a little button (see Figure 1).

Click this button and four things show up (Figure 2): High Importance, Return Receipt, Sign and Encrypt.

Send Send and File Save As Draft Address Delivery Options Tools	1	😡 Stephen Groulx - Inbox 🏾 🖄 New Memo 🗙	
Stephen Groulx/NNE/USE/SArmy To cc 06/24/2003 11:30 AM bcc Subject Subject		Send Send and File Save As Draft	Address Delivery Options Tools 🔹 💦 👔
		Stephen Groulx/NNE/USE/SArmy 06/24/2003 11:30 AM	To cc bcc Subject



The one item most commonly used is the Return Receipt. Now, instead of having to go into a menu (the old way), you can request a return receipt with your email while you are composing it! This is much easier...and faster.

🔛 Stephen Groulx - Inbox 🕅 New Memo 🗙	
Send Send and File Save As Draft	Address Delivery Options Tools -
🗖 High importance 📕 Return receipt	🗖 Sign 🗖 Encrypt
Stephen Groulx/NNE/USE/SArmy	
06/24/2003 11:31 AM	bcc
	Subject

Figure 2

Return Receipt sends you a confirmation email when the recipient(s) of your email have opened it. Remember, it only tells you is when your email was opened, not actually read, by the recipient(s).

The four items mentioned above will remain "open" (visible on each new memo you create) until you click that little button again.