

Lotus Notes

Training Series

Lotus Notes
New Memo Tip

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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.



Figure 1

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.

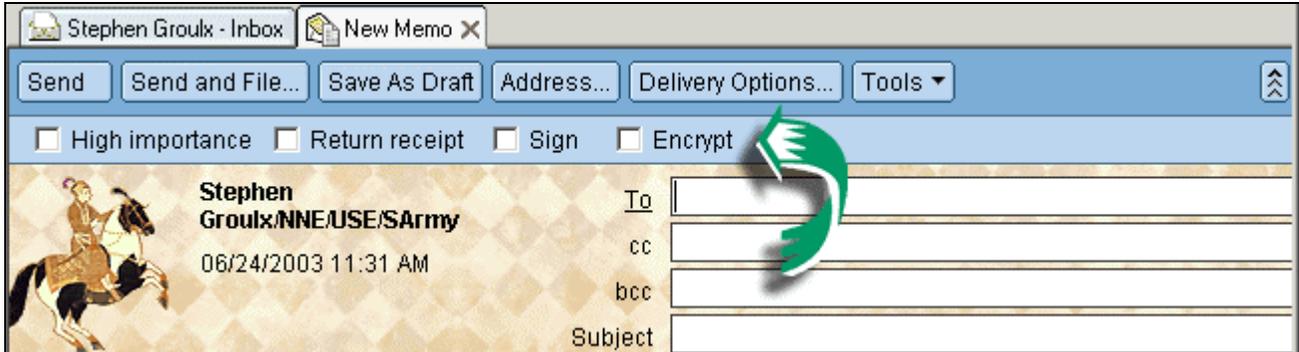


Figure 2

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.